



**TECHNICAL ADVISORY COMMITTEE (TAC) AGENDA**  
**Wednesday, July 28, 2021 at 10:00 a.m.**  
**MEETING LOCATION:**  
**Building Training Facility, 1661 Blaise Drive, Brooksville, FL 34601**

**AGENDA**

**A CALL TO ORDER**

1. Moment of Silence
2. Pledge of Allegiance
3. Introduction of Committee Members and Staff
4. Declaration of Quorum/Reading of the Notice

**B APPROVAL/MODIFICATION OF AGENDA  
(Limited to Board and Staff comment only)**

**C REVIEW/APPROVAL OF MINUTES – 5/26/2021**

**D PRESENTATIONS/INFORMATIONAL ITEMS**

1. Florida Department of Transportation – Mike Zinn
2. Strategic Intermodal System (SIS) Presentation – Roger Roscoe
3. Florida Turnpike Enterprise (FTE) Construction Report
4. MPO Media Release from 6/17/21 Meeting
5. MPO Interlocal Funding Agreement
6. Calendar Change – Add October 27, 2021, Committee Meetings

**E ACTION ITEMS**

1. FY 2021-FY 2022 Unified Planning Work Program (UPWP) Amendment
2. Complete Streets Scope of Services – Tindale Oliver and Associates

**F PUBLIC COMMENT**

**G COMMITTEE/STAFF COMMENTS**

**H ADJOURNMENT AND NEXT MEETING – The next regular meeting of the TECHNICAL ADVISORY COMMITTEE (TAC) will be held on Wednesday, August 25, 2021, at 10:00 a.m. at Citrus Transit Center, 1300 S Lecanto Highway, Lecanto, FL**

The meeting agenda and back-up materials are available online at:  
[www.hernandocounty.us/hernandocitrusmpo](http://www.hernandocounty.us/hernandocitrusmpo).

**C REVIEW OF MINUTES**

The minutes from the Wednesday, May 26, 2021 TAC Meeting are attached for review and approval.

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Attachment: TAC Meeting Minutes from Wednesday, May 26, 2021

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**HERNANDO/CITRUS METROPOLITAN PLANNING  
ORGANIZATION TECHNICAL ADVISORY COMMITTEE  
(TAC)**

**Meeting Minutes – May 26, 2021**

The Hernando/Citrus Metropolitan Planning Organization (MPO) Technical Advisory Committee (TAC) held a regular meeting on Wednesday, May 26, 2021. The meeting was advertised in the Tampa Bay Times and the Citrus Chronicle and the agenda was available online at: [www.hernandocountyus.com/hernandocitrusmpo.com](http://www.hernandocountyus.com/hernandocitrusmpo.com).

**MEMBERS PRESENT:**

Walt Eastmond, Citrus County Engineering  
 Scott Herring, Hernando County Public Works  
 Chris DeAnnuntis, TBARTA  
 Jannina Elkin, Hernando County Transit  
 Joanne Granger, Citrus County Transit  
 Steve Gouldman, City of Brooksville  
 Brian Herrmann, City of Crystal River  
 Chris Mundell, Hernando County School District  
 Greg Rice, City of Inverness Community Development  
 Mike Sherman, Citrus County Planning Department  
 Chuck Dixon, Citrus County School District

**OTHERS IN ATTENDANCE:**

Steve Diez, MPO Executive Director  
 Carlene Riecse, Transportation Planner III  
 Terri Saenz, Administrative Assistant III  
 Roger Roscoe, Florida Department of Transportation  
 Ashley Henzel, Florida Department of Transportation  
 Siaso Fine, Florida Turnpike Enterprise  
 Scott Stewart, WBQ  
 J. Kowal, Guest  
 Pete Cuccaro, Pine Ridge Property Owners Association (PRPOA)

**A. CALL TO ORDER**

Chair Eastmond called the meeting to order at 10:00 a.m.

Introductions were made.

Proofs of publications of the Notice of Public meeting were entered into the record by Mr. Diez.

A quorum was declared.

## **B. APPROVAL/MODIFICATION OF AGENDA**

**Motion:** Mr. Herring made a motion to approve the agenda. Mr. Rice seconded, and the motion carried unanimously.

## **C. REVIEW/APPROVAL OF MINUTES – April 21, 2021**

**Motion:** Mr. Herring made a motion to approve the minutes. Mr. Rice seconded, and the motion carried unanimously.

## **D. PRESENTATIONS/INFORMATIONAL ITEMS**

### 1. Florida Department of Transportation (FDOT) US 301 Presentation

Ms. Henzel with FDOT showed a presentation of their plans to expand US 301 from a 2 lane facility to a 4 lane facility. The project is in Hernando and Pasco Counties. They are holding a hybrid public meeting/hearing on June 24<sup>th</sup> where they will have both in-person and virtual components for attendees.

Mr. Diez mentioned this project is why the current TIP had to be amended.

### 2. Florida Turnpike Enterprise (FTE) Report, and Suncoast Parkway Presentation

Mr. Fine introduced Mr. Scott with WBQ Design & Engineering who provided a status update on the Suncoast Parkway 2 project. The presentation was included in the agenda packet.

A discussion ensued.

### 3. MPO Media Release from 5/13/21 Meeting

Mr. Diez went over the previous media release, which was informational.

## **E. ACTION ITEMS**

### 1. FY 2022/2023 List of Priority Projects (LOPPs)

Mr. Diez explained the proposed LOPP must be submitted to FDOT by October 1<sup>st</sup>. Discussions were held at previous committee meetings and with the MPO Board on May 13, 2021. The process involved removing projects that were completed and updating the status of projects based on the FDOT's FY 2022-2026 work program.

On the Transportation Alternative LOPP, the Suncoast Parkway Trail was removed because the Florida Turnpike Enterprise will be building the trail.

The Major Project/Congestion Management Program LOPP was amended as follows:

- Cobb Road (broken down into smaller segments for manageable funding)
- Added sections to Pasco/Hernando County Line Road (not funded)
- Added the US 301 project (as presented earlier)
- Cardinal Road (changing from 2 to 4 lane road) and extending to CR 491 (the CAC did not agree with this recommendation; only supported from the Parkway west to US 19). The MPO stance is that in the LRTP it is recommended as 4 lane facility (from US 19 to CR 491) and would like it maintained that way
- Request to federalize 4 projects in Citrus County (waiting for FDOT answer)

The Chairman asked for a motion to include the items outlined (for the Major project list Items 3, 5, 7, and 8)

The Chairman asked for public comment. No one from the public commented.

**Motion:** Mr. Herring made a motion to approve the LOPPs. Mr. Rice seconded, and the motion carried unanimously.

## 2. FY 2022-FY 2026 Transportation Improvement Program (TIP)

Mr. Diez stated the TIP contains the FY 2021/FY 2022 LOPPs that were approved July 9, 2020 and the LOPP is updated annually at the beginning of the Work Program cycle and the TIP at the end of each cycle. The MPO Board opened the 30 day comment period for public comments.

Discussion ensued on the 5 year program and gas tax revenues.

The Chairman asked for public comment. No one from the public commented.

**Motion:** Mr. Sherman made a motion to approve the TIP. Mr. Herring seconded, and the motion carried unanimously.

## 3. 2045 Long Range Transportation Plan (LRTP) Amendments

Mr. Diez stated a revision to the 2045 LRTP to address several items:

- Bikeways and Trails Vision Map – add a trail need on SR 50 trail from SR 50 Bypass to Lockhart Road
- Remove Exile Road from LRTP roadway needs through the Lake Hideaway development
- Add widening of Powell Road from California to US 41, from 2 to 4 lanes, as a roadway need
- Add widening of US 301 from Pasco County Line to SR 50/Cortez Boulevard from 2 to 4 lanes, as a committed/cost feasible roadway project

Mr. Herring referenced discrepancy between Figure 9 and Figure 15, where the map shows a 4 lane for US 301 as unfunded need but needs to be changed. Mr. Diez will get with consultant to make the change.

The Chairman asked for public comment. No one from the public commented.

**Motion:** Mr. Dixon made a motion to approve the TIP with the change(s) noted. Ms. Elkin seconded, and the motion carried unanimously.

#### **F. PUBLIC COMMENT**

Mr. Cuccaro with Pine Ridge Property Owners Association (PRPOA) discussed the POA opposition to the Suncoast Parkway 2 interchange at CR 486 and its impact to that community.

#### **G. COMMITTEE/STAFF COMMENTS**

Mr. Diez asked if the committee opposed moving meetings for 2022 to the Lecanto Government Building, Room 166 (Citrus County) as it is equipped for Zoom meetings (for public attendance), monitors, etc. It was agreed upon. Those meetings will still alternate between the 2 counties.

Mr. Herring stated there will not be a representative from his division at the June 30<sup>th</sup> meeting.

Mr. Dixon asked about the US 41 update and property acquisitions that was to be discussed before City of Inverness Council meeting by FDOT. Mr. Roscoe stated he would check into.

Mr. Eastman mentioned 3 Safe Routes to Schools (SRTS) sidewalk projects in Citrus County, 1. Pleasant Grove Elementary which has been completed; 2. Forest Ridge Elementary (Phase I) and Turkey Oak from US 19 to SR 44.

ADJOURNMENT AND NEXT MEETING – The meeting was adjourned at 11:07 a.m.

