



# MEETING AGENDA

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

**DATE:** Wednesday, April 23, 2014  
**TIME:** 8:00 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 Recommend Approval of Draft FY 2014/2015 Volusia TPO Budget** *(Contact: Herbert M. Seely)*

**II. Adjournment**

Budget Subcommittee Members:  
Council Member Pat Northey, Chairperson  
Commissioner Rick Basso  
Commissioner Penny Currie  
Council Member Joe Perrone

*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 20416 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

**River to Sea TPO FY 2014-2015 Budget  
With Prior Year Carryover**

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

	<u>Current</u> <u>FY 2013/2014</u>	<u>Proposed</u> <u>FY 2014/2015</u>	<u>Change</u>
<b><u>REVENUES</u></b>			
Federal Funds	1,979,497	\$1,699,152	(\$280,345)
State Funds	67,203	69,446	2,243
Local Funds	183,525	178,785 *	(4,740)
<b>Total Revenue</b>	<b>\$2,230,225</b>	<b>\$1,947,383</b>	<b>(\$282,842)</b>
<b><u>EXPENDITURES</u></b>			
Salaries	\$543,401	\$508,604	(\$34,797)
Fringe Benefits	187,526	179,900	(7,626)
Office Supplies/Equipment	12,500	10,000 *	(2,500)
Postage	10,800	7,500 *	(3,300)
Office Expense (Rent, Utilities & Cleaning, etc)	136,003	137,536 *	1,533
Advertising	2,500	2,500	0
Printing	14,700	10,500	(4,200)
Conference, Workshops & Seminar Fees	6,650	6,650	0
Fees	32,100	32,100	0
Dues	3,237	3,237	0
Publications	1,050	1,050	0
Copy Expense	26,500	20,500 *	(6,000)
Copy Machine Costs	26,500	20,500	(6,000)
Travel Expenses	20,800	20,800	0
Awards Program/Promo	10,500	10,500	0
Special Studies	917,497	642,597	(274,900)
Professional Services	158,600	182,166	23,566
Meeting Expense	3,000	3,000	0
Liability, Equipment & Auto Insurance	10,000	11,000	1,000
Repairs	1,500	1,000	(500)
Network/Web Page Costs	29,240	47,980 *	18,740
Capital Outlay (Computer & Server)	6,300	5,000	(1,300)
Software	7,000	6,250 *	(750)
Telephone	3,850	3,600 *	(250)
Education	1,500	1,000	(500)
Contingency	56,971	71,914	14,943
<b>Total Expenditures</b>	<b>\$2,230,225</b>	<b>\$1,947,382</b>	<b>(\$282,843)</b>
Excess of revenues over (under) expenditures	<u>\$0</u>	<u>(\$0)</u>	<u>(\$0)</u>

\*Includes revenue and expenditures for VCOG which are paid back through Administrative Services Revenue.

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

**REVENUE SOURCES**

	<u>New FY 2014/2015</u>	<u>Carryover From FY 2013/2014</u>	<u>Totals</u>
<b>Federal Funds</b>			
PL-112 FY 14/15	\$650,974		
PL- Prior Year Carryover Funds		130,000	
FTA-5303 FY 11/12		16,000	
FTA-5303 FY 12/13		16,000	
FTA-5303 FY 13/14		80,000	
FTA-5303 FY 14/15	205,581		
XU-Bike Feasibility Studies	100,000		
XU-2040 LRTP (LAP)	278,000		
XU-Corridor Improvement Program	122,597		
XU-Traffic Operations	100,000		
	<u>\$1,457,152</u>	<u>\$242,000</u>	
			<b>\$1,699,152</b>
<b>State Funds</b>			
FTA-5303 FY 11/12		\$2,000	
FTA-5303 FY 12/13		2,000	
FTA-5303 FY 13/14		10,000	
FTA-5303 FY 14/15	\$25,698		
TD FY 14/15	29,748		
	<u>\$55,446</u>	<u>\$14,000</u>	
			<b>69,446</b>
<b>Local Funds</b>			
FTA-5303 FY 11/12		\$2,000	
FTA-5303 FY 12/13		2,000	
FTA-5303 FY 13/14		10,000	
FTA-5303 FY 14/15	\$25,698		
XU-Bike Feasibility Studies	10,000		
XU-Traffic Operations	10,000		
Interest Income	720		
VCOG	39,207		
Member Assessments	58,660		
Copy Machine Revenue	20,500		
	<u>\$164,785</u>	<u>\$14,000</u>	
			<b>178,785</b>
<b>Total</b>	<u><u>\$1,677,383</u></u>	<u><u>\$270,000</u></u>	<u><u>\$1,947,383</u></u>

