

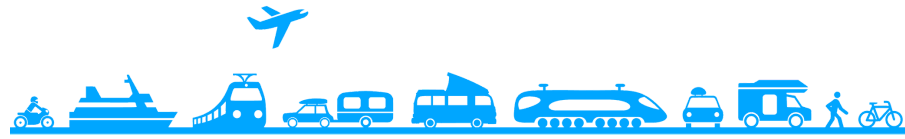
# GOVERNING BOARD & ADVISORY COMMITTEE ORIENTATION HANDBOOK

**Space Coast Transportation Planning Organization**  
**Revised: February 2024**

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# Overview



## Mission

To plan a transportation system that enhances the quality of life and economic development by engaging the community.

## Vision

Provide a safe, multimodal, innovative, and resilient transportation system for all.

## Who We Are

Our SCTPO Governing Board is made up of locally-elected leaders ensuring that the voices of residents and stakeholders throughout Brevard County are represented.

SCTPO Committees include:

- Technical Advisory Committee
- Citizens Advisory Committee
- Bicycle, Pedestrian, and Trails Advisory Committee
- Transportation Disadvantaged Local Coordinating Board

Each of these committees provides insight and guidance on projects and plans before they are considered by the Governing Board.

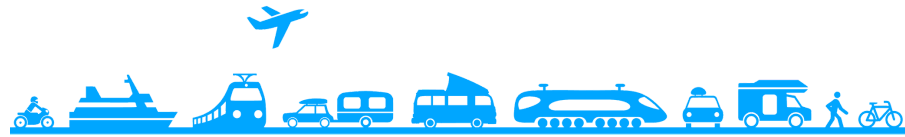
## Who We Serve

We provide regional transportation planning services for:

- Brevard County Board of County Commissioners
- Sixteen cities and towns
- Two airports
- One seaport
- One spaceport
- Over 600,000 residents



# WHO WE ARE



The **Space Coast Transportation Planning Organization (SCTPO)** plans for a transportation system, within Brevard County, that enhances the quality of life and economic development by engaging with the community. We aim to provide a safe, multimodal, and resilient transportation system for all.

## Fast Facts



The SCTPO continually monitors the conditions of Brevard's transportation system's modes and carries out planning at the regional level.



The SCTPO is governed by federal and state law. Any urbanized area with a population of more than 50,000 citizens **must** have a TPO to spend federal transportation funds.



A board made up of local elected officials sets policy for the SCTPO and adopts long-range plans and short-range programs for future transportation improvements. These plans serve as the framework for making transportation investment decisions in Brevard County.

### What is transportation planning?

Transportation planning is about identifying opportunities to improve mobility for the people and businesses who use transportation systems; it is about providing accessibility for everyone in our community.

### What part does the SCTPO play?

The SCTPO adopts long-range plans and short-range programs for future transportation improvements. These decisions are guided by committees of citizens and technical experts as well as public input.



# OPERATIONS

## Policies & Procedures



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 Agency Organization and Operations, Budget and Finance, Title VI and related Nondiscrimination requirements, and Conflict of Interest. The authority to issue and revise policies is 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 revise procedures is at the Space Coast TPO Executive Director's discretion.

A copy of existing Policies and Procedures is available online by visiting [www.sctpo.com](http://www.sctpo.com) or by obtaining a copy through the SCTPO office.

## Certification Process

### State Certification

Conducted annually by the Florida Department of Transportation (FDOT), each year FDOT must certify the metropolitan transportation planning process as described in 23 C.F.R. §450.336. The FDOT and the TPO create a joint certification package that includes a summary of noteworthy achievements by the MPO and, if applicable, a list of any recommendations and/or corrective actions. The certification package and statement must be submitted to the FDOT Central Office, Office of Policy Planning no later than June 1st of each year. The certification statement is also included as part of a regularly scheduled SCTPO Governing Board meeting at which time the public may review and comment on any findings and/or recommendations.

## Federal Certification

Conducted every four years by the Federal Highway Administration (FHWA) and Federal Transit Administrations (FTA) federal law requires FHWA and FTA to jointly certify the transportation planning processes of Transportation Management Areas (TMAs) at least every four years (a TMA is an urbanized area with a population over 200,000). Providing opportunities for public involvement is an essential part of the transportation planning process and therefore, in cooperation between SCTPO, FHWA, and the FTA, a public meeting is typically held as part of the Certification review.

## Where Can I View State and Federal Certifications?



To view the full document, visit [tinyurl.com/SCTPOCertifications](https://tinyurl.com/SCTPOCertifications)

Hard copies are available, upon request.



## Funding



**Federal Highway Administration Grant Funds:** Referred to as “PL” or public law funds 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 inter-local agreement with Brevard County, TPO staff provide planning services to support County projects and programs. Sidewalk construction funds for schools are available through Safe Routes to School grant funds. Community partnerships, and bike safety grants also provide funds for bicycle helmets and materials for use in the Education and Outreach Program.

# SCTPO Core Work Products & Plans

The SCTPO is responsible for **three core certification documents and various work products** that are required of each MPO/TPO in the country in order to be certified by the federal government as eligible to program and receive federal transportation funds.



## Core Work Products

Public participation requirements prescribed by the federal government vary by document, but all of the below plans and programs are completed through an open process that allows for public review and feedback throughout various stages of plan development. Final products and reports are **adopted** after careful consideration of community comments.

Core work products include:

- **Long Range Transportation Plan (LRTP)**
- **List of Project Priorities (LOPP)**
- **Transportation Improvement Program (TIP)**
- **Unified Planning Work Program (UPWP)**
- **Public Participation Plan (PPP)**
- **Transportation Studies**



Check out the **Core Work Product Summary**

To view a detailed timeline of core work product public participation processes turn to page 16.

## Infrastructure Investment and Jobs Act



The SCTPO is authorized through the federal Infrastructure Investment and Jobs Act (IIJA) legislation signed into law on November 16, 2021. This law provides long-term funding certainty for surface transportation that mostly maintains current program structures. The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive.