**The next regular meeting of the TECHNICAL ADVISORY COMMITTEE (TAC) will TENTATIVELY be held on Wednesday, June 30, 2021, at 10:00 a.m. at Hernando County Building Training Facility, 1661 Blaise Drive, Brooksville, FL**

The meeting agenda and back-up materials are available online at:

[www.hernandocounty.us/hernandocitrusmpo](http://www.hernandocounty.us/hernandocitrusmpo).

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**D INFORMATIONAL ITEMS****1. Florida Department of Transportation (FDOT) Discussion – Mike Zinn**

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Attachments: N/A

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**2. Strategic Intermodal System (SIS) Policy Plan Update – Roger Roscoe**

The Strategic Intermodal System (SIS) is Florida's high priority network of transportation facilities important to moving people and freight, linking Florida's regions, and investing in strategic transportation facilities. FDOT is updating the SIS Policy Plan, which sets the policy direction for designating, planning, and implementing the SIS. It is developed in consultation with statewide, regional, and local partners. During this presentation, FDOT will discuss the process for updating the SIS Policy Plan; its various components; emerging trends and focus areas including safety, resilience, technology & innovation, urban mobility & connectivity, and rural mobility & connectivity; and the initial thoughts for potential changes in this plan.

No action is required.

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Attachments: SIS Fact Sheet

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**3. Florida Turnpike Enterprise (FTE) Construction Report**

FTE will be providing at the Committee meeting.

No action is required.

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Attachments: FTE will distribute at the meeting

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**4. MPO Meeting Summary – June 17, 2021**

The meeting summary from the June 17, 2021, MPO meeting is attached for TAC information.

No action is needed

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Attachments: Meeting summary from June 17, 2021

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# FREQUENTLY ASKED QUESTIONS REGARDING THE SIS POLICY PLAN UPDATE

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## **What is the Strategic Intermodal System (SIS)?**

The SIS is a statewide network of high-priority transportation facilities, including the state's largest and most significant airports, spaceports, public seaports, freight rail terminals, passenger rail and intercity bus terminals, railways, waterways, and highways.

These facilities represent the State's primary means for moving people and freight between Florida's regions, as well as between Florida and other states and countries.

## **What is the SIS Policy Plan?**

The SIS Policy Plan establishes the policy framework for planning and managing the SIS during the next five years. It identifies objectives and approaches to address changing trends and position the SIS for future opportunities. The Plan includes policies related to designating facilities as part of the SIS, identifying and establishing investment priorities, and collaborating with partners to plan for the future of the SIS.

## **Why is the SIS Policy Plan being updated?**

Florida Statute indicates "the plan shall be consistent with the Florida Transportation Plan developed pursuant to s. 339.155 and shall be updated at least once every 5 years, subsequent to updates of the Florida Transportation Plan." The current SIS Policy Plan was adopted in March 2016.

## **How is the SIS Policy Plan being developed?**

Florida Statute requires the Department to update the SIS Policy Plan at least once every 5 years following the update to the Florida Transportation Plan. The plan is developed by:

- reviewing the most recent FTP goals and objectives to ensure the SIS Policy Plan aligns with the FTP,
- considering current trends and conditions, including applicable performance measures, to ensure the plan addresses key issues and opportunities for the SIS, and
- gathering input through various partner and public outreach efforts such as partner briefings, social media outreach, virtual information sharing, and website publications.

## **What is FDOT's process for reaching out to their partners and the public during the update of the SIS Policy Plan?**

Florida Statute requires FDOT to provide metropolitan planning organizations, regional planning councils, local governments, transportation providers, affected public agencies, and citizens with an opportunity to participate in and comment on the development of the update. FDOT is gathering input through various partner and public outreach efforts such as partner briefings, brochures, virtual events, and the department's website. There will also be a public comment period for the draft plan.

### **For more information:**

Florida Department of Transportation, Systems Implementation Office  
(850) 414-4900 | <https://www.fdot.gov/planning/systems/>







## When will the SIS Policy Plan update be completed?

Following our targeted outreach efforts, we will draft the plan based on the input received. We will review the information with the FTP/SIS Implementation Committee and FDOT management. The draft plan will be available for public comment toward the end of 2021. The final plan is anticipated to be adopted by early 2022.

## What are the focus areas for this SIS Policy Plan update?

The 2022 SIS Policy Plan will focus on these 5 areas:

- **Safety** – how does the SIS, as a key element of the state’s transportation system, contribute to our vision of eliminating fatalities and serious injuries on Florida’s transportation system?
- **Resilience** – how can we reduce vulnerabilities of SIS infrastructure to risks including extreme weather, sea-level rise, coastal and inland flooding, wildfires, and extreme heat?
- **Technology and innovation** – how do we prepare the SIS for emerging technologies such as automated, connected, electric, and shared vehicles?
- **Urban mobility and connectivity** – how do we address the impact of congestion in both major and developing urban areas while ensuring the efficiency and reliability of the SIS for interregional travel, especially in areas where there are limited options for adding capacity to SIS corridors or limited modal alternatives to SIS highways?
- **Rural mobility and connectivity** – how can the SIS support rural revitalization and economic development and facilitate emergency evacuation and response, while supporting environmental stewardship goals and community visions?

## Will there be a public comment period for the draft plan?

A public comment period will accompany the draft final plan. It is anticipated the public comment period will take place at the end of 2021.

## How is the SIS Policy Plan update related to the recent update of the FTP?

The Florida Transportation Plan (FTP) is the state’s long-range transportation vision and policy plan for all of Florida, created by, and providing direction to, all organizations involved in planning and managing Florida’s transportation system. The SIS is the state’s highest priority for transportation capacity investments and a primary tool for implementing the FTP.

## Will the SIS Policy Plan update change the designation of a facility?

The SIS Policy Plan is the guiding document for policy and investment decisions for the SIS. It is not facility or project specific. The updated plan may identify changes to SIS designation policies; however, designation of a facility happens during the Designation Review process or through a Designation Change Request (DCR).

## Why does the SIS not include all transportation facilities?

The SIS was established by the Governor and Legislature in 2003 to enhance Florida’s economic competitiveness by focusing state resources on the transportation facilities most critical for statewide and interregional travel. Other FDOT and partner funding programs can assist with facilities not designated as part of the SIS.

### For more information:

Florida Department of Transportation, Systems Implementation Office  
(850) 414-4900 | <https://www.fdot.gov/planning/systems/>





## **Will my SIS facility receive funding as a result of the SIS Policy Plan update?**

The SIS Policy Plan is the guiding document for policy and investment decisions for the SIS. It is not facility or project specific. SIS funding is considered through a set of three inter-related sequential documents known as the SIS Funding Strategy which identifies SIS projects in various stages of development.

- The First Five Year Plan illustrates capacity projects on the SIS that are funded by the Legislature in the FDOT Adopted Work Program (Year 1) and projects that are programmed for proposed funding in the next 2 to 5 Years.
- The Second Five Year Plan illustrates projects that are planned to be funded in the five years (Years 6 through 10) beyond the Adopted Work Program. Projects in this plan could move forward into the First Five Year Plan as funds become available.
- The Cost Feasible Plan illustrates projects on the SIS that are considered financially feasible during the last fifteen years (Years 11 to 25) of the SIS Funding Strategy, based on current revenue forecasts. Projects in this plan could move forward into the Second Five as funds become available or backwards into the Unfunded Needs Plan if revenues fall short of projections.

The FDOT Systems Implementation Office also produces a fourth document which is related to, but not part of, the SIS Funding Strategy. The Unfunded Needs Plan identifies transportation projects on the SIS that help meet mobility needs, but where funding is not expected to be available during the 25-year time period of the SIS Funding Strategy. Projects in this plan could move forward into the SIS Funding Strategy as funds become available.

## **When will implementation of the SIS Policy Plan update begin?**

The SIS Policy Plan is being updated over the course of 2021. It is anticipated that the plan will be adopted in early 2022. Following adoption, FDOT Central Office staff will begin the process of implementing the strategies identified in the plan. The timeframe for implementation will be determined following the adoption of the SIS Policy Plan.



## PUBLIC QUESTION FORM

The Florida Department of Transportation encourages public inquiries. This form is subject to public records law.

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Date or Meeting Attended:** \_\_\_\_\_

The FDOT is currently answering questions. Please make your questions(s) as specific as possible and offer suggestions to address your concerns. You may continue on the back, if necessary. This form is part of the public record.

**QUESTION(S):** \_\_\_\_\_

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Please give your completed form to FDOT Staff or email to Lori Marable, D7 SIS Coordinator, [lori.marable@dot.state.fl.us](mailto:lori.marable@dot.state.fl.us). If you wish to mail your question form please send to: Lori Marable, Florida Department of Transportation, MS 7-500, 11201 N. McKinley Dr., Tampa, Florida, 33563.

