



**Joint Meeting of the
CITIZENS ADVISORY COMMITTEE (CAC) and
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)
OF THE HERNANDO/CITRUS METROPOLITAN
PLANNING ORGANIZATION (MPO)**

REGULAR MEETING

Wednesday, October 25, 2023, at 10:30 a.m.

MEETING LOCATION: Lecanto Government Building, 3600 W Sovereign Path, Room 166, Lecanto, Florida

AGENDA

- 10:30 A. CALL TO ORDER BY JOHN WADE, CHAIR (CAC)**
1. Moment of Silence
 2. Pledge of Allegiance
 3. Introductions of Committee Members and MPO Staff
 4. Declaration of Quorum
 5. Public Notice Affirmation
- B. APPROVAL/MODIFICATION OF AGENDA (Limited to Board and Staff)**
- 10:35 C. REVIEW/APPROVAL OF THE CITIZENS ADVISORY COMMITTEE (CAC) MINUTES – SEPTEMBER 27, 2023**
- D. REVIEW/APPROVAL OF THE BICYCLE/PEDESTRIAN COMMITTEE (BPAC) MINUTES – SEPTEMBER 27, 2023**
- 10:40 E. ACTION ITEMS**
1. REVIEW AND RECOMMENDATION OF THE HERNANDO/CITRUS MPO APPORTIONMENT PLAN
 2. REVIEW AND RECOMMENDATION OF THE MPO PUBLIC PARTICIPATION PLAN (PPP) UPDATE
 3. REVIEW AND RECOMMENDATION OF THE BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) BYLAWS UPDATE
 4. REVIEW AND RECOMMENDATION OF THE CITIZENS ADVISORY COMMITTEE (CAC) BYLAWS UPDATE
 5. REVIEW AND RECOMMENDATION OF THE FY 2024-FY 2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT ADDING EASTERN FEDERAL LANDS
- 11:15 F. PRESENTATIONS**
1. FLORIDA DEPARTMENT OF TRANSPORTATION TENTATIVE FIVE-YEAR WORK PROGRAM (FY 2025-FY 2029) PRESENTATION
 2. FLORIDA TURNPIKE ENTERPRISE TENTATIVE FIVE-YEAR WORK PROGRAM (FY 2025-FY 2029) PRESENTATION
- 11:45 G. CITIZEN COMMENTS**
- H. COMMITTEE MEMBER COMMENTS (BPAC)**
- I. COMMITTEE MEMBER COMMENTS (CAC)**
- J. MPO STAFF UPDATES**

12:00 K. ADJOURNMENT AND NEXT MEETING - The next joint meeting of the Citizens Advisory Committee and Bicycle/Pedestrian Advisory Committee is scheduled for Thursday, January 25, 2024, beginning at 10:30 a.m., in the Hernando County Building Training Facility, 1661 Blaise Drive, Brooksville, Florida. The meeting agenda and back-up material are available online at <http://www.hernandocitrusmpo.us>.

REVIEW/APPROVAL OF THE CITIZENS ADVISORY COMMITTEE (CAC) MINUTES AND BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) MINUTES – SEPTEMBER 27, 2023

Review and approve the September 27, 2023, meeting Minutes of the Citizens Advisory Committee (CAC).

Staff Recommendation: It is recommended the CAC review and approve the September 27, 2023, Minutes.

Review and approve the September 27, 2023, meeting Minutes of the Bicycle/Pedestrian Advisory Committee (BCAC).

Staff Recommendation: It is recommended the BPAC review and approve the September 27, 2023, Minutes.

Attachment: CAC Meeting Minutes from September 27, 2023, and BPAC Meeting Minutes from September 27, 2023



**Joint Meeting of the
CITIZENS ADVISORY COMMITTEE (CAC) and
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)
OF THE HERNANDO/CITRUS METROPOLITAN PLANNING
ORGANIZATION (MPO)**

Wednesday, September 27, 2023

MINUTES

The Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC) held a joint meeting beginning at 10:30 a.m. at the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting was advertised in the Hernando Sun and Citrus Chronicle newspapers and the agenda was available on the Hernando/Citrus MPO website.

BPAC MEMBERS PRESENT

Jim McLean, Chair, Citrus County Citizen-at-Large
Sherry Bechtel, City of Inverness
James Lipsey, Hernando County School District
Bailey Forbes, Hernando County Parks and Recreation
Francine Nobles, Citrus County Parks and Recreation
Dennis Reiland, Citrus County Citizen-at-Large
Michael Dolan, Vice Chair, Hernando County Citizen-at-Large

BPAC MEMBERS ABSENT

Steve Gouldman, City of Brooksville
Jenette Collins, City of Crystal River
Chuck Dixon, Citrus County School District
Dennis Henize, Hernando County Citizen-at-Large
Sergeant Matt Lillibrige, Non-Voting Hernando County Sheriff's Office
Deputy Fischer, Non-Voting Citrus County Sheriff's Office

CAC MEMBERS PRESENT

John Wade, Chair, Citrus County – Unincorporated
Beverly Howard, Citrus County – Unincorporated
Ron Lawson, City of Brooksville
Scarlett Sharpe, Hernando County - Unincorporated
Karen Esty, City of Inverness
Shannon Sokolowski, Low Income and/or Minority Representative

CAC MEMBERS ABSENT

Stephen Hohman, Hernando County – Unincorporated

OTHERS PRESENT

Bob Esposito, MPO Executive Director
Mary Elwin, MPO Coordinator
Joy Turner, MPO Administrative Assistant III
Siaosi Fine, Florida Turnpike Enterprise (FTE)

MEETING CALLED TO ORDER

- BPAC Chair McLean called the meeting to order at 10:30 a.m. and led the Moment of Silence.
- The Pledge of Allegiance and the introductions of the Committees and staff followed the Moment of Silence.
- A quorum for the CAC was declared.
- A quorum for the BPAC was declared.
- Affidavits of advertisement were read into the record.

APPROVAL/MODIFICATION OF AGENDA

CAC Chair Wade asked why time slots were listed on the agenda as he has not seen time slots on past agendas. He wanted clarification on the meaning of the time slots. Ms. Turner explained time slots were introduced to the agenda due to the time that the meeting space is available. CAC Chair Wade asked what happens if time for an item runs over because of concerns of a board member. Mr. Esposito noted time slots are listed as a guide to expedite the meeting versus a hard stop on a topic. CAC Chair Wade acknowledged that staff would control the meeting, as necessary.

[It is noted for the record that Scarlett Sharpe, member representing Hernando County-Unincorporated, arrived at the meeting.]

BPAC Chair McLean asked if there were modifications to the agenda from the BPAC. There were no modifications requested.

BPAC Motion: A motion was made by Mr. Dolan to approve the agenda. The motion was seconded by Ms. Bechtel and passed unanimously.

BPAC Chair McLean asked if there were modifications to the agenda from the CAC. There were no modifications requested.

CAC Motion: A motion was made by Ms. Sokolowski to approve the agenda. The motion was seconded by Ms. Howard and passed unanimously.

[It is noted for the record that member Hernando County School District, James Lipsey, arrived at the meeting.]

REVIEW/APPROVAL OF THE CITIZEN ADVISORY COMMITTEE (CAC) MINUTES – JULY 26, 2023

BPAC Chair McLean asked for a motion to approve the CAC minutes from the July 26, 2023, meeting.

CAC Motion: A motion was made by Ms. Esty to approve the Minutes. The motion was seconded by Ms. Sharpe and passed unanimously.

REVIEW/APPROVAL OF THE BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) MINUTES – JULY 26, 2023

BPAC Chair McLean asked for a motion to approve the BPAC minutes from the July 26, 2023, meeting.

BPAC Motion: A motion was made by Mr. Reiland to approve the minutes. The motion was seconded by Ms. Nobles and passed unanimously.

JOINT COMMITTEE MEETINGS – AFFIRMATION BY COMMITTEES

BPAC Chair McLean stated that during the March 22, 2023, meeting of the BPAC, it was affirmed by the BPAC to conduct joint meetings with the CAC. Chair McLean asked the BPAC for a motion to approve conducting joint meetings with the CAC.

BPAC Motion: A motion was made by Mr. Lipsey to approve conducting joint meetings with the CAC. The motion was seconded by Mr. Dolan and passed unanimously.

BPAC Chair McLean stated that during the July 26, 2023, meeting of the CAC and BPAC, it was noted the CAC wanted the opportunity to conduct a vote on the decision to conduct joint meetings with the BPAC. Chair McLean asked the CAC for a motion to approve conducting joint meetings with the BPAC. CAC Chair Wade, asked for a motion to not conduct joint meetings with the BPAC. No motion was made.

Chair McLean asked the CAC for a motion to approve conducting joint meetings with the BPAC.

CAC Motion: A motion was made by Ms. Sokolowski to approve conducting joint meetings with the BPAC. The motion was seconded by Ms. Sharpe and passed 5-1 with Chair Wade dissenting.

Mr. Esposito shared the Public Participation Plan (PPP), and committee bylaws are being updated and copies of the current bylaws are available upon request. Ms. Elwin noted a draft version of the PPP and bylaws will be shared during a future meeting for committee for consideration and approval.

REVIEW AND RECOMMEND 2024 MPO MEETING SCHEDULE

Mr. Esposito explained that committee meetings are being moved from Wednesday to Thursday in 2024 due to available meeting space. Ms. Elwin noted the challenges of securing meeting space which is why the meeting schedule is drafted in advance. Mr. Esposito explained that committee meetings are scheduled each month to ensure availability of meeting space and while the CAC and BPAC are required to meet four times per year, it is unlikely there will be 12 meetings in 2024.

BPAC Chair McLean asked the BPAC for a motion to approve and recommend the MPO Board approve the 2024 MPO Meeting Schedule.

BPAC Motion: A motion was made by Mr. Reiland to recommend approval of the 2024 MPO Meeting Schedule to the MPO Board. The motion was seconded by Mr. Dolan and passed unanimously.

BPAC Chair McLean asked the CAC for a motion to approve and recommend the MPO Board approve the 2024 MPO Meeting Schedule.

CAC Motion: A motion was made by Ms. Esty to recommend approval of the 2024 MPO Meeting Schedule to the MPO Board. The motion was seconded by Mr. Lawson and passed unanimously.

VULNERABILITY AND RISK ASSESSMENT (RESILIENCE STUDY) FOR TRANSPORTATION INFRASTRUCTURE PRESENTATION OF FINAL REPORT

Mr. Esposito reviewed a presentation from General Planning Consultant Benesch & Associates. Benesch was assigned the task of preparing a Vulnerability and Risk Assessment Study to identify vulnerable transportation infrastructure assets and develop recommendations and mitigation strategies that promote system resilience. Benesch & Associates has completed the study and will present the final report to the MPO Board on October 5, 2023. Mr. Esposito added the strategies and recommendations from this Study will be incorporated into the 2050 Long-Range Transportation Plan (LRTP), List of Priority Projects (LOPP), and Transportation Improvement Program (TIP).

CAC Chair Wade complimented the thoroughness of the report and noted the following items:

1. On Page 37 of the agenda packet, Mr. Wade noted that the firehouse in Holder is not active and that the two additional firehouses listed may be inactive. He also highlighted two locations identified as utilities and a well for Floral City should be confirmed.
2. On Page 65 of the agenda packet Mr. Wade believed the Suncoast Parkway extension into Citrus should be included as a Major Arterial roadway or greater.
3. On Page 69 of the agenda packet Mr. Wade identified two facilities that may be inactive and should be confirmed.
4. On Page 71 of the agenda packet Mr. Wade identified two utilities that may not exist and a well for Floral City that is not listed.
5. Appendix B: Mr. Wade suggested adding a chart legend that identifies the significance of the colored shading.

Mr. Esposito thanked Mr. Wade and will follow up with the General Planning Consultant. Ms. Esty stated her concern that as roads are improved, density and development increase, and aquifer recharge areas are diminished. She asked how roads facilitate minimizing flooding as density/development increase. Ms. Elwin acknowledged the importance to incorporate the information from this Study in Local Mitigation Strategies (LMS) to guide policy maker decisions. Ms. Esty asked if the recommendations contained in the report are enforceable and Ms. Elwin affirmed the study lists recommendations, but the ultimate authority to approve or not resides ultimately with the jurisdictions. Ms. Esty suggested adding emphasis to key recommendations such as "strongly recommends."

BPAC Chair McLean asked the BPAC for a motion to approve and recommend the MPO Board accept the Vulnerability and Risk Assessment Final Report.

BPAC Motion: A motion was made by Mr. Reiland to approve and recommend the MPO Board accept the Vulnerability and Risk Assessment Final Report with the adjustments/clarifications noted by CAC Chair Wade. The motion was seconded by Ms. Forbes and passed unanimously.

BPAC Chair McLean asked the CAC for a motion to approve and recommend the MPO Board accept the Vulnerability and Risk Assessment Final Report, as amended.

CAC Motion: A motion was made to approve and recommend the MPO Board accept the Vulnerability and Risk Assessment Final Report with the adjustments/clarifications noted by CAC Chair Wade, if necessary. The motion was seconded by Ms. Esty and passed unanimously.

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE DISCUSSION OF THE GOOD NEIGHBOR TRAIL ON THE TRANSPORTATION ALTERNATIVES LIST OF PRIORITY PROJECTS (LOPP)

Mr. Esposito shared that BPAC committee member, Mr. Dolan, inquired if Item #16 of the Transportation Alternatives (TA) List of Priority Projects (LOPP), a resurfacing project for the Good Neighbor Trail (GNT), could be moved on the list as a higher priority. Mr. Esposito also informed the committees that all TA monies are currently committed to the Withlacoochee Trail. BPAC Chair McLean mentioned work is being done on the Withlacoochee Trail using Department of Environmental Protection (DEP) funds and the trail may not use all the TA funds. Mr. Dolan stated the application to resurface this section of the trail (Item #16) was submitted in 2016. Mr. Dolan discussed the concerns for the GNT are twofold, 1) the completion of Florida's Coast-to-Coast Trail (C2C) in the next three to four years and, 2) the GNT extension being worked on today will be complete in 2025 which will promote the GNT as a tourist activity. Mr. Dolan mentioned the benefit to the community to ensure the trail is in better condition.

The GNT trail is managed by three entities: the City of Brooksville, Hernando County, and the Florida Forest Service. The Brooksville GNT Advisory Committee is pursuing additional grant funding for the GNT and having a higher priority on the TA LOPP affords an advantage in the grant process.

Mr. Esposito recommended LOPP items be limited to projects that could be funded through the MPO. The committees discussed maintenance/improvement, ownership, and alternate funding opportunities that could be pursued. The LOPP will be updated later this year or early 2024 as part of the annual Transportation Improvement Program (TIP) process.

CITIZEN COMMENTS – There were no citizen comments.

COMMITTEE COMMENTS

- There were no comments from the BPAC.
- Comments from the CAC included:
 - Ms. Esty shared comments received from concerned parents on not having a blinking light for the traffic signal at SR44 and SR41 to turn into the middle school. Mr. Esposito shared there are planned intersection improvements for this location.
 - Mr. Esposito clarified that information discussed during a recent Community Traffic Safety Teams (CTST) meeting to widen SR41 but not widen the bridge was incorrect. The bridge will be widened as part of the next phase. BPAC Chair McLean will share this correction during the next CTST meeting.
 - At the request of Ms. Esty, staff will forward the list of projects associated with *Moving Florida Forward*.
 - Ms. Howard will forward the Citrus County Chronicle article for the Halls River Road multi-use path project that the Florida Department of Transportation (FDOT) will manage and implement.
 - Mr. Lawson asked for an update on the one-way pairs in Brooksville and Mr. Esposito stated a meeting with the City and FDOT is scheduled for October 2.
- BPAC member, Mr. Reiland, asked if multi-modal trails and sidewalks were being considered as part of the Vulnerability and Risk Assessment Studies. Mr. Esposito will put forth an inquiry but affirmed the current study is vehicle concentric.

MPO STAFF UPDATES

Mr. Esposito shared the following updates:

- The Vulnerability and Risk Assessment Study is complete.
- Work on the 2050 Long-Range Transportation Plan (LRTP) is progressing as expected.
- The Apportionment Plan, which governs the size of the MPO Board, will be presented at the October 25 committee meetings.

ADJOURNMENT AND NEXT MEETING

BPAC Chair McLean adjourned the meeting at 11:40 a.m. The next joint meeting of the Citizen Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC) is tentatively scheduled for Wednesday, October 25, 2023, beginning at 10:30 a.m., in the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida.

REVIEW AND RECOMMENDATION OF THE HERNANDO/CITRUS MPO APPORTIONMENT PLAN

On May 16, 2023, the Florida Department of Transportation (FDOT) notified the Metropolitan Planning Organizations in the State of the beginning of the decennial Apportionment Plan and Urban Boundary/Functional Classification process. Federal law enables State and local governments to determine the composition of an MPO/TPO pursuant to 23 USC 134(d) and 23 CFR 450.310. The Governor officially apportions the membership of the MPO in agreement with affected local governments pursuant to Florida Statute 339.175(4)(a).

The Apportionment Plans are prepared based upon the decennial (2020) census and are required at a minimum to include the following:

- 2010 and 2020 Census population in the MPO planning area,
- a profile of the MPO,
- the current membership (local governments and agencies),
- proposed membership (local governments and agencies),
- the methodology used to determine the proposed changes if there are proposed changes,
- a planning area boundary map, and
- a resolution by the MPO Board for the adoption of the Apportionment Plan.

MPOs are required to submit an Apportionment Plan to FDOT by November 14, 2023 (within 180 days of official notice). Once the plan is submitted, FDOT has 30 days for review. The Plan is submitted to the Governor's Office by January 15, 2024. The Governor's approval of the Apportionment Plan constitutes the official designation of the MPO.

Based upon of the 2020 census data provided by the Florida Department of Transportation, no changes in the structure of the MPO Board are being recommended.

Staff Recommendation: It is recommended the CAC review and recommend approval of the Hernando/Citrus Apportionment Plan to the MPO Board.

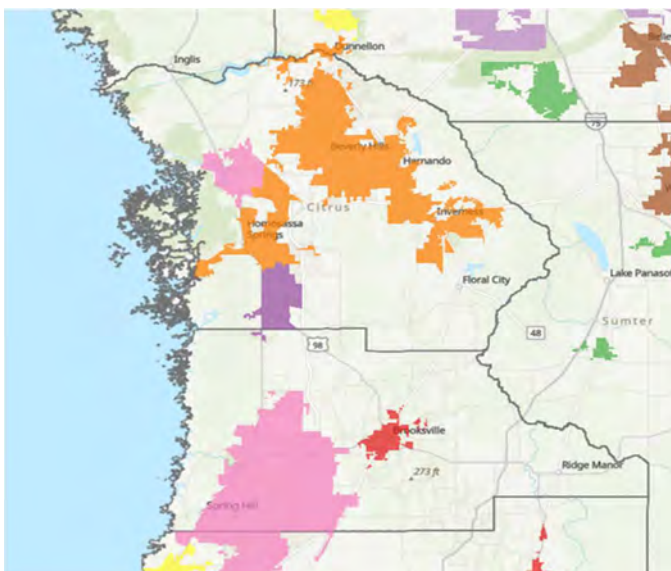
Staff Recommendation: It is recommended the BPAC review and recommend approval of the Hernando/Citrus Apportionment Plan to the MPO Board.

Attachments: 2023 Hernando/Citrus MPO Apportionment Plan, Resolution 2023-8

Draft



HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO) APPORTIONMENT PLAN



**Approved by the
Hernando County
Metropolitan Planning
Organization Board (MPO) on
November 2, 2023**

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Metropolitan Planning Area Boundary and Apportionment Plan

BACKGROUND

In September 1992, the City of Brooksville and Hernando County executed an interlocal agreement establishing the Spring Hill/Hernando County Metropolitan Planning Organization (MPO) to carry out a continuing, coordinated, and comprehensive transportation planning process. The creation of the MPO was the result of the population in the urbanized area reaching over 50,000 individuals. Subsequently, in June 1999, the MPO name was changed to the Hernando County Metropolitan Planning Organization (HCMPO).

In 2014, the Hernando County Metropolitan Area was re-apportioned by the Governor. Citrus County (which is contiguous and borders Hernando County) merged with the Hernando County MPO, and; therefore, became the Hernando/Citrus Metropolitan Planning Organization which includes Hernando County and the City of Brooksville, and Citrus County and the City of Inverness and the City of Crystal River.