## Continuing, Cooperative, and Comprehensive Planning Process

Transportation planning must be cooperative because no single agency has responsibility for the entire transportation system. The SCTPO is responsible for actively seeking the participation of all relevant agencies and stakeholders in the planning process. The SCTPO makes special efforts to engage interested parties in the development of the SCTPO's plans. The SCTPO also works cooperatively with the Florida Department of Transportation in the development of the state-wide Florida Transportation Plan (FTP). The FTP is important because it not only sets a long-range vision for the future, but it guides **transportation** decisions today.

The SCTPO coordinates the development of its core work products with all local planning agencies and the SCTPO has an Intergovernmental Coordination and Review (ICAR) Agreement that ensures all modal agencies are included in the development of the SCTPO's LRTP, TIP, and UPWP.

The SCTPO ensures representation on its TAC, and on its Transportation Subcommittee that reviews project priorities each year, including those agencies responsible for planning, transit, environment, airport operations, natural resources, and emergency operations. Below is a list of local and regional coordinating agencies:

- **Brevard County School Board**
- **Canaveral Port Authority**
- **Central Florida Expressway Authority**
- **East Central Florida Regional Planning Council**
- **Melbourne Orlando International Airport Authority**
- **Space Coast Area Transit**
- **Space Florida**
- **Titusville-Cocoa Airport Authority**
- **Valkaria Airport**



# Long Range Transportation Plan (LRTP)

Every five years, the SCTPO adopts a new **Long Range Transportation Plan (LRTP)**. The LRTP provides a common vision for the community's future transportation needs and guides the investment of public funds in transportation facilities, addressing a timeline of 20 or more years. It includes both short and long-term transportation strategies using multiple modes of transportation for moving people and goods.

## LRTP Public Participation Process

The public has the opportunity to provide input throughout the **two-year** planning process. Throughout the planning process, the SCTPO engages "interested parties" in the development of the LRTP. "Interested parties" include citizens, affected public agencies including federal land management agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, and representatives of the disabled.

## 2045 LRTP

The 2045 Plan forecasted travel demand and identified projects and services to efficiently move people and goods through the year 2045. It maps out the next 25 years of state and federal transportation system investments in Brevard County. The 2045 LRTP was adopted on September 10, 2020.

## 2050 LRTP

Work to begin our 2050 Long Range Transportation Plan (LRTP) will soon be underway. Opportunities to provide public input on needed transportation improvements will begin in 2023.



### HIGHLIGHTS

- **Reflects the SCTPO's transportation vision**
- **Projects must be on Cost Feasible List in order to be considered for prioritization**
- **Includes projects addressing all types of modes: vehicular, bicycle, pedestrian, transit, air, space, rail, and sea**

## Where Can I View the LRTP Document?

To view the full document, visit [tinyurl.com/SCTPOLRTP](https://tinyurl.com/SCTPOLRTP)

Hard copies are available, upon request.



## List of Project Priorities (LOPP)

**Project Priorities** are the list of projects the SCTPO selects from its Long Range Transportation Plan to submit to the Florida Department of Transportation to be considered for funding and implementation.

Each spring, the SCTPO solicits projects from local governments and transportation agencies. All projects submitted must follow the SCTPO procedures and be included in the Long Range Transportation Plan (LRTP). Any citizen interested in seeing a project move from the LRTP to implementation has an opportunity to comment on projects through various outreach methods:

- Meet with the County Commissioner whose district the project lies within
- Meet with local city staff or elected officials of the jurisdiction project lies within
- Speak with SCTPO Staff to seek guidance on concerns or request

### Where Can I View the LOPP Document?

To view the full document, visit [tinyurl.com/SCTPOLOPP](https://tinyurl.com/SCTPOLOPP)

Hard copies are available, upon request.



### HIGHLIGHTS

- Reflects the SCTPO's priority transportation projects
- Projects must be on Priority List in order to be considered for funding
- Includes projects addressing all types of modes: vehicular, bicycle, pedestrian, transit, air, space, and sea
- Adopted annually





## Transportation Improvement Program (TIP)

The **Transportation Improvement Program (TIP)** lists each transportation project to be implemented over the next five years. The TIP is a realistic forecast of projects that have committed state or federal funds. It serves as the SCTPO's short-range plan.

The TIP is a staged program encompassing a five-year period consisting of all regionally significant transportation improvements to all modes of travel in Brevard County. The TIP identifies projects for maintaining and improving the transportation system funded by federal and state sources. The list of funded transportation projects is developed annually with input from the community and updated throughout the year.

### How are projects in the TIP solicited?

Every year, the SCTPO solicits requests for state and federally-funded candidate projects from local governments and transportation agencies, including Space Coast Area Transit, the Valkaria Airport, Melbourne Orlando International Airport, Titusville-Cocoa Airport Authority, Canaveral Port Authority, and Space Florida. The SCTPO encourages local governments and transportation to have project requests adopted by their council, commission, or board to ensure agency and public support for the requested projects.

#### HIGHLIGHTS

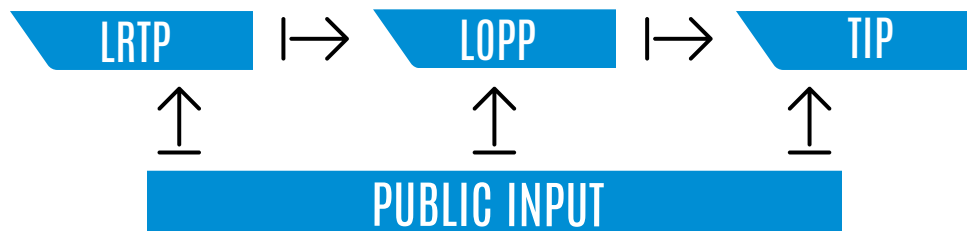
- Lists funded project priorities
- Provides 5-year implementation schedule
- Allocates state and federal funds for capital projects
- Becomes part of the Statewide TIP (STIP)



# Transportation Improvement Program (TIP)

## How are projects ranked and selected?

There are many resources considered when ranking and selecting projects. In order for a project to be included in the TIP, it must first be in the adopted cost-feasible Long Range Transportation Plan. Many local projects in the TIP are also required to be on the adopted List of Project Priorities. The below graphic depicts how projects move through various stages within our core work products.



