



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

**REGULAR MEETING**

**Thursday, March 28, 2024, at 10:30 a.m.**

**MEETING LOCATION: Hernando County Building Training Facility, 1661 Blaise Drive, Brooksville, Florida**

**AGENDA**

**10:30 A. JOINT MEETING CALL TO ORDER BY JIM MCLEAN, PRESIDING CHAIR (BPAC)**

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. ANNUAL ELECTION OF THE CHAIR AND VICE CHAIR FOR 2024**

1. Citizens Advisory Committee (CAC)
2. Bicycle/Pedestrian Advisory Committee (BPAC)

**10:45 D. PRESENTATIONS**

1. Status of the 2050 Long-Range Transportation Plan (LRTP) Presentation by General Planning Consultant, Kimley-Horn
2. Government-in-the-Sunshine Presentation by the Hernando County Attorney's Office

**11:15 E. REVIEW/APPROVAL OF THE JOINT MEETING OF THE CITIZENS ADVISORY COMMITTEE (CAC) AND BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) MINUTES – OCTOBER 25, 2023**

**11:20 F. ACTION ITEMS**

1. Review and Recommendation on the FY2025-FY2026 Adoption of the Unified Planning Work Program (UPWP)
2. Review and Recommendation of Agreement and Transfer of Bicycle Trail Counters to the Florida Department of Transportation (FDOT)
3. Review and Recommendation on the List of Priority Projects (LOPP) Amendment to Add Intersection Improvements for US41 (Broad Street) and CR576 (Ayers Road) in Hernando County and US41 (Florida Avenue) and CR491 (N Lecanto Highway) in Citrus County
4. Review and Recommendation of the Citizens Advisory Committee (CAC) Bylaws Update

**11:45 G. CITIZEN COMMENTS**

**H. COMMITTEE MEMBER COMMENTS**

1. Citizens Advisory Committee (CAC)
2. Bicycle/Pedestrian Advisory Committee (BPAC)

**I. MPO STAFF UPDATES**

**12:00 J. ADJOURNMENT AND NEXT MEETING** - The next joint meeting of the Citizens Advisory Committee and Bicycle/Pedestrian Advisory Committee is scheduled for Thursday, April 25, 2024, beginning at 10:30 a.m., in the Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto, Florida. The meeting agenda and back-up material are available online at <http://www.hernandocitrusmpo.us>.

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**ANNUAL ELECTION OF THE CHAIR AND VICE CHAIR FOR 2024**

Committee Chair and Vice Chair rotate annually between the member government entities of Hernando and Citrus Counties. Any regular voting member may be nominated for office. Any voting member may nominate an officer. All elections shall be by a majority vote of the voting members of the committee.

C1. The Citizens Advisory Committee (CAC) appointments required for the 2024 calendar year are as follows:

- Nomination and Election of CAC Chair (Hernando County Representative)
- Nomination and Election of CAC Vice Chair (Citrus County Representative)

***Staff Recommendation:***

It is recommended the CAC make the required appointment for 2024 as follows:

- Nomination and Election of CAC Chair (Hernando County Representative)
- Nomination and Election of CAC Vice Chair (Citrus County Representative)

C2. The Bicycle/Pedestrian Advisory Committee (BPAC) appointments required for the 2024 calendar year are as follows:

- Nomination and Election of BPAC Chair (Hernando County Representative)
- Nomination and Election of BPAC Vice Chair (Citrus County Representative)

***Staff Recommendation:***

It is recommended the BPAC make the required appointment for 2024 as follows:

- Nomination and Election of BPAC Chair (Hernando County Representative)
- Nomination and Election of BPAC Vice Chair (Citrus County Representative)

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Attachment: CAC Roster, BPAC Roster

# Hernando/Citrus Metropolitan Planning Organization CITIZENS ADVISORY COMMITTEE (CAC)

Member	Representing
Beverly Howard	Citrus County - Unincorporated
Vacant	Citrus County - Unincorporated
Scarlett Sharpe	Hernando County Unincorporated
Stephen Hohman	Hernando County - Unincorporated
Ronald Lawson, Vice Chair for 2023	City of Brooksville
Vacant	City of Crystal River
Karen Esty	City of Inverness
Vacant	Low Income and/or Minority Representative - Citrus County
Shannon Sokolowski	Low Income and/or Minority Representative - Hernando County
Vacant	Public Transit User - Citrus County
Vacant	Public Transit User - Hernando County

*\*2023 Citrus County Chair is vacant*

# Hernando/Citrus Metropolitan Planning Organization BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) MEMBERSHIP

Member	Representing
Steve Gouldman David Peters, Alternate	City of Brooksville
Jenette Collins	City of Crystal River
Sherry Lynn Bechtel	City of Inverness
James Lipsey	Hernando County School District
Chuck Dixon	Citrus County School District
Bailey Forbes	Hernando County Parks and Recreation
Francine Nobles	Citrus County Parks and Recreation
Dennis Henize	Citizen-at-Large - Hern County
Mike Dolan, Vice Chair for 2023	Citizen-at-Large - Hern County
James Walter McLean, Chair for 2023	Citizen-at-Large - Citrus County
Dennis Reiland	Citizen-at-Large - Citrus County
Vacant	Non-Voting Representative FDOT
Sergeant Matt Lillibridge	Non-Voting Hernando County Sheriff
Deputy Jakob Fischer Deputy S Ruby	Non-Voting Citrus County Sheriff

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**STATUS OF THE 2050 LONG-RANGE TRANSPORTATION PLAN (LRTP) PRESENTATION BY  
GENERAL PLANNING CONSULTANT, KIMLEY-HORN**

The General Planning Consultant, Kimley-Horn & Associates, is in the process of preparing the 2050 Long-Range Transportation Plan (LRTP). Kimley-Horn will make a presentation on the 2050 LRTP project update for:

- Preliminary Revenue Forecasts
- Goals, Objectives, & Performance Measures

The Long-Range Transportation Plan (LRTP) is a federally required document of the Hernando/Citrus MPO that looks out at a minimum of 20 years to forecast future needs of the transportation system and prioritize projects to address them. The plan is updated every five years to reflect the changing dynamics of the region.

The 2050 LRTP will examine the current transportation system, establish goals and objectives, and gather public input. A thorough technical analysis, including performance measures, will be used to evaluate needs and look at various future trends that might affect the system. Through coordination with local government and transportation agency partners, the 2050 LRTP will produce a cost feasible plan and a list of projects that the region can afford.

**Staff Recommendation:** It is recommended the CAC and BPAC review the presentation, separately by committee, and provide comments as desired. No action is required by the CAC at this time.

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Attachment: None

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**GOVERNMENT-IN-THE-SUNSHINE PRESENTATION BY THE HERNANDO COUNTY ATTORNEY'S OFFICE**

Florida's Government-in-the-Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. The law applies to both elected and appointed boards and has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board for action.

There are three basic requirements of chapter 286.011, Florida Statutes:

1. meetings of public boards or commissions must be open to the public;
2. reasonable notice of such meetings must be given; and,
3. minutes of the meetings must be taken.

Members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Chapter 112.3143, Florida Statutes, must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B.

**Staff Recommendation:** It is recommended the CAC review the presentation and provide comments as desired. No action is required by the CAC at this time.

**Staff Recommendation:** It is recommended the BPAC review the presentation and provide comments as desired. No action is required by the BPAC at this time.

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Attachment: Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers

## FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY COUNTY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION:
MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

### WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

### INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

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#### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

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#### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

### APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, \_\_\_\_\_, hereby disclose that on \_\_\_\_\_, 20 \_\_\_\_ :

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of \_\_\_\_\_, by  
whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which  
is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

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**REVIEW/APPROVAL OF THE JOINT MEETING OF THE CITIZENS ADVISORY COMMITTEE (CAC) AND BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) MINUTES – OCTOBER 25, 2023**

Review and approve the October 25, 2023, joint meeting Minutes of the Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC).

**Staff Recommendation:** It is recommended the CAC and BPAC review and approve, separately by committee, the October 25, 2023, Minutes.

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Attachment: 10-25-23 Joint Mtg CAC\_BPAC Minutes



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

**Wednesday, October 25, 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  
Michael Dolan, Vice Chair, Hernando County Citizen-at-Large  
Sherry Bechtel, City of Inverness  
David Peters, City of Brooksville  
James Lipsey, Hernando County School District  
Bailey Forbes, Hernando County Parks and Recreation  
Francine Nobles, Citrus County Parks and Recreation  
Dennis Henize, Hernando County Citizen-at-Large

**BPAC MEMBERS ABSENT**

Jenette Collins, City of Crystal River  
Chuck Dixon, Citrus County School District  
Dennis Reiland, Citrus County Citizen-at-Large  
Sergeant Matt Lillibridge, 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  
Ron Lawson, Vice Chair, City of Brooksville  
Beverly Howard, Citrus County – Unincorporated  
Stephen Hohman, Hernando County – Unincorporated  
Karen Esty, City of Inverness  
Shannon Sokolowski, Low Income and/or Minority Representative

**CAC MEMBERS ABSENT**

Scarlett Sharpe, Hernando County - Unincorporated

**OTHERS PRESENT**

Bob Esposito, MPO Executive Director  
Mary Elwin, MPO Coordinator  
Joy Turner, MPO Administrative Assistant III  
Suzanne Monk, Florida Department of Transportation, District 7  
Carol Scott, Florida Turnpike Enterprise (FTE)

### **MEETING CALLED TO ORDER**

- CAC Chair Wade 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 the CAC members if there were modifications to the meeting agenda. There were no modifications requested.

**CAC Motion:** A motion was made by Ms. Esty to approve the agenda. The motion was seconded by Mr. Lawson and passed unanimously.

CAC Chair Wade asked the BPAC members if there were modifications to the meeting agenda. There were no modifications requested.

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

### **REVIEW/APPROVAL OF THE CITIZEN ADVISORY COMMITTEE (CAC) MINUTES – SEPTEMBER 27, 2023**

CAC Chair Wade asked for an update on the items that he mentioned on the Vulnerability and Risk Assessment Study during the September 27, 2023, meeting. Mr. Esposito affirmed the items Chair Wade noted were included in the final report that was approved by the MPO Board on October 5, 2023. CAC Chair Wade asked for a motion to approve the CAC minutes from the September 27, 2023, meeting.

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

*[It is noted for the record that Francine Nobles, member representing Citrus County Parks and Recreation, arrived at the meeting.]*

### **REVIEW/APPROVAL OF THE BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) MINUTES – SEPTEMBER 27, 2023**

CAC Chair Wade asked for a motion to approve the BPAC minutes from the September 27, 2023, meeting.

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

### **REVIEW AND RECOMMENDATION OF THE HERNANDO/CITRUS MPO APPORTIONMENT PLAN**

Mr. Esposito reviewed the Apportionment Plan requirements. In conclusion he shared that the Apportionment Plan is prepared based upon the decennial (2020) census and no changes in the structure of the MPO Board are being recommended.

CAC Chair Wade asked if there were any questions from either committee. Ms. Sokolowski asked if there was a size threshold where a MPO cannot be combined with other counties. Mr. Esposito affirmed the desire is for MPOs to comprise larger geographic areas. Ms. Esty asked if the MPO Apportionment Plan presented today was consistent to the Apportionment Plan information shared during the July 26, 2023, meeting. Mr. Esposito affirmed the information was consistent. CAC Chair Wade noted that on agenda packet page 28, the joint meeting of the CAC and BPAC will be conducted on the 4<sup>th</sup> Thursday of the month which he wanted to discuss later in the meeting.

CAC Chair Wade asked the CAC for a motion to recommend the MPO Board approve the Apportionment Plan.

**CAC Motion:** A motion was made by Mr. Lawson to recommend the MPO Board approve the Hernando/Citrus MPO Apportionment Plan. The motion was seconded by Ms. Esty and passed unanimously.

CAC Chair Wade asked the BPAC for a motion to recommend the MPO Board approve the Apportionment Plan.

**BPAC Motion:** A motion was made by Mr. Henize to recommend the MPO Board approve the Hernando/Citrus Apportionment Plan. The motion was seconded by Mr. McLean and passed unanimously.

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

CAC Chair Wade asked if there were any questions from either committee. CAC Chair Wade asked the CAC for a motion to recommend the MPO Board approve the MPO Public Participation Plan Update.

**CAC Motion:** A motion was made by Mr. Hohman to recommend the MPO Board approve the MPO Public Participate Plan (PPP) Update. The motion was seconded by Ms. Sokolowski and passed unanimously.

CAC Chair Wade asked the BPAC for a motion to recommend the MPO Board approve the MPO Public Participation Plan Update.