MEMBERSHIP AND BOUNDARY (CURRENT AND PROPOSED)

The Apportionment Plan uses a non-weighted vote based on population percentage of the governmental entities within the MPO boundaries further described herein. The current voting membership is shown in the following table.

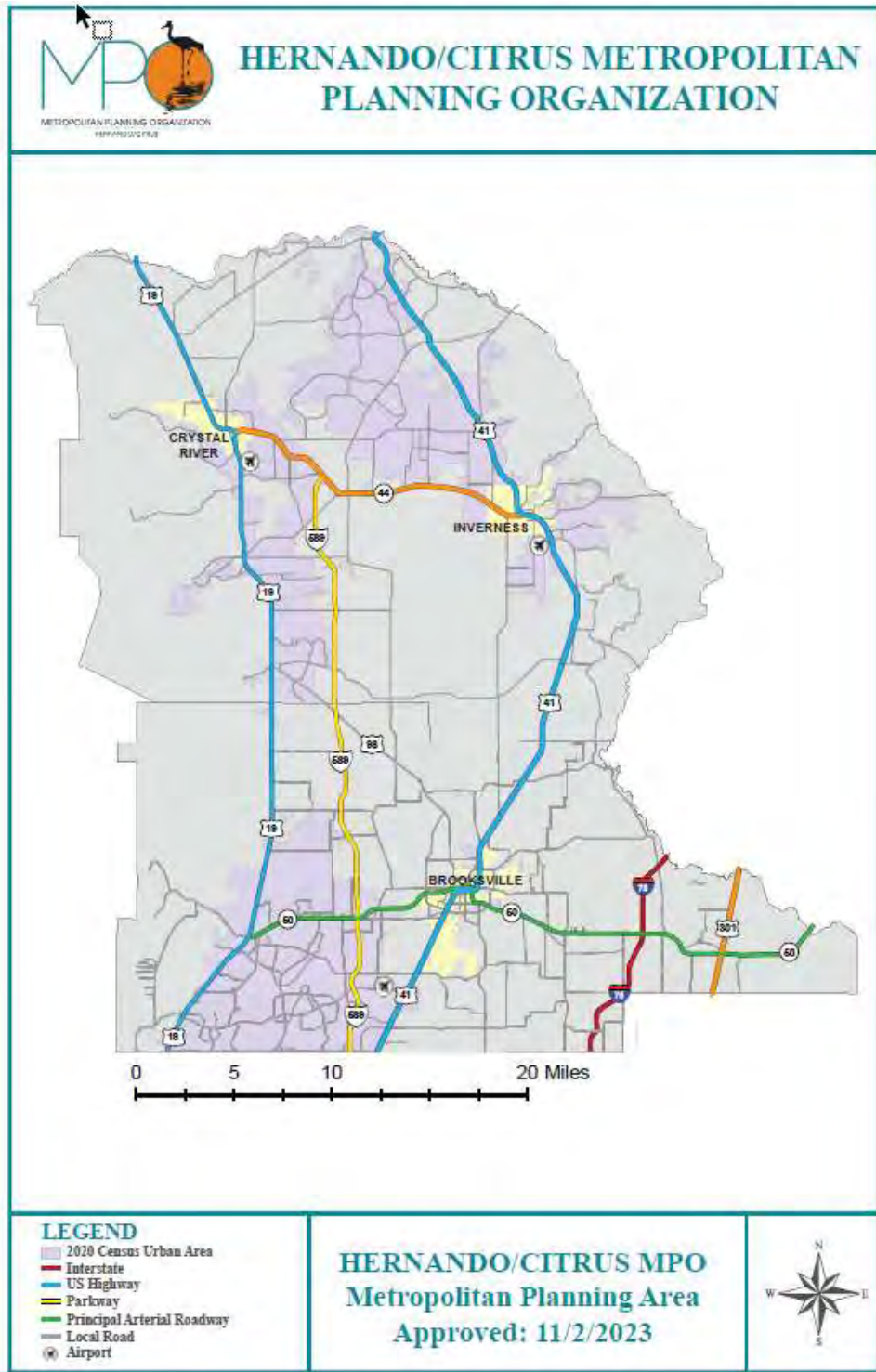
Current Hernando/Citrus Metropolitan Planning Organization Board Membership		
Governmental Entity	Number of Members	Vote
Hernando County Commission	4	4
Citrus County Commission	2	2
City of Brooksville (Hernando County)	1	1
City of Crystal River (Citrus County)	1	1
City of Inverness (Citrus County)	1	1
Florida Department of Transportation	1	0
Total	10	9

Note: FDOT District Seven Secretary is a nonvoting advisor

The proposed voting membership (which does not differ from the current membership) is shown in the following table and further discussed herein.

Proposed Hernando/Citrus Metropolitan Planning Organization Board Membership		
Governmental Entity	Number of Members	Vote
Hernando County Commission	4	4
Citrus County Commission	2	2
City of Brooksville (Hernando County)	1	1
City of Crystal River (Citrus County)	1	1
City of Inverness (Citrus County)	1	1
Florida Department of Transportation	1	0
Total	10	9

2023 METROPOLITAN PLANNING AREA BOUNDARY MAP

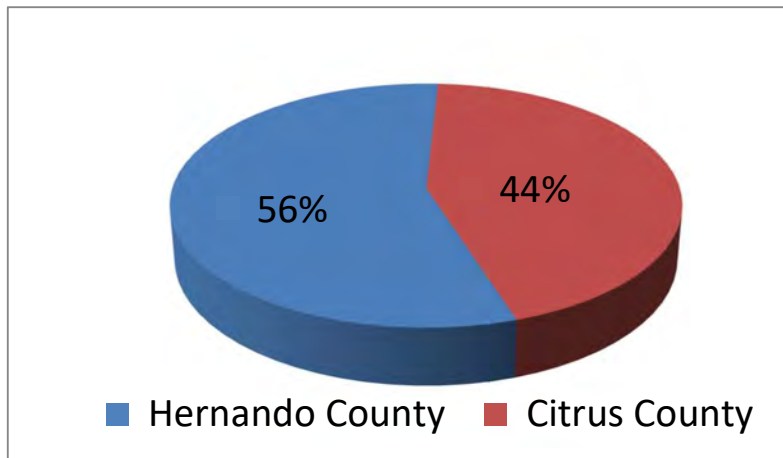


POPULATION

The Metropolitan Planning Area Boundary (MPAB) includes a population increase from 314,014 in 2010 to 348,358 in 2020 based upon the 2020 Census.

Metropolitan Planning Area Boundary Population 2010 to 2020 Based Upon the Census		
Jurisdiction	2010	2020
Hernando County	172,778	194,515
Citrus County	141,236	153,843
Total	314,014	348,358

Metropolitan Planning Area Boundary Population Distribution



APPORTIONMENT PLAN METHODOLOGY

Chapter 339.175 (3)(a), Florida Statutes states:

“The voting membership of an M.P.O. shall consist of at least 5 but not more than 25 apportioned members, with the exact number determined on an equitable geographic-population ratio basis, based on an agreement among the affected units of general-purpose local government and the Governor, as required by federal regulations.”

**HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)
 APPORTIONMENT PLAN
 November 2, 2023**

The following table illustrates the individual incorporated municipality populations as a percentage of the entire transportation planning area population. This data is used to develop the MPO membership and is in accordance with the percentage of the population.

Jurisdiction	Population		
	2010	2020	% of 2020 MPO Total
Citrus County*	130,918	142,904	41.02%
City of Crystal River	3,108	3,396	0.97%
City of Inverness	7,210	7,543	2.17%
Citrus County Total	141,236	153,843	44.16%
Hernando County*	165,047	185,609	53.28%
City of Brooksville	7,719	8,890	2.55%
Weeki Wachee	12	16	0.00%
Hernando County Total	172,778	194,515	55.84%
MPO TOTAL	314,014	348,358	100.00%
* Unincorporated area			
Note: On June 9, 2020, House Bill 1215 was signed abolishing the City of Weeki Wachee.			

APPORTIONMENT PLAN

The Apportionment Plan uses a non-weighted vote based on population percentage of the governmental entities within the MPO boundaries. The voting membership is shown in the following table. The Apportionment Plan is proposing no changes in the composition of the membership or number of votes as the proposed voting membership is consistent with the 2020 census data reflected herein.

Hernando/Citrus MPO Voting Membership		
Governmental Entity	Number of Members	Number of Votes
Hernando County	4	4
City of Brooksville	1	1
Citrus County	2	2
City of Crystal River	1	1
City of Inverness	1	1
Florida Dept of Transportation (Non-Voting)	1	0
Total	10	9

RESOLUTION OF SUPPORT

The resolution of support from the Metropolitan Planning Organization Board is attached.

RESOLUTION NO. 2023-8
A RESOLUTION OF THE
HERNANDO/CITRUS METROPOLITAN
PLANNING ORGANIZATION BOARD
SUPPORTING THE ADOPTION OF THE MPO MEMBERSHIP
APPORTIONMENT PLAN

WHEREAS the Hernando/Citrus Metropolitan Planning Organization is the agency designated to conduct a continuing, coordinated, and comprehensive transportation planning process in Citrus and Hernando counties, and

WHEREAS, Section 134 Title 23 of the United States Code requires the designation of MPOs in urban areas, as defined by the United States Census Bureau; and

WHEREAS, the Hernando/Citrus Metropolitan Planning Organization met on November 2, 2023, to review its voting composition and agreed on the composition presented herein; and

WHEREAS, Section 339.175(4)(a), Florida Statutes, requires the Governor to review the composition of the Metropolitan Planning Organization's membership in conjunction with the decennial census.

NOW, THEREFORE, BE IT RESOLVED, that the Hernando/Citrus Metropolitan Planning Organization approves the submittal of a MPO Membership Apportionment Plan to the Governor's Office.

PASSED and DULY ADOPTED by the Hernando/Citrus Metropolitan Planning Organization on November 2, 2023.

Attest:

Hernando/Citrus Metropolitan Planning
Organization


By: _____

By: _____

Robert M. Esposito
MPO Executive Director

Ruthie Schlabach
MPO Chair

Approved as to Form and Legal Sufficiency
for Review and Content by



County Attorney's Office

REVIEW AND RECOMMENDATION OF THE MPO PUBLIC PARTICIPATION PLAN (PPP) UPDATE

Pursuant to 23 C.F.R. 450.316, each Metropolitan Planning Organization (MPO) is required to adopt a Public Participation Plan (PPP). The PPP is intended to provide direction for public involvement activities to be conducted and strives to include all interested parties. PPPs are required to be periodically reviewed to ensure a full and open participation process. The last update was adopted on December 15, 2022.

The major updates to the PPP include the following:

- Legal citations have been added, where applicable.
- Publishing of legal notices in a newspaper was removed as public notice will be in the form of the placement on the MPO webpage.
- Removed posting notices on social media sites by the MPO. Public Notices will be sent to the public information office of Hernando and Citrus counties for posting on their respective websites.
- The UPWP section was updated for definitions on modifications/amendments in accordance with requirements of the Florida Department of Transportation.
- MPO Committee and Transportation Disadvantaged Local Coordinating Board meeting details were updated.
- The MPO volunteer application was updated and incorporated into the PPP.
- An Appendix A was added to track PPP amendments and modifications post adoption.

A 45-day public review period is required on the PPP prior to MPO Board adoption. The comment period will begin October 24, 2023, and will be advertised in the Hernando Sun on October 20, 2023, and in the Citrus Chronicle on October 22, 2023.

Staff Recommendation: It is recommended the CAC review and recommend the MPO Board approve the MPO Public Participation Plan (PPP) update.

Staff Recommendation: It is recommended the BPAC review and recommend the MPO Board approve the MPO Public Participation Plan (PPP) update.

Attachment: MPO Public Participation Plan (PPP), MPO Public Participation Plan (PPP) Adopted-December 15, 2022, MPO Board/Committee Application-Adopted

DRAFT



PUBLIC PARTICIPATION PLAN (PPP)

**Hernando/Citrus Metropolitan
Planning Organization**

*Adopted: December 7, 2023
(anticipated)*

1661 Blaise Drive
Brooksville, FL 34601
email: mpo@hernandocounty.us
website: www.hernandocitrusmpo.us

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ACKNOWLEDGEMENTS

Preparation of this document was supported in part with funds provided by the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), and Federal Transit Administration (FTA) through cooperative agreements with the Hernando/Citrus Metropolitan Planning Organization (MPO). Development of the plan was made possible by the leadership of the Hernando/Citrus MPO Board, the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), and Bicycle Pedestrian Advisory Committee (BPAC).

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TTY-based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. Dial 711 to be connected to an assistant.

Discapacidad para usar el sistema telefónico a través de un teléfono de texto (TTY) u otro dispositivo para llamar a personas con o sin tales discapacidades. Marque 711 para conectarse a un asistente.

Las personas que requieran acomodaciones especiales bajo la Ley para las Personas con Impedimentos (Americans with Disabilities Act), conocida por sus siglas en inglés ADA, o las personas que requieran servicios de traducción (de forma gratuita) deben comunicarse con el Oficial de Derechos Civiles.

PLEASE CONTACT THE MPO OFFICE FOR MORE INFORMATION:

Bob Esposito, Hernando/Citrus MPO Executive Director
1661 Blaise Drive, Brooksville, Florida 34601 / Phone: (352) 540-6523
Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

PUBLIC PARTICIPATION PLAN (PPP)

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan was initially adopted on September 30, 2014, and updated on September 18, 2018, and December 15, 2022. The plan is periodically reviewed to ensure consistency with applicable regulations, and changes are made when necessary. The Hernando/Citrus MPO encourages early and continuing participation by the public in the transportation planning and decision-making process.

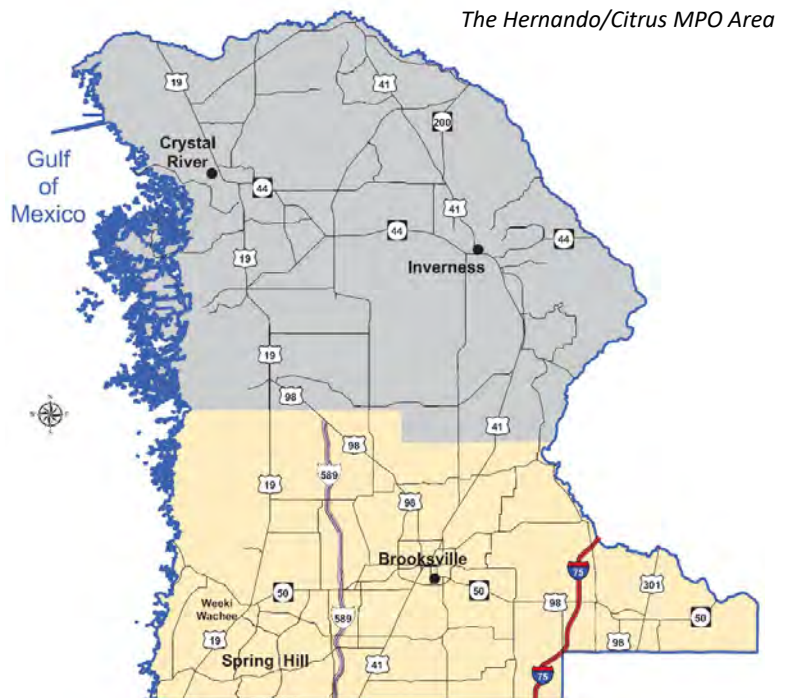
The PPP provides guidance to the public regarding when and how to participate in the transportation planning and decision-making process. The MPO makes every effort to make plans and programs easy to understand by the public.

The MPO must provide communities, public agencies and transportation related entities, users of pedestrian walkways and bicycle transportation facilities, those with disabilities, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and transportation related planning and programming processes.

ABOUT THE HERNANDO/CITRUS MPO

The Hernando/Citrus MPO was created in 2014 and is responsible for facilitating and coordinating regional transportation planning activities in Hernando County, Citrus County, and the cities of Inverness, Crystal River, and Brooksville. MPOs exist throughout the U.S. and began with the development of the Interstate Highway System. To carry out federal transportation planning requirements, Title 23 of the United States Code provides that an MPO be designated for each urbanized area with a population of more than 50,000.

With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged “a *Continuing, Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities (referred to as the 3-C’s).” The MPO is responsible for ensuring that federal and state dollars spent on existing and future transportation projects and programs are based on the 3-C’s planning process. Each urban area in the United States has an MPO which acts as a liaison between local communities, their citizens, and the state departments of transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent.



Committees were established to assist the MPO in the development of plans and programs while offering opportunities for public participation. The committees serve at the pleasure of the MPO Board. The Hernando/Citrus MPO has a Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle/Pedestrian Advisory Committee (BPAC), and two Transportation Disadvantaged Local Coordinating Boards (TDLCB).

FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS

The Hernando/Citrus MPO complies with the following federal requirements:

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 (42 USC. 2000d-1) prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. In addition, the MPO complies with other federal and state authorities and does not deny the benefits of, exclude from participation in or discriminate against anyone based on race, color, national origin, sex, age, disability, religion, income, or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity which include the MPO. The MPO is responsible for providing reasonable accommodations to those with disabilities who require special services to access information or participation in MPO activities (42 U.S.C. 12131-12134).

Environmental Justice – Executive Order 12898

Addressing requirements for Federal actions to address environmental justice concerns for low-income and minority populations. The focus of the order was to:

- Identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations to the greatest extent practicable and permitted by law.
- Develop a strategy for implementing environmental justice.
- Promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.

Limited English Proficiency (LEP) – Executive Order 13166

The purpose of the order is to improve access to services for persons with Limited English Proficiency (LEP). The order requires agencies that receive federal funds to develop plans so that people for whom English is not their second language or have limited ability to read, speak, write, or understand English can have meaningful access to services provided.

ANYONE WISHING TO CONTACT THE MPO WITH COMMENTS, QUESTIONS, OR COMPLAINTS REGARDING CIVIL RIGHTS, PLEASE CONTACT BOB ESPOSITO AT RESPOSITO@HERNANDOCOUNTY.US

MPO BOARDS, COMMITTEES, AND STAFF

Hernando/Citrus MPO Board

The MPO Board shall perform all acts required by federal or state laws or rules which are necessary to qualify for federal aid. It shall be involved in the planning and programming of transportation facilities, including, but not limited to, airports, intercity and high-speed rail lines, seaports, and intermodal facilities, to the extent permitted by state or federal law. The MPO Board is comprised of nine (9) elected officials representing the local governments within the MPO area, and a non-voting advisor from the Florida Department of Transportation (FDOT). *[Chapter 339.175, F.S.]*

The primary role of the Hernando/Citrus MPO is to ensure existing and future expenditures of governmental funds for transportation projects and programs within the MPO area are developed based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO shall, in cooperation with the Florida Department of Transportation (FDOT) develop:

1. a Long-Range Transportation Plan (LRTP),
2. an annually updated Transportation Improvement Program (TIP),
3. an annual Unified Planning Work Program (UPWP), and
4. the development of transportation programs, plans, and projects consistent with local, state, and federal requirements of the metropolitan planning area such as the Public Participation Plan (PPP), Transit Development Plan (TDP), and the Transportation Disadvantaged Service Plan (TDSP)

MPO Board Meeting Details

MPO Board meetings are scheduled the first Thursday of the month and begin at 1:30 p.m. (unless otherwise posted). Meetings alternate between Hernando and Citrus County on an annual basis. All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.HernandoCountyMPO.us. Please refer to the MPO website for the adopted meeting(s) calendar and location.

MPO Meeting Location/Time – location alternates annually

Even Numbered Years-Hernando County

Brooksville City Council Chambers*

201 Howell Avenue

Brooksville, Florida 34601

Time: 1:30 p.m.

Odd Numbered Years-Citrus County

Lecanto Government Building

3600 W. Sovereign Path, Room 166

Lecanto, Florida 34461

Time: 1:30 p.m.

*As approved October 5, 2023, unless otherwise posted on the MPO website for meeting location.

Opportunities for Public Participation



The Hernando/Citrus MPO offers various opportunities to become involved in the transportation planning process. Public participation is welcomed, encouraged, and critical to the MPO. In addition to attendance at public meetings, citizens can be involved in serving as volunteer members on the following MPO Boards and Committees:

- Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Citrus County Transportation Disadvantaged Local Coordinating Board (TDLCB)
- Technical Advisory Committee (TAC)
- Citizens Advisory Committee (CAC)
- Bicycle/Pedestrian Advisory Committee (BPAC)

Additionally, temporary, or short-term project committees may be established by the MPO for transportation planning purposes.

