



**Hernando/Citrus
Metropolitan Planning Organization
Regular Meeting
Lecanto Government Building
3600 W Sovereign Path, Lecanto FL 34461
~ Agenda ~**

Thursday, August 19, 2021 1:30 PM

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Mary Glancy, (352) 527-5363 no later than twenty-four (24) hours prior to the proceedings. If hearing impaired, please call 1-800-676-3777 for assistance at least 2 days prior to the meeting.

If a person decides to appeal any quasi-judicial decision made by the Hernando/Citrus Metropolitan Planning Organization with respect to any matter considered at such hearing or meeting, he or she will need a record of the proceeding, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

Please note that only public hearing items will be heard at their scheduled times. All other item times noted on the agenda are estimated and may be heard earlier or later than scheduled.

A. CALL TO ORDER

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

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

C. APPROVAL OF MINUTES

Approval of Minutes for Regular Meeting of June 17, 2021

D. MPO RESOLUTION

Resolution Honoring Garth C. Collier

E. CITIZENS COMMENTS

F. MPO EXECUTIVE DIRECTOR POSITION

MPO Executive Director - Candidate Consideration

G. CORRESPONDENCE TO NOTE/INFORMATIONAL ITEMS

1. Strategic Intermodal System (SIS) Policy Plan Update
2. MPO Meeting Summary from June 17, 2021, and Updated Issue List
3. Letter from Florida Department of Transportation – Multiuse Trail Request on US 98 from Hernando County to US 19 in Citrus County
4. Letter from Department of Economic Opportunity (DEO)
5. Florida Turnpike Enterprise (FTE) Report
6. MPO Quarterly Report -- April 1, 2021 to June 30, 2021

H. MPO ACTION ITEMS

1. Interlocal Funding Agreement between Citrus County, Hernando County and the Hernando/Citrus Metropolitan Planning Organization
2. Tindale Oliver and Associates - Complete Streets Scope Approval
3. Unified Planning Work Program (UPWP) FY 2021-FY 2022 - Amendment
4. Bicycle/Pedestrian Advisory Committee (BPAC) - Amendment to Bylaws
5. MPO Meeting Schedule Changes - 2021

I. MPO DIRECTOR'S CUT**J. BOARD COMMENTS****K. ADJOURNMENT**

UPCOMING MEETING: THE NEXT REGULAR MEETING OF THE METROPOLITAN PLANNING ORGANIZATION IS SCHEDULED FOR THURSDAY, SEPTEMBER 23, 2021, BEGINNING AT 1:30 P.M. AT THE LECANTO GOVERNMENT BUILDING, 3600 W. SOVEREIGN PATH, LECANTO, FL 34461.



Hernando/Citrus
Metropolitan Planning Organization
 Regular Meeting
 ~ Minutes ~

June 17, 2021 1:30 p.m.

CALL TO ORDER

The meeting was called to order at 1:30 p.m. on Thursday, June 17, 2021, at the 3600 W Sovereign Path, Lecanto Government Center, Lecanto, Florida.

Attendee Name	Title	Attendance
Robert Battista	Member, City of Brooksville	Present
Jeff Holcomb	MPO Vice-Chairman, Hernando County	Present
Jeff Kinnard	MPO Chairman, Citrus County	Present
Cabot McBride	Member, City of Inverness	Present
Ruthie Davis Schlabach	Member, Citrus County	Present
Steven Diez	MPO Executive Director	Present
Carlene Riecsc	Transportation Planner III	Present
Cayce Dagenhart	Transportation Planner II	Present
Theresia Saenz	Administrative Assistant III	Present
Garth Coller	Hernando County Attorney	Present

Invocation

Mr. McBride led the invocation.

Pledge of Allegiance

Mr. McBride led the pledge of allegiance.

MPO Board & Staff Introductions

Please Silence Electronic Devices

Enter Proof of Publication into the Record

Ms. Riecsc read the proof of publication into the record.

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

Motion: *Mr. McBride made a motion to approve the agenda as presented. Mr. Battista seconded, and the motion carried unanimously.*

Minutes Acceptance: Minutes of Jun 17, 2021 1:30 PM (APPROVAL OF MINUTES)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cabot McBride, Member, City of Inverness
SECONDER:	Robert Battista, Member, City of Brooksville
AYES:	Battista, Holcomb, Kinnard, McBride, Davis Schlabach

APPROVAL OF MINUTES

Approval of Minutes for Regular Meeting of May 13, 2021

Motion: Ms. Davis Schlabach made a motion to approve the May 13, 2021 minutes as presented. Mr. McBride seconded, and the motion carried unanimously.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ruthie Davis Schlabach, Member, Citrus County
SECONDER:	Cabot McBride, Member, City of Inverness
AYES:	Battista, Holcomb, Kinnard, McBride, Davis Schlabach

CORRESPONDENCE TO NOTE/INFORMATIONAL ITEMS

FDOT - US 301 from S of US 98 to SR 50 Presentation

Ms. Henzel with FDOT gave a presentation of the plans to expand US 301 from a 2 lane facility to a 4 lane facility and how it will affect Hernando and Pasco Counties. They are holding a hybrid public meeting/hearing on June 24th where they will have both in-person and virtual components for attendees.

No questions or comments from the Board.

MPO Meeting Summary from 5/13/21, and Updated Issue List

Mr. Diez recapped the meeting summary from May 13, 2021 where the Board:

Adopted the Amendment to the FY 2021/2022 Unified Planning Work Program (UPWP),

Approved the Joint Certification with FDOT,

Approved the Amendment to the FY 2021-2025 Transportation Improvement Program, and

Reviewed a draft of List of Priority Projects (LOPP) for FY 2022/2023.

Mr. Diez stated the issues list remains current and as items are resolved they are removed from the list.

Florida Turnpike Enterprise (FTE) Report

Minutes Acceptance: Minutes of Jun 17, 2021 1:30 PM (APPROVAL OF MINUTES)

Mr. Diez stated that the Florida Turnpike Enterprise (FTE) requested their current construction report be included in the MPO packets for informational purposes. An FTE representative is at the meeting for any additional questions.

No questions or comments from the Board.

Status - Interlocal Funding Agreement

Mr. Diez stated that prior to the meeting, Mr. Oliver with Citrus County stated that the changes made by Citrus County to the interlocal agreement could proceed and the document be circulated for all parties to sign.

MPO PUBLIC HEARING ITEMS

FY 2022-2026 Transportation Improvement Program (TIP) - Adoption

Mr. Diez stated the TIP contains the FY 2021/FY 2022 LOPPs that were approved by the MPO on July 9, 2020. The LOPP is updated annually at the beginning of the Work Program cycle and the TIP at the end of each cycle. All of the committees reviewed the TIP last month.

***Motion:** Mr. McBride made a motion to adopt the TIP. Mr. Holcomb seconded, and the motion carried unanimously.*

A roll call was conducted, and the motion carried unanimously.

There were no public comments.

The Board had no comments.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cabot McBride, Member, City of Inverness
SECONDER:	Jeff Holcomb, MPO Vice-Chairman, Hernando County
AYES:	Battista, Holcomb, Kinnard, McBride, Davis Schlabach

MPO List of Priority Projects (LOPP) for FY 2022/2023

Mr. Diez gave an update to the LOPP:

With regards to the Transportation Alternatives List, the Suncoast Parkway Trail was removed because the trail will be built by the Florida Turnpike Enterprise.

Minutes Acceptance: Minutes of Jun 17, 2021 1:30 PM (APPROVAL OF MINUTES)

With regards to the Major Projects List, the 4 laning of Cardinal Road from US 19 to CR 491 was proposed to be added. All MPO committees supported the 4 laning although the Citizen's Advisory Committee (CAC) thought the 4 laning should end at the Suncoast Parkway and not 491. Although the CAC's comments are noted, the Long Range Transportation Plan (LRTP) indicates future 4-laning is needed from US 19 to CR 491

There were no public comments.

There were comments from the Board.

Motion: *Mr. McBride made a motion to approve the LOPP. Mr. Holcomb seconded, and the motion carried unanimously.*

There were no public comments.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cabot McBride, Member, City of Inverness
SECONDER:	Jeff Holcomb, MPO Vice-Chairman, Hernando County
AYES:	Battista, Holcomb, Kinnard, McBride, Davis Schlabach

2045 Long Range Transportation Plan (LRTP) Amendment

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

- Bikeways and Trails Vision Map - add a trail need along SR 50 from the SR 50 Bypass to Lockhart Road
- Remove Exile Road from the LRTP roadway needs through the Lake Hideaway development
- Add widening 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.

There was no public input.

The Board had no comments or questions.

Motion: *Mr. McBride moved to approve. Ms. Davis Schlabach seconded, and the motion passed unanimously.*

A roll call was conducted, and the motion carried unanimously.

There were no public comments.

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Cabot McBride, Member, City of Inverness
SECONDER: Ruthie Davis Schlabach, Member, Citrus County
AYES: Battista, Holcomb, Kinnard, McBride, Davis Schlabach

MPO ACTION ITEMS

Kimley Horn and Associates, Inc. - Authorization of Phase II (Tasks 2 and 3) of the Congestion Management Process

Authorization to proceed with Phase II (Tasks 2 and 3) of the Congestion Management Process.

No public comment.

No discussion by the Board.

***Motion:** Mr. McBride moved to approve. Ms. Davis Schlabach seconded, and the motion passed unanimously.*

There were no public comments

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Cabot McBride, Member, City of Inverness
SECONDER: Ruthie Davis Schlabach, Member, Citrus County
AYES: Battista, Holcomb, Kinnard, McBride, Davis Schlabach

Board Appointment - Citrus County Transportation Disadvantaged Local Coordinating Board (LCB)

The Agency for Health Care Administration has requested replacements for their representation on the Citrus County Local Coordinating Board (LCB).

***Motion:** Ms. Davis Schlabach motioned to approve. Mr. McBride seconded, and the motion carried unanimously.*

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Ruthie Davis Schlabach, Member, Citrus County
SECONDER: Cabot McBride, Member, City of Inverness
AYES: Battista, Holcomb, Kinnard, McBride, Davis Schlabach

CITIZENS COMMENTS

Minutes Acceptance: Minutes of Jun 17, 2021 1:30 PM (APPROVAL OF MINUTES)

Mr. Eastmond stated he was contacted by a DOT consultant that DOT is planning a 3R Project that includes re-surfacing, safety upgrades, median improvements, etc., on US 98 from the ramp at the Suncoast Parkway to US 19. The project is similar to what is currently being done on US 19.

Citrus County adopted a resolution that calls for a multi-use path to be included as part of any FDOT roadway project within Citrus County wherever possible. If the Board is interested in pursuing a multiuse trail as part of the 3R project, the consultant would like to get the information early so they can plan for it. Mr. Eastmond is looking for direction from this Board.

Chairman Kinnard stated he did not believe Citrus County Board of County Commissioners (BOCC) has discussed this particular stretch of road for a multi-use path. He would think that the Citrus BOCC would support including a multi-use path.

Mr. Diez commented that the TA list of the LOPP includes a project from Sugar Mill Woods to the trailhead at US 98. If FDOT would approve inclusion of the multi-use path in the 3R project, it could be removed from our TA LOPP.

The construction cost would be funded by FDOT but Citrus County would have maintenance responsibility. No upfront money would be required from Citrus.

Mr. Diez offered to send a letter to FDOT from the MPO in support of adding this project.

Mr. Collier suggested bringing before the Citrus Board for ratification which Chairman Kinnard will do at the next BOCC meeting.

No objections by the Board.

Dade Conger, Crystal River resident, commented about traffic signals (continuous flow arrow) so cars can keep going.

Also going west on SR 44 from Lecanto to Inverness, the road name signs on the side roads are not visible until you pass by them.

Pete Cuccaro representing the Pine Ridge Property Owners Association, stated a letter was sent by the president of their POA to Kevin Thibault, Secretary of FDOT reminding him of the POA's opposition to the Suncoast Parkway at the interchange of CR 486 and Pine Ridge Boulevard intersection.