Along with input from the public and local agencies, the SCTPO evaluates the state of the transportation on an annual basis and documents its performance in the annual **State of the System (SOS)** report. This report reviews current conditions and trends and is prepared to meet the requirements of the Congestion Management System (CMS). Monitoring congestion, safety, demographics, and other elements guide selecting priority projects to include in the LOPP and TIP.

The TIP includes the following types of projects:

- Highway and Bridge Capacity
- Maintenance (Bridge and Pavement)
- Safety Projects and Programs
- Complete Streets, Landscaping, Sidewalks, and Trails
- Technology/Intelligent Transportation Systems
- Transit and Transportation Disadvantaged Projects
- Aviation Projects
- Seaport, Spaceport, Rail, and Freight Projects
- Transportation Planning

## Where Can I View the TIP Document?

To view the full document or in summary form, visit [tinyurl.com/SCTPOTIP](https://tinyurl.com/SCTPOTIP)

Hard copies are available, upon request.





## Work Product Emergency Approvals

The SCTPO Executive Director has the authority to approve amendments or modifications to SCTPO plans approved by the Governing Board when such action is needed to obtain State or Federal approval within a constrained timeframe or under emergency situations. All amendments will be ratified at the next SCTPO Governing Board meeting.

## State Transportation Improvement Program (STIP)

The **State Transportation Improvement Program (STIP)** includes transportation projects based on the state's long-range transportation plan and designed to serve the state's goals. For TPOs, the TIP must be incorporated into the STIP to ensure continued federal funding for the metropolitan area.

The Secretary of the Department of Transportation cannot approve a TIP for inclusion in the STIP that does not come from a currently approved LRTP or a TIP that includes projects that have not been properly amended into the LRTP and approved by the SCTPO.

Additionally, projects selected for inclusion in the TIP are consistent with federal requirements and FDOT's Tentative Work Program, financially feasible for the appropriate funding category, and reflect the SCTPO's priorities. All projects in the TIP are consistent (to the maximum extent feasible) with port, aviation, and spaceport master plans, transit development plans, and local government comprehensive plans, and are selected in part based on the public comment received under the SCTPO's Public Participation process.



## Unified Planning Work Program

The **Unified Planning Work Program (UPWP)** is a required document that identifies what tasks the SCTPO's planning budget will be used on and the products to be delivered over a two-year period. It is the “**budget**” used to support SCTPO staff and prepare work products that fulfill the requirements of Federal and State laws.

### UPWP Public Participation Process

In an adoption year, a Draft UPWP is **available by March 15th** for transmittal to FDOT, federal agencies, and the public. Before adoption, the SCTPO will post the UPWP for public review before approval at an SCTPO Governing Board Meeting. The final UPWP shall be approved by the SCTPO Governing Board and submitted by May 15th to the District in the adoption year.



### Where Can I View the UPWP Document?

To view the full document or in summary form, visit [tinyurl.com/SCTPO23-24UPWP](https://tinyurl.com/SCTPO23-24UPWP)  
Hard copies are available, upon request.



#### HIGHLIGHTS

- Summarizes planning tasks to be completed by the SCTPO
- Defines work products and timeline for major activities
- Proposes budget using federal and other funds for planning purposes

## Public Participation Plan

The **Public Participation Plan (PPP)** is a blueprint for action to involve and engage the public in transportation planning. Meaningful and effective participation is essential to the successful implementation of a public plan, project, or program, and is necessary to ensure the needs of the local citizenry are adequately addressed.

The PPP serves as a guide to inform and gather input from residents, communities, and interest groups throughout the county to expand the information available for planning initiatives. All SCTPO planning work products, as well as major amendments to adopted plans and programs, must follow the requirements outlined in the PPP.

### PPP Public Comment Period

The PPP is updated **every three years** to reflect changes in local, state, or federal legislation, to adjust the plan to include new technologies and to adjust the plan to meet the needs of the community. Before adoption, the SCTPO will post the PPP for public review prior to approval at an SCTPO Governing Board Meeting.

Once the draft document is published, the SCTPO uses its communications channels to notify citizens that the public comment period has begun. The SCTPO creates visuals and key messages, to ensure the public is aware of the 45 days of input.



#### HIGHLIGHTS

- **Describes SCTPO public involvement and engagement tools and strategies**
- **Notes public comment periods for required work products**
- **Offers opportunities for public participation to help guide the planning process**

### Where Can I View the PPP Document?

To view the full document, visit [tinyurl.com/SCTPO22PPP](https://tinyurl.com/SCTPO22PPP)  
Hard copies are available, upon request.



## Transportation Studies

Periodically, the SCTPO undertakes **specialized studies to address specific modes, issues, target areas, or corridors**. These studies are included and funded as part of the UPWP and advance specific goals, strategies or projects included in the LRTP.

Frequently, the results of a specialized study lead to the development of a project or multiple projects that are advanced through the TIP. These studies help identify broad issues, concerns, and desires that might be relevant to a specific segment of the population or to a particular geographic area within the county.

## Public Participation in Studies

Each study has a specific public outreach effort to involve the appropriate participants. In addition, public outreach activities are included in every phase of a transportation project beginning with feasibility, through preliminary design and environmental assessment, design, and construction.



