



DRAFT

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION PUBLIC PARTICIPATION PLAN



***To be adopted by the River to Sea TPO
Board in November 2016***

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DRAFT

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**For more information about the River to Sea TPO or to learn
about ways to get involved reach out to us at:
386-226-0422 or staff@r2ctpo.org**

Welcome

Thank you for taking the time to look at our Public Participation Plan (PPP). The River to Sea TPO represents a diverse community and welcomes the thoughts and input of community advocates, citizens, businesses, students, etc.

We believe that good decision-making occurs when all factors are fully considered. While much of our information comes from technical analyses, it is clear that the human experience provides important details that help to understand and support the data. This means gathering input from people through our communities to ensure we are aware of the needs that exist and impacts of projects to be developed.



We would like you to be aware of the work we are doing and welcome any input that you can provide in whichever way is most comfortable for you - that may be through email, visiting our website, giving us a call or attending one of our meetings.

CONTACT THE RIVER TO SEA TPO:

Email: Staff@r2ctpo.org
Website: www.r2ctpo.org
Phone: 386-226-0422

R2CTPO Policy Statement Regarding Public Participation

The following statement will constitute the general guide for activities of the TPO Board and staff in implementing a public participation program under federal and state mandates:

It shall be the policy of the River to Sea Transportation Planning Organization that all segments of the population of Volusia County and portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell will have reasonable access to the technical and policy processes that support the development of the transportation plans, programs and policies of the TPO. To this end, the TPO will endeavor to educate, inform and directly involve the public in the decision-making activities during all phases of the planning process. Furthermore, the TPO will make a concerted effort to educate, inform and include the traditionally underserved segments of the population.

A Metropolitan Planning Organization (MPO - also known as a transportation planning organization) is created in urbanized areas that have a population greater than 50,000. The role of a TPO is to coordinate transportation improvements for the designated Metropolitan Planning Area (MPA).

River to Sea TPO Staff Members

Lois Bollenback
Executive Director

Robert A. Keeth, AICP
Senior Planner

Herbert M. Seely
Chief Financial Officer

Pamela C. Blankenship
Office Manager/Title VI Coordinator
Public Involvement Coordinator

Stephan C. Harris
Transportation Planner Projects Manager

Vince Wang
Transit Program Manager

Aarti Sharma
Database Manager

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Marie Duda
Administrative Assistant



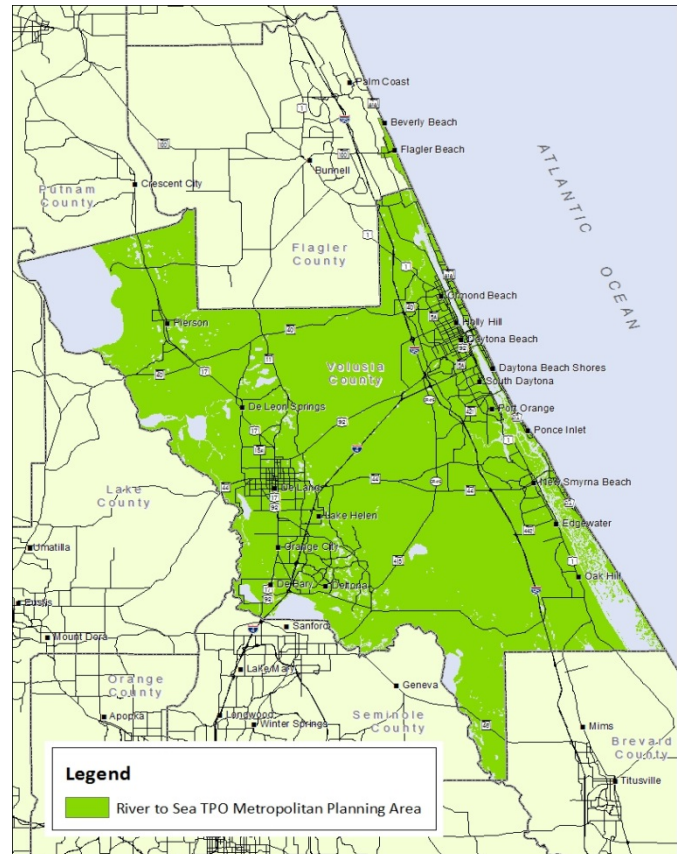
Introduction

History of the River to Sea TPO

On January 18, 1977, a Metropolitan Planning Organization (MPO) was established to serve an area including Daytona Beach and the surrounding coastal area of Volusia County. The organization was initially named the Volusia Coastal Area Metropolitan Planning Organization.

However, as growth occurred over the next decade, the need to expand the MPO planning boundary was recognized. In 1988, the Governor of Florida approved a request to expand the MPO's planning boundary to include all of Volusia County. In recognition of the MPO expanding its planning boundary to cover the entire county, the name of the organization was changed to the Volusia County Metropolitan Planning Organization (VCMPO).

As a result of the 2000 Census, it was determined that the Volusia County Metropolitan Planning Organization would need to expand its planning boundaries once again. On January 27, 2004, the MPO welcomed the cities of Flagler Beach and Beverly Beach in Flagler County to its membership. The TPO launched a new website and introduced a new name, the Volusia TPO, and logo in the summer of 2010.



Following the 2010 Census, the Bureau of the Census expanded the boundary of the Daytona Beach – Port Orange Urbanized Area requiring the TPO to adjust its planning area boundary outward to include the revised urban area defined as the Palm Coast – Daytona Beach – Port Orange Urbanized Area recognizing that Palm Coast is the most populous municipality within the area. The TPO area currently includes all of Volusia County and portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell.

In 2014, as part of the reapportionment process, the Volusia TPO renamed itself the River to Sea TPO and launched the following new logo:



What is the River to Sea TPO?

A TPO serves as the primary forum within which member local governments and citizens voice concerns, identify priorities and plan for transportation improvements for all modes of transportation – roadway, public transit, and bicycle and pedestrian facilities. Seaports and airports are also considered in the TPO activities, and detailed planning for these modes are typically handled by the respective authorities.

The responsibility of the River to Sea Transportation Planning Organization (TPO) is to manage a “3-C” planning process (continuing, cooperative, and comprehensive planning) that results in the

development of transportation plans and programs. The TPO provides a forum for cooperative decision-making by officials of affected local governmental entities with input from citizens and stakeholder groups. These plans serve as the framework for making transportation investment decisions in Volusia and Flagler Counties. Public participation is a key component of transportation planning and one of the core functions of the River to Sea TPO. Meaningful and effective public involvement brings a diverse set of views into the discussion and improves decision-making by generating ideas for how the transportation system may be improved.

The River to Sea TPO is an independent public service organization responsible for the planning and programming of federal and state transportation funds for all of the areas within the River to Sea TPO Metropolitan Planning Area (MPA).

Purpose of the Public Participation Plan

Public participation plans outline the strategies used by an organization to ensure that members of the public are able to participate in the decision making process in ways that are both meaningful and inclusive. Outreach efforts are intended to be proactive and utilize strategies that inform and involve members of the community. These plans outline ways for people to provide input into planning and decision making, and identify how the organization will promote and encourage participation. The public participation process establishes activities that meet and/or exceed the requirements outlined in the applicable federal and state guidelines. The process informs the public on ways to get involved and provides direction to the TPO staff regarding public involvement activities. The process also provides the guidance necessary for conducting and assessing the public participation strategies in four main areas:

1. Within the formal structure of the TPO Board and advisory committees, subcommittees, and working groups;
2. During the development of major planning documents such as the Unified Planning Work Program (UPWP), the Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP) and the Priority Project Lists;
3. As a part of special projects, planning activities and studies; and
4. Incorporating public participation strategies into the ongoing, daily activities of the TPO.

The River to Sea TPO actively seeks to incorporate the involvement of the public in its planning efforts pursuant to its Public Participation Plan which is designed to accomplish the following objectives:

- OBJECTIVE 1:** The River to Sea TPO shall 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;
- OBJECTIVE 2:** The TPO shall keep the public informed of ongoing transportation-related activities on a continual basis;
- OBJECTIVE 3:** The TPO shall 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
- OBJECTIVE 4:** The TPO shall The TPO shall strive to continuously improve public participation.



History of Legislation

There is a long, rich history of federal and state legislation that directs public outreach and involvement. This history is available in more detail in Appendix G of the Public Participation Plan.

Learn More...How to Get Involved

Here at the TPO it is extremely important to hear from citizens regarding transportation items. Listed below are some of the ways that you can get involved with the River to Sea TPO.



CALL US

(386) 226-0422 8:00 a.m. to 5:00 p.m. Monday through Friday



WRITE TO US

River to Sea Transportation Planning Organization (R2CTPO)
2570 W. International Speedway Blvd., Suite 100 Daytona Beach FL 32114



EMAIL US

General Inquiries: staff@R2CTPO.org
Public Involvement/Media, Title IV/Limited English Proficiency, Website:
pblankenship@r2ctpo.org



VISIT OUR WEBSITE

www.R2CTPO.org



VISIT OUR FACEBOOK PAGE

www.Facebook.com/RivertoSeaTPO



COME TO AN EVENT

The R2CTPO participates in special events throughout the region and hosts workshops for citizens to learn about projects where they work and live. Find our calendar of events at <http://www.r2ctpo.org/news-events/events/calendar/>.



PARTICIPATE IN PERSON

Make a public comment at a River to Sea TPO Board or committee meeting. Visit our website www.R2CTPO.org or call (386) 226-0422 to learn more.



VOLUNTEER

Contact your local city council/commission representative or your county commissioner to serve as a representative on a River to Sea TPO committee or contact Pamela Blankenship at pblankenship@r2ctpo.org or (386) 226-0422 for more information.

TPO Board, Committees, Subcommittees and Staff

As required under state and federal law, the River to Sea TPO has organized a formal committee structure designed to carry out the required activities of the transportation planning process. All meetings of the River to Sea TPO Board, advisory committees and subcommittees are conducted in accordance with the procedures and policies that apply to “Government in the Sunshine.” The meetings are held at regularly scheduled times and dates and at facilities that are fully accessible to all interested parties. Members of the public are welcome to attend and are encouraged to provide comments regarding transportation issues.

Quick Reference Abbreviations
TPO Board - Transportation Planning Organization Board
TCC – Technical Coordinating Committee
CAC – Citizens Advisory Committee
BPAC – Bicycle/Pedestrian Advisory Committee
TDLCB – Transportation Disadvantaged Local Coordinating Board

*A more complete listing of acronyms and abbreviations is available in Appendix B.

River to Sea Transportation Planning Organization (TPO) Board

This is the policy body of the organization, composed of the elected officials of local government entities and appointed officials of the providers of transportation in the designated metropolitan planning area. The River to Sea TPO Board membership consists of locally elected officials representing various municipal and county governments. They contribute to public participation during the TPO process by representing the needs and desires of the citizens in their jurisdictions and by promoting transportation plans and programs in the community. TPO Board members also represent the public interests by appointing members to serve on the Citizens Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC).

As provided by Florida Statutes Chapter 339, which states there should be between five and twenty-five voting members, there are 19 voting members on the River to Sea TPO Board. Additionally, there are six non-voting members. These non-voting members represent the TCC, CAC, BPAC, FDOT District 5 (non-voting advisor) and the Volusia and Flagler County School Boards. The TPO Board meets on the fourth Wednesday of every month and all meetings are properly noticed and open to the public. Time is allocated at every meeting for public comment, which is generally limited to three (3) minutes per person but may be extended at the discretion of the chairperson.

**RIVER TO SEA TPO
BOARD** meetings are
held the
4TH WEDNESDAY
of the month at
9:00 a.m.
at the TPO offices.

Technical Coordinating Committee (TCC)

The Technical Coordinating Committee (TCC) is a committee of planning professionals who act in an advisory capacity on all technical matters relating to transportation. The members are appointed by their respective governments and include planners, engineers, representatives from aviation authorities, public transit agencies, the school board and the emergency operations center. In addition to technical review, the TCC members provide insight regarding the public participation efforts and public sentiment from each of their respective jurisdictions. The TCC is responsible for coordinating transportation planning and programming; for reviewing transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject topic.

**TECHNICAL
COORDINATING
COMMITTEE (TCC)**
*meetings are held the
3RD TUESDAY
of the month at
3:00 p.m.
at the TPO offices.*

All TCC meetings are properly noticed and are open to the public. Time is allocated for at every meeting for public comment, which is limited to three (3) minutes but may be extended at the discretion of the chairperson.

Citizens Advisory Committee (CAC)

The Citizens Advisory Committee (CAC) provides citizen input to the transportation planning process. CAC members are appointed by each board member and “serve at the pleasure” of the TPO Board. The CAC is charged with the responsibility of providing citizen input and recommendations to the TPO concerning transportation planning and programming; for reviewing transportation studies, reports, and plans and/or programs; and for making recommendations to the River to Sea TPO Board that are pertinent to the subject document.

