



River to Sea TPO Executive Committee Meeting

November 1, 2023

9:00 am



Executive Committee Meeting November 1, 2023

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



Executive Committee Meeting
November 1, 2023

II. Public Comment/Participation



Executive Committee Meeting

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III. BUSINESS ITEMS

A. Discussion of TPO Financial Management

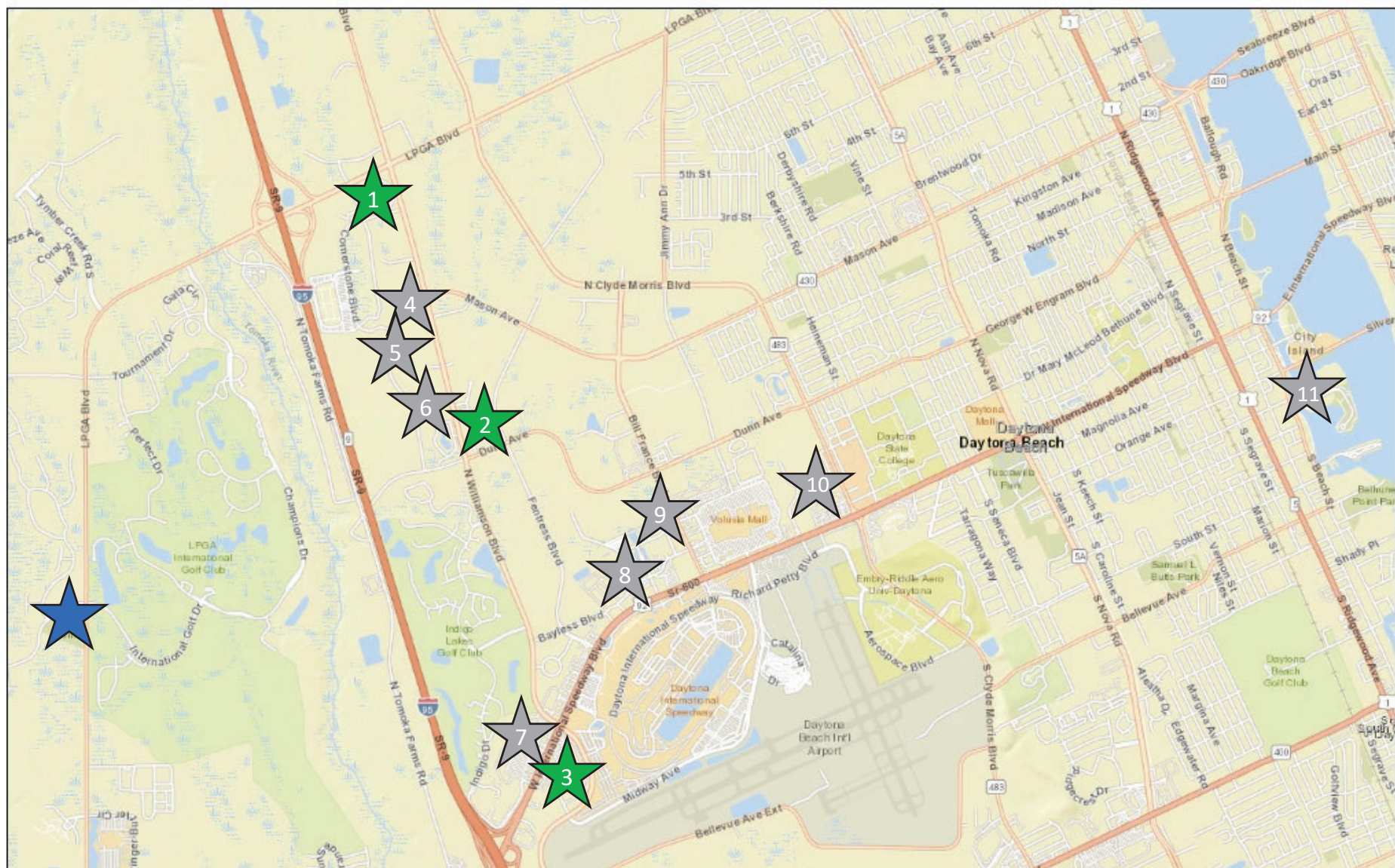


Executive Committee Meeting

November 1, 2023

III. BUSINESS ITEMS

B. Discussion of TPO Office Relocation



River to Sea TPO Office Location Options



Current Location



Location Considered – Not Suitable



Long Term Location Option

Property Rent Comparison

	Prior Location 2570 W ISB 6,214 SF Occupied 5,214 SF Rentable		Option 1 1540 Cornerstone 4,339 SF		Option 2 700 Fentress Blvd 6,188 SF		Option 3 2455 W ISB (Volusia Square) 4,400 SF	
Base Rent	\$	15.25	\$	30.00	\$	13.00	\$	30.00
CAM Charges	\$	6.03	\$	-	\$	4.25	\$	4.30
Monthly Rent	\$	6,626.13	\$	10,847.50	\$	6,703.67	\$	11,000.00
Monthly CAM	\$	2,620.04	\$	-	\$	2,191.58	\$	1,576.67
Total	\$	9,246.16	\$	10,847.50	\$	8,895.25	\$	12,576.67
Annual Rent	\$	79,513.50	\$	130,170.00	\$	80,444.00	\$	132,000.00
Annual CAM	\$	31,440.42	\$	-	\$	26,299.00	\$	18,920.00
Total	\$	110,953.92	\$	130,170.00	\$	106,743.00	\$	150,920.00
Annual Electric	\$	6,540.00		Included	\$	6,540.00	\$	6,540.00
Annual Janitorial	\$	4,800.00		Included	\$	4,800.00	\$	4,800.00
	\$	11,340.00			\$	11,340.00	\$	11,340.00
Estimated Totals								
Annual	\$	122,293.92	\$	130,170.00	\$	118,083.00	\$	162,260.00
Monthly	\$	10,191.16	\$	10,847.50	\$	9,840.25	\$	13,521.67
Annual Difference	\$		\$	7,876.08	\$	(4,210.92)	\$	39,966.08
Monthly Difference	\$		\$	656.34	\$	(350.91)	\$	3,330.51
Percent Difference				6.4%		-3.4%		32.7%



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III. BUSINESS ITEMS

C. Review and Approval of October 4, 2023 Executive Committee Minutes



