



Space Coast Transportation Planning Organization (SCTPO) TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD MEETING

TDLCB Chair, Mimi Hanley, Presiding

DATE: Monday, November 17, 2025
TIME: 10:30 a.m.
LOCATION: Brevard County Government Center
2725 Judge Fran Jamieson Way, Melbourne, FL 32940
Florida Room, Building C, Third Floor

AGENDA

1. Call to Order and Pledge of Allegiance

2. Public Comment (agenda items only)

Anyone wishing to make a comment on an item not on the agenda should complete a "speaker card" at the sign-in desk. For items on the agenda, you will be called upon when the item is discussed. Comments are limited to three minutes.

3. Reports

- A. Space Coast Transportation Planning Organization Staff Report (P. 3)
- B. Space Coast Area Transit Director's Report (P. 18)
- C. Transit Community Outreach Report (P. 19)
- D. Transportation Disadvantaged Performance Report Card (P. 21)
- E. Volunteers in Motion Report (P. 23)

4. Consent Agenda

(The entire Consent Agenda will be passed in one motion and read aloud for the record)

- A. Approval RE: TDLCB Meeting Minutes from August 11, 2025 (P. 25)
- B. Approval RE: Annual Review of Grievance Procedures (P. 29)
- C. Approval RE: Draft 2026 SCTPO Board & Committee Meeting Calendar (P. 40)

5. Actions

- A. Approval RE: Rate Calculation Model for 2025/2026 State Fiscal Year (P. 42)
- B. Approval RE: Annual Operating Report (AOR) (P. 52)
- C. Approval RE: Annual Elections of Vice Chair and Grievance Subcommittee (P. 60)

6. Presentations

- A. Draft 2025 Public Participation Plan (P. 64)
- B. Transportation Disadvantaged 5310 Funding Sources from FDOT (P. 114)

7. Informational Items

- A. FY 2026 TD Planning Grant Q1 Quarterly Invoice & Progress Report (P. 120)
- B. TDLCB Membership and Meeting Attendance Lists (P. 127)

8. Agency Member Reports

9. Public Comment (general items only)

10. Adjourn

Glossary of Terms/Governing Board Strategic Plan Reference Sheet

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, 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 Chair is authorized to limit discussion, as necessary, with each commentary limited to 3 minutes.

Appeal: 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 ensure 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 TPO staff, (321) 690-6890 or e-mail: tpostaff@sctpo.com

Accessibility: 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.

The SCTPO is actively working to increase the accessibility of our meeting materials and in doing so, adhere to many of the available standards and guidelines, when applicable. Should you encounter any inaccessible material, please contact Abby Hemenway, Public Involvement Officer and Title VI Coordinator, (321) 690-6890 or e-mail: abby.hemenway@sctpo.com

Live Broadcast: The TPO meeting will be broadcast live on Space Coast Government Television on Spectrum Networks cable channel 499, Comcast (North Brevard) Channel 51, Comcast (South Brevard) Channel 26. SCGTV will also replay the meeting during the coming month. Check the SCGTV website for daily program updates, (<http://www.scgtv.org>).

***** PLEASE SILENCE ALL ELECTRONIC DEVICES *****

Space Coast TPO
2725 Judge Fran Jamieson Way
Building B, Room 105
Viera, FL 32940
Phone: 321-690-6890

REPORTS
ITEM NUMBER 3A

Space Coast Transportation Planning Organization Staff Report

For further information, please contact: patricia.rendon@sctpo.com

Strategic Plan Emphasis Area: Leadership

DISCUSSION

Patty Rendon, SCTPO Transportation Planner, will advise the TDLCB of any pertinent items not covered on the agenda.

REQUESTED ACTION

As desired by the TDLCB.

ATTACHMENTS

- SCTPO Project Status and Updates, September 2025, **Attachment 1**
- SCTPO Public Involvement Report, **Attachment 2**
- SCTPO 2025 Meeting Calendar, **Attachment 3**
- Approved Governing Board Meeting Minutes from September 11, 2025, **Attachment 4**

Project Status & Updates



September 2025

Advance 2050 Long Range Transportation Plan

Project Manager:
Sarah Kraum
sarah.kraum@sctpo.com

Adopted September 11, 2025. Staff is completing final reports and checklist for submittal to FHWA and FDOT.



North Merritt Island Pioneer Trail Feasibility Study

Project Manager:
Sarah Kraum
sarah.kraum@sctpo.com



Final presentations and adoption on September 11, 2025. Final reports are available on website.

Mobility On Demand Analysis

Project Manager:
Sarah Kraum
sarah.kraum@sctpo.com

Began: Dec 2023

Estimated Completion: Dec 2025

Completed Tasks: Review of final report.

Upcoming Tasks: Further coordination with municipalities



Southern Brevard Trails Master Plan

Project Manager:
Sarah Kraum
sarah.kraum@sctpo.com



Final presentations and adoption on September 11, 2025. Final reports are available on website.

Upcoming Tasks: Coordination meetings with municipalities to identify feasibility study.

Vision Zero Toolkit

Project Manager:
Leah Nepo & Patricia Rendon
leah.nepo@sctpo.com
patricia.rendon@sctpo.com

Began: July 2025

Estimated Completion: Feb 2025

Completed Tasks: Scope development. Workshop with Vision Zero Leadership Team.

Upcoming Tasks: Development of draft materials. Monthly check in meetings.



Enhancing Crossing Safety

Project Manager:
Laura Carter
laura.carter@sctpo.com

Completed Tasks: Monthly Coordination Meeting. Categorical exclusion to satisfy NEPA. Preliminary engineering design plan.

Upcoming Tasks: Drafting of required agreements. Municipal review of preliminary engineering design plans.



2025 PUBLIC PARTICIPATION PLAN (PPP)

PURPOSE

-  Describes SCTPO public involvement and engagement tools and strategies.
-  Full public access to key decisions.
-  Notes public comment periods for required work products (TIP, LRTP, and UPWP).
-  Offers opportunities for public participation to help guide the planning process.

SCHEDULE

-  Reviewed every 3 years. Last adopted update: December 8, 2022
-  45-day public comment period. The DRAFT 2025 PPP will be open for public comment from October 27 - December 11, 2025.
 - Adoption Goal: December 11, 2025
-  Public notice strategies: Website, Press Release Announcement, SCTPO Newsletters, Social Media Posts (Facebook, X, LinkedIn & Nextdoor), News Media Features, BPTAC, TAC/CAC, TDLCB and SCTPO Governing Board Meetings.

2025 PPP PUBLIC COMMENT METHODS

- The public has 45 days to submit a comment on the 2025 Public Participation Plan.
- All public comments are recorded and included in the final PPP.
- This document states how each comment was addressed.

Comments and questions may be submitted via:

Online: 2025 DRAFT PPP Comment Portal

Email: abby.hemenway@sctpo.com

Phone: 321-690-6890

In writing:

Attn: Public Information & Outreach Manager
 Space Coast Transportation Planning Organization
 2725 Judge Fran Jamieson Way, Building B, Room 105
 Melbourne FL 32940



Share Your Input on our
 Public Participation Methods & Processes!

Review the Plan and leave us a comment
 between **October 27 - December 11, 2025**

www.sctpo.com

SCTPO Aug./Sept. Communications Snapshot

Avg. E-Blast Engagement
41% Open Rate

News Features
20

Web Page Views
6,048

Content Engagement Trends

● Facebook Reach ● LinkedIn Impressions ● YouTube Views

Month	Facebook Reach	LinkedIn Impressions	YouTube Views
August	~40,000	~10,000	~5,000
September	~55,000	~10,000	~5,000

News Media Standouts

Top Content By Views (Facebook)

Content Title	Views	Reactions	Comments
Roundabouts: The safer, smoother way ...	46.8K	152	191
Celebrate National Grandparents Week...	19.5K	52	11
Unsure if you need to stop for the...	12K	86	18
School zones aren't suggestions,...	7.3K	74	15
High-visibility gear saves lives...	7.2K	49	18

Upcoming Social Media Topics



October 2025
Pedestrian Safety Month



October 15, 2025:
Blind Americans Equality Day



October 20 - 27, 2025
Teen Driver Safety Week



October 20 - 27, 2025
School Bus Safety Week

Community Partnerships & Stakeholders




Bike/Walk Central Florida
 National Federation of the Blind, Melbourne, Space Coast Chapter
 Indianantic Police Department
 Rockledge Police Department
 Viera High School
 Edgewood Jr./Sr. High School
 NASA Safety
 Town of Indialantic
 Melbourne Police Department
 City of West Melbourne
 R.L. Stevenson Elementary
 Health First
 Brevard County
 City of Melbourne
 Theodore Roosevelt Elementary
 Space Coast Freshheaders
 Heritage High School
 Melbourne, Orlando International Airport
 Legonow Roadside
 Astronaut High School
 Mission Assurance
 Space Coast Jr./Sr. High School
 Sartside Elementary

Community Engagement: At A Glance

Sept - Oct
2025

16 OUTREACH EVENTS

Ranging from speaking engagements, helmet fits, tabling events, and SCTPO-led campaigns.

Cities & Towns Reached: Cape Canaveral, Cocoa, Indialantic, Melbourne, Merritt Island, Port St. John, Rockledge, Satellite Beach, & Titusville.



Event Spotlight Grandparents & Grandkids Safety Fair



Sunday, November 16th, 2025

WORLD DAY 
OF REMEMBRANCE 

FOR ROAD TRAFFIC VICTIMS IN THE U.S.

Upcoming SCTPO Events

<p>OCT 15</p> <p>5:00 PM - 7:00 PM Surfside ES Family Fitness Night Helmet Fit</p>	<p>OCT 18</p> <p>10:00 AM - 2:00 PM 2nd Annual Slow Down & Move Over</p>	<p>OCT 21</p> <p>4:00 - 7:00 PM Rockledge PD National Night Out</p>
<p>OCT 26</p> <p>8:00 AM - 1:00 PM Space Coast Freewheelers Family Fun Ride Event</p>	<p>OCT 27</p> <p>6:00 - 7:00 PM BPTAC Pedestrian Safety Sign Waving Pop-Up Event</p>	
<p>OCT - NOV 22 20</p> <p>5 HIGH SCHOOLS Drivers Ed: Teen Safety Presentations</p>	<p>NOV 16</p> <p>9:00 - 11:00 AM Annual World Day of Remembrance</p>	

Stay Connected



-  @SCTPO
-  @SpaceCoastTPO
-  Space Coast TPO
-  SCTPO
-  www.SpaceCoastTPO.com



2025 Meeting Calendar

January				
MON	TUE	WED	THU	FRI
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
				31

April				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8*	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

July				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August				
MON	TUE	WED	THU	FRI
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4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October				
MON	TUE	WED	THU	FRI
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Meeting Key:

■ SCTPO Governing Board
 Thursdays, 1:30 p.m.
 Center for Collaboration
 1100 Rockledge Blvd.
 Rockledge, FL 32955

■ Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC)
 Last Monday of Month, 5:30 - 7:00 p.m.
 Viera Govt. Center 2725
 Judge Fran Jamieson Way
 Florida Room, Bldg. C
 Melbourne, FL 32940

■ Technical & Citizens Advisory Committee (TAC/CAC)
 Mondays, 9:30 - 11:30 a.m.
 Center for Collaboration
 1100 Rockledge Blvd.
 Rockledge, FL 32955

■ Transportation Disadvantaged Local Coordinating Board (TDLCB)
 Mondays, 10:30 a.m. - 12:00 p.m.
 Viera Govt. Center
 2725 Judge Fran Jamieson Way
 Space Coast Room, Bldg. C
 Melbourne, FL 32940

Meeting Questions? Call (321) 690-6890
 View Agenda Center: www.sctpo.com

Typically, no TAC/CAC/TPO Board meetings are held during January, June, August or November.

*May 8th Governing Board starts at 2:30pm

Approved: December 12th, 2024



Space Coast Transportation Planning Organization (SCTPO) GOVERNING BOARD MEETING

Center for Collaboration, 1100 Rockledge Blvd., Rockledge. FL 32955

Meeting Date: September 11, 2025

MEETING MINUTES

Space Coast Transportation Planning Organization Governing Board Members:

Present:

Commissioner Thad Altman; *BoCC District 5*
Commissioner Jerry Allender; *Canaveral Port Authority*
Mayor Michael Blake; *City of Cocoa*
Mayor Keith Capizzi; *North Beaches Coalition*
Vice Mayor Herman Cole, Jr.; *City of Titusville*
Mayor Andrew Connors; *City of Titusville*
Commissioner Katie Delaney; *BoCC District 1*
Commissioner Rob Feltner; *BoCC District 4*
Council Member Carrie Foy; *South Beaches Coalition*
Council Member Mike Hammer, Jr.; *City of Palm Bay*
Council Member Mimi Hanley; *City of Melbourne*
Council Member Mike Jaffe; *City of Palm Bay*
Council Member Lorraine Koss (ALT); *City of Cocoa*
Council Member Marcus Smith; *City of Melbourne*
Mayor Andrea Young; *City of West Melbourne*
Council Member Don Willis (ALT); *North Beaches Coalition*

Agenda Items:

1. **Call to Order and Pledge of Allegiance**
2. **Public Comment (Non-Agenda Items Only)**

Reports:

3.A Executive Director's Report

Georganna Gillette, Executive Director, reported on pertinent items that were not included in the agenda package. During the report, Chair Andrea Young highlighted Vision Zero crash statistics and local fatal crashes that have impacted the community.

Abby Hemenway, Public Outreach Manager, reported that the Space Coast TPO received multiple awards from the Florida Public Relations Association Golden Image Gala. These included an award of distinction for the Fast Forward workshops and multiple awards in the news release category for the SCTPO Rail Crossing Safety Grant announcement. Leah Nepo, Community Engagement Coordinator, joined the report to provide updates on public participation efforts and initiatives. The recap included the SCTPO brand guide and deliverables, sunsetting the school bike trailer program, social media analytics, traffic safety outreach and community engagement events, and recognized community partnerships.

3.B Technical and Citizens Advisory Committees (TAC/CAC) Report

Georganna Gillette reported that the summary of actions, draft July TAC/CAC meeting minutes, and the current 2025 committee attendance record are available in the agenda package.

3.C Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC) Report

Sarah Kraum, Senior Transportation Planner, reported on the BPTAC and related Space Coast TPO activities. The BPTAC met on August 25, 2025. They received presentations on the Southern Brevard Trails Master Plan, North Merritt Island Pioneer Trail Feasibility Study, and the potential new East-West trail connections.

The next BPTAC meeting is scheduled for October 27th at the Viera Government Center.

3.D Transportation Disadvantaged Local Coordinating Board (TDLCB) Report

Patty Rendon, Transportation Planner, reported on the TDLCB activities. The TDLCB met on August 11, 2025. Highlights included the Volunteers in Motion 2025 Second Quarterly Report, approval of Resolution 26-04: PLC-8 TDLCB Policy Amendment, and presentations of the Advance 2050 Long Range Transportation Plan Cost Feasible Plan and the Vision Zero 2024 Annual Report.

The next TDLCB meeting is scheduled for 10:30am, November 17th, at the Viera Government Center with a public hearing to follow.

3.E Space Coast Area Transit Report

Terry Jordan, Transit Director, reported that the monthly fixed route ridership saw an increase of 1.74% and paratransit ridership saw an increase of 7%. Space Coast Area Transit is expected to hit 1.9 million in ridership by the end of this fiscal year.

Marcus Smith asked how transit plans upcoming and future routes and stops. Jordan replied that future routes and stops are planned according to the Transit Development Plan, which studies the current trends of the area. Jordan mentioned that plans are great but there is a challenge in securing local funds to put toward the routes and stops.

3.F Florida Department of Transportation (FDOT) Report

Chuck Koppernolle, MPO Liaison, presented on the status of various construction projects and engineering studies currently in progress in Brevard County. The report highlighted upcoming FDOT events, social media campaigns, and project presentations.

Keith Capizzi commented that there should be collaboration before implementation, in reference to sidewalk display removals.

Katie Delaney asked about the Citrus Boulevard bridge and stormwater issues in North Brevard. Koppernolle replied that he can coordinate with Brevard operations on these issues.

Andrew Connors mentioned a recent repaving on US 1 and City of Titusville water main break and that the city will coordinate repair.

Andrea Young asked for a construction update on US 192. Koppernolle replied that the project is currently undergoing the technical equipment installation which leads to quieter construction.

Consent Agenda:

- 4.A **Approval RE: TPO Governing Board Meeting Minutes from July 10th, 2025**
- 4.B **Approval RE: Committee Appointments**
- 4.C **Approval RE: Resolution 26-06: FY 26 Operating Budget**
- 4.E **Approval RE: Work Order 26-20K: Vision Zero Speed Management and Lighting Study**

Mimi Hanley pulled Item 4B, Committee Appointments for discussion. voiced hesitation on approving the Citizens Advisory Committee appointment of Peter Filiberto due to his prior arrest for driving under the influence. Discussion amongst the members decided to defer judgement to the City of Palm Bay. Council Member Mike Jaffe, City of Palm Bay, remained in favor of the appointment.

Motion by Michael Blake, second by Jerry Allender, to approve all items on the Consent Agenda. Hearing no objections, the motion passed unanimously.

Actions:

- 5.A **Approval RE: Resolution 26-04, PLC-1 Agency Organization and PLC-8, TDLCB Amendment**

PLC-1, Agency Organization and Operation Policy Amendment:

The Space Coast TPO Executive Committee recently reviewed and discussed the requirements to serve as Chair of the Space Coast TPO Governing Board. It was recommended that in addition to the requirement to have served as a Governing Board member for at least one year prior to serving as Chair, that the member must also have served on the Executive Committee prior to being eligible to serve as Chair. Language adding this requirement has been added to PLC-1, Agency Organization and Operation, Section 2.4, Officers: “Commencing January 1, 2027, eligibility to serve as Chair shall also include serving on the TPO Executive Committee for at least one year prior to filling Chair position.”

PLC-8, Transportation Disadvantaged Local Coordinating Board (TDLCB) Policy Amendment:

As required per the Transportation Disadvantaged Planning Grant Agreement, an annual review of the TDLCB policy must be conducted. The review affirms that the policy is compliant with the most current rules and regulations per Florida Administrative Code Rule 41-2.012 and Section 427.0157, Florida Statute.

The following changes were approved and are recommended by the TDLCB:

- Revise quorum requirements from a majority of filled positions to a set number of seven (7) voting members;
- Update staff support provided to the TDLCB from Space Coast Area Transit to Space Coast Transportation Planning Organization;
- Clarify when election of Vice-Chair is conducted;
- Other minor grammatical and clerical corrections

Motion by Michael Blake, second by Carrie Foy, to approve Resolution 26-04: PLC-1, Agency Organization and Operation Policy and PLC-8, TDLCB Policy Amendments. Hearing one objection from Keith Capizzi, motion carries.

- 5.B **Approval RE: Executive Director FY 25 Performance Evaluation**

The SCTPO Executive Committee has conducted the annual evaluation of the SCTPO Executive Director for the period of July 1, 2024, thru June 30, 2025. Each committee member scored TDLCB 11/17/2025 to TPO legal counsel their performance evaluation of Ms. Gill Page 14

compilation and summary. Per the Executive Director contract, the Executive Director shall receive an equal percentage increase granted to general employees for cost-of-living salary adjustments. Effective with the first pay period of October 2025, all TPO staff, including the Executive Director, will receive a 5% COLA. Any additional salary increase or bonus for the Executive Director shall be approved by the full TPO Governing Board.

Kristin Ottinger, SCTPO legal counsel, presented the results of the evaluations and a summary of the Executive Committee's evaluation discussion and their recommendation for the Board's consideration and approval.

Motion by Jerry Allender, second by Michael Blake, to approve the Executive Director FY 25 Performance Evaluation. Hearing no objections, the motion passed unanimously.

Motion by Mimi Hanley, second by Carrie Foy, to award Georganna Gillette with a one-time bonus of \$4,000. Hearing no objections, the motion passed unanimously.

5.C Approval RE: Resolution 26-08: FY 26-30, Transportation Improvement Program Roll Forward Amendment No.1

Georganna Gillette provided a brief overview of the Transportation Improvement Program (TIP) Roll Forward Amendment. The Roll Forward report reconciles differences between the TIP and Florida Department of Transportation's (FDOT) Adopted Five-Year Work Program. This annual process is routine and assists the TPO with identifying projects using federal funds that were not authorized during the previous state fiscal year (FY 2025). These projects have automatically "rolled forward" in the FDOT Adopted Five-Year Work Program as of July 1, 2025. This amendment ensures that year one of the TIP matches year one of FDOT's Adopted Five-year Work Program. Adopting the Roll Forward Report and amending it into the FY 2026-2030 TIP ensures projects will continue to be authorized without interruption.

The affected projects are listed in the Roll-Forward Report that was included in the agenda package. The TPO is seeking approval to add this report to the FY 2026-2030 TIP in its entirety.

Motion by Mimi Hanley, second by Katie Delaney, to approve Resolution 26-08: FY 26-30 Transportation Improvement Program Roll Forward Amendment No.1 via roll call vote. The motion passed unanimously, 14-0.

5.D Adoption Resolution 26-07, Advance 2050 Long Range Transportation Plan

Sarah Kraum, Senior Transportation Planner, presented an overview of the Advance 2050 Long Range Transportation Plan process. This process involved extensive coordination with local municipalities, community partners, modal agencies, SCTPO Boards and Committees, and citizen input, the SCTPO has developed Advance 2050 Long Range Transportation Plan (LRTP). The plan identifies transportation projects that are expected to be needed over the next 25 years and how they may affect the transportation system by analyzing various factors. These factors include county policy, demand from future population and employment growth, changes in transportation technology, and community input about transportation improvements that are desired moving forward. The LRTP identifies which needs can be funded with available transportation revenues from federal, state, and local sources, and considers all modes of travel.

Motion by Michael Blake, second by Marcus Smith, to approve Resolution 26-08: FY 26-30 Transportation Improvement Program Roll Forward Amendment No.1 via roll call vote. The motion passed unanimously, 14-0.

5.E Approval RE: Resolution 26-05, Amendment to the Bicycle & Pedestrian Master Plan

Travis Hills, consultant with Kittelson & Associates, Inc. presented on the Southern Brevard Trails Master Plan and the North Merritt Island Feasibility Study.

1. Southern Brevard Trails Master Plan

The Space Coast TPO has spent the last two years developing the Southern Brevard Trails Master Plan (SBTMP). A network of potential regional and local trails was identified through partnership with municipality and community partners, data analysis, and public engagement efforts. The Space Coast TPO will partner with local municipalities to implement the development of the trail network after the adoption of the Southern Brevard Trails Master Plan.

Mike Hammer asked about an existing golf cart trail. Sarah Kraum replied that they will follow up with city staff to confirm.

Marcus Smith asked about the Southwest Trail in Melbourne and if there are connection points to other trails in Southern Brevard. Sarah Kraum replied that the Southwest Trail was a neighborhood trail, not a regional trail. The Southwest Trail did receive SCTPO funding and support, but the project evolved into sidewalk project instead of a trail project. She highlighted the full showcase trail network and connections.

