



# MEETING NOTICE

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

**DATE:** Tuesday, March 26, 2013

**TIME:** Immediately following the TPO Board Meeting - no earlier than 10:30 a.m.

**PLACE:** Volusia TPO Executive Conference Room  
2570 W. International Speedway Blvd., Suite 100  
Daytona Beach, Florida 32114

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## I. Business

A. Review and Discussion of Draft FY 2013/2014 Volusia TPO Budget *(Contact: Herb Seely)*  
*(Enclosure, pages 1-10)*

## II. Set Next Budget Subcommittee Meeting Date

## III. Adjournment

### Budget Subcommittee Members:

Vice Mayor Nancy Long, Chairperson  
Council Member Pat Patterson  
Mayor John Masiarczyk  
Councilman Gene Emter  
Commissioner Marshall Shupe

*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.*

Beverly Beach  
Daytona Beach  
Daytona Beach Shores  
DeBary

DeLand  
Deltona  
Edgewater  
Flagler Beach

Holly Hill  
Lake Helen  
New Smyrna Beach  
Oak Hill

Orange City  
Ormond Beach  
Pierson  
Ponce Inlet

Port Orange  
South Daytona  
Volusia County

**Volusia TPO FY 2013-2014 Budget  
With Prior Year Carryover**

**Volusia TPO FY 2013-2014 Budget  
With Prior Year Carryover**

	Amended Budget FY 2012/2013	** Proposed FY 2013/2014	Change
<b><u>REVENUES</u></b>			
Federal Funds	1,865,453	\$1,871,899	\$6,446
State Funds	50,915	57,830	6,915
Local Funds	\$162,364	176,575	14,211
<b>Total Revenue</b>	<b>\$2,078,732</b>	<b>\$2,106,304</b>	<b>\$27,572</b>
<b><u>EXPENDITURES</u></b>			
Salaries	\$530,254	\$543,401	\$13,147
Fringe Benefits	176,185	187,526	11,341
Office Supplies	12,500	12,500	0
Postage	13,800	10,800 *	(3,000)
Office Expense (Rent, Utilities & Cleaning)	128,959	136,003 *	7,044
Advertising	4,000	2,500	(1,500)
Printing	5,000	5,000	0
Conference, Workshops & Seminar Fees	5,720	6,650	930
Fees	28,600	28,600	0
Dues	1,475	3,237	1,762
Publications	1,500	1,050	(450)
Copy Expense	26,500	26,500 *	0
Copy Machine Costs	27,730	26,500	(1,230)
Travel Expenses	24,500	20,800	(3,700)
Awards Program/Promo	10,500	10,500	0
Special Studies	837,092	862,807	25,715
Professional Services	162,100	105,600	(56,500)
Meeting Expense	2,500	3,000	500
Liability, Equipment & Auto Insurance	10,000	10,000	0
Repairs	1,500	1,500	0
Network/Web Page Costs	26,865	29,240 *	2,375
Capital Outlay (Computer & Server)	12,000	6,300	(5,700)
Software	9,718	7,000 *	(2,718)
Telephone	3,628	3,850 *	222
Education	2,750	1,500	(1,250)
Contingency	13,356	53,940	40,585
<b>Total Expenditures</b>	<b>\$2,078,732</b>	<b>\$2,106,304</b>	<b>\$27,572</b>
Excess of revenues over (under) expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

\* Include expenses for VCOG which are paid back through Administrative Services Revenues

\*\* The TPO Budget was amended March 27, 2012

**Volusia TPO FY 2013-2014 Budget  
With Prior Year Carryover**

**Revenue Sources**

	<u>New FY 2013/2014</u>	<u>Carryover From FY 2012/2013</u>	<u>Totals</u>
<b>Federal Funds</b>			
PL-112 UPWP FY 12/13		\$100,000	
PL-112 FY 13/14	\$652,432		
PL-11 Prior Year Carryover Funds		64,946	
FTA-5303 FY 11/12		43,200	
FTA-5303 FY 12/13		48,400	
FTA-5303 FY 13/14	152,443		
XU-Bike Feasibility Studies	100,000		
XU-2040 LRTP (LAP)		390,000	
XU-Corridor Improvement Program		220,478	
XU-Traffic Operations	100,000		
	<u>\$1,004,875</u>	<u>\$867,024</u>	
			<b>\$1,871,899</b>
<b>State Funds</b>			
FTA-5303 FY 11/12		\$5,400	
FTA-5303 FY 12/13		\$6,050	
FTA-5303 FY 13/14	\$19,055		
TD FY 13/14	27,325		
	<u>\$46,380</u>	<u>\$11,450</u>	
			<b>57,830</b>
<b>Local Funds</b>			
FTA-5303 FY 11/12		\$5,400	
FTA-5303 FY 12/13		\$6,050	
FTA-5303 FY 13/14	\$19,055		
XU-Bike Feasibility Studies	10,000		
XU-Traffic Operations	10,000		
Interest Income	500		
VCOG	40,596		
Member Assessments	58,474		
Copy Machine Revenue	26,500		
	<u>\$165,125</u>	<u>\$11,450</u>	
			<b>176,575</b>
<b>Total</b>	<u><b>\$1,216,380</b></u>	<u><b>\$889,924</b></u>	<u><b>\$2,106,304</b></u>

