

Space Coast Transportation Planning Organization

Member Orientation Guide

Overview

Operations

FAQ's

Board/Committees

Training

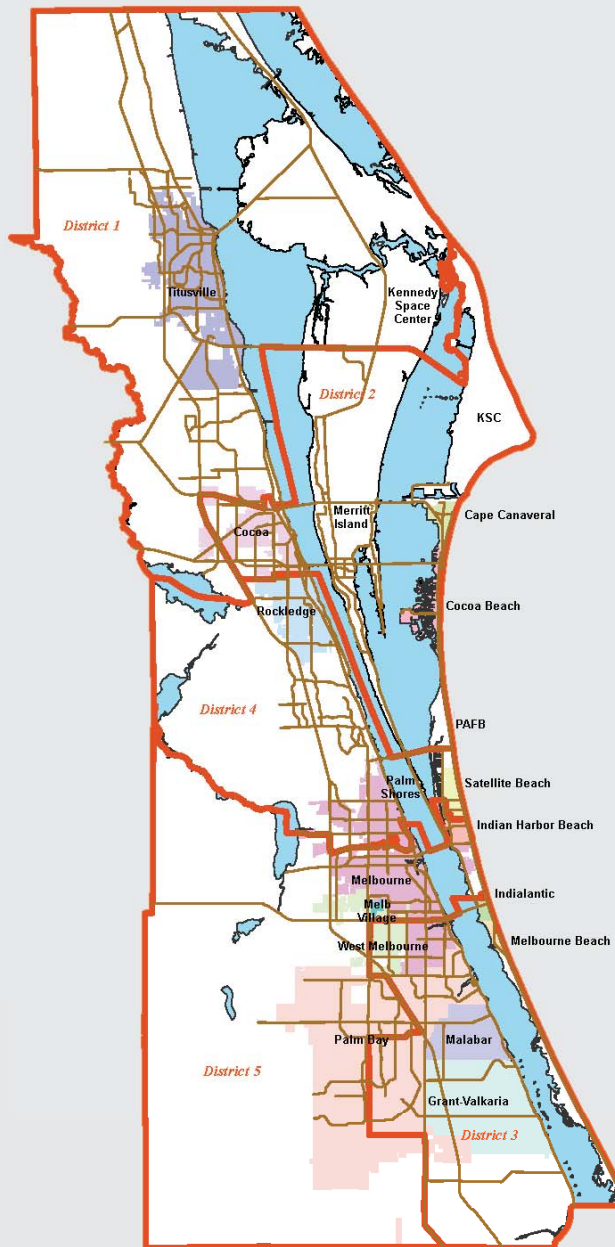
TPO Staff

State Roadways

Work Products

Abbreviations

Member Directory



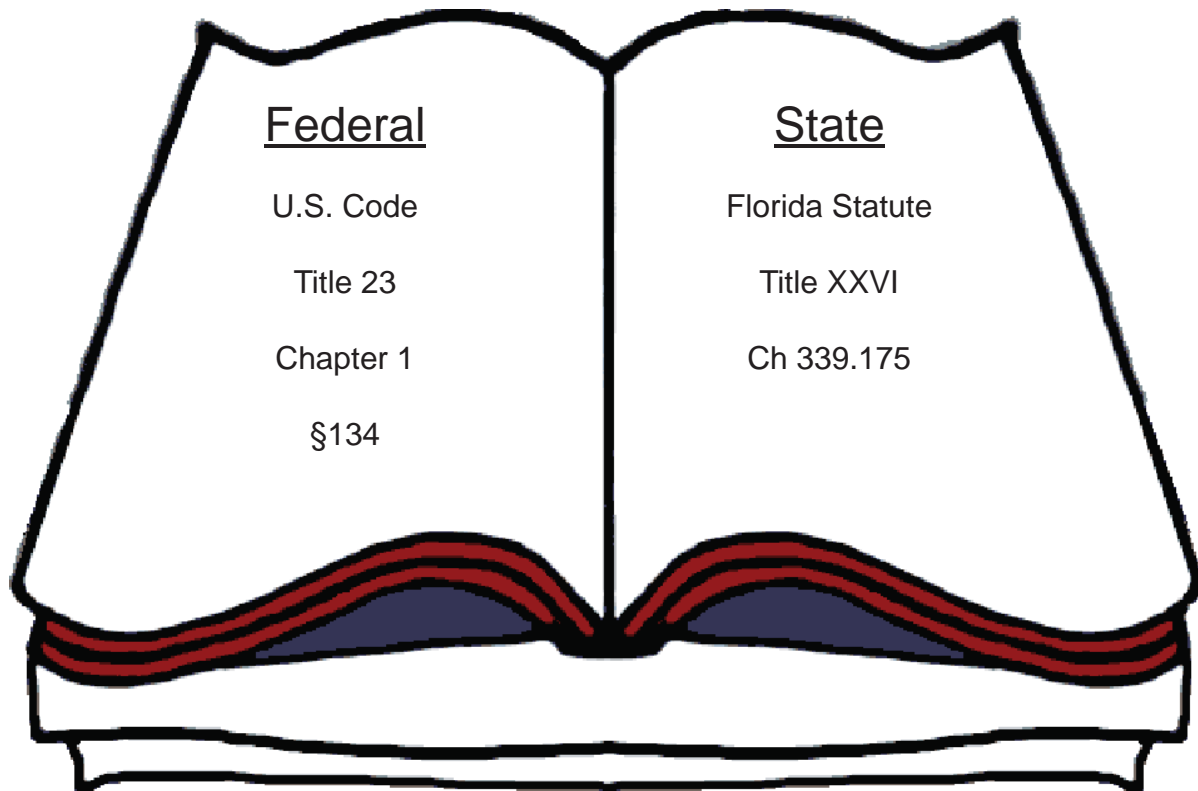
April 2009

Space Coast Transportation Planning Organization Mission Statement

To provide Space Coast local governments, agencies and citizens a forum for cooperative intermodal transportation decision-making to assure excellence in mobility and safety.



Legislative References



TRANSPORTATION PLANNING ORGANIZATION/METROPOLITAN PLANNING ORGANIZATION

A Transportation Planning Organization (TPO)/Metropolitan Planning Organization (MPO) is a federally-sanctioned regional transportation governing board for metropolitan areas. TPOs/MPOs are entities designated by law responsible for the development of an area’s transportation plans and to coordinate the transportation planning process. Federal law mandates that all urban areas over 50,000 in population have certified TPOs/MPOs if the agencies spend federal money on transportation improvements.

Federal legislation created TPOs/MPOs to ensure that federally funded multi-modal transportation projects and programs are based on a continuing, cooperative, and comprehensive “3-C” planning process. Federal funds for multi-modal transportation projects and programs are channeled through the TPO/MPO (roadway, transit, airport, port). Some examples of work products under the Space Coast TPOs purview include: I-95 Widening Project; I-95 and SR 50 Interchange Landscaping; East Central Florida Regional Rail Trail; Safe Routes to School programs; Infrastructure Improvements programs; and, select sidewalk, airport and port projects.

Further, a percentage of federal funds (from the Federal Highway Trust Fund) are “PL (Public Law)” funds that must be programmed as administrative support for the TPOs/MPOs. TPO staff also serve as the “liaison” between Federal Highway Administration/Florida Department of Transportation and local government officials to facilitate regional legislative and transportation safety education efforts.



