



MEETING NOTICE & AGENDA

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

DATE: Wednesday, October 23, 2013

Please note DATE & TIME change!!

TIME: 9:00 a.m.

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

Vice Mayor Nancy Long, Chairperson Presiding

AGENDA

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT/PARTICIPATION *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- IV. CONSENT AGENDA
 - A. SEPTEMBER 25, 2013 VOLUSIA TPO BOARD MEETING MINUTES *(Contact: Pamela Blankenship) (Enclosure, pages 4-11)*
 - B. TREASURER'S REPORT *(Contact: Herbert Seely) (Enclosure, pages 4, 12)*
 - C. EXECUTIVE COMMITTEE REPORT -- Report by Vice Mayor Nancy Long, Chairperson *(Enclosure, pages 4, 13)*
 - D. TECHNICAL COORDINATING COMMITTEE REPORT -- Report by Mr. Clay Ervin, TCC Chairman *(Enclosure, page 4 - provided under separate cover)*
 - E. CITIZENS ADVISORY COMMITTEE REPORT -- Report by Mr. Gilles Blais, CAC Chairman *(Enclosure, page 4 - provided under separate cover)*
 - F. BICYCLE & PEDESTRIAN ADVISORY COMMITTEE REPORT -- Report by Mr. Robert Storke, BPAC Chairman *(Enclosure, pages 4, 14)*
 - G. VOLUSIA TPO BOARD SUMMARY REPORT -- Report by Vice Mayor Nancy Long, TPO Board Chairperson *(Enclosure, pages 4, 15)*
 - H. PASSENGER RAIL WORKSHOP SUMMARY REPORT -- Report by Vice Mayor Nancy Long, TPO Board Chairperson *(Enclosure, pages 4, 16)*

IV. CONSENT AGENDA *(continued)*

- I. CENTRAL FLORIDA MPO ALLIANCE REPORT** -- Report by Mayor Pro Tem Matusick *(Enclosure, page 4 - provided under separate cover)*
- J. REVIEW AND APPROVAL OF VOLUSIA TPO ANNUAL FY 2012/13 AUDIT** *(Contact: Herbert M. Seely) (Enclosure, pages 17-89)*

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2013-## AMENDING THE FY 2013/14 – 2017/18 TRANSPORTATION IMPROVEMENT PROGRAM** *(Contact: Robert Keeth) (Enclosure, pages 90-97)*

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. DISCUSSION OF ALTERNATIVES ANALYSIS FUNDING OPTIONS** *(Contact: Lois Bollenback) (Enclosure, page 98)*
- B. PRESENTATION AND DISCUSSION ON THE VOLUSIA TPO PRIORITY PROCESS REQUIREMENTS** *(Contact: Robert Keeth) (Enclosure, pages 99-124)*
- C. PRESENTATION ON THE INTERMODAL TRANSIT STATION STUDY (ITSS)** *(Contact: Lois Bollenback) (Enclosure, page 125)*
- D. PRESENTATION ON FDOT LANDSCAPING GRANTS** *(Contact: Claudia Calzaretta) (Enclosure, pages 126-129)*
- E. FDOT REPORT** *(Contact: Claudia Calzaretta, FDOT District 5) (Enclosures, pages 130-137)*

VII. EXECUTIVE DIRECTOR'S REPORT *(Enclosure, page 138)*

- ® Reapportionment Update

VIII. VOLUSIA TPO BOARD MEMBER COMMENTS *(Enclosure, page 138)*

IX. INFORMATION ITEMS *(Enclosure, pages 138-141)*

- ® Citizens Advisory Committee Attendance Record – 2013
- ® Technical Coordinating Committee Attendance Record– 2013
- ® Bicycle/Pedestrian Advisory Committee Attendance Record – 2013

X. ADJOURNMENT *(Enclosure, page 138)*

The next Volusia TPO Board meeting will be November 27, 2013*

November Meeting Dates

Executive Committee, November 4, 2013 @ 3:00 p.m.

Transportation Disadvantaged Local Coordinating Board, November 13, 2013 @ 11:00 a.m. (at Votran)

Bicycle/Pedestrian Advisory Committee, November 13, 2013 @ 3:00 p.m.

Citizens Advisory Committee, November 19, 2013 @ 1:30 p.m.

Technical Coordinating Committee, November 19, 2013 @ 3:00 p.m.

Volusia TPO Board, November 27, 2013 @ 9:00 a.m.

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.

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

The Volusia TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.VolusiaTPO.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, pblankenship@volusiatpo.org.

MEETING SUMMARY TPO BOARD OCTOBER 23, 2013

IV. CONSENT AGENDA

A. SEPTEMBER 25, 2013 VOLUSIA TPO BOARD MEETING MINUTES

Minutes are prepared for each board meeting and said minutes must be approved by the Volusia TPO Board.

B. TREASURER'S REPORT

Monthly Treasurer Reports are prepared for review and approval by the Volusia TPO Board. The September 2013 Treasurer's Report is included for your information.

C. EXECUTIVE COMMITTEE REPORT

D. TECHNICAL COORDINATING COMMITTEE REPORT *(provided under separate cover)*

E. CITIZENS ADVISORY COMMITTEE REPORT *(provided under separate cover)*

F. BICYCLE & PEDESTRIAN ADVISORY COMMITTEE REPORT

G. VOLUSIA TPO BOARD SUMMARY REPORT

H. PASSENGER RAIL WORKSHOP SUMMARY REPORT

I. CENTRAL FLORIDA MPO ALLIANCE REPORT *(provided under separate cover)*

J. REVIEW AND APPROVAL OF VOLUSIA TPO ANNUAL FY 2012/13 AUDIT

Mr. Alex Kish from Brent Milliken & Company will be present to answer any questions regarding the Volusia TPO Audit for fiscal year ended June 30, 2013. The audit report is included in the agenda for your information.

ACTION REQUESTED:

MOTION TO APPROVE THE CONSENT AGENDA

SEPTEMBER 25, 2013 MEETING MINUTES
OF THE
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD

2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, FL 32114-8145

Members Present:

Mayor Jim Ardell
Commissioner Robert Gilliland
Council Member Billie Wheeler **
Council Member Nick Koval
Mayor Pro Tem Leigh Matusick
Mayor John Masiarczyk
Councilman Gene Emter
Commissioner Marshall Shupe **
Commissioner Penny Currie
Commissioner Jason McGuirk
Mayor Doug Gibson **
Council Member Ron Saylor **
Mayor Ed Kelley
Mayor James Sowell **
Council Member Joe Perrone
Council Member Bob Ford
Vice Mayor Nancy Long, Chairperson
Council Member Deb Denys
Council Member Pat Patterson, 2nd Vice Chairman
Council Member Joshua Wagner
Council Member Pat Northey, 1st Vice Chairperson
Council Member Joyce Cusack
Linda Costello (non-voting)
Claudia Calzaretta (non-voting advisor)
Darren Lear (non-voting)
Robert Storke (non-voting)
Gilles Blais (non-voting)

Members Absent:

Commissioner Rick Basso
Council Member Doug Daniels

**** Non-voting member in the small city vote rotations**

Others Present:

Pamela Blankenship, Recording Secretary
Lois Bollenback
Carole Hinkley
Robert Keeth
Stephan Harris
Herbert Seely
Jean Parlow
Debbie Stewart
Rachel Ord
Elizabeth Alicia Lendian
Mike Snyder

Representing:

Beverly Beach
Daytona Beach
Daytona Beach Shores
DeBary
DeLand
Deltona
Edgewater
Flagler Beach
Holly Hill
New Smyrna Beach
Oak Hill
Orange City
Ormond Beach
Pierson
Ponce Inlet
Port Orange
South Daytona
Volusia County
Volusia County
Volusia County
Volusia County
Volusia County
Volusia County School Board
FDOT District 5
TCC Chairman
BPAC Chairman
CAC Vice Chairman

Representing:

Lake Helen
Volusia County

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Bunnell
CAC
CH2M Hill

Others Present:

Rich Walton
Pedro Leon
Jason McCray
Mark Manwell
Frank O'Dea
Rick Snow
Susan Sadighi
Tawny Olore
Beata Stys-Palasz
Sally Sherman
Barbara Revels
Martha Moore
Luis Diaz
Patricia Gadbaw
Gary Huttman
Harold Barley
Bill McGuire
Jose Papa
Barry Johnson
Chan Danaher
Michelle Kendall
Big John
Amy Blaida
Lara Bouck
Jesses Blovin
Anoch Whitfield
John Angiulli
Jon Cheney
Melissa Winsett
Heather Blanck
Rickey Mack
Steve Sherrer

Representing:

Daytona Beach
Daytona Beach International Airport
England-Thims & Miller
England-Thims & Miller
FDOT
FDOT
FDOT
FDOT
FDOT
Flagler County
Flagler County
Ghyabi & Associates
HNTB
League of Women Voters
MetroPlan
MetroPlan
Palm Coast
Palm Coast
Parsons Brinckerhoff
Parsons Brinckerhoff
Parsons Brinckerhoff
Press
RS&H
RS&H
SunRail
Tindale-Oliver & Associates
Volusia County Public Works
Volusia County Traffic Engineering
Volusia County Traffic Engineering
Votran
Votran
Votran

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

The meeting of the Volusia Transportation Planning Organization (TPO) Board was called to order at 9:00 a.m. by Chairperson Nancy Long. The roll was called and it was determined that a quorum was present.

II. Pledge of Allegiance

III. Public Comment/Participation

There were no public comments.

IV. Consent Agenda

- A. August 28, 2013 TPO Board Meeting Minutes
- B. Treasurer's Report
- C. Executive Committee Report
- D. Technical Coordinating Committee (TCC) Report
- E. Citizens Advisory Committee (CAC) Report
- F. Bicycle/Pedestrian Advisory Committee (BPAC) Report
- G. Transportation Disadvantaged Local Coordinating Board (TDLCB) Report
- H. Review and Approval of 2040 Long Range Transportation Plan Consultant Team

MOTION: *Council Member Northey moved approval of the Consent Agenda. Council Member Wheeler seconded the motion which carried unanimously.*

V. Action Items

A. Review and Approval of Resolution 2013-22 Amending the FY 2012/13 – 2016/17 and FY 2013/14 – 2017/18 Transportation Improvement Programs (TIPs)

Mr. Keeth stated that the TIP amendment from last month had been continued pending resolution of the funding source for Segment 7 of the East Central Regional Rail Trail (ECRRT). FDOT has since resolved the funding issue by replacing the XU funds with advanced advance construction congestion mitigation (ACCM) funds; the XU funds have been placed back in the reserve box to be programmed on the TPO's priority list of projects. Mr. Keeth noted that there was one additional project in the TIP amendment - another segment of the ECRRT. Volusia TPO staff identified \$439,767 in TAP funding and asked Volusia County staff for a recommendation as to which segment of the rail trail to place the money on; they recommended programming the money on Segment 4A, between Guise Road and Gobblers Lodge Road, to purchase right-of-way.

Council Member Northey thanked the TPO and FDOT for their help in fixing the issue. She requested assurance that there was no money lost in the transfer of funds.

Mr. Keeth responded that there was a very small difference in the amount; \$2.35 million in the current adopted TIP versus \$2.344 million in the proposed TIP.

MOTION: *Council Member Northey moved approval of Resolution 2013-22 amending the FY 2012/13 – 2016/17 and FY 2013/14 – 2017/18 Transportation Improvement Programs (TIPs). Commissioner Gilliland seconded the motion which carried unanimously.*

VI. Presentations, Status Reports, and Discussion Items

A. Review of Draft 2035 Long Range Transportation Plan (LRTP) Amendment Incorporating the Expanded Metropolitan Planning Area (MPA)

Ms. Bollenback explained that as part of the effort to expand the metropolitan planning area (MPA), the TIP and 2035 LRTP must be amended. TPO staff has been working with Palm Coast, Flagler County and Bunnell to identify projects that they may be pursuing in the existing Work Program and through 2035. It is important to cover the activity in the next two years as the 2040 LRTP is developed. The factors used to develop the proposed amendment are consistent with those used for the existing plan; revenue forecasts, project cost estimates and the inflation factors are all the same. She reviewed the tables included in the agenda and pointed out two corrections: the Commerce Parkway Connector Road year of construction should be 2019-20 (not 2021-25) and the Matanzas Woods Parkway four-laning (west) year of construction should be 2021-25 (not 2031-35). She added that Palm Coast had asked to include additional clarifying language for the first two projects, the Old Kings Road four-laning. The project is high on their priority list and is considered one project; however, the revenue streams require it to be segmented into two. They want to be clear in the message sent to FDOT that it is not their desire to have the project done in the out years. TPO staff will work with Palm Coast to add the additional language.

Ms. Bollenback commented that the 2035 LRTP amendment, the TIP amendment and the interlocal agreements were being staged to be executed at the same time. Currently, FDOT's legal department is updating the interlocal agreements. The TPO has provided detailed comments to FDOT to help facilitate but they are not yet ready. The TPO will still need approval from the Governor, and the interlocals will need to be executed. The LRTP amendment will be available for public review.

Council Member Northey asked if the incoming cities/county were comfortable with the process.

Ms. Bollenback responded that she understands they are comfortable with where the process stands but they would like assurance that building of the Work Program will not affect their current projects' momentum.

Council Member Northey asked Commissioner Revels if there was anything further the TPO could do to make them more comfortable.

Commissioner Revels stated that Flagler County has passed a resolution of support and confirmed Ms. Bollenback's understanding of project development.

Vice Mayor McGuire pointed out that a PowerPoint slide was provided to show why the project was important to Flagler County and Palm Coast.

B. Presentation on SunRail Station Development and Marketing Activities

Ms. Tawny Olore, FDOT, gave a PowerPoint presentation on SunRail station development, marketing activities and the history of the project. She noted that there had been a train ride event in September and they would be unveiling the new train cars in the next month. A consumer website is being developed. She also reviewed outreach to businesses and the safety campaign.

Council Member Northey complimented SunRail on doing a great job. She asked if the county could film the train cars for a Volusia County program and requested Ms. Olore coordinate with Ms. Michelle Coates.

Ms. Olore agreed and noted that the cars would be parked at the station for eight hours and she would let Council Member Northey know when that would occur.

Council Member Northey asked if there would be a bicycle share program at each station.

Ms. Olore responded that there would be bicycle racks at each station and storage on the train cars. Mr. Mighk Wilson from MetroPlan was looking into a bicycle share program and she would coordinate with him. She noted that FDOT had implemented a program with Hertz to provide zip car rentals at the stations.

Council Member Northey stated that Mr. Herb Hiller was working on getting the scheduling so that tours around the River to Sea Loop could be implemented when SunRail starts.

Council Member Koval asked what the timeframe would be to ride from DeBary to the Orlando Church Street Station. He also asked if there would be express trains running.

Ms. Olore responded that the trip would take 42 minutes; they are still working on the exact schedules. There are no express trains planned but as the systems mature different services may be added.

Discussion ensued.

Mayor Pro Tem Matusick asked if there were issues with obtaining funding for the north part of Phase 2.

Ms. Olore explained that the applications for Phase 2 North and South were being submitted separately but still following the same process utilized for Phase 1. The funding is discretionary and other projects are competing for them.

Mayor Pro Tem Matusick suggested sending a resolution from the Volusia TPO as well as the other TPOs along the SunRail corridor. She noted that the Central Florida MPO Alliance (CFMPOA) could explore that further. Mayor Pro Tem Matusick added that the only complaints she has heard relate to the aesthetics

along the rail line; it is an old industrial area. She asked if there were plans to give presentations to the cities along corridor to change their land use or fix the area.

Ms. Olore responded that the city of Orlando is considering beautification of the corridor in their city.

CAC Chairman Blais asked if the conductor would have the authority to control the behavior of the riders and which law enforcement agencies would have legal jurisdiction.

Ms. Olore replied that an assessment of the systems across the country had been conducted and the results showed that security cameras were effective deterrents; there will be 14 cameras on the cab cars and the locomotive and security cameras will be on the platforms which will be monitored at the dispatch center. The conductors will have ticketing authority and uniformed officers will be able to ride free. A Fire Life Safety committee meets monthly and they are discussing who will have legal jurisdiction.

C. Presentation on the I-4 Master Plan/Managed Use Lanes Preliminary Design and Environment (PD&E) Study Update

Ms. Beata Stys-Palasz, FDOT Project Manager, introduced Mr. Luis Diaz, HNTB Consultant Project Manager. Mr. Diaz gave a PowerPoint presentation on the I-4 Master Plan/Managed Use Lanes PD&E Study update.

Mr. Diaz described the five segments included in the study. He noted that they were researching whether zipper lanes were warranted on I-4 from SR 434 to SR 472. Public meetings will be held in every county and for each of the five project segments. The members were asked to contact him if there were any organizations or homeowners associations that would benefit from a presentation. The development of preferred alternatives is expected to be approved by FHWA by end of 2014. He explained that points of access on the surrounding road network were also being included in the review.

Mayor Masiarczyk noted that Saxon Boulevard currently backs up to the interstate and there is no money available to widen the local roads to accommodate the extra traffic if the lanes are added to I-4. He asked where that funding would come from to fix the local roads.

Ms. Stys-Palasz stated that FDOT was looking at the safety at the end of the Saxon Boulevard off ramp and two intersections inward from the interstate. If the local roads require improvements due to FDOT's actions then FDOT will contact the local jurisdictions and finance the necessary improvements.

Mayor Pro Tem Matusick asked if the impacts of SunRail were being taken into consideration.

Ms. Stys-Palasz responded that it is estimated that SunRail will accommodate about 800 people per hour which equates to less than half a lane of traffic on I-4. They are considering the impacts of SunRail.

Mayor Pro Tem Matusick noted that it was her understanding that the rail envelope went all the way through I-4.

Ms. Stys-Palasz responded that FDOT was in the process of evaluating that. The rail corridor is presently between SR 44 and I-95 and preserved for high speed rail. FDOT is checking to see if it should continue to be preserved for other segments.

Mayor Pro Tem Matusick stressed that the Alternatives Analysis will be looking at using part of the rail corridor to connect to the east side. She wanted to ensure the corridors were kept intact.

Council Member Northey stated that she had heard that as part of the SunRail analysis in Volusia County to Daytona Beach, the electrical power grid corridor was going to be eliminated as an option. She asked if there was coordination between the two planning processes and what options will be available.

Ms. Stys-Palasz stated the evaluation was not finished yet but they were looking at eliminating it.

Mr. Frank O'Dea, FDOT Director of Transportation Development, stated that FDOT was aware of Volusia County's desire regarding the rail envelope on I-4. The corridor is currently present between SR 472 and SR 44 but the section from SR 472 to the St. Johns River was filled in when the road was widened. It may be put back once the need is determined from the PD&E.

Mayor Masiarczyk requested a presentation at a future board meeting on the exact track of the corridor and what will be impacted both now and in the future.

Ms. Bollenback replied that the TPO staff would coordinate with FDOT to schedule a discussion on the area.

Discussion ensued.

D. FDOT Report

Ms. Claudia Calzaretta, FDOT District 5 Liaison, provided a brief update on the FDOT report.

Mayor Pro Tem Matusick noted that US 92 east has two grooves in the road that are causing vehicles to swerve; she asked what the grooves were.

Ms. Calzaretta stated she would look into it.

Council Member Northey stated that she was sending a letter to Mr. Ananth Prasad thanking FDOT for taking clear steps to fix the safety issues in I-4. She added she had also called Mr. Mark Garcia to thank him for his help.

VII. Executive Director's Report

® Reapportionment Update

Ms. Bollenback drew the TPO Board members' attention to a handout of the River to Sea TPO's logo that will take effect once reapportionment is complete.

Ms. Bollenback thanked FDOT for their help on the Washington Avenue Sidewalk project.

Ms. Bollenback reaffirmed that the SunRail team should be contacted if there are any groups that would benefit from a presentation on SunRail. The more exposure SunRail gets the better the chance it will succeed.

Council Member Koval noted that he liked the logo but thought "Volusia" and "Flagler" counties should be added to it.

VIII. Volusia TPO Board Member Comments

Mayor Pro Tem Matusick announced that there would be a Celebration of Cycling event in DeLand from October 21-25.

Council Member Northey requested Mayor Pro Tem Matusick provide her information on the event to put on the Sports Volusia website. She announced that Mr. Malcolm Smith, a former CAC and TCC member and Volusia County employee had recently passed away.

Ms. Bollenback reported that TPO staff would forward the service information to the committees. She added that Mr. Smith was very respected and well-known and in his retirement he provided train safety education.

Council Member Cusack commented that one of the selling points of SunRail was that there would be two phases to the project. Now she has heard through the East Central Florida Regional Planning Council (ECFRPC) that Phase 2 could be delayed anywhere from six months to two years. The TPO needs to be mindful that it made a commitment for that connection and should do what it can, whether that is by a resolution or proclamation that is sent to FDOT and the federal government stating that it is expected that the funding for Phase 2 will be available.

IX. Information Items

- ® Bicycle/Pedestrian Advisory Committee Attendance Record – 2013
- ® Citizens' Advisory Committee Attendance Record – 2013
- ® Technical Coordinating Committee Attendance Report – 2013

X. Adjournment

There being no further business, the meeting adjourned at 10:13 a.m.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

CITY OF SOUTH DAYTONA, VICE MAYOR NANCY LONG
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 the minutes of the September 25, 2013 regular meeting of the Volusia Transportation Planning Organization (TPO) Board, approved and duly signed this 23rd day of October 2013.

PAMELA C. BLANKENSHIP, RECORDING SECRETARY
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION
MONTHLY TREASURER REPORT FY 13/14
PERIOD ENDING SEPTEMBER 30, 2013

<u>DESCRIPTION</u>	<u>12/13 BUDGET</u>	<u>CURRENT MONTH</u>	<u>FYTD TOTAL</u>	<u>UNDER (OVER) BUDGET</u>	<u>FYTD % BUDGET</u>
<u>REVENUES</u>					
LOCAL FUNDS	\$162,364.00	\$6,580.45	\$52,951.66	\$109,412.34	32.61%
STATE FUNDS	50,915.00	0.00	0.00	50,915.00	0.00%
FEDERAL FUNDS	<u>1,865,453.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,865,453.00</u>	<u>0.00%</u>
<u>REVENUES</u>	\$2,078,732.00	\$6,580.45	\$52,951.66	\$2,025,780.34	2.55%
<u>EXPENSES</u>					
SALARIES	\$530,254.00	\$33,918.58	\$106,534.35	\$423,719.65	20.09%
FRINGE BENEFITS	176,185.00	11,838.04	38,634.95	137,550.05	21.93%
OFFICE SUPPLIES	12,500.00	242.85	2,497.09	10,002.91	19.98%
POSTAGE	13,800.00	140.71	1,857.18	11,942.82	13.46%
OFFICE RENT EXPENSE	128,959.00	11,331.94	41,086.71	87,872.29	31.86%
ADVERTISING	4,000.00	0.00	601.43	3,398.57	15.04%
PRINTING	5,000.00	600.09	799.02	4,200.98	15.98%
CONFERENCE, WORKSHOPS & SEMINAR FEES	5,720.00	910.00	1,240.00	4,480.00	21.68%
FEES	28,600.00	6,330.81	13,002.25	15,597.75	45.46%
DUES	1,475.00	0.00	205.00	1,270.00	13.90%
PUBLICATIONS	1,500.00	0.00	0.00	1,500.00	0.00%
COPY EXPENSE	26,500.00	2,012.20	4,348.60	22,151.40	16.41%
COPY MACHINE COSTS	27,730.00	1,566.68	3,268.52	24,461.48	11.79%
TRAVEL EXPENSE	24,500.00	1,427.09	1,924.55	22,575.45	7.86%
AWARDS PROGRAM/PROMO	10,500.00	1,077.80	1,077.80	9,422.20	10.26%
SPECIAL STUDIES	837,092.00	0.00	0.00	837,092.00	0.00%
PROFESSIONAL SERVICES	162,100.00	33,171.82	42,853.12	119,246.88	26.44%
MEETING EXPENSE	2,500.00	144.21	372.62	2,127.38	14.90%
LIABILITY INSURANCE	10,000.00	2,456.25	4,956.50	5,043.50	49.57%
REPAIRS	1,500.00	0.00	0.00	1,500.00	0.00%
NETWORK COSTS	26,865.00	1,919.95	4,054.83	22,810.17	15.09%
CAPITAL OUTLAY	12,000.00	0.00	1,600.00	10,400.00	13.33%
SOFTWARE	9,718.00	0.00	2,191.99	7,526.01	22.56%
TELEPHONE	3,628.00	198.00	594.00	3,034.00	16.37%
EDUCATION	2,750.00	0.00	0.00	2,750.00	0.00%
CONTINGENCY	<u>13,356.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,356.00</u>	<u>0.00%</u>
<u>EXPENSES</u>	<u>\$2,078,732.00</u>	<u>\$109,287.02</u>	<u>\$273,700.51</u>	<u>\$1,805,031.49</u>	<u>13.17%</u>
<u>BALANCE</u>	<u>\$0.00</u>	<u>(\$102,706.57)</u>	<u>(\$220,748.85)</u>	<u>\$220,748.85</u>	

25% OF YEAR COMPLETE

Cash Balance as of SEPTEMBER 30, 2013 \$290,692.62



EXECUTIVE COMMITTEE MEETING SUMMARY OCTOBER 7, 2013

- Mr. Alex Kish, auditor from Brent Milliken and Company, reviewed the TPO's FY 2012/13 Audit and answered questions regarding the report
- Discussion regarding whether current government shut-down would affect the next audit report
- Motion to approve the October 23, 2013 TPO Board Agenda with modifications
- Discussed IT Contract and suggested extending current contract through the end of the fiscal year and bidding out for following year
- Discussed development of legislative issues
- Approved a motion to appoint Council Member Pat Northey to speak to legislators on behalf of the TPO
- Reapportionment update – no additional news.
- Discussed Transportation Survey to understand trends, record responses and how transportation issues need to be discussed, and public opinion
- Announced Executive Director evaluations were due by November 30, 2013

THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE ON MONDAY, NOVEMBER 4, 2013



Bicycle/Pedestrian Advisory Committee (BPAC) Meeting Summary October 9, 2013

- Approved the minutes of the September 11, 2013 BPAC meeting
- Recommended approval of Resolution 2013-## amending the FY 2013/14 to FY 2017/18 Transportation Improvement Program (TIP)
- Appointed the following members to the BPAC Project Review Subcommittee:
 - Jason Aufdenberg (Volusia County, At-Large)
 - Jessie Clark (Volusia County School Board)
 - Wendy Hickey (Orange City)
 - Nic Mostert (Holly Hill)
- Appointed the following members to the TIP Subcommittee:
 - Scott Leisen (Deltona)
 - Colleen Nicoulin (Port Orange)
 - Melissa Winsett (Volusia County Traffic Engineering)
- Received a presentation on Volusia County Schools' Mobile Safety City
- Received a presentation on Walkable Communities
- Received a presentation on the Volusia TPO Priority Process Requirements
- Received a presentation on the FDOT Pedestrian Safety "Zombified" PSA

*****The next BPAC meeting will be on Wednesday, November 13, 2013*****



Volusia Transportation Planning Organization (TPO) Board
September 25, 2013
Meeting Summary

- Approved the following consent agenda items:
 - August 28, 2013 Volusia TPO Board meeting minutes
 - Approval of Ghyabi & Associates as the 2040 Long Range Transportation Plan Consultant
- Approved Resolution 2013-22 amending the FY 2012/13 – 2016/17 and 2013/14 – 2017/18 Transportation Improvement Programs (TIPs)
- Received a presentation on the draft 2035 Long Range Transportation Plan (LRTP) amendment incorporating the expanded metropolitan planning area (MPA)
- Viewed a map presented by the city of Palm Coast regarding priority road improvements associated with the Matanzas Woods Interchange
- Received a presentation on SunRail station development and marketing activities
- Received a presentation on the I-4 managed use lanes preliminary design and environment (PD&E) study update
- Discussed the rail envelope on I-4 for various segments in Volusia County
- Received member comment regarding the importance of access improvements and received assurance that FDOT would fund required improvements to local roads
- Received the FDOT report
- Received Executive Director update on reapportionment, provided a handout with the River to Sea TPO's new logo and suggested members contact the SunRail team if there are groups or organizations that would benefit from a presentation on SunRail
- Received TPO Board member comment announcing a Celebration of Cycling event in DeLand October 21 – 25
- Directed TPO staff to email details regarding the service for Malcolm Smith

*****The next meeting of the Volusia TPO Board will be October 23, 2013*****



Volusia TPO Passenger Rail Workshop
September 25, 2013
Meeting Summary

- Received the following presentations:
 - Presentation on various forms of commuter rail transportation and compared population densities of various cities in around the nation including Orlando and Daytona Beach
 - Discussed Florida state population densities and presented illustration
 - Presentation including an overview of statewide transportation projects
 - Presentation on Central Florida projects including the Orlando International Airport (OIA) Connector Alternatives Analysis refresh; US 441 Corridor Study; US 192 Corridor Analysis; and the SR 50 Corridor Analysis
 - Presentation on local area studies including the 2035 Long Range Transportation Plan (LRTP), the Transit Corridor Feasibility Study, the International Speedway Boulevard (ISB) Coalition Corridor Study, and the Intermodal Transit Station Study (ITSS)
- Discussed the Small Starts and New Starts Project Development Processes and their differences
- Discussed the process, timing and cost of the Alternatives Analysis
- Discussed All Aboard Florida and the benefit and need for a station stop in Volusia County
- Directed the TPO, FDOT and Volusia County to work together on a proposal to fund the local match for the Alternatives Analysis
- Directed TPO staff to draft an outline of the steps in the project development process and identify the points at which decisions need to be made and general costs associated with the steps

BRENT MILLIKAN & COMPANY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

October 3, 2013

To the Board of Directors of
Volusia Transportation Planning Organization
Daytona Beach, Florida

We have audited the financial statements of the governmental activities and each major fund of Volusia Transportation Planning Organization (the "VTPO") for the year ended June 30, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, if applicable, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 25, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by VTPO are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the VTPO changed accounting policies related to the reporting of net position (which was reported as "net assets" in prior years) by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position*, in 2013. As the implementation of this statement only required a change in the description of fund equity and did not result in any monetary changes, it was not included in the auditor's report on your financial statements. Accordingly, there was no impact to the entity's financial position as a result of the implementation of this statement. No other new accounting policies were adopted and the application of existing policies was not changed during 2013. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the organization's financial statements follow:

- Management's estimate that no allowance for doubtful accounts is necessary is based on historical revenues, historical loss levels, and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole.