**BPAC Motion:** A motion was made by Mr. Peters to recommend the MPO Board approve the MPO Public Participation Plan Update. The motion was seconded by Mr. Henize and passed unanimously.

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

CAC Chair Wade asked if there were any comments from the BPAC. BPAC Chair McLean noted that on agenda packet page 103, Item 6, the reference to TAC member should be corrected to BPAC member.

CAC Chair Wade asked the BPAC for a motion to recommend the MPO Board approve the Bicycle/Pedestrian Advisory Committee (BPAC) Bylaws Update.

**BPAC Motion:** A motion was made by Mr. Dolan to recommend the MPO Board approve the BPAC Bylaws Update with the correction to Page 103, Item 6 as noted by BPAC Chair McLean. The motion was seconded by Mr. Henize and passed unanimously.

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

Mr. Esposito reviewed the update.

CAC Chair Wade asked if there were any comments from the CAC. Mr. Hohman asked for clarification on Item E1 and the CAC meeting on a quarterly basis. Mr. Esposito explained that meetings are scheduled monthly to ensure meeting space is reserved and meetings will only be held during months where there is business to conduct but no less than four times per year (quarterly). Ms. Elwin noted that there may be the need to have more meetings in 2024 to complete the 2050 Long-Range Transportation Plan adoption process by October 3, 2024. Mr. Hohman acknowledged to plan on monthly meetings, but quarterly meetings are required. He noted that the Bylaws use "generally meets" so we need to be careful what is committed.

The CAC discussed the updates to the Bylaws and requested the following items have a well-defined description and/or review prior to approving:

Item C1 – Membership: “CAC shall be comprised of 11 appointed citizens...”; should this read “CAC *shall* be comprised of up to 11 appointed citizens...”? Currently there are 7 filled positions. Should a minimum/maximum membership requirement be added to not be ‘out of compliance’ with Florida Statutes?

Item D4 – Officers: “Chair shall preside at all meetings...”; is it necessary to add a procedural statement that when conducting joint meetings to assign a single Chair of one of the committees (on an alternating basis) to preside over such joint meeting for efficiency?

Item F – Amendments: “Recommended changes in the Bylaws require a vote of the majority of the current CAC members...”; if the Committee serves at the pleasure of the MPO Board, are Bylaws approved by the Committee or the MPO Board or both?

Ms. Elwin agreed it would be meritorious for the CAC committee to table the review and approval of the CAC Bylaws Update after the County Attorney addresses their questions.

**CAC Motion:** A motion was made by Mr. Hohman to table the update to the CAC bylaws to allow the County Attorney to respond to the questions. The motion was seconded by Ms. Esty and passed unanimously.

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

CAC Chair Wade asked if there were any questions from either committee. Chair Wade requested further clarification on the projects being added and Ms. Monk from the Florida Department of Transportation (FDOT) explained there were two Eastern Federal Lands grant projects: 1) Crystal River National Wildlife Refuge (NRW) headquarters bypass road; and 2) Crystal River NRW to replace a dock.

CAC Chair Wade asked the CAC for a motion to recommend the MPO Board approve the FY 2024-FY 2028 Transportation Improvement Program Amendment adding Eastern Federal Lands.

**CAC Motion:** A motion was made by Ms. Esty to recommend the MPO Board approve the FY 2024-FY 2028 Transportation Improvement Program Amendment adding Eastern Federal Lands. The motion was seconded by Ms. Howard and passed unanimously.

CAC Chair Wade asked the BPAC for a motion to recommend the MPO Board approve the FY 2024-FY 2028 Transportation Improvement Program Amendment adding Eastern Federal Lands.

**BPAC Motion:** A motion was made by Mr. Peters to recommend the MPO Board approve the FY 2024-FY 2028 Transportation Improvement Program Amendment adding Eastern Federal Lands. The motion was seconded by Mr. Lipsey and passed unanimously.

#### **PRESENTATIONS**

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

Suzanne Monk, the Florida Department of Transportation (FDOT) District 7 Government Liaison for Hernando/Citrus MPO, provided an update on programming strategies and the proposed changes to the new Tentative Five-Year Work Program for FY 2025-FY 2029. Ms. Monk shared no plans have been developed for the additional sidewalk gap funding, but construction funding was added for both Hernando and Citrus counties so work could be programmed and would be on-going. Ms. Monk provided the web page for the public comment period which will be open through November 13, 2023.

Ms. Esty questioned how funding could be obtained for Project #2 (N. Independence Highway sidewalk) on the Transportation Alternative List of Priority Projects (LOPP). Mr. Esposito suggested Ms. Esty contact Walt

Eastmond, Director of Citrus County Public Works, and/or the Citrus County Commissioners to determine if the County can fund this work. If the County cannot fund the project, then Citrus County will need to apply to FDOT to request funding. Ms. Monk noted if historical data on safety concerns existed for this area, it could support the County making this project a higher priority. Due to the recent flooding caused by Hurricane Idalia in Crystal River, CAC Chair Wade asked if there were plans by either the State of Florida or FDOT to improve US 19 through Crystal River. Ms. Monk affirmed US 19 is a Strategic Intermodal System (SIS) roadway and no plan is currently programmed. Mr. Esposito noted that US 19 was part of the Vulnerability and Risk Assessment Study that will be incorporated into the 2050 Long-Range Transportation Plan.

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

Carol Scott from Florida Turnpike Enterprises (FTE) made a presentation on how FTE projects are funded, prioritized, and an update on the proposed changes to the new Tentative Five-Year Work Program. Mr. Esposito and the MPO Board thanked FTE for expediting the expansion of the Suncoast Parkway. Ms. Sokolowski asked if there was signage on the Suncoast Parkway for the *\*347 Call Florida Highway Patrol & Road Rangers*. Ms. Scott will check with and/or take the suggestion to FTE.

**CITIZEN COMMENTS** – There were no citizens present in the audience.

### **BPAC COMMITTEE COMMENTS**

- Ms. Bechtel questioned whether the recently opened trail on US 19 from the Hernando/Citrus County Line north to Crystal River had been named. Ms. Monk from the Florida Department of Transportation (FDOT) will investigate and report back to the committee.

### **CAC COMMITTEE COMMENTS**

- Mr. Lawson raised concerns on the impact to holiday activities scheduled in the City of Brooksville and the current level of construction including three existing detours. Ms. Monk will inquire and report back on the results of the October 16, 2023, meeting between Brooksville's Mayor Bell and Anna Geismar from the Florida Department of Transportation (FDOT) so the city can prepare accordingly.

### **MPO STAFF UPDATES**

Mr. Esposito shared the following updates:

- FDOT Project #257165-3 (US 41 from SR 44 to S of Withlacoochee Trail Bridge): CST started October 3<sup>rd</sup>, 2023 (anticipated to last 2 years) and there will be a groundbreaking ceremony November 30, 2023.
- FDOT Safety Liaison will give a presentation at the November 2, 2023, meeting. As a reminder, annual grant applications are due in February 2024.
- Vulnerability and Risk Assessment (Resilience Study) is complete and was approved by the MPO Board October 5, 2023. The Study will be incorporated into the 2050 Long-Range Transportation Plan (LRTP) which is in progress.
- 2050 Long-Range Transportation Plan (LRTP) – Scope A was completed, and Scope B is underway. The final scopes, C and D, will need to be issued immediately after the new GPC contracts are approved by the MPO Board which is tentatively schedule for the November 2, 2023.
- Traffic Segment Studies in Citrus County (US41 and SR 200) and Hernando County (County Line Road and US 41) will commence upon the approval of new GPC contracts (anticipated Nov/Dec).
- A multi-agency Interlocal Agreement for improvements to County Line Road was approved by the Hernando/Citrus MPO Board on October 5, 2023, and approved by the Pasco MPO Board on October 12, 2023, however, further discussions will need to occur before proceeding.
- To avoid future quorum issues, MPO Staff will begin sending email calendar invites for future committee meetings.

### **ADJOURNMENT AND NEXT MEETING**

CAC Chair Wade adjourned the meeting at 11:54 a.m. The next joint meeting of the Citizen Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC) is tentatively scheduled for Thursday, January 25, 2024, beginning at 10:30 a.m. in the Hernando County Building Training Facility, 1661 Blaise Drive, Brooksville, Florida.

DRAFT

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**REVIEW AND RECOMMENDATION OF THE FY2025-FY2026 ADOPTION OF THE UNIFIED PLANNING WORK PROGRAM (UPWP)**

As required by the Federal Highway Administration (FHWA) and the Florida Department of Transportation (FDOT), the UPWP document is created every two years, with an update in the second year. The UPWP defines work tasks of the Metropolitan Planning Organization's (MPO) annual transportation planning effort with the proposed budget cost and funding sources.

Pursuant to the federal and state requirements, a draft UPWP for FY2025-FY2026 was submitted to the FDOT on March 15, 2024. Review comments provided from FDOT and FHWA/FTA will be addressed and incorporated into the final document presented to the MPO Board on May 2, 2024, along with MPO input and public comments as appropriate.

The draft UPWP FY2025-FY2026 is available online at: [www.hernandocitrusmpo.us](http://www.hernandocitrusmpo.us).

The UPWP outlines the work program tasks of the MPO's annual transportation planning effort including proposed budget costs and funding sources. The total budget for the two-year program draft is required to be prepared without reflecting carry-forward that will be available in the 2<sup>nd</sup> year from remaining funds from FY2024. The two-year program is reflecting the funding contained in the Statewide Transportation Improvement Program for PL funding in the amounts of \$691,288 for FY2025 and \$698,497 for FY2026. An estimate is used in the amount of \$49,683 for FY2025 and \$49,683 for FY2026 for funding from the Commission for the Transportation Disadvantaged (CTD). The estimate is based upon the FY2024 agreements until the CTD provides the amounts for the new fiscal year.

**Staff Recommendation:** It is recommended the CAC and BPAC review and recommend, separately by committee, approval of the UPWP FY2025-FY2026 to the MPO Board subject to any required revisions based upon comments received from the FDOT and FHWA.

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Attachments: FY2025-FY2026 UPWP (Draft)



# HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

## UNIFIED PLANNING WORK PROGRAM (UPWP)

STATE FISCAL YEARS 2025-2026

Effective: July 1, 2024-June 30, 2026

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Version Date (Draft): March 15, 2024  
Adopted: TBD

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### **Statement of Non-Discrimination**

**The Hernando/Citrus Metropolitan Planning Organization processes, programs and plans comply with the public involvement procedures of Title VI and subsequent directives which state:**

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

**UPWP FY2025-FY2026 – REVISION HISTORY**

Date	Revision #	Change Type	Explanation of the change

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## SECTION 1 - COST ANALYSIS CERTIFICATION

## SECTION 2 - INTRODUCTION

### Definition and Purpose of the UPWP

The Unified Planning Work Program (UPWP) is a statement of work identifying the planning priorities and activities to be conducted within a metropolitan planning area. The UPWP, at a minimum, includes a description of the planning work and resulting products, who will perform the work, timeframes for completing the work, and the source(s) of funds (23 CFR 450.104).

The UPWP is required as a basis and condition for federal funding assistance by the planning regulations of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). The planning activities in the UPWP must also follow a **Continuing**, **Cooperative** and **Comprehensive** ('3C') transportation process and be in full compliance with Title 23 United States Code (USC), Sections 134 (Metropolitan Transportation Planning), 135 (Statewide Transportation Planning), Title 49 (Public Transportation) Chapter 53, and Florida Statutes (F.S.) Chapter 339.175(9).

### Overview of MPO's Comprehensive Transportation Planning Activities

The U.S. Department of Transportation (USDOT) requires the MPO to carry out a **Continuing**, **Cooperative** and **Comprehensive** (3C) transportation process.

**Continuing:** Planning must be maintained as an ongoing activity and addresses both short-term needs and a long-term vision,

**Cooperative:** The process must include the entire region and all partners through a public participation process, and

**Comprehensive:** The process must cover all modes of transportation and consistent with local plans and priorities.

A summary of planning activities, budget, and matching funds for the two-year period are provided within this document. The UPWP encompasses the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area which includes both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County. The UPWP includes work during the timeframe of July 1, 2024 (FY 2025), through June 30, 2026 (FY 2026).

Significant growth is expected in both Hernando and Citrus counties over the next 20 years. The population and employment forecasts, developed for the 2045 LRTP, estimated that Hernando County will have a population increase of 52% by 2045 and an employment increase of 50%. Citrus County's population is expected to increase by 41% by 2045 with an employment increase of 35%.

