



**Hernando/Citrus
Metropolitan Planning Organization
Regular Meeting**
Hernando Government Center
20 North Main Street
Brooksville, FL 34601
~ Agenda ~

Thursday, March 12, 2020 1:30 PM

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS WITH DISABILITIES NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE COUNTY ADMINISTRATOR'S OFFICE, 20 NORTH MAIN ST BROOKSVILLE, FL 34601 (352) 540-6452, TTY: (800) 676-3777 AT LEAST TWO DAYS BEFORE THE MEETING.

IF A PERSON DECIDES TO APPEAL ANY QUASI-JUDICIAL DECISION MADE BY THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING OR MEETING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDING, AND THAT, FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PLEASE NOTE THAT ONLY PUBLIC HEARING ITEMS WILL BE HEARD AT THEIR SCHEDULED TIMES. ALL OTHER ITEM TIMES NOTED ON THE AGENDA ARE ESTIMATED AND MAY BE HEARD EARLIER OR LATER THAN SCHEDULED.

A. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance
3. MPO Board & Staff Introductions
4. Please Silence Electronic Devices
5. Enter Proof of Publication into the Record

B. APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff)

C. APPROVAL OF MINUTES

Approval of Minutes for Regular Meeting of February 13, 2020

D. MPO PRESENTATIONS

1. SR 44 Resurfacing Project in Crystal River (US 19 to NE 10th Avenue) FDOT Project 441665-1-52-01
2. Florida Bicycle Association - Hernando/Citrus MPO 2019 Supporting Agency of the year

E. CORRESPONDENCE TO NOTE/INFORMATIONAL ITEMS

Hernando/Citrus MPO Issue List and Media Release from February 13, 2020, Meeting

F. MPO AGENDA ITEMS

1. Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning and Coordination in West Central Florida
2. Transportation Alternative Projects Interlocal Agreement Between Hernando County, City of Brooksville and Hernando/Citrus MPO for Coordination of Engineering Services
3. Hernando/Citrus MPO Amended Lease Agreement with Hernando County Board of County Commissioners (BOCC)/Building Department - 2nd Request to Renew, with Additional Space
4. Draft FY 2020/21-2021/22 Unified Planning Work Program (UPWP)
5. Hernando/Citrus MPO Citizens Advisory Committee (CAC) Appointment
6. Hernando/Citrus MPO Bicycle/Pedestrian Advisory Committee (BPAC) - Member Appointment
7. Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) Member Appointments
8. Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) Member Appointments

G. CITIZENS COMMENTS**H. EXECUTIVE DIRECTOR COMMENTS****I. BOARD COMMENTS****J. ADJOURNMENT**

UPCOMING MEETING: THE NEXT REGULAR MEETING OF THE METROPOLITAN PLANNING ORGANIZATION IS SCHEDULED FOR TUESDAY, APRIL 09, 2020, BEGINNING AT 1:30 P.M., IN THE JOHN LAW AYERS COUNTY COMMISSION CHAMBERS.

THE MEETING AGENDA AND BACK-UP MATERIALS ARE AVAILABLE ONLINE AT [HTTP://HERNANDOCOUNTYFL.COM/CITIZENS](http://hernandocountyfl.com/citizens) OR AT [WWW.HERNANDOCOUNTY.US/MPO](http://www.hernandocounty.us/mpo).



**Hernando/Citrus
Metropolitan Planning Organization
Regular Meeting**
Lecanto Government Center
3600 West Sovereign Path, Room 166
Lecanto, FL 34461
~ Agenda ~

Thursday, February 13, 2020 1:00 PM

The meeting was called to order at 1:30 p.m. on Thursday, February 13, 2020, at the 20 N. Main St., John Law Ayers County Commission Chambers, Brooksville, Florida.

Attendee Name	Title	Attendance
Jeff Kinnard	MPO Chairman, Citrus County	Yes
John Allocco	MPO Vice-Chairman, Hernando County	Yes
Steve Champion	Member, Hernando County	No
Wayne Dukes	Member, Hernando County	No
Jeff Holcomb	Member, Hernando County	Yes
Ronald Kitchen	Member, Citrus County	No
Robert Battista	Member, City of Brooksville	Yes
Pat Fitzpatrick	Member, City of Crystal River	Yes
Cabot McBride	Member, City of Inverness	Yes
Garth Coller	Hernando County Attorney	Yes
Steven Diez	MPO Executive Director	Yes
Carlene Riecss	Transportation Planner III	Yes
Cayce Dagenhart	Transportation Planner II	Yes
Alaina Kidd	Administrative Assistant III	Yes

Mr. Kinnard led the Invocation.

Mr. Kinnard led the Pledge of Allegiance.

Proofs of publications of the Notice of Public meeting were entered into the record by Ms. Riecss.

APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff)

Motion: Commissioner Allocco made a motion to approve the agenda. Commissioner Fitzpatrick seconded and the motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	John Allocco, MPO Vice-Chairman, Hernando County
SECONDER:	Pat Fitzpatrick, Member, City of Crystal River
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

Minutes Acceptance: Minutes of Feb 13, 2020 1:30 PM (APPROVAL OF MINUTES)

ELECTION OF OFFICERS

Annual Election of MPO Officers and Committee Appointments for 2020

Nomination and Election of 2020 Chairman

Mr. Holcomb nominated Mr. Allocco to serve as Chairman to the Hernando/Citrus MPO.

No further nominations were made.

Motion: Mr. McBride moved to approve Mr. Allocco as the 2020 Chairman to the Hernando/Citrus Metropolitan Planning Organization (MPO). Mr. Kinnard seconded, and the motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Cabot McBride, Member, City of Inverness
SECONDER:	Jeff Kinnard, MPO Chairman, Citrus County
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

Nomination and Election of 2020 Vice Chairman

Mr. McBride nominated Mr. Fitzpatrick as Vice-Chairman to the Hernando/Citrus MPO.

No further nominations were made.

Motion: Mr. McBride moved to approve Mr. Fitzpatrick as the 2020 Vice-Chairman to the Hernando/Citrus Metropolitan Planning Organization (MPO). Mr. Kinnard seconded, and the motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Cabot McBride, Member, City of Inverness
SECONDER:	Jeff Kinnard, MPO Chairman, Citrus County
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

Nomination of TBARTA Chairs Coordinating Committee (CCC)

Mr. Kinnard opened nominations for serving as the representative of the TBARTA Chairs Coordinating Committee (CCC).

Mr. Allocco asked if the representatives need to change or if they can stay the same. Mr. Diez responded representatives could remain the same. .

Minutes Acceptance: Minutes of Feb 13, 2020 1:30 PM (APPROVAL OF MINUTES)

Representative:

There were no volunteers for the TBARTA representative.

Alternate:

Mr. Kinnard volunteered to continue as the alternate for TBARTA

Motion: Mr. McBride motioned to approve Mr. Wayne Dukes as chairman for TBARTA Coordinating Committee (CCC) and Mr. Kinnard as the alternate. Mr. Fitzpatrick seconded, and the motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Cabot McBride, Member, City of Inverness
SECONDER:	Pat Fitzpatrick, Member, City of Crystal River
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

Tampa Bay Transportation Management Area (TMA) Leadership Group (2019 representative was MPO Executive Director Steve Diez)

Motion: Mr. McBride made a motion to approve Steve Diez to continue as the Representative for the TMA Leadership Group. Mr. Fitzpatrick seconded, and the motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Cabot McBride, Member, City of Inverness
SECONDER:	Pat Fitzpatrick, Member, City of Crystal River
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

Florida MPO Advisory Council (MPOAC)

Representative:

Mr. Kinnard volunteered to remain as the Chairman for the MPOAC.

Alternate:

Jeff Holcomb will remain as the alternate.

Motion: Mr. Allocco motioned to approve Mr. Kinnard as the Chairman for the Florida MPO Advisory Council and Jeff Holcomb as the alternate. Mr.

Minutes Acceptance: Minutes of Feb 13, 2020 1:30 PM (APPROVAL OF MINUTES)

Holcomb seconded, and the motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	John Allocco, MPO Vice-Chairman, Hernando County
SECONDER:	Jeff Holcomb, Member, Hernando County
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

Nomination of Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) Chairman and the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) Chairman

Mr. Diez reported that in 2020 the Hernando County Board of County Commissioners (BOCC) appointed Mr. John Allocco as the Chairman to the Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) and the Citrus County BOCC appointed Mr. Jimmie T Smith as the Chairman to the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB).

Motion: Mr. Holcomb motioned to approve Mr. Allocco as the Chairman of the Hernando County TDLCB. Mr. McBride seconded, and the motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Jeff Holcomb, Member, Hernando County
SECONDER:	Cabot McBride, Member, City of Inverness
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

Motion: Mr. Allocco made a motion to approve Mr. Smith as Chairman of the Citrus County LCB. Mr. McBride seconded, and the motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	John Allocco, MPO Vice-Chairman, Hernando County
SECONDER:	Cabot McBride, Member, City of Inverness
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

APPROVAL OF MINUTES

Minutes Acceptance: Minutes of Feb 13, 2020 1:30 PM (APPROVAL OF MINUTES)

Approval of Minutes for Regular Meeting of December 04, 2019

Motion: Commissioner Holcomb made a motion to approve the December 4, 2019 minutes. Chairman Kinnard seconded and the motion carried unanimously.

RESULT:	ACCEPTED [6 TO 0]
MOVER:	Jeff Holcomb, Member, Hernando County
SECONDER:	Jeff Kinnard, MPO Chairman, Citrus County
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

CORRESPONDENCE TO NOTE/INFORMATIONAL ITEMS

Hernando/Citrus MPO Summary and Issue List from December 4, 2019, Meeting

Hernando/Citrus MPO Summary and Issue List from December 4, 2019, Meeting

Mr. Diez provided the MPO Board with and overview of the Issue List from the December 4, 2019 meeting.

MPO PRESENTATIONS

Citrus County - Inverness Airport Business-Industrial Park

Mr. Bruce Register, Economic Development Director for Citrus County, requested the MPO support the development of the Citrus County Inverness Airport Business-Industrial Park and acknowledge that it is within their plan.

Mr. Allocco asked if this project has been presented to the Citrus County BOCC. Mr. Kinnard indicated the Board is very supportive, and the project holds the top position on their legislative priorities list.

Mr. McBride added that this project is important to the City of Inverness and the community.

Mr. Diez stated that the MPO supports the airport development but cannot endorse the project as an earmark request.

Mr. Register added the specific request is for the MPO to acknowledge the project has been in their planning process and fits within their long-term transportation improvement plan.

Motion: Mr. Kinnard made a motion for the Hernando/Citrus MPO to support the proposal of the Inverness Airport Business-Industrial Park and

Minutes Acceptance: Minutes of Feb 13, 2020 1:30 PM (APPROVAL OF MINUTES)

hopes to incorporate it in future plans. Commissioner McBride seconded and the motion carried unanimously.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Jeff Kinnard, MPO Chairman, Citrus County
SECONDER:	Cabot McBride, Member, City of Inverness
AYES:	Kinnard, Allocco, Holcomb, Battista, Fitzpatrick, McBride
ABSENT:	Champion, Dukes, Kitchen, Carnahan, Smith, Kemerer, Holmes, Hepfer, Mitten

Presentation: Tampa Bay Area Regional Transit Authority (TBARTA) and the Envision 2030 Regional Transit Development Plan (TDP).

Mr. Ball with Tindale Oliver gave an overview of their Envision 2030 Regional Transit Development Plan, the first ever Regional Transit Development Plan. The region comprises Hernando, Hillsborough, Manatee, Pasco and Pinellas counties. TBARTA's role in regional transit is planning, operations, funding and branding. Regional transit needs were identified through local agency transit plans, transit agency input, past and ongoing planning efforts, public outreach and situation appraisal.

Mr. Allocco asked whether the public indicated interest in particular services, or whether they were presented with a proposal from TBARTA in an effort to gain support. Mr. Ball responded that the public was asked to identify what transit services were needed. The results were incorporated into a needs assessment. The second phase was a follow up which asked the public to review the needs identified and indicate importance.

Presentation by FDOT: SR50 Project Development & Environment (PD&E) Study

Ms. Russo a GEC consultant representing FDOT reviewed a PowerPoint presentation relating to the PD&E for the section of SR 50 from the Brooksville bypass to I-75, a distance spanning 7.2 miles. The scope includes the widening of SR 50 from four to six lanes, as well as evaluating intersection improvements. This plan is to accommodate proposed growth and improve overall safety. The next phase of the project will be design, followed by right of way and construction. FDOT conducted a public hearing on December 13, 2019, and they are reviewing the feedback received.

Legislative Overview

Carl Mikyska, Executive Director of Florida MPOAC provided the MPO Board with a legislative update in a PowerPoint presentation. This presentation included a review of the Multi-use Corridors of Regional Economic Significant (M-CORES) efforts from last year, health care, merging of universities (New College/FSU and Florida Polytech/UF), as well as the State of Florida Budget. Mikyska also discussed Transportation bills and the negative impact of Earmarks.

FDOT TARGET FOR FHWA SAFETY PERFORMANCE MEASURES RESOLUTION ADOPTION

FDOT Target for FHWA Safety Performance Measures - Annual Requirement Adoption by Resolution

FDOT Target for FHWA Safety Performance Measures - Annual Requirement Adoption by Resolution

Mr. Diez reviewed the FDOT Target Safety Performance Measures for adoption. MPO's position is to support FDOT's long term vision zero target, however MPO has a target of 5% reduction in traffic fatalities and serious injuries.

Chairman Allocco commented that it is important that the MPO set attainable goals.

Motion: Mr. McBride motioned to continue to support FDOT's long term vision zero, maintain a 5% reduction target and authorize the Chairman's signature on the resolution. Mr. Holcomb seconded, and the motion carried unanimously.

CITIZENS COMMENTS

There were no citizen comments.

BOARD COMMENTS

There were no additional Board comments.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 3:00 pm

UPCOMING MEETINGS

THE NEXT REGULAR MEETING OF THE METROPOLITAN PLANNING ORGANIZATION IS SCHEDULED FOR THURSDAY, MARCH 12, 2020, BEGINNING AT 1:30 P.M., IN THE JOHN LAW AYERS COUNTY COMMISSION CHAMBERS.

THE MEETING AGENDA AND BACK-UP MATERIALS ARE AVAILABLE ONLINE AT [HTTP://HERNANDOCOUNTYFL.IQM2.COM/CITIZENS](http://HERNANDOCOUNTYFL.IQM2.COM/CITIZENS) OR AT WWW.HERNANDOCOUNTY.US/MPO.



AGENDA ITEM

TITLE

SR 44 Resurfacing Project in Crystal River (US 19 to NE 10th Avenue) FDOT Project 441665-1-52-01

BRIEF OVERVIEW

This discussion item relates to the SR 44 resurfacing project in Crystal River from US 19 to NE 10th Avenue (FDOT project 441665-1-52-01). The project fact sheet from the Florida Department of Transportation is attached.

FINANCIAL IMPACT

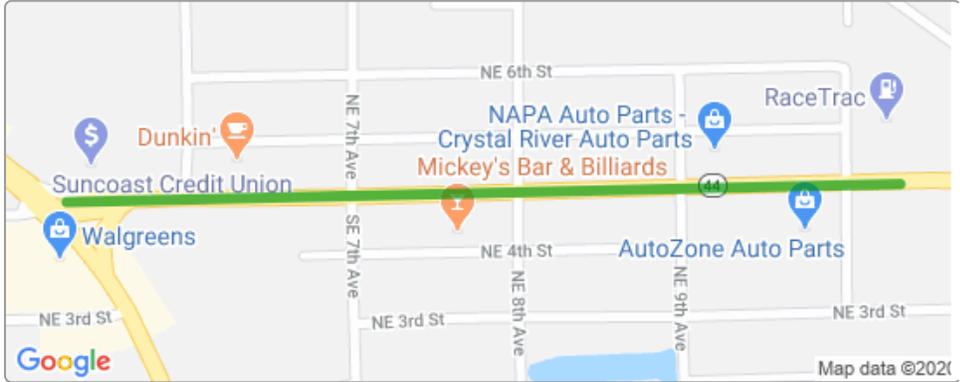
This item is for discussion purposes only and no formal action is required by the MPO Board.

REVIEW PROCESS

Carlene Riecsc	Completed	03/03/2020 11:12 AM
Steven Diez	Completed	03/03/2020 11:24 AM
Alaina Kidd	Completed	03/03/2020 12:30 PM
MPO	Pending	03/12/2020 1:30 PM

SR 44 Resurfacing from US 19 to NE 10th Ave. 441665-1-52-01

Project Details	
Work Type	Resurfacing
Phase	Design
Limits	from US 19 to east of NE 10th Ave.
Length	.6 miles
City	Crystal River
County	Citrus
Design Cost	\$829,000



Contact Information	
Design Manager	Kara Van Etten 813-975-6057 kara.vanetten@dot.state.fl.us
Media Contact	Kris Carson 813-975-6060 Kristen.carson@dot.state.fl.us

About

This project will repave SR 44 between US 19 and NE 10th Ave. in Crystal River. Additionally, raised medians with dedicated left-turn lanes and mid-block pedestrian crossings will be added. The bike lane widths will be increased to 5-feet. An 8-foot sidewalk will be added to the north side of the roadway and the existing sidewalk on the south side will be repaired and gaps will be filled in where there is available right of way.

The project is currently being designed. Construction is anticipated to begin in 2022.

Attachment: SR 44 Crystal River (16812 : SR 44 Resurfacing Project in Crystal River)



AGENDA ITEM

TITLE

Florida Bicycle Association - Hernando/Citrus MPO 2019 Supporting Agency of the year

BRIEF OVERVIEW

The Hernando/Citrus MPO staff is pleased to notify the Board that the Hernando/Citrus MPO has been selected by the Florida Bicycle Association as the 2019 Supporting Agency of the year. The formal announcement from the Executive Director is attached for your information.

FINANCIAL IMPACT

This item is for informational purposes only and no formal action is required by the MPO Board.

REVIEW PROCESS

Carlene Riecsc	Completed	02/26/2020 11:15 AM
Cayce Reagin Dagenhart	Completed	02/27/2020 2:32 PM
Steven Diez	Completed	02/27/2020 7:36 AM
Garth Coller	Completed	02/27/2020 3:23 PM
Alaina Kidd	Completed	02/27/2020 3:59 PM
MPO	Pending	03/12/2020 1:30 PM



February 14, 2020

Board of Directors

Courtney Reynolds
President

Eddie Mingus
Vice President

Patty Huff
Secretary / Treasurer

Angelo Rao

Steve Diez
Hernando/Citrus MPO
20 North Main Street
Brooksville FL 34601

Dear Steve:

Advisory Board

Hugh Aaron

Chris Burns

Keri Caffrey

Julie Christesen

V Christiansen

Dan Connaughton

Steve Diez

Jim Dodson

John Egberts

Lucy Gonzalez-Barr

Joy Hancock

David Henderson

Henry Lawrence

Chris LeDew

Laura Minns

Dan Moser

Yvonne Nyakana

Roger Pierce

Paula Saracki

J. Steele Olmstead

Lisa Walker

Congratulations! The Florida Bicycle Association is pleased to announce Hernando/Citrus MPO has been selected as our 2019 Supporting Agency of the Year. Your efforts and achievements for bicyclists are shaping our vision for bicycling to be safe, accepted and encouraged in Florida. Thank you.

I would like to present you with your award at a function or venue of your choice, perhaps at a bike club gathering or city/county council meeting, preferably between Florida Bike Month (March) and National Bike Month (May).

Please let me know when you would like to schedule the presentation and I will make plans to be there. I can be reached at 813-748-1513 or Becky@floridabicycle.org.

Your hard work and dedication to bicycling is to be commended and celebrated. It will be my honor to present to you the Florida Bicycle Association 2019 Supporting Agency of the Year award.

Sincerely,

Becky Afonso
Executive Director

Becky Afonso
Executive Director

Better bicycling
means a better Florida





AGENDA ITEM

TITLE

Hernando/Citrus MPO Issue List and Media Release from February 13, 2020, Meeting

BRIEF OVERVIEW

Attached is the MPO issue list, and media release summarizing the 2/13/20 MPO meeting.

The media release was provided to Citrus and Hernando Counties to post on their website. Additionally, the release was posted to the MPO website.

FINANCIAL IMPACT

This item is for informational purposes only and no formal action is required by the MPO Board.

