

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION

OUR 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

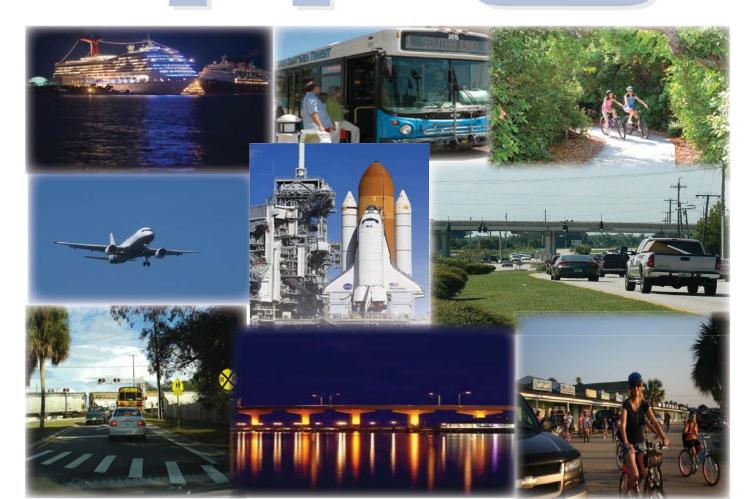
OUR MISSION

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

OUR CORE VALUES

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

SPACE COAST



WHAT IS A TPO

History

In 1962, the United States Congress created Metropolitan Planning Organizations (MPO's) known today as Transportation Planning Organizations (TPO's) to ensure that existing and future expenditure of government funds for transportation projects would be spent in a manner consistent with region-wide plans for any urbanized area (UZA) with a population greater than 250,000. A TPO is a federally-mandated and federally-funded transportation policy-making body made up of local elected government officials. Federal funding for transportation projects are channeled through this planning process which is governed by federal law (23 U.S.C. §§ 134–135)

The five key reasons for the establishment of TPO's as identified by Congress are:

- allocate scarce federal and other transportation funds appropriately;
- that planning reflects the region's shared vision for its future;
- provides a comprehensive examination of the region's future investment alternatives; and
- a TPO facilitates a collaborative planning process between State DOT's, interested parties, and residents in the planning process.

TPOs operate based on six core functions:

- 1. Establish a Setting: establish and manage a fair and impartial setting for effective regional decision-making in the metropolitan area (UZA).
- 2. Evaluate Alternatives: evaluate transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues, and to the realistically available options.
- 3. Maintain a Long-RangeTransportation Plan (LRTP): develop and update a fiscally-constrained long-range transportation plan for the UZA covering a planning horizon of at least twenty years that fosters:
 - o mobility and access for people and goods;
 - o efficient system performance and preservation; and
 - o quality of life for residents
- 4. Develop a Transportation Improvement Program (TIP): develop a fiscally-constrained program based on the long-range transportation plan and designed to serve the UZA's goals while using spending, regulating, operating, management, and financial tools.
- 5. Involve the Public: involve the general public and all the significantly affected sub-groups in the four essential functions listed above.
- 6. Protect Air Quality: transportation plans, programs, and projects must conform with the air quality plan, known as the "state implementation plan" (SIP), for the state within which the UZA lies.

At present, most TPOs have no authority to raise revenues such as to levy taxes on their own, rather, they are designed to allow local officials to decide collaboratively how to spend available federal and other governmental transportation funds in their urbanized areas. The funding for the operations of a TPO comes from a combination of federal transportation funds and required matching funds from state and local governments.

WHAT IS A TPO Cont'd

Our Evolving role

The enactment of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA) ushered in a "renaissance" for TPOs. After a decade or more of being consigned to a minimal role in transportation planning, ISTEA directed additional federal funding to TPOs, expanded their authority to select projects, and mandated new metropolitan planning initiatives. For the first time, state transportation officials were required to consult seriously with local representatives on TPO governing boards regarding matters of project prioritization and decision-making. These changes were spurred by the traffic congestion that arose with the suburban development boom.

ISTEA focused on improving transportation as a way to improve economic progress, cleaner air, energy conservation, and social equity. It promoted a transportation system in which different modes and facilities, highway, transit, pedestrian, bicycle, aviation, and marine were integrated to allow a "seamless" movement of both goods and people. New funding programs provided greater use of previously restricted highway funds for transit development, improved "intermodal" connections, and upgrades to existing facilities over building new capacity. It doubled federal funding for TPO operations and required the agencies to evaluate a variety of multimodal solutions to roadway congestion and other transportation problems as well as broaden public participation in the planning process.

TPOs were now required to conduct "fiscally-constrained planning", that ensured long-range transportation plans and short-term transportation improvement programs were "fiscally-constrained". Adding to this complexity is the need to plan across transportation modes and develop approaches for multimodal investment prioritization and decision-making. It is in this context of greater prominence, funding, and requirements that TPOs function today.

Passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005 created new and revised requirements for transportation planning and programs. It increased standards, however most TPOs were already in compliance with the regulations. Some of the additional topic areas include transportation systems security, emergency preparedness, public participation plans for metropolitan planning, and requiring the electronic publication of plans and TIP/STIP by the TPOs.

