



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

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**DATE: Thursday, July 12, 2018**

**TIME: 3:30 p.m.**

**LOCATION: Brevard County Government Center  
2725 Judge Fran Jamieson Way, Melbourne  
Building C, 2nd floor, Space Coast Room**

**SCTPO Chair, Kathy Meehan, Presiding**

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**AGENDA**

- 1. Call to Order of the Space Coast TPO Executive Committee**
- 2. Approval of Minutes – April 12, 2018**
- 3. Approval RE: SCTPO Executive Director 2018-19 Performance Criteria**
- 4. Public Comment**
- 5. 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](mailto: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.

**\*\*\* CELL PHONES SHOULD BE SILENCED DURING THE MEETING\*\*\***

## ITEM NUMBER 2

### Approval of Minutes – April 12, 2018

#### **DISCUSSION:**

Staff has prepared draft minutes for the TPO Executive Committee from their meeting conducted on April 12, 2018.

#### **REQUESTED ACTION:**

Approve minutes from Executive Committee meeting held on April 12, 2018.

#### **ATTACHMENTS:**

- Draft Executive Committee minutes from April 12, 2018



## Space Coast Transportation Planning Organization Executive Committee

Brevard County Government Center  
2725 Judge Fran Jamieson Way, Melbourne, Florida  
Florida Room

Meeting Date: Thursday, April 12, 2018

### DRAFT MEETING MINUTES

#### Agenda

1. Call to Order of the Space Coast TPO Executive Committee
2. Approval RE: SCTPO Executive Director 2017 Performance Evaluation
3. Approval RE: SCTPO Executive Director Employment Contract with Mrs. Georganna Gillette
4. Public Comment
5. Adjourn

#### Executive Committee Members:

Kathy Meehan, Chair	City of Melbourne	Present
Tres Holton, Vice Chair	City of Palm Bay	Present
Betty Moore	City of Melbourne	Present
Harry Santiago, Jr.	City of Palm Bay	Present
Andrea Young	City of West Melbourne	Present

#### Others Present:

Bob Kamm	Space Coast TPO Executive Director
Paul Gougelman	Space Coast TPO Attorney
Sarah Kraum	Space Coast TPO Staff
Lisa Hickman	Space Coast TPO Staff
Abby Hemenway	Space Coast TPO Staff
Georganna Gillette	Space Coast TPO Staff
Steven Bostel	Space Coast TPO Staff
Laura Carter	Space Coast TPO Staff
Janna Taylor	FDOT Liaison
Mary McGehee	FDOT

#### **Item 1. Call to Order of the Space Coast Executive Committee**

Ms. Meehan, Chair called the meeting to order at 2:00 p.m.

#### **Item 2. Approval RE: SCTPO Executive Director 2017 Performance Evaluation**

Mr. Gougelman provided an overview of the evaluation process. Mr. Gougelman stated Mr. Kamm received an overall average of 5.0 rating, a perfect score, from the Executive Committee. Mr. Gougelman reviewed the options and committee's recommendations for pay adjustment/bonus. The committee agreed to a performance recognition bonus of 10% of his \$133,000.00 annual salary.

***Motion by Ms. Meehan, second by Mr. Holton, to approve the SCTPO Executive Director's performance recognition bonus of \$13,300.00. Hearing no objections, the motion passed unanimously.***

**Item 3. Approval RE: SCTPO Executive Director Employment Contract with Mrs. Georganna Gillette**

Mr. Gougelman provided an overview of the SCTPO Executive Director Employment Contract for Mrs. Georganna Gillette. Mr. Gougelman suggested Mrs. Gillette's contract to begin April 28, 2018 which is the day after Mr. Kamm retires.

*Motion by Mr. Santiago, second by Mr. Holton, to approve the SCTPO Executive Director Employment Contract with the annual salary of \$115,000.00.*

*Motion by Mr. Santiago, second by Mr. Holton, to amend the motion to approve the SCTPO Executive Director Employment Contract with the annual salary of \$125,000.00.  
Hearing no objections, the motion passed unanimously.*

**Item 4. Public Comment**

No comments were heard.

**Item 5. Adjourn**

Hearing no further discussion the meeting adjourned at 2:55 p.m.

