

MPO PUBLIC PARTICIPATION PLAN

**Volusia County
Metropolitan Planning Organization**



**Transportation
Planning**



As adopted, April 24, 2007

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

**VOLUSIA COUNTY
METROPOLITAN PLANNING ORGANIZATION**

RESOLUTION 2007-09

**RESOLUTION OF THE VOLUSIA COUNTY METROPOLITAN PLANNING
ORGANIZATION ADOPTING THE MPO PUBLIC PARTICIPATION PLAN**

WHEREAS, the Volusia County Metropolitan Planning Organization (MPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and the cities of Beverly Beach and Flagler Beach in Flagler County; and

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 40 U.S.C. 1602(a)(2), 1603(a), and 1604(g)1 and (1) require that the urbanized area, as a condition of the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the Volusia County Metropolitan Planning Organization is required to actively pursue public participation and involvement in the planning process; and

WHEREAS, as part of the MPO's certification review by representatives of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Florida Department of Transportation (FDOT), the existing Public Participation Process is required to be updated to better track the MPO's outreach efforts.

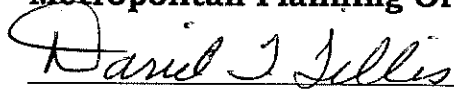
NOW, THEREFORE, BE IT RESOLVED by the Volusia County MPO:

1. The Volusia County MPO hereby adopts said Plan as its official process for Public Participation in the MPO Planning Process.

2. That the Chairman of the Volusia County MPO, or his designee is hereby authorized and directed to submit the MPO Public Participation Plan to:
- a) the Florida Department of Transportation (FDOT);
 - b) the Federal Transit Administration (FTA);
 - c) the Federal Highway Administration (FHWA) through the Florida Department of Transportation (FDOT);
 - d) the Members of the Volusia County Legislative Delegation; and
 - e) the Members of the Flagler County Legislative Delegation for Beverly Beach and Flagler Beach.

DONE AND RESOLVED at the regular meeting of the Volusia County MPO on the 24th day of April, 2007.

**Volusia County
Metropolitan Planning Organization**



County Chair Frank Bruno, Chair

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia County MPO, certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the MPO held on April 24, 2007.

ATTEST:



Recording Secretary

FORWARD

On January 18, 1977, a Metropolitan Planning Organization (MPO) was established with a jurisdiction encompassing Daytona Beach and the surrounding coastal area of Volusia County. The organization became known as the Volusia Coastal Area Metropolitan Planning Organization (MPO).

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 study boundary to include the entire area contained within Volusia County. In recognition of the MPO expanding its study boundary to cover the entire county, the name of the organization was changed to the Volusia County Metropolitan Planning Organization (MPO).

As a result of the 2000 Census it was determined that the Volusia County MPO would need to expand its planning boundaries once again, but the expansion included areas outside of Volusia County. On January 27, 2004, the MPO welcomed the cities of Flagler Beach and Beverly Beach in Flagler County to its membership.

VOLUSIA COUNTY METROPOLITAN PLANNING ORGANIZATION

Board Members

County Chair Frank T. Bruno, Jr., Chair
County of Volusia

Council Member Danny Tillis, Vice-Chair
City of DeBary

Commissioner John McDonald***
Town of Beverly Beach

Commissioner Dwayne Taylor
City of Daytona Beach

Mayor Greg Northrup**
City of Daytona Beach Shores

Commissioner Scott Price
City of DeLand

Commissioner Janet Deyette
City of Deltona

Councilwoman Debra Rogers
City of Edgewater

Commissioner Ron Vath
City of Flagler Beach

Commissioner Gilles Blais
City of Holly Hill

Mayor Mark Shuttleworth
City of Lake Helen

Mayor James Vandergriff
City of New Smyrna Beach

Mayor Mike Thompson
City of Oak Hill

Vice-Mayor Tony Yebba*
City of Orange City

Mayor Fred Costello

City of Ormond Beach

Mayor James Sowell
Town of Pierson

Council Member Jim Hinson
Town of Ponce Inlet

Vice-Mayor Mary Martin
City of Port Orange

Councilman George Locke
City of South Daytona

Council Member Joie Alexander
County of Volusia-Council At-Large

Council Member Andy Kelly
County of Volusia-Council District 1

Council Member Art Giles
County of Volusia-Council District 2

Council Member Jack Hayman
County of Volusia-Council District 3

Council Member Pat Northey
County of Volusia-Council District 5

Votes are rotated on an annual basis:

*Group #1 current voting member;

**Group #2 current voting member; and

***Group #3 current voting member.

VOLUSIA COUNTY METROPOLITAN PLANNING ORGANIZATION

Non-Voting Members

Noranne Downs, Secretary
FDOT District V

Mike Holmes, Chairman
Technical Coordinating Committee

Mike Mohler, Chairman
Citizens' Advisory Committee

John Decarie, Chairman
Bicycle/Pedestrian Advisory Committee

Stan Schmidt, Board Member
Volusia County Schools

STAFF MEMBERS

Karl D. Welzenbach
Executive Director

Robert A. Keeth, AICP
Senior Planner

Michael W. Neidhart, PhD, AICP
Senior Transportation Planner

Carole M. Hinkley
Transit Planner

Herbert M. Seely
Chief Financial Officer

Stephan C. Harris
Bicycle & Pedestrian Coordinator

Darla L. Zakaluzny
Public Information Officer

Pamela Blankenship
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VOLUSIA COUNTY METROPOLITAN PLANNING ORGANIZATION

MPO PUBLIC PARTICIPATION PLAN

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VOLUSIA COUNTY METROPOLITAN PLANNING ORGANIZATION

PUBLIC PARTICIPATION PLAN

INTRODUCTION

Transportation considerations are a major factor when people consider both *how* and *where* they live, work, shop, and plan their free time. The Volusia County Metropolitan Planning Organization (MPO) recognizes the impact of transportation on the quality of life for residents in Volusia County and in the cities of Flagler Beach and Beverly Beach in Flagler County. The MPO also recognizes the quality of experience enjoyed by visitors to the area when it comes to transportation issues and concerns. Members of the MPO Board, staff and subcommittees work diligently to make the decisions necessary to develop a system that will serve the public in ways that will benefit all travelers.

Of course, making sound decisions about transportation requires the gathering of a great deal of information. The MPO staff and committee members review details regarding the demographics of our community, traffic data, financial forecasts, and transportation legislation to gain a better understanding of the needs and options available for improving the way we travel. Although the review of this technical information is understood to be important, the Volusia County MPO has long recognized that an equally critical component to the planning process is the input provided by the public.

Acknowledging the need to seek public input, the Volusia County MPO has developed a Public Participation Plan that outlines the strategies developed to ensure public participation that is both meaningful and inclusive. The process seeks to establish a framework of activities that meets or exceeds the requirements outlined in the applicable Federal and State guidelines. In addition, the process provides direction to the MPO regarding its public involvement activities and includes all of the guidance necessary for conducting and assessing the public participation strategies utilized for the three main areas of MPO activity:

1. Within the formal structure of the MPO 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) and the Transportation Improvement Program (TIP) and Priority Project Lists; and
3. Incorporating public participation strategies into the ongoing, daily activities of the MPO.

Furthermore, this plan provides information regarding the relationship between Socio-Cultural Effects (SCE) and public participation as well as a brief overview of the coordinated activities contained within public participation. Finally, it establishes public participation procedures by issuing a policy statement regarding public participation, outlining the goals, objectives and policies of the process and determining the measures of effectiveness necessary for gauging the success of the process.

Note: Socio-Cultural Effects was previously known as Community Impact Assessment (CIA).

PUBLIC PARTICIPATION REQUIREMENTS

The 1962 Federal Aid Highway Act mandated that all urbanized areas having a population of 50,000 or more 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.

In 1991, sweeping transportation legislation was enacted, which placed a greater emphasis on public participation activities. The Intermodal Surface Transportation Efficiency Act (ISTEA) introduced a comprehensive approach for addressing transportation issues that emphasized innovative, multimodal solutions to our traffic dilemmas. In addition, the legislation required that public participation be an integral part of the transportation planning, programming, and project development process.

On August 10, 2005, the latest transportation bill entitled the “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” (SAFETEA-LU) was adopted. This bill continues to reassert the principles that were established in ISTEA in 1991 and the Transportation Equity Act for the 21st Century (TEA-21) which was adopted in 1998.