TPO GUIDING PRINCIPLES

- » Provide leadership in facilitating interjurisdictional and interagency coordination, communication and cooperation to enhance our transportation system.
- » Plan in a manner that defines and promotes a strategic vision, addresses the needs of the various transportation modes, is sensitive to communities and the environment and creatively responds to fiscal limitations.
- » Utilize a balanced multi-modal approach to transportation planning that considers the needs of roads, seaport, airports, spaceport, freight and passenger rail, transportation disadvantaged, transit, bicycles and pedestrians.
- » Maintain strong communication and partnerships among the Space Coast Transportation Planning Organization, the Florida Department of Transportation, and the local governments legislative delegation.
- » Emphasize the role of public involvement in the planning process and explore ways to better assess the general public's view on specific projects.
- » Support the development and implementation of capacity preservation strategies such as access management, traffic operations improvements, intelligent transportation systems and right-of-way preservation.
- » Assist the TPO Executive Committee in formulating a strategic focus and efficient planning process for the TPO.
- » Support and participate in actions that enhance the safety and performance of the current transportation system.
- » Partner, coordinate and communicate with other TPOs/MPOs in our region, and actively participate in the Central Florida MPO Alliance.
- » Encourage active citizen participation.
- » Ensure compliance with State and Federal regulations and project development process requirements.
- » Strive to improve the economy of the Space Coast by promoting the development of a transportation system that effectively and efficiently serves the needs of land, sea, air and space-based industries.
- » Communicate the importance of adequate transportation funding on the overall quality of life and economic vitality of the Space Coast.
- » Explore the TPO's role in improving the security of the transportation system and its ability to withstand natural and man-made threats.