### ITEM NUMBER 3

#### **Approval RE: SCTPO Executive Director 2018-19 DRAFT Performance Criteria**

#### **DISCUSSION:**

The Executive Committee has been designated to develop performance criteria for the SCTPO Executive Director for the period of April 30, 2018 through June 30, 2019.

Enclosed for the Executive Committees discussion and consideration is the Draft Performance Evaluation that has been updated to reflect the latest 2018-19 Strategic Plan goals and objectives.

#### **REQUESTED ACTION:**

Approve the Performance Criteria for the SCTPO Executive Director for the period of April 30, 2018 through June 30, 2019.

#### **ATTACHMENTS:**

- Executive Director 2018-19 DRAFT Performance Criteria (*Attachment A*)
- 2018-19 Strategic Plan (*Attachment B*)

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# SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

## PERFORMANCE EVALUATION REPORT

EMPLOYEE: GEORGINNA GILLETTE

JOB TITLE: EXECUTIVE DIRECTOR

PURPOSE OF REPORT: Probationary \_\_\_\_\_ Annual X Other \_\_\_\_\_  
(Explain)

APPRAISAL PERIOD: From: April 30, 2018 To: June 30, 2019

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**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.

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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

<b>Section A: MEETING STRATEGIC GOALS (50%)</b> The following section is what the Director considers the major objectives and tactics in each goal 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
<p><b>A. ADMINISTER THE AGENCY</b>  <b>Strategy: Ensure timely and accurate administrative and financial reporting</b>  <b>Objectives and Tactics:</b></p> <p>Comply with state, federal and local requirements</p> <ul style="list-style-type: none"> <li>• Annual Audit</li> <li>• Maintain Operating budget</li> <li>• Maintain Unified Planning Work Program</li> <li>• Annual FDOT Certification / FHWA &amp; FTA Certification – every 4 yrs</li> <li>• Monthly grant invoicing</li> </ul> <p>Administer strategic plan / Maintain professional staffing levels</p> <ul style="list-style-type: none"> <li>• Provide purposeful agendas</li> <li>• Annual Performance Evaluations</li> <li>• Professional Development for staff</li> </ul>					
<p><b>B. ANALYZE DATA, SYSTEM PERFORMANCE AND MOBILITY TRENDS</b>  <b>Strategy: Monitor and report transportation system performance</b>  <b>Objectives and Tactics:</b></p> <p>Oversee system performance and mobility trends / traffic and vulnerable road user trends and travel patterns</p> <ul style="list-style-type: none"> <li>• Annual State of the System Report / Crash analysis report</li> <li>• Performance Measures (System Performance, Bridge, Pavement)</li> <li>• Annual Traffic Counts</li> <li>• Central Florida Regional Planning Model development / data input</li> </ul>					
<p><b>C. RANK PROJECTS AND MAXIMIZE FUNDING</b>  <b>Strategy: Prioritize projects and monitor policies that improve mobility and safety</b>  <b>Objectives and Tactics:</b></p> <p>Fund Priority Projects / Monitor Legislative Priorities</p> <ul style="list-style-type: none"> <li>• Develop, adopt and submit annual project priorities</li> <li>• Develop and publish Transportation Improvement Program (TIP)</li> <li>• Monitor State/Federal Legislative Priorities</li> <li>• Develop annual legislative priorities</li> <li>• Monitor space and trail funding / transportation modal funding</li> <li>• MPO Alliance Regional Project Priorities</li> </ul>					
<p><b>D. PLAN A SAFE, EFFICIENT, MULTI-MODAL SYSTEM</b>  <b>Strategy: Create multi-modal transportation plans to connect people, services and goods</b>  <b>Objective and Tactics:</b></p> <p>Manage regional and countywide transportation studies and plans / Participate in local, regional, state programs, organizations and committees</p> <ul style="list-style-type: none"> <li>• Long Range Transportation Plan</li> <li>• ITS Master Plan</li> <li>• Bicycle Pedestrian Master Plan</li> <li>• ADA Bus Stop Analysis</li> </ul>					