A discussion followed with Mr. Fine confirming that the letting (construction) for the Suncoast from SR 44 to CR 486 would be in September of 2022.

MPO DIRECTOR'S CUT

The interviews for the MPO Executive Director position will begin in the next couple of weeks and an interview panel has been selected.

The West Central Florida MPO Chairs Coordinating Committee (CCC) still has a vacancy and are meeting next Friday, June 25th in Tampa, FL. Mr. Holcomb offered to attend virtually.

Mr. McBride stated the City of Inverness has placed a flashing signal warning device at the Withlacoochee Trail on US 41 and Eden Road. They would like to place them elsewhere if there were funding available.

BOARD COMMENTS

Mr. Collier stated Jon Jouben will be the new county attorney to replace him.

ADJOURNMENT

UPCOMING MEETING: THE NEXT REGULAR MEETING OF THE METROPOLITAN PLANNING ORGANIZATION IS SCHEDULED FOR THURSDAY, AUGUST 19, 2021, BEGINNING AT 1:30 P.M. AT THE LECANTO GOVERNMENT BUILDING, 3600 W. SOVEREIGN PATH, LECANTO, FL 34461.

The meeting was adjourned at 2:16 p.m.



AGENDA ITEM

TITLE

Resolution Honoring Garth C. Coller

BRIEF OVERVIEW

Attached is a proposed resolution honoring Garth C. Coller for years of faithful and dedicated service as the MPO's Legal Counsel, and may he enjoy all the rewards and privileges that retirement brings.

FINANCIAL IMPACT

Staff recommends the MPO Board adopt the proposed resolution honoring Garth C. Coller on the occasion of his retirement.

REVIEW PROCESS

Carlene Riecsc	Completed	07/19/2021 11:07 AM
Cayce Reagin Dagenhart	Completed	07/20/2021 4:35 PM
Steven Diez	Completed	07/21/2021 10:18 AM
Theresia Saenz	Completed	07/21/2021 12:51 PM
MPO	Pending	08/19/2021 1:30 PM

RESOLUTION 2021-05

**A RESOLUTION OF THE HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
RECOGNIZING GARTH C. COLLER**

WHEREAS, The Hernando/Citrus Metropolitan Planning Organization (MPO) recognizes that it takes a collaborative effort between the MPO, FDOT, and the cities and counties that are represented in order to achieve our respective goals; and,

WHEREAS, without this coordination and cooperation between our agencies, we would simply descend into anarchy and chaos; and,

WHEREAS, the MPO would like to acknowledge one individual as having done his level best to avoid such breakdowns in the rules of order and civility, while still maintaining legally defensible actions by the MPO; and,

WHEREAS, the MPO is eternally grateful for this person, who despite his childhood dreams of becoming a fireman--only to realize later in life that these people actually run into burning buildings-- turned his many talents to the practice of law. A noble and somewhat less risky profession; and,

WHEREAS, the MPO would like to express its sincere gratitude to Garth C. Coller, for having provided sage legal advice for over twenty years and his dedicated, if now jaded, professionalism, and accommodation in providing legal advice to the MPO; and,

WHEREAS, the MPO wishes Garth the very best as he begins the next chapter in his life and hope that it will provide him great benefit and satisfaction, or at least some great stories to tell the grandkids.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization, hereby recognizes Garth C. Coller for his support and contributions throughout his career in support of the MPO process

ADOPTED in Regular Session this 19th day of August 2021

***HERNANDO/CITRUS
METROPOLITAN PLANNING
ORGANIZATION***

Attest:

MPO Clerk

Jeff Kinnard, MPO Chairman

Attachment: 2021-5 Garth (18637 : Resolution Honoring Garth C. Coller)



AGENDA ITEM

TITLE

MPO Executive Director - Candidate Consideration

BRIEF OVERVIEW

The recruitment for the MPO Executive Director was coordinated by Hernando County in accordance with the MPO's Administrative Services Agreement. Recruitment for the position began in April 2021, and two rounds of interviews were conducted by the panel. Pursuant to MPO Board direction, the interview panel was comprised of staff from Hernando and Citrus Counties which included:

Walt Eastman, Citrus County Engineering
June Randall, Citrus County Human Resources Director
Tobey Phillips, Hernando County Deputy County Administrator
Scott Herring, Hernando County Public Works Director
Michelle Posewitz, Hernando County Human Resources Director
Ron Pianta, Hernando County Planning Director (first interviews)

The top 2 candidates were identified for consideration by the MPO Board. The candidates have equivalent qualifications, and each had strengths different from one another.

* Ms. Lee Beasley, AICP

* Mr. Joel Graeff, AICP

FINANCIAL IMPACT

Funds are budgeted in the MPO Fund (1031) in the Hernando County Budget for the MPO Executive Director's position.

LEGAL NOTE

The Board is authorized to take action on this matter pursuant to Chapter 339.175, Florida Statutes.

RECOMMENDATION

It is recommended that the MPO Board:

1. Consider the two candidates provided and make a selection for the MPO Executive Director position

2. Authorize negotiations and an offer of employment

REVIEW PROCESS

Carlene Riecsc	Completed	08/06/2021 10:55 AM
Michelle Posewitz	Completed	08/09/2021 8:00 AM
Mary Elwin	Completed	08/09/2021 6:50 PM
Steven Diez	Completed	08/10/2021 7:28 AM
Garth Coller	Completed	08/10/2021 2:17 PM
Theresia Saenz	Completed	08/10/2021 2:26 PM
MPO	Pending	08/19/2021 1:30 PM

Lee Royal Beasley, AICP

Contact

 813.334.5990

 Leeroyal05@gmail.com

Education

University of South Florida
1988-89, August 1989, B.A.
Mass Communications

U.S. Army Defense
Information School
Certification, Journalism,
Photojournalism,
Layout, and Design, June
1983

Professional Registration

American Institute of
Certified Planners, No.
136180, 2001

Experience

H.W. Lochner, Transportation Planning 2019-2021

Senior Planner

- Began building the Transportation Planning group for H.W. Lochner, Tampa Group.
- Wrote and presented oral technical presentations to clients.
- Developed multi-use trail plans for City of Inverness and the River to Sea Metropolitan Planning Organization.
- Developed and coordinated public hearing materials for the Central Polk Parkway public outreach program.

LRB Consulting Group, LLC, Transportation Planning 2016-2019

President

- Provided transportation planning in the areas of Policy Planning, Systems Planning, Subarea/Corridor Planning, and Land Planning/Engineering.
- Ran the day-to-day operations of a consulting business to include insurance obligations, annual reports, overhead and operating margins, and financial record keeping.
- Provided transportation planning as a subconsultant on a variety of contracts to include:
 - AECOM contract to Pasco County MPO.

- Tindale-Oliver contact to D7 PTO GPC – Provided support for the Intermodal Studies, Long-Range Transportation Plans, and Revenue Estimates.
 - Parsons Brinkerhoff contract to THEA GPC – Provided grant writing and project submissions.
 - Kittelson contract to D1 D/W Systems Planning.
 - Jacobs contract to HART Tampa Bay Regional Transit – Provided public outreach and engagement.
 - HW Lochner contract to D7 Alt. US 19 Study – Provided public outreach and engagement.
 - HW Lochner contract to D7 SIS GPC.
- Developed and maintained the website for Pavement Restoration to include video, drop down boxes, and contact forms:
 - paverestore.com
 - Assisted in the development and implementation of the Alternate US 19 Corridor Project to include Project Advisory Groups, Project Charrette, Visioning Workshops and Alternatives Workshops. Materials include meeting notifications, website newsletter content and correspondence.
 - <http://www.fdotd7studies.com/altus19studies>

**Florida Department of Transportation, District Seven
Planning and Intermodal Systems Development Office
1996-2016**

Transportation Planner Administrator/Community and Government Liaison

Policy Planning

- Led the community and government liaison team and other transportation professionals in the Florida Department of Transportation (FDOT), District Seven (five counties) to build collaborative partnerships with internal and external customers that include municipalities, county governments, MPO/TPO, and a variety of regional and statewide planning bodies and public transportation providers.
 - Tampa Bay Regional Planning Council,
 - Tampa Bay Area Regional Transportation Authority
 - More than 35 municipalities
 - Five county governments
 - Four Metropolitan Planning Organizations (MPO)
 - Transit/Aviation/Port authorities
 - Federal Highway Administration
 - Environmental Protection Agency
 - Variety of Technical and Citizen Committees
- Directed, managed, led, and administered the required oversight for state and federal transportation planning programs and policies under the requirements of Title 23 U.S. Code and Title 49 U.S. Code to include Title VI Non-Discrimination Complaint Process, Disadvantaged Business Enterprise Certification, Limited English Proficiency program, American's with Disabilities Act, Long Range Transportation Plans, Transportation Improvement Programs, Public Participation Plans, Unified Planning Work Program, air

quality and conformity programs, MPO annual certification, bicycle and pedestrian programs, scenic highway programs, and Congestion Management Process. This included participating on statewide teams to develop policy, review legislation and provide impact/implication of new federal and state legislation.

- MPO certification and compliance – Developed questions in areas of law; reviewed and recommended certifications for Secretary and state approval; provided policy recommendations and changes on modified certification review development.
- Long Range Transportation Plan (LRTP)/Year of Expenditure Tool – provided recommendations on LRTP Guidance for MPOAC approval including “bundling” TA projects with an overall source for TA funding; reviewed and provided comments and recommendations on LRTP Revenue Handbook and revenue assumptions including TMA, OA and TA funds; developed initial LRTP YOE expenditure tool to address requirements under SAFETEA-LU (2005 Federal Act) which has been adopted by other Districts and MPOs; provided project costs in YOE and PDC; provided revenue forecast and assumptions on “other” revenues; provided details and recommendations on future state policy on moving projects forward into production statewide.
- Transportation Improvement Programs (TIP) – Developed a standard STIP/TIP amendment form showing projects remain cost constrained. This led to the development of the statewide STIP Tool.
- Public Participation Plans – Developed a system to track FTP/SIS presentations during the update used statewide; provided voice overlay to edited PowerPoint presentations tailored to specific audiences which were used by other Districts; presented FTP/SIS update to elected officials and governmental bodies; provided recommendations on presentation; researched and recommended new public outreach strategies that were implemented statewide; teamed with FDOT Office of Policy Planning (OPP) staff and presented public outreach trends for the FTP/SIS update.
- Air quality and conformity programs – Currently in attainment; however, while in maintenance, developed a TIP format to cross reference projects to LRTP/TIP which is now used in the STIP tool statewide.
- Provided Planning and Program consistency review – Provide OPP with recommendations and analysis regarding consistency review trends that were emerging beginning with the Courtney Campbell Trail consistency requirement.
- Served on statewide committee that collaborated and provided changes/recommendations to combine MPO procedures into a single MPO handbook for state.
- Served on the statewide committee to review Customer Satisfaction Survey for Government Officials. Provide recommendations and changes to the state approach to Government Officials communications.
- Served as Title VI Compliance Office and ensure compliance with Limited English Proficiency program and American's with Disabilities Act, Disadvantaged Business Enterprise Certification. Provided reviews and recommendations to Title VI Compliance Office on complaints and possible violations.
- Represented the FDOT District Seven and Intermodal Systems Development Office in coordinating, collaborating, and strategizing on statewide and district planning programs, department's mission, Strategic Intermodal Systems, Florida Transportation Plan with other district offices, central office and FHWA. This includes presenting to

organizations, governments and authorities for the State Transportation Development Administrator and Director of Policy Planning regarding policy and legislation.