**CITIZENS ADVISORY
COMMITTEE (CAC)**
*meetings are held the
3RD TUESDAY
of the month at
1:30 p.m.
at the TPO offices.*

All CAC meetings are properly noticed and are open to the public. Time is allocated for public comment and is generally limited to three (3) minutes but may be expanded at the discretion of the chairperson.

The CAC has been, and will continue to be, the primary forum for citizen discussion on all transportation related topics. Efforts are made to assemble a Citizens Advisory Committee whose membership adequately represents the social and demographic diversity of the TPO's metropolitan planning area.

Bicycle/Pedestrian Advisory Committee (BPAC)

In January 2005, the TPO formed a Bicycle/Pedestrian Advisory Committee (BPAC) to provide input to the TPO Board on bicycle and pedestrian related transportation issues. The BPAC also works to ensure that planning for bicycle and pedestrian modes of transportation are included in the overall transportation planning process.

The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the River to Sea TPO planning area and for making recommendations to the TPO Board that are pertinent to these subjects. Meetings are open to the public and time is allocated for public comment which is generally limited to three (3) minutes but may be extended at the discretion of the chairperson.

**BICYCLE/PEDESTRIAN
ADVISORY
COMMITTEE (BPAC)**
*meetings are held the
SECOND WEDNESDAY
of the month at
3:00 p.m. at the TPO
offices.*

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The Transportation Disadvantaged Local Coordinating Board (TDLCB) is comprised of various community groups that represent people who are transportation disadvantaged. Committee representatives are recommended by specific agencies and approved by the TPO Board. The purpose of the TDLCB is to assist the TPO in identifying local transit service needs and to provide information, advice and direction to the Community Transportation Coordinator (CTC) regarding the coordination of services to be provided to the transportation disadvantaged. The TDLCB provides a forum for the needs of the transportation disadvantaged to be heard.

**TRANSPORTATION
DISADVANTAGED
LOCAL COORDINATING
BOARD (TDLCB)**
*meetings are held the
SECOND WEDNESDAY
of the month at
11:00 a.m.
at Votran.*

Meetings are open to the public and time is allocated for public comment which is generally limited to three (3) minutes but may be extended at the discretion of the chairperson.

Subcommittees/Working Groups/Task Forces

On many occasions, the TPO identifies the need to organize a subcommittee, working group or task force to address specific issues outside of the regular committee structure. These groups typically have a short-term mission, but may be extended indefinitely should it be necessary. As with all other committees, efforts are made to include varied and diverse representation. Membership may include citizen representatives, business interests or other groups that can provide valuable input regarding a specific concern. Examples of the specialized subcommittees that have been established include, but are not limited to the:

- Long Range Transportation Plan (LRTP) Subcommittee
- Transportation Improvement Program (TIP) Subcommittee
- BPAC Project Review Subcommittee
- Grievance Committee
- Unified Planning Work Program (UPWP) Subcommittee
- Mobility Working Group

All subcommittee meetings are open to the public, held in a fully accessible location and allow time for public comment. Working groups are sometimes formed to tackle technical issues, educate members about an issue or to share information. These meetings generally do not lead to or support policy decisions and therefore, they do not fall under the requirements of public notice. In all cases, however, the meetings remain open to all interested participants and are listed on the TPO's website calendar at www.r2ctpo.org/news-events/events/calendar/.

TPO Staff and the Public Involvement Coordinator

The Executive Director of the TPO participates in and assigns the public participation and outreach activities of the TPO. With this approach, all staff members play a part in determining the level and effectiveness of public participation present in TPO planning activities. The TPO staff is responsible for developing the materials necessary for disseminating information and documenting all public input, as well as participating in events that help to promote the activities of the TPO. Additional staff responsibilities include:

- Providing support for TPO Board and committee meetings by developing meeting agendas, distributing support materials and handouts in advance when possible, ensuring timely public notice, recording all open meetings and developing meeting minutes;
- Ensuring adequate public participation strategies are included in the scope of services for specific projects that govern work performed by consulting firms;
- Notifying the press by issuing press releases promoting upcoming community events, “kick-off” meetings or major activities of interest;
- Participating in outreach events and playing an active role in local area organizations;
- Maintaining involvement in safety programs and educational events through active participation in the Safe Kids Volusia/Flagler and the Volusia County community-wide traffic safety teams;
- Participation in various professional and community organizations and events such as the Florida Planning & Zoning Association (FPZA), Volusia County Association for Responsible Development (VCARD), Flagler County Association for Responsible Development (FCARD) and the Chambers of Commerce; and
- Maintaining contact logs to document telephone, email and in-person inquiries.

The Executive Director of the River to Sea TPO has assigned the responsibility of coordinating the overall public participation efforts of the TPO to a single staff member. Their primary responsibility includes coordinating the two-way flow of information between the TPO and

the public. The Coordinator must also develop methods to ensure there is adequate documentation and evaluation of public participation methods employed by the organization.

More specifically, the Public Involvement Coordinator will:

- Develop and review guiding documents such as the TPO's Public Participation Plan and work with staff to develop project specific outreach efforts that may be required;
- Establish and maintain a process to document the public participation activities of the TPO staff and monitor staff adherence;
- Monitor the effectiveness of public participation techniques and recommend changes when appropriate;
- Oversee the maintenance of a "scrapbook" of activities to document public participation efforts including press releases, advertising flyers and brochures, event summaries, photographs, etc.;
- Provide guidance and support to the TPO Board, committees and staff regarding public participation strategies and tools;
- Ensure press releases, public service announcements and notices are issued in accordance with this plan;
- Develop relationships with other organizations (news media, community groups, local governments, economic development agencies, etc.) in order to establish an open dialogue regarding transportation issues;
- Explore opportunities to participate in local events, coordinate staff participation and promote participation among staff, the BPAC and the CAC;
- Work with TPO staff to obtain promotional materials and visual displays for use at community events and workshops;
- Ensure the development of printed materials used for informing citizens and assist staff in the development of surveys, press releases and other materials designed to solicit public response; and
- Ensure the development and maintenance of supporting documents, plans and activities including the TPO website, Facebook page, Limited English Proficiency Access Plan and Title VI Implementation Plan.

TPO Plans and Programs

Transportation Planning Organizations are required to conduct a continuing, cooperative and comprehensive planning process that results in plans and programs promoting all modes of transportation. The plans and programs listed below comprise activities that the TPO has deemed to be of significant public interest. As such, it is the intent of the TPO that the public is provided with ample opportunity to participate in the formulation and review of these plans and programs.

Long Range Transportation Plan (LRTP)

A successful outreach program includes efforts to reach and involve representatives from all walks of the community. The River to Sea TPO planning area includes a diverse population of almost 600,000 residents. With five institutions of higher education, there is an engaged and youthful population as well as a significant number of senior citizens and an active group of disabled advocates that seek to maintain independence for persons with disabilities. The TPO planning area covers rural communities, urbanized areas and includes an employment base consisting of agriculture, tourism and manufacturing.

During the development of the 2040 Long Range Transportation Plan (LRTP), the River to Sea TPO developed a public involvement strategy to fully engage the public, inform them of transportation issues facing the community and provide ample opportunity for input on the planning solutions being considered. The importance of public outreach as a means to inform, educate and involve citizens in the transportation decision-making processes that impact their daily lives cannot be underestimated. The primary purpose of the LRTP Public Involvement Plan was to encourage early and continuous participation by the public in the development of the 2040 LRTP. By involving the public in ways that are meaningful and measurable, transportation planners are better able to ensure that the plans and programs that are developed reflect community values and benefit all segments of the population equally.

During the development of the 2040 LRTP, a multi-level public involvement strategy was utilized to enhance public involvement in the decision-making process and maximize public input including:

- **One-on-One Stakeholder Meetings** - Representatives of the River to Sea TPO held meetings with local area government officials and business leaders to discuss their future transportation needs and the 2040 LRTP (10 meetings).
- **Civic Presentations** - Representatives of the River to Sea TPO attended meetings at eight civic organizations in Volusia and Flagler Counties to deliver a presentation on the 2040 LRTP and to encourage participation in the process. Overall, nearly 500 people were part of this outreach.
- **“Make Your Mark in 2040”** - This series of events used an interactive planning exercise to engage the public, provide input for anticipated population growth over the next 25 years and for developing the necessary transportation infrastructure to support the identified distribution (nine sessions involving 172 participants).
- **“Tell the TPO” Survey** – This was an independent work effort completed in advance of the 2040 LRTP to ascertain the transportation wants, needs, problems, preferences and suggestions from residents, the business community, elected officials and other stakeholders.



The survey was available as a hard copy and online, in both English and Spanish versions. The

results were used to inform the LRTP work effort. There were a total of 1,263 responses.

- **Email Blast** – Email blasts were sent to over 18 environmental agencies and groups to solicit feedback and input on the plan. In accordance with 23 CFR 450.322 (f)(7) discussion of types of potential environmental activities to help restore and maintain the environmental functions affected by the metropolitan transportation plan should be considered.

A complete listing of outreach efforts can be found in the final 2040 LRTP Report on the website at www.r2ctpo.org.

Transportation Improvement Program (TIP) and Priority Process

The Transportation Improvement Program (TIP) implements projects from the Long Range Transportation Plan over a five-year planning horizon. The TIP includes highway projects as well as aviation, bicycle and pedestrian and transit projects. In addition, for informational purposes, the River to Sea TPO's TIP traditionally includes local projects and projects that are considered to be regionally significant.

On an annual basis, the TIP is updated to remove projects that have been completed and to add new projects or phases of existing projects to the outer year as funding becomes available. In preparing the TIP, the TPO is responsible for including both state and federally funded transportation system improvements contained within the TPO urbanized planning area. These responsibilities are consistent with those outlined in Florida Statute 339.175. Additionally, the TPO makes an annual request to all city and county governments within the metropolitan planning area for their list of projects to be included in the local section of the TIP.

The priority process and "Call for Projects" is used by the River to Sea TPO annually to solicit and evaluate candidate projects that may be added during the subsequent year's TIP update. The prioritization process is established through the development of standard evaluation criteria used to measure a project's level of importance relative to other projects in a given category. Each year, the process starts with the development of a schedule that outlines the key activities and timeframes of this effort.

The TCC, CAC, and BPAC members serve on a TIP Subcommittee and BPAC Project Review Subcommittee, both of which develop the evaluation criteria and the subsequent project rankings that result from applying the measures. The applications and evaluation criteria, Priority Project lists and the TIP are reviewed and approved by the TCC, CAC, BPAC and the TPO Board and this process affords ample opportunity for citizen input and review. All meetings of these committees, as well as the TIP Subcommittee and BPAC Project Review Subcommittee, are properly noticed, and drafts of both documents are available to the public for review



and comment throughout a formal review period as well as during the regular meetings of the TCC, CAC and BPAC. A public comment period is held prior to the adoption of the TIP and Priority Project lists during a regularly scheduled TPO Board meeting.

The TIP can also be accessed on the Internet using an interactive mapping system on our website (www.r2ctpo.org). The interactive TIP has been designed to provide this critical information in a flexible format that allows anyone to generate either the entire TIP document or a smaller, custom designed document covering only those projects that are of particular interest. Using the three search options (maps, custom reports and the TIP search), visitors to this website can locate and learn about projects by road name, state road designation, state program number, political jurisdiction, transportation system or geographic location. The interactive TIP was introduced by the River to Sea TPO and is now used by MPOs/TPOs throughout the state as a user-friendly means to provide information to the public.

The public participation process used for the development of the TIP is also used to satisfy Votran's Program of Projects (POP) as required by the Federal Transit Administration. The POP is a list of transit related activities developed each year to indicate funding expenditures on items including vehicle purchases, facility construction and renovation, major equipment upgrades, etc.

The traditional version of the TIP document is also made available on the TPO website and distributed to local area public libraries.

Modifying or Amending the TIP

An "administrative modification" may be used to make minor revisions to the TIP. Administrative modifications may be used to change the funding sources of projects already included in the TIP, to make minor updates or corrections to introductory text or to add clarifying details of a project. Administrative modifications are also permitted for a project cost increase of "less than 20% AND \$2,000,000." The following actions are NOT permitted as an administrative modification as provided through guidance established by FDOT:

- The change adds or deletes a new individual project
- The change adversely impacts financial constraints
- The change results in a major scope change

An administrative modification does not require public review and comment, or re-demonstration of fiscal constraint.

A TIP "amendment" is any revision to the TIP that does not qualify as an administrative modification. Amendments are required for the addition or deletion of a project or an increase in project cost that exceeds 20% AND \$2,000,000. An amendment is also required for a major change of project/project phase initiation dates or a major change in design concept or design scope (i.e., changing project termini or the number of thru traffic lanes). Amendments require public review and comment and re-demonstration of fiscal constraint.