In July, 2012 the Federal Transportation Bill passed "Moving Ahead for Progress in the 21st Century" (known as MAP 21) which replaces SAFETEA-LU. The new bill consolidates and reduces the number of federal transportation programs, dedicated funding for enchancements has been consolidated into the Transportation Alternative Program (TA), a new national Freight Network Program was created, States are guaranteed a 95% share of their deposited highway funds, it expands the authority of tolling agencies if road capacity is increased, some funding levels were increased, a new Transportation Mobility Program (a new core program) allows TPO's the flexibility to invest in projects that fit their unique needs and priorities, and the new bill does not change the criteria for the creation of TPO's (50,000 poplulaiton threshold) which could result in an increased number of TPO's; Statutory citation MAP 21 1122; 23 USC 101, 206, 213; SAFETEA-LU 1404

POLICIES - PROCEDURES - FUNDING

The Space Coast Transportation Planning Organization reviews and administers all policies and procedures applicable for State and Federal transportation funding to be received by the County, under Florida Statute 339.175.

Policies require the approval of the SCTPO Board. Policies formalize specific processes and reflect the general goals and directives of the SCTPO. Some examples include: Continuing of Operations (COOP), Complaint Resolution and Disadvantaged Business Enterprise (DBE). The authority to issue and/or revise policies are accomplished at the Board's discretion.

Procedures require approval by the SCTPO Executive Director. Procedures document the activities necessary to accomplish the goals and directives of Board policies and to formally document how specific work products are to be produced. Procedures are less formal than policies and address the administration of the SCTPO. Some examples include: the Transportation Improvement Program (TIP), Project Priorities, Unified Planning Work Program (UPWP), and the Long Range Transportation Plan (LRTP). The authority to issue and/or revise procedures is at the Space Coast TPO Executive Director's discretion.

A copy of existing Policies and Procedures is available through the SCTPO Staff Office.

FUNDING

Federal Highway Administration Grant funds: Referred to as "PL" or public law funds they are distributed annually based on an allocation formulated by the Florida Department of Transportation to the State's MPOs/TPOs. These reimbursement based funds, are used for the day to day operations of the Space Coast TPO. Unspent funds roll forward to the following fiscal year. THEY ARE NOT A CASH RESERVE.

Federal Transit Administration Grant funds: requires a "local match" which is provided through an inter-local agreement with Brevard County and paid with Local Option Gas Tax (LOGT) funds. These are also reimbursement based funds.

Other Revenue: Through an agreement with Space Florida the TPO staff provides specialized planning assistance which is funded by Space Florida. Brevard County also receives planning services which are funded through an inter-local agreement. Sidewalk construction funds for schools are available through non-infrastructure grant funds. Community partnerships, and bike safety grants also provide funds for bicycle helmets and materials for use in the Bicycle Safety Education Program.

CERTIFICATION PROCESS

Federal law requires that the Federal government certify the MPOs/TPOs planning process every four years. In general, this process is a review of the various work products, policies and procedures. In addition, each year the FDOT and the MPO/TPO must jointly certify the metropolitan planning process.

SCTPO GENERAL RULES & RESPONSIBILITIES

BOARD PRINCIPLES:

- On all matters, the SCTPO shall endeavor to first consider what is good and right for the Space Coast as a whole, when evaluating requests from specific groups or local governments. The visions of the member governments should be incorporated into a cohesive area wide approach.
- The SCTPO Board should always strive to be courteous to our citizens and allow each person ample opportunity to express his or her concerns in the public forum. This courtesy should also be extended to other members of the SCTPO Board and SCTPO staff.
- SCTPO meetings are televised and members, as well as staff are encouraged to maintain an appropriate meeting decorum.

BOARD MEMBERS RESPONSIBILITIES:

- Study the agenda package and contact the SCTPO Executive Director or Administrative Assistant, as needed, to familiarize themselves with each item.
- Be prepared with the necessary facts and background to intelligently discuss and decide each issue.
- Board members should use SCTPO Board meetings to update all members on information relative to any outside committees or boards that pertain to the SCTPO.
- Also bring back information about local board activities

CHAIRMAN'S REQUEST:

- All Board members should arrange their schedules to keep the second Thursday morning of each month open for SCTPO Board meetings.
- All Board members should schedule their time so that each meeting may start on time.
 A Board member who is unable to attend a scheduled meeting must advise the TPO
 Executive Director or Administrative Assistant 24 hours prior to the meeting. Absent Board
 members are responsible for contacting their alternate member presentative and advising
 them that they need to attend for them. The Chairman will strive to adjourn the meetings
 within 2 hours.

SUB-COMMITTEES:

- Shall submit written reports (meeting minutes) to the SCTPO Board.
- Committee Chairmen are responsible for the committee action being taken and written reports submitted.
- The Administrative Assistant shall ensure distribution of the TAC/CAC, BPTAC, and TPO minutes to the Board.

FAQ'S

<u>WHEN ARE SCTPO MEETINGS HELD AND WHERE?</u> Meetings are held the 2nd Thursday of the <u>month</u> except for January, June and August. They start at 9:00 am and are held in the Florida Room, 3rd floor, Bldg C, at the Viera Government Center. A meeting calendar is available on our website at www.spacecoasttpo.com

<u>HOW LONG DO SCTPO MEETINGS LAST</u>? Generally a meeting lasts 2 hours. However from time to time a topic may be discussed that will require members to be prepared to stay a little longer to allow sufficient time for discussion.