- Served on statewide committees that analyzed and provided implications and recommendations on a variety of policies, legislation, and processes and including:
 - SunTrails – provided input and recommendations on the statewide implementation policy and projects moving forward.
 - Coast to Coast Trail – Represented the District and provided support to OPP staff to the Coast to Coast Trail Committee on impacts to the state regarding committee decisions.
 - MPO operations – Co-authored training modules and trained Government Liaisons in the state regarding MPO oversight and operations. Provided best practices and recommendations to assist in MPO oversight.
 - LRTP revenue forecasts and assumptions – Provided impacts to future project development on revenue assumptions. Developed and implemented guidance on TMA MPOs distributing TMA funding and application.
 - FTP/SIS – Participated on every statewide public involvement team for the initial and subsequent updates of the FTP/SIS.

Systems Planning

- Led the Tampa Bay Express (TBX) Bus Study team that identified the recommended express bus options as part of the TBX Toll system in District 7. The process began with looking at regional connections using the Tampa Bay Regional Planning Modal. This included:
 - mode splits
 - ridership forecast
 - route analysis
 - impacts to the Express System

The study also analyzed land use for stations at key locations, general cost and feasibility to construct and operate, and opportunities for partnerships. The study resulted in recommending 3 options for further analysis and to gain public input.
- Provided analysis and recommendations to local governments, MPOs and FDOT District 7 on the Long-Range Transportation Plan (LRTP). This included the state highway system, regional public transit and future connections based on Tampa Bay Regional Planning Modal, public input, and other factors such as proposed land use changes. Recommended changes also included cost feasibility and regional connectivity.

Subarea/Corridor Planning

- Participated in multi-modal projects to include:
 - TBX Project Management Team
 - Numerous PD&E/corridor study teams
 - I-75/SR 54/SR 52
 - District Project Management Team for transportation modes and choices.
 - TBX Express Bus Study
 - <http://www.tampabayexpress.com/express-bus/>
 - Courtney Campbell Trail
 - www.youtube.com/watch?v=SPfHIASwHHk
 - Premium Bus Studies

Land Planning/Engineering

- Coordinated, facilitated and provided recommendations on land use and transportation on various programs to commercial developers, local government and the FDOT to include:
 - American Recovery And Reinvestment Act of 2009
 - Transportation Investment Generating Economic Recovery Grant.
 - Transportation Alternatives (Enhancement) Program
 - Transportation Regional Incentive Program
- Served on numerous PD&E project management teams
- Developed context sensitive solutions consistent with local land use policy
- District representative to coordinate transportation and land use policy with local governments
- Prepared and presented engineering study concepts and recommendations to government bodies and agencies

Public Involvement

- Scripted the Courtney Campbell Trail video
 - www.youtube.com/watch?v=SPfHIASwHHk
- Assisted in the development and implementation of the public involvement programs and engagement for all District 7 PD&E studies.

Florida Department of Transportation, District Seven Planning and Intermodal Systems Development Office 1994-1996

Transportation Planner Specialist/Government Liaison

- Coordinated, assisted, and served as the liaison between FDOT, Metropolitan Planning Organizations, local and state agencies in the development and funding of transportation projects under requirements of by Title 23 U.S. Code and Title 49 U.S. Code.
- Served as principle/technical advisor to the MPOs, and other modal partners for planning policies and programs.
- Represented the department on the MPO's citizen advisory committee, technical advisory committee, and policy committee on a monthly basis along with other taskforce and community meetings held during the evenings.
- Wrote, edited, and disseminated meeting summaries to ensure a free flow of information sharing with district and state management team.
- Assisted MPO staff with the federal mandate to produce the following products in cooperation with the department, including collaboration on needed amendments for Long Range Transportation Plans, Transportation Improvement Programs, Public Participation Plans, Unified Planning Work Program, Congestion Management Process, and Title VI and Disadvantaged Business Enterprise
- Managed the Federal Planning funds and Surface Transportation Program funds used by MPOs for planning activities to include authorization and encumbrance of funds, invoicing, and audits.
- Reviewed quarterly progress reports detailing MPO staff activities and MPO general planning consultant's task assignments, staff hours expended, and end product

completion including coordination of approval through Federal Highway Administration for new MPO consultant task work orders.

- Served as program manager for the prioritization, development, and implementation of projects for the Transportation Enhancement Program and the Congestion Mitigation Air Quality Program.
- Researched, wrote, edited, designed and disseminated the Department's Five-Year Work Program including assisting the GIS-CADD group with the development project map sets for public display.
- Researched, wrote, edited, designed and disseminated transportation related presentations to MPO Boards and Committees, homeowner's associations, and civic organizations.
- Communicated FDOT policies and handled requests for information on a daily basis both orally and in writing with citizens, engineering firms, and members of civic advocacy groups, local government officials, elected officials, members of the media, consultants, and FDOT personnel.
- Provided support to the FDOT Public Information Office by creating flyers, factsheets, and newsletters; speaking at community events and engagements; assisting in community events and engagements as a FDOT representative.
- Served on the development team that created the District Seven Public Information Meeting and Workshop guidelines and program implementation policies.

**Florida Department of Transportation, District Seven,
Public Information Office
1990-1994**

Public Information Director

- Served as the chief spokesperson for District Seven and the Community Traffic Safety Program Project Manager, primary liaison between the FDOT and the media, public, and local, state, and federal governmental agencies concerning transportation issues relating to planning, development, production, and operations.
- Formulated, developed, and executed public information programs, plans and policies pertaining to transportation issues, and projects
- Researched, wrote, edited, and disseminated news releases, press packets, newsletters, brochures, and slide briefings in all areas of transportation on management strategies, policy statements, and transportation project information

**Florida Department of Transportation, District Seven,
Public Information Office
1989-1990**

Public Information Specialist

- Developed, led, and coordinated all public information activities for District Seven
- Formulated, developed, and executed public information programs, plans, and policies pertaining to transportation issues and projects.
- Researched, wrote, edited, and disseminated news releases, press packets, newsletters, brochures, and slide briefings in all areas of transportation on management strategies, policy statements, and transportation project information.

**U.S. Army
Information Systems Command, HQ 5th Signal Command, Germany
1984-1986**

Public Affairs Specialist (Journalist/Photojournalist)

- Researched and conducted interviews and photographed subjects.
- Wrote and edited news/feature stories; shot and developed photographs; and designed newspaper layouts of the stories and photographs.
- Acted as liaison between editor and publisher in make-up, layout, and printing of newspaper.

**U.S. Army
Information Systems Command, HQ 5th Signal Command, Germany
1982-1984**

Public Affairs Specialist (Public Information)

- Orchestrated the start-up of a public information office.
- Designed models and forms including new query sheets, disposition sheets, and etc.
- Wrote news releases and produced press packets.
- Organized international partnership events among the United States Allies.
- Coordinated the efforts of 40 public relations representatives throughout 10 European countries.

Professional Affiliations:

American Institute of Certified Planners
American Planning Association

Areas of Expertise:

Policy Planning

Federal and State Transportation Policies
Metropolitan Planning Requirements
NEPA/Environmental Justice
Legislation and policy-making
Federal and State programs

System Planning

Long Range Transportation Planning
Transportation Improvement Plans
FDOT Work Program/Revenue Analysis
Air Quality

Subarea Corridor Planning

Multimodal Concept Development

Land Planning/Engineering

Congestion Management Projects

Project Development and Environment (PD&E) Studies
Land Use Impact
Marketing and Outreach
Public Hearings/Workshops/Charrettes
Social Media/Innovative Public Outreach Concepts

Attachment: Lee Beasley Resume (18673 : MPO Executive Director - Candidate Consideration)

Joel S. Graeff, AICP

407-961-0868 • joelgraeff19335@yahoo.com
www.linkedin.com/in/joelgraeff

More than 20 years experience in the management and planning of transportation infrastructure and facilities for the public, private, and non-profit sectors. Accomplished in multimodal transportation planning, rail and transit design, transportation infrastructure funding, transportation systems management, and innovative livable transportation solutions. Extensive experience in project management, agency policy planning and development, scenic highways, corridor studies, transportation master planning, and environmental impact planning and documentation.

SMART Plan Land Use Scenario & Visioning Plan and Economic Mobility & Accessibility Plan (East-West Corridor), Miami-Dade TPO, Miami, FL – Task Manager for the preparation of a Land Use Scenario Plan which will provide the basis for the development of transit supportive land uses. In addition, the preparation of a study to develop the Transit Oriented Development (TOD), First and Last Mile (including circulator services), and Transit Hubs components to support the economic mobility and accessibility plans for the Corridor.

SMART Plan Mobility and Accessibility (Beach and Northeast Corridors), Miami-Dade TPO, Miami, FL – Task Manager for the preparation of a study to develop the Transit Oriented Development (TOD), First and Last Mile (including circulator services), and Transit Hubs components to support the economic mobility and accessibility plans for the SMART Beach-Northeast Corridors. The Beach Corridor at the east end serves the core of the South Beach district of Miami Beach as well as the Miami Beach Convention Center just to the north, while the Northeast Corridor consists of redevelopment sectors north of downtown, residential districts, northern suburbs along Biscayne Boulevard and the higher density Aventura district.

Metropolitan Planning Organization Liaison, FDOT District Five, DeLand, FL – In-house support to FDOT's Planning and Environmental Management (PLEMO) unit coordinating activities between the Department and five area MPO/TPOs. Work included program management, compliance review, technical assistance, and work program maintenance.

Highway Safety Improvement Program Candidate Project Identification, Space Coast TPO, Melbourne, FL – Project Manager for a study to identify safety improvement packages for intersection and corridor segments that may be eligible for FDOT Highway Safety Improvement Program (HSIP) funding in Brevard County. A total of 36 safety packages were identified and evaluated.

Owner's Representative, Tampa Bay Next (TB NEXT), Florida Department of Transportation (FDOT) District 7, Hillsborough, Polk and Pinellas Counties, FL. Environmental Task Planer evaluating express toll lanes and express bus in a supplemental environmental impact statement (SEIS). Participated as an author of select topics within the SEIS for technical analyses.

Master Plan Development for Hollywood Boulevard at State Route 7, Broward MPO, Ft. Lauderdale, FL – Task Leader for the development of defining the investment of MPO funds on Mobility Hub improvements that complement the roadway improvements by the Florida Department of Transportation District Four (FDOT) and right-of-way acquisitions by FDOT and the City of Hollywood.

Central Florida Regional Transportation Authority (LYNX), Orlando FL - Interim Chief Planning & Development Officer responsible for the activities of a 25-person organization covering Planning, Grants, Engineering and Information Technology. Reporting directly to the LYNX Chief Executive Officer and managing the day-to-day staff operations to deliver quality services to Central Florida commuters. Direct coordination with funding partners, major employers, passengers, and interested stakeholders.

St. Augustine Transportation and Parking Master Plan, City of St. Augustine, St. Augustine, FL – Project Manager for a multiyear agreement to develop an integrated mobility plan for the city which will

introduce 21st century best practices including multimodal transportation planning, parking, complete streets, land use, historical preservation, streetscapes, and economic development, and traffic operations to America's oldest city.

North Florida TPO 2013-2015, North Florida Transportation Planning Organization, Jacksonville, FL - Task Leader contributing to the development of a task work order to review current operators, licensed and unlicensed, franchised and unfranchised, for-hire vehicles quantify their impact to the roadway and sidewalk network, review current regulations, and make recommendations for policy changes and regulations to manage these operations for the City of St. Augustine.

Leadership - Demonstrating the ability to use sound and independent judgment to "see the big picture" by being a strong consensus builder and understanding the sensitivity to address individual community needs.

Pennsylvania Passenger and Freight Rail Plan, Pennsylvania Department of Transportation - Project Planner managing planning efforts related to identification of the State's freight rail system, rail carriers, and intermodal facilities.

Landside Transportation Planning, City of Philadelphia, Philadelphia International Airport, Philadelphia, PA. Project Manager responsible for study to support the extension of airport runways, taxiways and terminal construction. Work included management of landside terminal and curbside data collection efforts, on-site and off-site daily and peak hour traffic analyses, and preparation of the final report for the traffic element of the Airport Master Plan. Work also addressed existing and future intermodal transportation (highway and rail transit) access to the Airport.