There is a volunteer application process to participate in any of the MPO's activities. The application is available on request by mail or on the Hernando/Citrus MPO website at www.HernandoCitrusMPO.us.

Transportation Disadvantaged Local Coordinating Boards

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinator (CTC) which provides services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. Hernando County and Citrus County each have a Transportation Disadvantaged Local Coordinating Board (TDLCB).

The MPO Board serves as the Designated Official Planning Agency (DOPA) for both TDLCB's. The TDLCB Board member positions are established by Florida Administrative Code 41-2. The TDLCB Boards are comprised of citizen and agency representatives.

TDLCB Meeting Details

TDLCB meetings are conducted quarterly and scheduled the second Thursday of the month (unless otherwise posted). Meeting notices are published in a newspaper of general circulation in the home county 5-10 days prior to any public TDLCB meeting. Additionally, the meeting notice will be posted to the MPO website 5-10 days prior to meeting. All meetings are open to the public and your participation is encouraged. Agendas are posted in advance of the meetings and are available online at www.HernandoCountyMPO.us.

TDLCB Meeting Location/Time

Hernando County TDLCB

Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601
Time: 1:30 p.m.

Citrus County TDLCB

Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461
Time: 9:30 a.m.

Technical Advisory Committee (TAC)

Membership of the TAC includes planners, engineers, transit, and other technical representatives from governmental agencies in the Hernando/Citrus MPO area. It is important for the TAC to be involved in the development of MPO plans and programs to ensure consistency with local programs and provide technical assistance as needed. The TAC is required under Florida Statute Chapter 339.175.

TAC Meeting Details

Committee meetings are required four times a year with additional meetings scheduled monthly as needed. The TAC may meet jointly with other committees on an as-needed basis.

The TAC typically meets on the fourth Thursday of the month (unless otherwise posted) at 9:00 a.m. and the meeting location alternates between Hernando and Citrus County. Please refer to the MPO website for the adopted meeting(s) calendar/location at www.HernandoCountyMPO.us.

Meeting notices and agendas will be posted to the MPO website 5-10 days prior to the meeting. All meetings are open to the public and your participation is encouraged.

TAC Meeting Location/Time

Hernando County

Hernando County Building Training Facility
1661 Blaise Drive
Brooksville, Florida 34601

Time: 9:00 a.m.

Citrus County

Lecanto Government Building
3600 W. Sovereign Path, Room 166
Lecanto, Florida 34461

Time: 9:00 a.m.



*Stakeholder Group for the Vulnerability & Risk Assessment
Study for Transportation Infrastructure (2023)*

Citizens Advisory Committee (CAC)

Membership of the CAC includes a cross section of citizens including transit users, citizens with physical disabilities/challenges, and citizens in the Hernando/Citrus MPO area. The CAC is required under Florida Statute Chapter 339.175. The CAC conducts joint meetings with the BPAC and may meet separately on an as-needed basis.

Bicycle/Pedestrian Advisory Committee (BPAC)

The BPAC assists the MPO in the development of priority plans and programs important to bicycle/pedestrian modes of transportation. The BPAC is comprised 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. The membership includes citizen volunteers and agency representatives. The BPAC conducts joint meetings with the CAC and may meet separately on an as-needed basis. The BPAC is not statutorily required but exists at the pleasure of the MPO Board.

Joint Meeting Details of the CAC and BPAC

Committee meetings are required four times a year with additional meetings scheduled monthly as needed.

The CAC and BPAC may meet jointly with other committees on an as-needed basis.

The CAC and BPAC typically meet on the fourth Thursday of the month (unless otherwise posted) at 10:30 a.m. and the meeting location alternates between Hernando and Citrus County. Please refer to the MPO website for the adopted meeting(s) calendar/location at www.HernandoCountyMPO.us.

Meeting notices and agendas will be posted to the MPO website 5-10 days prior to the meeting. All meetings are open to the public and your participation is encouraged.

Joint CAC and BPAC Meeting Location/Time

Hernando County

Hernando County Building Training Facility
1661 Blaise Drive, Brooksville, Florida 34601
Time: 10:30 a.m.

Citrus County

Lecanto Government Building
3600 W. Sovereign Path, Room 166, Lecanto, Florida 34461
Time: 10:30 a.m.

MPO Staff

The MPO staff includes an Executive Director, MPO Coordinator, and an Administrative Assistant. Additionally, the MPO utilizes the services of General Planning Consultants for technical development of required plans and programs. The MPO Committees, along with staff, provide recommendations to the MPO Board regarding planning, implementation of projects, and related issues. The MPO staff works closely with the public, community agencies, consultants, and the Florida Department of Transportation (FDOT).

The MPO Staff can be contacted for questions or comments regarding the transportation planning processes and procedures:

- Visit our website at www.HernandoCitrusMPO.us
- Email us at mpo@hernandocounty.us
- Call us at (352) 754-4082



MPO Advisory Boards and Committees Volunteer Application Process

The MPO Board shall establish and appoint all committee memberships for citizens desiring to volunteer their services. The Metropolitan Planning Organization utilizes volunteers to serve on advisory boards and committees to assist in the cooperative, continuous, and comprehensive planning processes involved in transportation programs in the metropolitan area. The advisory boards and committees include citizen members and local/state agency members. To serve as a volunteer member on one of MPO's Boards or Committees, please note the following:

- Complete and submit an application form to the MPO staff. Applications are available on request by mail, online at www.HernandoCitrusMPO.us, and in the MPO offices.
- Citizen applications will be presented to the Metropolitan Planning Organization Board for appointment at a regular public meeting.

Methods for Recruitment

- Media releases are issued to county Public Information Officers for MPO member governments with a request to post on county websites and applicable social media platforms.
- Vacancies are posted to MPO website and applicable county social media platforms.
- Provide flyers to Transit operators in both counties with a request to post on buses and transit offices.
- Contact agency offices to fill vacant positions via email and telephone.

The volunteer application is available on request by mail or on the Hernando/Citrus MPO website at www.HernandoCitrusMPO.us.

PUBLIC PARTICIPATION AND OUTREACH POLICIES

Public Notice

The MPO informs the public, in a timely manner, of upcoming decisions regarding plans and programs. Notices will be advertised and/or posted on the website and in local newspapers in each county when required by the prescribed, applicable program. The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at www.HernandoCountyMPO.us.

Public Access

All meetings are open to the public and participation is encouraged. Meeting locations may alternate between Hernando and Citrus Counties. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income, or family status. Persons who require special accommodations under the Americans with Disabilities Act should contact the MPO at least two (2) days prior to the proceedings, for language assistance please contact the MPO at least five (5) days prior to the proceedings to allow adequate coordination time. The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at www.HernandoCountyMPO.us.

Public Comment Period

A key opportunity for members of the public to share their thoughts and ideas is during the public review and comment period. The public comment periods are intended to ensure the public has easy access to information and timely notice about the transportation planning process. The MPO advises the public of the comment periods utilizing the MPO website, the newspaper when applicable, social media of the counties when applicable, and during public meetings of the MPO Board and its standing committees and boards. The Hernando/Citrus MPO website has a section entitled Public Notice and Relevant News where public notices are posted for upcoming meetings and events at www.HernandoCountyMPO.us.

Stakeholder Coordination

To provide affected and interested parties' opportunities to comment on the transportation planning process pursuant to 23 USC 104(d)1, the MPO maintains an up-to-date database of contacts which includes:

- Elected Officials
- Local Government Staff
- Transportation Agencies (Port, Airports, Transit, etc.)
- Law enforcement and emergency services management, emergency operations centers, chambers of commerce, and economic development agencies.
- Local Media (TV, Radio, Print, etc.)
- Homeowners Associations
- Civic Groups
- Special Interest Groups (Other Interested Parties)
- Libraries (for Public Display)
- Federal, State, and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues
- Representatives of Users of Pedestrian Walkways
- Private Freight Shippers
- Representatives of Users of Bicycle Transportation Facilities
- Other parties that would have an interest in the planning and development of the transportation network, including affected public agencies in the transportation planning area
- Native American Tribal Council
- Representatives of Public Transportation Employees
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of the Disabled
- Interested parties may request to be added to the email data base at any time. Please contact MPO staff.



MPO OUTREACH STRATEGIES

The following outreach strategies are regularly used by the MPO:

- Provide timely information about transportation issues and processes to communities, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs, and projects affiliated with the Hernando/Citrus Metropolitan Planning Organization (MPO).
- Provide reasonable public access to technical and policy information used in the development of the LRTP, the TIP, and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
- If the final draft of any transportation plan differs significantly from the one available for public review by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan is made available.
- All transportation plans and project documents are posted to the MPO's website (www.HernandoCitrusMPO.us) to ensure reasonable access to the information by the public during the review period. Hard copy of the materials is available for public review during business hours at the MPO office or upon request.
- Comment forms are used to solicit public comment on specific issues or transportation plans being presented at a workshop or other public meeting.
- Comments may also be submitted via email (mpo@hernandocounty.us) or by regular mail. Responses to questions and comments concerning the public participation process, draft transportation plans, programs or public agency consultation process will be made directly to the citizen by letter, telephone call or by email within 10 days of receipt. A summary of comments received may be made part of the final plan or program.
- County and city social media platforms may be used to promote MPO activities. These platforms are used to communicate information to the public.
- Use visualization techniques at meetings and workshops may include geographical mapping, PowerPoint presentations, pictures, etc.
- Hold public meetings at convenient locations and accessible times which in the event of a statewide emergency, includes the ability to conduct virtual meetings.
- Coordination with the statewide transportation planning public involvement and consultation processes.
- Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- Meeting notices and media releases shall be published on the MPO website (www.HernandoCitrusMPO.us). When required by specific plans or programs, meeting notices shall be published in a newspaper of general circulation in the required jurisdiction.

- Public notices will be sent to the Public Information Offices of Hernando County and Citrus County for posting public notices on their respective website.
- The MPO website will be used to keep the public up to date regarding plans and projects, and timelines for participation.
- An MPO logo and color scheme representing the MPO is used to promote products and publications of the MPO.
- E-mail announcements and MPO information will be e-mailed to interested persons that have submitted their e-mail addresses to MPO staff. Pursuant to Government-in-the-Sunshine, all email correspondence is subject to public review.
- Project Workshops/Open Houses/Community Forums may be used to provide project information to the public and to solicit public comment.
- Surveys may be available online or distributed in person.
- Project websites may be used for individual projects, such as corridor studies, that are typically performed using consulting services. In this case, a link to the project site would be included on the MPO site.
- In the event or situation that impacts the ability to strictly adhere to the public notice requirements, every effort will be made to furnish the public with the most current information available via the MPO website (www.HernandoCitrusMPO.us) and or the Public Information Offices of the jurisdictions of the metropolitan planning area. The MPO Executive Director is directed to take necessary administrative action for compliance with state and federal requirements and will advise the MPO Board accordingly.



PUBLIC PARTICIPATION AND NOTICE FOR CORE MPO PLANS AND PROGRAMS

Long-Range Transportation Plan (LRTP)

Identifies transportation improvements necessary to maintain adequate mobility and accommodate growth forecasted over the next 20-year timeframe. The plan includes long-range and short-range strategies that provide for development of an integrated multimodal transportation system (to include accessible pedestrian walkways and bicycle transportation facilities). The process includes innovative technical modeling and collaborative public engagement. Future goals, strategies, and projects to address the planning factors required by 23 C.F.R. 450.306(a) and (b)] are identified in the LRTP.

LRTP DEVELOPMENT	Every five (5) years
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC). Draft LRTP is posted to the MPO website at least 30 days prior to the MPO adoption meeting to allow for public comment. Documents will also be available for public review in the MPO office, or upon request.
Meeting Notices	<ul style="list-style-type: none"> 30-day public notice must be advertised. Public notice is posted to the MPO website 5-10 days prior to the meeting.
Approval	<ul style="list-style-type: none"> By the MPO Board, two advertised public meetings are required for adoption. LRTP documentation must be posted to the website and be available in MPO office no later than 90 days after adoption.
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance.
Public Review	No formal review required; modifications are posted to the website.
Meeting Notices	Not applicable.
Approval	Administrative.
AMENDMENT	A major revision to the LRTP, such as adding or deleting a project, a major change in project costs, initiation dates, and/or design concept and scope, such as changing project locations or the number of through traffic lanes. Consult MPO Handbook for additional threshold guidance.
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC). Draft amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment. Documents will also be available for public review in the MPO office, or upon request.
Meeting Notices	<ul style="list-style-type: none"> Public notice is posted to the MPO website 5-10 days prior to the meeting
Approval	<ul style="list-style-type: none"> By the MPO Board at an advertised public meeting. Roll Call Vote if amendment affects projects in the first 3 years.

Transportation Improvement Program (TIP)

The purpose of the Transportation Improvement Program (TIP) is to identify transportation needs and priorities of the metropolitan planning area including regionally significant projects regardless of their funding source (23 USC and 49 USC, Chapter 53). The TIP demonstrates the process of prioritizing, selecting, and funding transportation projects in accordance with federal requirements of Title 23 CFR 450 and Title 49 CFR Chapter 53, as amended.

The Transportation Improvement Program (TIP) is a five-year (5-year) plan for the Hernando/Citrus Metropolitan area which encompasses Citrus and Hernando counties and the cities within their boundaries, i.e., City of Crystal River, City of Inverness, and the City of Brooksville, respectfully. The plan includes the multi-modal project improvements consistent with the Long-Range Transportation Plan (LRTP) and is updated annually.

The TIP is developed through a continuing, comprehensive, and coordinated effort with the Florida Department of Transportation (FDOT), Federal Transit Administration (FTA), Hernando/Citrus Metropolitan Planning Organization (MPO), and the public.

The adoption of the Transportation Improvement Program (TIP) of the Hernando/Citrus Metropolitan Planning Organization (MPO) is conducted pursuant to the Public Participation Plan (PPP). The process includes the review and recommendation of the TIP by the MPO’s public committees, i.e., the Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and the Bicycle/Pedestrian Advisory Committee (BPAC), and is posted on the MPO’s website for a 30-day public review comment period. The MPO Board will review and approve the TIP and provide it to the Florida Department of Transportation pursuant to law (Chapter 339.175 (8)).

TIP DEVELOPMENT	TIPs are developed annually and cover a 5-year period (5 th year is illustrative)
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC). Draft TIP is posted to the MPO website at least 30 days prior to the MPO adoption meeting to allow for public comment. Documents will also be available for public review in the MPO office, or upon request.
Meeting Notices	<ul style="list-style-type: none"> 30-day public notice must be advertised. Public notice is posted to the MPO website 5-10 days prior to the meeting.
Approval	By the MPO Board at an advertised public meeting Roll call vote.
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance.
Public Review	No formal review required; modifications are posted to the website.
Meeting Notices	Not applicable.
Approval	Administrative.
AMENDMENT	A major revision to the TIP, such as adding or deleting a project, a major change in project costs, initiation dates, and/or design concept and scope, such as changing project locations or the number of through traffic lanes. Consult MPO Handbook for additional threshold guidance.

TIP DEVELOPMENT	TIPs are developed annually and cover a 5-year period (5 th year is illustrative)
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC). Draft amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment. Documents will also be available for public review in the MPO office, or upon request.
Meeting Notices	<ul style="list-style-type: none"> Public notice is posted to the MPO website 5-10 days prior to the meeting
Approval	<ul style="list-style-type: none"> By the MPO Board at an advertised public meeting. Roll Call Vote if amendment affects projects in the first 3 years.
ROLL FORWARD AMENDMENT	<ul style="list-style-type: none"> Takes place between July 1 and September 30. Project must appear in the amendment exactly as the newly adopted TIP. No public meetings with MPO committees (TAC, CAC, BPAC) are required. MPO Board approval, meeting notice is posted to the MPO website 5-10 days prior to meeting, or MPO Director approval with Board authorization.



"Bicycling on the Suncoast Trail"
 Photo by: Kimberly Poppke

List of Priority Projects (LOPP)

The Hernando/Citrus MPO is responsible for annually developing a List of Priority Projects (LOPP) for Transportation Priority for Congestion Management and a List of Priority Projects for Transportation Alternatives and submitting the list to the Florida Department of Transportation (FDOT) for consideration during the development of the 5-Year Work program for the MPO area. The MPO, working through its Technical Advisory, Bicycle/Pedestrian Advisory, and Citizens Advisory committees, prioritizes projects based upon projects identified through the Cost-Feasible Plan of the 2045 Long-Range Transportation Plan (LRTP). This prioritization will also incorporate Complete Streets elements that rely on FDOT’s Context Classification process. This will allow FDOT to review projects on the state system with the goal of applying Complete Street features wherever possible. On local facilities, it would also allow the MPO to suggest Complete Street features to the extent possible.

The LOPP includes a list of projects involving major improvement and congestion management and a separate list of transportation alternatives projects. These lists contain projects that are considered of highest priority for improvement by the MPO and its advisory committees. The criteria for the prioritization of transportation projects include existing and projected facilities levels of service, safety considerations, anticipated funding levels, ability to complete the project, and overall modal performance and system connectivity. Consistent with federal requirements and the 2045 Long-Range Transportation Plan (LRTP), the prioritization process considers the recommendations of the MPO Board’s advisory committees (Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee).

LOPP DEVELOPMENT	Annually
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC). Draft LOPP is posted to the MPO website at least 10 days prior to the MPO adoption meeting to allow for public comment. Documents will also be available for public review in the MPO office, or upon request.
Meeting Notices	<ul style="list-style-type: none"> Meeting notice is posted to the MPO Website 5-10 days prior to the meeting.
Approval	By the MPO Board at an advertised public meeting Roll call vote.
MODIFICATION/ AMENDMENT	Any changes to project priorities, or addition/deletion of projects.
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC). Documents are available on the MPO website for public review and comment for a minimum of 10 days prior to final action.
Meeting Notices	<ul style="list-style-type: none"> Public notice is posted to the MPO website 5-10 days prior to the meeting.
Approval	By the MPO Board at an advertised public meeting.

Unified Planning Work Program (UPWP)

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

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

The UPWP must include a description of work, resulting products, who will perform the work, cost of the work and source of the funding. The UPWP covers two State fiscal years. The establishment of the initial 2-year program is considered “new UPWP development,” the 2nd year update is the “UPWP Revision.” A revision can be categorized as a modification or amendment depending on the threshold of revision.

UPWP DEVELOPMENT	New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate.
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC). Draft UPWP is posted to the MPO website at least 30 days prior to the MPO adoption meeting to allow for public comment. Documents will also be available for public review in the MPO office, or upon request.
Meeting Notices	<ul style="list-style-type: none"> 30-day public notice must be advertised. Public notice is posted to the MPO website 5-10 days prior to the meeting.
Approval	By the MPO Board at a public meeting in which public notice was provided on the MPO website.
MODIFICATION	Does not change the approved FHWA and FTA budget, scope of the FHWA and FTA funded work task(s) or add or delete a work task(s).
Public Review	No formal review required; modifications are posted to the website and uploaded to the MPO Document Portal.
Meeting Notices	Not applicable.
Approval	Administrative.
AMENDMENT	Changes the approved FHWA and FTA budget, changes the scope of FHWA and FTA work task(s), or add or delete a work task(s). <i>Note: changes may also require funding agreement amendment.</i>

UPWP DEVELOPMENT	New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate.
Financial vs. Non-Financial Amendment	<ul style="list-style-type: none"> • Both financial and non-financial amendments can occur to the UPWP. Financial amendments can change the total amount of UPWP funding and/or the transfer of funds between tasks, while non-financial amendments will not change funding amounts. Examples of non-financial amendments include the following: <ul style="list-style-type: none"> a) Change in the scope or objective of the program or task; b) Change in key person, i.e., MPO Staff Director; c) Extension of the period of performance past the approved work program period; d) Sub awarding, transferring, or contracting out any of the activities in the UPWP; e) Disengaging from a project for more than 3 months, or a 25 percent reduction in time devoted to the project by the approved project director or principal investigator; f) Including costs that require prior approval (e.g., capital and equipment purchases \$5,000 and above per unit cost).
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Meeting Notices	<ul style="list-style-type: none"> • Public notice is posted to the MPO website 5-10 days prior to the meeting.
Approval	<ul style="list-style-type: none"> • By the MPO Board at a public meeting. • Roll Call Vote if amendment affects projects in the first 3 years.