<u>WHERE IS THE SCTPO OFFICE LOCATED</u>? It is located at the Viera Government Center, 2725 Judge Fran Jamieson Way, Bldg B, Rm 105, Melbourne, FL 32940. The office is open from 8:00 am to 4:30 pm M-F (closed during scheduled meetings days to allow staff to attend). All messages received during that time are returned as soon as possible following the meeting.

<u>IS THE SCTPO A GOVERNMENT AGENCY</u>? We are considered a State agency created through the authority of the Federal Transportation Act, and although we are housed at the Viera Government Center we are an independent body that operates through its own set of policies and procedures.

ARE THE SCTPO AND ITS COMMITTEES GOVERNED BY THE FLORIDA SUNSHINE LAW? Yes, the Florida Sunshine law applies to the SCTPO, and its committees, and virtually all state and local government public bodies. It applies to all discussions or deliberations (2 or more members, formal or casual) as well as any formal action taken by a board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law. These meetings must be open to the public, reasonable notice of such meetings be given, and minutes of the meeting must be taken.

<u>WHAT IS THE DIFFERENCE BETWEEN A TPO & MPO?</u> Metropolitan Planning Organization (MPO) was the founding name given by Federal Transportation Act. In recent years MPO's have changed their names to a Transportation Planning Organization (TPO) to more accurately reflect the scope of their work. Whether MPO or TPO both local organizations were created by federal legislation to increase local governments input regarding where and how transportation dollars are spent.

<u>WHAT IF I NEED MORE INFORMATON ABOUT AN AGENDA ITEM?</u> The Space Coast TPO Executive Director or Executive Assistant is available to assist you with any questions about items on the agendas or for any items of interest or concern you may have. You may contact them by phone at (321) 690-6890 or email bob.kamm@brevardcounty.us or carol.holden@brevardcounty.us You may also request a briefing by the Executive Director at anytime.

WHERE DO I FIND A LIST OF SCTPO FUNDED TRANSPORTATION PROJECTS? The

Transportation Improvement Program (TIP) identifies all transportation projects to be funded by FDOT, the Federal Highway Administration, Federal Transit Administration and Federal Aviation Administration. An interactive TIP link is available on the TPO website at www.spacecoasttpo.com.

HOW DO I FIND OUT ABOUT ROAD PROJECTS THE COUNTY IS WORKING ON? You may contact the Brevard County Public Works Department at (321) 617-7202.

HOW DO I GET LIVE TRAFFIC INFORMATION? Live traffic information is available by calling the Florida Department of Transportation's 511 phone line or by visiting their website at www.cfltraffic.org

FAQ'S - cont'd

<u>WHERE DO I FIND TRAFFIC COUNTS</u>? There is an interactive traffic count system available on the SCTPO website at <u>www.spacecoasttpo.com</u>. Historical counts may also be obtained from the downloads section. For assistance or any questions please contact SCTPO staff at (321) 690-6890 and ask for Laura Carter or Steven Bostel.

<u>DOES THE SCTPO WORK WITH ANY OTHER MPOs/TPOs IN THE REGION?</u> The SCTPO participates in the Central Florida Metropolitan Planning Organization Alliance (CFMPOA), and the Metropolitan Planning Organization Advisory Council (MPOAC). Members are selected for appointment to these boards on an annual basis or as needed. In addition, staff participates in regional meetings with varying MPOs/TPOs and with FDOT district personnel.

WHERE CAN I FIND A LIST OF ROAD CONSTRUCTION PROJECTS THAT FDOT IS

<u>WORKING ON?</u> There are two (2) Florida Department of Transportation websites that can help you: <u>www.dot.state.fl.us/publicinformationoffice/construc/distirct5pio/brevard/shtm</u> which includes recently completed projects, construction projects in progress, near future construction projects and other road projects pending or <u>www.cflroads.com</u> which includes road construction project descriptions and progress, anticipated lane closures due to construction activities, upcoming project information, individual project contact information, frequently asked questions and links to other sources of information.

HOW DO I REPORT DAMAGE TO MY VEHICLE CAUSED BY DRIVING THROUGH AN FDOT CONSTRUCTION ZONE? You may contact the Florida Department of Transportation (FDOT) locally at (321) 690-3250.



SCTPO BOARD & SUB COMMITTEE'S APPORTIONMENT

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION BOARD (SCTPO):

<u>Purpose:</u> To provide an ongoing cooperative and comprehensive transportation planning process that meets Federal and State guidelines for the expenditure of Federal Transportation funds in Brevard County.

<u>Membership:</u> The SCTPO Board consists of nineteen (19) elected officials based on State apportionment rules. The appointed government entities are:

Brevard County Board of County Commissioners: 5 members

Canaveral Port Authority: 1 member

City of Cocoa: 1 member
City of Melbourne: 3 members
City of Palm Bay: 3 members
City of Rockledge: 1 member
City of Titusville: 2 members

City of West Melbourne: 1 member

North Beaches Coalition: 1 member (Cape Canaveral, Cocoa Beach)

South Beaches Coalition: 1 member

(Satellite Beach, Indian Harbour Beach, Indialantic, Melbourne Beach

<u>Alternates:</u> With the exception of the Board of County Commissioners, every appointed entity may also designate an alternate voting delegate to serve when its regular voting member is absent. The appointed alternate must also be an elected official serving the same governmental entity or general-purpose local government with jurisdiction within all or part of the area that the regular member serves.