<ul style="list-style-type: none"> <li>• Participate in Modal Agency Master Plans</li> <li>• Bi-monthly coordination with Space Coast Area Transit</li> <li>• CFMPOA, MPOAC, Statewide Meetings, MPO Partnering Meetings</li> </ul>					
<p><b><u>E. COLLABORATE WITH PARTNERS TO IMPLEMENT TRANSPORTATION IMPROVEMENT PROJECTS</u></b>  <b>Strategy: Build consensus for multi-modal priorities</b>  <b><u>Objective and Tactics:</u></b></p> <p>Advance Priority Projects / TSM&amp;O / Identify safety issues and countermeasures</p> <ul style="list-style-type: none"> <li>• Complete Streets / Trail Coordination / Bike/Ped projects</li> <li>• Corridor Studies / PD&amp;E / Design / ROW and Construction</li> <li>• Passenger Rail initiatives/Station Location</li> <li>• Implementation of ITS Master Plan</li> <li>• Support of Brevard County ITS Program / Operational Support</li> <li>• Safe School Access Committee and school observations</li> <li>• Coordinate with locals and FDOT on safety grants (HSIP)</li> </ul>					
<p><b><u>F. INVOLVE COMMUNITY STAKEHOLDERS IN THE TRANSPORTATION SYSTEM</u></b>  <b>Strategy: Enhance public participation and support of transportation through education, outreach and communication</b>  <b><u>Objective and Tactics:</u></b></p> <p>School and community based public involvement / utilize digital media / measure of effectiveness of Public Involvement Plan</p> <ul style="list-style-type: none"> <li>• Walk and Bike to School Day / Partners in Education School Outreach / Headstart Program</li> <li>• Libraries / HOAs, Civic org /</li> <li>• SCTPO Annual Open House / Law Enforcement Outreach</li> <li>• Local Councils / Government Agencies</li> <li>• Facebook / Twitter / Youtube</li> <li>• SCTPO Website / Record and broadcast TPO Board and other public meetings</li> <li>• Track targets to measure public involvement</li> </ul>					



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"> <li>• Ensure meetings are interesting and meaningful as demonstrated by consistently having a quorum</li> <li>• Ensure presentations are not too lengthy or too technical.</li> <li>• Develop agendas to be covered in 2 hours</li> <li>• Prepare agenda packages that are easily followed and without errors</li> <li>• Staff gives accurate, understandable answers to questions</li> <li>• Conduct briefings with SCTPO members as requested</li> </ul>					
<p>2. FULFILL FEDERAL, STATE, SCTPO REQUIREMENTS</p> <ul style="list-style-type: none"> <li>• TIP and UPWP documents and amendments adopted by stipulated deadlines</li> <li>• Ensure the SCTPO state and federal certifications remain with a low risk assessment and a high degree of noteworthy achievements</li> <li>• Ensure grant invoices are processed monthly to FDOT</li> <li>• Ensure operating budget and audit have no delays or corrective actions</li> </ul>					
<p>3. FOSTER INTERGOVERNMENTAL COORDINATION</p> <ul style="list-style-type: none"> <li>• Meet routinely with FDOT and local agencies on project status and funding opportunities</li> <li>• Hold quarterly meetings with FDOT on SU funding / opportunities to fund additional project priorities</li> <li>• Participate in Central FL MPO Alliance, MPO Advisory Council. and working groups</li> <li>• Participate in regional studies (CFX, Alliance)</li> <li>• Attend modal agency meetings (airport, space, port)</li> <li>• Coordination of Quiet Zones and passenger rail initiatives</li> <li>• Present at Brevard Legislative Delegation Meetings</li> <li>• Present at annual Chiefs of Police meeting on TPO programs</li> </ul>					
<p>4. IMPLEMENT <i>PLANS AND PROGRAMS</i></p> <ul style="list-style-type: none"> <li>• Continue support of Brevard County ITS program including operational support and Traffic Management Center</li> <li>• Implement the ITS Masterplan</li> <li>• Develop annual legislative priorities</li> <li>• Monitor state and federal legislative priorities</li> <li>• Support freight initiatives</li> <li>• Begin the 2045 LRTP Update</li> <li>• Conduct Multi-modal and operational studies as needed</li> <li>• Continue to oversee a robust Bike/Ped safety program</li> <li>• Begin the Bicycle Pedestrian Masterplan update</li> <li>• Actively planning community wide, interregional trails</li> </ul>					
<p>5. IMPLEMENT PRIORITY TRANSPORTATION <i>PROJECTS</i> (Corridor, PD&amp;E, Design, ROW, CST)</p> <ul style="list-style-type: none"> <li>• Develop and adopt Annual Project Priorities and leverage additional funding where possible</li> <li>• Develop Central MPO Alliance Regional Priorities</li> <li>• Ellis Road Design Underway</li> <li>• SR 528 (SR 520 to Port) – PD&amp;E and Design underway</li> </ul>					