POLICIES AND PROCEDURES

The Space Coast Transportation Planning Organization, created by Federal Law, reviews and administers all policies and procedures applicable for State and Federal transportation funding to be received by the County, under Florida Statute 339.175. The management of the TPO must be administered in such a manner as to accomplish the requirements set forth in F.S. 339.175.

Policies require approval by the TPO Board. Policies formalize specific processes and reflect the general goals and directives of the Space Coast TPO. Some examples include: Continuing of Operations, Complaint Resolution and Disadvantaged Business Enterprise. The authority to issue and/or revise policies can be accomplished at the Board's discretion.

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

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

FUNDING

Federal highway planning funds are distributed annually by the FL Department of Transportation to the State's TPOs/MPOs with a guaranteed minimum. Above this amount, the distribution of planning funds is determined by a statewide formula based on population. FTA planning funds are in addition to this amount.

Local funds are required as a match for some grants and are provided by the County's Local Option Gas Tax. The TPO Fiscal Year operates on a July 1 through June 30 cycle.

Application is made for additional funding to run specialized programs, as funding becomes available. Some examples include: Safe Routes to School and Enhancement grants.

Additionally, community partnerships enhance program activities. For example, various non-profit groups donate bicycle helmets for use in the Bicycle Safety Education Program.

CERTIFICATION PROCESS

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

TPO GENERAL RULES OF OPERATION

TPO Board:

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

TPO Members Shall:

- Do their homework prior to each meeting.
- Study the agenda package and contact the TPO Staff Director or Clerk, as needed, to familiarize yourself with each item.
- Be prepared with the necessary facts and background to intelligently discuss and decide each issue.
- Each Board member should use Board meetings to update members on information relative to any outside committees or boards that pertain to the TPO.

TPO Chairman Requests:

- A Board member who is unable to attend a scheduled meeting to contact the TPO Staff Director or TPO Clerk.
- All Board members arrange their schedules to keep the second Thursday morning of each month open for TPO Board meetings.
- All members schedule their time so that each meeting may start on time and be completed within 2 hours. The Chairman will strive to adjourn the meetings within 2 hours.

TPO Committees:

- Committees shall submit written reports (meeting minutes) to the TPO Board.
- Committee Chairmen are responsible for the committee action being taken and written reports submitted.
- The TPO Clerk assures distribution of TAC/CAC minutes to the Board.

As always, we need to emphasize working together efficiently and effectively for the good of our citizens. Teamwork!

WHAT IS THE DIFFERENCE BETWEEN AN MPO AND TPO?

Some MPOs (Metropolitan Planning Organizations) are changing their name to TPO (Transportation Planning Organization) to more accurately reflect the scope of the organization's work (transportation based). Whether an MPO or TPO, both are local organizations created by federal legislation to increase local governments' input regarding where and how transportation dollars will be spent.

The Space Coast TPO is a regional, multi-jurisdictional agency responsible for transportation planning in Brevard County. The TPO develops long-range and short-range transportation plans and prioritizes projects for implementation with state and federal transportation funds. Members of the TPO include elected officials from the County, Municipalities and Port Canaveral.

WHERE IS THE SPACE COAST TPO STAFF OFFICE LOCATED?

The staff office is located in the Brevard County Government Center: 2725 Judge Fran Jamieson Way, Building B, Room 105. The telephone number is 321-690-6890, the FAX number is 321-690-6827. The general e-mail is tpostaff@spacecoasttpo.com . The website is www.spacecoasttpo.com.

IS THE SPACE COAST TPO A GOVERNMENT AGENCY?

The TPO is a quasi-governmental agency that is government funded and has elected officials on the Board. The TPO is subject to Florida's Sunshine law.

WHAT IS THE SUNSHINE LAW?

Florida's Government-in-the-Sunshine law provides a right of access to governmental proceedings at both the state and local levels. It applies to any gathering, whether formal or casual, of two or more members of the same board or commission discussing some matter which will foreseeably come before that board for action.

WHAT ARE THE REQUIREMENTS OF THE SUNSHINE LAW?

The Sunshine law requires that 1) meetings of boards or commissions must be open to the public 2) reasonable notice of such meetings must be given, and 3) minutes of the meeting must be taken.

DOES THE SUNSHINE LAW APPLY TO THE TPO BOARD AND RELATED COMMITTEES?

Virtually all state and local collegial public bodies are covered by the open meeting requirements. The Sunshine law applies to "any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation or local subdivision." Thus, the Sunshine law applies to the TPO Board and related committees.

WHAT QUALIFIES AS A MEETING?