**In addition to the comments received via this form, FDOT will provide a public comment period in late 2021 to receive comments on the draft SIS Policy Plan.**





## **MEDIA RELEASE**

### **Hernando/Citrus Metropolitan Planning Organization (MPO) Meeting Summary – June 17, 2021**

Lecanto Government Center  
3600 W. Sovereign Path, Room 116  
Lecanto, Florida 34461

- The MPO Board adopted the Transportation Improvement Program (TIP) Fiscal Years 2021/2022 – 2025/2026.
- The List of Priority Projects (LOPP) for Fiscal Year (FY) 2022/2023 was approved.
- The MPO Board approved an amendment to the 2045 Long Range Transportation Plan (LRTP). This amendment included adding the need for a multi-use trail along State Road 50 from the Bypass to Lockhart Road, removal of a section of Exile Road in the Lake Hideaway Development as an unfunded roadway need, revision to add Powell Road from California Street to US 41 from 2 to 4 lanes as an unfunded roadway need, and the addition of a widening project on US 301 as an existing and committed project in the LRTP, at the request of the Florida Department of Transportation (FDOT).
- The MPO Board authorized the MPO's Consultant, Kimley Horn and Associates, to proceed with Phase II (tasks 2 & 3) of the Congestion Management Process.
- The MPO Board approved the appointment of Ivonne Perez as a regular member to the Citrus County Transportation disadvantaged Local Coordinating Board (LCB), and Victoria Anderson was approved as her alternate; both are with the Agency for Healthcare Administration.
- The MPO Board cancelled their July 15, 2021, MPO meeting.

The next MPO meeting is scheduled for: Thursday August 19, 2021, at 1:30 pm in the Lecanto Government Building, 3600 W. Sovereign Path, Room 166 Lecanto, Florida 34461.

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

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**D INFORMATIONAL ITEMS**

**5. Interlocal Funding Agreement- Citrus County, Hernando County and the MPO**

On July 28, 2015, Hernando County approved a loan to the MPO in the amount of \$450,000 from its general fund at zero percent interest to provide the MPO with cash flow to operate until eligible MPO activities were reimbursed from State/Federal grants and/or local funds.

As the MPO's programs and projects have become more robust and costs have increased, discussion ensued with the MPO Board regarding the need to provide additional operating funds.

On January 19, 2021, the Citrus County Board of County Commissioners voted to loan the sum of \$250,000.00 as a long-term loan at zero percent (0%) interest to the MPO in order to provide the MPO with the funds necessary to manage the continuous, cooperative and comprehensive metropolitan planning process as mandated by state and federal law starting within Fiscal Year 2022.

An agreement among the parties has been developed to provide additional operating funding to the MPO. Both Hernando and Citrus County Boards of County Commissioners approved the agreement on July 13, 2021. It is being provided to the TAC as an informational item.

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Attachments: Funding agreement

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**6. Calendar Change**

At the request of the FDOT, committee meetings have been scheduled for Wednesday, October 28, 2021, so the tentative work program can be presented. The TAC meeting will be held in Citrus County at the Transit Facility, 1300 S. Lecanto Highway, Lecanto, FL at 10:00 a.m.

No action is required.

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Attachments: N/A

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**INTERLOCAL FUNDING AGREEMENT BETWEEN  
CITRUS COUNTY, HERNANDO COUNTY, AND  
THE HERNANDO/CITRUS METROPOLITAN PLANNING  
ORGANIZATION**

THIS INTERLOCAL FUNDING AGREEMENT (the “Agreement”), is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between CITRUS COUNTY, Florida, a political subdivision of the State of Florida (“Citrus County”), HERNANDO COUNTY, Florida, a political subdivision of the State of Florida (“Hernando County”), and the Hernando/Citrus Metropolitan Planning Organization, a metropolitan planning agency (the “MPO”).

**WITNESSETH:**

WHEREAS, Fla. Stat. §339.175 provides for the designation of at least one metropolitan planning organization each urbanized area of the state; and,

WHEREAS, the MPO is designated as the metropolitan planning organization for the urbanized areas within Citrus and Hernando Counties, and the Governor, through the Florida Department for of Transportation (“FDOT”), has entered into an Interlocal Agreement with Citrus and Hernando Counties and the other units of general purpose local government and special purpose government located within the affected urbanized areas and designated for membership on the MPO; and,

WHEREAS, pursuant to Fla. Stat. §339.175, the MPO is an independent governmental entity separate and distinct from the state and the governing body of

any entity that is represented on the Governing Board of the MPO or that is a signatory to the Interlocal Agreement; and,

WHEREAS, Fla. Stat. §163.01 authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and,

WHEREAS, under Fla. Stat. Chapters 125 and 163, the County is authorized to enter into interlocal agreements and to contract with the MPO and other governmental entities for the provision and exchange of certain services; and,

WHEREAS, pursuant to Fla. Stat. §339.175, the MPO has the authority to contract with the County for the provision and exchange of certain services to accomplish its transportation planning and programming duties and administrative functions; and,

WHEREAS, the MPO operates pursuant to the Interlocal Agreement for Creation of a Metropolitan Planning Organization, on recorded on July 2, 2014, in Official Records Book 3107, Page 1715, Public Records of Hernando County, Florida; and recorded on August 27, 2014, in Official Records Book 2641, Page 1495, Public Records of Citrus County, Florida; and also recorded on October 9,

2014, in Official Records Book 22844, Page 883, Public Records of Hillsborough County, Florida; and,

WHEREAS, on July 28, 2015, Hernando County approved a loan to the MPO in the amount of \$450,000.00, from its General Fund and at zero percent interest, for the sole purpose of providing the MPO with cash flow to operate until eligible MPO activities were reimbursed from State/Federal grants and/or Local funds, as applicable; and,

WHEREAS, a special revenue fund was established for the MPO that was distinct and separate from the Hernando County's General Fund; and,

WHEREAS, pursuant to the Interlocal Agreement for Administrative Services by and between Hernando County and the Hernando/Citrus Metropolitan Planning Organization (the "Administrative Services Agreement"), dated July 22, 2014, Hernando County provides administrative services to the MPO, the costs of which the FDOT reimburses to Hernando County through direct billing of actual expenses; and,

WHEREAS, the Citrus County Board of County Commissioners voted on January 19, 2021, to loan the sum of \$250,000.00 as a long-term loan at zero percent interest to the MPO in order to provide the MPO with the funds necessary to manage the continuous, cooperative and comprehensive metropolitan planning process as



mandated by State and Federal law starting within Fiscal Year 2022; provided, that the MPO adopt or continue certain accounting practices.

NOW THEREFORE, in consideration of the foregoing and the other mutual obligations and benefits described herein, the parties agree as follows:

Section 1. Incorporation of Recitals

Each and all of the foregoing recitals are true and correct and are hereby incorporated into this Agreement by this reference.

Section 2. Definitions

The following terms shall be defined for purposes of this Agreement to have the following meanings, unless the context shall affirmatively and clearly indicate to the contrary:

a. "Administrative Services Interlocal Agreement" means the Interlocal Agreement for Administrative Services by and between Hernando County and the Hernando/Citrus Metropolitan Planning Organization, dated July 22, 2014, whereby Hernando County has agreed to provide administrative services to the MPO including bookkeeping, auditing, financial statements and record-keeping, budget adoption or amendment, legal representation, and advertising for public hearings for budget adoption or amendment.

b. "Agreement" means this Interlocal Agreement.

c. "Fiscal Year 2022" means the period beginning on October 1, 2021 and ending on September 30, 2022.

d. "Supplemental Funding Amount" means the loan of \$250,000.00 by Citrus County made as a long-term loan to the MPO for the MPO's access, use, withdrawal, deposit and reimbursement through federal, state or local grants starting with Fiscal Year 2022. Citrus County is making this loan in order to provide the MPO with cash-flow funding for MPO-eligible expenditures that are to be incurred prior to reimbursement from the granting agencies. Citrus County is loaning this money on a long-term basis at 0% interest. Should the MPO dissolve, the loan will immediately become due.

e. Unified Planning Work Program ("UPWP") means the document that a metropolitan planning organization must adopt biennially, pursuant to 23 CFR ' 450.308 and Fla. Stat. ' 339.175, that identifies the priorities and activities that the metropolitan planning organization will carry out in the following two years, and that serves as the metropolitan planning agency's adopted budget.

### Section 3. Purpose and Scope of this Agreement

The purpose of this Agreement is limited to setting the terms and conditions applicable to Citrus County's provision of the Supplemental Funding to the MPO.

### Section 4. Obligation of Citrus County

The Citrus County Board of County Commissioners will pay the Supplemental Funding Amount to the MPO on or before October 1, 2021.

**Section 5. Obligations of Hernando County and the MPO**

In exchange for Citrus County's provision of the Supplemental Funding Amount, the MPO and Hernando County agree that:

- a. The MPO will remain a stand-alone Special Revenue Fund (or other term as defined by Generally Accepted Account Principles ("GAAP") and the Governmental Accounting Standards Board ("GASB")).
- b. Hernando County agrees that if any of the Administrative Expenses charged by Hernando County to the MPO are not reimbursed by FDOT, they will be paid by Hernando County.
- c. The total of receivables plus cash, less payables and Fund Balance must equal the monetary contribution of participating entities starting September 30, 2021 and continuing in future years.

**Section 6. Effective Date, Term**

The effective date of this Agreement shall be the date of signature by the last party to sign this Agreement. The terms of this Agreement shall commence on the effective date and terminate upon the repayment of the loan made by Citrus County pursuant to this Interlocal Agreement by the MPO.

**Section 7. Interpretation**

The headings contained in this Agreement are for reference purposes only and will not affect in any way the meaning or interpretation of this Agreement.

**Section 8. Negotiations**

The parties to this Agreement acknowledge that all terms of this Agreement were negotiated at arms length and that this Agreement and all documents executed in connection herewith were prepared and executed without undue influence exerted by any party or on any party. Further, this Agreement was drafted jointly by all parties, and no parties are entitled to the benefit of any rules of construction with respect to the interpretation of any terms, conditions, or provisions of this Agreement in favor of or against any person or party who drafted this Agreement.