- Management's estimate of unpaid compensatory personal leave time payable is based on credits earned and used throughout the year, all of which are estimated at the end of the fiscal year based on individual employees' credited time and current payroll rates. We evaluated the key factors and assumptions used to develop the estimated liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements was the disclosure of cash and investments in Note 4 to the financial statements concerning the organization's status of funds subject to FDIC insurance and other collateralized deposits.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 3, 2013.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

To the Board of Directors of
Volusia Transportation Planning Organization
October 3, 2013
Page 3

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. During 2013, we presented management with our formal audit plan and we discussed the following matters:

- Communications with Those Charged with Governance
- Audit Plan
- Audit Deliverables
- Summary of Fees
- Service Team and Responsibilities
- Timetable
- Most Recent Peer Review Report

These discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Volusia Transportation Planning Organization and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Brent Milliken & Co., P.A.

ANNUAL FINANCIAL REPORT
OF
VOLUSIA
TRANSPORTATION PLANNING ORGANIZATION

FOR THE FISCAL YEAR ENDED JUNE 30, 2013

PREPARED BY:

HERBERT M. SEELY
CHIEF FINANCIAL OFFICER

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Daytona Beach, Florida

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TPO BOARD MEMBERS

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Commissioner Robert Gilliland, Chairman
City of Daytona Beach

Vice Mayor Nancy Long, 1st Vice Chairperson
City of South Daytona

Council Member Pat Northey, 2nd Vice Chairperson
Volusia County

Mayor Jim Ardell**
Town of Beverly Beach

Mayor Harry Jennings **
City of Daytona Beach Shores

Council Member Nick Koval
City of DeBary

Commissioner Leigh Matusick
City of DeLand

Mayor John Masiarczyk
City of Deltona

Councilman Gene Emter
City of Edgewater

Commissioner Marshall Shupe
City of Flagler Beach

Commissioner Penny Currie
City of Holly Hill

Commissioner Rick Basso **
City of Lake Helen

Commissioner Jason McGuirk
City of New Smyrna Beach

Mayor Doug Gibson
City of Oak Hill

Council Member Ron Saylor
City of Orange City

Mayor Ed Kelley
City of Ormond Beach

Mayor James Sowell **
Town of Pierson

Council Member Joe Perrone **
Town of Ponce Inlet

Council Member Robert Ford
City of Port Orange

County Chair Jason Davis
Volusia County

Council Member Pat Patterson
Volusia County

Council Member Deb Denys
Volusia County

Council Member Joyce Cusack
Volusia County

Council Member Joshua Wagner
Volusia County

Linda Costello **
Volusia County School Board

Claudia Calzaretta **
FDOT District 5

Dan D'Antonio**
CAC Chairman

Robert Storke **
BPAC Vice Chairman

Darren Lear **
TCC Chairman

** Non-voting members

MANAGEMENT TEAM AND STAFF

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Lois Bollenback

Executive Director

Herbert M. Seely

Chief Financial Officer

Stephan C. Harris

Bicycle/Pedestrian Coordinator

Jean Parlow

Transportation Database Manager

Robert Keeth, AICP

Senior Planner

Carole M. Hinkley

Transit Planner

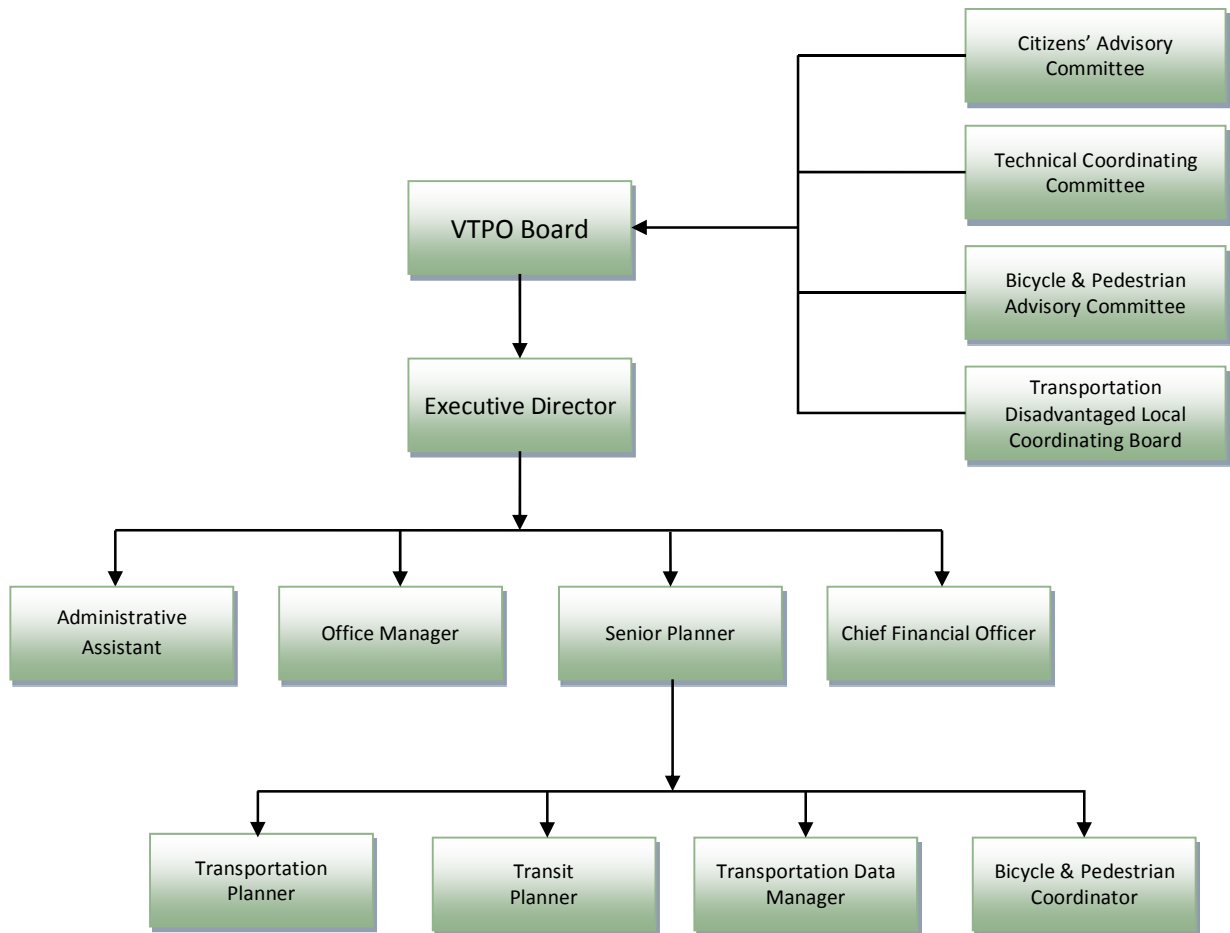
Pamela C. Blankenship

Office Manager/Title VI Coordinator

ORGANIZATION CHART

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION



BUDGET SUBCOMMITTEE MEMBERS

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Vice Mayor Nancy Long, Chairperson
South Daytona

Council Member Pat Patterson
Volusia County

Mayor John Masiarczyk
Deltona

Councilman Gene Emter
Edgewater

Commissioner Marshall Shupe
Flagler Beach



LBL 2013-19

October 3, 2013

Re: Transmittal of FY 2012/13 Volusia TPO Audit

Dear TPO Board Members:

The report included with this letter of transmittal is on the financial status of the Volusia TPO for the fiscal year from July of 2012 to June of 2013. As required by Section 163.01(5)(q), Florida Statutes, the Volusia TPO undergoes an independent audit each year and provides the results of the audit to the TPO Board.

As noted in the "Management's Discussion and Analysis" (MD&A), the Volusia TPO ended the fiscal year on stable financial ground. The TPO's assets continue to exceed its liabilities and internal improvements led to timely processing of invoices. This year's audit included no report findings.

The TPO staff will continue to strive to ensure that we meet and exceed our fiduciary responsibilities.

Respectfully submitted,

Lois Bollenback
Interim Executive Director, Volusia TPO

cc: Volusia TPO Board Members

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INDEPENDENT AUDITORS' REPORT

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BRENT MILLIKAN & COMPANY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Volusia Transportation Planning Organization
Daytona Beach, Florida

We have audited the accompanying financial statements of the governmental activities and each major fund of Volusia Transportation Planning Organization (the "VTPO") as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the VTPO's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the VTPO as of June 30, 2013 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Board of Directors of
Volusia Transportation Planning Organization
Daytona Beach, Florida

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 17 through 21 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the VTPO's basic financial statements. The introductory section and other supplementary information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements. The other supplementary information and the schedule of expenditures of federal awards and state financial assistance are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information and the schedule of expenditures of federal awards and state financial assistance are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 3, 2013, on our consideration of the VTPO's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the VTPO's internal control over financial reporting and compliance.

Brent Milliken & Co., P.A.

October 3, 2013

MANAGEMENT'S DISCUSSION AND ANALYSIS

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MANAGEMENT'S DISCUSSION AND ANALYSIS

As financial management of Volusia Transportation Planning Organization (hereinafter referred to as "VTPO"), we offer readers of these basic financial statements this narrative overview and analysis of the financial activities of VTPO for the year ended June 30, 2013. This discussion and analysis is designed to assist readers in focusing on the significant financial issues and activities and to identify any significant changes in financial position. We encourage readers to consider the information presented here in conjunction with the transmittal letter at the front of this report and with the financial statements, which follow this section, taken as a whole.

Financial Highlights

- Income from all sources for the VTPO was \$1,378,965 for the year ended June 30, 2013. This represents an decrease of 1.0% compared to the prior year with a total income of \$1,393,564.
- The assets of the VTPO exceeded its liabilities at the close of the year by \$596,835 (net position). Of this amount, \$574,176 (unrestricted net position) may be used to meet the organization's ongoing obligations to its member partners and citizens.
- VTPO's total net position increased \$40,227 during the year ended June 30, 2013, compared to \$21,824 for the period ended June 30, 2012.
- As of the close of the year ended June 30, 2013, the VTPO governmental funds reported an ending fund balance of \$597,893, an increase of \$45,443 from the prior period.
- Unreserved, undesignated fund balance for the general fund was \$590,955, or 734% of the total general fund expenditures, which include only those amounts that are not allocable to grant activities recognized in the special revenue fund.

Overview of Financial Statements

The VTPO's basic financial statements are comprised of three parts: 1) management's discussion and analysis, 2) the basic financial statements, including notes to financial statements, and 3) supplementary schedules presenting details of required supplemental financial data.

Management's Discussion and Analysis (MD&A) is intended to serve as an introduction to the basic financial statements and supplementary information. The MD&A represents management's examination and analysis of the VTPO's financial condition and financial performance as a whole. Summary financial statement data, key financial and operational indicators used in the strategic plan, budget and other management tools were used for this analysis.

The basic financial statements consist of entity-wide and fund financial statements that are combined for this annual report. These financial statements provide both the short and long-term financial information about the VTPO's financial and operational activities, all of which are governmental activities. These statements report information about the VTPO using full accrual accounting methods and economic resources focus as utilized by similar business activities in the private sector. Information concerning all of the VTPO's assets and liabilities, both financial and capital, and short and long-term debt are included. Likewise, all revenues and expenses received during the year, regardless of when cash is received or paid, are reported.

The basic financial statements of the VTPO include a statement of net position and governmental fund balance sheet, statement of activities and governmental fund revenues, expenditures and changes in fund balances and notes to the financial statements, which are described as follows:

- A statement of net position and governmental fund balance sheet presents information on all of the VTPO's assets and liabilities at the end of its fiscal year, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the VTPO's financial position is improving or deteriorating. Net position increases when revenues exceed expenses. Increases to assets without a corresponding increase to liabilities results in increased net position, which indicates an improved financial condition.
- The statement of activities and governmental fund revenues, expenditures and changes in fund balances present the results of business operations over the course of the fiscal year and information as to how the VTPO's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., grant drawdowns receivable). These governmental activities are primarily supported by member assessments and operating grants from the Federal, State, and other governments.
- The notes to the financial statements provide required disclosures and other information that are essential to a full understanding of material data provided in the statements. The notes present information about the VTPO's significant accounting policies, account balances and activities, material risks, obligations, commitments, contingencies and subsequent events, if any.

In addition to the basic financial statements and accompanying notes, this report also presents certain supplementary information concerning the VTPO's comparisons of budget to actual revenue and expenses and summaries of detailed financial data that is aggregated for financial presentation purposes.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The VTPO uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Reconciliation of the government-wide and fund financial statements accompany the fund financial statements found on pages 27 to 29. All of the VTPO's special revenue programs are shown combined, as all are Federal and State reimbursable operating grants.

Financial Analysis

The VTPO's basic financial statements report its net position and how they have changed over the reporting period. While increases or decreases over time in net position (the difference between assets and liabilities) may serve as a useful indicator of the VTPO's financial position, one also needs to consider other non-financial factors such as changes in economic conditions, population growth, and new or changed governmental legislation to adequately assess its overall health.

The following is a summary of net position at June 30, 2013 and 2012:

Net Position

	<u>2013</u>	<u>2012</u>
Assets:		
Current and other assets.....	\$ 652,784	\$ 604,242
Capital assets, net.....	<u>60,935</u>	<u>74,626</u>
Total assets.....	<u>713,719</u>	<u>678,868</u>
Liabilities:		
Current liabilities.....	38,079	25,589
Compensated absences obligation.....	40,529	40,193
Long-term debt outstanding.....	<u>38,276</u>	<u>56,478</u>
Total liabilities.....	<u>116,884</u>	<u>122,260</u>
Net position:		
Invested in capital assets, net of related debt.....	22,659	18,148
Unrestricted.....	<u>574,176</u>	<u>538,460</u>
Total net position.....	<u>\$ 596,835</u>	<u>\$ 556,608</u>

Assets exceeded liabilities by \$596,835 at the close of the most recent period. This represents an increase of \$40,227 over the prior period, all of which is attributable to operations. The VTPO's investment in capital assets, net of related debt (net position not available for future spending) totaled \$22,659 at the end of the year. The unrestricted net position of \$574,176 is available to meet the VTPO's obligations to its member partners and citizens. Conversion to GASB Statement No. 34 does not allow the reporting of net position as "reserved" unless there are external legal restrictions on how they may be used. Thus, while there may be long-term management plans for unrestricted net position, they must be reported as unrestricted until such external restrictions occur.

The VTPO's investment in capital assets decreased from \$74,626 at the end of the prior period to \$60,935 this year. The Organization's cash and investment reserves experienced an increase (from \$84,736 in 2012 to \$352,747 in 2013). This was the direct result of management's decision to accelerate the timing of project invoice billings in the current year in an enhanced effort to improve the VTPO's liquidity position. Furthermore, as a result of these achievements, amounts due from other government units decreased \$215,708 during the most recent period. These receivables consisted primarily of amounts due from the Federal and State governments for reimbursements of expenses under operating grants. Prepaid expense/deposits of \$14,331 are for expenses for rent and postage that will be expensed in next year's operations, along with rent and utility deposits.

Accounts payable totaling \$17,985 represented 15.4% of the VTPO's total liabilities at the end of the period. Of this amount, \$15,742 was for expenditures related to operating grant programs which will be reimbursed to the Organization after June 30, 2013 through grant reimbursements. Accrued liabilities for of \$17,899 (15.3% of total liabilities) were for salaries earned but not paid till the following year. There is also a refundable deposit of \$2,195 from VCOG for estimated last month expenses. Long-term debt totaled \$40,529, which represents the estimated future cost of compensated absences for employees that is recognized as a liability in the entity-wide financial statements at the time it is earned.

While not recognized as a liability in the entity-wide financial statements, in the General Fund, the VTPO reported unearned revenue totaling \$16,812 that included \$4,070 received in advance for a copier lease payoff and \$12,742 received in advance for local matching payments on the VTPO's FTA Grants.

The following is a summary of changes in net position for the years ended June 30, 2013 and 2012:

Change in Net Position

	Year ended <u>2013</u>	Year ended <u>2012</u>
Revenues:		
Program revenues:		
Charges for services.....	\$ 104,150	\$ 135,842
Operating grants/other.....	1,262,445	1,254,038
General revenues:		
Investment earnings (losses).....	1,948	722
Miscellaneous.....	<u>10,422</u>	<u>2,962</u>
Total revenues.....	<u>1,378,965</u>	<u>1,393,564</u>
Expenses:		
General government.....	86,179	112,672
Transportation.....	1,250,781	1,257,210
Interest on long-term debt.....	<u>1,778</u>	<u>1,858</u>
Total expenses.....	<u>1,338,738</u>	<u>1,371,740</u>
Increase (decrease) in net position.....	40,227	21,824
Net position, beginning of year.....	<u>556,608</u>	<u>534,784</u>
Net position, end of year.....	<u><u>\$ 596,835</u></u>	<u><u>\$ 556,608</u></u>

Governmental funds provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Organization's financing requirements. The VTPO's net position increased \$40,227 in 2013, as a result of operations. This was a planned financial objective, as it is the Organization's desire to improve its equity in order to reduce the necessity to depend on supplemental financial support from its member governments for potential future grant matching requirements.

The general fund is the chief operating fund of the VTPO. At the end of the current period, the unreserved fund balance was \$590,955. As a measure of general fund liquidity, it may be useful to compare unreserved fund balance to the total fund expenditures. The unreserved fund balance represented 734% of total general fund expenditures at the end of the current period. It is important to note that all special revenue fund revenues, which represent 91% of entity-wide revenues, required advance funding before reimbursement. No accumulation of equity occurs in the VTPO's special revenue (grant) funds since all current period project costs are funded in full from a combination of the proceeds from external grant funds, external grant matching and other local support.

While the statement of net position and governmental balance sheet shows a snapshot of the VTPO's financial position at the beginning and ending of the periods, the statement of activities and governmental fund revenues, expenditures and changes in fund balances provides answers as to the nature and source of these changes. Revenues from membership dues and charges were \$104,150 and \$135,842 for 2013 and 2012, respectively. Operating grant revenues of \$1,262,445 were up 0.7% this year from \$1,254,038 reported during the prior period. The pace at which the VTPO's grants, which cross fiscal years, were spent, (therefore, they are eligible for reimbursement from grantor agencies), was accelerated during the year. As a result, advances from the general fund were required to finance these costs until the resulting reimbursements were subsequently collected; these decreased to \$259,146 in 2013 from \$486,081 in 2012.

At the end of 2012, the VTPO's liquidity position had substantially declined to a critical position due primarily to the extended lengths of time that elapsed from the date of the processing and presentation of routine monthly project billing invoices to the dates that the invoice payments were subsequently collected. In an extensive effort aimed at improving the VTPO's liquidity position, in 2013, management developed and revised the VTPO's internal billing procedures to substantially accelerate the timing of the preparation and rendering of grant project invoice billings to speed up the collection cycle. As a direct result of these additional efforts, at the end of June 2013, the VTPO's cash, cash equivalents, and surplus cash invested in the State Board of Administration (reported as investments in the accompanying financial statements) were substantially increased (by more than 4 times) to a total of \$352,747, compared to \$84,736 at the end of the prior year.

Investment earnings for 2013 were \$1,948, an increase from the prior year's amount of \$722. In 2013, investment earnings also include amounts representing recoveries of prior year unrealized investment losses attributed to the State Board of Administration Fund B program.

The VTPO's general fund expenditures for the year ended June 30, 2013 were \$80,468 and \$45,443 less than revenues in the general fund resulting in an increase in fund balance of \$45,443, which is \$44,271 more than the prior year's reported net increase of \$1,172. Amounts expended in the general fund for personal services expenditures in 2013 were \$-0-, compared to \$38,141 in the prior period. Amounts reported in the prior year included employee termination benefits that could not be charged to current period grant programs. Amounts expended for operational expenses, materials and services remained relatively unchanged in the current 2013 year and totaled \$60,488, compared to \$60,837 expended in the prior year.

Amounts expended for capital outlay in 2013 totaled \$12,000, compared to \$48,833 in 2012. During the current year, the acquisition of additional computer equipment was approved in the Unified Planning Work Program (Section 112 Program) in the amount of \$12,000, compared to \$3,325 one year earlier. Also, in 2012, the VTPO invested \$45,508 in new copiers and related equipment, all of which was capitalized under capital lease obligations.

Debt service expenditures in 2013 totaled \$19,980, compared to \$13,172 one year earlier. These amounts represent the capital lease payments on the VTPO's various copier lease obligations.

Economic Factors and Next Year's Budgets and Rates

The overall financial position and results of operations for the VTPO improved for the period ended June 30, 2013. The VTPO operated within its internal budget constraints and operating reserves to help meet planned future contractual obligations, except for the recognition of the capital outlay under a capital lease obligation. It is expected that the Organization's net position will remain stable for the remainder of the next year.

Many factors are considered each year by the VTPO in its efforts to establish an operating budget, to evaluate its personnel needs and to develop uniform membership and user fees that are reasonable and, more importantly, capable of cost recovery. Some of the major factors considered in this process are the local economy, civilian labor force, unemployment rates and inflation rates.

Requests for Information

This financial report is designed to provide a general overview of the VTPO's finances for all those who have expressed an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Chief Financial Officer, Volusia Transportation Planning Organization, 2570 W. International Drive, Suite 100, Daytona Beach, Florida 32114.

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BASIC FINANCIAL STATEMENTS

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STATEMENT OF NET POSITION

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Statement 1

	Governmental Activities
Assets:	
Cash and cash equivalents.....	\$ 148,381
Investments.....	204,366
Due from other governments.....	285,706
Prepays.....	7,831
Refundable deposits.....	6,500
Capital assets, net of accumulated depreciation.....	<u>60,935</u>
Total assets.....	<u>713,719</u>
Liabilities:	
Accounts payable.....	17,985
Accrued liabilities.....	17,899
Refundable deposit.....	2,195
Compensated absences.....	40,529
Long-term liabilities:	
Portion due or payable within one year.....	12,759
Portion due or payable after one year.....	<u>25,517</u>
Total liabilities.....	<u>116,884</u>
Net Position:	
Invested in capital assets, net of related debt.....	22,659
Unrestricted.....	<u>574,176</u>
Total net position.....	<u>\$ 596,835</u>

The accompanying notes are an integral part of the financial statements.

STATEMENT OF ACTIVITIES**Statement 2**

For the Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Service	Operating Grants Contributions	Capital Grants Contributions	
Governmental Activities:					
General government.....	\$ 86,179	104,150	-	-	17,971
Transportation.....	1,250,781	-	1,262,445	-	11,664
Interest on long-term debt.....	<u>1,778</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,778)</u>
Total governmental activities.....	<u>1,338,738</u>	<u>104,150</u>	<u>1,262,445</u>	<u>-</u>	27,857
General revenues:					
Investment earnings.....					1,948
Miscellaneous.....					<u>10,422</u>
Change in net position.....					40,227
Net position, beginning.....					<u>556,608</u>
Net position, ending.....					<u>\$ 596,835</u>

The accompanying notes are an integral part of the financial statements.