REVIEW PROCESS

Carlene Riecsc	Completed	02/21/2020 3:57 PM
Cayce Reagin Dagenhart	Completed	02/21/2020 4:05 PM
Steven Diez	Completed	02/21/2020 4:13 PM
Garth Coller	Completed	02/26/2020 12:24 PM
Alaina Kidd	Completed	02/27/2020 8:46 AM
MPO	Pending	03/12/2020 1:30 PM

MPO ISSUES LIST

Issue	Date	Detail	Status	Comments
Traffic signal US 19 and Hexam Road	1/30/2018 12/10/2019	Safety concerns, FDOT was asked for a signal	Awaiting Funds	FDOT indicated the signal is warranted and will cost \$1.3 Million to install. FDOT requested Hernando County contribute \$300,000 toward the cost. County agreed (\$225,000 gas tax and \$75,000 developer NE corner).
Traffic signal US 19 and St. Andrews	1/30/2018 10/2/2019	Concern regarding number of severe crashes	Project completion delayed to Summer 2020	In March 2018, FDOT installed flashing beacons at this intersection. Subsequently, additional crashes occurred and FDOT reanalyzed and approved signal warrant. Due to high demand for steel, signal poles are being delayed. Anticipated completion is Summer 2020 (6 month delay)
JD Floyd Elementary	12/12/2018 8/20/2019 2/8/2020	Traffic is backing up on local roads	Under Review	A joint school Board meeting was held in December 2019 to discuss school related issues. The Hernando County Engineer has indicated that further study at JD Floyd and Explorer K8 is planned in an effort to identify potential remedies to the traffic back up.

Attachment: Issue List for 3 12 20 (16742 : Hernando/Citrus MPO Issue List and Media Release from

Issue	Date	Detail	Status	Comments
US 19 and Thrasher	1/30/2018 3/19/2019	Requested FDOT review safety remedies	Pending Funding	At the May 15, 2019, MPO meeting, FDOT reported that a northbound right turn lane has been determined warranted and should be under construction by next year. MPO send a letter of support to FDOT. FDOT has indicated funding is not available. It is anticipated this will be a 3-R (resurfacing) project.
Committee Quorums	5/15/2019	MPO issues with quorums	Monitoring	The MPO was experiencing committee quorum issues. New members have been added which is helping the issue. Item will continue to be monitored.
US 19 Trail (Green Acres to Jump Court)	1/30/2018	Verify timing of trail Timing	FDOT has verified trail will occur	Based on the FDOTs FY 2020-2024 Work program, construction of the 10' wide trail is scheduled for 2021.

Attachment: Issue List for 3 12 20 (16742 : Hernando/Citrus MPO Issue List and Media Release from

MPO BOARD ISSUES – ADDRESSED

Issue	Date	Detail	Status	Comments
MPO Budget Discussion	8/20/2019 9/17/2019 10/30/2019	Funding Budget issues were discussed	Nothing further at this time	Presentation was provided to the MPO Board on 10/30/19. No further requests for information by the MPO Board.
Intersection of US 19 and CR 550	9/18/2018	Request for south bound turn lane onto US 19	Right turn lane cannot be installed	There is inadequate right of way at this intersection to construct a right turn lane.
Anderson Snow Road Sidewalk	12/12/2018 1/15/2019	Safety concerns students	Application is not being amended at this time	TA application was submitted for Amero Lane sidewalk. Discussion occurred re: amending the Amero application to include Anderson Snow

Attachment: Issue List for 3 12 20 (16742 : Hernando/Citrus MPO Issue List and Media Release from



MEDIA RELEASE

Hernando/Citrus Metropolitan Planning Organization (MPO) Meeting Summary – February 13, 2020

Hernando County Government Center
John Law Ayers County Commission Chambers
20 N Main Street, Room 160, Brooksville, FL

- John Allocco, Hernando County Commissioner, was appointed to serve as the MPO Chairman for 2020. Pat Fitzpatrick, Crystal River City Council Member, was appointed to serve as the MPO Vice Chairman for 2020.
- A presentation was made by the Tampa Bay Area Regional Transit Authority relating to the Envision 2030 Regional Transit Development Plan (TDP).
- The Florida Department of Transportation presented information to the Board regarding the Project Development and Environment (PD&E) Study on State Road 50 from the Brooksville Bypass to west of I-75.
- A Legislative Overview was provided to the Board by the Metropolitan Planning Organization Advisory Council (MPOAC).
- A presentation was made by Citrus County regarding the Inverness Airport Business-Industrial Park.
- The MPO Board adopted Annual Safety Performance Measures for 2020.

For further information regarding the
Hernando/Citrus Metropolitan Organization, visit us at:
www.HernandoCitrusMPO.us

The next MPO meeting is scheduled for Thursday, March 12, 2020, at 1:30 pm in the Hernando County Government Center, John Law Ayers County Commission Chambers, 20 N Main Street, Rm 160, Brooksville, FL

Please Contact the Hernando/Citrus MPO at (352) 754-4082 for more information
#



AGENDA ITEM

TITLE

Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning and Coordination in West Central Florida

BRIEF OVERVIEW

For review and approval, the Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning and Coordination in West Central Florida is being provided to the MPO Board. This agreement will supersede the current Fourth Amended Agreement approved on 9/18/18.

Changes include the following:

- The Directors and staff of the member MPOs will resume responsibility for preparing meeting agendas, materials and summaries of all Chairs Coordinating Committee (CCC) and board meetings.
- Tampa Bay Area Regional Transit Authority (TBARTA) will use its website to continue hosting meeting notices, agenda materials and work products with the staff directors responsible for all content.
- TBARTA will continue to provide input and direction to the CCC on regional transit.
- TBARTA will make its conference room meeting space available to CCC committees and working groups, specifically the Staff Directors Committee, MUTC Committee and the TRIP Working Group. Use of TBARTA's conference room by other groups and committees related to the CCC will be subject to additional review and approval by TBARTA.

This Interlocal Agreement will provide for the continued regional coordination of transportation planning activities in the urbanized areas of Hernando, Pasco, Hillsborough, Pinellas, Polk, Manatee and Sarasota Counties.

FINANCIAL IMPACT

N/A

LEGAL NOTE

Pursuant to Chapter 339.175, FS, the MPO Board has the authority to take the recommended action. (LR 2014-786-6)

STAFF RECOMMENDATION

It is recommended the MPO Board approve the Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning and Coordination in West Central Florida, and authorize the Chairman's signature thereon.

REVIEW PROCESS

Carlene Riecsc	Completed	01/14/2020 1:57 PM
Cayce Reagin Dagenhart	Completed	01/15/2020 9:01 AM
Mary Elwin	Completed	01/22/2020 1:18 PM
Steven Diez	Completed	01/15/2020 11:24 AM
Garth Coller	Completed	01/23/2020 9:54 AM
Alaina Kidd	Completed	01/23/2020 11:07 AM
MPO	Pending	02/13/2020 1:30 PM

**FIFTH AMENDED AND RESTATED INTERLOCAL AGREEMENT FOR
REGIONAL TRANSPORTATION PLANNING AND COORDINATION
IN WEST CENTRAL FLORIDA**

This FIFTH AMENDED AND RESTATED INTERLOCAL AGREEMENT (herein the "Agreement") is made and entered into by and between the Hernando/Citrus Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Hernando/Citrus MPO); the Hillsborough County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Hillsborough MPO); the Pasco County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Pasco MPO); the Pinellas County Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, Forward Pinellas); the Polk Transportation Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175 Florida Statutes (herein the Polk TPO); and, the Sarasota/Manatee Metropolitan Planning Organization, an entity created and operated pursuant to Interlocal Agreement and Section 339.175, Florida Statutes (herein, the Sarasota/Manatee MPO).

WHEREAS, the Hernando/Citrus MPO, the Hillsborough MPO, the Pasco MPO, the Pinellas MPO, the Polk TPO, and the Sarasota/Manatee MPO entered into an agreement to form a regional entity, the West Central Florida MPO Chairs Coordinating Committee (herein, the CCC), to coordinate transportation planning activities in the urbanized areas of Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota Counties, such original agreement having been signed on March 17, 2004; and hereinafter referred to as the "Agreement"; and,

WHEREAS, in 2005 the Florida legislature created the Transportation Regional Incentive Program (TRIP) for the purpose of providing funds to improve regionally significant transportation facilities in regional transportation areas created pursuant to s. 339.155(4); and

WHEREAS, the CCC on June 9, 2006 executed Amendment No. 1 to amend the original March 17, 2004 Agreement, by allowing Citrus County a voting membership for the purposes of participating in TRIP and to incorporate the adopted CCC Conflict Resolution Process in the Agreement, and

WHEREAS, after the initial 5-year term the parties to the original Agreement and Citrus County examined the terms of the original Agreement, as amended, and agreed to amend the provisions of the original Agreement, as amended, consistent with Section 10 of the original Agreement; and

WHEREAS, on July 8, 2010 the Citrus County TPO was created by virtue of an interlocal agreement between the Florida Department of Transportation, Citrus County, the

City of Inverness, and the City of Crystal River to participate in a coordinated and comprehensive transportation planning process; and

WHEREAS, the CCC on July 12, 2011 executed Amendment No. 2 to remove the Citrus County Board of County Commissioners from limited CCC membership and to accept the Citrus County TPO into the West Central Florida MPO Chairs Coordinating Committee with full member rights in an effort to further regional transportation planning; and

WHEREAS, the Citrus County TPO and the Hernando MPO have been merged, with the approval of the Governor and created pursuant to an Interlocal Agreement and Section 339.175, Florida Statutes to form the Hernando/Citrus MPO; and

WHEREAS, the CCC on December 13, 2013 voted to merge into and consolidate its transportation planning activities with those of the Tampa Bay Area Regional Transportation Authority, for a streamlined and unified regional planning process; and

WHEREAS, on July 1, 2016, pursuant to Section 339.175(6)(i), Florida Statutes, the West Central Florida MPO Chairs Coordinating Committee was renamed the Tampa Bay Area Regional Transportation Authority MPO Chairs Coordinating Committee; and

WHEREAS, on July 1, 2017, pursuant to Section 343.92, Florida Statutes, the Tampa Bay Area Regional Transportation Authority (herein, the TBARTA) was renamed the Tampa Bay Area Regional Transit Authority, and the TBARTA MPO Chairs Coordinating Committee similarly renamed pursuant to Section 339.175(6)(i); and

WHEREAS, the renaming of TBARTA shrank its geographic area and established its focus on transit as a transportation mode, while MPOs' service areas are unchanged and conduct planning for all modes of surface transportation; and

WHEREAS, pursuant to Section 343.92, Florida Statutes, TBARTA shall coordinate plans and projects with the CCC, to the extent practicable, and participate in the regional M.P.O planning process to ensure regional comprehension of TBARTA's mission, goals, and objectives;

WHEREAS this Fifth Amended and Restated Agreement, once effective, supersedes the Fourth Amended and Restated Agreement which would have automatically renewed but for the Parties entering into this Agreement.

NOW, THEREFORE, in consideration of the covenants made to by each Party to the other and of the mutual advantages to be realized by the Parties hereto, the Hernando/Citrus MPO, the Hillsborough MPO, the Pasco MPO, the Forward Pinellas, the Polk TPO, and the Sarasota/Manatee MPO agree as follows:

Section 1. Authority – This Interlocal Agreement is entered into pursuant to the general authority of Sections 339.175, 339.155 and 163.01, Florida Statutes, relating to Interlocal Agreements.

Section 2. Purpose – The purpose of this Agreement is to provide a forum for continuing coordination and communication among the member Metropolitan Planning Organizations, District One and District Seven Offices of the Florida Department of Transportation, the Florida Turnpike Enterprise, the Tampa Bay Area Regional Transit Authority (TBARTA), and the affected Regional Planning Councils and to address those tasks necessary to conduct an ongoing regional transportation planning process in accordance with Sections 339.175, 339.155 and 339.2819, Florida Statutes, and in accordance with the requirements under the Fixing America's Surface Transportation (FAST) Act, or successor legislation.

Pursuant to the language of Section 339.175 (6) (i), Florida Statutes, the powers and duties of the MPO Chairs Coordinating Committee are to coordinate transportation projects deemed to be regionally significant by the Committee, review the impact of regionally significant land use decisions on the region, review all proposed regionally significant transportation projects in the respective transportation improvement programs which affect more than one of the MPOs represented on the Committee, and institute a conflict resolution process to address any conflict that may arise in the planning and programming of such regionally significant projects.

Pursuant to the language of Section 339.2819, Florida Statutes there is created within the Florida Department of Transportation a Transportation Regional Incentive Program for the purpose of providing funds to improve regionally significant transportation facilities in regional areas created pursuant to Section 339.155(4), Florida Statutes. This Interlocal Agreement meets the requirements of Section 163.01, Florida Statutes.

Section 3. Name of Entity – The entity created pursuant to this Interlocal Agreement shall be called the Metropolitan Planning Organization Chairs Coordinating Committee (herein the CCC) and may elect to do business under a fictitious name as determined by the voting members.

Section 4. Organization and Membership

(a) Voting Members: The voting membership of the CCC shall consist of the Chair of each of the six member Metropolitan Planning Organizations. An alternate, who is an elected official, may represent the respective Metropolitan Planning Organization member if so designated by the respective Metropolitan Planning Organization. Each member shall have one vote. Except as indicated in Sections 11 and 12, a simple majority of the voting membership shall be required to pass motions.

(b) Nonvoting Advisors: The Secretaries for Districts One and Seven of the Florida Department of Transportation; representatives of the Florida Turnpike Enterprise and of the Tampa Bay Area Regional Transit Authority; and Chairs (or designees) of the Tampa

Bay, Southwest Florida, and Central Florida Regional Planning Councils shall be nonvoting advisors of the CCC.

(c) Standing Committees. The CCC shall have the ability to establish committees, identifying the purpose and membership of the committee, to accomplish tasks identified by the CCC voting members. Committees may include but are not limited to the MPO Staff Directors Team, the Tampa Bay Transportation Management Area (TMA) Leadership Group, the Regional Multi-Use Trails Team, and the Transportation Regional Incentive Program Team, as described in the CCC Operating Procedures.

Section 5. Conduct of Meetings –Meetings of the CCC shall be held at least annually on a rotating basis with the meeting Host rotating each year among the CCC voting members. The order of rotation shall be the Hernando/Citrus MPO, the Pasco MPO, the Hillsborough MPO, the Polk TPO, the Sarasota/Manatee MPO, and Forward Pinellas. Responsibility for serving as the Chair of each meeting shall alternate among the CCC members. The Chair of the meeting shall conduct the meetings but have no extraordinary membership powers or responsibilities. At the last meeting of the calendar year, meeting date(s) shall be approved for the following year. Meeting dates shall be posted on TBARTA’s website. Special meetings may be called by a majority of the members. The Host for all special meetings will follow the rotational order. Reasonable notice must be provided to all members for special meetings. The Host member shall be responsible for ensuring that notice requirements of §286.011 have been met, and that meetings are held in a facility accessible to persons with disabilities in compliance with Title II of the Americans with Disabilities Act.

Meetings of the CCC and its committees shall be conducted pursuant first to any applicable statute, then to any procedural rules adopted by the CCC, then finally to the most recent edition of Robert’s Rules of Order.

As an alternative to the provisions of this Section, a Party or Parties may enter into an agreement with TBARTA to provide professional services and organizational and meeting support that is at a minimum consistent with this Section. In such an event, a lead member of said Party shall be designated each year to administer such an agreement with TBARTA.

Section 6. Staffing, Professional Services and Financial Support of Entity – The Parties agree that the Directors and Managers of the CCC members will be responsible for carrying out the regional work programs and coordinating process as directed by the CCC, provided, however, that should a direction of the CCC directly conflict with the officially-adopted policy direction of a CCC member, staff of that member may ask that the work in question be performed by staff of some other member. Expenses concerning projects assigned to a lead CCC member may be paid by the regional set-aside as specified in its Unified Planning Work Program. The provision of professional services to the administrative entity, including legal review, shall be as agreed by the CCC members from time to time, with the exception that no legal counsel shall be required to render advice to the entity or representation to the members thereof absent each individual member's waiver of any conflict and authorization of joint representation, as provided for by Florida Bar Rule 4-

1.7. Notwithstanding the foregoing, the CCC members do not authorize this administrative entity to incur for itself any cost or expense, nor to obtain or retain funds from any source. The entity created by this Agreement is not authorized to conduct any banking or other financial transactions of any kind, nor to receive or disburse any funds. Instead, all financial support for this entity, including the payment of costs and expenses related to its operation, shall be borne by CCC members, on an equitable basis taking into account the relative size of the member as measured by budget and population. The voting Members of the CCC may, as authorized by each member or agencies' governing board, adopt more specific financial support allocation methods as may be deemed necessary, and may appoint a lead member to receive and administer funds for the entity. Specifically, one member or partner agency of the CCC may take the lead on a portion of any projects and programs of the CCC and be reimbursed by another member or partner agency of the CCC without creation and execution of a new Interlocal Agreement consistent with approval by each respective member or agencies governing board and MPOs Unified Planning Work Program (UPWP) authorization. Such governing board approval shall be deemed an addendum to this agreement, which shall be a financial obligation of the member enforceable by the lead member. The CCC members agree to work together to seek new sources of funding to assist the members with the added costs and expenses associated with the operations of this administrative entity.

Section 7. Record Keeping – Staff of the host CCC member shall provide a recording secretary for public meetings. Record keeping and other clerical responsibilities shall be the duty of the host member staff consistent with the rotation for hosting the meeting. All minutes shall be distributed to members prior to the next meeting. Records shall be maintained in accordance with the public records law, Chapter 119, Florida Statutes.

Section 8. Conflict Resolution – A conflict resolution process is adopted which will be used to resolve disagreements regarding interpretation of the interlocal agreement or disputes relating to the development or content of the regional plan. If the Parties to this Agreement fail to resolve any conflicts related to issues covered in the Agreement, such dispute will be resolved in accordance with the "West Central Florida Metropolitan Planning Organizations Memorandum of Understanding for a Conflict Resolution Process (June 2001)."

Section 9. Risk of Loss - The Parties acknowledge that as a mere administrative entity, the CCC cannot sue, be sued, nor bear any legal liability. Therefore, the Parties agree that each shall continue to maintain such insurance coverage as may be required to cover the additional risks associated with membership and participation in the CCC entity. Members covered by a self-insurance program shall notify their respective covering-entities of this agreement so that any added risk may be factored. The Parties further agree that under no circumstances shall any member of the CCC seek to recover against any other member for any loss associated with this Agreement or the work of the CCC.

Section 10. Duration of Agreement – This Agreement shall have a term of five years from the effective date and shall automatically renew at the end of said five years for another five-year term and every five years thereafter. At the end of the five-year term and

at least every five years thereafter, the Parties hereto shall examine the terms hereof and agree to amend provisions or reaffirm the same. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

Section 11. Termination – This Agreement shall continue in force until terminated with or without cause by a unanimous vote of the MPOs.

Section 12. Modification – This Agreement may only be modified by a unanimous vote of the MPOs. Amendments or modifications to the Agreement shall not become effective until executed and recorded in the public records of the counties of each participating MPO.

Section 13. Rescission – Any MPO may terminate its participation in this Agreement upon thirty (30) days written notice. Notice of intent to terminate shall be given to the other member agencies. Said notice shall be transmitted to the official office of the member agencies by certified mail, return receipt requested. The 30-day notice requirement shall commence upon giving of the notice.

Section 14. Filing and Recording –As required by §163.01(11), Florida Statutes, this Interlocal Agreement shall be filed with the Clerks of the Circuit Courts of Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota and Citrus Counties, Florida.

This Fifth Amended and Restated Agreement does not become effective until recorded in each county and shall continue to be effective thereafter in accordance with Section 10 of this Agreement. Until the Fifth Amended and Restated Agreement becomes effective, the Fourth Amended and Restated Interlocal Agreement shall remain in effect.

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

HILLSBOROUGH COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Les Miller, Chairperson

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Les Miller, as Chairperson of the Hillsborough County Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

, Chairperson

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by _____ as Chairperson of the Hernando/Citrus Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY *[Signature]*
County Attorney's Office

Attachment: Legal Stamped for Chair's Signature (16598 : 5th Amended and Restated Interlocal Agreement for Regional Transportation

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

PASCO COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Jeff Starkey, Chairperson

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Jeff Starkey, as Chairperson of the Pasco County Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Dave Eggers, Chairperson

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Dave Eggers, as Chairperson of Forward Pinellas, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

POLK COUNTY TRANSPORTATION PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Nathaniel Birdsong, Chairperson

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Nathaniel Birdsong, as Chairperson of the Polk County Transportation Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification.

IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

SARASOTA/MANATEE METROPOLITAN PLANNING ORGANIZATION, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes

By: _____

Alan Maio, Chairperson

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Alan Maio, as Chairperson of the Sarasota/Manatee Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced _____ as identification

METROPOLITAN PLANNING ORGANIZATION CHAIRS COORDINATING COMMITTEE OPERATING PROCEDURES

SECTION I. NAME AND PURPOSE OF COMMITTEE

There shall be a committee named the Metropolitan Planning Organization Chairs Coordinating Committee (hereinafter referred to as the CCC). The CCC shall be responsible for the development and coordination of regional policies, priorities, plans, and programs for the six Metropolitan Planning Organizations within the West Central Florida Area in cooperation with the District One and Seven Offices of the Florida Department of Transportation (FDOT). The participating Metropolitan Planning Organizations (MPOs) include Hernando/Citrus MPO, Hillsborough MPO, Pasco County MPO, Pinellas County MPO, Polk Transportation Planning Organization (TPO) and the Sarasota/Manatee MPO. In addition to the aforementioned agencies, the Tampa Bay, Withlacoochee, Southwest Florida and Central Florida Regional Planning Councils, the Tampa Bay Area Regional Transit Authority (TBARTA), the Florida Department of Transportation (FDOT) and the Turnpike Enterprise shall also participate in the regional coordination process. The CCC may choose another brand and/or name under which to conduct business and to register a fictitious name.

SECTION II. RESPONSIBILITIES AND FUNCTIONS

The CCC shall be responsible for providing continuing coordination and communication among the member Metropolitan Planning Organizations, the District Offices of the FDOT, Florida's Turnpike Enterprise, TBARTA and the member Regional Planning Councils. The CCC will also be responsible for administering those tasks necessary to conduct an ongoing regional transportation planning process in accordance with Chapter 339.175 Florida Statutes and 23 United States Code 134.

The Committee will be responsible for carrying out such items for regional coordination as

- 1) long range transportation plans;
- 2) congestion management processes;
- 3) air quality planning activities;
- 4) coordination of transportation projects deemed to be regionally significant;
- 5) review of the impact of regionally significant land use decisions; and
- 6) institution of a conflict resolution process to address any conflict that may arise in the planning and programming of such regionally significant transportation projects.

Participating members agree to coordinate regional transportation planning activities through the CCC, consistent with the Unified Planning Work Program regional planning tasks as adopted by the participating Metropolitan Planning Organizations in their respective Unified Planning Work Programs.

A responsibility of the CCC will be to establish performance measures by which the regional coordination may be reasonably judged. In addition, the CCC shall annually evaluate its progress in meeting the above items in accordance with its overall responsibilities.

The CCC shall consider transportation matters of regional importance brought to it by member Metropolitan Planning Organizations, the FDOT, the Florida Turnpike Enterprise, TBARTA, Regional Planning Councils, or any of its subcommittees or task forces, and be empowered to render recommendations regarding the manner in which planning and programming activities are conducted within the West Central Florida area. Recommendations from the CCC shall serve as a basis for consideration of regional issues by individual Metropolitan Planning Organization Boards.

SECTION III. MEMBERSHIP AND QUALIFICATIONS

A. Voting Membership

Voting Membership of the CCC shall consist of one MPO Board representative of each of the six member Metropolitan Planning Organizations. An alternate, who is an elected official, may represent the respective Metropolitan Planning Organization–member if so designated by the respective Metropolitan Planning Organization Chairman.

B. Nonvoting Advisors

The Secretaries for Districts One and Seven of the Florida Department of Transportation and Chair of the Tampa Bay, Withlacoochee, Southwest Florida, and Central Florida Regional Planning Councils (RPCs) shall be nonvoting advisors members of the CCC. Representatives of TBARTA and the Turnpike Enterprise shall also serve as non-voting advisors members. An alternate may represent the FDOT District secretaries and the Regional Planning Council representative if so designated by the respective agencies.

SECTION IV. CONDUCT OF MEETINGS

A. Frequency of Meetings

Meetings shall be held at least on an annual basis with Chair of the CCC and the CCC Staff Directors Team rotating each quarter among the member Metropolitan Planning Organizations. The order of rotation shall be, Hernando/Citrus Counties, Pasco County, Hillsborough County, Polk County, Sarasota/Manatee County and Pinellas County. At the end of this rotation, responsibility will move to the top of the rotational order. The Chair of the MPO/TPO hosting the meeting during that particular quarter shall conduct meetings utilizing these operating procedures. The Chair shall not exercise extraordinary membership powers or responsibilities. No other officers will be provided for the Committee unless so designated by the Committee on a pro tem basis. Time and location of the meetings shall be established by the Committee at the last meeting of each calendar year, for the year ahead, or at the end of each meeting.

B. Special Meetings

Special meetings may be called by a majority of the members. Chair for all special meetings will follow the regular rotational order. Reasonable notice must be provided to all members for special meetings.

C. Public Notice of Meetings

All meetings are open to the public. At least seven days prior to a meeting, the MPO serving as the quarterly chair shall have prepared, and shall make available, an agenda for distribution. Regardless of the rotation, one MPO/TPO shall have responsibility for distributing the agenda and maintaining an up-to-date distribution list on behalf of the group, for continuity from quarter to quarter. The quarterly chair MPO will be responsible for ensuring that agendas are posted on the TBARTA website, notice requirements of §286.011 have been met, and that meetings are held in a facility accessible to persons with disabilities in compliance with Title II of the Americans with Disabilities Act.

D. Committee Actions and Recommendations

Each MPO/TPO Board will be briefed on upcoming and recent actions of the CCC. Each MPO/TPO will also provide an opportunity to its Citizens Advisory Committee to [provide advisory comments weigh in](#) on upcoming actions of the CCC.

SECTION V. SUBCOMMITTEES, TEAMS AND STAFF SERVICES**A. Transportation Management Area (TMA) Leadership Group**

A subcommittee of the CCC will focus on the tri-county Tampa Bay TMA area, comprising Hillsborough, Pinellas and Pasco Counties. The TMA Leadership Group voting members will consist of three members of the boards of each of these MPOs. The MPOs may also designate alternate members from their boards. Non-voting advisors will include but not be limited to representatives of FDOT, TBARTA, the Tampa Bay [Regional Planning Council \(RPC\)](#), [Hillsborough Area Regional Transit Authority \(HART\)](#), [Pinellas Suncoast Transit Authority \(PSTA\)](#), and [Pasco County Public Transit \(PCPT\)](#). Actions will be taken by simple majority vote of members in attendance. A quorum will consist of any five voting members. A chair and vice-chair will be elected once a year from among the voting members. Meeting locations will rotate among the three MPOs, who will take turns providing facilities and a recording secretary. Agendas and minutes will be distributed according to the same procedures as the CCC.

B. CCC Staff Directors Team

The Directors and Managers of the MPO/TPOs, FDOT, TBARTA, and the RPCs will be responsible for carrying out the regional work programs and coordinating process as directed by the CCC. On a monthly basis, the Team will meet and develop the items to be brought before the CCC. If necessary, the Team will develop and adopt a set of operating procedures to guide the manner in which this process is conducted. Team members are not appointed.

C. Other Teams

Other staff teams may include but are not limited to:

- Multi-use Trails Team
- Transportation Regional Incentive Program (TRIP) Team
- Regional Big Data Working Group
- The work of staff teams is directed by the CCC Staff Directors Team. One MPO/TPO will serve as chair of each team for the purpose of organizing team meetings and following up on team activities. Team members may include staff of the MPOs/TPOs, RPCs, TBARTA, FDOT, and other organizations as needed. Team decision-making will be by agreement of MPO/TPO staff.

MPO/TPO staff will also participate in the regional travel demand modelling technical teams that may be led by others.

DC. Record Keeping

The host MPO/TPO shall provide an agenda and recording secretary for CCC Board meetings, and shall upload the minutes, agenda package, and any associated materials from the meeting to a cloud-based file storage site maintained by the CCC Staff Directors Team. All minutes shall be distributed to other members prior to the next meeting date. Records shall be maintained in accordance with the public records law, Chapter 119, Florida Statutes.

ED. Staffing

The CCC and associated regional planning activities will be supported by the staffs and contractors of the member MPOs/TPOs, in coordination with TBARTA, FDOT, and the RPCs. One MPO/TPO will be designated to lead each task by the Staff Directors Team. The costs of routine assignments will be borne by the member MPOs/TPOs on an equitable basis. Costs may also be incurred by a lead MPO on behalf of the others consistent with the regional tasks and funding identified by the MPOs/TPOs in their adopted Unified Planning Work Programs. Such costs may be incurred and invoiced without execution of new interlocal agreements, as consistent with Section 6 of the Interlocal Agreement for Regional Transportation Planning and Coordination in West Central Florida.

FE. Joint Committees/Task Forces

Joint Committees and/or Task Forces may be formed to assist the CCC in carrying out its responsibilities as stated in these Operating Procedures, and may include:

- Joint meetings of the committees of the MPOs/TPOs, such as joint regional meetings of multiple Bicycle/Pedestrian Advisory Committees, Transportation Disadvantaged Coordinating Boards, or Citizen Advisory Committees;
- Meetings or workshops with other regional organizations or alliances, such as TBARTA, the Central Florida MPO Alliance, the Coordinated Urban Transportation Studies within FDOT District 1, the Gulf Coast Trail Alliance, or legislative delegations;
- Task forces comprising representatives of such organizations, formed to accomplish a specific task identified by the CCC.

Draft 11/22/19

MPO/CCC op pro



AGENDA ITEM

TITLE

Transportation Alternative Projects Interlocal Agreement Between Hernando County, City of Brooksville and Hernando/Citrus MPO for Coordination of Engineering Services

BRIEF OVERVIEW

Hernando County, the City of Brooksville and the MPO are all party to an interlocal agreement relating to Transportation Alternative (TA) Projects. As the Board is aware, the FDOT provides certain grant funding to qualified Local Agency Programs (LAP) for projects which enhance alternative forms of transportation such as sidewalks, bike paths, trails, etc. The Public Works Department of the County is the certified LAP agency for Hernando County; consequently, the County serves as the implementing authority of LAP on behalf of the City of Brooksville.

The Interlocal Agreement approved by the MPO on 3/17/15 is valid for a period of 5 years. The agreement defines the duties and obligations of the parties with respect to applying for funding, design, construction and maintenance, and/or other assistance required to complete the projects. After review of the 2015 agreement, changes are being proposed. The substantive changes are highlighted in **bold** with agreement page number:

Section 2 - Obligations of the County (page 2):

- Abide by the funding mechanisms for the enhancement program as administered by FDOT through its Work Program. While the majority of these projects will be fully-funded through FDOT at one-hundred (100) percent, **additional funding or** a local match may be **required or** submitted by the COUNTY. Local monies are defined as those necessary to match any State or Federal grant programs.

Section 3 - Obligations of the City (page 3):

- Abide by the funding mechanisms for the enhancement program as administered by FDOT through its Work Program. While the majority of these projects will be fully-funded through FDOT at one-hundred (100) percent, **additional funding or** a local match may be **required or** submitted by the CITY. Local monies are defined as those necessary to match any State or Federal grant programs.
- **Provide its proportionate fair share towards any local match or additional project costs prior to construction of the project commencing. Failure to provide this proportionate share shall cause the project to be delayed/deferred until the City provides appropriate funding.**

Funds are provided to the County under a reimbursement process as part of the LAP

administered by the FDOT.

The Brooksville City Council approved the Interlocal Agreement, with the changes indicated, on February 3, 2020. The agreement is scheduled for the Hernando County BOCC meeting on March 10, 2020.

FINANCIAL IMPACT

None at this time.

LEGAL NOTE

Pursuant to Chapter 339.175, FS, the MPO Board has the authority to take the recommended action. (LR #2014-840-4).

STAFF RECOMMENDATION

It is recommended that the MPO Board approve the Transportation Alternative Projects Interlocal Agreement between Hernando County, the City of Brooksville and the Hernando/Citrus MPO, and authorize the Chairman's signature thereon.

REVIEW PROCESS

Carlene Riecsc	Completed	02/21/2020 3:58 PM
Cayce Reagin Dagenhart	Completed	02/21/2020 4:12 PM
Steven Diez	Completed	02/21/2020 4:22 PM
Scott Herring	Completed	02/21/2020 1:46 PM
Garth Coller	Completed	02/26/2020 12:22 PM
Alaina Kidd	Completed	02/27/2020 8:50 AM
MPO	Pending	03/12/2020 1:30 PM

**TRANSPORTATION ALTERNATIVE PROJECTS
INTERLOCAL AGREEMENT**

THIS INTERLOCAL AGREEMENT is made and entered into this ____ day of _____, 2020, by and between Hernando County, a political subdivision of the State (“County”), the City of Brooksville, a Florida municipal corporation (“City”) and the Hernando/Citrus Metropolitan Planning Organization (“MPO”), and the parties’ state:

WHEREAS, the Florida Department of Transportation (“FDOT”) provides certain grant funding to qualified Local Agency Programs (“LAP”) for projects which enhance alternative forms of transportation such as sidewalks, bicycle paths, trails, pedestrian facilities and the like (“Enhancement Projects”); and,

WHEREAS, the FDOT has certified the Public Works Department of the County as the recognized LAP Agency for Hernando County; and,

WHEREAS, the MPO is the entity which initiates requests for FDOT LAP grants; and,

WHEREAS, the City can benefit from having Enhancement Projects within its municipal boundaries; and,

WHEREAS, §163.01, Florida Statutes, allows local governments to enter into interlocal agreements regarding allocating the provision of facilities and/or services in a manner that best serves the citizenry; and,

WHEREAS, this Interlocal Agreement will allow the County and/or the MPO to pursue FDOT LAP grant monies for Enhancement Projects that are within the City and to allow the County to perform the necessary engineering services regarding said projects under the terms of the LAP grant; and,

WHEREAS, the City, the County and the MPO have determined that it is in their mutual interests to enter into this Interlocal Agreement regarding the subject matter herein.

NOW, THEREFORE, for and in consideration of the mutual terms, covenants and conditions to be complied with on the part of the respective parties hereto, it is agreed as follows:

SECTION 1 - PURPOSE AND SCOPE

- A. The purpose of this Interlocal Agreement is to define the duties and obligations of the COUNTY and/or MPO and the CITY with respect to engineering services for the design,

construction, and maintenance of enhancement projects. All terms and conditions of this Interlocal Agreement will be interpreted in a manner consistent with and in furtherance of the purpose as set forth in this section.

- B. The Scope of Project will be the role and responsibility of the COUNTY and/or MPO and the CITY with regard to their respective duties and obligations for the completion of LAP projects that fall within the respective jurisdiction of each entity.

SECTION 2 - OBLIGATIONS OF THE COUNTY

The parties agree that the COUNTY will:

1. Serve as the Implementing Authority for the LAP Program in conjunction with FDOT. The Implementing Authority shall complete or coordinate, as applicable, the required documentation (including project checklist, design, bid specs, award letter, etc), with FDOT in order to complete enhancement projects for the COUNTY and the CITY. The Implementing Authority will forward to the MPO copies of all pertinent documents in the LAP process.
2. Apply for enhancement funds and/or other assistance from the Federal Government and/or the State of Florida. Said grants or other assistance shall be used to carry out the purposes of this Agreement. All monies received through grants-in-aid or other federal, state or local assistance shall be transferred to the Implementing Authority.
3. Maintain the physical facilities (i.e. sidewalks, trails, etc.) that are built from enhancement funds that lie within its jurisdiction. As the COUNTY is the legal entity responsible for the maintenance of these facilities, it shall be authorized to enter into such contracts as necessary with private companies for any and/or all maintenance activities regarding enhancement projects and facilities.
4. Abide by the funding mechanisms for the enhancement program as administered by FDOT through its Work Program. While the majority of these projects will be fully-funded through FDOT at one-hundred (100) percent, additional funding or a local match may be required or submitted by the COUNTY. Local monies are defined as those necessary to match any State or Federal grant programs.

SECTION 3 - OBLIGATIONS OF THE CITY

Under the terms of this Agreement, the CITY will:

1. Waive or obtain any necessary CITY permits which are required for the design and/or construction of these projects.

2. Acquire any necessary interests in land, easements and/or rights-of-way as required for the design and completion of these projects, whenever said project lies within the jurisdiction of the CITY. However, any such acquisition in said interests in land, easements and/or rights-of-way shall be subject to approval by the City Council of the CITY and may be denied if the City Council reasonably determines such acquisitions are not in the best interests of the CITY.
3. Maintain the physical facilities (i.e. sidewalks, trails, etc.) that are built from enhancement funds that lie within its jurisdiction. As the CITY is the legal entity responsible for the maintenance of these facilities, it shall be authorized to enter into such contracts as necessary with private companies for any and/or all maintenance activities regarding enhancement projects and facilities.
4. Abide by the funding mechanisms for the enhancement program as administered by FDOT through its Work Program. While the majority of these projects will be fully-funded through FDOT at one-hundred (100) percent, additional funding or a local match may be required or submitted by the CITY. Local monies are defined as those necessary to match any State or Federal grant programs.
5. Provide its proportionate fair share towards any local match or additional project costs prior to construction of the project commencing. Failure to provide this proportionate share shall cause the project to be delayed/deferred until the City provides appropriate funding.

SECTION 4 – TERM, RENEWAL AND AMENDMENT OF AGREEMENT

This Interlocal Agreement shall be for a term of five (5) years, from date of execution. This Interlocal Agreement may be terminated by a simple majority vote of any party at least 60 days prior to the end of any fiscal year (October 1 - September 30). Notice of intent to terminate shall be given to the other parties within two (2) weeks of said vote. The effective date of termination shall be the end of the then current fiscal year.

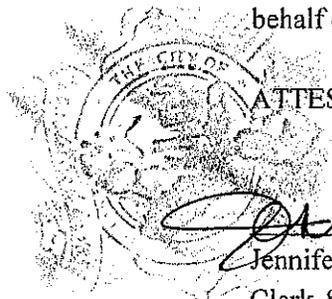
This Agreement may be amended from time-to-time, upon the concurrence and affirmative action of all Parties to this Agreement, acknowledging and approving said modification(s) by a majority vote of each entity.

IN WITNESS WHEREOF, this Interlocal Agreement has been executed by and on

behalf of the City and the County on the date last executed below.

ATTEST:

CITY OF BROOKSVILLE
CITY COUNCIL



Jennifer J. Battista
Jennifer J. Battista, CMB
Clerk & Custodian of Public Records

By: *Joe Bernardini*
Joe Bernardini, Mayor

Date: *2/3/20*

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

Nancy Strick
City Attorney

ATTEST:

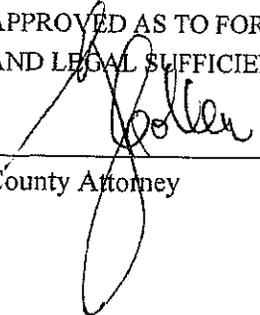
**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS**

Douglas Chorvat, Jr
Clerk of the Circuit Court

By: _____
John Mitten , Chairman

Date: _____

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:



County Attorney



AGENDA ITEM

TITLE

Hernando/Citrus MPO Amended Lease Agreement with Hernando County Board of County Commissioners (BOCC)/Building Department - 2nd Request to Renew, with Additional Space

BRIEF OVERVIEW

The Hernando/Citrus MPO has an existing lease agreement with the Hernando County Board of County Commissioners (BOCC)/Building Division (Landlord) for approximately 627 square feet of office space at 1661 Blaise Drive in Brooksville.

The lease was initially executed on June 26, 2018 with a term of July 1, 2018 - June 30, 2019, with an option to renew for up to three (3) one year terms. One extension request was approved by the MPO in February 2019.

Due to the configuration of the office, specifically regarding access to the public, the MPO would like to occupy an additional 254 square feet. This would require an amendment to the lease agreement. The additional square footage results in an increase of \$2,921 to the annual lease agreement (254 square feet @ \$11.50).

FINANCIAL IMPACT

Funding for this rental cost is available and budgeted in Fund 1031 (Hernando/Citrus MPO), Department 34050 (MPO-FHWA PL), Account 5304405 (Rental/Lease-Building).

