



# MEETING NOTICE

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

**DATE:** Tuesday, May 24, 2011  
**TIME:** 8:00 a.m.  
**PLACE:** Volusia TPO  
2570 W. International Speedway Blvd., Suite 100  
Daytona Beach, Florida 32114

***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. PUBLIC COMMENT/PARTICIPATION *(Length of time at the discretion of the Chairman)*
- IV. CONSENT AGENDA
  - A) APPROVAL OF APRIL 26, 2011 MEETING MINUTES *(Contact: Pamela Blankenship)*  
*(Enclosures, pages 4, 6-14)*
  - B) APPROVAL OF TREASURER'S REPORT *(Contact: Herb Seely)* *(Enclosures, pages 4, 15)*
  - C) EXECUTIVE COMMITTEE -- Report by Commissioner Leigh Matusick, TPO Presiding  
Chairperson *(Enclosures, pages 4, 16)*
  - D) TECHNICAL COORDINATING COMMITTEE -- Report by Mr. William McCord, TCC  
Chairman *(To be distributed under separate cover)*
  - E) CITIZENS' ADVISORY COMMITTEE - - Report by Mr. Peter Hauser, CAC Chairman *(To be  
distributed under separate cover)*
  - F) BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT - - Report by Ms. A.J. Davies,  
BPAC Chairperson *(Enclosures, pages 4, 17)*

- G) **TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT - -**  
*Report by County Chair Frank Bruno, TDLCB Chairman (Enclosures, pages 4, 18)*
- H) **REVIEW AND APPROVAL OF RESOLUTION 2011-07 ADOPTING THE SUB-RECIPIENT GRANT AGREEMENT FOR DISTRIBUTION OF BICYCLE AND PEDESTRIAN SAFETY PUBLIC SERVICE ANNOUNCEMENTS** *(Contact: Stephan Harris) (Enclosures, pages 4, 19-20)*
- I) **REVIEW AND APPROVAL OF RESOLUTION 2011-08 AUTHORIZING THE EXECUTION OF THE TRANSPORTATION DISADVANTAGED TRUST FUND GRANT AGREEMENT FOR FY 2011/2012** *(Contact: Carole M. Hinkley) (Enclosures, pages 4, 21-22)*
- J) **REVIEW AND APPROVAL OF RESOLUTION 2011-09 AUTHORIZING THE EXECUTION OF SUPPLEMENTAL LAP AGREEMENTS FOR ITS/TRAFFIC OPS/SAFETY FEASIBILITY STUDIES AND FOR BICYCLE/PEDESTRIAN FEASIBILITY STUDIES** *(Contact: Stephan Harris) (Enclosures, pages 5-6, 23-24)*
- K) **REVIEW AND APPROVAL OF RESOLUTION 2011-10 RECOMMENDING THE RECLASSIFICATION OF OLD MISSION ROAD FROM RURAL MINOR COLLECTOR TO RURAL MAJOR COLLECTOR UNDER THE FEDERAL FUNCTIONAL CLASSIFICATION** *(Contact: Robert Keeth) (Enclosures, pages 6, 25-30)*

#### **V. ACTION ITEMS**

- A) **REVIEW AND APPROVAL OF UPDATE TO THE VOLUSIA TPO'S PURCHASING MANUAL** *(Contact: Karl Welzenbach) (Enclosures, pages 31-53)*
- B) **REVIEW AND APPROVAL OF RESOLUTION 2011-11 AMENDING THE FY 2010/11-FY 2014/15 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** *(Contact: Robert Keeth) (Enclosures, pages 54-72)*
- C) **REVIEW AND APPROVAL OF BUDGET AMENDMENT TO ACCOMMODATE THE PURCHASE OF BICYCLE HELMETS AND ADDITIONAL PROMOTIONAL ITEMS FOR DISTRIBUTION AT SUMMERTIME EVENTS** *(Contact: Karl D. Welzenbach) (Enclosures, pages 73, 74)*

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

- A) **PRESENTATION AND DISCUSSION ON USE OF FUNDS FOR ENHANCEMENT, SAFE ROUTES TO SCHOOL AND INTELLIGENT TRANSPORTATION SYSTEMS** *(Contact: Karl D. Welzenbach) (Enclosure, page 75)*
- B) **PRESENTATION ON THE TRANSIT DEVELOPMENT PLAN (TDP) AND VOTRAN'S EFFORTS TO ADDRESS BUDGET CONSTRAINTS** *(Contact: Karl D. Welzenbach)(Enclosure, page 76)*
- C) **PRESENTATION BY BRIGHTHOUSE NETWORKS ON BICYCLE/PEDESTRIAN PUBLIC SERVICE ANNOUNCEMENTS (PSA'S)** *(Contact: Stephan Harris) (Enclosures, pages 77-82)*
- D) **REVIEW OF PROPOSED FY 2011/12 TPO BUDGET** *(Contact: Herbert M. Seely) (Enclosures, pages 83-92)*

E) REVIEW OF DRAFT FY 2011/12 TO FY 2015/16 TRANSPORTATION IMPROVEMENT PROGRAM *(Contact: Robert Keeth) (Enclosure, page 93)*

F) FDOT REPORTS *(Contact: Steve Friedel, FDOT District V) (Enclosures, pages 94-98)*

VII. EXECUTIVE DIRECTOR'S REPORT *(Enclosure, page 99)*

VIII. VOLUSIA TPO MEMBER COMMENTS *(Enclosure, page 99)*

IX. INFORMATION ITEMS *(Enclosures, page 99-104)*

- . FDOT Policy for the U.S. Bicycle Route System
- . Volusia County's National Trails Day Celebration flyer
- . Citizens' Advisory Committee Attendance Record – 2011
- . Technical Coordinating Committee Attendance Report – 2011
- . Bicycle/Pedestrian Advisory Committee Attendance Record – 2011

X. ADJOURNMENT *(Enclosure, page 99)*

*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

MAY 24, 2011

### IV. CONSENT AGENDA

**A) APPROVAL OF APRIL 26, 2011 MEETING MINUTES**

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

**B) APPROVAL OF TREASURER'S REPORT**

Monthly Treasurer Reports are prepared for review and approval by the Volusia TPO Board. The April 2011 Treasurer's Report is included for your information. *(enclosed)*

**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 *(enclosed)***

**G) TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT *(enclosed)***

**H) REVIEW AND APPROVAL RESOLUTION 2011-07 ADOPTING THE SUB-RECIPIENT GRANT AGREEMENT FOR DISTRIBUTION OF BICYCLE AND PEDESTRIAN SAFETY PUBLIC SERVICE ANNOUNCEMENTS *(enclosed)***

This agreement will allow the TPO, working with FDOT and Brighthouse Networks, to develop Public Service Announcements (PSAs) based on the TPO's Bicycle/Pedestrian Safety Video and distributed via Brighthouse Networks.

**I) REVIEW AND APPROVAL OF RESOLUTION 2011-08 AUTHORIZING THE EXECUTION OF THE TRANSPORTATION DISADVANTAGED TRUST FUND GRANT AGREEMENT FOR FY 2011/2012 *(enclosed)***

Each year the TPO applies for a grant from the TD Commission to help pay for staff support to the Transportation Disadvantaged Local Coordinating Board (TDLCB). This resolution authorizes the Executive Director to execute the grant.

**J) REVIEW AND APPROVAL OF RESOLUTION 2011-09 AUTHORIZING THE EXECUTION OF SUPPLEMENTAL LAP AGREEMENTS FOR ITS/TRAFFIC OPS/SAFETY FEASIBILITY STUDIES AND FOR BICYCLE/PEDESTRIAN FEASIBILITY STUDIES *(enclosed)***

These Supplemental LAP Agreements are necessary to unencumber \$263,547.90 of XU and DDRF funds from the Bike/Ped Feasibility Studies and \$214,349.23 of XU and DDRF funds from the Traffic Operations Project Feasibility Studies. The unencumbered funds will be added to the following projects: Washington

## MEETING SUMMARY

MAY 24, 2011

### IV. CONSENT AGENDA *(continued)*

Avenue Sidewalk Design, A1A @ Lynnhurst Intersection Design, and Corridor Improvement Program/Feasibility Studies.

K) **REVIEW AND APPROVAL OF RESOLUTION 2011-10 RECOMMENDING THE RECLASSIFICATION OF THE SECTION OF OLD MISSION ROAD FROM RURAL MINOR COLLECTOR TO RURAL MAJOR COLLECTOR UNDER THE FEDERAL FUNCTIONAL CLASSIFICATION** *(enclosed)*

The City of Edgewater has requested the reclassification of Old Mission Road (CR 4137) from mile marker 1.936 (just north of Park Avenue) south to SR 442 from Rural Minor Collector to Rural Major Collector under the Federal Functional Classification in order to pursue intersection improvements at Park Avenue and Old Mission Road.

***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

**April 26, 2011**

**Members Present:**

Commissioner John McDonald \*\*  
Commissioner Robert Gilliland  
Mayor Harry Jennings \*\*  
Council Member Jack Lenzen  
Commissioner Leigh Matusick  
Commissioner Herb Zischkau  
Councilman Ted Cooper  
Commissioner John Feind  
Commissioner James Stowers  
Mayor James Sowell \*\*  
Mayor Kris Derr  
Council Member Bob Ford  
Vice Mayor Nancy Long  
Council Member Joie Alexander  
Council Member Joyce Cusack  
Council Member Joshua Wagner  
Council Member Andy Kelly  
Diane J. Smith (non-voting)  
Steve Friedel (non-voting)  
Peter C. Hauser (non-voting)  
Bill McCord (non-voting)  
A.J. Davies (non-voting)

**Members Absent:**

Commissioner Liz Patton (excused)  
Commissioner Rick Basso  
Commissioner Lynne Plaskett  
Commissioner Ron Engele \*\*  
Vice Mayor Jeff Allebach \*\*  
County Chair Frank Bruno (excused)  
Council Member Pat Northey

**Representing:**

Beverly Beach  
Daytona Beach  
Daytona Beach Shores  
DeBary  
DeLand  
Deltona  
Edgewater  
Flagler Beach  
Ormond Beach  
Pierson  
Ponce Inlet  
Port Orange  
South Daytona  
Volusia County  
Volusia County  
Volusia County  
Volusia County  
Volusia County School Board  
FDOT District V  
CAC Chairman  
TCC Chairman  
BPAC Chairperson

**Representing:**

Holly Hill  
Lake Helen  
New Smyrna Beach  
Oak Hill  
Orange City  
Volusia County  
Volusia County

**\*\* 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  
Karen Roch  
Herb Seely  
Scott Trommer  
Heather Blanck  
Ken Fischer  
Mike Ruland  
Virginia Whittington  
DeAnn Parker  
Arlene Smith  
R. Sans Lassiter  
George Lovett  
Melissa Booker  
Kassandra Blissett

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
PFM Group  
Votran  
Votran  
FDOT  
Metroplan Orlando  
Volusia County/BPAC  
Daytona Beach Int'l Airport  
Lassiter Transportation Group  
FDOT  
Volusia County Traffic Engineering  
DeBary

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.

Chairperson Presiding Matusick recognized Commissioner James Stowers, alternate for Mayor Ed Kelley, Ormond Beach.

II. Pledge of Allegiance

III. Public Comment/Participation

There were no public comments.

IV. Consent Agenda

- A. Approval of March 22, 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. MPOAC Report

H. Transportation Funding Task Force Report

**MOTION:** *Commissioner Gilliland moved approval of the consent agenda. The motion was seconded by Vice Chairman Cooper and carried unanimously.*

V. Action Items

A. Review and Approval of Resolution 2011-06 Amending the Volusia TPOs FY 2010/11-2011/12 Unified Planning Work Program to Accommodate Additional FTA Funds and Reallocate Existing Funds

**MOTION:** *Council Member Alexander moved to approve Resolution 2011-06 amending the FY 2010/11 – 2011/12 Unified Planning Work Program to accommodate additional funds and reallocate existing funds. Commissioner Gilliland seconded the motion, which carried unanimously.*

B. Review and Approval of Amendment to the FY 2010/11 TPO Budget

Chairperson Presiding Matusick noted that the budget had been recommended for approval by the Budget Subcommittee and forwarded to the TPO Board for their approval.

**MOTION:** *Commissioner Gilliland moved to approve the amendment to the FY 2010/11 TPO Budget. Vice Chairman Cooper seconded the motion, which carried unanimously.*

VI. Presentations, Status Reports, and Discussion Items

A. Presentation on the Bicycle & Pedestrian School Safety Study: Phase 4

Mr. Harris stated that this was an update on the Bicycle and Pedestrian School Safety Study and proceeded to give a brief background on the project.

Mr. Welzenbach explained that the final study will complete all of the elementary and middle schools in Volusia County. It was determined in 2005 that the high schools would not be studied.

Mr. R. Sans Lassiter, Lassiter Transportation Group, gave a PowerPoint presentation on Phase 4 of the Bicycle & Pedestrian School Safety Study. He noted that there are still four schools that need to be studied.

Vice Chairman Cooper asked about Indian River Elementary School.



Mr. Harris stated that the study of that school had been completed a number of years ago and the report was posted on the TPOs website.

Vice Chairman Cooper noted that when the school was studied, the school in Oak Hill was not closed; now that it is, there is a larger issue with traffic, confusion and congestion.

Mr. Harris stated that there are three sidewalk projects that are being done in Edgewater.

Mr. Welzenbach added this study is looking at gaps in sidewalks and bicycle access; the issue with Indian River Elementary is a traffic issue. The way to address the issues may be to look at the problems and come up with a circulation plan for the traffic.

Vice Chairman Cooper stated that he needs help from the Volusia County School Board.

Ms. Smith stated that she would be happy to help and would talk to the facilities personnel. She noted that the capital budget is non-existent. She explained that several things are happening with that school; the charter school in Oak Hill is set to open so that may relieve some of the traffic; and parents want to drive their children to school and pick them up. They do not want them to take the bus, walk or bike.

Chairperson Presiding Matusick asked if the simple safety issues which were identified in the safety studies were addressed immediately.

Mr. Lassiter replied that if they see a safety issue that needs to be addressed promptly, they contact the local jurisdiction to have them fix it.

B. Presentation on Votran's Transit Alternative Funding Options Study

Mr. Ken Fischer, Votran, explained that the purpose behind the Transit Alternative Funding Options study was to look at alternative revenue options for Votran operations that could be used to bridge the funding gap until a long-term dedicated revenue source can be found.

Mr. David Moore, PFM Group, gave a PowerPoint presentation on Votran's Transit Alternative Funding Options Study.

Mr. Scott Trommer, PFM group, noted that the Votran's Transit Development Plan (TDP) was being updated and the recommendations from the Transit Alternative Funding Options Study could be used in the plan as they are looking at increasing service options.

Commissioner Zischkau noted that timing of busses was important and asked how it was determined what would be worthwhile to pursue to raise long-term revenue streams without a model of reference.

Mr. Trommer replied that independent of the revenue sources, first and foremost was the evaluation of the transit network.

Commissioner Zischkau asked who was evaluating the network or if there was a study to work from.

Mr. Trommer stated that there was no study.

Commissioner Zischkau suggested that it may be up to the Board to study where the economies of scale are and where higher frequency service could be used prior to asking how to finance it.

Mr. Fischer stated that identifying corridors where there needs to be improved frequencies of service is done in the TDP, which is currently ongoing. He added that if you want to increase the frequency of service you must first have a subsidy to do it.

Mr. Welzenbach stated that the TDP is done every five years. He added that every transit system in Central Florida will face deficits in the next two years because of the economy. The Alternative Funding study addressed that deficit. The Long Range Transportation Plan also addressed this issue and the Board agreed to assume that, by referendum, a charter county transportation surtax would be enacted by 2016. This would address operating and capital costs for transit as well as additional road and bridge projects. However, between now and then they are going broke. The Transit Alternatives study looked at the short-term measures to get transit through to the time when a dedicated funding source could be found.

Discussion continued.

Vice Chairman Cooper noted that there is nothing in the study where you learn to live within your means, which is a pivotal point. He added that he is hoping that much of the study is predicated on population growth; Florida's population is decreasing, and yet, we are still basing everything on an increasing population.

Mr. Welzenbach noted that the 5% increase is based on maintaining existing service and SunRail.

Vice Chairman Cooper added that it is necessary to improve efficiency and reduce costs.

Mr. Fischer explained many of the measures being used to reduce costs, including flex service.

Vice Mayor Long asked if any partnerships were being pursued with local colleges, such as discount passes.

Mr. Fischer replied that Votran is part of International Speedway Boulevard (ISB) Coalition along with the colleges and they are currently discussing the services on ISB.

Vice Mayor Long recommended advertising on campuses.

Discussion continued on the possibility of receiving funding from CRAs.