Non-voting member:

Florida Department of Transportation District V Secretary (or designee, generally FDOT's TPO liaison)

Non-voting advisors:

SCTPO Executive Director SCTPO General Council

<u>Officers:</u> At the first meeting of the calendar year, the SCTPO Board elects voting members to serve the offices of: Chairman, Vice Chairman and Secretary. Additionally, an Assistant Secretary is appointed, but the individual holding this position is not required to be a Board member. Officers serve for a period of one (1) year, or until a successor is elected.

Meetings/Quorum Requirement: The SCTPO Board conducts their meetings on the second Thursday of each month (except January, June and August) at 9:00 a.m. at the Brevard County Government Center, 2725 Judge Fran Jamieson Way, Building C, Florida Room (3rd Floor) in Viera. Meetings are open to the public with the final agenda item being "Public Comment". Board meetings are also broadcast live on Space Coast Government TV (and re-broadcast throughout the month). At least ten (10) of the voting members must be present to have a quorum for the Board to conduct business.

SCTPO BOARD & SUB COMMITTEE'S APPORTIONMENT CONT'D

SCTPO EXECUTIVE COMMITTEE

<u>Purpose:</u> Evaluate transportation policies, procedures and programs in greater depth than can occur at regular Board meetings. The intent is to insure that the SCTPO is effectively addressing the county's critical transportation needs. The Committee is advisory in nature and recommendations are presented to the full SCTPO for consideration.

Membership: Chairman, Vice-Chairman, Secretary and two at-large Board members.

Meetings: Meets on an as-needed basis following regularly scheduled SCTPO Board meetings.

TECHNICAL ADVISORY COMMITTEE (TAC)

<u>Purpose:</u> Review of transportation technical studies and reports. The TAC provides the TPO Board with supporting technical information necessary to assist the Board in its policy making decisions.

<u>Membership:</u> Consists of twenty-six (26) voting members. Thirteen (13) of the voting members must be municipal representatives. Members are technically qualified representatives of agencies responsible for planning and development. The certifying entity must provide the SCTPO Executive Director written notification of their representative and alternate, which then must be approved by the SCTPO Board. Each of the following has one (1) voting member:

Brevard County Public Works Department

Brevard County Emergency Management

Brevard County Planning & Zoning

Brevard County School Board

Canaveral Port Authority

City of Cape Canaveral

City of Cocoa

City of Cocoa Beach

City of Indian Harbour Beach

City of Melbourne

City of Palm Bay

City of Rockledge

City of Satellite Beach

City of Titusville

City of West Melbourne

Melbourne Airport Authority

Space Coast Area Transit

Space Florida

St. Johns River Water Management District

Town of Indialantic

Town of Malabar

Town of Melbourne Beach

Titusville-Cocoa Airport Authority

Town of Grant/Valkaria

Valkaria Airport

VPSI (Van Pool Services, Inc.)

Advisory member - FDOT Liaison

Alternates: Each appointing authority may also designate one (1) alternate for each member.

<u>Officers:</u> TAC members elect a Chairman and Vice Chairman at their first regularly scheduled meeting each calendar year. Officers serve for a period of one (1) year.

<u>Meetings/Quorum:</u> At least ten (10) members must be present to have a quorum and conduct business. Meetings, held jointly with the CAC, are on Monday's the same week as the SCTPO Board meeting at 10:00 a.m, in the Space Coast Room, Bldg C, 2nd floor, Viera Government Center, 2725 Judge Fran Jamieson Way, Viera. The meeting is open to the public.

SCTPO BOARD & SUB COMMITTEE'S APPORTIONMENT CONT'D

CITIZENS ADVISORY COMMITTEE (CAC)

<u>Purpose:</u> The CAC is responsible for providing the SCTPO with citizen input into the transportation planning process. The composition of the CAC provides geographic and jurisdictional coverage of the SCTPO area.

<u>Membership:</u> Consists of twenty-four (24) voting members. CAC appointments are made by the SCTPO Board members as noted below. The SCTPO Board must review and approve all appointments.

Brevard County Board of County Commissioners: 2 representatives from each district - 10 total

Canaveral Port Authority: 1 representative

City of Cocoa: 1 representative

City of Melbourne: 3 representatives City of Palm Bay: 3 representatives City of Rockledge: 1 representative City of Titusville: 2 representatives

City of West Melbourne: 1 representative

South Beaches Coalition: 1 shared representative North Beaches Coalition: 1 shared representative

<u>Alternates:</u> Each appointing authority may also designate one (1) alternate for each member

<u>Officers:</u> CAC members elect a Chairman and Vice Chairman at their first regularly scheduled meeting each calendar year. Officers serve for a period of one (1) year.

<u>Meetings/Quorum:</u> At least ten (10) members must be present to have a quorum and conduct business. Meetings, held jointly with the TAC, are on Monday's the same week as the SCTPO Board meeting at 10:00 a.m, in the Space Coast Room, Bldg C, 2nd floor, Viera Government Center, 2725 Judge Fran Jamieson Way, Viera. The meeting is open to the public.

BICYCLE/PEDESTRIAN AND TRAILS ADVISORY COMMITTEE (BPTAC)

<u>Purpose:</u> Reviews safety issues related to school access, bicyclists, and pedestrian crosswalks. The committee also reviews and makes recommendations on trail project planning, prioritizes enhancement projects, bicycle/pedestrian mobility plan, and recommends policies to the SCTPO.