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III. BUSINESS ITEMS

**D. Review and Approval of Draft December 6, 2023 TPO
Board Agenda**



DRAFT

MEETING AGENDA

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

DATE: WEDNESDAY, DECEMBER 6, 2023

TIME: 9:00 A.M.

PLACE: DENNIS MCGEE ROOM

DAYTONA BEACH INTERNATIONAL AIRPORT

700 Catalina Drive, Daytona Beach, FL 32114

NOTE:

A Microsoft Teams meeting has been established for remote participation.

River to Sea TPO Board Meeting

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 230066575# United States, West Palm Beach

Phone Conference ID: 230 066 575#

[Find a local number](#) | [Reset PIN](#)

DeLand Mayor Chris Cloudman, Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF A QUORUM**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- IV. CONSENT AGENDA**
 - A. OCTOBER 25, 2023 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Donna King)*
 - B. TREASURER REPORT** *(Contact: Mariel Lemke)*
 - C. EXECUTIVE COMMITTEE REPORT** – *(Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson)*
 - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** – *(Report by Mr. Ted Wendler, BPAC Chairperson)*

Beverly Beach
Bunnell
Daytona Beach
Daytona Beach Shores

DeBary
DeLand
Deltona
Edgewater

Flagler Beach
Flagler County
Holly Hill
Lake Helen

New Smyrna Beach
Oak Hill
Orange City
Ormond Beach

Palm Coast
Pierson
Ponce Inlet
Port Orange

South Daytona
Volusia County

IV. CONSENT AGENDA (*continued*)

- E. CITIZENS ADVISORY COMMITTEE REPORT**-- *Report by Mr. Dave Castagnacci, CAC Chairperson*
- F. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Brian Walker, TCC Chairperson*
- G. RIVER TO SEA TPO BOARD REPORT** -- *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson*
- H. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson*
- I. CANCELLATION OF THE DECEMBER EXECUTIVE COMMITTEE AND TPO BOARD MEETINGS**