LEGAL NOTE

Pursuant to Chapter 339.175, FS, the MPO Board has the authority to take the recommended action. (LR 2018 431 6)

STAFF RECOMMENDATION

It is recommended that the MPO Board:

1. Approve the request to extend the lease agreement for office space at 1661 Blaise Drive, Brooksville, for a period of one year (from July 1, 2020 - June 30, 2021) with an amendment to include an additional 254 square feet of office space for an increase of \$2,921/annually; and,
2. Authorize the MPO Chairman to execute the amended lease agreement with the Landlord (Hernando BOCC/Building Division).

REVIEW PROCESS

Carlene Riecsc	Completed	02/21/2020 3:57 PM
Cayce Reagin Dagenhart	Completed	02/21/2020 4:11 PM
Mary Elwin	Completed	02/25/2020 10:30 AM
Steven Diez	Completed	02/21/2020 4:19 PM
Paul Molle	Skipped	03/02/2020 10:46 AM
Garth Coller	Completed	03/02/2020 3:31 PM
Alaina Kidd	Completed	03/02/2020 3:43 PM
MPO	Pending	03/12/2020 1:30 PM

AMENDED LEASE AGREEMENT

THIS AMENDED LEASE AGREEMENT made this ____ day of _____, ~~2018~~2020, by and between HERNANDO COUNTY, BOARD OF COUNTY COMMISSIONERS (BUILDING DIVISION) hereinafter referred to as “LANDLORD”, and HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION, hereinafter referred to as “TENANT,” and the parties agree as follows:

1. **Landlord.** HERNANDO COUNTY, (BUILDING DIVISION) an enterprise entity of Hernando County, Florida

2. **Tenant.** HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION.

3. **Premises.** The amended lease covers approximately ~~627~~ 881 square feet of the offices located at 1661 Blaise Dr., Brooksville, Florida 34601. Areas marked on Exhibit “A”, attached hereto, as Conference Room, kitchen area, and restrooms are “common or shared” areas. During the term of the Lease, the remainder of the space may be leased by the Landlord to a tenant with substantially similar activities, or may be occupied by the Landlord. The Premises may be used for the administrative function of the MPO.

4. **Use of Premises.** The Tenant shall use the Premises for general offices and storage purposes and for no other purpose without the Landlord’s prior written approval. Tenant shall not keep or have on the Premises any article or thing or a dangerous, flammable or explosive character that might substantially increase the danger of fire on the Premises, or might be considered hazardous by a responsible insurance company.

5. **Initial Term; Possession.** The term of this Lease will begin on July 1, 2018 (the “Commencement Date”) and will terminate one (1) year from said date on June 30, 2019 (the “Initial Term”) unless renewed pursuant to Paragraph 6 below. The Tenant shall be entitled to possession of the first day of the term of this Lease, and shall yield possession to the Landlord on the last day of the term of this Lease, unless renewed or otherwise agreed to by both parties in writing. Upon the Tenant providing acceptable proof of insurance in accordance with Paragraph 11 below, the Landlord, in its sole option, may allow the Tenant to occupy the Premises early without charge.

6. **Renewal Options.** The Tenant shall have the option to renew this Lease for up to three (3) one-year terms annually (“Renewal Period”) under the same terms and conditions as this Lease. In order to exercise its renewal option, the Tenant shall provide the Landlord written notice no later than ninety (90) days prior to the end of the term then in effect of its intent to renew this Lease for an additional one-year term; the failure of the Tenant to provide timely notice to the Landlord shall constitute a waiver of the Tenant’s option to renew this Lease under this provision.

7. **Termination Option.** During any Renewal Period hereto, the Tenant shall have the right to terminate this Lease by providing the Landlord with ninety (90) days prior written notice of its intent to terminate. Following proper notice and termination of this Lease, upon all Base Rent and other obligations owed to the Landlord having been paid and/or performed by the Tenant, and upon the Tenant surrendering possession of the premises to the Landlord with the Premises being vacant, clean and free of all trash and debris, then this Lease shall be deemed canceled and each party shall release the other from all claims, disputes, actions and appeals relating to or arising under this lease.

8. **Base Rent.** The Tenant shall pay to the Landlord Annual Base Rent of ~~\$7210.56~~ 10,131.56 in twelve equal monthly installments, payable on the first day of each month, during the ~~first year term~~ of this Lease. Base Rent shall be delivered to the Landlord at (Hernando County Building Division, 789 Providence Blvd., Brooksville, FL 34601). Base Rent received by the Landlord after the tenth (10th) day of the month will be charged a five percent (5.0%) late fee (\$30.04 /month). Rental rate is based on a charge of \$11.50 per square foot of space.

9. **Landlord Responsibilities.**

A. **Availability of Utility Services.** The Landlord shall provide utility services to the Premises adequate for the intended Use of the Premises per Paragraph 3 above.

B. **Landlord Maintenance.** The Landlord shall be responsible for maintaining: (i) the exterior of the Premises; (ii) roof; (iii) roof drains; (iv) exterior walls; (v) foundations; (vi) structural portions; (vii) HVAC systems; (viii) plumbing systems, pipes drains (excluding any clogs or stoppages caused by the Tenant); (ix) electrical systems; (x) existing landscaping; (xi) existing striped parking areas; (xii) common areas if any (xiii) replacement of light bulbs and ballasts; (xiv) replacement of HVAC filters; (xv) doors, locks and keys; (xvi) janitorial service and supplies; (xvii) cleaning; (xviii) pest control service; (xix) garbage and trash removal; (xx) removal of litter in the parking and exterior areas.

C. **Real Property Taxes.** To the extent not otherwise exempt in whole or part, the Landlord shall pay any real property taxes due on the Premises.

10. **Tenant Responsibilities.**

Tenant Maintenance. The Tenant shall be responsible for maintaining: (i) the interior of the Premises; (ii) security systems if any; (iii) internal telephone and data systems.

11. **Insurance.** The Landlord shall provide fire and extended casualty insurance coverage for the Premises. The Tenant shall provide proof of insurance for its contents and general liability insurance. The general liability insurance shall be in such amount acceptable to the County's Risk Manager.

12. **Improvements and Alterations to the Office Area.** The Tenant shall have the right to improve/alter the interior of the Premises by installing floor coverings, painting interior walls, removing/relocating existing interior walls, removing /relocating millwork, and similar interior improvements and alterations (the "Tenant Improvements"), subject to the prior approval of the Landlord and which approval shall not be unreasonable withheld, conditioned, or delayed. All Tenant Improvements shall be at the Tenant's sole cost and expense. All Tenant Improvements shall be

performed in a good workmanship-like manner by the appropriately licensed contractors and tradesmen, and all applicable permits obtained.

13. **Tenant Improvement Allowance.** The Tenant shall not receive any allowance, credit or offset from the Landlord for any alterations or improvements it undertakes, or causes to be undertaken, to the Premises in connection with this Lease.

14. **Security Deposit.** No security deposit shall be required from the Tenant.

15. **Exterior Sign.** With the prior approval of the Landlord, which approval shall not be unreasonably withheld, conditioned or delayed, the Tenant may install an exterior sign in accordance with the County's land development regulations. Tenant shall be responsible for all fees and permits associated with signage.

16. **Parking.** The Tenant shall have the exclusive right to utilize the existing striped parking area associated with the Premises on the south side of the building.

17. **Security.** The Tenant shall have the right to install its own security system, at its sole costs and expense. In the event the Tenant installs a security system, such security system shall remain part of the Premises at the time the Tenant surrenders the Premises. Tenant shall be responsible for all fees and permits associated with installation of a security system.

18. **Keys and Access.** The Tenant shall have access to the Premises 24 hours a day, 7 days per week. Notwithstanding the foregoing, the Landlord may enter the Premises from time to time, during normal business hours and upon reasonable advance notice to the Tenant, in order to perform the Landlord's maintenance responsibilities pursuant to Paragraph 9 above and/or to ensure that the Tenant is performing its responsibilities in accordance with Paragraph 10 above.

19. **Sublease.** The Tenant shall have the right to sublease space within the Premises subject to the Landlord's prior written approval, which approval shall not be unreasonably withheld, conditioned or delayed.

20. **Default.** In the event either party defaults under this Lease, the other party shall retain all rights and remedies under Florida Landlord and Tenant Law, to the extent not modified or limited by any other provision of this Lease.

21. **Abandonment.** The Tenant's early vacation of the Premises shall not be construed as abandonment nor shall it be an event of default as long as the Tenant continues to timely make its monthly rental payments to the Landlord and maintains the Premises in accordance with Paragraph 10 above.

22. **Relocation of Tenant.** The Landlord shall not have the right to relocate the Tenant.

23. **Subordination, Non-Disturbance and Attornment Agreement.** The Tenant shall receive appropriate non-disturbance agreements from any present or future mortgagees or holder of any other superior interest in the Premises, if any.

24. **Expiration of Term or surrender of the Premises.** The Tenant shall not be obligated to restore the Premises to its original layout and condition upon expiration of term or surrender of the Premises; however, the Tenant shall remove all of its personal property, goods and effects and peaceably yield up the Premises to the Landlord with the Premises being vacant, clean and free of all trash and debris. Any alterations or improvements to the Premises made or caused by the Tenant shall remain with the Premises at the time the Tenant surrenders the premises.

25. **Approvals.** This Lease is subject to the Approval of the Hernando County Board of County Commissioners and the Hernando/Citrus Metropolitan Planning Organization.

26. **Destruction or Condemnation of Premises.** If the Premises are damaged or destroyed by fire or other casualty to the extent that enjoyment of the unit is substantially impaired, the Landlord, in its sole discretion may elect to repair the Premises or terminate the Lease upon thirty (30) days written notice to the Tenant. If the premises are condemned or cannot be repaired within sixty (60) days, this lease will terminate upon thirty (30) days written notice by either party.

27. **Governing Law, Venue and Fees.** This Lease shall be construed in accordance with Florida law. Venue of any claim, dispute, or action shall be Hernando County, Florida. Each party to such claim, dispute, action, or appeal shall bear its own attorney fees and costs.

28. **Mechanics Liens.** Neither the Tenant nor anyone claiming through the Tenant shall have the right to file mechanics liens or any kind of lien on the Premises and the filing of this lease constitutes notice that such liens are invalid. Further, the Tenant agrees to (1) give actual advance notice to any contractors, subcontractors, or suppliers of goods, labor or services that such liens will not be valid, and (2) take whatever additional steps that are necessary in order to keep the premises free of all liens resulting from construction done by or for the Tenant.

29. **Entire Agreement.** This lease contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease.

30. **Amendments.** This Lease may only be modified or amended by a writing duly approved and signed by the Landlord and the Tenant.

31. **Binding Effect.** The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

32. **Assignment.** This Lease shall not be assigned.

33. **Effective Date.** This Lease shall be effective upon the date signed by the last party hereto.

IN WITNESS WHEREOF, the Parties have set their hands and seals below.

ATTEST:

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
(TENANT)**

By: _____

Wayne Dukes, MPO Chairman

Date: ~~June 19, 2018~~ March 12, 2020

ATTEST:

**HERNANDO COUNTY
BOARD OF COUNTY COMMISSIONERS
(LANDLORD)**

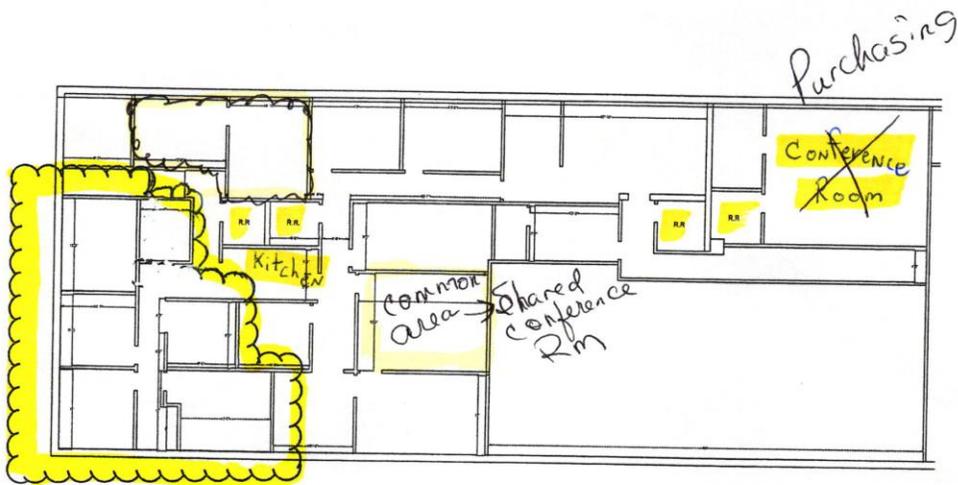
By: _____

-John Mitten, Chairman

Date: _____

Attachment: Redlined MPO Lease Agreement with Building 2020 (16545 : MPO Office Space Lease - 2nd Option to Renew)

**LEASED AREA OUTLINED
IN YELLOW**



|||||
**1661 Blaise Dr.
Brooksville, FL 34601**

Exhibit "A"

AMENDED LEASE AGREEMENT

THIS AMENDED LEASE AGREEMENT made this ____ day of _____, 2020, by and between HERNANDO COUNTY, BOARD OF COUNTY COMMISSIONERS (BUILDING DIVISION) hereinafter referred to as "LANDLORD", and HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION, hereinafter referred to as "TENANT," and the parties agree as follows:

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29. **Entire Agreement.** This lease contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease.

30. **Amendments.** This Lease may only be modified or amended by a writing duly approved and signed by the Landlord and the Tenant.

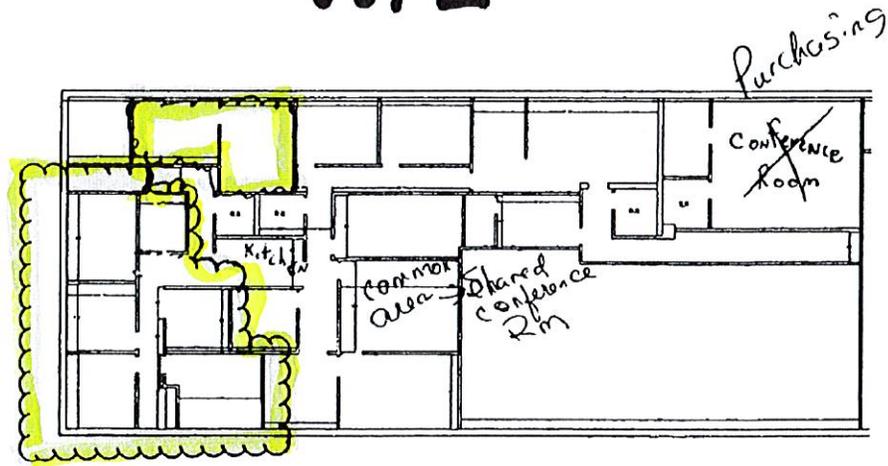
31. **Binding Effect.** The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

32. **Assignment.** This Lease shall not be assigned.

33. **Effective Date.** This Lease shall be effective upon the date signed by the last party hereto.

LEASED AREA OUTLINED
IN YELLOW

881



|||||
 1661 Blaise Dr.
 Brooksville, FL 34601

Exhibit "A"



AGENDA ITEM

TITLE

Draft FY 2020/21-2021/22 Unified Planning Work Program (UPWP)

BRIEF OVERVIEW

As required by the Federal Highway Administration (FHWA), a new two year Unified Planning Work Program (UPWP) for FY 2021-2022 must be developed and a draft submitted to Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Authority (FTA) by March 15, 2020. After a comment period, a final UPWP must be adopted by the MPO by May 15, 2020.

The draft UPWP defines annual transportation planning efforts, with proposed budget cost and funding sources for the work tasks outlined in the document. The work task categories are task 1-Administration, task 2-Data Collection, task 3- Project Planning (which is further broken down into subtasks), task 4-Regional Coordination and task 5-Public Outreach/Participation.

Projects Proposed in Year 1 of the UPWP (FY 2021)

- Task 1: Non-Motorized Traffic Count System and Associated Software/Training - Estimated Cost \$69,100
- Task 3.3 Short Range Planning - Estimated Cost \$25,000
- Task 3.4 Multi-Modal Transportation System Gap Analysis - Estimated Cost \$97,256
- Task 3.8 Congestion Management Program Update Phase I/Tier 1 Spreadsheet - Estimated Cost \$105,000

Projects Proposed in Year 2 of the UPWP (FY 2022)

- Task 2.1 Software/training for Non-Motorized Count System \$20,000
- Task 3.4 Complete Streets Implementation - Estimated Cost \$20,000
- Task 3.5 Transportation Improvement Program - Estimated Cost \$31,400
- Task 3.8 Congestion Management Program Update, Phase II - Estimated Cost \$75,000
- Task 5 Geographic Information System (GIS) Interactive Mapping Tool - Estimated Cost \$20,000

After submittal of the draft document to FDOT, FHWA and FTA, comments will be provided to staff by April 15, 2020 to address prior to finalization. The UPWP will be updated accordingly and scheduled for MPO Committee Meetings on April 29, 2020, and the MPO Board on May 14, 2020.

Pursuant to the MPO's Public Participation Plan, a thirty (30) day review period is required prior to adoption of a new UPWP. As part of this item, staff is requesting the MPO Board to begin the public comment period. The draft document will be posted to our website and will be available in our office for public review and comment.

FINANCIAL IMPACT

The Florida Department of Transportation (FDOT) provides the "PL" amount of annual funding to be utilized by Metropolitan Planning Organizations in their UPWP documents, currently reflected as \$502,824 per year for the Hernando/Citrus MPO. The amount of Section 5305d funding and Transportation Disadvantaged funding are estimates only at this time. Funding for the program will be reflected in the Hernando County budget for FY21 which is under development and based upon the UPWP. GMS #357

LEGAL NOTE

Pursuant to Chapter 339.175, F.S., the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended the MPO Board:

1. Review the UPWP for FY 2021-FY 2022 and provide any comments to staff; and,
2. Authorize staff to submit the draft document to FDOT, FHWA, and FTA for review; and
3. Begin the thirty (30) day public review period.

REVIEW PROCESS

Carlene Riecsc	Completed	02/27/2020 1:59 PM
Cayce Reagin Dagenhart	Completed	02/27/2020 2:32 PM
Steven Diez	Completed	02/27/2020 2:34 PM
Helen Gornes	Completed	02/28/2020 11:25 AM
Mary Elwin	Completed	02/28/2020 9:12 AM
Garth Coller	Completed	03/04/2020 8:46 AM
Alaina Kidd	Completed	03/04/2020 8:56 AM
MPO	Pending	03/12/2020 1:30 PM

Hernando/Citrus Metropolitan Planning Organization

UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS: 2021 TO 2022

Catalogue of Federal Domestic Assistance (CFDA) Numbers

- 20.205 Highway Planning Construction Grant Federal Highway Administration
- 20.505 Federal Transit Technical Studies Grant (Metropolitan Planning) Federal Transit Administration

Funded Jointly By:

- Federal Transit Administration (FTA)
- Florida Department of Transportation (FDOT)
- Hernando County Board of County Commissioners
- Citrus County Board of County Commissioners

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, and 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 of the U.S. Department of Transportation.

Federal Aid Number: **FAP**

- FTA Federal Aid Number: 1001-2017-18; FPN: 401983-1-14-18
- FTA Federal Aid Number: 1001-2018-19; FPN: 401983-1-14-19
- FTA Federal Aid Number: 1001-2019-20; FPN: 401983-1-14-20



Adoption Date: *May 14, 2020*

Revision Date:

Prepared by the
Hernando/Citrus Metropolitan
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CHANGES TO THE ADOPTED UPWP 2021-2022

Date	Revision #	Change Type	Explanation of the change

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INTRODUCTION

UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program (UPWP) describes the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes planning activities for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County.

Pursuant to Titles 23 and 49, Code of Federal Regulations (CFR), Chapter 339.175, Florida Statutes (F.S.), and the Federal Transit Act, the Fiscal Year (FY) 2021-2022 UPWP is the basis for allocating federal, state, and local funds for transportation planning purposes. The UPWP documents all planning tasks and related activities developed by the MPO and other transportation planning processes.

OVERVIEW OF TRANSPORTATION PLANNING ACTIVITIES

The Hernando County MPO was formed in 1992 following the designation of the Spring Hill Urbanized Area. In 2014, the newly created Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area was included in the redesignated, reapportioned and renamed Hernando/Citrus MPO. The MPO study area includes the jurisdictional boundaries of both Hernando County and Citrus County.

