



2016 Public Participation Plan

Adopted by the Space Coast Transportation Planning Organization Governing Board on December 8, 2016



What is a TPO?

TPO stands for **T**ransportation **P**lanning **O**rganization. The Space Coast TPO coordinates transportation plans for the Space Coast including:

- **One county:** Brevard County Board of County Commissioners
- **Sixteen cities and towns:** Cape Canaveral, Cocoa, Cocoa Beach, Grant-Valkaria, Indianalantic, Indian Harbour Beach, Malabar, Melbourne, Melbourne Beach, Melbourne Village, Palm Bay, Palm Shores, Rockledge, Satellite Beach, Titusville, and West Melbourne
- **Two airports:** Melbourne International and Titusville-Cocoa (TICO)
- **One seaport:** Port Canaveral
- **One spaceport:** Cape Canaveral Spaceport (Kennedy Space Center and Cape Canaveral Air Force Station)



What do transportation planners do?

Transportation planning can be complicated and technical. In addition to coordinating with many agencies, it involves data collection and analysis, computer modeling, and forecasting transportation patterns and needs. Transportation planners are also responsible for **making sure citizens have many opportunities to participate** in planning and to provide input.

What if I want to participate?

Public participation is an important part of the transportation planning process. **Turn to the chart on page 3 to see all the ways you can get involved.** The rest of this document provides details about the plan for public participation to be followed by the Space Coast Transportation Planning Organization (SCTPO). If you have questions or comments about the Space Coast TPO Public Participation Plan, please call Georganna Gillette at the SCTPO, 321-690-6890 or email Georganna.Gillette@brevardfl.gov.

Space Coast TPO Public Participation Plan

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HOW TO GET INVOLVED IN SPACE COAST TRANSPORTATION PLANNING



CALL US

321-690-6890 during normal business hours
8:00 a.m. to 4:30 p.m. Monday through Friday



WRITE TO US

Space Coast TPO,
2725 Judge Fran Jamieson Way, Bldg B
Melbourne, FL, 32940



EMAIL US

General Inquiries: tpostaff@spacecoasttpo.com
Public Involvement/Media: georganna.gillette@brevardfl.gov
Title VI/Limited English Proficiency: laura.carter@brevardfl.gov
Website/Facebook: lisa.hickman@brevardfl.gov



VISIT OUR WEBSITE

www.spacecoasttpo.com



COME TO AN EVENT

The SCTPO participates in special events throughout the county and hosts workshops for citizens to learn about projects where they work and live. Visit the SCTPO website at www.spacecoasttpo.com to learn more.



PARTICIPATE IN PERSON

Make a public comment at a SCTPO board or committee meeting
OR
Visit the SCTPO, 2725 Judge Fran Jamieson Way, Bldg B, Melbourne



VOLUNTEER

Contact your local city council representative or your county commissioner to serve as a representative on a SCTPO committee or contact georganna.gillette@brevardfl.gov for more information

Space Coast TPO Public Participation Plan

Introduction

Metropolitan Planning Organizations, also known as transportation planning organizations, were created by law to **review and administer all policies and procedures applicable for state and federal transportation funding**. The Space Coast Transportation Planning Organization (SCTPO) was established to provide transportation planning services for Brevard County which includes the Palm Bay – Melbourne – Titusville urbanized area, as designated by the U.S. Census Bureau.

The responsibility of the SCTPO is **to manage a continuing, cooperative, and comprehensive planning process** that results in the development of transportation plans and programs. The SCTPO provides a forum for cooperative decision making by officials of the affected governmental entities with input from citizens and constituency groups. These plans serve as the framework for making transportation investment decisions in Brevard County.

Public participation is a key component of transportation planning and one of the core functions of the SCTPO. Meaningful and effective public involvement brings a diverse set of views into the discussion and improves decision making by generating ideas for how the transportation system may be improved.

The **Public Participation Plan (PPP) provides guidelines** used by the SCTPO to inform and gather input from residents, communities, and interest groups throughout the county in order to expand the information available for planning.

SCTPO Public Participation Policy

The SCTPO does not discriminate against any person with respect to a SCTPO program, activity or service and adheres to the Federal non-discrimination requirements under Title VI and other related regulations and statutes. Public comments are solicited without regard to race, color, national origin, age, sex, religion, disability or family status. The SCTPO strives to ensure full and fair participation by all potentially affected individuals, groups and communities in the transportation decision-making process.

*If you have questions or comments about the
Space Coast TPO Public Participation Plan
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or email georganna.gillette@brevardfl.gov.*

Authorization

Regional transportation planning is guided by laws, rules, and policies set by federal and state governments. Both **federal and state laws require public participation** in the planning process. Transportation planning activities must also consider other laws and regulations including, but not limited to the National Environmental Policy Act, Clean Air Act, Clean Water Act, Civil Rights Act, and Americans with Disabilities Act.

1962 Federal-Aid Highway Act

The Federal-Aid Highway Act mandated that all urbanized areas with a population greater than 50,000 establish a continuing, cooperative and comprehensive (3C) planning process, in order to be eligible to receive U.S. Department of Transportation funding.

1974 Federal-Aid Highway Act

Changes to the Federal-Aid Highway Act formalized the local planning process further, by mandating the creation of a Metropolitan Planning Organization (MPO) for all areas required to have a 3C planning process.

1991 Intermodal Surface Transportation Efficiency Act (ISTEA)

ISTEA introduced a comprehensive approach to address transportation issues by emphasizing innovation, intermodalism, and flexibility as well as enhanced stakeholder and public involvement.

1998 Transportation Equity Act for the 21st Century (TEA-21)

TEA-21 expanded the approach started with ISTEA with particular focus on ensuring environmental justice and the involvement of minority and low-income citizens in the planning process.

2005 Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU)

SAFETEA-LU carried forward a strong federal emphasis on public involvement programs. Included in SAFETEA-LU was the expanded definition of “**participation by interested parties**” which includes groups and individuals who are affected by, or involved with, transportation in the region. Some examples include:

- Representatives of Federal, State and local government agencies,
- Elected officials,
- Representatives of users of pedestrian walkways and bicycle transportation facilities and multiuse trails,
- The disabled,
- Civic and social organizations
- Special interest groups, and
- Representatives of neighborhood and homeowner associations

2012 Moving Ahead for Progress in the 21st Century Act (MAP-21)

MAP-21 was created to update SAFETEA-LU and continues the requirements set in place regarding public involvement. MAP-21 is focused on a **streamlined and performance-based program for multiple modes of transportation** building on the programs and policies established since 1991. The Federal Highway Administration has not yet issued a notice of proposed rulemaking for planning under MAP-21 but the act carries forward eight planning factors from SAFETEA-LU.

SAFETEA-LU and MAP-21 Planning Factors

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency,
- Increase the safety of the transportation system for motorized and non-motorized users,
- Increase the security of the transportation system for motorized and non-motorized users,
- Increase the accessibility and mobility of people and for freight,
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns,
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight,
- Promote efficient system management and operation, and
- Emphasize the preservation of the existing transportation system.

2015 Fixing America's Surface Transportation (FAST) Act

The FAST Act is a fully funded five-year authorization of surface transportation programs. As with prior legislative acts, FAST continues the strong Federal emphasis on public participation. The FAST Act mandates that the public participation programs of metropolitan planning processes shall include a “proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans and Transportation Improvement Programs (TIPs).”

Other key highway facts from the FAST Act include:

- Builds on the program structure and reforms of MAP-21
- Continued focus on accelerating project delivery
- Adds a new freight formula and expands freight network
- Adds a new discretionary program for nationally significant freight and highway projects
- Provides a new tribal self-governance option

Florida Statute 339.175 Metropolitan Planning Organization

Florida Statute mandates that MPOs and TPOs develop transportation plans and programs in cooperation with the state and public transit operators. The principles to be considered in planning and developing an **integrated, balanced statewide transportation system** are:

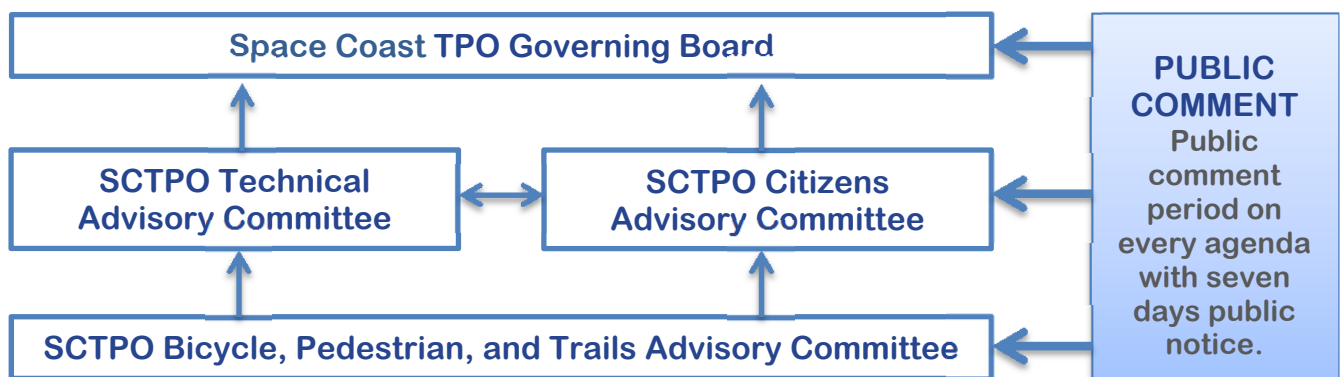
- Preserving the existing transportation infrastructure,
- Enhancing Florida's economic competitiveness, and
- Improving travel choices to ensure mobility.

Florida Statute 286.011 Public Meetings and Records

The Florida Sunshine Law mandates that meetings of the SCTPO and its committees, workshops, and programs are **open to the public**. All public records of the SCTPO are open for inspection and examination at the office of the Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Melbourne, Florida on regular business days between the hours of 8:00 a.m. and 4:30 p.m.

Organization

The SCTPO is managed by a Governing Board of elected officials representing local jurisdictions. The board is supported by three advisory committees. Each fulfills an important role in the transportation planning process within Brevard County. 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 with an opportunity for public comment.**



Governing Board

The SCTPO Governing Board is comprised of nineteen members and one non-voting advisor. The membership of the Space Coast TPO was established under Florida Statute 339.175(2)(b), and is set up through an Interlocal Agreement. **Elected officials** from local governmental entities serve on the board based on the population of each community and each municipal position has an alternate.

- Brevard County Commission 5 representatives
- Canaveral Port Authority 1 representative
- Cocoa 1 representative
- Melbourne 3 representatives
- Palm Bay 3 representatives
- Rockledge 1 representative
- Titusville 2 representatives
- West Melbourne 1 representative
- North Beaches Coalition 1 shared representative
Cape Canaveral and Cocoa Beach
- South Beaches Coalition 1 shared representative
*Indian Harbour Beach, Satellite Beach
Indialantic, and Melbourne Beach*
- Florida Department of Transportation 1 non-voting advisor

Governing Board Meetings are held the SECOND THURSDAY of the month 9:00 AM at the Viera Government Center

Location of SCTPO Meetings

All meetings of the SCTPO governing board and its committees are held at the Brevard County Viera Government Center, 2725 Judge Fran Jamieson Way, Melbourne, Florida, 32940. This facility is on a public transit route. The building and room name or number is included on the meeting notice and on the agenda.



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 twenty-six voting members and alternates and one non-voting advisor designated by the Florida Department of Transportation. Fourteen of Brevard’s sixteen municipalities with populations over 2,500 are included as well as representatives from other organizations and modes of transportation.

MUNICIPALITIES

- Cape Canaveral
- Cocoa
- Cocoa Beach
- Grant-Valkaria
- Indialantic
- Indian Harbour Beach
- Malabar
- Melbourne
- Melbourne Beach
- Palm Bay
- Rockledge
- Satellite Beach
- Titusville
- West Melbourne

ORGANIZATIONS

- Space Coast Area Transit
- Brevard County Office of Emergency Management
- Brevard County Public Works Department
- VPSI (Van Pool Services, Inc.)
- Brevard County Planning and Development Department
- Canaveral Port Authority
- Melbourne International Airport Authority
- Titusville-Cocoa (TICO) Airport Authority
- Brevard County School District Superintendent's Office
- St. Johns River Water Management District
- Space Florida
- Valkaria Airport
- Florida Department of Transportation (non-voting advisor)

**Technical
Advisory
Committee
Meetings**
 are held the
**SECOND
MONDAY**
 of the month
9:30 AM
 at the
**Viera
Government
Center**

Citizens Advisory Committee (CAC)

The function of the CAC is to **provide citizens' views** and recommendations to the SCTPO Governing Board on projects, plans, and programs referred to the Committee. The CAC has twenty-four 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 | 1 appointee |
| • West Melbourne | 1 appointee |
| • North Beaches Coalition
<i>Cape Canaveral and Cocoa Beach</i> | 1 shared appointee |
| • South Beaches Coalition
<i>Indian Harbour Beach, Satellite Beach
Indianlantic and Melbourne Beach</i> | 1 shared appointee |

**Citizen
Advisory
Committee
Meetings**
 are held the
**SECOND
MONDAY**
 of the month
9:30 AM
 at the
**Viera
Government
Center**

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 board. The BPTAC may have up to nineteen members who are endorsed by the SCTPO board. Membership is open to a wide array of interested groups and citizens. Individual may be nominated by one of the groups listed below or may attend meetings and ask to be approved for membership by the SCTPO governing board.