Mr. Fischer noted that part of the presentation was about SunRail and there was potential to create CRAs around the SunRail stations. Another reason for doing the transit study was because Votran was entering into developer agreements. Mobility fees are also being discussed with Ormond Beach and the county to increase transit service.

Chairperson Matusick commented that SunRail is in limbo; she asked how the report would change if SunRail were not approved by the Governor.

Mr. Fischer replied that the 5% increase would be gone and the county would be left with Votran's baseline service with no room for expansion. Without some type of change, Votran has no room to continue current services beyond the next fiscal year.

Council Member Wagner requested that Votran give a presentation or an information packet at the next Board meeting to show what they are doing to cut costs.

C. Comparison Transportation Improvement Program Presentation for FY 2011/12 to 2015/16

Mr. Keeth explained that the update to the TIP was on schedule to be adopted in June. He noted that the TIP had been reorganized and categorized, according to the type of improvement that the projects represent. In addition, the online version of the TIP has an added search feature that allows you to search by project type.

Discussion ensued.

Chairperson Matusick noted that she was concerned about the fact that there were a number of major roads under construction at the same time. She added that there had been a fatality in DeLand due to construction on US 92. She asked if that had been looked at and if the safety issues had been addressed. She suggested posting no U-turn signs.

Mr. George Lovett, FDOT, stated that new traffic patterns make it difficult for those who are driving; the incident Chairperson Matusick was referring to was due to driver error but FDOT is reviewing it.

Chairperson Matusick recommended closing up the medians so that no U-turns could be made.

Mr. Lovett stated that FDOT would look closely at the issue.

Discussion ensued on the widening of I-95.

D. FDOT Reports

Mr. Friedel gave the FDOT report.

VII. Executive Director's Report

Mr. Welzenbach explained that recently the MPOAC had met in Tallahassee to talk to legislators. One initiative, HB 7207, would empty the funds from the Transportation Regional Incentive Program (TRIP), the Small County Outreach Program (SCOP), the New Starts Program and the Strategic Intermodal System Program (SIS), as well as reduce and/or eliminate all documentary stamp taxes over the next three years. The MPOAC sent a letter to the Governor, the Speaker of the House and the President of the Senate opposing HB 7207.

Chairperson Matusick noted that in those three years, that would mean a loss of a total of \$838 million.

Mr. Welzenbach added that those funds would be given to the Governor's Office of Tourism, Trade and Economic Development (OTTED) to provide for economic development which "could" include roads. OTTED's budget would see an increase from its current estimated \$10 million budget to \$430 million. He asked if the Board would like to submit a letter or resolution opposing HB 7207.

Mr. Welzenbach continued on stating that the transportation bill had been extended prior to the federal budget issues; however, with each extension of the federal budget, a little bit of money was taken out of transportation. Most of the cuts were in the Federal Railroad Administration and the Federal Transit Administration. This means that there may not be as much money as originally anticipated. A new transportation bill is very unlikely. The Transportation Trust Fund is broke and has been since August 2008; to replenish it will take either an increase in gas taxes or a new tax, most likely, a vehicle miles traveled tax (VMT) and the odds of that are unlikely.

Mr. Welzenbach continued stating that there had been a request from the MPOAC and ITS America, as well as the BPAC to support the Smart Technologies for Communities Act. He noted that he personally did not support the request because money is tight everywhere, and while the Intelligent Transportation Systems (ITS), Enhancement and Safe Routes to Schools (SRTS) programs are very helpful, everyone is going to face cuts. He stated that this could be on the agenda as a discussion next month if the Board would like to.

**MOTION:** *Council Member Alexander moved to send a letter to the Legislature opposing House Bill 7207. Commissioner Zischkau seconded the motion, which carried unanimously.*

Commissioner Ford recommended that the Board prioritize what is critical and where its efforts should be focused.

Chairperson Matusick stated that SRTS and children's safety projects are a priority but we need to be to be holistic.

Chairperson Matusick requested that this discussion be placed on the May TPO Board agenda and should include the amount of money in each program, as well as the benefit derived from them.

Mr. Lovett announced that the Governor had appointed a new FDOT Secretary of Transportation, Mr. Ananth Prasad.

Chairperson Matusick directed Mr. Welzenbach to send a congratulatory letter from the TPO Board to Mr. Prasad.

Mr. Lovett stated that in reference to Chairperson Matusick's concern about the construction on US 92, there are currently some no U-turn signs on US 92 and FDOT will be looking at the locations where they are posted.

VIII. Volusia TPO Board Member Comments

Commissioner Zischkau gave an example of what is critical to SRTS and noted that we need to plan for school circulation improvements to public and private schools without discrimination. He added that it is harder to assess the benefits of transit at micro levels than it is to assess the costs. Over the last 30 years there has been a pattern: when governments are flush, federal, state and local, there is an expanded system of public transportation; when each year, there are budgetary problems we have less and less. He stated that he does not see any way of addressing the long-term problem unless there are studies that assess the benefit to the individual riders. Without these studies, the decisions will be made based on cost not on the corresponding benefit.

Council Member Kelly stated that the balance is in between the high density transit service, which is cost efficient, and the low density where it is necessary to have transit service. He went on to announce that he would be running for Supervisor of Elections.

IX. Information Items

X. Adjournment

There being no further business, the meeting adjourned at 9:48 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 April 26, 2011 regular meeting of the Volusia Transportation Planning Organization (VTPO), approved and duly signed this 24<sup>th</sup> day of May 2011.

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Pamela C. Blankenship, Recording Secretary

**VOLUSIA COUNTY METROPOLITAN PLANNING ORGANIZATION**  
**MONTHLY TREASURER REPORT FY 10/11**  
**PERIOD ENDING APRIL 30, 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	\$2,605.13	\$138,165.65	\$14,059.35	90.76%
STATE FUNDS	63,784.00	0.00	27,345.03	36,438.97	42.87%
FEDERAL FUNDS	1,407,804.00	130,792.32	570,590.55	837,213.45	40.53%
<b><u>REVENUES</u></b>	<b>\$1,623,813.00</b>	<b>\$133,397.45</b>	<b>\$736,101.23</b>	<b>\$887,711.77</b>	<b>45.33%</b>
<b><u>EXPENSES</u></b>					
SALARIES	\$486,813.00	\$44,199.98	\$389,714.26	\$97,098.74	80.05%
FRINGE BENEFITS	167,129.00	18,376.61	135,989.28	31,139.72	81.37%
OFFICE SUPPLIES	12,500.00	342.15	6,407.98	6,092.02	51.26%
POSTAGE	12,800.00	383.30	12,311.96	488.04	96.19%
OFFICE RENT EXPENSE	134,187.00	11,897.04	108,403.31	25,783.69	80.79%
ADVERTISING	7,500.00	770.54	2,229.61	5,270.39	29.73%
PRINTING	20,000.00	188.37	3,257.18	16,742.82	16.29%
CONFERENCE, WORKSHOPS & SEMINAR FEES	6,300.00	1,000.00	1,335.00	4,965.00	21.19%
FEES	33,300.00	1,176.08	27,098.72	6,201.28	81.38%
DUES	1,225.00	100.00	600.00	625.00	48.98%
PUBLICATIONS	1,500.00	18.00	947.76	552.24	63.18%
COPY EXPENSE	26,500.00	2,148.00	21,680.95	4,819.05	81.81%
COPY MACHINE COSTS	27,820.00	1,364.87	16,612.68	11,207.32	59.71%
TRAVEL EXPENSE	16,500.00	3,219.08	12,129.42	4,370.58	73.51%
AWARDS PROGRAM/PROMO	10,500.00	0.00	11,459.45	(959.45)	109.14%
SPECIAL STUDIES	319,000.00	11,225.85	128,940.55	190,059.45	40.42%
PROFESSIONAL SERVICES	204,900.00	3,983.49	49,750.55	155,149.45	24.28%
MEETING EXPENSE	2,500.00	124.87	1,882.63	617.37	75.31%
LIABILITY INSURANCE	8,800.00	0.00	8,793.50	6.50	99.93%
REPAIRS	1,500.00	0.00	265.75	1,234.25	17.72%
NETWORK COSTS	24,434.00	1,667.18	15,028.83	9,405.17	61.51%
CAPITAL OUTLAY	10,000.00	0.00	2,682.97	7,317.03	26.83%
SOFTWARE	2,500.00	0.00	2,888.32	(388.32)	115.53%
TELEPHONE	3,360.00	198.00	3,058.42	301.58	91.02%
EDUCATION	2,750.00	340.00	924.00	1,826.00	33.60%
CONTINGENCY	79,494.00	0.00	0.00	79,494.00	0.00%
<b><u>EXPENSES</u></b>	<b>\$1,623,813.00</b>	<b>\$102,723.41</b>	<b>\$964,393.08</b>	<b>\$659,418.92</b>	<b>59.39%</b>
<b><u>BALANCE</u></b>	<b>\$0.00</b>	<b>\$30,674.04</b>	<b>(\$228,291.85)</b>	<b>\$228,292.85</b>	

83.33% OF YEAR COMPLETE



## Executive Committee Meeting Summary May 2, 2011

The Executive Committee met on Monday, May 2, 2011 and took the following actions:

- Discussed the requirements of pursuing LAP certification for the TPO
- Discussed growth management reform
- Approved the draft May 24, 2011 TPO agenda with modifications

***\*Next meeting of the Executive Committee will be on June 6, 2011 \****

## Executive Committee Meeting Summary May 10, 2011

The Executive Committee reconvened on Tuesday, May 10, 2011 and took the following actions:

- Directed the Executive Director to invite the Chairman of the Corridor Management Entity to the Corridor Improvement Program meeting regarding US 92
- Directed the Executive Director to contact attorney regarding the potential liability of the organization in giving bicycle helmets away at events
- Approved the amended draft May 24, 2011 TPO agenda



**Bicycle/Pedestrian Advisory Committee (BPAC)**  
**Meeting Summary**  
**May 11, 2011**

- **Approved** the minutes of the April 13, 2011 BPAC meeting
- **Recommended Approval** of Resolution 2011-07 (later changed to 2011-09) authorizing the execution of Supplemental Local Agency Program Agreement with FDOT for Bicycle/Pedestrian Feasibility Studies
- **Recommended Approval** of Resolution 2011-08 (later changed to 2011-07) authorizing the execution of Joint Participation Agreement with FDOT for Bicycle/Pedestrian Safety Public Service Announcements
- **Recommended** development of a Shared Use Path (with a 12 foot wide asphalt surface) on the north side of SR 40 that will eventually connect to the U.S. Bicycle Route System
- **Received** a presentation on Volusia County's National Trails Day Celebration
- **Received** a presentation on the draft FY 2011/12 to FY 2015/16 Transportation Improvement Program (TIP)
- **Received** a presentation on the draft Priority List of Extra Urban (XU) Bicycle/Pedestrian Projects

**\*\*Next meeting of the BPAC will be Wednesday, June 8, 2011\*\***

## ***TDLCB Meeting Summary May 11, 2011***

- **Approved** minutes for the meeting of March 9, 2011
- **Approved** Votran monthly Paratransit Reports for February and March 2011
- **Approved** the annual Community Transportation Coordinator (CTC) Evaluation for FY 2010
- **Approved** the Transportation Disadvantaged Trust Fund Service Rates for FY 2011/2012
- **Received** report from the Quality Assurance Committee concerning the CTC Evaluation and the Transportation Disadvantaged Trust Fund Service Rates for FY 2011/2012
- **Received** summary of this year's TDLCB participation in TD Day in Tallahassee on March 17, 2011 with legislative update
- **Received** annual member training and orientation including information packet
- **Reminded** members that the TD Conference will be in Daytona Beach at the Ocean Center August 9-10, 2011. The TD Commission will hold their business meeting the next day on August 11, 2011

***Next meeting of the TDLCB will be July 13, 2011***

# **VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

## **RESOLUTION 2011-07**

### **RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE SUB-RECIPIENT GRANT AGREEMENT FOR DISTRIBUTION OF BICYCLE AND PEDESTRIAN SAFETY PUBLIC SERVICE ANNOUNCEMENTS**

---

**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**, the State of Florida Department of Transportation and the Volusia TPO desire to facilitate the distribution of Bicycle and Pedestrian Safety Public Service Announcements; and

**WHEREAS**, the State of Florida Department of Transportation has requested the Volusia TPO to execute and deliver to the State of Florida Department of Transportation the Sub-Recipient Grant Agreement for the aforementioned project, FPN #430511-1-84-01.

**NOW, THEREFORE, BE IT RESOLVED**, by the Volusia Transportation Planning Organization that:

1. Mr. Karl D. Welzenbach, Executive Director, is hereby authorized to make and execute the Sub-Recipient Grant Agreement for the aforementioned project, FPN #430511-1-84-01
2. The Executive Director is authorized to forward a copy of the Sub-Recipient Grant Agreement to the Florida Department of Transportation;

**DONE AND RESOLVED** at the regularly convened meeting of the Volusia TPO held on the 24<sup>th</sup> day of May 2011.

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

---

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

**CERTIFICATE**

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on May 24, 2011.

**ATTEST:**

---

**Pamela C. Blankenship, Recording Secretary**

## **VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

### **RESOLUTION 2011-08**

#### **RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE EXECUTION OF THE TRANSPORTATION DISADVANTAGED TRUST FUND GRANT AGREEMENT FOR FY 2011/2012 WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

---

**WHEREAS**, the Volusia Transportation Planning Organization (VTPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process, including transportation disadvantaged planning as authorized by section 427.0159, Florida Statutes and Rule 41-2, Florida Administrative Code, for Volusia County; and

**WHEREAS**, the VTPO is the Designated Official Planning Agency for transportation disadvantaged planning for Volusia County, and as such, has the authority to execute a Transportation Disadvantaged Trust Fund Grant agreement and to undertake a transportation disadvantaged service project authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

**NOW THEREFORE, BE IT RESOLVED** by the Volusia Transportation Planning Organization (VTPO) that the:

1. VTPO has the authority to enter into this grant agreement;
2. VTPO hereby authorizes the Chairman or his designee to execute the grant agreement on its behalf with the Florida Commission for the Transportation Disadvantaged;
3. VTPO authorizes the Chairman or his designee, to sign any and all agreements or contracts which are required in connection with the grant agreement; and
4. VTPO authorizes the Chairman or his designee to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the agreement or subsequent agreements.

**DONE AND RESOLVED** at the regular meeting of the Volusia TPO on the **24th** day of **May, 2011**.

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

---

**City of 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 a resolution, adopted at a legally convened meeting of the Volusia TPO held on May 24, 2011.

**ATTEST:**

---

**Pamela C. Blankenship, Recording Secretary**

# **VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

## **RESOLUTION 2011-09**

### **RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION ADOPTING THE SUPPLEMENTAL LOCAL AGENCY PROGRAM AGREEMENTS FOR XU BICYCLE/PEDESTRIAN AND ITS/TRAFFIC OPERATIONS/SAFETY FEASIBILITY STUDIES**

---

**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 40 U.S.C. 1602(a)(2), 1603(a), and 1604(g)1 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 (VTPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and the cities of Beverly Beach and Flagler Beach in Flagler County; and

**WHEREAS**, the State of Florida Department of Transportation and the Volusia TPO desire to undertake Bicycle and Pedestrian and ITS/Traffic Operations/Safety Feasibility Studies utilizing the Volusia TPO's XU funds; and

**WHEREAS**, the State of Florida Department of Transportation has requested the Volusia TPO to execute and deliver to the State of Florida Department of Transportation the Supplemental Local Agency Program Agreements for the aforementioned projects (Bicycle/Pedestrian FPN 421724-1-28-01 and ITS/Traffic Operations/Safety FPN 421725-1-28-01).

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the Volusia Transportation Planning Organization that:

1. Mr. Karl D. Welzenbach, Executive Director, is hereby authorized to make and execute the Supplemental Local Agency Program Agreements for the aforementioned projects, FPN 421725-1-28-01 and FPN 421724-1-28-01.

2. The Executive Director is authorized to forward a copy of the Supplemental Local Agency Program Agreements to:
  - a) State and Regional Clearinghouse Offices;
  - b) Florida Department of Transportation;
  - c) Federal Transit Administration (through the Florida Department of Transportation);
  - d) Federal Highway Administration (through the Florida Department of Transportation);
  - e) East Central Florida Regional Planning Council;
  - f) Federal Aviation Administration;

**DONE AND RESOLVED** at the regular meeting of the Volusia Transportation Planning Organization on the 24<sup>th</sup> day of May, 2011.

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

---

**DeLand City Commissioner Leigh Matusick  
Chairperson, 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 May 24, 2011.