Unified Planning Work Program (UPWP)

This UPWP identifies all transportation and related planning activities within the Hernando/Citrus Metropolitan Planning Area during the fiscal years 2021 and ending fiscal year 2022. This work program was developed to serve these specific objectives:

1. Define transportation planning activities to meet the transportation needs of local, state, and federal agencies.
2. Identify funding sources for planning studies.
3. Coordinate transportation planning activities and relationships (both internal and external).
4. Promote the wise use of public resources through sound decision-making and interagency coordination.

Long Rang Transportation Plan (LRTP)

The LRTP is one of the most important projects that the MPO undertakes. It addresses the state and federal planning requirements that are the MPOs responsibility to carry out a long-range and comprehensive planning process. The 2045 LRTP was adopted by the MPO Board on December 4, 2019 and approved by the Federal Highway Administration (FHWA) on _____ . In the development of



the 2045 LRTP, the MPO participated in the FDOT District 7 Regional Transportation Analysis (RTA) through its Technical Review Team (TRT). The Fixing America’s Surface Transportation Act (FAST-Act) compliant Public Participation Plan (PPP) was updated in 2018. The LRTP is implemented through adoption of the Transportation Improvement Program.

Transportation Improvement Program (TIP)

The MPO produces the five-year TIP and ensures coordination between the MPO’s LRTP, FDOT Work Program and the Capital Improvement Program (CIP) of the respective county and city governments in the MPO area. The TIP is updated on an annual basis and allocates funding to projects by fiscal year (FY).

Public Participation Process (PPP)

The MPO has a continuing commitment to an enhanced PPP to better serve the citizens in the Study Area, consistent with Title VI of the Civil Rights Act and Environmental Justice Orders. The FAST-Act replaced the Moving Ahead for Progress in the 21st Century Act (MAP-21) as the current funding and authorizing legislation to govern federal surface transportation spending that was signed into law on December 4, 2015. Consistent with the FAST-Act, the MPO’s updated PPP provides the framework for public input at all stages of the planning process.

SOFT MATCH

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount being utilized to match the Federal Highway Administration (FHWA) funding in the UPWP is 19.07% of FHWA program funds for a total of \$ _____.

LOCAL AND REGIONAL PLANNING PRIORITIES

This UPWP addresses the priorities of the Hernando/Citrus MPO, FHWA, FTA and the FDOT. The long range transportation planning process has led the Hernando/Citrus MPO to broaden the scope of focus of its work program so that in addition to traditional large capacity improvement projects for automobiles, improvements and enhancements for other modes (bicycle, pedestrian, and transit) and for smaller scale projects or programs will be developed and promoted. MPO staff will support partnering cities in various efforts related to trails/sidewalk projects, Safe Route to Schools (SRTS), Transportation Alternative (TA), and Corridor Improvement Studies and Activities (M-CORES).

The level of planning effort called for in this UPWP is tied to changing needs in Hernando and Citrus Counties based on development trend and institutional relationships among the existing transportation planning entities. Significant growth is expected in both Hernando and Citrus counties over the next 25 years. The population and employment

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forecasts, developed for the LRTP, estimate that Hernando County will have a population increase of 52% by 2045 and an employment increase of 50%. Citrus County’s population is expected to increase by 41% by 2045 with an employment increase of 35%.

While the population and employment will be growing, the MPO faces declining transportation revenue from state and federal sources, which is a trend that is likely to continue. Anticipated revenue shortfalls will present challenges in the programming and implementation of needed transportation projects.

The Hernando/Citrus MPO has established a set of goals, objectives, and performance measures, within the LRTP, to provide a basis for performance-based planning that will best serve the community and environment currently and for the future.

These goals are:

1. Economy: Support Economic Development.
2. Intermodal: Maintain existing transportation system.
3. Livability: Preserve, and where possible, enhance social, cultural, physical and environmental values.
4. Mobility: Provide for mobility needs of the community.
5. Preservation: Preserve and maintain transportation infrastructure and transit assets.
6. Safety: Increase safety of the counties’ transportation system.

UPWP PLANNING TASKS

To facilitate the activities and continue to conduct a successful 3-C (Comprehensive, Cooperative and Continuing) transportation process, the following work tasks have been included in this UPWP:

- Task 1: Administration
- Task 2: Data Collection (2.1 and 2.2)
- Task 3: Project Planning (3.1-3.8)
- Task 4: Regional Coordination
- Task 5: Public Outreach/Participation

PLANNING EMPHASIS AREAS 2020

The FDOT Office of Policy Planning develops *Planning Emphasis Areas* on a two-year cycle in coordination with the development of Metropolitan Planning Organizations’ respective unified planning work programs. Emphasis areas set planning priorities, support the Florida Transportation Plan (FTP), and give importance to topic areas which MPOs are encouraged to address as they develop their planning programs. Implementation of the seven goals of the FTP requires embracing innovation; extensive collaboration across jurisdictions, modes and disciplines; an emphasis on customer service; data and performance feedback; and strategic investments for the efficient and effective allocation of resources.



FDOT Planning Emphasis Areas

- **Safety** has been a federal planning priority over numerous iterations of the transportation legislation. As stated within the FAST Act planning factors, metropolitan areas should “increase safety for motorized and non-motorized users”. The state of Florida has expanded on this concept further by becoming a Vision Zero area, with a stated goal within the FTP of zero fatalities across the state’s transportation system. FDOT adopted their Strategic Highway Safety Plan in 2016, which provides more information about how the state intends to address transportation safety in the coming years.

Since the MPOs are being asked to report on and monitor their progress against their adopted safety performance measures, MPOs need to account in their UPWP for the effort necessary to satisfy these federal requirements. Additionally, MPOs are encouraged to consider how to expand upon the level of analysis and reporting required by the performance measurement process to further study their unique safety challenges. This approach may include the identification of safety needs in the MPO’s LRTP or TIP, stand-alone safety studies for areas or corridors, or safety considerations within modal planning elements.

- **System Connectivity.** Connectivity is a concept that is emphasized both at the federal and state levels. Within the FAST Act, one of the ten planning factors states, “enhance the integration and connectivity of the transportation system, across and between modes, for people and freight”. Within the Florida Transportation Plan, system connectivity is addressed within four different goals.
 - Make our economy more competitive
 - Increase opportunities for access to transit and other modes
 - Provide a more efficient and mobile transportation system
 - Meet the needs of a growing and changing population

A connected system is often more cost-effective and better able to address natural and manmade constraints.

For MPOs, system connectivity should be considered within several contexts. First, MPOs should emphasize connectivity within their boundaries to serve the unique needs of their urban and non-urban jurisdictions. This requires coordination with member jurisdictions to identify their connectivity needs while also understanding how current and future land uses impact or can help augment connectivity. Second, MPOs should consider connectivity beyond their boundaries and emphasize continuity on those facilities that link their MPO to other metropolitan and non-urban or rural areas. Third, connectivity for MPOs should include multimodal linkages that are supportive of both passengers and freight. A connected network supports users traveling by a variety of modes, including first and last mile linkages.

- **Resilience.** With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface

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transportation". Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

MPOs can address resilience within their planning processes by leveraging tools such as the FHWA Resilience and Transportation Planning guide and the FDOT Quick Guide: Incorporating Resilience in the MPO LRTP. It should be noted that while these documents focus primarily on the development of MPO LRTPs and TIPs, addressing resilience should be a consideration within every planning document prepared by an MPO. MPOs should place a particular emphasis on coordination with agency partners responsible for natural disaster risk reduction, or who may be developing local resilience planning initiatives. Additionally, MPOs should consider the additional costs associated with reducing vulnerability of the existing transportation infrastructure. Proactive resiliency planning will help the MPO develop planning documents that are ultimately more realistic and cost-effective.

- **ACES (Automated/Connected/Electric/Shared-use) Vehicles.** According to the Federal Highway Administration, "Transportation is in the midst of disruptive change from new technologies (automated and connected vehicles); new institutions (shared mobility firms); and changing attitudes (reduced car ownership). Across the nation, transportation planners are under pressure to develop performance-oriented policies, plans, and investment decisions that consider an increasingly complex transportation landscape. In the process, planners need to consider, but cannot yet reliably predict, the potential impact of disruptive and transformational Connected Vehicle (CV) and Automated Vehicle (AV) technologies on safety, vehicle ownership, road capacity, VMT, land-use, roadway design, future investment demands, and economic development, among others. While some forms of CV and AV are already being deployed across the United States, significant unknowns exist regarding the rate of technology adoption, which types of technologies will prevail in the marketplace, the interaction between CV/AV vehicles and various forms of shared mobility services, and the impacts of interim and widespread levels of CV/AV usage."

Adopting and supporting innovative technologies and business practices supports all seven goals of the Florida Transportation Plan and the federal planning factors found in the FAST Act. ACES may lead to great improvements in safety, transportation choices, and quality of life for Floridians, our visitors, and the Florida economy. Though there is a great deal of speculation and uncertainty of the potential impacts these technologies will have, MPOs need to determine how best to address the challenges and opportunities presented to them by ACES vehicles.

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Federal Planning Emphasis Areas

For 2020, the FHWA and FTA have not issued any new Planning Emphasis Areas (PEA). They actively encourage MPOs and the states to develop and identify work tasks associated with the PEAs in their UPWP's. The Federal Planning Emphasis Areas are as follows:

1. Support the **economic vitality** of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency Increase the safety.
2. Increase the **safety** of the transportation system for motorized and non-motorized users.
3. Increase the **accessibility and mobility options** available to people and for freight.
4. Protect and enhance the **environment**, promote **energy conservation**, improve **quality of life**, promote **consistency** between transportation improvements, state and local planned growth and economic development patterns.
5. Enhance the **integration and connectivity** of the transportation system, across and between modes, for people or for freight.
6. Promote **efficient system management and operation**.
7. Emphasize the **preservation** of the existing transportation system.
8. Increase the **security** of the transportation system for motorized and non-motorized users.
9. Consider the **resiliency and reliability** of the transportation system and, reduce or mitigate **storm-water impacts**.
10. Enhance **travel and tourism**.

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Table 1: Compliance with Federal Planning Factors and State Emphasis Areas and Hernando/Citrus MPO Tasks

	Task 1: Administration	Task 2: Data Collection	Task 3: Project Planning	Task 4: Regional Coordination	Task 5: Public Outreach / Participation
Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency	✓		✓	✓	
Increase the accessibility and mobility options available to people and for freight.			✓	✓	✓
Enhance the integration and connectivity of the transportation system, across and between modes, for people or for freight		✓	✓	✓	✓
Emphasize the preservation of the existing transportation system.		✓	✓	✓	
Consider the resiliency and reliability of the transportation system and, reduce or mitigate storm-water impacts.			✓	✓	✓
System Connectivity			✓	✓	
ACES Vehicles		✓	✓	✓	

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R D A E T



PUBLIC PARTICIPATION PROCESS

To promote the involvement and participation of all residents of the Hernando/Citrus Study Area, the MPO, with concurrence of the FDOT and the FHWA, provides four modes of communication. The first mode consists of a specified time on the MPO Board meeting agenda for citizen input. Second, a Citizens Advisory Committee (CAC) provides a formal framework for continuing public input on the PPP, and other MPO work products.

The third mode consists of an MPO newsletter (*Transportation Talk*) sent to various civic and public organizations, interested citizens, and the media. The newsletter includes Board and committee meeting dates, previous and upcoming agenda items, current transportation issues and events, and the names of contact persons for further information. The newsletter, meeting agendas and planning documents are also posted on the MPO's website at: www.HernandoCounty.us/HernandoCitrusMPO.

The fourth mode consists of transportation surveys that are published in multiple public media platforms, including the MPO's website. A citizen survey is periodically conducted to further engage residents. Citizens are also encouraged to contact the MPO directly to express concerns through the following means:

- Telephone contact at 352-754-4082
- Email contact at mpo@hernandocounty.us
- MPO website contacts listed at: www.HernandoCounty.us/HernandoCitrusMPO

The MPO's processes, programs and plans comply with the public involvement procedures of Title VI and subsequent directives which state:

"No persons in the United States shall, on the grounds of race, color, national origin, age, sex, disability, or family status, or place of origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal, financial assistance."

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ORGANIZATION AND MANAGEMENT

METROPOLITAN PLANNING ORGANIZATION (MPO) BOARD

As of May 15, 2020, the Board membership includes the following:

Citrus County

- Jeff Kinnard, Commissioner
- Ronald Kitchen, Commissioner
- Scott Carnahan, Alternate
- Jimmie T. Smith, Alternate

Hernando County

- John Allocco, Chairman
- Steve Champion, Commissioner
- Wayne Dukes, Commissioner
- Jeff Holcomb, Commissioner
- John Mitten, Alternate

City of Brooksville

- Robert Battista, Council Member
- William Kemerer, Council Member, Alternate

City of Inverness

- Cabot McBride, Council Member
- Jacquie Hepfer, Council Member – Alternate

City of Crystal River

- Pat Fitzpatrick, Vice Chairman
- Robert Holmes, Council Member – Alternate

Florida Department of Transportation (Non-Voting Advisor)

- David Gwynn, P.E. District Seven Secretary

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MPO AGREEMENTS

Agreement	Status	Description
Transportation Interlocal Agreement	Expires 3/12/2025	Interlocal Agreement between Hernando County, City of Brooksville, and the MPO regarding LAP funding program application authority and administration. Hernando County is the LAP agency. (originally approved 3/17/15)
GOT22	Expires 6/30/2020	FTA 5305(d) Public Transportation Agreement (FY 2018) (approved 12/27/17)
G1780	Expires 6/30/2020	FTA 5305(d) Public Transportation Agreement (FY 2019) (approved 5/31/19)
G1178	6/30/2020	FTA 5305(d) Public Transportation Grant Agreement (PTGA) FY 2020. (approved 2/12/2020)
ICAR	No Expiration periodic review	Intergovernmental Coordination and Review, and Public Transportation Coordination Agreement (PTCA) with MPO, the Tampa Bay Area Regional Transit Authority (TBARTA), the RPC, Hernando BCC, Citrus BCC (filed 1/6/2015)
Interlocal Agreement	No Expiration	Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central FL (approved 2/13/20)
Interlocal Agreement	Requires periodic review	Creation of the MPO (FDOT, Hernando, Citrus, Cities of Brooksville, Crystal River and Inverness) No expiration but periodic review every 5 years, concurrent with the decennial census, and/or concurrent with new Federal reauthorization (approved 6/18/14)
Staff Services Agreement	No expiration	The MPO has an interlocal agreement with Hernando County for the provision of professional, technical, administrative, fiscal management and clerical support services, and supplies, equipment and office space. (approved 7/22/14)

OPERATIONAL PROCEDURES AND BYLAWS

The Hernando/Citrus MPO is an independent, separate legal entity authorized pursuant to Florida Law. The MPO operates under a duly adopted set of bylaws. MPO staff as well as Hernando County, per the staff services agreement, provides administrative, legal, financial, purchasing, and personnel support. The MPO Board consists of nine (9) voting members representing five (5) local governments and one non-voting representative from the FDOT. The Board is comprised of local elected officials and has the responsibility to develop and adopt plans, and to recommend improvement priorities for the transportation system.

Additionally, the MPO has three standing Advisory Committees. These are the Technical Advisory Committee (TAC), the Citizens Advisory Committee (CAC),

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and the Bicycle/Pedestrian Advisory Committee (BPAC). The TAC and CAC will meet a minimum of four times per year. The BPAC meets as needed. Each committee has its own set of bylaws and review work tasks prior to MPO Board action.

The Hernando/Citrus MPO is the designated planning agency to receive Transportation Disadvantaged (TD) Trust Funds utilized for planning activities of the TD program. The MPO staffs two (2) TD Local Coordinating Boards (LCB), one for Hernando County, and one for Citrus County.

CERTIFICATIONS AND ASSURANCES

The required Certifications and Assurances can be found in Appendix C: UPWP FDOT Certifications and Assurances of this document.

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WORK PROGRAM

TASK 1: ADMINISTRATION

Purpose

To responsibly manage and carry out the continuous, cooperative and comprehensive metropolitan transportation planning process for the MPO.

Previous Work

Staff performed required on-going administrative activities for the MPO, the MPO Board and the advisory committees (TAC, CAC and BPAC; participated in required audits, submitted quarterly invoices and reports; executed all required statements of certification and agreements; pursued new grant opportunities; administered grants and grant applications; updated the UPWP FY 2019-FY 2020; developed a new FY 2021-FY 2022 UPWP; prepared the annual TIP FY 2020-2024, and developed the MPO budget for inclusion in the overall Hernando County budget.

Consultant activities were coordinated and managed. Computer and office equipment were replaced in fiscal year 2019.

Local, state and federal partners were included in the appropriate planning projects. Long range planning documents, such as the 2045 LRTP, were developed, amended and distributed.

Staff traveled to and attended workshops, training sessions, seminars and other meetings to keep current on planning and administrative changes to the MPO programs.

Required Activities Task 1 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Coordinate with Hernando County regarding all financial tasks including audit report, budget, financial record keeping, preparation of invoices, grant reconciliation, purchasing, personnel services, etc. pursuant to the Staff Services Agreement	Progress reports and invoices UPWP FY2021-FY2022 update	Monthly/Quarterly Ongoing
Maintain and update planning documents	Amendments	As needed
Attend workshops, seminars and other meetings sponsored by FHWA, FDOT, FTA, TBARTA, MPOAC and other transportation planning partners	Meeting attendance	As needed

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Activity	Deliverable	Completion Date
Perform administration functions for the MPO, MPO Board and all advisory committees	Schedule meetings, create agendas, minutes, presentations, advertisements, etc. Executed certifications, statements and agreements	Ongoing As needed
Coordinate annual agency audit in accordance with Single Audit Act (SAA)	Audit report	Annually
Perform annual joint MPO Certification with FDOT	Responses to certification questions, executed certification	Annually
Update the MPO's Continuity of Operations Plan (COOP)	Updated COOP	2021
Execute, review and administer program grants, contracts and agreements	Executed contracts and grants	As needed
Pursue new grant opportunities to support transportation and related planning projects	Grant applications	As needed
Examine and modify/update (if needed) committee bylaws	Revised by-laws	As needed
Maintain/upgrade/purchase office equipment and supplies, including identification materials (signs, display materials, etc.)	Office equipment and supplies	As needed
Follow equipment replacement program schedule as well as purchase new equipment (laptops and tablets) for the MPO Staff, Board and Committees	Office equipment, software, tablets	As scheduled
Assist in the planning of appropriate locations of bus stops, signs, benches, and shelters for the transit systems and in compliance with the ADA transition plan, etc.	Planning Assistance	As Needed
Purchase non-motorized traffic count systems to be placed on trails. This includes software training and physical equipment.	New equipment and monitoring software	FY 2021 – FY 2022

Responsible Agency: Hernando/Citrus MPO

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TASK 2: DATA COLLECTION

Purpose

To provide the necessary data and analysis tools to support and perform the multimodal planning processes for the MPO area. Data collection includes evaluation of the condition of the transportation network, as well as transportation related socio-economic and land use data. This task includes two (2) subtasks as described below:

2.1: Highway System Performance Surveillance

Purpose

To monitor traffic volume data, including link volumes and counts at major intersections. This information is used to evaluate the operating efficiency and condition of the existing classified transportation network, including the local and state maintained systems.

Previous Work

Previous work includes various data collection activities related to the development of the Long Range Transportation Plan 2045 which included updates to the Congestion Management Process (CMP) and coordination with FDOT regarding District 7’s activities with the Highway Performance Measuring System (HPMS). Traffic count data for Hernando and Citrus Counties was updated in 2020.

Required Activities for Task 2.1 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Process amendments to the adopted LRTP as needed	Amendments	As needed
Update Highway Safety Improvement Program (HSIP) performance measures	Adopted performance measures	Annually
Attend Efficient Transportation Decision Making (ETDM) training	Meeting attendance training	As opportunity arises
Coordinate with Hernando and Citrus Counties to perform traffic counts for the MPO study areas	Traffic count report and spreadsheet	Annually

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Activity	Deliverable	Completion Date
Update the List of Priority Projects (LOPP) using the ETDM principles	2021 and 2022 LOPP	Annually
Coordinate data gathering activities regarding the acquisition and analysis of traffic, public transit, and multi-modal forms of transportation	Statistical database	Ongoing

Responsible Agency: Hernando/Citrus MPO

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2.2: Land Use and Socio-Economic Activities

Purpose

To monitor and update, on a continuing basis, transportation related socio-economic and land use data.

Previous Work

Updated socio-economic data within the Hernando/Citrus MPO Study Area.