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

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

These goals are:

**Safety:** Increase safety for the users of the counties' transportation system.

**Preservation:** Preserve and maintain transportation infrastructure and transit assets.

**Intermodal:** Maintain existing transportation system.

**Economy:** Support economic development.

**Mobility:** Provide for the multi-modal mobility needs of the community.

**Livability:** Preserve, and where possible, enhance social, cultural, physical, and environmental values.

The UPWP provides a description and estimated budget for specific planning tasks to be undertaken by the MPO. Planning tasks programmed in the UPWP reflect the services anticipated to meet local priorities and be consistent with the requirements of FHWA, FTA and the Florida Department of Transportation (FDOT).

The federal and state governments provide funding to support the MPO through FDOT and the Florida Commission for Transportation Disadvantaged (CTD), including the following primary funding sources: FHWA (Combined Planning (PL) and FTA Section 5305(d) funds), and the CTD Transportation Disadvantaged grant. FDOT is fulfilling the required 18.07% non-federal share (also known as a soft match) in the combined FHWA/FTA grant by using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

## 2050 Long-Range Transportation Plan (LRTP)

The Long-Range Transportation Plan (LRTP) is one of the most important projects that the MPO undertakes. It addresses the state and federal planning requirements that are the MPO's responsibility to carry-out a long-range and comprehensive planning process. The 2045 LRTP was adopted by the MPO Board on December 4, 2019.

The development of the 2050 LRTP began in Fiscal Year 2023 using a multi-phased scope approach to its development. The 2050 LRTP has a target date for adoption of October 3, 2024 (deadline is December 4, 2024). The MPO has been working closely with its general planning consultants, FDOT District 7 and the Sun Coast Transportation Alliance (SCTPA) on its 2050 LRTP content and elements for consistency with local comprehensive plans of its member jurisdictions, state, and federal requirements for long-range transportation planning. The 2050 LRTP will be presented to the MPO's Technical Advisory Committee, Citizen Advisory Committee, and Bicycle/Pedestrian Advisory Committee throughout its multi-phased development for public engagement opportunities as addressed in the Public Participation Plan. Funding is reflected in Task 1 of this UPWP to finalize the 2050 LRTP for adoption.

## Transportation Improvement Program (TIP)

The MPO produces the five-year Transportation Improvement Program (TIP) and ensures coordination between the FDOT Work Program, the MPO's Long-Range Transportation Plan (LRTP), and the Hernando and Citrus transit agencies for reflecting capital improvement programs (CIP) of the respective county and transit systems, and city governments in the MPO area. The TIP is updated on an annual basis and allocates funding to projects. The List of Priority Projects (LOPP) is reflected in the TIP. Funding is contained in the budget tables under Task 2 to reflect the activities associated with the development the annual TIP.

### Unified Planning Work Program (UPWP)

A summary of planning activities, budget and matching funds for the two-year period are provided within this UPWP. The UPWP encompasses the transportation planning projects to be performed within the Hernando/Citrus Metropolitan Planning Organization (MPO) study area for both the Spring Hill Urbanized Area in Hernando County and the Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area in Citrus County. The UPWP includes work during the timeframe of July 1, 2024 (FY 2025), through June 30, 2026 (FY 2026). Work involved in the development, amending, or modifying the UPWP is contained in Task 3.

### Public Participation Plan (PPP)

The Hernando/Citrus Metropolitan Planning Organization (MPO) Public Participation Plan (PPP) was last updated on December 7, 2023. The plan is periodically reviewed to ensure consistency with applicable regulations and changes are made when necessary. The Hernando/Citrus MPO encourages participation by the public in the transportation planning and decision-making processes. The MPO makes every effort to ensure plans and programs are easy to understand and available for public review and participation in the processes and at meetings. Documents are available on its website. The PPP provides the citizens, public agencies, and transportation related entities, and interested parties with a reasonable opportunity to comment on the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Transportation Disadvantaged Service Plan (TDSP), the Unified Planning Work Program (UPWP), and transportation related planning and programming documents and processes. Work activities involving the updating the PPP is contained in Task 5 of the UPWP.

### Transportation Disadvantaged Local Coordinating Board (TCLCB)

The Transportation Disadvantaged Local Coordinating Boards oversee the activities of the Community Transportation Coordinators (CTC) that provide services to the transportation disadvantaged pursuant to Chapter 427, Florida Statutes. The CTC for Hernando County is Mid Florida Community Services doing business as Trans-Hernando. The CTC for Citrus County is the Citrus County Board of County Commissioners. 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 Hernando County and Citrus County. The Chairs of the Transportation Disadvantaged Local Coordinating Boards are members of the County Commissions in which they serve. The TDLCB Board member positions are established by Florida Administrative Code, Rule 41-2. The TDLCB Boards are comprised of citizen and agency representatives. Funding for activities associated with the Transportation Disadvantaged Program is provided by the Florida Commission of Transportation Disadvantaged and is reflected in Tasks 3 and 5 of the UPWP.

### Special Projects and Studies

Special projects and activities that are non-recurring, such as planning studies and research in support of federal and state planning emphasis areas and MPO planning priorities, are contained in Task 5 of the UPWP. Projects in Task 5 include: congestion management, safety planning implementation and performance measurement, an ACES (Automated, Connected, Electric, Shared-Use) Vehicles Study, and, and transportation/corridor studies.

### Statement of Consolidated Grant Program Participation

The MPO and FDOT participate in the Consolidated Grant Program (CPG). The CPG enables FDOT, in cooperation with the Hernando/Citrus MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA Section 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division. These funds are annually apportioned to FDOT as the direct recipient and allocated to the MPO by FDOT utilizing formulas approved by the MPO, FDOT, FHWA, and FTA, in accordance with 23 Code of Federal Regulations (CFR) 420.109 and 49 USC Chapter 53. The FDOT is fulfilling the CPG's required 18.07% non-federal share (match) using Transportation Development Credits as permitted by 23 CFR 120(i) and FTA C 8100.1D.

### Definition of Soft Match

Section 120 of Title 23, U.S.C., permits a State to use certain toll revenue expenditures as a credit toward the non-Federal matching share of all programs authorized by Title 23 (except Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is, in essence, a "soft match" provision that allows the Federal share to be increased up to 100% to the extent credits are available. The "soft match" amount utilized to match the FHWA funding in the UPWP is 18.07% of FHWA program funds for a total of \$306,523.

### Public Involvement Process for the UPWP

The development of the UPWP is consistent with the MPO's adopted Public Participation Plan (PPP) discussed on the previous page under Public Participation Plan (PPP). Pursuant to the PPP, the UPWP is reviewed by the MPO's Technical Advisory Committee, Citizens Advisory Committee, and the Bicycle/Pedestrian Advisory Committee, volunteer bodies meeting in public forums representing both a technical perspective and a citizen involvement component working together on the programming of projects.

MPO staff will respond in writing to input and comments received from the public. All comments received, including from FHWA, FTA and the FDOT will be addressed and incorporated into the final document.

Citizens are also encouraged to contact the MPO directly to express concerns for information or provide input through the following means: telephone: 352-754-4082, email: [mpo@hernandocounty.us](mailto:mpo@hernandocounty.us), website: [www.HernandoCitrusMPO.us](http://www.HernandoCitrusMPO.us) or in writing at Hernando/Citrus MPO, 789 Providence Boulevard, Brooksville, Florida 34601.

### The Federal Planning Factors

In December 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act identified the following ten planning factors which have been incorporated into the MPO Planning Process and this UPWP. A matrix of the Federal Planning Factors and how they are incorporated in the UPWP are identified in the following table.

*[See Federal Planning Factors Matrix on next page.]*

Federal Planning Factors		Task 1: LRTP 2050	Task 2: TIP	Task 3: Administration	Task 4: Data Development & Management	Task 5: Special Projects & Studies	Task 6: Regional Coordination	Task 7: SCTPA Support & Shared Task
1	Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;	x	x	x	x	x	x	x
2	Increase the safety of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x
3	Increase the security of the transportation system for motorized and non-motorized users;	x	x	x	x	x	x	x
4	Increase accessibility and mobility of people and freight;	x	x		x	x	x	x
5	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;	x	x		x	x	x	x
6	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;	x	x		x	x	x	x
7	Promote efficient system management and operation;	x	x	x	x	x	x	
8	Emphasize the preservation of the existing transportation system;	x	x	x	x	x	x	x
9	Improve the resilience and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and	x	x		x	x	x	
10	Enhance travel and tourism.	x	x	x	x	x	x	x

In addition to the planning factors mentioned above, MAP-21 required that State DOTs and MPOs conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures. Performance-based planning ensures the most efficient investment of federal transportation funds by increasing accountability, transparency, and providing for better investment decisions that focus on key outcomes related to national goals which include:

- Improving Safety
- Maintaining Infrastructure Condition
- Reducing Traffic Congestion
- Improving the Efficiency of the System and Freight Movement
- Protecting the Environment
- Reducing Delays in Project Delivery

The FAST Act supplemented the MAP-21 legislation by establishing timelines for State DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own.

On November 15, 2021, the Infrastructure Investment and Jobs Act (IIJA) was signed into law. This legislation carries forward the policies, programs, and initiatives established by preceding legislation (FAST Act and MAP-21) to maintain and improve the nation's surface transportation system. The IIJA carries forward and expands on these policies and introduces new policies and programs that address new and emerging issues that face the nation's transportation system. These issues include mitigating impacts to existing infrastructure due to climate change, developing and maintaining system resiliency, ensuring equity, researching, and deploying new technologies, and improving safety for all users.

### Federal Planning Emphasis Areas

The FHWA and FTA issued Planning Emphasis Areas (PEA) in 2021. They actively encourage MPOs and the states to develop and identify work tasks associated with the PEAs in their UPWP's. The Federal Planning Emphasis Areas are as follows:

1. **Tackling the Climate Crisis – Transition to a Clean Energy Resilient Future:** Federal Highway Administration (FHWA) divisions and Federal Transit Administration (FTA) regional offices should work with State departments of transportation (State DOT), metropolitan planning organizations (MPO), and providers of public transportation to ensure that our transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change. Field offices should encourage State DOTs and MPOs to use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users and undertake actions to prepare for and adapt to the impacts of climate change.

Appropriate Unified Planning Work Program projects include identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce green-house gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation, shift to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.

2. **Equity and Justice in Transportation Planning:** FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to advance racial equity and support for underserved and disadvantaged communities. This will help ensure public involvement in the planning process and that plans and strategies reflect various perspectives, concerns, and priorities from impacted areas. We encourage the use of strategies that: (1) improve infrastructure for non-motorized travel, public transportation access, and increased public transportation service in underserved communities; (2) plan for the safety of all road users, particularly those on arterials, through infrastructure improvements and advanced speed management; (3) reduce single-occupancy vehicle travel and associated air pollution in communities near high-volume corridors; (4) offer reduced public transportation fares as appropriate; (5) target demand-response service towards communities with higher concentrations of older adults and those with poor access to essential services; and (6) consider equitable and sustainable practices while developing transit-oriented development including affordable housing strategies and consideration of environmental justice populations. Executive Order 13985 (Advancing Racial Equity and Support for Underserved Communities) defines the term “equity”

as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian 4 3 Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of “equity.” In addition, Executive Order 14008 and M-21-28 provides a whole-of-government approach to advancing environmental justice by stating that 40 percent of Federal investments flow to disadvantaged communities. FHWA Division and FTA regional offices should work with State DOTs, MPOs, and providers of public transportation to review current and new metropolitan transportation plans to advance Federal investments to disadvantaged communities.

To accomplish both initiatives, our joint planning processes should support State and MPO goals for economic opportunity in disadvantaged communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, recreation, and health care.

3. **Complete Streets:** Complete Streets is an approach to planning, designing, building, operating, and maintaining streets that enables safe access for all people who need to use them, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

FHWA division and FTA regional offices works with State DOTs, MPOs, and providers of public transportation to review current policies, rules, and procedures to determine their impact on safety for all road users. The work includes provisions for safety in future transportation infrastructure.

A complete street is safe, and feels safe, for everyone using the street. FHWA and FTA seek to help Federal aid recipients plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for people who use the street network, including pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists. The goal is to provide an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities facing historic disinvestment. This vision is not achieved through a one-size-fits-all solution – each complete street is unique and developed to best serve its community context and its primary role in the network.

Per the National Highway Traffic Safety Administration’s 2020 data, 65.9 percent of the motor vehicle crashes that resulted in pedestrian fatalities took place on arterials. Arterials tend to be designed for vehicle movement rather than mobility for non-motorized users and often lack convenient and safe crossing opportunities. They can function as barriers to a safe travel network for road users outside of vehicles.

