



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

DATE: **Friday, January 3, 2020**
TIME: **9:00 a.m.**
PLACE: **River to Sea TPO Executive Conference Room**
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

Daytona Beach Commissioner Rob Gilliland, Acting Chairman Presiding

AGENDA

- I. CALL TO ORDER**
- II. PUBLIC COMMENT/PARTICIPATION**
- III. DISCUSSION ITEMS**
 - A. Review and Discussion of FDOT Project Cost Increase Policy Requiring a Two-Day Response**
 - B. Review and Discussion of the Proposed Consolidated Grant Program**
- IV. BUSINESS**
 - A. Review and Approval of Amendment to the FY 18/19 River to Sea TPO Budget** (*Enclosure, pages 3-4*) The proposed budget amendment: 1) moves \$21,875 from Contingency to Repairs/Improvements for additional office renovations; and 2) authorizes an adjustment to salary increases for FY 2018/19 within the existing budgeted amounts for Salaries and Fringe Benefits.
 - B. Review and Approval of Expenditure for Office Renovations (Estimated Cost \$21,875)** (*Enclosure, page 4*)
 - C. Review and Approval of Selection for the TPO’s Janitorial Services Contract (Five-Year Contract Term) (\$22,500)** (*Enclosure, page 5*)
 - D. Review and Approval of Selection for Human Resources/Team Building Contract (not to exceed \$20,000) (Deadline to receive quotes is December 20, 2019)** (*Enclosure, page 6*)
 - E. Review and Approval of Expenditure for the Dunlawton Avenue Extension of Existing Left-Turn Lanes Feasibility Study (Port Orange) (\$23,502.50)**
 This study includes the extension of an existing westbound left-turn lane on Dunlawton Ave. at Clyde Morris Blvd. and existing eastbound dual left-turn lanes on Dunlawton Ave. at Nova Road.

- F. Review and Recommend Approval of Expenditure for the “Tell the TPO” Survey (\$40,000)** The survey activity is included in year two of the adopted Unified Planning Work Program (UPWP) and will be completed under the general planning consultant continuing services contract.
- G. Review and Recommend Approval of the Draft Policy for Dues and Memberships**
This policy was developed based upon input provided by the Executive Committee at the November meeting. It will be incorporated into update of the Employee Handbook when that document is revised. *(Enclosure, page 7)*
- H. Review and Recommend Approval of the Draft Policy for Telecommuting and Working Remotely**
This policy was developed based upon input provided by the Executive Committee at the November meeting. It amends and supplements information included the currently adopted Employee Handbook. *(Enclosure, pages 8-9)*
- I. Review and Approval of the Draft January 22, 2020 River to Sea TPO Board agenda**
(Enclosure, pages 10-12)

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

**River to Sea TPO
FY 19/20 Budget
Approve May 22, 2019**

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
FY19/20 Budget Amendment #1
16-Dec-19**

	<u>Proposed FY 19/20</u>	<u>Change</u>	<u>Revised FY 19/20</u>
<u>REVENUES</u>			
Federal Funds	\$1,682,371		\$1,682,371
State Funds	61,880		61,880
Local Funds	203,437		203,437
Total Revenue	<u>\$1,947,688</u>	<u>\$0</u>	<u>\$1,947,688</u>
<u>EXPENDITURES</u>			
Salaries	\$534,061		\$534,061
Fringe Benefits	200,072		200,072
Office/Operating Supplies	10,000		10,000
Postage	5,000		5,000
Office Expense (Rent, Utilities & Cleaning, etc.)	121,300		121,300
Advertising	4,000		4,000
Printing	13,000		13,000
Conference, Workshops & Seminar Fees	6,300		6,300
Fees	35,300		35,300
Dues	3,574		3,574
Publications	1,050		1,050
Copy Expense	22,000		22,000
Copy Machine Costs	21,000		21,000
Travel Expenses	15,575		15,575
Outreach and Promotions	18,000		18,000
Special Studies /Professional Services	787,140		787,140
Meeting Expense	3,000		3,000
Liability, Equipment & Auto Insurance	13,100		13,100
Repairs/Improvements	1,000	21,875	22,875
Network/Web Page Costs	36,600		36,600
Capital Outlay (Computer & Server)	7,500		7,500
Software	6,434		6,434
Telephone	3,600		3,600
Education/ Professional Development	1,000		1,000
Contingency	78,083	(21,875)	56,208
Total Expenditures	<u>\$1,947,688</u>	<u>\$0</u>	<u>\$1,947,688</u>
Excess of revenues over (under) expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>



To: River to Sea TPO Executive Committee

JAM 2019-009

From: Julie Adamson, Chief Financial Officer, River to Sea TPO

Date: December 19, 2019

RE: Office Repairs & Budget Amendment

The River to Sea TPO (R2CPO) identified mold within six (6) offices and the kitchen as well as water damage in the TPO's Board Room. The landlord remediated the mold (at no cost to the R2CTPO) and made the necessary repairs to the TPO's Board Room. The remediation in the offices and kitchen required wallpaper on certain walls to be removed leaving some walls with no wallpaper and other walls with wallpaper.