All proposed amendments to the TIP are presented to the TPO's advisory committees for review and recommendation, and to the TPO Board for final approval. Inclusion on the agenda follows the

TPO public notice requirement of at least five business days. Once TIP amendments are approved by the board, the amendments are incorporated into the adopted TIP and posted on TPO's website. The amending resolutions documenting the approval of the amendments are sent to FDOT staff.

All TIP amendment requests will be reviewed by FDOT's Office of Policy Planning and the Federal Aid Office to ensure they are accurate and complete prior to submittal to the FHWA and/or the FTA for their review and approval.

Prior to board approval of any TIP amendment, the public is provided opportunities to address their concerns about the requested amendments. At each advisory committee meeting or board meeting where a TIP amendment is being considered, the meeting agenda will include a time for comments from the public on any action items on the agenda. Concerns about TIP amendments may be addressed at that time. If an individual has a concern about a TIP amendment but is unable to attend the TPO's regularly scheduled advisory committee or board meetings where the amendment will be considered, that individual may submit comments to the TPO prior to the meeting through written correspondence, email, in person or by phone. These comments will be provided to the advisory committees and board for consideration at subsequent meetings for which action on the amendment is scheduled.

Procedures for ensuring meaningful public involvement in the amendment of the TIP, including notification of proposed amendments and access to information about the proposed amendments, are also reflected in the TPO's adopted Transportation Improvement Program (TIP). The TIP may be accessed on the R2CTPO's website at: <http://www.r2ctpo.org/resources/planning-documents/>.

Unified Planning Work Program

The Unified Planning Work Program (UPWP), the TPO's "Business Plan," is the River to Sea TPO's principal budgetary document. It is a statement of work identifying the planning priorities and activities to be carried out by the TPO for the next two (2) years. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completion, costs and the source(s) of funding. UPWP planning activities are driven by factors that include, but are not limited to: economic vitality, environmental protection and transportation safety, security, accessibility, connectivity, system management, efficiency and maintenance. The TPO develops the UPWP every other year in accordance with the current Florida MPO Program Management Handbook. Further, the UPWP is submitted to federal and state review agencies according to the dates, processes and agencies described in the handbook. The draft UPWP is submitted to the TPO's Technical Coordinating Committee (TCC), Citizens Advisory Committee (CAC) and

River to Sea Transportation Planning Organization
FY 2016/17 and FY 2017/18
UNIFIED PLANNING WORK PROGRAM

Adopted April 27, 2016

FM# 439333-1-14-01
FAP# 0260 054

CFDA Numbers
20.205 - Highway Planning and Construction
20.505 - Federal Transit Technical Studies Grant



Bicycle/Pedestrian Advisory Committee (BPAC) for their review and recommendation. With the committees' recommendations and public input, the TPO Board reviews and approves the UPWP for submittal to federal and state review agencies for comment. The final UPWP, addressing federal and state review agency comments, is submitted to the TCC, CAC and BPAC for final recommendations to the TPO Board. The TPO approves the final UPWP, which is then sent to review agencies for final acceptance. With final acceptance by federal and state review agencies, the UPWP becomes effective for the coming two fiscal years which commence on July 1 of the first year.

The timing for developing the UPWP is coordinated with the annual TPO Board Retreat so that board members are informed of projects being considered and have an opportunity to provide direction regarding the tasks being recommended.

A revision to the UPWP that includes only minor changes and does not change the approved FHWA budget, the scope of a task or does not add or delete a task may be made as an "administrative modification." An administrative modification does not require public review and comment or redemonstration of fiscal constraint. All other changes are considered "amendments" and must be authorized by the TPO Board and approved by FHWA for PL funds and FTA for FTA funds.

Public Participation Plan (PPP)

The River to Sea TPO's Public Participation Plan (PPP) has been developed as a way to initiate proactive efforts for providing complete information, timely public notice and full access to key decision-making. The process supports the early and continuing participation of the public in all aspects of the TPO's planning activities. The TPO's Public Participation Plan incorporates federal and state requirements for public participation into a single document that defines the goals, strategies, activities and measures of effectiveness for encouraging public participation in the planning process.



To be adopted by the River to Sea TPO Board in November 2016

This document was developed and financed, in part, by the U.S. Department of Transportation, the Florida Department of Transportation and the participating Member Local Governments.

The plan is developed within the formal committee structure and is adopted by the River to Sea TPO Board. The PPP is reviewed and assessed every three years to ensure that effective strategies are identified and unsuccessful efforts are removed from the process. Updates or revisions to the plan require a minimum public comment period of 45 days.

A revision to the Public Participation Plan that includes only minor changes and does not affect policy or specific details of the plan may be made as an "administrative modification". An administrative modification does not require public review and comment.

The first Public Participation Plan was developed in 2007, updated in May 2012, May 2014 and again in 2016.

Title VI Nondiscrimination Program

The River to Sea TPO Title VI Nondiscrimination Program resulted from a recommendation by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). A Title VI program is intended to establish and implement procedures that comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 (ADA) as well as other related federal and state statutes and regulations.

The TPO adopted its first Title VI Implementation Plan on January 24, 2006, with a requirement to review the program annually. Title VI Complaint Procedures, in both English and Spanish, are included in the plan and posted on the River to Sea TPO website (www.r2ctpo.org). These procedures were modified and adopted by the TPO Board in February 2012 and again in June 2014.

The Title VI Program was developed with ample opportunity for citizen review and comment. The CAC, TCC, BPAC and TDLCB members were provided the opportunity to review and comment on the program. In addition, drafts of the Title VI Program were made available to the public for review and comment throughout the review period and during the regular meetings of the TCC, CAC, BPAC, TDLCB and TPO Board. Copies of the program can be viewed and downloaded at no charge from the TPO's website at www.r2ctpo.org. The Title VI Plan is also available in Appendix C.

A revision to the Title VI Plan that includes only minor changes and does not affect policy or specific details of the plan may be made as an "administrative modification". An administrative modification does not require public review and comment.

Limited English Proficiency Plan (LEP)

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating against or otherwise excluding individuals on the basis of race, color or national origin in any of their activities. It has been recognized that one form of discrimination occurs through an inability to communicate due to a limited proficiency in the English language. This limitation is often the result of an individual's national origin. Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English well.

The goal of the River to Sea Transportation Planning Organization Limited English Proficiency (LEP) Access Plan is to ensure that the TPO recognizes the needs of limited English proficient (LEP) members of the community and implements a plan to communicate effectively and ensure reasonable access to our processes, information and decision-making. The River to Sea TPO has identified the following documents for translation into Spanish language format: Walk and Ride Bicycle & Pedestrian Safety Video; 2035 Long Range Transportation Survey; the Tell the TPO Survey; and providing Spanish, as well as other language formats, on the TPO's website. In addition, the River to Sea TPO has previously participated in the annual Univision Telefutura Health Fair, a primarily Spanish-speaking event.

The Limited English Proficiency (LEP) Access Plan was presented and adopted by the River to Sea

TPO Board at their June 25, 2014 meeting. The LEP is available on the TPO's website at www.r2ctpo.org as well as in Appendix D.

A revision to the Limited English Proficiency Plan that includes only minor changes and does not affect policy or specific details of the plan may be made as an "administrative modification". An administrative modification does not require public review and comment.

Other Plans and Programs

There are a number of other documents, plans and programs that the TPO develops that are updated from time-to-time. These include the Transportation Disadvantaged Service Plan (TDSP), Bicycle/Pedestrian Master Plan and the Congestion Management Process (CMP).

Quick Reference Tables

The R2CTPO has established certain requirements for providing for public review and input. The following tables serve as a quick reference for the most common activities of the TPO and the basic requirements for public notice and review. More detailed information is provided in the sections that follow.

Open Meetings and Opportunities for Public Participation				
Opportunities for Public Participation	Meeting Schedule	Public Comment Period	Public Notice	Public Access
TPO Board	Meets monthly	At every meeting	5 business days public notice	Opportunity for public comment at open meetings
Advisory Committees (TCC, CAC, BPAC, TDLCB)	Meet monthly or bi-monthly	At every meeting	5 business days public notice	Opportunity for public comment at open meetings
Subcommittees (TIP, LRTP, BPAC Project Review, etc.)	Meet as needed	At every meeting	5 business days public notice	Opportunity for public comment at open meetings

***NOTE: Regularly scheduled meetings of the TPO are often cancelled in July and December**

TPO Plan and Program Adoption				
Program	Schedule	Public Comment Period	Public Notice	Public Access
Long Range Transportation Plan (LRTP)	Every five years	30 Days	30 Days	Posted on TPO website with public notice, hard copies available, advance comments documented for review, opportunity
Transportation Improvement Program (TIP)	Every year	30 Days	30 Days	
Unified Planning Work Program (UPWP)	Every two years	30 Days	30 Days	
Public Participation Plan (PPP)	Every three years	45 Days	45 Days	

Title VI Implementation Plan	Reviewed Annually	30 Days	30 Days	for public comment at all committee meetings prior to adoption
Limited English Proficiency (LEP) Plan	Reviewed Annually	30 Days	30 Days	

TPO Plan and Program Amendments				
Program	Schedule	Public Comment Period	Public Notice	Public Access
Long Range Transportation Plan (LRTP)* Amendments	As needed	30 Days	30 Days	Posted on TPO website with public notice, hard copies available, advance comments documented for review, opportunity for public comment at all committee meetings prior to adoption
Transportation Improvement Program (TIP) Amendments	As needed	14 Business Days	14 Business Days	
Unified Planning Work Program (UPWP) Amendments	As needed	14 Business Days	14 Business Days	
Public Participation Plan (PPP) Amendments	As needed	45 Days	45 Days	
Title VI Plan Amendments	As needed	30 Days	30 Days	
Limited English Proficiency (LEP) Plan Amendments	As needed	30 Days	30 Days	

*The entire process for amending the LRTP is available in the 2040 LRTP Report and the MPO Program Management Handbook (FDOT)

Public Participation Strategies and Outreach Tools

Meetings

All meetings of the River to Sea TPO Board, committees, advisory groups and project meetings are open to the public and subject to the Florida's Sunshine Law. All materials presented during meetings become public record and are available for review online and at the TPO office during normal business hours. Copies of archived records are available upon request.

Advance Notice

Public notices for all River to Sea TPO meetings are distributed and/or posted on the TPO website at least five (5) business days in advance. Notices are also distributed to media outlets and made available for posting in public locations such as libraries. Notices include the date, time, and location for the event, a brief description of the purpose and a list of action items to be considered.

Emergency Meetings

Special and/or emergency meetings may be called by the TPO Board Chairperson or by written request of two or more TPO Board members delivered to an officer. At least two (2) business days' notice must be provided to the members, alternates and the public for special meetings. A full explanation of the procedures is available in the TPO Bylaws located in Appendix E.

Special Needs Access

All TPO meetings are held in facilities that are accessible to persons with disabilities and to people who use public transit. People needing special accommodations to participate in TPO meetings should contact the River to Sea TPO five (5) business days in advance. Instructions for receiving assistance are included as part of the meeting notice.

Public Comments

When public comments are received, a confirmation is provided upon receipt. All comments are forwarded to the appropriate staff member for response within a reasonable amount of time. When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

ON EVERY RIVER TO SEA TPO MEETING AGENDA

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

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.

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.

Branding – Logo

A logo representing the TPO is used to identify products and publications of the TPO. A logo helps the public become familiar with the different activities of the TPO by providing a means of recognizing TPO products. In 2014, the Volusia TPO expanded its planning area due to the 2010 Census and changed its name to the River to Sea TPO. The organization adopted a new logo as shown below:



Events

In addition to formal committee meetings and public meetings, the River to Sea TPO facilitates workshops and presentations throughout the planning area to help inform the public about significant activities. Comment forms, organizational literature and other information are typically provided so that participants can provide information and input during the event or as a follow-up. TPO staff present at various events to promote the organization. Some



presentations have included the Minority Institute of Higher Learning (MIHE) Annual Forum, League of Women Voters, American Society of Highway Engineers (ASHE), Volusia County Association for Responsible Development (VCARD), Flagler Forum, etc.

The TPO uses its master database and email contact list to notify potential participants and press releases may be issued. The master database and email contact list contains contact information for committee members, press, local government officials, city/county staff and citizens who have expressed an interest in being kept informed of TPO activities. Event information is posted on the TPO's website and Facebook page. Workshops and presentations occur in various geographic locations depending on the activity, target group, project or invitation.

TPO staff members also participate in many community-related events that introduce citizens to the TPO and help build strong community relationships. By supporting pedestrian safety events, bicycle education programs and many other activities, the TPO furthers its public participation efforts by forging new relationships and making itself more visible in the community.