- Local governments
- Law enforcement agencies
- Educators
- Cyclists
- Hikers
- Walkers
- Environmentalists
- Businesses
- Interested citizens

**Bicycle
Pedestrian
Trails
Advisory
Committee
Meetings**
are held the
**THIRD
MONDAY**
of the month
5:30 PM
at the
**Viera
Government
Center**

Guiding Principles

The board members, committee members, and staff conduct all of their business based on guiding principles adopted by all groups. As part of the **annual strategic planning process** a set of goals, objectives, and strategies for expanding communication with the community were developed and adopted.

Vision

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

Mission

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

Core Values

QUALITY

We will deliver **exceptional services** in a professional, cost-effective, and efficient manner by demonstrating pride and dedication in everything we do.

COMMITMENT

We will **build positive, collaborative relationships** with elected leaders, volunteers and the community by listening carefully and responding appropriately to their needs and expectations.

INTEGRITY

We will earn **public trust** by conducting all business in a manner that is honest and ethical and will strive for equity and fairness in all decision making.

SUCCESS

We will set high goals and achieve them by **focusing on our constituents**, applying best practices, fostering innovation and creativity, and conscientiously pursuing excellence.

Quality, commitment, and integrity are the foundation for our success.

Communication Goal, Objectives, and Strategies

Space Coast TPO Strategic Plan Priorities 2016

Adopted February 11, 2016

COMMUNICATE	Foster community enrichment, empowerment and engagement
1. Offer educational programs for targeted populations	
1.1 Coordinate bicycle and pedestrian safety programs	
1.2 Present informational programs to increase community awareness	
1.3 Identify programs to support enforcement of Bike/Ped traffic laws	
1.4 Review and evaluate Feet Not Fuel student education website	
2. Coordinate Advocacy to promote TPO project priorities	
2.1 Identify and advance state legislative priorities	
2.2 Present community outreach program to engage stakeholders	
2.3 Engage new constituencies to support transportation plans	
3. Enhance Public Participation	
3.1 Utilize media and surveys to expand public interest and gather input	
3.2 Revise and update the three-year Public Participation Plan	

Activities and Assessment

The strategic plan guides the work of the board and staff. At every meeting of the governing board, TAC, and CAC, staff presents a status report and a summary of activities for each strategy and the community can provide input to the strategic plan during the public comment period. This provides an opportunity for regular review of the effectiveness of the procedures and strategies in the Public Participation Plan.

Staff performance is measured by strategic plan fulfillment at the end of each calendar year. The strategic plan is updated annually in February. The proposed revisions are available for public review in advance of the February SCTPO board and committee meetings.

SCTPO Plans and Programs

The SCTPO is responsible for **three core certification documents** 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. The SCTPO is also responsible for the creation of the Public Participation Plan (PPP) and for conducting special transportation studies.

Public participation requirements prescribed by the federal government vary by document, but all of these 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 comment**.

Links to each of these documents are on the SCTPO website:

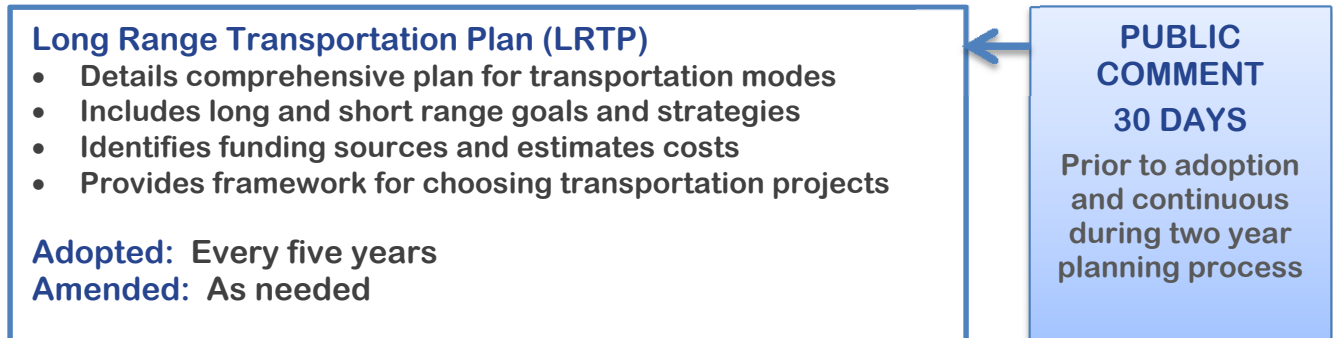
www.spacecoasttpo.com and paper copies are available at the office of the Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Melbourne, Florida on regular business days between the hours of 8:00 a.m. and 4:30 p.m.

Long Range Transportation Plan (LRTP)

Every five years, the SCTPO adopts a new LRTP. This plan 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.

Included in the LRTP is a projection of anticipated transportation funding and projected costs. Because funds are limited, public input is essential to help identify the priority projects that will be included in the plan for implementation. The LRTP may be amended periodically as a result of changes in projected federal, state, and local needs or funding.

The public has the opportunity to provide input throughout the planning process which takes up to two years. The LRTP has its own public participation plan which may include a project website, a survey is used to gather broad input, and there are special public hearings that members of the community can attend. The public is also asked to comment when the plan is drafted and when interim amendments are proposed.



LRTP Amendments and Administrative Modifications

Any local government or agency (FDOT) may submit a request to the SCTPO to modify or amend the LRTP. SCTPO staff conducts a technical review of the request, including a determination as to whether the request should be processed as a modification or an amendment.

A proposed amendment requires public review and comment and an assurance of fiscal constraint. Proposed amendments include adding or deleting projects from the LRTP Cost Feasible Plan and major changes to project costs, initiation dates and scopes for existing projects. Florida Statute requires that the TPO Governing Board adopt any amendments to the LRTP by a recorded roll call vote of the majority of the membership present.

Administrative Modifications is a minor revision to the LRTP. It includes minor changes that typically involve items such as map corrections, revisions needed for consistency with the Transportation Improvement Program, and changes to funding sources. It does not require public review and comment or re-demonstrating fiscal constraint.

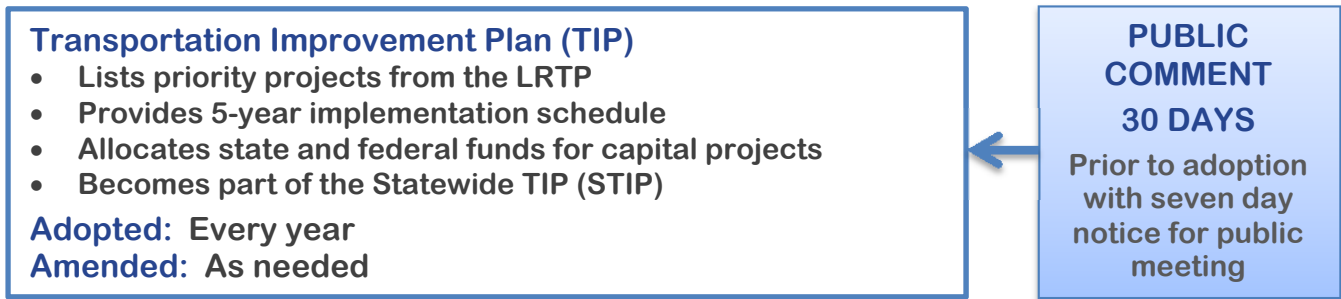
Transportation Improvement Program (TIP)

The 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 so it serves as the SCTPO's short range plan. The **list of funded transportation projects** is developed annually with input from the community and updated throughout the year.

TIP projects are scheduled by year and by phase. There are several phases of project development including: corridor planning study or feasibility study to determine best options; project development and environmental study; design of engineering plans; right of way acquisition; and finally, construction.

Proposed TIP projects are adopted by local governments and other eligible agencies that submit their project priorities to the SCTPO for consideration. Under federal law, the TIP may only contain projects that are in the approved LRTP.

Members of the public can first comment on specific projects during public meetings of local jurisdictions. The SCTPO provides ample opportunities for the public to participate in these processes largely through its network of advisory committees, which review all TIP items that require TPO Board approval. The SCTPO also holds an annual Open House to solicit comments on the draft TIP.



TIP Amendments and Administrative Modifications

A TIP Amendment is a revision that involves a major project change, including addition or deletion of a project, or a major change in cost, phase, initiation date, or design concept or scope (i.e., changing project termini). An amendment requires verification of financial constraint and a public meeting. A modification includes minor changes to project phases, costs, funding sources of previously included projects, or initiation dates. These do not require a demonstration of fiscal constraint or a public meeting.

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

Unified Planning Work Program (UPWP)

The UPWP describes and lists the **transportation planning activities** to be conducted by the SCTPO over the next two years. It includes a proposed budget and identifies the work tasks that will be accomplished using federal transportation planning funds. The UPWP is amended as needed and the public is invited to comment each time it is reviewed.

The UPWP serves as a management tool that directs SCTPO staff activities to address the goals and objectives stated in the LRTP. It also outlines responsibilities and procedures for carrying out the planning process in coordination with other jurisdictions.

Unified Planning Work Program (UPWP)

- 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
- Estimates cost for each task

Adopted: Every two years

Amended: As needed

PUBLIC COMMENT 30 DAYS

Prior to adoption
with seven day
notice for public
meeting

UPWP Amendments

Amendments to the UPWP are conducted as necessary. Amendments are changes that either 1) Change the approved budget; 2) Change the scope of work; or 3) Add or delete a work task(s). Amendments shall include the total amount of funds being increased or decreased and justification for the change. Amendments will be included on the TPO's agenda and are approved by Resolution. Public comment on amendments can be made in writing up to 48 hours prior to the scheduled Board meeting or can be made at the TPO Board meeting either through submitting a comment card or through requesting to make a verbal public comment.

Public Participation Plan (PPP)

Meaningful and effective public participation is essential to the successful implementation of a public plan or project and necessary to ensure the needs of the local citizenry are adequately addressed. In addition, public participation is necessary to gauge the effectiveness of an agency's planning activities.

The PPP is a **blueprint for action to involve the public in transportation planning**. It provides a guide for public access to and involvement with the SCTPO planning process. All SCTPO planning work products, as well as major amendments to adopted plans and programs, must follow the requirements outlined in the PPP.

The SCTPO continuously seeks opportunities for every citizen to participate in planning, reviewing, and implementing its transportation projects and programs. 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. Public input during the development of the PPP is essential to make sure the process provides full and open access to all.

Public Participation Plan (PPP)

- Outlines organizational structure and work products
- Describes SCTPO public communication tools
- Prescribes public comment periods
- Offers opportunities for public involvement

Adopted: Every three years

Amended: As needed

PUBLIC COMMENT 45 DAYS

Prior to adoption
with seven day
notice for public
meeting

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.

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.

Transportation Studies

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

Adopted: After consideration of public comment

Amended: As needed

PUBLIC PARTICIPATION

Targeted outreach specific to the subject of the study or to the affected geographic area



Summary Table of Public Participation

The SCTPO follows agency organization and operation policies that provide specific guidelines for public records and public access (see appendices). SCTPO policies are adopted or amended after ten days public notice.

PUBLIC OPPORTUNITIES FOR PARTICIPATION		SCHEDULE	PUBLIC COMMENT PERIOD	PUBLIC NOTICE	PUBLIC ACCESS
OPEN MEETINGS					
Governing Board	SCTPO	Meets at least 8x/yr	At every meeting	7 days public notice	Summary of advance public comments provided in writing, opportunity for additional public comment at multiple open meetings prior to adoption
Committees	TAC CAC	Meet at least 8x/yr	At every meeting	7 days public notice	
	BPTAC	Meet at least 6x/yr	At every meeting	7 days public notice	
PROGRAM ADOPTION					
Long Range Transportation Plan	L RTP	Every five years	30 days	37 days public notice	Posted on SCTPO website with public notice, hard copies available, advance comments documented for review, opportunity for comment at minimum of two open meetings prior to adoption
Transportation Improvement Program	TIP	Every year	30 days	37 days public notice	
Unified Planning Work Program	UPWP	Every two years	30 days	37 days public notice	
Public Participation Plan	PPP	Every three years	45 days	52 days public notice	
PROGRAM AMENDMENTS					
Long Range Transportation Plan	L RTP	As needed	30 days	7 days public notice	Posted on SCTPO website with public notice, hard copies available, opportunity for comment at minimum of two open meetings prior to adoption
Transportation Improvement Program	TIP	As needed	7 days	7 days public notice	
Unified Planning Work Program	UPWP	As needed	7 days	7 days public notice	
Public Participation Plan	PPP	As needed	7 days	7 days public notice	

Public Participation Strategies

Public participation is an on-going activity. The SCTPO has a variety of approaches for communicating and consulting with the public and is continually working to improve its outreach. These are the primary tools used to interact with stakeholders and the community.