Districtwide Public Transportation Contract, Florida Department of Transportation District 5 - Planning Task Leader responsible for assisting the District Five personnel with their Park & Ride program including the preparation of a design manual and bi-annual utilization assessments. Project was a three-year \$1.5 million task work order agreement.

SEPTA R-6 Norristown Extension Study, Montgomery County Planning Commission and Delaware Valley Regional Planning Commission - Project Planner responsible for analyzing proposed station development opportunities associated with the potential extension of the train line. Work includes outreach to municipal representatives, review of existing zoning and planning documents, review of access issues, and development of an opportunities and constraints analysis.

Executive Presence - Possessing superior presentation skills, verbal and written, to present, explain, and defend complex policies and issues before all stakeholders.

2040 Long-Range Transportation Plan, Glynn County Community Development Department, Glynn County GA - Planning Task Manager for the development of a Goods Movement and Freight component to the County's Long-Range Plan where projects were evaluated based upon the attributes of freight congestion relief, coordination, safety, environmental impacts, infrastructure impacts, freight facilities served, and ability to enhance or create jobs.

Chatham County-Savannah MPC, Park-and-Ride Lot Study, Savannah, GA - Task Leader for establishing a countywide park-and-ride lot site evaluation process consisting of identification and evaluation of sites, site evaluation process and recommendations, and cost estimates. All planning elements were presented and confirmed by the Stakeholder Advisory Committee.

SR 50 Realignment Study PD&E, Florida Department of Transportation District 5, Groveland, FL - Task Leader for the development of an economic study to analyze the potential impacts to downtown businesses relative to the realignment of SR 50 within the City of Groveland.

Leading People - Managing mid-level and junior planners by providing mentoring, developing qualified staff, setting performance expectations to achieve results, and expanding career development.

Southeast High-Speed Rail (SEHSR) Tier II Environmental Impact Statement (EIS), Washington, D.C., to Richmond, Virginia, Virginia Department of Rail and Public Transportation. Project Planner responsible for general planning duties and the development of an overall QA/QC process relative to a Tier II EIS for the 120-mile route between Richmond and Washington.

Financial, Budgeting and Contract Planning - Extensive experience in budgeting and deadlines, fiscal planning and reporting; directing the oversight and approval process for federal and state funds received; and an understanding of project management and contracting experience.

Wilmington Multimodal Transportation Center Environmental Assessment, North Carolina Department of Transportation Rail Division, Wilmington, NC - Project Manager for the FTA-compliant Environmental Assessment associated with development of a multimodal transportation center adjacent to and interfacing with a future train station in a redeveloping historic neighborhood in Wilmington.

Celebration Pointe Streetcar Feasibility Study, SHD Development, Gainesville, FL - Project Manager responsible for a detailed modal, operational, and financial assessment for a potential streetcar project planned for a larger mixed-use Transit Oriented Development (TOD).

RECENT EMPLOYMENT HISTORY

Atkins, Orlando, FL – Project Director
 HNTB, Inc., Lake Mary, FL – Senior Project Manager
 S&ME, Inc., Orlando, FL – Senior Transportation Planner
 Moffatt & Nichol, Raleigh, NC – Senior Planner
 TranSystems, Maitland, FL – Planning Team Leader

EDUCATION

Master of Business Administration - Finance, LaSalle University, Philadelphia, PA
 Bachelor of Arts, Geography, Urban Studies Concentration, Shippensburg University, Shippensburg, PA

PROFESSIONAL ORGANIZATIONS

American Planning Association
 American Institute of Certified Planners, No. 023023
 Florida Chapter of the American Planning Association



AGENDA ITEM

TITLE

Strategic Intermodal System (SIS) Policy Plan Update

BRIEF OVERVIEW

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.

FINANCIAL IMPACT

This presentation does not require formal board action.

REVIEW PROCESS

Carlene Riecsc	Completed	07/16/2021 10:53 AM
Cayce Reagin Dagenhart	Completed	07/16/2021 11:45 AM
Steven Diez	Completed	07/19/2021 8:35 AM
Garth Coller	Completed	07/19/2021 9:04 AM
Theresa Saenz	Completed	07/19/2021 12:57 PM
MPO	Pending	08/19/2021 1:30 PM



FREQUENTLY ASKED QUESTIONS REGARDING THE SIS POLICY PLAN UPDATE

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.



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.



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): _____

Please give your completed form to FDOT Staff or email to Lori Marable, D7 SIS Coordinator, 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.

Attachment: SIS Policy Plan Update - Public Question Form - 2021 (18618 : Strategic Intermodal System (SIS) Policy Plan Update)



AGENDA ITEM

TITLE

MPO Meeting Summary from June 17, 2021, and Updated Issue List

BRIEF OVERVIEW

The media release from the June 17, 2021, MPO meeting, and updated issue list are attached for the Board's information.

FINANCIAL IMPACT

This item is for informational purposes only.

REVIEW PROCESS

Carlene Riecsc	Completed	07/16/2021 10:49 AM
Cayce Reagin Dagenhart	Completed	07/16/2021 11:44 AM
Steven Diez	Completed	07/19/2021 8:34 AM
Garth Coller	Completed	07/19/2021 8:52 AM
Theresa Saenz	Completed	07/19/2021 12:59 PM
MPO	Pending	08/19/2021 1:30 PM



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

#

MPO ISSUES LIST

Issue	Date	Detail	Status	Comments
MPO Budget	8/20/2019 9/17/2019 10/30/2019 7/9/2020 9/10/2020 12/10/2020 01/25/2021 7/13/2021	MPO Budget and funding needs	Agreement to address funding is in development	At their January 19, 2021, meeting, the Citrus County BOCC voted to participate in the operational funding of the MPO in the amount of \$250,000. An interlocal agreement was drafted and approved by the Hernando and Citrus Counties Board of County Commissioners on 7/13/21. it is being presented to the MPO on 8/19/21.
Signal at SR 200 and CR 491	6/11/2020 10/12/2020	Identified need for a signal at SR 200 and CR 491	Construction is planned	FDOT has indicated the push button contract is scheduled to be awarded by the end of February. Based on the contract, the traffic signal should be fully operational by the end of November 2021.
US 19 Trail (Green Acres to Jump Court)	1/30/2018 8/17/2020 7/16/2021	Verify timing of trail Timing	Trail is under construction	Based on the FDOTs FY 2020-2024 Work program, construction of the 10' wide trail is scheduled for completion in Summer 2021.

Attachment: 08-19-21 Issue Update (18426 : MPO Meeting Summary from 6/17/2021 MPO meeting, and

Issue	Date	Detail	Status	Comments
Traffic signal US 19 and Hexam Road	1/30/2018	Safety concerns, FDOT was asked for a signal	Anticipated start Feb/Mar 2021	Design is underway and FDOT anticipates advertising using their Push Button Contract in Oct/Nov 2020. Anticipated start Feb/Mar 2021. Hernando BOCC entered into a funding agreement with FDOT on July 28, 2020 to provide \$300,000 to the FDOT toward the project.
	12/10/2019			
	4/7/2020			
	5/19/2020			
	7/28/2020			
8/17/2020			HDR is working on the design. The project is on schedule to be started in late 2021.	
10/12/2020			This will be on the next push button contract to be let, possibly in late January 2021.	
12/09/2020			Construction is still a few months out and will probably get done toward the end of the 2021.	
02/10/2021				

Issue	Date	Detail	Status	Comments
JD Floyd Elementary	12/12/2018 8/20/2019 2/8/2020 2/26/2020	Traffic is backing up on local roads	Under Review	A joint school Board meeting was held in December 2019 to discuss school related issues. Hernando County Engineer indicated further study of JD Floyd and Explorer K8 is planned to identify potential remedies to the traffic back up. The school board indicated they hired an Architectural Firm to do master planning studies at 3 campuses that have additional land available that may provide capacity solutions (Brooksville Elementary, JD Floyd and Westside Elementary)
	9/24/2020			The project is in the hands of the consultant. DPW has not received anything from them yet.
	12/09/2020			The contractor will begin work on this at the first of the year.
	01/28/2021			Consultant is scheduled to begin soon.
	02/10/2021			Still waiting on the consultant.
	5/12/2021			Still waiting on the consultant.

Attachment: 08-19-21 Issue Update (18426 : MPO Meeting Summary from 6/17/2021 MPO meeting, and



AGENDA ITEM

TITLE

Letter from Florida Department of Transportation - Multiuse Trail Request on US 98 from Hernando County to US 19 in Citrus County

BRIEF OVERVIEW

Attached is the response from FDOT regarding the MPO Director's request to add a multi-use trail on US 98 in Hernando County to US 19 in Citrus County as part of the resurfacing project.

FINANCIAL IMPACT

No action is required by the MPO Board.

REVIEW PROCESS

Carlene Riecsc	Completed	07/22/2021 9:24 AM
Cayce Reagin Dagenhart	Completed	07/26/2021 11:51 AM
Steven Diez	Completed	07/22/2021 9:31 AM
Garth Coller	Completed	07/22/2021 10:04 AM
Theresia Saenz	Completed	07/23/2021 4:08 PM
MPO	Pending	08/19/2021 1:30 PM



Florida Department of Transportation

RON DESANTIS
GOVERNOR

11201 N. McKinley Drive
Tampa, FL 33612

KEVIN J. THIBAUT, P.E.
SECRETARY

July 13, 2021

Mr. Steve Diez
Executive Director
Hernando/Citrus MPO
1661 Blaise Drive
Brooksville, FL 34601

Re: 440250-1 US 98/SR700/W PONCE DE LEON BLVD FROM HERNANDO CO/L TO US 19/SR55
Resurfacing Project

Dear Mr. Diez:

We have received your letter dated June 21, 2021, requesting the addition of a 12-foot multi-use path along the north side of US 98 from US 19 to the Suncoast Trailhead.

The project noted above is a resurfacing project and is currently under design. Based on this request, the Department will prepare a feasibility study to determine the best location for the trail (north or southside) and create a cost estimate for construction. Following the completion of the study the Department will discuss funding options to move forward with the trail.

We appreciate your continued support and value the partnership with the Hernando-Citrus MPO and Citrus County.

Sincerely,

Richard Moss, P.E.

Director of Transportation Development

cc: Justin Hall, FDOT Government Liaison Administrator
Roger Roscoe, FDOT Government Liaison

Attachment: 405822-3_US98 RRR request for trail from MPO_7-13-2021 (18646 : Letter from FDOT Regarding Multiuse Trail Request on US 98)



AGENDA ITEM

TITLE

Letter from Department of Economic Opportunity (DEO)

BRIEF OVERVIEW

As an informational item, attached is the letter from Department of Economic Opportunity indicating the FY 2022-2026 Transportation Improvement Program (TIP) has been reviewed for consistency with MPO member government comprehensive plans.

FINANCIAL IMPACT

No action is required by the MPO Board.

REVIEW PROCESS

Carlene Riecsc	Completed	07/16/2021 9:23 AM
Cayce Reagin Dagenhart	Completed	07/16/2021 11:44 AM
Steven Diez	Completed	07/19/2021 8:32 AM
Garth Coller	Completed	07/28/2021 1:10 PM
Theresia Saenz	Completed	07/28/2021 4:26 PM
MPO	Pending	08/19/2021 1:30 PM

Ron DeSantis
GOVERNOR



Dane Eagle
SECRETARY

June 29, 2021

The Honorable Jeff Kinnard, Chairman
Hernando/Citrus Metropolitan Planning Organization
1661 Blaise Drive
Brooksville, Florida 34601

Dear Chairman Kinnard:

Thank you for submitting the Hernando/Citrus Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) for fiscal years 2020/2021 through 2024/2025. In accordance with Section 339.175(8)(g), Florida Statutes, the Department of Economic Opportunity reviews each MPO's annual TIP for consistency with the comprehensive plans of affected local governments for the purpose of identifying projects that are inconsistent with those plans.