**ATTEST:**

---

**Pamela C. Blankenship, Recording Secretary**



## **VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

### **RESOLUTION 2011-10**

#### **RESOLUTION RECOMMENDING THE RECLASSIFICATION OF THE SECTION OF OLD MISSION ROAD (CR 4137) FROM RURAL MINOR COLLECTOR TO RURAL MAJOR COLLECTOR UNDER THE FEDERAL FUNCTIONAL CLASSIFICATION**

---

**WHEREAS**, Federal functional classification of roadways is required by the Federal Highway Administration (FHWA); and

**WHEREAS**, the principal purpose of roadway functional classification is to establish the relativity of candidate roads in the overall hierarchy of roadways; and

**WHEREAS**, functional classification is also used for planning, budgeting, programming, and for fiscal management; it is used to evaluate Federal, State and local highway programs; it is used by other agencies, directly and indirectly, to help meet other federal requirements, including the preparation of the Florida Department of Transportation's Work Program and the Volusia TPOs Transportation Improvement Programs; and

**WHEREAS**, to be eligible for certain federal funds, roadways must be classified as Rural Major Collector, Urban Collector or higher, and

**WHEREAS**, it is the responsibility of the FHWA to approve any changes to the functional classification of highways; and

**WHEREAS**, federal functional classification designations are to be made jointly by the Department of Transportation, local governments, and where applicable, the Transportation Planning Organization; and these designations are subject to approval by the Federal Highway Administration following submission by the Department; and

**WHEREAS**, reclassifications can occur when the usage of a road has changed so as to indicate a possible change in function; and

**WHEREAS**, a Transportation Planning Organization may request reevaluation by writing to the appropriate Florida Department of Transportation District Secretary; and

**WHEREAS**, the Florida Department of Transportation, in coordination with Volusia County has identified the section of Old Mission Road (CR 4137), from SR 442 to Mile Point 1.936 (north of Park Avenue, said Mile Point being on the boundary of the urbanized area), currently classified as a Rural Minor Collector roadway, to be more appropriately classified as a Rural Major Collector roadway.

**NOW, THEREFORE, BE IT RESOLVED**, that the Volusia Transportation Planning Organization does hereby support a request that the section of Old Mission Road (CR 4137), from SR 442 to Mile Point 1.936 (north of Park Avenue) should be reclassified as a Rural Major Collector roadway according to the Federal Functional Classification; and

**BE IT FURTHER RESOLVED** that the Volusia TPO does hereby direct that this change be forwarded to the Florida Department of Transportation Statistics Office for submission to the Federal Highway Administration (FHWA) for approval.

**DONE AND RESOLVED** at the regular meeting of the Volusia Transportation Planning Organization on the 24<sup>th</sup> day of May 2011.

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

---

**DeLand City 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 a resolution, adopted at a legally convened meeting of the Volusia TPO held on May 24, 2011.

**ATTEST:**

---

**Pamela C. Blankenship, Recording Secretary**

# APPLICATION FOR FUNCTIONAL CLASSIFICATION CHANGE

\*Indicates required information

\*Date: 4/26/2011

\*Sponsoring Agency: City of Edgewater

\*Contact Person: Darren Lear

\*Roadway Name: Old Mission Road (C.R. 4137)

\*From: S.R. 442

\*To: Mile Point 1.936 (north of Park Avenue)

\*Phone Number: 386-424-2400 ext. 1501

\*E-mail: dlear@cityofedgewater.org

\*Section Number: \_\_\_\_\_

\*From Mile Post: 0.000-S.R. 442

\*To Mile Post: 1.936

If 1-Way, Number of Lanes: ☐1 ☐2 ☐3 ☐4

If 2-Way, Number of Lanes: ☒2 ☐4 ☐6 ☐8

Local Government: Volusia County

AADT and Year: 4,380 (2009)

Source: Volusia County

Speed Limit (mph): 45

\*Current Functional Classification: ☐ None

\*Proposed Functional Classification:

<u>Rural</u>	<u>Urban</u>
<input type="checkbox"/> Principal Arterial – Interstate	<input type="checkbox"/> Principal Arterial – Interstate
<input type="checkbox"/> Principal Arterial – Other	<input type="checkbox"/> Principal Arterial – Other
<input type="checkbox"/> Minor Arterial	Freeways and Expressways
<input type="checkbox"/> Major Collector	<input type="checkbox"/> Principal Arterial – Other
<input checked="" type="checkbox"/> Minor Collector	<input type="checkbox"/> Minor Arterial
<input type="checkbox"/> Local	<input type="checkbox"/> Collector
	<input type="checkbox"/> Local

<u>Rural</u>	<u>Urban</u>
<input type="checkbox"/> Principal Arterial – Interstate	<input type="checkbox"/> Principal Arterial – Interstate
<input type="checkbox"/> Principal Arterial – Other	<input type="checkbox"/> Principal Arterial – Other
<input type="checkbox"/> Minor Arterial	Freeways and Expressways
<input checked="" type="checkbox"/> Major Collector	<input type="checkbox"/> Principal Arterial – Other
<input type="checkbox"/> Minor Collector	<input type="checkbox"/> Minor Arterial
<input type="checkbox"/> Local	<input type="checkbox"/> Collector
	<input type="checkbox"/> Local

\*Justification for Proposed Change:

See attached

Recommended By:

Local Government/Metropolitan Planning  
Organization (MPO) Chairperson

Date

Print Name from above

FDOT – District Office

Date

FDOT – Central Office

Date

Approved By:

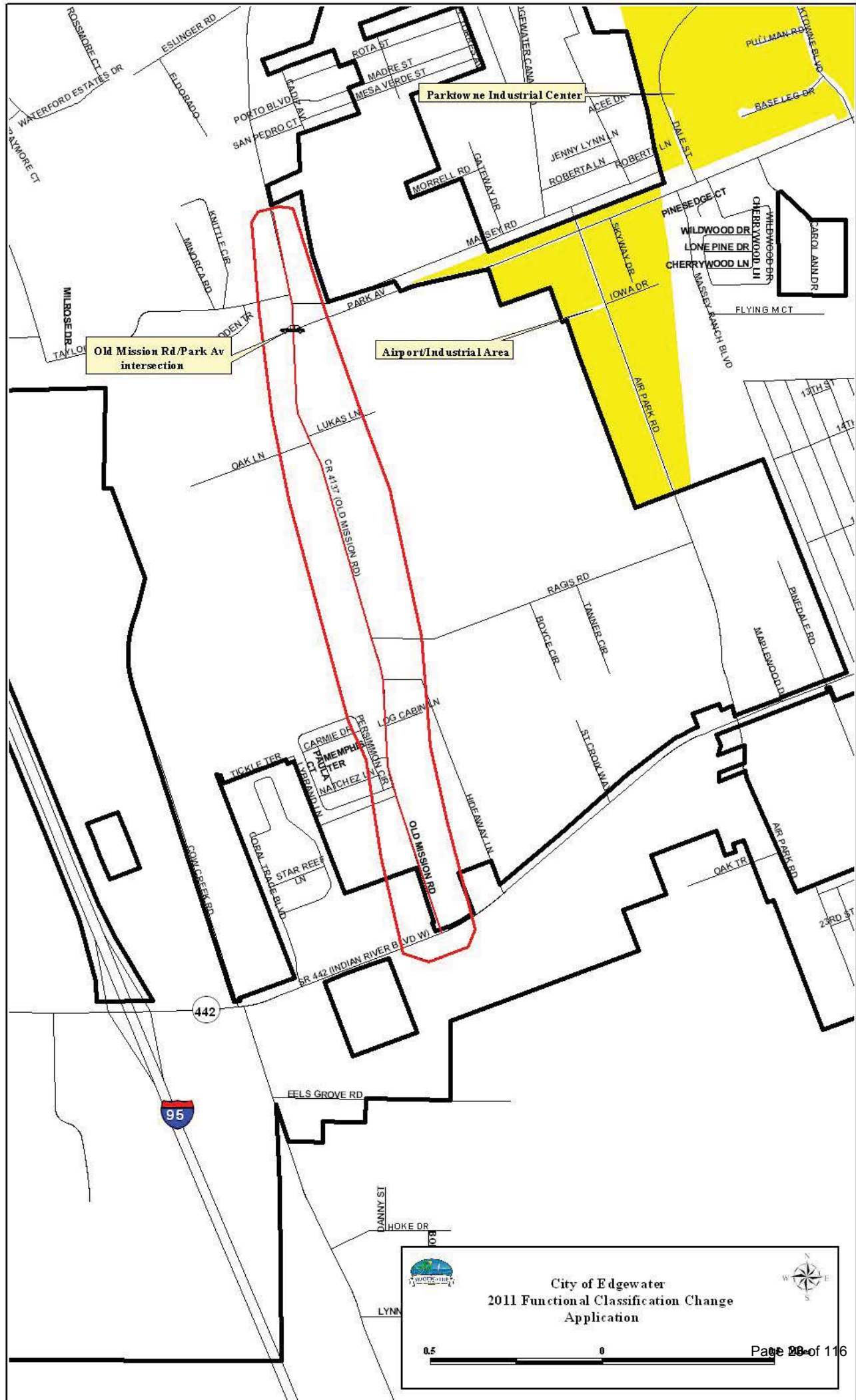
Federal Highway Administration

Date

See Attached

Please Note: Corrections to section numbers, mile posts, and/or road name descriptions may be made prior to FHWA approval. Final signed copies will be distributed to the MPO and will also be made available on the web at [www.cfgis.org/trafficdata](http://www.cfgis.org/trafficdata)

Please submit application by mail, fax or e-mail to:  
Attention: Terry Rains, FDOT District 5  
719 S. Woodland Boulevard  
Deland, FL 32720  
Fax: 386-736-5456  
E-mail: [terry.rains@dot.state.fl.us](mailto:terry.rains@dot.state.fl.us)



City of Edgewater  
2011 Functional Classification Change  
Application

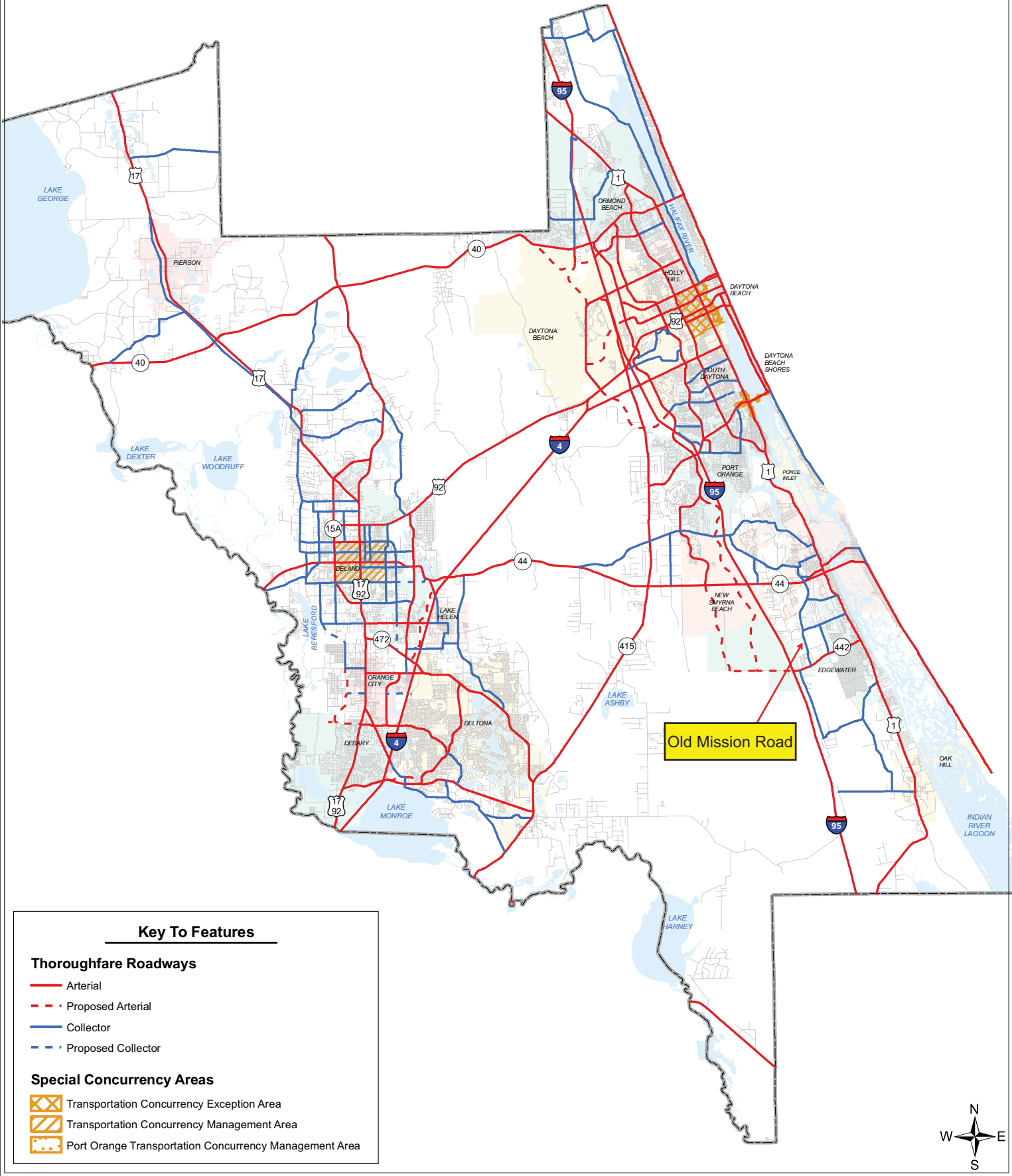


### Justification for Proposed Functional Classification Change

This roadway segment provides access from Interstate 95 and the large residential area known as Florida Shores to many uses including, but not limited to schools, government, commercial, industrial and residential. Old Mission Road provides an I-95 parallel road easterly of the interstate. Additionally, this proposal is associated with the need to relieve several safety issues at the intersection of Old Mission Road and Park Avenue and to provide enhanced mobility from the I-95 interchange to the prime economic development areas located along Park Avenue, east of said intersection. This change will also provide consistency as this facility is identified as an urban collector north of Park Avenue.

The City has applied for federal funding assistance for the improvement of the Old Mission Road and Park Avenue intersection. There is a high volume of turning movements at this sub-standard intersection which in turn lead to public safety and welfare concerns issues raised by its current design. The traffic volume traversing this intersection has risen dramatically in recent years most likely due to the fact that Old Mission and Park Avenue are collectors for school traffic to the middle school and high school located on 10<sup>th</sup> Street. The current design constraints of the intersection also prohibit large truck access to the City's largest industrial base areas, Parktowne Industrial Center and the airport industrial area. Currently, the majority of the industrial truck traffic from I-95 must travel east bound to US 1, turn north on US 1 to then turn west on Park Avenue. These improvements would facilitate the utilization of northbound movements on Old Mission Road from SR 442 which can then turn eastbound on Park Avenue. This will aid in creating a shorter distance in miles traveled from the interstate, lessening time spent in traffic and easing the number of trips along the City's two most heavily traveled roads, SR 442 and US 1. This roadway facility is also identified on the Volusia County Thoroughfare Roadways Map (see attached).

# Thoroughfare Roadways Volusia County, Florida



## MEETING SUMMARY

MAY 24, 2011

### V. ACTION ITEMS

#### A) REVIEW AND APPROVAL OF UPDATE TO THE VOLUSIA TPO'S PURCHASING MANUAL

##### Background Information:

The TPO is currently attempting to get LAP certified in order to pursue design work on XU funded projects for small local governments (particularly, Pierson's Washington Avenue sidewalk project). In order to do so, FDOT is requesting that we have, in a pertinent TPO document, references to two particular pieces of Federal Regulation (23 CFR 635.112 and 49 CFR 18.36).

The Executive Director has included language in the TPO's purchasing manual to accommodate this request and took the opportunity to update the manual to replace all references to the Volusia County MPO and VCMPO with the Volusia TPO and VTPO respectively. The new language was submitted to Mr. Charles Cino, the TPO's attorney, for review and input. Mr. Cino concurred with the new language.

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

***APPROVAL OF UPDATE TO THE VOLUSIA TPO'S PURCHASING MANUAL***

# **VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

## **PURCHASING MANUAL**



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## 1. DEFINITIONS

*Bid:* A price offer made by a vendor to furnish specific Goods, Services and/or Construction in response to an invitation for bids/advertisement, request for proposal or a multi-step bidding procedure.

*Chairperson:* The Chairperson of the VTPO Board of Directors.

*Change Order:* A contract modification that changes the contract value or the contract performance time.

*CCNA:* Consultants' Competitive Negotiation Act, Section 287.057 of Florida Statutes

*Consultant Services:* Any narrow discipline wherein a known practitioner has, through education and experience, developed expert advisory and/or programming skills as a vocation; or any service performed primarily by vocational personnel which requires the analysis or certification of a professional before the services are acceptable to the user of the service; or any other advisory, study or programming activity, where the provider of any such consultant service is ordinarily obtained by means other than lowest price. This term shall not include construction or employment agreements.