BALANCE SHEET
GOVERNMENTAL FUNDS

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Statement 3

	General Fund	Special Revenue Fund	Total
Assets:			
Cash and cash equivalents.....	\$ 148,381	-	148,381
Investments.....	204,366	-	204,366
Due from other governments.....	3,872	281,834	285,706
Due from other funds.....	259,146	-	259,146
Prepays.....	438	7,393	7,831
Refundable deposits.....	<u>6,500</u>	<u>-</u>	<u>6,500</u>
Total assets.....	<u>622,703</u>	<u>289,227</u>	<u>911,930</u>
Liabilities:			
Accounts payable.....	2,243	15,742	17,985
Accrued liabilities.....	3,560	14,339	17,899
Unearned revenue.....	16,812	-	16,812
Refundable deposit.....	2,195	-	2,195
Due to other funds.....	<u>-</u>	<u>259,146</u>	<u>259,146</u>
Total liabilities.....	<u>24,810</u>	<u>289,227</u>	<u>314,037</u>
Fund Balances:			
Nonspendable:			
Prepaid expenses.....	438	-	438
Refundable deposits.....	6,500	-	6,500
Unassigned.....	<u>590,955</u>	<u>-</u>	<u>590,955</u>
Total fund balance.....	<u>597,893</u>	<u>-</u>	<u>597,893</u>
Total liabilities and fund balance.....	<u>\$ 622,703</u>	<u>289,227</u>	

Amounts reported for governmental activities in the statement of net position are different because of the following:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.....	60,935
Long-term liabilities, including notes payable, are not due and payable in the current period and therefore are not reported in the funds. These liabilities and other debt related deferred charges consist of the following:	
Unearned revenues.....	16,812
Capital lease obligations (long-term debt).....	(38,276)
Compensated absences (long-term debt).....	<u>(40,529)</u>
Net position of governmental activities	<u>\$ 596,835</u>

The accompanying notes are an integral part of the financial statements.

**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES**

Statement 4

For the Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

	General Fund	Special Revenue Fund	Total
Revenues:			
Intergovernmental.....	\$ -	1,262,445	1,262,445
Charges for services.....	113,541	-	113,541
Investment earnings.....	1,948	-	1,948
Miscellaneous.....	<u>10,422</u>	<u>-</u>	<u>10,422</u>
Total revenues.....	<u>125,911</u>	<u>1,262,445</u>	<u>1,388,356</u>
Expenditures:			
Current:			
General Government:			
Personal services.....	-	-	-
Materials and services.....	60,488	-	60,488
Capital outlay.....	<u>-</u>	<u>-</u>	<u>-</u>
	<u>60,488</u>	<u>-</u>	<u>60,488</u>
Transportation:			
Personal services.....	-	566,630	566,630
Materials and services.....	-	683,815	683,815
Capital outlay.....	<u>-</u>	<u>12,000</u>	<u>12,000</u>
	<u>-</u>	<u>1,262,445</u>	<u>1,262,445</u>
Debt Service:			
Principal retirement.....	18,202	-	18,202
Interest and other.....	<u>1,778</u>	<u>-</u>	<u>1,778</u>
	<u>19,980</u>	<u>-</u>	<u>19,980</u>
Total expenditures.....	<u>80,468</u>	<u>1,262,445</u>	<u>1,342,913</u>
Excess (deficit) of revenues over (under) expenditures.....	45,443	-	45,443
Fund balances, beginning of year.....	<u>552,450</u>	<u>-</u>	<u>552,450</u>
Fund balances, end of year.....	<u>\$ 597,893</u>	<u>-</u>	<u>597,893</u>

The accompanying notes are an integral part of the financial statements.

**RECONCILIATION OF THE STATEMENT OF GOVERNMENTAL FUND
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
TO THE STATEMENT OF ACTIVITIES**

**Statement 4
(Continued)**

For the Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Net change in fund balances - total governmental funds.....	\$ 45,443
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Amounts reported for governmental activities in the statement of activities
are different because of the following:

Governmental funds report capital outlays as expenditures. However, in the
statement of activities, the cost of those assets is allocated over their
estimated useful lives as depreciation expense. This is the amount by which
capital outlays exceeded depreciation expense in the current period:

Capital outlay expenditures.....	12,000	
Depreciation expense.....	<u>(25,691)</u>	(13,691)

Repayment of principal on debt obligations, including capital leases, is an
expenditure in the governmental funds, but the repayment reduces
long-term liabilities in the statement of net assets:

Principal paid on capital leases.....	18,202
Proceeds from capital leases.....	-

Revenues in the statement of activities that do not provide current
financial resources are not reported as revenues in the governmental funds:

Unearned grant revenues.....	(9,391)
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Under the modified accrual basis of accounting used in the
governmental funds, expenditures are not recognized for transactions
that are not normally paid with expendable available financial resources.
In the statement of activities, however, which is presented on the
accrual basis, expenses and liabilities are reported regardless of when
financial resources are available. This adjustment is for the following:

(Increase) decrease in compensated absences liabilities.....	<u>(336)</u>
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Change in net position of governmental activities	<u>\$ 40,227</u>
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The accompanying notes are an integral part of the financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -
GENERAL FUND**

Statement 5

For the Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

	Budget Amounts		Actual	Variance
	Original	Final		
Revenues:				
Charges for services.....	\$ 121,474	121,474	113,541	(7,933)
Investment earnings.....	300	300	1,948	1,648
Miscellaneous.....	-	-	10,422	10,422
Total revenues.....	121,774	121,774	125,911	4,137
Expenditures:				
Current:				
General Government:				
Operating expenditures.....	121,774	121,774	60,488	61,286
Capital outlay.....	-	-	-	-
	121,774	121,774	60,488	61,286
Debt Service:				
Principal retirement.....	-	-	18,202	(18,202)
Interest and other.....	-	-	1,778	(1,778)
	-	-	19,980	(19,980)
Total expenditures.....	121,774	121,774	80,468	41,306
Excess (deficit) of revenues over (under) expenditures.....	-	-	45,443	45,443
Fund balances, beginning of year, restated.....	552,450	552,450	552,450	-
Fund balance, end of year.....	\$ 552,450	552,450	597,893	45,443

The accompanying notes are an integral part of the financial statements.

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL -
SPECIAL REVENUE FUND**

Statement 6

For the Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

	Budget Amounts			
	Original	Final	Actual	Variance
Revenues:				
Intergovernmental:				
Federal awards.....	\$ 1,804,680	1,865,453	1,182,186	(683,267)
State financial assistance.....	49,880	50,915	46,757	(4,158)
Local grants and awards.....	39,555	40,590	33,502	(7,088)
Total revenues.....	<u>1,894,115</u>	<u>1,956,958</u>	<u>1,262,445</u>	<u>(694,513)</u>
Expenditures:				
Current:				
Transportation:				
Personal services.....	706,439	706,439	566,630	139,809
Operating expenditures.....	1,175,676	1,238,519	683,815	554,704
Capital outlay.....	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>-</u>
Total expenditures.....	<u>1,894,115</u>	<u>1,956,958</u>	<u>1,262,445</u>	<u>694,513</u>
Excess (deficit) of revenues over (under) expenditures.....	-	-	-	-
Fund balance, beginning of year.....	-	-	-	-
Fund balance, end of year.....	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>

The accompanying notes are an integral part of the financial statements.

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NOTES TO THE FINANCIAL STATEMENTS

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NOTES TO THE FINANCIAL STATEMENTS

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Volusia Transportation Planning Organization (“VTPO”) have been prepared in conformance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body promulgating governmental accounting and financial reporting principles. The following is a summary of its significant accounting policies:

A. Reporting Entity

VTPO is a voluntary association of local government units organized under the authority of Chapter 339.175, Florida Statutes, in accordance with the 1962 Federal Aid Highway Act. Its primary purpose is to provide leadership in the initiation and development of transportation plans and programs and the establishment of transportation priorities and strategies in Volusia County, Flagler Beach, and Beverly Beach, Florida. Members are appointed by the governing bodies of the participating local government units. The VTPO was originally created on May 6, 1977, as the Volusia County Metropolitan Planning Organization and operates under interlocal agreements established pursuant to Chapter 163.01, Florida Statutes, among the various participating governmental entities. As of July 1, 2010, Volusia County Metropolitan Planning Organization officially changed its name to Volusia Transportation Planning Organization.

The accompanying financial statements present the financial position and results of operations of the applicable funds controlled by or dependent on VTPO. In evaluating VTPO as a reporting entity, management has addressed all potential component units for which the entity may or may not be financially accountable and, as such, be includable within VTPO’s financial statements. No component units exist which would require inclusion in VTPO’s financial statements.

B. Government-wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the financial activities of VTPO. The effect of interfund activities, when applicable, has been removed from these statements. All of VTPO’s activities are governmental activities which are supported from population-based service fee assessments to its government-member organizations. VTPO does not engage in any business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) intergovernmental revenues, which includes operating grants and financial assistance received from federal, state, and local government units, 2) charges for services, which includes member assessments and reimbursements for program costs incurred to conduct specialized program studies, and 3) miscellaneous revenues. General revenues include interest earnings. Fund financial statements are presented for VTPO’s general and special revenue funds. Both funds are considered to be “major” funds.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded as earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Charges for services are recognized

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

as revenue in the year for which they are assessed. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. When both restricted and unrestricted resources are available for use, it is VTPO's policy to use restricted resources first, then unrestricted resources as they are needed.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, VTPO considers revenues to be available if they are collected within 60 days of the end of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and long-term lease agreements are recorded only when payment is due. Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

The VTPO's accounts are organized on the basis of funds each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The focus of the governmental fund financial statements is on major funds, as defined and determined based on criteria established under Governmental Accounting Standards Boards Statement No. 34.

The VTPO reports the following major governmental funds:

The General Fund is the VTPO's primary operating fund. It accounts for all financial resources of the organization, except those required to be accounted for in another fund.

The Special Revenue Fund is used to account for the financial resources related to the planning and programming activities of the organization. Funds are provided from the Florida Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

D. Budgets and Budgetary Accounting

On or before July 1 of each year, the VTPO adopts an annual budget on a generally accepted accounting principles (GAAP) basis sufficient to support the anticipated Unified Planning Work Program (UPWP) for the year. The budget is adopted at the fund level and includes combined revenues from all sources, including federal, state, local and private grants-in-aid, contracts, fees, and such other funding sources legitimately available to the VTPO. The level of budget control is at the UPWP task level

E. Deposits and Investments

VTPO's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

VTPO's corporate charter authorizes investments in obligations of the U.S. Treasury, commercial paper, corporate bonds, repurchase agreements, and the State Board of Administration Local Government Surplus Trust Fund Pool.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

All of the VTPO's investments are reported at fair value, with the exception of investments in the SEC Rule 2a7-like pools (State Board of Administration Local Government Surplus Trust Fund Pool) which are stated at cost, or amortized cost, and are the same as the fair value of pool shares. The investment held in State Board of Administration Local Government Surplus Trust Fund Pool, Fund B is accounted for as a fluctuating net asset value (NAV) pool.

F. Receivables

All receivables and amounts due from other governments are reported net of an allowance for uncollectible accounts, when applicable, which is based upon management's analysis of historical trends.

G. Prepaids

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/ expenses when consumed rather than when purchased.

H. Capital Assets

Capital assets, which include office furniture, fixtures and equipment, are reported in the government-wide financial statements. Capital assets are defined by VTPO as assets with an initial, individual cost of more than \$500 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Depreciation has been provided on capital assets as a direct charge using the straight-line method over the estimated useful lives of the various classes of depreciable assets, which range from 3-7 years.

I. Compensated Absences

It is VTPO's policy to grant employees personal leave based upon the number of years of employment with the VTPO. Employees are permitted to accumulate earned paid time off (PTO) credits for unused vacation, illness or injury, and personal leave benefits. The amount of paid time off available to employees increases with the length of employment as follows:

<u>Years of Eligible Service</u>	<u>PTO Hours Bi-weekly</u>	<u>PTO Days Annually</u>
Upon initial eligibility	7.38 hrs.	24 days
After 5 years service	8.31 hrs.	27 days
After 13 years service	9.85 hrs.	32 days
After 20 years service	10.15 hrs.	33 days

VTPO's employees may accumulate paid time off credits up to a maximum of 520 hours. After an employee has accumulated over 240 hours, the employee may elect to sell back as many as 48 hours of credits at their base rate of pay at the date of the sale (limited to one time per year during the month of September. Upon termination, employees will be paid for all accumulated paid time off credits.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

J. Unearned Revenue

Unearned revenues are reported when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues also arise when resources are received by the entity before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when VTPO has a legal claim to the resources, the liability for unearned revenue is removed and revenue is recognized.

K. Grants

Revenues received or used from grants for governmental funds are recognized as current revenues when they become subject to accrual, that is both measurable and available (modified accrual basis).

L. Long-term Obligations

In the government-wide financial statements, long-term obligations (capital leases) are reported as liabilities in the governmental activities statement of net position.

M. Deferred Outflows/inflows of Resources

In addition to assets, when applicable the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The entity has no items that qualify for reporting in this category.

In addition to liabilities, when applicable the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The entity has no items that qualify for reporting in this category.

N. Net Position Flow Assumption

Sometimes the organization will fund outlays for a particular purpose from both restricted (e.g., restricted fund or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the VTPO's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

O. Fund Balance Flow Assumptions

Sometimes the entity will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the VTPO's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

P. Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The VTPO itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The Board is the highest level of decision-making authority for the entity that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the entity for specific purposes but do not meet the criteria to be classified as committed. The Board is authorized to assign fund balance. The Board may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash such as prepaid amounts.

Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

Q. Indirect Costs

Certain administrative costs are recorded in the General Fund as indirect costs in the VTPO's accounting system and are allocated to the Special Revenue Fund based upon an indirect cost rate appropriate in the circumstances. The rate is based upon direct salary and fringe benefit costs and is calculated using actual indirect costs.

R. Use of Estimates

Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

S. New Accounting Standards

The following is a summary of the new accounting standards applicable to the financial activities of the entity:

In December 2010, GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. This statement is intended to enhance usefulness of GASB codification by incorporating guidance which previously could only be found in FASB or American Institute of Certified Public Accountants (AICPA) pronouncements. The statement is effective for periods beginning after December 15, 2011. This statement incorporates existing generally accepted accounting guidance into GASB authoritative literature. There is no material impact to the entity's financial position as a result of this statement.

In June 2011, GASB issued Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This statement is intended to provide guidance for reporting deferred outflows of resources, deferred inflow of resources, and net position in a statement of financial position and related disclosures. The adoption of this statement requires the entity to modify the balance sheets and replace the statements of revenues, expenses and changes in net assets with a statement of revenues, expenses and changes in net position, when applicable. There is no material impact to the entity's financial position as a result of implementing this statement.

In June 2011, GASB issued Statement No. 64, *Derivative Instruments: Application of Hedge Accounting Termination Provisions -- an amendment of GASB Statement No. 53*. The objective of this Statement is to clarify whether an effective hedging relationship continues after the replacement of a swap counterparty or a swap counterparty's credit support provider. This Statement sets forth criteria that establish when the effective hedging relationship continues and hedge accounting should continue to be applied. The statement is effective for financial statements for periods beginning after June 15, 2011 and will have no material impact on the entity's financial position because it is not a party to any hedging activities.

In April 2012, GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This statement reclassifies certain items currently being reported as assets and liabilities as deferred outflows of resources and deferred inflows of resources. In addition, this Statement recognizes certain items currently being reported as assets and liabilities as outflows of resources and inflows of resources. This statement is effective for periods beginning after December 15, 2012 and has no material impact on the entity's financial position.

In April 2012, GASB issued Statement No. 66, *Technical Corrections—2012—an amendment of GASB Statements No. 10 and No. 62*. This statement amends GASB No. 10 by removing the provision that limits fund-based reporting of a state and local government's risk financing activities to the general fund and the internal service fund type. As a result, governments would base their decisions about governmental fund type usage for risk financing activities on the definitions in Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This statement also amends GASB No. 62 by modifying the specific guidance on accounting for certain operating lease payments, loan transactions, and loan servicing fees. The statement is effective for financial statements for periods beginning after December 15, 2012 and has no material impact on the entity's financial position.

In June 2012, GASB issued Statement No. 67, *Financial Reporting for Pension Plans—an amendment of GASB Statement No. 25*. This Statement replaces the requirements of GASB No. 25 and GASB No. 50 as they relate to pension plans that are administered through trusts or equivalent arrangements. This statement is not applicable to the entity.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

In June 2012, GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27*. This Statement establishes new accounting and financial reporting standards for governments that provide their employees with pension plans in which a government's contributions to the trust used to administer a pension plan are irrevocable, restricted to paying pension benefits, and are beyond the reach of creditors. Under the new standards, governments will be required to report the amount of unfunded pension obligations in their balance sheets. The liability that must be recognized (net pension obligation) is the total pension liability less the amount of plan assets formally set aside for payment of benefits as of the reporting date. Annual pension expense will be based on a comprehensive measurement of the annual cost of pension benefits, rather than on required funding amounts. Governments participating in multi-employer cost-sharing plans will be required to report a liability equivalent to their proportionate share of the collective net pension liability of the plan. The proportion would essentially equal the government's long-term expected contributions to the plan divided by those of all governments in the plan. Each cost-sharing employer will also be required to recognize its estimated allocated share of the plan's collective pension expense. This statement, which is effective for financial statements for periods beginning after June 15, 2013, is expected to have a material future impact on the entity's net position. However, the VTPO's proportionate share of its net pension liability associated with the Florida Retirement System has not yet been determined.

NOTE 2 - RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of Certain Differences between the Governmental Fund Balance Sheet and the Statement of Net Position

Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. A detailed explanation of these differences is provided in this reconciliation.

B. Explanation of Certain Differences between the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balance and the Statement of Activities

Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net change in fund balances – total governmental funds and changes in net position – governmental activities as reported in the government-wide statement of activities. A detailed explanation of these differences is provided in this reconciliation.

NOTE 3 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgetary Information

Individual annual budgets were adopted for VTPO's governmental funds. The basis on which the budgets were prepared is consistent with generally accepted accounting principles for the fund. All annual appropriations lapse at fiscal year end.

No later than 60 days prior to fiscal year end, the proposed budget is presented to the Board of Directors for review. The Board holds public meetings and a final budget must be prepared and legally adopted prior to June 30. The annual budget is prepared by department and object. Transfers of appropriations between departments require approval of the Board. The legal level of budgetary control is at the departmental level.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

During the current period, the Executive Board transferred budgetary appropriations in the special revenue fund to reflect changes in awards and promotion activities incurred during the year.

It is not VTPO's policy to use encumbrance accounting, under which, purchases orders, contracts, and other commitments are recorded as an extension of formal budgetary integration.

NOTE 4 - CASH DEPOSITS AND INVESTMENTS

Deposits. At June 30, 2013, the carrying value of VTPO's cash deposit accounts was \$142,281, while the bank balance totaled \$179,682. The cash deposits are held by a bank that qualifies as public depository under the Florida Security for Public Deposits Act as required by Chapter 280, Florida Statutes and are fully insured. Amounts reported in the financial statements include \$100 in cash funds on hand at the end of the fiscal year.

Investments. As of June 30, 2013, VTPO had the following investments and maturities:

Investment Type	Fair Value	Investment Maturities (Years)		
		Less Than 1	From 1 - 5	From 6 - 10
Local Government Investment Pool:				
State Board of Administration, Local Government Surplus Trust Fund Investment Pool				
Florida PRIME.....	\$ 200,798	200,798	-	-
Fund B.....	<u>3,568</u>	<u>-</u>	<u>-</u>	<u>3,568</u>
Totals.....	<u>\$ 204,366</u>	<u>200,798</u>	<u>-</u>	<u>3,568</u>

The VTPO's investments consist of amounts invested in the Local Government Surplus Trust Fund managed by the Florida State Board of Administration (SBA). The SBA is part of the Local Government Surplus Trust Fund and is governed by Chapter 19-7 of the Florida Administrative Code. These rules provide guidance and establish the general operating procedures for the administration of the Local Government Surplus Trust Fund. As a Florida PRIME and Fund B pool participant, VTPO invests in a pool of investments whereby VTPO owns a share of the respective pool, not the underlying securities. The assets held in Fund B are presently restricted and VTPO is prohibited from withdrawing any amounts from the pool.

GASB 31 outlines the two options for accounting and reporting for money market investment pools as either "2a-7 like" or fluctuating net asset value (NAV). GASB 31 describes a "2a-7 like" pool as an "external investment pool that is not registered with the Securities and Exchange Commission (SEC) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with Rule 2a-7 under the Investment Company Act of 1940 (the "1940 Act"). Rule 2a-7 is the rule that permits money market funds to use amortized cost to maintain a constant NAV of \$1.00 per share, provided that such funds meet certain conditions. The SBA's interpretation of GASB 31 is that the Florida PRIME is currently considered an SEC 2a-7 like fund, thus the account balance should also be considered the fair value of the investment. The SBA's interpretation in regards to Fund B is that it does not meet the requirements of an SEC 2a-7 like fund; therefore, SBA is providing a fair value factor (i.e. total net asset value of Fund B divided by total participant balances of Fund B) for June 30, 2013. The fair

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

value of the original remaining investment in Fund B is \$3,568 as of June 30, 2013, based on the fair value factor of 1.11845939 reported by the trustees of Fund B.

Interest Rate Risk. VTPO does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from interest rates, instead all investments are governed by state statutes. Generally, all of VTPO's surplus funds are invested in the Local Government Surplus Trust Fund. Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect an investment's fair value. GASB 40 requires that interest rate risk be disclosed using one of the five approved methods. The five methods are: segmented time distribution, specific identification, weighted average maturity (WAM), duration, and simulation model. Different methods may be presented for different types of investments.

Interest rate risk disclosures are required for all debt investments as well as investments in mutual funds, external investment pools, and other pooled investments that do not meet the definition of a 2a-7 like pool. At June 30, 2013, the WAM of the Florida PRIME is 40 days. Due to the nature of the securities in Fund B, the interest rate risk information required by GASB 40 is not available. An estimate of weighted average life (WAL) is available. In the calculation of WAL, the time at which an expected principal amount is to be received (measured in years) is weighted by the principal amount received at that time divided by the sum of all expected principal payments. The principal amounts used in the WAL calculation are not discounted to present value as they would be in a weighted average duration calculation. The WAL (based on expected future cash flows) of Fund B at June 30, 2013, is estimated at 3.98 years. However, because Fund B consists of restructured or defaulted securities there is considerable uncertainty regarding the weighted average life.

Credit Risk. VTPO's investment policies are governed by state statutes which allow the government to invest in Local Government Surplus Trust Fund Investment Pool, authorized government investment pools, Securities and Exchange Commission registered money market funds (with rating exceptions), interest bearing time deposits of savings accounts in qualified public depositories, and direct obligations of the U.S. Treasury. The Florida PRIME is rated by Standard and Poors, with a rating of AAAM as of June 30, 2013; Fund B is not rated by any nationally recognized statistical rating agency.

Concentrations of Credit Risk. VTPO places no limit on the amounts it invests in any one issuer. Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools and other pooled investments are excluded from the concentration of credit risk disclosure requirements.

Custodial Credit Risk. Custodial credit risk is the risk that in the event of a failure of a depository, VTPO's deposits may not be returned to it. VTPO does not have a deposit policy for custodial risk.

Pursuant to the applicable provisions of Chapter 280, Florida Statutes, *The Florida Security for Public Deposits Act* ("the Act"), the State of Florida, Department of Financial Services, Division of Treasury, Bureau of Collateral Management have established specific requirements relative to security and collateralization for public deposits. Accordingly, banks qualifying as a public depository in the State of Florida must adopt the necessary procedures outlined in these statutes and meet all of the requirements of this chapter to be designated by the State's Chief Financial Officer as eligible to receive deposits from municipal depositors. Collateral having a market value equal to 50% of the average daily balance for each month of all public deposits in excess of any applicable depository insurance is required to be pledged or deposited with the State's Chief Financial Officer to secure such deposits. Additional collateral, up to a maximum of 125% may be required if deemed necessary under the conditions set forth in the Act. Securities eligible to be pledged as collateral are generally limited to obligations of the United States

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

government and any state thereof and are held in the name of the State Chief Financial Officer's office. Compliance with the provisions of Chapter 280, Florida Statutes, is monitored by a Qualified Public Depository Oversight Board with members appointed by the State Chief Financial Officer.

At June 30, 2013, the carrying amount of VTPO's deposits in the Local Government Surplus Funds Trust Fund was \$204,366, all of which was covered by federal depository insurance and the statutory provisions of the Act.

NOTE 5 - DISAGGREGATION OF RECEIVABLES AND PAYABLES

Receivables: Amounts are aggregated into single accounts receivable (net of allowance for uncollectible accounts) lines for certain funds and aggregated columns. Below is a detail of receivables anticipated to be collected within an operating cycle:

Due from other governments:

General Fund:

Due from VCOG, Inc..... \$ 3,872

Special Revenue Fund:

Due from Florida Department of Transportation..... 281,834

285,706

Less: allowance for doubtful accounts..... -

Total receivables, net \$ 285,706

Payables: Amounts are aggregated into accounts payable and accrued liabilities lines for certain funds and aggregated columns. Below is a detail of payables anticipated to be paid within an operating cycle:

Accounts payable \$ 59,880

Accrued liabilities:

Accrued payroll 16,389

Accrued payroll taxes 1,252

Accrued employee benefits 258

Total accrued liabilities 17,899

Total accounts payable and accrued liabilities \$ 77,779

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**NOTE 6 – INTERFUND BALANCES**

The outstanding balances between funds result mainly from the time lag between the dates reimbursable expenditures occur and when the VTPO is actually reimbursed by grantor agencies. As a result, advances from the general fund are required to finance these costs until reimbursement is received. Individual fund interfund receivables and payables at June 30, 2013, are comprised of the following:

Fund	Interfund Receivables	Interfund Payables
General Fund.....	\$ 259,146	-
Special Revenue Fund.....	-	259,146
Totals.....	<u>\$ 259,146</u>	<u>259,146</u>

NOTE 7 - CAPITAL ASSETS

The following is a summary of changes in capital assets during the year ended June 30, 2013:

Function/Source	Balances 6/30/2012	Additions	Deletions	Balances 6/30/2013
Office furniture, fixtures, and equipment...	\$ 170,756	12,000	(11,482)	171,274
Less: accumulated depreciation.....	(96,130)	(25,691)	11,482	(110,339)
Total capital assets, net of accumulated depreciation.....	<u>\$ 74,626</u>	<u>(13,691)</u>	<u>-</u>	<u>60,935</u>

Depreciation expense for the year totaled \$25,691 and was allocated as follows: general government, \$25,691; and transportation, \$-0-.

NOTE 8 - OPERATING LEASES

VTPO leases building and office facilities under a non-cancelable operating lease that was signed on July 1, 2010. While the VTPO is the primary lessee, a portion of the leased facilities are shared with VCOG, Inc. under a separate agreement. Under the leasing arrangement with VCOG, Inc., the VTPO is reimbursed for this entity's pro-rata share (21.89%) of annual rental expense. The lease is payable in equal monthly base rent installments of \$6,473 during the first 3 years of the agreement, after which time it will increase to \$7,250 per month for the next 3 years (starting 07/01/2013), and to \$8,026 per month for the remaining two years of the agreement. In addition to the monthly base rent, the lease provides that the lessee will reimburse the lessor for its pro-rata share of contingent charges (specified common area maintenance and taxes) which are currently billed \$2,434 per month. At the end of each annual rental year, all actual contingent facilities common area costs are recalculated by the lessor to determine a pro-rata true-up adjustment which is billed (or refunded) to VTPO at the start of each annual rental cycle. This lease is accounted for as an operating lease and contains an option to be cancelled in the event annual appropriations are not authorized. This lease expires April 1, 2018. Actual lease expense for the year ended June 30, 2013 totaled \$105,226, of which \$23,167 was reimbursed by VCOG, Inc.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

The future minimum lease payments (including estimated contingent rentals) under this agreement are as follows:

Year ending June 30,	Total Amount	To Be Paid By Others
2014.....	\$ 116,202	25,432
2015.....	116,202	25,432
2016.....	118,532	25,942
2017.....	125,523	27,472
2018.....	<u>94,142</u>	<u>20,604</u>
Totals.....	<u>\$ 570,601</u>	<u>124,882</u>

NOTE 9 – EXPENSE REIMBURSEMENTS

VCOG, Inc. shares the building and office facilities mentioned in Note 8 with VTPO. The VTPO bills the pro-rata share of rent and related utilities to this entity based upon the respective square footage occupied (approximately 22%). Similarly, the VTPO is primarily responsible for the office equipment (e.g., copiers, data server, postage machine, etc.) and related repairs and maintenance. The pro-rata share of this expense is also billed to VCOG, Inc. and is based upon actual monthly usage. Expense reimbursements for the year ended June 30, 2013, totaled \$23,167 for facilities rental and \$17,309 for other administrative charges.

