



# MEETING NOTICE

Please be advised that the **VOLUSIA TRANSPORTATION PLANNING ORGANIZATION BOARD** (VTPO) will be meeting on:

**DATE:** Tuesday, March 22, 2011  
**TIME:** 8:00 a.m.  
**PLACE:** Volusia TPO  
2570 W. International Speedway Blvd., Suite 100  
Daytona Beach, Florida 32141

***NOTE: PLEASE SILENCE ALL BEEPERS AND CELL PHONES DURING THE BOARD MEETING***

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**Commissioner Leigh Matusick, Chairperson Presiding**

## **AGENDA**

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- II. PLEDGE OF ALLEGIANCE**
- III. PRESENTATION TO OUTGOING MEMBER**
- IV. PUBLIC COMMENT/PARTICIPATION** *(Length of time at the discretion of the Chairman)*
- V. CONSENT AGENDA**
  - A. APPROVAL OF FEBRUARY 22, 2011 MEETING MINUTES** *(Contact: Pamela Blankenship) (Enclosures, pages 3-13)*
  - B. APPROVAL OF TREASURER'S REPORT** *(Contact: Herb Seely) (Enclosure, pages 1, 14)*
  - C. EXECUTIVE COMMITTEE** -- *Report by Commissioner Leigh Matusick, Presiding Chairperson (Enclosures, pages 1, 15)*
  - D. TECHNICAL COORDINATING COMMITTEE** -- *Report by Mr. William McCord, TCC Chairman (To be distributed under separate cover) (Enclosure, page 1)*
  - E. CITIZENS' ADVISORY COMMITTEE** -- *Report by Mr. Peter Hauser, CAC Chairman (To be distributed under separate cover) (Enclosure, page 1)*

- F. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE** - - *Report by Ms. A.J. Devies, Chairperson (Enclosure, page 1)*
- G. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD** –*Report by County Chairman Frank T. Bruno Jr. (Enclosures, pages 1, 16)*
- H. TDLCB APPOINTMENTS** (*Contact: Carole M. Hinkley (Enclosures, pages 1, 17)*)
- I. CODY PERSONNEL STUDY AND RECOMMENDATION REPORT** (*Contact: Lois Bollenback (Enclosure, pages 1, 18-47)*)
- VI. ACTION ITEMS**
- A. REVIEW AND APPROVAL OF RESOLUTION 2011-02 AMENDING VOLUSIA TPO'S FY 2010/11-2011/12 UNIFIED PLANNING WORK PROGRAM TO IMPLEMENT CORRIDOR IMPROVEMENT PROGRAM** (*Contact: Karl Welzenbach (Enclosures, pages 48-50)*)
- VII. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS**
- A. PRESENTATION ON THE ECONOMIC BENEFIT OF MULTI-USE TRAILS** (*Contact: Tara McCue and Elizabeth Rothbeind, ECFRPC (Enclosure, page 51)*)
- B. PRESENTATION ON DEBARY'S TRANSIT ORIENTED DEVELOPMENT PLAN (TOD)** (*Contact: Rebecca Hammock (Enclosure, page 52)*)
- C. FDOT REPORTS** (*Contact: Steve Friedel, FDOT District V (Enclosures, pages 53-60)*)
- VIII. EXECUTIVE DIRECTOR'S REPORT** (*Enclosure, page 61*)
- IX. VOLUSIA TPO MEMBER COMMENTS** (*Enclosure, page 61*)
- X. INFORMATION ITEMS** (*Enclosures, pages 61-64*)
- Citizens' Advisory Committee Attendance Record – 2011
  - Technical Coordinating Committee Attendance Report – 2011
  - Bicycle/Pedestrian Advisory Committee Attendance Record – 2011
- XI. ADJOURNMENT** (*Enclosure, page 61*)

***\*\*The next meeting of the Volusia TPO Board is Tuesday, April 26, 2011\*\****

*Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 21, at least five (5) working days prior to the meeting date.*

## MEETING SUMMARY

MARCH 22, 2011

### V. CONSENT AGENDA

#### A. APPROVAL OF FEBRUARY 22, 2011 MEETING MINUTES

Minutes are prepared for each Board meeting and said minutes must be approved by the Volusia TPO Board.

#### B. APPROVAL OF TREASURER'S REPORT

Monthly Treasurer Reports are prepared for review and approval by the Volusia TPO Board. The corrected February 2011 Treasurer's Report is included for your information.

#### C. EXECUTIVE COMMITTEE REPORT *(enclosed)*

#### D. TECHNICAL COORDINATING COMMITTEE REPORT *(to be provided under separate cover)*

#### E. CITIZENS' ADVISORY COMMITTEE REPORT *(to be provided under separate cover)*

#### F. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT

The March 9, 2011 BPAC meeting was cancelled due to the inability to obtain quorum.

#### G. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD *(enclosed)*

#### H. TDLCB APPOINTMENTS *(enclosed)*

#### I. CODY PERSONNEL STUDY AND RECOMMENDATIONS REPORT *(enclosed)*

**ACTION REQUESTED:**

**MOTION TO APPROVE THE CONSENT AGENDA**

**Minutes**  
**Volusia Transportation Planning Organization**

2570 W. International Speedway Boulevard, Suite 100  
Daytona Beach, FL 32114-8145

**February 22, 2011**

**Members Present:**

Commissioner John McDonald \*\*  
Commissioner Robert Gilliland  
Mayor Harry Jennings \*\*  
Commissioner Leigh Matusick  
Commissioner Herb Zischkau  
Councilman Ted Cooper  
Commissioner Liz Patton  
Commissioner Lynne Plaskett  
Commissioner Ron Engele \*\*  
Mayor Ed Kelley  
Vice Mayor Jeff Allebach \*\*  
Mayor James Sowell \*\*  
Mayor Kris Derr  
Council Member Bob Ford  
Vice Mayor Nancy Long  
County Chair Frank Bruno  
Council Member Joie Alexander  
Council Member Joshua Wagner  
Council Member Pat Northey  
Steve Friedel (non-voting)  
Peter C. Hauser (non-voting)  
Bill McCord (non-voting)  
A.J. Devies (non-voting)

**Members Absent:**

Council Member Jack Lenzen  
Commissioner Rick Basso  
Council Member Andy Kelly (excused)  
Council Member Joyce Cusack  
Diane J. Smith (non-voting) (excused)

**Representing:**

Beverly Beach  
Daytona Beach  
Daytona Beach Shores  
DeLand  
Deltona  
Edgewater  
Holly Hill  
New Smyrna Beach  
Oak Hill  
Ormond Beach  
Orange City  
Pierson  
Ponce Inlet  
Port Orange  
South Daytona  
Volusia County  
Volusia County  
Volusia County  
Volusia County  
FDOT District V  
CAC Chairman  
TCC Chairman  
BPAC Chairperson

**Representing:**

DeBary  
Lake Helen  
Volusia County  
Volusia County  
Volusia County School Board

**\*\* Non-voting member in the small city vote rotation**

**Others Present:**

Pamela Blankenship, Recording Secretary  
Karl Welzenbach  
Stephan Harris  
Lois Bollenback  
Carole Hinkley  
Bob Keeth  
Jean Parlow  
Council Member Billie Wheeler  
Mike Ruland  
Mary Schoelzel  
George Lovett  
George Recktenwald  
Paul McKitrick  
Heather Blanck  
Kassandra Blissett  
Sharol Robinson  
DeAnn Parker  
Arlene Smith  
Big John

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
Daytona Beach Shores  
FDOT  
FDOT  
FDOT  
Volusia County  
Daytona Beach  
Votran  
DeBary  
CMS Daytona Beach  
New Smyrna Beach  
Daytona Beach Int'l Airport  
Press

**I. Call to Order / Roll Call / Determination of Quorum**

The meeting of the **Volusia Transportation Planning Organization (VTPO)** was called to order at 8:00 a.m. by Presiding Chairperson Leigh Matusick. The roll was called and it was determined that a quorum was present.

**II. Pledge of Allegiance****III. Public Comment/Participation**

There were no public comments.

**IV. Consent Agenda**

- A) Approval of January 25, 2011 TPO Meeting Minutes
- B) Approval of Treasurer's Report
- C) Executive Committee Report
- D) Technical Coordinating Committee Report
- E) Citizens' Advisory Committee Report
- F) Bicycle/Pedestrian Advisory Committee Report
- G) LRTP Subcommittee Meeting Summary
- H) TDLCB Appointments
- I) MPOAC Report
- J) Transportation Funding Task Force Report

**MOTION:** *Commissioner Gilliland moved approval of the consent agenda. The motion was seconded by County Chair Bruno and carried unanimously.*

V. Action Items

A) Review and Approval of Resolution 2011-02 Amending the Volusia TPOs FY 2010/11 – 2011/12 Unified Planning Work Program to Implement a Corridor Improvement Program

Presiding Chairperson Matusick stated that while the CAC recommended approval of this initiative, the TCC had requested that the decision regarding a corridor improvement program be delayed one month until the Mobility Working Group had time to discuss and narrow down the idea.

Mr. Welzenbach explained that the TCC seemed to be in general agreement with the idea of a corridor improvement program; however, they were split regarding the depth of the analysis of the corridors. They asked for the Mobility Working Group to discuss the best direction and details regarding the corridor improvement program.

Vice Chairman Cooper asked what Mr. Welzenbach thought was the best avenue to take regarding the corridor studies.

Mr. Welzenbach responded that many good ideas had come up since the original idea was put forth. One or more studies have been performed on all the corridors in Volusia County; the general idea is to consolidate the studies that have been completed, and from those, identify projects that may be worth pursuing. Once identified, the cities would then apply for funding for those projects. Another idea discussed was similar but would look at land use: what should we do with what we currently have? If the latter idea was pursued, it would take much longer, up to 12-18 months.

Vice Chairman Cooper asked if Mr. Welzenbach wanted the TPO Board to approve what he recommended.

Mr. Welzenbach responded that he would prefer to wait to see what the TCC recommends.

**MOTION:** *Mayor Kelley moved to delay action on the enactment of a corridor improvement program until the March 22, 2011 TPO Board meeting, at which time the TCC would provide a recommendation. Council Member Alexander seconded the motion.*

TCC Chairman McCord asked if any of the funds put aside for this program had been expended.