*Continuing Contract:* A contract that allows for incremental execution using individual task orders. CCNA continuing contracts are for either specified (work of a specified nature) or unspecified work.

*Contract:* Means (a) a deliberate verbal or written agreement between two or more competent parties to perform a specific act or acts; (b) any type of agreement regardless of what it is called for the procurement of goods, services, consultant services or construction; and (c) a purchase order.

*Contractor:* Any person having a contract with VTPO.

*Designee:* A duly authorized representative of a person holding a superior position.

*DBE:* Disadvantaged Business Enterprise

*Emergency Purchase:* A purchase of goods, services, consultant services and/or construction made without resort to any competitive process by VTPO.

*Goods:* Any tangible personal property other than real property.

*Invitation for Bids/Advertisement:* The solicitation document used for competitive sealed bidding for the purchase of goods, services and/or construction.

*Item:* A single separate unit, article, product, material or service.

*MBE:* Minority Business Enterprise

*Proposal:* An executed formal document submitted to the VTPO stating the goods, consultant services and/or services offered to satisfy the need as requested in the request for proposal.

*Purchase/Procurement:* Buying, purchasing, renting, leasing or otherwise acquiring any supplies, materials, equipment, goods, consultant services, construction and/or services required by the VTPO for public purposes in accordance with the law and VTPO procedures.

*Qualified Bidder, Offerer, Proposer, Quoter, or Respondent:* An individual or business entity that has submitted a bid, offer, proposal, quotation or response and that has the capability in all respects to perform fully the contract requirements, and the integrity and reliability that gives reasonable assurance of good faith and performance.

*Quotation:* Any oral or written informal offer by a vendor to the VTPO to furnish specific goods and/or services at a stated price.

*Request for Proposal (RFP):* A solicitation of responses for goods, consultant services and/or services for which the scope of work, specifications or contractual terms and conditions cannot reasonably be closely defined. Evaluation of a proposal or response is based on prior established criteria which may include, but may or may not be, limited to price. The RFP shall state the relative importance of price and other evaluation criteria.

*Request for Quotation (RFQ):* An informal request, either oral or written, to solicit prices for specific goods and/or services.

*Responsive Bidder, Offerer, Proposer, Quoter or Respondent:* An individual or business which has submitted a bid, offer, proposal, quotation or response that conforms in all material respects to the solicitation.

*Services:* The furnishing primarily of labor, time and/or effort by a Vendor, wherein the provision of goods or other specific end products other than documents relating to the required performance is incidental or secondary. This term shall not include construction or employment agreements.

*Single Project Contract:* A contract for a single defined project.

*Small Purchase:* Any budgeted purchase of goods, consultant services, services and/or construction in an amount of \$5,000.00 or less per contract. For purposes of this definition, reasonable or common components of a transaction shall be cumulatively considered part of a single contract such that no purchase shall be artificially divided so as to appear to fall within the definition of a small purchase.

*Task Order:* An individual request for products or services under a task order contract. These contracts are structured to allow incremental execution using individual task orders. Task Orders are not change orders.

*VTPO:* The Board of Directors of the Volusia Transportation Planning Organization as created by the "Interlocal Agreement Creating the Volusia Transportation Planning Organization" as recorded in the Public Records of Volusia County at Book 5262, Page 1520, and as may be amended from time to time.

*Vendor:* An actual or potential supplier of construction, goods, services and/or consultant services.

*Vice Chairperson:* The Vice Chairperson of the VTPO Board of Directors.

## **2. INTRODUCTION**

The purpose of this Purchasing Manual is to establish specific directions and guidelines for the members and agents of the VTPO to use in procuring goods and services for the VTPO. The provisions of this Purchasing Manual shall apply to every purchase of goods and services by the VTPO, unless an alternative purchasing procedure is required by federal or state law or otherwise authorized by a majority vote of the VTPO.

## **3. TRANSACTIONS EXEMPT FROM COMPETITIVE PROCUREMENT**

Certain transactions cannot be handled through competitive bargaining and negotiations. These exempt transactions are:

- A. Acquisition of Real Property, such as land, easements, rights-of-way, existing buildings, structures, or improvements resulting from negotiations and approved by the VTPO;
- B. Court-ordered fines and judgments, resulting from litigation;

- C. Exceptional disbursement as authorized by the VTPO;
  - D. Court-ordered fees, resulting from the judicial process, processed by the Clerk of the Court, and recorded against the budget for such fees;
  - E. Cash transfers and investment transactions for fiscal management purposes, recorded against general ledger accounts;
  - F. Accrued or current liabilities already charged against the budget, recorded against general ledger accounts;
  - G. Debt service payments charged against budgetary accounts as authorized by the VTPO;
  - H. Refunds of current or prior year revenues charged against budgetary accounts;
  - I. Grant disbursements to federal, state, or local government agencies or to private groups or agencies;
  - J. Insurance, including but not limited to, liability, property, medical and workers compensation insurance or payments from any loss fund established for such purpose;
  - K. Dues and memberships in trade or professional organizations, subscriptions for periodicals, advertisements, copyrighted material, part-time, authorized hospitality expenses and fees and costs of job-related travel, seminars, tuition registration and training as allowed by the VTPO budget;
  - L. Legal services, expert witnesses, court reporter services, and all other related expenses of claims and/or litigation;
  - M. Consultant Services, other than those regulated by § 287.055, Fla. Stat.;
  - N. Title insurance, title commitments, title searches and ownership and encumbrance searches; and
  - O. Transactions by Interlocal Agreement.
- 4. PROCUREMENT PROCEDURES FOR STATE OR FEDERALLY FUNDED GRANT PROGRAMS**
- A. The VTPO recognizes that certain procurement procedures for state or

federally funded grant programs may conflict with standard VTPO procedures. The VTPO is authorized to modify procurement procedures in order to comply with procurement procedures for state or federally funded grant programs provided that no modification may be less stringent than the corresponding VTPO procedure unless approved by the VTPO. The VTPO may waive any and all procurement regulations in order to comply with a federal or state law. In the case of LAP Certification, Projects/Studies to be undertaken by and/or overseen by the VTPO, the VTPO will comply with the Florida Department of Transportation including ensuring that advertising for Bids are undertaken pursuant to 23 CFR 635.112(d)(e)(f)(g)(h) and 49 CFR 18.36.

## **5. CONFLICT OF INTEREST**

- A. No official, employee or member of the VTPO shall participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:
  - 1. The official, employee or member,
  - 2. Any member of his or her immediate family,
  - 3. His or her business or personal partner, or
  - 4. An organization which employs, or is about to employ, any of the above or has a financial or other interest in the firm selected or considered for award.
- B. The VTPO's officials, employees or members shall neither solicit nor accept gratuities, favors or anything of monetary value exceeding \$25.00 from contractors, potential contractors or parties to sub-agreements.
- C. Violations of these standards of conduct may result in disciplinary action as set forth in Chapter 113, Part III, Florida Statutes provided that such disciplinary action does not conflict with the jurisdiction of the State of Florida Commission on Ethics.

## **6. PROCUREMENT OF GOODS AND CONTRACTUAL SERVICES FROM OTHER GOVERNMENTAL BIDS**

Goods and contractual services may be purchased from other governmental and agency bids without additional competitive bidding if:

- A. The bid documents and selection procedures used by the other government or agency are consistent or more stringent than the VTPO's purchasing regulations and permit other governments to purchase from the bid; and
- B. The purchase is approved in accordance with all requirements of this manual and a separate contract or amendment thereto, is executed.

## 7. PETTY CASH

- A. Petty Cash purchases must be pre-approved by either the Executive Director or the Chief Financial Officer, will be limited to immediate need and/or small cash purchases which do not exceed \$100.00, and require a receipt should reimbursement be necessary.
- B. Misuse of petty cash funds is subject to non-reimbursement and personal liability.

## 8. CONTRACT AWARD POLICY

- A. Procurements shall comply with all applicable Florida Statutes.
- B. Procurements are broken down as follows:
  - 1. Purchases up to, and including \$5,000, shall follow procedures outlined in **Section 11: Small Purchases** in this document.
  - 2. Purchases from \$5,001, up to and including \$25,000, shall be approved by the VTPO Executive Committee.
  - 3. Purchases from \$25,001 and over shall be approved by the VTPO Board of Directors.
- C. Contracts and change orders that are to be awarded by the VTPO will be presented to the VTPO Board on the agenda of its regularly scheduled meetings.

## 9. BID OR REQUEST FOR PROPOSAL PURCHASES

- A. Competitive Sealed Bidding will be required for the procurement of items of over \$25,000 where:
  - 1. Precise specifications of the needed product are known and can be described in an invitation to bid;
  - 2. Price is the only variable; and
  - 3. It is in the VTPO's best interest to do so.
- B. Requests for proposal (RFP) are appropriate when the exact product or solution to respond to a need or problem is not known. RFP's shall provide a statement of need or problem description for which proposed solutions are sought. Such RFP's may include specifications, scope of services and proposed contractual terms and conditions to which proposals must respond. RFP's shall encourage the proposal of alternative specifications, scope of services and proposed contractual terms and conditions if such alternatives are proposed as the best method of meeting the need stated or solving the described problem.
- C. Bid/Proposal Process is as follows:
  - 1. The Executive Director shall identify the desired purchase during a scheduled VTPO meeting. All specifications, budget information and relevant bid information shall be included.
  - 2. The Executive Director shall put the procurement request into the proper form and complete the legal advertisement and bid/contractual documents.
  - 3. The Executive Director will then develop the specifications and award criteria and identify a Selection Committee whose members shall be composed of a member of the VTPO staff, designated members of the VTPO's Technical Coordinating Committee and a representative of FDOT District V.
  - 4. Legal documents will be developed, maintained and reviewed by the VTPO's Legal Counsel.
  - 5. The VTPO shall provide public notice in the form of a legal advertisement that shall be posted or published a minimum of fifteen (15) calendar days prior to awarding those procurements



expected to cost up to \$100,000, and a minimum of thirty (30) days prior to awarding those procurements expected to exceed \$100,000.

6. The Selection Committee will evaluate Bid/Proposals based on the requirements set forth in the Invitation to Bid/Request for Proposal. Award criteria shall be, to the maximum extent feasible, objectively measurable. No criteria may be used for evaluation that has not been set forth in the Invitation to Bid/Request for Proposal. Bids shall be publicly opened in the presence of one or more witnesses.

D. Bid/Proposal Awards:

1. If the contract is to be awarded on the basis of price, the contract must be awarded to the qualified and responsive bidder who submits the lowest bid price. All bid results and recommendations shall be posted at the VTPO office for a period of five (5) business days. The contract shall be awarded with reasonable promptness by means of a written notice to such bidder. The Selection Committee shall at all times, except when expressly waived, reserve the right to reject all bids and rebid or to elect not to proceed.
2. When it is impractical initially to prepare a purchase description to support an award based on price, the Selection Committee may conduct multi-step sealed bidding, whereby an initial invitation for bids/advertisement is issued requesting the submission of unpriced offers, or information relating to the experience and capabilities of the prospective bidders, to be followed by an invitation to bid/advertisement limited to those bidders whose offers or experience and capabilities have been determined to be acceptable under the criteria set forth in the initial invitation for bids/advertisement.

E. Awards based on Proposal:

1. The Selection Committee shall make a recommendation to the VTPO as to its assessment of the proposal that is deemed to be most responsive and qualified and is determined to be the most advantageous to the VTPO. Evaluation of proposals shall be based on the evaluation factors set forth in the request for proposals.

2. Notice of the intent to award shall be posted at the location set for proposal submission for a period of five (5) business days. The award shall be made in accordance with the criteria of the request for proposal. In the event only one responsive proposal is received, the VTPO reserves the right to award to the sole proposer, direct staff to re-advertise the request for proposal with or without making changes to the evaluation factors or elect not to proceed.

F. The following apply to all awards:

1. All awards made by the VTPO, whether obtained by invitation to bid/advertisement, or request for information, proposal or quotation, shall consider whether the prospective contractor/vendor meets the standard of qualification. Factors to be considered in determining whether the standard of qualification has been met shall include whether a prospective contractor/vendor has:
  - a. Made available the appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
  - b. A satisfactory record of performance;
  - c. A satisfactory record of integrity;
  - d. The legal ability to contract with the VTPO; and
  - e. Supplied all necessary information in connection with the inquiry concerning responsibility, including, but not limited to, any licenses, permits or organization papers required.
2. The prospective contractor/vendor shall supply information requested by the VTPO concerning qualifications. If such contractor/vendor fails timely to supply the requested information, the VTPO shall base the determination of qualification upon any available information, or may find the prospective contractor/vendor not qualified if such failure is unreasonable.

3. All contracts shall clearly set forth a defined term. All continuing contracts shall clearly set forth a total maximum contract value that may not be exceeded.

## 10. SELECTION OF PROFESSIONAL SERVICES PROVIDERS

Professional Services within the scope of the practice of planning and/or transportation studies will be acquired in accordance with Section 287.057, Florida Statutes, the Consultants' Competitive Negotiation Act (CCNA).

A. The following criteria will be established prior to initiation of a request for proposal which falls within the jurisdiction of the CCNA:

1. The VTPO shall request solicitations for a specific Professional Services discipline by preparing a Request for Qualifications (RFQ).
2. The RFQs from interested firms (the "Proposers") indicate their interest in providing the requested service and at a minimum shall include:
  - a. A request for specific and general information on how the Proposer will proceed with the project including written documentation of the Proposer's expertise and ability to perform the requested service;
  - b. Specific instructions on how, when and where the proposals shall be submitted including the date the proposal will be opened;
  - c. A requirement that the proposal be submitted as a sealed package;
  - d. The solicitation shall include a statement that the Proposer shall not include proposed compensation as part of the proposal;
  - e. A statement that the VTPO reserves the right to reject all irregular proposals or to reject all proposals if it is deemed by the VTPO to be in the best interest of the VTPO; and
  - f. The factors which will be considered in selecting the most qualified Proposer.

C. Continuing Contract.

A continuing contract for professional services may be entered into in accordance with § 287.055, Fla. Stat., between the VTPO and a firm to provide continuing professional services in response to task orders. Continuing contracts entered into after the adoption of these policies shall have a termination date and a total maximum value that may not be exceeded.

**11. SMALL PURCHASES**

A. No purchase of goods, consultant services, services and/or construction shall be artificially divided so as to fall within the small purchase exemption.

B. Small purchases include any item which is less than \$5,000, and are separated into three categories: less than \$1,000.00; \$1,000.01 to \$2,500; and \$2,500.01 to \$5,000.

1. Purchases less than \$1,000 require no quotes.

2. Purchases between \$1,000.01 and \$2,500 shall be based on three telephone quotations documenting the person giving the quote, date, time, pricing and all relevant information. Where time permits, written quotations should be obtained and purchases shall be made on the basis of three written quotations. The written quote may be faxed or mailed to the requesting department. This written quote must clearly identify the vendor making the quote and the total price being quoted. Summary quotes must be included within the text of the requisition, and the original quote received retained by the department for future reference. Quote prices will not be released to competing vendors until final determination for the purchase has been made.

3. Purchases between \$2,500.01 to \$5,000 will require three written quotations. Upon obtaining a written quote, the quote may be faxed or mailed to the VTPO. This written quote must clearly identify the vendor making the quote and the total price being quoted. The written quotes must be included within the requisition (by separate attachment) and the original quote received retained by the department for future reference. Quote prices will not be released to competing vendors until final determination for the purchase has been made.
4. Small purchases may be formally bid. If bid, then all terms within the bid section of this manual will apply.

## **12. SOLE SOURCE PROCUREMENTS**

- A. A determination of sole source may be made by the VTPO, after conducting a good faith review of available sources, which demonstrates there is only one source for the required supply, service or item. A record of determination of the sole source shall be maintained by the VTPO.
- B. For a commodity or service to be deemed as the sole source procurement, the VTPO must have the appropriate documentation proving at least one of the following:
  1. The brand, make or specifications are available only from one source or from the original manufacturer;
  2. A different brand, make or specifications would be incompatible with currently owned equipment;
  3. An emergency exists and the item is required immediately to avoid threat to the health, safety or welfare of persons or property; and
- C. The end user must document that a good faith effort has been made in seeking other sources. All documentation is to be sent to the VTPO where sole source procurement justifications are to be maintained.

## **13. EMERGENCY PROCUREMENTS**

An emergency procurement is the purchase of goods, services, consultant services and/or construction made non-competitively because, in the sole judgment of the Chairperson or the Executive Director, that such acquisition is

necessary to remedy or mitigate the harmful effects of any actual or threatened occurrence which may interfere with the conduct of normal operations or remedy or correct a condition which may pose an imminent or existing threat to the health, safety or welfare of persons or property.