NOTE 10 – LONG-TERM DEBT

The Organization's long-term debt outstanding at June 30, 2013, is as follows:

	Balance Due	Current Maturities
Capital Lease Obligations:		
\$40,904 capital lease for office equipment, dated 12/05/2008, payable in monthly installments of \$814 through 12/05/2013, stated interest rate of 7.21%, secured with office equipment with a book value of \$3,409 as of 06/30/2013.....	\$ 3,998	3,998
\$45,508 capital lease for office equipment, dated 02/21/2012, payable in monthly installments of \$851 through 02/20/2017, stated interest rate of 4.90%, secured with office equipment with a book value of \$33,372 as of 06/30/2013.....	<u>34,278</u>	<u>8,761</u>
Total-capital lease obligations.....	38,276	12,759
Compensated absences.....	<u>40,529</u>	<u>6,079</u>
Totals.....	<u>\$ 78,805</u>	<u>\$ 18,838</u>

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

A summary of changes in the Organization's long-term debt for the year ended June 30, 2012, is as follows:

	Balance 6/30/2012	Additions	Deletions	Balance 6/30/2013
Capital lease obligations.....	\$ 56,478	-	(18,202)	38,276
Compensated absences.....	40,193	336	-	40,529
Totals.....	<u>\$ 96,671</u>	<u>336</u>	<u>(18,202)</u>	<u>78,805</u>

The following presents future minimum lease payments as of June 30, 2013:

Fiscal Year	Capital Leases
June 30, 2014.....	\$ 14,282
June 30, 2015.....	10,212
June 30, 2016.....	10,212
June 30, 2017.....	<u>6,808</u>
Total requirements.....	41,514
Less: interest.....	<u>(3,238)</u>
Present value of minimum lease payments.....	<u>\$ 38,276</u>

Leased equipment under capital leases in capital assets at June 30, 2013, included the following:

Office furniture, fixtures, and equipment.....	\$ 86,412
Less: accumulated depreciation.....	<u>(49,631)</u>
Net assets held under capital lease.....	<u>\$ 36,781</u>

Amortization of leased equipment under capital assets is included with depreciation expense.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

NOTE 11 - STATE FINANCIAL ASSISTANCE

During the year ended June 30, 2013, VTPO received funds from the State of Florida in the form of State Financial Assistance (\$27,044), as well as additional funds representing the state's pro-rata portion of matching funds (\$19,713) required as the state's matching funds for federal contracts received under its Unified Planning Work Program (UPWP) for Fiscal Year 2012/13, adopted March 27, 2012 and amended on June 25, 2013 (and similar predecessor UPWP agreements). Since the threshold for the Florida Single Audit Act is \$500,000, an audit under the Florida Single Audit Act was not required and was not performed. During the year ended June 30, 2013, these funding amounts are summarized as follows:

State Agency/Project	Contract	Total Expenditures
State Financial Assistance:		
Florida Department of Transportation:		
Commission for the Transportation Disadvantaged (2012).....	AQB69	\$ 27,044
Total.....		<u>\$ 27,044</u>
Funding provided in the form of state matching of federal grants:		
Florida Department of Transportation:		
Transit Technical Studies Grant:		
Fiscal Year 2010-11.....	APU36	\$ 3,680
Fiscal Year 2011-12.....	AQI75	3,277
Fiscal Year 2012-13.....	AQI75	<u>12,756</u>
Total.....		<u>\$ 19,713</u>

NOTE 12 - EMPLOYEE PENSION PLAN

A. Principal Financial Group

The VTPO contributes to a defined contribution pension plan which is fully administered by the Principal Financial Group under a plan originally established by the Board of Directors in October 1980. The plan provides benefits at retirement to all employees, except those in contract executive positions. Plan provisions and contribution requirements are established and may be amended by the Board. Employer and plan member contributions are recognized in the period that contributions are due. At June 30, 2013, there were four plan members. Investments in the plan consist of common stock, bonds and mortgages, guaranteed interest accounts, and cash and cash equivalents. The plan is a defined contribution plan in which benefits depend solely on amounts contributed to the plan, plus plan earnings. Employees are fully vested in the plan after 1 year of employment. Annual employer contributions are 9.85% of employees' earnings. During the year ended June 30, 2013, employer and employee contributions to the plan were \$26,749 and \$-0-, respectively. The current period payroll for employees covered under the plan was \$271,563.

On June 23, 2009, the Board approved Resolution 2009-13, amending the pension plan to allow for the conversion to the Florida Retirement System, effective July 1, 2009. As a result of these actions, three employees opted to withdraw from the above described retirement plan options and convert to the Florida Retirement System. Four employees remained in the original plan. New employees are only eligible to enroll into the Florida Retirement System.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

B. Florida Retirement System

Plan Description. The VTPO contributes to the Florida Retirement System of the State of Florida, a cost-sharing, multiple-employer retirement plan created in December, 1970, that acts as a common investment and administrative agent for municipalities and other qualifying political subdivisions in the State of Florida. The defined benefit pension plan, which is administered by the State of Florida, Department of Management Services, Division of Retirement, provides retirement and disability benefits and death benefits to participating public employees and beneficiaries. Benefit provisions are established under Chapter 121, Florida Statutes, which may be amended by the Florida Legislature. The Florida Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the plan. That report may be obtained by writing to Division of Retirement, P.O. Box 9000, Tallahassee, FL 32315-9000, or calling (850) 488-5706.

Funding Policy. The funding methods and determination of benefits payable are provided in the various acts of the Florida Legislature, which created the fund, including subsequent amendments thereto. The policy provides for monthly employer contributions at actuarially determined rates that, expressed as percentages of annual covered payroll, are adequate to accumulate sufficient assets to pay benefits when due based upon plan assumptions. Employer contribution rates are established by state law as a level percentage of payroll. Employer contribution rates are determined using the entry-age actuarial cost method. The consulting actuary recommends that rates based on the annual valuation, but actual contribution rates are established by the Florida Legislature. If an unfunded actuarial liability reemerges as a result of future plan benefit changes, assumption changes, or methodology changes, it is assumed any unfunded actuarial liability would be amortized over 30 years, using level dollar amounts. Except for gains reserved for rate stabilization, it is anticipated future actuarial gains and losses are amortized on a rolling 10% basis, as a level dollar amount.

The VTPO's contributions to the plan for the fiscal years ended June 30, 2013, 2012 and 2011 totaled \$7,746, \$7,564, and \$15,049, respectively. Employee contributions to the plan for the fiscal years ended June 30, 2013, 2012 and 2011 totaled \$4,486, \$4,622, and \$-0-, respectively. There were no employee contributions made during 2011. The following is a summary of employer and employee contribution percentages for qualifying compensation paid to general participants in effect during the past three fiscal years (rates specified below include an additional 1.11% for the VTPO's option to include the health insurance subsidy contribution):

	<u>Employer</u>	<u>Employee</u>
From July 1, 2010 to June 30, 2011.....	10.77%	-
From July 1, 2011 to June 30, 2012.....	4.91%	3.00%
From July 1, 2012 to June 30, 2013.....	5.18%	3.00%

NOTE 13 -DEFERRED EMPLOYEE BENEFITS

The VTPO provides all their employees with a deferred compensation plan created in accordance with Section 457 of the Internal Revenue Code plan which is fully administered by Nationwide Retirement Solutions. The VTPO does not contribute to this plan. Employee contributions are discretionary and determined by the employee, subject to the individual limitations contained in Section 457 of the Internal Revenue Code. All assets and income of the plan are held in trust for the exclusive benefit of the participants and their beneficiaries. Amounts contributed by participating employees to the plan during the year ended June 30, 2012 totaled \$2,470.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

NOTE 14 – OTHER POST-EMPLOYMENT BENEFITS

Plan Description - The Volusia County Council (the “Council”) administers a single employer defined benefit healthcare plan (the “Plan”), under which VTPO employees are covered. The Plan provides health care benefits including medical coverage and prescription drug benefits to both active and eligible retired employees and their dependents. Florida Statutes require local governments to offer the same health and hospitalization insurance coverage to retirees and their eligible dependents as is offered to active employees at a premium cost of no more than the premium cost applicable to active employees. For the retired employees and their eligible dependents, the cost of any such continued participation may be paid by the employer or by the retired employees. Full time employees of the VTPO are eligible to participate in the Plan. Employees who are active participants in the plan at the time of retirement and are either age 62 with completion of six years of service or have 30 years of service are also eligible to participate. The Plan does not issue a publicly available financial report.

The Council may amend the plan design, with changes to the benefits, premiums and/or levels of participant contribution at any time. On at least an annual basis and prior to the enrollment process, the Council approves the rates for the coming year for the retiree, employee and County contributions.

As of June 30, 2013, the membership of the VTPO's medical plan consisted of seven active employees.

Annual OPEB Costs and Net OPEB Obligation – The VTPO’s OPEB liability continues to be rolled into the liability reported under the Council for the most current reporting period and was not separately calculated for VTPO for disclosure in the financial statements of VTPO. Due to the multiple variables that go into developing these numbers and the disclosure of employees in the GASB 45 Report reflecting total employees under Volusia County rather than by agency, the VTPO was unable to determine costs directly allocable to VTPO employees.

NOTE 15 - RISK MANAGEMENT

The VTPO is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters, all of which is satisfactorily insured by general liability insurance. Commercial insurance policies are also obtained for all other risks of loss, including workers’ compensation and employee health and accident insurance. There have been no significant reductions in insurance coverage during the last fiscal year. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

NOTE 16 - COMMITMENTS AND CONTINGENCIES

The VTPO may from time to time be engaged in routine litigation incidental to the conduct of its corporate affairs. In the opinion of VTPO’s Counsel, no legal proceedings are pending or threatened which may materially affect the financial condition of the Organization.

Amounts received or receivable from grantor agencies in current and prior years are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable fund(s). The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although management expects such amounts, if any, to be immaterial.

NOTES TO THE FINANCIAL STATEMENTS – (Continued)

June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

NOTE 18 – SUBSEQUENT EVENTS

In preparing these financial statements, the VTPO has evaluated events and transactions for potential recognition for disclosure through October 3, 2013, the date the financial statements were available to be issued.

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OTHER SUPPLEMENTARY INFORMATION

OTHER SUPPLEMENTARY INFORMATION
SCHEDULE OF PROJECT REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - SPECIAL REVENUE FUND

For the Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

	Highway Planning and Construction Cluster				
		Bicycle/ Pedestrian Feasibility Study AON10	Safe Routes To School Safety Media AQC38	Corridor Improvement Feasibility Study AQG75	Washington Avenue Sidewalk Design AQF40
	Section 112 A5067				
Revenues:					
Intergovernmental:					
Federal grants.....	\$ 603,444	125,117	14,688	148,058	125,162
State grants.....	-	-	-	-	-
State matching.....	-	-	-	-	-
Local matching.....	-	13,788	-	-	-
Total grant revenues.....	603,444	138,905	14,688	148,058	125,162
Expenditures:					
Salaries.....	301,441	607	-	10,459	-
Fringe benefits.....	100,766	203	-	3,507	-
Office supplies.....	3,956	-	-	-	-
Postage.....	2,763	-	-	-	-
Office expense.....	3,035	-	-	-	-
Advertising.....	1,703	-	-	-	-
Printing.....	1,184	-	-	-	-
Fees.....	17,788	-	-	-	-
Dues and publications.....	877	-	-	-	-
Copy expense.....	13,114	31	-	288	-
Conference fees.....	690	-	-	-	-
Professional fees.....	24,240	-	14,688	-	43,324
Legal fees.....	1,115	-	-	-	-
Awards and promotion.....	5,744	-	-	-	-
Special studies.....	-	137,887	-	130,770	81,838
Repairs.....	132	-	-	-	-
Capital outlay.....	12,000	-	-	-	-
Software.....	4,255	-	-	-	-
Network costs.....	21,261	-	-	-	-
Indirect pass-through expenses.....	87,380	177	-	3,034	-
Total expenditures.....	603,444	138,905	14,688	148,058	125,162
Total revenue over expenditures..	-	-	-	-	-
Fund balance - beginning of year.....	-	-	-	-	-
Fund balance - beginning of year.....	\$ -	-	-	-	-

Schedule 1

Washington Avenue Sidewalk AQE93	Federal Transit Administration			Total- Federal	FDOT	
	Section 5303 2010-2011 APU36	Section 5303 2011-2012 AQI75	Section 5303 2012-2013 AQI75		Transportation Disadvantaged AQO38	Total- All Sources
8,009	29,439	26,223	102,045	1,182,185	-	1,182,185
-	-	-	-	-	27,044	27,044
-	3,680	3,277	12,756	19,713	-	19,713
-	3,681	3,277	12,756	33,502	-	33,502
8,009	36,800	32,777	127,557	1,235,400	27,044	1,262,444
-	-	18,807	76,965	408,279	16,323	424,602
-	-	6,305	25,775	136,556	5,472	142,028
-	-	785	-	4,741	-	4,741
-	-	175	128	3,066	1	3,067
-	-	-	-	3,035	-	3,035
-	-	-	-	1,703	-	1,703
-	-	-	-	1,184	-	1,184
-	-	300	575	18,663	300	18,963
-	-	-	-	877	-	877
-	-	569	1,406	15,408	213	15,621
-	-	230	-	920	-	920
8,009	36,800	-	388	127,449	-	127,449
-	-	-	-	1,115	-	1,115
-	-	-	-	5,744	-	5,744
-	-	-	-	350,495	-	350,495
-	-	-	-	132	-	132
-	-	-	-	12,000	-	12,000
-	-	150	-	4,405	-	4,405
-	-	-	-	21,261	-	21,261
-	-	5,456	22,320	118,367	4,735	123,102
8,009	36,800	32,777	127,557	1,235,400	27,044	1,262,444
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

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COMPLIANCE SECTION

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**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
AND STATE FINANCIAL ASSISTANCE**
For the Fiscal Year Ended June 30, 2013
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Federal Agency Pass-through Entity Program or Cluster Title	CFDA/ CSFA Number	Grant Identification Number	Pass-through Entity/Agency Identifying Number	Federal/ State Expenditures
Federal Awards:				
Other Programs:				
Department of Transportation Pass-Through Programs				
Passed-through Florida Department of Transportation				
Metropolitan Transportation Planning				
Section 5303 (fiscal year 2010-2011)	20.505	APU 36	FMN 420639-1-14-20	\$ 29,439
Section 5303 (fiscal year 2011-2012)	20.505	AQI 75	FMN 422431-1-14-21	26,223
Section 5303 (fiscal year 2012-2013)	20.505	AQI 75	FMN 422431-1-14-22	<u>102,045</u>
Total - Metropolitan Transportation Planning				<u>157,707</u>
Department of Transportation Pass-Through Programs				
Passed-through Florida Department of Transportation				
Highway Planning and Construction:				
Section 112 (fiscal year 2012-2013)	20.205	A-5067	FMN 417962-1-14-90	603,444
Bicycle/Pedestrian Feasibility Study	20.205	AON 10	FPN 421724-1-28-01	125,117
Safe Routes to School B/P Safety Media Project	20.205	AQC 38	FMN 430511-1-84-01	14,688
Corridor Improvement Program/Feasibility Study	20.205	AQG 75	FPN 421725-2-28-01	148,058
Washington Avenue Sidewalk-Design	20.205	AQF40	FPN 430182-1-38-01	125,162
Washington Avenue Sidewalk-Management	20.205	AQE 93	FPN 430182-1-38-02	<u>8,009</u>
Total Highway Planning and Construction				<u>1,024,478</u>
Total Department of Transportation				<u>\$ 1,182,185</u>
Total Expenditures of Federal Awards				<u>\$ 1,182,185</u>
State Financial Assistance:				
Florida Department of Transportation:				
Transportation Disadvantaged Commission:				
Planning Grant 2012-2013	55.002	AQO38		<u>\$ 27,044</u>
Total Florida Department of Transportation				<u>\$ 27,044</u>
Total Expenditures of State Financial Assistance				<u>\$ 27,044</u>

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
AND STATE FINANCIAL ASSISTANCE**
For the Fiscal Year Ended June 30, 2013
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

(Continued)

The preceding schedule of expenditures of federal awards and state financial assistance is presented on the modified accrual basis of accounting. Under the modified accrual basis, revenue is recognized if it is measurable and available for use during the fiscal year. Expenditures are recognized in the period liabilities are incurred, if measurable. Amounts reported in the schedule have been reconciled to, and are in material agreement with, amounts recorded in the accounting records from which the basic financial statements were prepared.

No sub-recipient payments were made by Volusia Transportation Planning Organization during the year ended June 30, 2013.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Part I — Summary of Auditor's Results

Financial statements section

Type of auditor's report issued:

Unqualified

Internal control over financial reporting:

Material weakness(es) identified?

 Yes X no

Significant deficiency(ies) identified?

 Yes X none reported

Noncompliance material to financial statements noted?

 Yes X no

Federal awards section

Internal control over major programs:

Material weakness(es) identified?

 Yes X no

Significant deficiency(ies) identified?

 Yes X none reported

Type of auditor's report issued on compliance for major programs:

Unqualified

Any audit findings disclosed that are required to be reported in accordance with section .510(a) of OMB Circular A-133

 Yes X no

The programs/projects tested as major programs/projects included the following:

Federal Programs or Clusters:

Federal CFDA No.

Highway Planning and Construction Cluster

20.205

Dollar threshold used to distinguish between

Type A and Type B programs:

Federal programs

\$300,000

Auditee qualified as low-risk auditee?

 x Yes no

Part II — Financial Statement Findings Section

This section identifies the significant deficiencies, material weaknesses, fraud, illegal acts, violations of provisions of contracts and grant agreements, and abuse related to the financial statements for which *Government Auditing Standards* require reporting in a Circular A-133 audit. No significant matters were identified.

Part III — Federal Award Findings and Questioned Costs Section

This section identifies the audit findings required to be reported by Circular A-133 section .510(a) (for example, material weaknesses, significant deficiencies, and material instances of noncompliance, including questioned costs), as well as any abuse findings involving federal awards that are material to a major program. Where practical, findings should be organized by federal agency or pass-through entity. No significant matters were identified.

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
AND CORRECTIVE ACTION PLAN**

Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

Part I - Prior Year Findings and Questioned Costs - Major Federal Programs

This section reports the status of any audit findings included in the prior audit's schedule of findings and questioned costs relating to federal awards and state financial assistance, if applicable. This section also includes audit findings reported in the prior audit's summary schedule of prior audit findings except audit findings listed as corrected or no longer valid or not warranting further action. No significant matters were identified or reported.

Part II – Corrective Action Plan

There are no audit findings for the year ended June 30, 2013 relative to federal programs that require corrective action on the part of the auditee.

BRENT MILLIKAN & COMPANY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

To the Board of Directors of
Volusia Transportation Planning Organization
Daytona Beach, Florida

Report on Compliance for Each Major Federal Program

We have audited the Volusia Transportation Planning Organization's (the "VTPO") compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of VTPO's major federal programs for the year ended June 30, 2013. The VTPO's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the VTPO's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the VTPO's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the VTPO's compliance.

Opinion on Each Major Federal Program

In our opinion, the VTPO complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

To the Board of Directors of
Volusia Transportation Planning Organization
Daytona Beach, Florida

Report on Internal Control Over Compliance

Management of the VTPO is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the VTPO's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the VTPO's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Brent Milliken & Co., P.C.

October 3, 2013

BRENT MILLIKAN & COMPANY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of
Volusia Transportation Planning Organization
Daytona Beach, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Volusia Transportation Planning Organization (the "VTPO"), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the VTPO's basic financial statements, and have issued our report thereon dated October 3, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the VTPO's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the VTPO's internal control. Accordingly, we do not express an opinion on the effectiveness of the VTPO's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the Board of Directors of
Volusia Transportation Planning Organization
Daytona Beach, Florida

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the VTPO's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



October 3, 2013

BRENT MILLIKAN & COMPANY, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

MANAGEMENT LETTER

To the Board of Directors of
Volusia Transportation Planning Organization
Daytona Beach, Florida

We have audited the financial statements of Volusia Transportation Planning Organization (the "VTPO"), as of and for the fiscal year ended June 30, 2013, and have issued our report thereon dated October 3, 2013.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and Chapter 10.550, Rules of the Florida Auditor General. We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*, Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133 and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated October 3, 2013, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with Chapter 10.550, Rules of the Auditor General, which governs the conduct of local governmental entity (and similar organization) audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports or schedule (which is specifically identified in the Preface to Rules, Chapter 10.550, Rules of the Auditor General):

- Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address violations of provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but more than inconsequential. In connection with our audit, we did not have any such findings.
- Section 10.554(1)(i)5., Rules of the Auditor General, provides that the auditor may, based on professional judgment, report the following matters that have an inconsequential effect on financial statements, considering both quantitative and qualitative factors: (1) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse, and (2) deficiencies in internal control that are not significant deficiencies. In connection with our audit, we have stated our recommendations as noted below in the accompanying Exhibit A.

To the Board of Directors of
Volusia Transportation Planning Organization
Daytona Beach, Florida

- Section 10.558(1) Rules of the Auditor General, requires the entity to provide a written statement of explanation or rebuttal concerning the auditor's findings and recommendations, including corrective action to be taken which must be filed with the governing body of the entity and included in the auditor's reports or management letter prepared pursuant to Section 218.39(4), Florida Statutes. The VTPO's statement of explanation or rebuttal is described herein in the "*Auditee Response*" section, which follows the auditor's findings and recommendations. We did not audit the VTPO's response and, accordingly, we express no opinion on it.

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Brent Milliken & Co., P.A.

October 3, 2013

MANAGEMENT LETTER COMMENTS**EXHIBIT A**

Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

PRIOR YEAR FINDINGS AND RECOMMENDATIONS

Section 10.554(1)(i)(5), Rules of the Auditor General, requires that we address in the management letter, if not already addressed in the auditor's report on compliance and internal control, whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. All prior year matters have been appropriately resolved, except for the following:

The following table summarizes the status of the prior year management letter findings and responses issued by the external auditor in fiscal year 2012:

	Corrective Action Not Yet Complete	Comment Has Been Addressed Or Is No Longer Relevant	Prior Year Reference Number
Lack of Segregation of Duties in Small Office Environment	x		ML 2010-01 ⁽¹⁾
Other Post Employment Benefits		x	ML 2012-01
Liquidity Measures		x	ML 2012-02

(1) Indicates that this recurring item was included prior to the second preceding fiscal year report.

The following is a summary of the status of items for which corrective action is not yet completed:

ML 2010-01 Lack of Segregation of Duties in Small Office Environment

As a part of our preliminary and final audit risk assessment processes, and from procedures we utilize to update our understanding of your Organization's overall control environment, we continued to note that the VTPO's chief financial officer is exclusively responsible for virtually all aspects of the entity's accounting and financial reporting processes, many of which are performed with little or no independent oversight. We also continued to note that due to the current staffing limitations, and the wide diversity of program responsibilities currently delegated to each member of VTPO's management and staff, this individual is the only staff person that possesses significant knowledge of the Organization's computer systems and other related financial recording and reporting responsibilities and that backup personnel are not available to be fully trained to perform, or provide oversight to, this important function. The inherent risks associated with a lack of segregation of duties in a small office environment are significantly increased since many of the special accounting and grant reporting issues faced by the VTPO have become increasingly more complex and require extensive expertise and oversight to ensure that the accounting and reporting are accurate and in accordance with applicable standards

Recommendation: We recognize that the VTPO is limited in the amount of administrative oversight which can be dedicated to the financial function and continue to recommend (1) that steps should be considered to appropriately assess all of the Organization's internal office procedures and (2) that the control and/or oversight functions associated with these matters be delegated to independent administrative personnel, to the extent possible, to maximize your control over these important functions.

Auditee Response: *The VTPO recognizes that this oversight function is severely hampered due to the inability to efficiently segregate the various accounting functions and responsibilities that exist in our small office*

MANAGEMENT LETTER COMMENTS

Year Ended June 30, 2013

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

EXHIBIT A

(Continued)

environment. We also acknowledge that reaching the level of complete oversight cannot be achieved without a substantial additional financial commitment to increase our current staffing levels.

CURRENT YEAR MATTERS

Section 10.554(1)(i)(5), Rules of the Auditor General, requires that we address in the management letter, if not already addressed in the auditors' report on compliance and internal control: (1) any recommendations to improve financial management; (2) violations of provisions of contracts or grant agreements, or abuse that have an effect on the financial statements that is less than material but more than inconsequential; and (3) based on professional judgment, matters that have an inconsequential effect on financial statements, considering both quantitative and qualitative factors: (a) violations of provisions of contracts or grant agreements, fraud, illegal acts, or abuse; and (b) control deficiencies that are not significant deficiencies.

There were no reportable findings in the current year.

**MEETING SUMMARY
TPO BOARD
OCTOBER 23, 2013**

V. ACTION ITEMS

A. REVIEW AND APPROVAL OF RESOLUTION 2013-24 AMENDING THE FY 2013/14 – 2017/18 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Background Information:

Staff from the FDOT have identified funding for the construction phase of the Ultimate Systems Interchange at I-95 and I-4/US 92 (FM# 2427152) and has requested that the Volusia TPO add that phase to the TIP. This project is the top ranked project on the List of Prioritized Strategic Intermodal System (SIS) Projects. The total project cost is estimated at \$297 million, including \$12.6 million incurred in prior years for planning, environmental studies, design and right-of-way.