**Section 9. Indemnification and Governmental Immunity**

Nothing herein is intended to serve as a waiver of sovereign immunity by any party nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this Agreement or any other contract. Citrus County, Hernando County, and the MPO are state agencies or political subdivisions as defined in Fla. Stat. §768.28 and shall be fully responsible for the acts and omissions of their agents or employees to the extent permitted by law.

**Section 10. Record-Keeping and Retention**

Each party shall retain all records related to this Agreement and any Administrative Services funded hereunder in accordance with the State of Florida public records retention law and applicable Federal rules and regulations. Each party shall have access to such records, for the purposes of inspection and audit, until such time as the law allows said records to be destroyed. This section shall survive the expiration or termination of this Agreement.

Section 11. Federal Participation

a. It is understood and agreed by the parties that in order to permit the MPO participation in the expenditure of Federal Planning Funds, this Agreement may be subject to the approval of the Federal Highway Administration (“FHWA”), the Federal Transit Administration (“FTA”), or the Florida Department of Transportation (“FDOT”). The parties agree no supplemental agreement of any nature may be entered into by the parties hereto with regard to the services to be performed hereunder involving the expenditure or use of Federal Planning Funds without the approval of FHWA and/or FTA or as otherwise provided for in this Agreement.

b. The parties agree that no federal appropriated funds in connection with this Agreement have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer

or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

c. If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying."

d. In accordance with 49 CFR §20.110 and 31 U.S.C. §1352, the parties agree to file a certification and disclosure form upon award of any federal contract, grant, or cooperative agreement exceeding one hundred thousand dollars (\$100,000.00).

#### Section 12. Entire Agreement

This Agreement contains the entire agreement of the parties regarding the subject matter thereof. No oral statements, representations or prior written matter

relating to the subject matter herein, but not specifically incorporated herein, shall have any force or effect.

**Section 13. Modification**

No modification of this Agreement shall be valid or binding unless such modification is in writing and duly executed by all of the parties hereto.

**Section 14. Binding Effect**

This Agreement shall be binding upon the respective successors, administrators, executors, heirs, and assigns of the parties hereto.

**Section 15. Waiver of Jury Trial**

Each party hereto hereby irrevocably waives any and all rights it may have to demand that any action, proceeding or counterclaim arising out of or in any way related to this Agreement or the relationships of the parties hereto be tried by jury. This waiver extends to any and all rights to demand a trial by jury arising from any source including, but not limited to, the Constitution of the United States or any state therein, the common law, or any applicable statute or regulations. Each party hereto acknowledges that it is knowingly and voluntarily waiving its right to demand trial by jury.

**Section 16. No Third-Party Beneficiaries**

The terms and provisions of this Agreement are intended solely for the benefit of the parties hereto and their respective permitted successors or assigns, and it is not the intention of the parties to confer, and this Agreement shall not confer, third-party beneficiary rights upon any other person.

Section 17. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which, together, shall constitute one instrument.

Section 18. Authority

The parties hereto are authorized to execute this Agreement in accordance with Florida law including, but not limited to, Fla. Stat. Chs. 125, 163, and 339.

Section 19. Governing Law; Disputes

This Agreement shall be interpreted and construed in accordance with Florida law. Any dispute to this Agreement shall be resolved pursuant to the Florida Governmental Conflict Resolution Act set forth in Fla. Stat. Ch. 164. Each party shall be responsible for its own costs and attorneys' fees in the event of any litigation, dispute, claim, action, appeal or administrative proceeding.

Section 20. Venue; Jurisdiction



In the event of any litigation, dispute, claim, action, appeal, or administrative proceeding, each party hereto consents to the personal jurisdiction and venue of a tribunal or a court of subject matter jurisdiction located in either Citrus County or Hernando County, Florida.

Section 21. Headings

The headings of this Agreement are for convenience and reference only and in no way define, limit, or describe the scope of intent of this Agreement or any part hereof, or in any way affect the same, or construe any provision hereof.

**(The Remainder of this Page Has Been Intentionally Left Blank)**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement  
the day and year first above written.

ATTEST:

CITRUS COUNTY, FLORIDA

\_\_\_\_\_  
Angela Vick  
Clerk of the Circuit Court

\_\_\_\_\_  
Scott Carnahan  
Chairman, Board of County Commissioners

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
County Attorney  
Denise A. Dymond Lyn

ATTEST:

HERNANDO COUNTY, FLORIDA

\_\_\_\_\_  
Douglas Chorvat, Jr.  
Clerk of the Court and Comptroller

\_\_\_\_\_  
John Allocco  
Chairman, Board of County Commissioners

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
Deputy County Attorney

ATTEST:

HERNANDO/CITRUS METROPOLITAN  
PLANNING ORGANIZATION

\_\_\_\_\_  
MPO Clerk

\_\_\_\_\_  
Jeff Kinnard  
MPO Chairman

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

  
\_\_\_\_\_  
County Attorney

**E ACTION ITEMS**

**1. FY 2021-2022 Unified Planning Work Program (UPWP) Amendment**

The tables in the UPWP for FY 2022 have been updated to reflect \$300,000 of S5307 funding to perform 2 consultant studies in task 3.1:

1. Transfer Facility for TheBus, Estimated cost = \$200,000
2. Ridge Manor Study for TheBus, Estimated cost = \$100,000

These studies are for the enhancement of Hernando County's transit system, TheBus. The estimated date for the deliverables would be April 2022.

These tables also show the \$10,000 local match for S5305d per FDOT's request that it be reflected in FY 2022.

**STAFF RECOMMENDATION:**

It is recommended that the TAC recommend the MPO Board approve the FY 2021/FY 2022 UPWP Amendment as presented.

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Attachment: UPWP amendment pages

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# Hernando/Citrus Metropolitan Planning Organization

## UNIFIED PLANNING WORK PROGRAM

FISCAL YEARS: 2021 through 2022  
(July 1, 2020 - June 30, 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 Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Florida Department of Transportation (FDOT)
- Citrus County Board of County Commissioners
- Hernando 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.*

FHWA Federal Aid Number: 0412-058M; FPN 439335-3-14-01

- 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
- FTA Federal Aid Number: 1001-2020-21; FPN: 401983-1-14-20



# DRAFT

Adoption Date: *May 14, 2020*

Revision Date:

- January 11, 2021
- March 18, 2021
- May 13, 2021
- **August 19, 2021**

Prepared by the  
Hernando/Citrus Metropolitan  
Planning Organization

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Brooksville, Florida 34601  
352.754.4082 (Phone)  
754.754.4420 (FAX)

MPO@hernandocounty.us  
www.HernandoCitrusMPO.us

## 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 and deviated 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. Completed 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

*Adopted: May 14, 2020; Amended 8/19/2021*

| Activity  | Deliverable                               | Completion Date |
|---|---|-----------------|
| Develop/coordinate the development of the TDP Progress Report for Hernando County and Citrus County | TDP progress report                       | Annually        |
| Assist with performance monitoring  | Hernando TDP progress report              | Annually        |
|   | Citrus TDP progress report                | Annually        |
|   | National Transit Database (NTD) Reporting | Annually        |

| Activity  | Deliverable   | Completion Date |
|---|---|-----------------|
| 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         |
| Develop a Comprehensive Operational Analysis for Citrus County ( <i>Consultant services will be utilized for this task</i> )  | Comprehensive Operational Analysis Report                                       | June 2023       |
| Enhance the quality, usability and value of data by continuing to coordinate regional performance measures among MPOs and FDOT. Begin creating a unified set of regional spatial and tabular data formats and metadata standards. Continue coordination efforts to develop a consistent approach to the sharing and use of data | Performance measure development and monitoring                                  | Ongoing         |
| <p>Conduct studies for Hernando County Transit System, TheBus, to include</p> <ul style="list-style-type: none"> <li>• a Transfer Facility and;</li> <li>• a study in the Ridge Manor Area.</li> </ul> <p>(<i>Consultant services will be utilized for this task</i>)</p>   | Completed Transit Studies   | April 2022      |

