

ITEM NUMBER 2

Discussion RE: FY 20 Space Coast TPO Staff Strategic Plan

*For further information, please contact: Laura Carter
laura.carter@brevardfl.gov*

DISCUSSION:

The SCTPO Staff Strategic Plan provides communication on performance of activities and programs managed and produced for the organization. The performance measures and targets are also used for the annual performance evaluations of staff.

The Staff Strategic Plan reflects the work products and programs the TPO must accomplish as identified in the adopted Unified Planning Work Program. The FY 20 plan continues that approach. However, although the plan is one of the main tools used by the Executive Director in managing staff, it is not necessarily beneficial to the SCTPO Board and its Committee's on providing policy direction. Therefore, a separate Board Strategic Plan would be beneficial for the board and its committees that provides clear direction for policies and programs. A Board Strategic Plan has been developed and will be discussed under Item 3 of this agenda.

The Staff Strategic Plan will continue to be reported on with quarterly reports, but will no longer require approval by the Governing Board. The Executive Director will use the plan as a management tool. The new Board Strategic Plan will be used as part of the executive director's evaluation instead of the Staff Plan, as it is more policy and program based.

The FY 20 SCTPO Staff Strategic Plan covers the period of July 1, 2019 through June 30, 2020.

REQUESTED ACTION:

As desired by the SCTPO Executive Committee

ATTACHMENTS:

- SCTPO Staff Strategic Plan for July 1, 2019 – June 30, 2020

Space Coast Transportation Planning Organization FY 20 Staff Strategic Plan - July 1, 2019 - June 30, 2020

Goals		Performance Measures/Targets																			
A	MANAGE <i>Administer the Agency</i>	Provide Quarterly Financial Reports	Conduct Audits & Certifications	Adopt FY 21-22 UPWP	Adopt Board Strategic Plan	Provide Quarterly Staff Strategic Plan Reports	Provide Board and Committee Agenda Packages	Present Recognition Awards	Conduct Board Retreat	TARGET 4	TARGET 2	TARGET MAY '20	TARGET Sept '19	TARGET 4	TARGET 21	TARGET Board-Feb '20 BPTAC-May '20	TARGET APR '20				
	A1 • Ensure accurate administration of organization and timely financial reporting 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 A5 • Promote board and volunteer leadership involvement																				
	B	MONITOR <i>Analyze data, system performance and mobility trends</i>	Provide State of the System Report	Provide Safety Report	Performance Measures Report	Conduct Transportation Surveys	Collect and Publish Traffic Data				TARGET Annually OCT	TARGET Annually OCT	TARGET Annually OCT	TARGET 2	TARGET Annually JUN						
		B1 • Report system performance and mobility trends B2 • Report traffic & vulnerable road users trends and travel patterns B3 • Provide transportation data																			
		C	PRIORITIZE <i>Rank projects and maximize funding</i>	Adopt Project Priorities	Adopt Transportation Improvement Program	Adopt Legislative Priorities	Adopt Regional Priorities					TARGET JUL '19	TARGET JUL '19	TARGET OCT '19	TARGET MAY '20						
			C1 • Fund Priority Projects C2 • Monitor State/Federal Legislative Priorities																		
			D	PLAN <i>Plan a safe, efficient, multi-modal system</i>	Adopt Bike/Ped Master Plan	Approve Resiliency Master Plan Scope	Approve 2045 LRTP Needs Plan	Complete Draft ITS Master Plan Update	Agency and Committee Meetings Attended				TARGET SEPT '19	TARGET FEB '20	TARGET MAY '20	TARGET MAY '20	TARGET 55				
				D1 • Manage and participate in countywide/regional transportation studies D2 • Conduct and update transportation plans D3 • Participate in local, regional, state transportation programs, organizations and committee's																	

Space Coast Transportation Planning Organization FY 20 Staff Strategic Plan - July 1, 2019 - June 30, 2020

