



**SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE COMMITTEE
MEETING / AGENDA NOTICE**

DATE: Thursday, April 13, 2017

TIME: 11:15 a.m.

LOCATION: Brevard County Government Center
2725 Judge Fran Jamieson Way, Viera
Florida Room, Building C, 3rd Floor

Chairwoman Kathy Meehan, Presiding

AGENDA

- 1. Call to Order of the Space Coast TPO Executive Committee**
- 2. Discussion RE: Performance Appraisal Report SCTPO Executive Director**
- 3. Public Comment**
- 4. Adjourn**

Any person who desires or decides to appeal any decision made by this agency with respect to any matter considered at this meeting or hearing will need a record of the proceedings. For such purpose, such person may need to insure that a verbatim record of the proceedings is made, at his own expense, which record includes testimony and evidence upon which the appeal is to be based. Any questions about this meeting should be directed to Lisa Hickman, (321)690-6890 or Email: tpostaff@spacecoasttpo.com.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding should contact the Space Coast TPO Office no later than 48 hours prior to the meeting at (321) 690-6890 for assistance.

***** PLEASE SILENCE ALL ELECTRONIC DEVICES *****

ITEM NUMBER 2

Discussion RE: Performance Appraisal Report SCTPO Executive Director

DISCUSSION:

The Executive Committee has been designated to perform the annual evaluation of the SCTPO Executive Director for the period of January 1, 2016 through December 31, 2016. This review is required per the TPO's contract with the Executive Director. The Executive Committee's recommendation shall be brought to the full TPO Board for approval.

The Performance Evaluation Form is attached for review. The Committee may make any change to improve feedback prior to the form being distributed to Executive Members. The summary memorandum prepared by Mr. Gougelman for Mr. Kamm's 2015 evaluation is included to reflect how scores and comments were previously conducted.

At the pleasure of the Governing Board, a performance based lump sum bonus may be given to the Executive Director.

Staff proposes the following schedule:

April 17 th	Transmittal of Performance Evaluation Form to Committee
April 28 th	Completed Evaluations due to Mr. Gougelman
May 4 th	Executive Committee May 11 th Agenda Package sent out
May 11 th	Executive Committee Meeting, Approval of Evaluation (meeting to be held at 8:15 a.m. prior to TPO Board mtg.)
May 11 th	TPO Governing Board Approval of Evaluation

Mr. Paul Gougelman, general counsel for the TPO, will compile and average the scores from each Executive Committee member, and present his summary.

REQUESTED ACTION:

Conduct Performance Evaluation of the SCTPO Executive Director for the period of January 1, 2016 through December 31, 2016.

ATTACHMENTS:

- SCTPO Executive Director Performance Evaluation Form, Attachment A
- Summary Memorandum prepared by Mr. Gougelman for Mr. Kamm's 2015 evaluation, Attachment B

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

PERFORMANCE EVALUATION REPORT

EMPLOYEE: BOB KAMM

JOB TITLE: EXECUTIVE DIRECTOR

PURPOSE OF REPORT: Probationary _____ Annual X Other _____
(Explain)

APPRAISAL PERIOD: From: JANUARY 1, 2016 To: DECEMBER 31, 2016

INSTRUCTIONS: Review each job standard of the Executive Directors performance for the period of time designated above. Place an **X** in the column which describes the Director's performance in that category.

The Performance scale is as follows:

- 5 - Outstanding
- 4 - Above Satisfactory
- 3 - Satisfactory
- 2 - Needs Improvement
- 1 - Unsatisfactory

Each Appraisal Form to be signed by:

- 1. SCTPO Executive Committee Member
- 2. Executive Director

SCTPO Executive Director Performance Standards

Section A: MEETING STRATEGIC GOALS (50%) Listed are what the Director considers the major accomplishments in each category during the evaluation period. The full activity list is summarized in the Strategic Plan Annual Report which is also part of the evaluation..	1	2	3	4	5
A. Enhance transportation system performance <ul style="list-style-type: none"> • Ellis Rd widening and interchange design underway • Fully funded N and S St Johns Parkway • Completed SR 501 (Clearlake Rd) PD&E study • Began SR 524 PD&E study • Completed and submitted AAF Station Study • Coordinated with Turnpike, FDOT on SR 528 widening study and design • Conducted safety studies on 11 roads • Advanced 7 Complete Streets projects, 3 to construction • Advanced Zoo Trail, Rail-Trail to construction. Garden St trail bridge completed • Coordinated with KSC, FDOT on replacement of NASA Cswy bridge 					
B. Improve planning and decision-making <ul style="list-style-type: none"> • Obtained Ellis Rd. SIS Connector designation • Coordinated ITS planning and operations between FDOT, Brevard Co, Melbourne, Palm Bay, Titusville • Completed 6 Corridor Planning Studies with FDOT and local agencies • Participated in implementation of East Central Florida Corridor Task Force • Completed 11 corridor safety studies in coordination with FDOT, locals and law enforcement • Completed first Corridor Performance Monitoring Report 					
C. Foster community enrichment, empowerment and engagement <ul style="list-style-type: none"> • Continued social media presence • Adopted Public Participation Plan update • Reevaluated Communications position duties prior to filling vacancy • Continued nationally recognized bicycle/pedestrian safety program 					
D. Ensure the TPO is financially stable, soundly managed and staffed by competent, engaged professionals <ul style="list-style-type: none"> • Another clean audit (fifth consecutive year) • Continued robust strategic plan that may be unique among MPO/TPOS • Successfully updated and adopted new Classification and Pay Plan • Trained two new employees • Maintained Quality Production of Products throughout personnel changes • All signs point to excellent staff morale, team work and dedication 					