Title 23 of the Code of Federal Regulations, Section 450.316 (b)(1), the *Metropolitan Transportation Planning Process*, sets forth the requirements for the public involvement process in conjunction with all aspects of transportation planning of a Metropolitan Planning Organization. The regulation states that the public involvement process shall provide “complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and Transportation Improvement Programs (TIP) and meets the requirements and criteria specified as follows:”

- Require a minimum public comment period of 45 days before the public participation process is initially adopted or revised;
- Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to central city and other local jurisdiction concerns);
- Provide reasonable public access to technical and policy information used in the development of plans and TIPs and open public meetings where matters related to the Federal-aid highway and transit programs are being considered;
- Require adequate public notice of public involvement activities and time for public review and comment at key decision points including, but not limited to, approval of plans and TIPs;
- Demonstrate explicit consideration and response to public input received during the planning and program development processes;
- Seek out and consider the needs of those traditionally underserved by existing transportation systems including, but not limited to, low-income and minority households;
- When significant written and oral comments are received on the draft transportation plan or TIP (including the financial plan) as a result of the public involvement process or the interagency consultation process required under the U.S. EPA's conformity regulations, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP;
- If the final transportation plan or TIP differs significantly from the one which 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, an additional opportunity for public comment on the revised plan or TIP shall be made available;
- Public involvement processes shall be periodically reviewed by the MPO in terms of their effectiveness in assuring that the process provides full and open access to all;
- These procedures will be reviewed by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) during certification reviews for Transportation Management Areas (TMA) MPOs, and as otherwise necessary for all MPOs, to assure that full and open access is provided to the MPO decision-making processes;

- Metropolitan public involvement processes shall be coordinated with statewide public involvement processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce redundancies and costs.

In order to adequately respond to the above mandate, MPOs 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 have previously been excluded from full participation in the transportation planning and decision-making process.

Additionally, Florida Statutes (F.S.) Chapter 339.175 sets forth the operating framework for each MPO. The chapter includes information such as voting membership, authority and responsibilities, committee appointments, and the development of plans and programs involved in transportation planning. The Florida law also includes language indicating that certain mechanisms be put in place to ensure citizen participation and to allow for interested parties to review and provide comments on plans and programs prior to approval by the MPO.

Public access to government proceedings held in the State of Florida is addressed in F.S. Chapter 286, regarding government in the sunshine. The so-called Sunshine Law requires that:

- Meetings of boards or commissions must be open to the public;
- Reasonable public notice of such meetings must be provided; and
- The minutes of the meetings shall be promptly recorded, and such records shall be open to public inspection.

Other policies have been established which reinforce the need for public participation such as the National Environmental Policy Act (NEPA) of 1969. NEPA and subsequent Environmental Policy Statements (EPS) issued by the Federal Highway Administration (FHWA) constitute a framework of policies and procedures supporting the protection of the environment. In this case the term “environment” includes the natural environment, the built environment, the cultural and social fabric of our country, our neighborhoods, and the quality of life of the people who live here. With regards to systems planning and programming the FHWA policy includes language that requires agencies at the federal level to:

- Encourage and help state transportation agencies, MPOs, and local governments to take a leadership role in identifying and **considering** social, economic, and environmental **concerns as early as possible** in the development of transportation and land use plans and programs.

- Advocate broad-based **public participation** by these agencies to generate consensus on transportation and land use solutions and the purpose and need for transportation investments.

While each of these documents has a slightly different focus, it is quite clear that the intent for transportation planning professionals is to incorporate early and continuous public participation in the decision-making process.

MPO BOARD, COMMITTEES, AND STAFF

As required under state and federal law, the Volusia County MPO has organized a formal committee structure to carry out the required activities of the transportation planning process. All meetings of the Volusia County MPO Board, its 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, at facilities that are fully accessible to all interested parties. Members of the general public are welcome to attend and are encouraged to provide comments regarding transportation issues.

Volusia County Metropolitan Planning Organization (MPO)

The Volusia County MPO Board membership consists of locally elected officials representing various municipal and county governments. These officials are elected to office by the general public and are expected to act on behalf of their respective constituency. In this regard they contribute to public participation in the MPO process by representing the needs and desires of the citizens in their jurisdictions and by promoting transportation plans and programs in the community. MPO Board members also represent the public interests by appointing members to serve on the Citizens’ Advisory Committee (CAC).

As outlined in Florida Statutes, there are 19 voting members on the MPO Board. Additionally, there are five non-voting members on the Board. These members represent the TCC, CAC, BPAC, FDOT District V Office, and the Volusia County School Board. The MPO Board meets on the fourth Tuesday of every month and all meetings are properly noticed and open to the public. In accordance with the adopted Bylaws of the MPO, each meeting agenda includes an opportunity for “citizens to comment or be heard on any matter pertinent to the urban transportation planning process.” This provides time for citizens to address the Board regarding a broad range of transportation related topics.

The 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 approved by the MPO Board members. The membership of the TCC consists of technically qualified representatives including planners, engineers, and

representatives from aviation authorities, port authorities, public transit agencies, the School Board, and the emergency operations center. In addition to technical review, the TCC members are able to provide insight regarding the public participation efforts and public sentiment from each of their respective jurisdictions.

The TCC meets on the third Tuesday of each month and forwards all comments and recommendations to the MPO Board. All TCC meetings are properly noticed and are open to the public. In accordance with the adopted Bylaws the TCC “shall provide an opportunity at each of its meetings for citizens to comment or be heard on any matter pertinent to the transportation planning and programming process.” The Bylaws also state that the TCC “shall, when feasible and desirable to do so, utilize any means that may be suggested or devised to provide for citizen participation in the transportation planning process.”

Citizens’ Advisory Committee (CAC)

The Citizens’ Advisory Committee (CAC) is a committee appointed by the MPO to provide citizen input to the transportation planning process. CAC members are appointed by each Board member and, according to F.S. Chapter 339.175, they “serve at the pleasure” of the MPO Board.

The CAC meets on the third Tuesday of each month and forwards all comments and recommendations to the MPO Board. All CAC meetings are properly noticed and are open to the public. In accordance with the adopted Bylaws of the CAC, each CAC meeting agenda includes an opportunity for press and citizen comments. This provides time for citizens to address the CAC regarding an unlimited range of transportation related topics. With respect to public participation, the CAC Bylaws indicate that members are responsible to accomplish the following:

- Conduct public information programs;
- Provide an effective citizens review;
- Determine the effect of a plan or project, as proposed, upon the various segments of the population;
- Note the plans or projects that may be harmful or detrimental to segments of the population; and
- Hold public meetings to solicit public reaction and to determine the degree of acceptance that a plan or proposal may have by all segments of the public.

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 Volusia County and the cities of Flagler Beach and Beverly Beach in Flagler County.

Bicycle/Pedestrian Advisory Committee (BPAC)

A Bicycle/Pedestrian Advisory Committee (BPAC) was formed to provide input to the MPO Board on bicycle and pedestrian related transportation issues. The Committee also worked to ensure that planning for bicycle and pedestrian modes of transportation were included in the overall transportation planning process. Although the Committee was successful in producing both a Pedestrian and a Bicycle Facilities Comprehensive Plan, the group's activities were suspended in 1995 and the goals and objectives of the BPAC were accomplished through the TCC and CAC.

In 2002, the MPO Board created a Bicycle/Pedestrian Task Force (BPTF) which was tasked with developing the Long Range Bicycle/Pedestrian Plan; evaluating the conditions of the existing facilities found within the plan; and reviewing the MPO bicycle/pedestrian evaluation criteria for MPO funding. As a result of the accomplishments of the BPTF, the MPO Board took official action at their January 25, 2005 meeting to reinstate the Bicycle/Pedestrian Advisory Committee as a standing committee of the MPO. The first meeting of the newly created BPAC took place on February 16, 2005.

The BPAC meets on the second Wednesday of each month and forwards all comments and recommendations to the MPO Board. All BPAC meetings are properly noticed and are open to the public. Each BPAC meeting agenda includes an opportunity for press and citizen comments. This provides time for citizens to address the BPAC regarding an unlimited range of transportation related topics.

The MPO continues to implement safety programs and educational events with assistance from the BPAC and through active participation in the SafeKids Volusia/Flagler and the Volusia County Community-wide Traffic Safety Teams.

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The Transportation Disadvantaged Local Coordinating Board (TDLCB) is an advisory group serving the Volusia County MPO Board. The TDLCB is comprised of various community groups as outlined in Florida Statutes and committee representatives are appointed by the MPO. The purpose of the coordinating board is to develop local service needs and to provide information, advice, and direction to the MPO regarding the coordination of services to be provided to the transportation disadvantaged. As such, the TDLCB provides a forum for the needs of the transportation disadvantaged to be heard.

The TDLCB meets on the second Wednesday of every other month and forwards all comments and recommendations to the MPO Board. All TDLCB meetings are properly noticed and are open to the public. In addition, each meeting agenda includes an opportunity for press and citizen comments. This provides time for citizens to address the TDLCB regarding an unlimited range of transportation related topics.

