

Task	Task Title / Description	Activities & Deliverables Current UPWP	Activities & Deliverables FY 2022/23 & 2023/24
1.01	<p>General Administration & Program Support</p> <p>Financial Management, Contracts, Administrative Support, Administrative Expenses (Office Lease, supplies, etc.), meetings (agenda's, minutes)</p>	<p>Complete a COOP Exercise</p> <p>Independent Audit for Financial Compliance</p> <p>Complete an Annual Planning Retreat Event</p> <p>Develop Annual Operating Budget</p> <p>Approve slate of Officers for TPO Board</p> <p>Submit FTA Section 5305(d) & TD Planning Grant applications</p> <p>Contract Management: Postage Meter Lease (expires April 1, 2022 - In Progress); Transit Consultant (expired June 30, 2021 – In Progress with GPC); General Planning Consultants (expires August 2022 – In Progress with Transit); Legal Counsel (expired June 30, 2020 – re-issued 2020); Audit Firm (June 30, 2021 – re-issued 2021).</p>	<p>Complete a COOP Exercise</p> <p>Independent Audit for Financial Compliance</p> <p>Complete an Annual Planning Retreat Event</p> <p>Develop Annual Operating Budget</p> <p>Approve slate of Officers for TPO Board</p> <p>Submit FTA Section 5305(d) & TD Planning Grant applications</p> <p>Contract Management: Bicycle/Pedestrian Feasibility Studies; Traffic Operations Feasibility Studies; 2050 LRTP Consultant</p>
		<p>Employee Team Building/Goal Setting Activity (completed)</p>	
		<p>Develop a Policies & Procedures Reference Manual (In Progress)</p> <p>Update the Employee Handbook</p> <p>Update the Purchasing Manual (In Progress)</p> <p>Create a desk procedure/manual of CFO processes</p> <p>Facility upgrades</p>	<p>Develop a Policies & Procedures Reference Manual</p> <p>Update the Employee Handbook</p> <p>Update the Purchasing Manual</p> <p>Create a desk procedure/manual of CFO processes</p> <p>Facility upgrades (as needed)</p> <p>Update Personnel Study and Pay Classification</p> <p>Develop Strategic Business Plan</p>
1.02	<p>Information Technology Systems & Website Support</p> <p>Manage IT needs of TPO – equipment, software, internet access, procurement, inventory</p>	<p>Procure/Replace Equipment as needed</p> <p>Electronic File Management (maintaining & archiving)</p> <p>Issue Website Support Services RFP/Contract (expires June 30, 2022 - in progress)</p>	<p>Procure/Replace Equipment as needed</p> <p>Electronic File Management (maintaining & archiving)</p>
1.03	<p>Public Involvement & Community Transportation Survey</p> <p>Public outreach, media relations, notices & advertising</p>	<p>Complete Annual Title VI & LEP Training</p> <p>Annual Public Involvement Matrix/Summary</p> <p>Annual Report for previous fiscal year</p> <p>Update the Public Involvement Plan</p> <p>Update Title VI & LEP Documents</p> <p>Utilize a communication program such as Constant Contact to disseminate information to TPO members and the public</p> <p>Implement the TRAC program (completed)</p> <p>Complete a community transportation survey (postponed)</p>	<p>Complete Annual Title VI & LEP Training</p> <p>Annual Public Involvement Matrix/Summary</p> <p>Annual Report for previous fiscal year</p> <p>Update the Public Involvement Plan</p> <p>Update Title VI & LEP Documents</p> <p>Utilize a communication program such as Constant Contact to disseminate information to TPO members and the public</p> <p>Complete a community transportation survey</p>

2.01	<p>Program Development (UPWP)</p> <p>Develop & implement 2-year planning work program (document management)</p>	<p>Develop/Adopt a new 2-year UPWP</p> <p>Manage Planning Activities, Deliverables & Process Amendments as needed</p> <p>Conduct a benchmarking review of other UPWPs to identify other potential funding sources & best practices (not completed)</p> <p>Implement the Consolidated Planning Grant (CPG) (not available)</p>	<p>Develop/Adopt a new 2-year UPWP</p> <p>Manage Planning Activities, Deliverables & Budget</p> <p>Process Amendments as needed</p> <p>Implement the Consolidated Planning Grant (CPG)</p>