Participated in the TRT by providing information about land use policies needed for the calibration and validation of the Tampa Bay Regional Planning Model. Completion of the 2045 LRTP including updates to and analysis of socio-economic data.

Required Activities for Task 2.2 for FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Review zoning cases and comprehensive plan amendments within the MPO study area	Comments	Ongoing
Support the RTA survey activities	Data collection/ emails, meeting attendance	When needed
Provide transportation data support to other agencies and their consultants	Requested information	As requested,

Responsible Agency: Hernando/Citrus MPO

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TASK 3: PROJECT PLANNING

Purpose

To provide planning and evaluation of activities to support a secure, safe, accessible and context sensitive multimodal transportation network for all users of the system. Project planning efforts have been assigned to subtasks which include mass transit, transportation disadvantaged services, short range planning, bicycle/pedestrian planning, development of the TIP, special projects, development of the LRTP, and a CMP.

3.1: Mass Transit Planning

Purpose

Provide planning, technical, and grant administrative assistance for the operation of fixed-route transit. Perform minor and major Transit Development Plan (TDP) updates in accordance with state guidelines. Incorporate TDP analysis results into the MPO’s transit operations and long range transportation process.

Previous Work

Produced annual progress reports for the Hernando and Citrus TDPs including a major update to the Hernando TDP in 2019 (covering FY 2020-2029). Public involvement activities were conducted through an active CAC, community outreach, on-board and online surveys. Initiated work associated with the Citrus County TDP Major Update (covering FY 2021-2030). Submission and administration of Section 5305(d) grants were facilitated.

Required Activities for Task 3.1 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Develop/coordinate the development of the TDP Progress Report for Hernando County and Citrus County	TDP progress report	Annually
Coordinate the development of the major update to the Citrus County TDP	Citrus TDP Major Update (covering FY 2021-2030)	September 2020

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Activity	Deliverable	Completion Date
Performance monitoring	TDP progress report	Annually
	Citrus TDP Major Update	September 2020
	National Transit Database (NTD) Reporting	Annually
Participate/coordinate in the refinement of the Operating and Routing Plan	Progress report	Annually
Perform program management activities including coordination of planning tasks with public transit operators	Coordination, monitoring and participation activities	Ongoing
Evaluate revenue assumptions in the current TDPs	Progress reports	Annually
Promote public involvement which will include a focus on Environmental Justice (EJ) and community outreach in accordance with the PPP	Social media posts, website listings, and other products as required in the PPP	Ongoing
Coordinate mass transit activities with the Counties Transportation Disadvantaged (TD) Program	Coordination Activities	Ongoing
Coordinate long range transit planning efforts with County and regional transit operators, and TBARTA	Coordination, monitoring and participation activities	Ongoing
Develop a Google transit compatible map database for TheBus	Updated map	Ongoing

Responsible Agency: Hernando/Citrus MPO

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3.2: Transportation Disadvantaged Coordination

Purpose

Serve as the Designated Official Planning Agency (DOPA) for the Transportation Disadvantaged (TD) Programs for Hernando and Citrus Counties. The MPO assists the Commission for the Transportation Disadvantaged (CTD), the Transportation Disadvantaged Local Coordinating Boards (LCB), and the Community Transportation Coordinator (CTC) by optimizing services to the elderly, handicapped, and those who qualify under the Americans with Disabilities Act (ADA) and any other transportation disadvantaged individuals.

Previous Work

Continuous transportation disadvantaged coordination between the MPO, the respective LCBs for Hernando and Citrus Counties, and the CTC for each county. Staffed and provided administrative support for quarterly meetings of the LCBs for Hernando and Citrus Counties. TD Planning Grants for the Hernando and Citrus TD programs were coordinated and administered by the OPA. Included Transportation Disadvantaged Elements in the 2020-2024 Transportation Improvement Program. Staff participated in annual Training opportunities provided by the CTD.

Required Activities for Task 3.2 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Monitor and evaluate the performance of the CTC for both Hernando and Citrus Counties	CTC evaluation	Annually
Coordinate with the CTD in the CTC selection process for Citrus County	CTC Selection	Citrus 2022 *Hernando 2023
Support the CTCs in developing funding applications	CTC funding applications	Ongoing
Coordinate with the LCBs in the review and update of the Transportation Disadvantaged Service Plans (TDSP)	TDSP Update	Annually
Attend and participate in meetings, seminars, and workshops sponsored by the CTD and FDOT	Attendance & participation activities	Ongoing
Provide staff support to the LCBs, Policy and Procedures Subcommittee and Grievance Committees	Processed grievance procedures and support activities	Ongoing

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Activity	Deliverable	Completion Date
Coordinate TD planning with Hernando and Citrus Counties as part of the TDP review process	Coordination activities	Annually
Prepare LCB agendas for both Hernando and Citrus Counties to address planning grant requirements, and overall TD coordination	Agenda packets and meeting coordination	Quarterly
Coordinate LCB Board membership for both Hernando and Citrus Counties with the MPO	Member appointments	Ongoing
Develop/manage the development of progress reports to the CTD for Hernando and Citrus Counties pursuant to TD Planning Grant	Progress report	Quarterly
Perform administration functions for the Hernando County TDLCB and the Citrus County TDLCB (referred to as the "LCB")	Meeting schedule, agendas, minutes, presentations, advertisements, etc.	Ongoing
Prepare Transportation Disadvantaged (TD) element in the TIP	Adopted TIP	Annually

Responsible Agency: Hernando/Citrus MPO

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3.3: Short Range Planning

Purpose

Develop, maintain and update scheduling of land use and transportation infrastructure improvements and to ensure consistency between the MPOs CMP, TIP and the CIPs for the City of Brooksville, City of Crystal River, City of Inverness, Hernando County, Citrus County, the FDOT, and Florida’s Turnpike Enterprise (FTE)

Previous Work

The MPO reviewed member localities CIPs and coordinated implementation of the FDOT Five-Year Work Program through development of the TIP. Analyzed selected transportation network improvements within the 2045 LRTP planning development process through consultants. Completed the Bicycle/Pedestrian Master Plan for the MPO area. An Impact Fee Update Study was initiated for Hernando County and is scheduled to be completed within the 2021 fiscal year.

Required Activities for Task 3.3 for FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Perform updates to planning documents in the MPO study area	Amendments to existing planning documents	As needed/ Ongoing
Perform ETDM Related Activities	Training, ETDM analysis of projects, meeting attendance	As needed/ Ongoing
Update and coordinate the LOPP	LOPP	Annually
Attend meetings, seminars, and workshop sponsored by Local, Regional, State and Federal as well as Professional Organizations to maintain currency and professional competency	Meeting attendance & participation activities	As needed/ Ongoing
Manage TIP project priorities with FDOT District 7 and the Tampa Bay MPO coordination process	Meeting attendance & participation activities	As needed/ Ongoing
Analyze network improvements, consistent with the plans and programs of any impacted jurisdictions	Analysis Reports	As needed

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Activity	Deliverable	Completion Date
Upgrade computers and software with available technology to include highway, bicycle, pedestrian, and transit capacity	Current and relevant software /hardware	As needed
Monitor the effectiveness of the federally required performance measures outlined in the LRTP	Monitoring activities	Ongoing
Participate in the West Central Florida Community Traffic Safety Team (CTST) to coordinate regarding safety deficiencies	Meeting attendance & participation activities	Monthly
Update the TIP and UPWP	TIP and UPWP documents	As needed

Responsible Agency: Hernando/Citrus MPO

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Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



3.4: Bicycle/Pedestrian Planning Program

Purpose

To maintain and update the bicycle and pedestrian components of the LRTP, the Comprehensive Plans for Hernando County and Citrus County, and to promote and implement non-motorized transportation projects for the member localities' CIP.

Previous Work

Completed the Bicycle/Pedestrian Master Plan and incorporated it into the LRTP. Coast-to-Coast Coordination. Performed the annual update of the Transportation Alternative list of Priority Projects. Developed and adopted the Complete Streets implementation plan and process.

Required Activities Task 3.4 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Proceed with efforts to implement the Complete Streets (CS) program, potentially using consultants to provide assistance <i>(Consultants may be used for this task)</i>	Coordination with local jurisdictions to update local regulations	FY 2021 – FY 2022
Examine the gaps in the multi-modal transportation system within the MPO area <i>(consultants will perform this task)</i>	Gap Study	FY 2021 – FY 2022
Collaborate with the local governments, FDOT and other agencies to identify and fund enforcement and education programs throughout both counties. <i>(consultants may perform this task)</i>	Coordination activities and education sponsorship	Ongoing
Coordinate with member local government staff to ensure that the best possible bicycle and pedestrian facilities are incorporated into all upcoming county resurfacing and reconstruction projects.	Coordination activities and education sponsorship	Ongoing
Assist in the preparation and update of Transit Alternatives (TA) applications	TA applications	Annually
Update of TA priority list	TA priority list	Annually
Coordinate with Rails to Trails Withlacoochee Regional Multi-use Trail Committee, and Coast to Coast trail Stakeholders	Coordination activities	Ongoing

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Activity	Deliverable	Completion Date
Coordination with Suncoast Trail Advisory Group	Meeting attendance and participation activities	Ongoing
Promote and advocate for non-motorized/multi-use facilities	Coordination activities	Ongoing
Coordinate with local law enforcement in safety training exercises, bike rodeos, etc.	Coordination activities	Ongoing
Provide support and administrative services for the BPAC	Meeting schedule, agendas, minutes, presentations, advertisements, etc.	Ongoing
Perform Bicycle/Pedestrian Master Plan Updates and Amendments	Amendments and updates	As needed

Responsible Agency: Hernando/Citrus MPO

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3.5 Transportation Improvement Program (TIP)

Purpose

Provide the staff and necessary resources to develop, maintain and amend a TIP pursuant to federal and state requirements while ensuring consistency with the LRTP, local comprehensive plans, and the priorities of the Hernando/Citrus MPO.

Previous Work

Developed and adopted the FY 2019-2023 and FY 2020-2024 TIP. Developed and adopted LOPP for FY 2019/20 and FY 2020/21. Processed amendments and modifications to the TIP.

Required Activities Task 3.5 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Monitor air quality	Meeting activities, monitoring	Annually
Monitor aviation and seaport planning activities and coordinate with aviation and seaport providers regarding master plan updates	Coordination	Ongoing
Develop the LOPP identifying the unfunded highway, transit, bicycle, and pedestrian projects that have been prioritized for funding by the MPO	LOPP, LOPP applications	Annually
Review FDOT Five-Year Work Program for consistency with the LRTP and adopted priorities of the MPO Board	Coordination with FDOT, MPO Board and Committees	Annually
Prepare and adopt the TIP, including processing required amendments	Transportation Improvement Program document	Annually
	Amendments	As needed
Participate in regional air quality planning activities	Meeting attendance and participation in activities	As needed
Participate with local and regional aviation & seaport planning activities, including attending meetings and providing input on plans	Meeting attendance and	As needed

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Activity	Deliverable	Completion Date
	participation in activities	
Develop a dynamic Geographic Information System (GIS) LRTP/TIP Interface for MPO maps	Dynamic map available through the website	2021

Responsible Agency: Hernando/Citrus MPO

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3.6: Special Projects

Purpose

To review and respond to current, non-routine transportation related issues consistent with long and short range planning goals.

Previous Work

Reviewed and provided comments on development proposals. Participated in Regional and local congestion management activities. Prepared and presented visualization materials for technical and policy meetings. Initiated transportation impact fee study for Hernando County.

Required Activities Task 3.6 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Conduct or manage special sub-area, corridor studies consistent with the CMP	Corridor Studies	As needed
Prepare, present, and develop visualization materials for technical and policy meetings	Presentations and participation activities	As needed
Monitor performance measures including Level of Service (LOS)	Monitoring activities	As needed
Monitor and Provide input on future right-of-way requirements on the transportation network	Monitoring activities and comments	As needed
Explore the incorporation of future ACES implementation and its impact on comprehensive plans and land development regulations	Monitoring & planning related activities	Ongoing
Promote and incorporate health, sustainability and resilience related planning efforts	Monitoring & planning related activities	Ongoing
Support those current transportation issues not listed under other tasks and/or are non-routine in nature	Documents, data and meeting participation	As needed
Incorporate climate change best planning practices into planning activities and policies	Comments	As the opportunity arises
Explore the application of new and evolving technology through webinars, training opportunities and other related activities	Meeting attendance and participation activities	Ongoing

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Activity	Deliverable	Completion Date
Conduct special planning studies	Study documents	As the opportunity arises
Continue the integration of context sensitive policies into the transportation planning process	Policies and planning related activities	As the opportunity arises

Responsible Agency: Hernando/Citrus MPO

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Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



3.7: Long Range Transportation Plan (LRTP)

Purpose

To maintain and update the MPO’s Cost Affordable LRTP in accordance with the requirements of applicable Federal and State guidance. Monitor potential changes to the air shed conformity status and applicable Federal and State guidance.

Previous Work

Developed and adopted the Metropolitan Planning Organization’s 2045 LRTP which included participation in the TRT, continued refinement of data in support of the plan, coordination with FDOT and consultants to provide updated information for the plan and, performed public outreach activities. Developed and adopted performance (including safety) measures and targets. Public outreach activities performed during these activities were consistent with the requirements outlined in the PPP.

Required Activities for Task 3.7 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Modify and amend the 2045 LRTP	Amendments	As needed
Coordinate with FDOT and other partners to incorporate performance measures into planning projects	Coordination activities	Ongoing
Continue to promote and enhance sustainable planning activities such as those related to ETDM and Environmental Justice	Training, meeting participation activities	Ongoing
Participate in air quality review and monitoring	Monitoring, meeting attendance	As needed
Participate in the RTA process and MPOs Chairs Coordinating Committee (CCC) regarding long range transportation planning activities through the West Central Florida Area	Meeting attendance & participation activities	Ongoing
Development of a project prioritization matrix	Project Prioritization Matrix	2022

Responsible Agency: Hernando/Citrus MPO

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)

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3.8: Congestion Management Process (CMP)

Purpose

Maintain a CMP. The intent of the CMP is to address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system.

Previous Work

The CMP update occurred in 2017. Established resiliency performance measures, participated in local, regional, state and federal trainings and meetings. Performance measures and congestion management tools were adopted in the 2045 LRTP. Completion of the Bicycle Pedestrian Master Plan. Development and adoption of Complete Streets implementation plan and process.

Required Activities Task 3.8 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this sub-task)

Activity	Deliverable	Completion Date
Develop GIS Layers and maps related to existing and future roadway LOS, traffic counts, and crashes; evaluate the performance measures for roadways and transit programs; identification of problem areas and potentially congested corridors <i>(Consultants may be used for this task)</i>	Congestion Management Program Update	2021
Revise the Tier 1 Spreadsheet used by the Hernando County Planning Department and the Hernando County Department of Public works for evaluation of concurrency application <i>(Consultants will be used for this task)</i>	A 2020 Tier 1 Spreadsheet	2021
Coordinate with transit agencies to promote congestion management policies and plans	Coordination activities	Ongoing
Participate in the CTST meetings	Meeting attendance, issues list coordination	Ongoing
Support other tasks that involve multi-modal policies and practices relating to Congestion Management	Administrative activities and other project support	As needed

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Activity	Deliverable	Completion Date
Strive to implement the suggestions and recommendations outlined in the Complete Streets Plan	Coordination with local jurisdictions in the MPO study area	Ongoing
Follow the ETDM process for project analysis to identify community impacts	Project assessments and mitigation	As needed

Responsible Agency: Hernando/Citrus MPO

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TASK 4: REGIONAL COORDINATION

Purpose

Maintain and enhance the ongoing multi-county collaborative transportation planning process. Participate in regional and statewide planning activities and organizations that have an impact on the regional multimodal system.

Previous Work

Participated in meetings of the Metropolitan Planning Organization Advisory Council (MPOAC), MPOs CCC, TBARTA, Regional Transportation Interagency Exchange (RTIE), Multi-use Corridors of Regional Economic Significance (M-CORES), and Office of Greenways and Trails.

Required Activities for Task 4 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this task)

Activity	Deliverable	Completion Date
Participate in Florida MPOAC meetings and perform requested activities	Meeting attendance and participation activities	Ongoing
Review Transportation Regional Incentive Program (TRIP) and regional multiuse trail priorities. Prioritize candidate projects and make recommendation to the TBARTA CCC Board	Review and prioritization of projects	Ongoing
Support regional transit planning through TBARTA, FDOT and local transit agencies	Meeting attendance and participation activities	Ongoing
Perform tasks in support of the regional congestion management processes and/or regional performance measures	Meeting attendance and participation activities	Ongoing
Coordinate project implementation during the development of the FDOT Tentative Work Programs and MPO TIPs to ensure progress toward implementation of the Regional LRTP	Coordination activities	Ongoing
Work with regional agencies to develop and refine regional priority lists for major projects as appropriate	Meeting attendance and participation activities	Ongoing
Continue coordination with FDOT Regional Goods Movement Advisory Committee	Meeting attendance and	Ongoing

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Activity	Deliverable	Completion Date
regarding Tampa Bay Regional Strategic Freight Plan	participation activities	
Provide input on the Florida Strategic Intermodal System (SIS) and FTP	Comments and meeting attendance	As needed
Interagency coordination for air quality. Support air quality planning process and monitor mobile source emissions	Monitoring and participation activities	As needed
Coordinate regional rideshare and vanpool program planning with TBARTA and Transportation Management Organizations	Meeting attendance and participation activities	Ongoing
Participate in the TRT for the Tampa Bay Regional Planning Model	Meeting attendance and participation activities	Ongoing
Participate in the Florida Model Task Force for consistent travel demand analysis methods and technical advances statewide	Meeting attendance and participation activities	Ongoing
Maintain regional multi-use trail mapping and priorities including Coast to Coast, and SUNTrail Program (<i>Consultants may be used for this task</i>)	Monitoring, coordination and support	Ongoing
Integrate regional perspectives within MPO presentations to the local community	Meeting attendance and participation activities	Ongoing

Responsible Agency: Hernando/Citrus MPO

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TASK 5: PUBLIC OUTREACH/PARTICIPATION

Purpose

Provide staff and necessary resources to actively involve all affected parties in an open, cooperative and collaborative process that provides opportunities to participate in transportation planning and project prioritization process in accordance with the adopted PPP which includes compliance with the ADA.

Previous Work

Adoption of the 2045 LRTP, the 2020-2029 Hernando County Transit Development Plan, Citrus County Annual TDP progress report, annual TIP updates, and UPWP amendments following the MPOs adopted PPP. With the development of each plan the MPO conducted several off-site workshops for the public to participate. The MPO website and other social media platforms have been enhanced to facilitate communication and increase public participation. Updated PPP, Disadvantaged Business Enterprise (DBE) Policy, Title VI Policy and Limited English Proficiency Plan (LEP).

Broadcasted MPO meetings on the government television channel and the Hernando County website. A semi-annual newsletter was produced and distributed (previously included under Task 1.3).

Required Activities for Task 5 FY 2021 and FY 2022

(Consultant Services may be utilized for activities in this task)

Activity	Deliverable	Completion Date
Assist in the development of a GIS LRTP/TIP Interface for MPO Maps	Dynamic map available through the website	2021
Coordinate with the CAC, TAC and BPAC for review of MPO work efforts prior to MPO Board action	Development of committee schedule and MPO agendas	Ongoing
	Social media posts	Ongoing
Conduct community-level workshops on key issues and planning products	Informational materials & workshop coordination	As needed
Speak at public engagements for community organizations and contacting the traditionally underserved communities	Presentations	As needed

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Activity	Deliverable	Completion Date
Develop and publish Newsletters	Newsletter published electronically	Twice annually
Utilize visualization techniques during public meetings and increase use on the MPO website and other social media platforms	Visualization materials incorporated into agendas, presentations and posted to social media as applicable	Ongoing
Write and publish public meeting/hearing announcements and distribution of public service announcements to the press	Advertisements, social media postings	Ongoing
Engage the BPAC, TAC and CAC with transportation surveys, and transit specific surveys <i>(Consultants may be used for this task)</i>	Surveys and survey results	Ongoing
Evaluate and update the PPP to enhance its effectiveness, assuring low-income and minority populations are proactively and effectively included in the planning process	PPP Evaluation	2021
	Update	As needed
Active recruitment of members to the CAC, BPAC and Transit Disadvantaged LCBs	Website posting, press releases, email contact	Ongoing
Continue to follow ETDM process for project analysis to identify community impacts	Project assessments and mitigation as appropriate	As needed
Continue to follow the environmental justice guidelines in the MPO planning process to address project impacts on low income and minority groups	Public Meetings and coordination with plan development	Ongoing
Continue to implement the LEP	Implementation of the LEP	As needed
Revise the LEP Plan	LEP Plan	2021
Revise the Title VI Plan	Title VI Plan	2021
Maintain the application of Title VI policies and regulations	Adherence to Title VI policies and regulations	Ongoing

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Activity	Deliverable	Completion Date
Maintain an interactive website that is accessible to the visually impaired and LEP individuals	Website	Ongoing

Responsible Agency: Hernando/Citrus MPO



SUMMARY BUDGET TABLES

COST ANALYSIS CERTIFICATION

Hernando/Citrus MPO

Unified Planning Work Program - FY 2021 -FY 2022

Adopted 5/14/2020

Revision Number: Initial Adoption

I hereby certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary, as required by [Section 216.3475, F.S.](#) Documentation is on file evidencing the methodology used and the conclusions reached.