Website

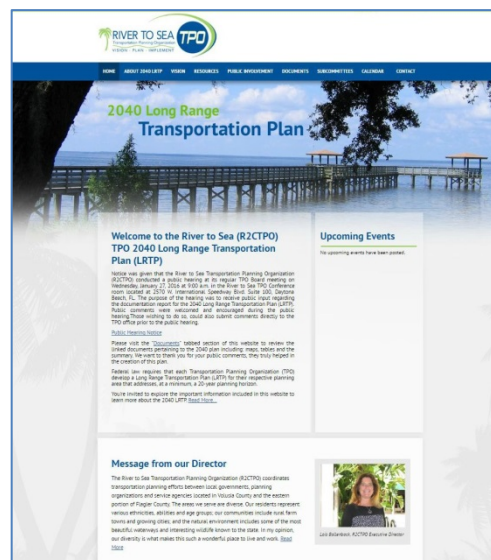
The River to Sea TPO utilizes an organizational website to increase public awareness of the activities and purpose of the TPO. The website, www.R2CTPO.org, includes information about the TPO processes, the TPO Board and committees, upcoming meeting agendas, planning studies, documents and other topics pertaining to the transportation environment.

The website is maintained and updated by the TPO staff and is used to promote regular and special meetings, planning studies, publications and work products to local governments, member partners and the public.

Project-Specific Websites

When an individual project or planning activity is significant in scope, a project website may be created to provide additional in-depth information and public access. Links to these sites and projects are available on the River to Sea TPO website. Specific sites may include meeting announcements, project updates, draft documents, project team information, and a vehicle for public comment.

During the development of the 2040 Long Range Transportation Plan (LRTP), a project specific website was developed. The website, www.r2cmobility2040.com, provided information and documentation specifically geared towards the 2040 LRTP. This website included meeting summaries and agendas for the 2040 LRTP Subcommittee, the components of the LRTP, public involvement activities and presentations on the 2040 LRTP.



Facebook

An increasing number of people and organizations are using social media sites for information and to stay current with the activities of friends, family, colleagues and organizations. Recognizing this, the River to Sea TPO introduced a Facebook site for the organization in 2011. The website is located at www.facebook.com/RivertoSeaTPO.



The Facebook page offers the TPO another tool to post current activities and engage interested members of the community. Activity on this site must conform to public record and public access laws in Florida (i.e. Government in the Sunshine) and requires a thoughtful approach. TPO Board and committee members are prohibited from engaging in an exchange or discussion of matters via social media that will foreseeably come before any board or committee for official action. Additionally, the site may not have restricted access and must apply rules for archiving information. As additional guidance is provided at the state level, the organization will modify the application of social media tools when necessary.

News Articles/Press Releases/Media Communications

News articles explaining plans, programs, studies and events have the capacity to reach an audience that is much larger than what the TPO can reach independently. Given this, media relations are a powerful component for any organization's public participation efforts. The River to Sea TPO maintains an open dialogue with the press and encourages articles that help to inform and involve the public. The TPO maintains (at a minimum) a history of all relevant news articles published during the preceding year.

The TPO staff is able to respond to news media inquiries on projects and programs directly under their management. All other inquiries should be referred to the Executive Director or his/her designee.

Formal press releases are distributed to local media outlets (newspaper, television and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the TPO and its committees.

Legal Advertisements

Legal advertisements are sent to local newspapers to announce public meetings, opportunities for public participation and the availability of documents for public review. Some recent legal ads include public meetings for the adoption of the Transportation Improvement Program (TIP) and the 2040 Long Range Transportation Plan (LRTP) as well as requests for qualifications and proposals. These advertisements are also posted on the TPO's website and Facebook page.

Public Comment Forms

Public comment forms are used to solicit input in writing at public meetings. Comment forms are always available at all TPO public meetings and are available in both English and Spanish. Comments can be very general in nature or very specific. The comment forms also provide an opportunity for those individuals who are not comfortable speaking at a meeting or workshop to voice their comments in writing instead of verbally. An example of the TPO's public comment form is available in Appendix F. When appropriate, public comments are responded to within a reasonable time.

Public Meetings

Public meetings are intended to solicit public comments on a project or issue being considered for adoption by the TPO. These meetings provide a formal setting for citizens and stakeholders to provide comments to the TPO or another decision-making body. Public comment forms are provided for citizens who wish to address the TPO Board regarding an issue.

Surveys

Surveys can be an invaluable tool for gathering public input. Every two years, the TPO conducts a transportation survey entitled "Tell the TPO". Initially, this survey was an independent work effort completed in advance of the 2040 LRTP to ascertain the transportation wants, needs, problems, preferences and suggestions from residents, the business community, elected officials and other stakeholders. The survey was available as a hard copy and online, in both English and Spanish versions. The results were used to inform the LRTP work effort. There were a total of 1,263 responses. In 2016, the River to Sea TPO once again undertook the survey. A total of 1,276 responses were received. The survey asks citizens a variety of questions on their transportation habits, including pedestrian, bicycle, vehicles and public transportation, as well as transportation spending and satisfaction with transportation facilities. The Tell the TPO survey will be repeated every two years in order to help the TPO understand citizens' transportation wants and needs as they change from year to year.



Request for Public Comment 

Dear Citizen:

Public participation is encouraged at all TPO Board and advisory committee meetings. If you desire to be recognized by the Chairman, please fill out this form and give it to a TPO staff member **(PRIOR)** to the start of the meeting).

Thank you for your cooperation.

Lois Bollenback, Executive Director
River to Sea TPO

Please indicate when you wish to address the committee/board:

☐ At the beginning of the meeting under Public Comment

☐ At the beginning of the following agenda item:

(Please indicate the specific agenda item) _____

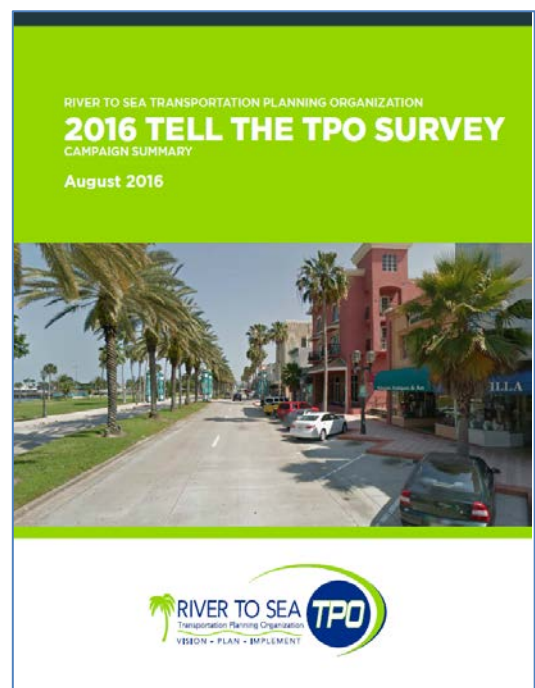
Date _____

Name _____

Address _____

Contact Information _____

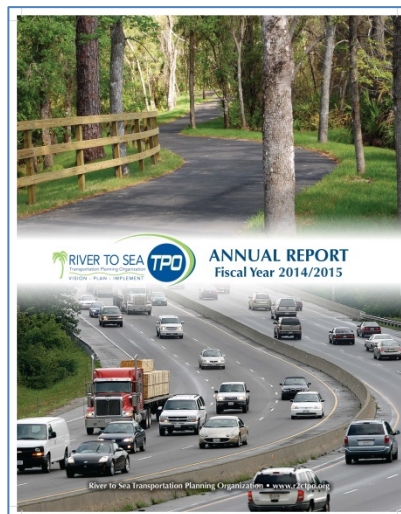
Comments: (please use back of page if needed)



Printed Materials and Promotional Items

The River to Sea TPO has developed a series of brochures and informational items to provide information to the public about transportation issues and the TPO. The TPO will continue to identify the need for informational brochures and develop items that provide value to the community. The following items are currently utilized by the TPO:

- ***A Citizen's Guide to the River to Sea Transportation Planning Organization*** – This was developed as a simple, straightforward way to explain the activities of the TPO. The tri-fold brochure utilizes non-technical terminology to inform citizens about the role of the TPO in shaping the transportation system. The guide encourages the public to participate in the planning process and provides information on how and why they should become involved. This brochure will be updated in fiscal year 2016/17.
- **2040 Long Range Transportation Plan Summary** – This summary brochure provides a description of the long-range planning process of the River to Sea TPO. The summary includes the TPO membership, goals of the plan, financial forecasts and the list of transportation projects considered to be cost-feasible in the 25-year planning horizon.
- ***Volusia County Cycling Map for Experienced Bicyclists*** – This map is produced to inform experienced bicyclists of cycling routes throughout the Volusia County area. This map was updated in 2012 and again in 2014.
- **Promotional Items** – the TPO staff recognizes the potential of increasing the TPO's presence in the community by distributing items such as pens with the TPO logo, stickers with transportation safety messages, medical kits, rulers and such. When considering promotional materials, TPO staff members attempt to identify the best value in terms of product delivery, longevity, quality and cost.
- **Annual Report** – Each year the TPO produces an annual report. The annual report provides an update on the state of the transportation system and the activities the TPO has undertaken in the prior year.



Master Database/Email Contact List

The distribution of information in a timely manner is important to ensure participation by interested parties. The River to Sea TPO utilizes two methods for disseminating information; the TPO master database and the TPO email contact list. The TPO master database includes demographic information for committee membership and groups as well as individuals that have expressed an interest in the transportation planning activities of the TPO. Other contacts include local and regional government agencies, churches, schools, libraries, homeowner associations, etc. The TPO email contact list contains email information for committee members, local and regional government agencies, consultants, churches, schools, libraries, homeowners' associations and citizens that have expressed an interest in the activities of the TPO.

Both of these lists enable the TPO staff to disseminate information on upcoming meetings, workshops,

new publications, significant policy decisions and/or any other topics of interest. The master database contains more than 1,650 entries and the email contact list has over 1,500 entries. Both lists are regularly reviewed for accuracy and completeness. Potential contacts will continue to be identified and added to the TPO's master database and email contact list and will be used to enhance other public participation activities.

Appendix A

River to Sea Transportation Planning Organization (TPO) Board Members

Chairman

Commissioner Marshall Shupe

Flagler Beach

1st Vice Chairperson

Council Member Deb Denys

Volusia County Council, District 3

2nd Vice Chairperson

Vice Mayor Lita Handy-Peters

City of DeBary

Mayor Stephen Emmett

Town of Beverly Beach

Vice Mayor John Rogers

City of Bunnell

Commissioner Robert Gilliland

City of Daytona Beach

Council Member Billie Wheeler

City of Daytona Beach Shores

Vice Mayor Leigh Matusick

City of DeLand

Vice Mayor Chris Nabicht

City of Deltona

Councilwoman Christine Power

City of Edgewater

Commissioner Barbara Revels

Flagler County

Commissioner Penny Currie

City of Holly Hill

Vice Mayor Vernon Burton

City of Lake Helen

Commissioner Jason McGuirk

City of New Smyrna Beach

Mayor Doug Gibson

City of Oak Hill

Council Member Ron Saylor

City of Orange City

Commissioner James Stowers

City of Ormond Beach

Commissioner Jason

DeLorenzo

City of Palm Coast

Mayor James Sowell

Town of Pierson

Council Member Joe Perrone

Town of Ponce Inlet

Commissioner Robert Ford

City of Port Orange

Councilwoman Nancy Long

City of South Daytona

Council Member Joyce Cusack

Volusia County Council, At-Large

Council Member Pat Patterson

Volusia County Council, District 1

Council Member Joshua Wagner

Volusia County Council, District 2

County Chair Jason Davis

Volusia County Council, Chairman

Gene Ferguson

FDOT District 5

(non-voting advisor)

Linda Costello

Volusia County School Board

(non-voting)

Vacant

Flagler County School Board

(non-voting)

Tim Burman

TCC Chairman (non-voting)

Dustin Savage

BPAC Chairman (non-voting)

Judy Craig

CAC Chairperson (non-voting)

Appendix B

Acronyms and Abbreviations

Acronym	Description
3-C process	Continuing, Cooperative, Comprehensive – Generally used to defining qualities of the metropolitan planning organization (MPO) planning process.

A

AA	Alternative Analysis – A process for evaluating alternative methods to address transportation needs in a region.
AASHTO	American Association of State Highway and Transportation Officials
ADA	American with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association – National organization of professional planners; focus includes planning policy, lobbying and public information.

