



FY 2018/19 Public Participation Evaluation Matrix

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

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

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

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<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	<p>Promote/encourage review of TPO documents</p> <p>Post documents on website for convenient viewing/download</p> <p>Distribute electronic and/or printed copies of key documents to libraries</p> <p>Produce documents that are accessible to persons with disabilities</p>	Monthly	<p>During FY 2018/19, two people requested access to TPO plans or documents within the TPO offices. In addition, public contact logs which document record requests are kept by all TPO staff.</p> <p>Documents related to the Transportation Disadvantaged Local Coordinating Board (TDLCB) are provided in Microsoft Word format to the members in an effort to ensure accessibility by persons with disabilities; other documents and agendas in Word format are provided as requested.</p> <p>The TPO's website is currently undergoing an update to ensure its content is accessible to all people.</p> <p>The majority of the TPO's plans, studies and documents are provided on the TPO website at www.R2CTPO.org.</p>
<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	The TPO received an estimated 161 requests for information from the TPO via phone, email or in person during FY 18/19.

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

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

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

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

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

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