Name: Roger Roscoe, FCCM

Government Liaison, District Seven

Title and District

5/14/2020

Signature

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TABLE 1A FY 2021 MPO AGENCY FUNDING PARTICIPATION UPWP HERNANDO/CITRUS MPO

May 14, 2020

TASK	FHWA	FTA	FDOT			CTD	Total (less soft match)	Amount to consultant
			Soft Match	Cash Match	Local Match			
ADMINISTRATION								
1.0 Administration	\$328,962	\$0	\$62,733	\$0	\$0	\$0	\$328,962	\$0
SUBTOTAL ADMINISTRATION	\$328,962	\$0	\$62,733	\$0	\$0	\$0	\$328,962	\$0
DATA COLLECTION								
2.1 Highway System Performance Surveillance	\$681	\$16,000	\$130	\$2,000	\$2,000	\$0	\$20,681	\$20,000
2.2 Land Use and Socio-Economic Activities	\$2,500		\$477				\$2,500	
SUBTOTAL DATA COLLECTION	\$3,181	\$16,000	\$607	\$2,000	\$2,000	\$0	\$23,181	\$20,000
PROJECT PLANNING								
3.1 Mass Transit Planning	\$1,567	\$0	\$299	\$0	\$0	\$0	\$1,567	\$0
3.2 Transportation Disadvantaged Coordination	\$564	\$0	\$108	\$0	\$0	\$51,800	\$52,364	\$0
3.3 Short Range Planning	\$15,891	\$20,000	\$3,030	\$2,500	\$2,500		\$40,891	\$25,000
3.4 Bicycling/Pedestrian Planning Program	\$15,253	\$77,804	\$2,909	\$9,726	\$9,726		\$112,509	\$97,256
3.5 Transportation Improvement Program	\$20,000	\$0	\$3,814	\$0	\$0	\$0	\$20,000	\$0
3.6 Special Projects	\$14,870	\$0	\$2,836	\$0	\$0	\$0	\$14,870	\$0
3.7 Long Range Transportation Plan	\$16,484	\$0	\$3,144	\$0	\$0	\$0	\$16,484	\$0
3.8 Congestion Management Process	\$35,000	\$60,000	\$6,675	\$7,500	\$7,500	\$0	\$110,000	\$105,000
SUBTOTAL PROJECT PLANNING	\$119,628	\$157,804	\$22,813	\$19,726	\$19,726	\$51,800	\$368,684	\$227,256
REGIONAL COORDINATION								
4.0 Regional Coordination	\$18,479	\$0	\$3,524	\$0	\$0	\$0	\$18,479	\$5,000
SUBTOTAL REGIONAL COORDINATION	\$18,479	\$0	\$3,524	\$0	\$0	\$0	\$18,479	\$5,000
PUBLIC OUTREACH/PARTICIPATION								
5.0 Public Outreach/Participation	\$32,573	\$0	\$6,212	\$0	\$0	\$0	\$32,573	\$0
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$32,573	\$0	\$6,212	\$0	\$0	\$0	\$32,573	\$0
PROGRAM GRAND TOTAL	\$502,824	\$173,804	\$95,889	\$21,726	\$21,726	\$51,800	\$771,880	\$252,256

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)

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TABLE 2A FY 2021 FUNDING SOURCES BY TASK UPWP HERNANDO/CITRUS MPO

May 14, 2020

TASK	FHWA		FTA	FY22 JPA S5305d CONTRACT #NEW			FDOT		Local Match	CTD HERN STATE	CTD CITRUS STATE	CTD	Total (less soft match)
	PL *	SU		FED	ST	LOC	Soft Match	Cash Match					
ADMINISTRATION													
1.0 Administration	\$328,962	\$0	\$0	\$0	\$0	\$0	\$62,733	\$0	\$0	\$0	\$0	\$0	\$328,962
SUBTOTAL ADMINISTRATION	\$328,962	\$0	\$0	\$0	\$0	\$0	\$62,733	\$0	\$0	\$0	\$0	\$0	\$328,962
DATA COLLECTION													
2.1 Highway System Performance Surveillance	\$681	\$0	\$16,000	\$0	\$0	\$0	\$130	\$2,000	\$2,000	\$0	\$0	\$0	\$20,681
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$0	\$0	\$0	\$0	\$477	\$0	\$0	\$0	\$0	\$0	\$2,500
SUBTOTAL DATA COLLECTION	\$3,181	\$0	\$16,000	\$0	\$0	\$0	\$607	\$2,000	\$2,000	\$0	\$0	\$0	\$23,181
PROJECT PLANNING													
3.1 Mass Transit Planning	\$1,567	\$0	\$0	\$0	\$0	\$0	\$299	\$0	\$0	\$0	\$0	\$0	\$1,567
3.2 Transportation Disadvantaged Coordination	\$564	\$0	\$0	\$0	\$0	\$0	\$108	\$0	\$0	\$26,400	\$25,400	\$51,800	\$52,364
3.3 Short Range Planning	\$15,891	\$0	\$20,000	\$0	\$0	\$0	\$3,030	\$2,500	\$2,500	\$0	\$0	\$0	\$40,891
3.4 Bicycling/Pedestrian Planning Program	\$15,253	\$0	\$77,804	\$28,000	\$3,500	\$3,500	\$2,909	\$9,726	\$9,726	\$0	\$0	\$0	\$112,509
3.5 Transportation Improvement Program	\$20,000	\$0	\$0	\$0	\$0	\$0	\$3,814	\$0	\$0	\$0	\$0	\$0	\$20,000
3.6 Special Projects	\$14,870	\$0	\$0	\$0	\$0	\$0	\$2,836	\$0	\$0	\$0	\$0	\$0	\$14,870
3.7 Long Range Transportation Plan	\$16,484	\$0	\$0	\$0	\$0	\$0	\$3,144	\$0	\$0	\$0	\$0	\$0	\$16,484
3.8 Congestion Management Process	\$35,000	\$0	\$60,000	\$60,000	\$7,500	\$7,500	\$6,675	\$7,500	\$7,500	\$0	\$0	\$0	\$110,000
SUBTOTAL PROJECT PLANNING	\$119,628	\$0	\$157,804	\$88,000	\$11,000	\$11,000	\$22,813	\$19,726	\$19,726	\$26,400	\$25,400	\$51,800	\$368,684
REGIONAL COORDINATION													
4.0 Regional Coordination	\$18,479	\$0	\$0	\$0	\$0	\$0	\$3,524	\$0	\$0	\$0	\$0	\$0	\$18,479
SUBTOTAL REGIONAL COORDINATION	\$18,479	\$0	\$0	\$0	\$0	\$0	\$3,524	\$0	\$0	\$0	\$0	\$0	\$18,479
PUBLIC OUTREACH/PARTICIPATION													
5.0 Public Outreach/Participation	\$32,573	\$0	\$0	\$0	\$0	\$0	\$6,212	\$0	\$0	\$0	\$0	\$0	\$32,573
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$32,573	\$0	\$0	\$0	\$0	\$0	\$6,212	\$0	\$0	\$0	\$0	\$0	\$32,573
PROGRAM GRAND TOTAL	\$502,824	\$0	\$173,804	\$88,000	\$11,000	\$11,000	\$95,889	\$21,726	\$21,726	\$26,400	\$25,400	\$51,800	\$771,880

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Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



TASK BUDGET DETAIL FY 2021, UPWP HERNANDO/CITRUS MPO

May 14, 2020

Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2021-S5305d Contract XXXXX			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
ADMINISTRATION												
Task 1	Administration											
A.	Personnel Services											
	MPO Staff Salaries & Fringe Benefits		\$230,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$230,667
B.	Travel											
	Travel Expenses		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
C.	Other Direct Expenses		\$97,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,295
	Postage & Freight		\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Buildings		\$10,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Equipment		\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Insurance		\$120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Repairs/Maintain Equipment		\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Repair/Maintain Software		\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Printing (Copies)		\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Communications		\$1,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (Legal Services, Broadcasting)		\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (New Hires)		\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies		\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Books/Publications/Subscriptions		\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Education/Training		\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Equipment/Technology		\$69,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal		\$97,295	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total			\$328,962	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$328,962

DATA COLLECTION

Task 2.1	Highway System Performance Surveillance											
A.	Personnel Services											
	MPO Staff Salaries & Fringe Benefits		\$681	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$681
B.	Consultant Services											
	Contract/Consultant Services		\$0	\$0	\$0	\$0	\$16,000	\$2,000	\$2,000	\$0	\$0	\$20,000
C.	Travel											
	Travel Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D.	Other Direct Expenses											
	Other Direct Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total			\$681	\$0	\$0	\$0	\$16,000	\$2,000	\$2,000	\$0	\$0	\$20,681



Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2021-S5305d Contract XXXXX			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
Task 2.2	Land Use and Socio-Economic Activities											
A.	Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
PROJECT PLANNING												
Task 3.1	Mass Transit Planning											
A.	Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$1,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,567
	Total		\$1,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,567
Task 3.2	Transportation Disadvantaged Coordination											
A.	Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$564	\$0	\$0	\$0	\$0	\$0	\$0	\$25,700	\$24,700	\$50,964
B.	Travel											
	<i>Travel Expenses</i>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500	\$1,000
C.	Other Direct Expenses											
	<i>Other Direct Expenses</i>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$400
	Total		\$564	\$0	\$0	\$0	\$0	\$0	\$0	\$26,400	\$25,400	\$52,364
Task 3.3	Short Range Planning											
A.	Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$15,891	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,891
B.	Consultant Services											
	<i>Contract/Consultant Services</i>		\$0	\$0	\$0	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$25,000
	Total		\$15,891	\$0	\$0	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$40,891
Task 3.4	Bicycling/Pedestrian Planning Program											
A.	Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$15,253	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,253
B.	Consultant Services											
	<i>Contract/Consultant Services</i>		\$0	\$28,000	\$3,500	\$3,500	\$49,804	\$6,226	\$6,226	\$0	\$0	\$97,256
	Total		\$15,253	\$28,000	\$3,500	\$3,500	\$49,804	\$6,226	\$6,226	\$0	\$0	\$112,509

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Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2021-S5305d Contract XXXXX			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
Task 3.5	Transportation Improvement Program											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
	Total		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Task 3.6	Special Projects											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$14,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,870
	Total		\$14,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,870
Task 3.7	Long Range Transportation Plan											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$16,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,484
	Total		\$16,484	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,484
Task 3.8	Congestion Management Process											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
	B. Consultant Services											
	<i>Contract/Consultant Services</i>		\$30,000	\$60,000	\$7,500	\$7,500	\$0	\$0	\$0	\$0	\$0	\$105,000
	Total		\$35,000	\$60,000	\$7,500	\$7,500	\$0	\$0	\$0	\$0	\$0	\$110,000
REGIONAL COORDINATION												
Task 4	Regional Coordination											
	A. Personnel Services											
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$12,979	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,979
	B. Consultant Services											
	<i>Contract/Consultant Services</i>		\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
	C. Travel											
	<i>Travel Expenses</i>		\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
	Total		\$18,479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,479

DRAFT Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2021-S5305d Contract XXXXX			FY2020-S5305d Contract G1I78			Transportation Disadvantaged		Total
				Fed	State	Local	Fed	State	Local	Hernando	Citrus	
PUBLIC OUTREACH/PARTICIPATION												
Task 5	Public Outreach/Participation											
A.	Personnel Services											
	MPO Staff Salaries & Fringe Benefits		\$31,198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,198
B.	Travel											
	Travel Expenses		\$1,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,375
	Total		\$32,573	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,573
Tasks	Summary by Budget Category											
	Personnel Services		\$367,654	\$0	\$0	\$0	\$0	\$0	\$0	\$25,700	\$24,700	\$418,054
	Consultant Services		\$35,000	\$88,000	\$11,000	\$11,000	\$85,804	\$10,726	\$10,726	\$0	\$0	\$252,256
	Travel Expenses		\$2,875	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500	\$3,875
	Other Direct Expenses		\$97,295	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$97,695
	Total		\$502,824	\$88,000	\$11,000	\$11,000	\$85,804	\$10,726	\$10,726	\$26,400	\$25,400	\$771,880

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Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



TABLE 1A FY 2022 MPO AGENCY FUNDING, UPWP HERNANDO/CITRUS MPO

May 14, 2020

TASK	FHWA	FTA	FDOT			CTD	Total (less soft match)	Amount to Consultant
			Soft Match	Cash Match	Local Match			
ADMINISTRATION								
1.0 Administration	\$273,096	\$0	\$52,079	\$0	\$0	\$0	\$273,096	\$0
SUBTOTAL ADMINISTRATION	\$273,096	\$0	\$52,079	\$0	\$0	\$0	\$273,096	\$0
DATA COLLECTION								
2.1 Highway System Performance Surveillance	\$2,500	\$0	\$477	\$0	\$0	\$0	\$2,500	\$0
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$477	\$0	\$0	\$0	\$2,500	\$0
SUBTOTAL DATA COLLECTION	\$5,000	\$0	\$954	\$0	\$0	\$0	\$5,000	\$0
PROJECT PLANNING								
3.1 Mass Transit Planning	\$1,641	\$0	\$313	\$0	\$0	\$0	\$1,641	\$0
3.2 Transportation Disadvantaged Coordination	\$591	\$0	\$113	\$0	\$0	\$51,800	\$52,391	\$0
3.3 Short Range Planning	\$16,648	\$0	\$3,175	\$0	\$0	\$0	\$16,648	\$0
3.4 Bicycling/Pedestrian Planning Program	\$35,979	\$0	\$6,861	\$0	\$0	\$0	\$35,979	\$20,000
3.5 Transportation Improvement Program	\$53,739	\$0	\$10,248	\$0	\$0	\$0	\$53,739	\$31,400
3.6 Special Projects	\$15,578	\$0	\$2,971	\$0	\$0	\$0	\$15,578	\$0
3.7 Long Range Transportation Plan	\$17,269	\$0	\$3,293	\$0	\$0	\$0	\$17,269	\$0
3.8 Congestion Management Process	\$6,600	\$60,000	\$1,259	\$7,500	\$7,500	\$0	\$81,600	\$75,000
SUBTOTAL PROJECT PLANNING	\$148,045	\$60,000	\$28,232	\$7,500	\$7,500	\$51,800	\$274,845	\$126,400
REGIONAL COORDINATION								
4.0 Regional Coordination	\$24,000	\$0	\$4,577	\$0	\$0	\$0	\$24,000	\$5,000
SUBTOTAL REGIONAL COORDINATION	\$24,000	\$0	\$4,577	\$0	\$0	\$0	\$24,000	\$5,000
PUBLIC OUTREACH/PARTICIPATION								
5.0 Public Outreach/Participation	\$52,684	\$0	\$10,047	\$0	\$0	\$0	\$52,684	\$20,000
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$52,684	\$0	\$10,047	\$0	\$0	\$0	\$52,684	\$20,000
PROGRAM GRAND TOTAL	\$502,824	\$60,000	\$95,889	\$7,500	\$7,500	\$51,800	\$629,624	\$151,400

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)

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TABLE 2A FY 2022 FUNDING SOURCE BY TASK, UPWP HERNANDO/CITRUS MPO

May 14, 2020

TASK	FHWA		FTA	FY22 JPA S5305d CONTRACT #NEW			FDOT		Local Match	CTD HERN STATE	CTD CITRUS STATE	CTD	Total (less soft match)
	PL *	SU		FED	ST	LOC	Soft Match	Cash Match					
ADMINISTRATION													
1.0 Administration	\$273,096	\$0	\$0	\$0	\$0	\$0	\$52,079	\$0	\$0	\$0	\$0	\$0	\$273,096
SUBTOTAL ADMINISTRATION	\$273,096	\$0	\$0	\$0	\$0	\$0	\$52,079	\$0	\$0	\$0	\$0	\$0	\$273,096
DATA COLLECTION													
2.1 Highway System Performance Surveillance	\$2,500	\$0	\$0	\$0	\$0	\$0	\$477	\$0	\$0	\$0	\$0	\$0	\$2,500
2.2 Land Use and Socio-Economic Activities	\$2,500	\$0	\$0	\$0	\$0	\$0	\$477	\$0	\$0	\$0	\$0	\$0	\$2,500
SUBTOTAL DATA COLLECTION	\$5,000	\$0	\$0	\$0	\$0	\$0	\$954	\$0	\$0	\$0	\$0	\$0	\$5,000
PROJECT PLANNING													
3.1 Mass Transit Planning	\$1,641	\$0	\$0	\$0	\$0	\$0	\$313	\$0	\$0	\$0	\$0	\$0	\$1,641
3.2 Transportation Disadvantaged Coordination	\$591	\$0	\$0	\$0	\$0	\$0	\$113	\$0	\$0	\$26,400	\$25,400	\$51,800	\$52,391
3.3 Short Range Planning	\$16,648	\$0	\$0	\$0	\$0	\$0	\$3,175	\$0	\$0	\$0	\$0	\$0	\$16,648
3.4 Bicycling/Pedestrian Planning Program	\$35,979	\$0	\$0	\$0	\$0	\$0	\$6,861	\$0	\$0	\$0	\$0	\$0	\$35,979
3.5 Transportation Improvement Program	\$53,739	\$0	\$0	\$0	\$0	\$0	\$10,248	\$0	\$0	\$0	\$0	\$0	\$53,739
3.6 Special Projects	\$15,578	\$0	\$0	\$0	\$0	\$0	\$2,971	\$0	\$0	\$0	\$0	\$0	\$15,578
3.7 Long Range Transportation Plan	\$17,269	\$0	\$0	\$0	\$0	\$0	\$3,293	\$0	\$0	\$0	\$0	\$0	\$17,269
3.8 Congestion Management Process	\$6,600	\$0	\$60,000	\$60,000	\$7,500	\$7,500	\$1,259	\$7,500	\$7,500	\$0	\$0	\$0	\$81,600
SUBTOTAL PROJECT PLANNING	\$148,045	\$0	\$60,000	\$60,000	\$7,500	\$7,500	\$28,232	\$7,500	\$7,500	\$26,400	\$25,400	\$51,800	\$274,845
REGIONAL COORDINATION													
4.0 Regional Coordination	\$24,000	\$0	\$0	\$0	\$0	\$0	\$4,577	\$0	\$0	\$0	\$0	\$0	\$24,000
REGIONAL COORDINATION	\$24,000	\$0	\$0	\$0	\$0	\$0	\$4,577	\$0	\$0	\$0	\$0	\$0	\$24,000
PUBLIC OUTREACH/PARTICIPATION													
5.0 Public Outreach/Participation	\$52,684	\$0	\$0	\$0	\$0	\$0	\$10,047	\$0	\$0	\$0	\$0	\$0	\$52,684
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION	\$52,684	\$0	\$0	\$0	\$0	\$0	\$10,047	\$0	\$0	\$0	\$0	\$0	\$52,684
PROGRAM GRAND TOTAL	\$502,824	\$0	\$60,000	\$60,000	\$7,500	\$7,500	\$95,889	\$7,500	\$7,500	\$26,400	\$25,400	\$51,800	\$629,624

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Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