Section B. FULFILLING POSITION REQUIREMENTS (50%)	1	2	3	4	5
<p>1. MANAGE TPO BOARD AND COMMITTEE MEETINGS</p> <ul style="list-style-type: none"> • Meetings are interesting and meaningful as demonstrated by consistently having a quorum • Presentations are reviewed in advance to insure not too long or too technical • Agendas are developed to be covered in 2 hours • Agenda packages are prepared to be informative, without errors, easily followed • Staff gives accurate, understandable answers to questions 					
<p>2. FULFILL FEDERAL, STATE, SCTPO REQUIREMENTS</p> <ul style="list-style-type: none"> • All documents (TIP and amendments, UPWP) adopted by stipulated deadlines • Long Range Plan adopted within mandatory 5-year period • Excellent certification review indicates program exceeds state and federal planning requirements • Financial documents (invoices, budgeting, audit) with no findings, delays or corrective actions. 					
<p>3. FOSTER INTERGOVERNMENTAL COORDINATION</p> <ul style="list-style-type: none"> • Worked with local governments and Port on Passenger Rail Station Study • Served on East Central Florida Task Force Implementation Committee • Coordinated with SCAT on transit issues • Met routinely with FDOT on project status, funding opportunities • Participated in Central FL MPO Alliance and MPO Advisory Council • Active and continuous coordination on trail implementation • Worked with locals to incorporate improvements in resurfacing projects • Cooperated with local and law enforcement on 11 corridor safety studies • Cooperated and supported FDOT and locals on 8 corridor planning studies 					
<p>4. IMPLEMENT PLANS AND PROGRAMS.</p> <ul style="list-style-type: none"> • Involved with FDOT and locals in conducting 8 Corridor Studies • Supporting cooperative program to oversee ITS operation. Provide support funding to Brevard Co for ITS. • Conducting 11 corridor safety studies • Continued to manage a nationally recognized bike/ped safety program • Actively planning community wide, interregional trails 					
<p>5. IMPLEMENT PRIORITY TRANSPORTATION PROJECTS. Improvement projects completed, advanced or begun:</p> <ul style="list-style-type: none"> • SR 528 widening from SR 520 to Port • US 1 construction in Cocoa • Malabar Road PD&E Babcock to US 1 • Clearlake Road PD&E (Michigan to Industry) • Babcock St design (Malabar to Palm Bay Rd) • US 192 intersections at Wickham and Hollywood • Complete Streets - 7 projects county wide • Major trail projects moving to implementation 					

<p>6. PROVIDE CAPABLE STAFF</p> <ul style="list-style-type: none"> • Staff is productive, professional, committed, accessible, informed • Staff participates in policy and management decisions that affect them • All staff members participated in at least one training or professional development opportunity • Recognized outstanding performance and team work through employee recognition program • Staff encouraged to present their work to TAC/CAC/TPO or national conferences • Performance evaluations are impartial, consistent, timely and meaningful • Developed staffing transition plan to cope with departure of two staff members. Involved reassigning duties, cross training and prompt hiring action to minimize downtime • Continue commitment to strategic planning 					
<p>7. COMMUNICATE WITH ELECTED OFFICIALS, THE PUBLIC, AGENCIES AND MEDIA</p> <ul style="list-style-type: none"> • Adopted updated Public Participation Plan • Increased significantly social media usage • Participated in numerous community events, especially safety and trails • Maintained excellent relationship with Florida Today 					

AVERAGE PERFORMANCE STANDARDS TOTALS _____

AVERAGE SECTION A. Meeting Strategic Goals (50%) _____

AVERAGE SECTION B. Fulfilling Position Requirements (50%) _____

RATER COMMENTS: _____

 (Rater's Signature) Date: _____

 (Employee's Signature) Date: _____

NOTE: I have reviewed this appraisal and have been given the opportunity to discuss the appraisal with the rater. I understand that signing this form does not necessarily mean I agree or disagree with the rating.