Consistency of the TIP with local government comprehensive plans is important: transportation projects developed with federal aid require consistency with local plans to the extent feasible; and, inclusion of TIP projects in local government comprehensive plans serves as an acknowledgement of those local governments' support for the projects.

Our review of the Hernando/Citrus MPO TIP indicates that it is consistent with the comprehensive plans for each of the MPO's member local governments.

We appreciate your ongoing efforts to coordinate with your member local governments to ensure that the transportation projects in your TIP are consistent with local government comprehensive plans. Should you have any questions concerning this determination or the review process, please contact Matt Preston at (850) 717-8490, or matt.preston@deo.myflorida.com.

Sincerely,

James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS/mp

cc: Steven Diez, Executive Director, Hernando/Citrus MPO
Erika Thompson, Statewide Metropolitan Planning Coordinator, FDOT

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxillary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

Attachment: Letter from DEO Approving TIP (18612 : Letter from Department of Economic Opportunity)

RECEIVED
JUL 01 2021



AGENDA ITEM

TITLE

Florida Turnpike Enterprise (FTE) Report

BRIEF OVERVIEW

As an informational item, Florida Turnpike Enterprise (FTE) provided the July/August 2021 construction report for projects in the Hernando and Citrus Counties.

FINANCIAL IMPACT

No action is required by the MPO Board.

REVIEW PROCESS

Carlene Riecsc	Completed	07/29/2021 8:02 AM
Cayce Reagin Dagenhart	Completed	08/04/2021 10:37 AM
Steven Diez	Completed	08/04/2021 10:39 AM
Garth Coller	Completed	08/05/2021 8:23 AM
Theresa Saenz	Completed	08/05/2021 9:17 AM
MPO	Pending	08/19/2021 1:30 PM



Florida Department of Transportation/Florida's Turnpike Enterprise

RON DESANTIS
GOVERNOR

Turkey Lake Service Plaza | Mile Post 263 | Bldg. #5315
P.O. Box 613069, Ocoee, Florida 34761

KEVIN J. THIBAUT, P.E.
SECRETARY

July 27, 2021

Contact: Siaosi Fine siaosi.fine@dot.state.fl.us
(407) 264-3494

FLORIDA DEPARTMENT OF TRANSPORTATION, FLORIDA'S TURNPIKE ENTERPRISE HERNANDO/CITRUS MPO CONSTRUCTION UPDATE REPORT

PROJECT: SUNCOAST PARKWAY 2/SR 589 PROJECT FROM US 98 TO SR 44

DETAILS: SR 589 (Toll 589) comprises Veterans Expressway extending north to the Suncoast Parkway, which is 57 miles of roadway providing mobility for Hillsborough, Pasco, Hernando and Citrus counties. Suncoast Parkway (Toll 589) opened in 2001 and is now one of the longest contiguous electronic tolling facilities in the state.

DESCRIPTION: Florida's Turnpike Enterprise is expanding the Suncoast Parkway 2/SR 589 northward from US 98 in Hernando County to SR 44 in Citrus County. It is a 13-mile, four-lane toll facility.

The project will increase capacity to ease current and future congestion and improve safety by creating full interchanges in areas undergoing significant residential development. The project also offers benefits to the local environment with the creation of a wildlife corridor, and four wildlife culverts that help protect the local wild animal population by providing them with safer options for movement through the area.

The 13-mile Suncoast Trail, part of Florida's Statewide Greenways and Trails System, will be extended to SR 44 and a pedestrian overpass will be constructed over US 98. The extension of the Suncoast Trail to SR 44 will provide a benefit to the community by providing direct access to this, scenic, award-winning trail.

The construction cost of the project is estimated at \$135.7M. Florida's Turnpike Enterprise is currently evaluating opening Suncoast Parkway 2/State Road (SR) 589, from US 98 to SR 44 in segments. The entire stretch of roadway is anticipated to open in early 2022.

CURRENT ACTIVITIES:

The contractor is currently continuing paving operations throughout the 13-mile project area. The contractor is also constructing the Suncoast Trail north of Cardinal Street, installing lighting and Intelligent Transportation System (ITS) components, and completing drainage work.

The general project work includes:

- Constructing 13 miles of new roadway
- Constructing full interchanges at US 98 and W. Cardinal Street and a partial interchange at SR 44
- Four wildlife crossings
- 15 new bridges
- Two All-Electronic Tolling (AET) gantries and equipment buildings
- Related drainage, lighting, highway signing, traffic signalization, guardrail and sidewalk

PROJECT CONTACTS:

Stephanie Eisenberg, Community Outreach Specialist

Stephanie.Eisenberg@dot.state.fl.us

(407) 264-3064

Contractor: Lane Construction

LANE CLOSURE INFORMATION:

Lane closures will generally take place during off-peak hours to minimize traffic congestion and delays for most drivers. Closures will be announced in advance in the Central and West Central Florida Weekly Lane Closures and Work Zone Advisory. <https://floridasturnpike.com/traveler-resources/construction-updates/>.

Improve Safety, Enhance Mobility, Inspire Innovation
 floridasturnpike.com | @FloridaTurnpike | Facebook.com/MyFDOTTurnpike

The Florida Department of Transportation's mission is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of the state's environment and communities. The department is committed to building a transportation system that not only fits the current needs of Florida's residents and visitors, but also enhances mobility throughout the state to accommodate its consistent and rapid growth. The unique nature of the Sunshine State and its year-round warm climate provides numerous opportunities to achieve the department's mission through multiple transportation modes including highways/streets, air, rail, sea, spaceports, transit, and the ever-expanding deployment of bicycle & pedestrian facilities



AGENDA ITEM

TITLE

MPO Quarterly Report - April 1, 2021 to June 30, 2021

BRIEF OVERVIEW

The MPO's Quarterly Financial Report for the period covering April 1, 2021 through June 30, 2021 is attached.

FINANCIAL IMPACT

No formal action by the MPO Board is required.

REVIEW PROCESS

Carlene Riecsc	Completed	07/29/2021 8:24 AM
Cayce Reagin Dagenhart	Completed	08/04/2021 10:40 AM
Steven Diez	Completed	08/04/2021 11:10 AM
Mary Elwin	Completed	08/10/2021 11:17 AM
Garth Coller	Completed	08/10/2021 1:30 PM
Theresia Saenz	Completed	08/10/2021 2:32 PM
MPO	Pending	08/19/2021 1:30 PM



HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

Financial Report

**For the period ending June 30, 2021 (Year 1)
of the
Unified Planning Work Program
(Fiscal Years 2021 & 2022)**

Attachment: 3Q21 Financial Summary Report for MPO2 (18542 : MPO Quarterly Financial Report)

Introduction

The Hernando/Citrus Metropolitan Planning Organization (MPO) operates pursuant to its Unified Planning Work Program (UPWP), a fiscal biennial budget/program document adopted by the MPO Board and approved by the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The current UPWP is for the period July 1, 2020 through June 30, 2022 and establishes the work program of projects and activities to be undertaken and the amount of funding to be received for them from local, state, and federal sources.

In 2014, an Administrative Services Agreement was approved between Hernando County and the MPO Board which is utilized for certain support services described therein. Pursuant to the Agreement, Hernando County accounts for the funds and in 2015 a special fund was established by the Hernando County Board of County Commissioners (HCBC) creating a separate Fund 1031 specifically for the MPOs financial activities only. As part of that process, the HCBC transferred from its General Fund the amount of \$450,000 as a one-time loan to serve as cash flow for the MPO to pay its bills until expenses are reimbursed through federal and state grants. The loan would be re-paid to the HCBC if the MPO would cease to exist or otherwise dissolve. It is reflected in the County's Comprehensive Annual Financial Report (CAFR) as an advance from the General Fund and shown as a one-time, long-term loan.

Financial Summary

Shown on the following pages are the expenditure reports for each of the funding sources reflected in the MPO Fund 1031 and the Balance Sheet ending June 30, 2021. The financial data contained herein was produced from the Hernando County accounting systems.

Department 34055 (PL Section 112, Contract G1M00)
 Department 34057 (Section 5305d, Contract G1I78)
 Department 34058 (Section 5305d, Contract G1W20)
 Department 34056 (Transportation Disadvantaged Grant – Hernando County, G1N49)
 Department 34059 (Transportation Disadvantaged Grant – Citrus County, G1N24)
 Department 01761 (Non-Grant, Local)

Contract Status

Contract #G1M00 PL Funding (Department 34055)

The PL Contract #G1M00 is for the period July 1, 2020 through June 30, 2022, and is the funding agreement for the FY21-FY22 UPWP, the MPO's program/budget. The contract was initially \$502,824 for each year for a combined total of \$1,005,648 for the two-year cycle. On May 13, 2021, the MPO approved an amendment recognizing

\$803,307 into the second year (FY22) of its current UPWP of close-out PL funding from the biennial UPWP FY19 & FY20. The additional funding is being distributed throughout the Tasks for projects proposed by the MPO Staff and authorized by the MPO Board. The revised funding amount of G1M00 is \$1,808,955. At this time, the following projects are to be funded by PL #G1M00:

Tindale-Oliver & Associates, Incorporated (Traffic Counts-Hernando \$2,642.96).

Tindale-Oliver & Associates, Incorporated (Complete Streets project, Tasks 1-4 \$9,655.00).

Kimley Horn & Associates, Incorporated (Congestion Management project, Tasks 1-4 \$17,702.00).

Hillsborough County - CCC Activities (\$5,000).

Contract #G1I78 S5305d (Department 34057)

This Section 5305d funding source involves reimbursement of eligible expenses from the Federal Transit Administration, Florida Department of Transportation, and local funds. The agreement amount is \$107,256, and it currently expires on June 30, 2022. There are three consultant tasks that have been issued using funding (all or in part) from this contract for a combined commitment total of \$107,256:

Kimley-Horn & Associates, Incorporated (Congestion Management, Tasks 1 & 4 \$62,256.00).

Tindale-Oliver & Associates, Incorporated (Traffic Counts \$20,000.00 and the Complete Streets Phase II project \$25,000.00).

Contract #G1W20 S5305d (Department 34058)

This Section 5305d funding source involves reimbursement of eligible expenses from the Federal Transit Administration, Florida Department of Transportation, and local funds. The Section 5305d funding contract for G1W20 is in the amount of \$91,108 and is the first S5305d that does not require a local cash match. This contract expires June 30, 2022. It currently has two projects committed to it for consultant services:

Kimley-Horn & Associates, Incorporated (Congestion Management project, Tasks 2 and 3, \$60,000.00).

Tindale-Oliver & Associates, Incorporated (Complete Streets Phase II project \$23,788.72).

Contract #G1N49 Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) (Department 34056)

The Transportation Disadvantaged grant funding from the Florida Commission for Transportation Disadvantaged (CTD) was approved in Contract #G1N49 in the amount of \$23,222 for Hernando County transportation disadvantaged planning and services. This grant contract was for the period July 1, 2020, through June 30, 2021. The final billing includes both the regular and annual workshop meetings that were conducted on May 19, 2021.

Contract #G1N24 Citrus County Local Coordinating Board (LCB) for Transportation Disadvantaged (Department 34059)

The Transportation Disadvantaged grant funding from the Florida Commission for Transportation Disadvantaged (CTD) was approved in Contract #G1N24 for Citrus County in the amount of \$22,415. This contract was for the period July 1, 2020, through June 30, 2021. The final billing includes both the regular and annual workshop meetings that were conducted on May 20, 2021, in Citrus County.

Quarterly Summary Report for the Period Ending June 30, 2021

The Quarterly Summary Report for the period ending June 30, 2021, is attached. Please note that this report does not include adjustments which are only recorded at year-end in accordance with generally accepted accounting principles as determined by the Government Accounting Standards Board.