B

BEBR	Bureau of Economic and Business Research (University of Florida)
BPAC	Bicycle/Pedestrian Advisory Committee

C

CAC	Citizens' Advisory Committee – Advisory committee utilized by most metropolitan planning organizations (MPOs) for citizen input into the transportation planning process.
CFR	Code of Federal Regulations – Compilation of the rules of the executive department and agencies of the federal government.
CIP	Corridor Improvement Program
CMS	Congestion Management System – A systematic process which provides information on transportation system performance and alternative strategies to alleviate congestion and enhance the mobility of persons and goods. A CMS includes methods to monitor and evaluate performance, identify alternative actions, access and implement cost-effective actions, and evaluate the effectiveness of implemented actions.
CST	Construction Project Phase
CTCs	Community Transportation Coordinators – People contracted by the Transportation Disadvantaged Commission to provide complete, cost-effective and efficient transportation services to transportation disadvantaged (TD) persons.
CTST	Community Safety Traffic Teams
CUTR	Center for Urban Transportation and Research
CY	Calendar Year

D

DBE	Disadvantaged Business Enterprise
DCA	Department of Community Affairs – Now called the Department of Economic Opportunity
DHSMV	Department of Highway Safety and Motor Vehicles
DEO	Department of Economic Opportunity
DOT	Department of Transportation – Agency responsible for transportation at the local, state or federal level.

E

ECFRPC	East Central Florida Regional Planning Council
EPA	Environmental Protection Agency – A federal agency charged with protecting the natural resources in the nation.
ETDM	Efficient Transportation Decision Making

F

FAST Act	Fixing America's Surface Transportation Act – current federal five-year transportation act
FDOT	Florida Department of Transportation
FHP	Florida Highway Patrol
FHWA	Federal Highway Administration
FS	Florida Statutes
FTA	Federal Transit Administration – The FTA operates under the authority of the Federal Transit Act. The FTA was established as a component of the US Department of Transportation.
FY	Fiscal Year

G

GIS	Geographic Information System
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H

HSRC	Highway Safety Research Center
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I

ICAR	Intergovernmental Coordination and Review
IJR	Interchange Justification Report
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems – program that endeavors to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities

J

JPA	Joint Participation Agreement – Legal instrument describing intergovernmental tasks to be accomplished and/or funds to be paid between government agencies. (Contract)
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L

LAP	Local Agency Program
LEP	Limited English Proficiency
LOS	Level of Service – A qualitative assessment of a road's operating condition; generally described using a scale of A (little congestion) to E/F (severe congestion).
LRTP	Long Range Transportation Plan – A 20-year forecast plan required of state planning agencies and MPOs; must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals.

M

MAP-21	Moving Ahead for Progress in the 21st Century –Federal Transportation Law in effect from 2012-2015
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area – The geographic area within which the metropolitan transportation planning process is carried out.
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council – An advisory council (consisting of one member from each MPO) that serves as the principal forum for collective policy discussion in urban areas; created by law to assist the MPOs in carrying out the urbanized area transportation planning process.

N

NHS	National Highway System – The NHS is one of the three major components of the 1991 Intermodal Surface Transportation Efficiency Act. A major new Federal-Aid system was established in the NHS. It includes the Interstate System, other routes identified as having strategic defense characteristics, routes providing access to major ports, airports, public transportation and intermodal transportation facilities, and many principal urban and rural arterials which provide regional service.
NHTSA	National Highway Traffic Safety Administration

O

OGT	Office of Greenways & Trails
OPP	Office of Policy & Planning

P

PD&E	Preliminary Design and Environment Study
PIP/PPP	Public Involvement/Participation Plan
PL	Planning Funds
PSA	Public Service Announcement

R

RFP	Request for Proposal
RFQ	Request for Qualifications
RMLO	Records Management Liaison Office
ROW	Right of Way - The land (usually a strip) acquired for or devoted to transportation purposes.
RPC	Regional Planning Council - A multipurpose organization composed of representatives of local governments and appointed representatives from the geographic area covered by the council, and designated as the primary organization to address problems and plan solutions that are of greater than local concern or scope.
RTCA	Regional Trails Corridor Assessment

S

SAFETEA-LU	The "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" – Federal Transportation Bill that was adopted in August 2005; Replaced in July 2012 by MAP-21
SCE	Socio-cultural Effects
SIS	Strategic Intermodal System
STIP	Statewide Transportation Improvement Program The official statewide, intermodal transportation plan that is developed through the statewide planning process.
STP	Surface Transportation Program - A new block grant type program established as one of the three major components of the Intermodal Surface Transportation Efficiency Act to supplement the National Highway System (NHS). The STP may be used by states and localities for any roads, including NHS, that are not functionally classified as local or rural minor collectors. These roads are now collectively referred to as Federal-aid roads.

T

TAP	Transportation Alternative Plan
TCC	Technical Coordinating Committee
TD	Transportation Disadvantaged - People who are unable to transport themselves or to purchase transportation due to disability, income status or age.
TDLCB	Transportation Disadvantaged Local Coordinating Board
TDP	Transit Development Program - A short term (5 year) plan that identifies the intended development of transit, including equipment purchase, system management and operation.
TDTF	Transportation Disadvantaged Trust Fund
TTF	Transportation Trust Fund
TEA-21	Transportation Equity Act for the 21st Century – Federal Transportation Law in effect from 1997-2005
TIP	Transportation Improvement Program - The TIP is a staged, three-to-five-year prioritized program of transportation projects covering a metropolitan planning area which is consistent with the metropolitan transportation plan.
TMA	Transportation Management Area - An urbanized area with a population over 200,000 (as determined by the latest decennial census) or other area when TMA designation is requested by the Governor and the Metropolitan Planning Organization (MPO), and officially designated by the metropolitan planning area served by an MPO within which the TMA is located.

TOD	Transit-Oriented Development - A mixed use community or neighborhood designed to encourage transit use and pedestrian activity.
TPO	Transportation Planning Organization – An association of local agencies established for mutual benefit to help coordinate planning and development activities within a metropolitan region. Establishment of the TPO is required by law in urban areas with populations over 50,000 if federal funds are to be used. The TPO is not a level of government; however, the TPO has “effective control” over transportation improvements within the area since a project must be a part of the TPO's adopted plan in order to receive federal funding.
TRIP	Transportation Regional Incentive Program

U

U.S. DOT	United States Department of Transportation
UPWP	Unified Planning Work Program – Official two-year budget of an MPO/TPO

Appendix C

Title VI Policy and Complaint Procedures

TITLE VI POLICY STATEMENT

The River to Sea Transportation Planning Organization (R2CTPO) values diversity and both welcomes and actively seeks input from all interested parties, regardless of cultural identity, background or income level. Moreover, the River to Sea TPO does not tolerate discrimination in any of its programs, services or activities. The River to Sea TPO will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income or family status. The River to Sea TPO will actively work to ensure inclusion of everyone in our community so that River to Sea TPO programs, services and activities represent the diversity we enjoy.

The purpose of the River to Sea TPO Title VI program is to establish and implement procedures that comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990 (ADA), as well as other related federal and state statutes and regulations. These procedures have been adopted to conform to Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) regulations, as well as to the Florida Department of Transportation (FDOT) guidelines.

COMPLAINT PROCEDURE

Filing of Title VI Complaints of Discrimination

Any person who feels that he/she has been subjected to race, color or national origin discrimination under Title VI of the Civil Rights Act of 1964, or other forms of discrimination based upon sex, age, disability, religion, family or income status discrimination under related nondiscrimination laws and regulations may file a complaint with the River to Sea TPO.

A complaint must be filed within one hundred eighty (180) days after the date of the alleged discrimination, unless the time for filing is extended by the FTA, FHWA or other federal authorities.

If possible, complaints should be submitted in writing, signed by the complainant or his/her representative(s), and must include the following information:

1. Complainant(s) name, address and telephone number
2. Basis of the complaint (i.e. race, color, national origin, sex, age, disability, religion, family or income discrimination)
3. Date of the alleged discrimination
4. Statement of the complaint
5. Other agencies (state, local or federal) where the complaint has been filed
6. Explanation of the actions the complainant has taken or proposed to resolve the allegation in the complaint

Allegations of discrimination received via facsimile, mail or e-mail will be acknowledged and processed within five (5) business days. Allegations received by telephone will be documented in writing and provided to the complainant(s) for review before processing. If the complainant is hearing or speech-impaired, call the Florida Relay Service (FRS) by dialing 711 or 1-800-955-8771 (TTY) or email the Title VI Coordinator for assistance.

Complaints should be submitted to:

River to Sea Transportation Planning Organization
ATTN: Pamela Blankenship, Title VI Coordinator
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, FL 32114
386.226.0422, ext. 20416
386.226.0428 Fax
pblankenship@r2ctpo.org

Complaint Investigation

Upon receipt of a signed complaint, the River to Sea TPO Title VI Coordinator will, within five (5) business days, provide the complainant or his/her representative with a written acknowledgement of the complaint.

The Title VI Coordinator will take reasonable steps to resolve the matter and respond to the complaint within thirty (30) business days of receipt. The Title VI Coordinator will notify the complainant in writing of the final decision and/or action recommended to be taken. The River to Sea TPO's Title VI Coordinator has 'easy access' to the TPO Executive Director and will immediately report allegations of discrimination to the Executive Director.

If the complainant is dissatisfied with the River to Sea TPO's final decision, the River to Sea Title VI Coordinator shall forward the complaint, along with a record of its disposition, to the Florida Department of Transportation (FDOT) Title VI Coordinator for further processing.

Should the complainant be unable or unwilling to complain to the River to Sea TPO, or if the complainant is dissatisfied with the River to Sea TPO's handling of a complaint, a written complaint may be submitted directly to the Florida Department of Transportation (FDOT) Title VI Coordinator.

The Florida Department of Transportation (FDOT) Title VI Coordinator can be contacted at:

Jacqueline E. Paramore
Florida Department of Transportation (FDOT) Title VI Coordinator
605 Suwannee Street
Tallahassee, FL 32399-0450
850-414-4753
Jacqueline.Paramore@dot.state.fl.us

Complaints may also be submitted directly to the U.S. Department of Justice (DOJ). The DOJ will ensure that the matter is assigned to the correct federal or state authority for processing.

The U.S. Department of Justice may be contacted at:

U.S. Department of Justice
Civil Rights Division
Federal Coordination and Compliance Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530
Title VI Hotline: 1-888-TITLE-06 (1-888-848-5306) (Voice / TTY)
<http://www.justice.gov/crt/about/cor/coord/titlevi.php>

Retaliation

Retaliation is prohibited under Title VI of the Civil Rights Act of 1964 and related federal and state nondiscrimination authorities. It is the policy of the River to Sea TPO that persons filing a complaint of discrimination should have the right to do so without interference, intimidation, coercion or fear of reprisal. Anyone who feels he/she has been subjected to retaliation should report such incident to the River to Sea TPO's Title VI Coordinator.

ADA/504 STATEMENT

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in the transportation planning process.

The River to Sea TPO will make every effort to ensure that its facilities, programs, services and activities are accessible to those with disabilities. The River to Sea TPO will make every effort to ensure that its advisory committees and public involvement activities include representation by the disabled community and disability service groups.

The River to Sea TPO encourages the public to report any facility, program, service or activity that appears inaccessible to the disabled. Furthermore, the River to Sea TPO will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access River to Sea TPO facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the River to Sea TPO asks that requests be made at least five (5) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the:

River to Sea Transportation Planning Organization
ATTN: Pamela Blankenship, Title VI Coordinator
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, FL 32114
386.226.0422, ext. 20416
386.226.0428 Fax
pblankenship@r2ctpo.org

Public Involvement

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, the TPO must have the input of its public. The TPO spends extensive staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. The TPO offers a number of volunteer roles for those wishing to become more involved in the planning process. The TPO also holds a number of transportation meetings, workshops and other events designed to gather public input on planning activities. Further, the TPO attends and participates in other community events to promote its services and improve its name recognition in the public. Finally, the TPO is constantly seeking ways of measuring the effectiveness of its public involvement.

For more information on the TPO's public involvement and measures of effectiveness, the public may view the TPO Public Participation Plan (PPP), on the website and at the TPO office. Persons wishing to request

special presentations by the TPO, volunteer in any of its activities or offer suggestions for improvement of TPO public involvement may contact:

River to Sea Transportation Planning Organization
ATTN: Pamela Blankenship, Title VI Coordinator
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, FL 32114
386.226.0422 ext. 20416
386.226.0428 Fax
pblankenship@r2ctpo.org

Data Collection

FHWA regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by TPO programs, services and activities. The TPO accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys and other methods. From time to time, the TPO may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists the TPO with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to the TPO will always be voluntary and anonymous. Moreover, the TPO will not release or otherwise use this data in any manner inconsistent with the federal regulations.