2. North Merritt Island Pioneer Trail Feasibility Study

In 2016, Brevard County applied for a FDOT SUN Trails program to conduct the North Merritt Island Pioneer Trail Feasibility Study and asked the Space Coast TPO to conduct the feasibility study on their behalf.

In 2023, Brevard County was awarded \$300k for the feasibility study. The study reviewed potential trail alignments on North Merritt Island and defined a feasible route for the North Merritt Island Pioneer Trail. The North Merritt Island Pioneer Trail is identified on the Space Coast TPO Showcase Trail Network and considered an essential spur for the East Coast Greenway.

The study area spans North Merritt Island from SR 528 in the south to Pine Island Conservation Area in the north, and the Indian River in the west to the Banana River in the east.

Katie Delaney asked if Pine Island includes private property or if it is conversation area only. Hills replied that the south side of the area is private, but they are staying on EEL property for the proposed trail.

3. New East-West Regional Trail Connections

The Florida Greenways & Trails Foundation collaborated with the Florida Wildlife Corridor Foundation to develop the Lake-to-Lake trails through a conceptual study. The planned trail will stretch from Lake Monroe to Lake Okeechobee. The Space Coast TPO has been asked to add two east-west regional trail connectors in order to develop a connected statewide network. These connectors will be along SR 50 and US 192. Sarah Kraum provided a brief overview of the proposed connections. Representatives of the project will attend the October BPTAC meeting to provide a full presentation on the Lake-to-Lake trail.

Mimi Hanley commented for clarification on the location of the connector on US 192. Kraum clarified that this would be located west of I-95 in the rural area and that US 192 is the best location for the possible connection into Brevard County.

The proposed updates to the Bicycled & Pedestrian Master Plan (BPMP) through the adoption of Resolution 26-05 include:

- Incorporating the Southern Brevard Trails Master Plan trail network into the BPMP
- Updating the current alignment of the North Merritt Island Pioneer Trail to reflect the results of the Feasibility Study on the Showcase Trail Network map. The updates will remove the current alignment and add Sams House to Pine Island Trail and North Courtney Trail.
- Adding the US 192 and SR 50 East-
- West Connectors to the Showcase Trail Network map.

Motion by Mike Hammer, second by Michael Blake, to adopt Resolution 26-05, Amendment to the Bicycle & Pedestrian Master Plan. Hearing no objections, the motion passed unanimously.

Presentations:

6.A Mission Readiness Through Community Resilience

Jenifer Rupert, East Central Florida Regional Planning Council, provided an overview of the ECF Military Installation Readiness Review funded by the U.S. Department of Defense and the Florida Department of Environmental Protection.

This 18-month project identified the risks, hazards, and vulnerabilities as they relate to the ability of the military to carry out its missions on the installation that could be mitigated through investments and solutions outside the fence line in the community. Installations included NSA Orlando, Patrick Space Force Base, Cape Canaveral Space Force Base, and several ancillary facilities. The project team worked with the installations, communities, and entities that provide support to installations and their missions to identify strategies, partnerships, and agreements that could be further examined and implemented to address and mitigate mission risk.

Adjourn:

Meeting adjourned at 3:05pm.

REPORTS
ITEM NUMBER 3B

Space Coast Area Transit Director's Report

For further information, please contact: terry.jordan@brevardfl.gov

Strategic Plan Emphasis Area: Leadership

DISCUSSION

Terry Jordan, Space Coast Area Transit Director, will advise the TDLCB of any relevant transit activities not covered on the agenda.

REQUESTED ACTION

As desired by the TDLCB.

ATTACHMENTS

REPORTS

ITEM NUMBER 3C

Transit Community Outreach Report

For further information, please contact: carmen.baez@brevardfl.gov

Strategic Plan Emphasis Area: Leadership

DISCUSSION

Transit staff will provide an update on transit related community outreach efforts and initiatives.

REQUESTED ACTION

As desired by the TDLCB.

ATTACHMENTS

- Community Outreach Report, **Attachment 1**

Community Transportation Coordinator Report

July 22, 2025

- Merritt Island Rotary Club, January 15, 2025
- Federation of The Blind Melbourne Chapter, January 24, 2025
- Palm Bay Chamber of Commerce, Melbourne FL, February 5, 2025
- Senior Life Expo at Brevard Zoo February 14, 2025 (Volunteer in Motion)
- Citizen Academy, February 20, 2025
- Brevard County Job Fair, Viera Government Center- March 28, 2024
- Melbourne Airport Mass Casualty Drill, February 27, 2025
- Easter Florida State College Disability Awareness Week March 7, 2025, Through March 10, 2025
- Summer Reading Kick Off Party Catherine Schweinsberg Rood Central Library, Cocoa FL May 31, 2025
- Cocoa Beach Rotary Club, Cocoa Beach FL July 9, 2025
- Titusville Sunrise Rotary Club, Titusville FL August 5, 2025
- Brevard CoC Agency Resource Fair, Rockledge FL August 8, 2025
- Calvary Chapel Academy Merritt Island FL September 18, 2025
- Brevard Association for the Advancement of the Blind October 10, 2025



REPORTS
ITEM NUMBER 3D

Transportation Disadvantaged Performance Report Card

For further information, please contact: carmen.baez@brevardfl.gov

Strategic Plan Emphasis Area: Technology & Data

DISCUSSION

Transit staff will provide an update on the performance of transportation disadvantaged services for first quarter of fiscal year 2026. Metrics reported on include total trips, total reservations, and purpose of trips.

REQUESTED ACTION

As desired by the TDLCB.

ATTACHMENTS

- Transportation Disadvantaged Performance Report Card, **Attachment 1**

Transportation Disadvantaged Performance Report Card

(Includes Transportation Disadvantaged, Contract Routes, and Self Pay Passengers)
Fiscal Year 2026

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Totals
Total trips	7734	7824	7808	0	0	0	0	0	0	0	0	0	23366
% within window	53.3%	54.7%	58.4%										55.5%
% early	33.8%	30.0%	26.4%										30.1%
% late (1-15 min.)	10.9%	12.1%	12.5%										11.9%
% late (16-30 min.)	1.5%	2.2%	1.8%										1.8%
% late (>30 min.)	0.5%	1.0%	0.8%										0.7%
% late	12.9%	15.3%	15.1%										14.4%
Total Reservations	9535	9485	9472										28492
% of cancels	10.6%	9.5%	10.3%										10.2%
% of no-shows	8.3%	8.0%	7.2%										7.8%
% of standby-by trips	0.04%	0.04%	0.08%										0.1%
% of trips denied	0.01%	0.02%	0.00%										0.0%
% of reservations fulfilled	81.1%	82.5%	82.4%										82.0%
Purpose of trips:													
MEDICAL	9.5%	8.9%	9.3%										9.2%
MEDICAL DIALYSIS	13.3%	13.4%	12.6%										13.1%
MEDICAL PRESCRIPTION	0.1%	0.0%	0.1%										0.1%
MEDICAL THERAPY	1.7%	1.6%	1.7%										1.6%
FOOD SHOPPING	2.1%	1.7%	1.9%										1.9%
SHOPPING FOR OTHER	1.4%	1.4%	0.9%										1.2%
MEETINGS	3.7%	5.2%	4.1%										4.3%
RECREATIONAL	2.7%	2.6%	2.9%										2.8%
SCHOOL	1.3%	2.0%	2.8%										2.0%
SOCIAL SERVICES	5.5%	5.3%	5.5%										5.5%
CENTER CLIENTS	43.7%	40.5%	41.2%										41.8%
HURRICANE	0.0%	0.0%	0.0%										0.0%
WORK	12.0%	13.7%	14.1%										13.3%
OTHER	3.1%	3.7%	3.0%										3.2%
													100.0%

REPORTS
ITEM NUMBER 3E

Volunteers in Motion Report

*For further information, please contact: lori.hamilton@brevardfl.gov
Strategic Plan Emphasis Area: Leadership*

DISCUSSION

Volunteers in Motion provide vital services to the citizens of Brevard. A representative from the agency will provide an update on current activities and services provided for the third quarter of 2025.

REQUESTED ACTION

As desired by the TDLCB.

ATTACHMENTS

- Volunteers in Motion Program Update, **Attachment 1**

LCB AGENDA ITEM

Title: Volunteers in Motion (VIM)

This report is an update for the Volunteers in Motion Program.

Program Developments:

Recruitment:

Opportunities exist within the Volunteers in Motion program for **volunteer Vehicle Operators**. Contact Lori Hamilton at 321-635-7999 or 321-506-7041.

Active Volunteers: 17

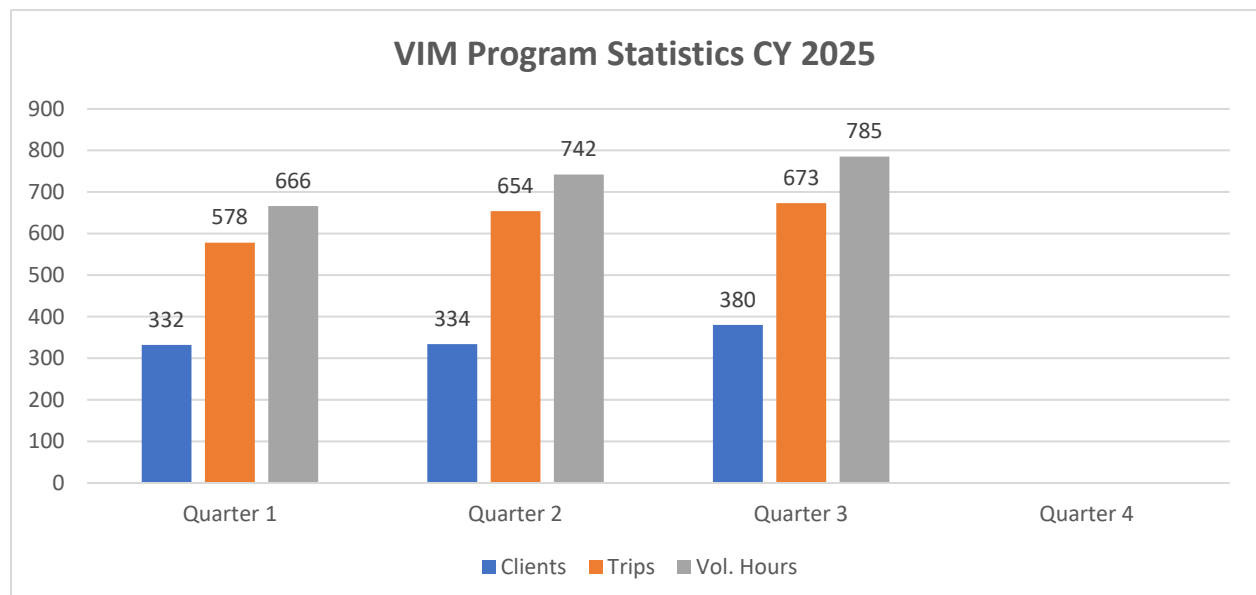
New Volunteers: 1

Valorie Ryan is a native of Merritt Island and our newest volunteer. Valorie has a PH.D. in Biological Sciences; a B.S. in Molecular Biology and an A.S. in Medical Laboratory Technology. Valorie is retired and looking for permanent employment but, in the meantime, Valorie is really making a difference, and we are thankful to have her.

General:

VIM participated in the 3rd annual **Indian Oaks Health Options Fair** hosted by Indian Oaks MHP in Rockledge, FL. It was held on **October 17, 2025**. These events give agencies an opportunity to share information and meet the public. This year, the number of attendees did not come close to past years. I spoke to 10+ people.

This year's Senior Life **Boomer Bash Senior Fest** will be on Friday, **November 7, 2025**, at the Warbird Museum (6600 Tico Rd, Titusville). Doors will open at 9am. VIM is a snack sponsor and looking forward to an exciting event.



CONSENT AGENDA

ITEM NUMBER 4A

Approval RE: TDLCB Meeting Minutes from August 11, 2025

For further information, please contact: zoe.mcneely@sctpo.com

Strategic Plan Emphasis Area: Leadership

DISCUSSION

Transit staff has prepared draft minutes for the Transportation Disadvantaged Local Coordinating Board from their meeting conducted on August 11, 2025.

REQUESTED ACTION

Approve meeting minutes from August 11, 2025, TDLCB Meeting.

ATTACHMENTS

- Draft August 11, 2025, TDLCB Meeting Minutes, **Attachment 1**



Space Coast Transportation Planning Organization (SCTPO) Transportation Disadvantaged Local Coordinating Board Meeting

Viera Government Center, 2725 Judge Fran Jamieson Way, Melbourne, FL 32940

Meeting Date: AUGUST 11, 2025

MEETING MINUTES

TDLCB Members Present:

Council Member Mimi Hanley, *City of Melbourne*
Carlos Colon; *Florida Department of Transportation*
Marisol A. Martinez; *Florida Department of Children & Family Services*
Dennis Vannorsdall; *Veteran's Service Office*
Amberstar Bush; *Regional Workforce Board*
Camille Tate; *Disabled Representative*
Anna-May Smith; *Persons over Sixty representing Elderly of the County*
Anthony Laurendi (ALT); *Persons over Sixty representing Elderly of the County*
Miriam Moore; *Citizen Advocate*
James Stringer; *Citizen Advocate User of the System*
Jennifer Cleveland; *Citizen Advocate User of the System*

Agenda Items:

1. **Call to Order and Pledge of Allegiance**
2. **Public Comment (Non-Agenda Items Only)**

Reports:

3.A Space Coast Transportation Planning Organization Staff Report

Patty Rendon, SCTPO Transportation Planner, advised the TDLCB of any pertinent Space Coast TPO items that were not covered on the agenda. The highlights included the annual SCTPO Open House with over 50 attendees and the National Road Safety Awareness Campaign during the first week of August.

3.B Space Coast Area Transit Director's Report

Terry Jordan, Space Coast Area Transit Director, advised the TDLCB of any relevant transit activities that were not covered on the agenda. Jordan reported that the current ridership reflects a 3% increase year to date over the previous year. If the current trend of ridership increases continues, it is likely to meet just below the two million ridership mark, which is on nearly on par with pre-Covid ridership numbers. Jordan also reported that paratransit ridership is seeing a 7% increase, and 7 new paratransit vehicles have been received, with 3 more vehicles expected with the support of FDOT funding. Transit staff is currently in the process of procuring demand response software to improve the services provide and the customer experience.

3.C Transit Community Outreach Report

Carmen Baez, Space Coast Area Transit, provided an update on transit related community outreach efforts and initiatives. Events included Summer Kickoff party at the Cocoa Library and the upcoming End of Summer party. Baez reported that she attended the Cocoa Beach Rotary Club and Titusville Rotary Club to recruit volunteers for Volunteers in Motion.

3.D Transportation Disadvantaged Performance Report Card

Carmen Baez provided an update on the performance of transportation disadvantaged services for calendar year 2025. Baez reported on metrics including total trips, total reservations, and purpose of trips. There are currently 442 active clients that are taking between 7,600 to 8,000 trips per month.

3.E Volunteers in Motion Report

Volunteers in Motion provide vital services to the citizens of Brevard. Lori Hamilton provided an update on current activities and services provided for the second quarter of 2025, March to June 2025. Hamilton reported on volunteer recruitment efforts. She highlighted the newest volunteer, Jonathan, and mentioned his previous professional and community service experience. Hamilton also elaborated on the statistics presented in the report.

Consent Agenda:

4.A Approval RE: Transportation Disadvantaged Local Coordinating Board Meeting Minutes from May 12, 2025

Motion by James Stringer, second by Miriam Moore, to approve all items on the Consent Agenda. Hearing no objections the motion passed unanimously.

Actions:

5.A Approval RE: Resolution 26-04, PLC-8 TDLCB Policy Amendment

An annual review of the TDLCB policy must be conducted as required per the Transportation Disadvantaged Planning Grant Agreement. The review affirms that the policy is compliant with the most current rules and regulations per Florida Administrative Code Rule 41-2.012 and Section 427.0157, Florida Statute. Staff has reviewed the policy and recommended the following changes: revise quorum requirements from a majority of filled positions to a set number of seven (7) voting members, updated staff support provided to the TDLCB from Space Coast Area Transit to Space Coast Transportation Planning Organization, clarification of when an election of Vice-Chair is conducted, and minor grammatical and clerical corrections.

Once approved by the TDLCB, the Amendment will be presented for approval by the Space Coast Transportation Planning Organization Governing Board at their September 11, 2025, meeting.

Motion by Anna May Smith, second by Camille Tate, to approve Resolution 26-04, PLC-8 TDLCB Policy Amendment. Hearing no objections the motion passed unanimously.

Presentations:

6.A Draft Advance 2050 Long Range Transportation Plan Cost Feasible Plan

Every five years, the Space Coast Transportation Planning Organization (SCTPO) must adopt a long-range transportation plan (LRTP) that identifies transportation projects to be implemented over the next twenty years. The projects must be considered cost feasible and utilize anticipated revenues. Nick Lepp (HDR, Space Coast TPO consultant) presented the latest long-range plan and the draft cost feasible plan. The plan considers all modes of transportation, including pedestrian, bicycle and transit needs. The Advance 2050 LRTP will be presented to the Space Coast TPO Governing Board for adoption on September 11, 2025.

6.B Vision Zero 2024 Annual Report

Vision Zero is based on the philosophy that traffic fatalities and serious injuries are preventable, and the only acceptable number of traffic fatalities and serious injuries is zero. Vision Zero is a data driven, multi-disciplinary approach bringing together diverse and necessary stakeholders to address this complex problem and requires a fundamental change in the way we think about traffic safety and planning. The Space Coast Transportation Planning Organization (SCTPO) and local partners have adopted Vision Zero, aligning with state and federal initiatives to eliminate traffic fatalities and serious injuries.

The 2024 Vision Zero Action Plan strategies include producing and presenting an annual report to track progress and update proposed action. Patty Rendon, SCTPO Transportation Planner, presented the 2024 Vision Zero Action Plan Annual Report.

Jennifer Cleveland commented on e-bike concerns. Rendon replied that the statutes for e-bikes vary by municipality, but that consistency is being pursued.

Informational Items:

7.A Actual Expenditure Report (AER) for FY 2024-2025

Terry Jordan provided clarification on the Annual Expenditure Report (AER). The AER is asking to report any non-state funding. Transit does not receive federal or local funding for the service, all funding is from the state, which is why the report reflects zero dollars.

7.B TDLCB Membership and Meeting Attendance Records

These documents were provided in the agenda package for informational purposes.

7.C FY 2025 TD Planning Grant Q4 Quarterly Progress Report

This document was provided in the agenda package for informational purposes.

Agency Member Reports:

Miriam Moore reported on affordable housing units being constructed in Holly Hill and Titusville.

Camille Tate reported that the National Federation for the Blind in Florida is opening up programs for children across the state. Tate reported that she is the coordinator for a summertime braille enrichment camp for children that she is trying to host in Brevard County. She will provide updates as the program gets developed.

Public Comments (general items only):

Felicia Wilson commented on scheduling concerns with the manifest.

Margaret Campbell Rensel commented concerns on general communication from Space Coast Area Transit.

Maria Rigogliosi commented on scheduling concerns, specifically being picked up late or not at all.

Jennifer Cleveland asked about taking multiple trips a day. Carmen Baez replied that transit is trying to cut down on fuel and they are suggesting that multiple trips or appointments be scheduled as close as possible.

Adjourn:

Meeting adjourned at 11:35 a.m.

CONSENT AGENDA

ITEM NUMBER 4B

Approval RE: Annual Review of Grievance Procedures

For further information, please contact: patricia.rendon@sctpo.com

Strategic Plan Emphasis Area: Leadership

DISCUSSION

Pursuant to the Florida Commission for the Transportation Disadvantaged operating guidelines, the Local Coordinating Board for the Transportation Disadvantaged is required to review the Grievance Procedures annually, and update if necessary.

At the May 12, 2025, TDLCB meeting, there were recommendations made to the procedures and new Grievance Procedures were adopted.

Space Coast TPO staff has reviewed the Grievance Procedures and recommends that the procedures be re-adopted with no revisions or amendments.

REQUESTED ACTION

Approve the TDLCB Grievance Procedures.

ATTACHMENTS

- TDLCB Grievance Procedures, Adopted May 12, 2025, **Attachment 1**
- TDLCB Grievance Procedures Approval Statement, **Attachment 2**



Space Coast Transportation Planning Organization

Transportation Disadvantaged Local Coordinating Board (TDLCB)

GRIEVANCE PROCEDURES

Article 1: Preamble

Section 1: Preamble:

The following sets forth the grievance procedures, which shall serve to guide the Space Coast Transportation Planning Organization's (SCTPO) Transportation Disadvantaged Local Coordinating Board (TDLCB), serving to assist the Community Transportation Coordinator (CTC). The intent is to provide procedures for fulfilling the requirements of Chapter 427, Florida Statutes, and Rule 41-2.012 of the Florida Administrative Code, with the establishment of a Grievance Subcommittee and the procedures to follow in resolving grievances or complaints from agencies, users, potential users, subcontractors and other interested parties concerning transportation disadvantaged services.

Article II: Grievance Subcommittee Name and Purpose and Membership

Section 1: Name

The Grievance Committee is a Subcommittee of the TDLCB and shall hereinafter be referred to as the Grievance Subcommittee.

Section 2: Purpose

The primary purpose of the Grievance Subcommittee is to process, investigate, and make recommendations to all unresolved grievances and/or complaints related to transportation disadvantaged services. These procedures provide a formal process for the TDLCB to follow to address concerns by any person or agency including but not limited to, transportation disadvantaged users, potential users, agencies, and other interested parties utilizing the transportation system in Brevard County, Florida. The Grievance Subcommittee provides a mechanism for issues to be brought before the Subcommittee to address unresolved complaints, which shall meet as often as necessary to resolve complaints in a timely manner.

Section 3: Grievance Subcommittee Membership

Membership of the Grievance Subcommittee shall be comprised of a total of five (5) voting members of the Transportation Disadvantaged Local Coordinating Board. Alternates shall not be members of the Grievance Subcommittee. Below outlines the Grievance Subcommittee membership composition and quorum requirements:

- a. The Chair and Vice-Chair of the TDLCB shall serve as two (2) of the five (5) members.
- b. Three (3) at-large TDLCB voting members shall be nominated and selected by the TDLCB at the last calendar meeting each year.
- c. Grievance Subcommittee members shall serve for a period of one year beginning January 1st and ending December 31st of each year, or until new committee members are appointed, whichever event shall occur later in time.
- d. Grievance Subcommittee members may be re-appointed each year, if willing to serve.
- e. A simple majority, three (3) members of the Grievance Subcommittee shall be present for any official action/recommendation to be made when a grievance meeting is held.