Specialized Committees, Subcommittees and Working Groups

On many occasions, the MPO 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 deemed necessary. As with all other committees, efforts are made to include varied and diverse representation on these special subcommittees. Membership may include citizen representatives, business interests, or other groups that may be able to provide valuable input regarding a specific concern. Examples of the specialized subcommittees that have been established include, but are not limited to:

- Long Range Transportation Plan Subcommittee
- Transportation Improvement Plan Subcommittee
- Grievance Committee
- Selection Oversight Committee
- Unified Planning Work Program Subcommittee
- Bicycle/Pedestrian Task Force

All committee meetings are open to the public, are held in a fully accessible location, and allow time for public comment.

MPO Staff and the Public Participation Coordinator

The Executive Director of the MPO has appointed a Public Participation Coordinator to oversee the outreach activities of the MPO, however ***all*** staff members play a part in determining the level of public participation present in MPO planning activities. The 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 MPO. Additional staff responsibilities include:

- Providing support to MPO Board and Committee meetings by developing agendas, ensuring timely public notice, recording all open meetings and developing meeting minutes;
- Ensuring adequate public participation strategies are included in the Scope of Services governing the work performed by consulting firms;
- Notifying the press by issuing a press release promoting upcoming community events, “kick-off” meetings, or major activities of interest;
- Participating in outreach events; and
- Maintaining a contact log to document face-to-face contacts, telephone and e-mail inquiries.

As mentioned previously, the Executive Director of the Volusia County MPO has assigned the responsibility of ***coordinating*** the public participation efforts of the MPO to a single staff member – the Public Information Officer. The primary role of this position is to coordinate the two-way flow of information between the MPO and the public. The coordinator must also develop methods to ensure there is

adequate documentation and evaluation of public participation methods employed by the organization. More specifically the coordinator will:

- Develop and review guiding documents such as the MPO Public Participation Plan
- Establish and maintain a process to document the public participation activities of the MPO staff;
- Monitor the effectiveness of public participation techniques and recommend changes when appropriate;
- Maintain a “scrapbook” of activities to document public participation efforts including press releases, advertising flyers and brochures, event summaries, photographs, etc;
- Provide guidance and support to the MPO Board, Committees, and staff regarding public participation strategies and tools;
- 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 and coordinate staff participation and promote participation among staff and the CAC;
- Work with MPO staff to obtain promotional materials and visual displays for use at community events and workshops; and
- Develop printed materials used for informing the citizenry, and assist staff in the development of surveys, press releases, and other materials designed to solicit public response.

TRANSPORTATION PLANS AND DOCUMENTS

Metropolitan Planning Organizations are required to develop plans and programs that consider all modes of transportation that are continuing, cooperative, and comprehensive (3-C) as mandated by the Federal Highway Act of 1962. The plans and programs listed below comprise activities that the MPO has deemed to be of significant public interest. As such, it is the intent of the MPO 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)

The Long Range Transportation Plan is a twenty-year plan that forecasts future transportation needs and estimates potential transportation revenues. It is developed as a broad guideline for local transportation decision making and considers local, state, and federal policies in light of a changing macro- and micro-economic environment. The plan is updated periodically (every three to five years) to reflect urban growth and development, and to ensure proper representation of community values and transportation needs. Input from local government staff and citizens are critical in the development of this plan.

The traditional planning process used by the MPO in the past had only utilized its technical and citizen committees to develop alternative transportation scenarios to be analyzed. In mid-2003, the process to develop the 2025 LRTP began, and with this update the MPO decided to try a new approach to solicit and elicit the concerns and issues of the public at-large. With the help of the MPO's 2025 LRTP consultant, using a format first created by the Charlotte County-Punta Gorda MPO, the MPO developed a game called "Strings and Ribbons" in which citizen participants "play" at developing a plan for expending federal, state, and local funds for transportation projects over a 20-year period.

The results from the Strings and Ribbons games were used to expand the global list of needs, to spark creativity in the planning process, and to develop a citizen based transportation network that would be analyzed alongside projects that are submitted by each of the local governments during the LRTP update process. It was felt that the Strings and Ribbons games would show both the consistencies and inconsistencies between technical level-of-service analysis and public opinion.

The Strings and Ribbons game proved to be a very successful public participation tool as it was fun, educational and also provided a concrete mechanism to show the elected officials what the public wanted to see in the future in regards to transportation. The game provided for immediate hands-on participation and participants were required to work together to develop a plan for the transportation planning area. Thirty-four (34) game sessions were held over a fourteen month timeframe with over 670 citizens spending more than 1,000 hours actively discussing needed improvement projects and developed over 100 future transportation maps. Nearly 2,000 projects were selected throughout the Strings and Ribbons game sessions.



The participants in these games included real-estate developers, environmental activists, bicycle groups, church groups, chambers of commerce, high school students, local elected officials, consultants in the fields of transportation planning and engineering, members of the MPO's TCC, CAC, BPAC, TDLCB, and local planning commissions.

Another important aspect of the Strings and Ribbons game was that it also provided the visually impaired and disabled citizens an opportunity to provide their input on what they feel is needed to make it easier for them to travel within the local communities.

The Volusia County MPO will continue to develop and utilize innovative public participation tools and processes to obtain and solicit public participation and input in the MPO Transportation Planning Process.

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) serves as the principal budgetary document for the MPO. As such, the UPWP lays out the planning tasks to be undertaken by the MPO during the upcoming fiscal year and, in some cases, tracks the continuation of projects initiated and carried over from previous years. The UPWP also contains the associated costs and agency involvement required for successfully completing each task.

The UPWP strives to meet the planning needs of the community and, whenever necessary and appropriate, includes specific work tasks to address these needs. Hence, to the maximum extent possible, the nature of the tasks reflects the individual transportation needs of the community. The level of effort expended for each of the identified community concerns is, by necessity, constrained by funding availability.

The UPWP is developed with ample opportunity for citizen review and comment. TCC, CAC, and BPAC members are appointed to the UPWP Subcommittee, which develops the document. In addition, the drafts of the UPWP are available to the public for review and comment throughout a formal review period and during the regular meetings of the TCC, CAC and BPAC.

Transportation Improvement Program (TIP) and Priority Process

The Transportation Improvement Program (TIP) implements projects from the Long Range Transportation Plan over a 5 year planning horizon. This intermediate term planning tool is required to contain all federally funded projects within the urbanized area. The TIP includes highway projects as well as aviation, and transit projects. In addition, for informational purposes, the Volusia County MPO TIP traditionally includes local projects and projects that are considered to be regionally significant.

On an annual basis, the TIP is updated to remove those projects that have been completed and to add new projects or new phases of existing projects to the outer year, as funding becomes available. In preparing the TIP, the MPO is responsible for including both State and Federally funded transportation system improvements contained within the MPO urbanized planning area. These responsibilities are consistent with those outlined in Florida Statute 339.175. Additionally, the MPO makes an annual request to Volusia County

government for their list of projects to be included in the local section of the TIP.

The TIP can also be accessed on the internet using an interactive mapping system on our website (<http://www.volusiacountympo.com>). 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, by state road designation, by state program number, by political jurisdiction, or by geographic location. The traditional printed version of the TIP is also available on the MPO's website.

Each year, the Volusia County MPO also implements a priority process to evaluate project applications 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 projects level of importance relative to other projects in a given category.

Both the TIP and the Priority Process Lists are developed with citizen input and review. TCC, CAC, and BPAC members are involved in the development of the evaluation criteria and the subsequent project rankings that result from applying the measures. In addition, the drafts of both documents are available to the public for review and comment throughout a formal review period and during the regular meetings of the TCC, CAC, and BPAC. A public hearing is held prior to adoption of the TIP and Priority Lists during the regularly scheduled MPO Board meeting.

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

Transit Development Plan (TDP) and Transportation Disadvantaged Service Plan (TDSP)

The Center for Urban Transportation Research (CUTR) at the University of South Florida was selected by Votran, the County's transit system, to produce the Transit Development Plan (TDP). The TDP provides a framework to guide the evolution of transit services in the County. It also includes an assessment of transit needs in the local area, identifies local transit policies, evaluates existing services and proposed service improvements, determines capital and operating costs of the proposed services as well as the existing and proposed sources of funding and outlines a staged implementation plan.

The TDP is a policy document that integrates transit goals and objectives with those of other adopted plans, including the LRTP, the Volusia County Comprehensive Plan and the Transportation Disadvantaged Service Plan (TDSP). Transit agencies are required to submit a TDP in order to receive State Block Grant funding from FDOT. Current requirements include updating the TDP every three years, however, proposed changes may extend this period to every five years with a planning horizon of ten years. Minor updates must be submitted each year.

