



**DRAFT**

# Community Safety Action Plan (CSAP)



*October 2019*

## INTRODUCTION & OVERVIEW

A safe community is one where people are able to participate and live their lives in an environment without fear or risk of harm or injury. The River to Sea Transportation Planning Organization (TPO) has developed this Community Safety Action Plan (CSAP) to address and improve transportation safety within our local community. The plan has been developed through a collaborative approach and is based on local data.

Providing a safe transportation system is extremely important to the River to Sea TPO and in the past few years, a number of activities have been pursued, including:

- the development of the Long Range Transportation Plan (LRTP) that addresses safety
- the establishment of ranking criteria that assigns points for infrastructure projects that address unsafe conditions and funds construction projects that improve safety
- completion of safety planning studies such as the School Safety Studies, SR/CR A1A Pedestrian Safety and Mobility Study, Roadway Safety Evaluation and Improvement Study, etc.
- participation in safety awareness events such as White Cane Awareness/Pedestrian Safety Day, summer school helmet fittings, Mobility Week safety events, etc.

The River to Sea TPO, in partnership with community agencies such as the Florida Department of Health in Volusia & Flagler, law enforcement agencies and local cities and counties, has worked to address the five “E’s” of safety; engineering, enforcement, education, encouragement and evaluation.



## BACKGROUND & PROJECT APPROACH

The CSAP was included in the TPO's FY 2018/19 and 2019/20 Unified Planning Work Program to be completed in 2019. The purpose is to assess existing safety strategies utilized in our planning area and identify community outreach activities that will build upon those efforts to further promote safety. CSAP focus areas will be used to develop a work plan for TPO staff.

Community safety has been consistently identified as a high priority for our residents, tourists and visitors. In the River to Sea TPO's 2018 Tell the TPO Survey, some of the key findings included:

- **Investing in safety and convenience will make travel choices more attractive:**  
Respondents to the survey indicated that they would walk or bicycle more if additional high quality bicycle and pedestrian facilities were constructed. Many felt more should funding should be invested improving walking conditions.
- **Improving roadway safety and efficiency are highest priorities:**  
Respondents identified the improvement of safety and transit service as the types of transportation projects that are the highest priorities.

Among the responses to the survey, more than 50% cited safety concerns as reasons they do not walk or bike. It is clear to see that safety is an issue that must be addressed.

This CSAP will review recent safety data and compare it with safety strategies and initiatives that are currently underway in our community. This will help to identify areas that need more attention in order to reduce unsafe activities in our community.

## COMMUNITY SAFETY ANALYSIS

### STAKEHOLDER/PUBLIC INPUT

The development of this plan began with a review of safety data captured from the past five years through Signal Four Analytics as well as through the TPO's Crash Analysis Report and Roadway Safety Evaluation & Improvement Study. Current safety campaigns and initiatives in our planning area were identified. A stakeholder group and the TPO's committees and board convened to discuss the data and strategies and to offer potential ideas that would increase safety. The following agencies and groups provided input into this plan:

- Florida Department of Transportation (FDOT) District 5
- Volusia County Sheriff's Office
- Embry-Riddle Aeronautical University
- Safe Kids Coalition
- Halifax Heritage Byway
- Daytona Beach Mayors' Alliance
- River to Sea TPO Committees & Board
- Volusia County Traffic Engineering
- City of Ormond Beach
- Halifax Council of the Blind

## STATISTICS/DATA

A review of the data determined that there were two things that contribute the most to deaths and injuries: ***distracted driving*** and ***speeding***.

### DISTRACTED DRIVING

Distracted driving can be defined as driving while not fully paying attention to the road. Many people think of texting and driving or talking on the phone when driving; however, you can also be distracted by:

- Reaching for your phone
- Changing the radio station
- Daydreaming
- Checking your GPS
- Taking a photo
- Checking email
- Posting to social media sites
- Eating and drinking
- Putting on makeup/grooming

Even speaking to a passenger in your car can be a distraction. You are distracted ANY TIME your mind and/or your eyes are taken off the road. In 2018, there were 1,383 distracted driving crashes in Volusia and Flagler Counties; accounting for about 14% of all crashes. This number is likely underreported and has been estimated to contribute to at least 25% of all crashes. Driver distraction is reported by the National Safety Council to be responsible for more than 58% of teen crashes. In addition, nine people in the U.S. are killed each day as a result of crashes involving a distracted driver, according to the Department of Motor Vehicles.



Teen Safe ([www.teensafe.com](http://www.teensafe.com))

On July 1, 2019, the Wireless Communications While Driving Law, Section 316.305, Florida Statutes, took effect. The law requires that drivers put their phones down and focus on driving. Law enforcement is now able to stop drivers and issue tickets to motorists who are texting and driving. The law also prohibits any use of wireless handheld devices in school and work (construction) zones.

The two most common crash types are rear end collisions and lane departures. Rear end collisions account for nearly 28% of all crashes; the majority being in daylight hours and dry conditions. It can be inferred from this data that many of these crashes are the result of a distracted driver; the driver not paying attention and being unable to brake in time for a stopped

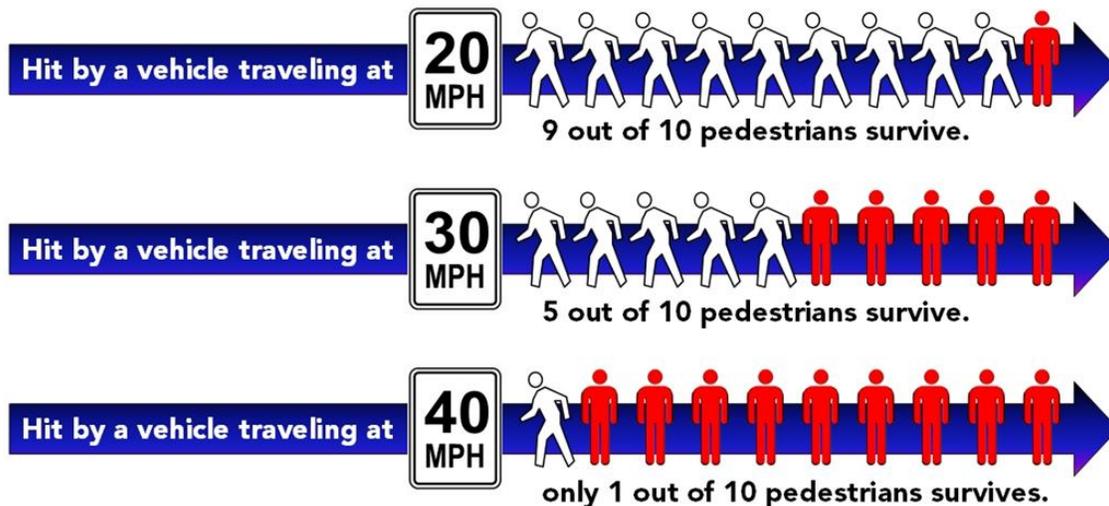
vehicle in front of them. The second most common, at 25% of all crashes, are lane departures. Lane departures can be due to driver distraction or being drowsy or impaired. Combining the top two crashes accounts for more than 50% of all collisions, most of which are due to distraction.

## **SPEEDING**

Speeding is defined as the act or practice of exceeding the posted speed limit. Speed also affects safety when drivers are travelling too fast for road conditions, such as during bad weather, when a road is under repair, or in an area at night that isn't well lit. In Volusia and Flagler Counties, speeding is a contributing factor in 81% of all crashes. About 28% of all traffic deaths that occur each year are caused by a speeding driver. A study from the National Transportation Safety Board declares there's a singular and unequivocal reason for the rise in traffic deaths: speed is what's killing Americans.

The TPO planning area ranks high for bicycle and pedestrian injuries and fatalities. While some of these can be attributed to the bicycle and pedestrian behavior, many more are attributed to driver behavior. By reducing speeding and distracted driving, bicycle and pedestrian injuries and fatalities will decrease.

The chart below shows the difference speed can make on the survival rate of pedestrians.



The potential consequences for vehicles that speed include:

- Greater potential for losing control of the vehicle;
- Reduced effectiveness of protection equipment;
- Increased stopping distance after the driver perceives a danger; and
- Increased severity of crashes resulting in more severe injuries or fatalities.

This plan focuses on recommendations to reduce speeding and distracted driving.

## PREVIOUS WORK EFFORTS

In order to develop recommendations that will have an impact on safety in our area, it is important to look at what is currently being done. Below is a table of many of the initiatives and strategies that are currently occurring:

Initiatives/Strategies	Agency	Focus Area
Alert Today, Alive Tomorrow	FDOT	Safety
Education Initiatives – Advertisements	FDOT	Safety
Put it Down, Focus on Driving	FLHSMV/FDOT	Distracted Driving
Florida Traffic & Bicycle Safety Education Program	FDOT/UF	Bike/Ped Safety
Safe Routes to School Program	FDOT	Bike/Ped Safety
Best Foot Forward Pedestrian Safety Initiative	Bike/Walk Central Florida	Pedestrian Safety
High Visibility Law Enforcement	FDOT/Local Governments	Pedestrian Safety
Arrive Alive, Buckle Up	FLHSMV	Safety
Community Traffic Safety Teams	FDOT	Safety
School Safety Studies	River to Sea TPO	Safety
Bicycle Helmet Fittings	River to Sea TPO	Bicycle Safety
Corridor Assessments	River to Sea TPO	Safety
Bicycle and Pedestrian Master Plan	River to Sea TPO	Bike/Ped Safety
Safety Performance Targets	River to Sea TPO	Safety
Priority Project Process	River to Sea TPO	Safety
Teen Driver Challenge	Florida Sheriff's Association	Defensive Driving

It should be noted that the above listing is not an exhaustive list. It is evident upon reviewing the statistics over time that more needs to be done to drive down crashes, fatalities and injuries.