Article III: Definitions

Section 1: Definitions

For the purpose of the TDLCB and the Grievance Subcommittee, the following definitions shall apply:

1. Community Transportation Coordinator (CTC): The CTC ensures that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area. Space Coast Area Transit serves as the CTC for Brevard County.
2. Formal Grievance: A written complaint to document any concerns or unresolved service complaints regarding the operation or administration of transportation disadvantaged services by the Community Transportation Coordinator, the designated official planning agency or the local coordinating board.
3. Designated Official Planning Agency (DOPA): The Space Coast Transportation Planning Organization (SCTPO) serves as the official DOPA. The DOPA works with the TDLCB and CTC to coordinate safe, efficient, transportation services to those who are transportation disadvantaged.

4. Complainant: The Complainant is the individual who files a formal written grievance and/or provides an oral (in person/telephone) statement of dissatisfaction of transportation disadvantaged services.
5. Complainant Representative: A Complainant Representative is an individual assigned by the Space Coast Transportation Planning Organization to assist a Complainant in filing a written formal grievance. The Representative is responsible for taking the Complainants verbal issue/concern and transcribing it into a written formal grievance and submitting it to the Space Coast TPO.
6. Work Days: Work Days shall be defined as Monday thru Friday when regular Space Coast Area Transit administrative office hours are in operation. Holidays, office closures or emergency situations that occur on work days, shall not be considered work days.

Article IV: Grievance Procedures

General Grievance Procedures

The following procedures are established to provide regular opportunities for grievances to be brought before the Grievance Subcommittee and TDLCB.

1. At all steps within the grievance procedure, when any response, decision or final recommendation is made, written notice shall be provided to the Complainant and all interested parties and shall include the following information:
 - a. An opinion and reasons for the response or decision based on information presented; and
 - b. A recommendation based on investigation and findings

The following Steps are summarized into a flowchart that can be found in Attachment B.

STEP 1: Community Transportation Coordinator Review:

The Complainant should direct any initial concern to the Community Transportation Coordinator (CTC) **PRIOR** to filing a Formal Grievance. The CTC shall provide a response within seven (7) work days from receiving any complaints.

Community Transportation Coordinator
 Space Coast Area Transit
 401 S. Varr Avenue
 Cocoa, Florida 32922
 321-633-1878

If the complainant is not satisfied with the response provided by the CTC, the complainant may then file a written formal grievance (STEP 2) within fifteen (15) work days after the CTC's response.

STEP 2: Filing a Written Formal Grievance:

Should the Complainant wish to file a written formal grievance, the Complainant shall **submit their grievance in writing using the TDLCB's TD Services Grievance Form (Attachment A)**. This form is available on both the [Space Coast TPO's website](#) and [Space Coast Area Transit website](#). The Complainant may also call 321 Transit at 321-633-1878 or the SCTPO at 321-690-6890 and request a form either be mailed or emailed.

If the complainant is unable to submit a written formal grievance, Space Coast Transportation Planning Organization shall have the responsibility of obtaining a Complainant Representative who will be available to assist those individuals. The fifteen (15) work days needed by the complainant to submit their written complaint from the time of receiving a response from the CTC will not go into effect until the representative has met with the complainant.

TD Services Grievance Form shall be mailed, dropped off, or emailed to:

Space Coast TPO
2725 Judge Fran Jamieson Way
Building B, Room 105
Viera, Florida 32940
E-Mail: tpostaff@sctpo.com

The written grievance must contain the name, address, telephone number and any other contact information for the Complainant, a clear and concise statement of the grounds for the grievance, supporting documentation, if any, and an explanation of the improvements recommended to address the complaint. The Complainant should try to demonstrate or establish a clear violation of a specific law, regulation or contractual arrangement. The following process shall be followed for STEP 2:

1. Upon receipt of the formal grievance form, Space Coast TPO staff shall inform and provide complaint to the Community Transportation Coordinator (CTC) within five (5) work days.
2. If the CTC has not already had an opportunity to resolve the issue, then process shall revert to STEP 1 before moving to STEP 3.

3. Should the CTC be unable to resolve complaint in STEP 1, and a written formal grievance has been received, the SCTPO shall schedule a meeting of the Grievance Subcommittee to review the issue and notify the Complainant of the meeting date, time and location.

STEP 3: TDLCB Grievance Subcommittee Review:

1. Space Coast Transportation Planning Organization staff shall be responsible for coordination, scheduling and providing notices of all Grievance Subcommittee meetings.
2. Complainant shall have opportunity to present concerns to Grievance Subcommittee during the scheduled meeting.
3. The Grievance Subcommittee shall endeavor to resolve all formal grievance(s). If able to do so, the Grievance Subcommittee shall provide a recommendation during the meeting.
4. The recommendation shall be transcribed into a formal written decision, signed by the Chair and shall be sent via Certified USPS mail to the Complainant within ten (10) work days of the Subcommittee's decision.

STEP 4: Appeal to the Transportation Disadvantaged Local Coordinating Board:

1. Should the Complainant wish to appeal the decision of the Grievance Subcommittee, they must notify the SCTPO either verbally, email or in writing within five (5) work days from the date when the Complainant receives written notice from the Grievance Subcommittee of its final decision. An appeal to the TDLCB can only be filed after the Complainant has sought satisfaction directly from the CTC and Grievance Subcommittee (Steps 1 - 3).
2. Once an appeal has been received, the TDLCB shall meet and render its decision at its next regularly scheduled meeting. The appeal must be received at least ten (10) work days in advance of next meeting in order to meet agenda notice deadlines. If less than ten (10) work days, the appeal shall then be heard at the following regularly scheduled TDLCB meeting.
3. The complainant shall be notified in writing of the date, time and place of the TDLCB meeting where the appeal shall be heard. A written meeting notice shall be mailed at least seven (7) calendar days in advance of the meeting to the Complainant.
4. The TDLCB recommendation shall be transcribed into written form be mailed to all parties involved within ten (10) work days of the date of the decision. The Complainant shall be sent written decision via Certified USPS mail.

STEP 5: Appeal to the State Transportation Disadvantaged Commission Ombudsman:

Should the complainant remain dissatisfied with the decision of the TDLCB, an appeal may be made in writing to the Transportation Disadvantaged Commission. The appeal shall be addressed to:


Ombudsman Program
Florida Commission for the Transportation Disadvantaged
605 Suwannee Street, MS-49
Tallahassee, FL 32399-0450
Call 1-800-98302435 or call 711 (Florida only) Florida Relay System
E-mail: CTDOmbudsman@dot.state.fl.us

Article V: Grievance Procedures Amendments

The TDLCB Grievance Procedures may be amended by a simple majority of TDLCB members present, providing the proposed change(s) is/are mailed to all members at least ten (10) days in advance of the meeting.

Article VI: Certification

The undersigned hereby certifies that he/she is the Chair of the Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full, true and correct copy of the Grievance Procedures of this TDLCB as adopted by the TDLCB on this 12 day of May, 2025.



Mimi Hanley, Chair
Transportation Disadvantaged Local Coordinating Board

Attested by:


SCTPO Board Services Administrator

Attachment A

TD SERVICES GRIEVANCE PROCEDURE AND FORM

GRIEVANCE PROCEDURE

The intent of the Grievance Procedure for Transportation Disadvantaged (TD) Services is to provide procedures and policies for fulfilling the requirements of Chapter 427, Florida Statutes, and Rule 41-2.012 of the Florida Administrative Code (FAC). **View the Space Coast TPO Transportation Disadvantaged Local Coordinating Board (TDLCB) Grievance Procedure in its entirety at sctpo.com/TDLCB/grievance.**

A grievance is defined as “a circumstance or condition thought to be unjust, and ground for complaint or resentment.” *It is assumed that the Complainant would direct any initial concern to Space Coast Area Transit before initiating a written formal grievance.* Space Coast Area Transit (the Community Transportation Coordinator) must respond to the Complainant in writing no later than 7 work days from the date the complaint is received.

HOW TO FILE A GRIEVANCE

If the Complainant determines that the response from Space Coast Area Transit is unsatisfactory, he/she can file a written formal grievance, using the attached form, to be heard by the TDLCB Grievance Subcommittee. The Complainant may request assistance from Space Coast Transportation Planning Organization to complete the form. A clear violation of a specific law, regulation, or contractual arrangement should attempt to be demonstrated or established when filing the grievance. The completed form should be mailed, dropped off or emailed to: **Space Coast TPO, 2725 Judge Fran Jamieson Way, Building B, Room 105, Viera, Florida 32940**
E-Mail: tpostaff@sctpo.com.

THE TDLCB GRIEVANCE SUBCOMMITTEE

The Complainant will be notified in writing of the Subcommittee meeting date, time, and location. The Subcommittee will endeavor to resolve the grievance and issue a written decision.

APPEAL TO THE TDLCB

The Complainant may appeal the decision of the TDLCB Grievance Subcommittee in writing to the Space Coast TPO Transportation Disadvantaged Local Coordinating Board (TDLCB) within 5 work days from the date the Complainant received written notice from the Subcommittee of its decision.

Once an appeal has been received, the TDLCB shall meet and render a decision at its next meeting. The Complainant will be notified in writing of the date, time, and place of the TDLCB meeting where the appeal shall be heard. A written notice will be mailed at least 7 days in advance of the meeting. A written copy of the decision made by the TDLCB will be mailed to all parties involved within 5 days of the date of the decision.

APPEAL TO THE STATE TD COMMISSION

Should the complainant remain dissatisfied with the decision of the TDLCB, an appeal may be made in writing to: Ombudsman Program, Florida Commission for the Transportation Disadvantaged, 605 Suwannee Street, MS-49, Tallahassee, FL 32399-0450. For questions, e-mail **CTDOmbudsman@dot.state.fl.us**, call 1-800-983-2435, or in Florida, call 711 to access the Florida Relay System.

TD SERVICES GRIEVANCE FORM

Agency/Individual Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

This Grievance Form for the Transportation Disadvantaged (TD) Services shall be sent to the Space Coast Transportation Planning Organization, who will coordinate with Space Coast Area Transit, the Community Transportation Coordinator. Outline the nature of the grievance, and where applicable, the date, time and place of the incident(s) constituting the grievance. A clear violation of a specific law, regulation, or contractual arrangement should attempt to be demonstrated or established. The Complainant may request assistance from Space Coast Transportation Planning Organization to complete the form. Additional pages may be attached; please be sure to number all additional pages and/or attachments. Send or drop off completed form and any supporting documentation to: Space Coast TPO, 2725 Judge Fran Jamieson Way, Building B, Room 105, Viera, Florida 32940 or email form to tpostaff@sctpo.com.

Check here if you are filling out this form on behalf of Complainant.

GRIEVANCE INFORMATION:

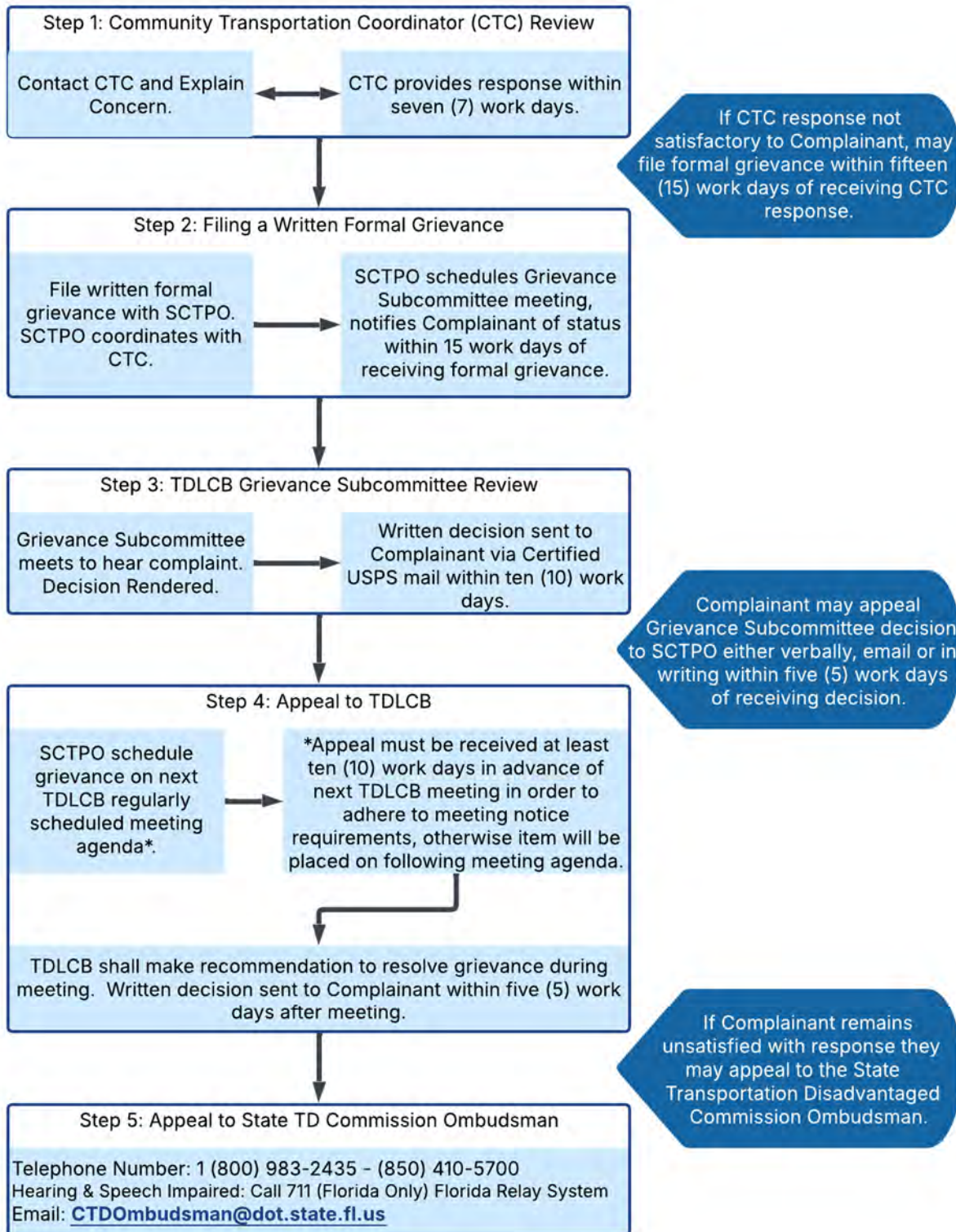
I hereby attest that these statements are true and correct.

Complainant's Name (PRINTED): _____

Complainant's Signature or Authorized Representative: _____

Date: _____

Attachment B – Grievance Procedure Process Flowchart





Space Coast Transportation Planning Organization
Transportation Disadvantaged Local Coordinating Board (TDLCB)

GRIEVANCE PROCEDURES ANNUAL REVIEW AND APPROVAL

FY 2026 Certification

The Transportation Disadvantaged Local Coordinating Board last reviewed, amended, and approved its Grievance Procedures on May 12, 2025. For the Fiscal Year 2026, the Grievance Procedures have been reviewed and there have been no recommendations for any new revisions or amendments. Therefore, the TDLCB members re-adopt the Grievance Procedures as presented.

The undersigned hereby certifies that he/she is the Chair of the Transportation Disadvantaged Local Coordinating Board and that the foregoing is a full valid statement with Grievance Procedures being presented to this TDLCB and adopted on this ____ day of _____, 2025.

Mimi Hanley, Chair
Transportation Disadvantaged Local Coordinating Board

Attested by:

SCTPO Board Services Administrator

**CONSENT AGENDA
ITEM NUMBER 4C**

Approval RE: Draft 2026 Meeting Calendar

For further information, please contact: zoe.mcneely@sctpo.com

Strategic Plan Emphasis Area: Leadership

DISCUSSION

Staff has developed the attached 2026 draft meeting calendar for the Governing Board and its Committees. All Governing Board and Technical & Citizens Advisory Committee (TAC/CAC) meetings are held at the Space Coast Health Foundation's Center for Collaboration, 1100 Rockledge Blvd., Rockledge, FL 32955. Governing Board meetings will be held on the second Thursday of the month.

Governing Board meetings begin at 1:30 p.m. For the TAC/CAC, all meetings continue to be held the Monday before the Governing Board meeting (**unless otherwise noted**).

TAC/CAC meetings begin at 9:30 a.m. BPTAC meetings will generally be held every other month on the last Monday of the month from 5:30 p.m. to 7:00 p.m. at the Viera Government Center, Building C, 3rd Floor, Florida Room.

The Transportation Disadvantaged Local Coordinating Board is scheduled to meet four (4) times in 2025, all on Monday's at 10:30 a.m. in the Space Coast Room of Building C, 2nd Floor of the Viera Government Center.

REQUESTED ACTION

Approve the Draft 2026 Space Coast TPO meeting calendar.

ATTACHMENTS

- DRAFT 2026 Space Coast TPO Board and Committees Meeting Calendar, ***Attachment 1***



2026 Meeting Calendar

January				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

July				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
MON	TUE	WED	THU	FRI
		1	2	3
7	8*	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Meeting Key:				
■	SCPTO Governing Board Thursdays, 1:30 p.m. Center for Collaboration 1100 Rockledge Blvd. Rockledge, FL 32955			
■	Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC) Last Monday of Month, 5:30 - 7:00 p.m. Viera Govt. Center 2725 Judge Fran Jamieson Way Florida Room, Bldg. C Melbourne, FL 32940			
■	Technical & Citizens Advisory Committee (TAC/CAC) Mondays, 9:30 - 11:30 a.m. Center for Collaboration 1100 Rockledge Blvd. Rockledge, FL 32955			
■	Transportation Disadvantaged Local Coordinating Board (TDLCB) Mondays, 10:30 a.m. - 12:00 p.m. Viera Govt. Center 2725 Judge Fran Jamieson Way Space Coast Room, Bldg. C Melbourne, FL 32940			

Meeting Questions? Call (321) 690-6890
View Agenda Center: www.sctpo.com

Typically, no TAC/CAC/TPO Board meetings are held during January, April, June, August or November.

***September TAC/CAC is a Tuesday Meeting due to Labor Day Holiday**

Approved:

ACTION ITEMS
ITEM NUMBER 5A

Approval RE: Rate Calculation Model for 2025/2026 State Fiscal Year

*For further information, please contact: robin.johnson@brevardfl.gov
Strategic Plan Emphasis Area: Technology & Data*

DISCUSSION

Each year, the Community Transportation Coordinator (CTC) is required to submit a completed Rate Calculation Model worksheet to the Commission for the Transportation Disadvantaged. The rate model determines the trip rates for reimbursement to the CTC from the Trip/Equipment Grant from the Commission for the Transportation Disadvantaged (CTD). Various factors are used to calculate the rate including distance, time, and needs of the individual (i.e. wheelchair accessibility).

Based on the Rate Calculation Model, the reimbursement rates for the 2025/2026 grant year, effective July 1, 2025, are proposed to be:

Door-to-Door Ambulatory Trip: \$ 2.87 per passenger mile

Wheelchair Trip: \$ 4.92 per passenger mile

Group Trip* per Passenger: \$ 0.00 per passenger mile

*Group Trip: Five (5) or more passengers transported in one vehicle at the same time and being picked up at multiple origins and traveling to one single destination or being picked up from one single origin and traveling to multiple destinations.

The TDLCB is required to review and approve the Service Rates annually.

REQUESTED ACTION

Approve the rate calculations for the 2025/2026 State fiscal year.

ATTACHMENTS

- 2025-2026 Brevard Rate Model Worksheet, **Attachment 1**

Preliminary Information Worksheet

Version 1.4

CTC Name:	Space Coast Area Transit
County (Service Area):	Brevard
Contact Person:	Robin Johnson
Phone #	321-635-7815

Check Applicable Characteristic:

ORGANIZATIONAL TYPE:	NETWORK TYPE:
<input checked="" type="radio"/> Governmental	<input type="radio"/> Fully Brokered
<input type="radio"/> Private Non-Profit	<input type="radio"/> Partially Brokered
<input type="radio"/> Private For Profit	<input checked="" type="radio"/> Sole Source

Once completed, proceed to the Worksheet entitled "Comprehensive Budget"

Comprehensive Budget Worksheet

Version 1.4

CTC: Space Coast Area Transit
County: Brevard

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2023 to Sept 30th of 2024	Current Year's APPROVED Budget, as amended from Oct 1st of 2024 to Sept 30th of 2025	Upcoming Year's PROPOSED Budget from Oct 1st of 2025 to Sept 30th of 2026	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

REVENUES (CTC/Operators ONLY / Do NOT include coordination contractors!)

Local Non-Govt

Farebox	\$ 315,300	\$ 360,000	\$ 360,000	14.2%	0.0%	
Medicaid Co-Pay Received	\$ 128,090	\$ 250,000	\$ 250,000	95.2%	0.0%	
Donations/ Contributions						
In-Kind, Contributed Services						
Other	\$ 177,082	\$ 179,500	\$ 179,500	1.4%	0.0%	
Bus Pass Program Revenue						

Local Government

District School Board	\$ 49,824	\$ 45,000	\$ 45,000	-9.7%	0.0%	
Compl. ADA Services						
County Cash	\$ 2,145,003	\$ 2,252,253	\$ 2,319,821	5.0%	3.0%	
County In-Kind, Contributed Services						
City Cash						
City In-kind, Contributed Services						
Other Cash						
Other In-Kind, Contributed Services						
Bus Pass Program Revenue						

CTD

Non-Spons. Trip Program	\$ 1,642,242	\$ 1,828,655	\$ 1,816,703	11.4%	-0.7%	
Non-Spons. Capital Equipment						
Rural Capital Equipment						
Other TD (specify in explanation)						
Bus Pass Program Revenue						

USDOT & FDOT

49 USC 5307	\$ 2,025,394	\$ 7,179,226	\$ 8,906,379	254.5%	24.1%	Reflective of increase in Operating Assistance 5310 grants that have been closed out FDOT SM Urban 5339 Grants
49 USC 5310	\$ 63,632	\$ 2,155,930	\$ 1,685,997	3288.1%	-21.8%	
49 USC 5311 (Operating)						
49 USC 5311(Capital)						
Block Grant	\$ 730,385	\$ 577,212	\$ 579,926	-21.0%	0.5%	
Service Development						
Commuter Assistance						
Other DOT (specify in explanation)	\$ 459,955	\$ 309,574	\$ 451,141	-32.7%	45.7%	
Bus Pass Program Revenue						

AHCA

Medicaid						
Other AHCA (specify in explanation)						
Bus Pass Program Revenue						

DCF

Alcohol, Drug & Mental Health						
Family Safety & Preservation						
Comm. Care Dis./Aging & Adult Serv.	\$ 18,582	\$ 60,000	\$ 60,000	222.9%	0.0%	
Other DCF (specify in explanation)						
Bus Pass Program Revenue						

DOH

Children Medical Services						
County Public Health						
Other DOH (specify in explanation)						
Bus Pass Program Revenue						

DOE (state)

Carl Perkins						
Div of Blind Services						
Vocational Rehabilitation	\$ 5,055	\$ 10,000	\$ 10,000	97.8%	0.0%	
Day Care Programs						
Other DOE (specify in explanation)						
Bus Pass Program Revenue						

AWI

WAGES/Workforce Board						
Other AWI (specify in explanation)						
Bus Pass Program Revenue						

DOEA

Older Americans Act						
Community Care for Elderly						
Other DOEA (specify in explanation)						
Bus Pass Program Revenue						

DCA

Community Services						
Other DCA (specify in explanation)						
Bus Pass Admin. Revenue						

Comprehensive Budget Worksheet

Version 1.4

CTC: Space Coast Area Transit
County: Brevard

1. Complete applicable GREEN cells in columns 2, 3, 4, and 7

	Prior Year's ACTUALS from Oct 1st of 2023 to Sept 30th of 2024	Current Year's APPROVED Budget, as amended from Oct 1st of 2024 to Sept 30th of 2025	Upcoming Year's PROPOSED Budget from Oct 1st of 2025 to Sept 30th of 2026	% Change from Prior Year to Current Year	Proposed % Change from Current Year to Upcoming Year	Confirm whether revenues are collected as a system subsidy VS a purchase of service at a unit price. Explain Changes in Column 6 That Are > ± 10% and Also > ± \$50,000
1	2	3	4	5	6	7

APD

Office of Disability Determination						
Developmental Services						
Other APD (specify in explanation)						
Bus Pass Program Revenue						

DJJ

(specify in explanation)						
Bus Pass Program Revenue						

Other Fed or State

xxx						
xxx						
xxx						
Bus Pass Program Revenue						

Other Revenues

Interest Earnings						
xxxx						
xxxx						
Bus Pass Program Revenue						

Balancing Revenue to Prevent Deficit

Actual or Planned Use of Cash Reserve						
---------------------------------------	--	--	--	--	--	--

Balancing Revenue is Short By =		None			
Total Revenues =	\$7,760,544	\$15,207,350	\$16,664,467	96.0%	9.6%

EXPENDITURES (CTC/Operators ONLY / Do NOT include Coordination Contractors!)