<u>Membership:</u> All interested citizens or city and county agencies may attend and be considered a member of the BPTAC. In general members represent local law enforcement, educators, engineers, local governments, bicycle retailers, realtors, avid cyclists, hikers, environmentalists, and community minded individuals. All appointments must be submitted in writing and are reviewed and approved by the SCTPO Board.

<u>Meetings/Quorum:</u> The BPTAC meets every other month, on the last Monday of the month, 5:30 p.m., Bldg B, Magnolia Room, Viera Government Center. At least six (6) appointed members must be present for business to be conducted.

SCTPO BOARD & SUB COMMITTEE'S APPORTIONMENT CONT'D

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB):

A SCTPO Board member serves as the Chairman of the TDLCB. The purpose of the TDLCB is to evaluate service levels, safety and other issues of transit operations provided by Space Coast Area Transit (SCAT) serving the elderly, people with disabilities, or otherwise disadvantaged citizens, such as those with low income. The TDLCB falls under SCAT, which is managed by the Brevard County Board of County Commissioners.

SCTPO REGIONAL/STATE MEMBERSHIPS

CENTRAL FLORIDA MPO ALLIANCE

The Central Florida Metropolitan Planning Organization (CFMPOA) Alliance is a coalition of transportation and government organizations committed to addressing transportation challenges on a regional basis. The Alliance is comprised of representatives from METROPLAN ORLANDO, Ocala/Marion TPO, Polk County TPO, Space Coast TPO, Volusia County TPO and the Lake-Sumter TPO.

The Alliance includes three (3) Space Coast TPO representatives.

METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC)

The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature to augment the role of individual MPOs/TPOs in the cooperative transportation planning process. The MPOAC serves as the principal forum for collective MPO/TPO policy discussions.

The organization is made up of a Governing Board (local elected officials from each of the MPOs/TPOs) and a Staff Directors Advisory Committee (staff executive directors from each MPO/TPO). The MPOAC actively participates in the activities of the National Association of MPOs (AMPO) and the National Association of Regional Councils (NARC) and works with other stakeholder groups to help shape state and national policy(ies) regarding metropolitan transportation issues.

The MPOAC includes one (1) SCTPO representative and one (1) alternate member



TRAINING FOR TPO BOARD MEMBERS ONLY

MPOAC WEEKEND INSTITUTE FOR ELECTED OFFICIALS

Each year, the MPOAC holds 2 sessions of their MPO/TPO Training Institute which covers a variety of topics of interest to MPO/TPO Board members. The information provided during the Institute training is designed for practical application in transportation planning activities performed by elected officials. The goal is to provide MPO/TPO Board members with the knowledge and tools necessary to engage in the MPO/TPO process without requiring Board members to become transportation experts. Institute topics include:

- Laws and Regulations Affecting MPOs/TPOs
- MPO/TPO Products and Processes
- Transportation Jargon and Acronyms
- MPO/TPO Board Responsibilities and Authority
- Critical Funding Issues

Class size and available funding for registration and related costs is limited. Requests to attend should be made directly to the SCTPO Executive Director.

ORIENTATIONS AND BRIEFINGS FOR ALL MEMBERS

ORIENTATION

Each spring the SCTPO Executive Director is available to hold a 1 hour orientation to familiarize new members with current projects and give them a general overview of how the organization works. You may contact the TPO Executive Assistant, Carol Holden at (321) 690-6890 to have one scheduled.

BRIEFINGS

The SCTPO Executive Director is also available to provide individual briefings prior to scheduled Board meetings or to answer questions related to specfic projects or concerns you may have. You may contact the TPO Executive Assistant, Carol Holden at (321) 690-6890 to make an appointment.

SCTPO STAFF / LISTING OF GENERAL CONTACT INFORMATION

STAFF OFFICE:

Space Coast Transportation Planning Organization

2725 Judge Fran Jamieson Way Bldg. B, Room 105, MS# 82

Melbourne, FL 32940 Website: www.spacecoasttpo.com
Telephone number: 321-690-6890 Email: tpostaff@spacecoasttpo.com

FAX number: 321-690-6827

SCTPO EXECUTIVE DIRECTOR; EXECUTIVE ASSISTANT:

General questions concerning SCTPO meetings and events. All questions concerning agenda items, administrative issues and questions concerning the operation of the SCTPO and related committees.

Requests to hold or attend training or schedule a briefing.

Executive Director: Mr. Bob Kamm, <u>bob.kamm@brevardcounty.us</u>
Executive Assistant: Ms. Carol Holden, <u>carol.holden@brevardcounty.us</u>

OPERATIONS MANAGER:

Questions concerning traffic counts, fiscal issues, the Unified Planning Work Program, State of the System Report and SCTPO contracts.

Contact: Ms. Laura Carter, laura.carter@brevardcounty.us

TRANSPORTATION PROGRAM SPECIALIST:

Questions concerning the Transportation Improvement Program, Project Priorities, and bicycle/pedestrian and sidewalk programs. Questions/comments concerning DOT construction projects/status.

Contact: Ms. Georganna Gillette, <u>georganna.gillette@brevardcounty.us</u>

PRINCIPAL TRANSPORTATION PLANNER:

For information concerning multi-modal transportation options including: space launch and landing facilities, commuter and high speed rail, Legislative Priorities, strategic planning, Public Involvement Plan, seaports, airports, public transit, and regional bike and pedestrian trails.