The Transportation Disadvantaged Service Plan (TDSP) plays a significant factor in the delivery of coordinated transportation disadvantaged services. The TDSP is developed by the Community Transportation Coordinator [Votran] and the local planning agency [MPO] under the guidance and approval of the MPO's Transportation Disadvantaged Local Coordinating Board (TDLCB). The TDSP is required by the State Commission for the Transportation Disadvantaged (CTD). Updates to the plan must be submitted annually, with a major update required every five years.

The Transit Development Plan (TDP) and the TDSP are developed with ample opportunity for citizen review and comment. Due to the comprehensive nature of these documents, a specialized public participation plan is developed for the major updates. Public outreach typically includes a kick-off meeting as well as presentations to the MPO Board and subcommittees at the start of the project and at various points throughout the development of the plans. The MPO, TCC, CAC, BPAC, and TDCLB members are able to review and comment during regularly scheduled subcommittee meetings and comments from the general public are solicited during public meetings. To further enhance public participation, surveys are conducted on board all fixed-route vehicles, mailed to Gold riders, and given to bus operators to gain their suggestions and recommendations to the public transportation services in Volusia County. Stakeholder interviews are also performed.

Through its involvement in the review and approval of the plan, the TDLCB is able to guide and support Votran in implementing coordination efforts and locally developed service standards that are consistent with the needs and resources of the community.

Although the TDP is developed through the MPO structure (TCC, CAC, BPAC and TDLCB), approval is provided by the Volusia County Council. The TDSP is reviewed and approved by the TDLCB and then forwarded to the Commission for the Transportation Disadvantaged. A public hearing is held prior to adoption of the Transit Development Plan (TDP) by the County Council.

Congestion Management Process (CMP)

Congestion management describes a systematic procedure for identifying locations in the transportation system that are inefficient and then looks to

develop and implement solutions to alleviate the “bottlenecks” and improve traffic flow. The Volusia County MPO Congestion Management Process (CMP) provides transportation policy makers with a guide to judge the relative merits of transportation projects against each other.

Public participation in the formulation of the transportation policies included in the CMP is encouraged by the MPO. The CMP was included as a chapter in the 2025 LRTP and public participation was handled through the LRTP update process. In 2007, the MPO will return to having a stand-alone CMP and the public participation efforts will be accomplished through the work of a subcommittee comprised of TCC, CAC, and BPAC representatives. Notices are provided to the press for all meetings of the CMP subcommittee and a public review period is scheduled for the draft report.

Title VI Implementation & Accomplishment Plan

This Title VI Implementation & Accomplishment Plan is a result of a recommendation by the Federal Highway Administration and the Federal Transit Administration (FHWA and FTA). The Plan outlines the MPO’s committee structure, the missions of the MPO and its advisory committees, the MPO’s current outreach efforts, and the MPO’s goals for the future.

The MPO adopted its first Title VI Implementation & Accomplishment Plan on January 24, 2006. This document will be reviewed and assessed for revisions on an annual basis in order to document compliance with the Title VI Civil Rights Act of 1964. The MPO’s Title VI Complaint Procedures are included in this Plan; however, the procedures have been revised per the request of the Federal Highway Administration and the Florida Department of Transportation’s Civil Rights Office. A draft of the revised Title VI Complaint Procedures was presented to the MPO Board and its committees in August 2006. The Title VI Complaint Procedure underwent a review and comment period by the general public prior to adoption by the MPO Board. The Title VI Complaint Procedures were adopted September 26, 2006.

The Title VI Implementation & Accomplishment Plan is developed with ample opportunity for citizen review and comment. TCC, CAC, and BPAC members will be asked to review and comment on the Plan. In addition, the drafts of the Title VI Implementation & Accomplishment Plan are available to the public for review and comment throughout a formal review period and during the regular meetings of the TCC, CAC and BPAC. A public hearing is held prior to adoption of the Plan during the regularly scheduled MPO Board meeting.

The Title VI Implementation & Accomplishment Plan, adopted on January 24, 2006, can be downloaded at no charge from the MPO’s website at www.volusiacountympo.com.

MPO Public Participation Plan

The Volusia County MPO Public Participation Plan 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 MPO planning activities. The MPO 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 Volusia County MPO Board. The PIP 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 public comment period of at least 45 days.

Bicycle and Pedestrian Comprehensive Plans

The Bicycle and Pedestrian planning program was initiated in October 1989 through a Joint Participation Agreement with the State. Since that time, the MPO has continued to allocate planning funds to the Bicycle and Pedestrian Planning Program to help ensure that bicycles and pedestrians are considered in the overall transportation planning process. The MPO adopted a Bicycle Comprehensive Plan in August 1991 and a Pedestrian Comprehensive Plan in May 1993.

On January 25, 2005, the MPO Board adopted a new Bicycle/Pedestrian Plan. The Board is looking to move the projects that are in the Bicycle/Pedestrian Plan onto the XU and Enhancement Priority Lists. The Bicycle/Pedestrian Plan can be downloaded at no charge from the MPO's website at www.volusiacountympo.com.

ONGOING PUBLIC PARTICIPATION STRATEGIES

Public participation is an ongoing activity of the Volusia County MPO, with several strategies and techniques continuously occurring. Public participation is also an integral part of one-time activities such as corridor studies and regularly repeated activities such as the annual Transportation Improvement Program process and the Long Range Transportation Plan updates.

This section contains descriptions of public participation tools currently being used by the MPO. As noted earlier, the Volusia County MPO will continue to develop and utilize innovative public participation tools and processes to obtain and solicit public participation and input in the MPO Transportation Planning Process.

Public participation strategies and techniques include, but are not limited to the following:

MPO Web Site

The Volusia County MPO developed a web site to increase public awareness of transportation planning activities in the area. The site includes information about the MPO process, the Board and committee members, upcoming meeting agendas, and other topics pertaining to the transportation environment. Although the internet is becoming a frequently used tool for sending and receiving information, the MPO recognizes that traditional forms of public outreach will continue to be important for achieving meaningful participation. Traditional methods of public outreach are particularly important for reaching the historically underserved populations in the Volusia County MPO planning area. The web site address is www.volusiacountympo.com.

The web site is maintained and updated by a member of the MPO staff.

Activities: The web site is used to promote regular and special meetings, planning studies, publications and work products. The web site also contains an interactive TIP and a Virtual Transportation Budget game.



MPO Master Database / Contact List

The distribution of information in a timely manner is important to ensure participation by interested parties. The Volusia County MPO maintains a database that includes committee membership and groups and individuals that have expressed an interest in the transportation planning activities of the MPO. Other contacts include local and regional government agencies, churches, schools, libraries, and homeowner associations, etc.

This list enables MPO staff to disseminate information on upcoming meetings, workshops, new publications, significant policy decisions, and/or any other topics of interest. The contact list includes over 1,400 entries and is regularly reviewed for accuracy and completeness.

Activities: Potential contacts will continue to be identified and added to the MPO's Master Database / Contact List and will be used to enhance other public participation activities.

Notification of Meetings, Workshops, and Special Events

Florida Administrative Code requires advertisement of any public meeting where a decision could be made or that may be attended by more than one elected official.

Prior to all MPO Board, TCC, CAC, BPAC, and TDLCB meetings, meeting agendas/notices are provided to several local newspapers, television and radio stations throughout the Central Florida area. The list includes (but is not limited to): *the Daytona Beach News Journal, Daytona Times, Deltona-DeLand Beacon, The Observer (New Smyrna Beach), The Orlando Sentinel (Daytona Beach and DeLand Offices), WBCC Radio, WESH-TV, WNDB Radio, and WROD Radio.*

Additionally, notices of subcommittee meetings, public hearings, workshops, and special events are distributed to the media agencies contained in the MPO's Master Database / Contact List.

Activities: Notification of all monthly meetings, special meetings, and workshops.

Public Hearings

These are public meetings used to solicit public comment on a project or issue being considered for adoption by the MPO. Hearings provide a formal setting for citizens to provide comments to the MPO or another decision-making body. They are recorded and transcribed. Written comment forms are provided at all regular meetings of the MPO Board for those citizens who are uncomfortable or unable to express their thoughts verbally. An example of the comment form is included in Appendix B. Written responses to public input are provided when appropriate.

Activities: Long Range Transportation Plan, Transportation Improvement Program, Annual Priority Lists, Unified Planning Work Program, and other planning studies as needed for other MPO activities.