### HIGHLIGHTS

- **Modal studies such as transit, bicycle, or pedestrian**
- **Data collection and analysis for traffic management**
- **Road, intersection, or corridor studies**
- **Specialized studies to advance LRTP goals**

## Summary Table: Plans/Programs Public Participation Process

Links to each of these documents are available on the SCTPO website, [www.sctpo.com](http://www.sctpo.com), and paper copies are available at our office located at 2725 Judge Fran Jamieson Way Building B, Room 105, Melbourne FL, 32940

Plan or Program	Adoption Schedule	Public Comment Period Length	Public Notice of Adoption and Amendments Prior to Board Meeting	Public Access/Distribution Methods
<b>Long Range Transportation Plan (LRTP)</b>	<b>Every 5 years</b>	<b>30 days</b>	<b>7 days</b>	<p>Each mandated core work product is posted on the SCTPO website, <a href="http://www.sctpo.com">www.sctpo.com</a>, for public review. We also utilize the following outreach efforts:</p> <ul style="list-style-type: none"> <li>• <b>Press Releases</b></li> <li>• <b>Newsletters</b></li> <li>• <b>Social Media Posts</b></li> <li>• <b>Website</b></li> <li>• <b>Physical copies available</b></li> </ul>
<b>List of Project Priorities (LOPP)</b>	<b>Every year</b>	<b>30 days</b>	<b>7 days</b>	
<b>Transportation Improvement Program (TIP)</b>	<b>Every year</b>	<b>30 days</b>	<b>7 days</b>	
<b>Unified Planning Work Program (UPWP)</b>	<b>Every 2 years</b>	<b>30 days</b>	<b>7 days</b>	
<b>Public Participation Plan (PPP)</b>	<b>Every 3 years</b>	<b>45 days</b>	<b>7 days</b>	

# Member Responsibilities

## SPACE COAST TPO GOVERNING BOARD

The SCTPO is managed by a Governing Board of elected officials representing local jurisdictions. The SCTPO Governing Board is comprised of 19 members. The membership of the SCTPO was established under Florida Statute 339.175(2)(b) and is set up through an Interlocal Agreement.



## Board Principles

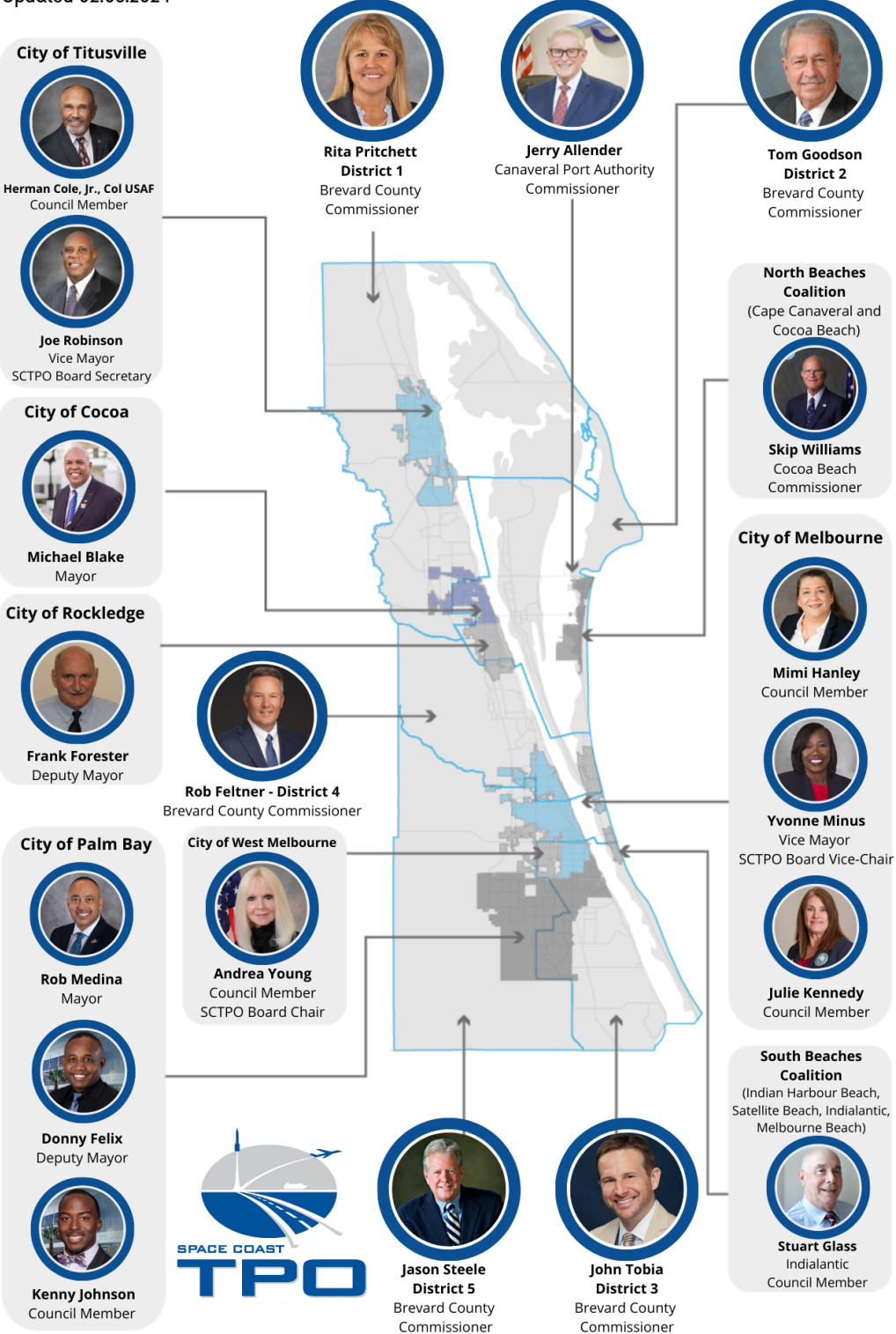
- On all matters, the SCTPO shall endeavor to first consider what is good and right for the Space Coast as a whole, when evaluating requests from specific groups or local governments. The visions of the member governments should be incorporated into a cohesive area-wide approach.
- The SCTPO Board should 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 appropriate meeting decorum.