Responsible Agency: *Hernando/Citrus MPO*

**TABLE 1A: HERNANDO/CITRUS MPO AGENCY FUNDING - FY 2022**

**Adopted May 14, 2020; Amended May 13, 2021; Proposed Amendment August 19, 2021**

| TASK  |   | FHWA               | FTA                                     | FDOT Soft Match  | CTD             | Total (less soft match)                      | Amount to Consultant                       |
|---|---|--------------------|---|------------------|-----------------|--|--|
| <b>ADMINISTRATION</b>                         |   |                    |   |                  |                 |  |  |
| 1.0   | Administration                            | \$314,096          | \$0                                     | \$56,757         | \$0             | \$283,114                                    | \$0  |
| <b>SUBTOTAL ADMINISTRATION</b>                |   | <b>\$314,096</b>   | <b>\$0</b>                              | <b>\$56,757</b>  | <b>\$0</b>      | <b>\$283,114</b>                             | <b>\$0</b>                                 |
| <b>DATA COLLECTION</b>                        |   |                    |   |                  |                 |  |  |
| 2.1   | Highway System Performance Surveillance   | \$91,434           | \$0                                     | \$16,522         | \$0             | \$91,434                                     | \$80,000                                   |
| 2.2   | Land Use and Socio-Economic Activities    | \$2,500            | \$0                                     | \$452            | \$0             | \$2,500                                      | \$0  |
| <b>SUBTOTAL DATA COLLECTION</b>               |   | <b>\$93,934</b>    | <b>\$0</b>                              | <b>\$16,974</b>  | <b>\$0</b>      | <b>\$93,934</b>                              | <b>\$80,000</b>                            |
| <b>PROJECT PLANNING</b>                       |   |                    |   |                  |                 |  |  |
| 3.1   | Mass Transit Planning                     | \$112,808          | <del>\$300,000</del>                    | \$20,384         | \$0             | <del>\$112,808</del><br>\$412,808            | <del>\$100,000</del><br>\$400,000          |
| 3.2   | Transportation Disadvantaged Coordination | \$591              | \$0                                     | \$107            | \$45,637        | \$46,228                                     | \$0  |
| 3.3   | Short Range Planning                      | \$16,648           | \$0                                     | \$3,008          | \$0             | \$16,648                                     | \$0  |
| 3.4   | Bicycling / Pedestrian Planning Program   | \$130,471          | \$20,000                                | \$23,576         | \$0             | \$155,471                                    | \$130,000                                  |
| 3.5   | Transportation Improvement Program        | \$53,739           | \$0                                     | \$9,711          | \$0             | \$53,739                                     | \$31,400                                   |
| 3.6   | Special Projects                          | \$179,138          | \$0                                     | \$32,370         | \$0             | \$179,138                                    | \$147,130                                  |
| 3.7   | Long Range Transportation Plan            | \$45,061           | \$0                                     | \$8,143          | \$0             | \$45,061                                     | \$25,000                                   |
| 3.8   | Congestion Management Process             | \$228,934          | \$60,000                                | \$41,368         | \$0             | \$303,934                                    | \$275,000                                  |
| <b>SUBTOTAL PROJECT PLANNING</b>              |   | <b>\$767,390</b>   | <del>\$80,000</del><br><b>\$380,000</b> | <b>\$138,667</b> | <b>\$45,637</b> | <del>\$913,027</del><br><b>\$1,213,027</b>   | <del>\$608,530</del><br><b>\$1,008,530</b> |
| <b>REGIONAL COORDINATION</b>                  |   |                    |   |                  |                 |  |  |
| 4.0   | Regional Coordination                     | \$24,000           | \$0                                     | \$4,337          | \$0             | \$24,000                                     | \$5,000                                    |
| <b>SUBTOTAL REGIONAL COORDINATION</b>         |   | <b>\$24,000</b>    | <b>\$0</b>                              | <b>\$4,337</b>   | <b>\$0</b>      | <b>\$24,000</b>                              | <b>\$5,000</b>                             |
| <b>PUBLIC OUTREACH/PARTICIPATION</b>          |   |                    |   |                  |                 |  |  |
| 5.0   | Public Outreach / Participation           | \$106,711          | \$0                                     | \$19,283         | \$0             | \$106,711                                    | \$68,600                                   |
| <b>SUBTOTAL PUBLIC OUTREACH/PARTICIPATION</b> |   | <b>\$106,711</b>   | <b>\$0</b>                              | <b>\$19,283</b>  | <b>\$0</b>      | <b>\$106,711</b>                             | <b>\$68,600</b>                            |
| <b>PROGRAM GRAND TOTAL</b>                    |   | <b>\$1,306,131</b> | <del>\$80,000</del><br><b>\$380,000</b> | <b>\$236,018</b> | <b>\$45,637</b> | <del>\$1,451,768</del><br><b>\$1,720,786</b> | <del>\$762,130</del><br><b>\$1,162,130</b> |

Note: FY2022 Section 5305d funding is an estimate only and will be amended upon receipt of apportionment notice amount.



**TABLE 2A: HERNANDO/CITRUS MPO FUNDING SOURCES BY TASK - FY 2022**

**Adopted May 14, 2020; Amended May 13, 2021; Proposed Amendment August 19, 2021**

| TASK  | FHWA<br>PL *       | FTA S5307<br>Hernando | FY22 JPA S5305d<br>CONTRACT #NEW |                    |                 | FDOT<br>Soft<br>Match | CTD<br>HERN<br>STATE | CTD<br>CITRUS<br>STATE | CTD             | Total<br>(less soft<br>match)                       |
|---|--------------------|-----------------------|----------------------------------|--------------------|-----------------|-----------------------|----------------------|------------------------|-----------------|---|
|   |                    |                       | FTA                              | ST<br>(Soft Match) | LOC             |                       |                      |                        |                 |   |
| <b>ADMINISTRATION</b>                         |                    |                       |                                  |                    |                 |                       |                      |                        |                 |   |
| 1.0 Administration                            | \$314,096          | \$0                   | \$0                              | \$0                | \$0             | \$56,757              | \$0                  | \$0                    | \$0             | \$314,096   |
| SUBTOTAL ADMINISTRATION                       | \$314,096          | \$0                   | \$0                              | \$0                | \$0             | \$56,757              | \$0                  | \$0                    | \$0             | \$314,096   |
| <b>DATA COLLECTION</b>                        |                    |                       |                                  |                    |                 |                       |                      |                        |                 |   |
| 2.1 Highway System Performance Surveillance   | \$91,434           | \$0                   | \$0                              | \$0                | \$0             | \$16,522              | \$0                  | \$0                    | \$0             | \$91,434  |
| 2.2 Land Use and Socio-Economic Activities    | \$2,500            | \$0                   | \$0                              | \$0                | \$0             | \$452                 | \$0                  | \$0                    | \$0             | \$2,500   |
| SUBTOTAL DATA COLLECTION                      | \$93,934           | \$0                   | \$0                              | \$0                | \$0             | \$16,974              | \$0                  | \$0                    | \$0             | \$93,934  |
| <b>PROJECT PLANNING</b>                       |                    |                       |                                  |                    |                 |                       |                      |                        |                 |   |
| 3.1 Mass Transit Planning                     | \$112,808          | \$300,000             | \$0                              | \$0                | \$0             | \$20,384              | \$0                  | \$0                    | \$0             | <del>\$112,808</del><br>\$412,808                   |
| 3.2 Transportation Disadvantaged Coordination | \$591              | \$0                   | \$0                              | \$0                | \$0             | \$107                 | \$23,222             | \$22,415               | \$45,637        | \$46,228  |
| 3.3 Short Range Planning                      | \$16,648           | \$0                   | \$0                              | \$0                | \$0             | \$3,008               | \$0                  | \$0                    | \$0             | \$16,648  |
| 3.4 Bicycling / Pedestrian Planning Program   | \$130,471          | \$0                   | \$20,000                         | \$2,500            | \$2,500         | \$23,576              | \$0                  | \$0                    | \$0             | <del>\$152,971</del><br>\$155,471                   |
| 3.5 Transportation Improvement Program        | \$53,739           | \$0                   | \$0                              | \$0                | \$0             | \$9,711               | \$0                  | \$0                    | \$0             | \$53,739  |
| 3.6 Special Projects                          | \$179,138          | \$0                   | \$0                              | \$0                | \$0             | \$32,370              | \$0                  | \$0                    | \$0             | \$179,138   |
| 3.7 Long Range Transportation Plan            | \$45,061           | \$0                   | \$0                              | \$0                | \$0             | \$8,143               | \$0                  | \$0                    | \$0             | \$45,061  |
| 3.8 Congestion Management Process             | \$228,934          | \$0                   | \$60,000                         | \$7,500            | \$7,500         | \$41,368              | \$0                  | \$0                    | \$0             | <del>\$296,434</del><br>\$303,934                   |
| SUBTOTAL PROJECT PLANNING                     | \$767,390          | \$300,000             | \$80,000                         | \$10,000           | \$10,000        | \$138,667             | \$23,222             | \$22,415               | \$45,637        | \$1,213,027   |
| <b>REGIONAL COORDINATION</b>                  |                    |                       |                                  |                    |                 |                       |                      |                        |                 |   |
| 4.0 Regional Coordination                     | \$24,000           | \$0                   | \$0                              | \$0                | \$0             | \$4,337               | \$0                  | \$0                    | \$0             | \$24,000  |
| SUBTOTAL REGIONAL COORDINATION                | \$24,000           | \$0                   | \$0                              | \$0                | \$0             | \$4,337               | \$0                  | \$0                    | \$0             | \$24,000  |
| <b>PUBLIC OUTREACH/PARTICIPATION</b>          |                    |                       |                                  |                    |                 |                       |                      |                        |                 |   |
| 5.0 Public Outreach / Participation           | \$106,711          | \$0                   | \$0                              | \$0                | \$0             | \$19,283              | \$0                  | \$0                    | \$0             | \$106,711   |
| SUBTOTAL PUBLIC OUTREACH/PARTICIPATION        | \$106,711          | \$0                   | \$0                              | \$0                | \$0             | \$19,283              | \$0                  | \$0                    | \$0             | \$106,711   |
| <b>PROGRAM GRAND TOTAL</b>                    | <b>\$1,306,131</b> | <b>\$300,000</b>      | <b>\$80,000</b>                  | <b>\$10,000</b>    | <b>\$10,000</b> | <b>\$236,018</b>      | <b>\$23,222</b>      | <b>\$22,415</b>        | <b>\$45,637</b> | <del><b>\$1,441,768</b></del><br><b>\$1,751,768</b> |

Note: FY2022 Section 5305d funding is an estimate only and will be amended upon receipt of apportionment notice amount.