**Volusia TPO FY 2013-2014 Budget  
With Prior Year Carryover**

**Staff Salary, Fringe & Indirect**

<b>TPO STAFF</b>	<b>FY 12/13 Salary Costs</b>			<b>Fringe</b>		<b>Total</b>
	<b>Salary</b>	<b>PTO*</b>	<b>Total</b>	<b>\$</b>	<b>hlth/auto</b>	
Full-Time Salaries	\$528,950	\$14,451	\$543,401	\$95,133	\$92,393	\$187,526
<b>Total Salary</b>	\$528,950	\$14,451	\$543,401	\$95,133	\$92,393	\$187,526

**Volusia TPO FY 2013-2014 Budget  
With Prior Year Carryover**

**Office Expense**

	<u>TPO</u>	<u>VCOG</u>	
Rent	\$90,766	\$25,437	\$116,203
Utilities (electric)	6,450	1,350	\$7,800
Storage Units	5,400	0	\$5,400
Cleaning Services/Supplies	5,496	1,104	\$6,600
	<b>\$108,112</b>	<b>27,891</b>	<b>\$136,003</b>

**Conference, Workshops & Seminar Fees**

Transportation Disadvantaged (2)	\$500	5.01	Transit Planning & TD Program
Seminars & Workshops - Various Tasks in state	2,000	1.01	General Administration
AMPO/Rail Volution - Portland, OR/Seattle, WA (2)	1,800	3.05	State & Regional Planning & Coordination
Professional Development Conferences (4)	1,000		
MPOAC Institute (3)	750	1.01	4 Registrations @ \$250
GMS-Accounting System (1) - Baltimore, MD	600	1.01	General Administration
	<b>\$6,650</b>		

**Fees**

Central FL MPO Alliance	\$5,000	1.01	General Administration
ESRI Maintenance License	1,000	3.02	TIP
Pension Administration Fee	1,600	1.01	General Administration
GMS Accounting Maintenance	4,500	1.01	General Administration
MPOAC	500	TPO	
Bank Fees	1,400	1.01	General Administration
Legal Fees	2,500	1.01	General Administration
Audit Fees	12,100	1.01	General Administration
	<b>\$28,600</b>		

**Dues/Memberships**

APTA	\$1,022	TPO	
FL for Better Transportation	250	TPO	
FL Bicycle Association	125	TPO	
FPZA	340	1.01	
Employee Memberships (4)	1,500	TPO	4 @ \$125, ED \$1,000
	<b>\$3,237</b>		

**Copy Machine Costs**

Copier Lease	\$10,500	TPO	
Copy Cost	12,000	TPO/VCOG	
Paper & Staples	4,000	TPO	
	<b>\$26,500</b>		

**Travel**

Transportation Disadvantaged (2)	\$1,250	Indirect	Room \$120 X 3 = \$360 Meals 3 @ \$56 = \$168, Mileage \$85 = \$613
Seminars & Workshops - Various Tasks in state	1,500	Indirect	Room \$, Meals \$, Mileage \$ = \$
AMPO/Rail Volution - Portland, OR/Seattle, WA (2)	4,450	Indirect	Room \$300 X 4 = \$1,200, Meals 5 @ \$71 = \$355, Airfare \$370, Misc \$300 = \$2,225
Professional Development Conferences (4)	4,000	Indirect	4 Trips @ \$1,000
MPOAC Institute (3)	1,600	Indirect	Room \$250, Meals \$102, Mileage \$170 = \$522
GMS-Accounting System (1) - Baltimore, MD	2,000	Indirect	Room \$200 X 5 = \$1,000 Meals 6 @ \$71 = \$426, Airfare \$400, Misc \$100 = \$1,926
Employee Mileage	6,000	Indirect	10,000 @ .565 = \$5,650 plus tolls
	<b>\$20,800</b>		

**Volusia TPO FY 2013-2014 Budget  
With Prior Year Carryover**

**Network Costs**

	<b>TPO</b>	<b>VCOG</b>
Server/Workstation Monitoring/Off Site Storage/Spam Block	\$19,755	4,685
Laptop Installation/Network Repairs	1,000	0
Web Page Annual Fee/Survey Monkey	800	0
High-speed Internet	2,550	450
	<b>\$24,105</b>	<b>\$5,135</b>

1.02 ITS

**Special Studies**

Community Transportation Study	\$30,000	3.08 Community Transportation Study
General Planning Studies	15,000	3.10 General Planning Studies
XU-Bike Feasibility Studies	100,000	4.03 Bike Feasibility Studies
XU-2040 LRTP (LAP)	427,807	3.09 2040 LRTP (LAP)
XU-Corridor Improvement Program	190,000	3.08 Corridor Improvement Program contracts \$85K
XU- ITS/Traffic Operations	100,000	3.07 ITS/Traffic Operations contracts \$85K plus local
	<b>\$862,807</b>	