# Governing Board Member Designation

**Nineteen elected officials** from local governmental entities serve on the board based on the population of each community and each municipal position has an alternate.

## 2024 SCTPO Governing Board Members

Updated 02.08.2024



## Membership

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

**Alternates:** Except for 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. If both the appointed and alternate members attend the same meeting, only the appointed member may participate in the debate and vote on items. The alternate member is responsible for reporting back on topics to the appointing authority and committee member.

**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

**Officers:** At the last meeting of the calendar year, the SCTPO Board elects voting members to serve the offices of Chair, Vice Chair, 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.



## Board Member Roles & Responsibilities

- Study the agenda package and contact the SCTPO Executive Director or appropriate staff member, to familiarize themselves with each item.
- Be prepared with the necessary facts and background to intelligently discuss and decide on each issue.
- Board members should use board meetings to update all members on information relative to any outside committees or boards that pertain to the SCTPO.

- Board sets the big-picture framework for transportation decisions.
- Board has direct authority for SCTPO plans and programs required to keep transportation funds moving.
- Board must consider ALL modes and involve the public in planning and programming.
- Board is very involved in the project selection for prioritization and the funding process.

### Chair's Request

- All Board members should arrange their schedules to keep the second Thursday afternoon 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 another appropriate staff member 24 hours prior to the meeting. Absent Board members are responsible for contacting their alternate member representative and advising them that they need to attend for them. The Chair will strive to adjourn the meetings within 2 hours.

### Meetings

The SCTPO Governing Board generally meets on the second Thursday of the month. Meetings begin at 9:30 a.m. and are typically held at the Center for Collaboration located at 1100 Rockledge Blvd, US-1, Rockledge, FL 32955. \*There are no meetings in the months of January, June, and August. Dates, times, and facility rooms are subject to change. Likewise, emergencies may require the SCTPO to host meetings virtually.

Public notifications are made for all regular and special business meetings of the board and committees. All meetings are conducted in an open public forum by Florida's Government-in-the-Sunshine Law [s.286.011, F.S.]. The current agenda is posted online at [www.sctpo.com](http://www.sctpo.com), seven days in advance of the meeting in the **AGENDA CENTER**.






**Quorum Requirement:** At least ten (10) of the voting members must be present to have a quorum for the Board to conduct business.

# SCTPO Governing Board Strategic Plan

The SCTPO Governing Board Strategic Plan’s purpose is to help guide policy development and provide a clear direction on emphasis areas affecting our communities. The five emphasis areas identified within the currently adopted plan are **Leadership, Safety, Linking Transportation with Land Use, Resiliency & Sustainability, and Technology & Data**. Each emphasis area has its own goals, strategies, tactics, and performance measures. A bi-annual report is prepared and distributed to provide a summary of accomplishments.

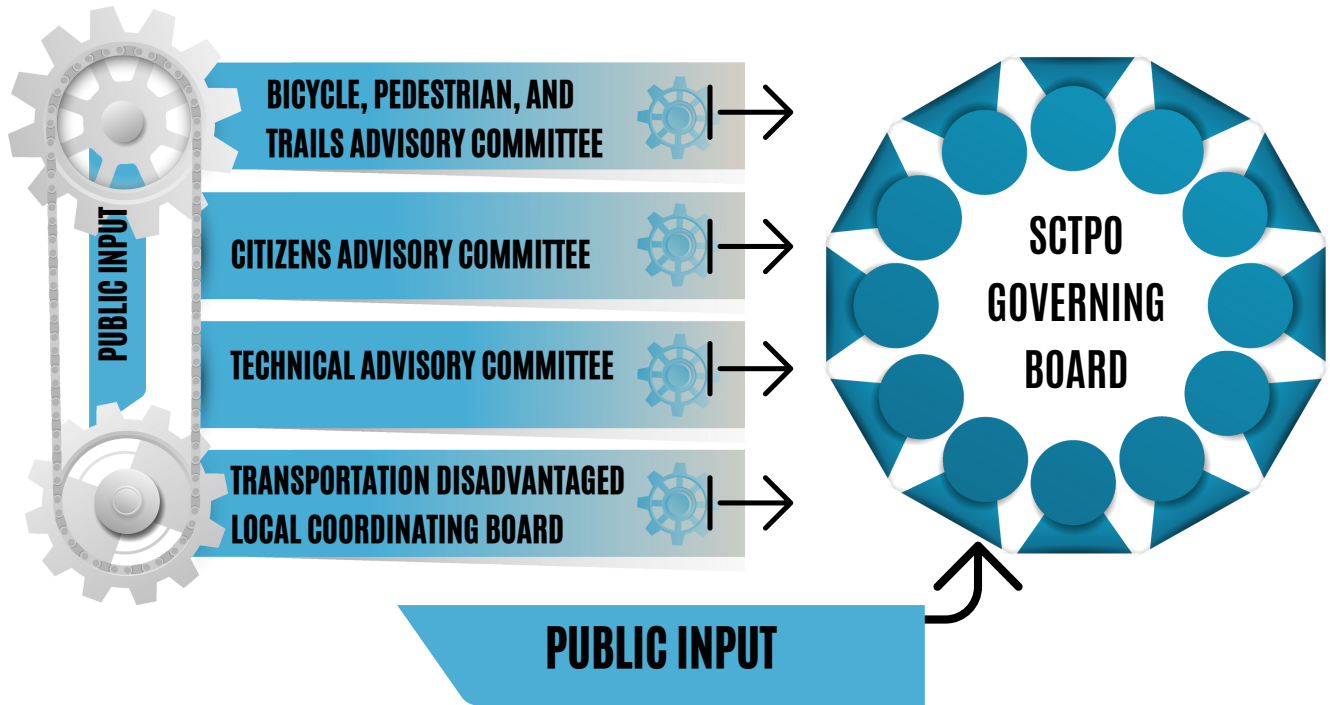
The Strategic Plan is intended to be a living document that may fluctuate over time to include minor adjustments as it is implemented to accommodate new initiatives and policy guidance. Updates are periodically provided advising members on the status of implementing the various tools and progress toward achieving performance measure

