



# PUBLIC PARTICIPATION PLAN

***Adopted by the River to Sea TPO Board  
Adopted 06-22-22 (Updated 03-23)***

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.

# RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION PUBLIC PARTICIPATION PLAN

## Table of Contents

Welcome.....	3
R2CTPO Policy Statement Regarding Public Participation.....	3
River to Sea TPO Staff Members .....	4
Introduction.....	5
History of the River to Sea TPO.....	5
Public Participation Plan Coordination and Development .....	6
What is the River to Sea TPO? .....	6
Purpose of the Public Participation Plan.....	6
History of Legislation .....	7
Learn More...How to Get Involved.....	8
TPO Board, Committees, Subcommittees and Staff.....	9
River to Sea Transportation Planning Organization (TPO) Board .....	9
Technical Coordinating Committee (TCC).....	10
Citizens Advisory Committee (CAC) .....	10
Bicycle/Pedestrian Advisory Committee (BPAC).....	11
Transportation Disadvantaged Local Coordinating Board (TDLCB) .....	11
Subcommittees/Working Groups/Task Forces .....	11
TPO Staff and the Community Outreach Coordinator .....	12
TPO Plans and Programs.....	13
Long Range Transportation Plan (LRTP).....	13
Transportation Improvement Program (TIP) and the Priority Process.....	15
Unified Planning Work Program .....	18
Public Participation Plan (PPP).....	19
Environmental and Social Justice/Title VI Nondiscrimination Program .....	19
Limited English Proficiency Plan (LEP) .....	20
Other Plans and Programs .....	21
Quick Reference Tables.....	22
Public Participation Strategies and Outreach Tools .....	24
Meetings .....	24
Advance Notice .....	24
Virtual Meetings.....	24
Emergency Meetings .....	24
Special Needs Access .....	24
Public Comments .....	25
<i>Public Participation Plan (Adopted 06-22-22) (Updated 03-2023)</i>	1

Branding – Logo .....	25
Events.....	26
Website .....	26
Project-Specific Websites.....	27
Facebook .....	27
Twitter.....	28
Constant Contact Newsletter.....	28
News Articles/Press Releases/Media Communications .....	28
Legal Advertisements.....	29
Public Comment Forms.....	29
Public Meetings.....	29
Surveys .....	29
Printed Materials and Promotional Items .....	30
Master Database/Email Contact List.....	30
Appendix A .....	32
River to Sea Transportation Planning Organization (TPO) Board Members.....	32
Appendix B.....	33
Acronyms and Abbreviations.....	33
Appendix C.....	41
Appendix D .....	46
Appendix E.....	50
Bylaws .....	50
Appendix F.....	75
Public Comment Form .....	75
Appendix G .....	76
History of Legislation .....	76
Appendix H .....	79
Public Participation Objectives and Measurement .....	79

# 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 as they are 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](mailto:Staff@r2ctpo.org)

Website: [www.r2ctpo.org](http://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 (TPO), 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

**Colleen Nicoulin, AICP**

Executive Director

**Vacant**

Manager of Operations and Planning

**Mariel Lemke**

Accounting/Office Manager

**Pamela C. Blankenship**

Community Outreach Coordinator

Title VI Coordinator

**Stephan C. Harris**

Transportation Planner - Project Manager (Modal Development)

**Vacant**

Transportation Planner – Project Manager (Data and Technology)

**Debbie Stewart**

Administrative Assistant

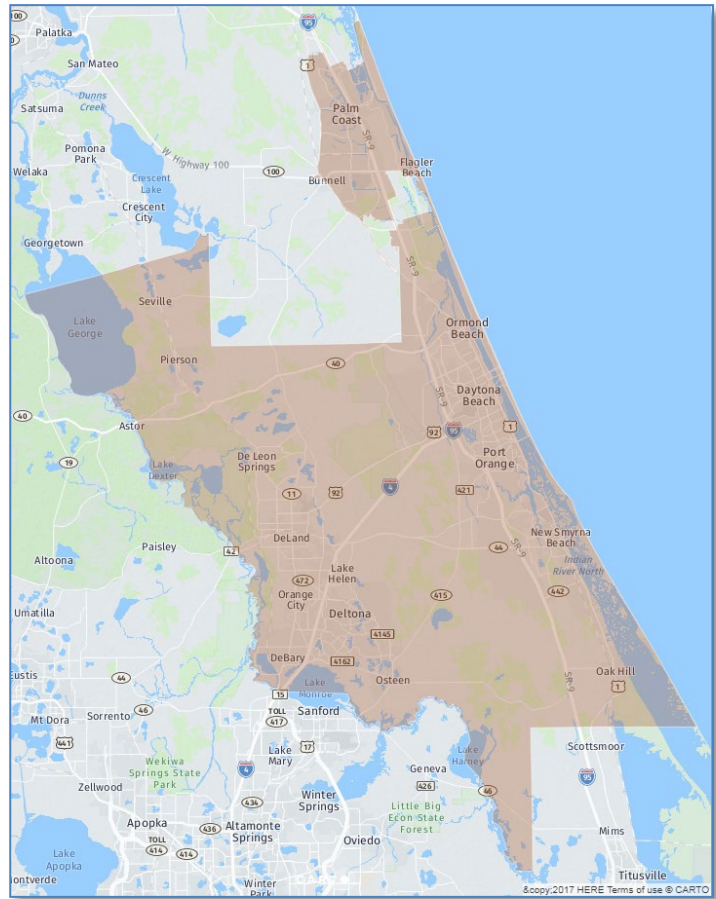
# Introduction

## 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. 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 a new logo:



## Public Participation Plan Coordination and Development

The TPO's Public Participation Plan was developed in coordination with the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), the Florida Department of Transportation (FDOT), participating member local governments, the TPO's Citizens Advisory Committee (CAC), Bicycle/Pedestrian Advisory Committee (BPAC), Technical Coordinating Committee (TCC), Transportation Disadvantaged Local Coordinating Board (TDLCB) and the TPO Board as well as local organizations, agencies and citizens.

### 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 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).**

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.

### 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 applicable federal and state guidelines. The process educates 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 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 and a priority for us to hear from citizens regarding transportation items. Listed below are some of the ways that you can provide input and get involved at 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)  
1 Deuce Court, Suite 100, Daytona Beach FL 32124



### **EMAIL US**

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



### **VISIT OUR WEBSITE**

[www.R2CTPO.org](http://www.R2CTPO.org)



### **VISIT AND LIKE OUR FACEBOOK PAGE**

[www.Facebook.com/RivertoSeaTPO](http://www.Facebook.com/RivertoSeaTPO)



### **VISIT AND LIKE OUR TWITTER PAGE**

[www.Twitter.com/TelltheTPO](http://www.Twitter.com/TelltheTPO)



### **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](http://www.R2CTPO.org) or call (386) 226-0422 to learn more about our meetings.



### **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 Debbie Stewart at [DStewart@r2ctpo.org](mailto:DStewart@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.

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

Quick Reference Abbreviations*
<b>TPO Board:</b> Transportation Planning Organization Board
<b>TCC:</b> Technical Coordinating Committee
<b>CAC:</b> Citizens Advisory Committee
<b>BPAC:</b> Bicycle/Pedestrian Advisory Committee
<b>TDLCB:</b> 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

The River to Sea TPO Board is the policy body of the organization which consists of locally elected officials representing local city and county governments as well as appointed officials of the providers of transportation within the designated metropolitan planning area. TPO Board members contribute to public participation during the TPO process by representing the needs and desires of the citizens within their jurisdictions and by promoting transportation plans and programs in the community. TPO Board members also represent the public’s interests by appointing members to serve on the Citizens Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC).

**RIVER TO SEA TPO  
BOARD meetings are  
held the  
4<sup>TH</sup> WEDNESDAY  
of the month at  
9:00 a.m.  
in the Airline Room at  
the Daytona Beach  
International Airport and  
via Microsoft Teams.**

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 (with the exception of July and December which are typically cancelled) and all meetings are properly noticed and open to the public.