Public Participation Plan (PPP)

The PPP is defined as part of the transportation planning work program which identifies the public involvement strategies and the outreach activities to be undertaken by the Hernando/Citrus MPO. As required by federal law, a forty-five (45) day public comment period is held prior to Board adoption of the PPP to offer another avenue of public input. Once adopted, the plan is available on www.HernandoCitrusMPO.us.

PPP DEVELOPMENT, MODIFICATION, AMENDMENT	Reviewed
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC). • Draft UPWP is posted to the MPO website at least 45 days prior to the MPO adoption meeting to allow for public comment. • Documents will also be available for public review in the MPO office, or upon request.
Meeting Notices	<ul style="list-style-type: none"> • 45-day public notice must be advertised 23 CFR 450.316. • Public notice is posted to the MPO website 5-10 days prior to the meeting.
Approval	By the MPO Board at an advertised public meeting.

Transit Development Plans

The Transit Development Plan (TDP) is the public transportation provider's strategic guide for public transportation over the next 10 years. The TDP identifies public transportation service improvement priorities, determines the operating and capital costs to implement these service improvement priorities, and outlines a strategy for implementation. Pursuant to rule 14-73.001, the Transit Development Plan (TDP) must include opportunities for public involvement.

The public transportation provider for Hernando and Citrus Counties are their respective Board of County Commissioners (BOCC) which are responsible for approval of the TDP. Notices of TDP adoption, amendment or annual progress reports are published in a newspaper of general circulation in the home county 5-10 days prior to any public action. Documents will be posted to their respective website and available for a 30-day review period for new TDPs, and 10-day review for TDP amendments or annual progress reports.

Updates to the Transportation Disadvantaged Service Plans (TDSP) for either Citrus or Hernando County are available on the MPOs website for public review prior to approval. Public access is provided as identified in this document.

Minor updates to the TDSP that do not affect program operations do not require public review (i.e.: corrections, clarifications, etc.).



State of Emergency

During a local, state, or federal emergency, every attempt will be made to follow the MPO participation plan or to offer alternatives for committee and board approval, to continue community engagement, and to seek input. Adjusted strategies may include enhanced use of media and social media resources, and increased mailings or mass email distributions. The MPO may consider providing information via webinar or short videos to cover topics which would have been addressed in an in-person meeting.

The MPO Continuity of Operations Plan (COOP) provides guidance in the event of an interruption of services due to an emergency. The purpose of the COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources and to ensure operational and managerial requirements are met.

The MPO is required by law to produce, approve, and submit the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), List of Project Priorities, and Transportation Improvement Program (TIP) in compliance with statutory mandates and timelines. In the event the COOP is activated when one or more of these documents must be approved, the MPO is authorized to implement emergency protocols in a local, state, or federal declaration of a State of Emergency:

1. The Executive Director, in consultation with the Chair (or their respective successors), may request a deferral of approval depending on the emergency, the specific essential document needing approval, and the projected date when the MPO Board could meet again.
2. If the quorum requirements for public meetings are suspended by Executive Order of the Governor of the State of Florida, the MPO may hold a public meeting of the MPO Board using communications media technology, following rules pursuant to F.S. Section 120.54(5)(b)2, and waiving official recommendations from MPO committees.

APPENDIX A: INDEX OF PPP AMENDMENTS AND MODIFICATIONS POST ADOPTION

DATE	REVISION #	CHANGE TYPE	EXPLANATION OF THE CHANGE

APPENDIX B: PPP MONITORING ACTIVITIES

- The MPO website will be updated as necessary to maintain consistency with local, state, and federal requirements.
- Public Information Officers will provide links of notices on social media sites upon request of the MPO.
- Agendas with associated back up for all MPO Board and Committee meetings will be posted to the MPO website approximately 7 days prior to the public meeting.
- Public Notice for upcoming meetings will be posted to the website at least 5 to 10 days prior to the meeting or as prescribed by the project or program.
- The MPOs general email delivery mailbox will be monitored daily to address emails received.

APPENDIX C: FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS

The public involvement process requirements in 23 CFR 450, Section 450.316 are described below.

§450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION

- (a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.



- 1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - i. **Providing adequate public notice** of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (known as the LRTP) and the TIP.
 - ii. **Providing timely notice and reasonable access** to information about transportation issues and processes.
 - iii. **Employing visualization techniques** to describe metropolitan transportation plans and TIPs.
 - iv. **Making public information** (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web (Internet).
 - v. **Holding any public meetings at convenient and accessible locations and times.**
 - vi. **Demonstrating explicit consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP.
 - vii. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems**, such as low-income and minority households, who may face challenges accessing employment and other services.
 - viii. **Providing an additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
 - ix. **Coordinating** with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
 - x. **Periodically reviewing** the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- 2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) because of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

- 3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web (Internet), to the maximum extent practicable.
- (b) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
- 1) Recipients of assistance under title 49 U.S.C. Chapter 53.
 - 2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - 3) Recipients of assistance under 23 U.S.C. 201-204.
- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.



[[81 FR 34135](#), May 27, 2016, as amended at [81 FR 93473](#), Dec. 20, 2016: [82 FR 56544](#), Nov. 29, 2017]

APPENDIX D: GLOSSARY

- ADA** The [Americans with Disabilities Act of 1990](#) is a Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.
- BOCC** **Board of County Commissioners.** The Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.
- BPAC** **Bicycle/Pedestrian Advisory Committee.** The BPAC is a standing committee appointed by the MPO Board.
- CAC** **Citizens Advisory Committee.** The CAC is a statutorily required committee of which the members are appointed by the MPO Board.
- CIP** **Capital Improvement Program.** The CIP is a multi-year schedule of capital improvement projects, including priorities and cost estimates, budgeted to fit the financial resources of the community.
- CM** **Congestion Mitigation.** The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.
- CMP** **Congestion Management Process.** The CMP is a management system and process conducted by metropolitan planning organizations (MPOs) to improve traffic operations and safety using either strategies that reduce travel demand or the implementation of operational improvements.
- CMS** [Congestion Management System.](#) The Congestion Management System (CMS) was first introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and continued under the successor law, the Transportation Equity Act for the 21st Century (TEA-21). The CMS was intended to augment and support effective decision making as part of the overall metropolitan transportation planning processes.
- COOP** **Continuity of Operations Plan.** The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO if an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.
- CTC** **Community Transportation Coordinator.** The CTC is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.
- CTD** [Commission for Transportation Disadvantaged.](#) The CTD is the State-level policy board for the coordination of transportation disadvantaged services.
- DOPA** **Designated Official Planning Agency.** The DOPA is the entity responsible for transportation disadvantaged planning in each area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).

-
- EJ** **[Environmental Justice](#)**. Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.
 - FDOT** **[Florida Department of Transportation](#)**. FDOT is the State of Florida’s multi-modal transportation agency. Organizationally, it is composed of one Central Office in Tallahassee, seven District Offices, and the Florida’s Turnpike Enterprise.
 - FHWA** **[Federal Highway Administration](#)**. The FHWA is the Division of the U.S. Department of Transportation responsible for administrating federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.
 - FTA** **[Federal Transit Administration](#)**. The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.
 - FTC** **[Florida Transportation Commission](#)**. The mission of the FTC is to provide leadership in meeting Florida’s transportation needs through policy guidance on issues of statewide importance and by maintaining oversight and public accountability for the Department of Transportation and other statutorily specified transportation authorities.
 - FTE** **[Florida’s Turnpike Enterprise](#)**. Florida’s Turnpike Enterprise (FTE) manages Florida’s Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT).
 - FTP** **[Florida Transportation Plan](#)**. The FTP is the state’s long-range plan guiding Florida’s transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.
 - FS** **Florida Statute**. A permanent collection of state laws organized by subject area into a code made up of titles, chapters, parts, and sections.
 - FY** **Fiscal Year**. A fiscal year is a 12-month period used in government accounting and financial reporting.
 - HISP** **[Highway Safety Improvement Program](#)**. The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land.
 - ICAR** **Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement**. The ICAR provides framework for review between MPO and Public Transportation actuals and regional planning councils.
 - LCB** **Local Coordinating Board**. The purpose of the coordinating board is to provide advice and direction to the CTC concerning the coordination of transportation services.
 - LEP** **Limited English Proficiency**. LEP refers to individuals who have a limited ability to read, speak, write, or understand English.
 - LOPP** **List of Priority Projects**. The LOPP is a list of priority projects developed pursuant to the Transportation Improvement Program (TIP)
 - LOS** **Level of Service**. LOS is a qualitative assessment of a road’s operating condition generally described using a scale of A (little congestion) to E/F (severe congestion).
 - LRTP** **Long-Range Transportation Plan**. The LRTP is a 25-year forecast plan required of state planning agencies and MPOs, which must consider a wide range of social, environmental, energy, and

- economic factors in determining overall regional goals and consider how transportation can best meet these goals.
- MPO** **Metropolitan Planning Organization.** The MPO is the designated agency for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.
- MPA** **Metropolitan Planning Area.**
- MPOAC** **[Metropolitan Planning Organization Advisory Council.](#)** The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process.
- NHFP** **National Highway Freight Program.** The purpose, among other goals, of the National Highway Freight Program (NHFP) is to improve efficient movement of freight on the National Highway Freight Network (NHFN).
- PPP** **Public Participation Plan.** One of the required elements under MAP-21 is that a PPP (i) shall be developed in consultation with all interested parties, and (ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
- PTGA** **Public Transportation Grant Agreement.** A PTGA is an agreement between an agency and FDOT for transportation related projects.
- SCOP** **Small County Outreach Program source of funding**
- SCTPA** **[Sun Coast Transportation Planning Alliance.](#)** The SCTPA (formerly the West Coast Central Florida Chairs Coordinating Committee-CCC) is comprised of the following entities: Hernando, Citrus, Hillsborough, Pasco, Pinellas, Sarasota, Polk, and Manatee counties.
- SIS** **[Strategic Intermodal System.](#)** The SIS is a Florida network of high-priority transportation facilities, including the State’s largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.
- STIP** **State Transportation Improvement Program.** The STIP is FDOT’s Five-Year Work Program as prescribed by Federal law.
- TA** **Transportation Alternatives.** As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
- TAC** **Technical Advisory Committee.** A standing committee of the MPO required pursuant to Florida Statute Chapter 339.175.
- TD** **Transportation Disadvantaged.** Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education,

- shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Section 411.202, Florida Statutes.
- TDLCB** **Transportation Disadvantaged Local Coordinating Board.** The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statute, Chapter 427.
- TDP** **Transit Development Plan.** The Transportation Development Plan is required per Florida Administrative Code 14-73.
- TDSP** **Transportation Disadvantaged Service Plan.** The TDSP is a plan for the provision and implementation of transportation disadvantaged services within a community.
- TIP** **Transportation Improvement Program.** A priority list of transportation projects consistent with the adopted MPO Long-Range Transportation Plan (LRTP) and local government programs and comprehensive plans.
- TITLE VI** **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.
- TRIP** **[Transportation Regional Incentive Program.](#)** State funds made available to provide incentives for local governments and the private sector to help pay for critically needed projects.
- TRT** **Technical Review Team.** A group of professionals who come together to discuss and work out the details of a project with regards to their area of expertise.
- UPWP** **Unified Planning Work Program.** A Unified Planning Work Program (UPWP) is the budgetary work program identifying the funding sources and work activities of the MPO.
- USDOT** **[United States Department of Transportation.](#)**

APPENDIX E: VOLUNTEER APPLICATION



Hernando/Citrus Metropolitan Planning Organization Board & Committee Volunteer Application *(Please type or print clearly)*

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

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

Are you a resident of Hernando County? _____ Citrus County? _____ For how long? _____
Do you reside within the city limits of Brooksville? _____ Crystal River? _____ Inverness? _____
Physical Address _____ City _____ Zip _____
Mailing Address (if different) _____ City _____ Zip _____
Telephone (home/cell) _____ Business/Other _____ Email _____
Occupation _____

These committees may require travel outside of our county of residence. Are you willing to travel to Hernando or Citrus Counties as necessary to participate in meetings and remain active? Yes _____ No _____

Brief Resume of Education and Experience (Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.).

Why are you interested in serving on this Board/Committee? _____

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

1. _____
2. _____
3. _____

Board/Committee interested in Volunteering for:

- _____ BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) – 2-year term, 11 members
- _____ CITIZENS ADVISORY COMMITTEE (CAC) – 2-year term, 11 members
- _____ HERNANDO COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (TDLCB) – 3-year term, 17 members (some positions require agency participation.)
- _____ CITRUS COUNTY TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD (LCB) – 3-year term, 17 members (some positions require agency participation.)

Is there a specific Board/Committee position you are interested in applying for? If so, please list the position below:

Have you ever been convicted of a felony or a misdemeanor (or similar offense) by court martial or plead nolo contendere (no contest) to such an offense, or plead guilty to such an offense (including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation)?

(Answering Yes does not automatically disqualify you for consideration) Yes _____ No _____

If yes, state the court, crime committed, disposition of case, and dates _____

Emergency Contact #1: _____ Relationship: _____ Phone No. _____

Emergency Contact #2: _____ Relationship: _____ Phone No. _____

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

I, the above-named applicant, agree to act as a volunteer for Hernando/Citrus Metropolitan Planning Organization (the "MPO"). I acknowledge and agree that activities performed by me as a volunteer will be performed strictly on a volunteer basis, without any pay, compensation, or benefits. I agree to comply with the rules and regulations established by the MPO to include, but not limited to, accurate recording of volunteer hours. Failure to comply with the rules and regulations may result in my immediate removal as a volunteer. If I am convicted of or plead no contest to a crime during my tenure as a volunteer, I agree to notify the Volunteer Coordinator immediately. I understand that during my volunteer activities, I may encounter individuals who have not received a background screening.

I agree ____ I do NOT agree ____

I grant Hernando County full permission to use my photographs, videotapes, or any other manner of recording my participation in this Program for any purpose.

I hereby confirm that I have read and understand this application and that all information furnished by me is true and accurate. I understand that to be considered for this committee, I must be a resident of the county I am representing (either Hernando or Citrus County) and cannot be an elected official and/or a technical person involved in transportation planning in the county I am representing.

(Printed Name)

(Signature)

(Date)

Please complete this form and return it to:

Hernando/Citrus MPO
1661 Blaise Drive
Brooksville, Florida 34601
Email: mpo@hernandocounty.us



**RELATING TO
TRANSPORTATION
PLANNING PROJECTS**

Adoption: December 15, 2022,

**PUBLIC
PARTICIPATION
PLAN (PPP)**

Prepared by Hernando Citrus MPO
1661 Blaise Drive
Brooksville, FL 34601
email: mpo@hernandocounty.us
website: www.hernandocitrusmpo.us

ACKNOWLEDGEMENTS

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*"The Twisted Oak" City of Brooksville
Taken by: Cayce Dagenhart*

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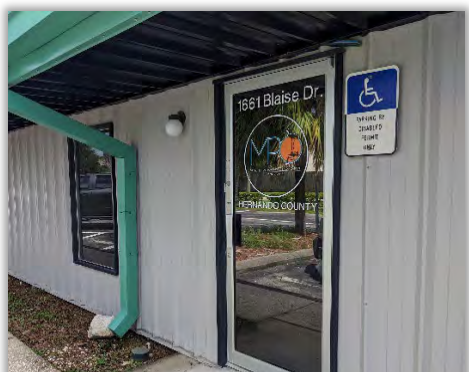
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TTY-based Telecommunications Relay Services permit persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities. Dial 711 to be connected to an assistant.

Discapacidad para usar el sistema telefónico a través de un teléfono de texto (TTY) u otro dispositivo para llamar a personas con o sin tales discapacidades. Marque 711 para conectarse a un asistente.

Las personas que requieran acomodaciones especiales bajo la Ley para las Personas con Impedimentos (Americans with Disabilities Act), conocida por sus siglas en inglés ADA, o las personas que requieran servicios de traducción (de forma gratuita) deben comunicarse con el Oficial de Derechos Civiles.

PLEASE CONTACT THE MPO OFFICE FOR MORE INFORMATION :



Carlene Riecse, Hernando/Citrus MPO
1661 Blaise Drive, Brooksville, Florida 34601

Email: MPO@hernandocounty.us
Website: www.HernandoCitrusMPO.us

ABOUT THE HERNANDO/CITRUS MPO

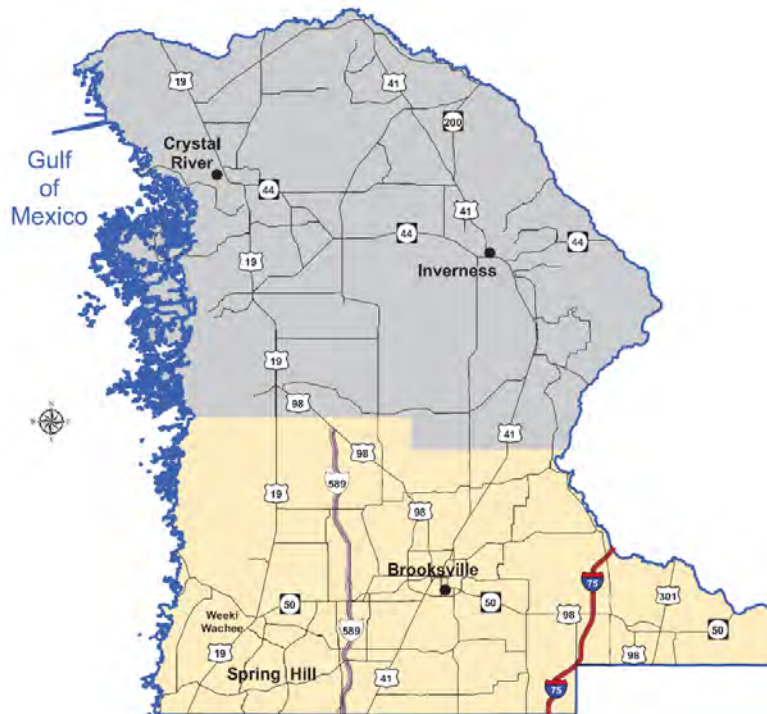
The Hernando/Citrus MPO was created in 2014 and is responsible for facilitating and coordinating regional transportation planning activities in Hernando County, Citrus County, and the cities of Inverness, Crystal River and Brooksville. MPOs exist throughout the U.S. and began with the development of the Interstate Highway System. To carry out federal transportation planning requirements, Title 23 of the United States Code provides that an MPO be designated for each urbanized area with a population of more than 50,000.

With the Federal Aid Highway Act of 1962, Congress passed legislation making urban transportation planning a condition for receipt of federal highway funds in urban areas. This legislation encouraged “a *Continuing, Comprehensive* transportation planning process carried on *Cooperatively* by the states and local communities (referred to as the 3-C’s)”. The MPO is responsible for ensuring that federal and state dollars spent on existing and future transportation projects and programs are based on the 3-C’s planning process. Each urban area in the United States has an MPO which acts as a liaison between local communities, their citizens, and the state departments of transportation (DOTs). MPOs are important because they direct how and where available state and federal dollars for transportation improvements will be spent.

Committees were established to assist the MPO in the development of plans and programs while offering opportunities for public participation. The committees serve at the pleasure of the MPO. The Hernando/Citrus MPO has a Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle Pedestrian Advisory Committee (BPAC) and two Transportation Disadvantaged

*“Bicycling on the Suncoast Trail”
Taken by: Kimberly Popcke*

The Hernando/Citrus MPO Area, 2021



Local Coordinating Boards.

PURPOSE OF THE PUBLIC PARTICIPATION PLAN

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan was initially adopted on September 30, 2014, and updated on September 18, 2018. The plan is periodically reviewed to ensure consistency with applicable regulations, and changes are appropriate. The Hernando/Citrus MPO encourages early and continuing participation by residents in the transportation planning and decision-making process. Public outreach efforts are intended to provide all members of the community opportunities to participate.



The PPP provides guidance to the public regarding when and how to participate in the transportation planning and decision making process. The MPO makes every effort to make our plans and programs easy to understand by the general public by using common terms that are familiar to the layperson.

The MPO must provide communities, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of and those with disabilities, representatives and members of traditionally underserved, minority and low income communities, , and other interested parties with a reasonable opportunity to comment on the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP) and major revisions.