The latest 2023-25 Strategic Plan can be viewed online:  
[www.scpo.com/boards-committees/sctpo-governing-board](http://www.scpo.com/boards-committees/sctpo-governing-board)

	<b>Leadership</b>	Represent and promote the Space Coast TPO
	+	
	<b>Safety</b>	Implement a safe transportation system for all users
	+	
	<b>Linking Transportation and Land Use</b>	Plan a network that provides transportation choices
	+	
	<b>Resiliency &amp; Sustainability</b>	Plan for a resilient and sustainable transportation system
	+	
	<b>Technology &amp; Data</b>	Implement technology to enhance reliability of the transportation system

## Committee Input to the Governing Board

The SCTPO Governing Board is supported by three primary advisory committees and receives input from other key groups, representing various interests that may influence planning needs. Each committee fulfills an important role in the transportation planning process within Brevard County. Public input and participation are encouraged at any committee or governing board meeting. Below is a flow chart of how the public and our committees provide input to our board.



## Advisory Committee Reports

- Advisory Committees shall submit written reports (meeting minutes) to the SCTPO Board
- SCTPO staff shall ensure the distribution of the TAC/CAC, BPTAC, TDLCB, and SCTPO Board minutes to the Board.



# SCTPO Advisory Committees

## SCTPO Executive Committee

The SCTPO Executive Committee evaluates transportation policies, procedures, and programs in greater depth than can occur at regular board meetings. The intent is to ensure 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.

On an annual basis, the Executive Committee shall be responsible for the evaluation of the Executive Director and shall make a recommendation to the TPO Board regarding the Executive Director's performance and contract.

**Membership:** Chair, Vice-Chair, Secretary, and up to two at-large board members.

**Meetings:** Meets on an as-needed basis typically before or after regularly scheduled SCTPO Governing Board meetings.

**Quorum Requirement:** At least a majority of the voting members must be present to conduct business.



## Technical Advisory Committee (TAC)

The TAC reviews the work progress and evaluates the technical acceptability of plans and studies. They make recommendations to the SCTPO Governing Board, with supporting technical information to assist them with policy-making decisions.

The TAC has **26 voting members** and alternates and one non-voting advisor designated by the Florida Department of Transportation. Fourteen of Brevard's 16 municipalities with populations over 2,500 are included. There are also representatives from other organizations and modes of transportation that include:

- Canaveral Port Authority
- Melbourne Orlando International Airport Authority
- St. Johns River Water Waste Management District
- Space Coast Area Transit
- Space Florida
- Titusville-Cocoa (TICO) Airport Authority
- Valkaria Airport



## Board Member Roles & Responsibilities

- Read and review agenda packages before the meeting.
- Sign in at every meeting.
- Come prepared with questions relevant to any agenda items. Each agenda item in the published agenda package lists the staff contact responsible for the item. Please contact the staff member list with any questions about the topic listed, before the meeting.
- If you cannot attend the committee meeting it is your responsibility to contact your alternate to sit in your place.
- If you change any of your contact information, you are responsible for informing SCTPO staff.
- You're responsible for reporting back on topics discussed to your appointing authority.

**Alternates:** Each appointing authority may also designate one (1) alternate for each member. If both the appointed and alternate members attend the same meeting, only the appointed member may participate in the debate and vote on items. The alternate member is responsible for reporting back on topics to the appointing authority and committee member.

**Officers:** TAC members elect a Chair and Vice Chair at their last regularly scheduled meeting each calendar year. Officers serve for a period of one (1) year.

**Meetings:** The TAC meets jointly with the Citizens Advisory Committee (CAC) on a Monday prior to the SCTPO Governing Board Meeting. Meetings begin at 9:30 a.m. and are typically held at the Center for Collaboration located at 1100 Rockledge Blvd, US-1, Rockledge, FL 32955.

Public notifications are made for all regular and special business meetings of the board and committees. All meetings are conducted in an open public forum by Florida's Government-in-the-Sunshine Law [s.286.011, F.S.].

The current agenda is posted online at [www.sctpo.com](http://www.sctpo.com), seven days in advance of the meeting in the **AGENDA CENTER**. Meetings can be viewed online, via our [YouTube channel](#). \*There are no meetings in the months of January, June, and August. *Dates, times, and facility rooms are subject to change. Likewise, emergencies may require the SCTPO to host meetings virtually.*

**Quorum Requirement:** At least ten (10) of the voting members must be present to have a quorum for the Board to conduct business.

## Citizens Advisory Committee (CAC)

The function of the CAC is to provide citizens' views and recommendations on projects, plans, and programs through the Committee to the SCTPO Governing Board. The CAC has **24 voting members** and alternates appointed by local jurisdictions. Individuals interested in serving on the CAC may contact their county commissioner or city council representative to volunteer and may be appointed if there is a vacancy.

- Brevard County Commissioners – 5 (2 appointees each)
- Canaveral Port Authority (1 appointee)
- Cocoa (1 appointee)
- Melbourne (3 appointees)
- Palm Bay (3 appointees)
- Rockledge (1 appointee)
- Titusville (2 appointees)
- West Melbourne (1 appointee)
- North Beaches Coalition (1 shared appointee)
  - (Cape Canaveral and Cocoa Beach)
- South Beaches Coalition (1 shared appointee)
  - (Indian Harbour Beach, Satellite Beach, Indialantic, and Melbourne Beach)



## Board Member Roles & Responsibilities

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- If you cannot attend the committee meeting it is your responsibility to contact your alternate to sit in your place.
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**Officers:** CAC members elect a Chair and Vice Chair at their last regularly scheduled meeting each calendar year. Officers serve for a period of one (1) year.

**Meetings:** The CAC meets jointly with the Technical Advisory Committee (TAC) on a Monday before the SCTPO Governing Board Meeting. Meetings begin at 9:30 a.m. and are typically held at the Center for Collaboration located at 1100 Rockledge Blvd, US-1, Rockledge, FL 32955.