### **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, 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  
3<sup>RD</sup> TUESDAY  
of the month at  
3:00 p.m.  
in the Airline Room at  
the Daytona Beach  
International Airport **and**  
via Microsoft Teams.*

### **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.

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.

**CITIZENS ADVISORY  
COMMITTEE (CAC)**  
*meetings are held the  
3<sup>RD</sup> TUESDAY  
of the month at  
1:15 p.m.  
in the Airline Room at  
the Daytona Beach  
International Airport **and**  
via Microsoft Teams.*

## **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 is 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.

## **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), Votran, 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.

## **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

### ***BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)***

*meetings are held the  
SECOND WEDNESDAY  
of the month at  
2:00 p.m. in the Airline Room  
at the Daytona Beach  
International Airport and via  
Microsoft Teams.*

### ***TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB)***

*meetings are held  
quarterly (January, April, July  
& October) on the  
SECOND WEDNESDAY  
at  
11:00 a.m. at Votran and via  
Microsoft Teams.*

- Unified Planning Work Program (UPWP) Subcommittee

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. All meetings are open to the public and are listed on the TPO's website calendar at [www.r2ctpo.org/news-events/events/calendar/](http://www.r2ctpo.org/news-events/events/calendar/).

## **TPO Staff and the Community Outreach 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 and Flagler Counties’ community-wide traffic safety teams (CTSTs);
- 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 Community Outreach Coordinator must also develop methods to ensure there is adequate documentation and evaluation of public participation methods employed by the organization.

More specifically, the Community Outreach 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 an electronic “scrapbook” of activities to document public participation efforts including news articles, 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 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 and Twitter pages, 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 that promote 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 Connect 2045 Long Range Transportation Plan (LRTP), the River to Sea TPO developed a public involvement plan specific to the development of the LRTP 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 TPO offered a variety of public involvement opportunities throughout the development of Connect 2045 for members of the community, local and agency representatives, and other stakeholders to provide their perspective, input, and feedback. 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.

A multilevel public involvement strategy was developed to enhance public involvement in the decision-making process and maximize public input. These strategies included:

- **Connect 2045 Website and Social Media** – an LRTP-specific website was developed and updated and regular posts were made to the TPO’s Facebook and Twitter pages
- **Focus Group Workshops** - Five (5) Focus Group Workshops were held throughout the TPO’s planning area. Community stakeholders were invited by the TPO to participate in these workshops and provide meaningful input and local perspectives related to the transportation challenges and opportunities facing the region, and to provide guidance in the development of the LRTP.
- **Public Workshops** - Three (3) Needs Assessment Workshops were held in Daytona Beach, Palm Coast, and DeLand. Stations throughout the meeting space included maps depicting projects identified as needs in order to receive input from the public.
- **Cost Feasible Plan Workshops** – Two (2) virtual workshops were held to give the public an opportunity to provide input on projects that might be included in the draft Cost Feasible Plan prior to it being presented to the TPO Board and Advisory Committees.
- **On-Demand/Virtual Workshop** – This workshop was held to solicit public input during the final phase of the development of Connect 2045. A recording of the webinar was made available for on-demand viewing between July 22 and July 30, 2020.
- **Environmental Justice Workshop** – The workshop was conducted virtually to provide the opportunity to discuss potential impacts of transportation on the elderly, minority, disabled, and low-income populations throughout the TPO planning area.
- **LRTP Connect 2045 Survey** – An LRTP-specific survey was released in January 2020 to gain insight into the public’s thoughts related to emerging technologies, resiliency, and funding for transportation projects. More than 500 respondents completed the survey.
- **Videos** – Another innovative method utilized to engage the public was the development of three videos that were released during specific and targeted phases of the planning process. The videos covered the plan’s introduction, technology, and public involvement. ([Connect 2045 - YouTube](#)).
- **Media Coverage** – During the course of the planning process, local media was contacted to

promote local public participation opportunities. TPO staff also presented to numerous stakeholder groups including Rotary Clubs, Chambers of Commerce, and an elected officials' roundtable. The TPO's Facebook and Twitter accounts promoted Connect 2045 consistently reaching more than 9,728 people. Print media coverage included the Daytona Beach News-Journal and the Volusia Hometown News.

In March 2020, during the development of Connect 2045, COVID-19 required the TPO to change course in its approach to public involvement from in-person activities to virtual/technology-based approaches. Specifically, alternative approaches were applied to the Cost Feasible Plan Public Workshops, Environmental Justice Workshop and other stakeholder outreach activities which otherwise would include face-to-face presentations given to, and interactions with, the public and many partner organizations.

A complete listing and description of outreach efforts can be found in the final Connect 2045 Report on the TPO's website at <https://www.r2ctpo.org/planning-studies/long-range-transportation-plan/>.

## Transportation Improvement Program (TIP) and the 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" are 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 members serve on a *Public Participation Plan (Adopted 06-22-22) (Updated 03-23)*



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 recommended for approval by the TCC, CAC, BPAC; final approval is designated by the TPO Board. 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](http://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 Section 5307 Program. 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 at <https://www.r2ctpo.org/planning-studies/transportation-improvement-program/>.

### **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 project cost increases 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 CAC and TCC 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 seven (7) days. Once TIP amendments are approved by the TPO Board, the amendments are incorporated into the adopted TIP and posted on TPO's website ([www.r2ctpo.org](http://www.r2ctpo.org)). The amending resolutions documenting the approval of the amendments are sent to FDOT staff.

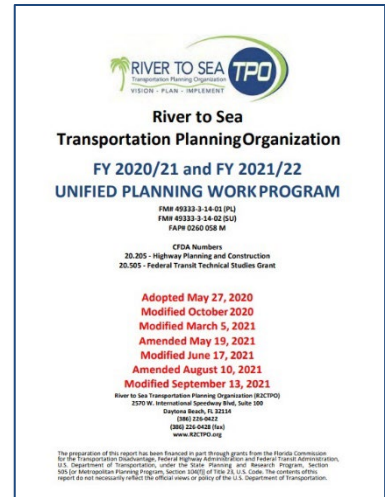
All TIP amendment requests will be reviewed by FDOT's Office of Policy Planning and the Federal Aid Office to ensure they are accurate and complete prior to submittal to the FHWA and/or the FTA for their review and approval.

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 and board meeting where a TIP amendment is being considered, the meeting agenda will include a time for comments from the public on any 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: <https://www.r2ctpo.org/planning-studies/transportation-improvement-program/>.

## Unified Planning Work Program

The Unified Planning Work Program (UPWP), or “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 over a two (2) year period of time. 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 Bicycle/Pedestrian Advisory Committee (BPAC) for their review and recommendation of approval. 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 then approves the final UPWP, which is sent to reviewing 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.



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.

The UPWP can be accessed on the TPO’s website at: <https://www.r2ctpo.org/planning-studies/unified-planning-work-program/>

## 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.

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 two 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 TPO Public Participation Plan was developed in 2007, updated in May 2012, May 2014, November 2016, June 2019, June 2020, June 2022 and updated in March 2023.



## Environmental and Social Justice/Title VI Nondiscrimination Program

The term "Environmental Justice (EJ)" means identifying and addressing disproportionately high and adverse effects that an organization's programs, policies, and activities may have on minority and low-income populations in order to achieve an equitable distribution of benefits and burdens. This is particularly important because it helps to ensure full and fair participation by potentially affected communities in every phase of the transportation decision-making process. The River to Sea TPO ensures environmental and social justice through its public involvement process by identifying and reaching out to traditionally underserved groups that may be affected by the TPO's programs, policies and activities.

The River to Sea TPO has adopted and practiced planning strategies that align with the principles of Environmental and Social Justice. These principles are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by

*Public Participation Plan (Adopted 06-22-22) (Updated 03-23)*



minority and low-income populations.