The Sunshine law applies to all discussions or deliberations (two or more members, formal or casual) as well as the formal action taken by a board or commission. There is no requirement that a quorum be present for a meeting to be covered under the law.

HOW CAN I GET MORE INFORMATION ABOUT THE SUNSHINE LAW AS IT PERTAINS TO THE TPO?

Please direct your question(s), in writing to the TPO Clerk. The TPO Staff Director will work with the TPO Attorney to respond to your concerns.

WHO DO I CONTACT IF I NEED MORE INFORMATION ABOUT A BOARD AGENDA ITEM?

The TPO Staff Director and/or the TPO Clerk are able to assist you with any questions you may have concerning Board meetings. The TPO Staff Director is also available to provide individual briefings prior to the meeting date. This can be done by phone or in person. The staff office telephone number is 321-690-6890 and the e-mail is: tpostaff@spacecoasttpo.com.

IS THERE A WEBSITE FOR TRAFFIC COUNTS?

Go to www.spacecoasttpo.com to find a link to the interactive traffic count website. The website also includes ten years of historic traffic count files in PDF format.

IS THE TPO INVOLVED WITH OTHER TPOs/ MPOs ACROSS CENTRAL FLORIDA?

Yes, staff interact with staff of other TPOs/MPOs frequently on issues of regional concern. Also, the Space Coast TPO is part of the Central Florida MPO Alliance and the Florida Metropolitan Planning Organization Advisory Council (MPOAC).

HOW CAN I GET LIVE TRAFFIC INFORMATION?

Through the Florida Department of Transportation website at: www.cfltraffic.org or call 511.

WHERE CAN I FIND A LISTING OF CURRENTLY FUNDED TRANSPORTATION PROJECTS?

The Transportation Improvement Program (TIP) identifies all transportation projects to be funded by the Federal Highway Administration, Federal Transit Administration and Federal Aviation Administration. An Interactive TIP is available through a link on the Space Coast TPO website, or directly at <http://brevardtip.edats.com/Menu.htm>.



HOW CAN I GET A LISTING OF ROAD CONSTRUCTION PROJECTS THAT FDOT IS WORKING ON?

There are two Florida Department of Transportation websites that can help you: www.dot.state.fl.us/publicinformationoffice/construc/district5pio/brevard.shtm Includes recently completed projects, construction projects in progress, near future construction projects and other road projects pending.

www.cflroads.com Includes road construction project descriptions and progress, anticipated lane closures due to construction activities, upcoming project information, individual project contact information, frequently asked questions and links to other sources of information.

HOW CAN I FIND OUT ABOUT ROAD CONSTRUCTION PROJECTS THAT THE COUNTY IS WORKING ON?

County road project information is available on the web at <http://www.brevardroads.us/projects.htm> or by calling the Brevard County Public Works Department at 321-617-7202.

As a reminder, you may also call TPO staff for assistance with your road construction questions or concerns at 321-690-6890 or e-mail: tpostaff@spacecoasttpo.com.

SPACE COAST TRANSPORTATION PLANNING ORGANIZATION BOARD (TPO):

Purpose: The TPO is a policy board of nineteen (19) local elected officials charged with the responsibility of managing a continuing, cooperative and comprehensive transportation planning process that is consistent with local government comprehensive plans.

Membership: The membership of the Space Coast TPO has been established under Florida Statute 339.175 and is set up through an Interlocal Agreement. Voting membership consists of:

Brevard County Board of County Commissioners: 5 members (1 from each District)
Canaveral Port Authority: 1 member
City of Cocoa: 1 member
City of Melbourne: 3 members
City of Palm Bay: 3 members
City of Rockledge: 1 member
City of Titusville: 2 members
City of West Melbourne: 1 member
North Beaches Coalition: 1 member (Cape Canaveral, Cocoa Beach)
South Beaches Coalition: 1 member
(Satellite Beach, Indian Harbour Beach, Indialantic, Melbourne Beach)

Non-voting member:
Florida Department of Transportation District V Secretary
(or designee, generally FDOT's TPO liaison)

Non-voting advisors:
TPO General Council
TPO Staff Director

Alternates: With the exception of the Board of County Commissioners, every governmental entity appointing a regular voting delegate 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 appointed alternate member must be an elected official serving the same governmental entity or general-purpose local government with jurisdiction within all or part of the area that the regular member serves.

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

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

TPO EXECUTIVE COMMITTEE

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

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

Meetings: The Executive Committee meets on an as-needed basis following regularly scheduled TPO Board meetings.