Goals		Performance Measures/Targets							
E	<p>IMPLEMENT <i>Collaborate with partners to implement transportation improvement projects</i></p> <p>E1 • Advance Priority Projects E2 • Support development and implementation of innovative technologies E3 • Increase transportation system safety and security</p>	Coordination Meetings to Advance Priority Projects TARGET 25 <input type="radio"/>	Present B. Rvr/Pine Tree Findings TARGET SEPT '19 <input type="radio"/>	Identify Preferred Typical for Minton Rd Corridor TARGET MAY '20 <input type="radio"/>	Project Specific Meetings Attended TARGET 30 <input type="radio"/>	Meetings Attended to Advance TSM&O Initiatives TARGET 15 <input type="radio"/>	Safety Concerns Responded To TARGET 10 <input type="radio"/>	Complete Draft School Routes Analysis TARGET MAY '20 <input type="radio"/>	
F	<p>ENGAGE <i>Involve community stakeholders in the transportation system</i></p> <p>F1 • Manage School Based Public Involvement F2 • Promote Community based public involvement F3 • Utilize media and technology resources to expand public interest F4 • Administer public participation program</p>	School Based Programs TARGET 20 <input type="radio"/>	Community Based Programs TARGET 45 <input type="radio"/>	News & PR Features TARGET 30 <input type="radio"/>	Update Public Participation Plan TARGET Dec '19 <input type="radio"/>	Publish Public Outreach Reports TARGET 4 <input type="radio"/>	Launch Corridor Specific Safety Campaign TARGET DEC '19 <input type="radio"/>		
<input type="radio"/> Not Begun <input checked="" type="radio"/> In Process <input type="radio"/> Off Target <input checked="" type="radio"/> Target Met									

ITEM NUMBER 3

Discussion RE: Draft Space Coast TPO Governing Board Strategic Plan

*For further information, please contact: Georganna Gillette
georganna.gillette@brevardfl.gov*

DISCUSSION:

As presented under Item 2, the Staff Strategic Plan focuses on staff priorities, programs and targets identified in the adopted Unified Planning Work Program.

It has been suggested that a board-level strategic plan would help guide policy development and provide clearer direction on emphasis areas affecting Brevard communities. SCTPO staff has researched other agencies and organizations for suggestions on how to accomplish this at the board-level. Staff has prepared a draft SCTPO Board Strategic Plan for discussion and feedback.

The plan's intent is to be a living document that can be adjusted over time as it is implemented. The Board Strategic Plan will be part of the Executive Director's evaluation instead of the Staff Plan, as it is more policy and program based.

The new Board Strategic Plan covers the period of FY 20 – FY 22, July 1, 2019 through June 30, 2022D

REQUESTED ACTION:

As desired by the SCTPO Executive Committee

ATTACHMENTS:

- SCTPO Strategic Plan Vision, Mission, Core Values, adopted November 10, 2011
- Draft SCTPO Governing Board Strategic Plan for FY 2020 – FY 2022

SCTPO Strategic Plan

Adopted November 10, 2011

ROADS TO ROCKETS... THE SKY IS NOT THE LIMIT

VISION

To become the benchmark planning forum trusted for its leadership and respected for its integrity and inclusiveness in developing and implementing transportation projects and programs that enrich Brevard County.

MISSION

To develop and foster realization of regional multi-modal transportation projects and programs that improve the quality of life for Brevard residents, businesses and visitors.

CORE VALUES

- QUALITY:** We will deliver exceptional services in a professional, cost-effective, and efficient manner by demonstrating pride and dedication in everything we do.
- COMMITMENT:** We will build positive, collaborative relationships with elected leaders, volunteers and the community by listening carefully and responding appropriately to their needs and expectations.
- INTEGRITY:** We will earn public trust by conducting all business in a manner that is honest and ethical and will strive for equity and fairness in all decision making.
- SUCCESS:** We will set high goals and achieve them by focusing on our constituents, applying best practices, fostering innovation and creativity, and conscientiously pursuing excellence.

QUALITY, COMMITMENT, AND INTEGRITY ARE THE FOUNDATION FOR OUR SUCCESS.