Comment Forms

Comment forms are often used to solicit public comment on specific issues being presented at a workshop or other public meeting(s). Comment forms can be very general in nature, or can ask for very specific feedback. The comment forms also provide an opportunity for those individuals who are not comfortable speaking at a meeting or workshop to voice their comments in writing instead of verbally.

Activities: Comment forms are available at all meetings of the MPO and its committees, public hearings, workshops, etc.

MPO Logo

A logo representing the MPO is used to identify products and publications of the MPO. A logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.

Volusia County MPO



Activities: A logo should be used on all MPO publications including those developed by consultants working on MPO sponsored projects. The logo should also be included on promotional items (if space allows).

News Articles

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

Activities: Ongoing dialogue with the press.

Press Releases

Formal press releases are sent to local media (newspaper, television and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees. At the direction of the MPO Executive Director, staff will also distribute press releases to all persons and agencies listed in the MPO's Master Database / Contact List.

Activities: Notify the public of corridor or other planning studies, workshops, open houses, public hearings, awards, special activities and events.

Bi-Annual Newsletter

Transportation planning can be a very complex process for citizens who are unfamiliar with the professional jargon or technical factors used to evaluate the system. The Volusia County MPO recognizes the importance of communicating with the public in a friendly non-technical manner. To accomplish this, the MPO staff produces a bi-annual newsletter that is distributed to all individuals and agencies in the MPO's Master Database / Contact List. Anyone not currently receiving the newsletter can make a request to be added to the distribution list by contacting a member of the MPO staff.

Activities: The newsletter is distributed to over 1,400 people and is also available at public places such as the local libraries (Volusia and Flagler County areas), and the Thomas C. Kelly Administrative Center in DeLand. The MPO's newsletter notifies readers of recent MPO activities, general transportation facts, upcoming events, and other transportation planning activities that impact the community around us.

Printed Materials & Promotional Items

The Volusia County MPO has developed a brochure entitled *The Layman's Guide to the Metropolitan Planning Organization* as a simple straightforward way to explain the activities of the MPO. The tri-fold brochure mixes non-technical terminology with light humor to inform citizens about the role of the MPO in shaping the transportation system. The guide encourages the public to

participate in the planning process and provides information on how and why they should get involved. This brochure was updated in 2004 in order to include mention of the cities of Flagler Beach and Beverly Beach in Flagler County as they are now under the MPO's planning boundary area.

MPO staff also recognizes the potential of increasing the MPO's presence in the community by distributing items such as pens with the MPO logo, stickers with transportation safety messages, refrigerator magnets, rulers, and such. When considering promotional materials, MPO staff members attempt to identify the best value in terms of product delivery, longevity, quality, and cost.

Activities: The MPO continues to develop and distribute other printed brochures, reports, promotional items, etc in order to keep the general public informed and involved in the transportation planning process. The printed documents are also available via the internet on the MPO's web site.

Open Access to Plans and Documents

The Volusia County MPO reviews and updates the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Priority Project Lists, and the Transit Development Plan (TDP) annually. The MPO also updates the MPO Public Participation Plan, the Congestion Management Process (CMP), and the Bicycle/Pedestrian Comprehensive Plan periodically. Finally, the Long Range Transportation Plan (LRTP), which recently underwent a major update which was adopted in November 2005, and amended in January 2006, is updated every 3 to 5 years. These, along with any other documents produced or adopted by the Volusia County MPO, are available for public review on a continuous basis at the MPO offices.

This includes access to various planning studies and research completed by the MPO that might influence the long-range transportation vision. The documents are typically distributed to board and committee members and are available for purchase by the public at a nominal cost or they can be downloaded from the MPO's website, www.volusiacountympo.com, for free.

Activities: Plans and documents are available to the public for review and comment.

Public Hearings, Review Periods and Access to Meetings

The MPO holds fully advertised public hearings prior to adopting major planning documents. Public hearings are also held prior to taking policy action on related special interests and other topics of importance. The hearings are advertised at least 15 days in advance of the hearing date to provide adequate notice to interested parties. Advertisements are placed in newspapers providing general circulation coverage for the Volusia County area and for that of the cities of Flagler Beach and Beverly Beach in Flagler County. This procedure ensures ample public participation and access to the planning process. It is also meant to satisfy Federal and State requirements to provide citizens "with a reasonable opportunity to comment" on a proposed plan or program.

Draft copies of the UPWP, TIP, Priority Project Lists, LRTP and Public Participation Plan are also subject to a public review period when they are being revised / updated. During this time, the documents are placed in an accessible location and are available for review by interested citizens. A minimum 30-day review period will be scheduled unless Federal or State timetables dictate otherwise.

The MPO Public Participation Plan requires a 45-day review and comment period, as noted on page 40.

Activities: All meetings of the MPO Board and its committees, subcommittees and working groups are open to the public. Agendas for these meetings are mailed in advance to MPO Board members and press. In addition, they are posted on the Volusia County MPO web site. Each agenda sets aside time for public comment regarding the transportation system and public attendance is welcomed. Written comment forms are provided at all regular meetings of the MPO Board for those citizens who are uncomfortable or unable to express their thoughts verbally. An example of the comment form is included in Appendix B. Written responses to public input are provided when appropriate.

Typical Schedule of Annual Products

January	February	March	April	May	June
	<p>(1) Release of Timeline for Annual Priority Project Lists (2) Appointments to Transportation Disadvantaged Local Coordinating Board</p>	<p>(1) Review of Draft Unified Planning Work Program (UPWP) (2) Endorsement of Draft Unified Planning Work Program (UPWP) for FDOT Review and Official Public Review Period</p>	<p>(1) Public Hearing on Draft Unified Planning Work Program (UPWP) (2) Approval of Resolution Adopting the UPWP (3) Approval of a Resolution for the De-Obligation of Funds</p>	<p>(1) Approval of MPO Budget (2) Endorsement of Transportation Improvement Program (TIP) for FDOT Review and Official Public Review Period</p>	<p>(1) Review Draft Priority Project Lists (2) Public Hearing on Transportation Improvement Program (TIP) (3) Approval of Transportation Improvement Program (TIP)</p>
July	August	September	October	November	December
	<p>(1) Approval of Priority Project Lists (2) Approval of Transportation Disadvantaged Planning Grant</p>	<p>(1) Approval of Resolution amending the Transportation Improvement Program (TIP)</p>	<p>(1) Appointment of Nominating Committee (2) Review of Legislative Issues</p>	<p>(1) Election of Chairman and Vice-Chairman (2) Approval of Legislative Issues</p>	

Project / Community Workshops

In addition to formal committee meetings and public hearings, the Volusia County MPO organizes workshops throughout the planning area to help inform the public about significant activities. These workshops may be used to explain the overall role of the MPO or to seek input regarding specific plans or projects being developed. The workshops are typically informal, thus creating an atmosphere where all participants can feel free to express their questions, opinions, ask questions or voice concerns regarding the transportation system. Comment forms are also provided for written comments from participants who are unwilling or unable to express themselves verbally at the workshops.

The MPO's Master Database / Contact List is used to identify potential workshop participants, however personal notices and invitations are supplemented by advertisements or flyers posted in public places. The workshops are scheduled in various geographic locations to accommodate residents throughout the planning area. Additionally, the meetings are scheduled at times and locations that are easily accessible to a wide audience.

Activities: MPO planning process as a whole or in part, specific projects, certifications, and other MPO activities.

Public Inquiries, Special Events and Miscellaneous Activities

The MPO staff members are available during normal business hours and at special events and workshops to respond to all public comments and questions regarding the plans and activities of the MPO. Interested citizens, business groups and community organizations routinely contact staff members to inquire about current planning efforts. Each staff member documents these contacts in a Public Involvement Contact Log (See Appendix A).

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

Activities: Continuous efforts to involve the general public in the MPO planning process through public inquiries, events, or other activities.

New Initiated Outreach Efforts

The Volusia County MPO is partnering with the Florida Department of Transportation District V to provide better graphic information on proposed design changes on projects currently in the Transportation Improvement Program (TIP) and the FDOT Work Program.

Activities: These graphics will be available through the TIP website and at public meetings.

SOCIO-CULTURAL EFFECTS AND PUBLIC PARTICIPATION

Although transportation system projects are undertaken in an attempt to improve conditions in and around a community, there are sometimes unintended negative impacts associated with the completion of a project. Socio-Cultural Effects (SCE) is a process that has been developed to evaluate the effects of a transportation action on a community and its quality of life. Public participation is an essential tool for completing the assessment process. Public participation activities help to identify the groups that may be affected by a transportation project and to document any impacts those groups perceive as significant. The involved parties can then provide insight into workable alternatives and mitigation options.

The Volusia County MPO has a strong commitment to increasing the public participation activities used in support of future SCE efforts. As the SCE process is further developed public participation activities targeting specific segments of the community will continue to increase.