Operating Expenditures

Labor	\$ 1,821,596	\$ 1,873,589	\$ 1,889,069	2.9%	0.8%	Materials and services are reflective of grants that have not been awarded.
Fringe Benefits	\$ 893,145	\$ 1,058,291	\$ 1,125,771	18.5%	6.4%	
Services	\$ 1,847,943	\$ 3,604,009	\$ 2,975,021	95.0%	-17.5%	Reduction in utility expenses - increase in insurance expenses.
Materials and Supplies	\$ 730,883	\$ 1,216,507	\$ 631,143	66.4%	-48.1%	Capital expenditures reflective of new grants awarded.
Utilities	\$ 29,778	\$ 30,600	\$ 26,196	2.8%	-14.4%	
Casualty and Liability	\$ 83,093	\$ 97,935	\$ 108,478	17.9%	10.8%	
Taxes						
Purchased Transportation:						
Purchased Bus Pass Expenses						
School Bus Utilization Expenses						
Contracted Transportation Services						
Other						
Miscellaneous						
Operating Debt Service - Principal & Interest						
Leases and Rentals	\$ 10,493	\$ 14,826	\$ 14,816	41.3%	-0.1%	
Contrib. to Capital Equip. Replacement Fund						
In-Kind, Contributed Services	\$ -	\$ -	\$ -			
Allocated Indirect						

Capital Expenditures

Equip. Purchases with Grant Funds	\$ 2,096,096	\$ 7,311,593	\$ 9,893,973	248.8%	35.3%	
Equip. Purchases with Local Revenue						
Equip. Purchases with Rate Generated Rev.						
Capital Debt Service - Principal & Interest						

ACTUAL YEAR GAIN	\$247,517				
Total Expenditures =	\$7,513,027	\$15,207,350	\$16,664,467	102.4%	9.6%

See NOTES Below.

Once completed, proceed to the Worksheet entitled "Budgeted Rate Base"

ACTUAL year GAIN (program revenue) MUST be reinvested as a trip or system subsidy. Adjustments must be Identified and explained in a following year, or applied as a Rate Base Adjustment to proposed year's rates on the next sheet.

Budgeted Rate Base Worksheet

Version 1.4

CTC: Space Coast Area Transit

County: Brevard

1. Complete applicable **GREEN** cells in column 3; **YELLOW** and **BLUE** cells are automatically completed in column 3
2. Complete applicable **GOLD** cells in column and 5

	Upcoming Year's BUDGETED Revenues		What amount of the Budgeted Revenue in col. 2 will be generated at the rate per unit determined by this spreadsheet, OR used as local match for these type revenues?	Budgeted Rate Subsidy Revenue EXcluded from the Rate Base	What amount of the Subsidy Revenue in col. 4 will come from funds to purchase equipment, OR will be used as match for the purchase of equipment?
	from Oct 1st of 2025 to Sept 30th of 2026				
1	2		3	4	5

REVENUES (CTC/Operators ONLY)

Local Non-Govt

Farebox	\$ 360,000
Medicaid Co-Pay Received	\$ 250,000
Donations/ Contributions	\$ -
In-Kind, Contributed Services	\$ -
Other	\$ 179,500
Bus Pass Program Revenue	\$ -

	\$ 360,000	
	\$ 250,000	
	\$ -	
	\$ -	
	\$ 179,500	
	\$ -	

YELLOW cells
are **NEVER** Generated by Applying Authorized Rates

Local Government

District School Board	\$ 45,000
Compl. ADA Services	\$ -
County Cash	\$ 2,319,821
County In-Kind, Contributed Services	\$ -
City Cash	\$ -
City In-Kind, Contributed Services	\$ -
Other Cash	\$ -
Other In-Kind, Contributed Services	\$ -
Bus Pass Program Revenue	\$ -

	\$ 45,000	
	\$ -	
	\$ 2,319,821	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	

BLUE cells
Should be funds generated by rates in this spreadsheet

CTD

Non-Spons. Trip Program	\$ 1,816,703
Non-Spons. Capital Equipment	\$ -
Rural Capital Equipment	\$ -
Other TD	\$ -
Bus Pass Program Revenue	\$ -

	\$ 1,816,703	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -

local match req.

GREEN cells
MAY BE Revenue Generated by Applying
Authorized Rate per Mile/Trip Charges

Fill in that portion of budgeted revenue in Column 2 that will be **GENERATED** through the application of authorized per mile, per trip, or combination per trip plus per mile rates. Also, include the amount of funds that are Earmarked as local match for Transportation Services and **NOT** Capital Equipment purchases.

If the Farebox Revenues are used as a source of Local Match Dollars, then identify the appropriate amount of Farebox Revenue that represents the portion of Local Match required on any state or federal grants. This does not mean that Farebox is the only source for Local Match.

Please review all Grant Applications and Agreements containing State and/or Federal funds for the proper Match Requirement levels and allowed sources.

USDOT & FDOT

49 USC 5307	\$ 8,906,379
49 USC 5310	\$ 1,685,997
49 USC 5311 (Operating)	\$ -
49 USC 5311(Capital)	\$ -
Block Grant	\$ 579,926
Service Development	\$ -
Commuter Assistance	\$ -
Other DOT	\$ 451,141
Bus Pass Program Revenue	\$ -

	\$ 8,906,379	
	\$ 1,685,997	\$ 1,685,997
	\$ -	\$ -
	\$ -	\$ -
	\$ 579,926	
	\$ -	
	\$ -	
	\$ 451,141	

\$ 201,856

\$ -

\$ -

\$ -

\$ 187,333

\$ -

AHCA

Medicaid	\$ -
Other AHCA	\$ -
Bus Pass Program Revenue	\$ -

	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -

DCF

Alcoh, Drug & Mental Health	\$ -
Family Safety & Preservation	\$ -
Comm. Care Dis./Aging & Adult Serv.	\$ 60,000
Other DCF	\$ -
Bus Pass Program Revenue	\$ -

	\$ -	\$ -
	\$ -	\$ -
	\$ 60,000	\$ -
	\$ -	\$ -

DOH

Children Medical Services	\$ -
County Public Health	\$ -
Other DOH	\$ -
Bus Pass Program Revenue	\$ -

	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -

DOE (state)

Carl Perkins	\$ -
Div of Blind Services	\$ -
Vocational Rehabilitation	\$ 10,000
Day Care Programs	\$ -
Other DOE	\$ -
Bus Pass Program Revenue	\$ -

	\$ -	\$ -
	\$ -	\$ -
	\$ 10,000	\$ -
	\$ -	\$ -
	\$ -	\$ -

AWI

WAGES/Workforce Board	\$ -
AWI	\$ -
Bus Pass Program Revenue	\$ -

	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -

DOEA

Older Americans Act	\$ -
Community Care for Elderly	\$ -
Other DOEA	\$ -
Bus Pass Program Revenue	\$ -

	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -

DCA

Community Services	\$ -
Other DCA	\$ -
Bus Pass Program Revenue	\$ -

	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -

GOLD cells

Fill in that portion of Budgeted Rate Subsidy Revenue in Column 4 that will come from Funds Earmarked by the Funding Source for Purchasing Capital Equipment. Also include the portion of Local Funds earmarked as Match related to the **Purchase of Capital Equipment** if a match amount is required by the Funding Source.

Worksheet for Program-wide Rates

CTC: Space Coast Area Version 1.4
 County: Brevard

1. Complete Total Projected Passenger Miles and ONE-WAY Passenger Trips (**GREEN** cells) below

- Do **NOT** include trips or miles related to Coordination Contractors!
- Do **NOT** include School Board trips or miles UNLESS.....
- INCLUDE** all ONE-WAY passenger trips and passenger miles related to services you purchased from your transportation operators!
- Do **NOT** include trips or miles for services provided to the general public/private pay UNLESS..
- Do **NOT** include escort activity as passenger trips or passenger miles unless charged the full rate for service!
- Do **NOT** include fixed route bus program trips or passenger miles!

PROGRAM-WIDE RATES		Fiscal Year
Total <u>Projected</u> Passenger Miles =	601,209	2025 - 2026
Rate Per Passenger Mile = \$	3.14	
Total <u>Projected</u> Passenger Trips =	54,486	Avg. Passenger Trip Length = 11.0 Miles
Rate Per Passenger Trip = \$	34.63	

Rates If No Revenue Funds Were Identified As Subsidy Funds	
Rate Per Passenger Mile = \$	27.72
Rate Per Passenger Trip = \$	305.85

Once Completed, Proceed to the Worksheet entitled "Multiple Service Rates"

Vehicle Miles

The miles that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service.

Vehicle Revenue Miles (VRM)

The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles exclude:

- Deadhead
- Operator training, and
- Vehicle maintenance testing, as well as
- School bus and charter services.

Passenger Miles (PM)

The cumulative sum of the distances ridden by each passenger.

Worksheet for Multiple Service Rates

CTC: **Space Coast Ae** Version 1.4
 County: **Brevard**

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION I: Services Provided

1. Will the CTC be providing any of these Services to transportation disadvantaged passengers in the upcoming budget year?

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No Go to Section II for Ambulatory Service	<input checked="" type="radio"/> Yes <input type="radio"/> No Go to Section II for Wheelchair Service	<input checked="" type="radio"/> Yes <input type="radio"/> No Go to Section II for Stretcher Service	<input type="radio"/> Yes <input checked="" type="radio"/> No STOP! Do NOT Complete Sections II - V for Group Service

SECTION II: Contracted Services

1. Will the CTC be contracting out any of these Services TOTALLY in the upcoming budget year?

Ambulatory	Wheelchair	Stretcher	Group
<input checked="" type="radio"/> Yes <input type="radio"/> No Answer # 2 for Ambulatory Service	<input checked="" type="radio"/> Yes <input type="radio"/> No Answer # 2 for Wheelchair Service	<input checked="" type="radio"/> Yes <input type="radio"/> No Answer # 2 for Stretcher Service	<input type="radio"/> Yes <input checked="" type="radio"/> No Do NOT Complete Section II for Group Service

2. If you answered YES to #1 above, do you want to arrive at the billing rate by simply dividing the proposed contract amount by the projected Passenger Miles / passenger trips?

<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
--	--	--	--

3. If you answered YES to #1 & #2 above, how much is the proposed contract amount for the service? How many of the total projected Passenger Miles relate to the contracted service? How many of the total projected passenger trips relate to the contracted service?

Leave Blank	Leave Blank	Leave Blank	Do NOT Complete Section II for Group Service

Effective Rate for Contracted Services:
 per Passenger Mile =
 per Passenger Trip =

Ambulatory	Wheelchair	Stretcher	Group
<input type="radio"/> Yes <input checked="" type="radio"/> No Go to Section III for Ambulatory Service	<input type="radio"/> Yes <input checked="" type="radio"/> No Go to Section III for Wheelchair Service	<input type="radio"/> Yes <input checked="" type="radio"/> No Go to Section III for Stretcher Service	<input type="radio"/> Yes <input checked="" type="radio"/> No Do NOT Complete Section II for Group Service

4. If you answered # 3 & want a Combined Rate per Trip PLUS a per Mile add-on for 1 or more services, INPUT the Desired per Trip Rate (but must be less than per trip rate in #3 above = Rate per Passenger Mile for Balance =

Combination Trip and Mile Rate			
Leave Blank and Go to Section III for Ambulatory Service	Leave Blank and Go to Section III for Wheelchair Service	Leave Blank and Go to Section III for Stretcher Service	Do NOT Complete Section II for Group Service

Worksheet for Multiple Service Rates

CTC: Space Coast Area Version 1.4
 County: Brevard

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

SECTION III: Escort Service

1. Do you want to charge all escorts a fee?.....

Yes
 No
Skip #2 - 4 and Section IV and Go to Section V

2. If you answered 'Yes' to #1, do you want to charge the fee per passenger trip OR
 per passenger mile?.....

Pass, Trip
 Pass, Mile
Leave Blank

3. If you answered 'Yes' to # 1 and completed # 2, for how many of the projected Passenger Trips / Passenger Miles will a passenger be accompanied by an escort?

Leave Blank
 Leave Blank

4. How much will you charge each escort?.....

SECTION IV: Group Service Loading

1. If the message "You Must Complete This Section" appears to the right, what is the projected total number of Group Service Passenger Miles? (otherwise leave blank).....

Do NOT Complete Section IV

..... And what is the projected total number of Group Vehicle Revenue Miles?

Loading Rate
 0.00 to 1.00

SECTION V: Rate Calculations for Multiple Services:

1. Input Projected Passenger Miles and Passenger Trips for each Service in the GREEN cells and the Rates for each Service will be calculated automatically

- * Miles and Trips you input must sum to the total for all Services entered on the "Program-wide Rates" Worksheet, MINUS miles and trips for contracted services IF the rates were calculated in the Section II above
- * Be sure to leave the service BLANK if you answered NO in Section I or YES to question #2 in Section II

RATES FOR FY:		2025 - 2026	
Projected Passenger Miles (excluding totally contracted services addressed in Section II) =	601,209	522,174	79,035
Rate per Passenger Mile =		\$2.87	\$4.92
Projected Passenger Trips (excluding totally contracted services addressed in Section II) =	54,486	47,131	7,355
Rate per Passenger Trip =		\$31.58	\$54.14
...INPUT the Desired Rate per Trip (but must be less than per trip rate above) =			
Rate per Passenger Mile for Balance =		\$2.87	\$4.92

RATES FOR FY:		2025 - 2026	
Ambul	Wheel Chair	Stretcher	Group
522,174	79,035	0	0
\$2.87	\$4.92	\$0.00	\$0.00
per passenger per passenger per passenger per passenger			
Ambul	Wheel Chair	Stretcher	Group
47,131	7,355	0	0
\$31.58	\$54.14	\$0.00	\$0.00
per passenger per passenger per passenger per passenger			
Combination Trip and Mile Rate			
Ambul	Wheel Chair	Stretcher	Group
0	0	0	0
\$0.00	\$0.00	\$0.00	\$0.00
per passenger per passenger per passenger per passenger			

Rates If No Revenue Funds Were Identified As Subsidy Funds

Rate per Passenger Mile =	Ambul	Wheel Chair	Stretcher	Group
	\$25.34	\$43.44	\$0.00	\$0.00
per passenger per passenger per passenger per passenger				
Rate per Passenger Trip =	Ambul	Wheel Chair	Stretcher	Group
	\$278.95	\$478.21	\$0.00	\$0.00
per passenger per passenger per passenger per passenger				

Worksheet for Multiple Service Rates

1. Answer the questions by completing the GREEN cells starting in Section I for all services
2. Follow the DARK RED prompts directing you to skip or go to certain questions and sections based on previous answers

CTC: **Space Coast Ae** Version 1.4
County: **Brevard**

Program These Rates Into Your Medicaid Encounter Data

ACTION ITEMS
ITEM NUMBER 5B

Approval RE: Annual Operating Report (AOR)

*For further information, please contact: robin.johnson@brevardfl.gov
Strategic Plan Emphasis Area: Technology & Data*

DISCUSSION

Pursuant to Chapter 427, Florida Statutes, Space Coast Area Transit (Brevard's designated Community Transportation Coordinator (CTC) must submit an Annual Operating Report (AOR) due to the Commission for the Transportation Disadvantaged (CTD) by September 15th of each year.

The CTD uses these forms to gather information needed to accurately reflect each CTC's operating data, provide a statewide operational profile of the Florida Coordinated Transportation System, and evaluate certain performance aspects of the coordinated systems individually and as a whole. The CTD also uses data collected in this report to substantiate the need to seek additional funds.

REQUESTED ACTION

Approve the Annual Operating Report for the 2025/2025 State Fiscal Year.

ATTACHMENTS

- 2024-2025 Annual Operating Report, ***Attachment 1***



CTC Organization

County: Brevard

CTC Status: Approved

Fiscal Year: 7/1/2024 - 6/30/2025

CTD Status: Approved

Date Initiated: 9/3/2025

CTC Organization Name: Space Coast Area Transit

Address: 401 South Varr Avenue

City: Cocoa

State: FL

Zip Code: 32922

Organization Type: County

Network Type: Sole Source

Operating Environment: Urban

Transportation Operators: No

Number of Transportation Operators: 0

Coordination Contractors: No

Number of Coordination Contractors: 0

Provide Out of County Trips: No

Local Coordinating Board (LCB) Chairperson: Mimi Hanley

CTC Contact: Terry Jordan

CTC Contact Title: Transit Director

CTC Contact Email: terry.jordan@brevardfl.gov

Phone: (321) 635-7815

CTC Certification

I, Terry Jordan, as the authorized Community Transportation Coordinator (CTC) Representative, hereby certify, under the penalties of perjury as stated in Chapter 837.06, F.S., that the information contained in this report is true, accurate, and in accordance with the accompanying instructions.

CTC Representative (signature): _____

LCB Certification

I, Mimi Hanley, as the Local Coordinating Board Chairperson, hereby, certify in accordance with Rule 41-2.007(6), F.A.C. that the Local Coordinating Board has reviewed this report and the Planning Agency has received a copy.

LCB Chairperson (signature): _____



CTC Trips

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area Transit

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Service Type - One Way						
Fixed Route/Fixed Schedule						
Daily Pass Trips	336,421	N/A	336,421	292,430	N/A	292,430
Weekly Pass Trips	14,214	N/A	14,214	9,657	N/A	9,657
Monthly Pass Trips	27,948	N/A	27,948	25,200	N/A	25,200
Deviated Fixed Route Service	0	N/A	0	0	N/A	0
Complementary ADA Service	0	N/A	0	0	N/A	0
Paratransit						
Ambulatory	115,653	0	115,653	95,164	0	95,164
Non-Ambulatory	10,814	0	10,814	11,983	0	11,983
Stretcher	0	0	0	0	0	0
Transportation Network Companies	0	N/A	0	0	N/A	0
Taxi	0	N/A	0	0	N/A	0
School Board (School Bus)	12,522	N/A	12,522	13,602	N/A	13,602
Volunteers	0	N/A	0	0	N/A	0
Total - Service Type	517,572	0	517,572	448,036	0	448,036
Contracted Transportation Operator						
How many of the total trips were provided by Contracted Transportation Operators? (If the CTC provides transportation services, do not include the CTC)	0	N/A	0	0	N/A	0
Total - Contracted Transportation Operator Trips	0	0	0	0	0	0
Revenue Source - One Way						
Agency for Health Care Administration (AHCA)	0	0	0	0	0	0
Agency for Persons with Disabilities (APD)	26,793	0	26,793	26,343	0	26,343
Comm for the Transportation Disadvantaged (CTD)	54,838	N/A	54,838	57,795	N/A	57,795
Dept of Economic Opportunity (DEO)	0	0	0	0	0	0
Dept of Children and Families (DCF)	0	0	0	0	0	0
Dept of Education (DOE)	27,948	0	27,948	25,200	0	25,200
Dept of Elder Affairs (DOEA)	11,838	0	11,838	4,001	0	4,001
Dept of Health (DOH)	0	0	0	0	0	0
Dept of Juvenile Justice (DJJ)	0	0	0	0	0	0
Dept of Transportation (DOT)	108,638	0	108,638	88,852	0	88,852
Local Government	121,161	0	121,161	102,454	0	102,454
Local Non-Government	166,356	0	166,356	143,391	0	143,391
Other Federal & State Programs	0	0	0	0	0	0
Total - Revenue Source	517,572	0	517,572	448,036	0	448,036



CTC Trips (cont'd)

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area Transit

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Passenger Type - One Way						
Older Adults	172,961	0	172,961	157,584	0	157,584
Children At Risk	38,848	0	38,848	34,346	0	34,346
Persons With Disabilities	88,671	0	88,671	74,271	0	74,271
Low Income	155,939	0	155,939	130,614	0	130,614
Other	61,153	0	61,153	51,221	0	51,221
Total - Passenger Type	517,572	0	517,572	448,036	0	448,036
Trip Purpose - One Way						
Medical	58,142	0	58,142	53,185	0	53,185
Employment	195,324	0	195,324	168,397	0	168,397
Education/Training/Daycare	179,756	0	179,756	149,690	0	149,690
Nutritional	8,760	0	8,760	3,389	0	3,389
Life-Sustaining/Other	75,590	0	75,590	73,375	0	73,375
Total - Trip Purpose	517,572	0	517,572	448,036	0	448,036
Unduplicated Passenger Head Count (UDPHC)						
UDPHC	11,322	0	11,322	9,301	0	9,301
Total - UDPHC	11,322	0	11,322	9,301	0	9,301
Unmet & No Shows						
Unmet Trip Requests	24	N/A	24	9	N/A	9
No Shows	8,624	N/A	8,624	7,263	N/A	7,263
Customer Feedback						
Complaints	28	N/A	28	13	N/A	13
Commendations	30	N/A	30	12	N/A	12