#### **14. CONTRACT FORM**

The VTPO shall determine the form of contract documents. Standard legal documents shall be developed and maintained by the VTPO's Legal Counsel. The approved standard legal documents may be used in developing specific contracts hereunder and presented to legal counsel prior to approval by the VTPO for approval as to form and correctness.

#### **15. VTPO PROCUREMENT RECORDS**

##### **A. Procurement Files**

Any and all procurement determinations relating to the solicitation, award or performance evaluation of Invitations to Bid, Request for Proposals or Expressions of Interest for Professional Services shall be maintained in the VTPO files.

##### **B. Retention of Procurement Records**

All procurement records shall be retained and disposed of by the VTPO in accordance with records retention guidelines and schedules approved by the Division of Archives of the State of Florida. If a contract is funded, in part or in whole, by a federal agency, then all procurement records pertaining to that contract shall be maintained for the time specified in the funding contract.

#### **16. BID SPECIFICATIONS**

##### **A. Maximum Practicable Competition**

Specifications shall be drafted in a manner to ensure overall economy (without sacrificing quality) for the purposes intended and shall promote maximum free and open competition in satisfying the VTPO's needs, and shall not be unduly restrictive. Specifications shall not include proprietary, exclusionary or discriminatory requirements. The policy enunciated in this Section applies to all specifications, including, but not limited to, those prepared by architects, engineers and all other contracted consultants.

**B. Brand Name or Equal Specifications**

1. Brand name or equal specifications may be used when the VTPO determines that:
  - a. No adequate design or performance specification or qualified products list is available;
  - b. Time does not permit the preparation of another form of purchase description, not including a brand name specification;
  - c. The nature of the product or the nature of the VTPO's requirements makes use of a brand name or equal specification suitable for the procurement; and
  - d. Use of a brand name or equal specification is in the VTPO's best interest.
- C. Brand name or equal specifications shall seek to designate at least three as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.
- D. When a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of the brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and are not intended to limit or restrict competition.

**17. BID SECURITY**

Bid Security may be required for all competitive sealed bids as set forth in the bid documents.

**18. AUTHORIZATION TO DEBAR VENDOR**

- A. The VTPO has the authority to seek the debarment of vendors. Debarment means that a vendor is prohibited from submitting bids or proposals to perform or otherwise contract with the VTPO.
- B. The causes for debarment include:
  1. Entry of a plea of guilty, no contest or nolo contendere to or conviction for commission of a criminal offense as an incident to

obtaining or attempting to obtain a public or private contract or subcontract or in performance of such contract.

2. Entry of a plea of guilty, no contest or nolo contendere or conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property, or any other offense indicating lack of business integrity of business honesty which currently, seriously, and directly affects responsibility as a VTPO contractor.
3. Entry of a plea of guilty, no contest or nolo contendere or conviction under state or federal anti-trust statutes rising out of submission of bids or proposals.
4. Violation of provisions of contracts as follow:
  - a. Failure without good cause to perform in accordance with specifications or within the time limits provided in the contract;
  - b. A record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts within the previous three (3) years, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
  - c. Refusal to enter into a contract with the VTPO by failing to provide bonds, insurance, or other required certificates within the time periods as specified in bid/RFP response;
  - d. Refusal to accept a purchase order, agreement or contract or to perform thereon provided such order was issued timely and in conformance with the offer received;
  - e. Presence of principals or corporate officers in the business or concern who were principals within another business at the time when the other business was suspended within the last three (3) years under the provisions of this section;
  - f. Violation of the ethical standards set forth in state law;
  - g. Providing anything of value, including but not limited to, a gift, loan, reward, promise of future employment, favor or



service to any employee to influence the award of contract or purchase of items from a contract; or

- h. Any other cause the VTPO determines to be serious and compelling as to affect the credibility as a VTPO vendor, including debarment by another government entity for any cause listed in this section.

C. Recommended Decision.

The Chairperson of the VTPO shall issue a notice letter which advises a vendor that they have been debarred. The notice shall state the reasons for the action taken and inform the vendor of its rights to an appeal to the VTPO.

D. Appeal to the VTPO.

1. Any person dissatisfied or aggrieved with the notification of the VTPO's determination regarding debarment must, within ten (10) calendar days of such notification, appeal the determination in writing in accordance with the hearing procedures contained in the section.
2. Hearing Date: Upon receipt of the request for hearing, the Chairman of the VTPO shall give all parties prior notice of a hearing date and time at least five (5) days before the hearing date. The vendor shall be given the opportunity at such hearing to demonstrate why the recommendation of the VTPO should be denied.
3. Decision: The Chairman of the VTPO shall render a written decision within thirty (30) days of the hearing. Any decision to debar a contractor shall be in effect for a period not to exceed three (3) years.

D. Appeals.

An aggrieved party may appeal the decision of the VTPO and such appeal shall be filed within ten (10) days of the notification of the written decision by the VTPO. The VTPO's decision to debar a person or business shall be final and conclusive unless the debarred person files a timely appeal of the VTPO's decision pursuant to the Florida Rules of Appellate Procedure.

F. Reinstatement.

A person or corporation may be reinstated to do business with the VTPO under the following conditions:

1. Discovery of new and material evidence not previously available;
2. Dismissal of indictment or reversal of conviction; or
3. Bonafide change in ownership or management sufficient to justify a finding of present responsibility.

The request for reinstatement shall be forwarded in writing to the Chairperson of the VTPO and the VTPO shall determine whether to reinstate based on written submission of evidence to the above referenced office, without further hearing. Upon consideration of the written submission, the VTPO renders the decision in writing within thirty (30) days from their decision.

**19. BID PROTEST PROCEDURE**

- A. Any protest concerning bid or request for proposal specifications or requirements must be made within seventy-two (72) hours from the time the aggrieved person knew or should have known of the facts giving rise to the protest, in any case, at least twenty-four (24) hours prior to the bid opening. Failure to timely protest bid specifications or requirements constitutes a waiver of the ability to protest specifications or requirements.
- B. Any protest (other than one concerning bid specifications or requirements) which is filed after bid opening, shall be made within seven (7) calendar days following posting of the award of contract by the VTPO.
- C. The protest shall be in writing addressed to the Executive Director of the VTPO, who shall consult with the VTPO's Legal Counsel.
- D. If the protest is not resolved by mutual agreement, the VTPO shall promptly issue a decision in writing. The written decision shall:
  1. State the reasons for the action taken;
  2. Inform the person protesting of his right to review of the decision;

3. State that request for review by the VTPO must be filed with the Chairperson of the VTPO within seven (7) calendar days from the date of the decision; and
  4. The decision shall be mailed by certified mail return receipt requested to the protestant.
- E. Upon filing of a timely review request, the VTPO shall consult with the VTPO's Legal Counsel and review the matter. The VTPO shall issue a written decision which states the reasons for the action taken. The decision shall be mailed by certified mail return receipt requested to the protesting party and any other intervening party.

In the event of a timely protest, the VTPO shall not proceed further with solicitation or the awarding of the contract until all the VTPO administrative remedies have been exhausted or until the VTPO determines that award of the contract must be made without further delay in order to protect substantial interests of the VTPO.

The decision of the Volusia Transportation Planning Organization shall be final.

## **20. DBE/MINORITY BUSINESS PARTICIPATION**

- A. All contractors are encouraged to assist Florida's small and minority businesses in doing business with the VTPO. Each contractor in assisting small and minority businesses will help to expand and develop the small and minority business sector of the counties represented by members of the VTPO.
- B. Definitions
1. *"Certified Minority Business Enterprise"* means a business enterprise which has been certified by the State of Florida Department of Management Services as a minority business enterprise in accordance with the provisions of the "Small and Minority Business Assistance Act of 1985".
  2. *"Minority Business Enterprise"* means any small business concern which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least fifty-one percent (51%) owned by minority persons, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession.

3. *"Minority Person"* means a lawful permanent resident of Florida who is:
  - a. A Black American – a person having origins in any of the Black racial groups in Africa.
  - b. A Hispanic-American – a person of Spanish or Portuguese culture, with origins in Mexico, South America, Central America, or the Caribbean, regardless of race.
  - c. An Asian American – a person having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Island, including the Hawaiian Islands prior to 1778.
  - d. A Native American – a person who having origins in any of the Indian Tribes of North America prior to 1835.
  - e. An American woman.
4. *"Small Business"* means an independently owned and operated business concern which employs fifty (50) or fewer full-time employees, and which has a net worth of not more than one million dollars (\$1,000,000.00). As applicable to sole proprietorships, the one million dollars (\$1,000,000.00) net worth requirement shall include both personal and business investments.

C. VTPO Selection Procedures

1. The VTPO shall make a good faith effort to provide interested minority business enterprises or minority persons with adequate information about the plans, specifications and requirements of contracts or the availability of jobs.
2. The VTPO shall make a good faith effort to effectively use services and resources of available minority community organizations, minority contractors' groups, local, state, and federal minority business assistance officers, and other organizations that provide assistance in the recruitment and placement of minority business enterprises or minority persons; and
3. The VTPO shall make a good faith effort to provide written notice to a reasonable number of minority business enterprises that

their interest in contracting with VTPO is being solicited in sufficient time to allow the minority business enterprises to participate effectively.

- D. The Minority Business Enterprise (MBE) Directory for the VTPO shall be based upon the vendors list of certified minority business enterprises prepared and maintained by the State of Florida Department of Management Services pursuant to Section 287.0343, Florida Statutes. In addition, any business which the Small Business Administration has identified as an 8(a) firm shall be eligible for listing in the Directory. The purpose of this Directory is to enable the VTPO's prime contractors to identify and utilize minority business enterprises.
- E. The above sections notwithstanding, the VTPO shall comply with the goals and procedures as laid out in the VTPO's Disadvantaged Business Enterprise (DBE) program as adopted on March 27, 2007.

## MEETING SUMMARY

MAY 24, 2011

### V. ACTION ITEMS

#### B) REVIEW AND APPROVAL OF RESOLUTION 2011-11 AMENDING THE FY 2010/11-FY 2014/15 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

##### Background Information:

The Volusia TPO's adopted TIP is required to be consistent with the Florida Department of Transportation's (FDOTs) adopted Work Program. In order to reconcile the differences, the following described TIP amendments will be necessary:

- (1) 4084641 – I-4 Widening from SR 44 to I-95 – add construction phase; change project scope;
- (2) 4226831 – SR 600 - SR 5A Intersection Improvements – change project scope, revise funding and fund source;
- (3) 4276271 – 30th Street Sidewalk – change project scope;
- (4) 4276381 – Traffic Signal Interconnection (SR 40) – change project scope;
- (5) 4276391 – SR 421 Interchange Fiber Optic Addition – increase funding for construction;
- (6) 4295731 – SR A1A Stabilization (Flagler Beach) – add design phase;
- (7) 4296401 – RR Crossing Safety Project (FEC RR @ SR 442) – add project;
- (8) 4296431 – RR Crossing Safety Project (FEC RR @ SR 44/Canal St) – add project;
- (9) 4296441 – RR Crossing Safety Project (FEC RR @ SR 5A/Nova Rd south) – add project;
- (10) 4296451 – RR Crossing Safety Project (FEC RR @ SR 600/US 92) – add project;
- (11) 4296461 – RR Crossing Safety Project (FEC RR @ SR 5A/Nova Rd north) – add project;
- (12) 4302311 – Mary Avenue Sidewalk Extension over FEC RR – delete project;
- (13) 4303431 – Votran Westside Maintenance Facility – Sec. 5307 – add project;
- (14) 4305111 – Brighthouse/Media Advertisement Safe Routes to School – add project; and
- (15) 4305781 – Walking School Bus Media Presentation (Dept. of Health) – add project.

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

**APPROVAL OF RESOLUTION 2011-11 AMENDING THE FY 2010/11-FY 2014/15 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION  
RESOLUTION 2011-11  
RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION AMENDING THE  
FY 2010/11 TO FY 2014/15 TRANSPORTATION 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 Transportation Improvement Program (TIP); and

**WHEREAS**, the Volusia TPOs adopted TIP is required to be consistent with the Florida Department of Transportation's (FDOTs) adopted Work Program; and

**WHEREAS**, the Volusia TPO finds it necessary and appropriate to amend its TIP to reconcile differences with the Florida Department of Transportation's (FDOT) Work Program.

**NOW, THEREFORE, BE IT RESOLVED**, by the Volusia Transportation Planning Organization that the:

1. Volusia TPOs FY 2010/11 – FY 2014/15 Transportation Improvement Program (TIP) is hereby amended as indicated in the attached "Attachment A" and described below:
  - a) 4084641 – I-4 Widening from SR 44 to I-95 – add construction phase; change project scope;
  - b) 4226831 – SR 600 - SR 5A Intersection Improvements – change project scope, revise funding and fund source;
  - c) 4276271 – 30th Street Sidewalk – change project scope;
  - d) 4276381 – Traffic Signal Interconnection (SR 40) – change project scope;
  - e) 4276391 – SR 421 Interchange Fiber Optic Addition – increase funding for construction;
  - f) 4295731 – SR A1A Stabilization (Flagler Beach) – add design phase;
  - g) 4296401 – RR Crossing Safety Project (FEC RR @ SR 442) – add project;
  - h) 4296431 – RR Crossing Safety Project (FEC RR @ SR 44/Canal St) – add project;
  - i) 4296441 – RR Crossing Safety Project (FEC RR @ SR 5A/Nova Rd south) – add project;
  - j) 4296451 – RR Crossing Safety Project (FEC RR @ SR 600/US 92) – add project;
  - k) 4296461 – RR Crossing Safety Project (FEC RR @ SR 5A/Nova Rd north) – add project;
  - l) 4302311 – Mary Avenue Sidewalk Extension over FEC RR – delete project;

- m) 4303431 – Votran Westside Maintenance Facility – Sec. 5307 – add project;
- n) 4305111 – Brighthouse/Media Advertisement Safe Routes to School – add project;  
and
- o) 4305781 – Walking School Bus Media Presentation (Dept. of Health) – add project.

2. The Chairperson of the Volusia TPO (or her designee) is hereby authorized and directed to submit the FY 2010/11 to FY 2014/15 TIP as amended to the:

- a) State and Regional Clearinghouse Offices;
- b) Florida Department of Transportation;
- c) Federal Transit Administration (through the Florida Department of Transportation);
- d) Federal Highway Administration (through 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 24<sup>th</sup> day of May 2011.

**VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

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

**CERTIFICATE**

The undersigned duly qualified and acting Recording Secretary of the Volusia TPO certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Volusia TPO held on May 24, 2011.

**ATTEST:**

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**Pamela C. Blankenship, Recording Secretary**



**“ATTACHMENT A”**

**Resolution 2011-11**

**Amending the**

**FY 2010/11 – FY 2014/15**

**Transportation Improvement Program (TIP)**

**For TCC & CAC Meeting – May 17, 2011**



4084641

## I-4 Widening - SR 44 to I-95

**FY 2010/11 to FY 2014/15 TIP (proposed amended)**

FY 2010/11 to FY 2014/15 TIP (proposed amended)							
	Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
Work Summary: ADD LANES & RECONSTRUCT	PE	NHAC	\$15,071	0	0	0	0
	ROW	BNIR	\$130,418	0	0	0	0
	ROW	DIH	\$2,713	0	0	0	0
	ROW	NHAC	\$772,217	0	0	0	0
	CST	ACNH	0	\$181,110,732	0	0	0
Responsible Agency:	Florida Department of Transportation		\$920,419	\$181,110,732	0	0	0

### Project Description:

Add lanes and reconstruct I-4 (widen from 4 lanes to 6). Also, increase the lanes from 2 to 4 within the mile posts between 27.567 to 27.663. Funding for preliminary environmental work was scheduled for FY 2007/08; funding for preliminary engineering and right-of-way acquisition is scheduled for FY 2010/11. Funding for construction is scheduled for FY 2011/12. Project length is 12.73 miles.

**FY 2009/10 to FY 2013/14 TIP (current adopted)**

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
PE	NHAC	\$15,071	0	0	0	0
ROW	BNIR	\$130,418	0	0	0	0
ROW	DIH	\$2,713	0	0	0	0
ROW	NHAC	\$772,217	0	0	0	0
		<b>\$920,419</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**4226831 SR 600 - SR 5A Intersection Improvements**

**FY 2010/11 to FY 2014/15 TIP (proposed amended)**

		Fund	2010/11	2011/12	2012/13	2013/14	2014/15
Phase	Source						
PE	DIH		\$10,000	0	0	0	0
PE	DS		\$289,908	0	0	0	0
CST	DIH		0	0	\$118,823	0	0
CST	DS		0	0	\$1,052,410	0	0
			<b>\$299,908</b>	<b>0</b>	<b>\$1,171,233</b>	<b>0</b>	<b>0</b>

**Work Summary:** INTERSECTION (MAJOR)

**From:** at SR 600 (US 92) & SR 5A (Nova Rd)

**To:**

**Responsible Agency:** Florida Department of Transportation

**Project Description:**

Construct an exclusive southbound right turn lane and a second eastbound left turn lane; extend the westbound left turn lane; and rebuild the traffic signal as a mast arm.