Contact: Ms. Leigh Holt, leigh.holt@brevardcounty.us

BICYCLE/PEDESTRIAN EDUCATION PROGRAM COORDINATOR:

Requests for educational pamphlets, bicycle rodeos and other bicycle safety education programs, helmet fittings, Walk to School Day events, and Community Traffic Safety Team meetings.

Contact: Ms. Kim Smith, kim.smith@brevardcounty.us

TRANSPORTATION ANALYST:

Information concerning: Traffic counts, GIS Data, LRTP, CFR Planning Model, Crash Data Analysis, questions comments concerning the SCTPO website, requests for copies of (electronic) SCTPO Board presentations, and E-News.

Contact: Mr. Steven Bostel, steven.bostel@brevardcounty.us

ADMINISTRATIVE SECRETARY:

Supports office functions. Questions regarding training/travel arrangements, vendor payments, and Annual Report.

Contact: Ms. Diana McCartney, diana.mccartney@brevardcounty.us

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STATE ROADWAYS

Below is a list of the state roads in Brevard County and their corresponding local roadway name. Please note that SR 520, SR 500 (US 192), SR 5 (US 1), and SR A1A have many local names as they traverse through various jurisdictions.

State Road	From	То	Local Name	
SR 50	Orange County	US 1	Cheney Highway	
SR 405	SR 50	US 1	South Street	
SR 405	US 1	SR 50	Columbia Boulevard	
SR 406	I-95	US 1	Garden Street	
SR 407	SR 528	SR 405	Challenger Parkway	
SR 528	Orange County	SR A1A/SR 401	Beachline	
SR 401	SR 528	CCAFS		
SR 524	SR 520	SR 528		
SR 520	Orange County	SR A1A	King Street (Cocoa)	
SR 3	SR 520	KSC South Gate	N. Courtenay Parkway	
SR 404	US 1	SR A1A	Pineda Causeway	
SR 501	SR 520	SR 524	Clearlake Road	
SR 513	Eau Gallie Blvd. (SR 518)	Pineda Cswy. (SR 404)	South Patrick Drive	
SR 519	I-95	SR 520	Fiske Boulevard	
SR 518	I-95	SR A1A	Eau Gallie Boulevard	
SR 5054	Eau Gallie Blvd. (SR 518)	Wickham Road	Sarno Road	
SR 508	Eddie Allen Road	US 1	NASA Boulevard	
SR 507	Malabar Road (SR 514)	New Haven Ave. (US 192)	Babcock Street	
SR 514	I-95	US 1	Malabar Road	
SR 500	Osceola County	SR A1A	US 192	
SR 46	Volusia County	US 1		
SR A1A	Indian River County	SR 528/SR 401		
SR 5	Indian River County	Volusia County	US 1	
SR 9	Indian River County	Volusia County	I-95	

WORK PRODUCTS

The SCTPO is required to produce the following work products which are available on the SCTPO website.

LONG RANGE TRANSPORTATION PLAN

Schedule: At least every five (5) years

The SCTPO is required to develop and adopt a Long Range Transportation Plan (LRTP). The LRTP is the focal point of the TPOs planning and programming activities. The Plan addresses a 20-year planning horizon (at a minimum) and includes long-range and short-range strategies and actions to support the development of an integrated intermodal transportation system that facilitates the safe and efficient movement of people and goods.

Identified transportation system needs are evaluated, and the plan presents those priority projects which can reasonably be achieved given available and forecasted funds and current and projected costs.

STATE OF THE SYSTEM REPORT

Schedule: Annually (Final Report in September)

Throughout the year, SCTPO staff, FDOT and local governments collect and share roadway network data. This information is evaluated using performance measures (such as safety and congestion) to identify overall mobility

trends and to locate and rank congested corridors. Findings are compiled and presented in the annual State of the System Report (SOS). The SOS is used as technical guidance by the SCTPO Board when developing project priorities.

PROJECT PRIORITIES

Schedule: Annually (Final list due each September)

Using the State of the System list of ranked roadway segments as technical guidance, the SCTPO annually submits to the Florida Department of Transportation a prioritized list of projects for implementation in Brevard County. These priorities are used by FDOT to program State and Federal transportation funds. Programming commitments made by FDOT are included in its Five-Year Work Program and the TPO's Transportation Improvement Program (TIP). Projects on the Priority List come from three primary sources: local government requests, citizens and the State of the System Report. The development of a Priority List is the first step in the process of implementing transportation improvement projects.

The list of Project Priorities is brought to the Board for consideration in September, with the approved list being transmitted to FDOT's District office by October 1 for use in the development of the Department's Tentative 5-year Work Program.

Work Product	Jan	Feb	Mar	Apr
Annual Report				
Project Priorities				
State of the System				
Traffic Counts				
Transportation Improvement Program				
Unified Planning Work Program - Bi Annually				
Kev: Green = Development: Red = Final Due				

WORK PRODUCTS - CONT'D

TRANSPORTATION ALTERNATIVE PROJECTS

<u>Schedule: As FDOT funding becomes available</u> (previously known as Enhancements)

When FDOT announces the availability of "Transportation Alternative" funds, the SCTPO solicits local jurisdictions throughout Brevard County to submit project applications. These projects address bicycle and pedestrian facilities, scenic routes, beautification and other investments which can provide alternative transportation corridors, increase opportunities for recreation, accessibility and safety beyond traditional highway programs.