SCTPO GOVERNING BOARD

FY 2020 - FY 2022 STRATEGIC PLAN

Emphasis Areas	Safety	Linking Transportation with Land Use	Sustainability & Resiliency	Innovation	Leadership
Goal	Strive for a safe, multi-modal transportation system	Create a connected transportation and land use network	Plan for a Sustainable and Resilient Transportation System	Pursue implementation of latest technologies	Serve as leaders in transportation and the community
Strategies Approaches to achieve goal	<ul style="list-style-type: none"> • Vision Zero Program • Coordination with Law Enforcement • Coordination with FDOT • Increase awareness • Support safety initiatives through municipal directives and policies 	<ul style="list-style-type: none"> • Annually Adopt Project Priorities • Annually Adopt Transportation Improvement Program (TIP) • Prioritize Multi-Modal Transportation Projects • Encourage and support implementation of ADA Bus Stop Assessment 	<ul style="list-style-type: none"> • Implementation of Regional Resiliency Action Plan • Inclusion in LRTP • Inclusion in SOS • Inclusion on Project Priorities 	<ul style="list-style-type: none"> • Maintain and Update Intelligent Transportation Systems Master Plan • Participation on regional projects/teams/committees 	<ul style="list-style-type: none"> • Adopt Legislative Priorities • Adopt Public Participation Plan • Forge partnerships across modes, jurisdictions, and organizations • "Be in the Sunshine" • Create a culture of open communication • Report TPO functions and activities to local municipalities • Keep informed on relevant topics • Encourage funding of O&M
Tactics Tools Used	<ul style="list-style-type: none"> • Safety Campaigns • Safety Studies • Leverage Federal Safety Funds • Celebrate community advocates • Adopt Vision Zero • Monitoring safety data (SOS) 	<ul style="list-style-type: none"> • Adopt Bicycle & Pedestrian Master Plan • Coordination with Space Coast Area Transit • Coordination with jurisdictions for comprehensive land use plans • Policies supporting Transit Oriented Development (TOD) • Coordination and input with jurisdictions on Mobility Fee Study 	<ul style="list-style-type: none"> • Sea Level Rise Vulnerability Assessment • Resiliency Public Workshops/Education/Campaign • Future Studies 	<ul style="list-style-type: none"> • Prioritize construction of Transportation Management Center (TMC) 	<ul style="list-style-type: none"> • Board/Committee Retreat • Member Ambassadors • Social Media/E-News • Strategic Plan • MPOAC Institute
Performance Measures	Reduction in fatalities/crashes	Adoption of 2045 LRTP by Oct 2020	Adoption of Resiliency Master Plan	TMC Funded for CST by 2022	Adoption of Operating Budget (annual) Adoption of UPWP by May 2020 Adoption of PPP by Dec 2019 Increase in O&M funding by local jurisdictions

TPO Programs and Strategic Emphasis Areas Matrix

Work Product	Priority				
	Safety	Linking Transportation with Land Use	Sustainability & Resiliency	Innovation	Leadership
Long Range Transportation Plan (LRTP)	✓	✓	✓	✓	✓
Transportation Improvement Plan (TIP)	✓	✓	✓	✓	
Unified Planning Work Program (UPWP)	✓	✓	✓	✓	✓
Public Participation Plan					✓
Project Priorities	✓	✓	✓	✓	
Regional Priorities		✓	✓	✓	✓
Legislative Priorities	✓	✓	✓	✓	✓
Policies & Procedures	✓	✓	✓	✓	✓
Executive Director Annual Evaluation					✓
MPOAC Appointments	✓	✓	✓	✓	✓
CFMPOA Appointmnets	✓	✓	✓	✓	✓
Operating Budget					✓
Bicycle & Pedestrian Master Plan	✓	✓	✓		
ITS Master Plan	✓	✓	✓	✓	
Work Orders/Scopes	✓	✓	✓	✓	✓

ITEM NUMBER 4

Discussion RE: SCTPO Safety Program

*For further information, please contact: Kim Smith
kim.smith@brevardfl.gov*

DISCUSSION:

The SCTPO has a long history of supporting safety programs and efforts to increase awareness of safety challenges. With Brevard continuing to have a high number of crashes, especially involving vulnerable road users (bicyclist and pedestrians), SCTPO staff has been working to identify a new enhanced approach to addressing transportation safety.

The enhanced approach includes documenting all existing programs and resources already available and offering the Board an opportunity to adopt a detailed Policy for the development and implementation of a Vision Zero Action Plan. Vision Zero is a strategy to eliminate traffic fatalities and severe injuries among all road users. Adopting such a policy would provide direction and authorize staff to embark upon establishing a Vision Zero Task Force/Committee to develop goals, targets and performance measures.

TPO Staff will summarize the development and approach of the enhanced safety program.