CTC Vehicles & Drivers

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area Transit

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Vehicle Miles						
Deviated Fixed Route Miles	0	N/A	0	0	N/A	0
Complementary ADA Service Miles	0	N/A	0	0	N/A	0
Paratransit Miles	1,251,769	0	1,251,769	1,252,198	0	1,252,198
Transportation Network Companies (TNC) Miles	0	N/A	0	0	N/A	0
Taxi Miles	0	N/A	0	0	N/A	0
School Board (School Bus) Miles	25,836	N/A	25,836	28,018	N/A	28,018
Volunteers Miles	0	N/A	0	0	N/A	0
Total - Vehicle Miles	1,277,605	0	1,277,605	1,280,216	0	1,280,216
Roadcalls & Accidents						
Roadcalls	17	0	17	16	0	16
Chargeable Accidents	0	0	0	1	0	1
Vehicle Inventory						
Total Number of Vehicles	116	0	116	131	0	131
Number of Wheelchair Accessible Vehicles	86	0	86	98	0	98
Drivers						
Number of Full Time & Part Time Drivers	24	0	24	24	0	24
Number of Volunteer Drivers	121	0	121	128	0	128



CTC Revenue Sources

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area Transit

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

Revenue Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Agency for Health Care Administration (AHCA)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Agency for Persons with Disabilities (APD)	\$ 137,646	\$ 0	\$ 137,646	\$ 125,987	\$ 0	\$ 125,987
Dept of Economic Opportunity (DEO)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Children and Families (DCF)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Education (DOE)	\$ 4,326	\$ 0	\$ 4,326	\$ 5,094	\$ 0	\$ 5,094
Dept of Elder Affairs (DOEA)	\$ 43,106	\$ 0	\$ 43,106	\$ 6,000	\$ 0	\$ 6,000
Dept of Health (DOH)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Dept of Juvenile Justice (DJJ)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commission for the Transportation Disadvantaged (CTD)						
Non-Sponsored Trip Program	\$ 1,631,089	N/A	\$ 1,631,089	\$ 1,727,233	N/A	\$ 1,727,233
Non-Sponsored Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Rural Capital Equipment	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
TD Other	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Department of Transportation (DOT)						
49 USC 5307	\$ 2,451,821	\$ 0	\$ 2,451,821	\$ 1,886,270	\$ 0	\$ 1,886,270
49 USC 5310	\$ 158,575	\$ 0	\$ 158,575	\$ 0	\$ 0	\$ 0
49 USC 5311	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
49 USC 5311 (f)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Block Grant	\$ 760,786	\$ 0	\$ 760,786	\$ 1,066,887	\$ 0	\$ 1,066,887
Service Development	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Commuter Assistance Program	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other DOT	\$ 418,930	\$ 0	\$ 418,930	\$ 435,748	\$ 0	\$ 435,748
Local Government						
School Board (School Bus)	\$ 166,081	N/A	\$ 166,081	\$ 149,639	N/A	\$ 149,639
County Cash	\$ 747,388	\$ 0	\$ 747,388	\$ 767,407	\$ 0	\$ 767,407
County In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Cash	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Cash	\$ 23,353	\$ 0	\$ 23,353	\$ 26,390	\$ 0	\$ 26,390
Other In-Kind	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Local Non-Government						
Farebox	\$ 268,788	\$ 0	\$ 268,788	\$ 855,356	\$ 0	\$ 855,356
Donations/Contributions	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
In-Kind Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Non-Government	\$ 125,693	\$ 0	\$ 125,693	\$ 115,499	\$ 0	\$ 115,499
Other Federal & State Programs						
Other Federal Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other State Programs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total - Revenue Sources	\$ 6,937,582	\$ 0	\$ 6,937,582	\$ 7,167,510	\$ 0	\$ 7,167,510



CTC Expense Sources

County: Brevard

CTC Status: Approved

CTC Organization: Space Coast Area Transit

Fiscal Year: 07/01/2024 - 06/30/2025

CTD Status: Approved

Expense Sources	Selected Reporting Period			Previous Reporting Period		
	CTC & Transportation Operators	Coordination Contractors	Total	CTC & Transportation Operators	Coordination Contractors	Total
Labor	\$ 1,838,403	\$ 0	\$ 1,838,403	\$ 1,896,038	\$ 0	\$ 1,896,038
Fringe Benefits	\$ 485,374	\$ 0	\$ 485,374	\$ 436,812	\$ 0	\$ 436,812
Services	\$ 1,836,426	\$ 0	\$ 1,836,426	\$ 1,591,232	\$ 0	\$ 1,591,232
Materials & Supplies Consumed	\$ 667,622	\$ 0	\$ 667,622	\$ 653,662	\$ 0	\$ 653,662
Utilities	\$ 30,950	\$ 0	\$ 30,950	\$ 29,671	\$ 0	\$ 29,671
Casualty & Liability	\$ 123,467	\$ 0	\$ 123,467	\$ 83,247	\$ 0	\$ 83,247
Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Miscellaneous	\$ 2,987	\$ 0	\$ 2,987	\$ 16,947	\$ 0	\$ 16,947
Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Leases & Rentals	\$ 2,336	\$ 0	\$ 2,336	\$ 13,484	\$ 0	\$ 13,484
Capital Purchases	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Contributed Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Allocated Indirect Expenses	\$ 582,879	\$ 0	\$ 582,879	\$ 564,059	\$ 0	\$ 564,059
Purchased Transportation Services						
Bus Pass	\$ 17,530	N/A	\$ 17,530	\$ 15,997	N/A	\$ 15,997
School Board (School Bus)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Transportation Network Companies (TNC)	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Taxi	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Contracted Operator	\$ 0	N/A	\$ 0	\$ 0	N/A	\$ 0
Total - Expense Sources	\$ 5,587,974	\$ 0	\$ 5,587,974	\$ 5,301,149	\$ 0	\$ 5,301,149

County: Brevard
 CTC: Space Coast Area Transit
 Contact: Terry Jordan
 401 South Varr Avenue
 Cocoa, FL 32922
 321-635-7815

Email: terry.jordan@brevardfl.gov

Demographics	Number
Total County Population	0
Unduplicated Head Count	11,322



Trips By Type of Service	2023	2024	2025	Vehicle Data	2023	2024	2025
Fixed Route (FR)	410,780	327,287	378,583	Vehicle Miles	1,185,065	1,280,216	1,277,605
Deviated FR	0	0	0	Roadcalls	14	16	17
Complementary ADA	0	0	0	Accidents	2	1	0
Paratransit	117,413	107,147	126,467	Vehicles	128	131	116
TNC	0	0	0	Drivers	139	152	145
Taxi	0	0	0				
School Board (School Bus)	14,066	13,602	12,522				
Volunteers	0	0	0				
TOTAL TRIPS	542,259	448,036	517,572				

Passenger Trips By Trip Purpose	2023	2024	2025
Medical	61,735	53,185	58,142
Employment	214,497	168,397	195,324
Ed/Train/DayCare	187,005	149,690	179,756
Nutritional	3,055	3,389	8,760
Life-Sustaining/Other	75,967	73,375	75,590
TOTAL TRIPS	542,259	448,036	517,572

Financial and General Data	2023	2024	2025
Expenses	\$5,738,614	\$5,301,149	\$5,587,974
Revenues	\$6,450,739	\$7,167,510	\$6,937,582
Commendations	12	12	30
Complaints	3	13	28
Passenger No-Shows	7,289	7,263	8,624
Unmet Trip Requests	22	9	24

Passenger Trips By Revenue Source	2023	2024	2025
CTD	54,289	57,795	54,838
AHCA	0	0	0
APD	23,682	26,343	26,793
DOEA	6,036	4,001	11,838
DOE	17,880	25,200	27,948
Other	440,372	334,697	396,155
TOTAL TRIPS	542,259	448,036	517,572

Performance Measures	2023	2024	2025
Accidents per 100,000 Miles	0.17	0.08	0
Miles between Roadcalls	84,648	80,014	75,153
Avg. Trips per Passenger	54.19	48.17	45.71
Cost per Trip	\$10.58	\$11.83	\$10.80
Cost per Paratransit Trip	\$48.70	\$49.33	\$44.05
Cost per Total Mile	\$4.84	\$4.14	\$4.37
Cost per Paratransit Mile	\$4.95	\$4.22	\$4.45

Trips by Provider Type	2023	2024	2025
CTC	542,259	448,036	517,572
Transportation Operator	0	0	0
Coordination Contractor	0	0	0
TOTAL TRIPS	542,259	448,036	517,572

ACTION ITEMS
ITEM NUMBER 5C

Approval RE: Annual Elections of Vice Chair and Grievance Subcommittee

*For further information, please contact: patricia.rendon@sctpo.com
Strategic Plan Emphasis Area: Leadership*

DISCUSSION

The Transportation Disadvantaged Local Coordinating Board Grievance Committee is comprised of the Chair, Vice-Chair, and three At-Large TDLCB Members.

Committee	Position	Currently held by
TDLCB/Grievance Committee	Vice-Chair	Camille Tate
Grievance Committee	At-large Member	Anna-May Smith
Grievance Committee	At-large Member	Kelly Myers
Grievance Committee	At-large Member	Carlos Colon

REQUESTED ACTION

Elect the 2026 Vice Chair and Grievance Subcommittee.

ATTACHMENTS

- TDLCB Vice Chair and Grievance Subcommittee Election Presentation, ***Attachment 1***



Annual Elections of Vice-Chair and Grievance Committee

November 17, 2025

Election Process



- Positions
 - Vice-Chair for the TDLCB
 - (3) At-large TDLCB members
 - Together, the Chair, Vice-Chair and (3) At-large members make up the **Grievance Subcommittee**
- Open the floor to nominations for each position, one at a time
 - Nominations do not need to be seconded
 - Members may be self-nominated
 - Alternates cannot make nominations if their voting member is present
 - If only one candidate is nominated, they are declared elected by acclamation, a motion and second will be requested to approve the election
 - Multiple nominations will lead to a vote by show of hands/simple majority
 - If the current member wishes to retain their position, they must still be nominated with a motion and a second to approve
- Call for further nominations, hearing none, nominations will close
- After all nominations have been made, the position will be put to a vote and approved by a motion and second

Election of Officers



- In accordance with PLC-1 in the SCTPO policy, the Transportation Disadvantaged Local Coordinating Board shall elect a Vice-Chair at the last regularly scheduled meeting of the calendar year
- The officers shall serve for a period of one (1) year, starting on January 1st each year until December 31st, or until a successor is selected, whichever event occurs later in time.
- **VICE-CHAIR:** The Vice-Chair shall serve as Chair in the absence of the Chair.
- In the absence of a Chair and Vice-Chair, the committee may appoint for that particular meeting any official member in attendance to chair the meeting.

Election of TDLCB Vice-Chair



Position	Currently Held By
Vice-Chair	Camille Tate

Election of TDLCB At-large Members



Position	Currently Held By
At-large Member #1	Anna-May Smith
At-large Member #2	Kelly Myers
At-large Member #3	Carlos Colon

Contact



Zoe McNeely

Board Services Administrator

2725 Judge Fran Jamison Way Building B

Melbourne, FL 32940

Phone: (321) 690-6890

Email: zoe.mcneely@sctpo.com

sctpo.com



PRESENTATIONS
ITEM NUMBER 6A
Draft 2025 Public Participation Plan

*For further information, please contact: abby.hemenway@sctpo.com
Strategic Plan Emphasis Area: Leadership*

DISCUSSION

The Space Coast Transportation Planning Organization (SCTPO) has opened a 45-day public comment period for the 2025 DRAFT Public Participation Plan (PPP) — a blueprint for how we inform, involve, and engage the community in transportation planning across Brevard County.

The PPP outlines the SCTPO’s participation processes, methods, and tools to ensure transparency, accessibility, and equitable engagement for all residents. All SCTPO planning work products and major amendments must follow the requirements outlined in the PPP. Public input helps ensure the plan reflects the needs and priorities of our community.

The Public Participation Plan is reviewed at a minimum of every 3 years, or as needed, for possible revisions. The Draft Plan has been open for public comment since October 27, 2025, and will remain available for review until the goal of adoption at the SCTPO Governing Board Meeting on December 11, 2025.

Staff will review the purpose and status of the 2025 Public Participation Plan.

REQUESTED ACTION

As desired by the TDLCB.

ATTACHMENTS

- Draft 2025 Public Participation Plan, ***Attachment 1***



DRAFT 2025 PUBLIC PARTICIPATION PLAN

Space Coast Transportation Planning Organization

Public Comment Period: October 27, 2025 – December 11, 2025

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Who We Are



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

Fast Facts



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



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



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

What is Transportation Planning?

Transportation planning is the process of identifying, evaluating, and prioritizing transportation needs in our community to create a safer, more connected, and efficient system for everyone, whether you drive, bike, walk, or take transit.

What is Public Participation?



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.

What is the Public Participation Plan?

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

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

PPP Public Comment Period

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

- The Draft PPP document is posted on the SCTPO website (www.sctpo.com) at least **45 days prior** to SCTPO Board consideration, beginning the public comment period notice.
- All public comments are recorded and included in the final PPP. This document states how each comment was addressed.

Other PPP public notice strategies:

- Press Release Announcement and SCTPO Newsletter Features
- Social Media Posts
- In-person, written, or electronic comments via the Public Comment Portal




HIGHLIGHTS

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

Solicitation for Public Participation Plan Comments

The information and perspectives gathered through public participation provide transportation planners and decision-makers with clear direction and lead to a more meaningful and comprehensive planning process. This document provides the framework for public participation to be followed by the SCTPO. Citizens are able to submit public comments at any point during the public comment, adoption, or amendment periods.

When can I make comments on the PPP?

Public Comment Period	Adoption	Amendments
<p>45 days prior to adoption October 27 - December 11, 2025</p>	<p>The PPP is updated and adopted every three years.</p>	<p>Conducted on an as needed basis.</p>
	<p>Public notice of adoption will be posted within the Governing Board Meeting agenda on the SCTPO website at least 7 days prior to consideration for approval.</p>	<p>Public notice of all amendments will be posted within the Governing Board Meeting agenda on the SCTPO website at least 7 days prior to consideration for approval.</p>

PPP Modifications & Amendments

Modifications: a minor revision to the PPP. It includes minor changes that typically involve items such as corrections and revisions to content that is not relevant to any associated public comment process. **Modifications do not require a public comment review period.*

Amendments: requires public review and a public comment period of seven days. Proposed amendments include changing any core work products' public participation process or public comment period. Examples include adding or deleting any methods of public participation tools or changing the length of a public comment period for a core work product.

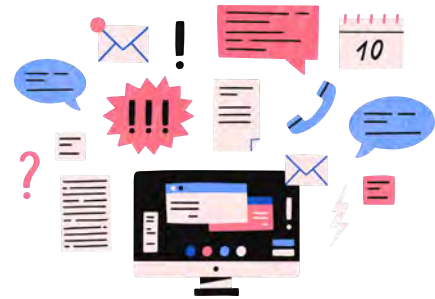
Public Participation Plan Public Notification Documentation

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

Public citizens may submit comments and questions:

- **Online:** [2025 DRAFT Public Participation Plan Comment Portal](#)
- **Email:** abby.hemenway@sctpo.com
- **Phone:** 321-690-6890
- **In writing:**

Attn: Public Information & Outreach Manager
Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way
Building B, Room 105
Melbourne, FL 32940



Where can I view the PPP document?

To view the full document, visit spacecoasttpo.com/PPP.
Hard copies are available, upon request.



Methods of Public Notification

- **Upcoming Notice:** Provided at TAC/CAC Meeting (October 6, 2025); SCTPO Governing Board Meeting (October 11, 2025) - can be viewed on YouTube channel; TDLCB Meeting (November 17, 2025)
- **Website advertisements**
- **Press Release**
- **Newsletter Features**
- **Flyer Distribution**
- **Social Media Posts and Boosted Content**
- **Event Outreach**
- **SCTPO Governing Board, TAC/CAC, BPTAC, TDLCB Meetings (If applicable)**



How Do I Get Involved?

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



CALL US

321-690-6890

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



VISIT OR WRITE TO US

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



EMAIL US

General Inquiries: tpostaff@sctpo.com

Title VI/Limited English Proficiency: abby.hemenway@sctpo.com



VISIT OUR WEBSITE & SOCIAL MEDIA CHANNELS

-  @SCTPO
 -  @SpaceCoastTPO
 -  Space Coast TPO
 -  SCTPO
 -  www.SCTPO.com
-



PARTICIPATE IN PERSON OR ATTEND AN EVENT

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



VOLUNTEER TO SERVE ON A COMMITTEE

If you're interested in serving on an SCTPO advisory committee, contact us first at 321-690-6890 or visit our website to learn more about each committee. Our team can guide you through the process and connect you with your local representatives, if a nomination is required.

Governing Board Member Designation

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

2025 SCTPO Governing Board Members
Updated 2.5.2025

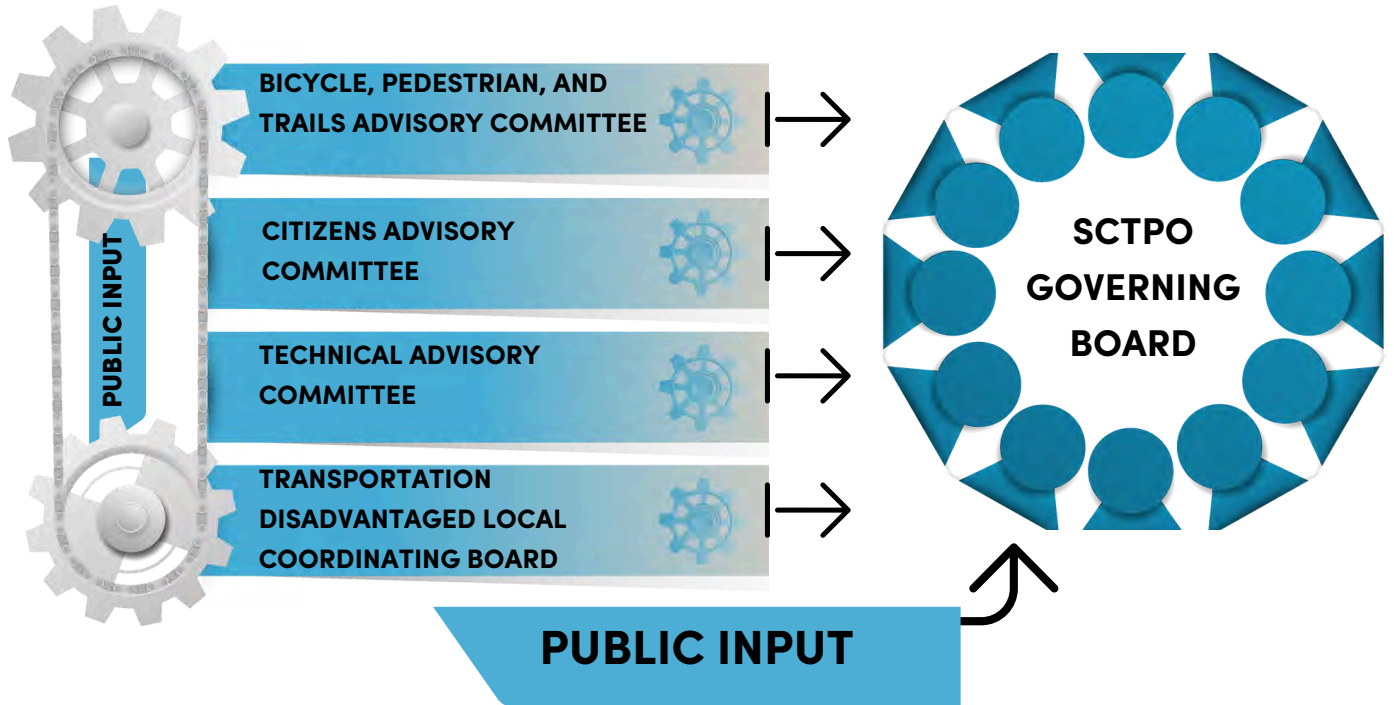
The infographic features a central map of the Space Coast Turnpike Overlay District (SCTPO) with 19 callouts pointing to specific geographic areas. Each callout is accompanied by a circular portrait of a board member and their name and title. The members are distributed as follows:

- City of Titusville:** Herman Cole, Jr. (Vice Mayor)
- City of Cocoa:** Andrew Connors (Mayor)
- City of Rockledge:** Frank Forester (Deputy Mayor)
- City of Palm Bay:** Mike Hammer, Jr. (Council Member)
- City of West Melbourne:** Mike Jaffe (Deputy Mayor)
- City of Melbourne:** Mimi Hanley (Council Member), Julie Kennedy (Council Member), Marcus Smith (Council Member)
- North Beaches Coalition (Cape Canaveral and Cocoa Beach):** Keith Capizzi (Cocoa Beach Mayor)
- South Beaches Coalition (Indian Harbour Beach, Satellite Beach, Indialantic, Melbourne Beach):** Carrie Foy (Indialantic Council Member)
- Brevard County:** Katie Delaney (District 1 Commissioner), Jerry Allender (Canaveral Port Authority Commissioner), Tom Goodson (District 2 Commissioner), Rob Feltner (District 4 Commissioner), Thad Altman (District 5 Commissioner), Kim Adkinson (District 3 Commissioner)
- SCTPO Board Chair:** Andrea Young (Mayor)

SPACE COAST TPO

Committee Input to the Governing Board

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



Participation in Advisory Committees

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 in accordance with Florida's Government-in-the-Sunshine Law [s.286.011, F.S.]. Committee agendas are posted online at www.sctpo.com, seven days in advance of the meeting.

If you are interested in participating in an advisory committee, please review the next few pages to learn more about each committee's purpose and member criteria.



Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC)

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

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

Meetings: The BPTAC meets on the third Monday of every other month. Meetings begin at 5:30 p.m. and are typically held in the Florida Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route.

The current agenda is posted online at www.sctpo.com, seven days in advance of the meeting. Meetings are recorded and available on the SCTPO's [YouTube channel](#). **Dates, times, and facility rooms are subject to change. Likewise, emergency situations may require the SCTPO to host meetings virtually.*



Citizens Advisory Committee (CAC)

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

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



Meetings: The CAC meets jointly with the TAC on the Monday prior to the SCTPO Governing Board Meeting. Meetings begin at 9:30 a.m. and are typically held at the Center for Collaboration located at 1100 Rockledge Blvd, US 1, Rockledge, FL 32955. This facility is on a public Space Coast Area Transit route.

The current agenda is posted online at www.sctpo.com, seven days in advance of the meeting. Meetings are broadcasted live and available on the SCTPO's [YouTube channel](#). **There are typically no meetings in the months of January, June, August, and November. Dates, times, and facility rooms are subject to change. Likewise, emergency situations may require the SCTPO to host meetings virtually.*

Technical Advisory Committee (TAC)

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

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

- Brevard County Emergency Management
- Brevard County Housing & Human Services
- Brevard County Public Works
- Brevard County School Board
- Canaveral Port Authority
- Melbourne Orlando International Airport
- St. Johns River Water Waste Management
- Space Coast Area Transit
- Space Coast Office of Tourism
- Space Florida
- Titusville-Cocoa (TICO) Airport Authority
- Valkaria Airport



Meetings: The TAC meets jointly with the CAC on the Monday prior to the SCTPO Governing Board Meeting. Meetings begin at 9:30 a.m. and are typically held at the Center for Collaboration located at 1100 Rockledge Blvd, US 1, Rockledge, FL 32955. This facility is on a public Space Coast Area Transit route.