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

**STAFF SALARY, FRINGE & INDIRECT**

Budgeted	Salary Costs			Fringe			Total
	Salary	PTO*	Sub Total	Pension Life WC/Fica	hlth/auto	Sub Total	Personnel
Current FY 13/14	\$528,950	\$14,451	\$543,401	\$95,133	\$92,393	\$187,526	\$730,927
Proposed FY 14/15	\$494,502	\$14,102	\$508,604	\$95,719	\$84,181	\$179,900	\$688,503
<b>Increase (Decrease )</b>	<b>(\$34,448)</b>	<b>(\$349)</b>	<b>(\$34,797)</b>	<b>\$586</b>	<b>(\$8,212)</b>	<b>(\$7,626)</b>	<b>(\$42,424)</b>

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

**VCOG/TPO ADMINISTRATIVE SERVICES**

	<u>VCOG</u>	<u>TPO</u>	<u>Total</u>
Rent	\$26,035	\$92,901	\$118,936
Janitorial & Supplies	1,182	4,218	5,400
Telephone	900	2,700	3,600
Utilities (electric)	1,350	6,450	7,800
Software-Licenses	450	1,500	1,950
Network Service	5,040	20,040	25,080
Internet	450	1,050	1,500
Postage	800	6,700	7,500
Copy Expense	3,000	17,500	20,500
	<u>39,207</u>	<u>153,059</u>	<u>192,266</u>
<b>Software-Licenses</b>			
Microsoft Office - 13 @ \$150	\$450	\$1,500	\$1,950
	<u>450</u>	<u>1,500</u>	<u>1,950</u>
<b>Network Service</b>			
Off site storage	\$900	\$2,100	\$3,000
Annual computer maintenance	4,140	17,940	22,080
	<u>5,040</u>	<u>20,040</u>	<u>25,080</u>
<b>Telephone</b>			
Office service	\$900	\$2,100	\$3,000
Executive Director		600	600
	<u>900</u>	<u>2,700</u>	<u>3,600</u>

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

	<b>BEER* 2013 Population</b>		<b>FY 14/15 Assessment Amount (.10)</b>
<b>Beverly Beach</b>	335 *		\$34
<b>Bunnell</b>	2,101 #		210
<b>Daytona Beach</b>	61,998 *		6,200
<b>Daytona Beach Shores</b>	4,292 *		429
<b>DeBary</b>	19,363 *		1,936
<b>DeLand</b>	28,436 *		2,844
<b>Deltona</b>	85,469 *		8,547
<b>Edgewater</b>	20,737 *		2,074
<b>Flagler Beach</b>	4,510 *		451
<b>Flagler County</b>	5,551 #		555
<b>Holly Hill</b>	11,632 *		1,163
<b>Lake Helen</b>	2,630 *		263
<b>New Smyrna Beach</b>	23,119 *		2,312
<b>Oak Hill</b>	1,828 *		183
<b>Orange City</b>	11,337 *		1,134
<b>Ormond Beach</b>	38,557 *		3,856
<b>Palm Coast</b>	75,182 #		7,518
<b>Pierson</b>	1,688 *		169
<b>Ponce Inlet</b>	3,041 *		304
<b>Port Orange</b>	57,060 *		5,706
<b>South Daytona</b>	12,431 *		1,243
<b>Volusia County</b>	115,300 *		11,530
<b>Total</b>	<u>586,601</u>		<u>\$58,660</u>