## IMPLEMENTATION PLAN

### 1. Develop an Education and Awareness Campaign for Speeding and Distracted Driving

The first recommendation is to decrease distracted driving and speeding through an education and awareness campaign. A theme that was evident from the input that was received at the committee and stakeholder meetings was to teach obedience of the laws and safety throughout the school years, beginning in kindergarten and going all the way through high school. By doing this, following the laws and exhibiting safe behaviors will become instinctive and automatic. The TPO will partner with the Volusia and Flagler County school systems, local law enforcement agencies and the general public to develop a safety education and awareness campaign. This will not be an immediate fix; but one that will need to be monitored for many years to come before we can see its full effects.

### 2. Create a Targeted Print and Social Media Campaign

A second recommendation is to develop safety awareness materials geared toward distracted driving that can be distributed through the Hotel & Motel Lodging Association to be displayed at local hotels and motels as well as colleges and universities. These marketing materials may include posters and QR codes that passerby's can scan with their phones to get information.

### **3. Develop a Speakers' Group**

A third recommendation is to partner with people who have been involved in life-changing accidents due to distracted drivers or speeders. The TPO will arrange a schedule for these individuals to speak to groups about their experiences. Groups may include college classes, high school classes, safety events and presentations, etc. This will encourage people to see that these are not just numbers we are talking about but real people who have had their lives forever changed.

### **4. Continue Existing Programs and Activities**

The TPO will continue the programs and activities that are currently in place such as:

- Bicycle helmet fittings
- Participation in safety and health-related events
- Partnering with agencies such as the Florida Department of Health in Volusia and Flagler Counties, Florida Department of Transportation (FDOT) and local governments to promote change in human behavior
- Complete Streets development and implementation
- Continued monitoring of transportation safety performance measures for safety
- Development of safety studies

## RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

### RESOLUTION 2019-##

#### RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION ADOPTING A COMPLETE STREETS POLICY

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**WHEREAS**, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach and portions of Palm Coast and Bunnell; 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 River to Sea TPO desires to promote, maintain and enhance safety, quality of life, and economic development in the urbanized area; and

**WHEREAS**, Complete Streets are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists, freight handlers, and transit riders of all ages and abilities; and

**WHEREAS**, a Complete Streets Policy directs transportation planners and engineers to integrate a Complete Streets approach into their transportation practices, policies and decision-making processes to improve the entire street network; and

**WHEREAS**, the Florida Department of Transportation is implementing a Complete Streets Policy to routinely plan, design, construct, reconstruct and operate a context-sensitive system of Complete Streets; and

**WHEREAS**, the River to Sea TPO has developed a Complete Streets Policy that has been provided for review by the general public, the River to Sea TPO's Advisory Committees and the River to Sea TPO Board.

**NOW, THEREFORE, BE IT RESOLVED**, by the River to Sea TPO that the:

1. River to Sea TPO Board and advisory committees have reviewed and endorsed the Complete Streets Policy;

2. River to Sea TPO's Complete Streets Policy is hereby endorsed and adopted as shown in Attachment "A" attached hereto and made a part of this resolution; and the
  
3. Chairperson of the River to Sea TPO (or his/her designee) is hereby authorized and directed to submit the Complete Streets Policy 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. Department of Economic Opportunity;
  - e. East Central Florida Regional Planning Council;
  - f. Northeast Florida Regional Council (NEFRC); and the
  - g. Central Florida MPO Alliance.

**DONE AND RESOLVED** at the regularly convened meeting of the River to Sea TPO held on the 23rd day of October 2019.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

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**DAYTONA BEACH COMMISSIONER ROBERT GILLILAND  
CHAIRPERSON, RIVER TO SEA TPO**

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on October 23, 2019.

**ATTEST:**

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**DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

# River to Sea TPO Complete Streets Policy

Draft: 10/07/2019

- 1.0 Definition
- 2.0 Vision and Goals
- 3.0 Applicability
- 4.0 Design
- 5.0 Implementation
- 6.0 Exceptions
- 7.0 Performance Measures

## 1.0 Definition

Complete Streets are planned, designed, operated and maintained to safely accommodate people of all ages and abilities, including pedestrians, cyclists, motorists, transit users, emergency services, freight, plus adjacent businesses and residents. The River to Sea TPO recognizes that, depending on context, streets may serve diverse activities, functions, and intensity of uses, including recreational and destination-based uses.

## 2.0 Vision and Goals

This Complete Streets Policy outlines a framework for making transportation investment decisions to create a transportation system that provides residents and guests equitable access to resources, supports economic vitality, and promotes healthy communities.

The goals of this Complete Street Policy are:

- Reduce injuries and fatalities
- Provide transportation options for people of all ages, physical abilities, and income levels
- Improve health by promoting active lifestyles through design to realize long-term health impacts
- Support equitable access to employment opportunities and civic resources
- Support economically healthy/vibrant communities

## 3.0 Applicability

This Complete Street Policy applies to new construction and reconstruction roadway projects including but not limited to intersection projects, capacity projects, safety projects, bridges, and other transportation facilities that will use funds through the River to Sea TPO. All phases of project implementation are covered, including planning, design, right-of-way acquisition, and construction.

Repair, maintenance, and operations work are not covered.

The River to Sea TPO recognizes the need for interdisciplinary and cross-jurisdictional coordination to effectively develop, operate, and maintain bicycle and pedestrian networks and transit facilities. The River to Sea TPO encourages coordination with nearby jurisdictions, projects, and plans. If projects are linking to or in proximity to each other, the projects should be coordinated to ensure a facility's consistency and to allow for utmost resource efficiency in project implementation.

#### **4.0 Design**

Designs shall consider accommodations for all users and be sensitive to context of the project setting. Complete Streets may look different for every project and road type.

Facilities will be designed and constructed in accordance with current applicable laws and regulations, using best practices and guidance from a variety of organizations, including but not limited to the following:

- FDOT guidelines and manuals,
- American Association of State Highway and Transportation Officials (AASHTO) publications,
- Manual on Uniform Traffic Control Devices (MUTCD),
- Americans with Disabilities Act Accessibility Guidelines (ADAAG),
- Public Rights-of-Way Accessibility Guidelines (PROWAG),
- Designing Walkable Urban Thoroughfares: A Context Sensitive Approach: An ITE Recommended Practice,
- Urban Bikeway Design Guide and the Urban Streets Design Guide by the National Association of City Transportation Officials (NACTO).

The agency or government with ownership or maintenance responsibility for the road shall retain the decision authority over its projects.

#### **Context Sensitivity**

The River to Sea TPO recognizes that Complete Streets solutions vary according to each street's land use context. Appropriate design standards and input from community members should be considered within each context that provide for a flexible, innovative, and balanced approach resulting in safety for all users.

#### **5.0 Implementation**

##### **Local Complete Streets Policies**

The River to Sea TPO encourages all local government partners to adopt Complete Streets policies. The River to Sea TPO will assist participating jurisdictions through educational outreach programs as

they develop and adopt local Complete Streets policies.

### Education and Training

The River to Sea TPO will develop outreach and training materials to assist local agencies in implementing Complete Streets policies, training elected officials, community leaders, and private development partners on the benefits of Complete Streets and distribute current best practice information on Complete Streets design.

### Design

Roadway projects shall accommodate people of all ages and abilities, including pedestrians, cyclists, motorists, transit users, emergency services, freight, plus adjacent businesses and residents. Roadway projects shall utilize multimodal performance standards with measurable outcomes.

### Funding

The River to Sea TPO will modify and periodically assess its existing prioritization processes to promote high quality Complete Streets projects.

## **6.0 Exceptions**

There are conditions where it may be inappropriate to provide bicycle, pedestrian, or transit facilities. These exceptions include:

1. Limited access facilities where bicyclists and pedestrians are prohibited by law from using the road. In this instance, a greater effort may be necessary to accommodate bicyclists and pedestrians elsewhere within the same transportation corridor and to provide safe, comfortable crossings for bicyclists and pedestrians at interchanges and connecting neighborhoods, activity centers, or regional trail network.
2. The Long Range Transportation Plan's annual average daily traffic (AADT) projection is less than 5,000 vehicles per day.
3. A reasonable and equivalent alternative already exists, or is programmed in the Transportation Improvement Program (TIP) as a separate project, for the specific use being exempted within a reasonable distance and serving the same destinations.
4. Areas outside of the River to Sea TPO's designated Metropolitan Planning Area (MPA)

For projects funded by the River to Sea TPO, exceptions for not accommodating bicyclists, pedestrians, and transit users in accordance with this policy will require approval of the River to Sea TPO Board. These exceptions will be submitted and proceed through the established TPO transportation planning process.

## 7.0 Performance Measures

The River to Sea TPO shall evaluate this policy annually. The River to Sea TPO will report to the Board the performance of the Complete Streets policy based on the measures listed below, compared to the previous review period, in order to evaluate the success of the policy's success.