The River to Sea TPO's 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](http://www.r2ctpo.org)). These procedures were modified and adopted by the TPO Board in February 2012, June 2014, May 2017, May 2020 and April 2022. The Plan was updated in March 2023.

The Title VI Program was developed with ample opportunity for citizen review and comment. The Advisory Committee 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 Advisory Committees and TPO Board. Copies of the program can be viewed and downloaded at no charge from the TPO's website at <https://www.r2ctpo.org/public-involvement/public-participation-documents/>. 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 TPO Limited English Proficiency (LEP) Access Plan is to ensure that the TPO recognizes the needs of limited English proficient 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; the Tell the TPO Survey; the Connect 2045 Survey; and providing Spanish, as well as other language formats on the TPO's website.

The Limited English Proficiency Access Plan was presented and adopted by the River to Sea TPO Board at their February 2012 meeting and amended in June 2014, May 2017, May 2020 and April 2022. The LEP is available on the TPO's website at <https://www.r2ctpo.org/public-involvement/public-participation-documents/> 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
<b>TPO Board</b>	Meets monthly	At every meeting	7 days public notice	Opportunity for public comment at open meetings
<b>Advisory Committees (TCC, CAC, BPAC, TDLCB)</b>	Meet monthly or quarterly	At every meeting	7 days public notice	Opportunity for public comment at open meetings
<b>Subcommittees (TIP, LRTP, BPAC Project Review, etc.)</b>	Meet as needed	At every meeting	7 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
<b>Long Range Transportation Plan (LRTP)</b>	Every five years	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
<b>Transportation Improvement Program (TIP)</b>	Every year	30 Days	30 Days	
<b>List of Priority Projects (LOPP)</b>	Every year	30 Days	30 Days	
<b>Unified Planning Work Program (UPWP)</b>	Every two years	30 Days	30 Days	
<b>Public Participation Plan (PPP)</b>	Every two years	45 Days	45 Days	
<b>Title VI Implementation Plan</b>	Reviewed Annually	30 Days	30 Days	
<b>Limited English Proficiency (LEP) Plan</b>	Reviewed Annually	30 Days	30 Days	

<b>TPO Plan and Program Amendments</b>				
<b>Program</b>	<b>Schedule</b>	<b>Public Comment Period</b>	<b>Public Notice</b>	<b>Public Access</b>
<b>Long Range Transportation Plan (LRTP)* Amendments</b>	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
<b>Transportation Improvement Program (TIP) Amendments</b>	As needed	7 Days	7 Days	
<b>Unified Planning Work Program (UPWP) Amendments</b>	As needed	7 Days	7 Days	
<b>Public Participation Plan (PPP) Amendments</b>	As needed	45 Days	45 Days	
<b>Title VI Plan Amendments</b>	As needed	30 Days	30 Days	
<b>Limited English Proficiency (LEP) Plan Amendments</b>	As needed	30 Days	30 Days	

\*The entire process for amending the LRTP is available in the Connect 2045 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 via email and posted on the TPO website at least seven (7) 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.

### Virtual Meetings

Virtual public meetings use web-based services, such as Zoom, Microsoft Teams, or GoTo Meetings to supplement traditional, in-person meetings. They allow the public to participate, give feedback, and provide comments. Utilizing virtual public meetings can enhance and broaden the reach of public engagement efforts by making participation more convenient by enabling the public to participate remotely from their home, workplace, or other location. They also provide an opportunity for meeting participation when people are unable to attend physically. These meetings have recording capabilities that allow people to view a meeting or presentation at a later date. Virtual meetings are not intended to completely replace in-person meetings. The River to Sea TPO may, at times, utilize virtual meetings when physical meetings are not feasible due to unusual emergency situations and/or when physical meetings are prohibited by federal, state, county or local guidance.

### 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 a TPO Board officer. At least two (2) business days' notice must be provided to the members, alternates and the public for special and/or emergency 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 seven (7) days in advance. Instructions for

receiving assistance are included as part of meeting notices.

## 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 or 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, 1 Deuce Court, Suite 100, Daytona Beach, Florida 32124; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

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](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto: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:





## TPO Speakers Bureau

In 2021, as one of the recommendations of the Community Safety Action Plan (CSAP), the TPO launched a Speakers Bureau. The Speakers Bureau features gives presentations to interested community group and organizations about distracted driving and speeding. A member of the TPO staff and an individual whose life has been impacted by distracted driving and speeding speak to people about their experiences. The presentation puts a face to the statistics and makes the numbers “real.” The presentation also explains what the TPO is doing to help decrease injuries and fatalities from distracted driving and speeding.

## 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 also present at various events to promote the organization. Some presentations have included the Minority Institute of Higher Education (MIHE) Annual Forum, League of Women Voters, American Society of Highway Engineers (ASHE), Volusia County Association for Responsible Development (VCARD), Flagler Forum, Rotary Clubs, etc.

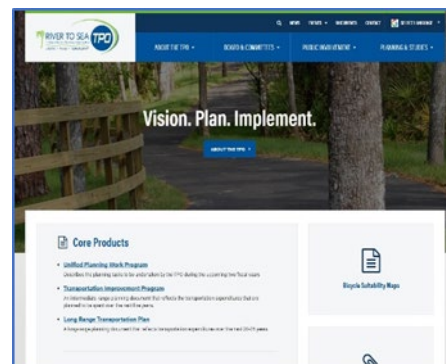
The TPO uses its master database and email contact list to notify potential participants of upcoming meetings, events and other important matters. The master database and email contact list contain contact information for committee members, press, local government officials, city/county staff and citizens who have expressed an interest in being kept informed of TPO activities. Event information is posted on the TPO’s website and Facebook and Twitter pages. 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

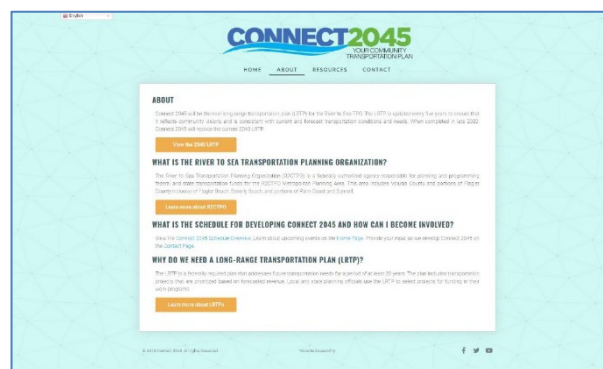
The River to Sea TPO utilizes an organizational website to increase public awareness of the activities and purpose of the TPO. The website, [www.R2CTPO.org](http://www.R2CTPO.org), includes information about the TPO processes, the TPO Board and committees, upcoming meeting agendas, planning studies, 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. It is also used as a public involvement tool.

## 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 Connect 2045 Long Range Transportation Plan (LRTP), a project-specific website was developed. The website, provided information and documentation specifically geared towards Connect 2045. This website included meeting summaries and agendas for the 2045 LRTP Subcommittee, the components of the LRTP, public involvement activities and presentations on the 2045 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 page is located at [www.facebook.com/RivertoSeaTPO](https://www.facebook.com/RivertoSeaTPO).



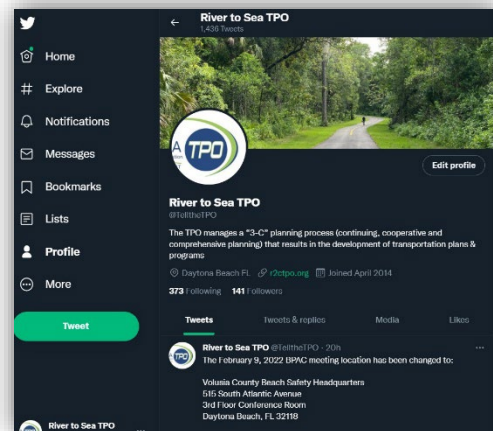
The Facebook page offers the TPO another tool to post current activities and engage interested members of the community. Activity on this site must conform to public record and public access laws in Florida (i.e. Government in the Sunshine) and requires a thoughtful approach. TPO Board and committee 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.