<ul style="list-style-type: none"> <li>• NASA Causeway replacement – PD&amp;E underway</li> <li>• SR 401 Barge Canal bridge replacement at Port Canaveral – PD&amp;E</li> <li>• US 192 intersection at Hollywood – Design underway</li> <li>• SJHP Phase 4 – planning study / PD&amp;E needed</li> <li>• Malabar Road (Babcock to US 1) – design programmed</li> <li>• Clearlake Road (Michigan to Industry)– ROW needed</li> <li>• Babcock St (Malabar to Palm Bay Rd) – ROW underway</li> <li>• SR A1A intersections and curb and gutter – Cape Canaveral and Cocoa Beach – Design underway</li> <li>• South Babcock (S of SJHP to Malabar) – PD&amp;E underway</li> <li>• Malabar Road West – PD&amp;E funded</li> <li>• Major trail projects moving to implementation</li> </ul>					
<p><b>6. PROVIDE CAPABLE STAFF</b></p> <ul style="list-style-type: none"> <li>• Maintain a qualified staff and organizational structure</li> <li>• Ensure staff is productive, professional, committed, accessible, informed</li> <li>• All staff members to participate in at least one training or professional development opportunity</li> <li>• Recognize outstanding performance and team work through employee recognition program</li> <li>• Encourage staff to present their work to TAC/CAC/TPO or national conferences</li> <li>• Ensure performance evaluations are impartial, consistent, timely and meaningful</li> <li>• Monitor staff implementation of strategic plan</li> </ul>					
<p><b>7. ENGAGE WITH ELECTED OFFICIALS, THE PUBLIC, AGENCIES AND MEDIA</b></p> <ul style="list-style-type: none"> <li>• Present to Florida League of Cities, rotary clubs, and other speaking engagements as requested</li> <li>• Begin initial work on branding the SCTPO</li> <li>• Develop materials for Council meeting presentations to begin in spring of 2019.</li> <li>• Maintain relationships with news media</li> <li>• Participate in community and school events</li> <li>• Continue to expand website and social media outreach</li> <li>• Create program specific deliverables for community outreach</li> <li>• Monitor measures of effectiveness of Public Participation Plan</li> </ul>					

AVERAGE PERFORMANCE STANDARDS TOTALS \_\_\_\_\_

AVERAGE SECTION A. Meeting Strategic Goals (50%) \_\_\_\_\_

AVERAGE SECTION B. Fulfilling Position Requirements (50%) \_\_\_\_\_

RATER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
(Rater's Signature)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Employee's Signature)

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)

