



Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **BUDGET COMMITTEE** will be meeting on:

**MASKS MUST BE
WORN BY MEMBERS
PHYSICALLY PRESENT**

DATE: Wednesday, April 28, 2021

TIME: 10:00 a.m. *(immediately following the TPO Board meeting)*

PLACE: River to Sea TPO Executive Conference Room 2570 W. International Speedway Blvd., Suite 100 Daytona Beach, Florida 32114

R2CTPO Budget Subcommittee
Wed, Apr 28, 2021 10:00 AM (EDT)
(immediately following the TPO Board meeting)

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Volusia County Council Vice Chair Billie Wheeler, Chairperson Presiding

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENT/PARTICIPATION

III. BUSINESS

A. DISCUSS THE DRAFT FY 2021/22 RIVER TO SEA TPO BUDGET *(Enclosure, pages 3-9) (Contact: Walter Lacey)*

IV. STAFF COMMENTS

V. BUDGET SUBCOMMITTEE MEMBER COMMENTS

VI. ADJOURNMENT

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

Budget Subcommittee Members

Volusia County Council Vice Chair Billie Wheeler (TPO 1st Vice Chair)

Council Member Barbara Girtman (TPO 2nd Vice Chair)

Councilwoman Christine Power

Commissioner Chris Cloudman

Mayor Milissa Holland

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea 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.

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

The River to Sea 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.r2ctpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org. Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at PBlankenship@r2ctpo.org at least five (5) business days prior to the event

**River to Sea TPO
FY 21/22 Budget**

**River to Sea TPO FY 21/22 Budget
With Prior Year Carryover**

**River to Sea TPO
FY 21/22 Budget
DRAFT**

	* FY 20/21	Proposed FY 21/22	Change
<u>REVENUES</u>			
Federal Funds	1,377,898	\$1,678,232	\$300,334
State Funds	64,188	30,474	(33,714)
Local Funds	180,454	115,510	(64,944)
Total Revenue	1,622,541	\$1,824,216	\$201,676
<u>EXPENDITURES</u>			
Salaries	526,841	\$594,624	\$67,783
Fringe Benefits	205,171	215,392	10,221
Office/Operating Supplies	10,000	10,000	0
Postage	5,000	5,000	0
Office Expense (Rent, Utilities & Cleaning, etc.)	125,100	128,100	3,000
Advertising	4,000	4,000	0
Printing	8,000	8,000	0
Conference, Workshops & Seminar Fees	6,300	6,300	0
Fees	35,900	40,900	5,000
Dues	6,694	6,694	0
Publications	1,050	1,050	0
Copy Expense	22,000	22,000	0
Copy Machine Costs	21,000	21,000	0
Travel Expenses	15,575	15,575	0
Outreach and Promotions	18,000	8,000	(10,000)
Special Studies /Professional Services	467,308	611,174	143,866
Meeting Expense	3,000	2,000	(1,000)
Liability, Equipment & Auto Insurance	14,214	16,937	2,723
Repairs/Improvements	22,000	4,000	(18,000)
Network/Web Page Costs	39,360	37,220	(2,140)
Capital Outlay (Computers)	5,000	5,000	0
Software	5,428	5,650	222
Telephone	3,600	3,600	0
Education/ Professional Development	2,000	2,000	0
Contingency	50,000	50,000	0
Total Expenditures	\$1,622,541	\$1,824,216	\$201,676
Excess of revenues over (under) expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

*** This reflects the initial budget, which was amended on 3/24/2021 to reallocate unused funds in categories such as conferences and travel due to Covid-19 restrictions.**