Public notifications are made for all regular and special business meetings of the board and committees. All meetings are conducted in an open public forum by Florida's Government-in-the-Sunshine Law [s.286.011, F.S.].

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**Quorum Requirement:** At least ten (10) of the voting members must be present to have a quorum for the Board to conduct business.



## Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC)

The BPTAC reviews plans and policies regarding bicycle, pedestrian, and multi-use trail projects and makes recommendations to the CAC, TAC, and SCTPO Governing Board. The BPTAC may have up to 19 members who are endorsed by the SCTPO Governing Board. Membership is open to a wide array of interested groups and citizens. Individuals may be nominated by one of the groups listed below or may contact SCTPO staff, requesting membership approval.

- Local governments, law enforcement agencies, educators, cyclists, hikers, walkers, environmentalists, businesses, and interested citizens.

### Board Member Roles & Responsibilities

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- Sign in at every meeting.
- Come prepared with questions relevant to any agenda items. Each agenda item in the published agenda package lists the staff contact responsible for the item. Please contact the staff member list with any questions about the topic listed, before the meeting.
- If you change any of your contact information, you are responsible for informing SCTPO staff.



**Meetings:** The BPTAC meets on the fourth Monday of every month. Meetings begin at 5:30 pm and are typically held in the Florida Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 23940.

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## Transportation Disadvantaged Local Coordinating Board (TDLCB)

The SCTPO participates in the TDLCB and annually appoints the TDLCB Chairman. The TDLCB works to ensure transportation opportunities are available for all residents, regardless of age, ability, or economic status.

The Local Coordinating Board (LCB) for Transportation Disadvantaged Services meets quarterly to oversee the TD program at a local level, by providing input on various issues, plans, and programs. Categorical appointments representing participating agencies and citizen advocates are made in conjunction with Florida Statute 427. Bylaws and Grievance Procedures are updated annually. The SCTPO participates in the TDLCB through staff filling the Designated Official Planning Agency (DOPA) seat and annually appoints the TDLCB Chair. For more information on the TDLCB and to view the current agendas, please visit [www.321transit.com](http://www.321transit.com).

**Meetings:** Under the leadership of Space Coast Area Transit, the TDLCB holds periodic meetings and documents a Transportation Disadvantaged Service Plan. Quarterly meetings are typically held in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940.

For more information on the TDLCB, please call Space Coast Area Transit at 321-635-7815. *\*Dates, times, and facility rooms are subject to change. Likewise, emergencies may require Space Coast Area Transit to host meetings virtually.*



## Virtual Meetings

Virtual meetings using communications media technology may be held instead of face-to-face meetings in states of emergency or executive orders as directed by the Governor of Florida.

Virtual meetings and digital hosting platforms may be used congruently with regularly scheduled and noticed public meetings. Similar to face-to-face meetings, virtual meetings will be publicly noticed, and the public will have the opportunity to provide advanced or live comments. The SCTPO will provide public registration details for the virtual meeting in advance on its website, social media platforms, and via email.



## Regional Partner Committees

### Central Florida MPO Alliance



The Central Florida Metropolitan Planning Organization Alliance (CFMPOA) 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(ices) regarding metropolitan transportation issues. The MPOAC includes one (1) SCTPO representative and one (1) alternate member.

# Trainings/Orientations



## **MPOAC Weekend Institute (for elected officials only)**

Each year, the MPOAC holds two sessions of its 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 is limited. Requests to attend should be made directly to the SCTPO Executive Director. Travel costs are budgeted for and funded by the SCTPO.

## **Orientations**

Typically, in January of each year, the SCTPO Executive Director is available to hold an orientation to familiarize new members with how the organization works.

## **Briefings**

The SCTPO Executive Director is also available to provide individual briefings before scheduled board meetings or to answer questions related to specific projects or concerns you may have. To make a briefing appointment, please contact the SCTPO staff at (321) 690-6890.

## **Agenda Items**

Each agenda item page in the published agenda package lists the staff contact responsible for the item. Please contact the staff member list with any questions about the topic listed.

# How Do I Get Involved?

There are multiple ways to get involved in the SCTPO's public involvement activities.



## CALL US

321-690-6890

Office Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday

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## VISIT OR WRITE TO US

Space Coast Transportation Planning Organization  
2725 Judge Fran Jamieson Way, Building B - Room 105  
Melbourne, FL, 32940

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## EMAIL US

General Inquiries: [tpostaff@sctpo.com](mailto:tpostaff@sctpo.com)

Title VI/Limited English Proficiency: [abby.hemenway@sctpo.com](mailto:abby.hemenway@sctpo.com)

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## VISIT OUR WEBSITE & SOCIAL MEDIA CHANNELS

Stay updated on the latest SCTPO news and information:

[www.sctpo.com](http://www.sctpo.com)

[www.facebook.com/SCTPO](https://www.facebook.com/SCTPO)

[www.twitter.com/SpaceCoastTPO](https://www.twitter.com/SpaceCoastTPO)

[www.linkedin.com/company/sctpo](https://www.linkedin.com/company/sctpo)

[SCTPO Nextdoor](#)

[YouTube: Space Coast TPO](#)

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## PARTICIPATE IN PERSON OR ATTEND AN EVENT



Make a public comment at a Governing Board or Advisory Committee meeting OR attend our Annual Open House. The SCTPO participates in special events throughout the county and hosts workshops for citizens to learn about projects where they work and live. Visit [www.sctpo.com](http://www.sctpo.com) to learn more.

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## VOLUNTEER TO SERVE ON A COMMITTEE

Contact your local city council representative or your county commissioner to serve as a representative on an SCTPO advisory committee or contact us at 321-690-6980, for more information.