Public Meetings

OPEN MEETINGS

All meetings of the SCTPO governing board, committees, advisory groups and project meetings are open to the public and subject to the Florida Sunshine Law. All materials presented during meetings become public record and are available for review online and at the SCTPO office during normal business hours. Copies of archived records are available upon request.

ADVANCE NOTICE

Public notices of all SCTPO meetings are distributed and/or posted on the SCTPO website at least seven days in advance. Notices are also distributed to media outlets, and made available for posting in public locations such as libraries. Notices include the date, time, and location for the event, a brief description of the purpose, a list of action items to be considered, and how to get additional information before or after the meeting.

EMERGENCY MEETINGS

The SCTPO Governing Board, or one of the SCTPO committees may hold an emergency meeting only if action is required to address an issue of immediate danger to public health, safety or welfare. Whenever an emergency meeting is scheduled to be held, the SCTPO staff will notify, as soon as possible prior to the meeting, at least one major newspaper of general circulation stating the time, date, place and purpose of the meeting or workshop. The meeting notice includes all of the information included in an advance notice.

MEETING NOTICE REQUIREMENTS:

- **The date, time, and place of the event.**
- **A brief description of the purpose of the event.**
- **A brief list of any items on which action may be taken at the event.**
- **The address and phone number where individuals can get meeting information and a copy of the agenda.**
- **Information about how to get a verbatim record of the meeting if a person decides to appeal any decision made by the agency as stated in Florida Statute 286.0105.**
- **Contact information for persons with disabilities needing special accommodations to participate in the proceeding in accordance with the Americans with Disabilities Act and Florida Statute 286.26.**

AGENDA

A meeting agenda is included with the advance public notices for SCTPO governing board and committee meetings. Agendas list the items in the order they will be discussed, provide additional detail about the meeting, and highlight specific actions to be considered. Members of the public can make a request to have an item placed on the agenda by sending a written notice to the SCTPO at least 21 days in advance.

PUBLIC COMMENT

Every meeting of the SCTPO includes time for public comment. Members of the public fill out a public comment card that indicates the agenda item or subject they wish to address. These cards are provided to the chair or to the person presiding so that individuals can be called to speak at the appropriate time during the meeting and prior to any action being taken by the voting members. Topics not specific to the agenda are heard at the end of the meeting.

ACCESS FOR PEOPLE WITH SPECIAL NEEDS

All SCTPO meetings are held in facilities that are accessible to persons with disabilities and to people who use public transit. People needing special accommodations to participate in SCTPO meetings or who need free translation services can contact the SCTPO 48 hours in advance. Instructions for receiving assistance are included as part of the meeting notice.

ON EVERY SCTPO MEETING AGENDA:

Public Comment: Comments will be heard on items that do not appear on the agenda of this meeting. Public comments are solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Note, that however, that state law and administrative rules prevent the TPO from taking any formal action on any item discussed at this time. The TPO may schedule such items as regular agenda items and act upon them in the future. The Chairman is authorized to limit discussion, as necessary, with each commentary limited to 3 minutes.

Any person who desires or decides to appeal any decision made by this agency with respect to any matter considered at this meeting or hearing will need a record of the proceedings. For such purpose, such person may need to insure that a verbatim record of the proceedings is made, at his own expense, which record includes testimony and evidence upon which the appeal is to be based. Any questions about this meeting should be directed to Lisa Hickman, (321)690-6890 or Email: tpostaff@spacecoasttpo.com.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding or persons who require translation services (free of charge) should contact the Space Coast TPO Office no later than 48 hours prior to the meeting at (321) 690-6890 for assistance.

On-going Public Participation Activities

BRANDING

The SCTPO logo is used on all correspondence, publications, and media. The logo helps to brand the products of the SCTPO and helps the public become familiar with the different activities of the SCTPO by providing consistent recognition. The SCTPO also has adopted an official seal that is used for formal documents such as resolutions.



SCTPO DATABASE

SCTPO staff maintains a master database of elected officials, government contacts, community agencies and organizations, and interested citizens. This serves as the base subscriber list for the Enews. It is also used as an alert system to notify interested groups and individuals about meetings, events, and opportunities for public participation.

PUBLIC NOTICES

The SCTPO issues public notices for all meetings of the governing board and its committees. Public notices are also issued when certification documents are available for review and public comment. These notices are posted on the SCTPO website, included in Enews, sent to groups and individuals in the SCTPO database, distributed to the news media, posted using SCTPO social media, and advertised on SCGTV.

COMMENT FORMS

Comment forms are used to solicit input in writing at public meetings or online. They may be very general in nature or specific for gathering input on a particular issue. Comment forms are sometimes included in draft documents or publications or may be available through a link on the SCTPO website. Comment forms are always available at SCTPO public meetings.

SCTPO WEBSITE

The SCTPO website, www.spacecoasttpo.com, provides current information about the SCTPO activities, members, meetings, and contacts. Updated regularly, the website makes information available quickly and conveniently. It also serves as an avenue for regular input for submitting comments and views, particularly on draft documents and studies. Comments on any website content can be submitted by email to tpostaff@spacecoasttpo.com.

Space Coast Transportation Planning Organization

Home | News | Title VI/Non-Discrimination | Plan | Implement | Communicate | Lead | Select Language

SPACE COAST
TPO
Roads to Rockets – the sky is NOT the limit.

Search ...

About | Meetings | Directory | Traffic Counts | Data/Maps | Contact

Car | Bus | Rail | Sea | Air | Space | Freight

Ask us a Question | Upcoming Events | How To Get Involved | Book a Program | Newsletter Sign-up

FREIGHT

Trending Plans

- Request for General Planning Consultant Proposals
- Public Participation Plan
- Transportation Improvement Program
- SCTPO E-News September 15, 2016
- Unified Planning Work Program
- SCTPO E-News July 6, 2016

Trending Projects

- Request for Auditing Service Proposals
- Long Range Transportation Plan
- SR 524
- Safety Program

Calendar of Events

- Technical and Citizens Advisory Committee Meeting
December 5 @ 9:30 am - 12:00 pm
- Bicycle, Pedestrian, and Trails Advisory Committee
December 5 @ 5:30 pm - 7:00 pm
- FDOT D5 Work Program Public Hearing in Cocoa
December 6 @ 4:30 pm - 6:30 pm
- General Planning Consultants Selection Committee Meeting #2
December 8 @ 1:00 am - 3:00 pm
- View All Events

Agenda/Minutes

- October 13, 2016, Transportation Planning Organization Meeting
- October 10, 2016, Technical and Citizens Advisory Committee
- September 19, 2016 – Bicycle, Pedestrian and Trails Advisory Committee
- September 6, 2016, Technical and Citizens Advisory Committee
- September 8, 2016, Transportation Planning Organization Meeting
- July 18, 2016 Bicycle, Pedestrian and Trails

Transportation | Transportation | Community | Transportation

<http://spacecoasttpo.com> [11/21/2016 9:20:52 AM]

SCTPO ENEWS

Enews is used to announce public meetings, the availability of materials and documents for public review, and other information and milestones. It also informs the public of the status of current and planned transportation projects and promotes SCTPO planning studies and other transportation publications. Enews has over 300 subscribers including local officials, businesses, civic organizations, and citizens. Subscribers are added to Enews when they provide their email address to the SCTPO, often through sign-in sheets at public meetings.

The screenshot shows the SCTPO News website. At the top, there is a navigation menu with links for Home, News, Title VI/Non-Discrimination, Plan, Implement, Communicate, and Lead. A search bar is located on the right. Below the navigation is a large banner featuring the SCTPO logo and the slogan "Roads to Rockets - the sky is NOT the limit." The banner includes icons for various transportation modes: Car, Bus, Rail, Sea, Air, Space, and Freight. A vertical sidebar on the right of the banner lists links: "Ask us a Question!", "Upcoming Events", "How To Get Involved PDF", "Book a Program", and "Newsletter Sign-up".

SCTPO News

- [School's Out - Summer Safety Tips, May 2016](#)
- [BPS Schools to Celebrate National Bike to School Day, May 2016](#)
- [April 2016 eNews](#)
- [March 2016 eNews](#)
- [Find Your Path Press Release, February 2016](#)
- [February 2016 eNews](#)
- [December 2016 eNews](#)
- [November 2015 eNews](#)
- [Pathways Workshop eNews](#)
- [October 2015 eNews](#)
- [September 2015 eNews](#)
- [August 2015 eNews](#)

[Tweet](#) [Print](#) [Share](#)

[http://spacecoasttpo.com/sctpo-news/\[11/21/2016 9:39:28 AM\]](http://spacecoasttpo.com/sctpo-news/[11/21/2016 9:39:28 AM])

Social Media

News Feed

Space Coast Transportation Planning Organization
November 16 at 12:53pm

Would you like to voice your opinion about upcoming transportation projects? Here is your chance! The 2017/2018 thru 2021-2022 tentative transportation projects will be available for comment starting December 5th.

Space Coast Transportation Blog

- Passenger Rail Station Location Study
- Annual Open House June 27, 2016
- April 2016 SCTPO eNews
- March 2016 SCTPO eNews
- February 2016 SCTPO eNews

SOCIAL MEDIA

Social media tools like Facebook have become important outreach methods for transportation organizations. SCTPO uses its Facebook, Twitter and YouTube to announce meetings, provide information on draft and completed documents and reports, and to provide transportation facts and education. The use of social media is designed to reach new individuals and groups in a timely manner. SCTPO staff does television interviews on various topics as opportunities arise. The SCTPO governing board adopted a new social media policy in 2013 (see appendices). You can access the SCTPO's Facebook and Twitter page at: www.facebook.com/SCTPO
www.twitter.com/SpaceCoastTPO

The screenshot shows the Facebook page for the Space Coast Transportation Planning Organization (SCTPO). The page is viewed in a Firefox browser window. The top navigation bar includes the Facebook logo, a search bar, and the page name "Space Coast Transportation Planning Organization". The cover photo is a scenic view of a bridge over water at sunset. The profile picture is the SCTPO logo. The bio states: "Government Organization. The SCTPO is a regional, multi-jurisdictional agency responsible for transportation planning in the Space Coast area (Brevard County)." The page has 37 likes and 0 check-ins. The "About" section includes a "Photos" link, a "Map" showing the location near Rockledge, Merritt Island, and Melbourne, and an "Events" link. The "Status" section shows a post from October 11: "Thank You to everyone that came to our Symposium Last week! The recording of the Symposium is now on youtube. All of the presentation slides are also available on our website www.spacecoasttpo.com/symposium.html <http://www.youtube.com/watch?v=a-nhYGQEXs0&feature=you>". The "Likes" section lists several organizations: Safe Routes to School in California, International Space Station, All Aboard Florida, FocusDriven, and NHTSA. An advertisement for the SCTPO is visible on the right side of the page.

PROJECT SPECIFIC WEBSITES

When an individual project or planning activity is significant in its scope, a project website may be created to provide additional in-depth information and public access. Links to these sites and projects are available on the SCTPO website. Specific sites may include meeting announcements, project updates, draft documents, project team information, and a vehicle for public comment. The LRTP has a website that is active during the two-year planning period.



The screenshot shows a Firefox browser window displaying the website www.spacecoast2040.com. The page title is "Space Coast 2040 Long Range Transportation Plan". The website features a navigation menu on the left with the following items: Home, Get Involved, Moving People & Goods, Brevard Facts, Putting Together the Plan, Improvement Options, and Plan Progress & Work Products. A large image of a bridge with raised spans is featured in the center. Below the image, there is a section titled "SPACE COAST 2040" with the tagline "BRIDGING ROADS TO ROCKETS" and a vertical list of transportation icons (pedestrian, bicycle, car, train, bus, wheelchair, and airplane). The main content area contains text explaining the L RTP update process, including an online public survey and workshops. A "CLICK HERE" button is prominently displayed, linking to the "2040 Transportation Symposium". The footer includes contact information for the Space Coast Transportation Planning Organization (TPO).