## Twitter

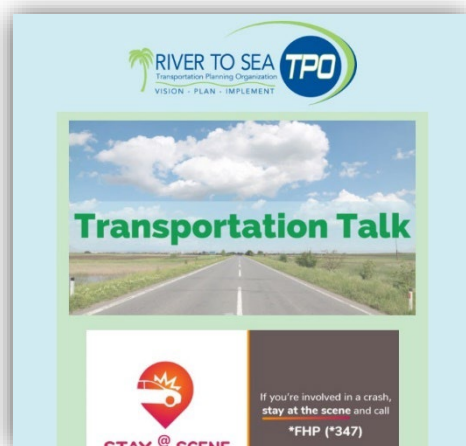
Twitter is an online news and social networking site where people communicate in short messages called tweets. Twitter is a way to keep followers up to date with current information about the TPO. In addition, it lets followers communicate with the TPO too. In 2018, the TPO introduced its Twitter page, [www.Twitter.com/TelltheTPO](https://www.Twitter.com/TelltheTPO), as a way to reach the public for the Tell the TPO Survey. Since that time, it has been expanded to provide meeting information, news of interest and engage 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.



## Constant Contact Newsletter

Constant Contact is a digital marketing tool used to engage the TPO's committee and board members as well as interested stakeholders and the public. This digital newsletter, distributed on a monthly basis and titled *Transportation Talk*, is intended to inform our audience about current TPO activities, transportation safety topics and monthly events. Links are provided throughout the newsletter for readers to pursue further information on topics of interest.



## 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 are 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 an amendment to the 2045 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 and Twitter pages.

## 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 that are provided can be general in nature or very specific. The comment forms also provide an opportunity for 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 confirmed upon receipt and responded to within a reasonable period of time.

**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.

Colleen Nicoulin, Interim 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)

## 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.

## 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 in 2014, 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 was a total of 1,263 responses. In 2016, the River to Sea TPO once again undertook the survey and received a total of 1,276 responses. The 2016 survey was followed up with the 2018 Survey which garnered 2,176 responses from the public. The last survey completed was in 2020 which received 1,344 responses. 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 and views on current hot topic subjects.



## Printed Materials and Promotional Items

The River to Sea TPO has a number of print and promotional items designed 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:

- **Connect 2045 Long Range Transportation Plan Summary** – This pdf 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.
- **2019 Bicycle Suitability Map** – This map of on-road bicycle routes within the River to Sea TPO planning area was produced in 2019 and is a portable and regional representation of the suitability/comfort levels.
- **Promotional Items** – the TPO staff recognizes the potential of increasing the agency'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 four methods for

disseminating information; the TPO master database, the TPO email contact list, Constant Contact newsletter and social media. 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. The TPO also harnesses the power of social media to reach people through its website and Facebook and Twitter pages.

Both of these lists, the newsletter and the use of social media 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 1,782 entries and the email contact list has over 2,252 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

### TPO Chairperson

**Council Member Billie Wheeler**

Volusia County, District 2

### 1st Vice Chairperson

**Council Vice Chair Barbara Girtman**

Volusia County, District 1

### 2nd Vice Chairperson

**Commissioner Chris Cloudman**

City of DeLand

**Commissioner Jeff Schuitema**

Town of Beverly Beach

**Vice Mayor John Rogers**

City of Bunnell

**Commissioner Stacy Cantu**

City of Daytona Beach

**Council Member Richard Bryan**

City of Daytona Beach Shores

**Mayor Karen Chasez**

City of DeBary

**Commissioner Victor Ramos**

City of Deltona

**Councilwoman Christine Power**

City of Edgewater

**Commissioner James Sherman**

City of Flagler Beach

**Commissioner Joe Mullins**

Flagler County

**Commissioner Roy Johnson**

City of Holly Hill

**Commissioner Rick Basso**

City of Lake Helen

**Commissioner Jason McGuirk**

City of New Smyrna Beach

**Vice Mayor Bill Lindlau**

City of Oak Hill

**Council Member Jeff Allebach**

City of Orange City

**Mayor Bill Partington**

City of Ormond Beach

**Mayor David Alfin**

City of Palm Coast

**Mayor Samuel G.S. Bennett**

Town of Pierson

**Vice Mayor Gary Smith**

Town of Ponce Inlet

**Council Member Reed Foley**

City of Port Orange

**Councilman Eric Sander**

City of South Daytona

**County Chair Jeff Brower**

Volusia County Council Chair

**Council Member Danny Robins**

Volusia County Council, District 3

**Council Member Heather Post**

Volusia County Council, District 4

**Anna Taylor**

FDOT District 5

(non-voting advisor)

**Ruben Colon**

Volusia County School Board

(non-voting)

**Vacant**

Flagler County School Board

(non-voting)

**Becky Mendez**

TCC Chairperson (non-voting)

**Dr. Jason Aufdenberg**

BPAC Chairperson (non-voting)

**Kerry Karl**

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.
4-R	Resurfacing, Restoration, Rehabilitation, Reconstruction

### A

AA	Alternative Analysis – A process for evaluating alternative methods to address transportation needs in a region.
AADT	Average Annual Daily Traffic – The total traffic for a year divided by 365.
AADTT	Average Annual Daily Truck Traffic
AASHTO	American Association of State Highway and Transportation Officials
ACCM	Advanced Construction Congestion Mitigation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association – National organization of professional planners; focus includes planning policy, lobbying and public information.
APS	Accessible Pedestrian Signal
APWA	American Public Works Association
ASCE	American Society of Civil Engineers

### B

B/C Ratio	Benefit/Cost Ratio – Benefit/Cost Ratio is used to compare the benefit versus the cost of proposed alternatives. For highway projects, benefits may include reduced fuel consumption, travel time, and air pollution; cost may include construction, right-of-way, and maintenance.
BEBR	Bureau of Economic and Business Research (University of Florida)
BLS	Bureau of Labor Statistics
BPAC	Bicycle/Pedestrian Advisory Committee
BRP	Bridge Rehab Funds (state)
BRT	Bus Rapid Transit
BTS	Bureau of Transportation Statistics

### C

CAC	Citizens' Advisory Committee – Advisory committee utilized by most metropolitan planning organizations (MPOs) for citizen input into the transportation planning process.
-----	---

CDD	Community Development District
CEI	Construction, Engineering and Inspection
CFMPOA	Central Florida Metropolitan Planning Organization Alliance
CFR	Code of Federal Regulations – Compilation of the rules of the executive department and agencies of the federal government.
CFRPM	Central Florida Regional Planning Model
CIE	Capital Improvements Element
CIP	Corridor Improvement Program
CMA	Critical Movement Analysis – For signalized intersections, CMA focuses on lane groups or movements which control signal requirements. CMA focuses on the identification and provision of capacity for such flows called critical movements. CMA is also used in capacity analysis.
CMAQ	Congestion Mitigation and Air Quality – A special provision of the Intermodal Surface Transportation Efficiency Act (ISTEA) that directs funds towards projects in Clean Air Act Non-Attainment areas for ozone and carbon monoxide.
CMP	Congestion Management Process
CMPWG	Congestion Management Process Working Group
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.
COOP	Continuity of Operations Plan
CRA	Community Redevelopment Agency
CSAP	Community Safety Action Plan
CST	Construction Project Phase
CTC	Community Transportation Coordinator – People contracted by the Transportation Disadvantaged Commission to provide complete, cost-effective and efficient transportation services to transportation disadvantaged (TD) persons.
CTE	City/County Traffic Engineer
CTST	Community Traffic Safety 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
DDR	District Dedicated Revenue
DEIS	Draft Environmental Impact Statement
DEO	Department of Economic Opportunity
DEP	Department of Environmental Protection
DES	Design