Mr. Welzenbach stated that none of the funds had been used. He noted that when the corridor discussion was brought up, two local governments had indicated that they would be applying for funds for feasibility studies (the funds had not been used in many years because none of the local jurisdictions had applied for that funding).

TCC Chairman McCord noted that the focus of the resolution was to identify a policy decision but the TCC got off-track trying to identify specific types of projects.

***The motion carried unanimously.***

B) Review and Approval of Resolution 2011-04 Adopting the Volusia TPOs 2035 Needs Plan

Mr. Welzenbach noted that the TPOs 2035 LRTP had as many transit projects as it did road projects, which was a first for the TPO. He went on to explain that the LRTP Subcommittee also defined a transportation need and developed the listing based on the definition and criteria. He explained that there were two corrections to the needs plan which was included in the agenda: SR 600/ US 17-92 widening to six lanes, from Enterprise Road to SR 472. Both Orange City and the TCC recommended that this project be removed because Orange City does not support it; second, Votran bike racks should also be removed from plan because legally, no more racks can be added to Votran's busses.

TCC Chairman McCord noted that there was one project that the TCC did not vote in favor of, the Pioneer Trail interchange. The project was on the 2025 LRTP and there have been a number of studies completed since the 2025 plan was adopted, all of which indicated that there was a need for the interchange (including the I-95 Strategic Plan and the SOAR Analysis). He requested that the Pioneer Trail interchange be added to the unfunded needs plan, noting that its inclusion does not dictate that the TPO Board must pursue it.

Discussion ensued.

Council Member Northey stated that she did not feel it was appropriate to make a motion to include the Pioneer Trail Interchange on the 2035 Needs Plan at this point in the process.

***MOTION: Council Member Northey moved to approve Resolution 2011-04 adopting the Volusia TPOs 2035 Needs Plan as corrected with the two projects removed (SR 600/US 17/92 widening and Votran Bicycle racks). The motion was seconded by Commissioner Plaskett.***

County Chair Bruno asked why the Orange Avenue repair was not included on the list.

Ms. Bollenback replied that it had not been submitted as a capacity project.

Mr. Welzenbach explained that it was a utility project not a transportation improvement. Daytona Beach is expected to pursue an earmark. The needs list is for unfunded projects that were not included in the cost feasible 2035 LRTP.

Commissioner Zischkau commented that there were no projects from Deltona on the needs plan. He added that he agreed with Council Member Northey that it is too late to add projects to the needs list.

Presiding Chairperson Matusick noted that the projects that are included on the needs plan came through the TCC, not the TPO Board.

***The motion carried with Council Member Ford and Commissioner Zischkau voting in opposition.***

C) Review and Approval of Letter to Congressman Mica Regarding Increased Truck Weights

Mr. Welzenbach noted that the number of trailers allowed on roads is a state decision and currently, large trailers are only allowed on the Turnpike in the state of Florida. He suggested that the last sentence in the draft letter to Congressman Mica should be edited to say "...the TPO opposes any increase in allowable truck weights on our nation's highways." He noted that in Florida, incidents with trucks, fatal or otherwise, have decreased in the past ten years by 10%. Injuries and fatalities have decreased as well while the number of trucks on the road has increased.

TCC Chairman McCord stated that the TCC was in support of the regulations restricting truck weights. He added that there could be a move by the trucking industry to increase the number of hours that drivers can operate the trucks. He stated that it was important to include that the TPO does not support an increase in allowable operator hours in the letter.

Discussion ensued.

***MOTION: Council Member Northey moved to approve the letter to Congressman Mica with the removal of the reference to the number of trailers and the addition of a sentence stating the TPO does not support an increase in allowable driver hours. Commissioner Zischkau seconded the motion.***

Mayor Kelley asked about the way the motion was made.

Council Member Northey withdrew her motion; Commissioner Zischkau withdrew his second.



**MOTION:** *Council Member Ford moved to approve the letter to Congressman Mica with the removal of the reference to the number of trailers. Council Member Northey seconded the motion.*

Commissioner Zischkau called a point of order. He explained that the proper parliamentary procedure was to have an amendment to the motion first.

**MOTION:** *Council Member Northey moved to amend the letter to Congressman Mica to include the addition of a sentence stating the TPO does not support an increase in allowable hours of operation. Council Member Alexander seconded the motion. The motion carried with Council Member Allebach, Mayor Derr, Council Member Ford and Mayor Kelley voting nay.*

*The motion to approve the letter to Congressman Mica with the removal of the reference to the number of trailers carried unanimously.*

D) Review And Approval of the Volusia TPOs Legislative Initiatives for the 2011 Legislative Session

Mr. Welzenbach stated that the TCC had recommended that an additional bullet point be added to the legislative initiatives opposing any repeal of the red light running camera law that was passed last year.

Vice Chairman Cooper asked if more explicit information about different uses of mobile phones should be included; texting; messaging; photos, etc.

Mr. Welzenbach stated that the MPOAC and the CFMPOA were both supportive of the anti-texting law. He referenced a study that had been done by the American Automobile Insurance Association that looked at the rates of accidents in states that had passed anti-texting laws and states that had not. The study found that in states that had anti-texting laws, there were more accidents. He stated that supporting hands-free devices was the safest way to proceed.

Discussion continued.

Vice Chairman Cooper asked if any information was available on the state's intent to consolidate the Office of Greenways and Trails with the State Park System and if the reasons behind it were known.

Mr. Welzenbach responded that the argument being put forth by the Governor's office is reducing costs of government by consolidating different departments. The Office of Greenways and Trails has been a strong advocate to promote bicycle and pedestrian facilities in and around the state. They bought the land for the East Central Florida Regional Rail Trail.

Discussion ensued.

**MOTION:** *Council Member Northey moved to approve the Volusia TPOs Legislative Initiatives for the 2011 Legislative Session with the addition of a statement opposing any repeal of red light camera running law. The motion was seconded by Council Member Alexander.*

**MOTION:** *Mayor Kelley moved to remove the statement opposing the consolidation of the Office of Greenways and Trails with the State Park System and support combining them. The amendment to the legislative issues was seconded by Commissioner Zischkau. The motion failed with 5 yes and 9 no votes.*

Commissioner Plaskett stated that the increase in bus accidents is something that should be looked at; there has a large increase in the number of school and regular bus accidents on Florida's highways. She requested that the issue be discussed at a future Board meeting.

Mr. Welzenbach stated he would research the accident rates and bring the information back in March.

***The original motion carried unanimously.***

VI. Presentations, Status Reports, and Discussion Items

A) Presentation on the Draft Summary of TPO Retreat

Mr. Welzenbach gave a brief summary of the TPO Strategic Planning Retreat which had been held in January. The comments received from attendees were positive and it appears that the TPO is going in the right direction. He added that another retreat is in the process of being planned for December. More information will follow as soon as a date is confirmed.

Vice Chairman Cooper recommended holding the retreat in October or November.

Presiding Chairperson Matusick noted that some cities hold elections in the odd years so that should be taken into consideration.

Mr. Welzenbach stated that TPO staff would poll the board to see what month would be better.

B) FDOT Reports

Mr. Friedel gave the FDOT report.

Vice Chairman Cooper asked what was happening with high-speed rail.

Mr. Friedel replied that they are still waiting on direction from central office.

Mr. Welzenbach asked the TPO Board members if they wanted to issue a statement of support for high-speed rail and SunRail.

County Chair Bruno explained that high-speed rail would not affect Volusia County at all; it was going to eventually be a connector to SunRail, but not for many years. He added that he believed that the Governor will support SunRail because ultimately it is the local governments' responsibility to support it after the first seven years, not the state. The dedicated funding source for SunRail is currently being worked on in Central Florida.

Discussion continued.

**MOTION:**     *Council Member Northey moved to reaffirm the TPO Board's support for SunRail. The motion was seconded by Commissioner Gilliland and carried with Commissioner Gilliland, Council Member Wagner and Mayor Kelley voting in opposition.*

VII.     Executive Director's Report

Mr. Welzenbach explained that last year when the TPOs Unified Planning Work Program (UPWP) was being developed, a task was included to provide technical engineering assistance to the small local communities. There had been some objection to the task; Volusia County stated that they provided technical assistance to the local communities unless the project was controversial or not a county road. The task in the UPWP was then reworded to just providing assistance. He explained that the Town of Pierson has a project that they would like to pursue. They asked the county to help with the project but they declined. Just recently, the proposals to select a consultant to provide assistance to the small cities were received. He suggested that the scope of work be altered in order to allow the TPO to manage and oversee a LAP project, at least through the design stage. This would not cost the TPO anything. He stated that the request for the change in scope of work would be brought before the Executive Committee in March.

Vice Chairman Cooper asked why Volusia County said they would not help Pierson.

Mr. Welzenbach replied that the county would do the project if it was on a county road.

Vice Chairman Cooper asked if this would create a way for the county government to push everything on to the TPO.

Mr. George Recktenwald, Director of Public Works for Volusia County, explained that the county would do any project in which the money could be recovered. The county said no to

the project in Pierson because they would not have received all of their funds back. Volusia County would just like to be reimbursed 100%.

Discussion continued.

Mr. Welzenbach announced that for the last three out of four BPAC meetings, there was no quorum. He suggested that the BPAC bylaws may need to be changed to allow local government staff to serve on that committee.

Council Member Alexander encouraged the Board members to focus on filling vacant positions on the committees.

Council Member Northey questioned the relevancy of the BPAC agendas stating that people may not be interested in the topics.

Mr. Harris noted that quorum had only been missed by one person. He added that he is open to suggestions on how to improve the agenda.

Commissioner Plaskett stated that one of the members of the committee had recently resigned and told her that no one listens to them at the meetings. The members need to know what their roles are as representatives; a workshop may be a way to help the members more fully understand their purpose.

Mr. Harris stated that when a new member starts they receive a TPO reference manual and he meets with them to answer any questions they may have.

#### VIII. Volusia TPO Board Member Comments

Council Member Northey announced that there had recently been a meeting on the St. Johns River to the Sea Loop Trail. She suggested having an update on the trail at one of the upcoming Board meetings.

Council Member Wagner stated that the SR 415 project is one of the reasons that Deltona's projects are not on the needs list. He explained that Deltona's lack of financial contribution to the project, saying they did not have the funds to contribute but then going and giving \$2 million dollars back to the residents did not sit well with him.