**FY 2009/10 to FY 2013/14 TIP (current adopted)**

		Fund	2010/11	2011/12	2012/13	2013/14	2014/15
Phase	Source						
PE	DIH		\$10,000	0	0	0	0
PE	DS		\$200,000	0	0	0	0
PE	XU (SU)		0	\$200,000	0	0	0
CST	DIH		0	0	\$118,823	0	0
CST	DS		0	0	\$1,052,410	0	0
			<b>\$210,000</b>	<b>\$200,000</b>	<b>\$1,171,233</b>	<b>0</b>	<b>0</b>

4276271

30th Street Sidewalk

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	ACSA	0	\$410,149	0	0	0
CST	LF	0	\$136,715	0	0	0
		0	\$546,864	0	0	0

Work Summary: SIDEWALK

From: Silver Palm Drive

To: India Palm Drive

Responsible Agency: City of Edgewater

Project Description:

Construct new sidewalks along the north side of 30th Street from Silver Palm Drive to India Palm Drive.

FY 2009/10 to FY 2013/14 TIP (current adopted)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	ACSA	0	\$410,149	0	0	0
CST	LF	0	\$136,715	0	0	0
		0	\$546,864	0	0	0

4276381

## Traffic Signal Interconnect &amp; Coordination (SR 40)

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	ACSA	\$168,695	0	0	0	0
CST	LF	\$89,502	0	0	0	0
CST	XU (SU)	\$99,810	0	0	0	0
		<b>\$358,007</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Work Summary: ITS COMMUNICATION SYSTEM

From: SR 5A (Nova Rd)

To: SR A1A

Responsible Agency: City of Ormond Beach

## Project Description:

Install traffic signal interconnect and coordinate signals along SR 40 (Granada Boulevard) between SR 5A (Nova Rd) and SR A1A (Atlantic Avenue).

FY 2009/10 to FY 2013/14 TIP (current adopted)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	ACSA	\$168,695	0	0	0	0
CST	LF	\$89,502	0	0	0	0
CST	XU (SU)	\$99,810	0	0	0	0
		<b>\$358,007</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

4276391

SR 421 Interchange Fiber Optic Addition

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	ACSA	0	\$187,500	0	0	0
CST	LF	0	\$28,640	0	0	0
CST	SA	0	\$17,577	0	0	0
		0	\$233,717	0	0	0

Work Summary: ITS COMMUNICATION SYSTEM

From: I-95

To: SR 5 (US 1)

Responsible Agency: Volusia County

Project Description:

Install fiber optic lines along SR 421 (Dunlawton Avenue) between Interstate 95 and SR 5 (US 1).

FY 2009/10 to FY 2013/14 TIP (current adopted)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	ACSA	0	\$187,500	0	0	0
CST	LF	0	\$28,640	0	0	0
		0	\$216,140	0	0	0

4295731

## SR A1A Stabilization

		FY 2010/11 to FY 2014/15 TIP (proposed amended)				
From:	To:	Phase	Fund Source	2010/11	2011/12	2012/13
				2013/14	2014/15	
at Flagler Beach	PE	DIH		\$5,000	\$5,000	\$5,000
	CST	DIH		0	0	\$330,343
	CST	DIOH		0	0	\$50,047
	CST	EBOH		0	0	\$161,010
	CST	SA		0	0	\$3,201,000
Responsible Agency:		FDOT		\$5,000	\$3,747,400	0

## Project Description:

Install 500 ft. of sheet pile walls/slope stabilization in areas of Flagler Beach where SR A1A is threatened. This improvement will lessen erosion in that area.

		FY 2009/10 to FY 2013/14 TIP (current adopted)				
From:	To:	Phase	Fund Source	2010/11	2011/12	2012/13
				2013/14	2014/15	
	CST	DIH		0	0	\$309,600
	CST	DIOH		0	0	\$46,578
	CST	EBOH		0	0	\$158,129
	CST	SA		0	0	\$3,000,000
				0	0	\$3,514,307

4296401

RR Crossing Safety Project (SR 442)

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	RHP	0	\$49,540	0	0	0
		0	\$49,540	0	0	0

Work Summary: RAIL SAFETY PROJECT

From: FEC Crossing #271979-N at SR 442

To:

Responsible Agency: FDOT

Project Description:

FY 2009/10 to FY 2013/14 TIP (current adopted)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15



4296431 RR Crossing Safety Project (SR 44/Canal St)

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	RHP	0	\$47,580	0	0	0
		0	\$47,580	0	0	0

Work Summary: RAIL SAFETY PROJECT

From: FEC Crossing #271972-R  
at SR 44 (Canal St)

To:

Responsible Agency: FDOT

Project Description:

FY 2009/10 to FY 2013/14 TIP (current adopted)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
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4296441

RR Crossing Safety Project (SR 5A - south)

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	RHP	0	\$27,870	0	0	0
		0	\$27,870	0	0	0

Work Summary: RAIL SAFETY PROJECT

From: FEC Crossing #271972-K  
at SR 5A (Nova Rd) -

To:

Responsible Agency: FDOT

Project Description:

FY 2009/10 to FY 2013/14 TIP (current adopted)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
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4296451 RR Crossing Safety Project (SR 600/US 92)

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	RHP	0	\$52,180	0	0	0
		0	\$52,180	0	0	0

Work Summary: RAIL SAFETY PROJECT

From: FEC Crossing #271938-J  
at SR 600/US 92

To:

Responsible Agency: FDOT

Project Description:

FY 2009/10 to FY 2013/14 TIP (current adopted)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15

4296461

RR Crossing Safety Project (SR 5A/Nova Rd - north)

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
CST	RHP	0	\$47,340	0	0	0
		0	\$47,340	0	0	0

Work Summary: RAIL SAFETY PROJECT

From: FEC Crossing #271919-E  
at SR 5A/Nova Rd - north

To:

Responsible Agency: FDOT

Project Description:

FY 2009/10 to FY 2013/14 TIP (current adopted)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15

4302311

Mary Avenue Sidewalk Extension over FEC Railroad

Phase	Fund		2010/11	2011/12	2012/13	2013/14	2014/15
	Source						

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Work Summary: RAILROAD CROSSING

From: at FEC Railroad Mainline

To:

Responsible Agency: City of New Smyrna Beach

Project Description:

Phase II of the Mary Steet Streetscape Project. This phase includes widening the FEC Railroad at-grade crossing (3271969H) to extend the sidewalk through the railroad right-of-way. Improvements to the railroad crossing gates and signals are also included.

Phase	Fund		2010/11	2011/12	2012/13	2013/14	2014/15
	Source						
PE	XU (SU)		0	\$20,000	0	0	0
			0	\$20,000	0	0	0

FY 2009/10 to FY 2013/14 TIP (current adopted)

4303431

Votran Westside Maintenance Facility - Sec. 5307

FY 2010/11 to FY 2014/15 TIP (proposed amended)

		Fund		2010/11	2011/12	2012/13	2013/14	2014/15
From:	West Volusia	Phase	Source					
		CAP	FTA	\$1,049,172	0	0	0	0
To:		CAP	LF	\$262,293	0	0	0	0
				\$1,311,465	0	0	0	0

Work Summary: CAPITAL FOR FIXED ROUTE

Responsible Agency: VOTRAN

Project Description:

Construct bus maintenance facility in West Volusia (location to be determined).

FY 2009/10 to FY 2013/14 TIP (current adopted)

		Fund		2010/11	2011/12	2012/13	2013/14	2014/15
Phase	Source							

4305111

## Brighthouse/Media Ad - Safe Routes to School

FY 2010/11 to FY 2014/15 TIP (proposed amended)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
GR&M	EBOH	\$1,193	0	0	0	0
GR&M	SR2N	\$42,000	0	0	0	0
		<b>\$43,193</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Work Summary: BICYCLE PLANNING

From: County-wide

To:

Responsible Agency: Volusia TPO

## Project Description:

Production of a bike safety video to be distributed to all the schools in Volusia County. It will also be presented at the parent-teacher conference in the fall. Several thousand copies of the video will be distributed on DVD. FDOT is providing \$30,000 in Safe Routes to School money to fully fund the project.

FY 2009/10 to FY 2013/14 TIP (current adopted)

Phase	Fund Source	2010/11	2011/12	2012/13	2013/14	2014/15
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4305781

# Walking School Bus Media Presentation

**FY 2010/11 to FY 2014/15 TIP (proposed amended)**

Fund		2010/11	2011/12	2012/13	2013/14	2014/15
Phase	Source					
GR&M	EBOH	\$1,221	0	0	0	0
GR&M	SR2N	\$43,000	0	0	0	0
		<b>\$44,221</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Work Summary: BICYCLE PLANNING

From: County-wide

To:

Responsible Agency: Florida Department of Health

Project Description:

**FY 2009/10 to FY 2013/14 TIP (current adopted)**

Fund		2010/11	2011/12	2012/13	2013/14	2014/15
Phase	Source					



## MEETING SUMMARY

MAY 24, 2011

### V. ACTION ITEMS

- C) REVIEW AND APPROVAL OF BUDGET AMENDMENT TO ACCOMMODATE THE PURCHASE OF BICYCLE HELMETS AND ADDITIONAL PROMOTIONAL ITEMS FOR DISTRIBUTION AT SUMMERTIME EVENTS

#### Background Information:

The Volusia TPO staff regularly participate in local events to promote bicycle and pedestrian safety. Staff fits and distributes bicycle helmets along with other safety and informational items including varying types and styles of reflective gear, battery powered flashing lights, pamphlets, etc.

Staff has completed an audit of remaining material and found we need to purchase more in order to ensure a sufficient supply for upcoming events. The staff is requesting an amendment to the FY 2010/11 TPO Budget to transfer \$3,500 from "contingency" to "awards/promotional" to accommodate the purchase of this material.

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

***APPROVAL OF APPROVAL OF BUDGET AMENDMENT TO ACCOMMODATE THE PURCHASE OF BICYCLE HELMETS AND ADDITIONAL PROMOTIONAL ITEMS FOR DISTRIBUTION AT SUMMERTIME EVENTS***

**Volusia County TPO FY 2010-2011 Budget**  
**With Prior Year Carryover**  
**As Amended May 24, 2011**

	<b>Approved FY 2010/2011</b>	<b>Amended FY 2010/2011</b>	<b>Change</b>
<b><u>REVENUES</u></b>			
Federal Funds	1,407,804	\$1,407,804	\$0
State Funds	63,784	63,784	0
Local Funds	\$152,225	152,225	0
<b>Total Revenue</b>	<b>\$1,623,813</b>	<b>\$1,623,813</b>	<b>\$0</b>
<b><u>EXPENDITURES</u></b>			
Salaries	\$486,813	\$486,813	\$0
Fringe Benefits	167,129	167,129	0
Office Supplies	12,500	12,500	0
Postage	12,800	12,800	0
Office Expense (Rent, Utilities & Cleaning)	134,187	134,187	0
Advertising	7,500	7,500	0
Printing	20,000	20,000	0
Conference, Workshops & Seminar Fees	6,300	6,300	0
Fees	33,300	33,300	0
Dues	1,225	1,225	0
Publications	1,500	1,500	0
Copy Expense	26,500	26,500	0
Copy Machine Costs	27,820	27,820	0
Travel Expenses	16,500	16,500	0
Awards Program/Promo	10,500	14,000	3,500
Special Studies	319,000	319,000	0
Professional Services	204,900	204,900	0
Meeting Expense	2,500	2,500	0
Liability, Equipment & Auto Insurance	8,800	8,800	0
Repairs	1,500	1,500	0
Network Costs	24,434	24,434	0
Capital Outlay (Computer & Server)	10,000	10,000	0
Software	2,500	2,500	0
Telephone	3,360	3,360	0
Education	2,750	2,750	0
Contingency	79,494	75,994	(3,500)
<b>Total Expenditures</b>	<b>\$1,623,813</b>	<b>\$1,623,813</b>	<b>\$0</b>
Excess of revenues over (under) expenditures	<u>\$0</u>	<u>\$0</u>	

## MEETING SUMMARY

MAY 24, 2011

### VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS

#### A) PRESENTATION AND DISCUSSION ON USE OF FUNDS FOR ENHANCEMENT, SAFE ROUTES TO SCHOOL AND INTELLIGENT TRANSPORTATION SYSTEMS

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

At the April TPO Board meeting, the Executive Director informed the Board that several requests had come forward to support such varied initiatives and fund sources as "Safe Routes to School", "Enhancement Funds" and a pilot program for Intelligent Transportation Systems. After much discussion, the Board directed the Executive Director to provide information and/or a presentation on the funding amounts that have been directed towards these types of projects so that an informed opinion can be developed on what the priorities of the organization should be regarding these different requests for support.

***ACTION REQUESTED:***

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

## MEETING SUMMARY

MAY 24, 2011

### VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS

#### B) PRESENTATION ON THE TRANSIT DEVELOPMENT PLAN (TDP) AND VOTRAN'S EFFORTS TO ADDRESS BUDGET CONSTRAINTS

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

Votran and Tindale-Oliver will be providing a brief presentation to update the Board on their current effort to develop the TDP, as well as Votran's efforts to address budget constraints.

The TDP is a ten-year strategic plan required by the Florida Department of Transportation in order for Votran to receive state Block Grant funds. This document includes an evaluation of current services, the operating environment, a trend analysis and peer assessment of efficiency and effectiveness measures and a vision plan for the ten-year time frame inclusive of a financial plan.

Prior to bringing the draft plan to the Board, Votran would like to provide information on the items completed to date, including review committee interactions, highlights of the public workshops, on-board survey results and peer and trend analysis.

***ACTION REQUESTED:***

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

## MEETING SUMMARY

MAY 24, 2011

### VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS

#### C) PRESENTATION BY BRIGHTHOUSE NETWORKS ON BICYCLE/PEDESTRIAN PUBLIC SERVICE ANNOUNCEMENTS (PSA'S)

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

In 2009, the Volusia TPO created the Walk and Ride Bicycle & Pedestrian Safety Video, as well as Public Service Announcements (PSAs), for public viewing and distribution to schools and local governments. The Walk and Ride video is currently available via SAFARI Montage and Instructional Television in Volusia County Schools. The video is accessible on the Internet at and [www.VolusiaTPO.org](http://www.VolusiaTPO.org). The video can also be viewed on local government access television channels (DBTV in Daytona Beach, DTV in Deltona, POGTV in Port Orange).

The Volusia TPO is partnering with Bright House Media Strategies to update and distribute the Walk and Ride PSAs. Bright House will update the PSAs so that they are identified with the Volusia TPO. Once the PSAs are updated, they will be uploaded to Bright House Networks' Marketplace on Demand (Channel 973) for English language PSAs and Nosotros on Demand (Channel 630) for Spanish language PSAs. Two 30 second commercials will be produced. The commercials will air on ABC Family, Cartoon Network and Disney XD, News 13 en Espanol and WAPA America at selected times to direct viewers to Channels 973 and 630. New bicycle and pedestrian safety PSAs will also be created.

Mr. Ira Heller, Account Executive with Bright House Media Strategies, will deliver a brief presentation on the distribution of Walk and Ride Bicycle & Pedestrian PSAs.

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

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

# How the Volusia TPO can EDUCATE the Youth Market on Bicycle Safety

Presented To: Volusia TPO Board  
May 24, 2011

Presented By: Ira Heller  
Bright House  
Media Strategies

# Current Situation

- In 2009, the Volusia TPO created a series of Walk & Ride Bicycle Safety Public Service Announcements
- This year, the tips need to be updated to include a new logo, along with some other minor edits
- Additionally new PSA's need to be produced
- Efforts this year are to encourage kids to walk and ride bikes to school, IN A SAFE MANNER
- Messaging needs to be directed to kids 5-15 and their parents, in both English and Spanish

# To EDUCATE the Youth Living Market

- **Three Things Are Required**

- **Reach the Right People** – For Volusia TPO, the primary target is children 5-15
- **Deliver the Right Message** – Use a combination of tips and News 13 spokespeople to promote the library of safety tips on Marketplace on Demand
- **High Frequency Delivery** – Concentrate the message into fewer media selections to have greater impact



# Cable Advertising Advantage for the Volusia TPO

- **Cable's Focus Is On Geographic Areas**
  - Bright House Networks' ability to zone allows **Volusia TPO** to concentrate their message where their customers live – Volusia/Flagler Counties.
- **Cable Targets Specific Audiences**
  - With the wide variety of programming available on cable, **Volusia TPO** can reach their core audience – children 5-15
- **Cable Audiences are More Desirable**
  - Cable audience tend to be better educated and have higher incomes
- **Cable Offers Greater Frequency**
  - With cable's cost efficiency, **Volusia TPO** can afford to run their message throughout the day, including prime time, reaching larger audiences with greater impact.
- **Cable Advertising is Cost Efficient**
  - Cable allows **Volusia TPO** to add television, the world's most powerful media, to their media mix and to take advantage of video's sight, sound, creativity and impact.