Assurances

Each year, the TPO must certify to FHWA and FDOT that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document the TPO's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which the TPO may be held liable for breach. The public may view the annual assurance on the TPO website or by visiting the TPO offices.

Appendix D

Limited English Proficiency (LEP) Plan

I. Introduction

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal financial assistance from discriminating against or otherwise excluding individuals on the basis of race, color, or national origin in any of their activities. It has been recognized that one form of discrimination occurs through an inability to communicate due to a limited proficiency in the English language. This limitation is often the result of an individual's national origin. Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services and activities by those who do not speak English well.

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the River to Sea TPO's programs, services or activities.
2. The frequency with which LEP individuals come in contact with these programs, services or activities.
3. The nature and importance of the program, service, or activity to people's lives.
4. The resources available and the overall cost to the River to Sea TPO.

The goal of the *River to Sea Transportation Planning Organization (R2CTPO) Limited English Proficiency (LEP) Access Plan* is to ensure that the River to Sea TPO recognizes the needs of limited English proficient (LEP) members of the community and implements a plan to communicate effectively and ensure reasonable access to our processes, information and decision-making.

Background

On August 11, 2000, the President issued Executive Order 13166, entitled "Improving Access to Services by Persons with Limited English Proficiency," 65 FR 50121 (August 16, 2000). On the same day, the Assistant Attorney General for Civil Rights at the U.S. Department of Justice (DOJ) issued a Policy Guidance Document, entitled "Enforcement of Title VI of the Civil Rights Act of 1964 – National Origin Discrimination Against Persons With Limited English Proficiency" (*hereinafter referred to as "DOJ LEP Guidance"*), reprinted at 65 FR 50123 (August 16, 2000). In addition, the U.S. Department of Transportation (USDOT) issued a policy Guidance Document, titled "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons," reprinted at 70 FR 74087, dated December 14, 2005.

Executive Order 13166 requires federal agencies to assess and address the needs of otherwise eligible persons seeking access to federally conducted programs and activities who, due to limited English proficiency, cannot fully and equally participate in or benefit from those programs and activities. The DOJ LEP Guidance, in turn, advises each federal department or agency to "take reasonable steps to ensure 'meaningful' access [to LEP individuals] to the information and services they provide." [DOJ LEP Guidance, 65 FR at 50124]. The DOJ LEP Guidance goes on to provide that:

[W]hat constitutes reasonable steps to ensure meaningful access will be contingent on a number of factors. Among the factors to be considered is the number or proportion of LEP persons in the eligible service population, the frequency with which LEP individuals come in contact with the program, the importance of the service provided by the program, and the resources available to the [agency].

The DOJ LEP Guidance explains that the identification of "reasonable steps" to provide oral and written services in languages other than English is to be determined on a case-by-case basis through a balancing of all four factors. The DOJ LEP and USDOT Guidance focus principally on the obligation of federal departments and agencies extending federal financial assistance to clarify the long-standing legal obligation on the part of recipients of such assistance to address the language needs of their otherwise-eligible LEP beneficiaries. Executive Order 13166 applies this same obligation to programs and activities undertaken directly by a federal department or agency. Section 2 of the Executive Order directs each federal department or agency "to prepare a plan to improve access to . . . federally conducted programs and activities by eligible LEP persons . . . consistent with the standards set forth in the LEP Guidance . . ."

II. River to Sea TPO Four-Factor Analysis

To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors. The following sections address each of these with respect to the River to Sea TPO planning area.

Factor 1: Review of LEP Populations

Understanding the needs of the community begins with identifying the number of Limited English Proficiency (LEP) persons eligible to be served, likely to be served or likely to be encountered by the River to Sea TPO through its programs, services or activities. In an effort to determine potential LEP needs in the River to Sea TPO planning area, staff reviewed data available through the U.S. Census Bureau American Fact Finder for the period of 2007 through 2011. Data collected for Volusia County indicated that 4.4% of households speak English "less than very well." A further breakdown of the data showed that 3.0% speak Spanish as the primary language. Other languages spoken in households that speak English "less than very well" include Indo-European (0.9%), Asian and Pacific Islander (0.4%) and Other (0.2%) (see Table 1). This information led staff to review the Spanish speaking LEP group to identify whether this population was concentrated into specific communities.

Table 1: The Top Languages Spoken at Home in Volusia County and Flagler County

Table 1: The Top Five Languages Spoken at Home in Volusia County (US Census Bureau's 2007-2010 American Community Survey)						
Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who speak Spanish	LEP Persons who speak Indo- European Languages	LEP Persons who speak Asian and Pacific Islander Languages	LEP Persons who speak Other Languages
471,406	20,799	4.4%	3.0%	0.8%	0.4%	0.2%

After reviewing a breakdown of Volusia County Spanish LEP populations by city, (2007 – 2011 American Community Survey Five-Year Estimates), it became clear that much of the data was not statistically significant when viewed on a local level. However, the data did appear to indicate a slight concentration of Spanish speaking LEP persons in the city of Deltona (7.5%) and the town of Pierson (18.1%). Because the River to Sea TPO realizes that statistical data can be outdated or inaccurate, TPO staff worked with the local public transit provider, Votran, to confirm estimates of LEP populations. Under the Title VI program, Spanish was reported to be the prevalent LEP language and the geographic locations of those populations were consistent with TPO analysis.

Table 2: The Top Five Languages Spoken at Home in Flagler County (US Census Bureau's 2007-2010 American Community Survey)						
Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who speak Spanish	LEP Persons who speak Indo- European Languages	LEP Persons who speak Asian and Pacific Islander Languages	LEP Persons who speak Other Languages
89,592	6,153	6.9%	2.5%	3.7%	0.5%	0.2%

Flagler County does not have a substantial population of people who rely solely on a language other than English. However, as Table 2 above shows, an estimated 6.9% of the population 5 years and over speaks English "less than very well." While a sizeable portion of that group is comprised of Spanish speakers, more than half (3.7%) are those who speak Indo-European languages. This family of languages includes Russian, along with other major language groups such as Irish, Polish, French, German, Portuguese and Italian. Anecdotally, this has been attributed to a significant Russian-speaking population in Flagler County.

Factor 2: Assessing Frequency of Contact with LEP Persons

The results of the census data indicate that Spanish is the most prevalent language spoken by the LEP population in the area covered by the River to Sea TPO. To date, the TPO has not received any requests for translation or interpretation of its programs, services or activities into Spanish or any other language. The TPO also translated and distributed a Spanish language version of a transportation survey during the development of its 2035 Long Range Transportation Plan (LRTP) and none were returned to the TPO. The TPO has generally not had any LEP attendees at public events. One exception, however, is the TPO's annual participation in the Univision Telefutura Fair, which is attended predominantly by Spanish-speaking people. Informal estimates are that more than half of the encounters at this event are with LEP individuals.

Factor 3: Assessing the Importance of TPO Programs

All of the River to Sea TPO programs are important; however, those related to safety, public transit, right-of-way, the environment, nondiscrimination and public involvement are among the most important. The TPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice Program and Policy.

Factor 4: Determining Available Resources

When planning any activity, it is imperative that an organization assess the resources available to conduct the activity in a way that is meaningful and balances those efforts with the overall cost to the organization. Given the size of the Spanish LEP population in the River to Sea TPO area and current financial constraints, full language translations of plan documents are not considered warranted or cost feasible at this time. However, the River to Sea TPO is fortunate to house within its jurisdiction a number of institutions of higher education and military facilities, both of which have extensive language services. In addition, the TPO maintains cordial relationships with a number of faith-based and community organizations that offer competent language services at no cost to the TPO. The TPO will continually evaluate its programs, services and activities to ensure that persons who may be LEP are always provided with meaningful access.

The analyses of these four factors suggest that, although the costs for providing access are reasonable, the need is limited and extensive LEP services are not required at this time. Nevertheless, the River to Sea TPO believes that Spanish language assistance is necessary for certain activities in order to provide broad access by members of the public.

III. Language Access Implementation Plan and Procedures

A limited English proficiency plan helps management and staff members understand their roles and responsibilities with respect to overcoming language barriers for LEP individuals. It is a management roadmap that outlines how the agency defines tasks, assigns responsibility and allocates the resources necessary to come into, or maintain compliance with, language access requirements. It describes how the agency will meet the service delivery standards delineated in the policy directives, provide notice of language assistance services, provide staff training and conduct ongoing monitoring and evaluation. The following sections outline the activities to be taken by the River to Sea TPO to comply with LEP needs.

Administer LEP services by:

1. Assign a staff member to oversee the LEP program; this includes the development and implementation of this plan and annually examining the LEP plan to ensure that it remains reflective of the community's needs.
2. Document the number and type of contacts by LEP persons and activities and events requiring LEP assistance.
3. Ensure River to Sea TPO staff is familiar with the requirements and resources for LEP persons.

Provide verbal translation as follows:

1. The Census Bureau's "I Speak" language cards will be available at the TPO's reception desk and staff will be able to identify language needs in order to match them with available services.
2. Maintain a list of support contacts who competently speak Spanish and who are willing to provide translation and/or interpretation services. The resource list will be distributed to TPO staff.
3. Develop agreements with local agencies, colleges, universities and community partners to provide oral and written LEP services with reasonable notification.

4. Identify events and activities that may require a translator to ensure meaningful access by LEP persons.

Provide written translation as follows:

1. Provide meeting notifications in English and Spanish, where appropriate.
2. State in outreach documents that language services are available free of charge in a language LEP persons can understand.
3. Provide Spanish language outreach materials from other organizations including federal, state and local transportation agencies when possible.
4. Identify documents that will be provided in Spanish language format.

LEP Services Required

Given the four-factor analysis, the River to Sea TPO has identified the following documents for translation into Spanish language format:

- The Walk and Ride Bicycle & Pedestrian Safety Video
- Spanish, as well as other language formats, will be made available on the TPO website

The TPO has also identified the following events and activities requiring a Spanish language translator:

- Univision Telefutura
- Public outreach events in Northwest Volusia

For questions or concerns regarding the River to Sea TPO's commitment to nondiscrimination or to request LEP services, contact Pamela Blankenship, Title VI Coordinator, at (386) 226-0422 ext. 20416 or by email PBlankenship@r2ctpo.org.

Appendix E

Bylaws

PREAMBLE

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

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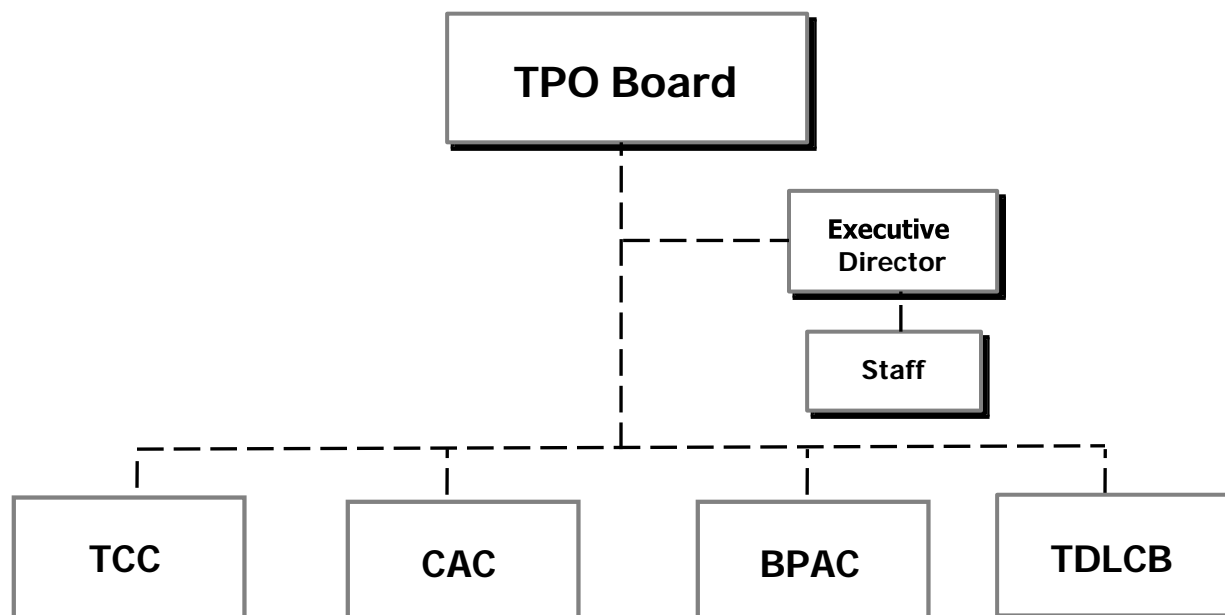
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SECTION 1.0: THE ORGANIZATION

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

SECTION 1.1: ORGANIZATIONAL STRUCTURE AND MANAGEMENT

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



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

TPO Board

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

Technical Coordinating Committee (TCC)

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

Citizens Advisory Committee (CAC)

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

Bicycle and Pedestrian Advisory Committee (BPAC)

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

Transportation Disadvantaged Local Coordinating Board (TDLCB)

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

TPO Staff

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

SECTION 2.0: TPO BOARD

SECTION 2.1: MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE

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

County Representation

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

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

Municipal Representation

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

Large Cities (in order of population size):

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

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

Small City Alliance (in order of population size):

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

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

4. With respect to the Small City Alliance, the following policies shall apply:

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

SECTION 2.2: OFFICERS AND DUTIES

- A. The Chairperson shall have the authority to appoint members to committees and subcommittees of the TPO Board and for the appointment of representation on the MPO Advisory Council (one member and one alternate) and the Central Florida MPO Alliance (three members and one alternate) except where the membership of said committees is specifically delineated in these Bylaws.
- B. The Chairperson shall appoint a minimum of five (5) TPO Board members to a nominating committee in April of each year for the purpose recommending to the TPO Board a slate of officers to include the Chair, 1st Vice Chair/Treasurer and 2nd Vice Chair/Secretary. Nominations for these positions shall be presented by the committee at the May board meeting for confirmation by the board members. The Chairperson will make all reasonable efforts to appoint members to the Nominating Committee that represents the diverse interests of the board, including the varying sizes and geographical locations of the local governments represented.
- C. Officers shall be elected by a majority of the members present at the organizational

meeting and shall serve a term of one year, starting in July of each year.