In addition, Volusia TPO staff utilized the List of Prioritized XU Bicycle/Pedestrian Set-Aside Projects to program funding that is available in the reserve box for fiscal year 2013/14. These include:

- Lakeshore Shared-Use Path from Providence Blvd to Green Springs Park (Deltona)
- Lantern Park Bridge Replacement (South Daytona)
- Herbert Street Sidewalk from SR 5A (Nova Rd) to Jackson St (Port Orange)
- Calle Grande Railroad Crossing over the FEC railroad (Holly Hill)
- East Ohio Avenue Sidewalk from Thor Av to South Leavitt Av (Orange City)
- Flagler Avenue Sidewalk from 12th St to Park Av (Edgewater)

ACTION REQUESTED:

MOTION TO APPROVE RESOLUTION 2013-24 AMENDING THE FY 2013/14 – 2017/18 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2013-24

RESOLUTION OF THE VOLUSIA TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FY 2013/14 TO FY 2017/18 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

WHEREAS, the Volusia Transportation Planning Organization (TPO) 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, 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 TPO shall annually endorse and amend as appropriate, the plans and programs required by 23 C.F.R. 450.300 through 450.324, among which is the Transportation Improvement Program (TIP); and

WHEREAS, the Volusia TPO's adopted TIP is required to be consistent with the Florida Department of Transportation's adopted Five-Year Work Program; and

WHEREAS, the Florida Department of Transportation has programmed additional projects and/or project phases in the Five-Year Work Program which must now be added to the TIP for consistency;

NOW, THEREFORE, BE IT RESOLVED, by the Volusia TPO that the:

1. Volusia TPO's FY 2013/14 to FY 2017/18 TIP is hereby amended by adding the projects shown in Attachment A, attached hereto and made a part of this resolution; and the
2. Chairman of the Volusia TPO (or his designee) is hereby authorized and directed to submit the FY 2013/14 to FY 2017/18 TIP as amended to the:
 - a. Florida Department of Transportation;
 - b. Federal Transit Administration (FTA) (through the Florida Department of Transportation); and the
 - c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation).

DONE AND RESOLVED at the regular meeting of the Volusia TPO held on the 23rd day of October 2013.

VOLUSIA TRANSPORTATION PLANNING ORGANIZATION

**CITY OF SOUTH DAYTONA, VICE MAYOR NANCY LONG
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 October 23, 2013.

ATTEST:

**PAMELA C. BLANKENSHIP, RECORDING SECRETARY
VOLUSIA TRANSPORTATION PLANNING ORGANIZATION**

REVISED

Resolution 2013-24 - Attachment "A"

Proposed Amendments
to
FY 2013/14 - FY 2017/18
Transportation Improvement Program (TIP)

Adopted October 23, 2013



2427152 - I-95/I-4 Ultimate System Interchange**----- Current Adopted FY 2013/14 to FY 2017/18 TIP -----**

		<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
From:	1.5 miles south of I-4	ROW	ACNP	0	0	34,265,762	0	0
To:	1.6 miles north of US 92							
Lead Agency:	FDOT			0	0	34,265,762	0	0

----- Proposed Amended FY 2013/14 to FY 2017/18 TIP -----

	<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
	PE (32)	ACNP	1,375,000	0	0	0	0
	PE (39)	DIOH	97,566	0	0	0	0
	ROW (41)	ACNP	0	0	0	10,000	0
	ROW (41)	ACNP	0	15,000	0	0	0
	ROW (41)	ACNP	0	0	10,000	0	0
	ROW (41)	DIH	15,000	0	0	0	0
	ROW (43)	ACNP	400,000	0	0	0	0
	ROW (43)	ACNP	0	8,424,000	0	0	0
	ROW (43)	ACNP	0	0	5,000,000	0	0
	ROW (43)	ACNP	0	0	0	2,868,000	0
	ROW (45)	ACNP	25,000	0	0	0	0
	ROW (49)	DIOH	64,738	902,128	558,446	314,348	0
	ROW (4B)	ACNP	0	0	0	169,000	0
	ROW (4B)	ACNP	0	300,000	0	0	0
	ROW (4B)	ACNP	136,940	0	0	0	0
	ROW (4B)	ACNP	0	0	400,000	0	0
	CST (52)	ACNP	0	237,763,140	0	0	0
	CST (56)	ACNP	0	2,000,000	0	0	0
	CST (59)	DIOH	0	8,775,331	91,500	128,100	0
	CST (5NA)	ACNP	0	0	2,500,000	3,500,000	0
	CEI (61)	ACNP	0	1,030,000	0	0	0
	CEI (62)	ACNP	0	10,300,000	0	0	242,647
	CEI (62)	DDR	0	0	0	0	58,344
	CEI (69)	DIOH	0	426,523	0	0	18,481
			2,114,244	269,936,122	8,559,946	6,989,448	319,472

Description: Construct the ultimate systems interchange along I-95 from 1.5 miles south of SR 600 (US 92). Total project cost is estimated to be \$297,955,953 million (year of expenditure) including \$10.04 million incurred in prior years for planning, environmental study, design, and right-of-way. Project length: 3.5 miles. (Reference Long Range Transportation Plan, Table 8.2, pg 122.)

Candidate 2014-1 - Lakeshore Shared-Use Path**----- Current Adopted FY 2013/14 to FY 2017/18 TIP -----**

	<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
From:	Providence Blvd		0	0	0	0	0
To:	Green Springs Park						
Lead Agency:	Deltona		0	0	0	0	0

----- Proposed Amended FY 2013/14 to FY 2017/18 TIP -----

	<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
	PE	LF	4,284	0	0	0	0
	PE	XU (SU)	38,557	0	0	0	0
	CST	LF	0	0	38,557	0	0
	CST	XU (SU)	0	0	347,015	0	0
			42,841	0	385,572	0	0

Description: The project represents a twelve foot wide, 2,935 foot long bike/pedestrian trail spur that extends from the St. John River to Sea Trail Loop to the lakeside entrance of Green Springs Park. The proposed trail links several public resources including Thornby Park, the Deltona Boat Ramp, the Deltona Community Center and Green Springs Park with the St. Johns River to Sea Trail Loop. Project length: 0.556 mile. (Reference 2035 Long Range Transportation Plan, pgs 63-73.)

Candidate 2014-2 - Lantern Park Bridge Replacement**----- Current Adopted FY 2013/14 to FY 2017/18 TIP -----**

	<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
From:	Lantern Park over Reed Canal		0	0	0	0	0
To:							
Lead Agency:	South Daytona		0	0	0	0	0

----- Proposed Amended FY 2013/14 to FY 2017/18 TIP -----

	<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
	CST	LF	250,000	0	0	0	0
	CST	XU (SU)	600,000	0	0	0	0
			850,000	0	0	0	0

Description: Replace the existing narrow bridge over Reed Canal at the entrance to the Lantern Park subdivision. The new bridge will include a 10-ft wide shared use path and a 5-ft wide sidewalk in addition to two vehicular travel lanes. Because the project is not for the sole benefit of bicyclists

and pedestrians, the VTPO Board has limited the XU (SU) share to \$600,000. (Reference 2035 Long Range Transportation Plan, pgs 63-73.)

Candidate 2014-3 - Herbert Street Sidewalk

		----- Current Adopted FY 2013/14 to FY 2017/18 TIP -----						
		<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
From:	SR 5A (Nova Rd)			0	0	0	0	0
To:	Jackson St							
Lead Agency:	Port Orange			0	0	0	0	0

----- Proposed Amended FY 2013/14 to FY 2017/18 TIP -----						
<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
PE	LF	1,980	0	0	0	0
PE	XU (SU)	17,820	0	0	0	0
CST	LF	0	18,071	0	0	0
CST	XU (SU)	0	162,635	0	0	0
		19,800	180,706	0	0	0

Description: Construct sidewalks along both sides of Herbert St between Nova Rd and Jackson St. Project length: 0.125 mile. (Reference 2035 Long Range Transportation Plan, pgs 63-73.)

Candidate 2014-4 - Calle Grande Railroad Crossing

		----- Current Adopted FY 2013/14 to FY 2017/18 TIP -----						
		<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
From:	Calle Grande at FEC Railroad			0	0	0	0	0
To:								
Lead Agency:	Holly Hill			0	0	0	0	0

----- Proposed Amended FY 2013/14 to FY 2017/18 TIP -----						
<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
CST	LF	47,500	0	0	0	0
CST	XU (SU)	427,500	0	0	0	0
		475,000	0	0	0	0

Description: FEC will construct a railroad crossing along Calle Grande bridging a gap in a sidewalk that is to be constructed by Volusia County as a separate project. (Reference 2035 Long Range Transportation Plan, pgs 63-73.)

Candidate 2014-5 - East Ohio Avenue Sidewalk

		----- Current Adopted FY 2013/14 to FY 2017/18 TIP -----						
		<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
From:	Thorpe Av			0	0	0	0	0
To:	South Leavitt Av							
Lead Agency:	Orange City			0	0	0	0	0

----- Proposed Amended FY 2013/14 to FY 2017/18 TIP -----						
<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
PE	LF	1,155	0	0	0	0
PE	XU (SU)	10,396	0	0	0	0
CST	LF	0	0	4,025	0	0
CST	XU (SU)	0	0	36,229	0	0
		11,551	0	40,254	0	0

Description: Construct a 5-ft wide sidewalk on the north side of East Ohio Avenue from South Thorpe Avenue to South Leavitt Avenue. Project length: 0.178 mile. (Reference 2035 Long Range Transportation Plan, pgs 63-73.)

Candidate 2014-6 - Flagler Avenue Sidewalk

		----- Current Adopted FY 2013/14 to FY 2017/18 TIP -----						
		<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
From:	Park Av			0	0	0	0	0
To:	12th St							
Lead Agency:	Edgewater			0	0	0	0	0

----- Proposed Amended FY 2013/14 to FY 2017/18 TIP -----						
<u>PHASE</u>	<u>FUND</u>	<u>FY 2013/14</u>	<u>FY 2014/15</u>	<u>FY 2015/16</u>	<u>FY 2016/17</u>	<u>FY 2017/18</u>
PE	LF	7,587	0	0	0	0
PE	XU (SU)	68,283	0	0	0	0
		75,870	0	0	0	0

Description: Construct a 6-ft wide sidewalk on the east side of Flagler Avenue from Park Avenue to 12th Street. Project length: 0.909 mile. (Reference 2035 Long Range Transportation Plan, pgs 63-73.)

**MEETING SUMMARY
TPO BOARD
OCTOBER 23, 2013**

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

A. DISCUSSION OF ALTERNATIVES ANALYSIS FUNDING OPTIONS

Background Information:

Over the past several months, the Volusia TPO has been considering strategies for providing a local funding match for the Alternatives Analysis between the SunRail line and the Daytona Beach International Airport. FDOT developed a scope of services for the study and included funding in FY 2015. The project requires a local funding match of \$513,000.

At the June meeting of the TPO, potential funding options were considered, including a suggestion by FDOT staff to swap funds programmed on an existing transportation project. A workshop was also held for TPO board members in September to discuss various projects underway and to explore the development of enhanced mass transit in the TPO planning area.

Funding for the study will have to be approved through an amendment to the Transportation Improvement Program (TIP) of the TPO. If a fund swap is used, the local government entity involved with the swap will be required to approve to action prior to approval of a TIP amendment by the Volusia TPO. Local fund reserves were also proposed as a means to provide a portion of the local matching funds.

This presentation will update members on the funding considerations and activities surrounding the development of an alternatives analysis study.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD

**MEETING SUMMARY
TPO BOARD
OCTOBER 23, 2013**

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

B. PRESENTATION AND DISCUSSION ON THE VOLUSIA TPO PRIORITY PROCESS REQUIREMENTS

Background Information:

Each year the Volusia TPO invites its member governments and other eligible entities to submit applications for projects to be funded with XU and Transportation Alternative Program (TAP) funds. The applications submitted are reviewed and prioritized according to a criteria ranking established by the TPO. The resulting prioritized lists of projects are adopted by the Volusia TPO forwarded to the FDOT to be included in the development of the Department's Work Program. This process is required pursuant to 339.175 (8) (a) and (b), F.S.

Staff will review the process, and discuss the issues and opportunities that should be considered as we prepare for the next "call for projects". The discussion will include local match requirements, ranking criteria, project lists and applications.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD

Priority Process Review



What is the Priority Process?

...the means by which the TPO identifies and prioritizes transportation system improvements for programming with state and federal funds.



7 Project Categories

- * Strategic Intermodal System (SIS) Projects
- * Regionally Significant, Non-SIS Roadway Projects
- * Bascule Bridges
- * XU Set-Aside (\$4.7M annual allocation)
 - * Traffic Operations/ITS/Safety Projects (40% - \$1.8M)
 - * XU Bicycle and Pedestrian Projects (30% - \$1.4M)
 - * Transit Projects (30% - \$1.4M)
- * Transportation Alternatives Program (TAP) Projects (\$460K)



Call for Projects

- * Annual Cycle
- * Competitive
- * 3 Categories (XU Traffic Ops/ITS/Safety, XU Bicycle and Pedestrian, Transportation Alternatives)
- * 2-Step Application Process (feasibility study and project implementation)



Considerations

- * evaluation criteria Do the criteria promote projects that contribute to the achievement of our goals and objectives?
- * local match requirements (10% for XU projects; 20% for TAP projects); hard match/soft match;
- * project funding limits, i.e., "caps" (currently \$1.5 million/\$3.0 million of XU Traffic Operations/ITS/Safety Projects; \$500 thousand for TAP Projects; no cap for XU Bicycle and Pedestrian Projects). Are current caps appropriate? If one project category has a cap, should they all?
- * cost overruns - Currently require applicant to make up difference. Should we let applicant "off the hook" if FDOT offers to provide additional funding?
- * extra points - Should a project be given extra points when applicant pledges more than minimum local match?
- * project eligibility Do we want to define project eligibility more narrowly than prescribed by federal eligibility requirements? Do we want to use the XU Bicycle and Pedestrian Set-Aside to fund bicycle and pedestrian master plans?





2013 Application for Project Prioritization

XU Traffic Operations/ITS/Safety Projects

January 2013

General Instructions:

For the 2013 Call for Projects, the VTPO is accepting applications for Feasibility Studies and Project Implementation.

Applicants must use the attached VTPO XU Traffic Operations/ITS/Safety Project application form whether applying for a Feasibility Study or for Project Implementation.

If applying for a Feasibility Study, you will complete only the first part of the application.

No project will advance beyond a Feasibility Study unless the VTPO receives an application for prioritization of the Project Implementation phase. Applications for prioritization of the Project Implementation phase will be accepted only if a Feasibility Study has already been completed or if the project does not require a Feasibility Study.

When applying for prioritization of the Project Implementation phase, you must complete the entire application. Information that was provided previously in an application for Feasibility Study must be updated to reflect findings and recommendations from the completed Feasibility Study.

Applications will be ranked based on the information supplied in the application.

Incomplete applications will not be accepted.

Project Qualification:

Except for certain improvements identified in 23 U.S.C. §133¹, only projects located on Federal-Aid Roads (roads on the National Highway System (NHS) or functionally classified as Urban Collector / Rural Major Collector, or higher) may be funded with Federal XU.

Only applications for Traffic Operations, Intelligent Transportation Systems (ITS) and Safety Projects will be considered. These projects are relatively low-cost enhancements to improve the operational safety and efficiency of the existing traffic circulation system. They are quick responses to implement low-cost improvements. They are typically narrow in scope and focus on improvements to traffic operations and modifications to traffic control devices. The following list of projects is representative of qualifying projects; however, it is not exhaustive:

1. Adding or extending left and/or right turn lanes;
2. improved signage or signalization;
3. targeted traffic enforcement;
4. limitation or prohibition of driveways, turning movements, truck traffic, and on-street parking;
5. modification of median openings;
6. replacement of standard intersections with traffic circles or roundabouts;
7. traffic incident response plans;
8. realignment of a road;

¹ These exceptions include: carpool projects, fringe and corridor parking facilities and programs, bicycle transportation and pedestrian walkways, modification of public sidewalks to comply with the Americans with Disabilities Act, highway and transit safety infrastructure improvements and programs, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway-highway grade crossings.

9. intelligent transportation systems (ITS) such as dynamic message signs and adaptive signal control systems;
10. traffic calming roadway designs or devices; and
11. street lighting to improve traffic safety.

Award Limits:

No more than \$1.5 million in XU funds will be awarded to any single project in any single application cycle, and no more than \$3 million in XU funds will be awarded toward the completion of any single project. Waivers/exceptions may be granted by the VTPO Board.

Local Match Requirement:

VTPO Resolution 2011-03 requires a local match of ten (10) percent of the total amount of XU funds programmed for each project. The match shall be by project phase for each programmed phase including feasibility study. A non-federal cash match is required for a feasibility study. For all other phases, the local match is defined as non-federal cash match and/or in-kind services that advance the project. This resolution also reaffirms the VTPO's policy that the applicant (project originator) shall be responsible for any cost overruns encountered on a project funded with XU funds unless the project is on the state highway system, in which case, the State DOT shall be responsible for any cost overruns.

Electronic and "Hard Copy" Submittal Requirement:

1. Applications and supporting documentation shall be submitted as digital media in Portable Document Format (PDF), compatible with MS Windows and Adobe Acrobat Version 9.5 or earlier.
2. Electronic documents may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
3. The application and all supporting documentation shall be included in one electronic PDF file.
4. All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
5. Page size shall be either 8-1/2" by 11" (letter) or 11" by 17" (tabloid).
6. PDF documents produced by scanning paper documents are inherently inferior to those produced directly from an electronic source. Documents which are only available in paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and a printed page. We recommend scanning at 300 dpi to balance legibility and file size.
7. If you are unable to produce an electronic document as prescribed here, please call us to discuss other options.
8. In addition to the digital submittal, we require one (1) complete paper copy of the application and all supporting documents. This must be identical to the digital submittal.

VTPO staff will provide assistance in completing an application to any member local government that requests it.



2013 Application for Project Prioritization

XU Traffic Operations/ITS/Safety Projects

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ Job Title: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Governmental entity with maintenance responsibility for roadway facility on which proposed project is located: _____

[If not the same as Applicant, attach a letter of support for proposed project from the responsible entity. This letter of support must include a statement describing the responsible entity's expectations for maintenance of the proposed improvements, i.e., what the applicant's responsibility will be.]

Is the Applicant LAP certified to administer the proposed project? ☐ Yes ☐ No

If the Applicant is not LAP certified, explain how you intend to comply with the Local Agency Program (LAP) requirements: _____

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

Project Location (include project length and termini, if appropriate, and attach location map): _____

Project Eligibility for XU Funds (check the appropriate box):

- ☐ the proposed improvement is located on the Federal-aid system;
- ☐ the proposed improvement is **not** located on the Federal-aid system, but qualifies as a type of improvement identified in 23 U.S.C. §133 that is not restricted to the Federal-aid system.

The Applicant is requesting (check only one): ☐ **Feasibility Study** ☐ **Project Implementation**

[If requesting a Feasibility Study, the Applicant will be required to submit a new application for Project Implementation after the Feasibility Study has been completed. If requesting Project Implementation, attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not necessary.]

Commentary: _____

Project Purpose and Need Statement:

In the space provided below, describe the Purpose and Need for this proposed project. It is very important that your Purpose and Need statement is clear and complete. It will be the principal consideration in ranking your application for a Feasibility Study. It must convince the public and decision-makers that the expenditure of funds is necessary and worth-

while and that the priority the project is being given relative to other needed transportation projects is warranted. The project Purpose and Need will also help to define the scope for the Feasibility Study, the consideration of alternatives (if appropriate), and ultimate project design.

The Purpose is analogous to the problem. It should focus on particular issues regarding the transportation system (e.g., mobility and/or safety). Other important issues to be addressed by the project such as livability and the environment should be identified as ancillary benefits. The Purpose should be stated in one or two sentences as the positive outcome that is expected. For example, the purpose is to reduce intersection delays or to reduce rear end collisions. It should avoid stating a solution as a purpose such as: "the purpose of the project is to add an exclusive left turn lane". It should be stated broadly enough so that no valid solutions will be dismissed prematurely.

The Need should establish the evidence that the problem exists, or will exist if anticipated conditions are realized. It should support the assertion made in the Purpose statement. For example, if the Purpose statement is based on safety improvements, the Need statement should support the assertion that there is or will be a safety problem to be corrected. When applying for a Feasibility Study, you should support your Need statement with the best available evidence. However, you will not be expected to undertake new studies.

Commentary: _____

***** STOP HERE IF YOU ARE APPLYING FOR A FEASIBILITY STUDY. COMPLETE THE FOLLOW-
ING SECTIONS ONLY IF YOU ARE APPLYING FOR PROJECT IMPLEMENTATION. *****

Criteria #1 – Location (5 points max.)

This criterion looks at the classification of the roads that will benefit from a proposed project. This criterion gives more points to projects that provide a benefit on roads that are classified at a higher level. If a project benefits more than one road, the road that has the highest classification will be used to allocate points.

VTPO staff will review the application to determine the classification of the roads benefitting from the proposed project.

Project located on a ...			Points
Non-Federal Functionally Classified Road	Select only one	<input type="checkbox"/>	0
Local Road (Federal Functional Classification)		<input type="checkbox"/>	0
Rural Minor Collector (Federal Functional Classification)		<input type="checkbox"/>	0
Urban Minor Collector Road (Federal Functional Classification)		<input type="checkbox"/>	2
Major Collector Road (Federal Functional Classification)		<input type="checkbox"/>	3
Minor Arterial Road (Federal Functional Classification)		<input type="checkbox"/>	4
Principal Arterial Road (Federal Functional Classification)		<input type="checkbox"/>	5
Subtotal			0 - 5

Commentary: _____

Criteria #2 – Project Readiness (15 points max.)

This criterion looks at the amount of work required to develop the project and get it ready for construction. The closer a project is to the construction phase, the more points it is eligible for.

Check the appropriate boxes to indicate which phases of work have already been completed or will not be required. For each phase that will not be required, explain why in the space provided for commentary. Include with this application a copy of any relevant studies, warrants, designs, and/or permits. If this is an application for Project Implementation, you must attach a copy of the project scope and cost estimate.

Phasing Already Completed or Not Required ¹		Completed	Not Re- quired	Required But Not Completed (no points)	Unknown or TBD (no points)	Points
Feasibility Study/Conceptual Design/Cost Estimate	Check only one in each row	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
PE (Design)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Environmental		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Right-of-Way Acquisition		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Permitting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Subtotal						0 - 15

¹ Since XU funding is Federal funding, all activities or work, including that which is done in advance of applying for Federal funds, must comply with all applicable Federal statutes, rules and regulations.

Commentary: _____

Criteria #3 – Mobility and Operational Benefits (30 points max.)

This criterion looks at the extent of traffic operational benefits that will be derived from a proposed project. The number of points allocated will reflect the degree of benefit that is expected.

In the space provided below for commentary, describe the operational benefits of the proposed project. When putting your application together please include a copy of any approved signal warrant or street lighting studies.

Mobility and Operational Benefits			Points
Existing volume to capacity ratio (i.e., existing congestion severity) [Must be documented.]	Select only one	< 0.75	<input type="checkbox"/> 0
		0.75 to 0.99	<input type="checkbox"/> 3
		1.00 to 1.25	<input type="checkbox"/> 4
		>1.25	<input type="checkbox"/> 5
Mobility Enhancements (i.e., level of increased mobility that a project will provide)	Select all that apply	None	<input type="checkbox"/> 0
		Bike, Pedestrian, ADA or Transit	<input type="checkbox"/> 0 - 5
		Access Management, ITS, Critical Bridge, Intersection Improvement, or Traffic Signal Retiming ²	<input type="checkbox"/> 0 - 10
Approved signal warrant (new signals only), left turn phase warrant, left turn lane warrant, street light warrant or widening justification ³ , access management or ITS improvements ⁴	Select only one	No	<input type="checkbox"/> 0
		Yes	<input type="checkbox"/> 0 - 5
Hurricane evacuation route upgrade including, but not limited to, converting traffic signal to mast arm or other operational improvements. ⁵	Select only one	No	<input type="checkbox"/> 0
		Yes	<input type="checkbox"/> 0 - 5
Subtotal			0 - 30

² Attach Traffic Signal Timing Study.

³ Attach Warrant Study to application; otherwise VTPO staff will assume that a Warrant Study justifying the improvement has not been completed.

⁴ Access management and ITS improvements include, but are not limited to, addition of non-traversable median greater than 50% project length, addition of curb/gutter at intersection or greater than 50% project length, closure of minor intersections or crossovers, reduction of the number of access points (driveways or driveway widths), elimination of existing at-grade RR crossing, elimination of existing on-street parking, provision of traffic signal preemption for emergency vehicles, connection of three or more traffic signals, and new connection of traffic signal system to computerized signal control.

⁵ The term “other operational improvements” includes any improvement that will likely result in a significant: a) increase in evacuating traffic capacity or b) reduction in the probable occurrence or severity of evacuating traffic delay and/or disruption from signal failure, lane blockage, etc.

Commentary: _____

Criteria #4 – Safety Benefits (20 points max.)

This criterion looks at the degree of safety benefits that will be derived from a proposed project. The distinction between the categories of benefits will be coordinated with the Community Traffic Safety Teams (CTST). The number of points allocated will reflect the degree of benefit that is expected.

In the space provided below for commentary, describe the safety benefits expected from the proposed project, and explain how the proposed project will help to achieve those benefits. VTPO staff will work with the appropriate agencies to determine the intersection and corridor crash rates.

Safety Benefits ⁶			Points
The specific project location is on FDOT’s High Crash List or has otherwise been identified as having an overrepresentation of severe crashes? (Provide supporting documentation (e.g., intersection crashes per million entering vehicles ⁷ , corridor crashes per million vehicle miles ⁷ , Community Traffic Safety Team report, etc.)	Select all that apply	<input type="checkbox"/>	0 – 5
The “problem” described on page 1 of this application is a safety issue that falls within one or more of the eight Emphasis Areas identified in the [forthcoming] 2012 Florida Strategic Highway Safety Plan (i.e., distracted driving, vulnerable road users, intersection crashes, lane departure crashes, aging road users and teen drivers, impaired driving, and traffic records) or does contribute to the ability of emergency response vehicles to effectively respond to an incident.		<input type="checkbox"/>	0 – 5
The proposed project represents a strategy that is professionally recognized as being effective in reducing the frequency and/or severity of traffic accidents.		<input type="checkbox"/>	0 – 10
Subtotal			0 – 20

⁶ If an application scores very high in this criterion, the VTPO may submit application to either the East or West Volusia Community Traffic Safety Team (CTST) for Safety Fund consideration.

⁷ Applicant must use the following crash rate calculation formulas: Corridor Crash Rate = (Number of Crashes x 1,000,000) / (AADT x 365 days/year x Number Years x Segment Length); Intersection Crash Rate = (Number of Crashes x 1,000,000) / (AADT x 365 x Number of Years).

Commentary: _____

Criteria #5 – Support of Comprehensive Planning Goals and Economic Vitality (10 points max.)

This criterion looks at the degree to which the proposed project will actually contribute to the achievement of one or more of the local government’s adopted comprehensive plan goals or objectives, and the degree to which it supports economic vitality. The applicant must identify specific goals and/or objectives from the relevant comprehensive plan and provide a rational explanation of how the proposed project will advance those goals and or objectives. Points will not be awarded for being merely consistent with the comprehensive plan. Points should be awarded in proportion to how well the project will show direct, significant and continuing positive influence. Temporary effects related to project construction, such as the employment of construction workers, will not be considered.

Support of Comprehensive Planning Goals and Economic Vitality			Points
Directly contributes to the achievement of one or more goals/objectives in the adopted comprehensive plan	Select all that apply	<input type="checkbox"/>	0 - 5
Directly supports economic vitality (e.g., supports community development in major development areas, supports business functionality, and/or supports creation or retention of employment opportunities)		<input type="checkbox"/>	0 - 5
Subtotal			0 - 10

Commentary: _____

Criteria #6 – Infrastructure Impacts (20 points max.)