TECHNICAL ADVISORY COMMITTEE (TAC)

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

Membership: The TAC consists of twenty-seven (27) voting members. Thirteen (13) of the voting members must be municipal representatives. Members are technically qualified representatives of agencies responsible for planning and development. The certifying entity must provide the TPO Staff Director written notification of their representative and alternate, which then must be approved by the TPO Board. Each of the following has one (1) voting member:

Brevard County Public Works Department	City of West Melbourne
Brevard County Emergency Management	Melbourne Airport Authority
Brevard County Planning & Zoning	Space Coast Area Transit
Brevard County School Board	Space Florida
Canaveral Port Authority	St. Johns River Water Management District
City of Cape Canaveral	Town of Indialantic
City of Cocoa	Town of Malabar
City of Cocoa Beach	Town of Melbourne Beach
City of Indian Harbour Beach	Titusville-Cocoa Airport Authority
City of Melbourne	Town of Grant/Valkaria
City of Palm Bay	Valkaria Airport
City of Rockledge	VPSI (Van Pool Services, Inc.)
City of Satellite Beach	FDOT District V Planning and Public
City of Titusville	Transportation Office

Alternates: Each municipality, office, department, division, association, system, authority or board that designates a representative to the TAC may also designate, and the SCTPO may appoint, one (1) alternate representative.

Officers: TAC members shall elect a Chairman and Vice Chairman at its first regularly scheduled meeting in each calendar year. The officers shall serve for a period of one (1) year or until a successor is elected.

Meetings/Quorum: The TAC meets the Monday prior to the TPO Board meeting at 10:00 a.m. The meetings are held jointly with the Citizens Advisory Committee(CAC) at the Brevard County Government Center, 2725 Judge Fran Jamieson Way, Building C, Space Coast Room (2nd Floor) in Viera. The meeting is open to the public. At least ten (10) of the voting members must be present for the TAC to conduct business.

CITIZENS ADVISORY COMMITTEE (CAC)

Purpose: The CAC is responsible for providing the TPO with citizen input into the transportation planning process. The composition of the CAC provides geographic and jurisdictional coverage of the TPO area. The CAC is composed of twenty-four (24) voting members.

Membership: CAC appointments from TPO voting members are as noted below. The TPO Board must approve (by vote) all appointments.

Brevard County Board of County Commissioners: 10 representatives (2 from each District)
 Canaveral Port Authority: 1 representative
 City of Cocoa: 1 representative
 City of Melbourne: 3 representatives
 City of Palm Bay: 3 representatives
 City of Rockledge: 1 representative
 City of Titusville: 2 representatives
 City of West Melbourne: 1 representative
 South Beaches Coalition: 1 shared representative
 North Beaches Coalition: 1 shared representative

Alternates: Each County Commissioner, the Canaveral Port Authority and each city or town council/ commission with a member serving on the TPO may designate, and the TPO may appoint, one (1) alternate for each representative appointed.

Officers: The CAC shall elect a Chairman and Vice Chairman at its first regularly scheduled meeting in each calendar year. The officers shall serve for a period of one (1) year or until a successor is elected.

Meetings/Quorum: The CAC meets on the Monday prior to the TPO Board meeting at 10:00 a.m. The CAC meets jointly with the TAC at the Brevard County Government Center, 2725 Judge Fran Jamieson Way, Building C, Space Coast Room (2nd Floor) in Viera. The meeting is open to the public. At least ten (10) of the voting members must be present for the CAC to conduct business.

BICYCLE/PEDESTRIAN AND TRAILS ADVISORY COMMITTEE (BPTAC)

Purpose: The BPTAC addresses bicycle, pedestrian and trails planning and recommends policies to the TPO Board regarding bicycle/pedestrian projects, enhancement projects and implementation of the Bicycle/Pedestrian and Trails Master Plan.

Membership: Membership is open to all interested citizens or representatives of special interest groups. The BPTAC is comprised of up to nineteen members representing local law enforcement agencies, educators, engineers, local governments, bicycle retailers, realtors, avid cyclists, hikers and environmentalists. The TPO Board must approve all appointments.

Meetings/Quorum: On a monthly basis on Monday evenings at 6:00 p.m., or as necessary. At least five (5) of the voting members must be present to conduct business.

ADJUNCT BOARD

TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB):

An independent Board, supported and appointments made by the TPO Board. A TPO 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.

TPO REGIONAL/STATE MEMBERSHIPS

CENTRAL FLORIDA MPO ALLIANCE

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

The Alliance includes two Space Coast TPO representatives and one alternate.