To be considered complete, these roads should include safe pedestrian facilities, safe transit stops (if present), and safe crossing opportunities on an interval necessary for accessing destinations. A safe and complete network for bicycles can also be achieved through a safe and comfortable bicycle facility located on the roadway, adjacent to the road, or on a nearby parallel corridor. Jurisdictions will be encouraged to prioritize safety improvements and speed management on arterials that are essential to

creating complete travel networks for those without access to single-occupancy vehicles.

4. **Public Involvement:** Early, effective, and continuous public involvement brings diverse viewpoints into the decision-making process. FHWA and FTA regional offices should encourage MPOs, State DOTs, and providers of public transportation to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices. The use of VPI broadens the reach of information to the public and makes participation more convenient and affordable to greater numbers of people. Virtual tools provide increased transparency and access to transportation planning activities and decision-making processes. Many virtual tools also provide information in visual and interactive formats that enhance public and stakeholder understanding of proposed plans, programs, and projects. Increasing participation earlier in the process can reduce project delays and lower staff time and costs.
  
5. **Strategic Highway Network (STRAHNET)/UD Department of Defense (DOD) Coordination:** FHWA and FTA regional offices should encourage MPOs and State DOTs to coordinate with representatives from DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities. According to the Declaration of Policy in 23 U.S.C. 101(b)(1), it is in the national interest to accelerate construction of the Federal-aid highway system, including the Dwight D. Eisenhower National System of Interstate and Defense Highways, because many of the highways (or portions of the highways) are inadequate to meet the needs of national and civil defense. The DOD's facilities include military bases, ports, and depots. The road networks that provide access and connections to these facilities are essential to national security. The 64,200-mile STRAHNET system consists of public highways that provide access, continuity, and emergency transportation of personnel and equipment in times of peace and war. It includes the entire 48,482 miles of the Dwight D. Eisenhower National System of Interstate and Defense Highways and 14,000 miles of other non-Interstate public highways on the National Highway System. The STRAHNET also contains approximately 1,800 miles of connector routes linking more than two hundred (200) military installations and ports to the primary highway system. The DOD's facilities are also often major employers in a region, generating substantial volumes of commuter and freight traffic on the transportation network and around entry points to the military facilities. Stakeholders are encouraged to review the STRAHNET maps and recent Power Project Platform (PPP) studies. These can be a useful resource in the State and MPO areas covered by these route analyses.
  
6. **Federal Land Management Agency (FLMA) Coordination:** FHWA division and FTA regional offices should encourage MPOs and State DOTs to coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands. Through joint coordination, the State DOTs, MPOs, Tribal Governments, FLMAs, and local agencies should focus on integration of their transportation planning activities and develop cross-cutting State and MPO long range transportation plans, programs, and corridor studies, as well as the Office of Federal Lands Highway's developed transportation plans and programs. Agencies should explore opportunities to leverage transportation funding to support access and transportation needs of FLMAs before transportation projects are programmed in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). Each State must consider the concerns of FLMAs that have jurisdiction over land within the boundaries of the State (23 CFR 450.208(a)(3)). MPO's must appropriately involve FLMAs in the development of the metropolitan transportation plan

and the TIP (23 CFR 450.316(d)). Additionally, the Tribal Transportation Program, Federal Lands Transportation Program, and the Federal Lands Access Program TIPs must be included in the STIP, directly or by reference, after FHWA approval in accordance with 23 U.S.C. 2011 (23 CFR 450.218I).

7. **Planning and Environmental Linkages (PEL):** FHWA Division and FTA regional offices should encourage State DOTs, MPOs and Public Transportation Agencies to implement PEL as part of the transportation planning and environmental review processes. The use of PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process, and uses the information, analysis, and products developed during planning to inform the environmental review process. PEL leads to interagency relationship building among planning, resource, and regulatory agencies in the early stages of planning to inform and improve project delivery timeframes, including minimizing duplication and creating one cohesive flow of information. This results in transportation programs and projects that serve the community's transportation needs more effectively while avoiding and minimizing the impacts on human and natural resources.
8. **Data in Transportation Planning:** To address the emerging topic areas of data sharing, needs, and analytics, FHWA and FTA regional offices should encourage State DOTs, MPOs, and providers of public transportation to incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs. Data sharing principles and data management can be used for a variety of issues, such as freight, bike and pedestrian planning, equity analyses, managing curb space, performance management, travel time reliability, connected and autonomous vehicles, mobility services, and safety. Developing and advancing data sharing principles allows for efficient use of resources and improved policy and decision-making at the State, MPO, regional, and local levels for all parties.

### Florida Planning Emphasis Areas

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

- **Safety:** The Florida Transportation Plan and the State's Strategic Highway Safety Plan place top priority on safety, with a state target of zero traffic fatalities and serious injuries. In addition to adopting safety targets, the MPOs must show how their Long-Range Transportation Plan (LRTP) and priority projects in their Transportation Improvement Program (TIP) support progress toward those targets. The UPWP should consider enhancements to data analyses and community involvement to better inform the identification and prioritization of safety projects.
- **Equity:** Executive Order 14008 Tackling the Climate Crisis at Home and Abroad, created the "Justice40 Initiative" that aims to deliver 40 percent of the overall benefits of relevant federal investments to disadvantaged communities. This initiative supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, outlines federal policy and defines equity as the consistent and systematic fair, just and impartial treatment of individuals. The Florida Transportation Plan seeks transportation

choices that improve accessibility and equity by including a key strategy to enhance affordable transportation, service, and information access options for all ages and abilities throughout underserved communities. The MPOS are key to identifying and implementing improvements based on data-driven project prioritization that considers not only impacts of transportation projects on a community, but also benefits of projects that can enhance opportunities for a community. The UPWP should address approaches to furthering transportation equity.

- **Resilience:** With the passage of the FAST Act, resilience was introduced as a federal planning factor: “Improve the resilience and reliability of the transportation system and mitigate stormwater impacts of surface transportation.” Resilience is defined as the ability to adapt to changing conditions and prepare for, withstand, and recover from disruption. These conditions can encompass a wide variety of environmental, technological, economic, or social impacts.

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

- **Emerging Mobility:** Advances in communication and automation technology result in new mobility options, ranging from automated and connected transport, electric vehicles, ridesharing, and micro-mobility to flying cars and space travel. These changes may be disruptive and transformational, with impacts to safety, vehicle ownership, travel capacity, vehicle miles traveled, land-use, transportation design, future investment demands, supply chain logistics, economy, and the workforce. Implementation of the goals of the Florida Transportation Plan can be furthered through both the transformation of major corridors and hubs and the expansion of transportation infrastructure to embrace and support the adoption of emerging mobility.

The UPWP recognizes the important influence of emerging mobility of the multimodal transportation system and include related planning studies, collaboration efforts, research, or other activities.

### Attainment Statement

The Hernando/Citrus MPO is in attainment for air quality.

## SECTION 3 - MPO ORGANIZATION AND MANAGEMENT

The Hernando County MPO was formed in 1992 following the designation of the Spring Hill Urbanized Area. In 2014, the newly created Homosassa Springs – Beverly Hills – Citrus Springs Urbanized Area was included in the redesignated, reapportioned, and renamed Hernando/Citrus MPO. The MPO study area includes the jurisdictional boundaries of both Hernando County and Citrus County. On November 2, 2023, pursuant to the 2020 Census, the Hernando/Citrus MPO Apportionment Plan was adopted by the MPO Board. The urbanized boundary lines are being adjusted based upon the 2020 Census, but the MPO Board structure remains the same as changes were not necessary.

Hernando and Citrus counties are in the central part of Florida on the west coast commonly known as the nature coast. A map of the metropolitan planning boundary area is shown below.



Participants and their role in the development of the Unified Planning Work Program are reflected below.

## Metropolitan Planning Organization (MPO) Board

The MPO Board consists of nine (9) voting members representing five (5) local governments and one non-voting representative from the FDOT. The Board is comprised of local elected officials and has the responsibility to develop and adopt plans, and to recommend improvement priorities for the transportation system. As of February 1, 2024, the MPO Board includes the following representatives of the member jurisdictions:

**Hernando County, Florida**

Commissioner Jerry Campbell, Chair  
 Commissioner Elizabeth Narverud  
 Commissioner John Allocco  
 Commissioner Steve Champion  
 Commissioner Brian Hawkins, Alternate

**Citrus County, Florida**

Commissioner Jeff Kinnard, Vice Chair  
 Commissioner Ruthie Davis Schlabach  
 Commissioner Rebecca Bays, Alternate

**City of Brooksville in Hernando County, Florida**

Mayor Blake Bell  
 Council Member Christa Tanner, Alternate

**City of Crystal River in Citrus County, Florida**

Mayor Joe Meek  
 Council Member Robert Holmes, Alternate  
 Council Member Ken Brown, Alternate

**City of Inverness in Citrus County, Florida**

Council Member Cabot McBride  
 Council Member Jacquie Hepfer, Alternate

**Hernando/Citrus MPO Executive Director**

Robert M. Esposito

**Florida Department of Transportation, Nonvoting Advisor**

David Gwynn P.E., Secretary, District 7

The MPO staff consists of an Executive Director, MPO Coordinator, and an Executive Assistant. General planning consultants serve as an extension of staff by contract.

**MPO Agreements**

The following agreements exist between for the Hernando/Citrus Metropolitan Planning Organization:

- Interlocal Agreement for Creation of the MPO; No Expiration-Review Every 5 Years  
 Agreement between Hernando County, Citrus County, City of Brooksville, City of Crystal River, City of Inverness, and the Florida Department of Transportation to create the MPO (Approved 6/18/2014)
- Intergovernmental Coordination and Review, and Public Transportation Coordination Agreement (ICAR); No Expiration, Period Reviews  
 An intergovernmental agreement with the Florida Department of Transportation, the Hernando/Citrus MPO, the Tampa Bay Area Regional Transit Authority (TBARTA), the Regional Planning Council, Hernando County Board of County Commissioners, and the Citrus County Board of County Commissioners (Approved 7/15/14)

- Interlocal Agreement for Local Agency Planning (LAP); Expires March 12, 2025  
Interlocal Agreement between Hernando County, City of Brooksville, and the MPO regarding LAP funding program application authority and administration. Hernando County is the Local Agency Program (LAP) Administrator (Approved 3/12/20)
- Fifth Amended and Restated Interlocal Agreement for Regional Transportation Planning in West Central Florida; No Expiration Date  
Agreement created the West Central Florida Metropolitan Planning Organizations Chairs Coordinating Committee (now known as Sun Coast Transportation Planning Alliance (SCTPA); (Approved 2/13/20)
- Administrative Services Agreement with Hernando County, Florida - No Expiration  
An interlocal agreement between the MPO and the Hernando County Board of County Commissioners for the provision of professional, technical, administrative, fiscal management and clerical support services, and supplies, equipment, and office space (Approved 7/22/14).
- Agreement Between Citrus County, Hernando County, and the Hernando/Citrus Metropolitan Planning Organization - No Expiration  
An interlocal funding agreement to provide the MPO with funds to help manage the continuous, cooperative, and comprehensive metropolitan planning process (Approved 8/19/2021)
- Planning Activities for Administering the Transportation Disadvantaged Local Coordinating Program for Hernando County for Fiscal Year 2023/24 (Contract #G2I90, Expires 6/30/24)
- Planning Activities Contract for Administering the Transportation Disadvantaged Local Coordinating Program for Citrus County for Fiscal Year 2023/24 (Contract #G2I76, Expires 6/30/24)
- Consolidated Planning Grant FY 2023-FY 2024 (Contract #G2774); Expires June 30, 2024

### Operational Procedures and Bylaws

The Hernando/Citrus MPO is an independent, separate legal entity authorized pursuant to Florida Statutes, Chapter 339. The MPO Board conducts itself pursuant to Chapter 139, F.S., and by-laws that were adopted on July 15, 2014, and amended on February 1, 2024.

The MPO has a Continuity of Operations Plan (COOP) which was updated on August 25, 2023, and is reviewed annually. The COOP was developed to implement and maintain continuity of operations upon an adverse condition impeding otherwise normal operations. The COOP complies with applicable internal agency policy, local and state regulations, and supports recommendations provided in the Federal Emergency Management Agency's (FEMA) Federal Preparedness Circular 65.

### Certifications and Assurances

The attached Appendix E includes the following certifications:

- Disadvantaged Business Enterprise Utilization
- Debarment and Suspension Certification
- Lobbying Certification for Grants, Loans, and Cooperative Agreements
- Title VI/Nondiscrimination Assurances

### Indirect Cost Rates

The Hernando/Citrus MPO does not utilize an indirect cost rate.

## SECTION 4 - UPWP PLANNING TASKS

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

**Task 1: Long-Range Transportation Plan 2050 (LRTP)**

Includes work related to the development and maintenance of the Long-Range Transportation Plan (LRTP), performance management, as well as the Efficient Transportation Decision Making Process (ETDM).