Council Member Wagner went on to note that the Trends and Conditions booklet put out by FDOT was a waste of money; the printing and the postage are expensive. It should be sent via email or available online. The information is outdated before it gets distributed.

Commissioner Engele announced that the Burns Science and Technology school would be reopening next year. Registration will be on March 5, 2011 in Oak Hill.

Commissioner Zischkau expressed his frustration regarding Deltona's decision on not funding SR 415.

Vice Mayor Long suggested having the TPO committees at the retreat or plan a separate retreat for them.

IX. Information Items

X. Adjournment

There being no further business, the meeting adjourned at 10:00 a.m.

**Volusia Transportation Planning Organization**

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**DeLand Mayor Pro-Tem Leigh Matusick  
Chairperson Presiding, Volusia TPO**

**CERTIFICATE:**

The undersigned, duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of the minutes of the February 22, 2011 regular meeting of the Volusia Transportation Planning Organization (VTPO), approved and duly signed this 22<sup>nd</sup> day of March 2011.

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**Pamela C. Blankenship, Recording Secretary**

**VOLUSIA COUNTY METROPOLITAN PLANNING ORGANIZATION**  
**MONTHLY TREASURER REPORT FY 10/11**  
**PERIOD ENDING JANUARY 31, 2011**

<u>DESCRIPTION</u>	<u>10/11 BUDGET</u>	<u>CURRENT MONTH</u>	<u>FYTD TOTAL</u>	<u>UNDER (OVER) BUDGET</u>	<u>FYTD % BUDGET</u>
<b><u>REVENUES</u></b>					
LOCAL FUNDS	\$152,225.00	\$6,666.75	\$106,180.08	\$46,044.92	69.75%
STATE FUNDS	63,784.00	3,613.95	8,240.20	55,543.80	12.92%
FEDERAL FUNDS	1,407,804.00	28,911.61	156,603.36	1,251,200.64	11.12%
<b><u>REVENUES</u></b>	<b>\$1,623,813.00</b>	<b>\$39,192.31</b>	<b>\$271,023.64</b>	<b>\$1,352,789.36</b>	<b>16.69%</b>
<b><u>EXPENSES</u></b>					
SALARIES	\$483,104.00	\$34,231.02	\$272,363.03	\$210,740.97	56.38%
FRINGE BENEFITS	166,399.00	12,349.26	92,364.48	74,034.52	55.51%
OFFICE SUPPLIES	12,500.00	849.48	5,719.09	6,780.91	45.75%
POSTAGE	12,800.00	87.52	9,543.52	3,256.48	74.56%
OFFICE RENT EXPENSE	134,187.00	10,030.87	75,866.56	58,320.44	56.54%
ADVERTISING	7,500.00	224.52	1,459.07	6,040.93	19.45%
PRINTING	20,000.00	65.20	3,068.81	16,931.19	15.34%
CONFERENCE, WORKSHOPS & SEMINAR FEES	6,300.00	10.00	335.00	5,965.00	5.32%
FEES	33,300.00	2,211.33	24,192.00	9,108.00	72.65%
DUES	1,225.00	125.00	500.00	725.00	40.82%
PUBLICATIONS	750.00	0.00	628.99	121.01	83.87%
COPY EXPENSE	26,500.00	3,592.25	16,579.70	9,920.30	62.56%
COPY MACHINE COSTS	27,820.00	2,258.69	11,481.37	16,338.63	41.27%
TRAVEL EXPENSE	16,500.00	368.41	7,550.64	8,949.36	45.76%
AWARDS PROGRAM/PROMO	10,500.00	0.00	8,032.46	2,467.54	76.50%
SPECIAL STUDIES	319,000.00	28,340.10	81,082.60	237,917.40	25.42%
PROFESSIONAL SERVICES	204,900.00	1,269.95	38,479.22	166,420.78	18.78%
MEETING EXPENSE	2,500.00	469.62	1,339.67	1,160.33	53.59%
LIABILITY INSURANCE	8,800.00	0.00	6,835.00	1,965.00	77.67%
REPAIRS	1,500.00	0.00	265.75	1,234.25	17.72%
NETWORK COSTS	24,434.00	1,470.95	10,419.75	14,014.25	42.64%
CAPITAL OUTLAY	10,000.00	0.00	2,682.97	7,317.03	26.83%
SOFTWARE	1,000.00	0.00	2,298.99	(1,298.99)	229.90%
TELEPHONE	3,360.00	285.10	2,288.53	1,071.47	68.11%
EDUCATION	5,000.00	106.50	690.50	4,309.50	13.81%
CONTINGENCY	83,934.00	0.00	0.00	83,934.00	0.00%
<b><u>EXPENSES</u></b>	<b>\$1,623,813.00</b>	<b>\$98,345.77</b>	<b>\$676,067.70</b>	<b>\$947,745.30</b>	<b>41.63%</b>
<b><u>BALANCE</u></b>	<b>\$0.00</b>	<b>(\$59,153.46)</b>	<b>(\$405,044.06)</b>	<b>\$405,044.06</b>	

58.33% OF YEAR COMPLETE



## **Executive Committee Meeting Summary**

### **March 7, 2011**

The Executive Committee met on Monday, March 7, 2011 and took the following actions:

- Approved TEDS, Inc. as the consultant for technical assistance to small communities, and approved a change in the scope of work
- Reviewed and discussed at length the draft Personnel Study and Report and agreed to include on the TPO Board Consent Agenda for acceptance
- Approved the draft March 25, 2011 TPO agenda with modifications

**\*\*Next meeting of the Executive Committee will be on April 4, 2011 \*\***

## **TDLCB Meeting Summary**

### **March 9, 2011**

- **Approved** the minutes for the January 12, 2011 TDLCB meeting
- **Approved** the Monthly Paratransit Report submitted by Votran for the month of January 2011 and the revised reports for October, November and December 2010
- **Received** a presentation from Attorney Charles J. Cino on Chapter 112.3143 F.S. concerning voting conflicts
- **Received** a brief recap of Planners meeting in Lake City with CTD staff on February 24, 2011
- **Announced** that TD Legislative Day is scheduled for March 17, 2011 in Tallahassee
- **Announced** that the Annual TD Conference is scheduled for August 9-11, 2011 at the Ocean Center in Daytona Beach
- **Provided** updated information concerning Title II and Title III of the Americans with Disabilities Act regarding accessibility guidelines
- **Received** handouts with general information on how to effectively communicate with a legislator and a list of Volusia County's Senators and Representatives (Sources: [www.flsenate.gov](http://www.flsenate.gov) and [www.myfloridahouse.gov](http://www.myfloridahouse.gov))

**- Next meeting of the TDLCB will be May 11, 2011 -**





## *Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

133 Semoran Blvd.  
Orlando, Florida 32807

OFFICE OF THE  
SECRETARY

March 1, 2011

Ms. Carole Hinkley  
VOTRAN  
950 Big Tree Rd.  
S. Daytona Beach, FL 32119

**RE: Volusia County Transportation Disadvantaged Local Coordinating Board Membership**

Dear Ms. Hinkley:

Ms. Diane Poitras will represent the Department of Transportation as a regular member of the Volusia County TDLCB. Ms. Jo Santiago will be the alternate member.

We look forward to our continued partnership in addressing transportation issues in your area.

Sincerely,

Karen Adamson

Modal Development Supervisor  
District Five

Cc: Karl Welzanbach, Executive Director  
Volusia County MPO  
Ms. Jo Santiago

# **PERSONNEL STUDY AND RECOMMENDATION REPORT**

**Volusia Transportation  
Planning Organization (VTPO)**



**Cody & Associates, Inc.**

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# Cody & Associates, Inc.

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February 25, 2011

Mr. Karl Welzenbach  
Executive Director  
*Volusia TPO*  
2570 W. International Speedway Blvd. Suite 100  
Daytona Beach, Florida 32114

Dear Mr. Welzenbach:

We have completed our assignment and are submitting the report of our **Personnel Study and Recommendation Report** for all positions in the service of the Volusia Transportation Planning Organization.

This report has been prepared as an accounting of our assignment and to record our approach. The recommendations and comments in the report reflect our objective appraisal based on analysis and discussion to the extent possible within the scope of the assignment.

Our objective was to develop a Compensation Plan that is equitable to both the employee and to the TPO.

We appreciate this opportunity to be of service to you and express our thanks for the cooperation and courtesy, which was extended to us by all of your employees during the Study.

Respectfully Submitted,



N. E. Pellegrino  
Principal Partner

# COMPENSATION STUDY

## Volusia Transportation Planning Organization

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## **INTRODUCTION and BACKGROUND**

### **A. INTRODUCTION**

This report, on the study of the Compensation Plan of the Volusia TPO, contains details of all elements of the Study. In preparing this report, *Cody & Associates, Inc.* has used its best efforts and has taken reasonable care. To an extent, the Report relies on information and data received from third parties in which *Cody & Associates, Inc.* has assumed the accuracy and completeness thereof.

*Cody & Associates, Inc.* cannot guarantee that any particular result will follow from any action taken on the basis of this Report. The information and opinions expressed in this Report have significance only within the context of the entire Report. No parts of this report should be used or relied upon outside of that context.

This Study is not an end in itself, but a vital element in a sound management program for the Volusia TPO. A good overall management system requires continuous work and polishing, once the plan is implemented.

Adjustments will continually have to be made to reflect changes in the labor market in order to maintain a current and equitable personnel system.

### **B. BACKGROUND FACTS – ABOUT VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

Formed in 1975 through an inter-local agreement, and originally serving the east side of Volusia County, this organization has grown over the past 33 years both in area covered and Board size. Volusia Transportation Planning Organization (VTPO) is an independent organization responsible for the planning and programming of all Federal and State transportation funds for all of Volusia County and the cities of Flagler Beach

and Beverly Beach in Flagler County. The VTPO currently operates under the signed joint participation and inter-local agreements with all member governments. This organization is the primary forum within which local governments and citizens voice concerns, identify priorities, and plan for improvements to all modes of transportation – roadway, public transportation, and bicycle and pedestrian facilities. The VTPO Board is comprised of elected officials representing various local area governments and appointed members representing transportation authorities serving the area.