The SCTPO establishes priorities for the transportation alternative projects based on recommendations from the Bicycle/Pedestrian and Trails Advisory Committee (BPTAC).

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

<u>Schedule: Annually, (Final due to FDOT District</u>
Office by July 15th)

After FDOT prepares the five year Tentative Work Program, the SCTPO compiles the projects within its planning area into the TIP. A project must be in the TPOs approved TIP in order to receive federal transportation funds.

The TIP for the Brevard Urban Area is a five-

year multi-modal implementation plan that identifies all transportation projects (including bicycle/pedestrian/trail facilities, transportation enhancements, transit, seaport, airport, space and rail projects) to be funded by the Federal Highway Administration, Federal Transit Administration and the Federal Aviation Administration. Information concerning transportation improvement projects funded with local sources is also included, when provided by the local governments.

Should a change to the TIP be required (i.e. if a new project is added to the FDOT Work Program that is not in the approved TIP), a TIP amendment will be presented to the Board for consideration/adoption.

UNIFIED PLANNING WORK PROGRAM

Schedule: Biannually, (Final due May 15th)

The UPWP defines the studies, planning activities and budget needed to identify and evaluate transportation needs throughout Brevard County. In essence, the UPWP is a working budgetary document. Each task contains a description of work accomplished through the prior UPWP, the methodology that will be used in the upcoming years, the responsible agency, programmed budget and funding sources.

May	Jun	July	Aug	Sept	Oct	Nov	Dec

WORK PRODUCTS CONT'D

ANNUAL REPORT

Schedule: Annually, (Final due in February)

The TPO Annual Report highlights plans and programs initiated and completed during the previous year and includes goals for the upcoming year.

TRAFFIC COUNTS

Schedule: Annually, (collected from October to February)

Each year, the TPO monitors the traffic levels on major arterial and collector roadways in Brevard County. Count results are maintained in an inter-active Traffic Count Database System which lists the counts taken at approximately 500 locations throughout Brevard. The system provides current and previous year traffic volumes, count location details, trends, graphs, reports and maps. A link to the traffic count site can be found at: www.spacecoasttpo.com.

PUBLIC INVOLVEMENT PLAN

Schedule: Every three years a review of the Plan shall be conducted and updated, as necessary.

Public involvement remains an integral function of program operations during the development of SCTPO work products, Board meetings and day-to-day functions.

The SCTPO website is the primary avenue to disseminate timely information about transportation projects throughout Brevard County. Additional information is provided through publications including electronic Enews updates, broad distribution of the SCTPO Annual Report, and public workshops which are held as part of the project priority process, long range plan development and on an asneeded basis.

Meeting notices, special project notices and informational transportation notices are

advertized in local papers including those with diverse readership. TPO Board monthly meetings are televised on SCGTV.

SCTPO staff also participate in public forums including chambers of commerce, homeowners' associations, and other group public meetings relating to transportation projects. In addition they respond to media requests for information, and public inquiries on general and specific projects.

GENERAL ABBREVIATIONS & ACRONYMS

COMMON ABBREVIATIONS AND ACRONYMS USED BY THE TPO

AADT Average Annual Daily Traffic

AASHTO American Association of State Highway Transportation Officials

ADT Average Daily Traffic

ATPO Association of Metropolitan Planning Organizations

BCC Board of County Commissioners

BEBR Bureau of Economic & Business Research (University of Florida)

BPTAC Bicycle/Pedestrian and Trails Advisory Committee

CAC Citizens Advisory Committee
CCAFS Cape Canaveral Air Force Station

CMS Concurrency Management System OR Congestion Management System

COMP PLAN Comprehensive Growth Management Plan

CPA Canaveral Port Authority

CRA Community Redevelopment Agency
CTST Community Traffic Safety Team

CUTR Center for Urban Transportation Research

DCA Department of Community Affairs

DHSMV Department of Highway Safety & Motor Vehicles

DOT Department of Transportation
DRI Development of Regional Impact

ECFRPC East Central Florida Regional Planning Council

ETDM Efficient Transportation Decision Making

FAA Federal Aviation Administration
FDOT Florida Department of Transportation

FEC Florida East Coast Railroad FHP Florida Highway Patrol

FHWA Federal Highway Administration

FS Florida Statute

FSA Florida Space Authority

FSUTMS Florida Standard Urban Transportation Modeling Structure (or System)

FTA Federal Transit Administration

FY Fiscal Year

GIS Geographic Information System
GMSC Growth Management Subcommittee

GTCRPM Greater Treasure Coast Regional Planning Model
HSMV Department of Highway Safety and Motor Vehicles

IF Impact Fees – Local

ITE Institute of Transportation Engineers
ITS Intelligent Transportation Systems
JPA Joint Participation Agreement

KSC Kennedy Space Center LOGT Local Option Gas Tax

LOS Level of Service

MAA Melbourne Airport Authority

MINWR Merritt Island National Wildlife Refuge

MOA Memorandum of Agreement
MOU Memorandum of Understanding
TPO Metropolitan Planning Organization

TPOAC Metropolitan Planning Organization Advisory Council

MUTCD Manual of Uniform Traffic Control Design
OOCEA Orlando-Orange County Expressway Authority

