

**SPACE COAST TPO EXECUTIVE COMMITTEE
ADOPTED MINUTES OF MARCH 10, 2011
BREVARD COUNTY GOVERNMENT CENTER
2725 JUDGE FRAN JAMIESON WAY
BUILDING C, THIRD FLOOR
MELBOURNE FLORIDA**

TPO EXECUTIVE COMMITTEE MEMBERS PRESENT:

Mayor Larry Schultz, Chairman	City of Rockledge
Councilwoman Kathy Meehan	City of Melbourne
Mayor Rocky Randels	North Beaches Coalition
Commissioners Chuck Nelson	BOCC District 2
Councilwoman Stephany Eley	City of West Melbourne

OTHERS PRESENT:

Bob Kamm	TPO Executive Director
Paul Gougelman	TPO General Counsel
Laura Carter	SCTPO Staff
Georganna Gillette	SCTPO Staff
Diana McCartney	SCTPO Staff
Kim Smith	SCTPO Staff
Steven Bostel	Bostel Consulting, Inc.
Sue Colas	SCTPO Staff (Spherion)

1. APPROVAL OF SEPTEMBER 9, 2010 MINUTES

Motion by Mayor Randels, second by Councilwoman Meehan, to approve the Executive Committee minutes from September 9, 2010. Hearing no objections the motion passed unanimously.

2. EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Chairman Schultz led the discussion by referring to the evaluation form provided in the TPO agenda package, and suggested that the evaluation should be completed for the next TPO meeting in April.

Mr. Kamm stated that the county evaluation form allows the employee to conduct a self-evaluation. Mr. Kamm stated he would be able to present a list of accomplishments to show demonstrable examples of his performance to the members by next week.

Chairman Schultz then asked the Executive Committee if they wanted to fill out the evaluation form individually and have the results tallied and averaged by Mr. Gougelman.

Mr. Gougelman said that in order to accommodate the Florida Sunshine laws, the results of the tallied evaluation forms should be presented to the TPO with a recommendation to the governing board.

The Executive Committee agreed to meet following the April TPO meeting to discuss the results and then in May to present their findings to the full TPO board.

Chairman Schultz suggested that each evaluation factor would have a summary average and then all the factors would be averaged, resulting in one number for overall performance. That way, each factor can be considered in case one area needs more improvement than another. He set the deadline as March 24th to have the completed forms sent to Mr. Gougelman so that he will have the numbers before the April meeting.

Ms. Ely asked that the issue of merit pay be addressed at the next TPO meeting before the Executive Committee makes a recommendation.

Mr. Gougelman replied that, generally speaking, it is up to the governing board whether to provide merit pay or pay increases.

Mr. Kamm suggested that the overall budget will be discussed at the April meeting and any salaries and merit pay can be discussed after the budget is discussed.

3. DRAFT FY 2012 OPERATING BUDGET

Ms. Carter presented the draft FY2012 Operating Budget that runs from October 1, 2011 through September 30, 2012.

Ms. Carter presented the proposed schedule for reviewing and adopting the FY 12 operating budget. Ms. Carter clarified that the operating budget represents how the TPO utilizes its planning grant funds on a day to day basis.

Ms. Carter stated that changes such as health, life and retirement rates will be made between April and September. On September 8th, the TPO Board will be presented with the final budget for adoption which will be implemented on October 1st.

Ms. Carter reviewed the staffing organization as well as the workload distribution in the TPO office. Ms. Carter also summarized the five-year trend in salaries and stated that the current Technology Consultant contract is being changed to a full time position in-house to provide more GIS, graphics, implementation of the crash data program and analytical services within the office. There is no budget impact for this change as the increase in salary and benefits will be offset by the decrease in consulting services.

Ms. Carter informed the Executive Committee that staff has not had a cost-of-living increase since 2007, and the inflation calculator indicates that the cost-of-living has increased 6.2% since 2007.

Mr. Kamm informed the committee that a 1% increase in salaries is equivalent to a \$4,000 budget increase. So a 3% increase would be equal to a \$12,000 increase in the budget.

Ms. Carter reported that the revenue summary for FY 11 reflects \$1.2 million and in FY 12 we will have \$1.12 million, which is a 7.36% decrease in revenue.

Mr. Kamm explained that these grants are always available, it is not a case of 'if you don't use it, you lose it. So if money is saved, we can carry it forward into the next fiscal year as available funds, not cash. Highway planning grants come through the DOT so the TPO is reimbursed after the money is spent.

Chairman Schultz suggested that there should be a merit pay item in the budget so Mr. Kamm can reward excellence with a monetary bonus.

Ms. Carter continued with the FY12 Planning Activities, which include new and on-going activities. She also outlined the FY 12 Monitoring Activities.

Chairman Schultz asked the Executive Committee to approve a COLA for employees.

Ms. Eley reiterated her feeling that this needed to go before the full TPO board for discussion. Commissioner Nelson also wanted a broader discussion.

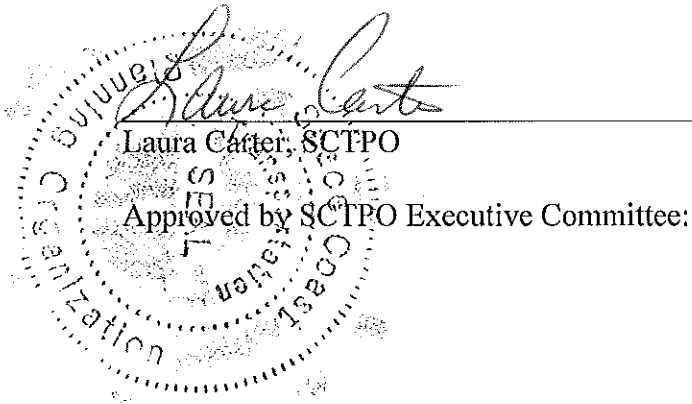
Chairman Schultz clarified that the Executive Committee would not be making any recommendation regarding salary adjustments or COLA at this time.

Motion by Commissioner Nelson, second by Councilwoman Meehan to recommend the draft budget to the TPO. Hearing no objections the motion was approved unanimously.

Chairman Schultz stated he would like to hear from Ms. Holt on Strategic Planning at the next Executive Committee meeting.

The meeting was adjourned at 1:20 pm.

Attest:



Laura Carter, SCTPO

Approved by SCTPO Executive Committee: April 14, 2011