2.02	<p>Transportation Improvement Program (TIP) Development</p> <p>Develop & maintain the 5-year plan of projects (document management)</p>	<p>Issue Annual Call for Projects & Approve R2CTPO List of Prioritized Projects (LOPP)</p> <p>Develop/Adopt a new 5-year TIP</p> <p>Process Amendments as needed</p> <p>Conduct a benchmarking review of other TIPs to identify trends, potential funding sources & best practices (not completed)</p>	<p>Issue Annual Call for Projects & Approve R2CTPO List of Prioritized Projects (LOPP)</p> <p>Develop/Adopt a new 5-year TIP</p> <p>Process Amendments as needed</p>
2.03	<p>Transportation Data Information Management</p> <p>Collect, manage & report transportation data, ensure compliance w/ requirements</p>	<p>Provision of transportation data in both tabular and map formats as needed to be used in assisting with public involvement through the use of graphics (maps) and for coordinating efforts with state and local governmental agencies.</p> <p>Incorporation of TPM data and rules into planning documents and adoption of targets required under MAP-21 and the FAST Act</p> <p>Monitor changes in programs and funding results from TPM</p> <p>Completion of a Transportation Systems Congestion Management/Performance Measures Report providing information on transportation system performance (In Process)</p> <p>Conduct a benchmarking review of other TPOs/MPOs to identify data collection and reporting strategies and best practices (Not Completed)</p>	<p>Provision of transportation data in both tabular and map formats as needed to be used in assisting with public involvement through the use of graphics (maps) and for coordinating efforts with state and local governmental agencies.</p> <p>Incorporation of TPM data and rules into planning documents and adoption of targets required under MAP-21 and the FAST Act</p> <p>Monitor changes in programs and funding results from TPM</p> <p>Update Transportation Systems Congestion Management/Performance Measures Report</p>
2.04	<p>State & Regional Planning and Coordination</p> <p>Planning & program support for regional, state & national planning activities</p>	<p>Development of a Regional LOPP and Legislative Positions each year</p> <p>Participation in activities that support the regional activities of the Central Florida MPO Alliance, FDOT District 5 and the East Central Florida RPC</p> <p>Continued involvement in activities that support statewide efforts of the Statewide Model Task Force, the LAP Community of Practice committee, the MPOAC, FDOT and FHWA Florida Division</p> <p>Participate in FDOT-MPO Leadership meetings</p> <p>Develop a Regional LRTP</p>	<p>Development of a Regional LOPP and Legislative Positions each year</p> <p>Participation in activities that support the regional activities of the Central Florida MPO Alliance, FDOT District 5 and the East Central Florida RPC</p> <p>Continued involvement in activities that support statewide efforts of the Statewide Model Task Force, the LAP Community of Practice committee, the MPOAC, FDOT and FHWA Florida Division</p> <p>Participate in FDOT-MPO Leadership meetings</p> <p>Develop a Regional LRTP</p>

<p>2.05</p>	<p>ITS/Traffic Ops/Safety Project Feasibility Studies</p> <p>Manage studies to determine project feasibility & costs prior to programming</p>	<p>Complete planning level feasibility studies</p>	<p>Complete planning level feasibility studies</p>