The current agenda is posted online at www.sctpo.com, seven days in advance of the meeting. Meetings are broadcasted live and available on the SCTPO's [YouTube channel](#). **There are typically no meetings in the months of January, June, August, and November. Dates, times, and facility rooms are subject to change. Likewise, emergency situations may require the SCTPO to host meetings virtually.*

Transportation Disadvantaged Local Coordinating Board (TDLCB)

The SCTPO administers the Transportation Disadvantaged Local Coordinating Board (TDLCB), overseeing its operations and the annual appointment of the TDLCB Chair. The TDLCB is dedicated to ensuring transportation opportunities are available for all residents, regardless of age, ability, or economic status. The board also provides direction and advice to Space Coast Area Transit in the provision of transportation services.

Under the leadership of the SCTPO and through collaboration with [Space Coast Area Transit](#), the TDLCB meets quarterly to oversee the Transportation Disadvantaged Service Plan at a local level, by providing input on various issues, plans, and programs. Categorical appointments representing participating agencies and citizen advocates are made in compliance with Florida Statute 427. Bylaws and Grievance Procedures are updated annually.

Meetings: The TDLCB meets quarterly, typically on a Monday beginning at 10:30 a.m. and meetings are routinely held in the Florida Room in Building C within the Viera Government Center located at 2725 Judge Fran Jamieson Way, Melbourne, FL 32940. This facility is on a public Space Coast Area Transit route.

The current agenda is posted online at www.sctpo.com, seven days in advance of the meeting. Meetings are recorded and available on the SCTPO's [YouTube channel](#). **Dates, times, and facility rooms are subject to change. Likewise, emergency situations may require the SCTPO to host meetings virtually.*



State & Federal Certifications



Infrastructure Investment and Jobs Act

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



State Certification

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



Federal Certification

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

Where can I view State and Federal Certifications?

To view the full document, visit spacecoasttpo.com/Certifications

Hard copies are available, upon request.



SCTPO Core Work Products & Plans

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



Core Work Products

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

Core work products include:

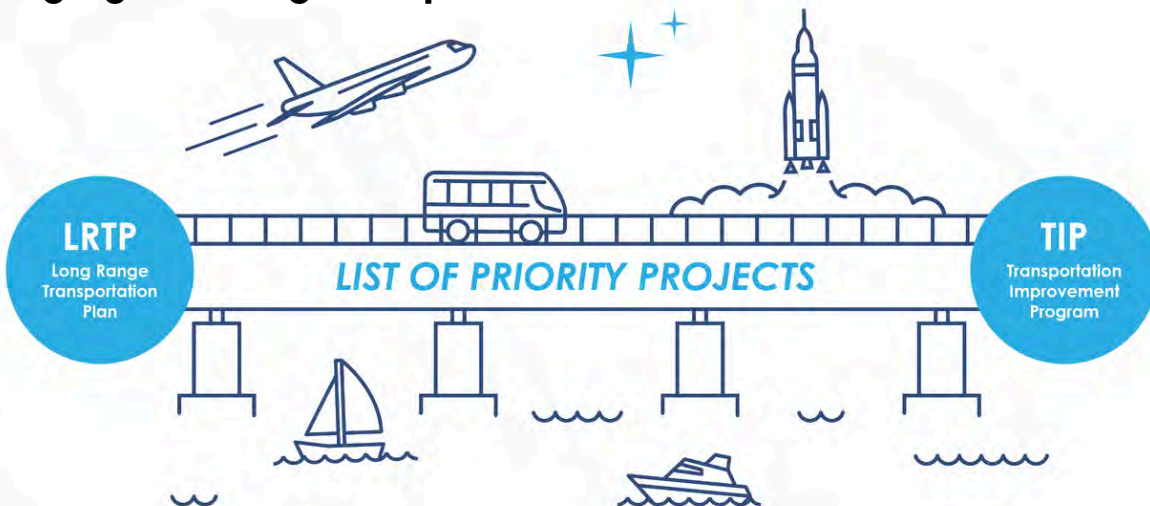
- Long Range Transportation Plan (LRTP)
- List of Project Priorities (LoPP)
- Transportation Improvement Program (TIP)
- Unified Planning Work Program (UPWP)
- Public Participation Plan (PPP)
- Transportation Studies

Check out the Core Work Product Public Participation Summary

To view a detailed timeline of core work product public participation processes, turn to page 29.



Bridging Planning to Implementation



The LoPP is the bridge from vision to reality, connecting LRTP goals to funded projects in the TIP.

When funding becomes available, projects move from planning to implementation.

Long Range Transportation Plan (LRTP)

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

LRTP Public Participation Process

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

The LRTP has its own public participation plan which includes target audience outreach efforts that may include:

- **LRTP Project Website/Dashboard**
- **Newsletter/Press Releases**
- **News Media Features**
- **Social Media Posts**
- **Outreach Events**
- **Public Comment Portal**
- **Public Polls or Surveys**
- **Public Workshops**
- **Underserved Populations Outreach**
- **Stakeholder Meetings**
- **SCTPO Governing Board, TAC/CAC, BPTAC, TDLCB Meetings (If applicable)**



HIGHLIGHTS

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

When can I make comments on the LRTP?

Public Comment Period

Adoption

Amendments

30 days prior to adoption

Available for public review and comment for 30 days before adoption.

The LRTP is updated and adopted **every five years**.

Conducted on an as needed basis.



Public notice of the document's adoption and the Governing Board meeting agenda will be posted on the SCTPO website at least seven days before the meeting.

Public notice and meeting materials will be posted at least seven days prior to amendment consideration, allowing time for public comment.

LRTP Modifications & Amendments

Any local government or agency (such as FDOT) may submit a request to the SCTPO to modify or amend the LRTP.

Modifications: 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 minor changes to funding sources. **Modifications do not require a demonstration of fiscal constraint or a public comment review.*

Amendments: requires public review, public comment period of seven days, and assurance of fiscal constraint. Proposed amendments include adding or deleting projects from the LRTP Cost Feasible Plan and major changes to project costs, estimated time frames for project phases, and scopes for existing projects. Florida Statute requires that the SCTPO Governing Board adopt any amendments to the LRTP by a recorded roll call vote of the majority of the membership present.

Where can I view the LRTP document?

To view the full document, visit spacecoasttpo.com/LRTP.

Hard copies are available, upon request.



List of Project Priorities (LOPP)

The [List of Project Priorities \(LoPP\)](#) contains a list of unfunded highway, technology and bicycle and pedestrian projects. The LoPP serves as a bridge document between the SCTPO's [Long Range Transportation Plan](#) and the five-year [Transportation Improvement Program](#).

Once long-term needs are determined by the 20-year long range plan, projects are prioritized and put on the List of Project Priorities, a funding waiting list. When funding becomes available, the project moves to the five-year plan. The process begins with a call for projects each year. Staff works with members of the Transportation Subcommittee to develop a draft list that builds on the list from the previous year. The draft LoPP then goes through SCTPO's advisory committees and governing board for comment, review and adoption.

LoPP Public Participation Process

The draft LoPP is presented to the public for comment at the SCTPO's Annual Open House, prior to consideration by the SCTPO's advisory committees and Governing Board. Commenting on the LoPP is to comment on where the individual projects rank, not the details of construction.

HIGHLIGHTS

- Reflects the SCTPO's priority transportation projects
- Outlines upcoming highway, technology, and bicycle & pedestrian projects in line for funding
- Projects must be in the LoPP in order to be considered for funding
- Adopted annually



When can I make comments on the LoPP?

Public Comment Period

Adoption

Amendments

30 days prior to adoption

Available for public review and comment for 30 days before adoption.

The LoPP is updated and adopted **annually**.

Conducted on an as needed basis.



Public notice of the document's adoption and the Governing Board meeting agenda will be posted on the SCTPO website at least seven days before the meeting.

Public notice and meeting materials will be posted at least seven days prior to amendment consideration, allowing time for public comment.

LoPP Modifications & Amendments

In the event a project needs to be added to the LoPP, SCTPO staff will amend the list and take it back to the committees and SCTPO Governing Board for approval.

Amendments: requires public review and a public comment period of seven days.

Where can I view the LoPP document?

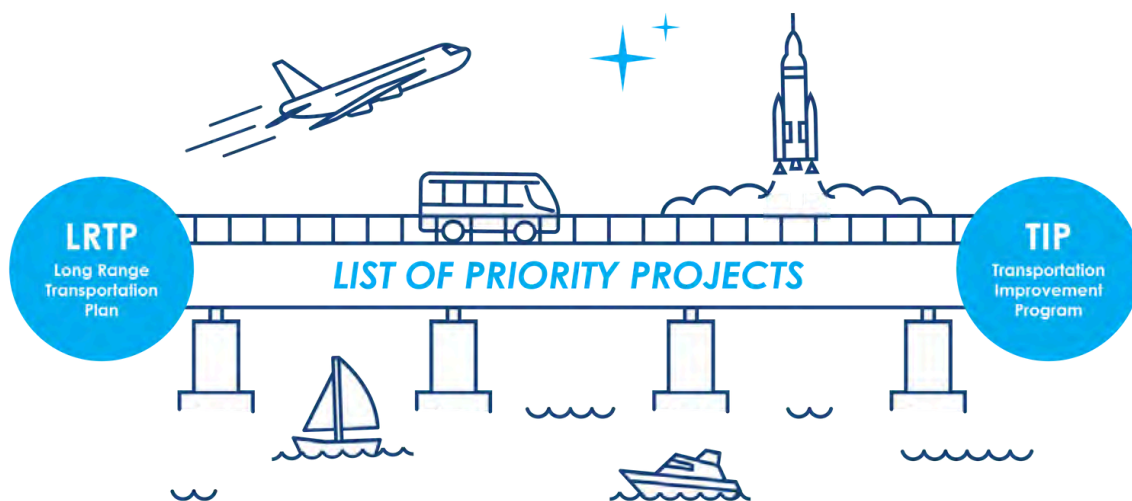
To view the full document, visit spacecoasttpo.com/LoPP.

Hard copies are available, upon request.



Connecting the Dots: From Long-Term Vision to Funded Projects

The SCTPO coordinates local, state, and federal funding and works with the public, its board of elected officials, committee members, government agencies, and multimodal partners to identify transportation needs and advance projects. Once long-term needs are determined through the Long Range Transportation Plan (LRTP), projects are prioritized and added to the List of Project Priorities (LoPP) – a funding “waiting list.” The LoPP acts as a bridge between the vision and action. When funding becomes available, projects move from the LoPP into the five-year TIP, which provides a realistic financial forecast of state- and federally funded projects scheduled for implementation.



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

The TIP includes the following types of projects:

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

Transportation Improvement Program (TIP)

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

From roadways to bicycle and pedestrian facilities to emerging traffic technologies, the TIP outlines every transportation project slated for funding over the next five years. It serves as the SCTPO's financial forecast and short-range implementation tool, ensuring that infrastructure investments align with projected funding and the community's growing needs. The TIP is updated annually to reflect the latest project details and is shaped through continuous public input.

How are projects in the TIP solicited?

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

HIGHLIGHTS

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



TIP Public Participation Process

Before adoption, the SCTPO posts the TIP for public review and comment on its website and presents the TIP at advertised public meetings to interested parties.

Interested parties include:

- Citizens
- Affected public agencies, including federal land management agencies
- Representatives of public transportation employees
- Freight shippers, providers of freight transportation services
- Representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities
- Representatives of the disabled community

All comments received are addressed, and revisions are made, where appropriate. Once approved, the SCTPO has an interactive web-based TIP Tool that allows the public to utilize the information in a flexible, visual format. Visitors can generate either the entire TIP document, including maps, or a smaller custom-designed document covering only those projects of particular interest.

Where can I view the TIP document?

To view the full document or in summary form, visit spacecoasttpo.com/TIP.

Hard copies are available, upon request.




The draft TIP document is posted on the SCTPO website at least **30 days prior** to SCTPO Board consideration and so begins the notice for public comment period.

- All public comments are recorded and included in the final TIP. This document states how each comment was addressed.

Other TIP public notice strategies:

- **Input at local jurisdiction meetings on specific projects**
- **SCTPO Newsletter/Press Releases**
- **Social Media Posts**
- **SCTPO Open House**
- **In-person, written, or electronic comments at SCTPO Governing Board, TAC/CAC, BPTAC, TDLCB Meetings (If applicable)**

When can I make comments on the TIP?

Public Comment Period	Adoption	Amendments
<p>30 days prior to adoption Available for public review and comment for 30 days before adoption.</p>	<p>The TIP is updated and adopted annually.</p>	<p>Conducted on an as needed basis.</p>
	<p>Public notice of the document's adoption and the Governing Board meeting agenda will be posted on the SCTPO website at least seven days before the meeting.</p>	<p>Public notice and meeting materials will be posted at least seven days prior to amendment consideration, allowing time for public comment.</p>

TIP Modifications & Amendments

Modifications: includes minor changes to project phases, costs, funding sources of previously included projects, or initiation dates. **Modifications do not require a demonstration of fiscal constraint or a public comment review.*

Amendments: a revision that involves a major project change, including the addition or deletion of a project, or a major change in cost, phase, fiscal year, or design concept or scope (i.e., changing project termini). Requires a public comment period of seven days, a verification of financial constraints, and a public meeting. Florida Statute requires that the SCTPO Governing Board adopt any amendments to the TIP by a recorded roll call vote of the majority of the membership present.



Work Product Emergency Approvals

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

State Transportation Improvement Program (STIP)

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

The Secretary of the Department of Transportation cannot approve a TIP for inclusion in the STIP that does not come from a currently approved LRTP or a TIP that includes projects that have not been properly amended into the LRTP and approved by the SCTPO. Additionally, projects selected for inclusion in the TIP are consistent with federal requirements and FDOT's Tentative Work Program, financially feasible for the appropriate funding category and reflect the SCTPO's priorities. All projects in the TIP are consistent (to the maximum extent feasible) with port, aviation and spaceport master plans, transit development plan and local government comprehensive plans, and are selected in part based on the public comment received under the SCTPO's Public Participation process.



Unified Planning Work Program

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

UPWP Public Participation Process

In an adoption year, a draft UPWP is **available by March 15th** for transmittal to FDOT, federal agencies, and the public. Before adoption, the SCTPO will post the UPWP for public review prior to approval at a SCTPO Governing Board Meeting. The final UPWP shall be approved by the SCTPO Governing Board and submitted by May 15th to the FDOT District 5 Office in the adoption year.

The draft UPWP document is posted on the SCTPO website by March 15th, which begins the 30-day **notice** for the public comment period.

- All public comments are recorded and included in the final UPWP. This document states how each comment was addressed.

Other UPWP public notice strategies:

- **SCTPO Website**
- **SCTPO Newsletter/Press Releases**
- **Social Media Posts**
- **In-person, written, or electronic comments at SCTPO Governing Board, TAC/CAC, BPTAC, TDLCB Meetings (If applicable)**



HIGHLIGHTS

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

When can I make comments on the UPWP?

Public Comment Period

Adoption

Amendments

30 days prior to adoption

Available for public review and comment for 30 days before adoption.

The UPWP is updated and adopted **every two years**.

Conducted on an as needed basis.

Public notice of the document's adoption and the Governing Board meeting agenda will be posted on the SCTPO website at least seven days before the meeting.

Public notice and meeting materials will be posted at least seven days prior to amendment consideration, allowing time for public comment.



UPWP Modifications & Amendments

Revisions to the UPWP involving FHWA and FTA funds fall into one of two categories:

Modifications: these types of changes do not change the FHWA or FTA-approved budgets; or scopes of the funded work tasks, or do not add or delete a work task(s). **Modifications do not require a public comment review period.*

Amendments: Requires a public comment period of seven days. These changes reflect a change in the overall FHWA or FTA-approved budget, a change in the scope of work tasks, or add or delete a work task.

- Amendments must be approved by the SCTPO Board and are typically done by Resolution
- Amendments must be approved by the FHWA for all FHWA program funds
- Approved amendments are sent to FDOT to be processed and approved by FHWA and FTA, if appropriate
- Once approved by FHWA, the SCTPO will post the amended UPWP to the SCTPO website

Where can I view the UPWP document?

To view the full document or in summary form, visit spacecoasttpo.com/UPWP.

Hard copies are available, upon request.



Transportation Studies

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

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

Public Participation in Studies

Each study has a specific public outreach effort to involve the public. In addition, outreach activities are included in every phase of a transportation project beginning with feasibility, through preliminary design and environmental assessment, and design. During the final phase of construction, agencies may distribute public notice of when construction will take place or of traffic detour/reroute notices.

Other public notice strategies:

- **SCTPO Governing Board, TAC/CAC, BPTAC, TDLCB Meetings (If applicable)**
- **SCTPO Newsletter/Press Releases**
- **Social Media Posts**
- **Project Websites**
- **Project Public Meetings**




HIGHLIGHTS

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

Summary Table: Plans/Programs Public Participation Process

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

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

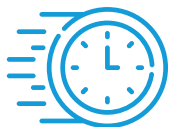
Public Participation Strategies & Tools

Public participation is an ongoing activity. The SCTPO has a variety of strategies and tools for communicating and engaging the public and is continually working to improve its outreach efforts to ensure the inclusivity of all citizens – including underserved populations. These are the primary tools used to interact with stakeholders and the community.

Public Participation: Face-To-Face Opportunities

Public Meetings

All meetings of the SCTPO governing board, committees, advisory groups, and project meetings are open to the public and subject to *Florida's Government-in-the-Sunshine Law* [s.286.011, F.S.], which mandates that all meetings of any board or commission of any state, county, municipal, or political subdivision, agency, or authority conduct business in a transparent manner provide the public a right of access to proceedings. All materials presented during meetings become public records 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 via email to the SCTPO's distribution lists. 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, SCTPO staff will notify as soon as possible prior to the meeting, 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.

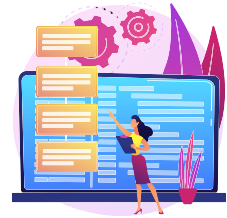


Live Broadcast

TAC/CAC and SCTPO Governing Board meetings are broadcasted live and available on the SCTPO's [YouTube channel](#). Additionally, the BPTAC and TDLCB meetings are recorded and uploaded thereafter

Meeting Notice Requirements

- 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 record of the meeting if a person decides to appeal any decision made by the agency as stated in Florida Statute 286.0105.
- Staff contact information for any attendee with disabilities needing special accommodations to participate in the proceeding in accordance with the Americans with Disabilities Act and Florida Statute 286.26.



Agendas

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 SCTPO meeting 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. Comment 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. Non-agenda items topics are heard at the beginning of each meeting.



Accessibility

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in meetings or persons who require translation services (free of charge) should contact the SCTPO office no later than 48 hours prior to the meeting. The SCTPO is actively working to increase the accessibility of our meeting materials and in doing so, adheres to ADA compliance standards and guidelines, when applicable. Should you encounter any inaccessible material, please contact Abby Hemenway, Public Information & Outreach

Virtual Meetings

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



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



Virtual Meetings: Advanced Public Comments

Due to the constraints of a virtual meeting, written and recorded comments will be accepted before, during, and after the meeting. All advanced written and recorded comments will be a part of the official public record of the meeting and shall follow the following guidelines:

- All advanced written and verbal comments for SCTPO Committee and Board meetings **must be received by 4:00 p.m. the day prior to the scheduled meeting.**



Virtual Meetings: Advanced Written Public Comments

Send all written comments via email to tpostaff@sctpo.com or mail to:

Attn: Space Coast TPO
2725 Judge Fran Jamieson Way
Building B, Room 105
Melbourne, FL 32940

All written comments **MUST** include the following information:

- First and Last Name
- Address
- Subject or Agenda Item commenting on



Virtual Meetings: Advanced Verbal Comments

In lieu of an advanced written comment submission, the public may call in their public comments by calling or leaving a voice mail on the SCTPO main phone line at 321-690-6890. Those commenting verbally **MUST** provide:

- First and Last Name
- Address
- Subject or Agenda Item commenting on



Virtual Meetings: Live Public Comments

Those wishing to provide comments during a virtual meeting may either register and attend virtually or may attend in person if a physical location has been established. Further instructions for those processes will be determined and announced for each virtual meeting.



Virtual Meetings: Post-Meeting Public Comments

Verbal and written comments will also be accepted after virtual meetings. Comments must follow the same format as advanced public comment process listed above. All comments must be submitted within three business days following the virtual meeting, or by the deadline specified for each individual meeting.

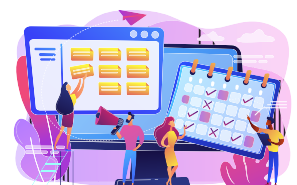
Public Workshops/Open Houses

The SCTPO staff hosts open houses 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, FDOT, or their consultants to share information and to gather public comments on specific transportation projects. In these cases, the meeting locations are geographically located near the project area to provide easy access to 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 opportunities and engages new audiences in public transportation planning activities.



Engaging Underserved Populations

The SCTPO strives to ensure that underserved and underrepresented communities are involved in the transportation planning public involvement process. The SCTPO considers the needs and views of these populations as it develops its plans, programs, and projects.



Census Data

Brevard County is Florida's 10th most populous, with a 2.02% growth rate over the past year and a median age of 46 (2023 Census Reporter). The county's ethnic makeup includes 70% White, 9% Black, 13% Hispanic, 5% Two+ races, and 3% Asian, with 10.1% of residents living below the poverty line. The SCTPO is committed to providing meaningful access to its programs and services for all individuals, including those with Limited English Proficiency (LEP), who may speak non-English languages. Although Brevard does not have a large underserved population, the SCTPO tailors communication strategies for each project to engage stakeholders and ensure effective dialogue. For details on the LEP implementation plan, monitoring, and assistance measures, refer to [SCTPO PLC-5, Section 4](#).

2020 Brevard County Census Report



To view the full census report, visit

censusreporter.org/profiles/05000US12009-brevard-county-fl/



Age

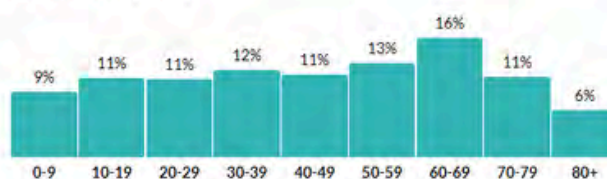
46.6

Median age

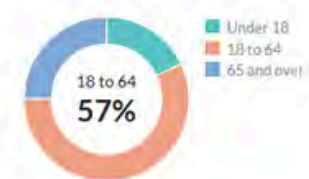
about 10 percent higher than the figure in Florida: 42.8

about 20 percent higher than the figure in United States: 39.2

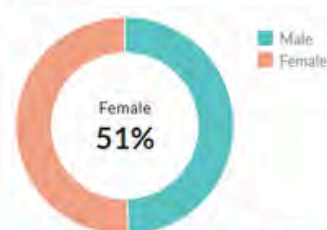
Population by age range



Population by age category



Sex



Race & Ethnicity



*Hispanic includes respondents of any race. Other categories are non-Hispanic.