**TASK BUDGET DETAIL FY 22 HERNANDO/CITRUS UPWP**

**Adopted May 14, 2020; Amended May 13, 2021; Proposed Amendment August 19, 2021**

| Task No.       | Budget Category & Description FY 2022            | Detail   | FHWA (PL) | FTA (S5307) Hernando | FY2022-S5305d Contract (New) |                    |                  | Transportation Disadvantaged |        | Total (Less Soft Match) |
|----------------|--|----------|-----------|----------------------|------------------------------|--------------------|------------------|------------------------------|--------|-------------------------|
|                |  |          |           |                      | Fed                          | State (Soft Match) | LOC <sup>1</sup> | Hernando                     | Citrus |                         |
| ADMINISTRATION |  |          |           |                      |                              |                    |                  |                              |        |                         |
| Task 1.0       | Administration                                   |          |           |                      |                              |                    |                  |                              |        |                         |
| A.             | Personnel Services                               |          |           |                      |                              |                    |                  |                              |        |                         |
|                | <i>MPO Staff Salaries &amp; Fringe Benefits</i>  |          | \$255,331 | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$255,331               |
| B.             | Travel   |          |           |                      |                              |                    |                  |                              |        |                         |
|                | <i>Travel Expenses</i>                           |          | \$1,000   | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$1,000                 |
| C.             | Other Direct Expenses                            |          | \$57,765  |                      |                              |                    |                  |                              |        | \$57,765                |
|                | <i>Postage &amp; Freight</i>                     | \$500    |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Rentals/Leases Buildings</i>                  | \$10,900 |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Rentals/Leases Equipment</i>                  | \$1,500  |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Insurance</i>                                 | \$120    |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Repairs/Maintain Equipment</i>                | \$300    |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Repair/Maintain Software</i>                  | \$400    |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Printing (Copies)</i>                         | \$2,000  |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Communications</i>                            | \$1,300  |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Fees/Costs (Legal Services, Broadcasting)</i> | \$8,500  |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Fees/Costs (New Hires)</i>                    | \$175    |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Office Supplies</i>                           | \$1,600  |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Books/Publications/Subscriptions</i>          | \$600    |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Education/Training</i>                        | \$2,000  |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <i>Equipment/Technology</i>                      | \$27,870 |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$0                     |
|                | <b>Subtotal</b>                                  | \$57,765 |           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$314,096               |
|                | <b>Total</b>                                     |          | \$314,096 | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$314,096               |

<sup>1</sup> The LOC Column does not show new money allocated. This column was omitted from the table amended May 13, 2021; at the request of FDOT it is being added back.

| Task No.         | Budget Category & Description<br>FY 2022  | Detail | FHWA<br>(PL)     | FTA<br>(S5307)<br>Hernando | FY2022-S5305d<br>Contract (New) |                          |                  | Transportation<br>Disadvantaged |                 | Total<br>(Less Soft<br>Match) |
|------------------|---|--------|------------------|----------------------------|---------------------------------|--------------------------|------------------|---------------------------------|-----------------|-------------------------------|
|                  |   |        |                  |                            | Fed                             | State<br>(Soft<br>Match) | LOC <sup>1</sup> | Hernando                        | Citrus          |                               |
| DATA COLLECTION  |   |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
| Task 2.1         | Highway System Performance Surveillance   |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | A. Personnel Services                     |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | MPO Staff Salaries & Fringe Benefits      |        | \$11,434         | \$0                        | \$0                             | \$0                      | \$0              | \$0                             | \$0             | \$11,434                      |
|                  | B. Consultant Services                    |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | Contract/Consultant Services              |        | \$80,000         | \$0                        | \$0                             | \$0                      | \$0              | \$0                             | \$0             | \$80,000                      |
|                  | <b>Total</b>                              |        | <b>\$91,434</b>  | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>               | <b>\$0</b>       | <b>\$0</b>                      | <b>\$0</b>      | <b>\$91,434</b>               |
| Task 2.2         | Land Use and Socio-Economic Activities    |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | A. Personnel Services                     |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | MPO Staff Salaries & Fringe Benefits      |        | \$2,500          | \$0                        | \$0                             | \$0                      | \$0              | \$0                             | \$0             | \$2,500                       |
|                  | <b>Total</b>                              |        | <b>\$2,500</b>   | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>               | <b>\$0</b>       | <b>\$0</b>                      | <b>\$0</b>      | <b>\$2,500</b>                |
| PROJECT PLANNING |   |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
| Task 3.1         | Mass Transit Planning                     |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | A. Personnel Services                     |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | MPO Staff Salaries & Fringe Benefits      |        | \$12,808         | \$0                        | \$0                             | \$0                      | \$0              | \$0                             | \$0             | \$12,808                      |
|                  | B. Consultant Services                    |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | Contract/Consultant Services              |        | \$100,000        | \$300,000                  | \$0                             | \$0                      | \$0              | \$0                             | \$0             | \$400,000                     |
|                  | <b>Total</b>                              |        | <b>\$112,808</b> | <b>\$300,000</b>           | <b>\$0</b>                      | <b>\$0</b>               | <b>\$0</b>       | <b>\$0</b>                      | <b>\$0</b>      | <b>\$412,808</b>              |
| Task 3.2         | Transportation Disadvantaged Coordination |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | A. Personnel Services                     |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | MPO Staff Salaries & Fringe Benefits      |        | \$591            | \$0                        | \$0                             | \$0                      | \$0              | \$22,522                        | \$21,715        | \$44,828                      |
|                  | B. Travel                                 |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | Travel Expenses                           |        | \$0              | \$0                        | \$0                             | \$0                      | \$0              | \$500                           | \$500           | \$1,000                       |
|                  | C. Other Direct Expenses                  |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | Other Direct Expenses                     |        | \$0              | \$0                        | \$0                             | \$0                      | \$0              | \$200                           | \$200           | \$400                         |
|                  | <b>Total</b>                              |        | <b>\$591</b>     | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>               | <b>\$0</b>       | <b>\$23,222</b>                 | <b>\$22,415</b> | <b>\$46,228</b>               |
| Task 3.3         | Short Range Planning                      |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | A. Personnel Services                     |        |                  |                            |                                 |                          |                  |                                 |                 |                               |
|                  | MPO Staff Salaries & Fringe Benefits      |        | \$16,648         | \$0                        | \$0                             | \$0                      | \$0              | \$0                             | \$0             | \$16,648                      |
|                  | <b>Total</b>                              |        | <b>\$16,648</b>  | <b>\$0</b>                 | <b>\$0</b>                      | <b>\$0</b>               | <b>\$0</b>       | <b>\$0</b>                      | <b>\$0</b>      | <b>\$16,648</b>               |

| Task No. | Budget Category & Description FY 2022   | Detail | FHWA (PL) | FTA (S5307) Hernando | FY2022-S5305d Contract (New) |                    |                  | Transportation Disadvantaged |        | Total (Less Soft Match) |
|----------|---|--------|-----------|----------------------|------------------------------|--------------------|------------------|------------------------------|--------|-------------------------|
|          |   |        |           |                      | Fed                          | State (Soft Match) | LOC <sup>1</sup> | Hernando                     | Citrus |                         |
| Task 3.4 | Bicycling / Pedestrian Planning Program |        |           |                      |                              |                    |                  |                              |        |                         |
|          | A. Personnel Services                   |        |           |                      |                              |                    |                  |                              |        |                         |
|          | MPO Staff Salaries & Fringe Benefits    |        | \$25,471  | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$25,471                |
|          | B. Consultant Services                  |        |           |                      |                              |                    |                  |                              |        |                         |
|          | Contract/Consultant Services            |        | \$105,000 | \$0                  | \$20,000                     | \$2,500            | \$2,500          | \$0                          | \$0    | \$127,500<br>\$130,000  |
|          | <b>Total</b>                            |        | \$130,471 | \$0                  | \$20,000                     | \$2,500            | \$2,500          | \$0                          | \$0    | \$152,971<br>\$155,471  |
| Task 3.5 | Transportation Improvement Program      |        |           |                      |                              |                    |                  |                              |        |                         |
|          | A. Personnel Services                   |        |           |                      |                              |                    |                  |                              |        |                         |
|          | MPO Staff Salaries & Fringe Benefits    |        | \$22,339  | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$22,339                |
|          | B. Consultant Services                  |        |           |                      |                              |                    |                  |                              |        |                         |
|          | Contract/Consultant Services            |        | \$31,400  | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$31,400                |
|          | <b>Total</b>                            |        | \$53,739  | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$53,739                |
| Task 3.6 | Special Projects                        |        |           |                      |                              |                    |                  |                              |        |                         |
|          | A. Personnel Services                   |        |           |                      |                              |                    |                  |                              |        |                         |
|          | MPO Staff Salaries & Fringe Benefits    |        | \$32,008  | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$32,008                |
|          | B. Consultant Services                  |        |           |                      |                              |                    |                  |                              |        |                         |
|          | Contract/Consultant Services            |        | \$147,130 | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$147,130               |
|          | <b>Total</b>                            |        | \$179,138 | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$179,138               |
| Task 3.7 | Long Range Transportation Plan          |        |           |                      |                              |                    |                  |                              |        |                         |
|          | A. Personnel Services                   |        |           |                      |                              |                    |                  |                              |        |                         |
|          | MPO Staff Salaries & Fringe Benefits    |        | \$20,061  | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$20,061                |
|          | B. Consultant Services                  |        |           |                      |                              |                    |                  |                              |        |                         |
|          | Contract/Consultant Services            |        | \$25,000  | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$25,000                |
|          | <b>Total</b>                            |        | \$45,061  | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$45,061                |
| Task 3.8 | Congestion Management Process           |        |           |                      |                              |                    |                  |                              |        |                         |
|          | A. Personnel Services                   |        |           |                      |                              |                    |                  |                              |        |                         |
|          | MPO Staff Salaries & Fringe Benefits    |        | \$28,934  | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0    | \$28,934                |
|          | B. Consultant Services                  |        |           |                      |                              |                    |                  |                              |        |                         |
|          | Contract/Consultant Services            |        | \$200,000 | \$0                  | \$60,000                     | \$7,500            | \$7,500          | \$0                          | \$0    | \$267,500<br>\$275,000  |
|          | <b>Total</b>                            |        | \$228,934 | \$0                  | \$60,000                     | \$7,500            | \$7,500          | \$0                          | \$0    | \$296,434               |