The VTPO Board is supported by several advisory committees that include technical staff as well as citizen representatives that review information and make recommendations to the Board. The organization has a small staff of transportation planning professionals that support, coordinate and complete the transportation planning activities undertaken by the VTPO.

Funding for the VTPO activities is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Florida Department of Transportation (FDOT), and the Commission for the Transportation Disadvantaged (CTD) of the State of Florida.

## **STUDY ASSIGNMENT AND OBJECTIVES**

Volusia Transportation Planning Organization (TPO) retained the services of *Cody & Associates, Inc.* to conduct a **Personnel Study and Recommendation Report** for all positions under its jurisdiction and to adopt a strategy that balances compensation as a tool for rewarding and enhancing productivity for the financial responsibility required when utilizing public funds.

In our approach to conducting a Compensation Study, we were concerned with the following basic objectives:

- A. Review and update existing job descriptions to ensure they explain accurately the current job functions of the individual employee, their duties, responsibilities, and position qualifications.
- B. Document and assess the existing compensation program and recommendations to ensure fair and responsible allocations of public funds.
- C. Ensure the compensation program complies with the Fair Labor Standards Act and other applicable laws.
- D. Provide recommendations for Salary Ranges and Fringe Benefits which are comparable with reasonably similar positions in the labor market where the TPO recruits for employees and which are consistent with the economic conditions in



- Volusia County and other comparable planning agencies throughout the State.
- E. Develop objective, standardized methods for establishing salary ranges for all positions to determine individual salary levels.
  - F. Establish equitable relationships of one job to another within the workforce (equal pay for equal work).
  - G. Formulate a Compensation Plan that will attract and retain qualified personnel to minimize turnover costs and promote careers within the TPO.
  - H. Recommend a compensation plan that reflects current market practices and pay philosophy of the organization.

To achieve these objectives four (4) main activities occurred:

1. Update position description/clarifications;
2. Conduct a Wage and Benefits Survey;
3. Document a Recommended Compensation Plan;
4. Prepare a Report.

## II

### **COMPENSATION PROGRAM ASSESSMENT AND EVALUATION**

The Compensation Program Assessment and Evaluation Phase of the Study included the following:

**A. *EXISTING PRACTICES OF THE VTPO***

At the current time the Volusia TPO does not have a formal classification or compensation plan, practice, or procedure. In an organization that does not have a Human Resources department or presence, it is extremely important to have a well-documented compensation policy and procedure. This will promote consistency and validity in compensation administration issues, and provide a guide for present and future compensation decisions and actions.

**B. *POSITION EVALUATION AND ANALYSIS***

Each employee completed a Position Description Questionnaire (PDQ) which explained their duties, responsibilities, and minimum qualifications of the position. PDQ's were routed to the Executive Director for comments relating to the assigned job content of the position.

The Consultant then talked to each employee about their duties and responsibilities to gain further understanding of the level of their job functions. During this phase of the study we reviewed the Personnel Rules and Regulations, VTPO's benefits, present compensation administration, organizational chart and job descriptions. The Consultant also met with the Executive Director and the Executive Committee of the Board.

### **C. SURVEY AND DATA COLLECTION**

The objective of this survey was to determine what must be provided in terms of salaries in order to obtain or retain personnel, in other words, to be competitive with other employers recruiting from the same labor market. The steps included:

#### **1. SELECTION OF SURVEY CLASSES (Benchmarks)**

We utilized all of the present classes in the salary survey in order to get the best possible data. These represented all of the occupations and levels in the TPO which could be compared with other employers.

#### **2. IDENTIFICATION OF LABOR MARKET**

The relevant labor markets to be surveyed were identified. One market was the local operating area of Volusia and surrounding counties for the positions which are recruited from this geographical location. Some of the agencies included were Volusia County BOCC, City of Ormond Beach, City of Port Orange, City of Daytona Beach, City of Deland, City of New Smyrna Beach, Orlando-Orange County Expressway Authority, and Brevard County.

#### **3. MANAGEMENT, TECHNICAL and PROFESSIONAL POSITIONS**

For supervisory, technical, and professional positions where the TPO must remain competitive on a broader basis, our staff studied salary data from other comparable agencies throughout the State. These agencies were: East Central Florida Regional Planning Council, North Central Florida Regional Planning Council, Northeast Florida Regional Planning Council, Hernando County MPO, Space Coast TPO, Lee County MPO,

Lake-Sumter MPO, Pinellas County MPO, Metroplan Orlando, St. Johns Water Management District, and Florida Department of Transportation.

4. SECONDARY INFORMATION

Secondary salary data included regional, local, and statewide surveys, internet salary data, and information from our data base. This information was used as a guide in developing the salary schedule recommendations.

5. SURVEY METHOD

In compiling this data, we obtained the minimum and maximum salaries and, when available, the actual salaries.

Some of the classifications were specialized and specific to the TPO and not common to other agencies surveyed. The Consultant used the accepted method of Comparative Point Factor Rating Analysis (CPFRA), in order to gain comprehensive survey information from other organizations that have an impact on the marketplace. This method breaks each position down to a point total based upon job factors.

Using this process, we were able to compare some jobs based upon similar point factor ratings, even though the actual work performed was not exactly alike. This common technique allows the Consultant to utilize a larger sample for evaluation of the salary market.

Data was entered into our data base and then edited to ensure that the data was reasonable and representative and had been accurately reported and recorded. Responses were eliminated when they appeared atypical or exhibited extreme values in wages.

***D. DEVELOPMENT OF THE SALARY SCHEDULES***

The objective of this aspect of the Study was to compile the results of the salary survey and to design appropriate salary schedules and plans for all the positions covered.

***E. GENERAL SURVEY FINDINGS AND COMMENTS***

We found that all but one of the present actual salaries in relationship to the survey data collected were below the midpoint of the survey data (Chart **1**) and no TPO positions or salaries were above the maximum or below the minimum of the recommended salary ranges (Chart **2**). Overall this indicates the actual salaries have not kept pace over the last five to ten years with the market or with the increase in workload. Salaries have actually been “frozen” for a few years even though the VTPO budget has increased significantly (See Chart **3**).

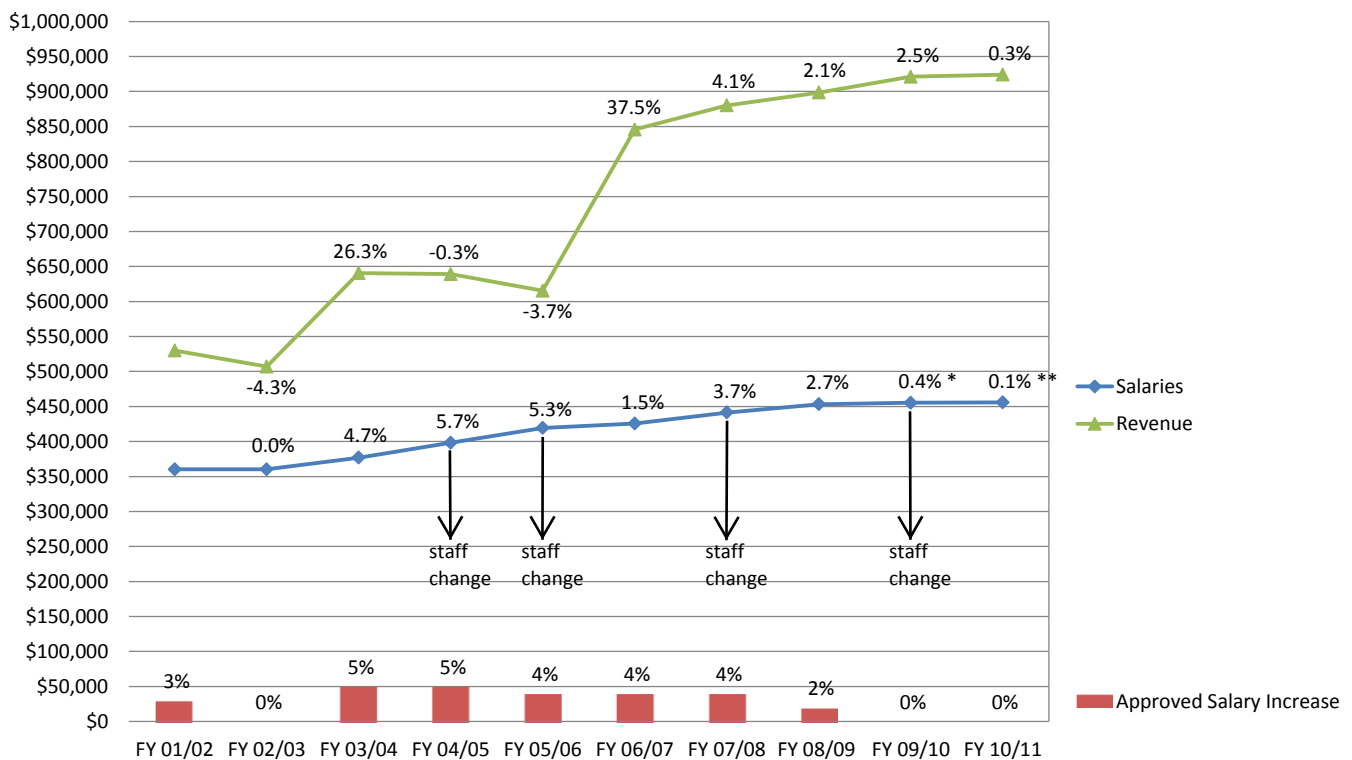
	VTPO	SURVEY AVERAGES			SURVEY MEDIANS		
CLASSIFICATION	Act Sal	Min	Mid	Max	Min	Mid	Max
Transit Planner	43,448	36,906	47,090	57,273	36,389	46,851	57,313
Sr. Planner	76,268	53,475	68,338	83,200	55,000	66,828	78,656
Sr. Transportation Planner	59,176	53,475	68,338	83,200	55,000	66,828	78,656
Transportation Database Coordinator (Projects Coordinator)	53,040	44,051	57,293	70,535	44,440	54,220	64,000
Bicycle/Pedestrian Coordinator	37,510	36,906	47,090	57,273	36,389	46,851	57,313
Chief Financial Officer	67,778	61,738	76,047	90,355	64,829	74,536	84,243
Office Manager	30,000	30,374	38,729	47,083	30,300	38,488	46,675
Receptionist *	10.00	11.28	14.47	17.66	11.57	14.59	17.60
Executive Director	88,545	67,382	81,536	95,690	75,608	97,608	119,608