**Task 2: Transportation Improvement Program (TIP)**

Includes development of the annual Transportation Improvement Program (TIP) and Priority Project development process and reviews of impacts to the transportation system.

**Task 3: Administration**

Identifies all administrative functions to carry out the continuous, cooperative, and comprehensive transportation planning process for the MPO area.

**Task 4: Data Development and Management**

Includes the collection and analysis of socioeconomic, traffic, crash, land use, and other transportation related data on a continuing basis to document changes within the MPO transportation area.

**Task 5: Special Projects & Studies**

Identifies all short-term projects and/or planning studies deemed reasonable and necessary for the MPO for state and federal consistency in preparation of its plans and in support of the goals and objectives of its plans.

**Task 6: Regional Coordination**

Identifies the funds allocated for staff and consultants to participate and coordinate on regional transportation planning activities.

**Task 7: SCTPA Support & Shared Resources**

Identifies the funds allocated to Forward Pinellas in support of the Sun Coast Transportation Planning Alliance (SCTPA) for regional planning activities.

Each task is contained in its own section beginning on the next page. Additionally, a budget estimate is included in each task that identifies the level of work by the following types:

- A. Personnel Salaries and fringe benefits. Fringe includes retirement, FICA, health insurance, workers compensation, and life insurance.
- B. Consultant Costs for services in support of MPO planning activities.
- C. Costs for travel related to MPO activities including local, state, and regional meetings, workshops, and training activities.
- D. Direct Expenses - Costs for public notices, office/operating supplies, computer software/hardware equipment, copier lease/printing, postage, organizational professional dues, insurance, and other related office expenses deemed necessary and reasonable in the performance of the MPO. *Note: Any equipment purchase that is equal to or greater than \$5,000 shall require the pre-approval of FDOT and the Federal Highway Administration per Section 200 of Title 2, USC.*

## Task 1: 2050 Long-Range Transportation Plan (LRTP)

**Purpose** - The Long-Range Transportation Plan is the 20-year transportation planning horizon which identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and, in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by Title 23 USC §134(i), Title 49 USC §5303/5305, Title 23 CFR §450.322, and Section 339.175(7), Florida Statutes.

**Previous Work** - Development with consultant services on the 2050 Long-Range Transportation Plan began in late 2022 and continued throughout 2023. Performance measures and targets including safety were adopted. Conducted public outreach through board and committee meetings.

### Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

Consultants will be utilized for this task and will be consistent with federal and state regulations. FHWA, FTA, and other funds may be used in support of these tasks. Project status will be provided in coordinating meetings with FDOT and in support invoices submitted to FDOT.

Task 1 Activities	End Product	Completion Date
Finalize the 2050 LRTP, including, but not limited to data collection and analysis; goals, objectives, regional needs assessment, and performance measures, environmental coordination, transportation projects to be included for partner agencies; public involvement, creation of GIS layers. Coordination with FDOT and member jurisdictions. (Consultant services will be utilized.)	2050 LRTP Adoption	December 2024
Process amendments to the LRTP. (Consultant services will be utilized.)	LRTP Amendments	June 2026
Participate with the Sun Coast Transportation Planning Alliance (SCTPA) in the Regional Transportation Analysis (RTA) process, the Transportation Management Area (TMA), and the Transportation Review Team (TRT) activities associated with the long-range transportation plan. (Consultant services will be utilized.)	Regional Coordination thru Meeting Attendance & Participation in Activities	June 2026
Coordinate with funding and implementing agencies regarding the LRTP's congestion management and Intelligent Transportation Systems (ITS) improvements for consistency with the adopted regional architecture. (Consultant services will be utilized.)	Regional Coordination thru Meeting Attendance & Participation in Activities	June 2026
Participate in the review of enhancements to the Tampa Bay Regional Planning Model as part of the MPO's Technical Review Team (TRT) responsibilities. (Consultant services will be utilized.)	Consistency in Regional Data in Plans and Programs	June 2026
Participate in air quality review and monitoring. (Consultant services will be utilized.)	Air Quality Monitoring	June 2026
Attend Efficient Transportation Decision Making (ETDM) forums.	Efficient Decision Making	June 2026
Perform bicycle/pedestrian master plan updates. (Consultant services will be utilized.)	Updated Master Plans	June 2026
Conduct Automated, Connected, Electric, Shared (ACES) Study for the MPO area. (Consultant services will be utilized for this task.)	ACES Study	June 2026
Environmental coordination as part of the LRTP amendment process. (Consultant services will be utilized for this task.)	LRTP Consistency	June 2026
Continue to implement and update the Complete Streets program. Note: The MPO will utilize a minimum of 2.5% of its PL allocation towards this effort. (Consultant services will be utilized.)	Implementation of Complete Streets strategies in Planning Documents	June 2026
Continue to update and implement the Congestion Management Strategies. (Consultant services will be utilized.)	Implementation of Congestion Management Strategies in Planning Documents	June 2026

[Task 1 - LRTP is continued on next page.]

Task 1 Long-Range Transportation Plan (LRTP)			
2025			
Funding Source	FHWA		2025 Total
Contract Number	GXXXXPL		
Source Level	PL	Total	
Personnel (salary and benefits)	\$ 9,229	\$ 9,229	\$ 9,229
Consultant	\$ 90,929	\$ 90,929	\$ 90,929
2025 Totals	\$ 100,158	\$ 100,158	\$ 100,158
2026			
Funding Source	FHWA		2026 Total
Contract Number	GXXXXPL		
Source	PL	Total	
Personnel (salary and benefits)	\$ 9,612	\$ 9,612	\$ 9,612
Consultant	\$ 90,000	\$ 90,000	\$ 90,000
2026 Totals	\$ 99,612	\$ 99,612	\$ 99,612

## Task 2: Transportation Improvement Program (TIP)

**Purpose** - The Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by a metropolitan planning organization consistent with the Long-Range Transportation Plan, and pursuant to Titles 23 USC §134(j), 49 USC §5303/5305, 23 CFR §450.324 and Section 339.175(8), F.S. Amendments and modifications to the TIP are performed as needed or required.

**Previous Work** - The Transportation Improvement Plan for FY2024-FY2028 was adopted on June 1, 2023, and subsequently amended on October 5, 2023, and November 2, 2023. The Transportation Improvement Plan reflects for Hernando and Citrus counties and is inclusive of the List of Priority Projects, capital improvement projects, transportation disadvantaged programs, and transit-related projects.

**Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO**

Consultants will be utilized for this task and will be consistent with federal and state regulations. FHWA, FTA, and other funds may be used in support of these tasks. Project status will be provided in coordinating meetings with FDOT and in support of invoices submitted to FDOT.

Task 2 Activities	End Product	Completion Date
Prepare the FY2025-2029 Transportation Improvement Program (TIP) including the List of Priority Projects. (Consultant services will be utilized.)	Adopted TIP	July 2025
Prepare the FY2026-2030 TIP including the List of Priority Projects. (Consultant services will be utilized.)	Adopted TIP	June 2026
Review FDOT Five-Year Work Program for consistency with the LRTP and adopted priorities of the MPO Board. (Consultant services will be utilized.)	5-Year Work Program Consistent with LRTP	June 2026
Participate in regional air quality planning activities. (Consultant services will be utilized.)	Ensuring Air Quality Standards are Being Met	June 2026
Participate with local and regional aviation & seaport planning activities, including attending meetings and providing input on plans. (Consultant services will be utilized.)	Master Plan Consistency with the LRTP	June 2026
Intelligent Transportation System coordination with member jurisdictions and FDOT. (Consultant services will be utilized.)	RITSA Data Updated	June 2026
Manage TIP project priorities with FDOT District 7 and the SCTPA coordination process.	Regional TIP Priority Project Consistency	June 2026
Amendments to TIPs as needed. (Consultant services will be utilized.)	Amended TIPs	June 2026
Develop and implement green house gas strategies, targets, performance measures as required. (Consultant services will be utilized.)	Development of Performance Standards & Metrics	June 2026
Annually Update the List of Priority Projects (LOPP) using the ETDM principles	Updated Annual LOPP	June 2026
Annually update data pertaining to performance measures including safety. (Consultants will be utilized.)	Adopted Performance Measures	June 2026

*[Task 2 - TIP is continued on next page.]*

Task 2 Transportation Improvement Plan (TIP)		
2025		
Funding Source	FHWA	2025 Total
Contract Number	GXXXXPL	
Source Level	PL	
Personnel (salary and benefits)	\$ 12,069	\$ 12,069
Consultant	\$ 35,000	\$ 35,000
<b>2025 Totals</b>	<b>\$ 47,069</b>	<b>\$ 47,069</b>
2026		
Funding Source	FHWA	2026 Total
Contract Number	GXXXXPL	
Source	PL	
Personnel (salary and benefits)	\$ 12,570	\$ 12,570
Consultant	\$ 70,000	\$ 70,000
<b>2026 Totals</b>	<b>\$ 82,570</b>	<b>\$ 82,570</b>

### Task 3: Administration

**Purpose** - To responsibly manage and carry out the continuous, cooperative, and comprehensive metropolitan transportation planning process for the MPO. This task includes public involvement activities and administrative support for MPO planning and programs in general and to the MPO Board and its committees and boards, and its Federal, State, and local partners, as needed.

**Previous Work** - Staff performed required and necessary administrative activities for the MPO, the MPO Board, and its advisory committees [Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC) and Bicycle/Pedestrian Advisory Committee (BPAC)]; participated in required audits, submitted invoices and reports; executed required statements of certification and agreements; pursued new grant opportunities; administered grants and grant applications; amended and updated the prior UPWP, developed the MPO budget for inclusion in the Hernando County budget, and updated the MPO's Continuity of Operations Plan (COOP) on August 25, 2023. Additionally, the MPO staff updated the Hernando/Citrus MPO planning area for the updated Apportionment Plan adopted by the MPO Board on November 2, 2023, participated with Hernando County in the bid and selection process for general planning consultants for the MPO, and completed the annual FDOT Certification process.

Local, state, and federal partners were included in the appropriate planning projects such as the Long-Range planning documents, the Transportation Improvement Plan, and special projects involving traffic counts and analysis. Staff attended meetings of the statewide Florida Metropolitan Planning Partnership, Metropolitan Planning Organization Advisory Council (MPOAC), regional Sun Coast Transportation Planning Alliance (SCTPA), and participated in the planning and administrative meetings involving the MPO's programs. More information concerning the SCTPA can be found in Tasks 6 and 7.

Resources were provided to recruit and engage the public in an open, cooperative, and collaborative process to provide opportunities for participation and project prioritization process in accordance with the adopted Public Participation Plan (PPP) which includes compliance with the American Disability Act (ADA). The PPP was recently updated and approved by the MPO Board on December 7, 2023. The Title VI Policy and Limited English Proficiency Plan (LEP) were updated and adopted in December of 2022.

**Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO**

Consultants will be utilized for this task and will be consistent with federal and state regulations. FHWA, FTA, and other funds may be used in support of these tasks. Project status will be provided in coordinating meetings with FDOT and in support of invoices submitted to FDOT.