\* Bureau of Economic and Business Research

# 2010 US Census

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

**Indirect Allocation**

Expenses

Office Expense	108,969
Fees	
Travel Expense	20,800
Liability Insurance	<u>11,000</u>

Total Expenses (Indirect Costs)		<u>\$140,769</u>
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Direct Salaries	\$508,604
Fringe Benefits	<u>179,900</u>
Total Direct Salaries	<u>\$688,503</u>

Indirect Costs	<u>\$140,769</u>	=	20.45%
Total Direct Salaries	\$688,503		



**River to Sea TPO FY 2014-2015 Budget  
With Prior Year Carryover  
Back up material for Budget Committee**

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

TPO STAFF	Actual Current Salary FY 13/14	Proposed				Proposed			
		FY 14/15 Salary Costs				FY 14/15 Fringe Costs			
		Salary	Paid Time Off	Total	Rate	\$	Health Auto	Total	
Executive Director	\$95,000	\$95,000	\$2,466	\$97,466	18.82%	\$18,343	\$22,673	\$41,016	
Chief Financial Officer	70,150	70,150	2,226	72,376	18.82%	13,621	8,130	21,751	
Transportation Planner	55,000	55,000	1,269	56,269	18.82%	10,590	8,130	18,720	
Senior Planner	78,937	78,937	2,505	81,442	18.82%	15,327	12,728	28,055	
Bike/Ped Coord.	46,880	46,880	1,217	48,097	18.82%	9,052	8,130	17,182	
Transit Planner	45,006	45,006	1,168	46,174	18.82%	8,690	8,130	16,820	
Transportation Planner	62,641	62,641	1,626	64,267	18.82%	12,095	8,130	20,225	
Office Manager	37,493	37,493	973	38,466	18.82%	7,239	8,130	15,369	
Administrative Assistant	24,000	0	0	0	18.82%	0	0	0	
<b>TPO Total</b>	<b>\$515,107</b>	<b>\$491,107</b>	<b>\$13,452</b>	<b>\$504,559</b>		<b>\$94,958</b>	<b>\$84,181</b>	<b>\$179,138</b>	

Personnel Adjustments	\$3,395	\$649	\$4,044	\$761	\$0	\$761
	<u>\$494,502</u>	<u>\$14,102</u>	<u>\$508,604</u>	<u>\$95,719</u>	<u>\$84,181</u>	<u>\$179,900</u>

	Fringe Rate		Ex Director
Pension-FRS/Deferred			
Comp	9.85%	-	
Pension-Principal	-	9.85%	
FICA/Med	7.65%	7.65% FICA/Med*	\$1,225
WC	0.55%	0.55% Health	15,448
Life	0.77%	0.77% Auto	6,000
	18.82%	18.82%	\$22,673

<b>Personnel Adjustments:</b>	
Staff salaries less Executive Director	\$396,107
Average per employee	\$56,586.71
2% adjustment X 3 Employees	\$3,395
Paid time off adjustment	0
Fringe Costs	649
Personnel Adjustments	<u>\$4,044</u>

\*FICA/Med on pension, auto & life  
 \*\*The TPO currently has 2 retirement plans with 4 employees in the Principal Financial Plan and 4 in FL. Retirement system.

<u>Lois</u>	
Pension-9.85%	\$9,358
Auto per year	6,000
Life-3 X Salary	650
	<u>\$16,008</u> X 7.65%
	\$1,224.57