**River to Sea TPO
FY 21/22 Budget
Draft**

Revenue Sources

	<u>New FY 2021/22</u>	<u>Carryover From Prior Years</u>	<u>Totals</u>
<u>Federal Funds</u>			
PL-112 FY 21/22 (UPWP Year 2)	734,785		
PL-Carryover FY 19/20 (UPWP Year 2 close-out)		175,815	
FTA-5305 FY 21/22 (Estimate)	247,910		
FTA-5305 FY 20/21 (16/18ths of \$247,910)		220,364	
FTA-5305 FY 19/20		44,488	
FTA-5305 FY 18/19		54,870	
SU-Bike Feasibility Studies (FY 21/22)	100,000		
SU-ITS Planning (FY21/22)	100,000		
	<u>\$1,182,695</u>	<u>\$495,537</u>	
			\$1,678,232
<u>State Funds</u>			
TD FY 21/22	30,474		
	<u>\$30,474</u>	<u>\$0</u>	
			\$ 30,474
<u>Local Funds</u>			
FTA-5305 FY 21/22-Local Match 20%	49,582		
FTA-5305 FY 20/21-Local Match 20%	44,073		
SU-Bike Feasibility Studies-Local Match 10%	14,000		
SU-ITS Planning-Local Match 10%	16,000		
Interest Income	600		
Member Assessments-less FTA Matches	(30,745)		
Copy Machine Revenue	22,000		
	<u>\$115,510</u>	<u>\$0</u>	
			\$ 115,510
Total	<u><u>\$1,328,679</u></u>	<u><u>\$495,537</u></u>	<u><u>\$1,824,216</u></u>

**River to Sea TPO
FY 21/22 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 20/21	\$526,841	\$526,841	\$94,995	\$110,177	\$205,172	\$732,013
Proposed FY 21/22*	\$594,624	\$594,624	\$100,310	\$115,082	\$215,392	\$810,016
Increase (Decrease)	\$67,783	\$67,783	\$5,315	\$4,905	\$10,221	\$78,003

Notes:

Includes a 3.0% salary adjustment

Includes contingencies for possible leave payout.

Additional Merit / Re-Org / Staffing (Salary: 20,000 Fringe: 3,640)

FRS employer contribution rate increased by 1.15%

Includes 5% increase in estimate for health insurance premiums

**River to Sea TPO
FY 21/22 Budget
Draft**

TPO STAFF	Actual Current Salary	Annual	Proposed FY 21/22 Salary Costs		Proposed FY 21/22 Fringe Costs			
	FY 20/21	Adj	Salary	Total	Rate	\$	Health/ Other	Total Fringe
Executive Director	\$124,800	3.00%	\$128,544	\$128,544	18.20%	\$23,389	\$24,252	\$47,641
Accounting/Office Manager	80,000	3.00%	82,400	82,400	18.35%	15,116	\$ 16,176	31,292
Senior Transportation Planner	86,087	3.00%	88,670	88,670	18.35%	16,266	\$ 9,327	25,594
Community Outreach Coordinator	50,019	3.00%	51,520	51,520	18.20%	8,237	\$ 22,895	31,132
Transportation Planner- (Data)	65,000	0.00%	65,000	65,000	18.35%	11,924	\$ 22,895	34,819
Transportation Planner-Project Manager (Modal)	68,623	3.00%	70,682	70,682	18.35%	12,967	\$ 10,211	23,177
Administrative Assistant	36,572	3.00%	37,669	37,669	18.35%	6,910	\$ 9,327	16,238
Part-Time (Data entry) / Planning support	-	0.00%	40,000	40,000	0.00%	-	\$ -	-
TPO Total	\$511,101		\$564,484	\$564,484		\$94,810	\$115,082	\$209,892
Salary Contingency (Merit / Re-Org / Staffing)				\$20,000		\$3,640		\$3,640
Leave Payout - Contingency				10,140		1,860		1,860
			<u>\$564,484</u>	<u>\$594,624</u>		<u>\$100,310</u>	<u>\$115,082</u>	<u>\$215,392</u>

**River to Sea TPO
FY 21/22 Budget
DRAFT**

	<u>Population*</u>	<u>FY 21/22 Assessment Amount (.10)</u>
Beverly Beach	356	\$36
Bunnell	2,598	\$260
Daytona Beach	66,267	\$6,627
Daytona Beach Shores	4,294	\$429
DeBary	20,774	\$2,077
DeLand	34,106	\$3,411
Deltona	91,007	\$9,101
Edgewater	23,319	\$2,332
Flagler Beach	4,726	\$473
Flagler County (Unincorporated)	5,844	\$584
Holly Hill	11,958	\$1,196
Lake Helen	2,752	\$275
New Smyrna Beach	26,407	\$2,641
Oak Hill	1,997	\$200
Orange City	11,720	\$1,172
Ormond Beach	41,140	\$4,114
Palm Coast	84,575	\$8,458
Pierson	1,760	\$176
Ponce Inlet	3,111	\$311
Port Orange	61,009	\$6,101
South Daytona	12,703	\$1,270
Volusia County (Unincorporated)	<u>116,678</u>	<u>\$11,668</u>
Total	<u><u>629,101</u></u>	<u><u>\$62,910</u></u>