*[Task 3 - Administration is continued on next page.]*

**Task 3: Administration (Continued)**

Task 3 Activities	End Product	Completion Date
Process Amendments and Modifications to the FY2025-FY2026 adopted UPWP. (Consultant services may be utilized.)	Amended UPWP	June 2026
Develop the FY2027-FY2028 UPWP. (Consultant services may be utilized.)	Adopted UPWP	June 2026
Performing financial activities including reconciliation of ledgers, project/time tracking, Single Audit Act/audit reports, UPWP and County budgetary preparation, financial and fiscal recordkeeping, preparation of grant invoices, processing, and reporting, procurement of goods and services, insurance, professional services, legal counsel, travel, communication (computers, wireless, cell phone, internet), postage, rentals/lease of buildings and equipment (copier), printing costs, software licensing, public notice ads, replacement of non-capital equipment, organizational dues/memberships, educational/training activities, contract monitoring, payment of invoices, personnel services, and coordination of activities pursuant to the Staff Services Agreement.	Progress Reports and Invoices for MPO Operating in Conformance with Local, State, and Federal Requirements	June 2026
Attend workshops, seminars, and other meetings sponsored by FHWA, FDOT, FTA, MPOAC, SCTPA and other transportation planning partners.	Consistent MPO Management	June 2026
Perform administration functions for the MPO, MPO Board and its advisory committees including the scheduling of meetings, creation of agendas and meeting packets, preparation of agenda materials, public notice, and the necessary post-meeting follow-up activities to ensure consistency with state and federal requirements. (Consultant services may be utilized.)	Public Engagement in MPO Meetings	June 2026
Perform annual joint MPO Certification with FDOT in 2025.	Annual Certification	June 2025
Perform annual joint MPO Certification with FDOT in 2026.	Annual Certification	June 2026
Annually update the MPO's Continuity of Operations Plan (COOP) for 2025.	Updated COOP	June 2025
Annually update the MPO's Continuity of Operations Plan (COOP) for 2026.	Updated COOP	June 2026
Execute, review, and administer program grants, contracts, and agreements annually which includes the Transportation Disadvantaged contracts for Citrus and Hernando Counties (Consultant services may be utilized).	Executed Contracts and Grants	June 2026
Monitor Notices of Funding Opportunities in order to pursue new grant opportunities to support transportation and related planning projects. (Consultant services may be utilized.)	Grant Applications	June 2026
Examine and modify/update committee bylaws, as needed.	By-laws are Updated	June 2026
Maintain/upgrade/software and office equipment less than \$5,000 and supplies, including identification materials (signs, display materials, etc.).	Office Equipment and Supplies	June 2026
Equipment lease/rental (copier) including black/white and color printing.	Required Production of Documents	June 2026
Attorney services for the MPO including the review of MPO Board agendas, legal documents and associated assistance pursuant to the Staff Services Agreement.	Legal Consistency with Required Regulations	June 2026
Monthly rental/lease expense for MPO's office space.	MPO Office Space & Public Meeting Venue	June 2026
Speak at public engagements on the transportation planning processes and activities.	Public Engagement	June 2026
Update, enhance, and maintain the MPO website. (Consultant Services may be utilized.)	Public Engagement	June 2026

[Task 3 - Administration is continued on next page.]

Task 3 Administration				
2025				
Funding Source	FHWA	CTD	CTD	2025 Total
Contract Number	GXXXXPL	GXXXX Citrus	GXXXX Hern	
Source Level	PL	State	State	
Personnel (salary and benefits)	\$ 306,343	\$ 6,163	\$ 7,050	\$ 319,556
Consultant	\$ 35,000	\$ -	\$ -	\$ 35,000
Travel	\$ 976	\$ 400	\$ 400	\$ 1,776
Direct Expenses	\$ 32,078	\$ 335	\$ 335	\$ 32,748
<b>2025 Totals</b>	<b>\$ 374,397</b>	<b>\$ 6,898</b>	<b>\$ 7,785</b>	<b>\$ 389,080</b>
2026				
Funding Source	FHWA	CTD	CTD	2026 Total
Contract Number	GXXXXPL	GXXXX Citrus	GXXXX Hern	
Source	PL	State	State	
Personnel (salary and benefits)	\$ 319,053	\$ 6,163	\$ 7,050	\$ 332,266
Consultant	\$ 15,000	\$ -	\$ -	\$ 15,000
Travel	\$ 976	\$ 400	\$ 400	\$ 1,776
Direct Expenses	\$ 32,078	\$ 335	\$ 335	\$ 32,748
<b>2026 Totals</b>	<b>\$ 367,107</b>	<b>\$ 6,898</b>	<b>\$ 7,785</b>	<b>\$ 381,790</b>

## Task 4: Data Development and Management

**Purpose** - To provide the necessary data and analysis tools to support and perform the multimodal planning processes for the MPO area. Data development and management includes evaluation of the condition of the transportation network, as well as transportation related socio-economic and land use data.

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

### Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

Consultants will be utilized for this task and will be consistent with federal and state regulations. FHWA, FTA, and other funds may be used in support of these tasks. Project status will be provided in coordinating meetings with FDOT and in support of invoices submitted to FDOT.

Task 4 Activities	End Product	Completion Date
Develop, maintain, and/or manage data for the transportation planning processes. (Consultants will be utilized.)	Current Data	June 2026
Coordinate with Hernando and Citrus counties to perform traffic counts for the MPO study areas. (Consultant services will be utilized.)	Updated Traffic Counts	June 2026
Develop GIS Layers and maps related to existing and future roadway levels of service, conduct traffic counts, evaluate the performance measures for roadways and transit programs; identify needed improvement areas and congested corridors. (Consultant services will be utilized.)	Updated GIS Layers, Maps, and Resources	June 2026

Task 4 Data Development & Management		
2025		
Funding Source	FHWA	2025 Total
Contract Number	GXXXXPL	
Source Level	PL	
Personnel (salary and benefits)	\$ 1,420	\$ 1,420
Consultant	\$ 12,500	\$ 12,500
<b>2025 Totals</b>	<b>\$ 13,920</b>	<b>\$ 13,920</b>
2026		
Funding Source	FHWA	2026 Total
Contract Number	GXXXXPL	
Source	PL	
Personnel (salary and benefits)	\$ 1,479	\$ 1,479
Consultant	\$ 62,500	\$ 62,500
<b>2026 Totals</b>	<b>\$ 63,979</b>	<b>\$ 63,979</b>

## Task 5: Special Projects & Studies

**Purpose** - To provide planning and evaluation of activities to support a secure, safe, accessible and context sensitive multimodal transportation network for all users of the system. Project planning efforts include mass transit, transportation disadvantaged services, short range planning, bicycle/pedestrian planning, and traffic analysis.

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

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

TD Planning Grants for the Hernando and Citrus TD programs were coordinated and administered by the DOPA. Included Transportation Disadvantaged Elements in the Transportation Improvement Program. Staff participated in annual training opportunities provided by the CTD. MPO staff coordinated selection of CTC for Hernando County and completed the evaluation of the Citrus County CTC.

Continuous transportation disadvantaged coordination occurred between the MPO, the Local Coordinating Boards for Hernando and Citrus Counties, and the CTC for each county. The MPO staff provided administrative support for the annual public workshops and the quarterly meetings of the Hernando County and Citrus County Local Coordinating Boards. A video demonstration for the public was created utilizing the members of the TDLCBs to demonstrate the boarding and off-boarding on vehicles. These videos are featured on the MPO's website.

Completed the Crystal River Bypass Study to analyze impacts associated with the interim termination of the Suncoast Parkway at SR 44. Continued work toward completion of Complete Streets Implementation plan.

### **Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO**

Consultants will be utilized for this task and will be consistent with federal and state regulations. FHWA, FTA, Commission for Transportation Disadvantaged (CTD), and other funds may be used in support of these tasks. Project status will be provided in coordinating meetings with FDOT and in support of invoices submitted to FDOT.

*[Task 5 is continued on the next page.]*

## Task 5: Special Projects & Studies (Continued)

Task 5 Activities	End Product	Completion Date
Perform program management activities including coordination of planning tasks with public transit operators.	Consistency in Planning Transportation Documents	June 2026
Prepare a major update of the Citrus County Transit Development Plan (prior adoption year 2020). (Consultant services will be utilized.)	New 5-Year Transit Development Plan	September 2025
Promote public involvement which will include a focus on Environmental Justice (EJ) and community outreach in accordance with the PPP. (Consultant services will be utilized.)	Public Engagement	June 2026
Annually monitor and evaluate the performance of the Community Transportation Coordinators for Hernando and Citrus counties. (Consultant services will be utilized.)	CTC Evaluations Completed	June 2025, June 2026
Annually perform necessary grant-related support of the Transportation Disadvantaged program, meeting support, attendance at meetings, review and update of the Transportation Disadvantaged Service Plans, Grievance Processes, training, etc. (Consultant services will be utilized.)	Compliance with TD Grants	June 2026
Analyze roadway improvements consistent with the plans and programs including the analysis and preparation of support materials necessary for funding. (Consultant services will be utilized.)	Improved Roadways	June 2026
Participate in the West Central Florida Community Traffic Safety Team (CTST) regarding safety related activities.	Safety Improvements	June 2026
Pursue, apply, and administer funding sources to educate and promote transportation safety initiatives. (Consultant services may be utilized.)	Promotion of Education & Safety Initiatives	June 2026
Assist in the preparation and update of Transportation Alternatives (TA) applications. (Consultant services will be utilized.)	TA Applications	June 2026
Update Tier 1 Spreadsheet for Hernando County's Concurrency Review Process. (Consultants services will be utilized for this task.)	Tier 1 Spreadsheet	June 2026
Annually evaluate and update as necessary the Public Participation Plan. (Consultant Services may be utilized.)	Public Engagement	June 2026

Task 5 Special Projects & Studies				
2025				
Funding Source	FHWA	CTD	CTD	2025 Total
Contract Number	GXXXXPL	GXXXX Citrus	GXXXX Hern	
Source Level	PL	State	State	
Personnel (salary and benefits)	\$ 14,557	\$ -	\$ -	\$ 14,557
Consultant	\$ 124,830	\$ 17,500	\$ 17,500	\$ 159,830
<b>2025 Totals</b>	<b>\$ 139,387</b>	<b>\$ 17,500</b>	<b>\$ 17,500</b>	<b>\$ 174,387</b>
2026				
Funding Source	FHWA	CTD	CTD	2026 Total
Contract Number	GXXXXPL	GXXXX Citrus	GXXXX Hern	
Source	PL	State	State	
Personnel (salary and benefits)	\$ 15,159	\$ -	\$ -	\$ 15,159
Consultant	\$ 53,240	\$ 17,500	\$ 17,500	\$ 88,240
<b>2026 Totals</b>	<b>\$ 68,399</b>	<b>\$ 17,500</b>	<b>\$ 17,500</b>	<b>\$ 103,399</b>

## Task 6: Regional Coordination

**Purpose** - Maintain and enhance the ongoing multi-county collaborative transportation planning process.

Participate in regional and statewide planning activities and organizations that have an impact on the regional multimodal system. Activities in this task are district, regional, and statewide in nature and do not involve the transfer of funds between MPOs.

**Previous Work** - Participated in the meetings of the Metropolitan Planning Organization Advisory Council (MPOAC), Sun Coast Transportation Planning Alliance (SCTPA), and Regional Transportation Interagency Exchange (RTIE). Hosted the June 2023 meeting of the SCTPA meeting (an activity that is rotated among the member jurisdictions) in Tampa at the Florida Department of Transportation headquarters for District 7. Coordinated and collaborated with Pasco County MPO, Lake-Sumter MPO, and Ocala-Marion TPO on transportation-related programs, plans, priorities, and strategies.

### Responsible Agency(s) and Completion of Work: Hernando/Citrus MPO

Consultants will be utilized for this task and will be consistent with federal and state regulations.

FHWA, FTA and other funds may be used in support of these tasks. Project status will be provided in coordinating meetings with FDOT and in support of invoices submitted to FDOT.

Task 6 Activities	End Product	Completion Date
Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide policy changes.	Consistency in Planning Practices & Programs	June 2026
Coordinate and collaborate with other MPOs/TPOs such as Pasco County MPO, Lake-Sumter MPO, and Ocala-Marion TPO on transportation-related programs, plans, priorities, and strategies.	Consistency in Regional Programs, Priorities & Documents, Strategies	June 2026
Review Transportation Regional Incentive Program (TRIP) and regional multiuse trail priorities. Prioritize candidate projects and make recommendation to the SCTPA.	Consistency in Regional Programs, Priorities & Documents	June 2026
Support regional transit planning through SCTPA, FDOT, and local agencies.	Consistency in Regional Programs, Priorities & Documents	June 2026
Perform tasks in support of the regional congestion management processes and/or regional performance measures.	Consistency in Regional Programs, Priorities & Documents	June 2026
Work with District 7 regional agencies to develop and refine regional priority lists for major projects as appropriate.	Consistency in Regional Programs, Priorities & Documents	June 2026
Provide input on the Florida Strategic Intermodal System (SIS) and FTP.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model similar travel demand models.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participate with the Florida Model Task Force on consistent travel demand analysis methods and technical advances statewide.	Consistency in Statewide/Regional Programs, Data & Documents	June 2026
Maintain regional multi-use trail mapping and priorities including Coast to Coast, and SUNTrail Program.	Consistency in Regional Programs, Priorities & Documents	June 2026
Participation in the regional Transportation Systems Management and Operations (TSM&O) work group.	Consistency in Regional Programs, Priorities & Documents	June 2026

Task 6 Regional Coordination		
2025		
Funding Source	FHWA	2025 Total
Contract Number	GXXXXPL	
Source Level	PL	
Personnel (salary and benefits)	\$ 11,357	\$ 11,357
<b>2025 Totals</b>	<b>\$ 11,357</b>	<b>\$ 11,357</b>
2026		
Funding Source	FHWA	2026 Total
Contract Number	GXXXXPL	
Source	PL	
Personnel (salary and benefits)	\$ 11,830	\$ 11,830
<b>2026 Totals</b>	<b>\$ 11,830</b>	<b>\$ 11,830</b>

## Task 7: SCTPA Support and Shared Task

**Purpose** - The purpose of this shared-task is to allow multi-county collaborative transportation planning requiring interlocal agreements and/or transfer of funds to further regional and statewide planning activities. This task includes shared or transferred funds and agreements/memorandum of understanding.