- Number of jurisdictions with adopted Complete Streets Policies
- Progress in reaching the River to Sea TPO's adopted transportation safety targets
- Volusia and Flagler County Public Health Rankings
- Satisfaction levels as expressed in "Tell the TPO" Surveys
- Workshops and events to promote Complete Streets and raise awareness of bicycle and pedestrian safety

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# **FY 2018/2019 PUBLIC OUTREACH SUMMARY**

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION  
WWW.R2CTPO.ORG  
WWW.FACEBOOK.COM/RIVERTOSEATPO**

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## Introduction

The River to Sea TPO’s FY 2018/19 Public Outreach Summary outlines the outreach and activities that were undertaken during the fiscal year. This document shows the comprehensive public outreach approach the TPO utilizes to reach out to and solicit input from the residents, visitors and local governments within our metropolitan planning area. In today’s world and ever-changing technology, people are not always available or able to attend traditional meetings. Therefore, we strive to offer numerous other ways to participate in our activities including community events, social media interaction, through print and marketing materials as well as the option to volunteer to serve as a representative on one of our committees. The Public Participation Evaluation Matrix is required by the TPO’s Public Participation Plan (PPP). This summary provides an overview of those measures of effectiveness. The following objectives are laid out in the TPO’s PPP and evaluated at the end of each fiscal year.

The TPO shall:

1. Actively engage the public in the transportation planning process as prescribed by the policies contained in this Public Participation Plan in accordance with state and federal laws;
2. Keep the public informed of ongoing transportation-related activities on a continuous basis;
3. Encourage the participation of all citizens throughout its metropolitan planning area including Volusia County and portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell in the transportation planning process; and
4. Strive to continuously improve public participation.

## Public Meetings, Hearings and Contacts

### Scheduled Meetings

The River to Sea TPO holds more than 60 public meetings each year including our regularly scheduled committee and board meetings. In addition to the routine, monthly meetings of the TPO advisory committees and board, listed below are some of the additional meetings that were held throughout FY 2018/19.

**TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) PUBLIC HEARING** The TDLCB held its annual Transportation Disadvantaged public hearing following the TDLCB meeting on November 14, 2018 to solicit public comments. No public comments were received.

**TPO BOARD RETREAT** The River to Sea TPO held its annual Retreat on February 25, 2019 in coordination with the Daytona Regional Chamber of Commerce. The retreat focused on the Relationship between Transportation and the Local Economy. One-hundred and twenty-four (124) attendees including members of the TPO Board and committees, elected officials, government staff, members of the public, consultants and news media attended. The event was held at the



Jim Henderson Welcome Center at Embry-Riddle Aeronautical University. The purpose of the retreat was to provide an engaging forum within which leaders in the transportation industry could provide insight into current and future transportation trends and their effects on the local economy. Speakers included Mr. Mike Shannon, FDOT District Five Secretary, Florida House District 25 Representative Tom Leek, Mr. John Crossman, CEO of Crossman & Company, and Mr. Rusty Roberts, Vice President of Government Affairs for Virgin/Brightline.

**FY 2019/20 TO 2023/24 TRANSPORTATION IMPROVEMENT PROGRAM (TIP); 2019 TRANSPORTATION PRIORITY PROJECT LISTS; AND 2019 PUBLIC PARTICIPATION PLAN** While all River to Sea TPO meetings

are open to the public and time for public comments are scheduled, the TPO formally announced via legal advertisements the availability of the following three documents for public review and comment: the FY 2019/20 – 2023/24 Transportation Improvement Program (TIP), the 2019 Transportation Priority Project Lists and the 2019 Public Participation Plan. A number of comments were received for each document and each of the comments were addressed.

**FEDERAL CERTIFICATION REVIEW PUBLIC MEETING** On June 11, 2019, as part of the TPO's Federal Certification Review, a public meeting was held to solicit input on our planning processes and public outreach and availability. Seven comments were received.

### **Attendance Rates**

Attendance rates decreased among all of the TPO's committees and board when compared to the previous fiscal year (2017/18); all fell below the minimum 80% attendance rate. Committee attendance records are included in each TPO Board agenda as information items. To address this in the upcoming fiscal year:

- Members will be reminded of the importance of their participation;
- When they are unable to attend a meeting, TPO staff will request they send an alternate in their place;
- Members who have recurring absences will be contacted in accordance with TPO Bylaws, along with the appointing board member if the absences continue; and
- TPO staff will meet to review the history of attendance, discuss potential causes and develop and implement a strategy aimed at improving attendance.

### **Vacancies**

Fewer vacancies were reported than in the previous fiscal year; however, they are still significant. When vacancies occur on a board or committee, TPO staff will:

- Post the vacancies on the TPO's website ([www.r2ctpo.org](http://www.r2ctpo.org));
- Inform the corresponding city/county/elected official/agency via email;
- Recruitment efforts will continue to be made at local events, through interaction with the board members that appoint committee representatives and through our social media channels; and
- TPO staff will meet to review the vacancies for each committee, and map out a strategy to encourage appointments to the vacant seats.

### **Demographics**

Demographics of the committee/board members include a diverse representation of genders, races and disabilities. The TPO will continue to reach out to traditionally underserved and underrepresented populations to encourage participation on our committees through social media, events and word of mouth.

## Public Comments

Public comments at TPO meetings have decreased about 30% this past fiscal year. This could be due to less controversial items being discussed. These numbers are generally beyond the control of the TPO; however, we will continue to provide time during each meeting to allow public comment and encourage people to provide input. We will continue to be open and welcoming to everyone. No changes have been identified at this time.

## Meeting Attendees

The number of attendees at TPO Board and committee meetings increased over the prior fiscal year. The number of attendees is not typically within the control of the TPO; we will continue to send out notices to all citizens who have requested to be notified and post all meetings on the TPO's website and Facebook page. No changes have been identified to be implemented at this time.

## Public Records Requests

In FY 18/19, two people requested access to the TPO's plans and documents in person. This is the same number as last year and is not something that the TPO can necessarily influence or increase. We continue to respond to requests in an efficient manner.

## Public Involvement Contact Logs

Each River to Sea TPO employee keeps a log of contacts with the public. The information contained in each log includes the person's name, contact information, form of contact, their request and any follow up provided. There were 234 individual public involvement contacts recorded in FY 2018/19. This was a 12% increase in the number of individual public contacts over the previous fiscal year. One-hundred percent (100%) of these public inquiries were responded to by the TPO staff.

#	DATE	CONTACT INFORMATION	TYPE OF CONTACT	REASON	ACTION/FOLLOW UP
1	7/5/18	Pathways Elementary School	In Person	Present on Bike Safety	Presented to about 50 kids
2	7/11/18	Katie Tripp	Email	Request meeting with Lois	Scheduled meeting
3	7/16/18	Pat Drago	Phone	Request Presentation on TPO and funding	Forwarded to Lois
4	7/16/18	Ginger Norberg	Email	Request Conference Room space	Confirmed conference room reservation
5	7/16/18	Kathrena Regnier	Email	Request the TPO fill out a signature project survey	Forwarded to Lois
6	7/20/18	Debbie Fitzgerald	Email	Term limits of board members	Provided bylaws and answered q's
7	7/21/18	Tour de Palm Coast	In Person	Fit helmets and talk about TPO	Fit about 10 helmets
8	7/25/18	Santiago Summers	Email	Web services offer	Responded via email about our RFP process
9	7/26/18	Cindi Pagliari	Phone	Question on presentation given	Gave information requested
10	8/8/18	Robert Atkinson	In Person	Interested in volunteering with the TPO	Sent him to Stephan about bike pedestrian counts program
11	08/21/18	Jason Taylor	Phone	Request helmet fitting	Contacted him by phone to discuss
12	8/22/18	Impact Fee Workshop Pre Run	In Person	Helped with impact Fee Pres.	Spoke with about 8 people
13	8/29/8/30/8/31/09/4/18	Josh Shoemaker	Email	Schedule date to pick up Tell the TPO Survey Award	Scheduled for 09/10/18 between 9-10 a.m.
14	09/05/18	Laura Turner	Phone	Request to be on agenda for October 1st 5:00-2 Loop	Scheduled presentations for October 2018

## TPO Master Database/Email Contact List

The River to Sea TPO has a master email database which contains contact information (email addresses) for 1,938 people and organizations. There was a slight increase of 2% over FY 17/18 in the number of people in the TPO's master database/email listing. The TPO also maintains a master mailing database which contains 1,527 people and organizations and their mailing information. The number of people that requested to be added to our email list through our committee and board sign in sheets has decreased slightly over the last two fiscal years.

Three pieces of mail were returned in FY 2018/19; this is one more than in FY 17/18. The TPO distributes paper agendas to about 72 people on a monthly basis, or a total of 720 per year; less than 1% are returned which is satisfactory.

### **Staff Presentations and Contacts**

In FY 2018/19, the TPO staff presented at 18 different workshops and meetings. This shows a decrease of 12% over the previous fiscal year most likely due to the fact that the Tell the TPO Survey was not underway during this period of time. Among the workshops and meetings the TPO presented at were the following: Daytona Beach Association of Realtors, Volusia County League of Women Voters, TEAM Volusia, Southwest Volusia Transportation Alliance, City of Ormond Beach, Florida Engineering Society, Central Florida Transportation Planners Group, West Volusia Chamber of Commerce, Southeast Tourism Society Connections Conference, Volusia County and Flagler County Legislative Delegations; and the SR A1A Scenic & Historic Coastal Byway.

### **Media, News Releases and Articles**

A total of 80 news articles were published in FY 18/19. This is the same number as last year. In addition, five press releases were issued; slightly more than last fiscal year. This is above the expected amount which averages around 65 per year over the previous five years.