| Task No.                             | Budget Category & Description FY 2022 | Detail | FHWA (PL)          | FTA (S5307) Hernando | FY2022-S5305d Contract (New) |                    |                  | Transportation Disadvantaged |                 | Total (Less Soft Match) |
|--------------------------------------|---------------------------------------|--------|--------------------|----------------------|------------------------------|--------------------|------------------|------------------------------|-----------------|-------------------------|
|                                      |                                       |        |                    |                      | Fed                          | State (Soft Match) | LOC <sup>1</sup> | Hernando                     | Citrus          |                         |
| <b>\$303,934</b>                     |                                       |        |                    |                      |                              |                    |                  |                              |                 |                         |
| <b>REGIONAL COORDINATION</b>         |                                       |        |                    |                      |                              |                    |                  |                              |                 |                         |
| Task 4.0                             | Regional Coordination                 |        |                    |                      |                              |                    |                  |                              |                 |                         |
|                                      | A. Personnel Services                 |        |                    |                      |                              |                    |                  |                              |                 |                         |
|                                      | MPO Staff Salaries & Fringe Benefits  |        | \$18,000           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0             | \$18,000                |
|                                      | B. Consultant Services                |        |                    |                      |                              |                    |                  |                              |                 |                         |
|                                      | Contract/Consultant Services          |        | \$5,000            | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0             | \$5,000                 |
|                                      | C. Travel                             |        |                    |                      |                              |                    |                  |                              |                 |                         |
|                                      | Travel Expenses                       |        | \$1,000            | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0             | \$1,000                 |
|                                      | <b>Total</b>                          |        | <b>\$24,000</b>    | <b>\$0</b>           | <b>\$0</b>                   | <b>\$0</b>         | <b>\$0</b>       | <b>\$0</b>                   | <b>\$0</b>      | <b>\$24,000</b>         |
| <b>PUBLIC OUTREACH/PARTICIPATION</b> |                                       |        |                    |                      |                              |                    |                  |                              |                 |                         |
| Task 5.0                             | Public Outreach / Participation       |        |                    |                      |                              |                    |                  |                              |                 |                         |
|                                      | A. Personnel Services                 |        |                    |                      |                              |                    |                  |                              |                 |                         |
|                                      | MPO Staff Salaries & Fringe Benefits  |        | \$38,111           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0             | \$38,111                |
|                                      | B. Consultant Services                |        |                    |                      |                              |                    |                  |                              |                 |                         |
|                                      | Contract/Consultant Services          |        | \$68,600           | \$0                  | \$0                          | \$0                | \$0              | \$0                          | \$0             | \$68,600                |
|                                      | <b>Total</b>                          |        | <b>\$106,711</b>   | <b>\$0</b>           | <b>\$0</b>                   | <b>\$0</b>         | <b>\$0</b>       | <b>\$0</b>                   | <b>\$0</b>      | <b>\$106,711</b>        |
| Tasks                                | Summary by Budget Category            |        |                    |                      |                              |                    |                  |                              |                 |                         |
|                                      | Personnel Services                    |        | \$484,237          | \$0                  | \$0                          | \$0                | \$0              | \$22,522                     | \$21,715        | \$528,473               |
|                                      |                                       |        |                    | \$0                  |                              |                    |                  |                              |                 | <del>\$852,130</del>    |
|                                      | Consultant Services                   |        | \$762,130          | \$300,000            | \$80,000                     | \$10,000           | \$10,000         | \$0                          | \$0             | \$1,162,130             |
|                                      | Travel                                |        | \$2,000            | \$0                  | \$0                          | \$0                | \$0              | \$500                        | \$500           | \$3,000                 |
|                                      | Other Direct Expenses                 |        | \$57,765           | \$0                  | \$0                          | \$0                | \$0              | \$200                        | \$200           | \$58,165                |
|                                      |                                       |        |                    | \$0                  |                              |                    |                  |                              |                 | <del>\$1,441,768</del>  |
|                                      | <b>Total</b>                          |        | <b>\$1,306,131</b> | <b>\$300,000</b>     | <b>\$80,000</b>              | <b>\$10,000</b>    | <b>\$10,000</b>  | <b>\$23,222</b>              | <b>\$22,415</b> | <b>\$1,751,768</b>      |

Note: FY2022 Section 5305d funding is an estimate only and will be amended upon receipt of apportionment notice amount.

\*Chairs Coordinating Committee

\*\*Annual allocation to CCC (funds to Hillsborough MPO for Regional Planning Activities)

**E ACTION ITEMS**

**2. Complete Streets Scope of Services – Tindale Oliver and Associates**

The Hernando/Citrus Metropolitan Planning Organization’s (MPO) 2045 Long Range Transportation Plan (LRTP) to enhance focus towards improvements and enhancements for all modes of travel (pedestrian, bicycle, transit, and motor vehicle) and smaller-scale projects or programs. The 2045 LRTP laid the foundation for integrating and implementing a Complete Streets approach at the MPO-level.

In 2020 the MPO developed a Complete Streets Policy and Implementation Guide which provided framework for the MPO to develop a Complete Streets policy, plan, and program to advance the MPO’s goals and meet the needs of the communities the MPO serves for years to come.

The Scope of Services for the Complete Streets Policy and Implementation is included for the TAC’s review.

**STAFF RECOMMENDATION:**

It is recommended the TAC review and recommend approval of the Complete Streets Scope of Services.

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Attachments: Complete Streets Scope of Services

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## **SCOPE OF SERVICES**

### **NON-MOTORIZED FACILITY GAP ANALYSIS AND COMPLETE STREETS IMPLEMENTATION (PHASE II) HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)**

**Tindale Oliver**

**June 2021**

#### **I. INTRODUCTION**

The Hernando/Citrus Metropolitan Planning Organization's (MPO) 2045 Long Range Transportation Plan (LRTP) was an evolution of previous long range plans in that it has broadened the scope of focus from efforts that traditionally focused on identifying roadway capacity and motor vehicle needs towards those that include improvements and enhancements for all modes of travel (pedestrian, bicycle, transit, and motor vehicle) and smaller-scale projects or programs. In broadening its scope of focus, the 2045 LRTP laid the foundation for integrating and implementing a Complete Streets approach at the MPO-level.

The Hernando/Citrus MPO is committed to promoting alternative modes of transportation, this can be demonstrated through enhancing and developing a more complete non-motorized (pedestrian and bicycle) network. A systemic and coordinated approach to a more complete sidewalk system begins with an inventory of existing facilities and a plan to provide a complete and connected network to access locations throughout the two-county area. The non-motorized facility gap analysis will identify existing network gaps, facility needs, and opportunities to complete critical connections.

Complete Streets are roadways that are designed and operated to enable safe access for users of all ages and abilities, including pedestrians, bicyclists, transit riders, and motorists. Complete Streets are context sensitive, reflect the character of the surrounding land uses and communities as a whole, support economic development, and provide safe, accessible, and comfortable transportation options a diverse population of citizens and visitors.

In 2020 the MPO developed a Complete Streets Policy and Implementation Guidance document that provided a look at how the MPO could develop and implement a Complete Streets policy, plan, and program to advance the MPO's goals and meet the needs of the communities the MPO serves for years to come. This Phase II effort of the Complete Streets Policy and Implementation will focus on the development of a Complete Streets Implementation Plan for the MPO and its local agency partners based on the Implementation Strategies identified in the Phase I document.

## II. SCOPE OF SERVICES

### Task 1 Project Administration and Coordination

1.1 – Project Schedule: Upon issuance of notice-to-proceed (NTP) the Consultant will develop a detailed project schedule that will be reviewed with MPO staff during the project Kick-Off Meeting. The Consultant will maintain and update the schedule as needed throughout the project and will coordinate significant schedule changes with MPO staff/Project Manager.

1.2 – Project Management: Throughout the project, there will be ongoing communication between the Consultant and MPO Staff/Project Manager, including email, phone, and written communication to keep the MPO staff up-to-date on the progress of the Complete Streets implementation effort. The Consultant will facilitate four staff/project management coordination meetings to review project status, schedule, and key milestones. Additionally, the Consultant will prepare and submit monthly progress reports documenting completed, ongoing, and planned tasks.