[See Report on Next Page]

Hernando/Citrus Metropolitan Planning Organization
Quarterly Financial Summary of Fund 1031
 Period Ending June 30, 2021

Revenue & Expenses:	FY21 Fund 1031 County Budget	Oct-Dec 20	Jan-Mar 21	Apr-Jun 21	Total FY21
Beginning Fund Balance		\$330,414	\$451,496	\$417,850	
Revenue					
Grants					
PL Funding G1M00	\$ 598,202	\$0	\$81,234	\$113,974	\$195,207
Section 5305d Funding	\$ 101,892	\$0	\$0	\$0	\$0
Transportation Disadv Grant (Hern)	\$ 17,022	\$0	\$4,412	\$3,483	\$7,895
Transportation Disadv Grant (Citrus)	\$ 16,900	\$0	\$0	\$4,259	\$4,259
Local	\$ 5,364	\$0	\$0	\$0	\$0
Other					
Transportation Disadv Contract Serv	\$ 12,153	\$0	\$0	\$0	\$0
Grant Match- Citrus	\$ 10,930	\$0	\$0	\$0	\$0
Grant Match- Hernando	\$ 5,774	\$0	\$0	\$0	\$0
Interest	\$ -	\$994	\$937	\$380	\$2,311
Change in Fair Market Value			-\$581	\$0	-\$581
Total Revenue	\$ 739,380	\$994	\$86,001	\$122,096	\$209,091
Expense					
Personnel Services					
Salaries & Fringes	\$ 489,955	\$94,836	\$119,477	\$109,394	\$323,706
Operating Expenses					
Consultant Services	\$ 142,260	\$0	\$0	\$73,920	\$73,920
Travel	\$ 4,344	\$0	\$98	\$139	\$237
Other Direct Expenses:					
Contracted Services	\$ -	\$0	\$0	\$0	\$0
Communication Services	\$ 1,296	\$254	\$245	\$336	\$834
Postage & Freight	\$ 504	\$46	\$61	\$28	\$135
Rentals/Lease-Equipment	\$ 1,500	\$236	\$236	\$307	\$780
Rentals/Lease-Buildings	\$ 10,296	\$844	\$4,222	\$2,533	\$7,599
Insurance	\$ 120	\$66	\$0	\$0	\$66
Repair/Maint-Equipment	\$ 300	\$0	\$0	\$0	\$0
Repair/Maint-Software	\$ 900	\$600	\$0	\$408	\$1,008
Printing & Binding	\$ 2,004	\$301	\$212	\$420	\$933
Advertising	\$ 2,580	\$332	\$522	\$795	\$1,649
Fees/Costs	\$ 10,728	\$61	\$1,033	\$2,513	\$3,606
Office Supplies	\$ 1,500	\$110	\$138	\$210	\$458
Operating Supplies	\$ -	\$0	\$0	\$0	\$0
Uncapitalized Equipment	\$ 572	\$0	\$0	\$571	\$571
Books/Publications/Subscrip	\$ 600	\$0	\$0	\$0	\$0
Dues/Memberships	\$ -	\$0	\$0	\$0	\$0
Education/Training	\$ 1,404	\$30	\$250	\$100	\$380
Uncap Equip \$1K-\$5K TECH	\$ -	\$0	\$0	\$0	\$0
Subtotal Other Direct Expenses	\$ 34,304	\$2,880	\$6,918	\$8,222	\$18,020
Capital Expenses	\$ 69,089	\$0	\$0	\$0	\$0
Total Expense	\$ 739,952	\$97,715	\$126,493	\$191,675	\$415,884
Total Accruals	\$ -	-\$217,804	-\$6,846	\$0	-\$224,650
Net Change	\$ (572)	\$121,082	-\$33,646	-\$69,579	\$17,858
Ending Fund Balance	\$ -	\$451,496	\$417,850	\$348,271	*See Notes

Awaiting payment of invoices processed by Grantors.

Note: The financial statements are reported using the modified accrual basis of accounting. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements. Under this method expenditures are generally recorded when a liability is incurred, and revenues are recognized as soon as they are both measurable and available. Accrual entries do not necessarily have an immediate impact on related cash flows.

Attachment: 3Q21 Financial Summary Report for MPO2 (18542 : MPO Quarterly Financial Report)



AGENDA ITEM

Initiator: Carlene Riecsc
DOC ID: 18540
Legal Request Number:

TITLE

Interlocal Funding Agreement between Citrus County, Hernando County and the Hernando/Citrus Metropolitan Planning Organization

BRIEF OVERVIEW

The Interlocal Funding Agreement (ILA) provides for zero percent (0%) interest loans from Hernando and Citrus Counties to the Hernando/Citrus Metropolitan Planning Organization (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; and requires that the MPO adopt or continue certain accounting practices. This agreement allows for the continuous funding of operations while long-term consultant projects are encumbered and the MPO is seeking reimbursement of eligible expenses through state, federal and local grant sources.

Both Hernando and Citrus Counties approved the agreement at their respective July 13, 2021, board meetings. Citrus County noted a lettering issue on page 6 which has been addressed accordingly.

FINANCIAL IMPACT

Upon receipt, the \$250,000 provided by Citrus County will be reflected in an account established in the MPO's Special Revenue Fund 1031 for accounting and tracking purposes in the Hernando County budget.

LEGAL NOTE

Pursuant to Chapter 339.175, FS, the MPO Board has the authority to review this item. (LR 2021-79-1)

STAFF RECOMMENDATION

It is recommended the MPO Board review and approve the Interlocal Funding Agreement between Citrus County, Hernando County and the MPO, and authorize the Chairman's signature thereon.

REVIEW PROCESS

Carlene Riecsc	Completed	07/16/2021 11:22 AM
Cayce Reagin Dagenhart	Completed	07/16/2021 11:43 AM
Mary Elwin	Completed	08/03/2021 1:59 PM

Steven Diez	Completed	07/19/2021 8:43 AM
Garth Coller	Completed	07/28/2021 1:23 PM
Theresia Saenz	Completed	08/03/2021 4:04 PM
MPO	Pending	08/19/2021 1:30 PM

**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

Susan Burns, Deputy Clerk

Douglas Chorvat, Jr.
Clerk of the Court and Comptroller

[Signature]

John Allocco
Chairman, Board of County Commissioners

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

[Signature]

Deputy County Attorney


ATTEST:

HERNANDO/CITRUS METROPOLITAN
PLANNING ORGANIZATION

MPO Clerk

Jeff Kinnard
MPO Chairman

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:



County Attorney

**AGENDA ITEM****TITLE**

Tindale Oliver and Associates - Complete Streets Scope Approval

BRIEF OVERVIEW

The Hernando/Citrus Metropolitan Planning Organization's (MPO) 2045 Long Range Transportation Plan (LRTP) is designed to 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 a framework for the MPO to 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.

The Scope of Services for 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.

There are 7 identified tasks associated with the Scope of Services for a total of \$119,491.84. Grant funding is authorized for the entire project; however, to limit the impact to the MPOs operating account and allow for grant reimbursement, the project is proposed to be phased. Tasks 1-4 will be accomplished first followed by Tasks 5-7.

The General Planning Consultant form has been approved by the Florida Department of Transportation for approval of Tasks 1-4. Prior to moving forward with Tasks 5-7, FDOT approval will be obtained.

FINANCIAL IMPACT

Upon approval by the MPO Board, commensurate with the recommendation, funds will be encumbered on purchase orders for the consultant services utilizing PL and S5305d grant awards per FDOT approval for the Facility Gap and Complete Streets Project.

LEGAL NOTE

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

STAFF RECOMMENDATION

It is recommended that the MPO Board:

1. Approve the Scope of Services for the Facility Gap and Complete Streets Project which includes Tasks 1-7; and,
2. Authorize Staff to issue a notice to proceed to Tindale Oliver and Associates, Inc. for Tasks 1-4 in the amount of \$58,443.72; and
3. Authorize Staff to issue a notice to proceed to the Tindale Oliver and Associates, Inc. for Tasks 5-7 in the amount of \$61,048.12 upon completion of Tasks 1-4

REVIEW PROCESS

Carlene Riecsc	Completed	07/16/2021 9:20 AM
Cayce Reagin Dagenhart	Completed	07/16/2021 11:47 AM
Helen Gornes	Completed	07/20/2021 4:55 PM
Steven Diez	Completed	07/19/2021 8:42 AM
Mary Elwin	Completed	08/03/2021 12:22 PM
Garth Coller	Completed	07/28/2021 1:28 PM
Theresia Saenz	Completed	08/03/2021 1:50 PM
MPO	Pending	08/19/2021 1:30 PM



Florida Department of Transportation
District Seven • Intermodal Systems Development

MPO – Consultant Work Authorization

Request # 4

Date Received: 7/6/2021

PURPOSE

This form is used for coordination/review/approval of MPO - Consultant Work Authorizations using PL, STP and FTA 5305 (d) funds.

MPO / PROJECT

MPO: Hernando-Citrus MPO Contact: Carlene Riecss

Project Title: Complete Streets: Non-Motorized Facility/Gap Analysis - Phase 2

Consultant: Tindale Oliver Completion Date: 12/31/2021

FUNDING REQUEST

Contract	FPN	Task	Fund Type				Total	✓	
			PL Funds	STP Funds	5305(d) Fund Federal Funds	5305(d) Funds State Funds			Local funds
G1178	401983-1-14-20	3.3			\$20,000.00	\$2,500.00	\$2,500.00	\$25,000.00	✓
G1M00	439335-3-14-01	3.8	\$9,655.00					\$9,655.00	✓
G1W20	401983-1-14-21	3.4			\$23,788.72			\$23,788.72	✓
								\$0.00	
								\$0.00	
Total			\$9,655.00	\$0.00	\$43,788.72	\$2,500.00	\$2,500.00	\$58,443.72	

APPROVALS

FHWA Review/Approval Required? Yes No

After verification is complete, sign and indicate action.

Funds & activity covered in UPWP: Roger Roscoe (Lialson)
Digitally signed by Roger Roscoe
DN: CN = Roger Roscoe email = roger.roscoe@dot.state.fl.us C = US O = FDOT District 7
Date 2021.07.13 12:39:20 -0400
 Approved: Yes No

Fee Hours & Technical review: Roger Roscoe (Technical)
Digitally signed by Roger Roscoe
DN: CN = Roger Roscoe email = roger.roscoe@dot.state.fl.us C = US O = FDOT District 7
Date 2021.07.13 12:39:43 -0400
 Approved: Yes No

Manager Review:
 Approved: Yes No

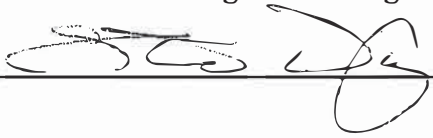
FHWA Review: _____ Approved: Yes No

COMMENTS



Attachment: 04_Complete Streets CWA_7-2021_APPROVAL rev. (18585 : Tindale Oliver and Assoc. - Complete Streets Scope Approval)

**REQUEST FOR GPC WORK AUTHORIZATION
FDOT DISTRICT SEVEN**

MPO: Hernando/Citrus MPO	
FPN:	Date: 6/4/2021 <i>REVISED</i> 7/6/21
Name of General Planning Consultant: Tindale Oliver and Associates	
Project Title: Complete Streets: Non-Motorized Facility and Gap Analysis and Complete Streets Implementation Phase II	
UPWP Task Nos. which this Project Supports: 3.3, 3.4 & 3.8	
Total Project Man-hours: See attached detailed breakdown of person-hours by position and task. We are requesting authorization to proceed with Tasks One (1) through four (4) in the scope.	Reference Task (s) with consultant funding utilized for the project: (\$58,443.72 total) <ul style="list-style-type: none"> Task 3.3: 5305d FY 2020 (G1I78): \$25,000 Task 3.8: FY 2021 (G1M00/PL): \$9,655 Task 3.4: 5305d FY 2021 (G1W20): \$23,788.72
Indicate All Sources of Funding for this Project: <input checked="" type="checkbox"/> PL <input checked="" type="checkbox"/> 5305d <input type="checkbox"/> STP Funds <input type="checkbox"/> State AD@ Funds <input type="checkbox"/> Local Funds <input type="checkbox"/> Other (Specify)	
End Product: Draft and Final Non-Motorized Gap Analysis Technical Memo and Complete Streets Implementation Plan.	
Date to Be Completed: within five (5) months of issuance of Notice to Proceed.	
<u>TO BE COMPLETED BY MPO STAFF</u>	
The project and proposed funding has been reviewed by MPO Executive Director for consistency with the FY 2021-2022 Unified Planning Work Program.	
SIGNATURE: 	DATE: 7/6/21
<u>TO BE COMPLETED BY FDOT:</u>	
AUTHORIZATION: The above designated MPO is hereby authorized to proceed with the General Planning Consultant Work Assignment described herein, subject to any special conditions described on the attached sheets:	
SIGNATURE: _____	DATE: _____

Attachment: 04_Complete Streets CWA_7-2021_APPROVAL rev. (18585 : Tindale Oliver and Assoc. - Complete Streets Scope Approval)

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**.