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*** Population based on TPO Board Approved Voting Membership.
Board approval February 27, 2019.**

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
MONTHLY TREASURER REPORT FY 20/21
PERIOD ENDING MARCH 31, 2021

<u>DESCRIPTION</u>	<u>20/21 BUDGET AMENDED</u>	<u>CURRENT MONTH</u>	<u>FYTD TOTAL</u>	<u>UNDER (OVER) BUDGET</u>	<u>FYTD % BUDGET</u>
<u>REVENUES</u>					
LOCAL FUNDS	\$ 180,454.00	\$898.33	\$93,790.45	\$86,663.55	51.97%
STATE FUNDS	\$ 38,574.00	615.78	12,463.05	26,110.95	32.31%
FEDERAL FUNDS	\$ 1,420,894.00	173,939.01	491,563.44	929,330.56	34.60%
<u>REVENUES</u>	\$ 1,639,922.00	\$175,453.12	\$597,816.94	\$1,042,105.06	36.45%
<u>EXPENSES</u>					
SALARIES	\$ 483,641.00	\$35,035.26	\$335,757.94	\$147,883.06	69.42%
FRINGE BENEFITS	\$ 188,371.00	12,878.63	118,911.27	69,459.73	63.13%
OFFICE SUPPLIES	\$ 10,000.00	253.34	4,251.28	5,748.72	42.51%
POSTAGE	\$ 5,000.00	0.00	2,220.58	2,779.42	44.41%
OFFICE RENT EXPENSE	\$ 125,100.00	9,604.52	89,346.38	35,753.62	71.42%
ADVERTISING	\$ 4,000.00	0.00	487.01	3,512.99	12.18%
PRINTING	\$ 8,000.00	0.00	3,856.10	4,143.90	48.20%
CONFERENCE, WORKSHOPS & SEMINAR FEES	\$ 3,300.00	549.00	383.00	2,917.00	11.61%
FEES	\$ 38,900.00	123.59	33,842.43	5,057.57	87.00%
DUES	\$ 6,694.00	100.00	2,671.00	4,023.00	39.90%
PUBLICATIONS	\$ 1,050.00	0.00	804.84	245.16	76.65%
COPY EXPENSE	\$ 22,000.00	883.08	13,022.75	8,977.25	59.19%
COPY MACHINE COSTS	\$ 21,000.00	1,149.09	7,156.70	13,843.30	34.08%
TRAVEL EXPENSE	\$ 7,575.00	0.00	259.40	7,315.60	3.42%
AWARDS PROGRAM/PROMO	\$ 10,000.00	1,948.50	7,907.76	2,092.24	79.08%
SPECIAL STUDIES/PROFESSIONAL SERVICES	\$ 554,689.00	74,115.09	275,880.55	278,808.45	49.74%
MEETING EXPENSE	\$ 3,000.00	94.81	1,541.52	1,458.48	51.38%
LIABILITY INSURANCE	\$ 14,214.00	3,236.50	10,421.50	3,792.50	73.32%
REPAIRS	\$ 22,000.00	0.00	0.00	22,000.00	0.00%
NETWORK COSTS	\$ 40,360.00	1,987.44	26,693.49	13,666.51	66.14%
CAPITAL OUTLAY	\$ 10,000.00	0.00	5,075.00	4,925.00	50.75%
SOFTWARE	\$ 5,428.00	82.25	1,954.75	3,473.25	36.01%
TELEPHONE	\$ 3,600.00	198.00	2,082.00	1,518.00	57.83%
EDUCATION	\$ 2,000.00	0.00	0.00	2,000.00	0.00%
CONTINGENCY	\$ 50,000.00	0.00	0.00	50,000.00	0.00%
<u>EXPENSES</u>	\$ 1,639,922.00	\$142,239.10	\$944,527.25	\$695,394.75	57.60%
<u>BALANCE</u>	\$ -	\$33,214.02	(\$346,710.31)	\$346,710.31	

75% OF YEAR COMPLETE