#### Deliverables

- Detailed Project Schedule
- Monthly Progress Reports (10)
- Four (4) Staff/Project Management Coordination Meetings

### Task 2 Non-Motorized Facility Inventory and Gap Analysis

To accurately identify and locate existing non-motorized infrastructure gaps, an inventory of existing pedestrian and bicycle facilities along the functionally classified roadway network will be completed.

2.1 – Existing Non-Motorized Inventory: The Consultant will utilize and compile available existing non-motorized infrastructure data as provided by the MPO, counties, municipalities, FDOT, or other agencies. Using recent aerial imagery, the Consultant will conduct desk-top reviews as a quality control measure to ensure the accuracy of the attained non-motorized infrastructure data. Where existing infrastructure cannot be confirmed using the provided data, aerial imagery, or in locations of recent growth and development field visits will be conducted to verify the data and evaluate the conditions of the facilities. In addition to the identification and documentation of existing non-motorized infrastructure, the Consultant will note observations on the quality of the existing infrastructure, e.g., do sidewalks have obstructions and/or significant maintenance issues (cracking).

2.2 – Gap Analysis: The Consultant will review the findings from the non-motorized facility inventory to evaluate and identify gaps within the existing pedestrian and bicycle network along the classified roadway network in Citrus and Hernando counties. The results of the identified gap analysis will be used to identify and evaluation opportunities to address the gaps and/or enhance connections in Task 3 of the Scope of Services. The results of the gap analysis will be inventoried and mapped; included in this process will be a descriptive list of the gaps that will include gap lengths and network needs, e.g., sidewalk, bike lane, and/or shared use path.

2.3 – Gap Prioritization: The Consultant will develop, in coordination with MPO staff/Project Manager, a data-driven prioritization process methodology to evaluate the existing non-motorized gaps identified in Task 2.2. Prioritization criteria may include items such as adjacent roadway speed, number of travel



lanes, land use/context, proximity to activity centers, schools, parks, or other high-use attractors, ability to complete connections. Using the agreed upon methodology the Consultant will apply the prioritization criteria to the identified non-motorized facility gaps.

#### Deliverables

- Mapped inventory of the non-motorized network
  - Associated GIS data files of the non-motorized network
- Non-Motorized Network Gap Maps
  - Associated GIS data files
  - Associated table with a descriptive list of the non-motorized network gaps and prioritization ranking
- Gap Prioritization Methodology

### **Task 3 Non-Motorized Network Gap Connections**

This task will evaluate and prioritize the identified pedestrian and bicycle network gaps along the classified roadway network in Citrus and Hernando counties to identify opportunities to address system gaps, enhance connections, and improve the completeness of the non-motorized transportation network.

3.1 – Non-Motorized Network Opportunities: The MPO’s 2045 Long Range Transportation Plan (LRTP) states that one of the MPO’s priorities is to fill gaps in both the sidewalk and bicycle facility network. For pedestrians it is important to create continuous facilities that include safe and convenient crossing opportunities, for bicyclists, improvements include designated bicycle lanes and multi-use trails. The Consultant, based on the results of the Gap Analysis (Task 2.2) and Gap Prioritization (Task 2.3), will evaluate the identified non-motorized gaps, and identify and document opportunities to address and complete the gaps.

#### Deliverables

- Technical Appendix documenting non-motorized gap connectivity opportunities

### **Task 4 Complete Streets Stakeholder Agency Coordination**

As a non-implementing and maintaining agency, the MPO will need to work with local and regional stakeholders and agencies to realize the successful implementation of Complete Streets. Understanding the various approaches to Complete Streets while informing the MPO’s partners on the vision and process for implementing Complete Streets and encouraging them to implement Complete Streets is an integral step in this process.

4.1 – Stakeholder Agency Coordination Meetings: The Consultant will coordinate and facilitate a Stakeholder Agency Coordination Meetings; stakeholders will be identified during the project Kick-Off Meeting.

The first Stakeholder meeting will be conducted as a group meeting and will be used as an introduction to the Complete Streets Implementation process and will gather input that will guide the implementation and process updates and local agency toolkits in Task 5.

A second group of meeting will be conducted to review the proposed implementation and process updates and to present the local agency toolkits. This second phase of Stakeholder meetings will include three meetings, one with Hernando County staff, one with Citrus County staff, and a meeting with all the local municipalities together.

#### Deliverables

- Complete Streets Stakeholder Agency Initial Coordination Meetings and Meeting Summary
- Complete Streets Stakeholder Agency Phase 2 (3 Separate Meetings) Meetings and Meeting Summaries

#### **Task 5 Complete Streets Implementation and Process Updates**

Phase I of the MPO's Complete Streets Policy and Implementation identified several strategies that the MPO and its partner agencies could use to integrate a Complete Streets approach into their various projects and practices. These strategies will form the foundation for this more detailed Implementation Plan.

5.1 – Refine Complete Streets Vision, Goals and Objectives: The previously completed Complete Streets Policy and Implementation effort (Phase I) identified a Complete Streets vision and a series of goals that a Complete Streets program should address. The Consultant will revisit these and make any necessary refinements based on input from the stakeholder agencies.

5.2 – Complete Streets Project Evaluation Criteria: The Consultant will work with MPO staff/Project Manager and the stakeholder agencies to develop a Complete Streets project evaluation checklist (or set of checklists). The checklist may be used to evaluate and prioritize projects based on their consistency with a defined Complete Streets vision, goals, and objectives. Additionally, based on input from the stakeholder agencies, the Consultant will establish the criteria and define the types of projects that should be evaluated and those that may be excluded from the project evaluation criteria.

5.3 – Complete Streets Performance Measures and Evaluation: The Consultant will establish a series of performance measures that can be used to evaluate the implementation of Complete Streets. To assist in establishing a baseline assessment, the Consultant, using readily available data, will complete an evaluation of the existing major roadway network against the identified performance measures; this will assist the MPO and the local agencies evaluate the impact of future Complete Streets projects.

5.4 – Local Agency Complete Streets Toolkits: Based upon the stakeholder input, the defined vision, goals, and objectives, and identified evaluation criteria and performance measures The Consultant will develop a series of Toolkits for each of the MPO's partner jurisdictions that will provide guidance on establishing and implementing Complete Streets that can serve as a starting point towards adopting and implementing their own Complete Streets programs. Depending on the jurisdiction, the toolkits may include items such as roadway design considerations, project evaluation/prioritization criteria, and performance measures.

5.5 – Complete Streets Education and Training Materials: In addition to developing the local agency toolkits, the Consultant will develop Complete Streets training/education materials that highlight the importance and benefits of Complete Streets, these materials may include presentations, hand-outs, or other types of materials that can be accessible to MPO and local agency staff, as well as the public.

### Deliverables

- Updated Complete Streets Vision, Goals and Objectives
- Complete Streets Project Evaluation Checklist, Prioritization Criteria, Project Types and Exclusions
- Complete Streets Performance Measures and Baseline Assessment
- Local Complete Streets Toolkits for the MPO's partner jurisdictions
- Complete Streets Training/Educational Materials

### **Task 6 Documentation**

**6.1 – Draft Documents:** The Consultant will produce a draft Non-Motorized Gap Analysis Technical Memorandum along with a draft Complete Streets Implementation Plan that will be provided to MPO staff for review and comment.

**6.2 – Final Documents:** The Consultant will coordinate with MPO staff and address any comments. Upon satisfaction of comments the Consultant will prepare a final draft version of the Gap Analysis Technical Memorandum and Complete Streets Implementation Plan, that will be finalized following the MPO Board meeting at the conclusion of schedule. Final report documents will be compliant with Section 508, Amendment to the Rehabilitation Act of 1973.

### Deliverables

- Draft Non-Motorized Gap Analysis Technical Memorandum and Draft Complete Streets Implementation Plan
- Final Draft Non-Motorized Gap Analysis Technical Memorandum and Final Draft Complete Streets Implementation Plan
- Final Non-Motorized Gap Analysis Technical Memorandum and Final Complete Streets Implementation Plan

### **Task 7 Meetings and Presentations**

**7.1 – Kick-Off Meeting:** The Consultant will facilitate a project Kick-Off Meeting with MPO staff to discuss project expectations, schedule and timeline, meetings, potential stakeholders, and other relevant project information. Depending on Federal, State, and/or local regulations this meeting may be conducted in a virtual/online format.

**7.2 – Board and Committee Presentations:** The Consultant will prepare for and present the project findings to the MPO's Board and Committees (Technical Advisory, Citizen's Advisory, and Bicycle and Pedestrian). It is anticipated that the Consultant will present to the previously listed Committees during two meeting cycles, it is anticipated that the first round of Committee meetings will occur near the mid-point of the project and will serve as an introduction and update the MPO's Complete Streets and Non-Motorized Facility Gap efforts, the second round of Committee meetings would occur near the end of the project schedule and would be used to present the findings and any proposed implementation recommendations.

### Deliverables

- Project Kick-Off Meeting and Meeting Minutes (1)

- MPO Committee Meeting Presentations (6)
- MPO Board Meeting Presentation (1)

### III. SCHEDULE

It is anticipated that the tasks described within this Scope of Services will be completed within ten (10) months of notice-to-proceed. A more detailed project schedule will be established and maintained as part of Task 1, Project Administration and Coordination.

### IV. BUDGET

The tasks outlined in this Scope of Services shall be completed for a fee of \$119,491.84. A detailed breakdown of the fee including estimated hours by staff category is provided in **Attachment A**.