



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

**DATE: Wednesday, November 1, 2017**  
**TIME: 8:30 a.m.**  
**PLACE: River to Sea TPO Executive Conference Room**  
 2570 W. International Speedway Blvd., Suite 100  
 Daytona Beach, Florida 32114

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**Volusia County Council Vice Chair Deb Denys, Chairperson Presiding**

**AGENDA**

**I. CALL TO ORDER**

**II. PUBLIC COMMENT/PARTICIPATION**

**III. DISCUSSION ITEMS**

**A. Update on Search for TPO Office Space**

The River to Sea TPO has been working to secure office space for continued operations. These deliberations have included the possible sublease of unneeded space to offset expenses. The Executive Committee will discuss the timing and approval process for these activities.

**B. Discuss Completion of TPO Executive Director Annual Evaluation**

Each year, the Chair of the R2CTPO must complete a performance evaluation for the Executive Director. The Executive Committee members review the performance and make a recommendation to the full board regarding retention. This discussion will review the annual evaluation process.

**IV. BUSINESS**

**A. Review and Approval of the Draft December 6, 2017 River to Sea TPO Board Agenda**

**V. STAFF COMMENTS**

**VI. EXECUTIVE COMMITTEE MEMBER COMMENTS**

**VII. ADJOURNMENT**

Note: 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.

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at [www.r2ctpo.org](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org). Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at [PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event



## EXECUTIVE DIRECTOR EVALUATION

**INSTRUCTIONS:** Members of the River to Sea TPO (R2CTPO) will each receive a copy of this evaluation form, along with a copy of the adopted R2CTPO goals and objectives from the Executive Director no later than two weeks prior to the scheduled evaluation. Each member should independently complete this evaluation form and then as a group develop a consensus evaluation.

The evaluation form should be completed based upon the received materials and the personal knowledge of the person completing the evaluation taking into consideration performance over the entire rating period. **It is not necessary to respond to all evaluation criteria** and a choice is provided to indicate the election not to respond to any particular evaluation criteria. The evaluation criteria are not ranked in any particular order of importance and are not weighted. The evaluation instrument and all completed evaluations by R2CTPO members should be read and considered as a whole, balancing all criteria collectively.

Choose the rating that best reflects your perception of the Executive Director's performance over the last year.

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Organization and Governance:</b>				
<ul style="list-style-type: none"> <li>• Has in place and implements a clear, written, mission statement, as well as long-range and strategic plans, and effectively assists the R2CTPO members and staff in reviewing and updating the plans and mission</li> <li>• Prepares and has adequate information for knowledgeable decision-making</li> <li>• Makes well-considered recommendations to the R2CTPO members</li> <li>• Effectively informs R2CTPO members of industry trends and recent developments in transportation planning and pertinent legislative proposals and changes</li> <li>• Keeps the R2CTPO members apprised of the status of programs and services</li> <li>• Works effectively with outside professionals and participating local governments</li> </ul>				
<p><b>Comments on Organization and Governance:</b></p>          				



Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Leadership:</b>				
<ul style="list-style-type: none"> <li>• Takes stands on complex and possibly controversial issues</li> <li>• Acts in a manner that motivates others to high standards of fairness, enthusiasm, honesty, integrity, and accomplishment</li> <li>• Is visionary and communicates that effectively to staff and R2CTPO members</li> <li>• Demonstrates effectiveness and diplomacy in working with others and maintains productive relationships</li> <li>• Demonstrates the ability to make good judgments, rally support, and give clear direction when needed</li> <li>• Well organized and motivates staff members to work as a team and produce quality work</li> <li>• Is a leader in the industry, maintains a credible profile and a well-respected image for the agency</li> <li>• Demonstrates familiarity with technological advances of importance to transportation planning activities</li> <li>• Maintains technology and software necessary to meet the changing needs of and demands upon the R2CTPO</li> </ul>				
<b>Comments on Leadership:</b>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Human Resources:</b>				
<ul style="list-style-type: none"> <li>• Maintains or increases staff productivity</li> <li>• Manages staff by appropriate supervision and delegation of responsibilities</li> <li>• Makes provision for further staff training and professional development</li> <li>• Establishes and follows effective personnel policies and procedures</li> </ul>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Comments on Human Resources:</b>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Finances:</b>				
<ul style="list-style-type: none"> <li>• Understands finances, institutes sound accounting procedures that ensures fiscal confidence, integrity and a reasonable balance among the competing interests of compensation, capital expenditures, and reserves</li> <li>• Develops realistic budgets</li> <li>• Manages necessary cash flow and maintains needed reserves to accomplish program goals and objectives</li> <li>• Demonstrates a thorough understanding of funding sources, and appreciates applicable regulatory constraints and financial reporting requirements</li> <li>• Achieves “clean” financial audit</li> <li>• Adheres to appropriate procurement procedures</li> </ul>				

**Comments on Finances:**

**OVERALL EVALUATION:**

Overall performance of employee based upon review and evaluation of all evaluation factors.

**Overall Comments:**

**ORGANIZATIONAL, BEHAVIORAL AND PROFESSIONAL SKILLS:** Rate performance by making a check for each category.

Skill Area	Unsatisfactory	Fair	Good	Very Good	Outstanding
Knowledge of Issues					
Intergovernmental Relations					
Public Relations					
Interpersonal Skills					
Attitude					
Dependability					
Adaptability / Flexibility					
Written Communications					
Verbal Communications					
Initiative					
Planning & Organizing					

Skill Area	Unsatisfactory	Fair	Good	Very Good	Outstanding
Problem Solving					
Decision Making & Judgment					
Creativity					
<b>OVERALL RATING</b>					

**Comments by Rater**

Please include (a) rationale for your overall evaluation, (b) key strengths of the employee (things the Executive Director should keep doing), and (c) any ways in which the employee needs to improve (things the Executive Director should change). Add extra sheets if necessary.