- D. The Chairperson shall preside at all meetings and in the event of his/her absence or at his/her direction, the 1st Vice Chair/Treasurer shall assume the powers and duties of the Chairperson. In the event that neither the Chair, nor the 1st Vice Chair is present, then the 2nd Vice Chair will preside over the meeting. If the 2nd Vice Chair is not present, then the immediate past Chair will preside over the meeting.
- E. The 1st Vice Chair/Treasurer shall be the Chairperson of the TPO's Budget Committee and shall be responsible for reviewing and recommending the upcoming fiscal year budget, commenting on the annual audit and for making periodic reports on the current status of the TPO's operating budget.
- F. The 2nd Vice Chair/Secretary shall be the Chairperson of the TPO's Bylaws Subcommittee.

SECTION 2.3: MEETINGS

- A. Monthly meetings of the TPO shall be held on a regularly scheduled day, time and place as approved by the River to Sea TPO Board. Regular meeting dates and times may be changed by action of the TPO Board to accommodate desirable changes due to holidays and/or other reasons.
- B. Members desiring items to be placed on the agendas must present those items to the TPO staff by the Thursday prior to the regularly scheduled Executive Committee meeting. This will ensure that those items have been thoroughly discussed and approved by this committee prior to being placed on the TPO Board agenda. If there are items to go in the agenda packet for informational purposes only, members may provide staff with the appropriate number of copies on, or before, the Thursday before the Executive Committee meeting.
- C. Special and/or emergency meetings may be called by the Chairperson or by written request of two or more members delivered to an officer. At least two (2) business days' notice must be provided to the members, alternates and the public for special meetings.
- D. A minimum of ten (10) voting members on the TPO Board must be present to constitute a quorum for the transaction of business. Once a quorum has been determined, items on the agenda may be voted on. The action of a majority of the members present during the time of a vote, based on the weighted vote outlined in Section 2.1 E. of these bylaws, shall be considered an act of the TPO Board. If, at any point during the meeting attendance drops to less than ten (10) voting members, no further actions will be taken by the board; however, presentations and other business may continue.
- E. The 2nd Vice Chair/Secretary will monitor the completion of meeting minutes, notices and agendas for future meetings and will address concerns with the Executive Director as needed. The Executive Director shall furnish a Recording Secretary for all TPO meetings. The director will be responsible for the preparation, duplication and distribution of all supporting materials necessary for TPO meetings.
- F. Notices and tentative agendas shall be sent to members and alternates at least five (5) working days prior to the regular meeting dates.

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

SECTION 2.4: RESPONSIBILITIES AND FUNCTIONS OF THE TPO

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

SECTION 2.5: STANDING COMMITTEES

- A. The TPO shall have the following five (5) standing committees: the Executive Committee, the Technical Coordinating Committee (TCC), the Citizens Advisory Committee (CAC), the Bicycle and Pedestrian Advisory Committee (BPAC) and the Transportation Disadvantaged Local Coordinating Board (TDLCB). These committees shall each meet on a regular basis and perform the functions identified below.
1. **Executive Committee:** An Executive Committee consisting of the Chairperson, immediate Past Chairperson, 1st Vice Chairperson/Treasurer, 2nd Vice Chairperson/Secretary and three (3) TPO Board members appointed by the TPO Chairperson to serve a one-year term, is hereby created and empowered to meet separately to establish the TPO Board agenda. The Chairperson will make all reasonable efforts to appoint members to the Executive Committee who represent the diverse interests of the board including the varying sizes and geographical locations of local governments represented. The Executive Committee shall also have limited budget authority to move funds from task to task within the adopted Unified Planning Work Program and adopted budget, and to authorize the execution of contracts for services delineated within the adopted UPWP and/or items approved within the adopted budget. In addition, the Executive Committee shall have the authority to take ministerial or administrative actions on behalf of the TPO in the ordinary course of business of the TPO. The Executive Committee shall meet no less than ten (10) times per calendar year (meetings will not be scheduled for the months of July and December unless a special meeting is called). For those months in which an Executive Committee meeting is scheduled, at the beginning of each year, the newly appointed committee shall set the date and time it will meet for that year. On an annual basis, the Executive Committee shall be responsible for the evaluation of the Executive Director and shall make a recommendation to the TPO regarding the Executive Director's performance and contract.
 2. **Technical Coordinating Committee:** The TCC is responsible for coordinating transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. Section 5 outlines specific policies relating to the TCC.
 3. **Citizens Advisory Committee:** The CAC is responsible for providing citizen input to the TPO concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the TPO that are pertinent to the subject document. Section 6 outlines specific policies relating to the CAC.
 4. **Bicycle and Pedestrian Advisory Committee:** The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the TPO planning area. In addition, the BPAC is responsible for the review and ranking of bicycle and pedestrian project applications submitted on an annual basis. Section 7 outlines specific policies relating to the BPAC.
 5. **Transportation Disadvantaged Local Coordinating Board:** The primary purpose of the TDLCB is to assist the designated Official Planning Agency in identifying local

service needs and providing information, advice and direction to the Community Transportation Coordinator (CTC) on the coordination of services to be provided to the transportation-disadvantaged pursuant to Chapter 427.0157, Florida Statutes. With support from TPO staff, the TDLCB works closely with the CTC and is not considered an advisory committee to the TPO Board. The TDLCB is required to update their bylaws annually as part of the planning grant agreement; therefore, the Bylaws of the TDLCB are maintained separately and reviewed by the TPO board as required.

SECTION 2.6: SUBCOMMITTEES

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

SECTION 3.0: GENERAL POLICIES OF THE TPO

The following general policies shall apply to all committees and participants of the TPO:

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

SECTION 4.0: TPO EXECUTIVE DIRECTOR AND AGENCY STAFF

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

SECTION 5.0: TECHNICAL COORDINATING COMMITTEE (TCC)

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

Total number of voting members (34):

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

SECTION 5.1: MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE

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

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

SECTION 5.2: OFFICERS AND DUTIES

- A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.
- B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting on July 1st of each year.
- C. TCC officers cannot serve more than two (2) consecutive terms for the same office. Officers may include non-voting members, but at no time may a TPO staff advisor chair the TCC.
- D. The Chairperson shall preside at all meetings, and in the event of his/her absence or at his/her direction, the Vice Chairperson shall assume the powers and duties of the Chairperson. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the TCC.

SECTION 5.3: MEETINGS

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

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

SECTION 5.4: RESPONSIBILITIES AND FUNCTIONS OF THE TCC

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

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

SECTION 5.5: SUBCOMMITTEES

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

SECTION 6.0: CITIZENS ADVISORY COMMITTEE (CAC)

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

SECTION 6.1: MEMBER APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE

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

- E. Each member is expected to demonstrate his/her interest in the CAC's activities through participation in the scheduled meetings except for reasons of an unavoidable nature. In cases of unavoidable nature, each representative should ensure his/her alternate attends. No more than three (3) consecutive absences will be allowed by the representative or alternate. Should a member have three (3) consecutive absences, excused or unexcused, and/or three (3) meetings, unexcused in a calendar year, a letter will be sent to the board member that designated the CAC member informing them of the attendance record.
- F. Municipalities and agencies, in selecting their non-voting representatives, shall name only those technically qualified persons employed by a government or governmental agency.
- G. An alternate may be named, approved and confirmed for each non-voting advisor, provided the recommended alternate meets the technical qualifications set forth in the preceding items.

SECTION 6.2: OFFICERS AND DUTIES

- A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.
- B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting on July 1st of each year.
- C. CAC officers cannot serve more than two (2) consecutive terms for the same office. At no time, may a non-voting staff support advisor serve as an officer for the CAC.
- D. The Chairperson shall preside at all meetings, and in the event of his/her absence or at his/her direction, the Vice Chairperson shall assume the powers and duties of the Chairperson. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the CAC.

SECTION 6.3: MEETINGS

- A. Monthly meetings of the CAC shall be held on a regularly scheduled day, time and place approved by the CAC membership. Regular meeting dates and times may be changed by action of the CAC to accommodate holidays and/or other activities that may interrupt a scheduled meeting.
- B. Special and/or emergency meetings may be called by the Chairperson or by initiative of two or more members of the CAC petitioning the Chairperson. At least two (2) business days' notice must be provided to the members and alternates for special or emergency meetings.
- C. A minimum of nine (9) voting members of the CAC must be present to constitute a quorum for the transaction of business. Once a quorum has been determined at the start of the meeting, items on the agenda may be voted on. The action of a simple majority of the members present during the time of a vote shall be considered an act of the CAC. If at any point during the meeting attendance drops to less than nine (9) voting members, no further actions will be taken by the committee; however, presentations and other business may continue.
- D. The agenda for the CAC includes presentations and actions required to support recommendations for the TPO Board as set by the Executive Committee and transportation-related items of interest

identified by members. TPO staff and presenters will provide timely input/materials for the CAC agenda.

- E. Each member is expected to participate at all meetings. It is the responsibility of each member to contact the River to Sea TPO staff one day prior to a scheduled meeting informing them of their expected absence.
- F. The River to Sea TPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The TPO shall furnish a Recording Secretary for all CAC meetings.
- G. Notices and tentative agendas shall be sent to members five (5) working days prior to regular meeting dates.
- H. Requests for agenda changes must be received by the Chairperson or TPO staff at least three (3) working days prior to the regular meetings or one (1) working day prior to special meetings.
- I. Meetings will be open to the public and press, and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes but may be expanded at the discretion of the Chairperson.
- J. Meetings of the CAC shall follow Robert's Rules of Order unless otherwise outlined in these Bylaws.

SECTION 6.4: RESPONSIBILITIES AND FUNCTIONS OF THE CAC

- A. The CAC, composed of citizens from the planning area who represent the various segments of the populace, should actively represent all segments of the general public and their concern in the transportation planning process.
- B. The CAC shall be charged with the responsibility for providing citizen input and recommendations to the TPO concerning transportation planning and programming; for review of all transportation studies, reports, and plans and/or programs; and for making recommendations to the River to Sea TPO that are pertinent to the subject document.
- C. Subcommittees, task forces and working groups shall be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC.
- D. Members of the CAC shall provide a monthly written summary report of each CAC meeting to his/her city/county representative in a timely fashion. The written report will be provided by TPO staff.
- E. Members of the CAC shall not express their individual and/or personal views as those of the CAC, unless the CAC has, through a majority vote of those members present at a meeting, expressed such opinions.

SECTION 6.5: SUBCOMMITTEES

- A. Subcommittees shall be designated by the CAC as necessary to investigate and report on specific subject areas of interest to the CAC. Subcommittees may also be designated as necessary to deal with administrative and legislative procedures relating to the CAC. These may include, but are not limited to:
 - Airports
 - Highways
 - Mass Transit
 - Transportation needs of "transportation disadvantaged" groups
 - Directions for future growth (local comprehensive plan reviews)
 - Nominating Committee
 - Freight

- B. When a subcommittee is convened, the first action of the subcommittee shall be to establish the Chairperson and Vice Chairperson, outline the scope of activities of the subcommittee, the expected duration of the group and frequency of meetings. A summary report of each meeting will be made available.