\* P/T position hourly rate

CLASSIFICATION	CURRENT ACTUAL	MINIMUM	MIDPOINT	MAXIMUM
Transit Planner	43,448	36,500	47,000	57,500
Sr. Planner	76,268	55,000	66,750	78,500
Sr. Transportation Planner	59,176	55,000	66,750	78,500
Transportation Database Manager (Projects Coordinator)	53,040	44,500	56,750	69,000
Bicycle/Pedestrian Coordinator	37,510	36,500	47,000	57,500
Chief Financial Officer	67,778	57,000	70,000	83,000
Office Manager	30,000	30,000	38,350	46,700
Receptionist *	10.00	11.28	14.47	17.66
Executive Director	88,548	75,500	97,750	120,000

\* P/T position hourly rate

## Salary and Revenue History



Salaries - Budgeted Salaries

Revenues - Budgeted Revenues minus XU, Enhancement, Safety and Local

The last increase was a 2% COL in FY 08/09

FY 10/11 a receptionist position was added with a salary of \$15,000 - not included in Salaries

\* Increased by contract for Senior Transportation Planner & promotion of Office Manager

\*\* Adjustment of \$476 to represent actual salary of Senior Transportation Planner rather than estimated salary



***F. OTHER SALARY CONSIDERATIONS***

**SALARY TRENDS**

Salaries in comparable positions throughout the local area and State have been flat over the past three years due to severe local and national economic conditions. It is too early to tell if local or comparable agencies are considering increases or adjustment this next fiscal year.

### III

## **COMPENSATION PLAN**

### **A. PURPOSE**

The Compensation Plan is intended to provide all employees with equitable and competitive pay, relative to pay received by other employees performing similar work in TPO organizations and also relative to rates received by other employees in the labor market from which the TPO should stay competitive.

The Compensation Plan includes the basic salary ranges for all positions included in the organization.

### **B. COMPENSATION PLAN DESIGN**

There are two (2) major types of salary schedules: the step system and the Minimum to Maximum Range system.

1. Minimum to Maximum Pay Plan – The minimum-maximum pay structure is a widely used management compensation system. Some of the aspects in this type system are as follows:
  - (a) The employer is not limited to the rigid intervals between steps when considering salary increases as is the case when a step pay plan is used.
  - (b) The employee can usually be compensated by whatever percentage increase, based upon job performance, the employer desires.
  - (c) The Minimum-Maximum Plan can cause compression and equity issues and problems.

## 2. Step Plan Design

- (a) Ranges are usually separated by intervals of 2 ½ % - 5%. These intervals represent progression earned by performance and/or longevity of the individual employee.
- (b) This system is easy to understand and administer.
- (c) Step Plans encourage movement and helps to contain compression issues.

## **C. SALARY ADMINISTRATION GUIDELINES**

The following are general and accepted guidelines usually found in a salary administration system.

### 1. Appointment and Starting Rate Guidelines

- a) The minimum rate for a position is the appointment (in-hiring) rate for a new employee. This rate reflects the value of the position based upon the minimum qualifications needed to perform the work.

We are recommending the TPO adopt the minimums proposed as a result of our Study and that these minimums be used as the appointment rates. However, more latitude and flexibility must be exercised when determining actual in-hiring rates for management applicants and other hard to fill positions since experience and availability are key factors.

- b) We also feel there should be some flexibility in making appointments below or above the minimum salary in various situations. These may be authorized as follows:

- (1) ***Hiring Above Minimum Salary:*** When an applicant's training, experience and/or other qualifications are above those required for the minimum of the position, or the position being recruited is a "critical", technical or other hard to fill position due to escalating market conditions, the appointments may be approved by the Executive Director at a rate up to or higher than the midpoint level of the range established for the position, depending upon availability of funds.
- (2) ***Hiring Below Minimum Salary:*** When an individual does not meet the minimum training and experience requirement for a classification, this individual may be paid below the minimum of the appropriate classification in accordance with Section C-10, Trainee Category, with the appropriate approval.

## 2. Salary Ranges and Progression

- a) Employees should progress through their range with the expectation that within a ten to twelve (10 - 12) year period the maximum rate will be achieved. The Pay Plan consists of salary ranges, the compensation attached to the ranges, and a schedule listing the assignments of each classification to a range.
- b) Employees can receive a salary increase by one or more of the following ways: performance salary advancement; across-the-board increase; cost of living; promotion; reclassification; and/or pay range adjustment.

- c) Salary ranges are used to develop incentives among employees to improve their work performance and quality. In the present climate of productivity and accountability concerns, it is essential to have some type of salary program geared to improving overall productivity and efficiency of work.

### 3. Performance (Productivity) Increases

- a. An increase within the same pay range should not be automatic, but should be based upon a Performance Evaluation System or other system which measures an individual's effort and effectiveness. The current performance evaluation system used by VTPO should be revised and include pay for performance design and criteria.
- b. An employee should be eligible for a salary advancement annually on an anniversary or a fiscal year basis and as warranted by performance, provided there are funds available for the increases. If performance is less than satisfactory, an employee would not be eligible for salary advancement unless the employee's salary is at the minimum of a pay grade and there is an adjustment to the pay grade minimum.
- c. Salary advancement to the mid-point of the salary range is considered as the developmental phase of the salary progression. Increases to this point are usually more rapid than after the mid-point is reached. The developmental phase includes the probationary period and signifies the time an individual should become totally effective and productive according to the

established TPO standards and/or desires.

The area beyond the mid-point of the salary range is referred to as the incentive phase. Movement in this phase of the range should be reserved for performance over and above that considered as an average, acceptable job. This area should be based truly on performance.

#### 4. Probationary Period

The probationary period is used as an integral part of the examination process, to closely observe the employee's work, to secure the most effective adjustment of the new employee to the position, and to reject any employee whose performance or conduct is unsatisfactory. When an individual has completed the probationary period and is qualified to perform all phases of the job without constant supervision, wage increases may be considered if there are funds available.

#### 5. Promotions

A promotion occurs when an employee is moved from a position in one class to another position in a different class which has a higher maximum salary. The promoted employee should receive a salary increase to at least the minimum rate of the new pay range or five percent (5%) whichever is higher.

The first six (6) months of the promotion should serve as a probationary period. At the end of this period, the employee's supervisor should certify that the employee is satisfactorily performing his/her duties. At this time the employee may receive the promotional increase.

## 6. Demotions

If an employee is demoted for cause, the demotion will be to a lesser job classification which may include a reduction in pay.

Employees receiving demotions at their own request or due to inability to perform the work because of health or other reasons, may be adjusted to a lower job classification. When a demotion of this nature occurs, there should be a reduction made in the employee's pay. Some circumstances may dictate, however, that the employee remain at the same pay level attained prior to the demotion. This will be at the discretion of the Executive Director but in no case should this exceed the maximum rate of the lower pay range.

## 7. Transfers

Employees transferred to a position in the same classification or to a different position with the same pay grade should not be eligible for an increase.

## 8. Pay Grade Adjustment

- a) When a classification is moved to a higher pay grade, it is important to maintain established pay relationships and pay spreads within a work unit and not unduly compress pay between new and longer service employees.
- b) In instances where the total pay plan is being revised, adjustments and implementation should be determined at that time, which will consider cost impact and other factors.

9.     Reclassification/Organizational Changes

When a position is reclassified to a higher class, adjustments to salary should be handled in the same manner as Promotion. When a reclassification results in assignment to a lower class, adjustment should be made in accordance with the rules for Demotion.

10.    Trainee Category

If an applicant for a position does not meet the minimum qualifications, but is otherwise qualified for the position, the Executive Director may request the appointment as a "TRAINEE". In such cases, the employee could be hired at a rate of ten to fifteen percent (10%-15%) below the minimum salary, until the minimum qualifications have been satisfied. The individual's probationary period should not begin until the trainee period has been completed.

This category is used to train people on-the-job who have the potential to do the work, but lack some of the skills or experience needed. The normal time a person remains in a trainee category would be a minimum of six (6) months and a maximum of twenty-four (24) months. This time period would depend upon the skills or experience needed in individual cases and when minimum qualifications are met.

11.    Special Assignment Category (SAC)

This category can be used when an individual in a position is given an assignment(s) which encompasses duties and responsibilities of a different, advanced, and/or supervisory nature. These assignments are usually for a specified limited period of time.



This type assignment is of a temporary nature and can be rescinded unilaterally by the TPO and does not constitute a promotion. A pay supplement may be given for the period of time of the assignment. All assignments must be approved by the Executive Director.

12. "Cost of Living" and the Pay Plan

We are not discounting the impact that "Cost of Living" has on the purchasing power of the employees' dollar. However, there is a general misconception about the "Cost of Living" and its relationship to setting salaries.

The Consumer Price Index or other market based surveys do not determine the "going rate" for a particular occupation in the labor market. This is determined by supply and demand and the labor market place. There is always the dilemma whether an organization should adjust their salary schedule based on the change in "Cost of Living." Many agencies follow this practice and adjust their salary schedules accordingly. However, the adjustment of the pay ranges based upon Cost of Living increase should be considered along with the TPO's comparable position in the labor market place. It may be that the ranges would not have to be adjusted for a two or three (2-3) year period.

13. Post-Maximum Incentive

The maximums of the recommended pay ranges are the point where an employee's pay progression usually stops. This marks the place where the "worth" of the position, according to the market place and comparable jobs, has reached its limit. However, many agencies feel some type of pay incentive past this maximum point is necessary to continue the

productivity of the individual at an acceptable level. We feel there is some merit to this practice and have seen most agencies in the survey sampled, utilizing some form of an incentive.

We are recommending a valid performance adjustment program for your consideration and implementation.

When the individual reaches the maximum of the pay range, he/she will be eligible for a performance type adjustment. This adjustment would not be added to the individual's base pay. The amount of the adjustment will be determined by the Executive Director. This type of arrangement has the effect of not compounding salary or fringe benefit costs and limits the overall short and long term impact on the TPO. It also helps in the retention of productive long term employees.

#### 14. Compensation Plan Maintenance

To ensure the adopted compensation plan be kept current and competitive, a salary study should be conducted every 3 – 4 years to assess the market conditions.