The R2CTPO's landlord will repair the walls in the offices and kitchen that are currently missing portions of wallpaper due to the mold remediation process by removing the remaining wallpaper from the walls and painting. While the landlord's vendor is repairing the walls the landlord is responsible for, the R2CTPO would like the vendor to remove the remaining wallpaper and paint in six (6) impacted offices and kitchen.

The R2CTPO expects this cost to not exceed \$21,875.00 or \$3,053.57 per office and \$3,553.58 for the kitchen. The material and labor for this process includes: preparing offices, moving furniture, removing wallpaper, skimming and sanding walls, and painting walls, doors and trim. The contractor will have to temporarily remove cabinets and waterline for the coffee machine in order to remove wallpaper and paint.

Funding for this item are within the contingency line items within the FY19/20 budget. Please find the included budget amendment that moves budget from contingency to repairs to cover the cost of these items.

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	4 Ormond Beach	Port Orange	



To: River to Sea TPO Executive Committee

JAM 2019-008

From: Julie Adamson, Chief Financial Officer, River to Sea TPO

Date: December 19, 2019

RE: Janitorial Procurement

The River to Sea TPO (R2CTPO) outsources the cleaning of its 6,214 sq. ft. office space. The contract with the current vendor (Sterling Office Valet) expires January 31, 2020. The janitorial company cleans the R2CTPO's office two (2) times per week. The R2CTPO obtained formal quotes from the following firms. The R2CTPO is recommending that a three (3) year contract with two (2) one (1) year renewals be awarded to Jani-King. Jani-King's cost is within the TPO's Adopted FY2019/20 Operating Budget.

Firm Name	Monthly Cost	Annual Cost	Total Contract Cost (5-year period)
Jani-King	\$375.00	\$4,500.00	\$22,500.00
Pattison	Yr. 1: \$433.33 Yr. 2: \$476.66 Yr. 3: \$524.32 Yr. 4: \$576.75 Yr. 5: \$634.43	Yr. 1: \$5,199.96 Yr. 2: \$5,719.92 Yr. 3: \$6,291.84 Yr. 4: \$6,921.00 Yr. 5: \$7,613.16	\$31,745.88
Sterling Office Valet	\$575.00	\$6,900.00	\$34,500.00
Clean Cleaning (Price was quoted \$263 per week. Amounts may be off due to rounding.)	\$1,139.67	\$13,676.00	\$68,380.00



To: River to Sea TPO Executive Committee

JAM 2019-010

From: Julie Adamson, Chief Financial Officer, River to Sea TPO

Date: December 19, 2019

RE: Employee Team Building & Goal Setting Activity

As part of the River to Sea TPO's (R2CTPO) FY18/19 and FY19/20 UPWP the R2CTPO is planning on conducting an employee team building & goal setting activity. The R2CTPO will hire a consultant that is expected to conduct the following:

- Evaluation of the Organization – Develop a series of activities to help the R2CTPO identify strengths, weaknesses, opportunities, and strategic planning. These activities should involve all staff and be interactive.
- Individual Achievement - Develop a series of activities that will help each staff member with professional development and to identify/ assess strengths, weaknesses, opportunities, accountability and goal setting.
- Teamwork/Team Building – Develop a series of activities to improve overall performance, communication, and collaboration of the organization. These activities should involve all staff and be interactive.

The due date for firms to submit quotes is December 20, 2019. The R2CTPO has set a limit for these services to be \$20,000. The funds for this item are within the R2CTPO's FY19/20 Annual Budget.

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	6 Ormond Beach	Port Orange	

Policy for: DUES AND MEMBERSHIPS



Background	
Reason for Policy: To provide professional development and support for R2CTPO staff and ensure consistency in the application of benefits.	
Additional Action Needed: Broad direction should be incorporated into the Employee Manual during the next update.	
Approval Required: TPO Board	Relevant Documents: R2CTPO Employee Handbook, R2CTPO Budget
Existing Guidance: A long-standing practice of the River to Sea Transportation Planning Organization (R2CTPO) has included reimbursing employees for a portion of the dues and membership fees for their participation in professional organizations and affiliations that advance their professional development as well as the work of the TPO. Approval of funding for dues and memberships has traditionally occurred through the budgeting process and was previously set at \$125.00 per employee. This is an important benefit for employees, however, and should be recognized in the Employee Handbook.	