# Bright House Networks Coverage





## – Volusia/Flagler Counties



Bright House Networks –  
Volusia/Flagler Zone  
175,000 Households



# Network Advertising Schedule

Network	Daypart	Program	Spot Count
	Mon-Sun, 8-11pm	Prime Home Videos/Pretty Little Liars/ Greek/ Family Movies	18x per month
 CARTOON NETWORK	Mon-Fri, 4-6pm Mon-Sun, 6-8pm Mon-Sun, 8-11pm Mon-Sun, 11pm-Mid Sat-Sun, 6am-6pm	Late Afternoon Cartoons Early Evening Cartoons Prime Cartoons/Live Action Series Adult Swim Cartoons Weekend Cartoons/Movies	12x per month 16x per month 28x per month 14x per month 28x per month
	Sat-Sun, 6am-6pm	Weekend Cartoons	16x per month
	Mon-Fri, 6am-6pm Mon-Sun, 6pm-Mid	Daytime Cartoons/iCarly/Spongebob Prime Cartoons/Teen Nick/Sitcoms	16x per month 12x per month

# Matching Advertising Schedule


Network	Daypart	Program	Spot Count
	Mon-Sun, 6am-Mid	Broad Rotation	60x per month
	Mon-Sun, 6am-Mid	Broad Rotation	60x per month
	Mon-Sun, 6am-Mid	Broad Rotation	40x per month

# Monthly Network Schedule Summary - Volusia/Flagler

- Monthly Commercials – 160 Paid/160 No Charge Match
- Monthly Investment - \$684
- Schedule would run for 12 Months

# Spanish Advertising Schedule

## Full Central Florida Coverage

Network	Daypart	Program	Spot Count
	Mon-Sun, 6am-Mid	Local News Rotation	112x per month
	Mon-Sun, 6am-Mid	Broad Rotation – News, Sitcoms, Soap Operas, Variety	112x per month

Spanish networks are available as full Central Florida coverage only

# Monthly Spanish Schedule

- Monthly Commercials – 224/224 No Charge Match
- Average Monthly Investment - \$0
- Schedule would run for 12 Months



# Video on Demand/Web

- Bright House Networks will place all English and all Spanish Bicycle safety tips on Marketplace on Demand/Nosotros on Demand
- Bright House Networks will place banner ads on [www.cfnews13.com](http://www.cfnews13.com)
- Total Cost of VOD/Web placement - \$2,526 per month
- VOD /Web placement would run for 12 Months



# Video Production

- Bright House Networks will edit all tips with a :05 second closing tag identifying the Volusia TPO and FDOT as presenting organizations – English and Spanish Versions
- Bright House Networks will produce two new Bicycle Safety Tips for placement on Video on Demand
- Bright House Networks will produce two :30 promos featuring News 13 talent discussing the importance of Bicycle Safety and where to look for tips (MPOD/NOD)
- Total Cost of Production Work - \$2,200

# Campaign Summary-Annual

- Kid's Advertising Schedule – 1,920 Commercials for \$8,208 (20.8%)
- Matching Schedule – 1,920 Commercials @ N/C
- Spanish Schedule – 2,688 Commercials for \$0
- Matching Schedule – 2,688 Commercials @ N/C
- Video on Demand/Web - \$29,112 (73.7%)
- 12 Month Investment - \$37,320
- One-Time Production Charge - \$2,200 (5.5%)

## MEETING SUMMARY

MAY 24, 2011

### VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS

#### D) REVIEW OF PROPOSED FY 2011/12 TPO BUDGET

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

The draft FY 2011/12 TPO Budget is being provided for review. Please note that the Budget Subcommittee had decided to meet at least one more time to discuss in greater depth some of the expenditure issues before recommending a budget to the TPO Board for approval.

The draft budget is included for review.

***ACTION REQUESTED:***

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

**Volusia TPO FY 2011-2012 Budget  
With Prior Year Carryover**

**Volusia TPO FY 2011-2012 Budget  
With Prior Year Carryover**

	<b><u>FY 2010-2011</u></b>	<b><u>FY 2011/2012</u></b>	<b><u>Change</u></b>
<b><u>REVENUES</u></b>			
Federal Funds	1,407,804	\$1,289,405	(\$118,399)
State Funds	63,784	83,486	19,702
Local Funds	\$152,225	178,147	25,922
<b>Total Revenue</b>	<b>\$1,623,813</b>	<b>\$1,551,038</b>	<b>(\$72,775)</b>
<b><u>EXPENDITURES</u></b>			
Salaries	\$486,813	\$503,522	\$16,709
Fringe Benefits	167,129	174,327	7,198
Office Supplies	12,500	12,500	0
Postage	12,800	13,800 *	1,000
Office Expense (Rent, Utilities & Cleaning)	134,187	134,187 *	0
Advertising	7,500	2,500	(5,000)
Printing	20,000	20,000	0
Conference, Workshops & Seminar Fees	6,300	6,300	0
Fees	33,300	33,300	0
Dues	1,225	1,975	750
Publications	1,500	1,500	0
Copy Expense	26,500	26,500 *	0
Copy Machine Costs	27,820	27,730	(90)
Travel Expenses	16,500	16,500	0
Awards Program/Promo	10,500	10,500	0
Special Studies	319,000	300,000	(19,000)
Professional Services	204,900	125,270	(79,630)
Meeting Expense	2,500	2,500	0
Liability, Equipment & Auto Insurance	8,800	10,000	1,200
Repairs	1,500	1,500	0
Network Costs	24,434	25,568 *	1,134
Capital Outlay (Computer & Server)	10,000	10,000	0
Software	2,500	3,100	600
Telephone	3,360	3,528 *	168
Education	2,750	2,750	0
Contingency	79,494	81,681	2,187
<b>Total Expenditures</b>	<b>\$1,623,813</b>	<b>\$1,551,038</b>	<b>(\$72,774)</b>
Excess of revenues over (under) expenditures	<u>\$0</u>	<u>(\$0)</u>	

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

**Volusia TPO FY 2011-2012 Budget  
With Prior Year Carryover**

**Revenue Sources**

	<u>New FY 2011/2012</u>	<u>Carryover From FY 2010/2011</u>	<u>Totals</u>
<b>Federal Funds</b>			
PL-112 UPWP FY10/11		\$10,366 *	
PL-112 FY 11/12	\$799,806		
FTA-5303 FY 11/12	153,443		
FTA-5303 FY 10/11		80,000	
XU-Bike Feasibility Studies	40,965		
XU-ITS/Corridor Improvement Programs	204,825		
	<u>\$1,199,039</u>	<u>\$90,366</u>	
			<b>\$1,289,405</b>
<b>State Funds</b>			
FTA-5303 FY 11/12	\$19,055		
FTA-5303 FY 10/11		\$10,000	
XU-Bike Feasibility Studies	4,518		
XU-ITS/Corridor Improvement Programs	22,588		
TD FY 11/12	27,325		
	<u>\$73,486</u>	<u>\$10,000</u>	
			<b>83,486</b>
<b>Local Funds</b>			
FTA-5303 FY 11/12	\$19,055		
FTA-5303 FY 10/11		\$10,000	
XU-Bike Feasibility Studies	4,518		
XU-ITS/Corridor Improvement Programs	22,588		
Interest Income	500		
VCOG	40,564		
Member Assessments	50,922		
Copy Machine Revenue	30,000		
	<u>\$168,147</u>	<u>\$10,000</u>	
			<b>178,147</b>
<b>Total</b>	<u><b>\$1,440,672</b></u>	<u><b>\$110,366</b></u>	<u><b>\$1,551,038</b></u>

\* PL-112 UPWP FY10/11-Lower amount of allocation of \$1,148.

**Volusia TPO FY 2011-2012 Budget  
With Prior Year Carryover**

<b><u>Office Expense</u></b>	<b><u>TPO</u></b>	<b><u>VCOG</u></b>
Rent	\$89,347	\$25,081
Utilities (electric)	6,450	1,350
Storage Units	5,359	0
Cleaning services	5,496	1,104
	<b>\$106,652</b>	<b>27,535</b>
<b><u>Conference, Workshops &amp; Seminar Fees</u></b>		
APA Registration (1) - TPO General Fund	\$700	
Transportation Disadvantaged (2) - Task 8.02 Transit Related Activities	200	
Seminars & Workshops - Various Tasks	2,250	
AMPO(2) - Task 9.01 State & Regional Planning	800	
Bike/Ped Conference - Task 5.04 Bicycle/Pedestrian Planning	600	
Transportation Research Board (1) - Task 9.01 State & Regional Planning	400	
GMS (2)- Task 1.02 Administration of Funds	1,150	
ITS Conference (1) - Task 7.01 Intelligent Transp. Sys./Cong. Mgt. Sys.	200	
	<b>\$6,300</b>	
<b><u>Fees</u></b>		
Central FL TPO Alliance - Task 1.01 Gen. Adm.	\$5,000	
ESRI - Task 2.01 Traffic Counting/Database Mgt.	1,000	
Pension Adm. Fee - Task 1.01 Gen. Adm.	1,600	
GMS Accounting - Task 1.02 Administration of Funds	5,200	
Legal Fees - Task 1.01 Gen. Adm.	2,500	
Audit Fees - Task 1.02 Administration of Funds	18,000	
	<b>\$33,300</b>	
<b><u>Dues/Memberships</u></b>		
ITS Florida	\$195	
MPOAC	500	
APTA	780	
Fl for Better Transportation	250	
FL Bicycle Association	125	
American Planning Association	125	
	<b>\$1,975</b>	
<b><u>Copy Machine Costs</u></b>		
Copier Lease	\$10,530	
Copy Cost	12,000	
Paper & Staples	5,200	
	<b>\$27,730</b>	
<b><u>Travel</u></b>		
Transportation Disadvantaged (2)	\$800	
Seminars & Workshops	1,500	
AMPO(2)	2,800	
Bike/Ped Conference	2,800	
GMS (2)	2,800	
ITS Conference	1,400	
Transportation Research Board (1)	1,400	
Mileage/Hotel Reimbursement-Meetings	3,000	
	<b>\$16,500</b>	

**Volusia TPO FY 2011-2012 Budget  
With Prior Year Carryover**

**Network Costs**

	<b><u>TPO</u></b>	<b><u>VCOG</u></b>
Server/Workstation Monitoring/Off Site Storage/Spam Block	\$11,306	4,846
Server Installation/Network Repairs	6,500	0
Web Page Annual Fee	600	0
High-speed Internet	1,961	355
	<b><u>\$20,367</u></b>	<b><u>\$5,201</u></b>

**Special Studies**

Bike Feasibility Studies (XU) - Task 5.04 Bicycle/Pedestrian Planning	\$50,000
Corridor Improvement Program/Feasibility Studies	250,000
	<b><u>\$300,000</u></b>

**Professional Services**

VOTRAN - Task 8.05 Transit Planning & Implementation	\$36,800
VOTRAN - Task 8.06 Increasing Transit Ridership for Votran	20,000
Data Base-Web Portal - Task 2.03 Transportation Data Library	0
Web Page Update - Task 6.03 Web Site Development/Management	15,000
TIP Website Maintenance - Task 4.01 Program Development (TIP)	9,600
General Planning Services - Task 5.07 Traffic Engineering Assistance	43,870
	<b><u>\$125,270</u></b>

**Capital Outlay**

Replacement Equipment (Server, workstation & backup)	\$10,000
	<b><u>\$10,000</u></b>



**Volusia TPO FY 2011-2012 Budget  
With Prior Year Carryover**

**VCOG/TPO Administrative Services  
FY 11/12**

	<b>VCOG</b>	<b>TPO</b>	<b>Total</b>
Rent	\$25,081	\$89,347	\$114,428
Janitorial-Supplies	1,104	5,496	6,600
Phone Service	528	3,000	3,528
Utilities (electric)	1,350	6,450	7,800
Software-Licenses	600	1,400	2,000
Network Service	4,846	11,306	16,152
Internet	355	1,961	2,316
Postage	1,200	12,600	13,800
Copy Expense	5,500	21,000	26,500
<b>Total</b>	<b>\$40,564</b>	<b>\$152,560</b>	<b>\$193,124</b>

**Volusia TPO FY 2011-2012 Budget  
With Prior Year Carryover**

	<b>Population</b>	<b>2010 Assessment Amount (.10)</b>
<b>Beverly Beach</b>	604	\$60
<b>Daytona Beach</b>	65,208	6,521
<b>Daytona Beach Shores</b>	5,475	548
<b>DeBary</b>	18,741	1,874
<b>DeLand</b>	27,123	2,712
<b>Deltona</b>	84,264	8,426
<b>Edgewater</b>	21,394	2,139
<b>Flagler Beach</b>	5,554	555
<b>Holly Hill</b>	12,851	1,285
<b>Lake Helen</b>	2,878	288
<b>New Smyrna Beach</b>	23,449	2,345
<b>Oak Hill</b>	1,984	198
<b>Orange City</b>	10,203	1,020
<b>Ormond Beach</b>	40,832	4,083
<b>Pierson</b>	2,651	265
<b>Ponce Inlet</b>	3,266	327
<b>Port Orange</b>	56,732	5,673
<b>South Daytona</b>	13,530	1,353
<b>Volusia County</b>	<u>116,448</u>	<u>11,645</u>
<b>Total</b>	<u><u>513,187</u></u>	<u><u>\$51,323</u></u>

**Volusia TPO**  
**FY 2011-2012 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 2011-2012 Budget  
With Prior Year Carryover**

**Indirect Allocation**

Expenses

Health Insurance	\$60,000
Auto Allowance	4,800
Additional FICA	1,007
Office Expense	106,652
Travel Expense	16,500
Liability Insurance	<u>10,000</u>

Total Expenses (Indirect Cots)	<u><u>\$198,959</u></u>	
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Direct Salaries	\$503,522	
Fringe Benefits	<u>174,327</u>	
Total Direct Salaries		<u><u>\$677,849</u></u>

Indirect Costs	<u>\$198,959</u>	=	29.35151%
Total Direct Salaries	<u>\$677,849</u>		

## MEETING SUMMARY

MAY 24, 2011

### VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS

#### E) REVIEW OF DRAFT FY 2011/12 TO FY 2015/16 TRANSPORTATION IMPROVEMENT PROGRAM

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

Mr. Bob Keeth, will give a brief presentation on the draft FY 2011/12-2015/16 Transportation Improvement Program. The full draft TIP and comparison report (comparing the draft TIP to the current, adopted TIP) were distributed with the April 19, 2011 agenda and are available on the TPO's website

***ACTION REQUESTED:***

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

## MEETING SUMMARY

MAY 24, 2011

### VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS

#### F) 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***

## Volusia County

### 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.
2. **Nova Road (SR 5A)** - Resurface 2.8 miles from Herbert Street to Beville Road (FM No. 422032). P & S Paving, Inc. was awarded the \$2,483,612 contract December 21. Work began March 16.
3. **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). Superior Construction Company Southeast was awarded the \$13,651,579 contract January 19. Work began March 21.
4. **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.

### 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 October. 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 \$4.4 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 10/11 (FM No. 4068694/6). Resurfacing from the Brevard County line 6.7 miles to the north is funded in FY 13/14 at an estimated cost of \$6.5 million (FM No. 428945).
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 12/13). This section is to be resurfaced in FY 13/14 at an estimated cost of \$4.7 million (FM No. 428855).
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** - 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 \$790,000.
9. **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). Right of way is to be purchased in FY 14/15.
10. **US 17/92** - A \$190 grant to the City of Debarry in FY 11/12 will pay for installation of an emergency traffic signal at the Columba Road intersection (FM No. 430216).
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 \$730,000.
12. **US 1** - Resurface 1.2 miles from north of Hernandez Avenue to north of Nova Road (FM No. 428689). Bids are to be received in FY 13/14. The estimated cost is \$900,000.
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 \$610,000.
15. **SR 40** - Resurface 4.7 miles from Tymber Creek Road to east of Perrott Street (FM No. 424904). Bids are to be received in FY 13/14. The estimated cost is \$5 million.
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 \$7 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** - \$10 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** - Resurface 2.1 miles from east of I-95 to Nova Road (FM No. 427279). Bids are to be received in FY 13/14. The estimated cost is \$3.5 million.
20. **SR 421** - Construct eastbound and northbound right turn lanes at Spruce Creek Road intersections (FM No. 430177). A \$1.1 million grant to Volusia County is to pay for this project.
21. **SR 421** - \$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).
22. **Dirksen 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).



