



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

**DATE:** Wednesday, October 3, 2018  
**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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**DeBary Vice Mayor Lita Handy-Peters, R2CTPO Chairperson Presiding**

**AGENDA**

**I. CALL TO ORDER**

**II. PUBLIC COMMENT/PARTICIPATION**

**III. DISCUSSION ITEMS**

**A. 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 Recommend Approval of the R2CTPO FY 2017/18 Independent Audit Report**

**B. Review and Approval of the Draft October 24, 2018 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-

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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	

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:** 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
<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.

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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					
<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, OCTOBER 24, 2018**  
**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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**DeBary Vice Mayor Lita Handy-Peters, 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 Chairperson)*
- IV. CONSENT AGENDA**
  - A. SEPTEMBER 26, 2018 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 DeBary Vice Mayor Lita Handy-Peters, Executive Committee Chairperson (Enclosure, pages )*
  - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Bob Storke, BPAC Chairperson (Enclosure, pages )*
  - E. CITIZENS ADVISORY COMMITTEE REPORT** -- *Report by Ms. Janet Deyette CAC Chairperson (Enclosure, pages )*
  - F. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Jose Papa, TCC Chairperson (Enclosure, pages )*
  - G. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- *Report by DeBary Vice Mayor Lita Handy-Peters, TPO Board Chairperson (Enclosure, pages )*
  - H. CENTRAL FLORIDA MPO ALLIANCE (CFMPOA) REPORT** *(Contact: Lois Bollenback) (Enclosure, page 4)*

**V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF RESOLUTION 2018-## ADOPTING THE FY 2017/18 PUBLIC INVOLVEMENT REPORT** (Contact: Pamela Blankenship) (Enclosure, pages XX)
- B. REVIEW AND APPROVAL OF RESOLUTION 2018-## ADOPTING THE TRANSPORTATION PERFORMANCE TARGETS** (Contact: Lois Bollenback) (Enclosure, pages XX)
- C. REVIEW AND APPROVAL OF RESOLUTION 2018-## AMENDING THE FY 2018/19 TO 2022/23 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** (Contact: Colleen Nicoulin) (Enclosure, pages XX)
- D. REVIEW AND APPROVAL OF RESOLUTION 2018-## ADOPTING THE R2CTPO 2018 CONGESTION MANAGEMENT PROCESS (CMP) AND PERFORMANCE MEASURES REPORT** (Contact: Aarti Sharma) (Enclosure, pages XX)
- E. REVIEW AND APPROVAL OF THE RIVER TO SEA TPO'S FISCAL YEAR 2017/2018 INDEPENDENT AUDIT REPORT** (Contact: Herbert M. Seely) (Enclosure, page )
- F. REVIEW AND APPROVAL OF REQUEST FROM ORMOND BEACH FOR ADDITIONAL FUNDING FOR THE TOMOKA ELEMENTARY SCHOOL SIDEWALK** (Contact: Stephan Harris) (Enclosure, pages XX)
- G. REVIEW AND APPROVAL OF REQUEST FROM ORMOND BEACH FOR ADDITIONAL FUNDING FOR THE WILLIAMSON BOULEVARD PEDESTRIAN IMPROVEMENTS** (Contact: Stephan Harris) (Enclosure, pages XX)

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

- A. PRESENTATION AND DISCUSSION OF THE 2019 DRAFT LEGISLATIVE POSITIONS** (Contact: Lois Bollenback) (Enclosure, pages XX)
- B. PRESENTATION AND DISCUSSION OF RECOMMENDED CHANGES TO THE R2CTPO POLICY RESOLUTIONS AND PROJECT APPLICATIONS FOR THE ANNUAL CALL FOR PROJECTS** (Contact: Colleen Nicoulin) (Enclosure, pages XX)
- C. PRESENTATION AND DISCUSSION OF ST. JOHNS RIVER TO SEA LOOP TRAIL PD&E STUDY (KENNEDY PARKWAY TO DALE STREET)** (Contact: Stephan Harris) (Enclosure, pages XX)
- D. FDOT REPORT** (Contact: Vickie Wyche, FDOT District 5) (Enclosure, pages XX)

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

- Update on SU Funding/Work Program
- Update on the Roundtable of Volusia County Elected Officials

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

- Citizens Advisory Committee Attendance Record – 2018
- Technical Coordinating Committee Attendance Record– 2018
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2018
- September TPO Outreach and Activities

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

**November Meeting Dates**

Executive Committee, November 7, 2018 @ 8:30 a.m.

Transportation Disadvantaged Local Coordinating Board, November 14, 2018 @ 11:00 am

Bicycle/Pedestrian Advisory Committee, November 14, 2018 @ 3:00 p.m.

Citizens Advisory Committee, November 20, 2018 @ 1:15 p.m.

Technical Coordinating Committee, November 20, 2018 @ 3:00 p.m.

River to Sea TPO Board, November 28, 2018@ 9:00 a.m.

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