COORDINATED ACTIVITIES IN PUBLIC PARTICIPATION

In addition to the public participation plans and processes outlined in this document, there are opportunities for public participation and review in the decision-making process through the activities of other transportation agencies in the Volusia County Planning Area. The Volusia County MPO has worked closely with these agencies in the past to share information and will continue to coordinate activities in the future. The organizations include, but are not limited to:

- Votran
- East Central Florida Regional Planning Council
- Central Florida MPO Alliance
- Florida Department of Transportation
- County and Municipal Governments

PUBLIC PARTICIPATION PROCEDURES

Due to the requirements for increased public participation coordination and documentation, the previously established public participation procedures must

be expanded to allow for more public input to ensure that the public is a key player in the planning and decision-making process.

MPO Policy Statement Regarding Public Participation

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

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

Public Participation Goal, Objectives and Policies

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

Objective 1: The Volusia County MPO shall actively engage the public in the transportation planning process according to the policies contained in this Public Participation Plan in accordance with State and Federal law.

Policy 1.1: The MPO shall maintain an up-to-date database of contacts including at a minimum the following persons:

- a. Elected Officials,
- b. Local Government Staff,
- c. Transportation Agencies (port, airports, transit, etc.),
- d. Local Media,
- e. Homeowner's Associations,
- f. Civic Groups,
- g. Special Interest Groups,
- h. Volusia County / Flagler County Libraries (for public display), and
- i. Individuals expressing an interest in transportation planning activities.

Policy 1.2: The MPO shall, when feasible, mail meeting announcements/invitations to the MPO community contact list or to targeted groups for upcoming activities.

Objective 2: The MPO shall keep the public informed of ongoing transportation related activities on a continuous basis.

Policy 2.1: The MPO shall make all publications and work products available to the public via the Internet and at the MPO office.

Policy 2.2: MPO 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.

Policy 2.3: The MPO shall produce a newsletter for distribution to the MPO Master Database / Contact List.

Policy 2.3.1: The newsletter shall be published a minimum of two times each calendar year.

Policy 2.3.2: The newsletter should include, at a minimum, updates on current or recently completed projects, design projects, announcements of upcoming meetings, and contact information.

Policy 2.4: The MPO shall maintain an Internet web site.

Policy 2.4.1: The web site shall be updated and maintained to provide the most current information available.

Policy 2.4.2: The web site shall, at a minimum, contain the following information:

- a. Contact information (mailing address, phone, fax, and e-mail)
- b. Current MPO and advisory committee membership
- c. Meeting calendars, agendas, and adopted minutes
- d. Brief descriptions of current projects
- e. Work products and publications (Transportation Improvement Program, Long Range Transportation Plan, Unified Planning Work Program, etc.)
- f. Links to related agencies (Florida Department of Transportation, Metropolitan Planning Organization Advisory Council, Votran, Federal Highway Administration, etc.)

Objective 3: The MPO shall encourage the participation of all citizens in Volusia County and in the cities of Flagler Beach and Beverly Beach in Flagler County in the transportation planning process.

Policy 3.1: Target audiences shall be identified for each planning study conducted by the MPO, 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.

Policy 3.2: The MPO shall, whenever feasible, hold public meetings, workshops, and hearings at a site convenient to potentially affected citizens.

Objective 4: The MPO shall strive to continuously improve public participation.

Policy 4.1: The MPO shall continuously evaluate public participation techniques, according to the procedures contained in the Volusia County Metropolitan Planning Organization's Public Participation Plan.

Policy 4.2: The Public Participation Plan shall be reviewed and adopted, with revisions if necessary, every two (2) years.

MEASURES OF EFFECTIVENESS

The Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT) require the MPO to continuously evaluate the effectiveness of public participation activities. By continuously evaluating these activities, it is possible to identify ineffective programs and subsequently discontinue those efforts. In addition, it is possible to identify successful or low cost strategies that should be utilized in the future. The MPO recognizes the importance of these measures as a way to ensure that the public participation process is working well and providing meaningful results.

The following measures of effectiveness provide a standard framework with which to measure the public participation techniques utilized by the Volusia County MPO.

Public Participation Evaluation Matrix

MPO Board, Committees, and Staff				
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period
<i>Scheduled Meetings</i>	Monitor meeting attendance of members and alternates	Strive for 100% participation by appointed committee members	Include minimum standards for meeting attendance in the MPO By-Laws and report attendance records to the Board	Monthly
	Monitor demographic representation of appointed committee members	When possible, fill available positions with citizens that represent varied demographic populations	Identify open positions and assist board members in recruiting public participants when requested	Monthly
	Document press and citizen attendance and comments at regularly scheduled meetings	Ensure an opportunity for public comment at all meetings & record the attendance & participation of nonmembers	Encourage attendance and participation of interested parties through public notices, advertising, "networking" and posting meeting notices on the Internet	Monthly

Ongoing Public Participation Strategies				
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period
<i>Open Access to Plans and Documents</i>	Monitor the daily public review of plans and reports maintained within the MPO offices	Ensure ample opportunity for press and public review of all records	Promote/encourage review of MPO documents	Monthly
<i>Requests for Information</i>	Number of calls, e-mail, and other verbal and written inquiries	Respond to all requests by the general public	Use Public Involvement Contact Logs to document information provided and actions taken	Monthly
<i>MPO Master Database / Community Contact List</i>	Number of recipients on master contact listing	Maintain 1,400+ interested parties in the Master Database / Community Contact List	Identify interested parties during public events and workshops and through the SCE process	Monthly
	Monitor returned mail	Ensure 100% accuracy for mailings	Review and correct mailing list on a regular basis	Weekly
<i>Community Workshops and Public Hearings</i>	Attendance	Expected attendance will vary - set goals for each event	Use advertising, public notice, flyers, invitations and press releases Schedule at varying times and locations	As needed
	Feedback & Participation	Encourage participants to provide written or verbal input	Use surveys, comment sheets, interactive exercises, games, etc. to increase participation	As needed
	Record attendance levels and feedback from each effort	Strive for increased levels of attendance and other responses throughout the year	Use advertising, public notice and press releases Schedule at varying times and locations	As needed

Ongoing Public Participation Strategies (continued)				
Public Participation Tool	Evaluation Criteria	Performance Goal	Performance Strategies	Review Period
<i>Media/News Releases and Articles</i>	Number of news articles and level of press coverage	Strive for increased media coverage of MPO activities	Issue press releases and develop positive relationships with media representatives	Weekly
<i>Printed Materials and Marketing Items</i>	Newsletters distributed	Increase distribution annually	Identify interested recipients during public events and workshops and through the SCE process	Annually
	Layman's Guides Distributed	Distribute to new persons in the MPO Master Database / Community Contact List and at community events	Identify interested recipients during public events and workshops and through the SCE process	Annually
<i>MPO Web Site</i>	Number of site visitors	Maintain user-friendly website	Issue press releases and increase links from other sites.	Annually
<i>Project Specific Efforts</i>	Document public involvement activities for special projects	Ensure the performance of public involvement meets the goals established for the project	As established for each project	As needed
<i>Public Inquiry, Special Events, & Miscellaneous Activities</i>	Number of special events involving MPO staff	Attend community events as requested by the general public and/or groups/organizations	Participate in various public events throughout the county where MPO activities can be discussed	As needed
	Number of public inquiries logged (calls, e-mail)	Respond to 100% of the public inquiries	None	As needed

SUMMARY

The Volusia County MPO recognizes the importance of the public participation process as a means to inform, educate, and involve citizens in the transportation decisions that impact our daily lives. By involving the public in the planning process early and often, transportation planners are better able to ensure that plans and programs are developed in a way that reflects our community values and benefits all segments of the population equally.

The MPO Public Participation Plan has been developed to help the MPO staff and committees administer an effective public participation program. Citizen input was provided through the CAC and a 45 day review period was established. Future updates to this manual will incorporate new and innovative strategies as they are developed.