Space Coast 2040 Long Range Transportation Plan

Home
Get Involved
Moving People & Goods
Brevard Facts
Putting Together the Plan
Improvement Options
Plan Progress & Work Products

SPACE COAST 2040
BRIDGING ROADS TO ROCKETS

Every five years the Space Coast Transportation Planning Organization (TPO) updates its Long Range Transportation Plan (LRTP). The 2040 LRTP begins with an assessment of Brevard County's history, and then explores differing future economic development scenarios and how each scenario influences development patterns and transportation needs throughout the County. The preferred scenario will then become the basis for determining the County's transportation improvements necessary to develop the plan.

This LRTP update will also define how each of the major transportation corridors in the County functions so that the right transportation improvements are identified in the Plan to fulfill each major corridor's primary function.

The LRTP update process will provide a number of opportunities for you to participate, beginning with an online public survey that we hope you take the time to complete. You will have a chance to participate in workshops that envision the differing economic development possibilities in the County and how you think they could influence development patterns; and you will have a chance to help define the improvements that help major transportation corridors meet their intended function.

Follow Us
Facebook

CLICK HERE

2040 Transportation Symposium

The 2040 Transportation Symposium was a great success! Click the link above to find out more!

BRIDGING ROADS TO ROCKETS

Contact Us
Telephone: (321) 690-6890
Email: tpostaff@spacecoasttpo.com

LIMITED ENGLISH PROFICIENCY

Translation services are offered free of charge at SCTPO public meetings. Individuals needing assistance are asked to call the SCTPO office at 321-690-6890 at least 48 hours prior to the meeting. All SCTPO websites offer a free translation tool that makes posted materials available in 30 languages.



MEDIA

Press releases are sent to newspapers, radio and television stations, and other media outlets in the region, including those targeting minority audiences, to announce meetings and activities, opportunities for public participation, and the availability of documents for public review. This broader media coverage is intended to reach members of the public who may not usually take part in transportation planning. Staff members respond to media inquiries to assist with accurate and complete reporting on transportation issues.



East Central Florida Regional Rail Trail Groundbreaking Ceremony with Governor Rick Scott and Florida Department of Transportation Secretary Ananth Prasad on October 22, 2013.

SPACE COAST GOVERNMENT TELEVISION (SCGTV)

Brevard County Government has a cable television network that is part of basic cable service within the county. Meetings of the SCTPO governing board are telecast live and are periodically repeated. Members of the public can watch live meetings or access previous meetings online through the SCTPO website or they can receive a copy of a complete meeting by purchasing a disk from SCGTV.



SURVEYS AND QUESTIONNAIRES

Surveys are used when very specific input from the public is desired. A survey may be used in place of comment forms to ask very specific questions such as a person's support for a specific alignment in a corridor study or to determine citizen preferences for alternatives. Surveys are also used to gather technical data such as travel patterns. Surveys or questionnaires can be used at public meetings or gatherings, through the mail, over the telephone, or electronically.

DEMOGRAPHIC DATA COLLECTION:

Federal regulations require federal-aid recipients to collect racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. The TPO accomplishes this through the use of census data, American Community Survey reports, Environmental Screening Tools and other methods. From time to time, the SCTPO may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events.

This information assists the SCTPO with improving its targeted outreach and measures of effectiveness. Self-identification of personal data to the SCTPO will always be voluntary and anonymous. Moreover, the SCTPO will not release or otherwise use this data in any manner inconsistent with the federal regulations.

PROJECT WORKSHOPS/OPEN HOUSES

The SCTPO staff hosts open and informal meetings for the public to review and ask questions about major transportation plan documents like the LRTP and the TIP. Workshops and open houses may also be used by the SCTPO, the Florida Department of Transportation, or their consultants to share information and to gather public comment on specific transportation projects. In these cases, the meeting locations are geographically located near the project area to provide easy access for the citizens who will benefit from or be impacted by the proposed project.

PUBLIC EVENTS/PRESENTATIONS

SCTPO staff and volunteers may participate in events, attend meetings of community groups or civic organizations, or make presentations in public forums. This type of public outreach provides education and engages new audiences in public transportation planning activities.

VISUALIZATION

Visualization techniques include the use of colors, diagrams, tables, maps, photos, and videos that illustrate the ideas and concepts represented in transportation plans, projects, and programs. Effective use of visualization techniques helps to promote understanding, clarify ideas and build consensus for proposed transportation activities, especially for those who do not have a background in transportation planning. Visualization techniques are used in all core transportation plans, programs, and projects to the maximum extent feasible.

COMPLAINT RESOLUTION

The SCTPO has a formal complaint resolution policy adopted by the governing board. Any individual or group is afforded the opportunity to file a complaint regarding the policies, procedures, or actions of the SCTPO. The policy provides clear direction on how complaints will be addressed and offers a timeline for prompt action, response, and resolution.

CONTACT US

SCTPO staff members are available and pleased to provide information and to answer questions. The public can reach the staff by calling 321-690-6890 between 8:00 a.m. and 4:30 p.m. weekdays or by emailing tpostaff@spacecoasttpo.com. For specific topics, a staff directory is available on the website through the CONTACT US link. In addition, the SCTPO can be reached by writing to Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Melbourne, Florida, 32940.

Public Participation Measures of Effectiveness

The SCTPO uses several tools to track and evaluate the effectiveness of public participation activities for the transportation planning process. These tools help the TPO to continually improve or to add new public participation activities, while ineffective strategies can be discontinued or replaced. Public participation methods are reviewed annually and new options for participation may be included in the annual Strategic Plan update. An example of this was the addition of a Community Outreach Program to engage stakeholders at local councils and community groups. Another addition to our Strategic Plan was to develop an orientation program for board and committee members. The SCTPO continually looks for ways to engage citizens and present informational programs to increase community awareness.

PUBLIC RECORDS

The SCTPO keeps formal records of its meetings and project materials. Written minutes of meetings are kept and made available to the public. Minutes include a list of participants and a summary of public comments. Sound recordings are kept for some committee meetings and video recordings are made of the governing board meetings.

ELECTRONIC TRACKING

For web and email activities, electronic tracking is used to track distribution of information as well as the number of people visiting the sites and the type of information they are seeking.

TRACKING/LOGS

For some participation tools, like news articles or other media coverage, staff members are assigned to monitor activity and to keep a log or record for review. Sign in sheets or attendance records are also used to track participation at meetings and events.

SUMMARY REPORTS

Certification documents include summary reports of public participation activities at each stage of development and detail the methods used, the comments received, and the number of participants. Summary reports are also written to document survey results, project website activity, and complaint resolutions.

STRATEGIC PLAN REPORT

The TAC, CAC, and governing board receive quarterly reports on activities and accomplishments related to the strategic plan goals.

MONTHLY UPDATE REPORT

A monthly tracking tool was developed in an effort to engage citizens on upcoming meetings and report to our committees and the Governing Board on activities involving public involvement and our Strategic Plan.

Summary Table of Measures of Effectiveness

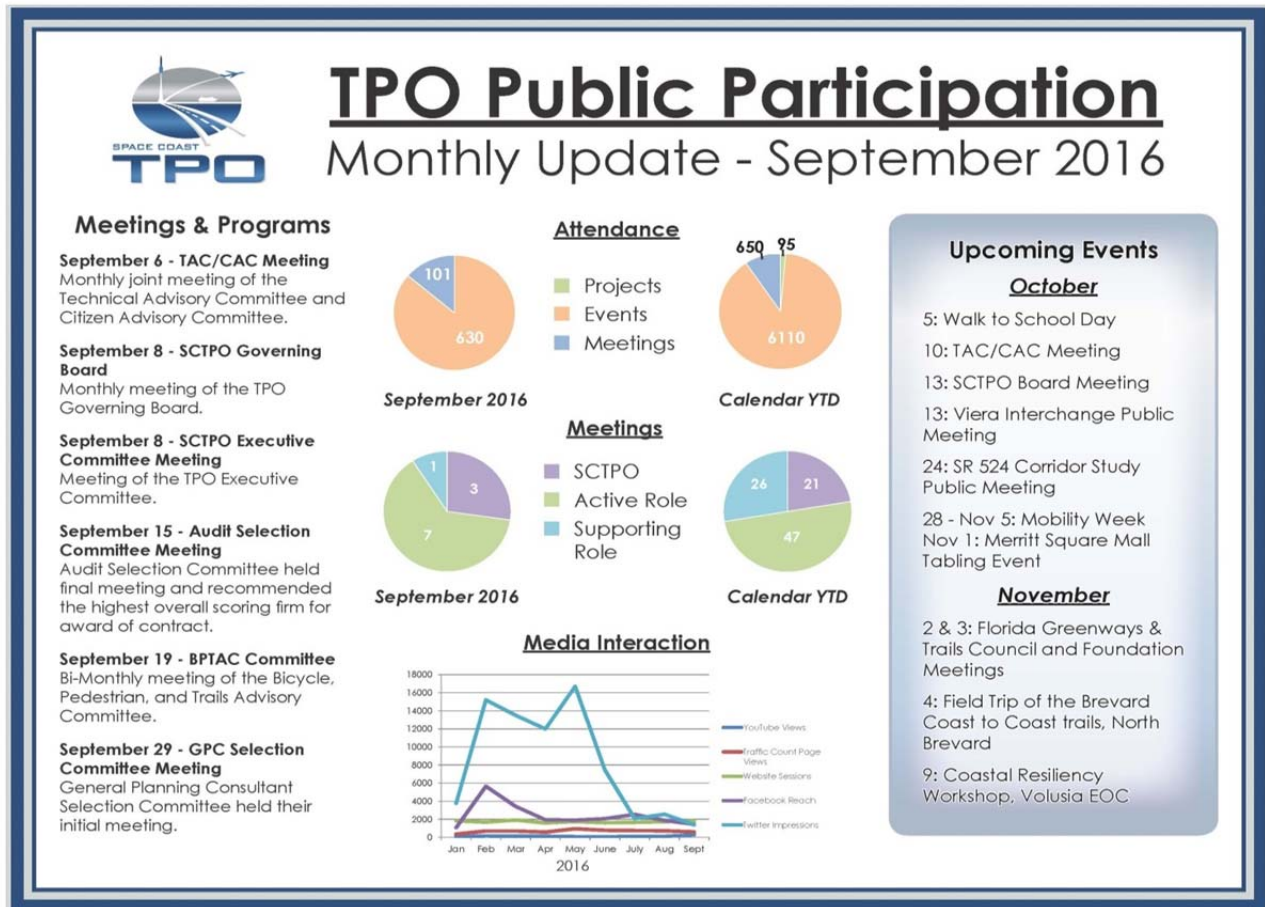
The following table was recently developed by SCTPO staff to report on public participation methods, tracking and the measurement and goal of each method.

Public Participation Method	Tracking of Method	Measurement	Goal
Public Meetings	Attendance Records, Meeting Minutes, and Sign-In Sheets	# in Attendance # of Meetings	▲
Public Events/ Presentations	Attendance Records, Meeting Minutes, Sign-In Sheets, and Staff Reporting via Strategic Plan Report	# in Attendance # of Presentations	▲
SCTPO Website	Electronic Tracking	# of Webpage Sessions	▲
Social Media	Facebook, Twitter, and YouTube	Facebook Reach #, # of Twitter Impressions, and # of YouTube Views	▲
Traffic Counts	Electronic Tracking	# of Webpage Sessions	●
SCTPO ENews	Electronic Tracking	# of Subscribers # of ENews Published	▲
Press Releases	Electronic Tracking	# of Press Releases	▲
SCGTV	Electronic Tracking	# of Televised Meetings # of Meetings Broadcast (reruns)	▲
Workshops/Open Houses	Attendance Records, Meeting Minutes, and Sign-In Sheets	# in Attendance # of Workshops/Open Houses Conducted	●
Public Comments	Meeting Minutes and Public Comment Cards	# of Comment Cards	●
Surveys/ Questionnaires	Summary Reports	# of Surveys Conducted # of Responses % of Returned Surveys/Questionnaires	●
Project Websites	Electronic Tracking	# of Webpage Sessions (per website)	●
Visualization	Flyers and Media distributed via Press Releases, Meeting Packets, and Social Media	(non-numerical) Compilation of Visuals	●
Title VI/Nondiscrimination Complaint Resolutions	Public Records	# of Complaints Received	●

▲ Increase ● Maintain

Monthly Update Report - Measurement of Public Participation Effectiveness

Another tool that was recently developed was a visualization graphic to report on monthly meetings, projects, events and attendance. Upcoming events are also reported on for the next two months. This graphic will be used to engage citizens on upcoming meetings and report to the SCTPO committees and Governing Board on public participation activities.



