

Volusia-Flagler TPO Executive Committee Meeting

**April 1, 2025
9:00 a.m.**



Executive Committee Meeting
April 1, 2025

1. Call to Order/Roll Call/Determination of Quorum



Executive Committee Meeting
April 1, 2025

2. Public Comment/Participation



3. Business Items

A. Review and Approval of an Expenditure to Support the Development of the FY 2026/27 to FY 2030/31 Transportation Improvement Program (TIP)



3. Business Items

B. Review and Recommend Approval of the FY 2026/27 TPO Operating Budget



**Volusia-Flagler TPO FY 2026/27 Budget
With Prior Year Carryover
DRAFT**

Volusia-Flagler TPO
FY 2026/27 Budget
DRAFT

	<u>Approved</u> <u>FY 25/26 *</u>	<u>Proposed</u> <u>FY 26/27</u>	<u>Change</u>
<u>REVENUES</u>			
Federal Funds	\$ 3,778,776	\$ 2,988,791	\$ (789,985)
State Funds	\$ 35,943	\$ 35,943	\$ -
Local Funds	\$ 120,729	\$ 119,525	\$ (1,204)
Total Revenue	\$ 3,935,448	\$ 3,144,259	\$ (791,189)
<u>EXPENDITURES</u>			
Personnel			
Salaries	\$ 725,915	\$ 753,840	\$ 27,925
Fringe Benefits	\$ 362,589	\$ 405,576	\$ 42,987
Consultant Services/Special Studies	\$ 2,273,893	\$ 1,441,794	\$ (832,099)
Travel Expenses	\$ 25,000	\$ 25,000	\$ -
Office Expenses			
Rent (includes: electricity and janitorial)	\$ 150,000	\$ 160,000	\$ 10,000
Office Expense - Misc.	\$ 8,000	\$ 8,000	\$ -
Operating Expenses			
Advertising	\$ 4,500	\$ 4,500	\$ -
Conference, Workshops & Seminar Fees	\$ 15,000	\$ 15,000	\$ -
Copy Machine Costs	\$ 11,000	\$ 11,000	\$ -
Dues/Memberships	\$ 10,000	\$ 10,000	\$ -
Education/ Professional Development	\$ 2,000	\$ 2,000	\$ -
Service Charge	\$ 36,000	\$ 16,000	\$ (20,000)
Liability, Equipment & Auto Insurance	\$ 30,000	\$ 30,000	\$ -
Meeting Expense	\$ 4,000	\$ 4,000	\$ -
Operating Supplies	\$ 10,000	\$ 10,000	\$ -
Postage	\$ 2,000	\$ 2,000	\$ -
Printing	\$ 8,000	\$ 8,000	\$ -
Publications	\$ 1,050	\$ 1,050	\$ -
Repairs/Improvements	\$ 2,000	\$ 2,000	\$ -
Network Costs	\$ 30,000	\$ 40,000	\$ 10,000
Software	\$ 20,000	\$ 20,000	\$ -
Professional Services			
Audit Services	\$ 20,000	\$ 20,000	\$ -
Legal Services	\$ 20,000	\$ 20,000	\$ -
Payroll Fees Services	\$ 3,500	\$ 3,500	\$ -
Professional Services - Misc.	\$ 3,500	\$ 3,500	\$ -
Capital Outlay (Equipment/Furniture/Computers)	\$ 30,000	\$ 15,000	\$ (15,000)
Capital Outlay (Server Replacement)	\$ 15,000	\$ -	\$ (15,000)
Outreach and Educational	\$ 12,500	\$ 12,500	\$ -
Contingency	\$ 100,000	\$ 100,000	\$ -
Total Expenditures	\$ 3,935,448	\$ 3,144,259	\$ (791,189)
Excess of revenues over (under) expenditures	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

* Reflects Budget Amendment 1 approved 8.27.2025

**Volusia-Flagler TPO
FY 2026/27 Budget
DRAFT**

Revenue Sources

	New FY 2026/27	Carryover From Prior Years	Totals
 <u>Federal Funds</u>			
Consolidated Planning Grant FY 26/27	\$ 1,318,591		
Consolidated Planning Grant FY 25/26 - DeOb.		\$ 1,320,200	
SU Special Studies FY 26/27	\$ 200,000		
SU Special Studies FY 25/26 - DeOb.		\$ 150,000	
	\$ 1,518,591	\$ 1,470,200	
			\$ 2,988,791
 <u>State Funds</u>			
TD FY 26/27	\$ 35,943		
	\$ 35,943	\$ -	
			\$ 35,943
 <u>Local Funds</u>			
SU Feasibility Studies-Local Match 10% (FY 26/27)	\$ 20,000		
SU Feasibility Studies-Local Match 10% (FY 25/26)		15,000	
Interest Income	\$ 10,000		
Member Assessments	\$ 74,525		
	\$ 104,525	\$ 15,000	
			\$ 119,525
Total	\$ 1,659,059	\$ 1,485,200	\$ 3,144,259

