



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

DATE: Wednesday, October 2, 2019
TIME: 8:30 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, Chairperson Presiding

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENT/PARTICIPATION

III. DISCUSSION ITEMS

A. Review and Discussion of Updates to R2CTPO Employee Handbook (Initial Policy Direction)

The FY 2018/19 and FY 2019/20 Unified Planning Work Program (UPWP) includes a task to update the R2CTPO Handbook of Employee Policies and Practices. TPO staff will provide an overview of the handbook and discuss approaches to updating this document. The current handbook is located on the R2CTPO website at: https://www.r2ctpo.org/wp-content/uploads/Final-R2CTPO-Employee-Handbook_Print-05-17-17.pdf

B. Discussion of the Consolidated Planning Grant Agreement proposed by FDOT

C. Discuss Completion of TPO Executive Director Annual Evaluation

Each year, the R2CTPO Chair completes a performance evaluation of the Executive Director. The This discussion will review the annual evaluation process. *(Enclosure, pages 3-8)*

D. Discuss Rescheduling the January 1, 2020 Executive Committee Meeting

IV. BUSINESS

A. Review and Recommend Approval of the Timekeeping and Travel Reimbursement Policy *(Enclosure, pages 9-10)*

B. Review and Approval of an Expenditure of \$21,440 for the Williamson Boulevard and Willow Run Sidewalk Feasibility Study

C. Review and Recommend Approval of the Draft 2020 Legislative Positions of the R2CTPO *(under separate cover)*

IV. BUSINESS (Continued)

- D. Review and Approval of the Draft October 23, 2019 River to Sea TPO Board Agenda (Enclosure, pages 11-13)**

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



EXECUTIVE DIRECTOR EVALUATION

INSTRUCTIONS: Under the TPO Chair's direction, members of the River to Sea TPO (R2CTPO) will be provided a copy of this evaluation form 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
Organization and Governance:				
<ul style="list-style-type: none"> • 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 • Prepares and has adequate information for knowledgeable decision-making • Makes well-considered recommendations to the R2CTPO members • Effectively informs R2CTPO members of industry trends and recent developments in transportation planning and pertinent legislative proposals and changes • Keeps the R2CTPO members apprised of the status of programs and services • Works effectively with outside professionals and participating local governments 				
<p>Comments on Organization and Governance:</p> 				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Communications:				
<ul style="list-style-type: none"> • Demonstrates an understanding and appreciation for the provisions of Florida law regarding open meetings and maintenance of public records • Acts effectively in keeping the public informed of agency goals, objectives, and services and actively seeks public input for decision-making • Communicates clearly and persuasively in writing and verbally, both within and outside the agency • Listens carefully, is respectful of others, welcomes new ideas and maintains a credible open door policy • Promotes the interests and welfare of the agency within the community and industry 				
<p>Comments on Communications:</p>				

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

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

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Comments on Human Resources:				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Finances:				
<ul style="list-style-type: none"> • 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 • Develops realistic budgets • Manages necessary cash flow and maintains needed reserves to accomplish program goals and objectives • Demonstrates a thorough understanding of funding sources, and appreciates applicable regulatory constraints and financial reporting requirements • Achieves “clean” financial audit • Adheres to appropriate procurement procedures 				

Comments on Finances:

OVERALL EVALUATION:

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

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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					
OVERALL RATING					

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: _____

Background

Reason for Policy: -To establish effective internal controls for the review and oversight of time sheet reporting and expense reimbursements for R2CTPO staff. This policy and procedure is intended to supplement information included in the R2CTPO Handbook of Employee Policies and Practices (Employee-~~Manual~~Handbook).

Additional Action Needed: This policy and procedure should be reviewed periodically and incorporated into the R2CTPO Employee Handbook during the next update.

Approval Required: R2CTPO Board

Relevant Documents: R2CTPO Employee Handbook, 2 CFR 200.430, 2 CFR 200.303, Section 112.061 Florida Statutes, Executive Director Employment Agreement

Existing Guidance: The R2CTPO Employee Handbook, Section 4 (I) "Timekeeping" addresses the importance of recording time worked and states: "It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The Executive Director will review and then initial the time record before submitting it for payroll processing." Additionally, 2 CFR 200.430 "Compensation" requires that "federal awards for salaries and wages must be based on records that accurately reflect work performed." These records must be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated." The Employee Handbook also addresses Travel Expenses for R2CTPO employees in Section 7 (V). This section allows R2CTPO employees to be reimbursed "for reasonable business travel expenses incurred while on assignments."