Acronyms and Abbreviations

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



Public Participation Related Policies

Adopted December 9, 2010

Revised: October 13, 2016

- 33 Governing Board Policies
- 39 Technical Advisory Committee Policies
- 41 Citizens' Advisory Committee Policies
- 42 Bicycle Pedestrian and Trails Committee Policies
- 45 Title VI Plan
- 48 Complaint Resolution Policies
- 52 Limited English Proficiency Plan (LEPP)
- 55 Social Media Policies

Governing Board Policies

Purpose: The Space Coast Transportation Planning Organization was created for the purpose of implementing 23 United States Code Section 134, and 49 United States Code Section 5303 and Section 339.175, Florida Statutes. The Space Coast TPO is charged with managing a continuing, cooperative, and comprehensive transportation planning process that results in the development of plans and programs which are consistent, to maximum extent feasible, with the approved local government comprehensive plans of the units of local government the boundaries of which are within the metropolitan areas of the Space Coast TPO. This policy establishes who the Space Coast TPO is and how they will operate to fulfill the requirements of Section 339.175, Florida Statutes.

Space Coast Transportation Planning Organization Membership. The Space Coast Transportation Planning Organization, which may be hereinafter referred to as “SCTPO”, is created and shall be operated pursuant to an Interlocal Agreement under Chapter 163, Florida Statutes. The parties to the Interlocal Agreement are: Brevard County, the City of Cape Canaveral, the City of Cocoa, the City of Cocoa Beach, the Town of Indialantic, the City of Indian Harbour Beach, the City of Melbourne, the Town of the Town of Melbourne Beach, the City of Palm Bay, the City of Rockledge, the City of Satellite Beach, the City of Titusville, the City of West Melbourne, the Canaveral Port Authority, and the Florida Department of Transportation. The Interlocal Agreement was recorded on February 21, 2005, and is recorded in Official Records Book 5425, Page 144, Public Records of Brevard County, Florida, and re-recorded on May 12, 2006, in Official Records Book 5644, Page 5967, Public Records of Brevard County, Florida, and includes the First Amendment to the Interlocal Agreement recorded on September 13, 2006, recorded in Official Records Book 5696, Page 8801, Public Records of Brevard County, Florida, and the Second Amendment to the Interlocal Agreement recorded on January 8, 2009, recorded in Official Records Book 5906, Page 3023, Public Records of Brevard County, Florida (hereinafter: the “Interlocal Agreement”). The SCTPO was created to work in cooperation with the Florida Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

A. Powers of Agency. The powers of the agency are as set forth in Section 339.175(5), F.S., and the Interlocal Agreement creating the SCTPO dated April 22, 2005, and include but are not limited to:

- (a) Development of long-range transportation;
- (b) Annual updating of the Transportation Improvement Program (TIP);
- (c) Annual development of a Unified Planning Work Program (UPWP);
- (d) Preparation of a congestion management system;
- (e) Assisting the Florida Department of Transportation in mapping planning boundaries, access management, the functional classification of roads, and data collection;
- (f) Execution of agreements and certifications necessary to comply with U.S. or Federal law;
- (g) Representing all jurisdictional areas within the area designated as the SCTPO in the formulation of transportation plans and programs required by 23 U.S.C. Section 134 and Section 339.175, F.S.
- (h) Employment of staff;
- (i) Engaging in intergovernmental coordination;

- (j) Entering into contracts and owning, selling, operating, maintaining, or leasing personal or real property;
- (k) Accepting funds, grants, bequests, gifts, and assistance from local and state governmental entities and other sources;
- (l) Promulgation of policies to effectuate its powers, responsibilities, and obligations; and
- (m) Performance of such other powers as provided by Federal of Florida law.

B. Space Coast Transportation Planning Organization Governing Board Members.

1. The TPO Governing Board. The Governing Board of the SCTPO is composed of nineteen (19) voting members and one (1) non-voting advisor. The names of the member local governmental entities and the voting apportionment of the governing board shall be as follows:

Brevard County Board of County Commissioners	5 representatives
Canaveral Port Authority	1 representative
City of Cape Canaveral	1 shared representative*
City of Cocoa	1 representative
City of Cocoa Beach	1 shared representative*
City of Indian Harbour Beach	1 representative**
City of Melbourne	3 representatives
City of Palm Bay	3 representatives
City of Rockledge	1 representative
City of Satellite Beach	1 shared representative**
City of Titusville	2 representatives
City of West Melbourne	1 representative
Town of Indialantic	1 shared representative**
Town of Melbourne Beach	1 shared representative**
Florida Department of Transportation	1 non-voting advisor

* North Beaches Coalition

** South Beaches Coalition

For the Cities of Satellite Beach and Indian Harbour Beach, and the Towns of Indialantic and Melbourne Beach, these municipalities have created a coalition that has been allocated one (1) vote on the TPO Governing Board. The voting delegate shall be alternated among the four (4) municipalities as provided in their Interlocal Agreement recorded on December 12, 2013 and recorded in Official Records book 7029, Page 2904, Public Records of Brevard County, Florida. This Agreement is reviewed and re-newed every 5 years.

For the Cities of Cape Canaveral and Cocoa Beach, these municipalities have created a coalition hereby known as the “North Beaches Coalition” which has been allocated one (1) vote on the TPO Governing Board. The voting delegate shall be alternated between the two (2) municipalities as provided in their Interlocal Agreement recorded on March 7, 2013 in Official Records Book 6819, Page 912, and Public Records of Brevard County, Florida. This Agreement is reviewed and re-newed every 5 years.

The Melbourne International Airport and the City of Melbourne Airport Authority is under the jurisdiction of the City of Melbourne. Therefore, one of the three City of Melbourne representatives shall also be an appointed member on the Melbourne Airport Authority Board, thus allowing for the Melbourne International Airport to have representation on the SCTPO Governing Board.

The non-voting advisor of the Governing Board is the Florida Department of Transportation District V Secretary or said individual's designee. The non-voting advisor may attend and participate fully in governing board meetings but shall not have a vote, shall not be a member of the governing board and shall adhere to the rules as set forth in Florida Statute 339.175(4)(a)(2014).

All persons appointed to serve as a voting board member shall be appointed by the entity the person represents except for the shared representatives of the North Beaches Coalition and the South Beaches Coalitions where their representative is established by each Coalition's Interlocal Agreement.

Membership on the SCTPO Governing Board shall automatically terminate on a member leaving elective office or by a majority vote of the total membership of the governing body represented by the member. A vacancy shall be filled only by an appointment by the original appointing entity.

2. Voting Representatives. All voting representatives shall be elected officials of general purpose local governments, except the SCTPO includes, as part of its apportioned voting membership, an official of an agency that operates or administers a major mode of transportation. This entity is the Canaveral Port Authority. All individuals acting as a representative of the governing board of the county, a municipality, or authority shall first be selected by said governing board. All members appointed to the SCTPO Board are required to register a vote on all issues presented, except in the event that there is, or appears to be, a voting conflict of interest as provided in Section 112.3143, Florida Statutes,⁶ or as specified in Section 286.012, Florida Statutes.⁷ Abstentions are not permitted, except as provided by law. Votes should be consistent with the public interest.

3. Alternate Voting Membership. With the exception of the Board of County Commissioners, every governmental entity appointing a regular voting delegate to serve on the Governing Board may also designate an alternate voting delegate to serve when its appointed regular voting delegate is absent from a meeting of the Governing Board. The alternate member may participate in debate and vote in the same manner as the absent regular member could have had the absent regular member been present at the TPO Governing Board meeting. The appointed alternate member must be an elected official serving the same governmental entity or a general-purpose local government with jurisdiction within all or part of the area that the regular member serves.
4. Officers. The SCTPO Governing Board shall at its last meeting of the calendar year elect a Chairman, a Vice Chairman, a Secretary and an Assistant Secretary as its officers. The Chairman, Vice Chairman, Secretary and Assistant Secretary shall serve for a period of one (1) year, starting on January 1st of each year or until a successor is elected. The Chairman, Vice Chairman, and Secretary shall be members of the Governing Board of the SCTPO. The Assistant Secretary is not required to be a Governing Board member of the SCTPO.
 - i. Chairman; Vice-Chairman. The Chairman of the SCTPO shall call and preside at all meetings of the SCTPO Governing Board. The Chairman is authorized to execute on behalf of the SCTPO Governing Board all documents which have been approved by the SCTPO Governing Board, or to execute said documents subject to ratification by the SCTPO Governing Board. The Vice Chairman shall serve as Chairman in the absence of the Chairman. The Secretary shall serve as Chairman in the absence of the Vice Chairman. The Assistant Secretary shall serve as Secretary in the absence of the Secretary.
 - ii. Minutes. SCTPO staff shall maintain the minutes and other records of the SCTPO. The minutes shall accurately reflect the proceedings of the SCTPO Governing Board.
 - iii. Quorum. At least ten (10) of the voting members of the Governing Board of the SCTPO must be present for the SCTPO Governing Board to conduct business.
5. Procedures. If certain actions are not covered by this policy, the most recent edition of Roberts Rules of Order as revised shall be used to govern proceedings of the SCTPO Governing Board.

C. Space Coast Transportation Planning Organization Governing Board.

The authority and responsibility of the SCTPO and the Governing Board is to manage a continuing, cooperative, and comprehensive transportation planning process that results in the development of plans and programs which are consistent, to the maximum extent feasible, with the approved local government comprehensive plans of the units of local government the boundaries of which are within the metropolitan areas of the SCTPO. The Governing Board of the SCTPO shall be the forum for cooperative decision making by officials of the affected governmental entities in the development of the plans and programs required by Title 23, United States Code, Section 134, as amended by the Safe, Accountable,

Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and Section 339.175, Florida Statutes.

1. **Public Records.** Unless exempt or confidential as provided by Federal or Florida law or regulation, all public records of the SCTPO are open for inspection and examination at the office of the Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Melbourne, Florida between the hours of 8:00 a.m. and 4:30 p.m. during regular business days.
2. **Public Access.** Unless otherwise permitted by Florida law, all agency meetings, workshops and proceedings shall be open to the public.
3. **TPO Seal.** The Space Coast Transportation Planning Organization hereby adopts an official seal as shown. The seal may be affixed to all of the formal documents of the organization as the official seal of the Space Coast Transportation Planning Organization.



4. **Notice of Meetings and Workshops.** Except in the case of emergency meetings or workshops, the Space Coast Transportation Planning Organization, shall give at least seven (7) days public notice of any meeting or workshop at which policy making decisions will be made, by publication on the SCTPO's internet web-site and in accordance with the SCTPO's adopted Public Participation Plan. In addition, the SCTPO shall prepare and make available a courtesy said notice: to any interested person who has requested to be noticed; to representatives of any person named in said notice; and to any class of individuals to whom action is directed at the meeting or workshop being noticed. As referenced above, a courtesy notice is a notice which is not required by law or these rules to be sent but which is sent as an accommodation or courtesy.
 - b. The notice of such meeting or workshop shall provide:
 - i. The date, time, and place of the event.
 - ii. A brief description of the purpose of the event.
 - iii. A brief list of any items on which action may be taken at the event.
 - iv. The address and phone number where interested persons may obtain further information regarding the meeting or a copy of the agenda.
 - v. As provided in Section 286.0105, Florida Statutes, language relating to the responsibility for obtaining verbatim record of proceedings if a person decides to appeal any decision made by the agency.
 - vi. Contact information for persons with disabilities needing special accommodations to participate in the proceeding in accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes.

5. Agenda. At least seven (7) days prior to a non-emergency meeting or workshop, the SCTPO shall prepare and make available on the SCTPO's website an agenda for the SCTPO Governing Board, and any of its committees. In addition the SCTPO shall provide a copy of the agenda upon request to any person.

The agenda shall list the items in the order they are to be considered; provided, however, that for good cause stated in the record by the person who is designated to preside at the event, items may be considered out of their listed order.

The agenda shall be specific as to items to be considered. All matters involving the exercise of agency discretion and policy making shall be listed on the agenda. The agenda shall include a disclaimer as required pursuant to Section 286.0105, Florida Statutes. Except for items needing emergency consideration, after publication of an agenda, any items added to an agenda as "old business," "new business," "other business," "other matters which may come before the agency," or similar terms shall be for consideration of solely ministerial or internal-administrative matters, which do not affect the interests of the public generally.

Any person desiring to have an item placed on the agenda of a meeting of the SCTPO Governing Board, or a committee, shall request in writing that the item be considered at the next regularly scheduled meeting of the SCTPO Governing Board, or a committee; provided, however, that such a request must be received twenty-one (21) days in advance of said regularly scheduled meeting. Written requests for placing an item on the agenda must describe and summarize the item and shall be mailed or delivered to SCTPO Executive Director, Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Bldg. B-105, Melbourne, Florida, 32940.

A copy of the agenda package, including supporting documents which are a part of the agenda package distributed prior to a meeting, shall be made available for download from the SCTPO official website, www.spacecoasttpo.com, or by contacting by phone, email or by appearing in person at the Space Coast Transportation Planning Organization, 2725 Judge Fran Jamieson Way, Melbourne, Florida, or appearing in person at the above address. If a person decides to appeal any decision made by the agency with regard to any matter considered at such meeting or hearing, said person will need a record of the proceedings, and that, for such purpose, said person may at said person's expense need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. s. 286.0105, F.S.