# Space Coast Transportation Planning Organization

## Strategic Plan Priorities - April - June 2018 Quarterly Status Report

### *Roads to Rockets... The Sky is NOT the Limit*

Goals	Strategy/•Objectives	Performance Measures/Targets									
<b>A</b>	<b>MANAGE</b> <i>Administer the Agency</i>	<b>Ensure timely and accurate administrative and financial reporting</b> A1 • Comply with local, state and federal requirements A2 • Maintain professional staffing levels and provide continuous training to increase skills and expertise A3 • Administer Strategic Plan A4 • Produce purposeful agendas with relevant topics and encourage attendance	Provide Quarterly Financial Reports	FY 17 Audit 5-10-18	Adopt FY 19-20 UPWP	Provide trainings and Staff Development	Execute New Executive Director Contract	Provide Quarterly Strategic Plan Reports	Provide Board and Committee Agenda Packages	Present Recognition Awards	
		TARGET = 5 STATUS = 2 TARGET = 5 STATUS = 2 FDOT 2-12-18 FY 17 Audit 5-10-18 TARGET MAY '18 Presented 5-10-2018 TARGET = 50 STATUS = 19 Approved/Executed 5-10-2018 TARGET = 5 STATUS = 1 TARGET = 32 STATUS=7 TARGET Annually May									
<b>B</b>	<b>MONITOR</b> <i>Analyze data, system performance and mobility trends</i>	<b>Monitor &amp; Report Transportation System Performance</b> B1 • Report system performance and mobility trends B2 • Report traffic & vulnerable road users trends and travel patterns B3 • Support and review Regional Planning Model data inputs and outputs	Provide State of the System Report	Provide Safety Report	Adopt Performance Measures (FDOT)	Conduct Travel Surveys	Collect and Publish Traffic Data	Collect Bicycle and Pedestrian Counts	Validate 2045 Regional Planning Model		
		TARGET Annually OCT Scope approved TARGET Annually OCT Scope approved TARGET NOV '18 Safety Adopted 2-8-18 TARGET = 2 TARGET Annually JUN 2017 Data Published May '18 TARGET Annually JUN Collected April 2018 TARGET JUN '19 2015 Base Yr Socio-Economic Data under review									
<b>C</b>	<b>PRIORITIZE</b> <i>Rank projects and maximize funding</i>	<b>Prioritize projects and monitor policies that improve mobility and safety</b> C1 • Fund Priority Projects C2 • Monitor State/Federal Legislative Priorities	Adopt SIS Project Priorities	Adopt Non-SIS Project Priorities	Adopt Transportation Improvement Program	Adopt Legislative Priorities					
		TARGET JUL '18 TARGET SEPT '18 Call for projects issued TARGET JUL '18 TARGET OCT '18									
<b>D</b>	<b>PLAN</b> <i>Plan a safe, efficient, multi-modal system</i>	<b>Create multi-modal transportation plans to connect people, services and goods</b> D1 • Manage and participate in transportation studies D2 • Conduct and update transportation plans D3 • Participate in local, regional, state transportation programs, organizations and committee's	Approve 2045 L RTP Scope of Services	Present Sea Level Rise Assessment Results	Provide ITS Master Plan Implementation Report	Approve Bike/Ped Master Plan Scope of Services	Present Transit Bus Stop ADA Assessment Findings	Regional and Agency Study Meetings Attended	Agency and Committee Meetings Attended		
		TARGET JUL '18 TARGET FEB '18 Presented 2-8-18 TARGET SEPT '18 TARGET MAY '18 TARGET FEB '19 TARGET=54 STATUS=14 TARGET=72 STATUS=22									
<b>E</b>	<b>IMPLEMENT</b> <i>Collaborate with partners to implement transportation improvement projects</i>	<b>Build consensus for multi-modal priorities</b> E1 • Advance Priority Projects E2 • Participate in TSM&O Program and implementation of ITS Master Plan E3 • Coordinate and participate in identifying safety issues and implementing countermeasures	Coordination Meetings Attended to Advance Priority Projects	SCTPO Planning/Corridor Studies Commenced	SCTPO Planning/Corridor Studies Completed	Project Specific Meetings Attended	Meetings Attended to Advance TSM&O Initiatives	Safety Concerns Responded To			
		TARGET=40 STATUS=9 TARGET = 2 STATUS = 1 TARGET = 3 STATUS = 1 Wickham Rd. Completed TARGET = 72 STATUS = 25 TARGET = 25 STATUS = 7 TARGET = 20 STATUS = 6									
<b>F</b>	<b>ENGAGE</b> <i>Involve community stakeholders in the transportation system</i>	<b>Enhance public participation and support of transportation through education, outreach and communication</b> F1 • School Based Public Involvement F2 • Community based public involvement F3 • Utilize media and technology resources to expand public interest F4 • Measure Effectiveness of Public Participation Plan	School Based Programs	Education/Safety Materials Distributed	Community Based Programs	Attendees Reached	Website Sessions Held	Social media reach (Twitter/FB/ Youtube)	Program Specific Deliverables	Publish Public Outreach Reports	
		TARGET = 30 STATUS = 11 TARGET = 9,000 STATUS = 3,830 TARGET = 120 STATUS = 17 TARGET = 7,200 STATUS = 2,110 TARGET = 30,600 STATUS = 5,940 TARGET 1,080,000 STATUS = 189,304 TARGET = 30 STATUS = 9 TARGET = 13 STATUS = 2									

Not Begun  
 In Process  
 Off Target  
 Target Met