**Employee Comments**

**Comments by Appraised Employee.** My performance has been discussed with me as described in this appraisal. (Please feel free to add any comments you have concerning your performance, your development or your review. If you wish, you may give these comments directly to your supervisor, in writing, within the next five (5) working days. Add extra sheets as necessary.)

Evaluation Completed By: \_\_\_\_\_ Date: \_\_\_\_\_





# MEETING AGENDA

Please be advised that the **RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD** will be meeting on:

**DATE: WEDNESDAY, DECEMBER 6, 2017**  
**TIME: 9:00 A.M.**  
**PLACE: RIVER TO SEA TPO CONFERENCE ROOM**  
 2570 W. International Speedway Blvd., Suite 100  
 Daytona Beach, FL 32114

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## Volusia County Council Vice Chair Deb Denys, Chairperson Presiding

- 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 Chairman)*
- IV. CONSENT AGENDA**
  - A. OCTOBER 25, 2017 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages )*
  - B. TREASURER’S REPORT** *(Contact: Herbert M. Seely) (Enclosure, pages )*
  - C. EXECUTIVE COMMITTEE REPORT** -- *Report by Volusia County Council Vice Chair Deb Denys, Executive Committee Chairperson (Enclosure, pages )*
  - D. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** -- *Report by Council Member Billie Wheeler, TDLCB Chairman (Enclosure, pages )*
  - E. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Bob Storke, BPAC Chairperson (Enclosure, pages )*
  - F. CITIZENS ADVISORY COMMITTEE REPORT** -- *Report by Ms. Janet Deyette CAC Chairperson (Enclosure, pages )*
  - G. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Ric Goss, TCC Chairperson (Enclosure, pages )*
  - H. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- *Report by Volusia County Council Vice Chair Deb Denys, TPO Board Chairperson (Enclosure, pages )*

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

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

- I. MPO ADVISORY COUNCIL (MPOAC) REPORT** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- J. CANCELLATION OF DECEMBER EXECUTIVE COMMITTEE AND TPO BOARD MEETINGS** *(Contact: Debbie Stewart) (Enclosure, page 4)*
- K. REVIEW AND APPROVAL OF SUPPORT FOR THE TURIE T. SMALL ELEMENTARY SCHOOL SAFE ROUTES TO SCHOOL PROJECT APPLICATION** *(Contact: Stephan Harris) (Enclosure, pages XX)*
- L. REVIEW AND APPROVAL OF SUPPORT FOR THE CAMPBELL MIDDLE SCHOOL SAFE ROUTES TO SCHOOL PROJECT APPLICATION** *(Contact: Stephan Harris) (Enclosure, pages XX)*

**V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF RESOLUTION 2017-## AMENDING THE FY 2017/18 TO 2021/22 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- B. REVIEW AND APPROVAL OF THE RIVER TO SEA TPO'S 2018 LEGISLATIVE POSITIONS** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- C. REVIEW AND APPROVAL OF RESOLUTION 2017-## AMENDING THE LOCAL MATCH REQUIREMENTS PLACED ON MEMBER LOCAL GOVERNMENTS FOR PROJECTS PRIORITIZED FOR FUNDING BY THE TPO** *(Contact: Stephan Harris) (Enclosure, pages XX)*
- D. REVIEW AND APPROVAL OF RESOLUTION 2017-## AMENDING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS** *(Contact: Colleen Nicoulin) (Enclosure, pages XX)*
- E. REVIEW AND APPROVAL OF THE PRIORITY PROJECT APPLICATIONS FOR TRAFFIC OPERATIONS/SAFETY AND LOCAL INITIATIVES PROJECTS, TRANSPORTATION PLANNING STUDIES, AND BICYCLE/PEDESTRIAN AND B/P LOCAL INITIATIVES PROJECTS** *(Contact: Stephan Harris) (Enclosure, pages XX)*

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

- A. PRESENTATION AND DISCUSSION OF FY 2016/17 TPO PUBLIC OUTREACH PROGRAM** *(Contact: Pamela Blankenship) (Enclosure, pages XX)*
- B. PRESENTATION AND DISCUSSION OF IMPLEMENTING TRANSPORTATION PERFORMANCE MEASURES AND DEVELOPING SAFETY TARGETS FOR THE RIVER TO SEA TPO** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- C. PRESENTATION AND DISCUSSION OF THE TWO-YEAR UNIFIED PLANNING WORK PROGRAM** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- D. FDOT REPORT** *(Contact: David Cooke, FDOT District 5) (Enclosure, pages XX)*

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

- Update on SunRail
- Update on FY 2017/18 SU Funding
- Update on SR A1A Stabilization (Public Meeting – November 2, 2017)
- Update on Regional Transit Study

**VII. RIVER TO SEA BOARD MEMBER COMMENTS**

- Presentation TBD

**VIII. INFORMATION ITEMS** (Enclosure, pages )

- Citizens Advisory Committee Attendance Record – 2017
- Technical Coordinating Committee Attendance Record– 2017
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2017
- October TPO Outreach and Activities
- 2018 TPO Committee Meeting Calendar

**IX. ADJOURNMENT** (Enclosure, page )

**\*The next River to Sea TPO Board meeting will be January 24, 2018\***

**January Meeting Dates**

Executive Committee, January 3, 2018 @ 8:30 a.m.

Bicycle/Pedestrian Advisory Committee, January 10, 2018 @ 3:00 p.m.

Citizens Advisory Committee, January 16, 2018 @ 1:15 p.m.

Technical Coordinating Committee, January 16, 2018 @ 3:00 p.m.

River to Sea TPO Board, January 24, 2018@ 9:00 a.m.

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