This criterion looks at impacts to adjoining public or private infrastructure, which may be in the way of the project. The less existing infrastructure is impacted the more points a project will score.

In the space provided below for commentary, describe the infrastructure impacts that will occur as a result of constructing the proposed project. When completing your application, please consider the drainage issues that may be involved (see notes below for a more detailed explanation).

Infrastructure Impacts			Points
Major Drainage Impact – relocating or installing new curb inlets or other extensive drainage work is required, or drainage impact has not yet been determined ⁸	Select only one	<input type="checkbox"/>	0
Minor Drainage Impact – extending pipes, reconfiguring swales or other minor work is required		<input type="checkbox"/>	0 - 2
No Drainage Impact – no drainage work required		<input type="checkbox"/>	0 - 4
Relocation of private gas utility or fiber optic communication cable is not required ⁹	Select all that apply	<input type="checkbox"/>	0 - 4
Relocation of public/private water or sewer utility is not required ⁹		<input type="checkbox"/>	0 - 4
Relocation of telephone, power, cable TV utilities is not required ¹⁰		<input type="checkbox"/>	0 - 4
No specimen or historic trees ≥ 18” diameter will be removed or destroyed		<input type="checkbox"/>	0 - 4
Subtotal			0 - 20

⁸ ADA pedestrian crossings at intersections may impact drainage significantly. Attached Traffic Study should address drainage impacts.

⁹ Typically, these are underground utilities that can only be determined by a complete set of plans. Attach plans showing no impacts; otherwise, assumption is in urban area utilities will be affected.

¹⁰ Typically, above ground utilities are not affected except for widening and turn lane projects.

Commentary: _____



2013 Application for Project Prioritization

XU Bicycle/Pedestrian Projects

January 2013

General Instructions:

For the 2013 Call for Projects, the VTPO is accepting applications for Feasibility Studies and Project Implementation.

Applicants must use the attached VTPO XU Bicycle/Pedestrian Project application form whether applying for a Feasibility Study or for Project Implementation.

No project will advance beyond a Feasibility Study unless the VTPO receives an application for prioritization of the Project Implementation phase. Applications for prioritization of the Project Implementation phase will be accepted only if a Feasibility Study has already been completed or if the project does not require a Feasibility Study.

When applying for prioritization of a Feasibility Study, you must complete the application through the Purpose and Need Statement. When applying for Project Implementation, you must complete the entire application. Information that was provided previously in an application for a Feasibility Study must be updated to reflect findings and recommendations from the completed Feasibility Study.

Applications will be ranked based on the information supplied in the application.

Incomplete applications will not be accepted.

Initial Project Screening:

Any project submitted by a local government for consideration needs to meet the following screening criteria:

For any proposed facility to be considered eligible through the TPO process, the project must be included on the ***Volusia TPO's Bicycle/Pedestrian Plan***.

Is this **Shared Use Path** project at least 12 feet wide?

- If **Yes** – the project is eligible.
- If **No** – justification is required to determine eligibility.

Is this **Sidewalk** project at least 5 feet wide?

- If **Yes** – the project is eligible.
- If **No** – the project application is not acceptable.

Funding Requirements:

VTPO Resolution 2011-03 requires a local match of ten percent (10%) of the total amount of XU funds programmed for each project. For this purpose, local match is defined as non-federal cash match and/or in-kind services that advance the project. The local match for feasibility studies can only be satisfied with a non-federal cash match. This resolution also reaffirms the VTPO's policy that the applicant (project originator) shall

be responsible for any cost overruns encountered on a project funded with XU funds unless the project is on the state highway system. Projects whose sponsors are willing and able to provide a local match **greater than 10%** will be awarded additional points.

Project applications submitted for bicycle/pedestrian funds that contain more than a strictly bicycle/pedestrian component (i.e. roadway improvements, bridge replacements, etc.) may be funded in part with XU funds. The limitations are as follows: a maximum of 10% of the total project cost may be funded with bicycle/pedestrian XU funds, but that amount MAY NOT exceed 10% of the total annual allotment of bicycle/pedestrian XU funds. These projects will be ranked separately and only the top two (2) projects will be recommended for funding in a given year. All project applications are subject to approval by the Volusia TPO Board.

Project Application Submittal Requirements:

Any project submitted by a local government for consideration **MUST** include the following information/materials:

1. Applications and supporting documentation shall be submitted as digital media in Portable Document Format (PDF), compatible with MS Windows and Adobe Acrobat® Version 9.5 or earlier.
2. Electronic documents may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
3. The application and all supporting documentation shall be included in one electronic PDF file.
4. All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
5. Page size shall be either 8-1/2" by 11" (letter) or 11" by 17" (tabloid).
6. PDF documents produced by scanning paper documents are inherently inferior to those produced directly from an electronic source. Documents which are only available in paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and a printed page. We recommend scanning at 300 dpi to balance legibility and file size. If you are unable to produce an electronic document as prescribed here, please call us to discuss other options.
7. In addition to the digital submittal, we require one (1) complete paper copy of the application and all supporting documents. This must be identical to the digital submittal.
8. Submit any available right-of-way information.
9. **Each application MUST include a Project Map** that clearly identifies the termini of the project, Proximity to Community Assets and Network Connectivity through the use of a one (1) mile radius buffer for Shared Use Path projects and a one-half (½) mile radius buffer for Sidewalk projects. Maximum map size is 11" x 17".
10. In addition, all maps **MUST** include a **Scale** (in subdivisions of a mile), **North Arrow**, **Title** and **Legend**. Photographs are optional.

VTPO staff will provide assistance in completing an
application to any member local government that
requests it.



2013 Application for Project Prioritization

XU Bicycle/Pedestrian Projects

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ **Job Title:** _____

Address: _____

Phone: _____ **FAX:** _____

E-mail: _____

Governmental entity with maintenance responsibility for roadway facility on which proposed project is located: _____

[If not the same as Applicant, attach letter of support for proposed project from the responsible entity.]

Is the Applicant Local Agency Program (LAP) certified to administer the proposed project?

☐ Yes ☐ No

If Applicant is not LAP certified, explain how you intend to comply with the LAP requirements: _____

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

Project Location (include project length and termini, if appropriate, and attach location map): _____

The Applicant is requesting (check only one): ☐ **Feasibility Study** ☐ **Project Implementation**

[If requesting a Feasibility Study, the Applicant will be required to submit a new application for Project Implementation after the Feasibility Study has been completed. If requesting Project Implementation, attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not necessary.]

Commentary: _____

Project Purpose and Need Statement:

In the space provided below, describe the purpose and need for this proposed project. It is very important that the Purpose and Need Statement is clear and complete. It will be the principle consideration in ranking the project application for a feasibility study. It must convince the public and decision-makers that the expenditure of funds is necessary and worthwhile and that the priority the project is being given relative to other needed transportation projects is warranted. The Purpose and Need Statement will also help to define

the scope for the feasibility study, the consideration of alternatives (if appropriate), and project design.

The purpose is analogous to the problem. It should focus on particular issues regarding the transportation system (e.g., mobility and/or safety). Other important issues to be addressed by the project should be identified as ancillary benefits. The purpose should be stated in one or two sentences as the positive outcome that is expected. For example, "The purpose is to provide a connection between a park and a school." It should avoid stating a solution as a purpose, such as: "The purpose of the project is to add a sidewalk." It should be stated broadly enough so that no valid solutions will be dismissed prematurely.

The need should establish the evidence that the problem exists, or will exist if anticipated conditions are realized. It should support the assertion made in the Purpose Statement. For example, if the Purpose Statement is based on safety improvements, the Need Statement should support the assertion that there is or will be a safety problem to be corrected. When applying for a feasibility study, you should support your Need Statement with the best available evidence. However, you will not be expected to undertake new studies.

Commentary:

STOP HERE IF YOU ARE APPLYING FOR A FEASIBILITY STUDY. COMPLETE THE FOLLOWING SECTIONS ONLY IF YOU ARE APPLYING FOR PROJECT IMPLEMENTATION.

Criteria Summary:

Priority Criteria	Points
(1) Proximity to Community Assets	30
(2) Connectivity	30
(3) Safety	25
(4) Public Support/Special Considerations	5
(5) Local Matching Funds > 10%	10
(6) Value-Added Tie Breaker (if necessary)	variable
Total (excluding Value-Added Tie Breaker)	100

Criterion #1 – Proximity to Community Assets (30 points max.)

This measure will estimate the potential demand of bicyclists and pedestrians based on the number of productions or attractions the facility may serve within a one (1) mile radius for Shared Use Paths or a one-half (½) mile radius for Sidewalks. A maximum of 30 points will be assessed overall, and individual point assignments will be limited as listed below.

List and describe how the facilities link directly to community assets and who is being served by the facility. Show each of the Community Assets on a Project Area Map through the use of a buffer: a one (1) mile radius for Shared Use Path projects or a one-half (½) mile radius for Sidewalk projects.

Proximity to Community Assets	Check All that Apply	Max. Points
Residential developments, apartments, community housing	<input type="checkbox"/>	5
Activity centers, town centers, office parks, post office, city hall/government buildings, shopping plaza, malls, retail centers	<input type="checkbox"/>	5
Parks, trail facilities, recreational facilities	<input type="checkbox"/>	5
Medical/health facilities, nursing homes, assisted living, rehabilitation center	<input type="checkbox"/>	5
School bus stop	<input type="checkbox"/>	5
Schools	<input type="checkbox"/>	5

Maximum Point Assessment		30
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Criterion #1 Description (if needed): _____

Criterion #2 – Connectivity (30 points max.)

This measure considers the gaps that exist in the current network of bike lanes, bike paths and sidewalks. The measurement will assess points based on the ability of the proposed project to join disconnected networks or complete fragmented facilities.

List and describe how this project fits into the local and regional bicycle/pedestrian networks and/or a transit facility. Depict this on the map and describe in the document.

Network Connectivity	Check All that Apply	Max. Points
Project provides access to a transit facility	<input type="checkbox"/>	5
Project extends an existing bicycle/pedestrian facility (at one end of the facility)	<input type="checkbox"/>	5
Project provides a connection between two existing or planned/programmed bicycle/pedestrian facilities	<input type="checkbox"/>	10
Project has been identified as “needed” in an adopted document (e.g., comprehensive plan, master plan, arterial study)	<input type="checkbox"/>	10
Maximum Point Assessment		30

Criterion #2 Description (if needed): _____

Criterion #3 – Safety (25 points max.)

This measure provides additional weight to applications that have included safety as a component of the overall project and includes school locations identified as hazardous walking/biking zones and areas with significant numbers of safety concerns.

List and describe whether the proposed facility is located within a “hazardous walk/bike zone” in the Volusia TPO planning area and provide documentation that illustrates how bicycle or pedestrian safety could be enhanced by the construction of this facility.

Safety	Check All that Apply	Max. Points
The project is located in an area identified as a hazardous walk/bike zone by Volusia or Flagler County School District Student Transportation Services and within the Volusia TPO planning area. If applicable, provide documentation.	<input type="checkbox"/>	15
The project removes or reduces potential conflicts (bike/auto and ped/auto). There is a pattern of bike/ped crashes along the project route. If applicable, provide documentation such as photos or video of current situation/site or any supportive statistics or studies.	<input type="checkbox"/>	10
Maximum Point Assessment		25

Criterion #3 Description (if needed): _____

For more information, contact Volusia or Flagler County School District Student Transportation Services and refer to Florida Statute 1006.23.

Criterion #4 – Public Support/Special Considerations (5 points max.)

Describe whether the proposed facility has public support and provide documentation (e.g., letters of support/signed petitions/public comments from community groups, homeowners associations, school administrators). Describe any special issues or concerns that are not being addressed by the other criteria.

Special Considerations	Check All that Apply	Max. Points
Is documented public support provided for the project?	<input type="checkbox"/>	5
Are there any special issues or concerns?	<input type="checkbox"/>	
Maximum Point Assessment	<input type="checkbox"/>	5

Criterion #4 Description (if needed): _____

Criterion #5 – Local Matching Funds > 10% (10 points max.)

If local matching funds greater than 10% of the estimated project cost are available, describe the local matching fund package in detail.

Local Matching Funds > 10%	Check One	Max. Points
Is a local matching fund package greater than 10% of the estimated project cost documented for the project?		
10.0% < Local Matching Funds < 12.5%	<input type="checkbox"/>	1
12.5% ≤ Local Matching Funds < 15.0%	<input type="checkbox"/>	2
15.0% ≤ Local Matching Funds < 17.5%	<input type="checkbox"/>	3
17.5% ≤ Local Matching Funds < 20.0%	<input type="checkbox"/>	4
20.0% ≤ Local Matching Funds < 22.5%	<input type="checkbox"/>	5
22.5% ≤ Local Matching Funds < 25.0%	<input type="checkbox"/>	6
25.0% ≤ Local Matching Funds < 27.5%	<input type="checkbox"/>	7
27.5% ≤ Local Matching Funds < 30.0%	<input type="checkbox"/>	8
30.0% ≤ Local Matching Funds < 32.5%	<input type="checkbox"/>	9
32.5% ≤ Local Matching Funds	<input type="checkbox"/>	10
Maximum Point Assessment		10

Criterion #5 Description (if needed): _____

Criterion #6 – Value-Added Tie Breaker (if necessary) (variable points)

Projects with equal scores after evaluations using the five Project Proposal Criteria are subject to the Value-Added Tie Breaker. The BPAC and Project Review Subcommittee are authorized to award tie breaker points based on the additional value added by the project. A written explanation of the circumstances and amount of tie breaker points awarded for each project will be provided.

Volusia TPO
2013 Priority Process for
XU Bicycle/Pedestrian Projects

1. Local government submits project(s)
2. BPAC reviews and ranks projects for feasibility studies or project implementation
3. TPO requests a Fee Proposal from consultant to perform a feasibility study
4. TPO schedules a scoping meeting with the consultant and local government
5. Consultant provides Fee Proposal to TPO
6. Local government pays the 10% local match for the feasibility study based on the Fee Proposal. TPO pays the majority of the cost for a consultant to perform feasibility studies on the highest ranking projects. (Local governments can bypass the TPO Study if they pay for the feasibility study themselves.)
7. TPO gives the consultant a Notice to Proceed on the feasibility study
8. Draft feasibility study is reviewed and approved by the TPO and local government
9. Final feasibility study is completed
10. Local government gives the TPO an “unofficial” go-ahead for their project, based on the cost from the feasibility study and submits a project letter of commitment to the TPO
11. FDOT (i.e., Special Projects Coordinator) conducts a field review of the project
12. FDOT schedules an intake meeting with the local government, TPO and FDOT staff to review the project
13. TPO coordinates with FDOT to program the project in the next available fiscal year of the FDOT Work Program
14. Construction of top ranked project: 2-4 years

Volusia TPO
2013 Application for Project Prioritization
Transportation Alternatives Projects

OVERVIEW:

This is not a grant program. Applicants should expect to pay for the work and be reimbursed from their award. Items eligible for reimbursement include, project planning and feasibility studies, environmental analysis or preliminary design, preliminary engineering, land acquisition, and construction costs.

Eligible Project Sponsors

Transportation Alternatives funds can only be obligated for projects submitted by “eligible entities” defined in 23 U.S.C. 213(c)(4)(B) as follows:

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public land agencies;
- school districts, local education agencies, or schools;
- tribal governments; and
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible.

The following are the only activities related to surface transportation that can be funded with **Transportation Alternatives funds**¹:

1. Transportation Alternatives as defined in 23 U.S.C. 101(a)(29) (MAP-21 1103):
 - a) Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
 - b) Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
 - c) Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
2. The recreational trails program under section 206 of title 23.
3. The safe routes to school program under section 1404 of the SAFETEA-LU.

¹ It is the Volusia TPO’s intent to extend eligibility to all of the activities included within the meaning of the term “Transportation Alternatives” pursuant to 23 U.S.C. 101(a)(29) except the following:

1. Construction of turnouts, overlooks, and viewing areas;
2. Community improvement activities, including –
 - a. inventory, control, or removal of outdoor advertising;
 - b. historic preservation and rehabilitation of historic transportation facilities;
 - c. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - d. archaeological activities related to impacts from implementation of a transportation project eligible under title 23;
3. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to –
 - a. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
 - b. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats
4. Safe Routes to School coordinator
5. Planning, designing, or construction boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

- a) Infrastructure-related projects. Planning, design and construction of infrastructure-related projects on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.
- b) Non-infrastructure-related activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs.

All construction and pre-construction work phases will be administered by the Florida Department of Transportation (FDOT) or other Local Agency Program (LAP) certified local government. Reimbursements are distributed only to a LAP certified agency responsible for completing the tasks. FDOT assigns a LAP Design and LAP Construction Liaison for each project. Federal law requires that each project be administered under the rules and procedures governing federally funded transportation projects. Certified Local Agencies comply with all applicable Federal statutes, rules and regulations.

FDOT WEB site reference: <http://www.dot.state.fl.us/projectmanagementoffice/lap>

No more than \$500,000 in Transportation Alternatives (TAP) funds will be awarded to any single project in any single application cycle. *Waivers/exceptions may be granted by the VTPO Board.*

A twenty percent (20%) local match is required for funding of TAP projects. Projects whose sponsors are willing and able to provide a local match greater than 20% will be awarded additional points.

All projects must be consistent with local comprehensive plans, including future land use and transportation elements, required under Chapter 163, Florida Statutes. Transportation Alternatives dollars are to be allocated with the caveat that all projects meet Americans with Disabilities Act (ADA) standards.

GENERAL REQUIREMENTS

1. Each application shall include the following information:

- a) A project map that clearly identifies the location & termini of the project and proximity of the project to Community Assets (as described in the criteria). Each map should be no larger than 11"x17". In addition, all maps must include a scale (in subdivisions of a mile), north arrow, title and legend.
- b) Right-of-way (ROW) information as available. (*i.e., deeds, easements, donations, recordable documents*).
- c) Project cost estimates. (*i.e., FDOT's Long Range Estimates (LRE)*).
- d) Documentation of commitment to provide required matching funds.
- e) Each applicant must provide a statement ensuring that the project is consistent with local comprehensive plans, including future land use and transportation elements, required under Chapter 163, Florida Statutes.

2. Applications shall be submitted electronically as prescribed below:

- a) The application and all supporting documentation shall be included in one Portable Document Format (PDF) file, compatible with MS Windows and Adobe Acrobat Version 9.5 or earlier.
- b) The file may be submitted through our FTP site, as an attachment to email, on a CD, DVD or USB flash drive.
- c) All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
- d) Page size shall be either 8-1/2" by 11" (letter) or 11" by 17" (tabloid).
- e) PDF documents produced by scanning paper documents are inherently inferior to those produced directly from an electronic source. Documents which are only available in paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and a printed page. We recommend scanning at a minimum 300 dpi to balance legibility and file size.
- f) If you are unable to produce an electronic document as prescribed here, please call us to discuss other options.

3. Incomplete applications will not be accepted. Applications will be ranked based on the information supplied in the application.

4. All applications must be received by the VTPO by the application deadline [to be determined]. Applicant's are strongly advised to request verification that your applications have been received.

Initial Project Screening

- 1. Any project submitted by a local government for consideration needs to meet the following screening criteria:
 - a) Project must demonstrate a clear and definitive link to transportation.
 - b) Projects submitted with individual components or phase must be physically or functionally related. For example multiple sidewalk segments, non-contiguous segments must reasonably serve a common purpose.
 - c) The applicant must have authorization from responsible jurisdiction to submit for project funding. (For example, a city that submits a project on a State road must have authorization from the State). For multi-jurisdictional portions each respective agency must co-sponsor the project or provide a formal letter of agreement.

- d) All work must be done by pre-certified vendors and contractors of FDOT or the LAP sponsor. Projects or project phases completed by these firms are also required to meet federal guidelines. Provide documentation on how sponsor will address this criterion.
- e) Transportation Alternatives projects are allowed on any classification of roadway or on locations not on the roadway system provided that such land is publicly owned, or over which public access has been granted through an easement or other conveyance extending over the foreseeable useful life of the completed project.
- f) Is this Shared-Use Path project at least 12 feet wide?
If yes, the project is eligible.
If no, justification is required to determine eligibility.
- g) Is this Sidewalk project at least 5 feet wide?
If yes, the project is eligible.
If no, the project application is not acceptable.

Volusia TPO
2013 Application for Project Prioritization
Transportation Alternatives Projects

Scoring Criteria Summary

Priority Criteria	Maximum Points
(1) Safety/Security	25
(2) Contribution to "Livability" and Sustainability in the Community	20
(3) Enhancements to the Transportation System	20
(4) Demand/Accessibility	15
(5) Project Readiness	10
(6) Local Matching Funds > 20% Provided	10
Total	100

Project Title: _____

Applicant (project sponsor): _____

Contact Person: _____ **Job Title:** _____

Address: _____

Phone: _____ **FAX:** _____

E-mail: _____

Governmental entity with maintenance responsibility for roadway facility on which proposed project is located (if different from Applicant): _____

[Attach letter from responsible entity expressing support for proposed project. This letter of support must include a statement describing the responsible entity's expectations for maintenance of the proposed improvements, i.e., what the applicant's responsibility will be.]

Is the Applicant certified to administer the proposed project through LAP? ☐ Yes ☐ No

If Applicant is not LAP certified to administer the proposed project, name a qualified Project Administrator who will manage the proposed project: _____

[Attach letter from Project Administrator agreeing to serve in that capacity.]

Priority of this proposed project relative to other applications submitted by the Applicant: _____

Project Description: _____

Project Location (include project length and termini, if appropriate, and attach location map): _____

Project Purpose and Need: _____

(1) Safety/Security (Maximum 25 Points)

In the space provided below, describe how and to what extent the proposed facility would enhance safety conditions for motorized travelers, non-motorized travelers, or the community. Provide documentation that illustrates how it does.

Safety/Security (Maximum 25 Points)

- How does the project address a hazardous, unsafe or security condition/issue?
- How does the project remove or reduce potential conflicts (bicyclist/automobile and pedestrian/automobile)?
- Does the project eliminate or abate a hazardous, unsafe, or security condition in a school walk zone as documented in a school safety study or other relevant study?

Criterion (4) Describe how this project promotes Safety and/or Security: _____

(2) Contribution to “Livability” and Sustainability in the Community (maximum 20 points)

Describe how the project positively impacts the “Livability” and Sustainability in the community that is being served by that facility. Depict assets on a project area map in relation to a one-half mile buffer around the project.

Contribution to “Livability” and Sustainability in the Community (Maximum 20 Points)

- Project includes traffic calming measures.
- Project is located in a “gateway” or entrance corridor as identified in a local government applicant’s master plan, or other approved planning document.
- Project removes barriers and/or bottlenecks for bicycle and/or pedestrian movements.
- Project includes features which improve the comfort, safety, security, enjoyment or well-being for bicyclists, pedestrians, and/or transit users.
- Project improves transfer between transportation modes.
- Project achieves a significant reduction of non-renewable energy usage.
- Project supports infill and redevelopment consistent with transit-oriented design principals and strategies are in place making it reasonably certain that such infill and redevelopment will occur.
- Project supports a comprehensive travel demand management strategy that will likely significantly advance one or more of the following objectives: 1) reduce average trip length, 2) reduce single occupancy vehicle trips, 3) increase transit and non-motorized trips, 4) reduce motorized vehicle parking, reduce personal injury and property damage resulting from vehicle crashes
- Project significantly enhances “walkability” and “bikeability”. The following are key indicators of walkability and bikeability:
 - Are there safe walking spaces? (smooth, unobstructed, separated from traffic, crossings with appropriate signs and signals)
 - Are there places to bicycle safely? (on the road, sharing the road with motor vehicles or an off road path or trail)
 - Can pedestrians and bicyclists see and detect traffic (oncoming vehicles) day and night?
 - Are the surfaces adequate for walking or bike riding? (free of cracked or broken concrete/pavement, slippery when wet, debris)
 - Is there enough time to cross streets and intersections?
 - Is there access to well designed sidewalks and crossings?
 - Are there signs and markings designating routes? (including crosswalk markings, way finding and detour signs)
 - Are there continuous facilities? (sidewalks and trails free from gaps, obstructions and abrupt changes in direction or width)

- Is driver behavior conducive to safe walking or biking? (yielding to pedestrians in crosswalks, maintaining at least 3' passing distance from bicyclists)

Criterion (1) Describe how this project contributes to the “Liveability” and Sustainability of the Community:

(3) Enhancements to the Transportation System (maximum 20 points)

This criterion considers the demonstrated and defensible relationship to surface transportation.

Describe how this project fits into the local and regional transportation system. Depict this on the map where applicable.

Enhancements to the Transportation System (Maximum 20 Points)

- Is the project included in an adopted plan?
- Does local government have Land Development Code requirements to construct sidewalks?
- Does the project relate to surface transportation? Some factors that can help establish this relationship include:
 - Is the project near a highway or a pedestrian/bicycle corridor?
 - Does the project enhance the aesthetic, cultural, or historic aspects of the travel experience?
 - Does it serve a current or past transportation purpose?
- Does the project improve mobility between two or more different land use types located within 1/2 mile of each other, including residential and employment, retail or recreational areas?
- Does the project benefit transit riders by improving connectivity to existing or programmed pathways or transit facilities? Does it conform to TOD principles?
- Is the project an extension or phased part of a larger redevelopment effort in corridor/area?

Criterion (2) Describe how this project enhances the Transportation System: _____

(4) Demand/Accessibility (Maximum 15 points)

Describe indications of existing demand (e.g., photographs of worn pathways that demonstrate ground wear from use) and the degree to which the project will satisfy that demand. Describe expressions of community support and include supporting documentation (e.g., letters of support or petitions from community groups, homeowners associations, school administrators, etc.) Describe how the project improves accessibility to activity centers, town centers, office parks, post office, city hall/government buildings, shopping centers, employment centers, trail facilities, recreational and cultural facilities, schools and other points of concentrated activity.

Demand/Accessibility (Maximum 15 Points)

- Is there a documented obvious indication of demand?
- Is documentation of public support for the project provided?
- Does the project enhance mobility or community development for disadvantaged groups, including children, the elderly, the poor, those with limited transportation options and the disabled? Documentation that will help determine a score include school access routes, proximity to public housing or public facilities that can currently only be accessed by roadways.

Criterion (3) Describe how this project satisfies Demand and improves Accessibility: _____

(5) Project "Readiness" (Maximum 10 Points)

Describe.

Project Readiness (Maximum 10 Points)

- Is there an agreement and strategy for maintenance once the project is completed, identifying the responsible party?
- Project has been completed through design. Only construction dollars are being sought.
- Is right-of-way readily available and documented for the project?