### **Printed Materials and Marketing Items**

During FY 18/19, the TPO distributed eighty-two (82) 2040 Long Range Transportation Plan (LRTP) Summary Brochures and 125 TPO Annual Reports. This is a decrease of 30% over the previous year for the 2040 LRTP Summaries which is to be expected as we get further from the original adoption date of the plan. For the Annual Report, the distribution stayed relatively the same as the previous fiscal year.

The River to Sea TPO produced the first countywide bicycling map for the experienced cyclist consisting of bicycle routes throughout Volusia County. This map was developed in cooperation with the Florida Bicycle Association, Florida Freewheelers Bicycle Club, Bike Florida, Inc. and local governments in Volusia County. It was made available at kiosks in the Volusia County Parks, the office of the West Volusia Advertising Authority as well as the Daytona Beach Chamber of Commerce and the Daytona Beach/Port Orange Chamber of Commerce. The map was handed out at events that the TPO participates in and was also available through direct request. Approximately 200 bicycle maps were distributed in FY 2018/19; a decrease of 58%. This is due to a lack of maps that were available to distribute (this number is expected to increase next

#### **River to Sea TPO Bicycle Suitability Map 2019**



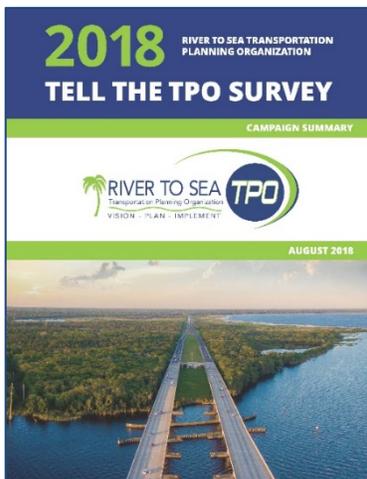
Photograph of the Ormond Scenic Loop and Trail courtesy of Bike Florida, Inc.



fiscal year with the publishing of the new TPO Bicycle Suitability Map). Because the map was last updated in 2014 and only included Volusia County it has been updated to include both Volusia and Flagler Counties and to add suitability levels for cyclists; the new map is titled “The River to Sea TPO 2019 Bicycle Suitability Map”. This update was completed in June 2019 and is currently available on the TPO’s website. Hard copies of the map will be made available in July 2019.

The TPO Walk & Ride DVD gives tips to bicyclists and pedestrians on the rules of the road. The DVD is provided to the Volusia and Flagler County school systems and handed out at the events the TPO participates in as well as through direct request. The Walk and Ride Bicycle & Pedestrian Safety Video is a TPO project funded by the Florida Safe Routes to School Program and produced by WDESC-TV Channel 15. The video and accompanying public service announcements promote safe practices for walking and biking. English and Spanish versions of the video are available. Four-hundred and two (402) Walk and Ride Safety DVDs were distributed last fiscal year which is an increase of 34% over the prior year. It is expected that we will continue to maintain this level of distribution.

The Bicycle Safety Awareness Decal (It’s the Law Decal) was developed by the River to Sea TPO and promotes Florida Statute 316.083 (1) – a statute that states the driver of a vehicle passing a bicycle or other non-motorized vehicle must pass the bicycle or other non-motorized vehicle at a distance of at least three (3) feet. Decals are displayed public and private vehicles alike including Volusia County vehicles and buses. The River to Sea TPO distributed approximately 372 bicycle safety car decals in FY 2018/19. This is a slight decrease (7%) from the previous fiscal year; however, we will strive to distribute at least 370 safety decals in the coming fiscal year.



The River to Sea TPO’s Tell the TPO Survey brochure outlines the results of the 2018 survey campaign. Just over 325 Survey brochures were distributed in FY 2018/19, an increase of close to 20% over FY 17/18. The distribution of these brochures varies based on when the survey was completed. Distribution tends to be higher immediately following the completion of the survey and lower immediately prior to beginning a new survey.

The River to Sea TPO keeps a scrapbook of relevant news articles, press releases, legal ads and events that are of interest to the TPO or the TPO is referenced in. In the FY 2018/19 River to Sea TPO scrapbook, there were a total of 80 newspaper articles published mentioning the River to Sea TPO and 18 legal ads/press releases issued. This is a slight increase over FY 2017/18 and continues to be positive for the TPO. The TPO will look to maintain its level of media coverage in the coming fiscal year.

## Social Media

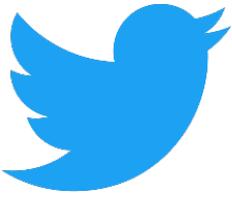
The River to Sea TPO has a website, [www.r2ctpo.org](http://www.r2ctpo.org), which showcases agendas, minutes, Title VI information, a calendar of events, plans, studies, documents, news and press releases, as well as information on the public outreach program. During the period from July 1, 2018 through June 30, 2019, there were a total of 10,074 visitors to the River to Sea TPO website; a 12% increase over the previous fiscal year. There were 8,949 unique visitors to the website; an increase of 14% over FY 2017/18. Of the 10,074 visitors, 3,031 accessed the website via a mobile phone or tablet (33%). The River to Sea TPO's Bicycle Map continues to be the most accessed webpage.



## Facebook

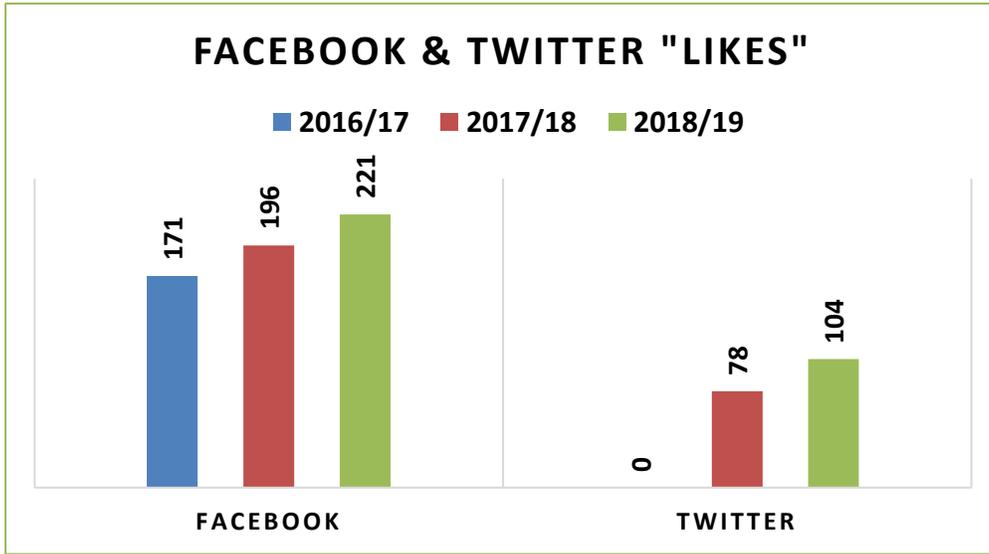


The River to Sea TPO published and maintained a Facebook page that was active during FY 2018/19. The TPO Facebook page had 221 “likes” and 149 “check-ins.” This represents an increase of 13% over the prior year. At a minimum, posts were made on a bi-weekly basis and included meeting announcements and news of interest to the fan base. Some individual posts reached upwards of 2,000 people. The majority of posts reached between 60 and 500 people.



## Twitter

During FY 2018/19, the TPO utilized its Twitter account, @TelltheTPO, to get the word out about the Tell the TPO Survey and our Federal Certification Review. The TPO’s Twitter page has 104 followers and announcements for the Tell the TPO Survey and Federal Certification Review resulted in 42,165 Tweet “impressions” or the number of times users saw TPO posts.



## Special Events and Community Activities

The TPO participated in 42 community events during FY 18/19; a decrease of 9% from the prior fiscal year. This fiscal year, one focus of community events was to reach out to college-age and elementary students. Ten of the events the TPO participated in were specifically geared towards these students. These events were held at Daytona State College, Bethune-Cookman University, Embry-Riddle Aeronautical University as well as seven different elementary schools. The following are some of the events the TPO participated in during FY 2018/19.

### SUMMER SCHOOL CAMP BICYCLE HELMET FITTINGS

The River to Sea TPO conducts a bicycle safety awareness program that includes a presentation on bicycle safety and properly fitting and donating bicycle helmets. Bicycle helmets are purchased by the River to Sea TPO and awarded by the Bicycle Helmet Promotion Grant from the Florida's Pedestrian and Bicycling Safety Resource Center. Each summer, the bicycle helmets are fitted and donated to a number of children in Volusia and Flagler County schools. During the 2018/19 fiscal year, the River to Sea TPO staff went to the following schools, gave a presentation on bicycle and pedestrian safety and properly fit and donated helmets:

July 5, 2018: Pathways Elementary School – 50 helmets fitted

June 13, 2019: Forest Lake Elementary School – 52 helmets fitted

June 25, 2019: South Daytona Elementary School – 45 helmets fitted

### TOUR DE PALM COAST HELMET FITTING

On July 21, 2018, the River to Sea TPO staff attended, fit and distributed helmets and staffed a display booth at the Tour de Palm Coast event.



### VCARD ICEBREAKER

On September 26, 2018, the River to Sea TPO staff attended and manned a display booth at the VCARD Icebreaker in Daytona Beach. The booth display showcased results from the recently completed Tell the TPO Survey Campaign.

### PORT ORANGE FAMILY DAYS

Port Orange Family Days is an area-wide community event that draws close to 60,000 people over three days. The River to Sea TPO participated in this event on October 6, 2018; approximately 265 helmets were properly fitted and donated during this event and a large number of promotional safety items were distributed.