CONTRACT No. 20-RG0056/PH - GENERAL PLANNING CONSULTANT (MPO)
 EXHIBIT "B" TASK FEE QUOTATION PROPOSAL
 Doc. ID: 17133 BOCC Approved 9/10/20

PROJECT NAME: Complete Streets Project TASK ORDER No. 3

PROJECT ACTIVITY	Rob Cursey Principal		Chris Keller Project Manager		Robert Modys Project Planner		Sofia Thordin Planner		Bo Galloway Engineering Technician		Laura Molenner Public Involvement		Andrea Sauvageot Public Involvement		Tanya Archer Admin/Clerical		Basic Activity \$ AMOUNT	Man Hrs by Activity
	Man Hrs	\$283.78	Man Hrs	\$141.38	Man Hrs	\$128.79	Man Hrs	\$86.27	Man Hrs	\$73.46	Man Hrs	\$102.79	Man Hrs	\$102.79	Man Hrs	\$61.76		
Task 1 Project Administration and Coordination	2	\$567.56	18	\$2,544.84	22	\$2,833.38	2	\$172.54	0	\$0.00	0	\$0.00	0	\$0.00	5	\$308.80	\$6,427.12	49
Task 2 Non-Motorized Facility Inventory and Gap Analysis	2	\$567.56	48	\$6,786.24	72	\$9,272.88	84	\$7,246.68	96	\$7,052.16	0	\$0.00	0	\$0.00	2	\$123.52	\$31,049.04	304
Task 3 Non-Motorized Network Gap Connections	2	\$567.56	20	\$2,827.60	36	\$4,636.44	8	\$690.16	32	\$2,350.72	0	\$0.00	0	\$0.00	0	\$0.00	\$11,072.48	96
Task 4 Stakeholder Agency Coordination	0	\$0.00	24	\$3,393.12	36	\$4,636.44	8	\$690.16	16	\$1,175.36	0	\$0.00	0	\$0.00	0	\$0.00	\$9,895.08	84
Total	6	\$1,702.68	110	\$15,551.80	166	\$21,379.14	102	\$8,799.54	144	\$10,578.24	0	\$0.00	0	\$0.00	7	\$432.32	\$58,443.72	535

SUB-TOTAL HOURLY COSTS \$ 58,443.72

Out-of-Pocket Expenses (actual cost - not to exceed) \$ 0.00

Miscellaneous Expenses (Subconsultant) \$ 0.00

NOT TO EXCEED TOTAL LUMP SUM COST \$ 58,443.72

Firm Name: Tindale Oliver Signature: <u>William L. Ball</u> William L. Ball, AICP, Chief Operating Officer (Printed Name and Title) Date: <u>7/8/2021</u>	Department Authorized Signature _____ _____ (Date) (Printed Name and Title)	HERNANDO COUNTY _____ Chief Procurement Officer _____ (Date)
---	---	--

TASK ORDERS ARE TO INCLUDE: SCOPE OF SERVICE, PROJECT TIME FRAME, FEE QUOTATION PROPOSAL, AND ANY OTHER RELATIVE ATTACHMENTS. TASK ORDERS ARE TO BE SUBMITTED IN ONE (1) SIGNED ORIGINAL COPY WITH A PURCHASE REQUISITION TO THE PURCHASING AND CONTRACTS DEPARTMENT.

Attachment: 04_Complete Streets CWA_7-2021_APPROVAL rev. (18565 : Tindale Oliver and Assoc. -



AGENDA ITEM

TITLE

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

BRIEF OVERVIEW

The budget tables in the UPWP for FY 2022 have been updated to reflect \$300,000 of Section 5307 funding to perform two consultant studies in Task 3.1 (Mass Transit).

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 studies were also added as activities to the task with the estimated date of deliverables being April 2022.

The FY 2022 budget tables have also been updated to reflect the \$10,000 local match for Section 5305d funding as requested by the FDOT.

The Technical Advisory Committee and the Citizen Advisory Committee reviewed the UPWP amendment at their July 28, 2021, meetings and both committees recommended the MPO approve as presented.

FINANCIAL IMPACT

The funding for these expenses has been included in the FY2022 budget and the Capital Improvement Program.

LEGAL NOTE

Pursuant to Chapter 339.175, FS, the MPO Board has the authority to take the recommended action. (LR 2020-124-12)

STAFF RECOMMENDATION

It is recommended that the MPO Board review and approve the FY 2021-FY 2022 UPWP amendment.

REVIEW PROCESS

Carlene Riecsc	Completed	07/20/2021 2:59 PM
Cayce Reagin Dagenhart	Completed	07/20/2021 4:34 PM
Steven Diez	Completed	07/21/2021 10:19 AM

Mary Elwin	Completed	08/03/2021 9:27 AM
Garth Coller	Completed	07/28/2021 1:21 PM
Theresia Saenz	Completed	08/03/2021 9:57 AM
MPO	Pending	08/19/2021 1:30 PM

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

1661 Blaise Drive
Brooksville, Florida 34601
352.754.4082 (Phone)
754.754.4420 (FAX)

MPO@hernandocounty.us
www.HernandoCitrusMPO.us



CHANGES TO THE ADOPTED UPWP 2021-2022

Date	Revision #	Change Type	Explanation of the change
6-22-2020		Administrative	FHWA requested a wording change to Task 4.
1-11-2021	1	Modification	To begin Phase 1 of the Congestion Management Process update, MPO Staff requested to modify UPWP Task 3.4 by moving \$62,256 (\$49,804 Fed/\$6,226 State/\$6,226 Local) in Consultant funding in the 5305d Contract #G1780 to Task 3.8 to align expenses for the Congestion Management Update.
3-18-2021	2	Amendment	<p>Agreement/Grant G1I78 was renewed and now expires on 6/30/2022. Adjustment made in the MPO Agreements table.</p> <p>This amendment incorporates grant 5305 (d) funding and must be completed/approved by the MPO Board no later than 3/18/2021. The proposed changes include:</p> <ul style="list-style-type: none"> • In the Summary Budget Tables, the FY 2021 tables are updated to remove reference to "Local Funds" with regards to the FY2021-5305 (d) grant columns, per a request from FDOT. • In the Cost Analysis Certification, a new executed Cost Certification for this Amendment (form 525-010). • In Appendix D an executed FY2021 FTA Certifications and Assurances document. • In Appendix I, a new SF 424 application signed by the MPO Board Chair,
5-13-2021	3	Amendment	Close out balance and Second year update
8-19-2021	4	Proposed Amendment	<p>Addition of two consultant studies for Hernando County's transit system utilizing FY22 S5307 funding:</p> <ul style="list-style-type: none"> • Transfer Facility for TheBus, Estimated cost = \$200,000 • Ridge Manor Study for TheBus, Estimated cost = \$100,000 <p>The Required Tasks Table for Task 3.1 was updated providing a description of the projects, a deliverable and the completion date for the projects.</p> <p>Financial Tables 1A FY22, 1B FY22, and Task Budget Detail FY22, were all updated accordingly.</p> <p>The table of contents was also updated.</p>

Attachment: 5 UPWP FY21-22 08-19-21 DRAFT Explanation of Changes (18456 : Unified Planning Work Program (UPWP) FY 2021-FY2022 -



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

Attachment: 5 UPWP FY21-22 08-19-21 Task 3.1 (18456 : Unified Planning Work Program (UPWP) FY 2021-FY2022 - Amendment)



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
Conduct studies for Hernando County Transit System, TheBus, to include <ul style="list-style-type: none"> • a Transfer Facility and; • a study in the Ridge Manor Area. <i>(Consultant services will be utilized for this task)</i>	Completed Transit Studies	April 2022

Responsible Agency: Hernando/Citrus MPO

Attachment: 5 UPWP FY21-22 08-19-21 Task 3.1 (18456 : Unified Planning Work Program (UPWP) FY 2021-FY2022 - A amendment)



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
ADMINISTRATION							
1.0	Administration	\$314,096	\$0	\$56,757	\$0	\$283,114	\$0
SUBTOTAL ADMINISTRATION		\$314,096	\$0	\$56,757	\$0	\$283,114	\$0
DATA COLLECTION							
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
SUBTOTAL DATA COLLECTION		\$93,934	\$0	\$16,974	\$0	\$93,934	\$80,000
PROJECT PLANNING							
3.1	Mass Transit Planning	\$112,808	\$300,000	\$20,384	\$0	\$112,808 \$412,808	\$100,000 \$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
SUBTOTAL PROJECT PLANNING		\$767,390	\$80,000 \$380,000	\$138,667	\$45,637	\$913,027 \$1,213,027	\$608,530 \$1,008,530
REGIONAL COORDINATION							
4.0	Regional Coordination	\$24,000	\$0	\$4,337	\$0	\$24,000	\$5,000
SUBTOTAL REGIONAL COORDINATION		\$24,000	\$0	\$4,337	\$0	\$24,000	\$5,000
PUBLIC OUTREACH/PARTICIPATION							
5.0	Public Outreach / Participation	\$106,711	\$0	\$19,283	\$0	\$106,711	\$68,600
SUBTOTAL PUBLIC OUTREACH/PARTICIPATION		\$106,711	\$0	\$19,283	\$0	\$106,711	\$68,600
PROGRAM GRAND TOTAL		\$1,306,131	\$80,000 \$380,000	\$236,018	\$45,637	\$1,451,768 \$1,720,786	\$762,130 \$1,162,130

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 PL *	FTA S5307 Hernando	FY22 JPA S5305d CONTRACT #NEW			FDOT Soft Match	CTD HERN STATE	CTD CITRUS STATE	CTD	Total (less soft match)
			FTA	ST (Soft Match)	LOC					
ADMINISTRATION										
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
DATA COLLECTION										
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
PROJECT PLANNING										
3.1 Mass Transit Planning	\$112,808	\$300,000	\$0	\$0	\$0	\$20,384	\$0	\$0	\$0	\$112,808 \$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	\$152,971 \$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	\$296,434 \$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
REGIONAL COORDINATION										
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
PUBLIC OUTREACH/PARTICIPATION										
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
PROGRAM GRAND TOTAL	\$1,306,131	\$300,000	\$80,000	\$10,000	\$10,000	\$236,018	\$23,222	\$22,415	\$45,637	\$1,441,768 \$1,751,768

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 ¹	Hernando	Citrus	
ADMINISTRATION										
Task 1.0	Administration									
A.	Personnel Services									
	<i>MPO Staff Salaries & 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 & 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
	Subtotal	\$57,765		\$0	\$0	\$0	\$0	\$0	\$0	\$314,096
	Total		\$314,096	\$0	\$0	\$0	\$0	\$0	\$0	\$314,096