REQUESTED ACTION:

As desired by the SCTPO Executive Committee

ATTACHMENTS:

- None

ITEM NUMBER 5

Discussion RE: SCTPO Executive Director FY 20 Draft Performance Criteria

DISCUSSION:

The Executive Committee has been designated to develop performance criteria for the SCTPO Executive Director for the period of July 1, 2019 through June 30, 2020.

In an effort to provide an evaluation that SCTPO Board members can adequately score the Executive Director on, a new form with updated criteria has been prepared for consideration. The new evaluation would be used for the FY 20 review period, July 1, 2019 – June 30, 2020. The existing form and criteria will still be used in July for evaluating the Director over the past year through June 30, 2019.

A review of the criteria will be discussed and a final form will be presented to the Executive Committee for approval at their next meeting.

REQUESTED ACTION:

As desired by the SCTPO Executive Committee

ATTACHMENTS:

- Executive Director's Performance Criteria for 2019 - 2020

Space Coast TPO Executive Director Performance Review

EMPLOYEE INFORMATION

Name: Georganna Gillette **Review Date:** July 2020

REVIEW INFORMATION

Reviewer Name: SCTPO Executive Committee **Review Period:** July 1, 2019 – June 30, 2020

Complete this review using the following scale:

- 4 = EXCEEDS JOB EXPECTATIONS: Consistently exemplary performance, including in demanding situations or circumstances.
- 3 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.
- 2 = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
- 1 = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

(Outstanding) (Good) (Needs Work) (Poor)

EVALUATION

4 3 2 1

Maintains effective communications with and availability for the SCTPO Committees and Governing Board. Develop agenda packages that are meaningful.

Speaks in a clear and credible manner, selecting the right tone for the situation and audience.

Understands role and implements the Board's Strategic Plan Emphasis Areas.

Understands and maintains compliance with Federal and State requirements as they apply to the Space Coast TPO.

Manage activities to implement transportation plans and programs.

Hires and develops competent, engaged professionals appropriate for day-to-day operations and guides staff to achieve objectives.

Maintains public image of the SCTPO representing integrity, commitment, success and quality while enhancing the visibility and identity of the organization.

Builds relationships and encourages the creation of partnerships with other organizations that contribute to the SCTPO's mission and vision.

Ensure the TPO is financially stable and soundly managed.

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Manage activities to implement priority transportation projects.

Manages assets including technology and equipment.

Encourages public involvement and maintains transparency for the Board, the public, and staff.

Maintains a "big picture" outlook and is aware of industry issues.

Exhibits diligence in leading the Space Coast TPO.

Forecasts trends, responds to change, and invites innovation.

Has the ability to make well founded and informed decisions, ability to analyze challenges and evaluate alternatives, has the ability to seek guidance when necessary.

Demonstrates excellence in carrying out job responsibilities and accomplishing goals.

RATER COMMENTS:

(Rater's Signature) Date: _____

Performance Recommendation:

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



SPACE COAST TRANSPORTATION PLANNING ORGANIZATION GLOSSARY OF TERMS

Acronyms and Abbreviations

<u>Acronym</u>	<u>Full Name</u>
ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
ATMS	Advanced Traffic Management System
BMBA	Brevard Mountain Bike Association
BOCC	Board of County Commissioners
BPTAC	Bicycle/Pedestrian and Trails Advisory Committee
CAC	Citizens Advisory Committee
CFMPO	Central Florida Metropolitan Planning Organization
CIGP	County Incentive Grant Program
CMS	Congestion Management System
CRA	Community Redevelopment Agency
CTST	Community Traffic Safety Team
ECFRPC	East Central Florida Regional Planning Council
ECRRT	East Central Florida Regional Rail Trail
EPA	Environmental Protection Agency
ETDM	Efficient Transportation Decision Making
FAST ACT	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FHWA	Federal Highway Administration
FM	Financial Management
FS	Florida Statute
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GMSC	Growth Management Subcommittee
GPC	General Planning Consultant
G/W	Goes With
ITS	Intelligent Transportation System
LAP	Local Agency Program
LOGT	Local Option Gas Tax
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
PD&E	Project Development & Environment
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SCAT	Space Coast Area Transit
SJHP	St. John's Heritage Parkway
SJRWMD	St. Johns River Water Management District
SR	State Road
SU	Surface Transportation Block Grant Program Urban
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TDLCB	Transportation Disadvantaged Local Coordinating Board
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization
TRIP	Transportation Regional Incentive Program
UPWP	Unified Planning Work Program