FEDERAL NONDISCRIMINATION COMPLIANCE REQUIREMENTS

The Hernando/Citrus MPO complies with the following federal requirements:



Title VI Of the Civil Rights Act Of 1964

Title VI of the Civil Rights Act of 1964 (42 USC. 2000d) prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. In addition, the MPO complies with other federal and state authorities and does not deny the benefits of, exclude from participation in or discriminate against anyone on the basis of race, color, national origin, sex, age, disability, religion, income or family status. Any person who believes themselves subject of any unlawful discriminatory practice under Title VI or other nondiscrimination authorities may file a complaint with the Title VI Coordinator for the MPO.

Americans With Disabilities Act (ADA)

The Americans with Disabilities Act of 1990 (ADA) prohibits the exclusion of persons with disabilities from participation in services, programs, or activities of a public entity which include the MPO. The MPO is responsible for providing reasonable accommodations to those with disabilities who require special services to access information or participation in MPO activities. (42 U.S.C. 12131-12134)

Environmental Justice – Executive Order 1288

Addressing requirements for Federal actions to address environmental justice concerns for low-income and minority populations. The focus of the order was to:

- identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low income populations to the greatest extent practicable by law
- Develop a strategy for implementing environmental justice
- Promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation

Limited English Proficiency – Executive Order 13166

The purpose of the order is to improve access to services for persons with Limited English Proficiency (LEP). The order requires agencies that receive federal funds to develop plans so that people for whom English is not their second language or have limited ability to read, speak, write, or understand English can have meaningful access to services provided.

ANYONE WISHING TO CONTACT THE MPO WITH COMMENTS, QUESTIONS, OR COMPLAINTS REGARDING CIVIL RIGHTS, PLEASE CONTACT:

CARLENE RIECSS AT CRIECSS@HERNANDOCOUNTY.US

MPO BOARDS, COMMITTEES AND STAFF

Hernando/Citrus MPO Board

The MPO Board is a transportation policy-making board comprised of nine (9) elected officials representing the local governments within the MPO area, and a non-voting advisor from the Florida Department of Transportation.

The primary role of the Hernando/Citrus MPO is to ensure existing and future expenditures of governmental funds for transportation projects and programs within the MPO area are developed based on a continuing, cooperative, and comprehensive (3-C) planning process. The MPO meetings are typically scheduled the first Thursday of the month and begin at 1:30 p.m. Meetings alternate between Hernando and Citrus County on an annual basis. Please check our website for specific meeting dates and times.

Transportation Disadvantaged Local Coordinating Boards

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinator (CTC) which provides services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. Each County in the MPO area has a Transportation Disadvantaged Local Coordinating Board. Hernando County's Board is referred to as the "TDLCB", Citrus County's Board as the "LCB".

The MPO Board serves as the Designated Official Planning Agency "DOPA" for both the TDLCB and LCB providing administrative support to the program. The Board positions are established by Florida Administrative Code and include agency and citizen representatives appointed by the DOPA.

The Public Participation policies in this document are followed for meetings of the Transportation Disadvantaged Local Coordinating Boards. Minimum public notices in the local jurisdictions' newspaper are published a minimum of 5-10 days prior to the meetings.

TDLCB meeting are held quarterly at the Hernando County Building Training Facility at 1661 Blaise Drive in Brooksville beginning at 10:00 a.m. LCB meetings are held quarterly at the Lecanto Government Center, 3600 W Sovereign Path, Room 166, Lecanto, FL beginning at 10:30 a.m.

Please check our website for specific meeting dates at: www.hernandocitrusmpo.us.

MPO Committees

Committee meetings are held at least quarterly with additional meetings as needed. Locations alternate between the Hernando County Building Training Facility at 1661 Blaise Drive in Brooksville, and the Lecanto Government Center, 3600 W Sovereign Path, Room 166, Lecanto, FL. Meetings are typically the 4th Wednesday of the month. The TAC meets at 10:00 a.m., CAC at 1:00 p.m., and BPAC at 3:00 p.m. CAC and BPAC meetings may be held jointly and would be advertised accordingly. Please check our website for specific dates, times and locations.

Technical Advisory Committee (TAC)

Membership of the TAC includes planners, engineers, transit and other technical specialty representatives from the various governments and agencies in the Hernando/Citrus MPO area. It is important for the TAC to be involved in the development of MPO plans and programs to ensure consistency with local programs and provide technical assistance as needed.

Citizens Advisory Committee (CAC)

To gain diverse input regarding transportation plans and programs, members of the Hernando/Citrus CAC comprise a cross section of people including transit users, older citizens, citizens with physical challenges, and citizens of the counties and cities in the MPO area. The only thing missing from our CAC is you! If you would like to serve on the CAC or participate in any of the MPO's activities, please contact us at 352-754-4082 or visit our website.

Bicycle/Pedestrian Advisory Committee (BPAC)

The BPAC assists in the development of priority plans and programs important to bike/pedestrian communities. The membership includes citizen volunteers, and agency representatives. Citizens interested in serving on the BPAC may complete the application on our website or contact MPO staff for more information at 352-754-4082.

MPO STAFF

The MPO staff includes an Executive Director, Transportation Planner, MPO Coordinator, and a Financial Operations Assistant. On a regular basis, MPO Committees, along with Staff, provide recommendations to the MPO Board regarding short and long-range planning, implementation of projects, and related issues. The MPO staff works closely with our community partners and the Florida Department of Transportation (FDOT).

The MPO Staff can be contacted at any time with questions or comments regarding the Transportation Planning Process.

- Visit our website at www.HernandoCitrusMPO.us
- Email us at mpo@hernandocounty.us
- Call us at (352) 754-4082



Citrus County Transit Staff and Busses



Beverly Howard, CAC member and recipient of the 2020 Vision Zero Hero Award for outstanding achievements in education and encouragement

RESPONSIBILITIES OF THE MPO

The Hernando/Citrus MPO is the transportation planning agency for the area. A cooperative process is used to make decisions about the transportation investments needed to meet the existing and future travel needs. The MPO develops the following Core plans and programs:

Long Range Transportation Plan (LRTP)

Identifies transportation improvements necessary to maintain adequate mobility and accommodate growth forecasted over the next 20-year timeframe. The plan includes long-range and short-range strategies that provide for development of an integrated multimodal transportation system (to include accessible pedestrian walkways and bicycle transportation facilities). The process includes innovative technical modeling and collaborative public engagement. Future goals, strategies and projects to address the planning factors required by 23 C.F.R. 450.306(a) and (b)] are identified in the LRTP.

Transportation Improvement Program (TIP)

A priority list of transportation projects developed by an MPO that is to be carried out within the four (4)-year period following its adoption; must include documentation of Federal and State funding sources for each project and be consistent with adopted MPO Long Range Transportation Plan and local government comprehensive plans.

List of Priority Projects (LOPP)

A list of priority projects developed by the MPO in coordination with the FDOT on an annual basis. The LOPPs must be based upon selection criteria which considers the approved LRTP, the Strategic Intermodal System Plan, the Transportation Regional Incentive Program (TRIP) Priorities, results of transportation management systems and public involvement.

Unified Planning Work Program (UPWP)

The work program for the MPOs transportation program. The UPWP must include a description of work, resulting products, who will perform the work, cost of the work and source of the funding. The UPWP covers two State fiscal years. The establishment of the initial 2-year program is considered "new UPWP development", the 2nd year update is the "UPWP Revision". A revision can be categorized as a modification or amendment depending on the threshold of revision.

Public Participation Plan (PPP)

A plan which defines the processes for providing reasonable opportunities for public involvement in the MPO planning process. The PPP should be reviewed periodically and in particular, prior to initiation of the development of a new LRTP.

PUBLIC PARTICIPATION POLICIES

Public Notice

The MPO informs the public, in a timely manner, of upcoming decisions regarding plans and programs. Notices will be posted on the website and advertised in local newspapers in each county consistent with Florida Statutes. Additional information for Core MPO Plans and programs can be found in the specific requirement section of this document. Exceptions to the minimum requirements may be allowable as outlined in Section (emergency provisions)

Public Access

All Meetings are open to the public and participation is encouraged. Meeting locations alternate between Hernando and Citrus Counties. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, income or family status. Persons who require special accommodations under the Americans with Disabilities Act should contact the MPO at least 2 days prior to the proceedings, for language assistance please contact the MPO at least 5 days prior to the proceedings to allow adequate coordination time.

Public Comment Period

A key opportunity for members of the public to share their thoughts and ideas is during the public review and comment period. The public comment periods are intended to ensure the public has easy access to information and timely notice about the transportation planning process. The MPO advises the public of the comment periods in several ways:

- The MPO Website: documents released for public review are available online, and by request.
- The public may comment regarding any of the MPO products on our website.

Underrepresented Segments of The Public

The MPO seeks participation from those people who are typically under-represented including but not limited to, the transportation disadvantaged, minorities, the elderly, persons with disabilities and low income households.



Stakeholder Coordination

To provide affected and interested parties' opportunities to comment on the transportation planning process pursuant to 23 USC 104(d)1, the MPO maintains an up-to-date database of contacts which includes:

- Elected Officials
- Local Government Staff
- Transportation Agencies (Port, Airports, Transit, etc.)
- Law enforcement and emergency services management, emergency operations centers, chambers of commerce, and economic development agencies.
- Local Media (TV, Radio, Print, etc.)
- Homeowners Associations
- Civic Groups
- Special Interest Groups (Other Interested Parties)
- Libraries (for Public Display)
- Federal, State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues
- Representatives of Users of Pedestrian Walkways
- Private Freight Shippers
- Representatives of Users of Bicycle Transportation Facilities
- Other parties that would have an interest in the planning and development of the transportation network, including affected public agencies in the transportation planning area
- Native American Tribal Council
- Representatives of Public Transportation Employees
- Providers of Freight Transportation Services
- Private Providers of Transportation
- Representatives of Users of Public Transportation
- Representatives of the Disabled
- Interested parties may request to be added to the email data base at any time. Please contact MPO staff.

Transit Development Plans

The Transit Development Plan (TDP) is the public transportation provider's strategic guide for public transportation over the next 10 years. The TDP identifies public transportation service improvement priorities, determines the operating and capital costs to implement these service improvement priorities, and outlines a strategy for implementation. Pursuant to rule 14-73.001, the Transit Development Plan (TDP) must include opportunities for public involvement.

The public transportation provider for Hernando and Citrus Counties are their respective Board of County Commissioners (BOCC) which are responsible for approval of the TDP. Notices of TDP adoption, amendment or annual progress reports are published in a newspaper of general circulation in the home county 5-10 days prior to any public action. Documents will be posted

to their respective website and available for a 30 day review period for new TDPs, and 10 day review for TDP amendments or annual progress reports.

Transportation Disadvantaged Local Coordinating Board

Meeting notices are published in a newspaper of general circulation in the home county 5-10 days prior to any public Transportation Disadvantaged Local Coordinating Board meeting. The meeting notice and associated agendas will be posted to the MPO website approximately one week prior to meetings.

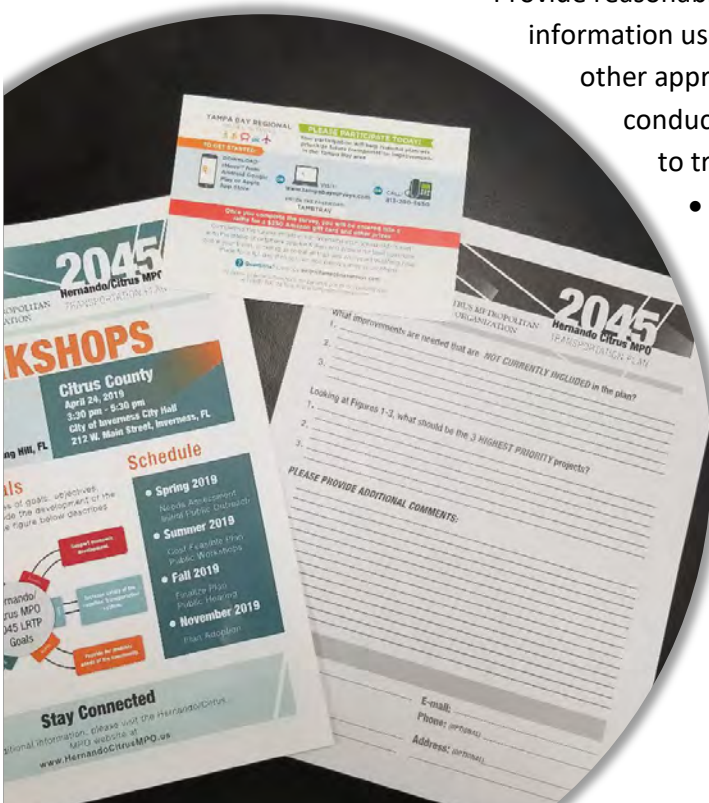
Updates to the Transportation Disadvantaged Service Plans (TDSP) for either Citrus or Hernando County are available on the MPOs website for public review prior to approval. Public access is provided as identified in this document.

Minor updates to the TDSP that do not affect program operations do not require public review (i.e.: corrections, clarifications, etc.)

MPO OUTREACH STRATEGIES

The following outreach strategies are regularly used by the MPO:

- Provide timely information about transportation issues and processes to communities, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, local jurisdiction concerns).
- Provide reasonable public access to technical and policy information used in the development of the LRTP, the TIP, and other appropriate transportation plans and projects, and conduct open public meetings where matters related to transportation programs are being considered.
- If the final draft of any transportation plan differs significantly from the one available for public review by the MPO and raises new material issues which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan is made available.
- All transportation plans and project documents are posted to the MPO's website to ensure reasonable access to the



information by the public during the review period. Hard copy of the materials are always available for public review during business hours at our office or upon request.

- Comment Forms are used to solicit public comment on specific issues or transportation plans being presented at a workshop or other public meeting. A general comment form is available on the MPO website and monitored regularly.
- Citizens may also submit email comments, or via regular mail. Responses to questions and comments concerning the public participation process, draft transportation plans, programs or public agency consultation process will be made directly to the citizen by letter, telephone call or by email within 10 days of receipt. A summary of comments received will be made part of the final plan or program.
- Social Media platforms such as Twitter, Facebook, and Instagram are used to promote MPO products. These platforms are used to communicate information to the public and provide a means for the public to communicate back with comments or questions.
- When significant written and oral comments are received on the draft transportation plan (including the financial plan) as a result of the public participation process or the interagency consultation process required under the U.S. Environmental Protection Agency conformity regulations, a summary, analysis, and report on the disposition of comments is made part of the final plan.
- Solicit the needs of those under-served by existing transportation systems, including, but not limited to, the transportation disadvantaged, minorities, elderly, persons with disabilities, and low-income households.
- Use visualization techniques at meetings and workshops to include mapping, PowerPoint presentations, pictures, etc.
- Hold public meetings at convenient locations and accessible times which in the event of a statewide emergency, includes the ability to conduct virtual meetings
- Coordination with the statewide transportation planning public involvement and consultation processes
- Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process
- Meeting notices are to be published in a newspaper of general circulation (in both Hernando and Citrus Counties with the exception of Transportation Disadvantaged Boards which are only required in the Board's home county). Notices shall be published consistent with Florida Statutes, Chapter 50.
- The MPO Core products are identified in this document with the associated minimum review requirements.
- Newsletters will be produced biannually to keep the public up to date regarding plans and projects, and timelines for participation
- An MPO logo, consistent font, and a color scheme representing the MPO is used to identify products and publications of the MPO.

- E-mail Announcements and MPO information will be e-mailed to interested persons that have submitted their e-mail addresses to MPO staff.

Additional Strategies – Project Applicable

- Project Workshops/Open Houses/Community Forums may be used to provide project information to the public and to solicit public comment.
- Media releases may be sent to local media to announce upcoming meetings and activities and to provide information on specific issues being considered by the MPO or their committees.
- Surveys may be available online or distributed in person
- Virtual meeting/communication technology may be used with regularly scheduled and noticed public meetings. In a state of emergency, where the law permits, these technologies may be used in lieu of in person meetings.
- Project websites may be used for individual projects, such as corridor studies, that are typically performed using consulting services. In this case, a link to the project site would be included on the MPO site.



CORE MPO PLANS AND PROGRAMS

TABLE 1: LONG RANGE TRANSPORTATION PLAN (LRTP)

LRTP	Updated Plan every five years
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC) for review Draft LRTP is posted to the MPO website at least 30 days prior to the MPO adoption meeting to allow for public comment Documents will also be available for public review in MPO offices, or upon request
Meeting Notices	<ul style="list-style-type: none"> Publish legal notices a minimum of 5-10 days prior to any public meeting Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> By the MPO Board, two advertised public meetings are required for adoption LRTP documentation must be posted to the website, and available in MPO offices no later than 90 days after adoption
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates
Public Review	Formal review not required; modifications are posted to website
Approval	Administrative
AMENDMENT	A major revision to the LRTP, such as adding or deleting a project, a major change in project costs, initiation dates, and/or design concept and scope, such as changing project locations or the number of through traffic lanes.
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC) for review Draft LRTP amendment is posted to the MPO website at least 10 days prior to the MPO adoption meeting to allow for public comment Documents will also be available for public review in MPO offices, or upon request
Notices	<ul style="list-style-type: none"> Publish legal notices a minimum of 5-10 days prior to any public meeting Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> By the MPO Board at an advertised public meeting Roll Call Vote for adoption if amendment affects projects in first 3 years, otherwise standard vote

TABLE 2: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

TIP	<ul style="list-style-type: none"> • New TIP is developed annually and covers five years (5th year is illustrative)
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC) for review • Draft TIP is posted to the MPO website at least 30 days prior to the MPO adoption meeting to allow for public comment • Documents will also be available for public review in the MPO office, or upon request
Meeting Notices	<ul style="list-style-type: none"> • Publish legal notices a minimum of 5-10 days prior to any public meeting • Meeting information is posted to the MPO Website • 30 day public notice must be advertised
Approval	<ul style="list-style-type: none"> • By the MPO Board at an advertised public meeting Roll call vote
MODIFICATION	Minor changes to text, project/project phase costs, funding sources of previously included projects, and/or project/project phase initiation dates. Consult MPO handbook for guidance
Public Review	No formal review required; modifications are posted to the website
Approval	Administrative
ROLL FORWARD AMENDMENT	<ul style="list-style-type: none"> • Takes place between July 1 and September 30. • Project must appear in the amendment exactly as the newly adopted TIP. • No public meetings with MPO committees (TAC, CAC, BPAC) are required • MPO Board approval, publish meeting notices a minimum of 5-10 days prior to meeting, or MPO Director approval with Board authorization
AMENDMENT	A major revision to the TIP, such as adding or deleting a project, a major change in project costs, initiation dates, and/or design concept and scope, such as changing project locations or the number of through traffic lanes. Consult MPO Handbook for additional threshold guidance
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC) for review • Draft amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment • Documents will also be available for public review in the MPO office, or upon request
Meeting Notices	<ul style="list-style-type: none"> • Publish legal notices a minimum of 5-10 days prior to any public meeting • Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> • By the MPO Board at an advertised public meeting. Roll Call Vote if amendment affects projects in the first 3 years

Table 3: LIST OF PRIORITY PROJECTS (LOPP)

LOPP DEVELOPMENT	Annually
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC) for review • Draft LOPP is posted to the MPO website at least 10 days prior to the MPO adoption meeting to allow for public comment • Documents will also be available for public review in the MPO office, or upon request
Meeting Notices	<ul style="list-style-type: none"> • Publish legal notices a minimum of 5-10 days prior to any public meeting • Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> • By the MPO Board at an advertised public meeting
REVISIONS	Any changes to project priorities, or addition/deletion of projects
Public Review	<ul style="list-style-type: none"> • Public meetings with MPO Committees (TAC, CAC, and BPAC) for review • Documents are available on the MPO website for public review and comment for a minimum of 10 days prior to final action
Meeting Notices	<ul style="list-style-type: none"> • Publish legal notices a minimum of 5-10 days prior to any public meeting • Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> • By the MPO Board at an advertised public meeting

TABLE 4: UNIFIED PLANNING WORK PROGRAM (UPWP)

UPWP DEVELOPMENT	New UPWP is developed every 2 years and covers 2 State fiscal years. UPWP is updated/amended in the second year, and as appropriate
Public Review	<ul style="list-style-type: none"> Public meetings with MPO Committees (TAC, CAC, and BPAC) for review Draft UPWP is posted to the MPO website at least 30 days prior to MPO adoption meeting to allow for public comment
Meeting Notice	<ul style="list-style-type: none"> Publish legal notices a minimum of 5-10 days prior to any public meeting Meeting information is posted to the MPO Website Publish a legal notice opening the 30 day review period
Approval	<ul style="list-style-type: none"> By the MPO at an advertised public meeting
MODIFICATION	Does not change the approved FHWA and FTA budget, scope of the FHWA and FTA funded work task(s), or add or delete a work task(s)
Public Review	Not formally required. Post modification to the MPO website
Approval	Administrative
AMENDMENT	Changes the approved FHWA and FTA budget, changes the scope of FHWA and FTA work task(s), or add or delete a work task(s)
Public Review	<ul style="list-style-type: none"> Review by MPO committees at advertised public meetings (TAC, CAC and BPAC) Draft UPWP amendment is posted to the MPO website at least 10 days prior to MPO adoption meeting to allow for public comment Documents are available in the MPO office, and upon request
Meeting Notices	<ul style="list-style-type: none"> Publish legal notices a minimum of 5-10 days prior to any public meeting Meeting information is posted to the MPO Website
Approval	<ul style="list-style-type: none"> By the MPO at an advertised public meeting

TABLE 5: Public Participation Plan (PPP)

PPP	
Approval and Modifications	<ul style="list-style-type: none">• Review by MPO committees at advertised public meetings (TAC, CAC and BPAC)• Draft PPP or PPP amendments are posted to the MPO website for public review and comment for a minimum of 45 days prior to final MPO approval• Documents are available in the MPO office, and upon request
Meeting Notice	<ul style="list-style-type: none">• Publish legal notices a minimum of 5-10 days prior to any public meeting• Meeting information is posted to the MPO Website• Publish a legal notice opening the 45 day review period
Approval	<ul style="list-style-type: none">• By the MPO at an advertised public meeting

SPECIAL CIRCUMSTANCES

Most amendments to program documents are reviewed in accordance with the Specific Requirements section of this Public Participation Plan. Exceptions can be made if an emergency amendment or action must be approved in a timeframe where strict adherence to the requirements cannot be met.