**Previous Work** - Participated in a regional needs assessment of mobility, safety, and resilience needs, in advance of the development of the 2050 Long-Range Transportation Plan. Participated in meetings and collaborated on activities being conducted by Forward Pinellas on behalf of the region which includes the Hernando/Citrus MPO.

### Responsible Agency(s) and Completion of Work:

**Lead Agency:** Forward Pinellas

**Responsible agencies:** Hernando/Citrus MPO, Hillsborough TPO, Pasco County MPO, Sarasota/Manatee MPO, and Polk County TPO

**Stakeholders:** TBRPC, FDOT, and Other Regional/Statewide Partners

Consultants will be utilized for this task and will be consistent with federal and state regulations.

FHWA, FTA and other funds may be used in support of these tasks. Project status will be provided in coordinating meetings with FDOT and included as support of invoices submitted to FDOT. Note: lobbying is an ineligible expense.

Task 7 Activities	End Product	Completion Date
Create a Regional Long-Range Transportation Plan reflective of the individual MPO Plans.	Regional LRTP	Ongoing through June 2026
Produce and create content materials, presentations, website, and graphics for the SCTPA.	Social Media content production, website maintenance and creation	Ongoing through June 2026
Work with local and regional partners to assemble publicly available data sources and augment the regional data-sharing portal to enable professionals, researchers and the public to access data.	Publicly available datasets	Ongoing through June 2026
Annually coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP.	Coordinated regional transportation projects	Ongoing through June 2026
Coordinate with the MPOs of the SCTPA region to develop the 2050 regional LRTP, highlighting the major planned transportation projects for the region.	Regional LRTP	Ongoing through June 2026
Coordinate with the MPOs of the SCTPA region to maintain and keep up to date a regional cloud-based document repository.	Regional Cloud-Based Document Repository Site	Ongoing through June 2026
Support regional bicycle and pedestrian planning, including access to regional facilities and participation in and support for the Regional Multiuse Trails committee.	Regional Bicycle/Pedestrian Planning and Maintenance of the Multi-Use Trails Map	Ongoing through June 2026
Maintain the SCTPA website and social media pages, including the development of graphics and content, along with the coordination of message dissemination through social and media platforms. Improve transparency in the regional decision-making process with access to adopted priority lists, planning documents and public meeting materials.	SCTPA Website and Social Media Accounts	Ongoing through June 2026
Provide a forum to ensure products, processes and activities are consistent with and among coordinating MPOs, and corresponding support for these efforts.	Consistent planning products and processes	Ongoing through June 2026
Develop and support regional UPWP tasks.	Regional UPWP task(s)	Ongoing through June 2026
Annually provide financial support to Forward Pinellas for specific regional planning tasks to be conducted pursuant to the SCTPA Interlocal Agreement that are above and beyond regularly recurring administrative and coordinating responsibilities. Each of the six member MPOs/TPOs will be allocating \$5,000 annually in their budget tables. A different MPO may take responsibility for conducting such tasks in future years, subject to a modification of the UPWP.	SCTPA regional planning task	Ongoing through June 2026

7 SCTPA Support and Shared Resources			
2025			
Funding Source	FHWA	FY 2025 Total	
Contract Number	GXXXXPL		
Source Level	PL		
Consultant			
Forward Pinellas for SCTPA & Regional Coordination	\$ 5,000	\$	5,000
<b>Consultant Subtotal</b>	<b>\$ 5,000</b>	<b>\$</b>	<b>5,000</b>
<b>Total</b>	<b>\$ 5,000</b>	<b>\$</b>	<b>5,000</b>
2026			
Funding Source	FHWA	FY 2026 Total	
Contract Number	GXXXXPL		
Source Level	PL		
Consultant			
Forward Pinellas for SCTPA & Regional Coordination	\$ 5,000	\$	5,000
<b>Consultant Subtotal</b>	<b>\$ 5,000</b>	<b>\$</b>	<b>5,000</b>
<b>Total</b>	<b>\$ 5,000</b>	<b>\$</b>	<b>5,000</b>

7 SCTPA Detailed Breakdown			
FY 2025			
Funding Source		Transfer from	FHWA
Source Level			PL
Lead Agency:	Forward Pinellas	No	\$ 5,000
(Other contributing Agencies)	Hillsborough TPO	Yes	\$ 5,000
	Pasco County MPO	Yes	\$ 5,000
	Polk TPO	Yes	\$ 5,000
	Sarasota/Manatee	Yes	\$ 5,000
	Hernando/Citrus	Yes	\$ 5,000
Subtotal			\$ 30,000
Total			\$ 30,000
FY 2026			
Funding Source		Transfer from	FHWA
Source Level			PL
MPO Budget Reference			
Lead Agency:	Forward Pinellas	No	\$ 5,000
(Other contributing Agencies)	Hillsborough TPO	Yes	\$ 5,000
	Pasco County MPO	Yes	\$ 5,000
	Polk TPO	Yes	\$ 5,000
	Sarasota/Manatee	Yes	\$ 5,000
	Hernando/Citrus	Yes	\$ 5,000
Subtotal			\$ 30,000
Total			\$ 30,000

## APPENDIX A - FUNDING SOURCE TABLE

## Funding Source

Contract	Funding Source	Source Level								
			2025	2026	FY 2025 Funding Source			FY 2026 Funding Source		
					Soft Match	Federal	State	Soft Match	Federal	State
GXXXX Citrus	CTD	State	\$ 24,398	\$ 24,398	\$ -	\$ -	\$ 24,398	\$ -	\$ -	\$ 24,398
		CTD GXXXX Citrus TOTAL	\$ 24,398	\$ 24,398	\$ -	\$ -	\$ 24,398	\$ -	\$ -	\$ 24,398
GXXXX Hern	CTD	State	\$ 25,285	\$ 25,285	\$ -	\$ -	\$ 25,285	\$ -	\$ -	\$ 25,285
		CTD GXXXX Hern TOTAL	\$ 25,285	\$ 25,285	\$ -	\$ -	\$ 25,285	\$ -	\$ -	\$ 25,285
GXXXX PL	FHWA	PL	\$691,288	\$698,497	\$ 152,466	\$ 691,288	\$ -	\$ 154,056	\$ 698,497	\$ -
		FHWA GXXXXPL TOTAL	\$691,288	\$698,497	\$ 152,466	\$ 691,288	\$ -	\$ 154,056	\$ 698,497	\$ -
		TOTAL	\$740,971	\$748,180	\$ 152,466	\$ 691,288	\$ 49,683	\$ 154,056	\$ 698,497	\$ 49,683

## APPENDIX B - SUMMARY BUDGET BY AGENCY PARTICIPATION TABLE

## Agency Participation

Funding Source Contract Fiscal Year Total Budget	CTD GXXXX Citrus		CTD GXXXX Hern		FHWA GXXXXPL	
	2025	2026	2025	2026	2025	2026
	\$ 24,398	\$ 24,398	\$ 25,285	\$ 25,285	\$ 691,288	\$ 698,497
<b>Task 1 Long-Range Transportation Plan (LRTP)</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 9,229	\$ 9,612
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 90,929	\$ 90,000
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 100,158	\$ 99,612
<b>Task 2 Transportation Improvement Plan (TIP)</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 12,069	\$ 12,570
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 70,000
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 47,069	\$ 82,570
<b>Task 3 Administration</b>						
Personnel (salary and benefits)	\$ 6,163	\$ 6,163	\$ 7,050	\$ 7,050	\$ 306,343	\$ 319,053
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 15,000
Travel	\$ 400	\$ 400	\$ 400	\$ 400	\$ 976	\$ 976
Direct Expenses	\$ 335	\$ 335	\$ 335	\$ 335	\$ 32,078	\$ 32,078
Sub Total	\$ 6,898	\$ 6,898	\$ 7,785	\$ 7,785	\$ 374,397	\$ 367,107
<b>Task 4 Data Development &amp; Management</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 1,420	\$ 1,479
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 12,500	\$ 62,500
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 13,920	\$ 63,979
<b>Task 5 Special Projects &amp; Studies</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 14,557	\$ 15,159
Consultant	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 124,830	\$ 53,240
Sub Total	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500	\$ 139,387	\$ 68,399
<b>Task 6 Regional Coordination</b>						
Personnel (salary and benefits)	\$ -	\$ -	\$ -	\$ -	\$ 11,357	\$ 11,830
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 11,357	\$ 11,830
<b>7 SCTPA Support and Shared Resources</b>						
Consultant	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
<b>TOTAL PROGRAMMED</b>	<b>\$ 24,398</b>	<b>\$ 24,398</b>	<b>\$ 25,285</b>	<b>\$ 25,285</b>	<b>\$ 691,288</b>	<b>\$ 698,497</b>

## APPENDIX C - GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS

**APPENDIX C****GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS**

ADA	AMERICANS WITH DISABILITIES - 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 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.
CAC	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.
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.
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 by either strategies that reduce travel demand or the implementation of operational improvements.
COA	Comprehensive Operation Analysis. The COA is a detailed look at current service performance and operations.
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.
CPG	Consolidated Planning Grant: The CPG enables FDOT, in cooperation with the MPO, FHWA, and FTA, to annually consolidate Florida's FHWA PL and FTA 5305(d) metropolitan planning fund allocations into a single grant that is administered by the FHWA Florida Division.
CTC	The Community Transportation Coordinator (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.
DBE	DBE Disadvantaged Business Enterprise.
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).
ETDM	ETDM Efficient Transportation Decision Making. Florida's ETDM process defines the procedures for planning transportation Project, conducting environmental reviews, and developing and permitting Project.
FAA	FAA Federal Aviation Administration.

## APPENDIX C

### GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS

FAST Act	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.
FDOT	<a href="#">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 Florida's Turnpike Enterprise.</a>
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.
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 5-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	A fiscal year (FY) is used in government accounting, which varies between entities and for budget purposes. It is also used for financial reporting by businesses and other organizations.
GIS	Geographic Information System-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.
HPMS	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 supports the analyses needed for the biennial condition and performance reports to Congress.
HSP	HSP Highway Safety Program
ICAR	ICAR Intergovernmental Coordination and Review and Public Transportation Collaborative Agreement.
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."
LCB	Local Coordinating Board: The purpose of the coordinating board is to provide advice and direction to the Community Transportation Coordinator concerning the coordination of transportation services.
LEP	Limited English Proficient: LEP refers to individuals who do not speak English as their primary language and have a limited ability to read, speak, write, or understand English
LOPP	LOPP List of Priority Projects. The LOPP is a list of priority Project developed in coordination with the MPO Board and committees.
LOS	Level of Service - a qualitative assessment of a road's operating condition, generally described using a scale of A (little congestion) to E/F (severe congestion).
LRTP	LRTP - Long-Range Transportation Plan: In accordance with 49 USC 5304(f), the LRTP provides for the development and implementation of the multimodal transportation system, including transit, highway, bicycle, pedestrian, and accessible transportation. This plan must identify how the transportation system will meet the economic, transportation, development, and sustainability goals – among others – for a 20+-year planning horizon.
MAP21	MAP-21 Moving Ahead for Progress in the 21st Century Act.
MPO	MPO - Metropolitan Planning Organization: The MPO is the forum for cooperative transportation decision-making, required for urbanized areas with populations over 50,000.

**APPENDIX C****GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS**

MPOAC	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.
NHS	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.
NTD	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.
PD&E	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.
PPP	A Public Participation Plan is a document developed in consultation with all interested parties, and shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.
PTGA	Public Transportation Grant Agreement 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.
ROW	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	RTA - Regional Transportation Analysis: The Regional Transportation Analysis (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.
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.
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.
SCTPA	SCTPA Sun Coast Transportation Alliance - Formerly known as the West Central Florida Chairs Coordinating Committee (CCC)-is an effort to address the transportation challenge on a regional, long – range basis. Issues such as personal mobility, access to jobs, goods movement, emergency evacuation, and growth management are some of the concerns addressed by the CCC, which is made up of the chairpersons from Metropolitan Planning Organizations and Transportation Planning Organizations (MPOs and TPOs) and their affiliated, transportation-related organizations. It serves eight counties: Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota.
STIP	State Transportation Improvement Program

**APPENDIX C****GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS**

TA	Transportation Alternatives (TA): 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	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).
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. 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	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	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	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	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 can 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.
TIP	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.