Demographic Data Collection

Federal regulations require federal-aid recipients to collect racial, ethnic, and other similar demographic data on beneficiaries of those affected by transportation programs, services, and activities. The SCTPO accomplishes this through the use of census data, American Community Survey reports Environmental Screening Tools, and other methods. At times, the SCTPO may 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.

Public Participation: Feedback Methods

Feedback & Comment Forms

Feedback or comment forms are used to solicit input in writing at public meetings or online. The forms may be very general in nature or specific for gathering input on a particular issue. Sometimes they are included in draft documents or publications or may be available through a link on the SCTPO website. The SCTPO offers hard copy and digital versions of these feedback forms and they are typically available at SCTPO public meetings, workshops, and open houses.



Surveys/Questionnaires

Surveys or questionnaires 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 it can also be used to gather technical data like travel patterns. Surveys or questionnaires can be used at public meetings, through the mail, over the telephone, or electronically.

Additionally, SCTPO consultants may also “boost” or spend money on digital surveys to expand the survey's reach to targeted audiences. Boosting can be a very effective way to place messages in front of an intended audience.

Public Participation: Digital Tools

The SCTPO continually looks for ways to engage citizens and present informational programs to increase community awareness. The SCTPO uses various digital tools to help streamline its engagement and outreach efforts to reach key audiences. Below is a list of the SCTPO's frequently used digital tools:

SCTPO Website

Redesigned in 2021, our award-winning website (www.sctpo.com) provides current information about SCTPO programs, projects, plans, and a calendar of events. 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 via public comment portals.



Social Media Channels

Social media is a vital part of public involvement. The SCTPO uses its social media channels to announce meetings/workshops, provide information on projects, post draft documents, and engage its audience in transportation safety education. The SCTPO's social media channels are designed to reach new individuals and audiences in a targeted, strategic manner.



@SCTPO



@SpaceCoastTPO



Space Coast TPO



SCTPO



www.SCTPO.com



Social Media Definitions

Below is a list of definitions related to each social media channel and its measure of effectiveness (MOE).



Facebook Reach: The number of unique people who have seen any content associated with your page.



X: Due to new requirements of having to pay to access analytics, the SCTPO currently does not capture a MOE for X.



YouTube View: YouTube counts a view after a user has watched a video for "around" 30 seconds.



LinkedIn Impression: the total number of times a post appears on someone's screen, regardless of whether they interact with it.



Nextdoor Impression: the number of residents who viewed a post in their newsfeed, the number of opens of email notifications that are sent when a public agency posts to Nextdoor, and the number of clicks on an agency's post in the Daily Digest.

Social Media Strategy

To engage key community stakeholders during the transportation process, the SCTPO uses paid social media, such as advertising and boosting to garner more public interest and involvement.



Boosted Media

Boosting can be a very effective way to place messages in front of an intended audience. On Facebook and LinkedIn specifically, small budgets can go a long way, as both platforms allow targeting by location, interests, and other specific parameters of relevance to the content creator to expand the reach of the message.

Paid Social Media

Paid social media is used to display content (whatever the format – text, image, video, etc.) or sponsor messages to a specific social network of users based on user profile e.g. demographic. A cost is incurred depending on the type of ad planned; for example many ads incur a cost per click. Paid campaigns help reinforce core messages that our organization shares via organic posts. Such paid campaigns may include: roadway project public meetings, safety initiatives, events, and general public surveys.

Public Participation: Deliverables

The SCTPO regularly creates deliverables that use visualization techniques such as the use of colors, diagrams, tables, maps, photos, and videos that illustrate the ideas and concepts represented in transportation plans, projects, and programs. Effective deliverables help to promote understanding, clarify ideas and build consensus for proposed transportation activities, especially for those who do not have a background in transportation planning. Deliverable examples include:



Graphics

The SCTPO routinely creates visual graphics to use on social media, in newsletters, and in event promotion materials. These graphics help to effectively communicate transportation or traffic-related information.



Flyers/Brochures

The SCTPO is always seeking new ways to reach citizens. Staff frequently creates visual deliverables, such as flyers or brochures, to help explain the transportation planning processes on a smaller scale.



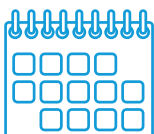
Press Releases

Press releases are digitally sent to newspapers, radio and broadcast television stations, and other media outlets in the region, to announce meetings and activities, opportunities for public participation, and the availability of documents for public review. Broader media coverage is intended to reach members of the public who may not usually take part in transportation planning.



Newsletters

The SCTPO's electronic newsletter, **En Route News**, is used to highlight current, local transportation topics, and modal partner updates, and it also informs the public of the status of current and planned transportation projects and promotes SCTPO planning studies and other transportation core work products.



The SCTPO's **Get Involved Gazette** newsletter effectively engages citizens in the transportation planning process. This publication is sent on an as needed basis and features upcoming public meeting information, outreach volunteer opportunities, and social media topics. Both newsletters have over 3,500 subscribers including local officials, businesses, civic organizations, and citizens.

Public Participation: Tracking Methods



The SCTPO uses several tools to track and evaluate the effectiveness of public participation activities for the transportation planning process. These tools and evaluation analytics help the SCTPO to continually improve or to add new public participation activities. Based on the gauge of interest and digital impression, SCTPO staff can identify ineffective strategies and look for new areas of opportunity to reach targeted and underserved audiences.

Project/Plan Public Meeting Summary Reports

Core work product documents include summary reports of public participation activities at each stage of project/plan development and detail the methods used, the comments received, and the number of participants.

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. Video and audio recordings are retained for TAC/CAC, BPTAC, TDLCB, and SCTPO governing board meetings.

Public Outreach & Engagement Reports

The SCTPO creates monthly Public Engagement Reports to report back to its committees and the Governing Board on public involvement activities. The report highlights Public Involvement Program updates, monthly or quarterly communications snapshots, community relations activities, social media topics, and community outreach events.

SCTPO Digital Tools Analytics Log

For online public participation activities, monthly electronic tracking is used to track digital reach, impressions, website visits, and video views. These analytics are then reported in the annual Measures of Effectiveness Report. For some external public initiatives, such as news media coverage, staff members are assigned to monitor activity and to keep a separate log or record for review.

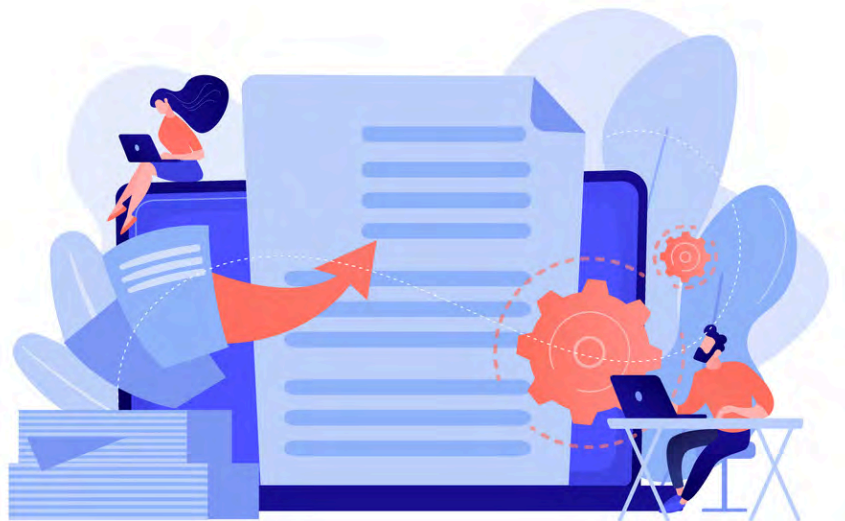
SCTPO Digital Database: Constant Contact

The SCTPO utilizes Constant Contact as a primary means of communicating news and updates to vested stakeholders and citizens. Constant Contact is a digital content management and email marketing tool that is used to send targeted messages to key audiences via email.








The Constant Contact platform enables the SCTPO to reach desired audiences via newsletters, press releases, emails, polls, surveys, and event promotions. Every time a campaign is sent, Constant Contact auto-generates an engagement report that details reporting metrics such as the number of opens and clicks. These metrics help the organization measure the effectiveness of each email campaign. Thus, measurement supports our use of resources and helps us make changes so we get better results in the future.










- **Successful deliveries:** the number of emails sent that were successfully delivered to our contacts' inboxes
- **Email open rate:** the percentage of recipients who opened the email compared to how many contacts were sent the email.
- **Click rate:** the percentage of clicks an email receives based on the number of contacts who opened the email



Measures of Effectiveness - 2024 Report Example

The Measures of Effectiveness Report analyzes and quantifies the tools the SCTPO uses to inform and involve the public, with the purpose of maximizing participation and engagement. **Our goal target numbers are simply a general target. Actual numbers for each category may fluctuate depending on the year due to the cycle of projects/plans, unforeseen circumstances, or states of emergency.*

Public Participation Method	Target Goal*	2021-22	2022-23	2024
 Face-to-Face/Virtual Meetings	20	25	29	18
 Project Workshops/Open House/Webinars	10	10	6	5
 Project Workshops/Open House/Webinars Cumulative Attendance	100	318	224	94
 SCTPO Outreach Events, Trainings, & Speaking Engagements/Presentations	20	27	58	62
 Title VI/ Nondiscrimination Complaint Resolutions	0	0	0	0

Digital Tool & MOE	Target Goal*	2021-22	2022-23	2024
 SCTPO Website: # of Website Sessions	20,000	23,499	20,002	53,750
 Electronic Newsletter: # of Newsletters	12	15	17	5
 Email Campaigns: # of Email Campaigns	30	44	31	25
 Email Campaigns: Open Rate	25%	30%	41%	45%
 Email Campaigns: Click to Open Rate	5%	7%	2%	3%
 Facebook Reach	200,000	209,620	491,476	462,127
 X Impressions	100,000	188,600	141,168	N/A
 YouTube Views	3,000	32,728	37,959	40,477
 Nextdoor Impressions	50,000	113,688	17,685	41,156
 LinkedIn Impressions	30,000	N/A	N/A	70,474

Title VI & Nondiscrimination Policies

Title VI Policy

The SCTPO strives to ensure full and fair participation by all potentially affected individuals, groups, and communities in the transportation decision-making process. 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.

If you have questions or comments about the SCTPO'S Public Participation Plan, please contact:

Abby Hemenway, Public Information & Outreach Manager/Title VI Coordinator

Phone: 321-690-6890

Email: Abby.Hemenway@sctpo.com

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

To review the complete Title VI program administration and general responsibilities, please see [SCTPO PLC-5, Section 2](#).



Complaint Resolution Policies

Any individual or group wishing to file a complaint regarding any policy, procedure, or action of the SCTPO 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 an 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 SCTPO at its offices located at:

Space Coast Transportation Planning Organization

2725 Judge Fran Jamieson Way

Building B, Room 105

Melbourne, FL 32940

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 SCTPO 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 SCTPO Title VI Coordinator by calling 321-690-6890. See Appendix pg. 46 for the Title VI/Nondiscrimination Complaint Form Example. To review the complete complaint resolution process and *FDOT Discrimination Complaint Procedure*, see [SCTPO PLC-5, Section 3](#).

Appendix

Acronyms and Abbreviations

ADA	Americans with Disabilities Act
AMPO	Association of Metropolitan Planning Organizations
ATMS	Advanced Traffic Management System
BIL	Bipartisan Infrastructure Law
BMBA	Brevard Mountain Bike Association
BOCC	Board of County Commissioners
BPTAC	Bicycle, Pedestrian, and Trails Advisory Committee
CAC	Citizens Advisory Committee
CFMPOA	Central Florida Metropolitan Planning Organization Alliance
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
EPA	Environmental Protection Agency
ETDM	Efficient Transportation Decision Making
FAA	Federal Aviation Authority
FAST Act	Fixing America's Surface Transportation Act
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
GPC	General Planning Consultant
IJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation System

Acronyms and Abbreviations Continued

LAP	Local Agency Program
LEP	Limited English Proficiency
LOGT	Local Option Gas Tax
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century
MPO	Metropolitan Planning Organization
MPOAC	Metropolitan Planning Organization Advisory Council
PD&E	Project Development & Environment
PPP	Public Participation Plan
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

Title VI/Nondiscrimination Complaint Form Example

State of Florida Department of Transportation Title VI / Nondiscrimination Program Complaint of Discrimination		275-010-10 EQUAL OPPORTUNITY OFFICE 03-07
Complainant(s) Name:		Complainant(s) Address:
Complainant(s) Phone Number:		
Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc):		
Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:		
Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):		
Discrimination Because Of: <input type="checkbox"/> Race <input type="checkbox"/> Sex <input type="checkbox"/> Income Status	<input type="checkbox"/> Color <input type="checkbox"/> Age <input type="checkbox"/> Retaliation	<input type="checkbox"/> National Origin <input type="checkbox"/> Handicap/Disability <input type="checkbox"/> Other Date of Alleged Discrimination:
Please list the name(s) and phone number(s) of any person, if known, that the Florida Department of Transportation could contact for additional information to support or clarify your allegation(s).		
Please explain as clearly as possible how, why, when and where you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.		
Complainant(s) or Complainant(s) Representatives Signature:		Date of Signature:

MPO Program Management Handbook

Florida Department of Transportation, Office of Policy Planning

The purpose of the MPO Program Management Handbook hereafter referred to as the Handbook, is to provide guidance to the Florida Department of Transportation (FDOT) and Florida's Metropolitan Planning Organizations (MPO) staff for carrying out their metropolitan transportation planning responsibilities. The Handbook presents procedures, policies, and timelines for the purpose of developing MPO planning and programming products that are required by Federal and State laws, as well as the related administrative requirements MPOs and FDOT must meet.

Regional transportation planning is guided by laws, rules, and policies set by federal and state governments. The Handbook's Chapter 6: Public Involvement outlines documents Federal and State public involvement requirements for Metropolitan Planning Organizations (MPO) in Florida. The primary public involvement document that MPOs must develop and maintain is a Public Participation Plan (PPP) that defines a process for providing interested parties reasonable opportunities to review and comment on MPO work products. In addition, MPOs must make Long-Range Transportation Plans (LRTP) and Transportation Improvement Plans (TIP) readily available for public review.



Review FDOT MPO Handbook Online

To view the full document or specific chapters, visit

www.fdot.gov/planning/policy/metrosupport/mpohandbook.shtm.



2025 Public Participation Plan Comment Log

All public comments on the 2025 Draft PPP will be recorded and include how each comment was addressed in the below Comment Log.

Agency	Comment	SCTPO Response



DRAFT 2025 PUBLIC PARTICIPATION PLAN

The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

PRESENTATIONS

ITEM NUMBER 6B

Transportation Disadvantaged 5310 Funding Sources from FDOT

For further information, please contact: patricia.rendon@sctpo.com

Strategic Plan Emphasis Area: Leadership

DISCUSSION

Jamie Ledgerwood, Transit Project Coordinator from FDOT District Five, will provide a brief presentation on Transportation Disadvantaged 5310 Funding Sources.

This presentation will focus on providing an overview of the Federal Transit Administration's (FTA) Section 5310 Program, which is administered by the Florida Department of Transportation (FDOT) District Five. The Section 5310 Program provides financial assistance to support transportation services for seniors, individuals 65 years of age or older, and individuals with disabilities. The presentation will highlight program goals, eligible activities, and examples of how local partners collaborate to enhance transportation options within their communities.

REQUESTED ACTION

As desired by the TDLCB.

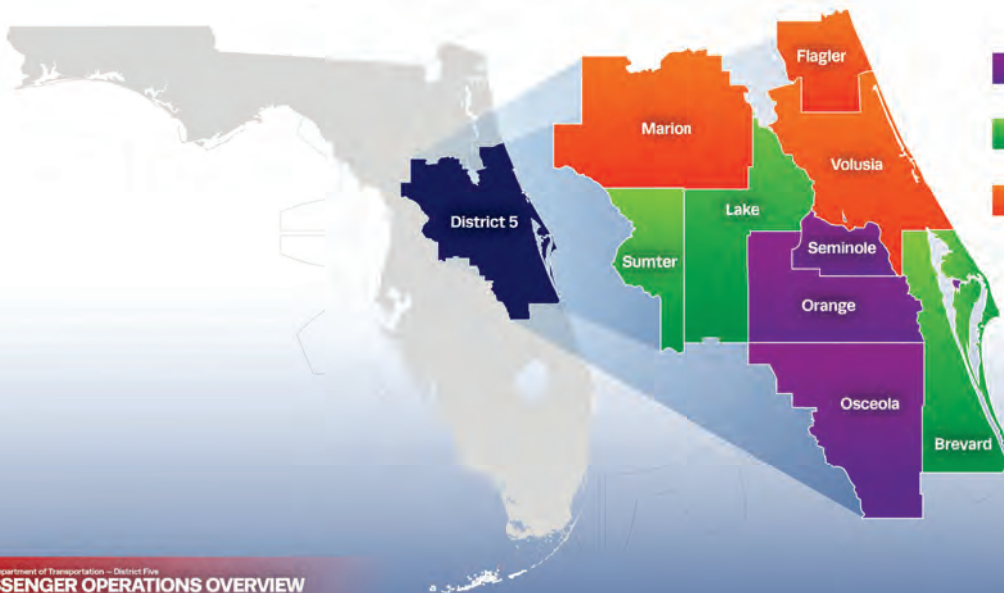
ATTACHMENTS

- Transportation Disadvantaged 5310 Funding Sources Presentation Slides, ***Attachment 1***

FDOT District Five

Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5310

FDOT District Five Transit Coordinator



- Jo Santiago-Mercer**
jo.santiago-mercero@dot.state.fl.us
(321) 319-8175
- Jamie Ledgerwood**
Jamie.Ledgerwood@dot.state.fl.us
(386) 943-5185
- Carlos Colon**
Carlos.Colon@dot.state.fl.us
(352) 326-7733



District Five Transit Unit

State Management Plan

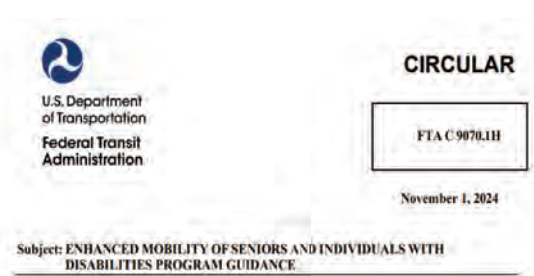
- **Florida Statutes (F.S.)** designate FDOT as recipient of Federal Administration (FTA) § 5305, § 5310, § 5311, § 5339 Funds.
- **Federal Transit Administration (FTA)** requires the development of **State Management Plans (SMP)**, approves the plans, and monitors the implementation of the plans through State Management Reviews.
- Originally published in 2015 (revised in 2016 and 2023) the FDOT SMP outlines the **FDOT Compliance Monitoring Program**.
- The SMP also serves as a guidance and training resource for FDOT program staff and subrecipients.



District Five Transit Unit

FTA Circular 9070.1H

- Provides federal guidance for how the Section 5310 Program supports transportation for seniors and individuals with disabilities.
- Explains how eligible organizations—including nonprofits and local agencies—can apply for and manage Section 5310 funding.
- Promotes coordination among community partners to reduce service gaps and improve access to essential destinations.
- Clarifies allowable activities and expenses, such as vehicle purchases, mobility management, and operating assistance.
- Ensures projects follow federal rules for safety and accessibility, and efficient service delivery.
- Encourages collaboration to build a more connected, comprehensive transportation network within communities.



Enhanced Mobility of Seniors and Individuals with Disabilities

Section 5310 Formula Funds

PURPOSE

A dedicated funding source for transportation programs serving seniors and individuals with disabilities.

ELIGIBLE GRANTEES

Transit agencies and private non-profit health and human service organizations

FUNDING

Formula funding to states based on each state's share of seniors and disabled individuals, distributed competitively to transportation providers.

USED TO FUND



Capital & Operating

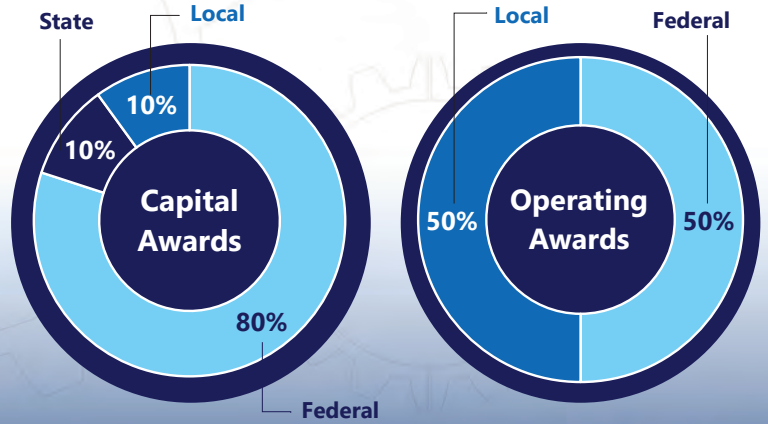


Paratransit Service

TRANSIT UNIT MANAGEMENT RESPONSIBILITIES

- Public Transportation Grant Agreement Development
- Application prioritization
- Inventory management
- Funding Disbursement through invoicing
- Project oversight
- Board representation

Section 5310 Formula Funds Flow-Through



Transit Unit Partners in Brevard County



Questions

District Five Transit Project Coordinator, Brevard County:

Jamie Ledgerwood

FDOT

719 S. Woodland Blvd., MS: 530

DeLand, FL 32720

Email: Jamie.ledgerwood@dot.state.fl.us

Office Phone: 386-943-5195



ITEM NUMBER 7
Information Items

*For further information, please contact: patricia.rendon@sctpo.com
Strategic Plan Emphasis Area: Leadership*

DISCUSSION

These items are provided for informational purposes.

REQUESTED ACTION

As desired by TDLCB.