Policy Direction

Timekeeping

R2CTPO employees, including the Executive Director, document their work related activities by completing timesheets that document weekly activities and submitting these once every two weeks. Completed timesheets shall accurately reflect the time worked each day by task or the holiday, personal time off (PTO), or other authorized options for recording R2CTPO related activity. Detailed descriptions of work activities are listed on the reverse side of the timesheets to document work progress, training, meeting attendance, travel and other activities. This information is used to develop progress reports that accompany billing invoices. When completed, employees sign their timesheets and submit them to the Chief Financial Officer (CFO) for review of funding availability, allowable charges and availability of PTO. Upon satisfactory review, the CFO initials each timesheet and provides them to the Executive Director to review for accuracy, allowable charges and detailed work activity. Once completed, the Executive Director signs and returns timesheets to the CFO for processing.

Timesheets of the Executive Director will be submitted to the CFO to review for funding availability, allowable charges and availability of PTO. Upon satisfactory review, the CFO will initial the timesheet and provide to a senior staff member ~~for to~~ screening for completeness and accuracy. Upon completion of their review, the staff member will sign the timesheet and return to the CFO.

On a ~~monthly~~quarterly basis, ~~t~~The CFO will meet with the R2CTPO ~~1st Vice Board Chair/Treasurer~~ to review completed timesheets of the Executive Director. The review will involve screening a sample of timesheets for timely submission, accuracy and consistency of work detail. The ~~1st Vice Board Chair~~ will address any irregularities with the Executive Director and/or the CFO as

appropriate. Once completed, the Board Chair will sign the timesheets that were reviewed and will report completion of the review to the Executive Committee and Board. The 1st Vice-Chair may also complete the review if the Board Chair is unavailable.

Travel Expense Reimbursement

The R2CTPO ~~provides reimbursement~~ reimburses ~~to~~ employees for reasonable business travel expenses incurred while on assignment in support of R2CTPO activities. The R2CTPO uses funds provided by the Florida Department of Transportation (FDOT) to cover a portion of the travel costs. Travel costs being reimbursed by FDOT from grant funds must conform to the requirements of Section 112.061, Florida Statutes, Chapter 69I-42, F.A.C., Department of Financial Services Reference Guide for State Expenditures, FDOT Disbursement Handbook, any policies issued by the FDOT and the terms of any contracts the R2CTPO has with the FDOT.

Extended business ~~t~~Travel includes work assignments outside the R2CTPO planning area that are longer than a single day involving overnight accommodations, registration fees and, possibly, airfare. All extended business travel for employees must be approved in advance by the Executive Director and the CFO. Requests are to be submitted using the R2CTPO Travel Form. Extended travel requests for the Executive Director must be approved in advance by the R2CTPO CFO and Board Chair or 1st Vice-Chair if the Chair is unavailable.

When travel is complete, employees should submit completed travel expense reports within 7 calendar days of completing a trip. Completed reports will be submitted using the R2CTPO Travel Form and FDOT Contractor Travel Form (#300-00-06) and must include receipts for all individual expenses as well as relevant information such as conference agendas. Completed travel reports will be submitted to the ~~R2CTPO~~ CFO for review. The CFO will review for completeness and accuracy. Upon satisfactory review, the CFO will sign the report and provide it to the Executive Director for review and approval.

Extended business travel completed by the Executive Director should be reported on the R2CTPO Travel Form and FDOT Contractor Form (#300-00-06). Completed forms will be submitted to the CFO for review within 7 calendar days of completing a trip. The CFO will review for completeness and accuracy. Upon satisfactory review, the CFO will sign the report and provide it to the ~~R2CTPO Board~~ Chair for review and approval. ~~Review may also be completed by the 1st Vice-Chair~~ The 1st Vice-Chair may also complete the review if the Board Chair is unavailable.

Single day travel expenses may be incurred within or outside of the R2CTPO planning area. Reimbursement for travel expenses such as personal vehicle mileage, tolls, and commuter rail boarding is provided for R2CTPO employees. Expenses for single day travel are not required to be approved in advance. These expenses ~~must be~~ are submitted on the FDOT Contractor Travel Form (#300-000-06) which should be submitted at least ~~once each month-quarter~~ monthly. Completed travel forms will be submitted to the R2CTPO CFO for review. The CFO will review for completeness and accuracy. Upon satisfactory review, the CFO will sign the report and provide it to the Executive Director for review and approval.

Single day travel expenses incurred by the Executive Director are ~~only~~ reimbursed for travel outside the R2CTPO planning area (as established in the ~~employee agreement~~ Executive Director Employee Agreement). These expenses ~~must be~~ are submitted on the FDOT Contractor Travel Form (#300-000-06) which must be submitted to the Board Chair or 1st Vice-Chair/Treasurer ~~if the Chair is unavailable~~ for review and approval at least ~~once each month-monthly-quarter~~.