### INTERNATIONAL WALK TO SCHOOL DAY EVENTS

The River to Sea TPO participated in Walk to School Day on October 12, 2018 at Indian River Elementary School and Campbell Middle School. This event celebrates the joys of walking and opens the eyes of students, families, school and community leaders and partners in seeing the possibilities for walking to school every day. The TPO staff walked with the kids from a designated location to the schools.

### MOBILITY WEEK EVENTS

This week-long event, held from October 27 to November 3, 2018, is an annual collection of outreach events intended to bring attention to safe, multimodal transportation choices in Central Florida. As part of Mobility Week, the TPO participated in four events. These included:

### WHITE CANE AND PEDESTRIAN SAFETY DAY

On October 27, 2018, the TPO participated in White Cane and Pedestrian Safety Day. This included participating in the white cane challenge; for the



challenge, each participant was blindfolded and led through crosswalks on all four legs of an intersection by a guide. This year's event was held at the intersection of White Street and International Speedway Boulevard in Daytona Beach.

#### **NEW SMYRNA BEACH FARMERS' MARKET EVENT**

The TPO partnered with Votran to set up a booth and hand out promotional items, provide information on safety and the River to Sea TPO.

#### **PALM COAST NATURE WALK PRESENTATION**

TPO staff gave a presentation on trails to residents of Palm Coast and fit and donated 18 bicycle helmets.



#### **HALIFAX ART FESTIVAL**

The TPO, in partnership with Votran, set up a booth at this event and fit and donated 128 bicycle helmets, and handed out numerous safety and promotional items. This event attracts approximately 45,000 visitors each year.

#### **TRANSPORTATION RESEARCH BOARD (TRB) "TOOLS OF THE TRADE" CONFERENCE AND PRESENTATION**

On August 22-24, 2018, the River to Sea TPO staff attended the TRB Tools of the Trade Conference in Kansas City, Missouri. Staff gave a presentation on resilience in Volusia and Flagler Counties.

#### **WSBB RADIO SHOW**

TPO staff was interviewed on WSBB radio during the months of September and October 2018 regarding who the TPO is and ways the public can become involved.

#### **VOLUSIA COUNTY GEOGRAPHICAL INFORMATION SYSTEMS (GIS) DAY**

The River to Sea TPO participated in GIS day on November 13, 2018 and provided a table display of TPO area crash statistics as well as handing out promotional items and information. The event was held in DeLand.



**ANNUAL TPO TOY DRIVE AND HOLIDAY OPEN HOUSE**

During the month of December, the TPO held our annual toy drive for the Children’s Home Society of Flagler and Volusia. The toy drive concluded with a Holiday Open House held by the TPO on November 28, 2018; more than 26 people attended and provided toys and donations during the open house. Upwards of 121 toys were donated as a result of this outreach.

**SPRING TO SPRING TRAIL RIBBON CUTTING**

On December 28, 2018, the TPO attended the ribbon cutting of the Spring to Spring Trail in DeLand.

**SCHOOL CAREER DAYS**

On December 6, 2018, TPO staff attended Holly Hill Middle School’s Career Day. Staff gave a presentation on what the TPO is and what we do to more than 100 middle school students. In addition, on May 17, 2019, TPO staff discussed transportation safety and planning at Volusia Pines Elementary School’s Career Day.



**LIGHT UP MIDTOWN HEALTH FAIR**

The River to Sea TPO set up a booth at the Light Up Midtown Health Fair in Daytona Beach on December 8, 2018 and fit and donated 84 helmets as well as giving away safety promotional items.

**TRANSPORTATION AND CIVIL ENGINEERING (TRAC) TRAINING**

On January 10, 2019, TPO staff partnered with the Federal Highway Administration (FHWA) to provide TRAC training to three Mainland High School teachers and numerous transportation-field volunteers. The TRAC program is a hands-on program that lets high school students use math and science to solve real world problems in transportation and civil engineering. This program aims to improve work force diversity which helps to resolve one of the most pressing problems faced by the transportation today: a critical shortage of civil engineers.



### **“NOT SO NOISY” BIKE WEEK EVENTS**

During February 25-27, 2019, the River to Sea TPO participated in three “Not So Noisy” Bike Week events. TPO staff manned a booth at Daytona State College, Embry-Riddle Aeronautical University, and Bethune-Cookman University. Promotional items and safety information were distributed. In addition, a total of 84 bicycle helmets were properly fit and distributed among students at the three university campuses.



### **TURNBULL BAY BRIDGE RIBBON CUTTING**

On March 1, 2019, the TPO staff attended the Michael Eader Turnbull Bay Bridge Ribbon Cutting in New Smyrna Beach.

### **DAYTONA HALIFAX AREA LIONS CLUB HEALTH FAIR HELMET FITTING**

On March 2, 2019, the TPO staff set up a booth at the 2<sup>nd</sup> annual Daytona Halifax Area Lions Club Health Fair located at the Daytona Beach Midtown Cultural and Education Center. Thirty-three (33) helmets were properly fit and donated along with numerous promotional safety items being distributed.



**TRANSPORTATION DISADVANTAGED (TD) LEGISLATIVE AWARENESS DAY** On March 20, 2019, the TPO staff, along with members of the TPO's Transportation Disadvantaged Local Coordinating Board (TDLCB) and Votran travelled to Tallahassee for TD Awareness Day to speak with legislators regarding TD issues and concerns.

### **NACDD WALKABILITY ACTION INSTITUTE**

The Step It Up!: Action Institute to Increase Walking and Walkability, also known as the Walkability Action Institute (WAI), prepares interdisciplinary teams from metropolitan planning organization (MPO) regions (or similar regional entities) to pursue policy, systems, and environmental (PSE) supports for walking and walkability. The River to Sea TPO team, including staff members from the TPO, Orange City, the Florida Department of Health in Volusia County and the Health Planning Council of Northeast Florida, participated in this institute which took place in Atlanta, Georgia from April 22-25, 2019.



### **OAK HILL COMMUNITY FESTIVAL**

On May 5, 2018, the TPO staff attended the Oak Hill Community Festival. Fifty-six (56) bicycle helmets were fitted and donated and promotional items were handed distributed.

### **NATIONAL TRAILS DAY**

The River to Sea TPO participated in Volusia County's National Trails Day on June 1, 2018 at DeBary Hall. Twenty-eight (28) bicycle helmets were fit and donated and numerous promotional safety items being handed out.





# FY 2018/19 Public Participation Evaluation Matrix

TPO Board, Advisory Committees and Staff					FY 2018/19 Evaluation
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
<b>Scheduled Meetings</b>	Monitor meeting attendance of members and alternates	80% participation by committee members	Include minimum standards for meeting attendance in the TPO Bylaws and provide attendance records to the TPO Board	Monthly	<p>Sign in sheets and roll call forms are kept for all meetings; attendance records are also kept for all TPO committee meetings which are then provided each month to the TPO Board and advisory committees for their information and review.</p> <p>The average annual (fiscal year) attendance rate* for the TPO Board and advisory committees for FY 18/19 was:</p> <ul style="list-style-type: none"> <li><b>TPO Board – 79%</b></li> <li><b>TCC – 72%</b></li> <li><b>CAC – 67%</b></li> <li><b>BPAC – 60%</b></li> <li><b>TDLCB – 57%</b></li> </ul> <p>* Percentage does not reflect vacant seats</p> <p>Low attendance rates for each of the committees were identified prior to the end of the fiscal year and actions are being taken to increase these rates in the new fiscal year.</p> <p>In FY 2018/19, all TPO Board and committee meetings, with the exception of two TDLCB meetings, obtained a quorum.</p>

ONGOING PUBLIC PARTICIPATION					FY 2018/19 EVALUATION
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
<i>Scheduled Meetings (continued)</i>	Monitor demographic representation of committee members	When possible, fill available positions with citizens that represent varied demographic populations	Identify open positions and assist board members in recruiting public participants when requested	Monthly	<p>Committee members are appointed based on the location of their residence in accordance with the appointing members' jurisdiction; TPO Board members are made aware of vacancies as they occur through the inclusion of committee attendance records in each month's TPO Board agenda.</p> <p>Each of the TPO advisory committees and the TPO Board had the following average number of vacancies for FY 18/19:</p> <p><b>TPO Board</b> – 0 out of 32 total seats  <b>TCC</b> – 7 out of 25 total seats (28%)  <b>CAC</b> – 9 out of 24 total seats (37%)  <b>BPAC</b> – 10 out of 22 total seats (45%)  <b>TDLCB</b> – 1 out of 17 total seats (5%) (alternate member vacancies 6 out of 17 total seats) (35%)</p> <p>An average breakdown of committee members' race, gender and disability for FY 18/19 was as follows:</p> <p><b>TPO Board:</b> African American - 3; Hispanic - 0; Asian - 1; Male – 23; Female – 9; disabilities– 0  <b>TCC:</b> African American - 3; Hispanic - 1; Asian- 1; Male – 15; Female – 10; disabilities – 0  <b>CAC:</b> African American - 1; Hispanic - 0; Asian - 0; Male – 11; Female – 13; disabilities – 0  <b>BPAC:</b> African American - 0; Hispanic - 0; Asian - 0; Male – 13; Female – 9; disabilities – 3  <b>TDLCB:</b> African American - 2; Hispanic - 2; Asian - 0; Male – 5; Female – 12; disabilities– 4</p>