Legal notices may advertise meetings in a shorter period of time or provide a shorter review and comment period than indicated in the PPP. All possible effort will be made to maximize conformance with the MPO's notification requirements, but if necessary, the MPO staff will place the notices regarding short notice meetings and special meetings via email to MPO contacts, the MPO's website and other social media platforms.

In the instance of TIP amendments as outlined in table 2, most receive a review before entering the program. Exceptions are made when an emergency amendment must be approved prior to the next Board meeting for the amended project to receive funding. In these cases, the Executive Director is authorized to approve the amendment and sign a corresponding resolution on behalf of the board without having to call an emergency meeting of the Board. The Executive Director's approval of the amendment then must be provided to advisory committees as an information item and ratified at the next regularly scheduled MPO meeting.



State Of Emergency

During a local, state, or federal emergency, every attempt will be made to follow the MPO participation plan or to offer alternatives for committee and board approval, to continue community engagement, and to seek input. Adjusted strategies may include enhanced use of media and social media resources, and increased mailings or mass email distributions. The MPO may consider providing information via webinar or short videos to cover topics which would have been addressed in an in person meeting.

The MPO Continuity of Operations Plan (COOP) provides guidance in the event of an interruption of services due to an emergency. The purpose of the COOP is to provide the conditions for continuous performance of essential operations during a crisis, disaster, or other debilitating loss of resources and to ensure operational and managerial requirements are met.

The MPO is required by law to produce, approve, and submit the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP), List of Project Priorities, and

Transportation Improvement Program (TIP) in compliance with statutory mandates and timelines. In the event the COOP is activated when one or more of these documents must be approved, the MPO is authorized to implement emergency protocols in a local, state, or federal declaration of a State of Emergency:

1. The Executive Director, in consultation with the Chair (or their respective successors), may request a deferral of approval depending on the emergency, the specific essential document needing approval, and the projected date when the MPO Board could meet again.
2. If the quorum requirements for public meetings are suspended by Executive Order of the Governor of the State of Florida, the MPO may hold a public meeting of the MPO Board using communications media technology, following rules pursuant to F.S. Section 120.54(5)(b)2 and waiving official recommendations from MPO committees.



*MPO Executive Director (2018-2021),
Steve Diez, doing what he loved.
Unknown photographer.*

PPP MONITORING ACTIVITIES

- The public participant email data base will be updated at least two (2) times per year.
- The MPOs newsletter will be prepared and circulated at least two (2) times per year
- The MPO website will be updated at least once per month
- Social Media sites will be updated at least once per month
- Agendas with associated back up for all MPO Board and Committee meetings will be posted to the MPO website approximately 7 days prior to the public meeting
- Legal advertisements for upcoming meetings will be posted to the website at least 5 to 10 days prior to the meeting
- Public comment section of the MPO website will be checked on a weekly basis
- Public comments received will be acknowledged and provided to the MPO Board for information and/or action. File in comment folder MPO folder/Public comment
- A checklist identifying the monitoring activities is included in Attachment A and will be completed monthly and filed in the PPP folder



Appendix A

Public Participation Plan Monitoring Activities

Table 5: Monthly Review		Date:
Activity	Staff Member	Completion Date
Public Participation email database updated at least 2 times/year.		
MPO Newsletter prepared and circulated at least 2 times/year		
MPO Website updated at least 1 time/month		
Social Media Platforms updated at least 1 time/month		
Legal advertisements for meetings posted to the website at least 7 days prior to the meeting		
Public Comment section on the website checked at least 1 time/week		
Acknowledge Public Comments forward to the board as appropriate. Maintain record (MPO folder/Public Comments by month/year)		
Committee recruitment will be ongoing		
Public review period noticed; documents available (circle appropriate)		
<ul style="list-style-type: none"> • LRTP adoption/amendment 		
<ul style="list-style-type: none"> • TIP adoption/amendment 		
<ul style="list-style-type: none"> • UPWP adoption/amendment 		
<ul style="list-style-type: none"> • LOPP adoption/amendment 		
<ul style="list-style-type: none"> • TDP review 		
<ul style="list-style-type: none"> • TDSP adoption/amendment 		
Checklist – review monthly.		

Note: Minimum criteria has been identified to ensure accountability with public participation plan.

Appendix B

FEDERAL PUBLIC INVOLVEMENT PROCESS REQUIREMENTS

The public involvement process requirements in 23 CFR 450, Section 450.316 are described below.

§450.316 INTERESTED PARTIES, PARTICIPATION, AND CONSULTATION



(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

- 1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - i. **Providing adequate public notice** of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan (known as the LRTP) and the TIP.
 - ii. **Providing timely notice and reasonable access** to information about transportation issues and processes.
 - iii. **Employing visualization techniques** to describe metropolitan transportation plans and TIPs.
 - iv. **Making public information** (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web (Internet).
 - v. **Holding any public meetings at convenient and accessible locations and times.**

- vi. **Demonstrating explicit consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP.
 - vii. **Seeking out and considering the needs of those traditionally underserved by existing transportation systems**, such as low-income and minority households, who may face challenges accessing employment and other services.
 - viii. **Providing an additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts.
 - ix. **Coordinating** with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
 - x. **Periodically reviewing** the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- 2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
- 3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web (Internet), to the maximum extent practicable.
- (b) In developing LRTPs and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area (MPA) that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- 1) Recipients of assistance under title 49 U.S.C. Chapter 53.
- 2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- 3) Recipients of assistance under 23 U.S.C. 201-204.



- (c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.



[[81 FR 34135](#), May 27, 2016, as amended at [81 FR 93473](#), Dec. 20, 2016: [82 FR 56544](#), Nov. 29, 2017]

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Appendix C

GLOSSARY

A

AADT **Average Annual Daily Traffic.** AADT is the total volume of vehicle traffic on a highway or road for a year divided by 365 days. AADT is a useful and simple measurement of how busy a road is.

ADA The [Americans with Disabilities Act of 1990](#) is a Federal law that requires public facilities (including transportation services) to be accessible to persons with disabilities including those with mental disabilities, temporary disabilities, and the conditions related to substance abuse.

ACNP [Advanced Construction NHPP.](#) Advanced Construction is used to program project phases that will eventually be reimbursed with federal funds. These are state funds used to finance projects in anticipation of future federal funds. AC funds are authorized with Federal Highway Administration (FHWA) in the same manner as regular federal funds. This will allow the Florida Department of Transportation to convert the AC funds to federal funds and then bill FHWA for accumulated costs.

ACSA **Advanced Construction (SA).** The SA portion of the initialization indicates a funding category. SA is for the Safety Program.

ACSL **Advanced Construction (SL).** The SL program allocations are for areas with population greater than 5,000 but no more than 200,000 –Projects in these areas are to be identified for funding by the state in consultation with regional planning organizations, if any.

AMPO [Association of Metropolitan Planning Organizations.](#) AMPO is a nonprofit, membership organization established in 1994 to serve the needs and interests of “metropolitan planning organizations (MPOs)” nationwide.

B

BOCC **Board of County Commissioners.** The Board of County Commissioners is the chief legislative body in a County. Five county commissioners are elected to four-year terms by the voters at large and represent the geographical district in which they reside. The Board approves the budget, adopts local ordinances and resolutions, and establishes policies which govern the County and ensure the health, safety, and welfare of the citizens.

BPAC **Bicycle/Pedestrian Advisory Committee.** The BPAC was established to provide a continuing forum with which to analyze and promote bicycle and pedestrian issues and Project as an integral part

of a multi-modal transportation planning process. The BPAC initiates updates on the prioritization of transportation enhancement Project. The BPAC meets on a quarterly basis.

BNIR Intrastate R/W (right of way) & Bridge

C

CAC Citizens Advisory Committee. The CAC provides a formal framework for continuing public input on the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), and the Long Range Transportation Plan (LRTP), as well as other elements of the transportation planning process. The CAC meets on a quarterly basis to provide public input at all stages of the planning process.

CCC see SCTPA.

CIA [Community Impact Assessment.](#) Community impact assessment (CIA) is an iterative process to evaluate the effects of a transportation action on a community and its quality of life. The assessment process is an integral part of transportation planning and project development that shapes the outcome of transportation decisions.

CIP Capital Improvement Program. The CIP is a multi-year schedule of capital improvement Project, including priorities and cost estimates, budgeted to fit the

financial resources of the community. This plan is updated annually and is part of the County's Comprehensive Plan.

CM Congestion Mitigation. The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety through the use of either strategies that reduce travel demand or the implementation of operational improvements.

CMP Congestion Management Process. The CMP is a management system and process conducted by metropolitan planning organizations (MPO), such as the Hernando/Citrus MPO, to improve traffic operations and safety through the use of either strategies that reduce travel demand or the implementation of operational improvements.

CMAQ [Congestion Mitigation and Air Quality Improvement Program.](#) The FAST Act continued the CMAQ program to provide a flexible funding source to State and local governments for transportation Project and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (nonattainment areas) and for

former nonattainment areas that are now in compliance (maintenance areas).

CMS [Congestion Management System.](#)
The Congestion Management System (CMS) was first introduced by the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and continued under the successor law, the Transportation Equity Act for the 21st Century (TEA-21). The CMS was intended to augment and support effective decision making as part of the overall metropolitan transportation planning processes.

COOP **Continuity of Operations Plan.** The COOP establishes policy and guidance to ensure the execution of mission essential functions for the Hernando/Citrus MPO in the event that an emergency in Hernando County threatens or incapacitates operations, and to direct the relocation of selected personnel and resources to an alternate facility capable of supporting operations.

CST **Construction.**

CTC **Community Transportation Coordinator.** The CTC is the agency or organization in each county responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged.

CTD [Commission for Transportation Disadvantaged.](#) The CTD is the State-level policy board for the

coordination of transportation services for persons who because of disability, age or income are unable to transport themselves. The CTD adheres to the policies and procedures as set out in Chapter 427 F.S. and Rule 41-2, F.A.C.

CTST [Community Traffic Safety Team.](#)
The CTST is a locally based group of highway safety advocates who are committed to solving traffic safety problems through a comprehensive, multi-jurisdictional, multi-disciplinary approach. Members include city, county, state, private industry, and citizens. The common goal of each CTST is to reduce the number and severity of traffic crashes within their community.

CUTR [Center for Urban Transportation Research.](#) CUTR was established in 1988 in the College of Engineering at the University of South Florida, in Tampa, Florida. USF's largest non-health research center, CUTR is an internationally recognized transportation research, education and technology transfer / training / outreach center, with a focus on producing products and people.

D

Level D Unrestricted State Primary: This term refers to State Primary roadway that has unrestricted access, i.e. The roadway is open for driveways and other road access points.

DBE Disadvantaged Business Enterprise. The DBE is a for-profit small business concern.

1. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

DDR District Dedicated Revenue. Those state revenues which are collected pursuant to Section 206.608, Florida Statutes, are allocated directly to the districts, and to the maximum extent feasible, in the county where the proceeds were collected, without being reduced by any other requirements. DDR, statutorily known as the "State Comprehensive Enhanced Transportation Systems Tax", in addition to highway uses, may also be used for district public transportation projects to meet the required statewide minimum distribution of 15% of state funds for public transportation.

DEO Department of Economic Opportunity.

DEM **Environmental Mitigation**

DIH **State In-House Product Support.** In-house product support is calculated. The manpower and

related program components which directly support the product needs of the Program and Resource Plan are analyzed on a direct cost basis to ensure the product levels can be supported. The resultant state funds needed for support by department forces are formed into a District In-House (DIH) fund allocation. DIH is comprised of preliminary engineering, R/W support, construction engineering inspection, materials testing, and traffic operations estimated direct costs which are not funded with federal aid or other funds.

DOPA **Designated Official Planning Agency.** The DOPA is the entity responsible for transportation disadvantaged planning in a given area. In the urbanized areas of the state, the planning agencies are metropolitan planning organizations (MPOs).

DPTO **State – PTO** represents state FLP funds. The initialization "FLP" represents the freight, logistics and passenger operations program.

DS **State Primary Highways and PTO.**

DU **State Primary / Federal Reimbursement**

E

EPA Environmental Protection Agency

EIS **Environmental Impact Statement.** The environmental impact statement (EIS) is a government document that outlines the impact of a proposed project on its

surrounding environment. Environmental impact statements are meant to inform the work and decisions of policymakers and community leaders.

EST **Environmental Screening Test.** The EST manages early and efficient interaction with agencies and the affected community through two screening events which are completed and incorporated into the transportation planning process. The screening events are known as the Planning and Programming Screens. The EST brings together information about a project and provides analytical and visualization tools that help synthesize and communicate that information.

EJ **Environmental Justice.** Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys:

- The same degree of protection from environmental and health hazards, and
- Equal access to the decision-making process to have a healthy environment in which to live, learn, and work.

ETDM **Efficient Transportation Decision Making.** Florida's ETDM process defines the procedures for planning transportation Project, conducting environmental reviews, and developing and permitting Project.

F

FAA **Federal Aviation Administration.**

FAST-Act **Fixing America's Surface Transportation Act.** Signed into law in December of 2015 by President Obama that provided long-term funding for surface transportation and infrastructure, planning and investment.

Faulting Faulting is the vertical misalignment of pavement joints, applicable to certain types of concrete pavements

FDOT **Florida Department of Transportation.** FDOT is the State of Florida's multi-modal transportation agency. Organizationally, it is composed of one Central Office in Tallahassee, seven District Offices, and the Florida's Turnpike Enterprise.

FHWA **Federal Highway Administration.** The FHWA is the Division of the U.S. Department of Transportation responsible for administering federal highway transportation programs under Title 23 U.S.C. and Title 49 U.S.C.

FTA **Federal Transit Administration.** The FTA is the Federal entity responsible for transit planning and programs under Title 49 U.S.C.

FTC **Florida Transportation Commission.** The mission of the FTC is to provide leadership in

meeting Florida's transportation needs through policy guidance on issues of statewide importance and by maintaining oversight and public accountability for the Department of Transportation and other statutorily specified transportation authorities.

FTE [Florida's Turnpike Enterprise](#). Florida's Turnpike Enterprise (FTE) manages Florida's Turnpike System and acts as a separate business unit of the Florida Department of Transportation (FDOT). FTE is responsible for all operations on every FDOT-owned and operated toll road and bridge. The FTE five-year work program (2016-2020) contains more than \$3.7 billion in capital improvements, which include widening the mainline roadway, new interchanges, safety improvements, resurfacing improvements, and maintenance.

FTP [Florida Transportation Plan](#). The FTP is the state's long-range plan guiding Florida's transportation future. The FTP is a plan for all of Florida – and affects every resident, business, and visitor.

FY **Fiscal Year.** A fiscal year is used in government accounting, which varies between countries, and for budget purposes. It is also used for financial reporting by businesses and other organizations. Fiscal years for the MPO, State and Federal Governments do not align with the calendar year.

G

GFSA **GF STPBG Any Area**

GFNS **GF STPBG <5K (Rural)**

GIS **Geographic Information System.** GIS is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes.

GMR **Growth Management for SIS**

GPC **General Planning Consultant**

GRSC **Growth Management for SCOP**

H

HISP [Highway Safety Improvement Program](#). The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads with a focus on performance.

HPMS [Highway Performance Monitoring System](#). The primary purpose of the HPMS is to serve data and information needs to reflect the condition and operating characteristics of the nation's highways. HPMS data support the analyses needed for the biennial

condition and performance reports to Congress.

HOV High Occupancy Vehicle.

HSP [Highway Safety Program.](#)

I

ICAR Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement. The ICAR provides framework for review between MPO and Public Transportation actuals and regional planning councils.

IRI International Roughness Index. IRI is an indicator of roughness, applicable to all asphalt and concrete pavements.

IMS Incident Management System.

ITE [Institute of Transportation Engineers.](#) The Institute of Transportation Engineers (ITE) is an international membership association of transportation professionals who work to improve mobility and safety for all transportation system users and help build smart and livable communities. Through its products and services, ITE promotes professional development and career advancement for its members, supports and encourages education, identifies necessary research, develops technical resources including standards and recommended practices, develops public awareness programs, and serves as a conduit for the exchange of professional information.

ITS Intelligent Transportation System. ITS is the use of computer and communications technology to facilitate the flow of information between travelers and system operators to improve mobility and transportation productivity, enhance safety, maximize the use of existing transportation facilities, conserve energy resources and reduce adverse environmental effects; includes concepts such as “freeway management systems,” “automated fare collection,” and “transit information kiosks.”

J

JPA Joint Participation Agreement means a contract between the department and a public transit system for either operations or capital assistance needed for implementation of a transit service project or projects. Each agreement shall include, but not be limited to, a project budget, method of payment, and period of performance.

K

L

LCB Local Coordinating Board. The purpose of the coordinating board is to provide advice and direction to the CTC concerning the coordination of transportation services.

LEP Limited English Proficiency. LEP refers to individuals who do not

speaking English as their primary language and who have a limited ability to read, speak, write, or understand English

LF Local Funds

LFP Local Funds for Participating

LOPP List of Priority Projects. The LOPP is a list of priority Project developed in coordination with the MPO Board and committees. The MPOs annual LOPPs must be based upon Project selection criteria that, at a minimum, consider the following: [\[s.339.175\(8\)\(b\), F.S.\]](#)

- The approved MPO LRTP;
- The Strategic Intermodal System Plan developed under [s.339.64, F.S.](#);
- The Transportation Regional Incentive Program (TRIP) priorities developed pursuant to [s.339.2819\(4\), F.S.](#);
- The results of the transportation management systems; and
- The MPO’s public involvement procedures.

The MPO’s LOPPs is formally reviewed by the technical and citizens’ advisory committees and approved by the MPO before being transmitted to the District. The approved LOPPs are used by the FDOT Planning District in developing the District Work Program and must be used by the MPO in developing its TIP. [\[s.339.175 \(8\)\(b\), F.S.\]](#)

LOS Level of Service. LOS is a qualitative assessment of a road’s operating condition generally described using a scale of A (little congestion) to E/F (severe congestion).

LOTTR Level of Travel Time Reliability. LOTTR is the percent of person-miles on the Interstate system that are reliable, also referred to as the percent of person-miles on the non-Interstate NHS that are reliable.

L RTP Long Range Transportation Plan. The LRTP is a 25-year forecast plan required of state planning agencies and MPOs, which must consider a wide range of social, environmental, energy, and economic factors in determining overall regional goals and consider how transportation can best meet these goals

M

MAP-21 [Moving Ahead for Progress in the 21st Century Act.](#)

MG Minimum Guarantee. Within TEA-21, most of the highway funds are distributed based on statutory formulae. The “minimum guarantee” provision provides that each still state will receive at least 90.5 percent of its percentage share of contributions to the Highway Account of the Highway Trust Fund (HTF). This provision in TEA-21 essentially consolidates the several categories of equity adjustments in ISTEA. There is no minimum guaranteed provision for the distribution of transit funds.