Policy Direction
<p>The R2CTPO recognizes the importance of participating as members of professional organizations. These organizations can be used as a resource for the R2CTPO to obtain best practices as well as industry insights and trends. These memberships also support the professional development of R2CTPO employees. The R2CTPO will pay for 100% of the cost of any dues or memberships where the R2CTPO as an organization is a member. Individual employees may also become members of professional organizations and/or associations. The R2CTPO will pay for or reimburse up to \$500 annually in dues and/or membership fees each employee to join an organization, or multiple organizations, consistent with their official position description. Prior to incurring costs, the Executive Director must approve the request, which should include a justification of how the dues and/or membership(s) will benefit the R2CTPO and how it is relevant to the employee's position. Employees should contact the Chief Financial Officer for more information or questions about dues and memberships.</p>

Authorized by:	
Name / Position: Robert Gilliland, River to Sea TPO Chairman	
Signature:	Date:

Background

Reason for Policy: To manage efficient work production and ensure consistency in the work rules and expectations of River to Sea Transportation Planning Organization (R2CTPO) staff.

Additional Action Needed: Broad direction should be incorporated into the Employee Manual during the next update.

Approval Required: R2CTPO Board

Relevant Documents: R2CTPO Employee Handbook, R2CTPO Bylaws

Existing Guidance: The Employee Handbook, Section 4 (K.) Work Schedules states: "The R2CTPO office is normally open from 8:00 am to 5:00 pm, Monday through Friday, excluding certain holidays. Other operating hours may be established in the future by the R2CTPO. It is imperative that sufficient coverage of the office is in place at all times during regular office hours. The normal work schedule for full time employees is eight hours per day, five days per week. The Executive Director will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week." Bylaws of the R2CTPO identify the Executive Director as the responsible authority for "Overseeing the managerial and administrative functions of the TPO."

Policy Direction

The R2CTPO office is normally open from 8:00 am to 5:00 pm, Monday through Friday, excluding certain holidays. Other operating hours may be established in the future by the R2CTPO. It is imperative that sufficient coverage of the office is in place at all times during regular office hours. The normal work schedule for full time employees is eight hours per day, five days per week. ~~The Executive Director will advise employees of the times their schedules will normally begin and end.~~ Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Bylaws of the R2CTPO identify the Executive Director as the responsible authority for "Overseeing the managerial and administrative functions of the TPO." As such, the Executive Director is responsible for ensuring adequate staffing and office coverage and has discretion to establish employee work schedules.

All full-time regular employees are provided with one meal period of not less than 30 minutes in length each workday. The Executive Director will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during their meal period and will not be compensated for that time.

Telecommuting or remote work options provide opportunities for employees to work at home, on the road or in a satellite location. The R2CTPO considers telecommuting to be a viable and flexible work option when activities and schedules of both the employee and the TPO are suited to such an arrangement. Telecommuting may be appropriate for some employees and employment positions but not for others. Telecommuting is not an entitlement or a

companywide benefit, and it in no way changes the terms and conditions of employment.

The R2CTPO operates with a limited staff, who rely on each other throughout the course of a business day for communication, production support, office security and coverage. Telecommuting requests must be approved at the discretion of the Executive Director on an ad hoc basis for employees. Requests of time should be made at least one business day in advance and must be noted on the employee's office calendar and timesheets. It is also important to note that approval to work off-site does not change the standard report time or other work rules for an employee.

The following conditions will be considered when approving telecommuting options:

- Circumstances must provide a benefit to the employee and employer;
- Arrangements will not disrupt or diminish productivity or work quality;
- Remote working locations must have reliable internet access to ensure work documents and programs are accessible from the remote location;
- Employees must be available by telephone and e-mail during working hours;
- Telecommuting may not coincide with holidays, vacations and weekends; and
- Telecommuting will not result in additional expenses for the TPO.