<p>2.06</p>	<p>General Planning Studies, Initiatives, Corridor Studies and Projects</p> <p>General Planning Activities as needed to support improvements in mobility (freight, parking, TSM&O, etc.). Includes General Planning Consultant (GPC) activity</p>	<p>Updates to the R2CTPO's Regional ITS Architecture (as needed)</p> <p>Provide project development support to R2CTPO member governments (ongoing)</p> <p>Continue to assess Sea Level Rise Vulnerability for the planning area and implement polices to increase resiliency (ongoing)</p> <p>Implementation of the Complete Streets Ordinance and evaluation of associated projects (ongoing)</p> <p>Successful completion of transportation projects (ongoing)</p> <p>Completed corridor studies including R2CTPO support for corridor masterplans, PD&E studies and environmental analyses as programmed by FDOT (ongoing)</p> <p>Continue to monitor and provide input on the proposed LAP policy for the FDOT District 5 and develop a proposal for state-federal fund swap (completed)</p> <p>The relationship between Food Deserts and Transportation (not completed)</p> <p>Develop a program to conduct before and after studies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.) (not completed)</p> <p>Implement a program to conduct Before and After Sturdies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.) (not completed)</p> <p>Review and analyze crash data and contributing factors; identify crash reduction measures within the R2CTPO planning area (not completed)</p> <p>Update Transportation Impact Analysis (TIA) requirements (tech/transit) (not completed)</p> <p>Utilize heat maps to track recent crash data to identify hot spot areas (not completed)</p>	<p>Updates to the R2CTPO's Regional ITS Architecture (as needed)</p> <p>Provide project development support to R2CTPO member governments (ongoing)</p> <p>Continue to assess Sea Level Rise Vulnerability for the planning area and implement polices to increase resiliency (ongoing)</p> <p>Implementation of the Complete Streets Ordinance and evaluation of associated projects (ongoing)</p> <p>Successful completion of transportation projects (ongoing)</p> <p>Completed corridor studies including R2CTPO support for corridor masterplans, PD&E studies and environmental analyses as programmed by FDOT (ongoing)</p> <p>The relationship between Food Deserts and Transportation</p> <p>Develop a program to conduct before and after studies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.)</p> <p>Implement a program to conduct Before and After Sturdies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.)</p> <p>Review and analyze crash data and contributing factors; identify crash reduction measures within the R2CTPO planning area</p> <p>Update Transportation Impact Analysis (TIA) requirements (tech/transit)</p> <p>Utilize heat maps to track recent crash data to identify hot spot areas</p> <p>Regional Planning Sub-Area Studies</p>

2.07	2045 Long Range Transportation Plan (LRTP)	<p>The development and timely adoption of a 2045 Long Range Transportation Plan that meets all federal and state requirements (completed)</p> <p>Production of LRTP Executive Summary, both print and webpage versions (completed)</p>	<p>Implementation of Connect 2045</p> <p>LRTP Amendments as Needed</p> <p>2050 LRTP</p>
2.08	Community Safety-Related Program	<p>FY 2020/21 and 2021/22 Community Safety Events Schedule</p> <p>Implementation of adopted River to Sea TPO Safety Targets</p> <p>Develop a Speakers' Bureau of people whose lives have been affected by speeding and distracted driving (completed)</p> <p>Create targeted print and social media safety campaigns to be distributed through the Hotel and Motel Lodging Associations, local college and universities, etc (not completed)</p> <p>Partner with Volusia and Flagler County Schools to develop an education and awareness campaign/curriculum for safety, speeding and distracted driving for grades K-12 (not completed)</p>	<p>FY 2022/23 and 2023/24 Community Safety Events Schedule</p> <p>Implementation of adopted River to Sea TPO Safety Targets</p> <p>Continue a Speakers' Bureau of people whose lives have been affected by speeding and distracted driving</p> <p>Create targeted print and social media safety campaigns to be distributed through the Hotel and Motel Lodging Associations, local college and universities, etc (CSAP)</p> <p>Partner with Volusia and Flagler County Schools to develop an education and awareness campaign for safety, speeding and distracted driving for grades K-12 (CSAP)</p>