TASK BUDGET DETAIL FY 22 HERNANDO/CITRUS UPWP

May 14, 2020

Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2022-S5305d Contract XXXXX			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
ADMINISTRATION									
Task 1.0	Administration								
A.	Personnel Services								
	MPO Staff Salaries & Fringe Benefits		\$242,201	\$0	\$0	\$0	\$0	\$0	\$242,201
B.	Travel								
	Travel Expenses		\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
C.	Other Direct Expenses								
	Postage & Freight	\$500		\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Buildings	\$10,900		\$0	\$0	\$0	\$0	\$0	\$0
	Rentals/Leases Equipment	\$1,500		\$0	\$0	\$0	\$0	\$0	\$0
	Insurance	\$120		\$0	\$0	\$0	\$0	\$0	\$0
	Repairs/Maintain Equipment	\$300		\$0	\$0	\$0	\$0	\$0	\$0
	Repair/Maintain Software	\$400		\$0	\$0	\$0	\$0	\$0	\$0
	Printing (Copies)	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0
	Communications	\$1,300		\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (Legal Services, Broadcasting)	\$8,500		\$0	\$0	\$0	\$0	\$0	\$0
	Fees/Costs (New Hires)	\$175		\$0	\$0	\$0	\$0	\$0	\$0
	Office Supplies	\$1,600		\$0	\$0	\$0	\$0	\$0	\$0
	Books/Publications/Subscriptions	\$600		\$0	\$0	\$0	\$0	\$0	\$0
	Education/Training	\$2,000		\$0	\$0	\$0	\$0	\$0	\$0
	Equipment/Technology	\$0		\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$29,895		\$0	\$0	\$0	\$0	\$0	\$0
	Total		\$273,096	\$0	\$0	\$0	\$0	\$0	\$273,096

DATA COLLECTION

Task 2.1	Highway System Performance Surveillance								
A.	Personnel Services								
	MPO Staff Salaries & Fringe Benefits		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500

Task 2.2	Land Use and Socio-Economic Activities								
A.	Personnel Services								
	MPO Staff Salaries & Fringe Benefits		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500

DRAFT Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2022-S5305d Contract XXXXX			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
PROJECT PLANNING									
Task 3.1 Mass Transit Planning									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$1,641	\$0	\$0	\$0	\$0	\$0	\$1,641
	Total		\$1,641	\$0	\$0	\$0	\$0	\$0	\$1,641
Task 3.2 Transportation Disadvantaged Coordination									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$591	\$0	\$0	\$0	\$25,700	\$24,700	\$50,991
	B. Travel								
	<i>Travel Expenses</i>		\$0	\$0	\$0	\$0	\$500	\$500	\$1,000
	C. Other Direct Expenses								
	<i>Other Direct Expenses</i>		\$0	\$0	\$0	\$0	\$200	\$200	\$400
	Total		\$591	\$0	\$0	\$0	\$26,400	\$25,400	\$52,391
Task 3.3 Short Range Planning									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$16,648	\$0	\$0	\$0	\$0	\$0	\$16,648
	Total		\$16,648	\$0	\$0	\$0	\$0	\$0	\$16,648
Task 3.4 Bicycling/Pedestrian Planning Program									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$15,979	\$0	\$0	\$0	\$0	\$0	\$15,979
	B. Consultant Services								
	<i>Contract/Consultant Services</i>		\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
	Total		\$35,979	\$0	\$0	\$0	\$0	\$0	\$35,979
Task 3.5 Transportation Improvement Program									
	A. Personnel Services								
	<i>MPO Staff Salaries & Fringe Benefits</i>		\$22,339	\$0	\$0	\$0	\$0	\$0	\$22,339
	B. Consultant Services								
	<i>Contract/Consultant Services</i>		\$31,400	\$0	\$0	\$0	\$0	\$0	\$31,400
	Total		\$53,739	\$0	\$0	\$0	\$0	\$0	\$53,739

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Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2022-S5305d Contract XXXXX			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
Task 3.6 Special Projects									
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$15,578	\$0	\$0	\$0	\$0	\$0	\$15,578
	Total		\$15,578	\$0	\$0	\$0	\$0	\$0	\$15,578
Task 3.7 Long Range Transportation Plan									
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$17,269	\$0	\$0	\$0	\$0	\$0	\$17,269
	Total		\$17,269	\$0	\$0	\$0	\$0	\$0	\$17,269
Task 3.8 Congestion Management Process									
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$6,600	\$0	\$0	\$0	\$0	\$0	\$6,600
	B. Consultant Services								
		<i>Contract/Consultant Services</i>	\$0	\$60,000	\$7,500	\$7,500	\$0	\$0	\$75,000
	Total		\$6,600	\$60,000	\$7,500	\$7,500	\$0	\$0	\$81,600
REGIONAL COORDINATION									
Task 4.0 Regional Coordination									
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$18,000	\$0	\$0	\$0	\$0	\$0	\$18,000
	B. Consultant Services								
		<i>Contract/Consultant Services</i>	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
	C. Travel								
		<i>Travel Expenses</i>	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
	Total		\$24,000	\$0	\$0	\$0	\$0	\$0	\$24,000
PUBLIC OUTREACH/PARTICIPATION									
Task 5.0 Public Outreach/Participation									
	A. Personnel Services								
		<i>MPO Staff Salaries & Fringe Benefits</i>	\$32,684	\$0	\$0	\$0	\$0	\$0	\$32,684
	B. Consultant Services								
		<i>Contract/Consultant Services</i>	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
	Total		\$52,684	\$0	\$0	\$0	\$0	\$0	\$52,684

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Task No.	Budget Category & Description	Detail	FHWA (PL)	FY2022-S5305d Contract XXXXX			Transportation Disadvantaged		Total
				Fed	State	Local	Hernando	Citrus	
Tasks	Summary by Budget Category								
	<i>Personnel Services</i>		\$394,529	\$0	\$0	\$0	\$25,700	\$24,700	\$444,929
	<i>Consultant Services</i>		\$76,400	\$60,000	\$7,500	\$7,500	\$0	\$0	\$151,400
	<i>Travel</i>		\$2,000	\$0	\$0	\$0	\$500	\$500	\$3,000
	<i>Other Direct Expenses</i>		\$29,895	\$0	\$0	\$0	\$200	\$200	\$30,295
	Total		\$502,824	\$60,000	\$7,500	\$7,500	\$26,400	\$25,400	\$629,624

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APPENDICIES



APPENDIX A: ACRONYMS AND INITIALIZATIONS REFERENCE LIST

ADA	Americans with Disabilities Act	FDOT	Florida Department of Transportation
BOCC	Board of County Commissioners	FHWA	Federal Highway Administration
BPAC	Bicycle/Pedestrian Advisory Committee	FSUTMS	Florida Standard Urban Transportation Model Structure
CAC	Citizens Advisory Committee	FTA	Federal Transit Administration
CCC	West Central Florida MPO Chairs Coordinating Committee	FTP	Florida Transportation Plan
CIP	Capital Improvement Program	FY	Fiscal Year
CMP	Congestion Management Process	GIS	Geographic Information System
COOP	Continuity of Operations Plan	GPC	General Planning Consultant
CTC	Community Transportation Coordinator	H/CATS	Hernando/Citrus Area Transportation Study
CTD	Commission for Transportation Disadvantaged	HPMS	Highway Performance Measuring System
CTST	Community Traffic Safety Team	JPA	Joint Participation Agreement
DBE	Disadvantaged Business Enterprise	ITS	Intelligent Transportation System
DOPA	Designated Official Planning Agency	LCB	Local Coordinating Board
DRI	Development of Regional Impact	LEP	Limited English Proficiency
EPA	Environmental Protection Agency	LOPP	List of Priority Projects
ETDM	Efficient Transportation Decision Making	LOS	Level of Service
FAA	Federal Aviation Administration	L RTP	Long Range Transportation Plan
FAST-Act	Fixing America's Surface Transportation Act	MAP-21	Moving Ahead for Progress in the 21st Century Act
		MPO	Metropolitan Planning Organization

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



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MPOAC Metropolitan Planning Organization Advisory Council

NAAQS National Ambient Air Quality Standards

NHS National Highway System

NHFP National Highway Freight Program

NHPP National Highway Performance Program

NTD National Transit Database

PD&E Project Development and Environment

PIP Public Involvement Process

PPP Public Participation Plan

PTCA Public Transportation Coordination Agreement

PTGA Public Transportation Grant Agreement

RFQ Request for Qualifications

ROW Right of Way

RTA Regional Transportation Analysis

SAA Single Audit Act

STIP State Transportation Improvement Program

STP Surface Transportation Program

SIS Strategic Intermodal System

TA Transportation Alternatives

TAC Technical Advisory Committee

TAZ Traffic Analysis Zone

TBARTA Tampa Bay Area Regional Transit Authority

TBRPC Tampa Bay Regional Planning Council

TD Transportation Disadvantaged

FTE Florida Turnpike Enterprise

TDM Transportation Demand Management

TDP Transit Development Plan

TDSP Transportation Disadvantaged Service Plan

TIP Transportation Improvement Program

TMA Transportation Management Area

TRIP Transportation Regional Incentive Program

TRT Technical Review Team

TSM Transportation System Management

TSOC Transportation Systems Operations Committee

UPWP Unified Planning Work Program

USDOT United States Department of Transportation

ZDATA Zonal Data

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



APPENDIX B: MAP OF HERNANDO/CITRUS URBANIZED AREA

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



APPENDIX C: UPWP FDOT CERTIFICATIONS AND ASSURANCES

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)

AUTHENTICATION



The Hernando/Citrus Metropolitan Planning Organization (MPO) in regular session on May 14, 2020, adopted the Unified Planning Work Program (UPWP) for Fiscal Year 2021 and Fiscal Year 2022.

_____ Date: _____
John Allocco, MPO Chairman

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)

RESOLUTION OF ADOPTION

Resolution 2020-

**A RESOLUTION OF THE HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
ADOPTING THE FISCAL YEAR 2021 AND FISCAL YEAR 2022
UNIFIED PLANNING WORK PROGRAM (UPWP)**

WHEREAS, the Florida Department of Transportation (FDOT), in conjunction with the Hernando/Citrus Metropolitan Planning Organization (MPO) requires the development of a Unified Planning Work Program (UPWP); and,

WHEREAS, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP is intended to document the transportation Planning Activities that will occur during Fiscal Year 2021 and Fiscal Year 2022; and,

WHEREAS, adoption of the UPWP must be accompanied by a resolution and/or minutes documenting the Hernando/Citrus MPO actions and forwarded to the FDOT.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 14th day of May 2020, formally adopts the Unified Planning Work Program for Fiscal Year 2021 and Fiscal Year 2022 and authorizes submittal to State and Federal Agencies.

**Hernando/Citrus Metropolitan Planning
Organization**

Attest:

(SEAL)

Date: _____

John Allocco, MPO Chairman

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY

BY: _____

MPO Attorney

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

Resolution 2020-

**RESOLUTION OF THE HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION REGARDING THE
DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION AS ADOPTED
BY THE FLORIDA DEPARTMENT OF TRANSPORTATION'S DBE PROGRAM**

WHEREAS, the Florida Department of Transportation has developed a Unified Certification Program (UCP) for DBE certification and utilization; and,

WHEREAS, this DBE Program is intended to assist local MPOs in the administration and award of contracts to provide disadvantaged businesses and opportunity to participate in MPO contracts in a non-discriminatory manner as defined in 49 C.F.R. Part 26; and,

WHEREAS, it is the policy of the Hernando/Citrus MPO to ensure that disadvantaged businesses have equal opportunity to participate in MPO contracts; and

WHEREAS, to meet the objectives of the DBE Program, The Hernando/Citrus MPO will adopt the FDOT DBE policies and procedures; and,

WHEREAS, this policy will provide for all the applicable Federal regulations and statutory references contained therein for the DBE Program Plan, Chapters 337 and 339, F.S., and Rule Chapter 14-78, F.A.C.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization, duly assembled in regular session on this 14th day of May 2020 formally adopts the Florida Department of Transportation's Unified Certification Program for certifying DBE's.

Attest: **Hernando/Citrus Metropolitan Planning Organization**

_____ Date: _____

(SEAL) **John Allocco, Chairman**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: _____
MPO Attorney

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)

DEBARMENT AND SUSPENSION CERTIFICATION

Certification form provided by FDOT

LOBBYING

Certification form provided by FDOT

TITLE VI NONDISCRIMINATION AGREEMENT

Certification form provided by FDOT



APPENDIX D: FTA CERTIFICATIONS AND ASSURANCES

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



APPENDIX E: MPO RATIFICATIONS AND LOCAL APPROVALS

Attachment: 1 UPWP 2021-2022 Draft 2-26-2020 [Revision 1] (16597 : Draft FY 2020/21- FY 2021/22 UPWP)



APPENDIX F: FDOT D-7 PLANNING ACTIVITIES



AGENDA ITEM

TITLE

Hernando/Citrus MPO Citizens Advisory Committee (CAC) Appointment

BRIEF OVERVIEW

Mr. Carvell Simpson has reapplied to serve on the Hernando/Citrus MPO's Citizens Advisory Committee as a low income and/or minority representative from Citrus County. Appointments to the CAC require MPO approval.

If Mr. Simpson is reappointed, there will be 7 members on the committee, with 4 vacancies as follows:

1. Citizen from Crystal River
2. Transit User Citrus County
3. Low Income and/or Minority Representative, Hernando County
4. Citizen Unincorporated Hernando County

FINANCIAL IMPACT

None

LEGAL NOTE

Pursuant to Chapter 339.175, F.S., the MPO Board has the authority to take the recommended action.

RECOMMENDATION

It is recommended that the MPO Board reappoint Carvell Simpson as the low income and/or minority representative from Citrus County on the Citizens Advisory Committee (CAC) for a term of 2 years (3/12/20 to 3/12/22).

REVIEW PROCESS

Carlene Riecss	Completed	02/26/2020 3:13 PM
Mary Elwin	Skipped	02/26/2020 3:13 PM
Cayce Reagin Dagenhart	Completed	02/27/2020 2:33 PM
Steven Diez	Completed	02/27/2020 7:34 AM
Garth Coller	Completed	02/27/2020 3:24 PM
Alaina Kidd	Completed	02/27/2020 4:03 PM

MPO

Pending

03/12/2020 1:30 PM

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
BOARD / COMMITTEE APPLICATION**

(Please type or print clearly.)

Name Carvell Simpson
(Your name must be listed as it appears on your driver's license)

THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION.

Are you a resident of Hernando County? _____ Citrus County? For how long? 23 yrs

Do you reside within the city limits of Brooksville? _____ Crystal River? _____ Inverness? _____

Physical Address 3135 N. Buckhorn Dr. City Bev. Hills Zip 34461

Mailing Address (if different) _____ City _____ Zip _____

Telephone (home) ³⁵² 527-2929 (business/other) _____ Email CarvellSimpson@springme

Education AAS + BS
(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Present Employment _____

These committees may require travel outside of your county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to remain active and keep current on committee issues and participate in meetings? Yes

Have you ever been convicted, plead guilty or no contest, or entered into PTI for a felony or 1st/2nd degree misdemeanor?

No
(Answering yes does not automatically disqualify you for consideration)

If yes, what charges? _____

Are you currently involved as a defendant in a criminal case? NO

If yes, what charges? _____

Have you ever been named as a defendant in a civil action suit? No

If yes, when and describe action _____

Please state your reasons for applying to this Board/Committee: _____

Please list three references, including addresses, phone numbers and email address.

1. John Wade 10857 Running Deer Pt. Inverness, FL 34452 352. 341-1937
2. Karen Esty 2409 Wilson St., Inverness FL 34453 305 778-8
3. Josephine Brown 2505 Stampede Dr. Bev Hills, FL 34465 352. 270-8

Attachment: Carvell Simpson CAC application (16802 : Hernando/Citrus MPO Citizens Advisory Committee - Member Appointment)

I hereby request consideration as a board/committee appointee. It is my intention to familiarize myself with the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by the provisions of the State Sunshine Law.

APPLICANT'S SIGNATURE Carvell Simpson DATE 2-26-20

POSITION APPLYING FOR: _____ (ALL POSITIONS ARE STRICTLY VOLUNTARY)

_____ BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2 year term, 11 members

CITIZENS ADVISORY COMMITTEE (CAC) – 2 year term, 11 members

_____ HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3 year term, 17 members (some positions require agency participation.)

Completed applications may be submitted to the Hernando/Citrus MPO, 1661 Blaise Drive, Brooksville, Florida 34601, email mpo@hernandocounty.us, or fax to 352-754-4420.

Attachment: Carvell Simpson CAC application (16802 : Hernando/Citrus MPO Citizens Advisory Committee - Member Appointment)



AGENDA ITEM

TITLE

Hernando/Citrus MPO Bicycle/Pedestrian Advisory Committee (BPAC) - Member Appointment

BRIEF OVERVIEW

The Hernando/Citrus MPO Bicycle Pedestrian Advisory Committee (BPAC) consists of thirteen (13) voting volunteer positions appointed by the MPO Board, and one non-voting representative from the Florida Department of Transportation (FDOT).

We have been advised that due to staffing assignments, Sergeant William Hillman will no longer be available to serve on the BPAC. Sergeant Kelly Brown will be the replacing Sergeant Hillman as the Sheriff's Office representative.

There are no term limits for agency representatives on the BPAC; however, the bylaws require appointment by the MPO Board.

FINANCIAL IMPACT

None

LEGAL NOTE

Pursuant to Chapter 339.175, FS, the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended that the MPO Board appoint Sergeant Kelly Brown from the Hernando County's Sheriff's Office to replace Sergeant William Hillman. There is no term limit for this position.

REVIEW PROCESS

Carlene Riecsc	Completed	02/21/2020 3:57 PM
Cayce Reagin Dagenhart	Completed	02/21/2020 4:13 PM
Steven Diez	Completed	02/21/2020 4:17 PM
Garth Coller	Completed	02/26/2020 12:24 PM
Alaina Kidd	Completed	02/27/2020 8:26 AM
MPO	Pending	03/12/2020 1:30 PM



AGENDA ITEM

TITLE

Citrus County Transportation Disadvantaged Local Coordinating Board (LCB) Member Appointments

BRIEF OVERVIEW

The composition of the Citrus County LCB is established by Chapter 41-2, Florida Administrative Code. The rule provides for 18 membership positions to include an elected official from the service area, local agency representatives, and citizen representatives. Members are appointed by the MPO Board.

The Florida Department of Transportation has requested that Tracy Noyes become the representative from FDOT, with Dave Newell serving as the alternate member.

Agency representatives on the LCB do not have term limitations.

FINANCIAL IMPACT

There is no financial impact associated with member appointments.

LEGAL NOTE

Pursuant to Chapter 339.175, FS, the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended the MPO Board appoint the following members to the Citrus County Transportation Disadvantaged Local Coordinating Board (LCB):

1. Tracy Noyes, representative from the Florida Department of Transportation (FDOT); and,
2. Dave Newell, , alternative representative from FDOT.

REVIEW PROCESS

Carlene Riecsc	Completed	02/21/2020 3:55 PM
Cayce Reagin Dagenhart	Completed	02/21/2020 3:58 PM
Steven Diez	Completed	02/21/2020 4:15 PM
Garth Coller	Completed	02/26/2020 12:26 PM

Alaina Kidd
MPO

Completed
Pending

02/27/2020 8:21 AM
03/12/2020 1:30 PM



AGENDA ITEM

TITLE

Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB)
Member Appointments

BRIEF OVERVIEW

The composition of the TDLCB is established by Chapter 41-2, Florida Administrative Code. The rule provides for 18 membership positions to include an elected official from the service area, local agency representatives, and citizen representatives. Members are appointed by the MPO Board.

The Agency for Healthcare Administration (AHCA), has requested that Emily Hughart, Senior Human Services Program Specialist replace Aaron Lounsberry as the representative member from the AHCA.

Additionally, the Florida Department of Transportation has requested that Tracy Noyes become the representative from FDOT, with Dave Newell serving as the alternate member.

Agency representatives on the TDLCB do not have term limitations.

FINANCIAL IMPACT

There is no financial impact associated with member appointments.

LEGAL NOTE

Pursuant to Chapter 339.175, FS, the MPO Board has the authority to take the recommended action.

STAFF RECOMMENDATION

It is recommended the MPO Board appoint the following members to the Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB):

1. Emily Hughart, representative from the Agency for Healthcare Administration; and,
2. Tracy Noyes, representative from the Florida Department of Transportation (FDOT); and
3. Dave Newell, , alternative representative from FDOT.

REVIEW PROCESS

Carlene Riecsc	Completed	02/21/2020 3:56 PM
Cayce Reagin Dagenhart	Completed	02/21/2020 4:02 PM
Steven Diez	Completed	02/21/2020 4:15 PM
Garth Coller	Completed	02/26/2020 12:26 PM
Alaina Kidd	Completed	02/27/2020 8:24 AM
MPO	Pending	03/12/2020 1:30 PM