SECTION 7.0: BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

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

SECTION 7.1: MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE

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

his/her alternate attends. No more than three (3) consecutive absences will be allowed by the representative or alternate. Should a member have three (3) consecutive absences, excused or unexcused, and/or three (3) meetings, unexcused in a calendar year, a letter will be sent to the board member that designated the BPAC member informing them of the violation.

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

SECTION 7.2 OFFICERS AND DUTIES

- A. Annually, nominations from the floor will be provided by those committee members present at the regularly scheduled meeting in June for the purpose of electing the Chairperson and Vice Chairperson.
- B. Officers shall be elected by a majority of the members present at the June meeting and shall serve a term of one year, starting on July 1st of each year.
- C. BPAC officers cannot serve more than two consecutive terms for the same office. At no time may a non-voting staff support advisor chair the BPAC.
- D. The Chair shall preside at all meetings and, in the event of his/her absence or at his/her direction, the Vice Chair shall assume the powers and duties of the Chair. In addition, the Chairperson shall serve on the River to Sea TPO Board as a non-voting member and attend the regular monthly TPO Board meetings in order to represent the discussions and actions of the BPAC.

SECTION 7.3 MEETINGS

- A. Monthly meetings of the BPAC shall be held on a regularly scheduled day, time and place approved by the BPAC membership. Regular meeting dates and times may be changed by action of the BPAC to accommodate holidays and/or other activities that may interrupt a scheduled meeting.
- B. Special and/or emergency meetings may be called by the Chairperson or by initiative of two or more members of the BPAC petitioning the Chairperson. At least two (2) business days' notice must be provided to the members and alternates for special or emergency meetings.
- C. A minimum of nine (9) voting members of the BPAC must be present to constitute a quorum for the transaction of business. Once a quorum has been determined at the start of the meeting, items on the agenda may be voted on. The action of a simple majority of the members present during the time of a vote shall be considered an act of the BPAC. If at any point during the meeting attendance drops to less than nine (9) voting members, no further actions will be taken by the committee; however, presentations and other business may continue.
- D. The agenda for the BPAC includes presentations and actions required to support recommendations for the TPO Board as set by the Executive Committee and transportation-

related items of interest identified by members. TPO staff and presenters will provide timely input/materials for the BPAC agenda.

- E. The River to Sea TPO staff is responsible for the minutes of the meetings and for all notices and agendas for future meetings. The TPO shall furnish a Recording Secretary for all BPAC meetings.
- F. Notices and tentative agendas shall be sent to members and alternates five (5) working days prior to the regular meeting dates.
- G. Requests for agenda changes must be received by the Chairperson or TPO staff at least three (3) working days prior to the regular meetings or one (1) working day prior to special meetings.
- H. Meetings will be open to the public and press and time will be allocated for public comment. Public comment will generally be limited to three (3) minutes but may be expanded at the discretion of the Chairperson.
- I. Meetings of the BPAC shall follow *Robert's Rules of Order* unless otherwise outlined in these Bylaws.

SECTION 7.4 RESPONSIBILITIES AND FUNCTIONS OF THE BPAC

- A. The BPAC is responsible for reviewing plans, policies and procedures as they relate to bicycle and pedestrian issues in the River to Sea TPO planning area and for making recommendations to the TPO Board that are pertinent to these subjects.
- B. BPAC recommendations to the TPO Board shall be based upon the technical sufficiency, accuracy and completeness of studies and plans and/or programs.
- C. The BPAC shall make priority recommendations to the TPO Board and/or other agencies responsible for plan and program implementation based upon the needs as determined by technical studies.
- D. The BPAC shall serve as an advisory committee regarding bicycle and pedestrian matters to any and all duly constituted area-wide transportation authorities and/or boards, as well as area-wide planning boards or councils for physical development, health, social or comprehensive planning upon direct request of such authorities, boards or councils.
- E. The BPAC shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for citizen participation in the planning process for bicycle and pedestrian issues.

SECTION 7.5: SUBCOMMITTEES

- A. Subcommittees shall be designated by the BPAC as necessary to investigate and report on specific subject areas of interest to the BPAC. Subcommittees may also be designated as necessary to deal with administrative and legislative procedures relating to the BPAC. These may include, but are not limited to:
 - Highways
 - Mass Transit

- Transportation needs of "transportation-disadvantaged" groups
- Project Review Committee
- Nominating Committee

B. When a subcommittee is convened, the first action of the committee shall be to establish the Chairperson and Vice Chairperson, outline the scope of activities of the subcommittee, the expected duration of the group and frequency of meetings if known. A summary report of each meeting will be made available.

Appendix F

Public Comment Form

Request for Public Comment



Dear Citizen:

Public participation is encouraged at all TPO Board and advisory committee meetings. If you desire to be recognized by the Chairman, please fill out this form and give it to a TPO staff member (**PRIOR** to the start of the meeting).

Thank you for your cooperation.

Lois Bollenback, Executive Director
River to Sea TPO

Please indicate when you wish to address the committee/board:

- ☐ At the beginning of the meeting under Public Comment
- ☐ At the beginning of the following agenda item:

(Please indicate the specific agenda item)

Date _____

Name _____

Address _____

Contact Information _____

Comments: (please use back of page if needed)

Appendix G

History of Legislation

Regional transportation planning is guided by laws, rules, and policies set by federal and state governments. Both federal and state laws require public participation in the planning process. The following is a history of legislation relating to public participation:

1962 Federal-Aid Highway Act: The Federal-Aid Highway Act mandated that all urbanized areas with a population greater than 50,000 establish a continuing, cooperative and comprehensive (3-C) planning process, in order to be eligible to receive U.S. Department of Transportation funding. Subsequent revisions to the act formalized the process further by establishing Metropolitan Planning Organizations (MPOs) to manage the 3-C planning activities. While the 3-C planning process has always included provisions for citizen input, public participation activities were somewhat limited in earlier transportation planning legislative acts.

1991 Intermodal Surface Transportation Efficiency Act (ISTEA): ISTEA introduced a comprehensive approach to address transportation issues by emphasizing innovation, intermodalism, and flexibility as well as enhanced stakeholder and public involvement.

1998 Transportation Equity Act for the 21st Century (TEA-21): TEA-21 expanded the approach started with ISTEA with particular focus on ensuring environmental justice and the involvement of minority and low-income citizens in the planning process.

2005 Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU): SAFETEA-LU carried forward a strong federal emphasis on public involvement programs. Included in SAFETEA-LU was the expanded definition of “participation by interested parties” which includes groups and individuals who are affected by, or involved with, transportation in the region.

2012 Moving Ahead for Progress in the 21st Century Act (MAP-21): MAP-21 was created to update SAFETEA-LU and continues the requirements set in place regarding public involvement. MAP-21 is focused on a streamlined and performance-based program for multiple modes of transportation building on the programs and policies established since 1991.

FAST Act: On December 4, 2015, President Barack Obama signed into law the FAST Act. Overall, the FAST Act largely maintains the current program structures, but details of the Act, including guidance on regulations for public participation, are still being worked out. Still chief in implementing public participation plans are: adequate public notice; review and comment at key decision points; multiple, accessible participation formats, including electronic and in-person.

Title 23 of the Code of Federal Regulations; Section 450.316(3): The Metropolitan Transportation Planning Process sets forth the requirements for the public involvement process in conjunction with all aspects of transportation planning of a Transportation Planning Organization. This regulation states that the TPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees,

freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. In order to adequately respond to this mandate, TPOs must place an emphasis on securing public participation. This includes developing an extensive public outreach program which will bring in segments of the community that may have previously been excluded from full participation in the transportation planning and decision-making process. The public participation process requirements in 23 CFR 450, Section 450.316(a) are listed below. These requirements encourage a proactive public participation process and support early and continuing involvement of the public in the planning process.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final

metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent possible.

Appendix H

Public Participation Objectives and Measurement

GOAL: To provide the public with thorough information on transportation planning services and project development in a convenient and timely manner.

Objectives

OBJECTIVE 1: The River to Sea TPO shall 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.

Measurement:

1. The TPO shall maintain an up-to-date database of contacts including, at a minimum, the following persons:
 - Elected Officials
 - Local Government Staff
 - Legislative Delegates for Volusia and Flagler Counties
 - TPO Committee Members
 - Transportation Agencies (ports, airports, transit, etc.)
 - Local Media
 - Homeowners' Associations
 - Civic Groups
 - Special Interest Groups
 - Volusia County/Flagler County Libraries (for public notification)
 - Individuals expressing an interest in transportation planning activities
2. The TPO shall email meeting announcements, agendas and invitations to the TPO community contact list or to targeted groups for upcoming activities.

OBJECTIVE 2: The TPO shall keep the public informed of ongoing transportation-related activities on a continuous basis.

Measurement:

1. The TPO shall make all publications and work products available to the public via the website and at the TPO office.
2. The TPO staff shall be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of groups, such as homeowners' associations, with reasonable notice.
3. The TPO shall conduct a survey every second year to gauge public sentiment and trends.
4. The TPO shall consistently review and assess documents, plans, studies and other items to determine the need for translation into Spanish for limited English proficiency (LEP) populations.

5. The TPO shall maintain an Internet website and Facebook page.
 - a. The website shall be updated and maintained to provide the most current information available. The website shall, at a minimum, contain the following information:
 1. Agency contact information (mailing address, phone, fax and e-mail)
 2. Current TPO Board and advisory committee membership
 3. Meeting calendars, agendas, adopted minutes and resolutions
 4. Brief descriptions of current projects
 5. Work products and publications (Transportation Improvement Program, Long Range Transportation Plan, Unified Planning Work Program, etc.)
 6. Links to related agencies (Florida Department of Transportation, Metropolitan Planning Organization Advisory Council, Votran, Federal Highway Administration, etc.)

OBJECTIVE 3: The TPO shall 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.

Measurement:

1. Target audiences shall be identified for each planning study conducted by the TPO, including residents, business and property owners and those traditionally underserved and underrepresented populations including, but not limited to, low income and minority households within the study area.
2. The TPO shall, whenever feasible, hold public meetings and workshops at a site and time convenient to potentially affected citizens.

OBJECTIVE 4: The TPO shall strive to continuously improve public participation.

Measurement:

1. The TPO shall continuously evaluate public participation techniques, according to the procedures contained in the River to Sea Transportation Planning Organization's Public Participation Plan.
2. The Public Participation Plan shall be reviewed and if revisions are necessary, amended every three (3) years.

Public Participation Evaluation Measurement

TPO Board, Advisory Committees and Staff				
<u>Public Participation Tool</u>	<u>Evaluation Criteria</u>	<u>Performance Goal</u>	<u>Performance Strategies</u>	<u>Review Period</u>
<i>Scheduled Meetings</i>	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
	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 participants when requested	Monthly
	Document press and citizen attendance and comments at meetings	Provide opportunities for public comment at all meetings; record the attendance and participation of nonmembers	Encourage participation of interested parties through public notices, advertising, “networking” and posting meeting notices on website and Facebook	Monthly

Ongoing Public Participation Strategies

<u>Public Participation Tool</u>	<u>Evaluation Criteria</u>	<u>Performance Goal</u>	<u>Performance Strategies</u>	<u>Review Period</u>
<i>Open Access to Plans and Documents</i>	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	Promote/encourage review of TPO documents Post documents on the website for convenient viewing/download Distribute electronic and/or printed copies of key documents to libraries Produce documents that are accessible to persons with disabilities	Monthly
<i>Requests for Information</i>	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
<i>TPO Master Database/Email Contact List</i>	Number of recipients on master contact listing	Maintain 1,400+ interested parties in the Master Database /Email Contact List	Identify interested parties during public events and workshops	Monthly
	Monitor returned mail	100% accuracy for mailings	Review and correct mailing list on a regular basis	Monthly
<i>Community Workshops and Public Hearings</i>	Attendance	Expected attendance will vary; set goals for each event	Use advertising, public notices, flyers, invitations, website, Facebook and press releases Schedule at varying times and locations	As needed
	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
<i>Media/News Releases and Articles</i>	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

Ongoing Public Participation Strategies

<u>Public Participation Tool</u>	<u>Evaluation Criteria</u>	<u>Performance Goal</u>	<u>Performance Strategies</u>	<u>Review Period</u>
<i>Printed Materials and Marketing Items</i>	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
	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
	Annual Report	Distribute to new persons in 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
<i>TPO Website and Facebook</i>	Number of website visitors and Facebook "likes"	Maintain a user-friendly website and Facebook page	Issue press releases and increase links from other websites	Annually
<i>Project Specific Efforts</i>	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
<i>Public Inquiry, Special Events and Miscellaneous Activities</i>	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
	Number of public inquiries logged (calls, email, website)	Respond to 100% of the public inquiries	Respond to 100% of the public inquiries	As needed
	Tell the TPO Survey	Conduct a biennial transportation survey	Solicit public response to a transportation survey in order to identify trends	Every two years