DHSMV	Department of Highway Safety and Motor Vehicles
DIH	Designated In-House funds
DOT	Department of Transportation – Agency responsible for transportation at the local, state or federal level.
DRI	Developments of Regional Impact

## E

EA	Environmental Assessment – A document that assesses an action that is not a categorical exclusion and does not clearly require the preparation of an environmental impact statement (EIS), or where the Federal Highway Administration believes an environmental assessment would assist in determining the need for an EIS.
EB	Equity Bonus funds
ECFRPC	East Central Florida Regional Planning Council
ECRRT	East Central Regional Rail Trail
EIS	Environmental Impact Statement
ENV	Environmental Phase
EPA	Environmental Protection Agency – A federal agency charged with protecting the natural resources in the nation.
ERAU	Embry-Riddle Aeronautical University
ETDM	Efficient Transportation Decision Making

## F

FAA	Federal Aviation Association – A federal entity responsible for overseeing air commerce, air traffic control, noise abatement, and other related issues.
FAHP	Federal Aid Highway Program
FAST Act	Fixing America’s Surface Transportation Act
FCARD	Flagler County Association for Responsible Development – A non-profit association of Central Florida professionals who work in all aspects of land development.
FCTD	Florida Commission for the Transportation Disadvantaged
FDEP	Federal Department of Environmental Protection
FDHSMV	Florida Department of Highway Safety and Motor Vehicles
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FEMA	Federal Emergency Management Administration – Administers of the Federal Emergency Management Act.
FGTF	Florida Greenways and Trails Foundation
FHP	Florida Highway Patrol
FHWA	Federal Highway Administration
FPTA	Florida Public Transit Association
FR	Federal Register

FS	Florida Statutes
FSUTMS	Florida Standard Urban Transportation Modeling Structure
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.
FTC	Florida Transportation Commission
FTE	Florida’s Turnpike Enterprise
FTP	Florida Transportation Plan
FTP	File Transfer Protocol
FY	Fiscal Year

## G

GIS	Geographic Information System
GPC	General Planning Consultant
GPS	Global Positioning System
GPS	General Planning Studies
GMSC	Growth Management Subcommittee

## H

HOV	High Occupancy Vehicle – Vehicles having more than one occupant. Examples include carpools, vanpools, buses, and mini-buses. Transportation systems may encourage HOV use by having designated HOV lanes.
SP	Highway Safety Improvement Program
HSR	High Speed Rail – A railway system which can transport people or goods at speeds in excess of 125 miles per hour.
HSRC	Highway Safety Research Center
HTF	National Highway Trust Fund

## I

I/C	Interchange
ICAR	Intergovernmental Coordination and Review
IF	Impact Fees
IHS	Interstate Highway System
IJR	Interchange Justification Report
IMS	Intermodal Management System – Systematic process to improve the coordination in planning and implementation of air, water, and land-based transportation facilities and services; required for transportation facilities connected to the National Highway System (NHS) as a part of ISTEA; must be in use by October 1, 1997; for non-NHS transportation facilities, the extent of an IMS is left to the discretion of state and local officials.

ISB	International Speedway Boulevard
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITE	Institute of Transportation Engineers – An international society of professionals in transportation and traffic engineering; published Trip Generation (a manual of trip generation rates by land use type).
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)
-----	--

## L

LAP	Local Agency Program
LEP	Limited English Proficiency
LI	Local Initiatives
LIDAR	Light Detection and Ranging
LOGT	Local Option Gas Tax
LOPP	List of Priority Projects
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).
Long Range Transportation Plan (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.
LRT	Light Rail Transit

## M

MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century – Current Federal Transportation Bill adopted July 2012.
MOT	Maintenance of Traffic
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area – The geographic area within which the metropolitan transportation planning process is carried out.
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.
MSA	Metropolitan Statistical Area
MUTCD	Manual on Uniform Traffic Control Devices

## N



NEPA	National Environmental Policy Act - Federal law passed in 1969 which requires an analysis of environmental impacts of federal actions (including the funding of projects).
NAAQS	National Ambient Air Quality Standards
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
NOAA	National Oceanic and Atmospheric Administration
NTS	National Transportation System – An intermodal system consisting of all forms of transportation in a unified, interconnected manner to reduce energy consumptions and air pollution while promoting economic development and supporting the Nation's preeminent position in international commerce. The NTS includes the National Highway System, public transportation and access to ports and airports.
NTSB	National Transportation Safety Board

## O

OA	Obligational Authority
OGT	Office of Greenways & Trails
OPP	Office of Policy & Planning
OTTED	Office of Tourism, Trade & Economic Development

## P

P&R	Park and Ride
PAS	Principal Arterial System
PD&E	Project Development and Environmental Study
PE	Preliminary Engineering
PIP/PPP	Public Involvement Plan/Public Participation Plan
PL	Planning Funds
PRSC	Project Review Subcommittee
PSA	Public Service Announcement
PSAP	Pedestrian Safety Action Plan

## Q

QAC	Quality Assurance Committee
-----	-----------------------------

## R

RFP	Request for Proposal
-----	----------------------

RFQ	Request for Qualifications
RITSA	Regional Intelligent Transportation System Architecture
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.
RRFB	Rectangular Rapid Flashing Beacon
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.
SE	Surface Enhancement funds
SCE	Socio-cultural Effects
SHS	State Highway System
SIS	Strategic Intermodal System
SJRWMD	St. Johns River Water Management District
SOV	Single Occupancy Vehicle
SRTS	Safe Routes To School
STBGP	Surface Transportation Block Grant Program
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.
STTF	State Transportation Trust Fund
SU	Urban Attributable Funding
SUN Trails	Shared-use, non-motorized trails

## T

TAC	Transportation Advisory Committee/Technical Advisory Committee
TAM	Transit Asset Management
TAP	Transportation Alternative Program
TAZ	Traffic or Travel Analysis Zone
TPO	Technical Coordinating Committee
TD	Transportation Disadvantaged – People who are unable to transport themselves or to purchase

	transportation due to disability, income status or age.
TDDG	Transit Development Design Guidelines
TDLCB	Transportation Disadvantaged Local Coordinating Board
TDM	Transportation Demand Management – Strategies to reduce peak period congestion which focus on managing travel demand; includes shifting solo drives to carpools or transit, staggered work hours, telecommuting and other similar concepts.
TDP	Transit Development Plan – A short term (5 years) plan that identifies the intended development of transit, including equipment purchase, system management and operation.
TDSP	Transit Disadvantaged Service Plan
TDTF	Transportation Disadvantaged Trust Fund
TTF	Transportation Trust Fund
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century – Federal Transportation Law in effect from 1997-2005
TF	Transportation Fund
TIA	Transportation Impact Analysis
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.
TPM	Transportation Performance Measures
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.
TPS	Transportation Planning Studies
TRIP	Transportation Regional Incentive Program
TSMO	Transportation Systems Management & Operations

## U

UA	Urban Area
USACE	United States Army Corps of Engineers
US DOT	United States Department of Transportation
UPWP	Unified Planning Work Program – Official two-year budget of an MPO/TPO.
UZA	Census Urbanized Area

## V

VCARD	Volusia County Association for Responsible Development – A non-profit association of Central Florida professionals who work in all aspects of land development.
VMT	Vehicle Miles Travelled

**X**

XU	Extra Urban: Funds attributable to urbanized areas over 200,000 population
----	--

## Appendix C

### RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

#### TITLE VI POLICY STATEMENT AND DISCRIMINATION 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 against 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 the inclusion of everyone in our community so that the River to Sea TPO's 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), and 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 PROCEDURES

##### 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  
1 Deuce Court, Suite 100  
Daytona Beach, FL 32124  
Phone: 386.226.0422, ext. 20416  
[pblankenship@r2ctpo.org](mailto: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 acknowledgment 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 TPO is unable to informally resolve the complaint, the River to Sea Title VI Coordinator will 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](mailto: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)  
<https://www.justice.gov/crt/fcs/TitleVI-Overview>

## **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.

The TPO Title VI Coordinator will maintain a log of all verbal and written complaints received by the TPO. The log will include:

1. Name of Complainant
2. Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status, income discrimination, or retaliation)
3. Date of verbal or written complaint
4. Explanation of the actions the TPO has taken or proposed to resolve the issue raised in the complaint

## **ADA/504 STATEMENT**

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related  
*Public Participation Plan (Adopted 06-22-22) (Updated 03-23)*



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 also make every effort to ensure that its advisory committees and public involvement activities include representation of 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 accommodations 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 accommodations.