### ***D. FRINGE BENEFIT ANALYSIS***

#### 1. Approach

In compiling information for the Fringe Benefit phase of the Study we proceeded as follows:

- a. Fringe benefit data was analyzed from the same agencies used in our salary survey in order to ensure “total compensation” was addressed in developing salary recommendations. We look at a balance of benefits, since there is a variation of benefits offered.

- b. Data from other Florida agencies including those in Central Florida was secured. This data was used to determine the trends being set in the major benefits and as a guidepost in our overall analysis of fringe benefits.
- c. The total benefit package was evaluated taking into consideration that some agencies may be providing more of one benefit but less in other areas.

## 2. Findings

We found the overall benefit package offered by the TPO to be fair and competitive (Summary Results Below)

### Benefits Survey Results Summary

#### 1. Holidays

Number of Holidays Range from 7 – 13 days

Average number of holidays is 10

Median number of holidays is 10.

**Volusia TPO has 10 paid holidays per year.**

#### 2. Personal Leave (Sick Days + Vacation Days)

Of the agencies surveyed approximately half offered PTO, the other half offered sick and vacation time separately.

Years of Service	VTPO Personal Leave (Sick & Vacation Time Combined)	Agencies with Personal Time Off (Sick & Vacation Time Combined)	Agencies with Vacation & Sick time separately (We combined to use as a similar comparison)
0 – 5 years	192 hours per year	172 hours per year	180 hours per year
5 – 13 years	216	216	236
13 – 20 years	256	268	257
20+ years	264	277	264

**The VTPO has a policy if the available PTO is not used by the end of the benefit year, employees may carry as many as 520 hours of unused time forward to the next benefit year. Accumulation of hours may exceed 520 hours in a benefit year, however, and employee may only carry 520 hours forward from one benefit year to the next.**

**The VTPO has a policy that allows selling back up to 48 hours unused PTO after accumulating at least 240 hours. This is a large unfunded financial liability. Payout upon separation or retirement should be reduced or a reserve established in the accounting system for this unfunded liability.**

Some of the other agencies surveyed offer an incentive for unused sick days with extra personnel days in exchange for unused sick time. This is, however, not done on a day for day basis.

There is a percentage (approx. 38%) of agencies that offer buy back of vacation/PTO time, after accumulating a minimum of 80 – 192 hours.

### **3. INSURANCE**

#### Health -

- a. Employee Only –  
Approximately 60% of the agencies survey paid the whole premium for the employee  
Approximately 40% of the agencies surveyed paid a portion of the premium for the employee
- b. Employee + 1  
Approximately 70% of the agencies surveyed paid a portion of the premium for the + 1.  
Approximately 30% of the agencies surveyed paid 0% of the premium towards the +1.
- c. Employee + Family  
Approximately 80% of the agencies surveyed paid a portion of the family insurance.  
Approximately 20% of the agencies did not pay anything towards the family insurance.

**VTPO pays 100% for individual coverage and a portion for the +1/family plan.**

#### Life Insurance

It is a common practice to offer 1x employee salary coverage paid for by the employer.

#### **VTPO pays 1x pay**

#### Short Term Disability

When this benefit is offered in the majority of cases the employee has to pay the full cost.

**VTPO offers Short Term Disability to all employees, with the employee paying the plan premium.**

#### Long Term Disability

This is a benefit that when offered is usually paid for the employer.

**VTPO offers Long Term Disability to all employees, with the employee paying the plan premium.**

#### **4. Reimbursement of Professional Memberships**

Approximately 100% of the agencies surveyed reimburse all approved costs for approved professional memberships.

**VTPO \$125 a year for approved Professional Memberships**

#### **5. Flexible Spending Accounts**

The larger agencies surveyed offer FSA, none of the smaller agencies offer this.

**VTPO does not offer this benefit.**

#### **6. Retirement**

All County Agencies offer FRS. The other agencies offer pension plans such as a 401A or 457. The range of contributions from the employer for the pension plan range from 7.5 % - 16.46%, with the median being around 9.5%. Only one agency had mandatory contribution from employees, which was 5%. The majority of the other agencies offered a voluntary deferred comp plan in addition to the defined benefit.

**VTPO offers existing employees only a 403A, 457(Executive Director) Pension Plan where they contribute 9.1% of each month's salary and each employee is permitted to make voluntary contributions of up to an**

**additional 15.9% of their monthly salary to their pension plan account. All new hires are on the FRS Pension Fund.**

**7. Bereavement Leave**

Most agencies surveyed offer 3 – 5 days off due to the death of an immediate family member.

**VTPO offers five (5) work days off with pay for bereavement leave.**

**8. Other Benefits provided by VTPO are:**

- a. Educational Assistance
- b. Credit Union Membership
- c. Dental Insurance
- d. Employee Assistance Program
- e. Family Leave
- f. Jury Duty Leave
- g. Meal Allowance
- h. Relocation Assistance
- i. Sam's Club Membership
- j. Travel Allowance
- k. Vision Care Insurance

Some of these benefits require contributions from the employee, but most are paid by VTPO.

Other agencies surveyed had comparable benefits listed above.

## IV

### RECOMMENDATIONS

#### **Salary**

1. Adopt the pay grades as recommended in this report.
2. Recommend the Executive Director determine where individuals should be placed in the recommended Salary Range based upon past performance, job skill sets, and internal relationships. (Short term)
3. Recommend employees progress upward in their salary range based upon performance and time in grade. (Long term)

#### **Benefits**

1. Recommend reducing the amount of payout of accumulated PTO upon separation to 240 hours. No other changes recommended.
2. One area the TPO should monitor very closely is the impact and cost of the TPO's medical insurance program.

Last year insurance premiums Statewide increased substantially according to a State Survey of Public and Private Employers in Florida. (15% - 32%). The result is that an increasing number of employers are having to shift more medical insurance premium cost to the employees and establishing a "fixed rate" for the employer.

3. Monitor future fringe benefits carefully  
Fringe benefits are obviously costly and their impact on the total budget expenditures is becoming greater every year. Unfortunately, fringe benefits are forgotten once awarded and in most cases are not viewed as part of the total compensation package by employees.

## **MEETING SUMMARY**

**MARCH 22, 2011**

### **VI. ACTION ITEMS**

#### **A. REVIEW AND APPROVAL OF RESOLUTION 2011-02 AMENDING THE VOLUSIA TPO'S FY 2010/11-2011/12 UNIFIED PLANNING WORK PROGRAM TO IMPLEMENT CORRIDOR IMPROVEMENT PROGRAM**

##### **Background Information:**

In an effort to improve coordination among member local governments, develop a strategy to pursue the goals of the TPO's 2035 LRTP, and to provide concrete projects that the member local governments can pursue through the TPO's Project Priority Process, the TPO staff has proposed utilizing funds that are currently not being fully expended to create a new task in the UPWP entitled Corridor Improvement Programs.

The Mobility Plan Subcommittee will be meeting on Friday, March 11<sup>th</sup> to discuss this item.

The draft UPWP task will be sent under separate cover.

##### ***ACTION REQUESTED:***

***APPROVAL OF RESOLUTION 2011-02 AMENDING THE VOLUSIA TPO'S FY 2010/11-2011/12 UNIFIED PLANNING WORK PROGRAM TO IMPLEMENT A CORRIDOR IMPROVEMENT PROGRAM***



**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2011-02**

**RESOLUTION AMENDING THE 2010/11 TO 2011/12 UNIFIED PLANNING WORK PROGRAM  
(UPWP) TO REALLOCATE XU FUNDS TO IMPLEMENT A CORRIDOR IMPROVEMENT PROGRAM**

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**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the Urbanized Area, as a condition to 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 Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the transportation planning process for the Urbanized Area including Volusia County and Flagler Beach and Beverly Beach in Flagler County; and

**WHEREAS**, 23 U.S.C. 134 provides that the Volusia TPO shall annually endorse the plans and programs required among which is the Unified Planning Work Program (UPWP); and

**WHEREAS**, the Volusia TPO's adopted UPWP details the planning initiatives to be undertaken by the TPO; and

**WHEREAS**, the Volusia TPO desires to pursue the goals of the recently adopted 2035 LRTP, promote cooperation and collaboration among its member local governments and to provide planning assistance to its member local governments;

**NOW, THEREFORE, BE IT RESOLVED**, by the Volusia TPO that the:

1. Volusia TPO's FY 2010/11-2011/12 Unified Planning Work Program is hereby amended to reallocate \$250,000 in XU funds currently programmed for "feasibility studies", to develop and implement a "corridor improvement program". The XU funds will be reallocated as follows:
  - a. \$50,000 shall be moved from bicycle/pedestrian feasibility studies;
  - b. \$100,000 shall be moved from ITS/Traffic Ops/Safety feasibility studies;
  - c. \$100,000 shall be provided for TPO use from the current XU allocation provided to Votran; and
2. Volusia TPO staff shall create a task within the UPWP entitled "Corridor Improvement Program" and work with the TCC and CAC to identify and prioritize the corridors to be studied; and
3. the Chairperson of the Volusia TPO (or her designee) is hereby authorized and directed to submit the FY 2010/11-2011/12 UPWP as amended to the:
  - a. State and Regional Clearinghouse Offices;
  - b. Florida Department of Transportation;
  - c. Federal Transit Administration, via the Florida Department of Transportation;

- d. Federal Highway Administration, via the Florida Department of Transportation;
- e. East Central Florida Regional Planning Council;
- f. Federal Aviation Administration;
- g. Environmental Protection Agency; and
- h. Division of Resource Planning & Management, Department of Community Affairs

**DONE AND RESOLVED** at the regularly convened meeting of the Volusia TPO held on the 22<sup>nd</sup> day of March 2011.

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

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**DeLand City Commissioner Leigh Matusick  
Chairperson Presiding, Volusia TPO**

**CERTIFICATE**

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certified that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on March 22, 2011.

**ATTEST:**

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**Pamela C. Blankenship, Recording Secretary**

## **MEETING SUMMARY**

**MARCH 22, 2011**

### **VII. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS**

#### **A. PRESENTATION ON THE ECONOMIC BENEFIT OF MULTI-USE TRAILS**

##### **Background Information:**

The ECFRPC will discuss the role and function of the award winning Florida Department of Environmental Protection's Office of Greenways and Trails, as well how trails create economic impact in a community and efforts to focus on trails as ecotourism destinations. The presentation will also include a summary of and the results of the analysis performed by the ECFRPC to determine the economic impact Orange County trails have on the county.