23. **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.
24. **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).
25. **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).
26. **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).
27. **CR A-1-A Sidewalk** - An \$862,000 grant to the city of Daytona Beach Shores in FY 10/11 will pay for construction of a sidewalk from Dunlawton Avenue to Marcelle Avenue (FM No. 427635).
28. **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).
29. **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).
30. **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).
31. **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).
32. **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).
33. **Orange Avenue (CR 4050) Bridge Replacement** - A \$48 million grant in FY 14/15 will pay for a Volusia County project to replace this drawbridge with a high bridge (FM No. 242172).
34. **Turnbull Bay Road Bridge** - \$4.3 million in grants to Volusia County through FY 13/14 are to pay for replacement of the bridge over Turnbull Creek (FM No. 430040).
35. **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).

36. **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).
37. **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).
38. **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).
39. **Naranja Road Sidewalk** - A \$190,000 grant to the City of Debary in FY 12/13 will pay for construction of a sidewalk from Valencia Road to Highbanks Road (FM No. 428976).
40. **New Smyrna Beach Trail** - \$876,000 in grants to the City of New Smyrna Beach through FY 12/13 will pay part of the cost of design and construction of a trail from Sugar Mill Drive to Turnbull Creek (FM No. 430078).
41. **Ridge Blvd. Bike Path** - A \$575,000 grant to the City of South Daytona in FY 12/13 will pay for construction of a bike path from Pope Avenue to South Palmetto Avenue (FM No. 430028).
42. **South Spruce Creek Road Sidewalk** - \$275,000 in grants to the City of Port Orange through FY 14/15 will pay part of the cost of design and construction of a sidewalk from Central Park Blvd. to Taylor Road (FM No. 430079).
43. **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).

# CONSTRUCTION STATUS REPORT

## VOLUSIA

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   Maint 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 #	T5382	Work Begin	03-16-2011
County	VOLUSIA	Present Amount	\$ 2,481,841.75
Contractor	P & S PAVING, INC.	Days Used as of Last Approved Estimate	33
Project Manager	CN513GD   Grube, Dwight (386)943-5768	Cost Perf. Measure	7.54%
Project Admin.	CN513GD   Grube, Dwight (386)943-5768	Time Perf. Measure	15.79%
SM Contract Type	CC   Const Contract	Adj. Est. Completion	09-25-2011

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
422032-1-52-01	Yes	SR5A;SR5-SR5	-	0012 RESURFACING	SR 5A FROM HERBERT STREET TO SR400 (BEVILLE RD)	-

Contract #	E5P07	Work Begin	01-03-2011
County	VOLUSIA	Present Amount	\$ 1,179,043.00
Contractor	W W. ENGINEERING, INC.	Days Used as of Last Approved Estimate	110
Project Manager	CN513AF   Fisher, Alan (386)943-5767	Cost Perf. Measure	25.72%
Project Admin.	CN513AF   Fisher, Alan (386)943-5767	Time Perf. Measure	77.78%
SM Contract Type	MC   Maint Contract	Adj. Est. Completion	06-06-2011

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
427809-1-72-01	Yes	-	-	6060 ROUTINE MAINTENANCE	PIPE DESILT & VIDEO	-

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	236
Project Manager	MT591JR   Read, James	Cost Perf. Measure	22.22%
Project Admin.	MT591JR   Read, James	Time Perf. Measure	22.10%
SM Contract Type	MC   Maint 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

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	139
Project Manager	MT591JR   Read, James	Cost Perf. Measure	100.00%
Project Admin.	MT591JR   Read, James	Time Perf. Measure	141.00%
SM Contract Type	MC   Maint Contract	Adj. Est. Completion	12-30-2010

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 #	T5362	Work Begin	02-10-2011
County	VOLUSIA	Present Amount	\$ 2,349,927.99
Contractor	P & S PAVING, INC.	Days Used as of Last Approved Estimate	67
Project Manager	CN513NC   Nolen, Chris 386(943-7565)	Cost Perf. Measure	23.71%
Project Admin.	CN513NC   Nolen, Chris 386(943-7565)	Time Perf. Measure	31.00%
SM Contract Type	CC   Const Contract	Adj. Est. Completion	09-10-2011

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
240992-3-52-01	No	SR5;SR600-FLAG CL	4857041P	0233 INTERSECTION IMPROVEMENT	SR 5 (US 1) AT SR 430 (MASON AVE)	STATE ADMINISTERED
240992-4-52-01	Yes	-	4857041P	0233 INTERSECTION IMPROVEMENT	SR 5 (US 1) AT SR 40 (GRANADA BLVD)	STATE ADMINISTERED
422030-1-52-01	No	SR40;SR5-SRA-1-A	-	0012 RESURFACING	SR 40 FROM WEST END OF GRANADA BRIDGE TO SR A1A	-

Contract #	E5P65	Work Begin	02-28-2011
County	VOLUSIA	Present Amount	\$ 37,619.52
Contractor	ATLANTIC CIVIL CONSTRUCTORS CORPORATION	Days Used as of Last Approved Estimate	44
Project Manager	MT591JR   Read, James	Cost Perf. Measure	100.00%
Project Admin.	MT591JR   Read, James	Time Perf. Measure	24.44%
SM Contract Type	MC   Maint Contract	Adj. Est. Completion	08-27-2011

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
427816-1-72-01	Yes	-	-	6060 ROUTINE MAINTENANCE	DREDGE RETENTION PON DS	-

Contract #	T5351	Work Begin	03-21-2011
County	VOLUSIA	Present Amount	\$ 13,612,563.77
Contractor	SUPERIOR CONSTRUCTION COMPANY SOUTHEAST, LLC	Days Used as of Last Approved Estimate	28
Project Manager	CN513PT   Phillips, Terry (386)943-5770	Cost Perf. Measure	2.81%
Project Admin.	CN513PT   Phillips, Terry (386)943-5770	Time Perf. Measure	3.97%
SM Contract Type	CC   Const Contract	Adj. Est. Completion	02-03-2013

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
422024-1-52-01	No	SR 600 FROM SR15 TO SR 5	4224061C	0227 RIGID PAVEMENT REHABILITATION	SR 600 US 92 FROM KEPLER RD TO 0.514 MI EAST OF CLARK BAY RD	STATE ADMINISTERED
422024-2-52-01	Yes	SR 600 FROM SR15 TO SR 5	4224060C	0227 RIGID PAVEMENT REHABILITATION	SR 600 US 92 FROM E OF CLARK BAY RD TO END RIGID PAVEMENT	FULL OVERSIGHT (NON-NHS)
423864-1-52-01	No	SR 600 FROM SR15 TO SR 5	4011060P	0716 TRAFFIC SIGNALS	SR 600 (US 92) AT WEST PARKWAY	STATE ADMINISTERED

# CONSTRUCTION STATUS REPORT

## VOLUSIA

Contract #	E5N92	Work Begin	04-27-2011
County	VOLUSIA	Present Amount	\$ 17,333.00
Contractor	ESTEP CONSTRUCTION, INC.	Days Used as of Last Approved Estimate	0
Project Manager	CN513PT   Phillips, Terry (386)943-5770	Cost Perf. Measure	-
Project Admin.	CN513PT   Phillips, Terry (386)943-5770	Time Perf. Measure	0.00%
SM Contract Type	CLS   Const Lump Sum	Adj. Est. Completion	06-06-2011

Finproj	Lead	St. Rd. #	FAP	Work Mix	Contract Location	Federal Project Oversight
428560-1-52-01	Yes	SR400;SEM-SR9	-	0024 BRIDGE-REPAIR/REHABILITATION	I-4 OVER PADGETT CREEK BRIDGE # 790099	-

**PUSHBUTTON PROJECT LIST  
VOLUSIA COUNTY  
May 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>
79010	32.96	International Speedway Blvd	Mast Arm Replacement	In Design	NA	NA
79030	10.758	US 1, Benton St. To Broadway Avenue	Median Nose Modification	On Hold	NA	NA
79060	1.405	US 92, Jacobs Rd	Modify Pedestrian Features	In Design	NA	NA
79080	9.589	A1A, Tom Renick Park/Rivershore Dr	Pedestrian Improvments	In Design	NA	NA
79100	26.206	SR 40, Interchange Blvd	Modify full median opening to a WB directional opening	In Design	NA	NA
79110	3.401	I-4, Dirksen Road	New Signal	Design Complete	NA	NA

## MEETING SUMMARY

MAY 24, 2011

VII. EXECUTIVE DIRECTOR'S REPORT

VIII. VOLUSIA TPO MEMBER COMMENTS

IX. INFORMATION ITEMS

- FDOT Policy for the U.S. Bicycle Route System
- Volusia County's National Trails Day Celebration flyer
- Citizens' Advisory Committee Attendance Record – 2011
- Technical Coordinating Committee Attendance Report – 2011
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2011

X. ADJOURNMENT

**Please note that the next TPO Board meeting will be June 28, 2011**



## ***Florida Department of Transportation***

**RICK SCOTT  
GOVERNOR**

605 Suwannee Street  
Tallahassee, FL 32399-0450

**OFFICE OF THE  
SECRETARY**

### **POLICY**

Effective: April 7, 2011  
Office: Roadway Design  
Topic No.: 000-525-060-a

### **U.S. NUMBERED BICYCLE ROUTES**

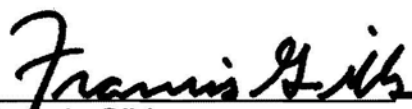
It is the policy of the Florida Department of Transportation (FDOT) to establish components of the United States Bicycle Route (US BR) system in Florida, intended to connect with routes being established in Georgia and Alabama. In carrying out this policy, the FDOT will:

- Comply with the “Purpose and Policy U.S. Numbered Bicycle Routes” of the American Association of State Highway and Transportation Officials; and
- Encourage other state agencies, regional planning councils, metropolitan planning agencies, local governments, bicycling interest groups, and managers of bicycle facilities to contribute towards the assessment and identification of routes for designation as a US Bicycle Route.

The initial four 50-mile wide corridors that will be considered for establishment of US Bicycle Routes in Florida are:

- US BR 90, which follows US 90 from Pensacola to St. Augustine;
- US BR 1, which follows US 1 from Nassau County to Key West;
- US BR 15, which follows Florida’s Gulf Coast from Madison County to Miami; and
- Alternate US BR CFG, which follows the route of the Marjorie Harris Carr Cross Florida Greenway from Daytona Beach to Tampa Bay.

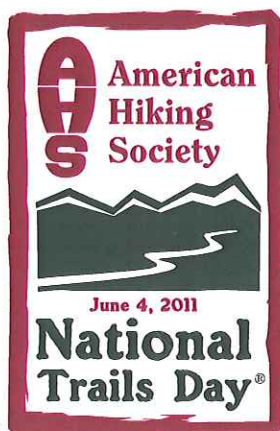
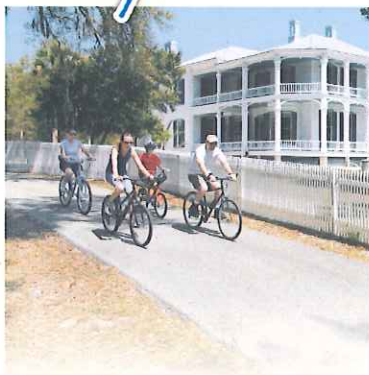
Other United States Bicycle Routes may be established. Related information including criteria for designation of routes in Florida will be maintained and available in the FDOT ***Plans Preparation Manual, Topic No. 625-000-007.***

  
Francis Gibbs



# Join Volusia County for National Trails Day®

## Experience Volusia's Trails



Parks, Recreation and Culture

Saturday, June 4, 2011

8:30 a.m. - 1 p.m.

DeBary Hall Historic Site  
210 Sunrise Blvd., DeBary

- Children's activities
- Free children's bicycle helmets
- Informational displays
- Virtual tour of the St. Johns River in the Imagidome Theater
- Guided nature hike, bicycle tour and paddling adventure in Gemini Springs Park  
(one mile west of DeBary Hall)

For more information,  
please call 386-736-5953

[www.volusia.org/trails](http://www.volusia.org/trails)

# TCC Attendance Record 2011

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	x	x									Daytona Beach (appt. 11/08)
Arlene Smith	abs	x	x	exc									Daytona Beach Airport (appt. 01/09)
Stewart Cruz	x	x	x	x									Daytona Beach Shores (appt. 10/04)
Mike Holmes	x	exc	B. Hardy	x									DeLand (appt. 09/98)
Ron Paradise (Vice Chair)	x	x	x	x									Deltona (appt. 11/09)
Rebecca Hammock	exc	x	x	x									DeBary (appt. 06/10)
Darren Lear	x	exc	x	x									Edgewater (appt. 10/99)
Robert M. Smith			x	x									Flagler Beach (appt. 03/11)
Tom Harowski	x	x	x	x									Holly Hill (appt. 01/11)
Gail Henrikson	x	x	x	x									New Smyrna Beach (appt. 12/07)
Don Findell	exc	exc	x	abs									Lake Helen (appt. 10/97)
Ric Goss	x	x	x	x									Ormond Beach (appt. 11/07)
Jim Kerr	x	x	x	x									Orange City (appt. 06/00)
Jim Smith	x	abs	x	x									Pierson (appt. 05/09)
Mike Disher				exc									Ponce Inlet (appt 03/11)
Bill McCord (Chair)	x	x	x	x									Port Orange (appt. 11/08 )
John Dillard	x	x	x	x									South Daytona (appt. 12/03)
Jon Cheney	x	x	x	x									Volusia County Traffic Engineering (appt. 04/99)
Marian Ridgeway	x	exc	x	x									Volusia County School Board(appt. 11/98)
Heather Black	x	x	abs	exc									Votran (appt. 01/07)
Larry LaHue	x	x	exc	x									V.C. Emergency Management (appt. 01/04)
Steve Friedel	x	x	x	x									FDOT (appt. 10/10)
NON-VOTING													
Karl Welzenbach	x	x	x	x									Volusia TPO
Vacancies													
Oak Hill													
Beverly Beach													
QUORUM	Y	Y	Y	Y									
Caryn Miller													Flagler Beach (appt. 03/10) (Resigned 03/11)

BPAC Attendance Record 2011

Bicycle & Pedestrian Advisory Committee (BPAC)

Name		12-Jan	9-Feb	9-Mar	13-Apr	11-May	8-Jun	13-Jul	10-Aug	14-Sep	12-Oct	9-Nov	14-Dec	Notes				
Mike Chuven		x	exc		x	x								Daytona Beach (appt. 1/04)				
Rani Merens		x	x		exc	x								DeBary (appt. 3/06)				
Michelle Grenham		x	x		x	exc								Edgewater (appt. 1/08)				
Craig Wells		x	x		exc	abs								Flagler Beach (appt. 4/08)				
Rocky Rivera		x	x		x	x								Holly Hill (appt. 6/09)				
Randy Richenberg			abs		exc	abs								New Smyrna Beach (appt. 01/11)				
Bob Storke		x	x		x	x								Orange City (appt. 12/07)				
Phyllis Campbell (Vice Chair)		x	x	C	x	x								Ponce Inlet (appt. 11/06)				
John Decarie		x	x	A	x	x								Port Orange 12/05)				
Bill Pouzar		x	exc	N	x	abs								Volusia County (appt. 12/10)				
Chad Lingenfelter				C	x	x								Volusia County (appt. 3/11)				
A.J. Devies (Chair)		x	x	E	x	x								Volusia County (appt. 1/06)				
Roy Walters		exc	exc	L	x	x								Volusia County At-Large (appt. 03/05)				
Peter Cerullo		exc	exc	L										Volusia County (appt 4/10)				
Alt: DeAnn Parker				L	x	exc								Volusia County (appt 4/11)				
NON-VOTING				E														
Melissa Booker		x	x	D	exc	x								Volusia County Traffic Engineering				
Susanne Wilde		abs	abs		abs	x								Volusia County Parks, Recreation & Culture				
Gwen Perney		x	x		x	abs								Large City - Port Orange				
Wendy Hickey		exc	exc		x	x								Small City - Orange City				
Tina Skipper		x	x		x	x								Volusia County School Board				
Heather Blanck		abs	x		x	x								Votran				
Joan Carter		x	x		x	x								FDOT				
Vacancies																		
Deltona																		
Ormond Beach																		
DeLand																		
Beverly Beach																		
South Daytona																		
Oak Hill																		
Lake Helen																		
Pierson																		
Daytona Beach Shores																		
QUORUM		Y	N	N	Y	Y												

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



# CAC Attendance Record 2011

## Citizens' Advisory Committee (CAC)

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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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