FLORIDA METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC)

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

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

TRAINING FOR TPO BOARD MEMBERS

Briefings

The TPO Staff Director is available to provide individual briefings prior to scheduled Board meetings. To schedule an appointment, please call the TPO Clerk at 321-690-6890.

Weekend Institute for Elected Officials

Metropolitan Planning Organization Advisory Council (MPOAC)

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

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

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

Orientation

TPO Staff is available to conduct a 1 hour Orientation Seminar. This Seminar will be offered each Spring, or may be conducted upon request.

TPO STAFF / LISTING OF GENERAL CONTACT INFORMATION

STAFF OFFICE CONTACT INFORMATION:

Space Coast Transportation Planning Organization
FAX number: 321-690-6827
Website: www.spacecoasttpo.com
Email: tpostaff@spacecoasttpo.com

Telephone number: 321-690-6890
2725 Judge Fran Jamieson Way
Bldg. B, Room 105, MS# 82
Melbourne, FL 32940

TPO STAFF DIRECTOR, TPO CLERK/ADMINISTRATIVE ASSISTANT:

General questions concerning the TPO meetings and events. All questions concerning the meeting agenda or agenda package. Legislative policies, administrative issues and questions concerning the operation of the TPO Board and related committees. Requests to hold or attend training. Requests to schedule a briefing with the Staff Director.

Staff Director: Mr. Bob Kamm, bob.kamm@brevardcounty.us

TPO Clerk/Administrative Assistant: Ms. Barbara Kelly, barbara.kelly@brevardcounty.us

SPECIAL PROJECTS COORDINATOR/FINANCE MANAGER:

Questions concerning traffic counts, fiscal issues, the Unified Planning Work Program, State of the System Report and TPO contracts. Questions/comments concerning the TPO website or requests for copies of (electronic) TPO Board presentation(s).

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

TRANSPORTATION PLANNER:

Questions concerning the Long Range Transportation Plan, Transportation Improvement Program, Project Priorities, Public Involvement Plan and the TPO Annual Report. Questions/comments concerning the TPO Newsletter. DOT construction projects/status.

Contact: Ms. Susan Ditta, susan.ditta@brevardcounty.us

BICYCLE/PEDESTRIAN AND TRAILS PROGRAM COORDINATOR:

Questions concerning sidewalks, school crossings zones, crosswalk issues, school flashers (timing), bicycle and pedestrian issues and trails. Safe Routes to School program and grant related questions. Transportation Enhancement grants and the application process. Bicycle/Pedestrian and Trails master planning.

Contact: Ms. Barbara Meyer, barbara.meyer@brevardcounty.us

BICYCLE/PEDESTRIAN EDUCATION PROGRAM COORDINATOR:

Requests for educational pamphlets, loan of educational traffic safety DVDs, bicycle rodeos and other bicycle safety education programs, helmet fittings, Walk to School Day events, how to participate in Community Traffic Safety Team meetings and events.

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

ADMINISTRATIVE SECRETARY:

Supports office functions. Questions regarding training/travel arrangements, vendor payments, administrative issues concerning Community Traffic Safety Team.

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

STATE ROADWAYS

Below is a chart that lists the state road and its corresponding local roadway name. Please note that SR 520, SR 500 (US 192), SR 5 (US 1), and SR A1A have many local names as they traverse through various jurisdictions.

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

WORK PRODUCTS

Each year, the TPO works on numerous work products. Copies of all work products are available on the TPO website, or by calling the staff office.

LONG RANGE TRANSPORTATION PLAN

Schedule: At least every five (5) years

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

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

STATE OF THE SYSTEM REPORT

Schedule: Annually (Final Report in September)

Throughout the year, TPO staff, FDOT and local governments collect and share roadway network data. This information is evaluated using performance measures (such as safety and

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

TRANSIT QUALITY OF SERVICE

Schedule: Annually (Final Report in September)

The Transit Quality of Service (TQOS) is a measurement of the County's fixed-route public transit system: Space Coast Area Transit. FDOT requires all TPOs/MPOs to analyze fixed route services based on six performance measures: service; frequency; hours of service; service coverage; passenger loading; reliability; and, transit vs. auto travel time.