***ACTION REQUESTED:***

***NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD***

## **MEETING SUMMARY**

**MARCH 22, 2011**

### **VII. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS**

#### **B. PRESENTATION ON DEBARY'S TRANSIT ORIENTED DEVELOPMENT PLAN (TOD)**

##### **Background Information:**

In anticipation of SunRail, the City of DeBary has revised its comprehensive plan to accommodate Transit Oriented Development (TOD) adjacent to the Fort Florida Road SunRail Station. Ms. Rebecca Hammock, Planning Administrator for the City of DeBary, will give a presentation on the city's efforts and adopted plan.

***ACTION REQUESTED:***

***NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD***

## **MEETING SUMMARY**

**MARCH 22, 2011**

### **VII. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS**

#### **C. FDOT REPORTS**

##### **Background Information:**

Mr. Steve Friedel, FDOT, will be present to answer questions regarding projects on the FDOT Project Status Report, Construction Report, and Push-Button Report.

The FDOT Project Status Report, Construction Report and Push-Button Report are included in the agenda packet for your review.

***ACTION REQUESTED:***

***NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD***

# CONSTRUCTION STATUS REPORT

## VOLUSIA

Contract #	E5M62	Work Begin	11-12-2009
County	VOLUSIA	Present Amount	\$ 2,516,946.71
Contractor	SHENANDOAH GENERAL CONSTRUCTION, CO.	Days Used as of Last Approved Estimate	383
Project Manager	CN513PT   Phillips, Terry (386)943-5770	Cost Perf. Measure	75.24%
Project Admin.	CN513PT   Phillips, Terry (386)943-5770	Time Perf. Measure	89.86%
SM Contract Type	MC   Maintenance Contract	Adj. Est. Completion	12-22-2010

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
425455-1-72-01	Yes	-	-	6060 ROUTINE MAINTENANCE	PIPE DESILT/VIDEO/ REPAIR VARIOUS LOCATIONS	-

Contract #	E5P57	Work Begin	08-26-2010
County	VOLUSIA	Present Amount	\$ 77,805.79
Contractor	P & S PAVING, INC.	Days Used as of Last Approved Estimate	77
Project Manager	CN513PT   Phillips, Terry (386)943-5770	Cost Perf. Measure	100.00%
Project Admin.	CN513PT   Phillips, Terry (386)943-5770	Time Perf. Measure	125.00%
SM Contract Type	MC   Maintenance Contract	Adj. Est. Completion	10-12-2010

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
425684-1-72-17	Yes	-	-	6060 ROUTINE MAINTENANCE	MISC PROJECTS D/W	-

Contract #	E5P32	Work Begin	09-13-2010
County	VOLUSIA	Present Amount	\$ 299,999.00
Contractor	ARAZOZA BROTHERS CORPORATION	Days Used as of Last Approved Estimate	111
Project Manager	MT591JR   Read, James	Cost Perf. Measure	67.20%
Project Admin.	MT591JR   Read, James	Time Perf. Measure	111.00%
SM Contract Type	MC   Maintenance Contract	Adj. Est. Completion	11-19-2010

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
425636-2-72-01	Yes	-	-	6060 ROUTINE MAINTENANCE	GROUND COVER REHAB I4 VOLUSIA COUNTY	-

Contract #	E5P42-R0	Work Begin	08-26-2010
County	VOLUSIA	Present Amount	\$ 1,115,500.00
Contractor	P & S PAVING, INC.	Days Used as of Last Approved Estimate	81
Project Manager	MT591JR   Read, James	Cost Perf. Measure	8.33%
Project Admin.	MT591JR   Read, James	Time Perf. Measure	7.40%
SM Contract Type	MC   Maintenance Contract	Adj. Est. Completion	08-25-2013

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
425455-2-72-01	Yes	-	-	6060 ROUTINE MAINTENANCE	SIDEWALK/CONCRETE RE PAIRS;PERFORMANCE VARIOUS LOCATIONS	-

# CONSTRUCTION STATUS REPORT

## VOLUSIA

<b>Contract #</b>	T5327	<b>Work Begin</b>	05-03-2010
<b>County</b>	VOLUSIA	<b>Present Amount</b>	\$ 1,542,064.57
<b>Contractor</b>	HALIFAX PAVING, INC.	<b>Days Used as of Last Approved Estimate</b>	196
<b>Project Manager</b>	CN513GT   Grimm, Tim (386)943-5769	<b>Cost Perf. Measure</b>	95.50%
<b>Project Admin.</b>	CN513GT   Grimm, Tim (386)943-5769	<b>Time Perf. Measure</b>	111.25%
<b>SM Contract Type</b>	CLS   Construction Lump Sum Contract	<b>Adj. Est. Completion</b>	11-02-2010

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
421621-1-52-01	Yes	SR5;BREV CL-SR600	4857045P	0010 TRAFFIC OPS IMPROVEMENT	SR 5 US 1 FROM S OF RUTLEDGE AVE TO MAGNOLIA AVE	STATE ADMINISTERED
421621-1-52-02	No	SR5;BREV CL-SR600	-	0010 TRAFFIC OPS IMPROVEMENT	SR 5 US 1 FROM S OF RUTLEDGE AVE TO MAGNOLIA AVE	-
421621-2-52-01	No	SR400;SR9-SR5	-	0012 RESURFACING	SR 400 (BEVILLE RD) FROM 250'W OF SR 5 (US 1) TO INTERSECTION	-

## **Volusia County**

### **Recently Completed Projects**

1. **US 1** - Median modifications and elimination of on-street parking along the 2.1 miles from Beville Road to Magnolia Avenue (FM No. 4216211/2). Halifax Paving, Inc. completed the \$1,573,592 project December 1.

### **Construction in Progress**

1. **SR 40/US 1** - Resurface 1.4 miles of SR 40 from the Granada Bridge to SR A-1-A (FM No. 422030) and US 1 intersection improvements at Mason Avenue and Granada Blvd. (FM No. 2409923/4). P & S Paving, Inc. was awarded the \$2,352,928 contract July 27. Work began February 10.

### **Near Future Construction**

1. **Interstate 95** - Install median barrier from Port St. John in Brevard County 3.7 miles into Volusia County (to the bifurcated section)(FM No. 4242941/2). A \$10,676,220 design/build contract was awarded to P & S Paving, Inc. July 23.
2. **US 92** - Resurface 12.6 miles from Kepler Road to the end of concrete pavement (FM No. 4220241/2) and convert flashing beacon to full signal at West Parkway intersection (FM No. 423864). Bids were received December 8, with Superior Construction Company Southeast being awarded the \$13,651,579 contract January 19.
3. **Nova Road (SR 5A)** - Resurface 2.8 miles from Herbert Street to Beville Road (FM No. 422032). Bids were received December 1, with P & S Paving, Inc. being awarded the \$2,483,612 contract December 21.

### **Other Projects Pending**

1. **Interstate 4** - Six-laning the 12.2 miles from SR 44 to I-95 (FM No. 408464). Design/build bids are to be received in August. The estimated cost is \$157 million.
2. **Interstate 4** - Resurface 2.7 miles from east of US 92 to westbound ramp to Beville Road (FM No. 427376). Bids are to be received in FY 12/13. The estimated cost is \$5 million.
3. **Interstate 95** – Design for widening to six lanes of 27.4 miles from the Brevard Co. line to I-4 is in progress, with right of way to be purchased through FY 12/13 (FM No. 4068694/6).
4. **Interstate 95** - Landscaping and irrigation at SR 40 interchange (FM No. 2426952 & 421282). \$350,000 in grants to Ormond Beach are to pay for this city landscaping project.
5. **Interstate 95** - Operational improvements and interchange modifications from south of I-4 to north of US 92 (FM No. 2427152). Design is in progress, with right of way acquisition funded through FY 14/15).
6. **SR 415** – Four-laning 3.3 miles from SR 46 in Seminole County to just Reed Ellis Road (FM



- No. 4073553). Bids are to be received in FY 11/12. The estimated cost is \$46 million.
7. **SR 415** – Four-laning five miles from Reed Ellis Road to just north of Acorn Lake Road (FM No. 4073554). Bids are to be received in FY 11/12. The estimated cost is \$23.5 million.
  8. **US 92** - A \$2.4 million grant to Daytona Beach in will finance safety improvements and beautification along the 1.2 miles from Nova Road to US 1 (FM No. 404419).
  9. **US 92** - Construct a second eastbound left turn lane and extend the westbound left turn lane at Nova Road (FM No. 422683). Bids are to be received in FY 12/13. The estimated cost is \$1 million.
  10. **US 17** - Design is in progress for the widening the 6.4 miles from Deleon Springs Boulevard to SR 40 in Barberville (FM No. 410251).
  11. **US 1** - Median modifications along the 2.1 miles from north of Falcon Avenue to north of Lamont Street (FM No. 426889). Bids are to be received in FY 12/13. The estimated cost is \$867,000.
  12. **SR 40** - An environmental study along the 40 miles from U.S. 17 to the end of the four lane section in Marion County is in progress (FM No. 410676, 410675, & 410674).
  13. **SR 40** - Design for widening to four lanes along the 13.6 miles from US 17 to Cone Road is funded in FY 11/12 & 12/13 (FM No. 240836 & 240837).
  14. **SR 40** - Resurface 1/3 miles from Washington Avenue to east of Beach Street (FM No. 4220302). Bids are to be received in FY 12/13. The estimated cost is \$705,000.
  15. **SR 44** - Install a mast arm traffic signal at Glencoe Road intersection (FM No. 421629). Bids are to be received in September. The estimated cost is \$196,000.
  16. **SR 44** - Resurface 6.9 miles from SR 415 to Jungle Road/Hidden Pines (FM No. 427267). Bids are to be received in FY 12/13. The estimated cost is \$8.5 million.
  17. **US 92** - A \$3 million grant to the City of Daytona Beach is to pay part of the cost of widening to six lanes from the I-4 eastbound ramp to Tomoka Farms Road (FM No. 422627). This is a Transportation Regional Incentive Program project.
  18. **ECF Regional Trail** - \$8 million in grants to Volusia County through FY 14/15 will pay for design and construction of this trail project (FM No. 4154341/2).
  19. **SR 421 (Dunlawton Avenue)** - \$132,000 in grants to the city of Port Orange through FY 11/12 will pay part of the cost of design and construction of an eastbound right turn lane at Village Trail (FM No. 427632).
  20. **Dirkson Drive Trail** - \$62,000 in grants to the county through FY 10/11 are to pay half the cost of design and construction of this trail from US 17/92 to Gemini Springs Park (FM No. 424058).
  21. **SR 5A (Nova Road)** - Convert intersection with US 1 to a standard “T” intersection and

construct dual left turn lanes from Nova Road to northbound US 1 in Ormond Beach (FM No. 425665). Bids are to be received in October. The estimated cost is \$300,000.