¹ 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 FY 2022	Detail	FHWA (PL)	FTA (S5307) Hernando	FY2022-S5305d Contract (New)			Transportation Disadvantaged		Total (Less Soft Match)
					Fed	State (Soft Match)	LOC ¹	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
	Total		\$91,434	\$0	\$0	\$0	\$0	\$0	\$0	\$91,434
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
	Total		\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500
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	\$100,000
	Total		\$112,808	\$300,000	\$0	\$0	\$0	\$0	\$0	\$412,808
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
	Total		\$591	\$0	\$0	\$0	\$0	\$23,222	\$22,415	\$46,228
Task 3.3	Short Range Planning									
	A. Personnel Services									
	MPO Staff Salaries & Fringe Benefits		\$16,648	\$0	\$0	\$0	\$0	\$0	\$0	\$16,648
	Total		\$16,648	\$0	\$0	\$0	\$0	\$0	\$0	\$16,648



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 ¹	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 \$130,000
	Total		\$130,471	\$0	\$20,000	\$2,500	\$2,500	\$0	\$0	\$152,971 \$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
	Total		\$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
	Total		\$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
	Total		\$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 \$275,000
	Total		\$228,934	\$0	\$60,000	\$7,500	\$7,500	\$0	\$0	\$296,434

Attachment: 5 UPWP FY21-22 08-19-21 DRAFT FY22 Tables with changes (18456 : Unified Planning Work Program (UPWP) FY 2021-FY2022 -



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 ¹	Hernando	Citrus	
\$303,934										
REGIONAL COORDINATION										
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
	Total		\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000
PUBLIC OUTREACH/PARTICIPATION										
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
	Total		\$106,711	\$0	\$0	\$0	\$0	\$0	\$0	\$106,711
Tasks	Summary by Budget Category									
	Personnel Services		\$484,237	\$0	\$0	\$0	\$0	\$22,522	\$21,715	\$528,473
				\$0						\$852,130
	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						\$1,441,768
	Total		\$1,306,131	\$300,000	\$80,000	\$10,000	\$10,000	\$23,222	\$22,415	\$1,751,768

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)

Attachment: 5 UPWP FY21-22 08-19-21 DRAFT FY22 Tables with changes (18456 : Unified Planning Work Program (UPWP) FY 2021-FY2022 -



AGENDA ITEM

Initiator: Carlene Riecsc
DOC ID: 18541
Legal Request Number:

TITLE

Bicycle/Pedestrian Advisory Committee (BPAC) - Amendment to Bylaws

BRIEF OVERVIEW

The Bicycle/Pedestrian Advisory Committee (BPAC) was created to assist in review of MPO plans and programs in particular regarding bike/pedestrian concerns. The BPAC bylaws provide for 13 voting members and one non-voting advisory member. Currently 12 of the 13 positions are filled. A quorum is considered a simple majority of the voting membership which is 7.

The first 3 BPAC meetings of 2021 could not be conducted due to a lack of quorum. In all instances, either one or both of the sheriff's office representatives who confirmed attendance encountered an unforeseen situation. To maintain law enforcement participation on the BPAC while recognizing the nature of their jobs, MPO staff is proposing to make these positions advisory.

The proposed amendment to the bylaws was scheduled to be presented to the BPAC on July 28, 2021; however, there was no quorum so the meeting could not be conducted.

FINANCIAL IMPACT

None at this time.

LEGAL NOTE

Pursuant to Chapter 339.175, FS, the MPO Board has the authority to review this item. (LR 2021-351-1)

STAFF RECOMMENDATION

It is recommended the MPO Board review and approve the amendment to the BPAC Bylaws as presented..

REVIEW PROCESS

Carlene Riecsc	Completed	07/16/2021 9:16 AM
Cayce Reagin Dagenhart	Completed	07/16/2021 11:42 AM
Steven Diez	Completed	07/19/2021 8:30 AM

Garth Coller	Completed	07/19/2021 8:51 AM
Theresia Saenz	Completed	07/19/2021 1:17 PM
MPO	Pending	08/19/2021 1:30 PM

BYLAWS
of the
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE
(BPAC)
OF THE HERNANDO/CITRUS MPO

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
1661 Blaise Drive, Brooksville, FL 34601
352-754-4082
20 N. Main Street, Room 262
Brooksville, FL 34601
Contact: 352-754-4057
Fax: 352-754-4420
www.HernandoCitrusMPO.us
email: mpo@hernandocounty.us

Adopted July 15, 2014
Amended October 20, 2015
Amended February 21, 2017
Amended August 19, 2021

BYLAWS

BICYCLE/ PEDESTRIAN ADVISORY COMMITTEE (BPAC) HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)

A. PURPOSE - FUNCTIONS

1. Bicycle and Pedestrian Network Planning
 - a. Assist the MPO in the development of comprehensive bikeways and pedestrian plans and projects.
 - b. Propose policies for the development of bikeway and pedestrian system networks.
 - c. Coordination and integration with regional multi-use trail networks.
2. Plan Review
 - a. Annually review the bikeway and pedestrian plans and proposed amendments.
 - b. Review transportation improvement programs (TIP) for inclusion of bikeway and pedestrian related projects.
3. Plan Implementation
 - a. Recommend bikeway and sidewalk priorities to committees and MPO for inclusion in local and State capital improvement programs.
 - b. Recommend a priority of projects for inclusion in the MPO's plans, and to recommend funding/implementation strategies.
4. Education and Coordination
 - a. Coordinate bicycle and pedestrian issues, and promote an ongoing education program that will raise awareness, encourage a heightened recognition of safe practices, and improve perceptions and attitudes of motorists, pedestrians, and cyclists.
 - b. To promote the enforcement of existing traffic laws as related to bicycle and pedestrian safety.
 - c. Assist in the dissemination of general bicycle information to bicycle organizations and citizens.

B. MEMBERSHIP

1. Bicycle/Pedestrian Advisory Committee (BPAC) members are appointed by the Hernando/Citrus MPO.

2. Membership of the Bicycle/Pedestrian Advisory Committee (BPAC) shall consist of ~~eleven (11) voting thirteen (13)~~ persons appointed by the MPO. The BPAC is to be composed of volunteer members from the community who have technical, professional or personal interests in the provision of safe non-motorized transportation. A cross section of public and private interests shall be represented. One member shall represent each of the following categories:

~~a. Hernando County Sheriff's Office~~

~~b. Citrus County Sheriff's Office~~

~~ea. City of Brooksville~~

~~eb. City of Crystal River~~

~~ec. City of Inverness~~

~~ed. Hernando County School District~~

~~ee. Citrus County School District; and~~

~~ef. Hernando County Parks and Recreation~~

~~eg. Citrus County Parks and Recreation~~

~~eh. Four Citizen-at-Large Representatives (two members from Hernando County and two members from Citrus County).~~

- ~~3. The BPAC may have non-voting agency representatives to include:~~

~~ka. The Florida Department of Transportation shall have one non-voting representative.~~

~~b. Hernando County Sheriff's Office~~

~~c. Citrus County Sheriff's Office~~

- ~~43.~~ Alternate representatives may be designated to act on behalf of represented agency members with the privileges accorded thereto, except nominating, voting for office or standing for office. Alternate agency representatives must be employed or designated by the represented agency. Alternate representatives shall be confirmed by the MPO Board.
- ~~54.~~ Agency members and their alternates shall serve term lengths at the discretion of their respective governmental bodies or agencies. Non agency members shall serve two-year staggered terms. . Each member shall serve at the pleasure of the MPO. Three unexcused consecutive absences by a member (without alternate representation) shall be grounds for dismissal by the MPO. An unexcused absence occurs when the member does not report to the designated MPO staff an absence at least 24 hours in advance of the meeting.
- ~~56.~~ A current list of BPAC membership shall be maintained and updated by the MPO staff.

C. OFFICERS

1. A Chair and Vice-Chair shall be elected at the first regularly scheduled meeting of the calendar year and shall serve one year until the first regularly scheduled meeting of the next calendar year when elections will be held.

2. Any regular member may nominate or be nominated as Chair or Vice-Chair, except the immediately preceding Chair or Vice-Chair. All elections shall be by the majority vote of a quorum of regular members present.
3. The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings.
 - a. The Chair shall also serve as liaison between the BPAC, the Technical Advisory Committee (TAC), and the MPO.
 - b. Whenever the need arises, subcommittees may be appointed by the BPAC Chair with the approval of the voting membership of the BPAC.
4. The Vice-Chair shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair. In the event that both officers are absent from a meeting, a temporary Chair will be elected by those members present for the purpose of presiding over that specific meeting.
5. The staff of the Hernando/Citrus MPO will act as staff to the BPAC.
6. Any vacancy in office created by resignation or replacement of the Chair/Vice-Chair by the appointing agency shall be filled by majority vote of members present at the next regularly scheduled meeting. The new office holder will fill the remainder of the unexpired term of the vacant office.

D. MEETINGS

1. The BPAC will generally meet quarterly beginning in January. The meetings shall rotate quarterly between locations in Hernando County and Citrus County at locations approved by the MPO Executive Director, with the initial location being Hernando County. The date, time, frequency and location of the BPAC meetings may be changed by majority vote of the regular members.
2. Each regular member will have an equal vote.
3. A quorum shall consist of a simple majority of the voting membership. For purposes of meeting a quorum, alternate representatives may be counted, and act in place of a regular member for that meeting only.
4. Meetings will be open to the public. Public participation will be at the discretion of the Chair.
5. The MPO staff duties shall include agenda preparation as well as the recording, preparation and distribution of the minutes. Agendas for meetings and minutes of the previous meeting will be transmitted to members approximately seven (7) days in advance of the meeting.

6. Except as otherwise provided in these Bylaws, the following guidelines shall generally be followed as a means of establishing the order of meetings:
 - a. The Chair shall determine the order of business.
 - b. Agendas and minutes shall be the responsibility of the MPO staff.
 - c. Any business transacted by the Committee must be approved by not less than a simple majority of votes cast.
 - d. All votes shall be by voice vote except that an individual member can have their vote recorded in the minutes if desired.
 - e. All motions shall require a second, and all motions or a second may be amended or withdrawn with the approval of the proponents thereof.

E. AMENDMENTS

Recommended changes in the bylaws require a simple majority vote of the BPAC members at any meeting, providing that all voting members have received written copies of proposed amendments with the regular agenda prior to the meeting. The BPAC recommended changes must be presented to the MPO Board for review and approval.



AGENDA ITEM

TITLE

MPO Meeting Schedule Changes - 2021

BRIEF OVERVIEW

The Florida Department of Transportation (FDOT) has requested the MPO Board add a meeting in November 2021 so they may present their 5 year tentative work program. The calendar initially included an MPO meeting on December 9, 2021; however due to the timeline, it is too late to accommodate the accelerated schedule. The proposed changes are identified below.

MPO Meetings

- September 23, 2021, at 1:30 p.m. Citrus County - No Change
- October 21, 2021, at 1:30 p.m. Citrus County - Cancel
- November 18, 2021, at 1:30 p.m. Citrus County - Add
- December 9, 2021, at 1:30 p.m. Citrus County - Cancel

Committee Meetings

- August 25, 2021 - Citrus County - No Change
- September 29, 2021 - Hernando County - Cancel
- October 27, 2021, Citrus County - Add
- December 1, 2021, Citrus County - Cancel

FINANCIAL IMPACT

None.

LEGAL NOTE

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

STAFF RECOMMENDATION

It is recommended that the MPO Board amend the calendar for the remainder of 2021 as proposed.

REVIEW PROCESS

Carlene Riecscs

Completed

08/03/2021 8:42 AM

Cayce Reagin Dagenhart	Completed	08/04/2021 10:39 AM
Steven Diez	Completed	08/04/2021 11:10 AM
Garth Coller	Completed	08/05/2021 8:24 AM
Theresia Saenz	Completed	08/05/2021 9:21 AM
MPO	Pending	08/19/2021 1:30 PM