ONGOING PUBLIC PARTICIPATION					FY 2018/19 EVALUATION
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
<i>Scheduled Meetings (continued)</i>	Document press and citizen attendance and comments at meetings	Provide opportunities for public comment at all meetings; record the attendance and participation of non-members	Encourage the participation of interested parties through public notices, advertising, "networking" and posting meeting notices on the website and Facebook	Monthly	<p>Sign in sheets are kept for all meetings; public comment/participation periods are provided at the beginning of all TPO meetings.</p> <p>The TPO holds a minimum of 56 regularly scheduled meeting each fiscal year. Each meeting provides a time set aside to hear public comments. All meetings are noticed a minimum of five business days prior to the meeting and posted on the TPO website and Facebook page as well as emailed out to committee members and interested parties, including the press and libraries for posting.</p> <p>The number of public comments received for each of the TPO committees in FY 18/19 was:</p> <p><b>TPO Board – 6</b>  <b>TCC – 0</b>  <b>CAC – 0</b>  <b>BPAC – 4</b>  <b>TDLCB – 1</b></p> <p>Opportunity for public comment is included on all meeting agendas.</p> <p>The number of attendees who were not committee members or TPO staff for each committee in FY 18/19 was:</p> <p><b>TPO Board – 160</b>  <b>TCC – 41</b>  <b>CAC – 32</b>  <b>BPAC – 70</b>  <b>TDLCB – 31</b></p> <p>Members of the press routinely attend the TPO Board meetings at an average of two per meeting. Meeting agendas and notices are sent to 13 various press contacts, including the local newspapers and radio broadcasters, as well as the local libraries for posting.</p>

ONGOING PUBLIC PARTICIPATION					FY 2018/19 EVALUATION
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
<b><i>Open Access to Plans and Documents</i></b>	Monitor the daily public review of plans and reports maintained within the TPO offices	Ensure ample opportunity for press and public review of all records	<p>Promote/encourage review of TPO documents</p> <p>Post documents on website for convenient viewing/download</p> <p>Distribute electronic and/or printed copies of key documents to libraries</p> <p>Produce documents that are accessible to persons with disabilities</p>	Monthly	<p>During FY 2018/19, two people requested access to TPO plans or documents within the TPO offices. In addition, public contact logs which document record requests are kept by all TPO staff.</p> <p>Documents related to the Transportation Disadvantaged Local Coordinating Board (TDLCB) are provided in Microsoft Word format to the members in an effort to ensure accessibility by persons with disabilities; other documents and agendas in Word format are provided as requested.</p> <p>The TPO's website is currently undergoing an update to ensure its content is accessible to all people.</p> <p>The majority of the TPO's plans, studies and documents are provided on the TPO website at <a href="http://www.R2CTPO.org">www.R2CTPO.org</a>.</p>
<b><i>Requests for Information</i></b>	Number of calls, email, and other verbal and written inquiries	Respond to all requests by the public	Use public involvement contact logs to document information provided and actions taken	Monthly	The TPO received an estimated 161 requests for information from the TPO via phone, email or in person during FY 18/19.

ONGOING PUBLIC PARTICIPATION					FY 2018/19 EVALUATION
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
<b><i>TPO Master Database/Email Contact List</i></b>	Number of recipients on master contact listing	Maintain 1,400+ interested parties in the Master Database/Email List	Identify interested parties during public events and workshops	Monthly	<p>The TPO's master email database contains contact information for 1,938 people and organizations; there is an option to request to be added to the email contact list on all sign in sheets provided at meetings.</p> <p>The number of people requesting to be added to our email contact list for each committee (through TPO sign in sheets) for FY 18/19 was as follows:</p> <p><b>TPO Board – 14</b>  <b>TCC – 5</b>  <b>CAC – 6</b>  <b>BPAC – 8</b>  <b>TDLCB – 8</b></p> <p>Additionally, requests to be added to our email contact list are occasionally made through the TPO's website and Facebook page.</p>
	Monitor returned mail	100% accuracy for mailings	Review and correct mailing list on a regular basis	Weekly	<p>Returned mail is routinely monitored and addresses are corrected as needed.</p> <p>In FY 2018/19, the TPO received three pieces of returned mail; the addresses were updated in the TPO's database and the mail resent.</p>

ONGOING PUBLIC PARTICIPATION					FY 2018/19 EVALUATION
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
<b>Community Workshops</b>	Attendance	Expected attendance will vary - set goals for each event	Use advertising, public notice, flyers, invitations, website, Facebook and press releases  Schedule at varying times and locations	As needed	<p>Sign in sheets are kept for all community workshops and all meetings are listed on the TPO website and Facebook page; emails are sent to committee members as well as those who have indicated an interest in receiving notices.</p> <p>Two TPO public meetings/hearings were held in FY 2018/19 for the following: TDLCB Public Hearing and the Federal Certification Review Public meeting.</p> <p>Public outreach meetings are scheduled throughout Volusia and Flagler counties at various times for various projects. TDLCB meetings are held at Votran. The TPO also held its annual retreat at Embry-Riddle Aeronautical University (ERAU) in Daytona Beach which included participation from 124 TPO Board and committee members, elected officials, government staff, and members of the press, the public and consultants.</p>
	Feedback and Participation	Encourage participants to provide written or verbal input	Use surveys, public comment forms, interactive exercises, games, etc. to increase participation	As needed	Public comment cards are filled out by those wishing to provide input and feedback at meetings and those cards are kept on file with the TPO. The TPO received a total of 19 public comment cards in FY 2018/19.

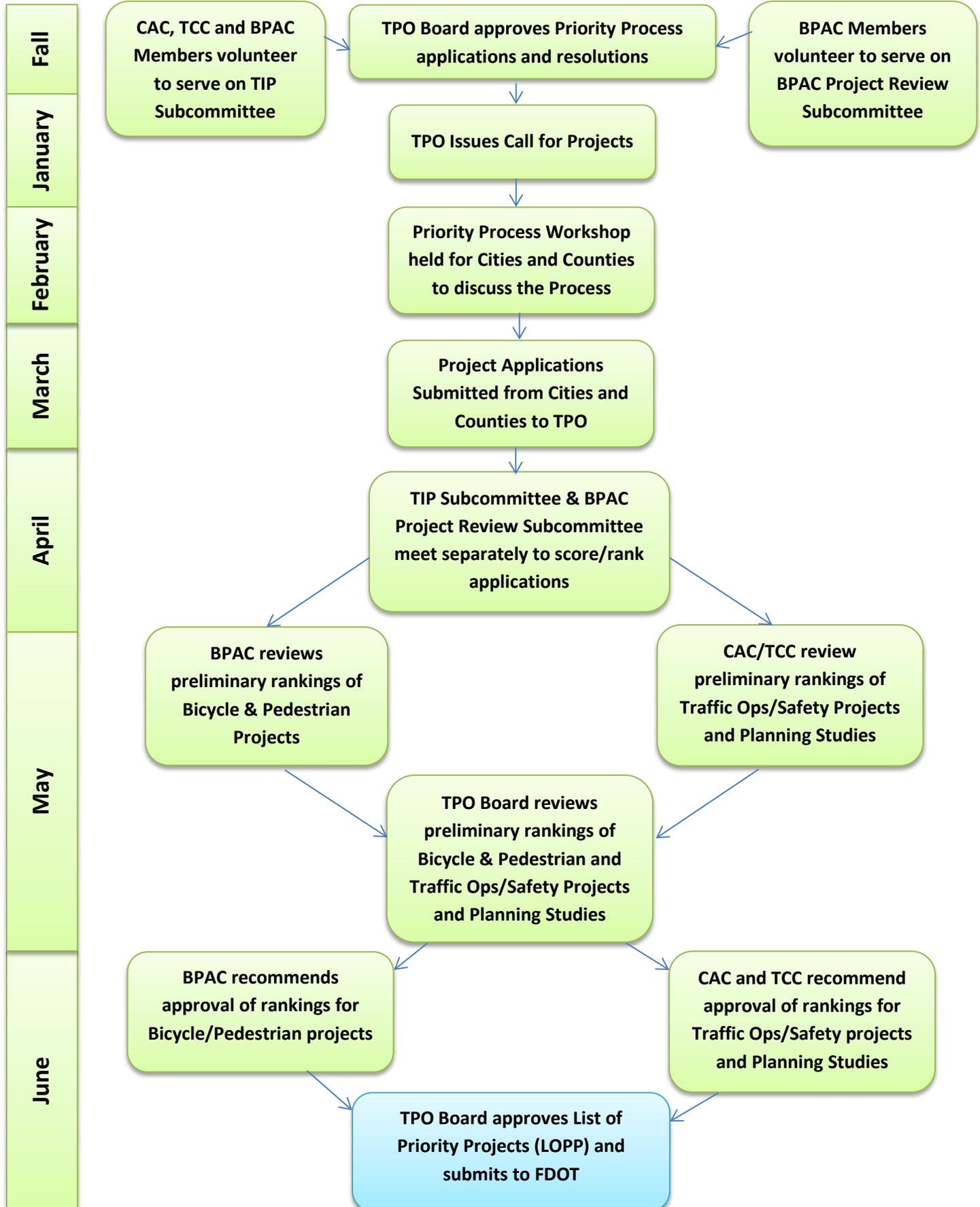
ONGOING PUBLIC PARTICIPATION					FY 2018/19 EVALUATION
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
<b>Media/News Releases and Articles</b>	Number of news articles and level of press coverage	Strive for increased media coverage of TPO activities	Issue press releases and develop positive relationships with media representatives	Monthly	<p>A TPO scrapbook is kept by TPO staff which contains all TPO-related news articles, legal ads, press releases and press received; press releases were issued for various events and meetings including the annual TDLCB Public Hearing, Earth Day, TRAC Training, Mobility Week and the Public Participation Plan. Legal ads were issued for a number of requests for proposals (RFP) including the Information Technology RFP and the Federal Certification Review public meeting. Legal ads were also issued to notify the public that the following documents were available for public comment: a 2040 Long Range Transportation Plan amendment, the Transportation Improvement Program, Project Priority Lists and the Public Participation Plan update. Legal notices were also issued to notify the public of the Transportation Disadvantaged Local Coordinating Board meetings.</p> <p>For FY 2018/19, there were five press releases issued and 80 news articles collected referencing the TPO.</p> <p>Press releases are distributed to 33 various news media contacts including the local newspapers, magazines, and radio and news stations.</p>
<b>Printed Materials and Marketing Items</b>	A Citizen's Guide to the River to Sea TPO	Distribute to the TPO Master Database/ Email contact List and at community events	Identify interested recipients during public events and workshops and through the SCE process	Annually	The Citizen's Guide to the River to Sea TPO is scheduled to be updated in FY 2019/20.