ATTACHMENTS

- FY 2026 TD Planning Grant Q1 Quarterly Invoice & Progress Report, **Attachment 1**
- TDLCB Membership and Attendance List, **Attachment 2**



County(ies) Name: **Brevard**

Space Coast Transportation Planning Organization
 2725 Judge Fran Jamieson Way
 Building B, Room 105
 321-690-6890

BILL TO:

Commission for the Transportation Disadvantaged
 605 Suwannee Street, MS 49
 Tallahassee, FL 32399-0450

Invoice Number: G3C92 Q1

Invoice Date: September 30, 2025

Grant Number: G3C92

Dates of Services	July 1 - September 30, 2025
-------------------	-----------------------------

Task	Budgeted Amount	Cummulative Total % Of Task Prev Billed	% of Task Complete This Billing Period	YTD % Of Task Complete	Complete	YTD Billed	Billed This Period	Remaining Budget
1: TDSP	\$ 6,316.52	N/A		0.0%		\$ -	\$ -	\$ 6,316.52
2A: Evaluation (or) 2B: Selection	\$ 5,573.40	N/A		0.0%		\$ -	\$ -	\$ 5,573.40
3: LCB Mtgs	\$ 14,862.40	N/A	25%	25.0%		\$ 3,715.60	\$ 3,715.60	\$ 11,146.80
4: Public Workshop	\$ 1,486.24	N/A		0.0%		\$ -	\$ -	\$ 1,486.24
5: By-Laws	\$ 1,486.24	N/A	100%	100.0%	YES	\$ 1,486.24	\$ 1,486.24	\$ -
6: Grievance Procedures	\$ 1,486.24	N/A		0.0%		\$ -	\$ -	\$ 1,486.24
7: AOR Review	\$ 1,486.24	N/A		0.0%		\$ -	\$ -	\$ 1,486.24
8: AER	\$ 1,486.24	N/A		0.0%		\$ -	\$ -	\$ 1,486.24
9: Quarterly Progress Rprt	\$ 1,486.24	N/A	25%	25.0%		\$ 371.56	\$ 371.56	\$ 1,114.68
10: Training Workshop	\$ 1,486.24	N/A	100%	100.0%	YES	\$ 1,486.24	\$ 1,486.24	\$ -
Total	\$ 37,156.00					\$ 7,059.64	\$ 7,059.64	\$ 30,096.36

Total To Be Paid On This Invoice \$ 7,059.64

Add: Justification, notes, or explanation

Please see Progress Report for reference and justifications.

Revision date: 06/30/2022

Template correction: 10/11/2022



SERVICE AREA/COUNTIES:

Brevard

INVOICE NUMBER: G3C92 Q1

INVOICE DATE: September 30, 2025

QUARTER SERVICE DATES: July 1 - September 30, 2025

AGENCY

Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way
Building B, Room 105
321-690-6890

SUMMARY REPORT - Invoice Support (A review of the Planning Grant Program Manual is recommended when submitting each task.)

Table with 5 columns: TASK, SUBMITTED, Deliverable & support documentation provided with invoice includes:, AMOUNT, FLCTD Reviewer's Initials. Rows include tasks like '3: LCB Mtgs', '5: By-Laws', '9: Quarterly Progress Rpt.', and '10: Training Workshop', ending with a 'TOTAL' row of \$7,059.64.

Certification from Planner

By submission of this form, Grantee certifies that the above listed tasks have been completed and the required deliverables have been submitted in their entirety.

Revised: 06/30/2021



FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

PLANNING AGENCY
QUARTERLY REPORT

SERVICE AREA/COUNTIES:

Brevard

INVOICE NUMBER:

G3C92 Q1

INVOICE DATE:

September 30, 2025

QUARTER SERVICE DATES:

July 1 - September 30, 2025

AGENCY

Space Coast Transportation Planning Organization

PROGRAM MANAGEMENT

PROGRESS

A. When necessary and in cooperation with the LCB, **solicit and recommend a CTC**. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by Planning Agency staff or their designee as needed. (Tasks 2A)

B. Develop and maintain a process for the **appointment and reappointment of voting and non-voting members** to the local coordinating board. (41-2.012, FAC)

C. Prepare **agendas** for local coordinating board meetings consistent with the *Local Coordinating Board and Planning Agency Operating Guidelines*. (Task 3)

D. Prepare **official minutes** of local coordinating board meetings regardless of a quorum) and submit a copy along with the quarterly report to the Commission. For committee meetings, prepare minutes in the form of a brief summary of basic points, discussions, decisions, and recommendations to the full board. Keep records of all meetings for at least five years. (Task 3)

E. Provide at least one **public workshop** annually by each local coordinating board, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be in addition to the local coordinating board meetings. It may, however, be held in conjunction with the scheduled local coordinating board meeting (immediately following or prior to the local coordinating board meeting). (Task 4)

Transportation Disadvantaged Local Coordinating Board (TDLCB) reviewed and approved RES #26-04 during the August 11th, 2025 meeting. RES #26-04 approved by SCTPO Governing Board on September 11, 2025

Agenda was prepared for August 11th, 2025 Local Coordinating Board meeting, agenda is attached to this Progress Report for reference.

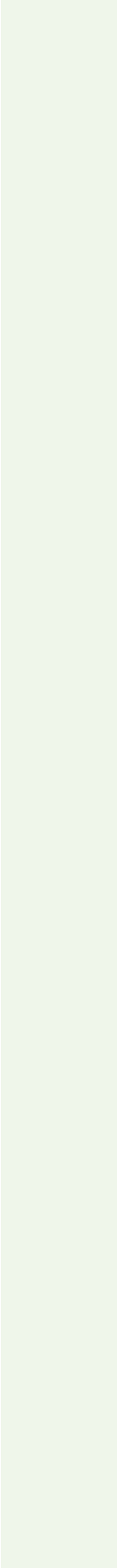
Draft meeting minutes for August 11th, 2025 Local Coordinating Board meeting are attached and were prepared as of September 2025. Meeting minutes are set to be on the agenda and approved at November 17th Local Coordinating Board meeting.

Internal meeting to discuss Public Workshop planning coordination on September 23, 2025.

<p>F. Provide staff support for committees of the local coordinating board. (Task 3)</p>	<p>Develop and update annually by-laws for local coordinating board approval. Approved by-laws shall be submitted to the Commission. (Task 5)</p>	<p>PLC-8, TDLCB policy reviewed as part of TDLCB bylaws update amendment during August 11th 2025 TDLCB meeting. Updated as per Resolution #26-04 on September 11th, 2025 at the TPO Governing Board meeting. Signed Resolution is attached to this Progress Report.</p>
<p>G.</p>	<p>Develop, annually update, and implement local coordinating board grievance procedures in accordance with the Commission guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program. A copy of the approved procedures shall be submitted to the Commission. (Task 6)</p>	
<p>H.</p>	<p>Provide the Commission with a current membership roster and mailing list of local coordinating board members. The membership roster shall be submitted with the first quarterly report and when there is a change in membership. (Task 3)</p>	<p>Current Membership Roster and E-Mailing List were included in the August 11th, 2025 agenda and attached to this Q1 progress report.</p>
<p>I.</p>	<p>Provide public notice of local coordinating board meetings and local public workshops in accordance with the <i>Coordinating Board and Planning Agency Operating Guidelines</i>. (Task 3)</p>	<p>Public notice was given via SpaceCoastTPO.com and posted on the Space Coast TPO Facebook page on July 29th, 2025. Screenshot of post is provided for reference. Public notice was also given at the September SCTPO Technical & Citizens Advisory Committee and Governing Board Meetings, September 8th and 11th, 2025 respectively. Item sheets provided for reference.</p>
<p>K.</p>	<p>Review and comment on the Annual Operating Report for submittal to the local coordinating board, and forward comments/concerns to the Commission for the Transportation Disadvantaged. (Task 7)</p>	<p>Annual Operating Report submitted to CTD on September 10th, 2025, TDLCB will review at November 17, 2025 meeting.</p>
<p>L.</p>	<p>Report the actual expenditures (AER) of direct federal and local government transportation funds to the Commission for the Transportation Disadvantaged no later than September 15th. (Task 8)</p>	<p>Actual Expenditure Report was prepared and included in the August 11th, 2025 agenda (Item 7.A)</p>

II. SERVICE DEVELOPMENT	PROGRESS
<p>A. Jointly, with the community transportation coordinator and the local coordinating board, develop the Transportation Disadvantaged Service Plan (TDSP) following CTD guidelines. (Task 1)</p>	<p>Presented SCTPO 2050 Long Range Transportation Plan to TDLCB at August 11, 2025 meeting. 2050 LRTP adopted by SCTPO Governing Board at September 11, 2025 meeting.</p>
<p>B. Encourage integration of "transportation disadvantaged" issues into local and regional comprehensive plans. Ensure activities of the local coordinating board and community transportation coordinator are consistent with local and state comprehensive planning activities including the Florida Transportation Plan. (427.015, FS)</p>	
<p>C. Encourage the local community transportation coordinator to work cooperatively with regional workforce boards established in Chapter 445, F.S., and provide assistance in the development of innovative transportation services for participants in the welfare transition program. (427.0157, FS)</p>	
III. TECHNICAL ASSISTANCE, TRAINING, AND EVALUATION	PROGRESS
<p>A. Provide the LCB with quarterly reports of local TD program administrative support accomplishments as outlined in the grant agreement and any other activities related to the TD program. (Task 9)</p>	<p>Quarter 1 Progress Report was prepared and submitted.</p>
<p>B. Attend at least one Commission-sponsored training, including but not limited to, the CTD's regional meetings, the CTD's annual training workshop, or other sponsored training. (Task 10)</p>	<p>Patricia Rendon (SCTPO Transportation Planner II) attended the Florida Public Transportation Association's Annual Conference (September 2 - 4, 2025), this conference is sponsored by the Commission for the Transportation Disadvantaged (CTD) and was advertised on the CTD website under "Calendar of Events".</p>
<p>C. Attend at least one CTD meeting each year within budget/staff/schedule availability.</p>	<p>Patty Rendon attended the September 25, 2025 CTD Commission Business Meeting virtually via Microsoft Teams.</p>
<p>D. Notify CTD staff of local TD concerns that may require special investigations.</p>	

	<p>E. Provide training for newly-appointed LCB members. (Task 3)</p>
	<p>Provide assistance to the CTC, purchasing agencies, and others, as needed, which may include participation in, and initiating when necessary, local or regional meetings to discuss TD needs, service evaluation and opportunities for service improvement.</p>
<p>Planning Grant Recipient Information Form attached for reference.</p>	<p>F. To the extent feasible, collect and review proposed funding applications involving "TD" funds consistent with Chapter 427, F.S., and Rule 41-2, F.A.C., and provide recommendations to the LCB. (427.0157, FS)</p>
	<p>H. Ensure the local coordinating board conducts, as a minimum, an annual evaluation of the community transportation coordinator. The local coordinating board shall evaluate the coordinator using the Commission's <i>Evaluation Workbook for Community Transportation Coordinators and Providers in Florida</i> (at a minimum using the modules concerning Competition In Use of Operators, Cost-Effectiveness and Efficiency, and Availability of Service) and local standards as defined in the Transportation Disadvantaged Service Plan. (Task 2B)</p>
	<p>I. Assist the CTD in joint reviews of the CTC.</p>
	<p>J. Ensure the LCB annually reviews coordination contracts to advise the CTC whether the continuation of said contract provides the most cost effective and efficient transportation available, consistent with Rule 41-2, F.A.C.</p>
	<p>K. Implement recommendations identified in the CTD's QAPE reviews.</p>



By submission of this Quarterly Report, the information provided is accurate and accountable and corresponds with the activities for this quarter.

Georganna Hiette

Representative
Date: 10/14/2025

TDLCB

Transportation Disadvantaged Local Coordinating Board Member & Alternate Roster

Jurisdiction	Member Name	TERMS	Address	City	Phone	Email	Appointment Date
TDLCB Chair - from SCTPO Governing Board							
Chairperson	Councilmember Mimi Hanley	2026	900 E. Strawbridge Avenue	Melbourne	321.290.2712	mimi.hanley@mibfl.org	1/1/2025
Florida Department of Transportation							
Member	Jamie Ledgerwood	Indefinite	719 S. Woodland Blvd	Deland	386.943.5195	Jamie.ledgerwood@dot.state.fl.us	6/17/2024
Alternate	Carlos Colon	Indefinite	420 W. Landstreet Rd.	Orlando	321.319.8173	carlos.colon@dot.state.fl.us	
Florida Department of Children & Family Services							
Member	Marisol A. Martinez	Indefinite	400 West Robinson St.	Orlando	407.717.6040	Marisol.Martinez@myflfamilies.com	9/21/2023
Alternate	Kara Pappalardo	Indefinite	400 West Robinson St.	Orlando	407.717.6040	Kara.Pappalardo@myflfamilies.com	
Public Education Community							
Member	Shannon Wilson	Indefinite	2700 Judge Fran Jamieson Way	Melbourne	321.633.3680 ext. 14002	wilson.shannon@brevardschools.org	7/11/2025
Alternate	VACANT	Indefinite					
Florida Division of Vocational Rehabilitation or Division of Blind Services							
Member	Jennifer Shirreffs	Indefinite	1970 Michigan Ave, Bldg. A	Cocoa	321.690.3280	Jennifer.shirreffs@vr.fl DOE.org	
Alternate	Audrey Turner	Indefinite	1970 Michigan Ave, Bldg. A	Cocoa	386.254.3804	Audrey.Turner@dbs.fl DOE.org	
Veteran's Service Office							
Member	Dennis Vannorsdall	Indefinite	2725 Judge Fran Jamieson Way, B-102	Melbourne	321.633.2012	Dennis.Vannorsdall@brevardfl.gov	
Alternate	Anthony Johnson	Indefinite	2725 Judge Fran Jamieson Way, B-102	Melbourne	321.633.2012	Anthony.Johnson@brevardfl.gov	3/26/2024
Florida Agency for Health Care Administration							
Member	Gisela Ruiz	Indefinite	400 W. Robinson St. S-309	Orlando	407.420.2575	gisela.ruiz@ahca.myflorida.com	7/11/2025
Alternate	Yvelouse Augustin-Leow	Indefinite	400 W. Robinson St. S-309	Orlando	407.420.2637	Yvelouse.augustin-leow@ahca.myflorida.com	9/21/2023
Local Representative for Children at Risk							
Member	VACANT	Indefinite					
Alternate	VACANT	Indefinite					
Florida Department of Elderly Affairs							
Member	Tom Kammerdener	Indefinite	3600 W King Street	Cocoa	407.514.1802	tkammerdener@agingmattersbrevard.org	8/1/2024
Alternate	VACANT	Indefinite					
Agency for Persons with Disabilities							
Member	Jeannette Estes	Indefinite	400 West Robinson St. Suite 430	Orlando	407.245.0440	Jeannette.Estes@apdcares.org	9/21/2023
Alternate	Vacant	Indefinite					
Regional Workforce Board							
Member	Amberstat Bush	Indefinite	297 Barnes Blvd	Rockledge	321.394.0513	abush@careersourcebflv.com	3/6/2024
Alternate	Vacant	Indefinite					
Local Medical Community							
Member	Vacant	Indefinite					
Alternate	Theresa Simpson	Indefinite	1400 S. Apollo Blvd	Melbourne	321.724.0461 ext. 1801	tsimpson@cfkc.net	5/8/2024
Florida Association of Community Action representing Economically Disadvantaged							
Member	Vacant						
Alternate	Vacant						
Local Mass Transit/Public Transit System Board							
Member	Vacant						
Alternate	Vacant						
Private For Profit or Non-Profit Transportation Industry							
Member	Vacant						
Alternate	Vacant						

Disabled Representative									
Member	Camille Tate (Vice-Chair)	2/1/2027	2945 Kerblewick Dr. Apt 308 1305 S. Lakemont Drive	Melbourne	321.372.4899	321.307.2210	camille.tate320@gmail.com saraann7@gmail.com	1/18/2024	1/18/2024
Alternate	Saira Ann Conkling	2/1/2027		Cocoa					
Persons over Sixty Representing Elderly of the County									
Member	Anna-May Smith	2/1/2027	1881 Barrington Circle	Rockledge	321.446.3418		ammamay@ammamaysmith.com	9/21/2023	
Alternate	Anthony Laurendi	2/1/2027	2489 Kingdom Ave.	Melbourne	321.205.7310		abg.outreach@gmail.com	1/18/2024	
Citizen Advocate									
Member	Miriam Moore	10/1/2026	1910 Furman Ct.	Cocoa	321.536.9546		mikki999@cfl.rr.com	9/21/2023	
Alternate	Diane Dickson	10/1/2026	1200 Gary Hunt Road	Cocoa	321.261.8287		workinprogresscoach@live.com	9/21/2023	
Citizen Advocate User of the System									
Member	James Stringer	10/1/2026	20 Sutton Street	Rockledge	321.863.8365		Mail/Pickup Agenda	9/21/2023	
Alternate	Jennifer Cleveland	10/1/2026	210 Hallwood Place	Melbourne	321.302.3889		33jenc@gmail.com	9/21/2023	
NON VOTING MEMBERS & STAFF									
Space Coast Area Transit									
	Terry Jordan, Director		401 South Varr Avenue	Cocoa	321.635.7815		terry.jordan@brevardfl.gov		
Designated Official Planning Agency - Space Coast TPO									
	Patricia Rendon, Transportation Planner II		2725 Judge Fran Jamieson Way, B-105	Melbourne	321.690.6890		patricia.rendon@sctpo.com		
ADA Coordinator - BoCC Housing & Human Services									
	Brian Breslin, ADA Coordinator		2725 Judge Fran Jamieson Way, B-106	Melbourne	321.633.2007		brian.breslin@brevardfl.gov		
State Medicaid Operator - FL Agency for Health Care Administration									
	VACANT		400 W. Robinson St. S-308	Orlando	407.420.2537				
Commission for Transportation Disadvantaged									
	Kyle Mills, Area 4 Project Manager		605 Suwannee Stree MS-49	Tallahassee	850.410.5713		Kyle.Mills@Dot.State.FL.US		

Transportation Disadvantaged Local Coordinating Board 2025 Attendance Record

Jurisdiction	Member Name	TERMS	FEB 3	MAY 12	AUG 11	NOV 17	Total
TDLCB Chair - from SCTPO Governing Board							
Chair	Mimi Hanley	2026	1	1	1		3
Florida Department of Transportation							
Member	Jamie Ledgerwood	Indefinite					0
Alternate	Carlos Colon	Indefinite	1	1	1		3
Florida Department of Children & Family Services							
Member	Marisol A. Martinez	Indefinite	1	1	1		3
Alternate	Kara Pappalardo	Indefinite					0
Public Education Community							
Member	Shannon Wilson	Indefinite					0
Alternate	VACANT	Indefinite					0
Florida Division of Vocational Rehabilitation or Division of Blind Services							
Member	Jennifer Shirreffs	Indefinite		1			1
Alternate	Audrey Turner	Indefinite		1			1
Veteran's Service Office							
Member	Dennis Vannorsdall	Indefinite	1	1	1		3
Alternate	Anthony Johnson	Indefinite			1		1
Florida Agency for Health Care Administration							
Member	Gisela Ruiz	Indefinite			1		1
Alternate	Yvelouse Augustin-Leow	Indefinite		1			1
Local Representative for Children at Risk							
Member	VACANT	Indefinite					0
Alternate	VACANT	Indefinite					0
Florida Department of Elderly Affairs							
Member	Tom Kammerdener	Indefinite					0
Alternate	VACANT	Indefinite					0
Agency for Persons with Disabilities							
Member	Jeannette Estes	Indefinite	1	1			2
Alternate	Vacant	Indefinite					0
Regional Workforce Board							
Member	Amberstar Bush	Indefinite	1	1	1		3
Alternate	VACANT	Indefinite					0
Local Medical Community - Palm Bay Kidney Center & North Melbourne Dialysis							
Member	VACANT	Indefinite					0
Alternate	Theresa Simpson	Indefinite					0
Florida Association of Community Action representing Economically Disadvantaged							
Member	VACANT	Indefinite					0
Alternate	VACANT	Indefinite					0
Local Mass Transit/Public Transit System Board							
Member	VACANT	Indefinite					0
Alternate	VACANT	Indefinite					0
Private For Profit or Non-Profit Transportation Industry							
Member	VACANT	Indefinite					0
Alternate	VACANT	Indefinite					0
Disabled Representative							
Member	Camille Tate	2/1/2027		1	1		2
Alternate	Sara Ann Conkling	2/1/2027	1				1
Persons over Sixty Representing Elderly of the County							
Member	Anna-May Smith	10/1/2026	1	1	1		3
Alternate	Anthony Laurendi	2/1/2027	1		1		2
Citizen Advocate							
Member	Miriam Moore	10/1/2026	1	1	1		3
Alternate	Diane Dickson	10/1/2026	1	1			2
Citizen Advocate User of the System							
Member	James Stringer	10/1/2026	1	1	1		3
Alternate	Jennifer Cleveland	10/1/2026		1	1		2
Total # in Attendance			12	15	13	0	40

ITEM NUMBER 8
Agency Member Reports

*For further information, please contact: patricia.rendon@sctpo.com
Strategic Plan Emphasis Area: Leadership*

DISCUSSION

Reports on TDLCB agency related topics of interest may be presented under this item.

REQUESTED ACTION

As desired by TDLCB.

ATTACHMENTS

None



SPACE COAST TRANSPORTATION PLANNING ORGANIZATION GLOSSARY OF TERMS

Acronyms and Abbreviations

<u>Acronym</u>	<u>Full Name</u>
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
CIGP	County Incentive Grant Program
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
EPA	Environmental Protection Agency
ETDM	Efficient Transportation Decision Making
FAST ACT	Fixing America's Surface Transportation Act
FDOT	Florida Department of Transportation
FEC	Florida East Coast Railroad
FHWA	Federal Highway Administration
FM	Financial Management
FS	Florida Statute
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographical Information System
GMSC	Growth Management Subcommittee
GPC	General Planning Consultant
G/W	Goes With
ITS	Intelligent Transportation System
LAP	Local Agency Program
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
SJHP	St. John's Heritage Parkway
SJRWMD	St. Johns River Water Management District
SR	State Road
SU	Surface Transportation Block Grant Program Urban
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TDLCB	Transportation Disadvantaged Local Coordinating Board
TIP	Transportation Improvement Program
TPO	Transportation Planning Organization
TRIP	Transportation Regional Incentive Program
UPWP	Unified Planning Work Program



Space Coast Transportation Planning Organization Governing Board Strategic Plan

FY 2023 - FY 2025

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

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

Leadership

Represent and promote the Space Coast TPO

Priority Actions:

- Report TPO actions and policies to Councils/Boards
- Share TPO social media posts and news
- Pursue leadership development opportunities

Performance Measure:

Implement Governing Board Strategic Plan



Safety

Implement a safe transportation system for all users

Priority Actions:

- Support implementation of Vision Zero Action Plan
- Support innovative safety counter measures

Performance Measure:

Prioritize a Safe System Approach Pilot Project on a High Injury Network Corridor



Linking Transportation & Land Use

Plan a network that provides transportation choices

Priority Actions:

- Participate in 2050 Long Range Transportation Plan development
- Explore opportunities to connect transportation hubs

Performance Measure:

Adopt Plans, Projects, and Programs that Increase Transportation Choices



Resiliency & Sustainability

Plan for a resilient and sustainable transportation system

Priority Actions:

- Participate and share Resiliency Public Engagement campaign and activities
- Keep utility departments and stakeholders informed

Performance Measure:

Adoption of Transportation Resiliency Master Plan



Technology & Data

Implement technology to enhance reliability of the transportation system

Priority Actions:

- Continue funding support of TSMO
- Encourage municipalities to develop transportation technology and data sharing policies

Performance Measure:

Launch Data Dashboard