**Volusia-Flagler TPO
FY 2026/27 Budget
DRAFT**

Staff Salary and Fringe

Budgeted	Salary Costs		Fringe			Total
	Salary	Sub Total	Retirement Life WC/Fica	Health/ Other	Sub Total	Personnel
Budget FY 25/26	\$725,915	\$725,915	\$185,925	\$176,664	\$362,589	\$1,088,504
Proposed FY 26/27	\$753,840	\$753,840	\$197,627	\$207,948	\$405,576	\$1,159,415
Increase (Decrease)	\$27,925	\$27,925	\$11,702	\$31,284	\$42,988	\$70,911

Notes:

Includes a 3.0% COLA for current staff positions

Includes contingency for possible leave payout

Includes \$50,000 additional contingency for re-org/staffing/merit

FRS employer contribution rate calculated as same rate as FY 2026

Includes 5% increase in estimate for health insurance premiums

Assumes highest health insurance premium category for vacant positions

**Volusia-Flagler TPO
FY 26/27 Budget
DRAFT**

TPO ASSESSMENTS

	<u>Population*</u>	<u>FY 2026/27 Assessment Amount (.10)</u>
Beverly Beach	504	\$50
Bunnell	4,224	\$422
Daytona Beach	88,144	\$8,814
Daytona Beach Shores	5,268	\$527
DeBary	24,529	\$2,453
DeLand	44,316	\$4,432
Deltona	98,792	\$9,879
Edgewater	25,655	\$2,566
Flagler Beach	5,731	\$573
Flagler County (Unincorporated)	19,985	\$1,999
Holly Hill	13,041	\$1,304
Lake Helen	3,041	\$304
Marineland (part)	12	\$0 **
New Smyrna Beach	32,852	\$3,285
Oak Hill	2,139	\$214
Orange City	14,882	\$1,488
Ormond Beach	45,723	\$4,572
Palm Coast	110,330	\$11,033
Pierson	1,583	\$158
Ponce Inlet	3,428	\$343
Port Orange	65,898	\$6,590
South Daytona	13,517	\$1,352
Volusia County (Unincorporated)	<u>121,653</u>	<u>\$12,165</u>
Total	<u><u>745,247</u></u>	<u><u>\$74,525</u></u>

* Based on 2025 Bureau of Economics and Business Research (BEBR) Population Estimates

** The Executive Committee waived Marineland's assessment amount at the June 5, 2024 meeting

**VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION
FISCAL YEAR TO DATE EXPENSES REPORT
PERIOD ENDING FEBRUARY 2026**

<u>DESCRIPTION</u>	FY 25/26 BUDGET	FYTD TOTAL	UNDER (OVER) BUDGET	FYTD % BUDGET
<u>EXPENDITURES</u>				
Personnel				
Salaries	\$ 725,915.00	\$300,661.64	\$425,253.36	41.42%
Fringe Benefits	\$ 362,589.00	\$152,028.97	210,560.03	41.93%
Consultant Services/Special Studies	\$ 2,273,893.00	\$419,521.24	1,854,371.76	18.45%
Travel Expenses	\$ 25,000.00	\$4,556.07	20,443.93	18.22%
Office Expenses				
Rent (Includes Electricity & Janitorial)	\$ 150,000.00	\$92,890.05	57,109.95	61.93%
Office Expense - Misc.	\$ 8,000.00	\$3,990.00	4,010.00	49.88%
Operating Expenses				
Advertising	\$ 4,500.00	\$1,433.32	3,066.68	31.85%
Conference, Workshops & Seminar Fees	\$ 15,000.00	\$1,999.00	13,001.00	13.33%
Copy Machine Costs	\$ 11,000.00	\$5,007.53	5,992.47	45.52%
Dues/Memberships	\$ 10,000.00	\$2,059.00	7,941.00	20.59%
Educational/Professional Development	\$ 2,000.00	\$0.00	2,000.00	0.00%
Fees	\$ 36,000.00	\$32,296.81	3,703.19	89.71%
Liability, Equipment & Auto Insurance	\$ 30,000.00	\$11,310.50	18,689.50	37.70%
Meeting Expense	\$ 4,000.00	\$1,736.64	2,263.36	43.42%
Operating Supplies	\$ 10,000.00	\$1,365.22	8,634.78	13.65%
Postage	\$ 2,000.00	\$831.04	1,168.96	41.55%
Printing	\$ 8,000.00	\$380.00	7,620.00	4.75%
Publications	\$ 1,050.00	\$419.39	630.61	39.94%
Repairs/Improvements	\$ 2,000.00	\$525.00	1,475.00	26.25%
Network Costs	\$ 30,000.00	\$18,763.43	11,236.57	62.54%
Software	\$ 20,000.00	\$9,939.46	10,060.54	49.70%
Professional Services				
Audit Services	\$ 20,000.00	\$17,500.00	2,500.00	87.50%
Legal Services	\$ 20,000.00	\$0.00	20,000.00	0.00%
Payroll Fees Services	\$ 3,500.00	\$1,805.00	1,695.00	51.57%
Professional Services - Misc.	\$ 3,500.00	\$156.00	3,344.00	4.46%
Capital Outlay (Equipment/Furniture/Comp)	\$ 30,000.00	\$18,055.19	11,944.81	60.18%
Capital Outlay (Server Replacement)	\$ 15,000.00	\$14,075.35	924.65	93.84%
Outreach and Educational	\$ 12,500.00	\$2,112.26	10,387.74	16.90%
Contingency	\$ 100,000.00	\$0.00	100,000.00	0.00%
TOTAL EXPENDITURES	\$ 3,935,448.00	\$1,115,418.11	\$2,820,029.89	28.34%