The following notice is provided on all meeting agendas and notices:

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

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

River to Sea Transportation Planning Organization  
ATTN: Pamela Blankenship, Title VI Coordinator  
1 Deuce Court, Suite 100  
Daytona Beach, FL 32124  
386.226.0422, ext. 20416  
[pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org)

## **PUBLIC INVOLVEMENT**

In order to plan for efficient, effective, safe, equitable, and reliable transportation systems, the River to Sea TPO must solicit the input of the public. The TPO expends extensive staff and financial resources in the 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. In addition, the TPO attends and participates in other community events to promote its services and improve its name recognition among the public. The TPO is constantly seeking ways of measuring the effectiveness of its public involvement.

*Public Participation Plan (Adopted 06-22-22) (Updated 03-23)*

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 River to Sea TPO's website (<https://www.r2ctpo.org/public-involvement/public-participation-documents/>) and at the TPO office. Persons wishing to request special presentations by the TPO, volunteer for any of its activities, or offer suggestions for the improvement of TPO public involvement activities may contact:

River to Sea Transportation Planning Organization  
ATTN: Pamela Blankenship, Title VI Coordinator  
1 Deuce Court, Suite 100  
Daytona Beach, FL 32124  
386.226.0422 ext. 20416  
[pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org)

### **DATA COLLECTION**

Federal Highway Administration (FHWA) regulations require federal-aid recipients to collect racial, ethnic, and other similar demographic data on beneficiaries of 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 as well as 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 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 the breach. The public may view the annual assurances on the TPO website ([www.r2ctpo.org](http://www.r2ctpo.org)) or by visiting the TPO offices.

### **TITLE VI PROGRAM REVIEW AND TRAINING**

The TPO's Title VI Program will be reviewed on an annual basis by the Title VI Coordinator to ensure compliance with Title VI (policies, regulations, procedures, etc.). Updates to the Title VI Plan will be made as needed. Revisions to the Title VI Plan that include only minor changes and do not affect policy or specific details may be made as an "administrative modification." An administrative modification does not require public review and comment.

*Public Participation Plan (Adopted 06-22-22) (Updated 03-23)*

The TPO's Title VI Coordinator will provide comprehensive staff training on Title VI and Limited English Proficiency (LEP) on an annual basis.

## **Appendix D**

### **River to Sea Transportation Planning Organization Limited English Proficiency Access 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 U.S. Department of Justice (DOJ) and U.S. 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; and
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, implements a plan to communicate effectively and ensures 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: (1) examine services provided, (2) identify specific needs necessary to provide meaningful access for Limited English Proficiency (LEP) persons, and (3) implement a

system to provide meaningful access to such services. The DOJ LEP Guidance 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:

*What 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 . . ."

The River to Sea TPO's Limited English Proficiency Plan works in concert with its Public Participation Plan (PPP), which identifies specific tactics for outreach and involvement.

## 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 factors 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 within the River to Sea TPO planning area, TPO staff reviewed the data available through the U.S. Census Bureau American Fact Finder for the period of 2016 through 2020. Data collected for Volusia County indicated that 1.7% of households are limited English proficient. A further breakdown of those households that are limited English proficient showed that 10.8% speak Spanish as the primary language. Other languages (other than Spanish) spoken in households that are limited English proficient include Indo-European (3.6%), Asian and Pacific Islander (1.4%) and Other (0.7%) (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:** Limited English-Speaking Households in Volusia County

Table 1: Limited English-Speaking Households in Volusia County (US Census Bureau's 2016-2020 American Community Survey)						
Population 5 years and older	Number of Household s in	Percent of Household s who are	Percent of LEP Households	Percent of LEP Households	Percent of LEP Households who speak	Percent of LEP Households

	Volusia County	LEP	who speak Spanish	who speak Indo-European Languages	Asian and Pacific Islander Languages	who speak Other Languages
502,616	3,841	1.7%	10.8%	3.6%	1.4%	0.7%

After reviewing a breakdown of Volusia County Spanish LEP populations by city, (2016-2020 American Community Survey Five-Year Estimates), there was a concentration of Spanish speaking LEP households in the city of Deltona (7.3%) and the town of Pierson (7.0%). 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 the TPO analysis.

**Table 2: Limited English-Speaking Households in Flagler County**

Table 2: Limited English-Speaking Households in Flagler County (US Census Bureau's 2016-2020 American Community Survey)						
Population 5 years and older	Number of LEP Households in Flagler County	Percent of Households who are LEP	Percent of LEP Households who speak Spanish	Percent of LEP Households who speak Indo-European Languages	Percent of LEP Households who speak Asian and Pacific Islander Languages	Percent of LEP Households who speak Other Languages
105,546	44,040	3.8%	7.5%	8.8%	1.7%	0.3%

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 3.8% of households are limited English proficient. While a sizeable portion of that group is comprised of Spanish speakers (7.5%), 8.8% are those who speak Indo-European languages. This family of languages (other than Spanish) 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 (See Table 2). Other languages (other than Indo-European) spoken in households that limited English proficient include Spanish (7.5%), Asian and Pacific Islander (1.7%) and Other (0.3%) (see Table 2).

## **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 has translated and distributed a Spanish language version of the "Tell the TPO" transportation survey. In 2020 eight Spanish-language surveys were returned to the TPO. In addition, Connect 2045, the TPO's 2045 Long Range Transportation Plan, initiated a survey in 2020 which was made available in Spanish; only one Spanish survey was returned. The TPO has not to our knowledge, had any LEP attendees at public events.

## **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-

*Public Participation Plan (Adopted 06-22-22) (Updated 03-23)*

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 planning 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. The TPO will continue to evaluate its programs, services and activities to ensure that persons who may be LEP are always provided with meaningful access.

#### **Four Factor Analysis Summary**

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 responsibilities 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 that are being undertaken by the River to Sea TPO to comply with LEP needs.

#### **Administer LEP services by:**

1. Assigning 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. Documenting the number and type of contacts by LEP persons and activities and events requiring LEP assistance.
3. Ensuring that the 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 are available in the TPO's Community Outreach Coordinator's office and TPO staff is able to identify language needs in order to match them with available services.



2. A list of support contacts who competently speak Spanish and who are willing to provide translation and/or interpretation services is maintained. The resource list has been distributed to TPO staff.
3. Agreements have been made with local agencies, colleges, universities and community partners to provide oral and written LEP services with reasonable notification.
4. Events and activities that may require a translator to ensure meaningful access by LEP persons have been identified and will be periodically updated.

**Provide written translation as follows:**

1. Meeting notifications are provided in English and Spanish, where appropriate.
2. Outreach documents include a notice that language services are available free of charge in a language LEP persons can understand: "Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at [PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event."
3. Spanish language outreach materials from other organizations including federal, state and local transportation agencies are provided whenever possible.
4. Documents that will be provided in Spanish language format have been, and will continue to be identified.

**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 TPO's Walk and Ride Bicycle & Pedestrian Safety Video
- The *Tell the TPO Survey*, which is issued biannually
- Spanish, as well as other language formats, have been made available on the TPO website using Google Translate

The TPO has also identified that events in Northwest Volusia and Deltona may require a Spanish language translator.