# Appendix

## Acronyms and Abbreviations

<b>ADA</b>	Americans with Disabilities Act
<b>AMPO</b>	Association of Metropolitan Planning Organizations
<b>ATMS</b>	Advanced Traffic Management System
<b>BIL</b>	Bipartisan Infrastructure Law
<b>BMBA</b>	Brevard Mountain Bike Association
<b>BOCC</b>	Board of County Commissioners
<b>BPTAC</b>	Bicycle, Pedestrian, and Trails Advisory Committee
<b>CAC</b>	Citizens Advisory Committee
<b>CFMPOA</b>	Central Florida Metropolitan Planning Organization Alliance
<b>CMS</b>	Congestion Management System
<b>CRA</b>	Community Redevelopment Agency
<b>CTST</b>	Community Traffic Safety Team
<b>ECFRPC</b>	East Central Florida Regional Planning Council
<b>ECRRT</b>	East Central Florida Regional Rail Trail
<b>EJ</b>	Environmental Justice
<b>EPA</b>	Environmental Protection Agency
<b>ETDM</b>	Efficient Transportation Decision Making
<b>FAA</b>	Federal Aviation Authority
<b>FAST Act</b>	Fixing America's Surface Transportation Act
<b>FDOT</b>	Florida Department of Transportation
<b>FEC</b>	Florida East Coast Railroad
<b>FHWA</b>	Federal Highway Administration
<b>FM</b>	Financial Management
<b>FS</b>	Florida Statute
<b>FTA</b>	Federal Transit Administration
<b>GIS</b>	Geographical Information System
<b>GPC</b>	General Planning Consultant
<b>IJA</b>	Infrastructure Investment and Jobs Act
<b>ITS</b>	Intelligent Transportation System

## Acronyms and Abbreviations Continued

<b>LAP</b>	Local Agency Program
<b>LEP</b>	Limited English Proficiency
<b>LOGT</b>	Local Option Gas Tax
<b>LRTP</b>	Long Range Transportation Plan
<b>MAP-21</b>	Moving Ahead for Progress in the 21st Century
<b>MPO</b>	Metropolitan Planning Organization
<b>MPOAC</b>	Metropolitan Planning Organization Advisory Council
<b>PD&amp;E</b>	Project Development & Environment
<b>PPP</b>	Public Participation Plan
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
<b>SCAT</b>	Space Coast Area Transit
<b>SCTPO</b>	Space Coast Transportation Planning Organization
<b>SJHP</b>	St. John's Heritage Parkway
<b>SJRWMD</b>	St. Johns River Water Management District
<b>SR</b>	State Road
<b>TAC</b>	Technical Advisory Committee
<b>TDP</b>	Transit Development Plan
<b>TDLCB</b>	Transportation Disadvantaged Local Coordinating Board
<b>TIP</b>	Transportation Improvement Program
<b>TITLE VI</b>	Federal non-discrimination regulations
<b>TPO</b>	Transportation Planning Organization
<b>UPWP</b>	Unified Planning Work Program



# Frequently Asked Questions



## General

### **What is the difference between a TPO and MPO?**

The term Metropolitan Planning Organization (MPO) was the founding name given by the Federal Transportation Act. In recent years, many MPOs have changed their names to Transportation Planning Organizations (TPO) to 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.

### **Is the SCTPO a government agency?**

The SCTPO is considered a state agency, created through the authority of the Federal Transportation Act. Although our office is 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, its committees, and virtually all state and local government public bodies. It applies to all discussions or deliberations (two 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 is 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.

### **Does the SCTPO work with any other MPOs/TPOs in the region?**

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.



# Frequently Asked Questions



## Meetings & Agendas

### **How long are SCTPO Governing Board Meetings?**

Generally, each meeting lasts about two 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.

### **How can I receive more information about an agenda item?**

The SCTPO Executive Director or appropriate staff are available to assist you with any questions about items on the agendas or for any items of interest or concern you may have. Call us at (321) 690- 6890 or email [georganna.gillette@sctp.com](mailto:georganna.gillette@sctp.com). You may also request a briefing with the Executive Director.

## Projects/Plans Information

### **Where can 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, the Federal Transit Administration, and the Federal Aviation Administration within the next five fiscal years. An interactive TIP link is available on the SCTPO website at [www.spacecoasttpo.com](http://www.spacecoasttpo.com).

### **Where can I find Traffic Counts?**

There is an interactive traffic count system available on the SCTPO website at [www.sctp.com](http://www.sctp.com). For assistance, please contact SCTPO staff at (321) 690- 6890.

### **How do I find out about Brevard County-maintained road projects?**

For more information about county projects, you may contact the Brevard County Public Works Department at (321) 617-7202.

### **Where can I find more information about FDOT construction projects?**

You can visit [www.cflroads.com](http://www.cflroads.com) 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.

# SCTPO Staff

## Leadership



### Georganna Gillette

*Executive Director*

**georganna.gillette@sctpo.com**

*Restorative | Consistency | Developer | Responsibility*

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### Laura Carter

*Assistant Director*

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*Learner | Achiever | Analytical | Responsibility*

---

## Transportation Planning



### Sarah Kraum

*Senior Transportation Planner*

**sarah.kraum@sctpo.com**

*Futuristic | Strategic | Input | Learner*

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### Debbie Flynn

*Transportation Planner I*

**debbie.flynn@sctpo.com**

*Achiever | Woo | Discipline | Positivity*

---

**VACANT**

*Transportation Data Analyst*

# SCTPO Staff

## Public Involvement



**Abby Hemenway, APR**

*Public Information & Outreach Manager*

**abby.hemenway@sctpo.com**

*Discipline | Learner | Achiever | Empathy*

---



**Shelby Villatoro**

*Education & Outreach Coordinator*

**shelby.villatoro@sctpo.com**

*Achiever | Includer | Input | Individualization*

---

## Administration & Finance



**Jillian John**

*Finance & Contracts Manager*

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*Harmony | Deliberative | Adaptability | Relator*

---



**Zoe McNeely**

*Board Services Administrator*

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*Responsibility | Learner | Maximizer | Harmony*