66.67% OF YEAR COMPLETE

Executive Committee Meeting
April 1, 2025

3. Business Items

**C. Review and Approval of the March 4, 2026
Executive Committee Meeting Minutes**



Executive Committee Meeting
April 1, 2025

3. Business Items

**D. Review and Approval of the Draft April 22,
2026 TPO Board Agenda**





MEETING AGENDA

VOLUSIA-FLAGLER TPO BOARD

Councilman Eric Sander, Chairperson

DATE: Wednesday, April 22, 2026
TIME: 9:00 a.m.
PLACE: Volusia-Flagler TPO Conference Room
1540 Cornerstone Blvd, Suite 240
Daytona Beach, FL 32117

Microsoft Teams Information:
[Join the TPO Board Meeting](#)
By phone: +1 561-484-5911 ID: 203 962 548#

TPO BOARD AGENDA (DRAFT)

1. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT/PARTICIPATION (*Length of time at the discretion of the Chairperson*)

Anyone wishing to make a public comment should fill out a speaker card and hand it to a TPO staff member or the Chairperson. You will be called on when the item is discussed. If you wish to speak about an item not on the agenda, you will be called during public comment/participation.

3. CONSENT AGENDA

- A. March 25, 2026 Volusia-Flagler TPO Board Meeting Minutes
- B. Treasurer's Report
- C. Executive Committee Report
- D. Grievance Committee Report
- E. Transportation Disadvantaged Local Coordinating Board Report
- F. Bicycle/Pedestrian Advisory Committee Report
- G. Citizens Advisory Committee Report
- H. Technical Coordinating Committee Report
- I. Volusia-Flagler TPO Board Report
- J. Executive Director Timesheet Review Reports
- K. Approval of an Amendment to the FY 2025/26 TPO Budget

4. ACTION ITEMS

- A. Review and Approval of Resolution 2026-## Amending the 2025/26 to 2029/30 Transportation Improvement Program (TIP) (**Roll Call Vote Required**)
- B. Review and Approval of Resolution 2026-## adopting the FY 2026/27 and 2027/28 Unified Planning Work Program and Authorizing the Execution of the FDOT/Metropolitan Planning Organization Agreement (**Roll Call Vote Required**)
- C. Review and Approval of Resolution 2026-## Supporting the Florida Department of Transportation (FDOT) as a Designated Recipient of Federal Transit Administration (FTA) formula-based funds (Sections 5310 and 5339) for the Deltona Urbanized Area

4. ACTION ITEMS (Continued)

- D. Review and Approval of Resolution 2026-## adopting the TPO Travel Policy

5. PRESENTATIONS AND DISCUSSION ITEMS

- A. Presentation and Discussion of the Draft FY 2026/27 TPO Operating Budget
- B. FDOT Report

6. EXECUTIVE DIRECTOR'S REPORT**7. TPO BOARD MEMBER COMMENTS****8. TPO CHAIRPERSON COMMENTS****9. INFORMATION ITEMS**

- A. BPAC Attendance Record
- B. CAC Attendance Record
- C. TCC Attendance Record
- D. TPO Outreach & Activities
- E. Upcoming Events
- F. Volusia County and Flagler County Construction Reports

10. ADJOURNMENT

The next Volusia-Flagler TPO Board meeting will be held on **May 27, 2026**.

May 2026 Meeting Dates

Executive Committee, May 6, 2026 @ 9:00 am

Bicycle/Pedestrian Advisory Committee, May 13, 2026 @ 2:00 pm

Citizens Advisory Committee, May 19, 2026 @ 1:15 pm

Technical Coordinating Committee, May 19, 2026 @ 3:00 pm

Volusia-Flagler TPO Board, May 27, 2026 @ 9:00 am

If any person decides to appeal a decision made by this board concerning any matter considered at such meeting or hearing, they will need a record of the proceedings, including all testimony and evidence upon which the appeal is to be based. To that end, such a person will want to ensure that a verbatim record of the proceedings is made.

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia-Flagler TPO office, 1540 Cornerstone Blvd., Suite 240, Daytona Beach, Florida 32117; 386.271.0249, ext. 1, at least five (5) working days before the meeting date.

The Volusia-Flagler TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.vftpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386.271.0249, ext. 1, or pblankenship@vftpo.org.

Persons who require translation services, which are provided at no cost, should contact the Volusia-Flagler TPO at 386.271.0249 or by email at PBlankenship@vftpo.org at least five (5) business days before the meeting.

4. Staff Comments



5. Executive Committee Member Comments



6. Adjournment