Authorized by:

Name / Position: Robert Gilliland, River to Sea TPO Chairperson (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, OCTOBER 23, 2019
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, 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. AUGUST 28, 2019 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORT** *(Contact: Julie Adamson) (Enclosure, pages)*
 - C. EXECUTIVE COMMITTEE REPORT** -- *Report by Daytona Beach Commissioner Rob Gilliland, Executive Committee Chairperson (Enclosure, pages)*
 - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Paul Eik, BPAC Chair (Enclosure, pages)*
 - E. CITIZENS ADVISORY COMMITTEE REPORT**--*Report by Ms. Nora Jane Gillespie, CAC Chair) (Enclosure, pages)*
 - F. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Jose Papa, TCC Chair (Enclosure, pages)*
 - H. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- *Report by Daytona Beach Commissioner Rob Gilliland, TPO Board Chairperson (Enclosure, pages)*
 - I. CENTRAL FLORIDA MPO ALLIANCE (CFMPOA) REPORT** *(Contact: Lois Bollenback) (Enclosure, pages)*
 - J. REVIEW AND APPROVAL OF TIMEKEEPING AND TRAVEL REIMBURSEMENT POLICY** *(Contact: Lois Bollenback) (Enclosure, pages)*

IV. CONSENT AGENDA *(Continued)*

- K. REVIEW AND APPROVAL OF EAST CENTRAL FLORIDA REGIONAL RESILIENCE COLLABORATIVE MEMORANDUM OF UNDERSTANDING** *(Contact: Stephan Harris) (Enclosure, pages)*

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2019-## AMENDING THE 2040 LONG RANGE TRANSPORTATION PLAN (LRTP)** *(Contact: Lois Bollenback) (Enclosure, pages)*
- B. REVIEW AND APPROVAL OF RESOLUTION 2019-## ADOPTING THE WALKABILITY ACTION PLAN AND COMPLETE STREETS POLICY TEMPLATE** *(Contact: Stephan Harris) (Enclosure, pages)*
- C. REVIEW AND APPROVAL OF THE R2CTPO 2020 LEGISLATIVE POSITIONS** *(Contact: Lois Bollenback) (Enclosure, pages)*

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF DRAFT R2CTPO FY 2018/19 PUBLIC INVOLVEMENT ACTIVITIES SUMMARY** *(Contact: Pamela Blankenship) (Enclosure, pages)*
- B. PRESENTATION AND DISCUSSION OF THE DRAFT COMMUNITY SAFETY ACTION PLAN (CSAP)** *(Contact: Pamela Blankenship) (Enclosure, pages)*
- C. PRESENTATION AND DISCUSSION OF UPDATE OF THE DEVELOPMENT OF THE 2045 LONG RANGE TRANSPORTATION PLAN (LRTP)** *(Contact: Colleen Nicoulin) (Enclosure, pages)*
- D. PRESENTATION AND DISCUSSION OF THE GUIDING RESOLUTIONS AND PROJECT APPLICATIONS FOR THE ANNUAL CALL FOR PROJECTS** *(Contact: Lois Bollenback) (Enclosure, pages)*
- E. PRESENTATION AND DISCUSSION OF THE 2045 FLORIDA TRANSPORTATION PLAN** *(Contact: Lois Bollenback) (Enclosure, pages)*
- F. PRESENTATION AND DISCUSSION OF CR 415 AND PIONEER TRAIL INTERSECTION IMPROVEMENTS** *(Contact: Lois Bollenback) (Enclosure, pages)*
- G. FDOT REPORT** *(Contact: Vickie Wyche, FDOT District 5) (Enclosure, pages)*

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

- Update on SU Funding/Work Program
→ Update on FDOT D-5 Proposed Local Agency Program (LAP) Policy

VIII. RIVER TO SEA TPO CHAIRPERSON COMMENTS *(Enclosure, page)*

IX. RIVER TO SEA BOARD MEMBER COMMENTS *(Enclosure, page)*

X. INFORMATION ITEMS (Enclosure, pages)

- Citizens Advisory Committee Attendance Record – 2019
- Technical Coordinating Committee Attendance Record– 2019
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2019
- September 2019 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports
- TRIP Letters
- Acronyms

XI. ADJOURNMENT (Enclosure, page)

The next River to Sea TPO Board meeting will be November 27, 2019

November Meeting Dates

Executive Committee, November 6, 2019 @ 8:30 a.m.

Transportation Disadvantaged Local Coordinating Board, November 13, 2019 @ 11:00 a.m.

Bicycle/Pedestrian Advisory Committee, November 13, 2019 @ 2:00 p.m.

Citizens Advisory Committee, November 19, 2019 @ 1:15 p.m.

Technical Coordinating Committee, November 19, 2019 @ 3:00 p.m.

River to Sea TPO Board, November 27, 2019 @ 9:00 a.m.

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