DRAFT

Authorized by:

Name / Position: Robert Gilliland, River to Sea TPO Chairman (per Board Action _____)

Signature:

Date:



MEETING AGENDA

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

DATE: WEDNESDAY, JANUARY 22, 2020
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, FL 32114

Daytona Beach Commissioner Rob Gilliland, Acting Chairman 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 Chairperson)*
- IV. CONSENT AGENDA**
 - A. NOVEMBER 27, 2019 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORTS** *(Contact: Julie Adamson) (Enclosure, pages)*
 - C. EXECUTIVE COMMITTEE REPORT** -- *Report by Daytona Beach Commissioner Rob Gilliland, Executive Committee Chairperson (Enclosure, pages)*
 - D. UPWP SUBCOMMITTEE REPORT REPORT** -- *Report by Mr. Bobby Ball, UPWP Chairperson (Enclosure, pages)*
 - E. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** -- *Report by Council Member Heather Post, TDLCB Chairperson (Enclosure, pages)*
 - F. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Paul Eik, BPAC Chairperson (Enclosure, pages)*
 - G. 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) SUBCOMMITTEE REPORT** -- *Report by Mr. Bob Storke, LRTP Subcommittee Chairperson (Enclosure, pages)*
 - H. CITIZENS ADVISORY COMMITTEE REPORT** -- *Report by Ms. Nora Jane Gillespie, CAC Chairperson (Enclosure, pages)*
 - I. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Jose Papa, TCC Chairperson (Enclosure, pages)*

IV. CONSENT AGENDA (Continued)

J. RIVER TO SEA TPO BOARD SUMMARY REPORT -- Report by Daytona Beach Commissioner Rob Gilliland, A TPO Board Chairperson (Enclosure, pages)

K. REVIEW AND APPROVAL OF EXPENDITURE FOR THE “TELL THE TPO” SURVEY (\$40,000) (Contact: Pamela Blankenship) (Enclosure, page)

L. REVIEW AND APPROVAL OF THE DRAFT POLICY FOR DUES AND MEMBERSHIPS (Contact: Lois Bollenback) (Enclosure, pages)

This policy was developed based upon input provided by the Executive Committee at the November meeting. It will be incorporated into update of the Employee Handbook when that document is revised.

M. REVIEW AND APPROVAL OF THE DRAFT POLICY FOR TELECOMMUTING AND WORKING REMOTELY (Contact: Lois Bollenback) (Enclosure, pages)

This policy was developed based upon input provided by the Executive Committee at the November meeting. It amends and supplements information included the currently adopted Employee Handbook.

V. ACTION ITEMS

A. REVIEW AND APPROVAL OF RESOLUTION 2020-## SUPPORTING ALTERNATIVE 3 (CLOVERLEAF #2) OF THE I-95 AND PIONEER TRAIL PD&E (Contact: Lois Bollenback) (Enclosure, pages)

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF PLANNING PROJECTS UNDER CONSIDERATION FOR THE TWO-YEAR FY 2020/21 TO 2021/22 UNIFIED PLANNING WORK PROGRAM (UPWP) (Contact: Lois Bollenback) (Enclosure, pages)

B. PRESENTATION AND DISCUSSION OF THE DEVELOPMENT OF THE 2045 LONG RANGE TRANSPORTATION PLAN (Contact: Colleen Nicoulin) (Enclosure, pages)

C. PRESENTATION AND DISCUSSION OF THE FEDERAL CERTIFICATION REVIEW REPORT (Contact: Lois Bollenback) (Enclosure, pages)

D. PRESENTATION AND DISCUSSION OF UPDATED SAFETY DATA AND TARGETS (Contact: Crystal Mercedes) (Enclosure, pages)

E. PRESENTATION AND DISCUSSION OF PROPOSED CONSOLIDATED PLANNING GRANT (Contact: Lois Bollenback) (Enclosure, pages)

F. FDOT REPORT (Contact: Vickie Wyche, FDOT District 5) (Enclosure, pages XX)

VII. EXECUTIVE DIRECTOR’S REPORT (Enclosure, page)

- Update on SU Funding/Project Cost Increases (FDOT Two-Day Response)
- Update on FDOT D-5 Proposed Local Agency Program (LAP) Policy
- 2020 Annual Call for Projects

VIII. INFORMATION ITEMS (Enclosure, pages)

- Citizens Advisory Committee Attendance Record – 2019
- Technical Coordinating Committee Attendance Record– 2019
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2019
- November and December TPO Outreach and Activities

IX. ADJOURNMENT (Enclosure, page)

The next River to Sea TPO Board meeting will be February 26, 2020

February 2020 Meeting Dates

Executive Committee, February 5, 2020 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, February 12, 2020 @ 2:00 p.m.

Citizens Advisory Committee, February 18, 2020 @ 1:15 p.m.

Technical Coordinating Committee, February 18, 2020 @ 3:00 p.m.

River to Sea TPO Board, February 26, 2020 @ 9:00 a.m.

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