MPO **Metropolitan Planning Organization.** The MPO is the forum for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.

MPA **Metropolitan Planning Area.**

MPOAC **Metropolitan Planning Organization Advisory Council.** The MPOAC is a statewide transportation planning and policy organization created by the Florida Legislature pursuant to Section 339.175(11), Florida Statutes, to augment the role of individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion.

N

NHS **National Highway System.** Specific major roads to be designated September 30, 1995; the NHS will consist of 155,000 (plus or minus 15%) miles of road and represents one category of roads eligible for Federal funds under ISTEA.

NHFP **National Highway Freight Program.** The purpose, among other goals, of the National Highway Freight Program (NHFP) is to improve efficient movement of freight on the National Highway Freight Network (NHFN). <https://ops.fhwa.dot.gov/freight/po/plng/finance/policy/fastact/s1116nhfpguidance>

NHPP **National Highway Performance Program.** IM, Bridge Replacement, National Highway -Map 21

NTD **National Transit Database.** In 1974, Congress established the National Transit Database (NTD) program to collect financial, operating, and asset information on transit agencies. Congress based the NTD program on the Uniform Financial Accounting and Reporting Elements (FARE), a Project initiated by the transit industry and funded by the UMTA. The NTD has become the Nation's primary source of information on transit agencies.

O

P

PD&E **Project Development and Environment.** The PD&E is a corridor study to establish conceptual design for a roadway and to determine its compliance with Federal, State, and local environmental permits, as required.

PE **Preliminary Engineering/Design.** Preliminary engineering is the location, design, and related work preparatory to the advancement of a project to physical construction. Preliminary engineering includes preliminary and final design, both defined in [23 CFR 636.103](#), and other project-related work leading to physical construction. This includes costs to perform studies needed to address requirements of

the National Environmental Policy Act (NEPA) and other environmental laws. It may include advertising and other pre-award work such as bid analysis, although it is also acceptable to include this work as construction engineering costs.

PHED **Peak Hour Excessive Delay.** Traffic congestion is measured by the annual hours of PHED per capita on the NHS. Excessive delay is based on travel time at 20 miles per hour or 60 percent of the posted speed limit travel time, whichever is greater, during in 15-minute intervals per vehicle. [23 CFR 490.705 and 490.707]

PKBD **Turnpike Master Bond Fund**

PKED **2012 SB1998-Turnpike Feeder Rd**

PKYI **Turnpike Improvement**

PKYR **Turnpike Renewal and Replacement**

PL **Planning - Metro Plan (85% FA; 15% Other).** Federal Highway Administration planning funds, also called Section 112 funds.

PMS **[Pavement Management System.](#)**
The system FDOT uses to determine which roads to select roadway sections in need of rehabilitation.

PPP **Public Participation Plan.** One of the required elements under MAP-21 is that a PPP (i) shall be developed in consultation with all interested parties, and (ii) shall provide that all interested parties have reasonable opportunities to

comment on the contents of the transportation plan.

PSR **Present Serviceability Rating.** PSR is a quality rating applicable only to certain lower speed roads.

PTGA **Public Transportation Grant Agreement.** A PTGA is an agreement between an agency and FDOT that establishes a public transportation Project and responsibilities related to the Project. A PTGA defines the scope, budget, funding source, and any legal provision necessary for the Project.

Q

R

RFQ **Request for Qualifications.** A request for qualifications is a step used in the formal process of procuring a product or service, for example by a government agency. It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for proposals.

ROW **Right-of-Way.** Real property that is used for transportation purposes, defines the extent of the corridor that can be used for the road and associated drainage.

RTA **Regional Transportation Analysis.** The RTA promotes transportation planning both within and among the counties that make up the Tampa

Bay Region. The RTA provides a forum for the coordination of proposed transportation improvements, both highway and transit, that span multiple jurisdictions. Another important function of the RTA is that it provides for the development of a powerful, regional travel demand-forecasting model, the Tampa Bay Regional Planning Model.

RTDM Regional Travel Demand Model.

The travel demand model is an analytical tool used for regional transportation planning. WCOG deploys the conventional four-step trips-based travel demand model process comprised of [trip generation](#), [trip distribution](#), [mode choice](#) and [route assignment](#).

Rutting Rutting is the extent of surface depressions, applicable to asphalt pavements.

S

SA STP, Any Area

SAA Single Audit Act. The SAA establishes state audit and accountability requirements for state financial assistance provided to nonstate entities. The intent of the Act is that state audit and accountability requirements, to the extent possible, parallel the federal audit requirements.

SCED 2012 SB1988 - Small County Outreach

SCOP Small County Outreach Program

Scope Scope of Work.

SCTPA Sun Coast Transportation Planning Alliance. The SCTPA (formerly the CCC) works as a region to prepare plans, studies, and priorities for regionally significant projects, review the impact of significant land-use decisions, share current travel data and trends, and adopt regional transportation plans and priorities for highway, public transportation, and multi-use trail improvements.

SCWR 2015 SB2514A - Small County Outreach

SHSP [Florida Strategic Highway Safety Plan](#). The SHSP is the statewide plan focusing on how to accomplish the vision of eliminating fatalities and reducing serious injuries on all public roads. The SHSP is updated at least every five years by FDOT in coordination with statewide, regional, and local safety partners. The SHSP is focused on the roadway component of transportation safety. Safety on other modes of transportation is covered by other plans.

SIS [Strategic Intermodal System](#). The SIS is a Florida network of high-priority transportation facilities, including the State’s largest and most significant commercial service airports, spaceport, deep-water seaports, freight rail terminals, passenger rail and intercity bus terminals, rail corridors, waterways, and highways.

SIWR [2015 SB2514A - Strategic Intermodal System - Wheels on Road](#). SIWR is primarily used to fund project phases that do not qualify for Federal funding. SB 2514A specifies how certain motor vehicle registration fees or “Wheels on the Road” revenues are used. SIS projects programmed with wheels on road funds will use the SIWR fund code

SL **STP, Areas population <= 200,000**

SN **STP, Mandatory Non-Urban population <= 5,000**

SPP **Statewide Preservation Plan.** The planning process has a statewide focus. The SHPO looks at the conditions of sets of **historic resources** across the state. ... The final plan addresses the range of historic and cultural resources that represent the breadth and depth of a state's prehistory, history, and culture.

SR2T **Safe Routes – Transfer**

[STED](#) **2012 SB1998-Strategic Economic Corridor.** Primarily used to fund project phases that do not qualify for Federal funding.

STIP **State Transportation Improvement Program.** The STIP is FDOT’s Five-Year Work Program as prescribed by Federal law.

T

TA **Transportation Alternatives.** As defined under 23 U.S.C. 101(a)(29) (MAP-21 1103), these are specific activities which can be funded with

Surface Transportation Program (STP) funds; activities include pedestrian/bicycle facilities, recreational trails program, Safe Routes to School (SRTS) activities, railway corridor preservation, construction of turnouts, overlooks and viewing areas, control/removal of outdoor advertising, historic preservation and rehabilitation of historic transportation facilities, invasive species control, archeological activities relating to impacts from eligible transportation Project, mitigation of highway storm water runoff water pollution, and reduce vehicle-caused wildlife mortality, planning, designing and construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

TAC **Technical Advisory Committee.** A standing committee of most MPOs, function is to provide advice on plans or actions of the MPO from planners, engineers, and other staff members (not general citizens).

TALL **Transportation Alternatives population <200,000**

TALT **Transportation Alternatives - Any Area**

TAM [Transit Asset Management](#). Transit Asset Management is a business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties and keep transit networks in a State of Good Repair (SGR).

TBARTA [Tampa Bay Area Regional Transit Authority.](#)

TBRPC [Tampa Bay Regional Planning Council.](#) TBRPC was established as Florida’s first regional planning council in 1962 when representatives from St. Petersburg, Clearwater, and Tampa recognized the need for regional coordination. They believed growth and community issues extend beyond county and municipal boundaries, a concept that still defines the Council’s purpose today. TBRPC is one of ten regional planning councils in Florida.

TD **Transportation Disadvantaged.** Those persons who because of physical or mental disability, income, status, or age are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are disabled or high-risk or at-risk as defined in Section 411.202, Florida Statutes.

TDLCB **Transportation Disadvantaged Local Coordinating Board:** The Transportation Disadvantaged Local Coordinating Board (TDLCB)s are the technical level review Boards established, consistent with Florida Statute, Chapter 427. The respective Boards oversee the activities of the Community Transportation Coordinator (CTC)

and the overall Transportation Disadvantaged (TD) service program. The MPO serves as the Designated Official Planning Agency (DOPA) for the transportation disadvantaged program for both Hernando and Citrus County and functions as the appointing authority for both Boards, the TDLCBs meet on a quarterly basis.

TDM **Transportation Demand Management.** Transportation demand management, traffic demand management or travel demand management is the application of strategies and policies to reduce travel demand, or to redistribute this demand in space or in time. In transport, as in any network, managing demand can be a cost-effective alternative to increasing capacity.

TDP **Transit Development Plan.** The State of Florida Public Transit Block Grant Program was enacted by the Florida Legislature to provide a stable source of funding for public transit. The Block Grant Program requires public transit service providers to develop, adopt, and annually update a 10-Year Transit Development Plan (TDP). Under legislation that became effective February 20, 2007, the TDP must undergo a Major Update every five years. In the interim years, an update is to be submitted in the form of a progress report on the 10-year implementation program of the TDP.

TDSP **Transportation Disadvantaged Service Plan.** The TDSP is a tactical plan with components of development, service, and quality assurance. It outlines and evaluates the services provided to the Transportation Disadvantaged population by the CTC. Every five years a new TDSP is developed and updated annually by the CTC, the planning agency and the LCB. Thus, the LCB is able to guide and support the CTC in implementing coordination efforts or locally developed service standards that are consistent with the needs and resources of the community.

TIFIA **Transportation Infrastructure Finance and Innovation Act.** The TIFIA program provides Federal credit assistance in the form of direct loans, loan guarantees, and standby lines of credit to finance surface transportation projects of national and regional significance. TIFIA can help advance qualified, large-scale projects that otherwise might be delayed or deferred because of size, complexity, or uncertainty over the timing of revenues. Many surface transportation projects - highway, transit, railroad, intermodal freight, and port access - are eligible for assistance. Each dollar of Federal funds can provide up to \$10 in TIFIA credit assistance - and leverage \$30 in transportation infrastructure investment.

TIP **Transportation Improvement Program.** A priority list of transportation Project developed by an MPO that is to be carried out within the four-year period following its adoption; must include documentation of Federal and State funding sources for each Project and be consistent with adopted MPO Long Range Transportation Plan (LRTP) and local government comprehensive plans

TLWR **2015 SB 2514 A-Trail Network**

TITLE VI **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance.

TMA **Transportation Management Area.** A TMA is designated by the U.S. Secretary of Transportation for an urbanized area with a population of at least 200,000. Congress provided for this greater role by MPOs through a certification review aimed at formalizing the continuing oversight and day-to-day evaluation of the planning process. MPOs attaining certification enjoy certain benefits, but they also incur additional requirements beyond those of smaller urbanized areas for congestion management, project selection, and certification.

TRIP **Transportation Regional Incentive Program.** TRIP was created in 2005 to improve regionally significant transportation facilities in "regional transportation areas". State funds

are available throughout Florida to provide incentives for local governments and the private sector to help pay for critically needed Project that benefit regional travel and commerce. The Florida Department of Transportation (FDOT) will pay up to 50 percent of the non-federal share of Project costs for public transportation facility Project.

TRT **Technical Review Team.** A group of professionals who come together to discuss and work out the details of a project with regards to their area of expertise.

TTRR **Truck Travel Time Reliability index.** TTRR is the consistency or dependability in travel times for trucks, as measured from day-to-day and/or across separate times of the day.

U

UPWP **Unified Planning Work Program.** A Unified Planning Work Program (UPWP) is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

USDOT **United States Department of Transportation.**

V

V/C Ratio **Volume over Capacity Ratio.** The Volume-to-Capacity ratio (V/C) measures the level of congestion on a roadway by dividing the volume (VPD) of traffic (existing or future) by the capacity of the roadway.

VMT **Vehicle Miles Traveled.** Vehicle miles traveled (VMT) is a measure used extensively in transportation planning for a variety of purposes. It measures the amount of travel for all vehicles in a geographic region over a given period of time, typically a one-year period. It is calculated as the sum of the number of miles traveled by each vehicle

W

X

Y

Z

ZDATA **Zonal Data.** The information needed to describe the traveling public is commonly known as the zonal data and it includes household, person, vehicle, and travel related characteristics. The other is the supply side of the transportation systems represented by multimodal transportation networks.

Zoom A internet based program used by Hernando County and the MPO.

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

(Please type or print clearly.)

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

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

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

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

Physical Address _____ **City** _____ **Zip** _____

Mailing Address (if different) _____ **City** _____ **Zip** _____

Telephone (home) _____ (business/other) _____ **Email** _____

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

Present Employment _____

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

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

(Answering yes does not automatically disqualify you for consideration)

If yes, what charges? _____

Are you currently involved as a defendant in a criminal case? _____

If yes, what charges? _____

Have you ever been named as a defendant in a civil action suit? _____

If yes, when and describe action _____

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

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

1. _____

2. _____

3. _____

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

APPLICANT'S SIGNATURE _____ **DATE** _____

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

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

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

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

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

REVIEW AND RECOMMENDATION OF THE BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) BYLAWS UPDATE

The Bicycle/Pedestrian Advisory Committee (BPAC) Bylaws were adopted on July 15, 2014, and amended on October 20, 2015, February 21, 2017, and August 19, 2021.

The major updates to the BPAC Bylaws include the following:

- added the ability to cancel meetings in the Bylaws,
- clarified the practice of conducting joint meetings with the Citizens Advisory Committee (CAC),
- added the ability of BPAC members to serve on temporary ad hoc committees, and
- added language precluding BPAC members from being related or residing in the same household.

Staff Recommendation: It is recommended the BPAC review and recommend the MPO Board approve the BPAC Bylaws update.

Attachments: BPAC Bylaws-Draft, BPAC Bylaws-Amended August 19. 2021



**BYLAWS
OF THE
BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)
OF THE HERNANDO/CITRUS MPO
DRAFT**

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
1661 Blaise Drive
Brooksville, FL 34601
352-754-4082
www.HernandoCitrusMPO.us
email: mpo@hernandocounty.us**

Adopted July 15, 2014
Amended October 20, 2015
Amended February 21, 2017
Amended August 19, 2021
Amended December 7, 2023 (anticipated)

BYLAWS

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

A. PURPOSE - FUNCTION

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. Membership of the Bicycle/Pedestrian Advisory Committee (BPAC) shall consist of 11 voting persons.
 2. The directors of the public agencies and local government departments and/or divisions identified below shall each appoint one (1) person to represent it on the Committee. Persons appointed to the Committee shall be technically qualified representatives employed by that agency, department, or division for the purpose of planning, engineering, and/or administration, with responsibility for comprehensive planning or the operation, control, development, or improvement of the transportation
-

system. Each member will have one (1) vote.

- a. City of Brooksville
- b. City of Crystal River
- c. City of Inverness
- d. Hernando County School District
- e. Citrus County School District
- f. Hernando County Parks and Recreation
- g. Citrus County Parks and Recreation

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.

The BPAC is also comprised 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.

- h. Four (4) Citizen-at-Large Representatives shall be appointed by the MPO Board (two members from Hernando County and two members from Citrus County).

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

- a. The Florida Department of Transportation
- b. Hernando County Sheriff's Office
- c. Citrus County Sheriff's Office

4. Committee members may be asked to represent the BPAC on short-term/temporary ad hoc committees.

5. 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 and shall serve at the pleasure of the MPO Board. Three unexcused consecutive absences by a member (without alternate representation) shall be grounds for dismissal by the MPO Board. 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.

6. BPAC members, including alternates, shall not reside in the same household with another current BPAC member, shall not be part of the immediate family of another current TAC member, and shall not hold an elected public office.

7. A current list of BPAC membership and attendance 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. The jurisdictional

representation of each officer rotates annually between Citrus County and Hernando County; and synchronous with the MPO Board.

2. Any regular member may nominate or be nominated as Chair or Vice Chair. All elections shall be by the majority vote of regular members present.
3. The Chair shall preside at all meetings and shall be responsible for the conduct of all meetings. The Vice Chair shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair. If both officers are absent from a meeting, an acting Chair will be elected by those members present for the purpose of presiding over that specific meeting.
4. Any vacancy in office created by resignation or replacement of the Chair/Vice Chair 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, based on meeting location availability, at locations approved by the MPO Executive Director, with the initial location being Hernando County. The MPO Board will approve an annual meeting calendar for date, time, frequency, and location of the BPAC meetings, by simple majority vote.

The BPAC Chair shall have the authority to cancel a scheduled committee meeting when requested by the MPO Executive Director. A meeting cancellation notice shall be provided by MPO staff via email to all committee members and known visitors at least twelve (12) hours before the scheduled time of the meeting. The BPAC will conduct joint meetings with the Citizen Advisory Committee (CAC), unless otherwise noticed.

2. Each regular member present will have a single vote. A vote on an issue or decision is by a simple majority of the regular members present. Alternate members may be counted and act in place of a regular member for that meeting only.
3. A quorum shall consist of the physical presence of a majority of the current voting membership.
4. Meetings will be open to the public. Public participation provision will be available on each agenda.
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 BPAC meeting will be transmitted via email to members approximately five (5) days before meetings.
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 Committee shall approve the order of the agenda at the meeting.
 - 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.
- 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 majority vote of the current BPAC members at any meeting, provided 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.

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
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 METRTROPOLITAN 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 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. City of Brooksville
 - b. City of Crystal River
 - c. City of Inverness
 - d. Hernando County School District
 - e. Citrus County School District; and
 - f. Hernando County Parks and Recreation
 - g. Citrus County Parks and Recreation
 - h. 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:
 - a. The Florida Department of Transportation
 - b. Hernando County Sheriff's Office
 - c. Citrus County Sheriff's Office

4. 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.

5. 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.

6. 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.

REVIEW AND RECOMMENDATION OF THE CITIZENS ADVISORY COMMITTEE (CAC) BYLAWS UPDATE

The Citizens Advisory Committee (CAC) Bylaws were adopted on July 15, 2014, and amended on October 20, 2015.

The major updates to the CAC Bylaws include the following:

- included statutory citations (Section 339.175, FS),
- added the ability to cancel meetings in the Bylaws,
- clarified the practice of conducting joint meetings with the Bicycle/Pedestrian Advisory Committee (BPAC),
- added the ability of CAC members to serve on temporary ad hoc committees, and
- added language precluding CAC members from being related or residing in the same household.

Staff Recommendation: It is recommended the CAC review and recommend the MPO Board approve the CAC Bylaws update.

Attachments: CAC Bylaws-Draft, CAC Bylaws-Amended October 20, 2015



**BYLAWS
OF THE
CITIZENS ADVISORY COMMITTEE (CAC)
OF THE HERNANDO/CITRUS MPO
DRAFT**

**HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
1661 Blaise Drive
Brooksville, FL 34601
Contact: 352-754-4082
www.HernandoCitrusMPO.us
email: mpo@hernandocounty.us**

Adopted July 15, 2014
Amended October 20, 2015
Amended December 7, 2023

BYLAWS

CITIZENS ADVISORY COMMITTEE (CAC) HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)

A. ESTABLISHMENT OF COMMITTEE

The Hernando/Citrus Metropolitan Planning Organization's Citizens Advisory Committee (CAC) is established under the Department of Transportation, Federal Highway Administration 23 CFR Part 450.316 and pursuant to Florida Statutes 339.175.

B. PURPOSE - FUNCTION

The Citizens Advisory Committee (CAC) shall assist the MPO in a review and advisory capacity relating to transportation planning and programming.

The Citizens Advisory Committee shall:

1. Provide a forum for the discussion of community needs and values relative to planning goals and to future land use and transportation decisions.
2. Promote communication among CAC members (subject to the limitations in Section 286.011, Florida Statutes) for the successful identification and resolution of common transportation problems and concerns.
3. Evaluate and propose solutions from a citizen's perspective concerning alternative transportation proposals and critical issues.
4. Provide knowledge gained through the CAC into local citizen group discussions and meetings.