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2023-## AMENDING THE CONNECT 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) (ROLL CALL VOTE REQUIRED)** (*Contact: Colleen Nicoulin*)
- B. REVIEW AND APPROVAL OF RESOLUTION 2023-## AMENDING THE FY 2023/24 TO FY 2027/28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED)**
- C. REVIEW AND APPROVAL OF RESOLUTION 2023-## REAFFIRMING THE POLICY FOR THE ANNUAL ALLOCATION OF SURFACE TRANSPORTATION BLOCK GRANT (STBG) PROGRAM URBAN ATTRIBUTABLE (SU) FUNDING AND OTHER STATE AND FEDERAL FUNDS IDENTIFIED IN THE 2045 LONG RANGE TRANSPORTATION PLAN (LRTP)** (*Contact: Colleen Nicoulin*)
- D. REVIEW AND APPROVAL OF RESOLUTION 2023-## REAFFIRMING THE POLICY FOR DEFINING THE LOCAL MATCH REQUIREMENTS PLACED ON LOCAL GOVERNMENTS FOR PROJECTS PRIORITIZED FOR FUNDING BY THE TPO** (*Contact: Colleen Nicoulin*)
- E. REVIEW AND APPROVAL OF RESOLUTION 2023-## REAFFIRMING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS** (*Contact: Colleen Nicoulin*)
- F. REVIEW AND APPROVAL OF THE PRIORITY PROJECT APPLICATIONS FOR TRAFFIC OPERATIONS/SAFETY AND LOCAL INITIATIVES PROJECTS, TRANSPORTATION PLANNING STUDIES, AND BICYCLE/PEDESTRIAN PROJECTS** (*Contact: Colleen Nicoulin*)

VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF THE FDOT'S TENTATIVE FIVE-YEAR WORK PROGRAM FOR FY 2024/25 TO 2028/29** (*Contact: Colleen Nicoulin*)
- B. PRESENTATION AND DISCUSSION OF THE RIVER TO SEA TPO FEDERAL CERTIFICATION REVIEW REPORT** (*Contact: Colleen Nicoulin*)
- C. PRESENTATION AND DISCUSSION OF THE URBAN AREA BOUNDARY ADJUSTMENTS** (*Contact: Colleen Nicoulin*)
- D. FDOT REPORT** (*Contact: Kia Powell, FDOT District 5*)

VII. EXECUTIVE DIRECTOR’S REPORT

VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS

IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS

X. INFORMATION ITEMS *(Enclosure)*

- Bicycle/Pedestrian Advisory Committee Attendance Record – 2023
- Citizens Advisory Committee Attendance Record – 2023
- Technical Coordinating Committee Attendance Record– 2023
- River to Sea TPO Outreach and Activities
- Upcoming Events Flyer
- Volusia and Flagler County Construction Reports

XI. ADJOURNMENT

The next River to Sea TPO Board meeting will be on January 24, 2024

January 2024 Meeting Dates

Executive Committee, January 3, 2024 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, January 10, 2024 @ 2:00 p.m.

Citizens Advisory Committee, January 16, 2024 @ 1:15 p.m.

Technical Coordinating Committee, January 16, 2024 @ 3:00 p.m.

River to Sea TPO Board, January 24, 2024 @ 9:00 a.m.

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.

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 1 Deuce Court, Suite 100, Daytona Beach, Florida 32124; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.r2ctpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org.

Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at PBlankenship@r2ctpo.org at least five (5) business days prior to the meeting.



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IV. STAFF COMMENTS



Executive Committee Meeting November 1, 2023

V. EXECUTIVE COMMITTEE MEMBER COMMENTS



Executive Committee Meeting November 1, 2023

VI. ADJOURNMENT

**The next Executive Committee meeting will be on
January 3, 2024**