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 at [PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org).

**Administrative Revisions**

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

# 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.

# Contents

SECTION 1.0:	THE ORGANIZATION.....	3
SECTION 1.1:	ORGANIZATIONAL STRUCTURE AND MANAGEMENT .....	3
SECTION 2.0:	TPO BOARD .....	5
SECTION 2.1:	MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE.....	5
SECTION 2.2:	OFFICERS AND DUTIES.....	7
SECTION 2.3:	MEETINGS.....	8
SECTION 2.4:	RESPONSIBILITIES AND FUNCTIONS OF THE TPO .....	9
SECTION 2.5:	STANDING COMMITTEES.....	10
SECTION 2.6:	SUBCOMMITTEES .....	11
SECTION 3.0:	GENERAL POLICIES OF THE TPO .....	12
SECTION 4.0:	TPO EXECUTIVE DIRECTOR AND AGENCY STAFF .....	13
SECTION 5.0:	TECHNICAL COORDINATING COMMITTEE (TCC) .....	14
SECTION 5.1:	MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE.....	14
SECTION 5.2:	OFFICERS AND DUTIES.....	15
SECTION 5.3:	MEETINGS.....	15
SECTION 5.4:	RESPONSIBILITIES AND FUNCTIONS OF THE TCC.....	16
SECTION 5.5:	SUBCOMMITTEES .....	17
SECTION 6.0:	CITIZENS ADVISORY COMMITTEE (CAC) .....	18
SECTION 6.1:	MEMBER APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE .....	18
SECTION 6.2:	OFFICERS AND DUTIES.....	19
SECTION 6.3:	MEETINGS.....	19
SECTION 6.4:	RESPONSIBILITIES AND FUNCTIONS OF THE CAC .....	20
SECTION 6.5:	SUBCOMMITTEES .....	21
SECTION 7.0:	BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC) .....	22
SECTION 7.1:	MEMBERSHIP APPOINTMENT, QUALIFICATION AND TERMS OF OFFICE.....	22
SECTION 7.2:	OFFICERS AND DUTIES.....	23
SECTION 7.3:	MEETINGS.....	23
SECTION 7.4:	RESPONSIBILITIES AND FUNCTIONS OF THE BPAC .....	24

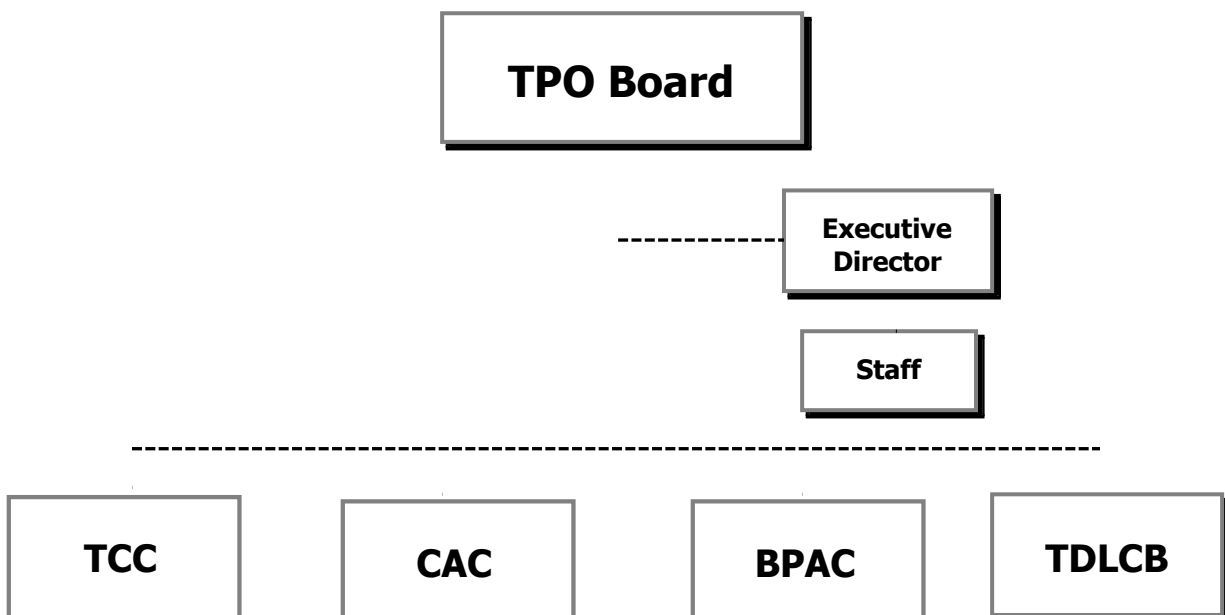
SECTION 7.5:	SUBCOMMITTEES .....	25
--------------	---------------------	----

# 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 provide planning and administrative support to the TPO Board and committees. The TPO staff consists of an executive director, a group of transportation planning professionals, financial officer and administrative personnel. The staff coordinates meetings and planning activities, prepares planning documents and materials, conducts public outreach and provides for the

*Public Participation Plan (Adopted 06-22-22) (Updated 03-23)*



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
Flagler County	1
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 participating in the meeting at the meeting shall be provided a vote on behalf of the group. If that member is not participating in the meeting, 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, 1<sup>st</sup> Vice Chair/Treasurer and 2<sup>nd</sup> 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 represent 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 participating 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 1<sup>st</sup> Vice Chair/Treasurer shall assume the powers and duties of the chairperson. In the event that neither the Chair, nor the 1<sup>st</sup> Vice Chair is participating, then the 2<sup>nd</sup> Vice Chair will preside over the meeting. If the 2<sup>nd</sup> Vice Chair is not participating at the meeting, then the immediate past Chair will preside over the meeting.
- E. The 1<sup>st</sup> 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 2<sup>nd</sup> 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 participating to constitute a quorum for the transaction of business. Unless the physical presence of a quorum at the meeting location is not required as set forth in Section 3.2 of these By-Laws, a quorum is required to be physically present at the meeting location. See Section 3.1 of these By-Laws. Generally, as discussed in Section 3.1 Once a quorum has been determined, items on the agenda may be voted on. The action of a majority of the members participating 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 2<sup>nd</sup> 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)
- Bylaws Approved June 25, 2014**

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, 1<sup>st</sup> Vice Chairperson/Treasurer, 2<sup>nd</sup> 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. Unless the physical presence of a quorum at the meeting location is not required as set forth in Section 3.2 of these By-Laws, a quorum is required to be physically present at the meeting location. See Section 3.1 of these By-Laws. 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

Unless the physical presence of a quorum at the meeting location is not required as set forth in Section 3.2 of these By-Laws, a quorum is required to be physically present at the meeting location. See Section 3.1 of these By-Laws.

- 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 in Sections 3.0 through 3.2 shall apply to the TPO Governing Board and all committees and participants of the TPO. As used herein, the term “CMT” means communications media technology which includes telephone, zoom, Go to Webinar, or similar type of platform.

- 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. Amendment or termination of these By-Laws. Recommended changes in the Bylaws shall require a two-thirds (2/3) majority of the weighted vote of the members participating 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 areawide needs and properly related to area wide comprehensive plan goals and objectives.

### **SECTION 3.1 ATTENDANCE AT AND PARTICIPATION IN A MEETING BY MEMBERS WITH AN “EXTRAORDINARY CIRCUMSTANCE” CAUSING THE INABILITY TO PHYSICALLY ATTEND THE MEETING.**

- A. Member(s) of the TPO Governing Board, any TPO committee, or any TPO sub-committee, may attend a meeting, on the which the Member serves, remotely using CMT, if there is a quorum of the Governing Body, or committee, physically present at the meeting site; provided, that the Member(s) is subject to an “extraordinary circumstance” that justifies the remote attendance. Authority: Attorney General Opinion (AGO) 2003-41.
- B. If a Member of the Governing Board, or a committee, decides to attend by CMT, the Board or committee on which the Member serves shall first determine whether the Member’s reason for virtual or remote attendance at the meeting constitutes an “extraordinary circumstance” justifying the Member’s remote attendance using CMT. Said determination is reserved to the good judgment of the Board or committee. The Member’s attendance using CMT may not be counted towards establishing the existence of a quorum being physically present at the meeting location. Authority: AGO 2003-41.