PROJECT PRIORITIES

Schedule: Annually (Final List due each September)

Using the State of the System list of ranked projects as technical guidance, the TPO annually submits to the Florida Department of Transportation a prioritized list of projects for implementation in Brevard County. These priorities are used by FDOT to program State and Federal transportation funds. Programming commitments made by FDOT are included in its Five-Year Work Program and the TPO's Transportation Improvement Program (TIP). Projects on the Priority List come from three

Work Product	Jan	Feb	Mar	Apr
Annual Report				
Project Priorities			Green	Green
State of the System			Green	Green
Traffic Counts	Green	Green	Red	
Transit Quality of Service				Green
Transportation Improvement Program			Green	Green
Unified Planning Work Program	Green	Green	Green	Green
Key: Green = Development; Red = Final Due				

primary sources: local government requests, citizens and the State of the System Report. The development of a Priority List is the important first step in the process of implementing transportation improvement projects.

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

ENHANCEMENT PROJECTS

Schedule: As FDOT funding becomes available

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

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

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

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

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

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

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

May	Jun	July	Aug	Sept	Oct	Nov	Dec

UNIFIED PLANNING WORK PROGRAM

Schedule: Bi-Annually, (Final due June 1st)

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

ANNUAL REPORT

Schedule: Annually, (November)

The TPO Annual Report highlights plans and programs initiated during the programming fiscal year (July 1 – June 30) and includes goals for the upcoming fiscal year.

TRAFFIC COUNTS

Schedule: Annually, (collected from October to February)

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

PUBLIC INVOLVEMENT PLAN

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

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

The TPO website is the primary avenue to disseminate timely information about the TPO and transportation projects throughout Brevard County. Additional information is provided through publications including “On the Go With Your TPO” newsletters, broad distribution of the TPO Annual Report and public workshops which are held as part of the project priority process, long range plan development and on an as-needed basis.

Meeting notices, special meetings and informational transportation shows have been televised on the local Space Coast Government Television channel. Additionally, the TPO Board’s monthly meetings are televised on SCGT. TPO staff continue to advertise Board meetings in local papers, including those with diverse readership.

Additionally, TPO staff participate in public information forums including Chambers of Commerce, Homeowners’ Associations, public meetings relating to transportation projects and the Brevard County Citizens Academy. Staff also respond to media requests for information, public inquiries for information and public speaking requests.

COMMON ABBREVIATIONS AND ACRONYMS USED BY THE TPO

AADT	Average Annual Daily Traffic
AASHTO	American Association of State Highway Transportation Officials
ADT	Average Daily Traffic
AMPO	Association of Metropolitan Planning Organizations
BCC	Board of County Commissioners
BEBR	Bureau of Economic & Business Research (University of Florida)
BPTAC	Bicycle/Pedestrian and Trails Advisory Committee
CAC	Citizens Advisory Committee
CCAFS	Cape Canaveral Air Force Station
CMS	Concurrency Management System OR Congestion Management System
COMP PLAN	Comprehensive Growth Management Plan
CPA	Canaveral Port Authority
CRA	Community Redevelopment Agency
CTST	Community Traffic Safety Team
CUTR	Center for Urban Transportation Research
DCA	Department of Community Affairs
DHSMV	Department of Highway Safety & Motor Vehicles
DOT	Department of Transportation
DRI	Development of Regional Impact
ECFRPC	East Central Florida Regional Planning Council
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Administration
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FHP	Florida Highway Patrol
FHWA	Federal Highway Administration
FS	Florida Statute
FSA	Florida Space Authority
FSUTMS	Florida Standard Urban Transportation Modeling Structure (or System)
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
GMSC	Growth Management Subcommittee
GTCRPM	Greater Treasure Coast Regional Planning Model
HSMV	Department of Highway Safety and Motor Vehicles
IF	Impact Fees – Local
ITE	Institute of Transportation Engineers
ITS	Intelligent Transportation Systems
JPA	Joint Participation Agreement
KSC	Kennedy Space Center
LOGT	Local Option Gas Tax
LOS	Level of Service
MAA	Melbourne Airport Authority
MINWR	Merritt Island National Wildlife Refuge
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
MUTCD	Manual of Uniform Traffic Control Design
OOCEA	Orlando-Orange County Expressway Authority

PAFB	Patrick Air Force Base
PDE or PD&E	Project Development and Environment Study
PE	Preliminary Engineering
PIP	Public Involvement Plan
PUD	Planned Unit Development
RFP	Request for Proposal
SAFETEA-LU	The "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users"
SCAT	Space Coast Area Transit
SJRWMD	St. Johns River Water Management District
SIS	Strategic Intermodal System
SOS	State of the System Report
TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TDLCB	Transportation Disadvantaged Local Coordinating Board
TICO	Titusville-Cocoa Airport Authority
TIP	Transportation Improvement Program
TOC	Traffic Operations Committee
UPWP	Unified Planning Work Program
US DOT	United States Department of Transportation
VPD	Vehicles per day
VPH	Vehicles per hour
Z DATA	Traffic Zone Analysis Data