22. **Doyle Road (CR 4162)** - An \$840,000 grant to Volusia County in FY 09/10 is to pay for construction of paved shoulders and audible edge/center line markings from Saxon Blvd. to Courtland Boulevard (FM No. 423969).
23. **Big Tree Road/Magnolia Avenue School Crossing** - A \$375,000 grant to the city of South Daytona in FY 11/12 will pay for construction of a school crossing and intersection improvements (FM No. 427633).
24. **Alabama Avenue Trail** - \$587,000 in grants to the City of DeLand through FY 09/10 will pay for design and construction of a trail from Earl Brown Park to Wisconsin Avenue (FM No. 415554).
25. **CR A-1-A Sidewalk** - An \$862,000 grant to the city of Daytona Beach Shores in FY 11/12 will pay for construction of a sidewalk from Dunlawton Avenue to Marcelle Avenue (FM No. 427635).
26. **Riverside Drive Sidewalk** - \$240,000 in grants to Volusia County through FY 11/12 will pay for design and construction of this sidewalk along the east side of Riverside Drive in Holly Hill (FM No. 425192).
27. **Greynolds Street Sidewalk** - \$82,000 in grants to the City of Deltona through FY 11/12 will pay for design and construction of a sidewalk from Kimberly Dr. to Florida Dr. (FM No. 425820).
28. **Baxter Street Sidewalk** - \$186,000 in grants to Volusia County through FY 10/11 is to pay for design and construction of this DeLeon Springs sidewalk between Alcazar Avenue and US 17 (FM No. 423625).
29. **Orange Avenue Sidewalk/Trail** - \$61,000 in grants to Daytona Beach through FY 10/11 are to pay half the cost of design and construction of a sidewalk/trail from Tarragona Way to Nova Road (FM No. 424054).
30. **30<sup>th</sup> Street (Edgewater)** - \$460,000 in grants to the city of Edgewater through FY 11/12 will pay part of the cost of design and construction of a sidewalk from Silver Palm Drive to Whistle Stop Park (FM No. 427627).
31. **Mango Tree Drive** - \$487,000 in grants to Volusia County through FY 09/10 will pay for design and construction of a sidewalk along this Edgewater street (FM No. 422571).
32. **Hull Road** - A \$320,000 grant to the city of Ormond Beach in FY 11/12 will pay part of the cost of construction of a right turn lane at the US 1 intersection (FM No. 427631).
33. **Willow Run Blvd.** - \$100,000 in grants to the city of Port Orange through FY 11/12 is to pay part of the cost of right turn lanes at Clyde Morris Blvd. (FM No. 427621).
34. **Taylor Road** - \$200,000 in grants to the city of Port Orange through FY 10/11 is to pay part of

the cost of design and construction of operational improvements at Devon Street (FM No. 424053).

35. **Old Mission Road** - A \$300,000 grant to Volusia County in FY 10/11 will pay for installation of guardrail from West Park Avenue to Josephine/10<sup>th</sup> Street (FM No. 427636).
36. **Seneca Street/Sparkman Avenue/Leavitt Avenue Sidewalks** - \$250,000 in grants is paying for design and construction of sidewalks on Seneca St. from US 92 to George Engram Blvd. in Daytona Beach; and Sparkman Avenue from French Avenue to Ohio Avenue, and Leavitt Ave. from Blue Springs Ave. to Rhode Island Ave. in Orange City (FM No. 415497/8/9).

**PUSHBUTTON PROJECT LIST  
VOLUSIA COUNTY  
March 2010**

<b>SECTION</b>	<b>MP</b>	<b>PROJECT DESCRIPTION</b>	<b>PROJECT TYPE</b>	<b>STATUS</b>	<b>WORK ORDER DATE</b>	<b>EST. CONST. COMPLETE</b>
79060	1.405	US 92, Jacobs Rd	Modify Pedestrian Features	In Design	NA	NA
79030	10.758	US 1, Benton St. To Broadway Avenue	Median Nose Modification	On Hold	NA	NA
79070-006	0.731	SR 44, Grimm Lane	Install Asphalt Shoulders	Under Construction	2/15/2011	4/20/2011
79080	9.589	A1A, Tom Renick Park/Rivershore Dr	Pedestrian Improvments	In Design	NA	NA
79100	30.3	SR 40 Railroad Crossing	Install Post Mounted Flashers	Under Construction	8/9/2010	11/11/2010
79110	3.401	I-4, Dirksen Road	New Signal	Design Complete	NA	NA
79110	3.401	I-4, Dirksen Road	Install South Bound and West Bound Turn	Under Construction	1/20/2011	4/3/2011

## **MEETING SUMMARY**

**MARCH 22, 2011**

**VIII. EXECUTIVE DIRECTOR'S REPORT**

**IX. VOLUSIA TPO MEMBER COMMENTS**

**X. INFORMATION ITEMS**

- Citizens' Advisory Committee Attendance Record – 2011
- Technical Coordinating Committee Attendance Report – 2011
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2011

**XI. ADJOURNMENT**

**Please note that the next TPO Board meeting will be April 26, 2011**

**Citizens' Advisory Committee (CAC)**

<b>Name</b>	<b>18-Jan</b>	<b>15-Feb</b>	<b>15-Mar</b>	<b>19-Apr</b>	<b>17-May</b>	<b>21-Jun</b>	<b>19-Jul</b>	<b>16-Aug</b>	<b>20-Sep</b>	<b>18-Oct</b>	<b>15-Nov</b>	<b>20-Dec</b>	<b>Notes</b>								
Donald Smart	x	x											Daytona Beach (appt. 1/06)								
Richard Gailey	abs	x											DeBary (appt. 6/10)								
Frank Kinsley	x	x											DeLand (appt. 3/10)								
Janet Deyette	x	x											Deltona (appt. 11/10)								
Bliss Jamison	x	x											Edgewater (appt. 1/11)								
Gilles Blais	x	x											Holly Hill (appt. 11/07)								
Jacob Sachs													New Smyrna Beach (appt. 03/11)								
Bob Storke	x	x											Orange City (appt. 1/08)								
Peter Hauser (Chair)	exc	exc											Ormond Beach (appt. 5/04)								
Susan Elliott	exc	x											Pierson (appt. 3/06)								
Bobby Ball	x	x											Port Orange (appt. 12/02)								
Lary Galphin	x	x											Volusia County (appt. 4/07)								
Nadine Collard	x	exc											Volusia County (appt. 9/09)								
Dan D'Antonio (Vice Chair)	x	x											Volusia County (appt. 4/09)								
Tomm Friend	x	x											Volusia County (appt. 8/07)								
Heather Blanck	x	x											Votran (appt. 1/07)								
Steve Friedel (non-voting)	x	x											FDOT (appt. 10/10)								
Karl Welzenbach (non-voting)	x	x											Volusia TPO								
<b><u>Vacancies</u></b>																					
South Daytona																					
Volusia County District 1																					
Volusia County At-Large																					
Lake Helen																					
Oak Hill																					
Beverly Beach																					
Daytona Beach Shores																					
Flagler Beach																					
Ponce Inlet																					
<b>QUORUM</b>	<b>Y</b>	<b>Y</b>																			
P.J. Arvidson (resigned 02-15-11)																					

### Technical Coordinating Committee (TCC)

Name	18-Jan	15-Feb	15-Mar	19-Apr	17-May	21-Jun	19-Jul	16-Aug	20-Sep	18-Oct	15-Nov	20-Dec	Notes								
Fred Ferrell	x	x											Daytona Beach (appt. 11/08)								
Arlene Smith	abs	x											Daytona Beach Airport (appt. 01/09)								
Stewart Cruz	x	x											Daytona Beach Shores (appt. 10/04)								
Mike Holmes	x	exc											DeLand (appt. 09/98)								
Ron Paradise (Vice Chair)	x	x											Deltona (appt. 11/09)								
Rebecca Hammock	exc	x											DeBary (appt. 06/10)								
Darren Lear	x	exc											Edgewater (appt. 10/99)								
Robert M. Smith													Flagler Beach (appt. 03/11)								
Tom Harowski	x	x											Holly Hill (appt. 01/11)								
Gail Henrikson	x	x											New Smyrna Beach (appt. 12/07)								
Don Findell	exc	exc											Lake Helen (appt. 10/97)								
Ric Goss	x	x											Ormond Beach (appt. 11/07)								
Jim Kerr	x	x											Orange City (appt. 06/00)								
Jim Smith	x	abs											Pierson (appt. 05/09)								
Bill McCord (Chair)	x	x											Port Orange (appt. 11/08 )								
John Dillard	x	x											South Daytona (appt. 12/03)								
Jon Cheney	x	x											Volusia County Traffic Engineering (appt. 04/99)								
Marian Ridgeway	x	exc											Volusia County School Board(appt. 11/98)								
Heather Blanck	x	x											Votran (appt. 01/07)								
Larry LaHue	x	x											V.C. Emergency Management (appt. 01/04)								
Steve Friedel	x	x											FDOT (appt. 10/10)								
<b><u>NON-VOTING</u></b>																					
Karl Welzenbach	x	x											Volusia TPO								
<b><u>Vacancies</u></b>																					
Oak Hill																					
Ponce Inlet																					
Beverly Beach																					
Ponce Inlet																					
<b>QUORUM</b>	<b>Y</b>	<b>Y</b>																			
Caryn Miller																					

***Bicycle & Pedestrian Advisory Committee (BPAC)***

[illegible]

Joe Trepasso - South Daytona (appt 03/05 - res. 03/11)