### **SECTION 3.2: VIRTUAL MEETINGS WITHOUT A QUORUM BEING PHYSICALLY PRESENT AT THE MEETING LOCATION**

- A. Applicability. In the event that an emergency prevents a member or multiple members from physically attending a board or committee meeting, the following powers and procedures are established.
- B. Virtual Meetings Without the Physical Presence of a Quorum.
  - 1. If the TPO Governing Board, or any of its committees, is permitted by law, executive order issued pursuant to Chapter 252, Florida Statutes, or similar action to conduct a meeting with a quorum of the Governing Board or TPO committee established virtually and without a quorum of the members being physically present at the meeting site, the TPO may conduct these meetings utilizing CMT.
  - 2. Public notice of these meetings shall be provided consistent with the TPO's Public Participation Plan, state law, and any applicable emergency declaration. The notice shall include instructions to the public describing how the public meeting may be accessed using CMT and shall name locations, if any, where CMT shall be available for use by the public.
  - 3. The public meeting shall provide the opportunity for public comment, and all comments, evidence, testimony, or written submissions, shall be afforded equal consideration. The notice of the public meeting shall include instructions regarding how members of the public may submit written documents, written comments, or written questions before the meeting or verbal comments or questions to be presented during the public meeting.

Authority: AGO 2020-03.

### **SECTION 3.3 EMERGENCY APPROVALS**

- A. At such time as the TPO is operating under a State of Emergency, or in the event that the TPO is not able to conduct a board meeting consistent with these By-Laws or using CMT and the TPO is required to take an immediate action, the TPO Chair (or Vice-Chair in the absence of the Chair) after consultation with the TPO Executive Director and the TPO General Counsel, is authorized to:
  - 1. Execute the appropriate documents or amend a program document to maintain consistency with state or federal programs, or amend program or project funding, if the time constraint is such that action at the next scheduled meeting of the TPO Governing Board would significantly delay progress on a project previously supported by the TPO; and
  - 2. Approve the revision and submission of the UPWP and amendments to the existing TIP; provided that the process for seeking approval of these actions shall follow all applicable procedures when the State of Emergency is suspended; and
  - 3. Submit information, reports, grant applications or documents on behalf of the River to Sea TPO that are deemed essential by the FHWA, FTA, and/or the FDOT.
  - 4. Submit copies of this by-law and the executed agreement to the:
    - a. Florida Department of Transportation; and
    - b. Federal Transit Administration (through the Florida Department of Transportation);

- c. Federal Highway Administration (through the Florida Department of Transportation).
- B. Any documents approved or amended under this emergency authority shall be presented to the TPO Governing Board at its next Board meeting for report, endorsement, ratification, or modification; provided, that the action taken using the emergency authority is able to be modified. The TPO will also provide opportunity for public review and comment at that time in a manner consistent with the Public Participation Plan.

Authority: River to Sea TPO Res. NO. 2020-05 (March 25, 2020)

## **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 participating 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 participating at the June meeting and shall serve a term of one year, starting on July 1<sup>st</sup> 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. Except as provided in Section 3.2 of these By-Laws, a minimum of eleven (11) voting members of the TCC must be physically present at the meeting location 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 participating 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 physically present at the meeting site, 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 areawide transportation authorities and/or boards, as well as areawide 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

Unless the physical presence of a quorum at the meeting location is not required as set forth in Section 3.2 of these By-Laws, a quorum is required to be physically present at the meeting location. *See* Section 3.1 of these By-Laws.

- 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 1<sup>st</sup> 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. Except as provided in Section 3.2 of these By-Laws, a minimum of nine (9) voting members of the CAC must be physically present at the meeting location 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 participating 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 physically present at the meeting location, 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 voting 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

Unless the physical presence of a quorum at the meeting location is not required as set forth in Section 3.2 of these By-Laws, a quorum is required to be physically present at the meeting location. See Section 3.1 of these By-Laws.

- 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 participating 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 participating at the June meeting and shall serve a term of one year, starting on July 1<sup>st</sup> 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. Except as provided in Section 3.2 of these By-Laws, a minimum of nine (9) voting members of the BPAC must be physically present at the meeting location 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 participating ~~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 physically present at the meeting location, 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 areawide transportation authorities and/or boards, as well as areawide 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

Unless the physical presence of a quorum at the meeting location is not required as set forth in Section 3.2 of these By-Laws, a quorum is required to be physically present at the meeting location. See Section 3.1 of these By-Laws.

- 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.

**Colleen Nicoulin, 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, inter-modalism, 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, Voltran, 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

<b>TPO Board, Advisory Committees and Staff</b>				
<b><u>Public Participation Tool</u></b>	<b><u>Evaluation Criteria</u></b>	<b><u>Performance Goal</u></b>	<b><u>Performance Strategies</u></b>	<b><u>Review Period</u></b>
<b><i>Scheduled Meetings</i></b>	Monitor meeting attendance of members and alternates	80% participation by committee members	Include minimum standards for meeting attendance in the TPO Bylaws and provide attendance records to the TPO Board	Monthly
	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

<b><u>Public Participation Tool</u></b>	<b><u>Evaluation Criteria</u></b>	<b><u>Performance Goal</u></b>	<b><u>Performance Strategies</u></b>	<b><u>Review Period</u></b>
<b><i>Open Access to Plans and Documents</i></b>	Monitor the daily public review of plans and reports maintained within the TPO offices	Ensure ample opportunity for press and public review of all records	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
<b><i>Requests for Information</i></b>	Number of calls, email, and other verbal and written inquiries	Respond to all requests by the public	Use public involvement contact logs to document information provided and actions taken	Monthly
<b><i>TPO Master Database/Email Contact List</i></b>	Number of recipients on master contact listing	Maintain 1,600+ 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
<b><i>Community Workshops and Public Hearings</i></b>	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
<b><i>Media/News Releases and Articles</i></b>	Number of news articles and level of press coverage	Strive for increased media coverage of TPO activities	Issue press releases and develop positive relationships with media representatives	Monthly

<b>Ongoing Public Participation Strategies</b>				
<b><u>Public Participation Tool</u></b>	<b><u>Evaluation Criteria</u></b>	<b><u>Performance Goal</u></b>	<b><u>Performance Strategies</u></b>	<b><u>Review Period</u></b>
<b>Printed Materials and Marketing Items</b>				
	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
<b>TPO Website, Facebook and Twitter</b>	Number of website visitors, Facebook and Twitter “followers”	Maintain a user-friendly website, Facebook and Twitter pages	Issue press releases and increase links from other websites; Consistently post information of interest	Annually
<b>Constant Contact Newsletter</b>	Number of Sends and Open Rate	Distribute newsletter to a minimum of 550 people including all TPO Board and committee members as well as interested public	Send out newsletter monthly with information pertinent to the TPO and the transportation industry	Annually
<b>Project Specific Efforts</b>	Document public involvement activities for special projects	Ensure the performance of public involvement efforts meets the goals established for the project	As established for each project	As needed
<b>Public Inquiry, Special Events and Miscellaneous Activities</b>	Number of special events involving TPO staff	Attend community events as requested by the public and/or groups and organizations	Participate in various public events throughout Volusia and Flagler Counties where TPO activities can be discussed	As needed
	Number of public inquiries	Respond to 100% of the	Respond to 100% of the public inquiries	As needed

	logged (calls, email, website)	public inquiries		
	Tell the TPO Survey	Conduct a biennial transportation survey	Solicit public response to a transportation survey in order to identify trends	Every two years