ABBREVIATIONS FROM THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

FUNDING CODES:

ACSA	Advanced Construction, SA
ACSE	Advanced Construction, SE
ACSU	Advanced Construction, SU
ACXA	Advanced Construction, XA
ACXU	Advanced Construction, XU
BNIR	Interstate Right of Way and Bridge Bonds
BRAC	Federal Bridge Replacement Advanced Construction
BRP	Bridge Replacement - State
BRRP	Bridge Repair and Rehab - State
CDBG	Community Development Block Grant - Local
CIPB	Capital Improvement Capital Budget
COE	Corp of Engineers (Non-Budget)
D	Unrestricted State Primary
DDR	District Dedicated Revenue
DI	S/W Inter/Interstate Highway - State
DIH	In-House Product Support - State
DIS	Strategic Intermodal System
DDRF	District Dedicated Revenue Matching Fund
DPTO	DS Public Transportation
DS	State Primary Highways & PTO
DU	State Primary/Federal Reimbursement
EBNH	Equity Bonus - NH
FAA	Federal Aviation Administration
FCO	Fixed Capital Outlay
FSM	Fair Share Mitigation
FTA	Federal Transit Administration
GMR	General Revenue for SIS

HPP	High Priority Projects
HSP	Highway Safety Program
IF	Impact Fees - Local
IMAC	Interstate Maintenance Advanced Construction
LF	Local Funds (County or City)
LFP	Local Funds for Participating
LFF	Local Funds for Matching Federal Aid
LOGT	Local Option Gas Tax - Local
NHAC	Advanced Construction, NH
PL	Metropolitan Planning – Federal;
PORT	Seaports
PVT	Private Developer
RHH	Rail-Highways Crossings - Hazard S112 STP, Earmarks 2006
SA	STP, Any Area
SB	Scenic Byways
SE	Surface Transportation Program, Enhancements
SH	Surface Transportation Program, Hazard Elimination
SR2S	Safe Routes to School
SU	STP Urban Area >2000K
TM05	Beeline East - State
TRIP	Transportation Regional Incentive Program - State
XA	Surface Transportation Program, Any Area
XU	Surface Transportation Program, Over 200,000 Population

PROJECT PHASES:

ADM	Administrative
CAP	Capital Purchase
CST	Construction
DES	Design
ENV	Environmental
MNT	Maintenance
OPS	Operations
PDE	Project Development and Environment
PE	Preliminary Engineering
PLN	Planning Study
ROW	Right of Way

AGENCIES:

BCC	Brevard County Board of County Commissioners
CITY	Any Municipality
CPA	Canaveral Port Authority
DEV	Private Developer
MPO	Metropolitan Planning Organization (Transportation Planning Organization)
FAA	Federal Aviation Administration
FDOT	Florida Department of Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
MAA	Melbourne Airport Authority
TICO	Titusville – Cocoa Airport Authority
SCAT	Space Coast Area Transit

TPO GOVERNING BOARD:

[Officers are indicated in red]

** Executive Board Member

Brevard County Board of County Commissioners (5)

District 1: Commissioner Robin Fisher

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District 5: Commissioner Andy Anderson

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Seb Perrin
 Alternates:
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 Herman Skambraks

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Joseph Pearce
 Mike Cunningham
 Alternate:
 Bruce Wechsler

District 4

Clarence Mills
Ayn Samuelson

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Tres' Holton
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Susan Cossey
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Bob Lawton

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Friley Knight
Alternate:
Ed Lanni

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Jim Brown CAC Vice-Chairman
Karen Garavaglia
Greg Jones

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John DeVivo, CAC Chairman
Henry Morin
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South Beaches Coalition

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Alternate:
John MacNeill

City Of Titusville

Pete Petyk
Starla Cullison

City Of West Melbourne:

Chris Deweese

**BICYCLE PEDESTRIAN AND
TRAILS ADVISORY COMMITTEE
(BPTAC)**

Trail Partners

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City Of Melbourne

Dave Lindemann

City Of Palm Bay

Danette Piccolella

FDOT (Non-Voting Member)

Joan Carter

Citizen – Beaches

Linda Hopkins
Lisa Frazier
Eve Owens

Citizens – South

Richard Cameron
Michael McGirr
Tom Jordan

Citizens – North

Alex Chamberlain
Dean Pettit

Citizen – Central

Jeff Sweet
Dan Gallagher

Additional Members

Carey Beam
Cynthia Mathews, Brevard Housing
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Mike McCabe, Engineering
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Notes



Notes