PAFB Patrick Air Force Base

GENERAL ABBREVIATIONS & ACRONYMS CONT'D

PDE or PD&E Project Development and Environment Study

PE Preliminary Engineering
PIP Public Involvement Plan
PUD Planned Unit Development
RFP Request for Proposal

SAFETEA-LU The "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A

Legacy for Users"

SCAT Space Coast Area Transit

SJRWMD St. Johns River Water Management District

SIS Strategic Intermodal System
SOS State of the System Report
TAC Technical Advisory Committee

TAZ Traffic Analysis Zone

TDLCB Transportation Disadvantaged Local Coordinating Board

TICO Titusville-Cocoa Airport Authority
TIP Transportation Improvement Program

TOC Traffic Operations Committee
UPWP Unified Planning Work Program

US DOT United States Department of Transportation

VPD Vehicles per day VPH Vehicles per hour

Z DATA Traffic Zone Analysis Data VMT Vehicle miles traveled

ABBREVIATIONS FROM THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FUNDING CODES:

ACSA Advanced Construction, SA
ACSE Advanced Construction, SE
ACSU Advanced Construction, SU
ACXA Advanced Construction, XA
ACXU Advanced Construction, XU

BNIR Interstate Right of Way and Bridge Bonds

BRAC Federal Bridge Replacement Advanced Construction

BRP Bridge Replacement - State
BRRP Bridge Repair and Rehab - State

CDBG Community Development Block Grant - Local

CIPB Capital Improvement Capital Budget
COE Corp of Engineers (Non-Budget)
D Unrestricted State Primary
DDR District Dedicated Revenue

DI S/W Inter/Interstate Highway - State
DIH In-House Product Support - State
DIS Strategic Intermodal System

DDRF District Dedicated Revenue Matching Fund

DPTO DS Public Transportation

DS State Primary Highways & PTO

DU State Primary/Federal Reimbursement

EBNH Equity Bonus - NH

FAA Federal Aviation Administration

FCO Fixed Capital Outlay FSM Fair Share Mitigation

FTA Federal Transit Administration

GENERAL ABBREVIATIONS & ACRONYMS CONT'D

GMR General Revenue for SIS
HPP High Priority Projects
HSP Highway Safety Program
IF Impact Fees - Local

IMAC Interstate Maintenance Advanced Construction

LF Local Funds (County or City)
LFP Local Funds for Participating

LFF Local Funds for Matching Federal Aid

LOGT Local Option Gas Tax - Local NHAC Advanced Construction, NH PL Metropolitan Planning – Federal;

PORT Seaports

PVT Private Developer

RHH Rail-Highways Crossings - Hazard S112 STP, Earmarks 2006

SA STP, Any Area SB Scenic Byways

SE Surface Transportation Program, Enhancements
SH Surface Transportation Program, Hazard Elimination

SR2S Safe Routes to School
SU STP Urban Area >2000K
TM05 Beeline East - State

TRIP Transportation Regional Incentive Program - State

XA Surface Transportation Program, Any Area

XU Surface Transportation Program, Over 200,000 Population

PROJECT PHASES:

ADM Administrative
CAP Capital Purchase
CST Construction
DES Design
ENV Environmental

ENV Environmenta
MNT Maintenance
OPS Operations

PDE Project Development and Environment

PE Preliminary Engineering

PLN Planning Study ROW Right of Way

AGENCIES:

BCC Brevard County Board of County Commissioners

CITY Any Municipality

CPA Canaveral Port Authority
DEV Private Developer

TPO Metropolitan Planning Organization (Transportation Planning Organization)

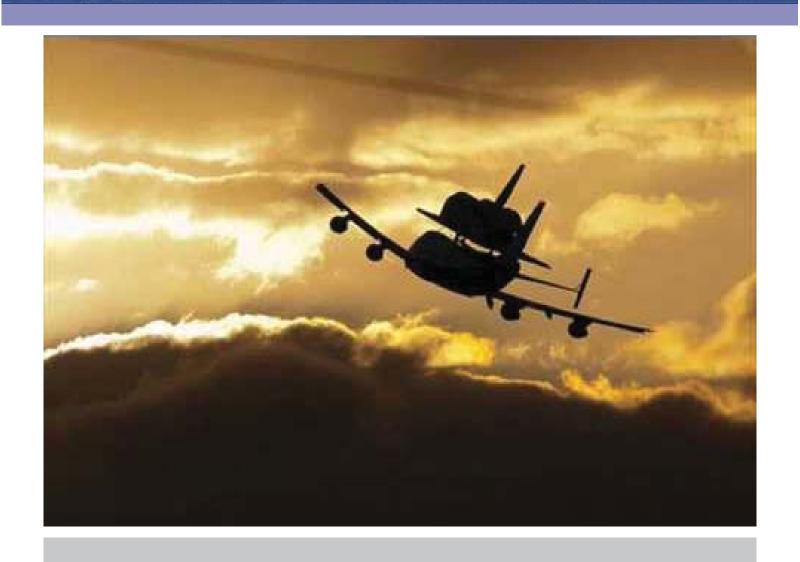
FAA Federal Aviation Administration
FDOT Florida Department of Transportation
FHWA Federal Highway Administration
FTA Federal Transit Administration
MAA Melbourne Airport Authority

TICO Titusville – Cocoa Airport Authority

SCAT Space Coast Area Transit

NOTES

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