C. MEMBERSHIP

1. The CAC shall be comprised of 11 appointed citizens whose membership shall represent a broad spectrum of residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented (F.S. 339.175, 3(b) 6 (e) 1.
 2. Committee members representing specific political jurisdictions shall be recommended by the MPO Board members representing said jurisdictions and confirmed by the MPO Board. Membership will be by geographic area in which the person lives as follows:
 - a. 2 members from unincorporated Citrus County
 - b. 2 members from unincorporated Hernando County
 - c. 1 member from the City of Brooksville
 - d. 1 member from the City of Crystal River
 - e. 1 member from the City of Inverness
 - f. 1 member low income and/or minority representative from Citrus County
 - g. 1 member low income and/or minority representative from Hernando County
 - h. 1 member who qualifies as a public transit user representing Citrus County
-

- i. 1 member who qualifies as a public transit user representing Hernando County
3. Committee members may be asked to represent the CAC on short-term/temporary ad hoc committees.
4. Members shall serve two (2) year terms. The initial appointments shall be staggered so that six members are appointed for a two-year term and five members are appointed to a one-year term. Each member shall serve at the pleasure of the MPO Board. Three unexcused consecutive absences by a member shall be grounds for dismissal. An unexcused absence shall be where the member does not report to the designated MPO staff an absence at least 24 hours in advance of the meeting.
5. CAC members, including alternates, shall not reside in the same household with another current CAC member, shall not be part of the immediate family of another current CAC member, and shall not hold an elected public office.
6. A list of membership and attendance record of the CAC shall be maintained and updated by the MPO staff.

D. OFFICERS

1. A Chair and Vice Chair shall be elected at the first regularly scheduled meeting of each calendar year and shall serve one year until the first regularly scheduled meeting of the next calendar year when elections will be held. The jurisdictional representation of each officer rotates annually between Citrus County and Hernando County; and synchronous with the MPO Board.
2. Any member may nominate or be nominated as Chair or Vice Chair. All elections shall be by the majority vote of regular members present.
4. The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. The Vice Chair shall, during the absence of the Chair, have and exercise all the duties and powers of the Chair. If both officers are absent from a meeting, an acting Chair shall be elected by those members present for the purpose of presiding over that specific meeting.
5. Any vacancy in office created by resignation or replacement of the Chair/Vice Chair 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.

E. MEETINGS

1. The CAC will generally meet quarterly beginning in January. The meetings shall rotate quarterly between locations in Hernando County and Citrus County, based on meeting location availability, at locations approved by the MPO Executive Director, with the initial location being Hernando County. The MPO Board will approve an annual meeting calendar for date, time, frequency, and location of the BPAC meetings, by simple majority vote.

The CAC Chair shall have the authority to cancel a scheduled committee meeting when requested by the MPO Executive Director. A meeting cancellation notice shall be provided by MPO staff via email to all committee members and known visitors at least twelve (12) hours before the scheduled time of the meeting. The CAC will conduct joint meetings with the Bicycle/Pedestrian Advisory Committee (BPAC), unless otherwise noticed.

2. Each regular member present will have a single vote. A vote on an issue or decision is by a simple majority vote of the voting members present.
3. A quorum shall consist of the physical presence of a majority of the current voting membership.
4. Meetings will be open to the public. Public participation provision will be available on each agenda.
5. The MPO staff duties shall include agenda preparation as well as the recording, preparation, and distribution of the minutes. Agendas and minutes of the previous CAC meeting shall be prepared and transmitted via email to members at least five (5) days before meetings.
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 Committee shall approve the order of the agenda at the meeting.
 - 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.
 - 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.

F. AMENDMENTS

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

BYLAWS
of the
CITIZENS ADVISORY COMMITTEE (CAC)
OF THE HERNANDO/CITRUS MPO

HERNANDO/CITRUS
METROPOLITAN PLANNING ORGANIZATION
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

BYLAWS

CITIZENS ADVISORY COMMITTEE (CAC) HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)

A. COMMITTEE NAME

This committee, established under the Department of Transportation, Federal Highway Administration 23 CFR Part 450.316, shall be called the Hernando/Citrus Metropolitan Planning Organization (MPO) Citizens Advisory Committee (CAC).

B. PURPOSE - FUNCTION

The Citizens Advisory Committee (CAC) shall assist the MPO in conducting effective public information and participation programs, and to act as a representative panel for the purpose of advising the MPO of public opinion on policy issues to be considered by the MPO.

The Citizens Advisory Committee shall be responsible for:

1. Providing information and overall community values and needs into the transportation planning program of the MPO;
2. Evaluating and proposing solutions from a citizen's perspective concerning alternative transportation proposals and critical issues, and;
3. Providing knowledge gained through the CAC into local citizen group discussions and meetings.

C. MEMBERSHIP

1. The members of the CAC are appointed by the Hernando/Citrus MPO Board.
2. The CAC shall be comprised of eleven (11) appointed citizens whose membership shall represent a broad spectrum of social and economic backgrounds and interests in transportation. Committee members representing specific political jurisdictions shall be recommended by the MPO members representing said jurisdictions and confirmed by the MPO Board. Membership will be by geographic area in which the person lives and will be as follows:
 - a. 2 members from unincorporated Citrus County
 - b. 2 members from unincorporated Hernando County
 - c. 1 member from the City of Brooksville

- d. 1 member from the City of Crystal River
 - e. 1 member from the City of Inverness
 - f. 1 member low income and/or minority representative from Citrus County
 - g. 1 member low income and/or minority representative from Hernando County
 - h. 1 member who qualifies as a public transit user representing Citrus County
 - i. 1 member who qualifies as a public transit user representing Hernando County
3. Members shall serve two (2) year terms. The initial appointments shall be staggered so that six members are appointed for a two year term and five members are appointed to a one year term. Each member shall serve at the pleasure of the MPO. Three unexcused consecutive absences by a member shall be grounds for dismissal. An unexcused absence shall be where the member does not report to the designated MPO staff an absence at least 24 hours in advance of the meeting.
 4. A list of membership of the CAC shall be maintained and updated by the MPO staff.

D. OFFICERS

1. A Chair and Vice-Chair shall be elected at the first regularly scheduled meeting of each calendar year and shall serve one year until the first regularly scheduled meeting of the next calendar year when elections will be held. The jurisdictional representation of each officer rotates annually between Citrus County and Hernando County; and synchronous with the MPO Board.
2. Any member may nominate or be nominated as Chair or Vice-Chair. All elections shall be by the majority vote of a quorum of members present.
3. The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. In the event of a vacancy in the office of the Chair, the Vice Chair shall automatically assume the office of Chair for the remainder of the unexpired term. In the event of a vacancy in the office of Vice Chair, a new Vice Chair shall be elected at the next meeting of the CAC to serve the remainder of the unexpired term.
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.

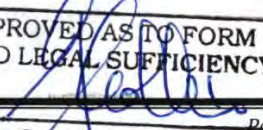
5. The staff of the Hernando/Citrus MPO will act as Staff to the CAC.

E. MEETINGS

1. The CAC 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 CAC meetings may be changed by a simple majority vote of the voting members.
2. Each regular member will have one equal vote. A vote on an issue or decision is by a simple majority vote of the voting members present.
3. A quorum shall consist of a majority of the voting membership.
4. All 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 and minutes of the previous CAC meeting shall be prepared and transmitted to members at least seven (7) days before meetings.
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.

F. AMENDMENTS

Recommended changes in the bylaws require a simple majority vote of the CAC 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 CAC recommended changes must be presented to the MPO Board for review and approval.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY _____
County Attorney's Office

REVIEW AND RECOMMENATION OF THE FY 2024-FY 2028 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT ADDING EASTERN FEDERAL LANDS

Attached is an amendment to the Transportation Improvement Program for FY 2024 – FY 2028. The Florida Department of Transportation (FDOT) requested the amendment to add an Appendix identifying Eastern Federal Lands projects as approved by the Federal Highway Administration. The amendment will be provided to the MPO Board for approval at their November 2, 2023, meeting.

Staff Recommendation: It is recommended the CAC review and recommend the MPO Board approve the FY 2024-FY 2028 Transportation Improvement (TIP) Amendment adding a new appendix identifying Eastern Federal Lands projects to the five-year program.

Staff Recommendation: It is recommended the BPAC review and recommend the MPO Board approve the FY 2024-FY 2028 Transportation Improvement (TIP) Amendment adding a new appendix identifying Eastern Federal Lands projects to the five-year program.

Attachment: FY 2024-FY 2028 TIP Amendment



TRANSPORTATION IMPROVEMENT PROGRAM

Fiscal Years 2024-2028

Adoption Date: June 1, 2023

Amendment Date: October 5, 2023

Amendment Date: November 2, 2023 (anticipated)

Hernando/Citrus Metropolitan Planning Organization





TRANSPORTATION IMPROVEMENT PROGRAM FISCAL YEARS 2024-2028

JULY 1, 2023 – JUNE 30, 2028

Adoption Date: June 1, 2023

Amendment Date: October 5, 2023

Amendment Date: November 2, 2023

Hernando/Citrus Metropolitan Planning Organization

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**APPENDIX A
INDEX OF TIP AMENDMENTS AND MODIFICATIONS POST ADOPTION**

**TIP FY 2024-FY 2028
HERNANDO/CITRUS MPO**

DATE	REVISION #	CHANGE TYPE	EXPLANATION OF THE CHANGE
10/5/2023	1	Amendment	Annual Roll-Forward Amendment to the adopted Transportation Improvement Program (TIP) for Fiscal Year (FY) 2024 through 2028 to reconcile differences between the TIP and the Department's Adopted Five-Year Work Program. This is a routine, annual process to assist Hernando/Citrus MPO in identifying projects that were not committed in the previous fiscal year (FY 2023) and have automatically rolled into FY 2024 of the FDOT Work Program. This amendment ensures that year one of the TIP, adopted by the Board on June 1, 2023, effective October 1, 2023, matches year one of the FDOT Work Program. Edited pages: Cover Page, Page 3 Cover, Page 7, Appendix A page 25, Appendix E pages 77, 78, 90, 109, 111-113, and 115. Net change to the 5-year program for FY24-FY28 is an increase of \$10,327 to FY 2024.
11/2/2023	2	Amendment	Add Appendix K containing the Eastern Federal Lands document that was provided by FHWA to add \$1,149,000 in FY 2023 and \$1,655,000 in 2025.

**APPENDIX E
MISCELLANEOUS PROJECTS**

**TIP FY 2024-FY 2028
HERNANDO/CITRUS MPO**

Item Number: 451758 1 District: 07 Extra Description: LRTP 2045 Reference: Goal 3	Project Description: CRYSTAL RIVERS NWR HEADQUARTERS BYPASS ROAD - FLAP GRANT County: CITRUS CITY OF CRYSTAL RIVER IS GRANT RECIPIENT. FWS TO ADMINISTER	Type of Work: NEW ROAD CONSTRUCTION Project Length: 0.000	Note: Also see Appendix K for funding allocated by FHWA for this project as amended November 2, 2023, by the MPO Board.
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Phase / Responsible Agency	Fiscal Year							All Years
	<2024	2024	2025	2026	2027	2028	>2028	
PRELIMINARY ENGINEERING / RESPONSIBLE AGENCY NOT AVAILABLE								
Fund Code: FLAP-FEDERAL LANDS ACCESS PROGRAM		150,000						150,000
CONSTRUCTION / RESPONSIBLE AGENCY NOT AVAILABLE								
Fund Code: FLAP-FEDERAL LANDS ACCESS PROGRAM			650,344					650,344
Item: 451758 1 Totals		150,000	650,344					800,344
Project Totals		150,000	650,344					800,344

Item Number: 452206 2 District: 07 LRTP 2045 Reference: Goal 3, Objective 1	Project Description: US 41 AT SR 50 - ELECTRIC VEHICLE CHARGER DEPLOYMENT - NEVI County: HERNANDO	Type of Work: ELECTRIC VEHICLE CHARGING Project Length: 0.000
--	--	--

Phase / Responsible Agency	Fiscal Year							All Years
	<2024	2024	2025	2026	2027	2028	>2028	
OPERATIONS / RESPONSIBLE AGENCY NOT AVAILABLE								
Fund Code: GFEV-GEN. FUND EVEHICLE CHARG. PGM			1,500,000					1,500,000
CAPITAL / RESPONSIBLE AGENCY NOT AVAILABLE								
Fund Code: GFEV-GEN. FUND EVEHICLE CHARG. PGM		900,000						900,000
Item: 452206 2 Totals		900,000	1,500,000					2,400,000

Item Number: 452206 3 District: 07 LRTP 2045 Reference: Goal 3, Objective 1	Project Description: US 301 AT SR 50 - ELECTRIC VEHICLE CHARGER DEPLOYMENT - NEVI County: HERNANDO	Type of Work: ELECTRIC VEHICLE CHARGING Project Length: 0.000
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Phase / Responsible Agency	Fiscal Year							All Years
	<2024	2024	2025	2026	2027	2028	>2028	
OPERATIONS / RESPONSIBLE AGENCY NOT AVAILABLE								
Fund Code: GFEV-GEN. FUND EVEHICLE CHARG. PGM			1,500,000					1,500,000
CAPITAL / RESPONSIBLE AGENCY NOT AVAILABLE								
Fund Code: GFEV-GEN. FUND EVEHICLE CHARG. PGM		900,000						900,000
Item: 452206 3 Totals		900,000	1,500,000					2,400,000
Project Totals		1,800,000	3,000,000					4,800,000
Total Miscellaneous Projects	0	1950000	3650344	0	0	0	0	5600344
Total All Categories for 5-Year TIP	\$416,440,251	\$114,388,312	\$416,488,290	\$370,423,784	\$25,133,330	\$25,744,341		\$1,368,618,308

Appendix K: Eastern Federal Lands Highway Division TIP FY 2024-FY 2028 Mid-Year Update

Amendment 11-2-23 (anticipated)



FY2023-FY2026 Transportation Improvement Program Mid-Year Update

Federal Highway Administration
Eastern Federal Lands Highway Division

Last Printed: 8/18/2023

PROJECT	PROGRAM FISCAL YEAR	STATE	COUNTY	PARK, REFUGE, FOREST OR OTHER PARTNER/AGENCY	DESCRIPTION	TYPE OF WORK	PRIMARY FUND SOURCE	TOTAL PROGRAMMED AMOUNT	FUNDS FROM TITLE	DELIVERED BY	STATUS	CONGRESSIONAL DISTRICT	FLMA REGION
Florida													
FL EVER (309946/202746)	2023	FL	Miami-Dade	EVER	Tamiami Trail Next Steps DSC Project Management and In-House Technical Support associated with the NSFLTP project by FDOT	4R	FLTP - NPS	\$100,000.00	Title 23	NPS	Construction	FL-26	NPS-SER
FL FLAP JKSVL A1A(1)	2023	FL	Duval	Timucuan Ecological & HP/Mayport Naval St	St. Johns River Ferry Improvement	Other	FLAP	\$1,308,840.00	Title 23	local	Construction	FL-04	NPS-SER
FL FLTP FW CRY(1)	2023	FL	Citrus	Crystal River NWR	Dock became unstable due to deteriorating piling and damages sustained during Hurricane Hermine in 2016. Correcting these issues will bring it into good condition.	4R	FLTP - FWS	\$1,149,000.00	Title 23	FWS	Construction	FL-11	FWS-4-SE
FL FS BLACK CREEK BRG	2023	FL	Clay	Appalachian NF	Black Creek Bridge Replacement	BR_New	FLTP - FS	\$2,400,000.00	Title 23	FS	Construction	FL-11	FS-08-South
FL FTNP CASA 305080	2023	FL	St. Johns	CASA	Repalce FOMA ferry	Transit	FLTP - NPS	\$120,000.00	Title 23	NPS	Construction	FL-06	NPS-SER
FL EVER (309946/202746)	2024	FL	Miami-Dade	EVER	Tamiami Trail Next Steps DSC Project Management and In-House Technical Support associated with the NSFLTP project by FDOT	4R	FLTP - NPS	\$100,000.00	Title 23	NPS	Construction	FL-26	NPS-SER
FL FLAP 24	2024	FL	Duval	Timucuan Ecological and Historic Preserve	Timucuan Trail	28	FLAP	\$1,800,000.00	Title 23	local	Planned	FL-04	NPS-SER
FL JIM WOODRUFF LOCK & DAM-LAKE	2024	FL	Various	Jim Woodruff Lock & Dam - Lake Seminole	Resurfacing on an approximate 1 mile segment of roadway located on the dam structure and a 25,000 square feet parking area. Electrical utility line is buried under right inbound lane (linear patch) with access boxes at each light pole. The surfaces exhibit high severity and frequent longitudinal and transverse cracking.	4R	FLTP - USACE	\$2,100,000.00	Title 23	USACE	In design	FL-02	USACE-SA
FL NP DESO 900(1)	2024	FL	Desoto	DESO	Rehabilitate DESO Rt. 0900	3R	FLTP - NPS	\$660,000.00	Title 23	EFL	In design	FL-09	NPS-SER
FL FLAP 26	2025	FL	Citrus	Crystal River NWR	Crystal River NWR Headquarters Bypass Road	4R	FLAP - EFL	\$1,655,000.00	Title 23	EFL	In design	FL-11	FWS-4-SE

FLORIDA DEPARTMENT OF TRANSPORTATION TENTATIVE FIVE-YEAR WORK PROGRAM (FY 2025-FY 2029) PRESENTATION

The Florida Department of Transportation (FDOT) District 7 (D7) will present the Tentative Five-Year Work Program for FY 2025-FY 2029.

The Tentative Work Program (TWP) includes planning activities, preliminary engineering, right-of-way acquisition, constructions, and public transportation projects within the Hernando/Citrus MPO planning area.

The D7 Tentative Work Program website will be live beginning on October 23, 2023. The website link is <https://fdot.gov/wpph/district7>. Once the website is available, an interactive GIS map with all the projects within the five-year work program can be located via *Quick Links* (on the right side of webpage).

A full TWP document can be found under the TWP document link, as well as a separate link for the current adopted work program. An in-person open house will be conducted on Thursday, October 26, 2023, beginning at 9:00 a.m. through 6:00 p.m. in the FDOT District 7 headquarters, Flamingo Conference Room, 11201 McKinley Drive, Tampa, Florida. The comment period will last through November 13, 2023. A comment form/link is also available on the website for public use through November 13, 2023.

Staff Recommendation: It is recommended the CAC review the presentation and provide feedback to the presenter, as desired. No action is required at this time.

Staff Recommendation: It is recommended the BPAC review the presentation and provide feedback to the presenter, as desired. No action is required at this time.

Attachment: D7 TWP Flyer

FIVE-YEAR WORK PROGRAM

FISCAL YEAR 2025 TO FISCAL YEAR 2029



Participate in District 7's **Five-Year Work Program On-Line Public Hearing** that begins October 23, 2023

www.FDOT.gov/WPPH/District7 to view proposed FDOT projects

Or join us at our **Open House**

October 26, 2023
9am to 6pm

FDOT D7 Office
11201 N. McKinley Dr.
Tampa, FL 33612



www.FDOT.gov/WPPH/

Comments are due by **November 13, 2023**

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 Roger Roscoe, at (813) 975-6411, (800) 226-7220 or email: roger.roscoe@dot.state.fl.us.

Si usted tiene preguntas o comentarios o si simplemente desea mas informacion sobre este proyecto, favor de ponerse en contacto con el señor Manuel Flores, al teléfono (813) 975-4248 o correo electrónico manuel.flores@dot.state.fl.us.

**FLORIDA TURNPIKE ENTERPRISE TENTATIVE FIVE-YEAR WORK PROGRAM (FY 2025-FY 2029)
PRESENTATION**

The Florida Turnpike Enterprise (FTE) will present the Tentative Five-Year Work Program for FY 2025-FY 2029. The Tentative Work Program (TWP) includes planning activities, preliminary engineering, right-of-way acquisition, constructions, and public transportation projects within the Hernando/Citrus MPO planning area. Additional information on the public comment availability options will be provided at the meeting by the Florida Turnpike Enterprise.

Staff Recommendation: It is recommended the CAC review the presentation and provide feedback to the presenter, as desired. No action is required at this time.

Staff Recommendation: It is recommended the BPAC review the presentation and provide feedback to the presenter, as desired. No action is required at this time.

Attachment: none