Criterion (5) Description (if needed): _____

(6) Matching Funds (Maximum 10 Points)

Local matching funds equal to twenty percent (20%) of the total project cost are required. A greater match will be viewed as an expression of the Applicant's dedication and commitment to the project. Therefore, points may be awarded in proportion to the amount of match over the required 20%. Applicants and/or project sponsors should demonstrate the availability of the match for project. In lieu of a cash match, Applicant/project sponsor match may include other valuable services such as planning, engineering, design, construction or environmental activities approved by the U.S. Department of Transportation and right-of-way donations by private parties. Applicants must demonstrate the feasibility of such in-kind arrangements in their applications. Applicants must specify the amount, origin and availability of matching funds.

Check the appropriate box and describe.

Local Matching Funds > 20% Provided (Maximum 10 Points)

Check all that apply:

Is the Applicant committing to a local match greater than 20% of the estimated project cost?	Check One	Max. Points
20.0% < local match < 22.5%	<input type="checkbox"/>	1
22.5% ≤ local match < 25.0%	<input type="checkbox"/>	2
25.0% ≤ local match < 27.5%	<input type="checkbox"/>	3
27.5% ≤ local match < 30.0%	<input type="checkbox"/>	4
30.0% ≤ local match < 32.5%	<input type="checkbox"/>	5
32.5% ≤ local match < 35.0%	<input type="checkbox"/>	6
35.0% ≤ local match < 37.5%	<input type="checkbox"/>	7
37.5% ≤ local match < 40.0%	<input type="checkbox"/>	8
40.0% ≤ local match < 42.5%	<input type="checkbox"/>	9
42.5% ≤ local match	<input type="checkbox"/>	10

Criterion (6) Description (if needed): _____

**MEETING SUMMARY
TPO BOARD
OCTOBER 23, 2013**

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

C. PRESENTATION ON THE INTERMODAL TRANSIT STATION STUDY (ITSS)

Background Information:

The Florida Department of Transportation (FDOT) has contracted with a consultant to complete an Intermodal Transit Station Study (ITSS) that includes the geographical area between Interstate 95 and US Highway 1 including International Speedway Boulevard (ISB), which serves as a major east-west corridor within the City of Daytona Beach.

The major purpose of the ITSS is to identify possibilities for developing an intermodal hub that will support the development of an integrated multimodal transportation system. The study is expected to meet the following objectives:

- **Identify Areas of Need**
Assess and identify potential land use areas within the geographical study area that have the potential to be developed into an Intermodal Transit Station, and accommodate the multimodal demands, land use context, and hub facility requirements.
- **Assess Intermodal Transit Station Issues and Opportunities**
Identify and evaluate the potential modes of travel, anticipated demands, corridor constraints, land uses, environmental impacts, the promotion of economic development and corresponding mobility issues within the study area all while giving consideration to an Intermodal Transit Station and potentially affected stakeholders.
- **Define Feasible Intermodal Transit Station Concepts**
Provide feasible Intermodal Transit Station concepts that are financially viable, with an environmentally sensitive approach, that provide safe/reasonable access, that are cost-effective, and that considers sufficient potential right-of-way (ROW). The Consultant will develop an evaluation matrix to assess each of the candidate transit station opportunities.
- **Determine Degree of Local Financial Commitment**

Martha Moore of Ghyabi and Associates is the project manager for this activity. She will provide a presentation outlining study activities.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD

MEETING SUMMARY
TPO BOARD
OCTOBER 23, 2013

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

D. PRESENTATION ON FDOT LANDSCAPING GRANTS

Background Information:

FDOT staff will be on hand to discuss the state funded landscape grant program.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD



Landscape Grant – State Funded Program Information Sheet

(JPA Landscape Funds)

Revised 09/10/13

Special landscaping funds, **for plants and plant materials**, are available to Local Agencies for landscaping along **State Roads** (roads on the state highway system).

Can be used for:

1. Plants and plant materials.
2. Installation of the plants.
3. Mulch.

Cannot be used for:

1. Landscaping that is not on the state highway system. Must be on FDOT owned property (within right-of-way).
2. Design and maintenance of the landscaping.
3. Hardscape items like lights, benches, signs, pavers, etc.
4. Concrete removal.
5. Irrigation sleeves or irrigation systems.
6. Payment of work started before the agreement with FDOT is executed.
7. Bonds.
8. Sod.

Also,

1. Design must implement concepts consistent with our **“Bold Landscape” Initiative**. See definition below.
2. Plants must be purchased from Florida based nursery stocks.
3. Except where prohibited by federal law or federal regulation and to the extent practical, a minimum of 50% of the funds must be for large plant materials (five gallons or larger).
4. Purchase must be by competitive bid.
5. Local agency must design the landscaping and obtain FDOT approval of the design.
5. Local agency must maintain the landscaping.

Bold Landscapes: All FDOT landscape grants must now meet the **“BOLD”** criteria as described on page two of this document. This requirement will be included in the agreement and will be part of the design review by the Department.

These funds are disbursed using a Joint Participation Agreement (JPA) with the Florida Department of Transportation and the Local Agency. The agreement cannot be with a home owners association or other non governmental entity, it must be a government agency (County, City, etc.). Payment will be a one time lump-sum payment after the work is complete or, if included in the JPA, progress payments based on a percentage of completion (or as otherwise agreed to in the agreement).

The decision to provide funds and how much is made by the District Directors or District Secretary. These decisions are based on, but not limited to, the availability of the funds at the time needed, the type and area proposed for landscaping, the amount requested, and other factors.

To apply for these funds:

Complete the one page application and email (or regular mail) to Steve Smith at the address below. There is no time limit to apply; however in general, funding decisions on grants are usually awarded in the order applications are received.

Bold Landscaping Requirement:

FDOT landscape grants now must meet the following criteria as set forth by FDOT Secretary Prasad in December 2011.

Definition of “BOLD” -

“BOLD” is a Department initiative, lead by Secretary Prasad to adapt to current landscape market conditions, and to instantly create roadside landscapes that can **help attract and grow business in Florida**. The Secretary has directed the Districts and Central Office to work with the District Landscape Architects and State Transportation Landscape Architect to implement the **“BOLD”** vision described below.

“BOLD” is more emphasis on trees and less on shrubs. Typically, more large trees and fewer shrubs can instantly increase “curb appeal” as described by the Secretary, and can cost much less to maintain than extensive masses of ornamental shrubs.

“BOLD” may cost less to construct.

“BOLD” does not prohibit shrubs. Shrubs can be used when and where they are part of the best design solution.

“BOLD” landscapes with **many large trees and few, if any, shrubs can be maintained more affordably, either by the local government or by the Department.**

If you need an application or have further questions about any of the above, please call or email:

Steve Smith
Production Management Office
Florida Department of Transportation – District 5
719 South Woodland Boulevard
Deland, Florida 32720
Phone: (386) 943-5451
steve.smith@dot.state.fl.us

LANDSCAPE GRANT APPLICATION - STATE FUNDED

Florida Department of Transportation - District 5
719 South Woodland Boulevard
Deland, Florida 32720

Your FDOT Contact Person: Steve Smith (*Production Management Office*)
Telephone Number: (386) 943 - 5451
E-mail Address: steve.smith@dot.state.fl.us

Sponsor: (who the joint participation agreement will be with)

Mailing Address:

Contact Person:

Telephone Number:

E-mail Address:

LANDSCAPE PROJECT INFORMATION

Name of Project:

State Highway No. and Local Name:

Specific Project Limits:

From:

To:

****Please attach a Location Map showing the project limits along the corridor with this application.**

Brief Project Description:

****Please attach an aerial Landscape Concept Plan showing proposed planting materials and locations.**

Funding Amount Requested:

Approximate date when funding is to be available:

Other funding source(s): (*Note these items must be paid from other sources*)

Type:

Source:

Amount:

Design

Maintenance

Other

Is this a stand alone project?

Yes

No

Will the design implement concepts consistent with the FDOT "Bold Landscape" Initiative?

(See program information sheet for more details)

Yes

No

Joint Participation Agreement (JPA) will be required

**MEETING SUMMARY
TPO BOARD
OCTOBER 23, 2013**

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

E. FDOT REPORT

Background Information:

Ms. Claudia Calzaretta, Florida Department of Transportation (FDOT), will be present to answer questions regarding projects on the FDOT Construction Status Report and the Push-Button Report.

The Construction Status Report and the Push-Button Report are included for your information.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD

**PROJECT STATUS REPORT AS OF
 October 2013**

Volusia and Seminole Counties

SR 415 from Seminole Co. Line to Reed Ellis Road

FIN # 407355-3-52-01, 240216-5-52-01, & 407355-1-52-01
Contract # T5415

Project Description:

Add lanes & reconstruct.

CONTRACTOR:	United Infrastructure Group, Inc.	LET DATE:	5/23/2012	ORIGINAL	1100	\$32,798,973.37
CCEI:	AECOM	NTP:	7/27/2012	CURRENT	1144	\$32,798,973.37
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	10/1/2012	ELAPSED	350	\$12,134,518.56
FED. AID #:	N/A	WORK BEGAN:	10/1/2012	% ORIGINAL	31.8%	37.0%
SECTION:	79120000	EST. COMPLETION:	11/18/2015	% TO DATE	30.6%	37.0%
FUND TYPE	STA	CURRENT CPPR:	100%	LIQ. DAMAGES		

Seth Simpson (407)302-6943 Office AECOM		Phone:		Email:	
CONTRACTOR'S PROJECT MANAGER: Steve Kullman		407-377-0550 O, 803-445-0245 C		Steve.Kullman@uig.net	
CONTRACTOR'S SUPERINTENDENT: Joe Walters		407-377-0550 O; 843-415-2171 C		Joe.Walters@uig.net	
SENIOR PROJECT ENGINEER: Harold Dubon, P.E.		407-302-6943 O; 407-729-7339 C		Harold.Dubon@aecom.com	
OFFICE SPECIALIST: Seth Simpson		(407)302-6943 Office AECOM		seth.simpson@aecom.com	
CEI SENIOR	PROJECT ADMINISTRATOR: Terry Simpson	386-943-5770 O; 386-846-4753 C		terry.simpson@aecom.com	
	SENIOR INSPECTOR: Frank Shaw	407-302-6943 O; 407-314-7417 C		Frank.Shaw2@aecom.com	
	INSPECTOR: Jim Cerar	407-302-6943 O; 407-314-8931 C		James.Cerar@aecom.com	
	INSPECTOR: Dominic Fiandra	407-301-6943 O; 407-340-1806 C		Dominic.Fiandra@aecom.com	
	MAINTENANCE CONTACT: Jim Read	386-740-3406 O; 386-801-5584 C		james.read@dot.state.fl.us	
	24 HR CONTRACTOR MOT CONTACT: Joe Walters	407-377-0550 O; 843-415-2171 C			

WEEKLY MEETING: Tuesday 10:00 at AECOM field Office.

VOLUSIA COUNTY

SR 415 from north of Reed Ellis Rd. northerly to north of Acorn Lake Rd.

FIN # 407355-4-52-01
Contract # T-5417

Project Description:

Adding lanes, reconstruction, milling and resurfacing, widening, drainage improvements, new traffic signals, new noise wall, and signing and pavement markings on State Road 415 from north of Reed Ellis Road northerly 5.034 miles to north of Acorn Lake Road.

					TIME	COST
CONTRACTOR:	P & S Paving, Inc.	LET DATE:	4/25/2012	ORIGINAL	870	\$18,388,844.65
CCEI:	In House	NTP:	6/28/2012	CURRENT	908	\$18,388,844.65
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	7/16/2012	ELAPSED	427	\$9,865,580.12
FED. AID #:	N/A	WORK BEGAN:	7/16/2012	% ORIGINAL	49.1%	53.6%
SECTION:	79120000	EST. COMPLETION:	1/9/2014	% TO DATE	47.0%	53.6%
FUND TYPE	STA	CURRENT CPPR:	100%	LIQ. DAMAGES		

		Phone:		Email:	
CONTRACTOR'S PROJECT MANAGER: Brian Davidson		386-258-7911 O; 386-566-0551 C		bdavidson@pandspavinginc.com	
CONTRACTOR'S SUPERINTENDENT: Mike Smith		386-402-5705			
DELAND OPERATIONS ENGINEER: Mark Garcia PE		386-740-3401 O; 386-801-7602 C		mark.garcia@dot.state.fl.us	
PROJECT ADMINISTRATOR: Dwight Grube		386-740-3482 O; 386-846-4587		dwight.grube@dot.state.fl.us	
Consultant LEAD INSPECTOR: Ray Budd (RS&H)		386-931-8354 C			
INSPECTOR: Jeremy Ahmann		321-281-7739			
INSPECTOR:					
MAINTENANCE CONTACT: Jim Read		386-740-3406 O; 386-801-5584		james.read@dot.state.fl.us	
24 HR CONTRACTOR MOT CONTACT: Mike Smith		386-402-5705			

WEEKLY MEETING: Wednesday 3:00 On Site

I-4 from SR 44 to E of I-95						
FIN # 408464-1-52-01						
Contract # E5R16						
Design Build						
Project Description:						
The improvements under this contract consist of reconstruction and widening the interstate from four lanes to six lanes. Additional scope of work includes resurfacing SR 44 eastbound ramps onto SR 400 and replacement of existing US 92 ramps and ramp bridge over US 92.						
					TIME	COST
CONTRACTOR:	Condotte/de Moya Group	LET DATE:	2/3/2012	ORIGINAL	900	\$134,462,000.00
CCEI:	Parsons Brinckerhoff, Inc.	NTP:	5/9/2012	CURRENT	1,000	\$133,998,468.89
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	5/9/2012	ELAPSED	495	\$51,405,070.32
FED. AID #:	422501	WORK BEGAN:	5/9/2012	% ORIGINAL	55.0%	38.2%
SECTION:	79110000	EST. COMPLETION:	2/2/2015	% TO DATE	49.5%	38.4%
FUND TYPE	FAO	CURRENT CPPR:	90%	LIQ. DAMAGES		
			Phone:		Email:	
CONTRACTOR'S PROJECT MANAGER:		Grant Cool	305-322-5597 C; 386-873-0770		grant.cool@demoya.com	
CONTRACTOR'S SUPERINTENDENT:		Grant Cool	305-322-5597 C; 386-873-0770			
SUPERVISOR:		Jorge Rodriguez	305-302-6277 C			
DELAND OPERATIONS ENGINEER		Mark Garcia PE	386-740-3401 O; 386-801-7602 C		mark.garcia@dot.state.fl.us	
CONSTRUCTION PROJECT MANAGER:		Tim Grimm	386-943-5762 O; 386-946-4149 C		tim.grimm@dot.state.fl.us	
CEI SENIOR PROJECT ADMINISTRATOR:		Steve Wagle	407-509-8541 C		wagle@pbworld.com	
PROJECT ADMINISTRATOR:		Barry Johnson	407-947-7426 C; 386-873-0772 O		johnsonba@pbworld.com	
SENIOR INSPECTOR:		Jay Johnson	321-229-9821			
OFFICE SPECIALIST:		Mike Atkins	407-660-4720 O 407-406-1218 C		matkins@metriceng.com	
DOT PROJECT MANAGER:		Beata Stys-Palasz	386-943-5418 O			
DOT DESIGN PROJECT MANAGER:		Beata Stys-Palasz	386-943-5418 O			
MAINTENANCE CONTACT:		Jim Read	386-740-3406 O		james.read@dot.state.fl.us	
24 HR CONTRACTOR MOT CONTACT:		Grant Cool	305-322-5597 C			
WEEKLY MEETING: Tuesday, 1:30 at Kepler Complex.						
A1A & Left Turn Lane at Lynnhurst Drive						
FIN # 430232-1-52-01						
Contract # E5R80						
Project Description: Widening on both sides of A1A to develop a left turn lane at Lynnhurst Drive						
					TIME	COST
CONTRACTOR:	MASCI General Contractor Inc.	LET DATE:	4/2/2013	ORIGINAL	50	\$197,377.79
CCEI:	In House	NTP:	6/18/2013	CURRENT	61	\$197,377.79
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	7/17/2013	ELAPSED	60	\$181,417.48
FED. AID #:	NA	WORK BEGAN:	7/17/2013	% ORIGINAL	120.0%	91.9%
SECTION:	79080000	EST. COMPLETION:	9/19/2013	% TO DATE	98.4%	91.9%
FUND TYPE	STA	CURRENT CPPR:	97%	LIQ. DAMAGES		
			Phone:		Email:	
CONTRACTOR'S PROJECT MANAGER:		Darren Phegley	386-322-4500		darrenphegley@masciqc.com	
CONTRACTOR'S SUPERINTENDENT:		Richard Aguila Pat Richards				
DELAND OPERATIONS ENGINEER		Mark Garcia PE	386-740-3401 O; 386-801-7602 C		mark.garcia@dot.state.fl.us	
PROJECT ADMINISTRATOR:		Glen Raney	386-846-4862		michael.raney@dot.state.fl.us	
LEAD INSPECTOR:		Ken Laurette	386-453-3917			
MAINTENANCE CONTACT:		Jim Read	(386)740-3406 O; (386)801-5584		james.read@dot.state.fl.us	
24 HR CONTRACTOR MOT CONTACT:		Richard Aguila Pat Richards	(904)759-2703 WC; (386)717-9532 PC			
WEEKLY MEETING: Wed. At 10:30 am on job site						

Daytona Avenue Bridge over Halifax Canal

Fin # 431907-1-52-01

Contract # E5R63

Project Description: Daytona Avenue Bridge Replacement over Halifax Canal in Holy Hill

				TIME	COST
CONTRACTOR:	Gregori Const. & Engineering Inc.	LET DATE:	6/18/2012	ORIGINAL	300 \$783,500.00
CCEI:	In House	NTP:	1/11/2013	CURRENT	313 \$783,500.00
CONT. TYPE:	Construction	TIME BEGAN:	1/11/2013	ELAPSED	248 \$447,150.10
FED. AID #:	00B5-019-B	WORK BEGAN:	11/7/2013	% ORIGINAL	82.7% 57.1%
SECTION:	79000069	EST. COMPLETION:	11/12/2013	% TO DATE	79.2% 57.1%
FUND TYPE	EXO	CURRENT CPPR:	100%	LIQ. DAMAGES	

		Phone:	Email:
CONTRACTOR'S PROJECT MANAGER:			
CONTRACTOR'S SUPERINTENDENT:	Dale Muudrak	(321)438-1879 O	dmudrak@gregori-inc.com
DELAND OPERATIONS ENGINEER	Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.fl.state.us
PROJECT ADMINISTRATOR:	John Bailey	407-466-4387	john.bailey@kisingercampo.com
LEAD INSPECTOR:	James Reininger	(386)527-3834 C	james.reininger@dot.state.fl.us
DESIGN PROJECT MANAGER:	Bassel Kassem	(407)201-6153 O; (407)492-1744 C	bkassem@saieng.com
MAINTENANCE CONTACT:	Jim Read	386-740-3406 O	james.read@dot.state.fl.us
MONTHLY CONTACT:			
24 HR CONTRACTOR MOT CONTACT:			

Bi Weekly Meeting:

Mill and Resurface NB US1 & Turn lane & Intersection of Wilmette Ave.

Fin # 428689-1-52-01

Contract # T5454

Project Description: Mill and Resurface NB US1 & Turn lane & Intersection of Wilmette Ave.

				TIME	COST
CONTRACTOR:	P&S Paving	LET DATE:	7/31/2013	ORIGINAL	140 \$691,997.00
CCEI:	In House	NTP:	9/4/2013	CURRENT	\$691,997.00
CONT. TYPE:	CONSTRUCTION SL	TIME BEGAN:		ELAPSED	\$0.00
FED. AID #:	N/A	WORK BEGAN:		% ORIGINAL	0.0%
SECTION:	79030000	EST. COMPLETION:		% TO DATE	#DIV/0! 0.0%
FUND TYPE	STA	CURRENT CPPR:		LIQ. DAMAGES	

		Phone:	Email:
CONTRACTOR'S PROJECT MANAGER:			
CONTRACTOR'S SUPERINTENDENT:			
DELAND OPERATIONS ENGINEER:	Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us
PROJECT ADMINISTRATOR:	Glen Raney	386-740-3524	michael.raney@dot.state.fl.us
LEAD INSPECTOR:	Ken Laurette	386-453-3917	kenneth.laurette@rsandh.com
MAINTENANCE CONTACT:	Jim Read	386-740-3406 O	james.read@dot.state.fl.us
24 HR CONTRACTOR MOT CONTACT:	Brian Eden	386-690-2762	

Bi-WEEKLY MEETING: To Be Determined

SR 44 Mast Arms Eddie Rd. to 3rd street

FIN # 418020-1-52-01

Contract # T5447

Project Description: Rebuild 7 signalized intersections to Mast Arms along SR 44 from Eddie Rd. to 3rd. Street in Volusia County

				TIME	COST
CONTRACTOR:	CHINCHOR ELECTRIC INC.	LET DATE:	3/27/2013	ORIGINAL	250 \$ 1,249,934.10
CCEI:	In House	NTP:	6/3/2013	CURRENT	\$ 1,249,934.10
CONT. TYPE:	CONSTRUCTION SL	TIME BEGAN:		ELAPSED	
FED. AID #:	N/A	WORK BEGAN:		% ORIGINAL	0.0% 0.0%
SECTION:	79070000	EST. COMPLETION:		% TO DATE	#DIV/0! 0.0%
FUND TYPE	STA	CURRENT CPPR:		LIQ. DAMAGES	

		Phone:	Email:
CONTRACTOR'S PROJECT MANAGER:			
CONTRACTOR'S SUPERINTENDENT:	Brian Silva		bsilva@chincorelectric.com
DELAND OPERATIONS ENGINEER	Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us
PROJECT ADMINISTRATOR:	Chris Kochis	386-740-3503 O; 386-846-3931	chris.kochis@dot.state.fl.us
LEAD INSPECTOR:			
MAINTENANCE CONTACT:	Jim Read	386-740-3406 O	james.read@dot.state.fl.us
24 HR CONTRACTOR MOT CONTACT:			

Weekly Meeting:						
ISB (US 92) Mast Arm Project						
FIN # 430178-2-52-01						
Contract # E5N54						
Project Description: Design-Build Contract						
SR 600 (US92) from I-95 NB off ramp to Palmetto Avenue, intersection improvement.						
				TIME	COST	
CONTRACTOR:	Chinchor Electric, Inc.	LET DATE:	1/30/2012	ORIGINAL	400	\$2,491,385.73
CCEI:	In House	NTP:	5/25/2012	CURRENT	536	\$2,710,369.30
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	5/25/2012	ELAPSED	479	\$2,361,644.40
FED. AID #:	3441027P	WORK BEGAN:	9/10/2012	% ORIGINAL	119.8%	94.8%
SECTION:	79060000	EST. COMPLETION:	11/11/2013	% TO DATE	89.4%	87.1%
FUND TYPE	EXO	CURRENT CPPR:	100%	LIQ. DAMAGES		
		Jeff Soltis	904-509-0015 C;	jsoltis@chinchorelectric.com		
		Phone:		Email:		
CONTRACTOR'S PROJECT MANAGER:		Brian Silva	407-509-2209 C			
CONTRACTOR'S SUPERINTENDENT:		Jim Zabele	386-561-0165 C			
DELAND OPERATIONS ENGINEER		Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us		
PROJECT ADMINISTRATOR:		Tim Grimm	386-943-5762 O 386-946-4149 C	tim.grimm@dot.state.fl.us		
LEAD INSPECTOR:		Earl Hollister	321-229-6540			
MAINTENANCE CONTACT:		Jim Read	386-740-3406 O; 386-801-5584 C	james.read@dot.state.fl.us		
24 HR CONTRACTOR MOT CONTACT:						
Weekly Meeting: Tuesday 9:00 am on site.						
SR 5 (US-1) EDGEWATER						
Fin # 426889-1-52-01						
Contract # T5433						
Project Description:						
Access management, milling and resurfacing of existing travel lanes southbound travel lanes, base work, curb and gutter, drainage improvements, traffic signal adjustments, highway signing and pavement markings.						
				TIME	COST	
CONTRACTOR:	Masci General Contractor, Inc	LET DATE:	10/31/2012	ORIGINAL	190	\$1,107,192.50
CCEI:	In House	NTP:	1/4/2013	CURRENT	208	\$1,107,192.50
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	2/3/2013	ELAPSED	197	\$971,610.33
FED. AID #:	4857050P	WORK BEGAN:	2/4/2013	% ORIGINAL	103.7%	87.8%
SECTION:	79010000	EST. COMPLETION:	8/29/2013	% TO DATE	94.7%	87.8%
FUND TYPE	EXO	CURRENT CPPR:	100%	LIQ. DAMAGES		
		Phone:		Email:		
CONTRACTOR'S PROJECT MANAGER:		Chris Wright	386-322-4500			
CONTRACTOR'S SUPERINTENDENT:		Tony Chaplow	386-527-2310			
DELAND OPERATIONS ENGINEER		Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us		
PROJECT ADMINISTRATOR:		John Bailey	407-466-4387	john.bailey@kisingercampo.com		
INSPECTOR		Luke Classon	407-451-5718	luke@ibsenq.com		
LEAD INSPECTOR:		Joe Bryant	407-575-8595	jbryant@eismanrusso.com		
MAINTENANCE CONTACT:		Jim Read	386-740-3406 O; 386-801-5584 C	james.read@dot.state.fl.us		
24 HR CONTRACTOR MOT CONTACT:		Tony Chaplow	386-527-2310			
Bi Weekly Meeting:						
10TH Street To Industrial Park Avenue						
Fin # 431910-1-52-01						
Contract # E5R68						
Project Description: Lining all storm drain pipes and rehabilitating all drainage structures in FDOT right of way on US 1 from 10TH Street to Industrial Park Avenue in New Smyrna Beach						
				TIME	COST	
CONTRACTOR:	Lanzo Const. Company FL.	LET DATE:	12/4/2012	ORIGINAL	180	\$1,693,300.75
CCEI:	In house	NTP:	2/11/2013	CURRENT	190	\$1,693,300.75
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	2/27/2013	ELAPSED	201	\$1,525,608.79
FED. AID #:	NA	WORK BEGAN:	4/2/2013	% ORIGINAL	111.7%	90.1%
SECTION:	79010000	EST. COMPLETION:	9/19/2013	% TO DATE	105.8%	90.1%
FUND TYPE	STA	CURRENT CPPR:	90%	LIQ. DAMAGES		
		Phone:		Email:		
CONTRACTOR'S PROJECT MANAGER:		Curt Maning	954-551-5608	curtm@lanzo.org		
CONTRACTOR'S SUPERINTENDENT:		Mandell Mayes	954-789-7478	mandellm@lanzo.org		
DELAND OPERATIONS ENGINEER		Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us		
PROJECT ADMINISTRATOR:		John Bailey	407-466-4387	john.bailey@kisingercampo.com		
LEAD INSPECTOR:		Josh Becker	386-931-1129	joshua.becker@rsandh.com		
MAINTENANCE CONTACT:		Jim Read	386-740-3406 O; 386-801-5584 C	james.read@dot.state.fl.us		
24 HR CONTRACTOR MOT CONTACT:		Bob Price	954-818-4622	bobp@lanzo.org		
Meeting:						

SR 600 from Clyde Morris to Harney Street

Fin # 422683-1-52-01

Contract # E5R67

Project Description: Milling and resurfacing of the intersection of SR 400 Beville road and SR 5A Nova Road including curb ramps sidewalk, signing, pavement markings and mast arm improvements.