3.01	Bicycle/Pedestrian Planning & Implementation	<p>Manage the Annual Call for Bike/Ped/Trail Projects (Ongoing)</p> <p>Develop/approve the Bicycle/Pedestrian List of Prioritized Projects (Ongoing)</p> <p>Participate in local and regional advisory groups SJR2C Alliance, Coast to Coast Trail Leadership Team) (Ongoing)</p> <p>Support Pedestrian/Bicycle Safety Audits for focus areas (Ongoing)</p>	<p>Manage the Annual Call for Bike/Ped/Trail Projects (Ongoing)</p> <p>Develop/approve the Bicycle/Pedestrian List of Prioritized Projects (Ongoing)</p> <p>Participate in local and regional advisory groups SJR2C Alliance, Coast to Coast Trail Leadership Team) (Ongoing)</p> <p>Support Pedestrian/Bicycle Safety Audits for focus areas (Ongoing)</p>
	<p>Planning & promotion of safe, non-motorized travel options within the planning area</p>	<p>Complete school safety studies for selected schools in the planning area (not completed)</p> <p>Bicycle and Pedestrian Count Program Implementation (not completed)</p> <p>Bicycle/Pedestrian Safety Action Plan Implementation (not completed)</p> <p>Adopt a Bicycle and Pedestrian Safety Action Plan utilizing FHWA BIKESAFE/PEDSAFE Program (not completed)</p>	<p>Complete school safety studies for selected schools in the planning area</p> <p>Bicycle and Pedestrian Count Program Implementation</p> <p>Bicycle/Pedestrian Safety Action Plan Implementation</p> <p>Adopt a Bicycle and Pedestrian Safety Action Plan utilizing FHWA BIKESAFE/PEDSAFE Program</p>
3.02	<p>Bicycle/Pedestrian Project Feasibility Studies</p> <p>Manage studies to determine project feasibility & costs prior to programming</p>	<p>Complete project feasibility studies per LOPP</p>	<p>Complete project feasibility studies per LOPP</p>

<p>4.01</p>	<p>Transit Related Activities & Transportation Disadvantaged (TD) Program</p> <p>Provide technical planning assistance for local government and transit agencies to identify transit development priorities, and improve transit safety & connectivity.</p>	<p>Provide staff support for the TDLCB (Ongoing)</p> <p>Attend meetings for FCPT & SunRail (Flagler TDLCB, TAC & Commission)</p> <p>Produce annual and quarterly reports and required plan updates, including:</p> <ul style="list-style-type: none"> •Volusia County’s annual AOR and AER reports (completed) •TDSP annual update reports (completed) •CTD quarterly program reports (Ongoing) •Other plan and report updates as requested (Ongoing) <p>Prepare FTA grant applications and grant-review support to state agencies (Ongoing)</p> <p>Conduct a Paratransit Service Analysis (Completed)</p> <p>Update the transit-related requirements in the adopted TIA Guidelines (Not completed)</p> <p>Volusia County Fixed Route Bus Service East Side Comprehensive Operation Analysis (Completed)</p> <p>Transit Development Plan (TDP) Major Update (Completed)</p> <p>Transportation Disadvantage Service Plan (TDSP) (Completed)</p> <p>Technical/planning assistance and reports as needed by task orders issued (Ongoing)</p>	<p>Provide staff support to the TDLCB.</p> <p>Attend meetings for FCPT & SunRail (Flagler TDLCB, TAC & Commission).</p> <p>Coordinate & attend Florida TD Commission’s Annual Transportation Disadvantaged Legislative Awareness Day.</p> <p>Approve Transit Annual Operating Report (AOR) and Annual Evaluation Report (AER).</p> <p>Complete TDSP Annual Update.</p> <p>Update the transit-related requirements in the adopted Traffic Impact Analysis Guidelines.</p> <p>Votran Mobility on Demand (MOD) Expansion Area Studies:</p> <ul style="list-style-type: none"> •Southwest DeLand •East DeLand •Northwest Deltona •South Deltona/Enterprise •Holly Hill/Ormond beach •Once Inlet. <p>Votran Park and Ride Facility Study.</p>
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