6. Emergency Meetings. The SCTPO Governing Board, or a committee thereof, may hold an emergency meeting, for the purpose of acting upon matters of immediate danger to the public health, safety and welfare. The form of notice shall be as set forth in Section 4.b. above.

Technical Advisory Committee Policies

The Technical Advisory Committee consists of twenty-six (26) voting members and one non-voting advisor. Fourteen (14) of the voting members shall be municipal representatives. Municipalities with populations over twenty-five hundred (2,500) persons shall be represented, and those under twenty-five hundred (2,500) may be represented on the Technical Advisory Committee as voting members.

One representative each shall represent the following municipalities: Cape Canaveral, Cocoa, Cocoa Beach, Grant-Valkaria, Indialantic, Indian Harbour Beach, Malabar, Melbourne, Melbourne Beach, Palm Bay, Rockledge, Satellite Beach, Titusville, and West Melbourne. The other voting members of the Technical Advisory Committee shall be a representative from each of the following: the Space Coast Area Transit, the Brevard County Office of Emergency Management, the Brevard County Public Works Department, VPSI (Van Pool Services, Inc.), the Brevard County Planning and Development Department, the Canaveral Port Authority, the Melbourne International Airport Authority, the Titusville-Cocoa (TICO) Airport Authority, the Brevard County School District Superintendent's Office, the St. Johns River Water Management District, the Space Florida Authority and Valkaria Airport staff.

The non-voting advisor of the Technical Advisory Committee is the Florida Department of Transportation District V, Space Coast TPO Liaison or said individual's designee. The non-voting advisor may attend and participate fully in technical advisory committee meetings but shall not have a vote, shall not be a member of the technical advisory committee and shall adhere to the provisions as set forth in Florida Statute 339.175(6)(d).

- (a) TAC Responsibilities. The responsibility of the Technical Advisory Committee is that of reviewing the work progress and evaluating the technical acceptability of the planned studies and recommendations of the SCTPO. The Technical Advisory Committee is also to provide the SCTPO with supporting technical information required to assist the SCTPO Governing Board in its policy making decisions. In addition they identify projects in the Long Range Transportation Plan (LRTP) or Transportation Improvement Program (TIP) as deserving classification as a school safety concern.
- (b) Voting Representatives. No individual shall be eligible to vote on the Technical Advisory Committee until the municipality, office, department, division, association, system, authority or board such member represents certifies in writing to the TPO Executive Director such individual is authorized to vote as the representative of the certifying entity, and the SCTPO has appointed said individual to the Technical Advisory Committee.
- (c) Alternate Voting Representatives. In addition, each municipality, office, department, division, association, system, authority or board that designates a representative to the Technical Advisory Committee may also designate, and the SCTPO Governing Board may appoint, one (1) alternate representative for each member. The alternate will be considered a voting member at a meeting of the Technical Advisory

Committee in the event that the voting representative who the alternate acts as an alternate for is absent from a meeting.

- (d) Appointment to the TAC. Each agency, organization or unit of government shall designate and the SCTPO Governing Board may appoint the individual and alternate to represent such agency, organization or unit of government on the Technical Advisory Committee. If the agency, organization, or unit of government does not designate a representative or an alternate representative within sixty (60) days after notice from the SCTPO Governing Board of a vacancy, the SCTPO Governing Board may, but shall not be obligated to, appoint said representative or alternate representative without designation by the agency, organization, or unit of government. The SCTPO Governing Board may remove any individual from the Technical Advisory Committee, if such individual is absent from three (3) Technical Advisory Committee meetings in any one (1) calendar year.
- (e) Officers. The Technical Advisory Committee shall elect a Chairman and Vice Chairman of the Technical Advisory Committee at its last regularly scheduled meeting in each calendar year. The Chairman and Vice Chairman shall serve for a period of one (1) year, starting on January 1st of each year or until a successor is elected. The Chairman and Vice Chairman shall be members of the Technical Advisory Committee.
 - i. Chairman; Vice-Chairman. The Chairman of the Technical Advisory Committee shall call and preside at all meetings of the Technical Advisory Committee. The Chairman is authorized to execute on behalf of the Technical Advisory Committee all documents which have been approved by the Technical Advisory Committee or to execute said documents subject to ratification by the Technical Advisory Committee. The Vice Chairman shall serve as Chairman in the absence of the Chairman.
 - ii. Minutes. SCTPO staff shall maintain the minutes and other records of the Technical Advisory Committee. The minutes shall accurately reflect the proceedings of the Technical Advisory Committee.
 - iii. Quorum. At least ten (10) of the voting members of the Technical Advisory Committee must be present for the Technical Advisory Committee to conduct business.
- (f) Procedures. Procedures for the TAC shall follow those described in Section C.1, to C.6 listed above. If certain actions are not covered by these policies, Roberts Rules of Order, newly revised, most recent edition, shall be used to govern proceedings of the Technical Advisory Committee.

Citizens' Advisory Committee Policies

The function of the Citizens' Advisory Committee is to conduct public information programs on the activity of the SCTPO, to provide citizens' views of the findings and recommendations to the SCTPO Governing Board, and to provide comment and recommendations to the SCTPO Governing Board on SCTPO plans referred to the Committee, including but not limited to the Long Range Transportation Plan, Transportation Improvement Plan (TIP), and the Unified Planning Work Program.

- (a) Appointment to the CAC. The Citizens Advisory Committee is composed of twenty-four (24) voting members. Members and alternates are designated as set forth in this sub-section by elected officials. Upon designation, the SCTPO shall acknowledge the designated representative for appointment.

Each of the five (5) County Commissioners serving on the SCTPO shall designate and the SCTPO may appoint two (2) representatives to serve on the Citizens' Advisory Committee. The Canaveral Port Authority shall designate, and the SCTPO Governing Board may appoint, one (1) representative to serve on the Citizens' Advisory Committee. Each city or town council/commission member serving on the SCTPO shall designate and the SCTPO may appoint one (1) representative to serve on the Citizens' Advisory Committee. The city/town council/commission member representing Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach on the SCTPO Governing Board shall designate and the SCTPO Governing Board may appoint one (1) shared representative to serve on the Citizens' Advisory Committee. County Commissioners shall select representatives to the Citizens' Advisory Committee from their respective County Commission Districts, and city or town council/commission members shall select representatives to the Citizens' Advisory Committee from their respective municipalities.

- (b) Alternate Voting Representatives. In addition, each County Commissioner, the Canaveral Port Authority, and each city or town council/commission member serving on the SCTPO may designate and the SCTPO may appoint one (1) alternate for each representative appointed. The city/town council/commission member representing Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach shall designate and the SCTPO may appoint one (1) shared alternate representative. The SCTPO Governing Board member representing the cities of Cocoa Beach and Cape Canaveral shall designate, and the SCTPO Governing Board may appoint one (1) shared alternate representative. Alternate representatives will be considered a voting member at a meeting of the Citizens' Advisory Committee in the event that the appointed representative who the alternate represents is absent from a meeting.
- (c) Term of Service. Pursuant to Section 339.175(6)(e), Florida Statutes, all CAC Members, and alternate Members, serve at the pleasure of the SCTPO Governing Board or the SCTPO Governing Board entity which nominated the individual for appointment to the CAC. If the agency, organization, or unit of government does not designate a representative, or an alternate representative, within sixty (60) days after notice of a vacancy from the SCTPO Governing Board, the SCTPO Governing

Board may, but shall not be obligated to, appoint said representative, or alternate representative, without designation by the agency, organization, or unit of government. In addition, the SCTPO Governing Board, or each SCTPO board member may remove their representative or alternate from the Citizens' Advisory Committee, if such individual is absent from three (3) Citizens' Advisory Committee meetings in any one (1) calendar year.

- (d) Officers. The Citizens' Advisory Committee shall elect a Chairman and Vice Chairman of the Citizens' Advisory Committee at its last regularly scheduled meeting in each calendar year. The Chairman and Vice Chairman shall serve for a period of one (1) year, starting on January 1st of each year or until a successor is elected. The Chairman and Vice Chairman shall be members of the Citizens' Advisory Committee.
- i. Chairman; Vice-Chairman. The Chairman of the Citizens' Advisory Committee shall call and preside at all meetings of the Citizens' Advisory Committee. The Chairman is authorized to execute on behalf of the Citizens' Advisory Committee all documents which have been approved by the Citizens' Advisory Committee, or to execute said documents subject to ratification by the Citizens' Advisory Committee. The Vice Chairman shall serve as Chairman in the absence of the Chairman.
 - ii. Minutes. SCTPO Staff shall maintain the minutes and other records of the Citizens' Advisory Committee. The minutes shall accurately reflect the proceedings of the Citizens' Advisory Committee.
 - iii. Quorum. At least ten (10) of the voting members of the Citizens' Advisory Committee must be present for the Citizens' Advisory Committee to conduct business.
- (e) Procedures. Procedures for the CAC shall follow those described in Section C.1 to C.6 listed above. If certain actions are not covered by these policies, Roberts Rules of Order as revised shall be used to govern proceedings of the Citizens' Advisory Committee.

Bicycle Pedestrian and Trails Advisory Committee Policies

The Bicycle Pedestrian and Trails Advisory Committee shall review and provide direction and recommendations to the TPO Board on projects and activities related to bicycle, pedestrian and trails facilities.

- (a). Membership. The membership of the SCTPO Bicycle, Pedestrian and Trails Advisory Committee is open to all interested citizens or representatives of special interest groups, who reside in Brevard County. The committee shall consist of up to nineteen (19) members that may represent such agencies as local law enforcement, educators, engineers, local governments, bicycle retailers, equestrians, cyclists, hikers, environmentalists and interested citizens.

(b). Appointment. Any interested individual may submit a formal letter of interest to the SCTPO Executive Director expressing their interest and requesting appointment to the Bicycle, Pedestrian and Trails Advisory Committee. The SCTPO Executive Director will have the responsibility of ensuring such requests for appointment are included on the TPO's agenda.

Agency, Organizations and Units of Local Government Appointments: In the event an agency, organization or unit of local government wishes to appoint a representative to the Bicycle, Pedestrian and Trails Committee, they shall submit a formal written request to SCTPO Executive Director requesting such appointment of an individual to represent their agency, organization or unit of local government. The SCTPO Executive Director will have the responsibility of ensuring such requests for appointment are included on the TPO's agenda. The total number of members appointed to the Bicycle, Pedestrian and Trails Advisory Committee from specific agencies, organizations, and units of local government shall be limited to a maximum of fifteen (15), thus allowing for at least four (4) members of the committee to be interested citizens.

If there are no vacancies on the committee at the time of request for appointment is received, a review of the membership will be conducted by SCTPO staff. Membership will be reviewed and will identify if any one agency, organization or unit of local government has multiple (more than one) representation on the Committee. If such multiple representations are identified, the agency, organization or unit of local government with the multiple representations shall be contacted by SCTPO staff and advised that one of their seats must be vacated. If two or more agencies, organizations or units of local government have multiple representations, the determination of which agency, organization or unit of local government that will be requested to vacate a seat on the Committee will be determined by a majority vote of Bicycle, Pedestrian and Trails Committee.

(c). Voting Representatives. No individual shall be eligible to vote on the Bicycle Pedestrian Trails Advisory Committee until the appointing municipality, agency or citizen volunteer certifies in writing to the SCTPO Executive Director that they have been duly authorized to vote as the representative of the nominating entity and the SCTPO has appointed said individual to the Bicycle Pedestrian Trails Advisory Committee. All appointed members are required to register a vote on all issues presented, except in the event that there is, or appears to be, a voting conflict of interest as provided in Section 112.3143, Florida Statutes,¹⁹ or as specified in Section 286.012, Florida Statutes.²⁰

(d). Officers. A Chairman and Vice-Chairman for the Bicycle, Pedestrian and Trails Advisory Committee shall be elected by a majority of the committee members voting at the Committee's last regularly scheduled meeting each calendar year, or if said meeting is not held for any reason, then at the next meeting of the committee. The Chairman and Vice-Chairman shall serve for a period of one (1) year, starting on January 1st of each year or until a successor is elected. The Chairman and Vice-Chairman shall be members of the Bicycle, Pedestrian and Trails Advisory Committee.

- i. Chairman; Vice-Chairman. The Chairman shall call and preside over all meetings of the Bicycle Pedestrian and Trails Advisory Committee. The Chairman is authorized to execute on behalf of the Committee all documents which have been approved by the Bicycle, Pedestrian and Trails Advisory Committee or to execute said documents subject to ratification by the Committee. The Chairman shall coordinate with SCTPO staff on topics for agendas and assist with meeting decorum. The Vice-Chairman shall serve as Chairman in the absence of the Chairman.
- ii. Minutes. Designated SCTPO staff shall be responsible for recording and transcribing Bicycle, Pedestrian and Trails Advisory Committee meeting minutes. Said minutes shall accurately reflect the proceedings of the Committee.
- iii. Quorum. At least seven (7) voting members of the Bicycle Pedestrian Trails Advisory Committee must be present for the committee to have a quorum and conduct business.