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

**ESTIMATED PAID TIME OFF**

<u>Employee Name</u> <u>TPO</u>	<u>Salary</u>	<u>Hourly</u> <u>Rate</u>	<u>PTO*</u> <u>Hours</u>	<u>PTO \$</u> <u>Total</u>	<u>25% PTO \$</u>
Executive Director	\$95,000	\$45.6731	216	\$9,865	\$2,466
Chief Financial Officer	70,150	33.7260	264	8,904	2,226
Senior Transportation Planner	55,000	26.4423	192	5,077	1,269
Senior Planner	78,937	37.9505	264	10,019	2,505
Bike/Ped Coord.	46,880	22.5385	216	4,868	1,217
Transit Planner	45,006	21.6375	216	4,674	1,168
Data Base Manager	62,641	30.1159	216	6,505	1,626
Office Manager	37,493	18.0255	216	3,894	973
Administrative Assistant	0	0.0000	192	0	0
<b>TPO Total</b>	<u>\$491,107</u>			<u>\$53,805</u>	<u>\$13,452</u>

\* Paid Time Off

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

<u>Office Expense</u>	<u>TPO</u>	<u>VCOG</u>	
Rent	\$92,901	\$26,035	\$118,936
Utilities (electric)	6,450	1,350	\$7,800
Storage Units	5,400	0	\$5,400
Cleaning Services/Supplies	4,218	1,182	\$5,400
	<u>\$108,969</u>	<u>28,567</u>	<u>\$137,536</u>
 <u>Conference, Workshops &amp; Seminar Fees</u>			
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 -	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) -	600		1.01 General Administration
	<u>\$6,650</u>		
 <u>Fees</u>			
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	12,700		1.01 General Administration
Misc.	2,900		
	<u>\$32,100</u>		
 <u>Dues/Memberships</u>			
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
	<u>\$3,237</u>		
 <u>Copy Machine Costs</u>			
Copy Lease	\$10,500		TPO
Copy Cost	8,000		TPO/VCOG
Paper & Staples	2,000		TPO
	<u>\$20,500</u>		
 <u>Travel</u>			
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 -	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) -	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
	<u>\$20,800</u>		

**VOLUSIA TPO FY 2014-2015  
ANNUAL BUDGET**

<u>Network Costs/IT</u>	<u>TPO</u>	<u>VCOG</u>	
Server/Workstation Monitoring/Off Site Storage/Spam Block	\$20,040	5,040	
Laptop Installation/Network Repairs	1,000	0	
Web Page Annual Fee/Survey Monkey	800	0	
High-speed Internet	1,050	450	
TPO Web Page Update	10,000	0	
TIP Website Maintenance	9,600	0	
	<u>\$42,490</u>	<u>\$5,490</u>	1.02 ITS
 <u>Special Studies</u>			
XU-Corridor Improvement Program	\$114,597		3.04 Corridor Improvement Program
XU- ITS/Traffic Operations	110,000		3.07 ITS/Traffic Operations contracts
XU-2040 LRTP (LAP)	278,000		3.09 2040 LRTP (LAP)
General Planning Studies	30,000		3.10 General Planning Studies
XU-Bike Feasibility Studies	110,000		4.03 Bike Feasibility Studies
	<u>\$642,597</u>		
 <u>Professional Services</u>			
TPO Board Retreat	\$6,000		1.01 General Administration
Transit Planning Services - General Consulting - FY14/15	\$40,000		
Votran - Transit Planning Services - General Consulting - FY13/14	72,166		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 - Transit Planning Services - General Consulting - FY11/12	20,000		8.06 Transit Planning Services-General Consulting
Administrative Support	24,000		1.01 General Administration
	<u>\$182,166</u>		
 <u>Capital Outlay</u>			
Replacement Equipment	5,000		
	<u>\$5,000</u>		
 <u>Software</u>			
Licenses - (Microsoft Office)	\$1,950		1.02 ITS
Microsoft Operating System Licenses - Server	3,760		1.02 ITS
Other new software	540		1.02 ITS
	<u>\$6,250</u>		
 <u>Awards Program/Promo</u>			
Bicycle Helmets & Giveaways	\$10,000		
Awards	500		4.02 Bike-Pedestrian Planning & Implementation
	<u>\$10,500</u>		TPO
 <u>Publications</u>			
Newspapers	\$550		
Misc	500		
	<u>\$1,050</u>		