ONGOING PUBLIC PARTICIPATION					FY 2018/19 EVALUATION
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
	Long Range Transportation Plan (LRTP) Summaries	Distribute to new persons in the TPO Master Database/ Community Contact List and at community events	Identify interested recipients during public events and workshops and through the SCE process	Annually	Approximately eighty-two (82) 2040 LRTP Summaries were distributed at events the TPO attends. The 2045 LRTP will begin in FY 2019/20.
	Annual Report	Distribute to new persons in the TPO Master Database / Community Contact List and at community events	Identify interested recipients during public events and workshops and through the SCE process	Annually	The TPO's Annual Report was made available to board and committee members as well as Volusia and Flagler County libraries and distributed at relevant events. The report has also been posted on the TPO's website and 125 have been handed out to the public and TPO committee members.
	Volusia County Bicycle Map for the Experienced Cyclist	Distribute at community events and as requested	Identify interested recipients during public events and workshops and through the SCE process	Annually	In FY 2018/19, the TPO's Volusia County Bicycle Map for the Experienced Cyclist was distributed at community events as well as the local Chambers of Commerce and Visitors Bureaus. Approximately 200 maps were distributed. An update to the map is expected in summer 2019. The update will be a bicycle suitability map covering all of the TPO's planning area.
<b><i>TPO Website and Facebook page</i></b>	Number of website visitors and Facebook "likes"	Maintain a user-friendly, ADA compliant website and Facebook page	Issue press releases and increase links from other websites	Annually	The TPO website had 10,074 visitors with 3,031 accessing the site from a mobile device. The River to Sea TPO's Facebook page had 221 likes during FY 2018/19. Facebook posts are made multiple times per week and generally reach between 60 and 500 people with a number of posts reaching upwards of 2,000 people. Links to the River to Sea TPO website are also provided on the majority of the TPO member cities' and counties' websites.  The TPO website is currently undergoing modifications to increase its accessibility for all people.

ONGOING PUBLIC PARTICIPATION					FY 2018/19 EVALUATION
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
<b>Project Specific Efforts</b>	Document public involvement activities for special projects	Ensure the performance of public involvement efforts meets the goals established for the project	As established for each project	As needed	Public involvement efforts were documented for specific TPO activities such as meetings, workshops and special events. One such activity was the Federal Certification Review of the TPO. Facebook posts encouraging public input reached more than 600 people and Twitter posts reached 4,155 people. Email was sent to over 900 citizens, board and committee members, business owners, consultants, media and other interested parties to solicit their input.
<b>Public Inquiries, Special Events and Miscellaneous Activities</b>	Number of special events involving TPO staff	Attend community events as requested by the public and/or groups and organizations	Participate in various public events throughout Volusia and Flagler Counties where TPO activities can be discussed	As needed	<p>The TPO participated in 42 community outreach events during FY 2018/19. Some of these events included Port Orange Family Days, Mobility Week events, “Not So Noisy” Bike Week, Light Up Midtown Health Fair, VCARD Icebreaker, National Trails Day, elementary school summer helmet fittings and the Turnbull Bay Bridge Ribbon Cutting. It is estimated that the TPO reached 5,829 people through these community outreach events.</p> <p>In addition, staff representing the River to Sea TPO presented at 18 workshops and meetings throughout FY 2018/19 including the Daytona Beach Association of Realtors, Volusia County League of Women Voters, TEAM Volusia, Southwest Volusia Transportation Alliance, Florida Engineering Society, Central Florida Transportation Planners Group, Southeast Tourism Society Connections Conference, Volusia County and Flagler County Legislative Delegations; and the SR A1A Scenic &amp; Historic Coastal Byway. During these meetings and workshops, an estimated 1,253 people were informed about the TPO and our purpose.</p>
	Tell the TPO Survey Campaign	Conduct a biannual transportation survey	Solicit public response to a transportation survey in order to identify trends	Every two years	The Tell the TPO Survey is a biannual endeavor. The next Survey is expected to begin in early 2020.

ONGOING PUBLIC PARTICIPATION					FY 2018/19 EVALUATION
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period	
	Number of public inquiries logged (calls, email and website)	Respond to 100% of the public inquiries	Respond to 100% of the public inquiries	As needed	<p>A public involvement contact log is kept by each TPO staff member that contains the date of the contact, contact information, the nature of the contact and any action or follow-up taken in reference to that contact.</p> <p>234 individual public inquiries were logged for FY 2018/19. This is an increase of 12% over the prior fiscal year.</p> <p>100% of the public inquiries received were responded to by TPO staff.</p>

# TPO's Annual Priority Project Process



**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2019-02XX**

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION  
REAFFIRMING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION  
PRIORITY PROJECTS**

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**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that every urbanized area with a population of 50,000 or more, as a condition to the receipt of federal capital or operating assistance, shall 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 River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) comprised of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

**WHEREAS**, 23 C.F.R. 450.104 provides that the River to Sea TPO shall annually endorse, and amend as appropriate, the plans and programs required, among which is the Surface Transportation Block Grant Program (STBG) projects list of the annual Transportation Improvement Program (TIP) submission; and

**WHEREAS**, each year the appropriate River to Sea TPO committees made up of a cross-section of interested citizens and technical staff are charged with the responsibility of drafting a list of prioritized projects; and

**WHEREAS**, it is the responsibility of the River to Sea TPO to establish project priorities for all areas of the TPO's MPA; and

**WHEREAS**, the River to Sea TPO reaffirms its commitment to the priority process and related policies;

**NOW, THEREFORE, BE IT RESOLVED** by the River to Sea TPO that the following policies are established to prioritize transportation projects throughout the TPO's MPA:

1. The project application and evaluation criteria approved by the River to Sea TPO Board shall be used to solicit and evaluate projects for priority ranking in the transportation program categories listed below:
  - a. Florida Strategic Intermodal System (SIS) Projects;
  - b. Regionally Significant, Non-SIS Roadway Projects and Major Bridge Projects;

- c. Traffic Operations, Safety, and Local Initiatives Projects;
  - d. Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives Projects;
  - e. Public Transit Projects; and
  - f. Transportation Planning Studies.
2. River to Sea TPO projects that were previously ranked and have a Financial Management (FM) number and are in the Florida Department of Transportation Work Program will automatically be prioritized above projects that are not currently in the FDOT Five-Year Work Program;
  3. Projects which are ranked one through five on the Prioritized List of Florida Strategic Intermodal System (SIS) Projects are deemed to be protected, and will remain in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
  4. Projects which are ranked one through five on the Prioritized List of Regionally Significant, Non-SIS Roadway Projects and Major Bridge Projects are deemed to be protected, and will remain in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
  5. Projects which are ranked one through eight on Tier "B" of the Prioritized List of Traffic Operations, Safety, and Local Initiatives Projects are deemed to be protected, and will be ranked in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
  6. Projects which are ranked one through three on Tier "B" of the Prioritized List of Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives Projects are deemed to be protected, and will be ranked in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
  7. If, at any time, two or more lists of prioritized projects are merged into a new list, every project that was protected prior to the merger shall retain its protected status, and no new or previously unprotected project shall be deemed to be protected unless and until it advances to the protected rank prescribed for the new, merged list.
  8. The River to Sea TPO will only re-prioritize or add projects when the TPO Board determines: a) unusual circumstances support such action, b) the circumstances are not of a recurring nature, c) the circumstances do not result from the actions of the project sponsor, and d) the proposed reprioritization or addition will not be contrary to the public interest;
  9. Requests to change the priority or to add a project must include a statement of hardship by the requestor along with supporting documentation that includes

detailed justification of need and an assessment of the impacts to the programming of prioritized projects;

10. It is the responsibility of the River to Sea TPO and FDOT staffs to provide the River to Sea TPO members with current information and data on project status and to assist the members in their efforts to make informed decisions regarding the prioritized projects lists;
11. The River to Sea TPO shall, in its discretion, make all decisions regarding the final prioritized project lists that are annually submitted to FDOT;
12. Once a project has attained protected status, it should be programmed within 3 years. If it has not been programmed during that time due to inactivity on the part of the project sponsor, then the project will be removed from the list of priority projects. The project sponsor may resubmit the project for open ranking on any subsequent call for projects.
13. Per the approved ~~the~~ Annual Call for Projects schedule, the project sponsor shall annually submit a letter to the River to Sea TPO affirming their continued support to retain each project on the priority list and provide updated cost estimates. The letter shall also provide support from the project sponsor for any Transportation Regional Incentive Program (TRIP) eligible project(s) which they are ready to advance into the Work Program and TIP and provide a commitment of local matching funds, if required.
14. The River to Sea TPO shall use this project prioritization process to support the development of Regional Priority Lists in the areas of Trails, Transit, Transportation Systems Management and Operations (TSM&O), and Planning Studies
15. The policies set forth in this resolution shall remain in effect unless and until they are repealed by the TPO; and
16. the Chairperson of the River to Sea TPO, (or their designee) is hereby authorized and directed to provide a copy of this resolution to the:
  - a. Florida Department of Transportation (FDOT);
  - b. Federal Transit Administration (FTA) (through the Florida Department of Transportation); and
  - c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation)

**DONE AND RESOLVED** at the regular meeting of the River to Sea TPO held on the ~~23rd~~27th day of ~~January~~November 2019.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

\_\_\_\_\_  
**CITY OF DAYTONA BEACH COMMISSIONER ROBERT GILLILAND**  
~~ACTING~~ CHAIRPERSON, RIVER TO SEA TPO

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on ~~January 23~~November 27, 2019.