(e). Procedures: Procedures for the BPTAC shall follow those described in Section C.1 to C.6., listed above if certain actions are not covered by these policies, Roberts Rules of Order, newly revised, most recent edition, shall be used to govern proceedings of the BPTAC Committee.

Title VI Plan

The Space Coast Transportation Planning Organization (TPO) has a goal not to discriminate against any person with respect to a TPO program, activity or service. The purpose of this document is to outline the TPO's plan for addressing the Federal non-discrimination requirements under Title VI and other related regulations and statutes.

The general objective of the Plan is to ensure full and fair participation by all potentially affected individuals, groups and communities in the transportation decision-making process.

AUTHORITIES:

Title VI of the Civil Rights Act of 1964 and related statutes require Federal agencies to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, income, gender, age, and disability.

The National Environmental Policy Act of 1969 (NEPA) stresses the importance of providing for "all Americans safe, healthful, productive and aesthetically pleasing surroundings" and provides a requirement for taking a "systematic, interdisciplinary approach" to aid in considering environmental and community factors in decision making.

The Civil Rights Restoration Act of 1987 further expanded Title VI to include all programs and activities of Federal-aid recipients, sub-recipients and contractors whether those programs and activities are federally funded or not.

Executive Order 12898, signed by President Clinton on February 11, 1994, directed every Federal agency to make Environmental Justice part of its mission by identifying and addressing all programs, policies and activities that affect human health or the environment so as to identify and avoid disproportionately high and adverse effects on minority populations and low-income populations.

In April 1997, the U. S. Department of Transportation issued an **Order on Environmental Justice (DOT Order 5610.2)**, which summarized and expanded upon the requirements of **Executive Order 12898** to include all policies, programs and other activities that are undertaken, funded or approved by the Federal Highway Administration, the Federal Transit Administration or other U.S. Department of Transportation components.

In December 1997, the FHWA issued the **FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (DOT Order 6640.23)**, which mandated the FHWA and all its subsidiaries to implement the principles of Executive Order 12898 and U. S. DOT Order 5610.2 into all of its programs, policies and activities.

On October 7, 1999, the Federal Highway Administration and the Federal Transit Administration issued a memorandum with the subject: **ACTION: Implementing Title VI Requirements in Metropolitan and Statewide Planning**. This memorandum provides information for planning officials to understand that environmental justice is equally important during the planning stages as it is during the project development states.

TITLE VI DELEGATION: ORGANIZATION AND STAFFING

The Space Coast Transportation Planning Organization Director is responsible for ensuring the implementation of the TPO's Title VI Program. The Title VI Coordinator, on behalf of the Director, is responsible for the overall management and day-to-day administration of the Title VI program, plan and assurances. The Title VI Coordinator serves under the direct supervision of the Director.

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Title VI Coordinator

Abby Hemenway, Public Involvement Officer
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GENERAL RESPONSIBILITIES OF THE TITLE VI COORDINATOR:

The Title VI Coordinator is responsible for implementing, monitoring and ensuring the TPO's compliance with Title VI regulations. The Title VI Coordinator will:

- Identify, investigate and eliminate discrimination when found to exist.
- Ensure that any complaint be resolved as outlined in TPO Policy: PLC-5, Section II: ***Complaint Resolution***.
- Review the TPO ***Complaint Resolution*** policy, as scheduled or when necessary, and make adjustment(s)/revision(s), as needed.
- Collect and maintain statistical data (i.e. race, color, gender, language) of participants in TPO programs (including affected citizens and impacted communities).
- Meet with other TPO staff, as needed, to train, monitor and discuss progress, implementation and compliance issues.
- Periodically review the TPO's Title VI Plan to assess if administrative procedures are effective, staffing is appropriate and adequate resources are available to ensure compliance.
- Assure consultants under contract to the TPO are in compliance with Title VI.
- Review important Title VI-related issues with the TPO Director, as needed.
- Work with appropriate staff and assure communications and public participation strategies provide adequate participation from impacted Title VI protected groups.
- Address language needs, as appropriate.

TITLE VI PROGRAM ADMINISTRATION – GENERAL RESPONSIBILITIES

A. Complaints

Any individual or group wishing to file a complaint regarding any policy, procedure or action of the Space Coast TPO or any of its advisory committees for any reason, including, but not limited to, the belief that any policy, procedure or action has negatively impacted or caused undue burden to a specific minority group, disabled individual(s), lower-income population, or the traditionally underserved or a belief that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964, as amended, or any other Federal or State law that individual or group may exercise their right to file a complaint with the TPO, as outlined in TPO Policy: PLC-5, Complaint Resolution.

B. Data

Demographic data will be used to develop public outreach efforts and program evaluation. The data will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration.

C. Title VI Program Reviews

The TPO's Title VI Program reviews will be performed annually by the Title VI Coordinator to assure compliance with Title VI. In addition, the Coordinator will review agency operational guidelines and publications, including those for consultants and other subrecipients of FDOT's federal funds to ensure compliance with Title VI provisions, as appropriate. The Title VI Plan will be reviewed annually, or as appropriate, to assure compliance with any changes (in policies, regulations, procedures, etc.).

D. Training programs

The TPO will work with FHWA, FTA and FDOT to have training available to provide staff with comprehensive information on Title VI provisions, application to program operations and identification of Title VI issues and resolution of complaints.

E. Public Dissemination of Information Related to the Title VI Program

The Title VI Coordinator will disseminate Title VI Program information to TPO employees and consultants. This information will be posted on the TPO website for access by the public, and will be available in other languages, when required.

Complaint Resolution Policies

Purpose: Any individual or group wishing to file a complaint regarding any policy, procedure or action of the Space Coast TPO or any of its advisory committees, including, but not limited to, the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle, Pedestrian & Trails Advisory Committee (BPTAC) or Traffic Operations Committee (TOC), for any reason including, but not limited to, the belief that any policy, procedure or action has negatively impacted or caused undue burden to a specific minority group, disabled individual(s), lower-income population, or the traditionally underserved or a belief that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964, as amended, or any other Federal or State law, shall:

Submit a written statement (complaint) with the TPO at its offices located at:

Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way
Building B, Room 105
Viera, FL 32940
(Phone: 321-690-6890)
(Fax: 321-690-6827)

The statement shall include, at a minimum, the following:

1. The name, address and phone number of the person(s) filing the complaint (the Complainant). Multiple individuals submitting a complaint as a group are strongly encouraged, but not required, to appoint a single person to represent the group throughout the Informal Resolution process.
2. A statement describing as fully as possible the procedure, policy or action taken by the TPO or Advisory Committee, the date the action occurred and the relief being sought.
3. The names of any witnesses to the action or copies of any supporting documentation.
4. Signature of the complainant(s).

In cases where the complainant is unable or incapable of providing a written statement, a verbal complaint may be made to the TPO Clerk by calling 321-690-6890. If necessary the Clerk will assist the complainant in converting verbal complaints to writing. All complaints must, however, be signed by the complainant or his/her representative.

Any complaint of discrimination or retaliation prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, shall be forwarded to the FDOT's District Five Title VI Coordinator within five (5) calendar days for processing in accordance with approved State procedures (See Exhibit A). For all other complaints, TPO staff will notify the complainant of receipt of the complaint and within fourteen (14) business days of receiving the complaint, shall initiate the following TPO Complaint Resolution process:

- A. Informal Resolution. The TPO Executive Director and/or Chairman of the advisory committee named in the complaint will meet with the complainant to review the complaint and the relief being sought. The meeting may be in person at a location convenient to all parties, or via teleconference, as agreed upon by all parties. Within

fourteen (14) days of the meeting, or such other time as may be reasonable under the circumstances, the Executive Director or advisory committee Chairman shall provide a written decision regarding the grievance to the Complainant. The Executive Director or committee Chairman's decision shall be in the form of a recommendation to TPO Governing Board to uphold, rescind or modify the act or omission which is the basis of the grievance or propose any other appropriate resolution.

- B. Executive Committee Hearing. If the Complainant is not satisfied with the decision of the Executive Director or advisory committee Chairman, the Complainant may, within ten (10) calendar days of the decision, submit a written request to the TPO office for a formal hearing with the TPO Executive Committee.

The Executive Committee shall conduct a hearing on the complaint within forty-five (45) calendar days of the request to appeal the Executive Director's decision. The Complainant and his/her legal counsel, if retained, shall have the right to present their case to the Executive Committee, including witnesses and documents in support of the complaint. Likewise, the Executive Director or his or her designee and any retained legal counsel shall have the right to present witnesses, testimony and documents in defense of the TPO's challenged position. The Executive Committee may during the course of the hearing question the parties and witnesses. The hearing will be audio taped and open to the public. At its discretion, the Committee may adopt such other rules of procedure as may allow the Committee to provide a fair and adequate hearing on the complaint.

- C. Within thirty (30) days of the close of the Executive Committee Hearing, or such other time as may be required under the circumstances, the Committee shall render a decision based upon a majority vote, which shall be final unless appealed by the Complainant to the full TPO Board. The Executive Committee's decision shall be in the form of a recommendation to the full TPO Governing Board to uphold, rescind or modify the act or omission which is the basis of the grievance or propose any other appropriate resolution.
- D. TPO Governing Board Hearing. Any Complainant dissatisfied with the decision of the Executive Committee shall file a written notice of appeal with the TPO Governing Board within twenty (20) days of the date of the Committee's decision. The TPO Governing Board shall meet to hear the appeal, within sixty (60) days of the date the appeal is filed. The TPO will not conduct a new evidentiary hearing on the appeal but shall instead review the record presented to the Executive Committee. The Complainant shall be permitted an opportunity to address the Board as to why he or she believes the Executive Committee's decision was in error. Similarly, the Staff Director and/or advisory committee Chairman shall be permitted to address the TPO Governing Board. The TPO Governing Board in rendering its decision shall review all the documents in evidence including the Staff Director or advisory committee Chairman's decision, the Executive Committee's decision, and the tapes of the Executive Committee's hearing. A written decision shall be issued within thirty (30) days of the appeal hearing date. The TPO Governing Board shall uphold, rescind, or modify the decision of the Executive Committee in whole or in part and may order any resolution within its power and authority.

Nothing in this complaint procedure will prevent an interested party, dissatisfied with the complaint resolution, from submitting the same complaint to the Federal Highway Administration, Federal Transit Administration or Florida Department of Transportation for investigation under State or Federal regulations, as may be appropriate to the nature of the complaint.

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TPO DISCRIMINATION COMPLAINT PROCEDURE

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the Space Coast Transportation Planning Organization (TPO) shall be referred immediately by the TPO to the FDOT's District Five Title VI Coordinator for processing in accordance with approved State procedures.
2. Verbal and non-written complaints received by the TPO shall be resolved informally by TPO staff. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the TPO staff shall refer the Complainant to the FDOT's District Five Title VI Coordinator for processing in accordance with approved State procedures.
3. The TPO staff will advise the FDOT's District Five Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District Title VI Coordinator:
 - (a) Name, address, and phone number of the Complainant.
 - (b) Name(s) and address(es) of Respondent.
 - (c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
 - (d) Date of alleged discriminatory act(s).
 - (e) Date of complaint received by the TPO.
 - (f) A statement of the complaint.
 - (g) Other agencies (state, local or Federal) where the complaint has been filed.
 - (h) An explanation of the actions the TPO has taken or proposed to resolve the allegation(s) raised in the complaint.
4. Within ten (10) calendar days, the TPO staff will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).

5. Within sixty (60) calendar days, the TPO staff will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the TPO Executive Director and Chairman.
6. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the TPO Executive Director will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of said complainant's right to file a formal complaint with the FDOT's EEO, if they are dissatisfied with the final decision rendered by the recipient. The TPO Executive Director will also provide the FDOT's District Title VI Coordinator with a copy of this decision and summary of findings.
7. The TPO Staff will maintain a log of all verbal and non-written complaints received by the recipient. The log will include the following information:
 - a. Name of Complainant.
 - b. Name of Respondent.
 - c. Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation)
 - d. Date verbal or non-written complaint was received by the recipient.
 - e. Date recipient notified the FDOT's District Title VI Coordinator of the verbal or non-written complaint.
 - f. Explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.

Limited English Proficiency Plan (LEPP)

POLICY STATEMENT

It is the Space Coast Transportation Planning Organization's policy to provide meaningful access to all its programs and services to all individuals, including those who are limited in English proficiency.

OVERVIEW

Most individuals living in the United States read, write, speak and understand English. There are many individuals, however, for whom English is not their primary language. The 2000 census shows that 26 million individuals speak Spanish and almost 7 million individuals speak an Asian or Pacific Island language at home. If these individuals have a limited ability to read, write, speak, or understand English, they are limited English proficient, or "LEP."

Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities.

As a recipient of federal funding, the TPO is committed to taking reasonable efforts to assure that individuals are not excluded from participating in programs simply because they face challenges communicating in English.

The purpose of this Limited English Proficiency (LEP) Plan is to establish the steps that the TPO will take to provide language assistance for LEP persons seeking meaningful access to TPO programs. The production of multilingual publications and documents and/or interpretation at meetings/events will be provided to the degree that funding permits and based on current laws and regulations. As available, educational material (i.e. safety brochures) provided free-of-charge from various entities (i.e. National Highway Traffic Safety Administration) will be ordered and distributed at TPO public participation events.

DETERMINING THE NEED

As a recipient of federal funding, the TPO must take reasonable steps to ensure meaningful access to the information and services it provides. Following guidance from the U. S. Department of Transportation, a review of four factors serve as the developmental foundation of this LEP.

- 1. The number or proportion of LEP persons eligible in the service area or likely to encounter a TPO program, activity or service.**

According to the 2010 Census, 10% of the Brevard County population does not speak English "very well"¹.

**LANGUAGE SPOKEN AT HOME
(US Census 2008-2012 American Community Survey)**

	<u>NUMBER</u>	<u>PERCENT</u>
Only English	465,547	90.0%
Spanish	28,967	5.6%
Other Indo-European ²	15,001	2.9%
Asian Language ³	6,207	1.2%
Other	<u>1,552</u>	<u>0.3%</u>
Total Population Age 5+	517,274	100.00%

2. The frequency with which LEP individuals come into contact with a TPO program.

The TPO maintains records of public meetings and phone inquiries in order to assess the frequency with which staff has possibly been in contact with LEP persons. TPO staff has no record of receiving a request for an interpreter nor has there been any request for translated TPO documents.

3. The nature and importance of the program, activity or service provided by the TPO to the LEP population.

The TPO does not provide any transportation services, per se. It is responsible for the federal transportation funding that reaches our communities and ensuring that there is public participation in how that funding is spent.

The Transportation Disadvantaged Local Coordinating Board (TDLCB) is an independent Board, supported and appointments made by the TPO Board. A TPO Governing 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 serving the elderly, people with disabilities, or otherwise disadvantaged citizens, such as those with low income.

Outreach programs, particularly in the area of bicycle and pedestrian safety education, include the distribution of educational material. When available, copies of brochures, coloring books, and similar documents, in other languages (generally Spanish if available) are secured and distributed at events which are held throughout Brevard County.

Citizen involvement with the TPO and/or its Committees is voluntary. The TPO does provide opportunities for the public to comment on the use of Federal funds; specifically, during open comment periods and/or public meetings for: the bi-annual Unified Planning Work Program (UPWP), a five-year (developed annually) Transportation Improvement Program, and the Long Range Transportation Plan (LRTP).

It is recognized that the impacts of transportation projects have an impact on all residents, so efforts are made to encourage an understanding of the process and promote opportunities to comment.

4. The resources available to the TPO and overall costs to provide LEP assistance.

Translation of all TPO plans and materials is not possible due to cost restrictions. Further, the LEP population in the County is not of a significant proportion to warrant such expenses.

1. Space Coast TPO Website: A free service, Microsoft powered by Translator, allows users to choose from 30 languages, including: Chinese Simplified, Chinese Traditional, Thai, Japanese, Italian, Spanish and Russian. The translation service is available by clicking the link at the top right side of each page of the TPO website.
2. Outreach Materials – Spanish and any other available language outreach materials from organizations such as Federal, State and local agencies will be utilized, whenever possible. Current TPO-produced materials will not be translated at this time.
3. Brevard County's Human Resources maintains a database of language interpreters/translators.

After analyzing the four factors, the TPO developed the LEP Plan, as outlined below:

LEP IMPLEMENTATION PLAN

LANGUAGE ASSISTANCE MEASURES

The TPO has not received inquiries in a language other than English. Should someone call for assistance, staff should take the name and contact information of the person and work with available services, as outlined below.

As of May, 2010, the TPO has identified two Brevard County employees who have volunteered their translation services:

Spanish: Ms. Miriam Fuentes, Natural Resources Secretary
Brevard County Natural Resources Management Office
Telephone: 321-633-2058
Email: Miriam.Fuentes@brevardcounty.us

German: Ms. Marina Nebel, Licensing Regulation and Enforcement Investigator
Brevard County Planning and Development:
Contractor Licensing and Regulations Section
Telephone: 321-633-2058
Email: Marina.Nebel@brevardcounty.us

Effective April of 2014 Brevard County's Human Resources Department maintains a list of personnel who have volunteered to do language translation which is available to use as well.

Additionally, the Brevard County Sheriff's Department utilizes a translation service that is available 24 hours a day, and it has worked well for them. Initial contacts have been made, and should the need arise for a language other than Spanish and German, we will pursue this

avenue. The name of the company is Language Line Services, Inc. located at one Lower Ragsdale Drive; Bldg. 2; Monterey, CA 93940; www.LanguageLine.com.

MONITORING AND UPDATING THE LEP PLAN

This plan is designed to be flexible and is one that can be updated easily. Updates will examine all Plan components, including:

- How to identify persons who may need language assistance.
- Examine past records from past meetings and events for requests for language assistance in order to anticipate possible need for assistance at upcoming meetings (tracking system).
- Review to determine staff training needs.

The TPO will post the LEP Plan on its website at www.spacecoasttpo.com.

Any person, including social service, non-profit, and law enforcement agencies and other community partners with internet access will be able to access the Plan. Printed copies will be made available, as requested.

Any questions or comments regarding this Plan should be directed to:

Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way, Building B
Viera, FL 32940
Telephone: 321-690-6890
FAX: 321-690-6827
e-mail: tpostaff@spacecoasttpo.com

Social Media Policies

OBJECTIVE: The creation of social media network sites provides an ability to communicate and transmit information in a timely manner. The purpose of this policy shall be to establish guidelines for Space Coast TPO staff, Space Coast TPO Board members, the TAC/CAC Committee, and all other subcommittee's to follow in the use of these sites.

This policy applies to any and all "social media" sites through which communications are made for and about the Space Coast TPO. It does not apply to personal social media accounts held by individual Space Coast TPO staff, Space Coast TPO Board members, the TAC/CAC Committee, and all other subcommittees. Everyone is reminded that their personal communications shall at all times be respectful of the communities they serve, the Space Coast TPO, and information provided on their personal sites is liable to the scrutiny of the full Space Coast TPO Board and shall be considered public record.

Any Space Coast TPO staff, Space Coast TPO Board member, TAC/CAC Committee, or any other subcommittee found in violation of this policy may be subject to disciplinary action to include termination of position or appointment.

Definitions

- a) Blog- A type of website usually maintained by an individual who post regular entries such as social activities, comments on topics, hosting of videos or graphics.

- b) Social Media Sites – Websites that provide exchange of information in digital words, sounds, videos, and pictures to other users of the website through blogs, social networking, or wiki.
- c) Social Networking Sites – A website where users can join to interact and connect with other users and organizations.

References

1. Chapter 119, Florida Statute
2. Attorney General Opinion 2009-19, Records, municipal Facebook page

Directives

1. The Space Coast Transportation Planning Organization (SCTPO) website www.spacecoasttpo.com shall be the official and predominant internet presence.
2. All activities on authorized social media sites shall restrict Space Coast TPO staff, Space Coast TPO Board members, TAC/CAC Committee, or any other subcommittee from engaging in an exchange of information on items that will be brought before them for official action because of possible Government in the Sunshine laws.
3. Social media sites such as Facebook, and Twitter shall be considered authorized for the purposes of communicating Space Coast TPO project information and/or program updates. Need to expand these sites shall be reviewed on an annual basis. It is prohibited for any Space Coast TPO staff, Space Coast TPO Board member, TAC/CAC Committee, or any other subcommittee to use a SCTPO authorized media site for personal use.
4. The Space Coast TPO Executive Director or designee shall have authority to remove or restrict any or all material posted on a social media site that is in violation of SCTPO policy. All information removed shall be digitally retained, stored and timely disposed of in the manner required to meet the requirements of applicable public records laws.
5. Postings on social media sites should not disclose any information that is confidential or proprietary to the Space Coast TPO or to any third party that has disclosed information to the TPO.
6. If Space Coast TPO staff, Space Coast TPO Board members, the TAC/CAC Committee, or any other subcommittees comment on any aspect of the organization's business they must clearly identify themselves as an employee and include a disclaimer that the these views are theirs and theirs alone.
7. At no time shall Space Coast TPO staff, Space Coast TPO Board members, the TAC/CAC Committee, or any other subcommittees give the impression that they are speaking on the behalf of the SCTPO, any board member, or third party affiliates.
8. All postings shall adhere to all rules regarding copyright privacy, fair use, financial disclosure, and any other applicable laws.
9. The Space Coast TPO reserves the right to limit the subjects to which Space Coast TPO staff, Space Coast TPO Board members, TAC/CAC Committee, and all other subcommittees may respond.

10. The Space Coast TPO further reserves the right to block or take down any posting which does not meet proper etiquette such as the use of expletives and defamatory comments.
11. At no time shall the Space Coast TPO's logo or name be used when expressing any commentary or opinions.

Administration

1. The Space Coast TPO Executive Director or designee shall review and forward to the full Board a request for authorization to use a social media website and assign an administrator. An Administrator must be assigned for each social media site (e.g. if the Executive Director authorizes use of a social media site for the Feet Not Fuel program an administrator must be designated).
2. Before the creation of a social media site the assigned Administrator must complete and submit a Space Coast TPO Social Media Registration form. A form must be prepared for each social media site and given to the Executive Director or designee. The Executive Director or designee shall keep a record of the forms and must be notified promptly of any change in the Administrator, password, account information, or removal/deactivation of the site.
3. The assigned Administrator of the site is responsible for the administration, updating and monitoring of the site. The Administrator shall not reveal an account password or allow another to post content on their site. All materials posted must comply with Space Coast TPO Policy PLC-2: Personnel Rules and Regulations; Section 7 Code of Conduct; Sub-Section 7.12 COMPUTER AND EMAIL USEAGE
4. Profile/usernames must clearly identify the name of the agency/office/program.
5. E-mail addresses used for the account set up must be a SCTPO issued email address. No personal e-mail address may be registered with an account.
6. Social media sites must also clearly indicate that the content posted or submitted for posting is subject to public disclosure under Florida's public records laws.
7. Only the Executive Director or his/her designee may authorize use of the Space Coast TPO Logo on any social media site.
8. No copyrighted material shall be shared, posted, or uploaded on any social media site authorized under this Policy unless the Space Coast TPO has an active, legitimate license for such purpose or consent of the author.

Records

1. It shall be the responsibility of the Administrator to retain, store, and dispose of all content made or received relating to Space Coast TPO business, to ensure compliance with Chapter 119, Florida Statutes AGO 2009-19. In particular the Administrator shall keep a record of all posts, direct messages, tweets, re-tweets, responses, or replies made by the Administrator. The Administrator must configure

the account settings or use a service which either delivers the content to a SCTPO email mailbox or to a database (e.g. Tweetback.com), as provided by the procedures established.

2. To engage public participation, the Administrator shall set any privacy settings on the social media site so the content on the site is as open to as many members of the general public as possible. No user shall be denied from viewing (i.e. being a fan, follower or similar) the site.
3. Material posted on social media sites and all responses to a user of those sites shall be factual, accurate, and in compliance with all Space Coast TPO policies and procedures. The Administrator for the site shall seek assistance before offering advice, support or comment on any topic that falls outside the Administrator's duties or responsibilities.



Public Participation Plan

October 24, 2016

DRAFT FOR PUBLIC COMMENT

Public participation is an integral part of the overall transportation planning process. The information and perspectives gathered through public participation provides transportation planners and decision makers with clear direction and leads to a more meaningful and comprehensive planning process. This draft document provides the framework for public participation to be followed by the Space Coast Transportation Planning Organization (SCTPO).

**The public is invited to comment on this plan prior to its adoption on
December 8, 2016**

EMAIL: tpostaff@spacecoasttpo.com

WRITE OR VISIT: Public Participation Plan
Space Coast TPO
2725 Judge Fran Jamieson Way, Bldg. B
Melbourne, FL 32940
8:30-4:30 Monday through Friday

PUBLIC MEETINGS: Technical and Citizens Advisory Committees
November 7 and December 5, 9:30 a.m.
2555 Judge Fran Jamieson Way, Viera
Dept. of Health, Posey Room

SCTPO Governing Board
November 10 and December 8, 9:00 a.m.
2555 Judge Fran Jamieson Way, Viera
Dept. of Health, Posey Room

(Posted on website, distributed through enews, included in meeting agendas)