					TIME	COST
CONTRACTOR:	Traffic Control Devices	LET DATE:	12/4/2012	ORIGINAL	100	\$875,321.22
CCEI:	In house	NTP:	2/11/2013	CURRENT	104	\$875,321.22
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	7/12/2013	ELAPSED	66	\$479,551.41
FED. AID #:	NA	WORK BEGAN:	7/12/2013	% ORIGINAL	66.0%	54.8%
SECTION:	79060000	EST. COMPLETION:	10/11/2013	% TO DATE	63.5%	54.8%
FUND TYPE	STA	CURRENT CPPR:	98%	LIQ. DAMAGES		

		Phone:	Email:
CONTRACTOR'S PROJECT MANAGER:	April Andrews	386-738-4666(O)-386-804-3611 C	aprilandrews@tcd-usa.com
CONTRACTOR'S SUPERINTENDENT:	April Andrews	386-738-4666(O)-386-804-3611 C	aprilandrews@tcd-usa.com
DELAND OPERATIONS ENGINEER	Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us
PROJECT ADMINISTRATOR:	Tim Grimm	386-943-5762 O 386-846-4149 C	tim.grimm@dot.state.fl.us
LEAD INSPECTOR:	P J Langgello	386-931-8617 C	plangello@eismanrusso.com
MAINTENANCE CONTACT:	Jim Read	386-740-3406 O; 386-801-5584 C	james.read@dot.state.fl.us
24 HR CONTRACTOR MOT CONTACT:	April Andrews	386-738-4666(O)-386-804-3611 C	aprilandrews@tcd-usa.com

US-1 / SR5 Flagler County Mill & Resurface w/ Reconstruction of the SB Lane

Fin # 427277-1-52-01 & 428603-1-52-01

Contract # T5457

Project Description: Minor widening, partial reconstruction, milling and resurfacing, minor drainage improvements, audible pavement markings

					TIME	COST
CONTRACTOR:	P&S Paving	LET DATE:	4/24/2013	ORIGINAL	400	\$8,326,181.00
CCEI:	In House	NTP:	5/30/2013	CURRENT	401	\$8,326,181.00
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	8/25/2013	ELAPSED	22	\$163,177.53
FED. AID #:	N/A	WORK BEGAN:	8/26/2013	% ORIGINAL	5.5%	2.0%
SECTION:	73010000	EST. COMPLETION:	9/24/2014	% TO DATE	5.5%	2.0%
FUND TYPE	STA	CURRENT CFPR:	100%	LIQ. DAMAGES		

		Phone:	Email:
CONTRACTOR'S PROJECT MANAGER:	Brian Davidson	386-258-7911	bdavidson@pandspavinginc.com
CONTRACTOR'S SUPERINTENDENT:	John Dunlap	386-566-6267	jd@pandspavinginc.com
DELAND OPERATIONS ENGINEER	Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us
PROJECT ADMINISTRATOR:	Terry Phillips	386-740-3564	terry.phillips@dot.state.fl.us
INSPECTOR:	Sean Nazari	407-468-9763	sean.nazari@rsandh.com
MAINTENANCE CONTACT:	Jim Read	(386)740-3406 O; (386)801-5584	james.read@dot.state.fl.us
24 HR CONTRACTOR MOT CONTACT:	John Dunlap	386-566-6267	jd@pandspavinginc.com

BI Weekly Meeting:

SR 100 from I-95 East to A1A

Fin # 427232-1-52-01 427232-4-52-01 431067-1-52-01

Contract # T5434

Project Description: Mill and Resurface from I-95 east to bridge repair and new signal installation

					TIME	COST
CONTRACTOR:	Halifax Paving Inc.	LET DATE:	5/14/2013	ORIGINAL	290	\$3,828,322.50
CCEI:	In House	NTP:	6/24/2013	CURRENT	290	\$3,828,322.50
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:		ELAPSED	0	
FED. AID #:	3681015P	WORK BEGAN:		% ORIGINAL	0.0%	0.0%
SECTION:	73020000	EST. COMPLETION:	8/6/2014	% TO DATE	0.0%	0.0%
FUND TYPE	EXO	CURRENT CPPR:		LIQ. DAMAGES		

		Phone:	Email:
CONTRACTOR'S PROJECT MANAGER:	Steve Blair	386-676-0200	hpi-steve@cfl.rr.com
CONTRACTOR'S SUPERINTENDENT:			
DELAND OPERATIONS ENGINEER	Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us
PROJECT ADMINISTRATOR:			
LEAD INSPECTOR:			
MAINTENANCE CONTACT:	Jim Read	(386)740-3406 O; (386)801-5584	james.read@dot.state.fl.us
24 HR CONTRACTOR MOT CONTACT:			

Weekly Meeting: On site Tuesdays

Nova Canal, desilt box culverts						
FIN # 427986-1-72-04						
Contract # E5Q27						
Project Description: Desilt Nova Canal box Culverts						
				TIME	COST	
CONTRACTOR:	Proshot Concrete, Inc.	LET DATE:	5/1/2012	ORIGINAL	280	\$822,438.00
CCEI:	In House	NTP:	6/26/2012	CURRENT	416	\$894,451.69
CONT. TYPE:	MAINTENANCE	TIME BEGAN:	7/27/2012	ELAPSED	412	\$499,814.83
FED. AID #:	N/A	WORK BEGAN:	7/31/2013	% ORIGINAL	147.1%	60.8%
SECTION:	79/Volusia	EST. COMPLETION:	3/1/2014	% TO DATE	99.0%	55.9%
FUND TYPE	MC	CURRENT CFPR:	80%	LIQ. DAMAGES		
			Phone:	Email:		
CONTRACTOR'S PROJECT MANAGER:		Bill Morris	(256)483-9092	billm@proshotconcrete.com		
CONTRACTOR'S SUPERINTENDENT:		Jeremy Simpson	(256)627-0280			
DELAND OPERATIONS ENGINEER		Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us		
PROJECT ADMINISTRATOR:		Chris Kochis	386-740-3503 O; 386-846-3931	chris.kochis@dot.state.fl.us		
INSPECTOR:		Ralph Conner	(376)943-5777 O; (386)527-3831 C			
INSPECTOR:		NA				
MAINTENANCE CONTACT:		Jim Read	(386)740-3406 O; (386)801-5584	james.read@dot.state.fl.us		
24 HR CONTRACTOR MOT CONTACT:		Jeremy Simpson	(256)627-0280			
BI-Weekly Meeting: Wednesday 9:00						
SR 40 Granada Blvd. from Orchard ST. to US-1						
FIN # 427896-1-72-07						
Contract # E5Q97						
Project Description: Installing a pipe sealing system either by use of joint sealing or pipe lining in various locations						
				TIME	COST	
CONTRACTOR:	Insituform Technologies Inc.	LET DATE:	6/4/2013	ORIGINAL	180	\$ 264,559.90
CCEI:	In House	NTP:	9/9/2013	CURRENT	180	\$ 264,559.90
CONT. TYPE:	MAINTINANCE	TIME BEGAN:	9/23/2013	ELAPSED	13	
FED. AID #:	N/A	WORK BEGAN:		% ORIGINAL	7.2%	0.0%
SECTION:	79/Volusia	EST. COMPLETION:	2/18/2014	% TO DATE	7.2%	0.0%
FUND TYPE	MC	CURRENT CPPR:	80%	LIQ. DAMAGES		
			Phone:	Email:		
CONTRACTOR'S PROJECT MANAGER:		Brandit Curvel	904-838-0090	burvel@insituform.com		
CONTRACTOR'S SUPERINTENDENT:						
DELAND OPERATIONS ENGINEER		Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us		
PROJECT ADMINISTRATOR:		Dwight Grube	386-740-3482 O; 386-846-4587	dwight.grube@dot.state.fl.us		
LEAD INSPECTOR:						
MAINTENANCE CONTACT:		Jim Read	386-740-3406 O	james.read@dot.state.fl.us		
24 HR CONTRACTOR MOT CONTACT:						
US-1 SR-44 & A1A						
Fin # 429179-1-72-02						
Contract # E5Q53						
Project Description: Desilting , Cleaning, Video inspection of Storm drains						
				TIME	COST	
CONTRACTOR:	ESTEP CONSTRUCTION, INC.	LET DATE:	12/4/2012	ORIGINAL	270	\$279,884.55
CCEI:	In House	NTP:	2/11/2013	CURRENT	295	\$279,884.55
CONT. TYPE:	MAINTENANCE	TIME BEGAN:	2/11/2013	ELAPSED	217	\$139,641.80
FED. AID #:	NA	WORK BEGAN:	2/11/2013	% ORIGINAL	80.4%	49.9%
SECTION:	Various Locations	EST. COMPLETION:	12/2/2013	% TO DATE	73.6%	49.9%
FUND TYPE	MC	CURRENT CFPR:	80%	LIQ. DAMAGES		
			Phone:	Email:		
CONTRACTOR'S PROJECT MANAGER:		Jeffrey Estep	(407)325-5998 C	jeff@estepconstruction.com		
CONTRACTOR'S SUPERINTENDENT:		Bob Hersey	(407)810-4936 C			
DELAND OPERATIONS ENGINEER		Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garci@dot.state.fl.us		
PROJECT ADMINISTRATOR:		Chris Kochis	386-740-3503 O; 386-846-3931	chris.kochis@dot.state.fl.us		
LEAD INSPECTOR:		Ralph Conner	(376)943-5777 O; (386)527-3831 C			
MAINTENANCE CONTACT:		Jim Read	(386)740-3406 O; (386)801-5584	james.read@dot.state.fl.us		
24 HR CONTRACTOR MOT CONTACT:		Bob Hersey	(407)810-4936 C			
BI Weekly Meeting: Tuesday 9:00am by phone						

Flagler & US1						
Fin # 42383637205						
Contract # E5Q99						
Project Description: Reconstructing a driveway and side drain, constructing a cross drain at Commerce Blv.						
					TIME	COST
CONTRACTOR:	Estep Constriction, Inc.	LET DATE:	7/8/2013	ORIGINAL	40	\$146,666.00
CCEI:	In House	NTP:	8/29/2013	CURRENT	40	\$146,666.00
CONT. TYPE:	MAINTENANCE	TIME BEGAN:	9/12/2013	ELAPSED	4	\$14,666.60
FED. AID #:	NA	WORK BEGAN:	9/12/2013	% ORIGINAL	10.0%	10.0%
SECTION:	Flagler	EST. COMPLETION:	10/18/2013	% TO DATE	10.0%	10.0%
FUND TYPE	STA	CURRENT CFPR:		LIQ. DAMAGES		
				Phone:	Email:	
CONTRACTOR'S PROJECT MANAGER:		Jeffrey Estep	407-325-5998	jeff@estepconstruction.com		
CONTRACTOR'S SUPERINTENDENT:		Dustin Ackney	407-412-2088			
DELAND OPERATIONS ENGINEER:		Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us		
PROJECT ADMINISTRATOR:		Chris Kochis	386-740-3503	chri.kochis@dot.state.fl.us		
LEAD INSPECTOR:						
MAINTENANCE CONTACT:		Jim Read	(386)740-3406 O; (386)801-5584	james.read@dot.state.fl.us		
24 HR CONTRACTOR MOT CONTACT:		Jeffrey Estep	407-325-5998	jeff@estepconstruction.com		
BI Weekly Meeting:						
FLAGLER COUNTY						
Milling and Resurfacing A1A						
Fin # 427253-1-52-01						
Contract # T5425						
Project Description: Consist of milling, resurfacing and restoration of SR A1A						
					TIME	COST
CONTRACTOR:	Duval Asphalt Products Inc.	LET DATE:	9/26/2012	ORIGINAL	200	\$3,226,911.48
CCEI:	In House	NTP:	11/28/2012	CURRENT	238	\$3,176,911.48
CONT. TYPE:	CONSTRUCTION	TIME BEGAN:	12/29/2012	ELAPSED	258	\$2,953,246.21
FED. AID #:	491104P	WORK BEGAN:	1/3/2012	% ORIGINAL	129.0%	91.5%
SECTION:	73030 000	EST. COMPLETION:	2/12/2013	% TO DATE	108.4%	93.0%
FUND TYPE	EXO	CURRENT CPPR:	98%	LIQ. DAMAGES		
				Phone:	Email:	
CONTRACTOR'S PROJECT MANAGER:		Chris Wright	(904)424-2644	cwright@duvalasphalt.com		
CONTRACTOR'S SUPERINTENDENT:		Chris Austell	(904)219-3947			
DELAND OPERATIONS ENGINEER:		Mark Garcia PE	386-740-3401 O; 386-801-7602 C	mark.garcia@dot.state.fl.us		
PROJECT ADMINISTRATOR:		Glenn Raney	386-740-3524 O; 386-846-4862	michael.raney@dot.state.fl.us		
LEAD INSPECTOR:		Sean Narzari	407-468-9763	Sean.Narzari@rsandh.com		
MAINTENANCE CONTACT:		Jim Read	(386)740-3406 O; (386)801-5584	james.read@dot.state.fl.us		
24 HR CONTRACTOR MOT CONTACT:		Chris Austell	(904)219-3947			
Weekly Meeting: On Site						

PUSHBUTTON STATUS

COUNTY	SECTION	MP	STATE RD	LIMITS	PROJECT DESCRIPTION	EOR	PROJECT PHASE	CONTRACT	WORK ORDER SENT	COMPLETE	CONTR.
Brevard	70100	5.243	520	Cox/A Lane	Install Pedestrian features	FDA	Design Complete				
Brevard	70050	11.860	US 192	Wickham Rd	Install APS Features	PENTON	In Design				
Brevard	70050	12.244	US 192	Dayton Blvd	Install APS Features	ASPIREON	In Design				
Brevard	70060	29.380	A1A	PAFB Blockhouse Signal	Create directional and covert to traditional signal	PENTON	Design Complete				
Flagler	73010	0.325	US 1	Plantation Bay	Install Signals	STROZ	Under Construction	5220 (E5R70)	5/30/13	9/1/13	TCD
Flagler	73010	5.880	US 1	Seminole Woods Blvd	Install Southbound Flashing Beacon	STROZ	In Design				
Lake	11002	1.539 to 1.778	44	Lone Oak Dr. to Middle School Driveway	Install Flashing Yellow for School Zone	TEDS	Completed	5220 (E5R70)	5/16/13	8/18/13	TCD
Lake	11010	0.505	44	Countryside Blvd	Add Directional Median	ASPIREON	In Design				
Lake	11040-100	0.101	NB US 27	at US 441	Overhead lane delineation signs for triple lefts	FDA	Design Complete				
Lake	11110	9.323	44	CR 46A	Install Signal Pole	STROZ	Design Complete				
Lake	11110	3.170	44	SR 44 (Old 44B)	Install Signal Pole	STROZ	On Hold				
Marion	36004	6.307	464	NE 49th/Forest HS	Extend RT Lane & add Ped landing	FDA	Under Construction	5221 (E5R85)	7/3/13		P & S
Marion	36010	16.300	US 27/441	SE 102nd	Modify Median Opening	STROZ	Design Complete				
Marion	36010	14.834	US 441	Robinson St	Overhead sign and pole removal and post installation	STROZ	In Design				
Marion	36070	1.669	US 27	NW 160th Ave	Construct N/S directional median opening	STROZ	Design Complete				
Marion	36220	2.017	US 441	CR 42	Extend Southbound Left Turn Lane	STROZ	Under Construction	5221 (E5R85)	8/14/13	10/17/13	P&S
Orange	75002	2.270	482	Kingspointe Pkwy	Install Ped Features	METRIC	Design Complete				
Orange	75010	5.057	US 441	Taft-Vineland	Concrete Strain Pole Box Span Signal	FDA/Protean	Under Construction	5220 (E5R70)	4/4/13	7/7/13	TCD
Orange	75020	18.687	US 441	Railroad crossing Jones Ave.	Mill and restripe to improve turning radius	PENTON	Design Complete				
Orange	75060	2.971 & 3.034	50	Irvington Ave & Lakewood Dr	Close full median opening at Irvington Ave modify separator to prohibit lefts from Lakewood Dr	TEDS	Design Complete - ON HOLD				
Orange	75090	2.079	426	St. Andrews Blvd	Install APS Features	PENTON	In Design				
Orange	75260	3.451	424	SR 426	Install 4-section signal head	STROZ	In Design				
Orange	75260	4.280 to 4.720	424	Hambleton Ave to 2nd St and Aloha St to Annadale Ave.	Construct median islands and warning signs	PENTON	In Design				
Orange	75270	4.429	435	MetroWest Blvd	Add Blank out and Static Signs	PENTON	In Design				
Osceola	92010	2.650-3.450	US 17-92	West of Suwannee Ave to Liberty Bell St	Install raised medians	PENTON	In Design				
Seminole	77080	6.625	436	Robin Rd & Circuit City Plaza	Close WB Direction and extend left turn lane at Plaza entrance	HNTB	Design Complete - ON HOLD				
Seminole	77080	5.412	436	Palm Springs Blvd	Remove Concrete Island (NE Quadrant)	PENTON	Completed	5214 (E5R41)	5/2/13	7/5/13	P & S
Seminole	77160	8.330	I-4	to Eastbound Lake Mary Blvd	Increase lane designation signs over Eastbound Off Ramp	STROZ	Design Complete				
Seminole	77010	10.000	US 17/92	Between Americana & Airport	Add pedestrian mid-block	FDA	Design Complete				
Seminole	77120-001	1.672	434	Altamonte Crossing D/W	Median modification	ASPIREON	Design Complete				
Volusia	79070	25.624	44	Sugar Mill Drive	Convert Flasher to Full signal	STROZ	Under Construction	5220 (E5R70)	8/15/13	11/17/13	TCD
Volusia	79100	24.523	40	Breakaway Trail	Pavement Repair	PENTON	Under Construction	5221 (E5R85)	8/26/13	10/29/13	P&S
Volusia	79160	4.591	15A	CR 92	Add Pedestrian features on the south leg of intersection	ASPIREON	Design Complete				

**MEETING SUMMARY
TPO BOARD
OCTOBER 23, 2013**

VII. EXECUTIVE DIRECTOR'S REPORT

- ® Reapportionment Update

VIII. VOLUSIA TPO BOARD MEMBER COMMENTS

IX. INFORMATION ITEMS

- ® Citizens Advisory Committee Attendance Record – 2013
- ® Technical Coordinating Committee Attendance Record – 2013
- ® Bicycle/Pedestrian Advisory Committee Attendance Record – 2013

X. ADJOURNMENT

Please note that the next TPO Board meeting will be November 27, 2013

TCC Attendance Record 2013

Name	15-Jan	19-Feb	19-Mar	16-Apr	21-May	18-Jun		20-Aug	17-Sep	15-Oct	19-Nov	17-Dec	Notes
Fred Ferrell/Chris Walsh	x	x	x	x	x	x		x	x				Daytona Beach (appt. 11/08)
Pedro Leon	x	x	abs	exc	exc	x		x	exc				Daytona Beach Airport (appt. 0 (07/11)
Stewart Cruz (Vice Chairman)	x	x	abs	x	x	x		exc	x				Daytona Beach Shores (appt. 10/04)
Mike Holmes	x	x	x	x	x	x		x	x				DeLand (appt. 09/98)
Ron Paradise	x	x	x	x	x	abs		x	x				Deltona (appt. 11/09)
Rebecca Hammock	x	exc	x	exc	x	x		x	x				DeBary (appt. 06/10)
Darren Lear	x	x	x	x	x	x		x	x				Edgewater (appt. 10/99)
Chad Lingenfelter	x	x	x	x	x	exc		x	x				Flagler Beach (appt. 8/11)
Tom Harowski	x	x	x	x	x	x		x	x				Holly Hill (appt. 01/11)
Gail Henrikson/Kyle Fegley	x	x	x	x	x	x		x	x				New Smyrna Beach (appt. 12/07)
Kent (KC) Cichon		x	x	x	x	x		x	x				Lake Helen (appt. 2/13)
Ric Goss	x	abs	exc	x	x	x		x	x				Ormond Beach (appt. 11/07)
Alisson Stettner/Jim Kerr	x	x	x	x	x	x		x	x				Orange City (appt. 06/00)
Jim Smith	exc	x	x	x	x	x		x	x				Pierson (appt. 05/09)
Clay Ervin (Chairman)	x	x	x	x	x	x		x	x				Ponce Inlet (appt. 8/11)
Tim Burman													Port Orange (appt. 10/13)
John Dillard	x	x	x	x	exc	x		x	x				South Daytona (appt. 12/03)
Jon Cheney/Melissa Winsett	x	x	x	x	x	x		x	x				V.C. Traffic Engineering (appt. 04/99)
Marian Ridgeway	exc	x	x	exc	x	x		exc	x				Volusia County Schools(appt. 11/98)
Heather Blanck/Rickey Mack	x	x	x	x	x	x		x	x				Votran (appt. 01/07) (alt. appt. 07/13)
Larry LaHue	x	x	exc	x	abs	x		x	x				V.C. Emergency Management (appt. 01/04)
Claudia Calzaretta			x	x	x	x		x	x				FDOT (appt. 03/13)
Tim Burman													Port Orange (appt. 10/13)
Lois Bollenback (non-voting)	x	x	x	x	x	x		x	x				Volusia TPO
QUORUM	Y	Y	Y	Y	Y	Y		Y	Y				

<u>Vacancies</u>
Oak Hill
Beverly Beach

CAC Attendance Record 2013

Name	15-Jan	19-Feb	19-Mar	16-Apr	21-May	18-Jun	20-Aug	17-Sep	15-Oct	19-Nov	17-Dec	Notes
Donald Smart <i>(Vice Chairman)</i>	x	x	x	x	x	x	x	x				Daytona Beach (appt. 1/06)
Richard Gailey	x	x	abs	abs	x	x	abs	x				DeBary (appt. 6/10)
Janet Deyette	x	x	exc	exc	x	x	x	x				Deltona (appt. 11/10)
Bliss Jamison	x	x	x	x	x	x	x	abs				Edgewater (appt. 1/11)
Richard Belhumeur	x	exc	x	exc	x	x	x	abs				Flagler Beach (appt 7/12)
Gilles Blais <i>(Chairman)</i>	x		x	x	x	x	x	x				Holly Hill (appt. 11/07) (Reap. 02/13)
Jacob Sachs	x	x	x	x	x	x	x	exc				New Smyrna Beach (appt. 03/11)
Bob Storke	x	x	x	x	x	x	x	x				Orange City (appt. 1/08)
Susan Elliott	x	x	exc	x	exc	x	x	x				Pierson (appt. 3/06)
Bobby Ball	x	exc	x	x	x	x	x	x				Port Orange (appt. 12/02)
Nadine Collard	x	exc	x	x	x	exc	exc	exc				Volusia County D-5 (appt. 9/09)(Northey)
Dan D'Antonio	x	x	x	x	x	exc	x	x				Volusia County D-2 (appt. 4/09)(Wagner)
Elizabeth Alicia Lendian					x	x	x	x				Volusia County At-Large (appt. 05/13) (Cusack)
Judy Craig	x	x	x	x	x	exc	exc	x				Volusia County D-1 (reappt. 2/13) (Patterson)
Rickey Mack/John Cotton							x	x				Votran (appt. 7/13) (alt. appt. 07/13)
Claudia Calzaretta <i>(non-voting)</i>			x	x	x	x	x	x				FDOT (appt. 3/13)
Melissa Winsett/J.Cheney <i>(non-voting)</i>	x	x	x	x	x	x	x	x				Volusia Co Traffic Eng. (appt 10/11)
Lois Bollenback <i>(non-voting)</i>	x	x	x	x	x	x	x	x				Volusia TPO
QUORUM	Y	Y	Y	Y	Y	Y	Y	Y				
<u>Vacancies</u>												
Deland												
Ormond Beach												
Volusia County D-3 (Denys)												
Lake Helen												
Oak Hill												
Beverly Beach												
South Daytona												
Volusia County School Board												
Volusia County D-4 (Daniels)												
Ponce Inlet												

BPAC Attendance Record 2013

<i>Name</i>	<i>9-Jan</i>	<i>13-Feb</i>	<i>13-Mar</i>	<i>10-Apr</i>	<i>8-May</i>	<i>12-Jun</i>		<i>14-Aug</i>	<i>11-Sep</i>	<i>9-Oct</i>	<i>13-Nov</i>	<i>11-Dec</i>	<i>Notes</i>
Holly Idler	x	x	x	x	x	x		x	exc	exc			Daytona Beach Shores (appt. 3/12)
John Schmitz	x	x	x	exc	exc	abs		exc	x	x			Daytona Beach Shores (appt. 8/12)
Rani Merens	x	x	x	x	x	x		x	exc	x			DeBary (appt. 3/06)
Tim Bustos/Ted Wendler	x	x	x	exc	x	x		x	x	x			DeLand (appt. 05/11) (alternate appt. 10/11)
Scott Leisen	abs	x	x	x	x	x		exc	x	x			Deltona (appt. 12/12)
Michelle Grenham	x	x	x	x	x	x		x	x	x			Edgewater (appt. 1/08)
Kris Jones				x	abs	x		abs	abs	abs			New Smyrna Beach (appt. 04/13)
Nic Mostert <i>(Vice Chairman)</i>	x	x	x	x	exc	x		x	x	x			Holly Hill (appt. 01/12) (reapp. 02/13)
Bob Storke <i>(Chairman)</i>	x	x	x	x	x	x		x	x	x			Orange City (appt. 12/07)
Phyllis Campbell	x	x	abs	x	x	x		x	abs	abs			Ponce Inlet (appt. 11/06)
Colleen Nicoulin	exc	x	x	x	x	x		x	x	x			Port Orange (appt. 7/11)
Pamela Masters					exc	x		x	exc	x			South Daytona (appt. 04/13)
Bill Pouzar	x	exc	exc	abs	abs	x		abs	x	abs			Volusia County (appt. 12/10) D-5 (Northey)
Roy Walters/Jason Aufdenberg	exc	x	x	x	x	x		x	x	x			Volusia County At-Large (appt. 03/05) (alt appt 07/12)
Kevin Phelps	x	x	x	x	x	x		x	x	x			Volusia County (reapp 02/13) D-1 (Patterson)
Alice Haldeman					x	x		x	x	x			Volusia County (appt. 04/13) D-3 (Denys)
<u>NON-VOTING MEMBERS</u>													
Melissa Winsett	x	exc	x	abs	x	x		x	x	x			Volusia County Traffic Engineering
Gwen Perney										x			Large City - Port Orange (appt. 10/13)
Wendy Hickey	exc	x	x	x	x	x		x	exc	x			Small City - Orange City
Jessie Clark					x	x		x	x	x			Volusia County School District (appt. 05/13)
John Cotton/Rickey Mack								x	exc	x			Votran (appt. 07/13)
Joan Carter	x	x	x	x	x	x		x	x	exc			FDOT
QUORUM	Y	Y	Y	Y	Y	Y		Y	Y	Y			

<u>Vacancies</u>
Beverly Beach
Flagler Beach
Lake Helen
Oak Hill
Ormond Beach
Pierson
V.C. Parks, Rec & Culture
Volusia County (Daniels)
Volusia County (Wagner)