Performance Recommendation:

Bonus: _____ Amount: \$ _____ (One time)

MEMORANDUM

TO: Executive Committee Members

FROM: Paul Gougelman, General Counsel

SUBJECT: Executive Director's
Evaluation for 2015

DATE: March 29, 2016

Below is the summary of ratings for Bob Kamm from each member of the Executive Committee. Where comments were made, I have included the comments for your consideration at the end of this memorandum, including recommendations for a pay adjustment.

Section A. MEETING STRATEGIC GOALS (50%)

A. Enhance transportation system performance.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 5 5 4

B. Improve regional planning and decision-making.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 5 4 4

C. Foster community enrichment, empowerment and engagement.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 4 5 4

D. Ensure the TPO is financially stable, soundly managed and staffed by competent, engaged professionals.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 5 5 5

Section B: FULFILLING POSITION REQUIREMENTS (50%)

1. Manage TPO Board and Committee meetings.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 4 5 4

2. Fulfill Federal, State, SCTPO Requirements.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 4 5 4

3. Foster Intergovernmental Coordination.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 5 4 4

4. Implement plans and programs.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 5 5 4

5. Implement Priority Transportation Projects.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 5 4 4

6. Provide Capable Staff.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 5 5 5

7. Communicate With Elected Official, the Public, Agencies and the Media.

Meehan - Long - Tulley - O'Neill - Nowlin
5 5 5 4 4

RATER'S COMMENTS:

Tulley: Mr. Kamm is an accomplished professional who can always be counted upon to give his best effort and more. He goes to great lengths to keep the SCTPO board well informed and is always extremely knowledgeable at all board meetings. He provides all necessary data the board requires to make informed decisions. He is a definite asset to the SCTPO.

Long: It is evident that Mr. Kamm has gained expertise in the field of public transportation. He is highly competent in all aspects of his responsibilities.

Nowlin: Once again Bob provides excellent leadership and vision for the TPO. Bob has assembled a staff that is second to none and nationally recognized.

Meehan: Mr. Kamm has done an excellent job as Executive Director of the Space Coast TPO. It's because of the dedication and hard work of Mr. Kamm and his staff in leading the Space Coast TPO to complete projects on time and successfully. Mr. Kamm's valuable input, experience, and attention to detail is greatly commended.

O'Neill: It has been my pleasure to have served on the Space Coast Transportation Planning Organization for a number of years. I have served in several capacities on the Citizens Advisory Committee and then as the City of Rockledge's designated delegate to the SCTPO. During my entire tenure through the many roles I have worked with Bob Kamm. Bob is nearing retirement and that leaves me with a feeling of uncertainty as the "Rock" of the SCTPO will no longer be there. A new Executive Director will be selected but there is always that learning curve during which we get to know them and what to expect from each other. I have always known what to expect from Bob and that was the very best in leadership and advice. Well Done Bob!!

Overall Ratings:

Section A. MEETING STRATEGIC GOALS (50%)

Meehan - Long - Tulley - O'Neill - Nowlin
5 - 5 - 4.75 - 4.75 - 4.25
Average = 23.75 divided by 5 = 4.75

Section B. FULFILLING POSITION REQUIREMENTS (50%)

Meehan - Long - Tulley - O'Neill - Nowlin
5 - 5 - 4.714 - 4.571 - 4.142
Average = 23.427 divided by 5 = 4.6854

Overall Average:

Section A. MEETING STRATEGIC GOALS (50%) - 4.75

Section B. FULFILLING POSITION REQUIREMENTS (50%) - 4.6854

Overall Average - 4.7177

According to the rating scale, "above satisfactory" is equal to an overall average of 4 points, and "outstanding" is equal to a perfect score of 5 points. 5 points would be difficult to attain and would require every rater to score every category as a "5." Mr. Kamm's rating of 4.7177 is as a performer whose average is between "above satisfactory" and "outstanding," but it is closer to being "outstanding."

RECOMMENDATION FOR PAY INCREASE:

The majority of raters have proposed some type of pay experience for Mr. Kamm. Two raters did not comment. Chairman Meehan proposed an increase, but she indicated that further discussion at the Executive Committee meeting was needed.

Meehan - Bonus - Discuss at meeting.

Long - I support a bonus for the exceptional accomplishments of Mr. Kamm. If it is appropriate, a value of 5 to 7 % of his current annual salary is my recommendation. It has been highly educational to me for participating in the TPO; much of the value has come from the professionalism of Mr. Kamm, his staff and supporting organizations. Thank you.

Tulley - Yes. \$2000.

O'Neill - No recommendation made

Nowlin - No recommendation made

This issue will need to be discussed at the upcoming Executive Board meeting.