**Professional Services**

TPO Board Retreat	\$6,000	1.01 General Administration
Votran - Transit Planning Services - General Consulting - FY13/14	24,000	5.03 Transit Planning Services-General Consulting
Votran - Transit Planning Services - General Consulting - FY12/13	20,000	5.03 Transit Planning Services-General Consulting
Votran-Increasing Transit Ridership - FY11/12	41,000	8.06 Increasing Transit Ridership
TIP Website Maintenance	9,600	3.02 TIP
TPO Web Page Update	5,000	1.02 ITS
	<b>\$105,600</b>	

**Capital Outlay**

Replacement Equipment (1 Watchguard)	\$1,600	1.02 ITS
Replacement Equipment (3 - laptops )	6,300	
	<b>\$7,900</b>	

**Software**

Licenses - (Microsoft Office & Watchguard)	\$2,700	1.02 ITS
Microsoft Operating System Licenses - Server	3,760	1.02 ITS
Other new software	540	1.02 ITS
	<b>\$7,000</b>	

**Awards Program/Promo**

Bicycle Helmets & Giveaways	\$10,000	4.02 Bike-Pedestrian Planning & Implementation
Awards	500	TPO
	<b>\$10,500</b>	

**Publications**

Newspapers	\$550
Misc	500
	<b>\$1,050</b>

**Volusia TPO FY 2013-2014 Budget  
With Prior Year Carryover**

**VCOG/TPO Administrative Services  
FY 12/13**

	<b>VCOG</b>	<b>TPO</b>	<b>Total</b>	
Rent	\$25,437	\$90,766	\$116,203	Rent increase 7/1/13
Janitorial & Supplies	1,104	5,496	6,600	
Phone Service	750	3,100	3,850	
Utilities (electric)	1,350	6,450	7,800	
Software-Licenses	520	2,180	2,700	
Network Service	4,685	19,755	24,440	
Internet	450	2,550	3,000	
Postage	800	10,000	10,800	
Copy Expense	5,500	21,000	26,500	
<b>Total</b>	<b>\$40,596</b>	<b>\$161,297</b>	<b>\$201,893</b>	
<b>Software-Licenses</b>				
Microsoft Office - 13 @ \$150	\$450	\$1,950	\$2,400	
WatchGuard	70	230	300	
	<b>\$520</b>	<b>\$2,180</b>	<b>\$2,700</b>	
<b>Network Service</b>				
Watchguard 3 year contract	\$185	\$615	\$800	
Off site storage	360	1,200	1,560	
Annual computer maintenance	4,140	17,940	22,080	
	<b>\$4,685</b>	<b>\$19,755</b>	<b>\$24,440</b>	
<b>Telephone</b>				
Office service	\$750	\$3,100	\$3,850	
Executive Director		600	600	
	<b>\$750</b>	<b>\$3,700</b>	<b>\$4,450</b>	



**Volusia TPO FY 2013-2014 Budget  
With Prior Year Carryover**

	<b>BEBR* 2012 Population</b>	<b>FY 13/14 Assessment Amount (.10)</b>
<b>Beverly Beach</b>	334	\$33
<b>Bunnell</b>	2,101 #	210
<b>Daytona Beach</b>	61,859	6,186
<b>Daytona Beach Shores</b>	4,255	426
<b>DeBary</b>	19,338	1,934
<b>DeLand</b>	27,700	2,770
<b>Deltona</b>	85,281	8,528
<b>Edgewater</b>	20,776	2,078
<b>Flagler Beach</b>	4,482	448
<b>Flagler County</b>	5,551 #	555
<b>Holly Hill</b>	11,665	1,167
<b>Lake Helen</b>	2,619	262
<b>New Smyrna Beach</b>	22,792	2,279
<b>Oak Hill</b>	1,788	179
<b>Orange City</b>	11,226	1,123
<b>Ormond Beach</b>	38,612	3,861
<b>Palm Coast</b>	75,182 #	7,518
<b>Pierson</b>	1,691	169
<b>Ponce Inlet</b>	3,046	305
<b>Port Orange</b>	56,386	5,639
<b>South Daytona</b>	12,294	1,229
<b>Volusia County</b>	<u>115,757</u>	<u>11,576</u>
<b>Total</b>	<u><u>584,739</u></u>	<u><u>\$58,474</u></u>

\* Bureau of Economic and Business Research

# 2010 US Census

**Volusia TPO**  
**FY 13/14 BUDGET**  
**INDIRECT COST ALLOCATION**

Note:        These are TPO costs that are allocated using salary & fringe as a base.  
              These are common expenses that need to be allocated and can not  
              be charged directly to any one program.

**Volusia TPO FY 2013-2014 Budget  
With Prior Year Carryover**

**Indirect Allocation**

Expenses

Office Expense	108,112
Travel Expense	20,800
Liability Insurance	<u>10,000</u>

Total Expenses (Indirect Costs)	<u><u>\$138,912</u></u>
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Direct Salaries	\$543,401	
Fringe Benefits	<u>187,526</u>	
Total Direct Salaries		<u><u>\$730,927</u></u>

Indirect Costs	<u>\$138,912</u>	=	19.00%
Total Direct Salaries	<u>\$730,927</u>		