DOCUMENT REVIEW AND ADVERTISING SCHEDULE

Long Range Transportation Plan (LRTP)

- Review and updated at least every 5 years
- Minimum 30-day comment period prior to adoption and/or revision
- Legal advertisements to be published in following newspapers:
 - The Daytona Beach News Journal (covers Volusia & Flagler Counties)
 - The Orlando Sentinel (Volusia County Section)
 - The Deltona-DeLand Beacon
 - The Daytona Times
 - The Observer (New Smyrna Beach)
- Publish advertisement one (1) time
- Post draft document for review on the MPO website (www.volusiacountympo.com)
- Post immediately after authorization received from MPO Board on notifying public document is available for public comment (ensure that 30-day comment period is provided)
- Forward document to the Federal and State agencies for their official review and comments (as mandated in the State of Florida's MPO Program Management Handbook)
 - Florida Department of Transportation (FDOT)
 - Federal Highway Administration (FHWA) (forwarded through the FDOT)
 - Federal Transit Administration (FTA) (forwarded through the FDOT; then FHWA)
 - Local Legislative Delegations (Volusia & Flagler Counties)
 - Florida State Clearinghouse, Florida Department of Environmental Protection
 - Community Planning, Florida Department of Community Affairs
 - Federal Aviation Administration Airport District Office
- Advertisement to include information on public hearing to be held during regularly scheduled MPO Board meeting; hearing will be held prior to adoption of the LRTP
- Post legal advertisement on MPO website (www.volusiacountympo.com)
 - Immediately after authorization received from MPO Board on notifying public document is available for public comment
- Review through MPO committee process (MPO, TCC, CAC, and BPAC)
- The document is approved by the MPO Board
- Distribute final adopted copies to appropriate Federal and State Agencies (as mandated in the State of Florida's MPO Program Management Handbook)
 - Florida Department of Transportation (FDOT)
 - MPO Planning Coordinator
 - Administrator, Transit Planning & Commuter Assistance

- Federal Highway Administration (FHWA) (*forwarded through the FDOT*)
- Federal Transit Administration (FTA) (*forwarded through the FDOT; then FHWA*)
- Local Legislative Delegations (Volusia & Flagler Counties)
- Florida State Clearinghouse, Florida Department of Environmental Protection
- Community Planning, Florida Department of Community Affairs
- Federal Aviation Administration Airport District Office (*forwarded through the FDOT*)
- Post adopted document on the MPO website (www.volusiacountympo.com)

Unified Planning Work Program (UPWP)

- Reviewed and adopted annually
- Minimum 30-day comment period prior to adoption and/or revision
- Legal advertisements to be published in following newspapers:
 - The Daytona Beach News Journal (covers Volusia & Flagler Counties)
 - The Orlando Sentinel (Volusia County Section)
 - The Deltona-DeLand Beacon
 - The Daytona Times
 - The Observer (New Smyrna Beach)
- Publish advertisement one (1) time
- Post immediately after authorization received from MPO Board on notifying public document is available for public comment (ensure that 30-day comment period is provided)
- Post draft document for review on the MPO website (www.volusiacountympo.com)
- Forward document to the Federal and State agencies for their official review and comments (as mandated in the State of Florida's MPO Program Management Handbook)
 - Florida Department of Transportation (FDOT)
 - Federal Highway Administration (FHWA) (*forwarded through the FDOT*)
 - Federal Transit Administration (FTA) (*forwarded through the FDOT; then FHWA*)
 - Local Legislative Delegations (Volusia & Flagler Counties)
 - Florida State Clearinghouse, Florida Department of Environmental Protection
 - Community Planning, Florida Department of Community Affairs
- Draft UPWP must be submitted to the reviewing agencies no later than March 15
- By May 15, the MPO will address all comments and adopt the Final UPWP

- Advertisement to include information on public hearing to be held during regularly scheduled MPO Board meeting; hearing will be held prior to adoption of the UPWP
- Post legal advertisement on MPO website (www.volusiacountympo.com)
 - Immediately after authorization received from MPO Board on notifying public document is available for public comment
- Review through MPO committee process (MPO, TCC, CAC, and BPAC)
- The document is approved by the MPO Board
- Distribute final adopted copies to appropriate Federal and State Agencies (as mandated in the State of Florida's MPO Program Management Handbook)
 - Florida Department of Transportation (FDOT)
 - Federal Highway Administration (FHWA) (forwarded through the FDOT)
 - Federal Transit Administration (FTA) (forwarded through the FDOT; then FHWA)
 - Local Legislative Delegations (Volusia & Flagler Counties)
 - Florida State Clearinghouse, Florida Department of Environmental Protection
 - Community Planning, Florida Department of Community Affairs
 - Federal Aviation Administration Airport District Office
 - If the UPWP includes projects that may impact airport facilities
- Post adopted document on the MPO website (www.volusiacountympo.com)

Transportation Improvement Program (TIP)

- Reviewed and adopted annually
- Minimum 30-day comment period prior to adoption and/or revision
- Legal advertisements to be published in following newspapers:
 - The Daytona Beach News Journal (covers Volusia & Flagler Counties)
 - The Orlando Sentinel (Volusia County Section)
 - The Deltona-DeLand Beacon
 - The Daytona Times
 - The Observer (New Smyrna Beach)
- Publish advertisement one (1) time
- Post draft document for review on the MPO website (www.volusiacountympo.com)
- Post immediately after authorization received from MPO Board on notifying public document is available for public comment (ensure that 30-day comment period is provided)
- Forward document to the Federal and State agencies for their official review and comments (as mandated in the State of Florida's MPO Program Management Handbook)

- Florida Department of Transportation (FDOT)
- Federal Highway Administration (FHWA) (forwarded through the FDOT)
- Federal Transit Administration (FTA) (forwarded through the FDOT; then FHWA)
- Local Legislative Delegations (Volusia & Flagler Counties)
- Florida State Clearinghouse, Florida Department of Environmental Protection
- Community Planning, Florida Department of Community Affairs
 - Must be submitted at least 45 days before the FDOT submits the STIP to the FHWA and the FTA for approval
- Federal Aviation Administration Airport District Office
 - If the TIP includes projects that may impact airport facilities
- Advertisement to include information on public hearing to be held during regularly scheduled MPO Board meeting; hearing will be held prior to adoption of the TIP
- Post legal advertisement on MPO website (www.volusiacountympo.com)
 - Immediately after authorization received from MPO Board on notifying public document is available for public comment
- Review through MPO committee process (MPO, TCC, CAC, and BPAC)
- The document is approved by the MPO Board
- Distribute final adopted copies to appropriate Federal and State Agencies (as mandated in the State of Florida's MPO Program Management Handbook)
 - Florida Department of Transportation (FDOT)
 - Federal Highway Administration (FHWA) (*forwarded through the FDOT*)
 - Federal Transit Administration (FTA) (*forwarded through the FDOT; then FHWA*)
 - Local Legislative Delegations (Volusia & Flagler Counties)
 - Florida State Clearinghouse, Florida Department of Environmental Protection
 - Community Planning, Florida Department of Community Affairs
 - Must be submitted at least 45 days before the FDOT submits the STIP to the FHWA and the FTA for approval
 - Federal Aviation Administration Airport District Office
 - If the TIP includes projects that may impact airport facilities
- Post adopted document on the MPO website (www.volusiacountympo.com)

Priority Project Lists

- Reviewed and adopted annually
- Minimum 30-day comment period prior to adoption and/or revision
- Legal advertisements to be published in following newspapers:

- The Daytona Beach News Journal (covers Volusia & Flagler Counties)
- The Orlando Sentinel (Volusia County Section)
- The Deltona-DeLand Beacon
- The Daytona Times
- The Observer (New Smyrna Beach)
- Publish advertisement one (1) time
 - Post immediately after authorization received from MPO Board on notifying public document is available for public comment (ensure that 30-day comment period is provided)
 - Forward to Federal and State agencies for official review and comment
 - Advertisement to include information on public hearing to be held during regularly scheduled MPO Board meeting; hearing will be held prior to adoption of the Priority Project Lists
- Post draft document for review on the MPO website (www.volusiacountympo.com)
- Post legal advertisement on MPO website (www.volusiacountympo.com)
 - Immediately after authorization received from MPO Board on notifying public document is available for public comment
- Review through MPO committee process (MPO, TCC, CAC, and BPAC)
- The document is approved by the MPO Board
- Distribute final adopted copies to the Florida Department of Transportation (FDOT)
- Post adopted document on the MPO website (www.volusiacountympo.com)

Transit Development Plan (TDP)

- Major updates are required every three years
 - (Note: proposed changes may extend this period to every five years with a planning horizon of ten years)
- Minor updates must be submitted on an annual basis for the years between major updates
- A specialized public participation plan is developed for the major updates
- Public outreach typically includes a kick-off meeting
- Presentations to MPO Board and subcommittees at the start of the project and at various points throughout the development of the plan
- The MPO, TCC, CAC, BPAC, and TDCLB members are able to review and comment during regularly scheduled subcommittee meetings and comments from the general public is solicited during public meetings.
- Surveys are conducted on board all fixed-route vehicles, mailed to Gold riders, and given to bus operators to gain their suggestions and recommendations to the public transportation services in Volusia County.
- Stakeholder interviews are also performed.