**ATTEST:**

\_\_\_\_\_  
**DEBBIE STEWART, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2019-03XX**

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO)  
DEFINING THE LOCAL MATCH REQUIREMENTS PLACED ON MEMBER LOCAL GOVERNMENTS FOR  
PROJECTS PRIORITIZED FOR FUNDING BY THE TPO**

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**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 River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) comprised of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

**WHEREAS**, the FDOT funds projects in the Work Program based on the plans and priorities set by the TPO; and

**WHEREAS**, the River to Sea TPO desires to provide, whenever possible, financial assistance to governmental entities to allow them to pursue transportation projects and programs which are consistent with the TPO's plans and priorities and benefit residents of and visitors to our planning area; and

**WHEREAS**, the River to Sea TPO wants to leverage the state and federal transportation funds programmed on transportation projects in TPO's MPA and ensure a measure of local financial commitment to transportation projects and programs utilizing these funds;

**NOW, THEREFORE, BE IT RESOLVED** by the River to Sea TPO that:

1. Every governmental entity receiving state and/or federal transportation funds for a project on any of the following Priority Project Lists shall provide a local match at the ratio of 10% local funds to 90% state and/or federal funds:
  - a. Traffic Operations, Safety, and Local Initiatives Projects;
  - b. Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives Projects.

This match requirement shall not apply to projects on the State Highway System; and

2. Every governmental entity receiving state and/or federal transportation funds for a project on the TPO's Priority List of Transportation Planning Studies shall provide a local match at ~~the~~ a minimum ratio of 10% local funds to 90% state and/or federal funds; and

3. A local match shall not be required for any project on the TPO's Priority Lists of Strategic Intermodal System (SIS) Projects, Regionally-Significant, Non-SIS Roadway Projects, or Transit Projects, subject to the any other funding program requirements that may apply (e.g., Transportation Regional Incentive Program); and
4. the River to Sea TPO determines that "local match" shall be defined as non-state/non-federal cash match and/or in-kind services of eligible costs that advance the project in question; and
5. notwithstanding the terms prescribed in subparagraph 2, above, the required local match shall not exceed the ratio required in the current policy of the TPO Board at the time the governmental entity requesting the funds commits to its amount of local match for the project; and
6. the River to Sea TPO reserves the right to waive or adjust the local match requirements if the TPO Board deems there exists sufficient reason or circumstance; and
7. the River to Sea TPO defines a cost overrun as an increase in the amount of the cost of any programmed project phase due to a change in scope, project limits or project approach that could have reasonably been foreseen or is the result of an incomplete, insufficient or out of date cost estimate; and
8. the River to Sea TPO reaffirms its policy that any cost overruns encountered on a project funded with state and/or federal transportation funds will be the responsibility of the governmental entity identified as the project originator with the following exception: if the project is on the state highway system and the State DOT is the project manager of record then the state shall be responsible for any cost overruns utilizing state dollars; and
9. the River to Sea TPO defines a cost increase as an increase in the cost of any programmed project phase due to unforeseen market changes or a change in requirements and/or standards for projects that have current and complete cost estimates; and
10. Requests for additional state and/or federal funds must be submitted to the TPO and include a statement of hardship or justification by the governmental entity identified as the project sponsor along with supporting documentation that includes detailed justification of the change in cost; and
11. the River to Sea TPO Executive Director may authorize the use of state and/or federal funds to cover some or all of a cost increase on any project phase up to and including 10% of the project cost estimate for that phase; and
12. the use of state and/or federal funds to cover cost increases exceeding 10% of the project cost estimate for any phase may be authorized only by the River to Sea TPO Board; and
13. the Chairperson of the River to Sea TPO (or their designee) is hereby authorized and directed to submit this resolution to the:
  - 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); and

- d. Councils, Commissions, and Managers of the TPO Member Local Governments.

**DONE AND RESOLVED** at the regularly convened meeting of the River to Sea TPO held on the ~~23<sup>rd</sup>~~  
27<sup>th</sup> day of ~~January~~ November 2019.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

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**CITY OF DAYTONA BEACH COMMISSIONER ROBERT GILLILAND**  
~~ACTING~~ **CHAIRPERSON, RIVER TO SEA TPO**

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on ~~January 23~~ November 27, 2019.

**ATTEST:**

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**DEBBIE STEWART, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2017-03**

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION  
ESTABLISHING THE POLICY FOR THE ANNUAL ALLOCATION OF SURFACE TRANSPORTATION  
PROGRAM (STP) URBAN ATTRIBUTABLE (SU) FUNDING AND OTHER STATE AND FEDERAL  
FUNDS IDENTIFIED IN THE 2040 LONG RANGE TRANSPORTATION PLAN FOR LOCAL  
INITIATIVES**

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**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that every urbanized area with a population of 50,000 or more, as a condition to the receipt of federal capital or operating assistance, shall 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 River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) comprised of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

**WHEREAS**, 23 C.F.R. 450.104 provides that the River to Sea TPO shall annually endorse, and amend as appropriate, the plans and programs required, among which is the Surface Transportation Program (STP) projects list of the annual Transportation Improvement Program (TIP) submission; and

**WHEREAS**, each year the appropriate River to Sea TPO committees, made up of a cross-section of interested citizens and staff, are charged with the responsibility of drafting a list of prioritized projects; and

**WHEREAS**, it is the responsibility of the River to Sea TPO to establish project priorities that are equitable for all areas within the River to Sea TPO's planning boundaries ; and

**WHEREAS**, the River to Sea TPO reaffirms its commitment to the priority process and related policies;

**NOW, THEREFORE, BE IT RESOLVED** by the River to Sea TPO that:

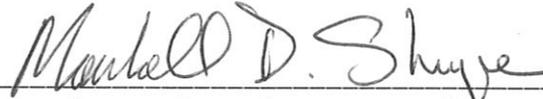
1. Annual set-asides of the River to Sea TPO's total Surface Transportation Program (STP) Urban Attributable (SU) funding will be made in the following manner: 40% of the total SU funds will be used for Traffic Operations, Safety, and Local Initiatives

(traffic operations focused) Project Priorities, 30% of the total SU funds will be used for Transit Project Priorities, and 30% of the total SU funds will be used for Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives (bicycle/pedestrian focused) Project Priorities;

2. Annual set-asides of other state and federal funds identified in the 2040 Long Range Transportation Plan for Local Initiatives will be made available in the following manner: 50% of the funds will be used for Traffic Operations, Safety, and Local Initiatives (traffic operations focused) Project Priorities and 50% will be used for Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives (bicycle/pedestrian focused) Project Priorities;
3. Mixed projects (defined as a project that is not a stand-alone bicycle or pedestrian project) will only be accepted and ranked if the predominant cost component is consistent with the category of funding to which it is submitted. All other cost components are subject to eligibility of available funding. Mixed projects submitted by a member local government will be presented to the TPO Board for final determination prior to being ranked in the TPO's list of Priority Projects for Bicycle/Pedestrian facilities;
4. For projects funded in whole or in part with Urban Attributable (SU) funding and/or other state and federal funds obtained through the TPO's Priority Project Process, if the recipient of the funds chooses to display any signs or markers at the project site, said signs or markers shall include language acknowledging the River to Sea TPO, Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and/or other funding partners, as may be applicable, for providing funding for the project. In addition to the language, the sign or marker shall include these agencies' official logos.  
  
Additionally, any public pronouncements made by or on behalf of the recipient regarding the project, including press releases, publications, annual reports, video credits, and dedications, shall acknowledge the funding support provided by the TPO, FDOT, FHWA, and FTA.
5. Resolution 2016-03 is hereby repealed and replaced by this resolution;
6. The policies set forth in this resolution shall remain in effect unless and until they are repealed by the TPO; and
7. The Chairman of the River to Sea TPO (or his designee) is hereby authorized and directed to provide a copy of this resolution to the:
  - a. Florida Department of Transportation (FDOT);
  - b. Federal Transit Administration (FTA) (through the Florida Department of Transportation); and
  - c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation).

**DONE AND RESOLVED** at the regular meeting of the River to Sea TPO held on the 25<sup>th</sup> day of January 2017.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



**CITY OF FLAGLER BEACH COMMISSIONER MARSHALL SHUPE  
CHAIRMAN, RIVER TO SEA TPO**

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the River to Sea TPO held on January 25, 2017.

**ATTEST:**



**PAMELA C. BLANKENSHIP, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**