- A public hearing is held prior to adoption of the Transit Development Plan (TDP) by the Volusia County Council.
- The TDP is developed through the MPO structure
 - Technical input is received from the TCC
 - Citizen input is received from the CAC, BPAC and TDLCB
- Approval of the TDP is provided by the Volusia County Council.
- Post adopted document on the MPO website (www.volusiacountympo.com)

Transportation Disadvantaged Service Plan (TDSP)

- Major updates are required every five years
- Minor updates must be submitted on an annual basis for the years between major updates
- The TDSP is reviewed and approved by the TDLCB and then forwarded to the Commission for the Transportation Disadvantaged.
- This document is required by the State Commission for the Transportation Disadvantaged (CTD)
- A specialized public participation plan is developed for the major updates
- Public outreach typically includes a kick-off meeting
 - Presentations to MPO Board and subcommittees at the start of the project and at various points throughout the development of the plan
 - The MPO, TCC, CAC, BPAC, and TDCLB members are able to review and comment during regularly scheduled subcommittee meetings and comments from the general public is solicited during these public meetings.
 - Surveys are conducted on board all fixed-route vehicles, mailed to Gold riders, and given to bus operators to gain their suggestions and recommendations to the public transportation services in Volusia County.
 - Stakeholder interviews are also performed.
 - A public hearing on the TDSP is not required.
- Post adopted document on the MPO website (www.volusiacountympo.com)

Congestion Management Process (CMP)

- Reviewed and adopted (periodically)
- Minimum 30-day comment period prior to adoption and/or revision
- Legal advertisements to be published in following newspapers:
 - The Daytona Beach News Journal (covers Volusia & Flagler Counties)
 - The Orlando Sentinel (Volusia County Section)
 - The Deltona-DeLand Beacon
 - The Daytona Times
 - The Observer (New Smyrna Beach)

- Publish advertisement one (1) time
- Post immediately after authorization received from MPO Board on notifying public document is available for public comment (ensure that 30-day comment period is provided)
- Post draft document for review on the MPO website (www.volusiacountympo.com)
- Forward document to the Federal and State agencies for their official review and comments:
 - Florida Department of Transportation (FDOT)
 - Federal Highway Administration (FHWA) (forwarded through the FDOT)
 - Federal Transit Administration (FTA) (forwarded through the FDOT; then FHWA)
 - Local Legislative Delegations (Volusia & Flagler Counties)
 - Florida State Clearinghouse, Florida Department of Environmental Protection
 - Community Planning, Florida Department of Community Affairs
 - Federal Aviation Administration Airport District Office
- Advertisement to include information on public hearing to be held during regularly scheduled MPO Board meeting; hearing will be held prior to adoption of the CMP Plan
- Post legal advertisement on MPO website (www.volusiacountympo.com)
 - Immediately after authorization received from MPO Board on notifying public document is available for public comment
- Review through MPO committee process (MPO, TCC, CAC, and BPAC)
- The document is approved by the MPO Board
- Distribute final adopted copies to appropriate Federal and State Agencies
 - Florida Department of Transportation (FDOT)
 - Federal Highway Administration (FHWA) (*forwarded through the FDOT*)
 - Federal Transit Administration (FTA) (*forwarded through the FDOT; then FHWA*)
 - Local Legislative Delegations (Volusia & Flagler Counties)
 - Florida State Clearinghouse, Florida Department of Environmental Protection
 - Community Planning, Florida Department of Community Affairs
 - Federal Aviation Administration Airport District Office
- Post adopted document on the MPO website (www.volusiacountympo.com)

Title VI Implementation & Accomplishment Plan:

- Reviewed and assessed annually to determine if revisions are needed
- Minimum 30-day comment period prior to adoption and/or revision
- Legal advertisements to be published in following newspapers:
 - The Daytona Beach News Journal (covers Volusia & Flagler Counties)
 - The Orlando Sentinel (Volusia County Section)

- The Deltona-DeLand Beacon
 - The Daytona Times
 - The Observer (New Smyrna Beach)
- Publish advertisement one (1) time
- Post immediately after authorization received from MPO Board on notifying public document is available for public comment (ensure that 30-day comment period is provided)
- Post draft document for review on the MPO website (www.volusiacountympo.com)
- Advertisement to include information on public hearing to be held during regularly scheduled MPO Board meeting; hearing will be held prior to adoption of the Title VI Implementation & Accomplishment Plan
- Post legal advertisement on MPO website (www.volusiacountympo.com)
 - Immediately after authorization received from MPO Board on notifying public document is available for public comment
- Review through MPO committee process (MPO, TCC, CAC, and BPAC)
- The document is approved by the MPO Board
- Distribute final adopted copies to appropriate Federal and State Agencies
 - Florida Department of Transportation (FDOT)
 - Federal Highway Administration (FHWA) (*forwarded through the FDOT*)
 - Federal Transit Administration (FTA) (*forwarded through the FDOT; then FHWA*)
- Post adopted document on the MPO website (www.volusiacountympo.com)

Public Participation Plan:

- Review and assess every two (2) years
- Minimum 45-day comment period prior to adoption and/or revision
- Legal advertisements to be published in following newspapers:
 - The Daytona Beach News Journal (covers Volusia & Flagler Counties)
 - The Orlando Sentinel (Volusia County Section)
 - The Deltona-DeLand Beacon
 - The Daytona Times
 - The Observer (New Smyrna Beach)
 - Publish advertisement one (1) time
 - Post immediately after authorization received from MPO Board on notifying public document is available for public comment (ensure that 45-day comment period is provided)
 - Forward to Federal and State agencies for official review and comment
 - Advertisement to include information on public hearing to be held during regularly scheduled MPO Board meeting; hearing will be held prior to adoption of the PIP

- Post draft document for review on the MPO website (www.volusiacountympo.com)
- Post legal advertisement on MPO website (www.volusiacountympo.com)
 - Immediately after authorization received from MPO Board on notifying public document is available for public comment
- Review through MPO committee process (MPO, TCC, CAC, BPAC, and TDLCB)
- Official review by federal and state agencies:
 - Florida Department of Transportation (FDOT)
 - Federal Highway Administration (FHWA)
 - Federal Transit Administration (FTA)
- The document is approved by the MPO Board
- Post adopted document on the MPO website (www.volusiacountympo.com)

Bicycle and Pedestrian Comprehensive Plan

- Reviewed and adopted (periodically)
- Minimum 30-day comment period prior to adoption and/or revision
- Post draft document for review on the MPO website (www.volusiacountympo.com)
- The document is approved by the MPO Board
- Distribute final adopted copies to appropriate local agencies
- Post adopted document on the MPO website (www.volusiacountympo.com)

Appendix A

Public Involvement Contact Log
Staff Member: _____

Date	Contact Information (name, agency, address, phone)	Type of Contact (phone, e-mail, in-person)	Topic Discussed	Follow Up Action (date, type of action taken, materials provided, etc.)

Appendix B

Date: _____

Dear Citizen:

Public participation is encouraged on matters on the agenda. If you desire to be recognized by the Chair, please fill out this form and place it in the box provided (preferably **PRIOR** to the start of the meeting).

The Chair will recognize persons wishing to comment on **items not on the agenda** under the designated press/citizens comment period noted on the agenda.

Thank you for your cooperation.

Karl D. Welzenbach, Executive Director
Volusia County MPO

Name: _____

Street Address: _____ City: _____

Are you representing a group or organization? _____

Agenda Item(s):

Request for Public Comment on Agenda Item(s)

Date: _____

Dear Citizen:

Public participation is encouraged on matters on the agenda. If you desire to be recognized by the Chair, please fill out this form and place it in the box provided (preferably **PRIOR** to the start of the meeting).

The Chair will recognize persons wishing to comment on **items not on the agenda** under the designated press/citizens comment period noted on the agenda.

Thank you for your cooperation.

Karl D. Welzenbach, Executive Director
Volusia County MPO

Name: _____

Street Address: _____ City: _____

Are you representing a group or organization? _____

Agenda Item(s):



**Transportation
Planning**

Long Range Transportation Plan

Volusia County MPO

2570 W. Int'l Speedway Blvd.,
Suite 120
Daytona Beach, FL 32114-8145

Phone: 386-226-0422
Fax: 386-226-0428
www.volusiacountympo.com

Name: _____ Phone: _____

Address: _____ Date: _____

Comments: _____



**Transportation
Planning**

Long Range Transportation Plan

Volusia County MPO

2570 W. Int'l Speedway Blvd.,
Suite 120
Daytona Beach, FL 32114-8145

Phone: 386-226-0422
Fax: 386-226-0428
www.volusiacountympo.com

Name: _____ Phone: _____

Address: _____ Date: _____

Comments: _____