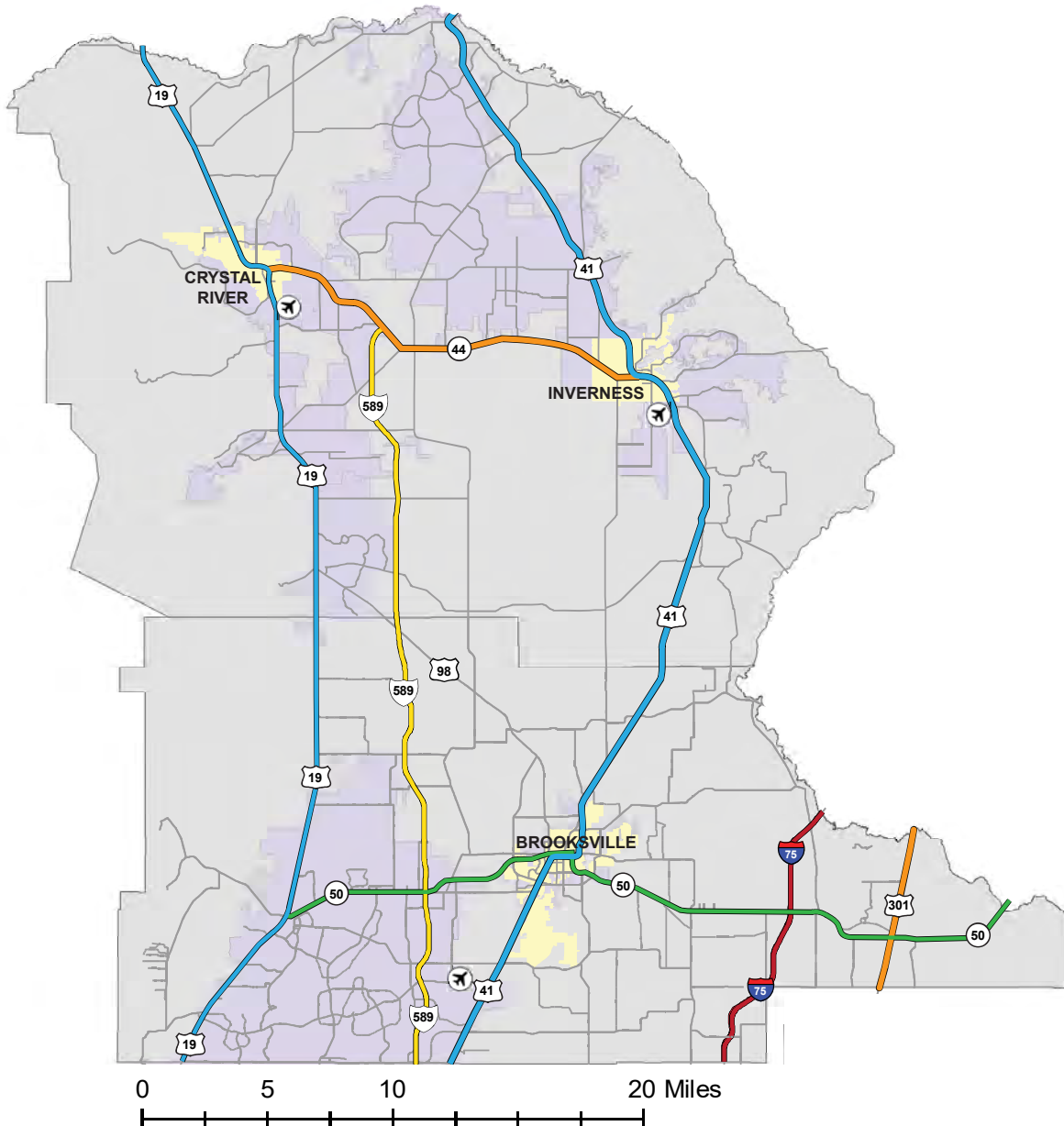
**APPENDIX C****GLOSSARY OF TERMS, ABBREVIATIONS, FUNDING TYPES/CODES, AND ACRONYMS**

TMA	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	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	TRT Technical Review Team
UPWP	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: Federal agency that oversees the administration of federal programs managing highways, air travel, railroads, maritime activity and other transportation modes. The FHWA and FTA operate as part of USDOT.

## APPENDIX D – MAP OF HERNANDO/CITRUS URBANIZED AREA



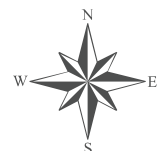
# HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION



## LEGEND

- 2020 Census Urban Area
- Interstate
- US Highway
- Parkway
- Principal Arterial Roadway
- Local Road
- Airport

**HERNANDO/CITRUS MPO**  
**Metropolitan Planning Area**  
**Approved: 11/2/2023**



## APPENDIX E– CERTIFICATIONS AND ASSURANCES

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**DEBARMENT and SUSPENSION CERTIFICATION**

As required by the USDOT regulation on Governmentwide Debarment and Suspension at 49 CFR 29.510

- (1) The Hernando/Citrus MPO hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Hernando/Citrus MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S.D.O.T.

\_\_\_\_\_  
Name: Jerry Campbell  
Title: MPO Chair

\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**LOBBYING CERTIFICATION for GRANTS, LOANS and COOPERATIVE AGREEMENTS**

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Hernando/Citrus MPO that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Hernando/Citrus MPO, to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Hernando/Citrus MPO shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

\_\_\_\_\_  
Name: Jerry Campbell  
Title: MPO Chair

\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

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POLICY PLANNING  
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**DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION**

It is the policy of the Hernando/Citrus MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The Hernando/Citrus MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the Hernando/Citrus MPO, in a non-discriminatory environment.

The Hernando/Citrus MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code

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Name: Jerry Campbell  
Title: MPO Chair

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Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**TITLE VI/ NONDISCRIMINATION ASSURANCE**

Pursuant to Section 9 of US DOT Order 1050.2A, the Hernando/Citrus MPO assures the Florida Department of Transportation (FDOT) that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Hernando/Citrus MPO further assures FDOT that it will undertake the following with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
2. Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
3. Insert the clauses of *Appendices A and E* of this agreement in every contract subject to the Acts and the Regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
5. Participate in training offered on Title VI and other nondiscrimination requirements.
6. If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
7. Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

\_\_\_\_\_  
Name:  
Title: MPO Chairman (or designee)

\_\_\_\_\_  
Date

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

525-010-08  
POLICY PLANNING  
05/18

**APPENDICES A and E**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

- (1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the *Florida Department of Transportation* shall impose such contract sanctions as it or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.

FLORIDA DEPARTMENT OF TRANSPORTATION  
**UNIFIED PLANNING WORK PROGRAM (UPWP)**  
**STATEMENTS AND ASSURANCES**

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- (6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (7) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

## APPENDIX F– ADOPTION RESOLUTION, AUTHENTICATION, and TRAVEL RATE POLICY

## ***RESOLUTION 2024-3***

### ***A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION ADOPTING THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 UNIFIED PLANNING WORK PROGRAM (UPWP)***

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

**WHEREAS**, pursuant to Titles 23 and 49, Code of Federal Regulations (CFR) and Chapter 339.175, Florida Statutes, the UPWP is intended to document the transportation planning activities that will occur during Fiscal Year 2024/2025 and Fiscal Year 2025/2026; and,

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Hernando/Citrus Metropolitan Planning Organization (MPO) duly assembled in regular session this 2<sup>nd</sup> day of May 2024, formally adopts the Unified Planning Work Program for Fiscal Year 2024/2025 and Fiscal Year 2025/2026 and authorizes submittal to State and Federal Agencies as required.

**HERNANDO/CITRUS  
METROPOLITAN PLANNING ORGANIZATION**

*Attest:*

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Jerry Campbell, MPO Chair

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

BY \_\_\_\_\_  
MPO Attorney

## AUTHENTICATION

The Hernando/Citrus Metropolitan Planning Organization (MPO) in regular session on May 4, 2024, adopted the Unified Planning Work Program (UPWP) for Fiscal Year 2024/2025 and Fiscal Year 2025/2026.

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Jerry Campbell, MPO Chair

**Hernando/Citrus Metropolitan Planning Organization**

**Resolution 2024-2**

**A RESOLUTION OF THE HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION (MPO)  
ESTABLISHING THE MPO TRAVEL RATE POLICY.**

**WHEREAS**, Florida Statutes Section 112.061(14) allows MPOS to establish rates that vary from the standard state per diem rates by enactment of a resolution, and provided that the rates apply uniformity to all travel by that entity,

**WHEREAS**, the Code of Federal Regulations (2 CFR 200.474), Travel costs, states that such costs are to be: normally allowed in like circumstances for all of the non-federal entity's activities; in accordance with the entity's written travel reimbursement policies; and considered necessary and reasonable, and

**WHEREAS**, the Code of Federal Regulations (2 CFR 200, Subpart E-Cost Principles) allows for setting an in-state travel rate and establishes that out-of-state travel should use Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.

**NOW, THEREFORE, BE IT RESOLVED** by the Hernando/Citrus Metropolitan Planning Organization as follows:

1. Pursuant to Florida Statute 112.061(14), the MPO has the authority to establish its travel rate structure, which applies to all in-state travel, including federally reimbursed and non-federally funded travel.
2. MPO funded in-state travel is considered necessary and reasonable.
3. MPO funded out-of-state travel shall follow the Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.
4. The MPO, for in-state travel, shall follow the guidelines for payment and/or reimbursement of travel expenses for Hernando County officers and employees.

**ADOPTED** in the regular meeting of the Hernando/Citrus Metropolitan Planning Organization duly assembled on this 4<sup>th</sup> day of April 2024.

**HERNANDO/CITRUS METROPOLITAN ORGANIZATION  
BOARD**

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**Attest**

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**Jerry Campbell, Chair**

**Approved as to Form  
Legal Content**

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**Hernando County Attorney**

## APPENDIX G– FDOT DISTRICT 7 ACTIVITIES

## APPENDIX H – FLORIDA TPM CONSENSUS PLANNING AGREEMENT



## **Transportation Performance Measures Consensus Planning Document**

### **Purpose and Authority**

This document has been cooperatively developed by the Florida Department of Transportation (FDOT) and Florida's 27 Metropolitan Planning Organizations (MPOs) through the Florida Metropolitan Planning Organization Advisory Council (MPOAC), and, by representation on the MPO boards and committees, the providers of public transportation in the MPO planning areas.

The purpose of the document is to outline the minimum roles of FDOT, the MPOs, and the providers of public transportation in the MPO planning areas to ensure consistency to the maximum extent practicable in satisfying the transportation performance management requirements promulgated by the United States Department of Transportation in Title 23 Parts 450, 490, 625, and 673 of the *Code of Federal Regulations* (23 CFR). Specifically:

- 23 CFR 450.314(h)(1) requires that "The MPO(s), State(s), and providers of public transportation shall jointly agree upon and develop specific written procedures for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward achievement of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the National Highway System (NHS)."
- 23 CFR 450.314(h)(2) allows for these provisions to be "Documented in some other means outside the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation."

Section 339.175(11), Florida Statutes creates the MPOAC to "Assist MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy discussion pursuant to law" and to "Serve as a clearinghouse for review and comment by MPOs on the Florida Transportation Plan and on other issues required to comply with federal or state law in carrying out the urbanized transportation planning processes." The MPOAC Governing Board membership includes one representative of each MPO in Florida.

This document was developed, adopted, and subsequently updated by joint agreement of the FDOT Secretary and the MPOAC Governing Board. Each MPO will adopt this document by incorporation in its annual Transportation Improvement Program (TIP) or by separate board action as documented in a resolution or meeting minutes, which will serve as documentation of agreement by the MPO and the provider(s) of public transportation in the MPO planning area to carry out their roles and responsibilities as described in this general document.

## Roles and Responsibilities

This document describes the general processes through which FDOT, the MPOs, and the providers of public transportation in MPO planning areas will cooperatively develop and share information related to transportation performance management.

Email communications will be considered written notice for all portions of this document. Communication with FDOT related to transportation performance management generally will occur through the Administrator for Metropolitan Planning in the Office of Policy Planning. Communications with the MPOAC related to transportation performance management generally will occur through the Executive Director of the MPOAC.

### 1. Transportation performance data:

- a) FDOT will collect and maintain data, perform calculations of performance metrics and measures, and provide to each MPO the results of the calculations used to develop statewide targets for all applicable federally required performance measures. FDOT also will provide to each MPO the results of calculations for each applicable performance measure for the MPO planning area, and the county or counties included in the MPO planning area.<sup>12</sup> FDOT and the MPOAC agree to use the National Performance Management Research Data Set as the source of travel time data and the defined reporting segments of the Interstate System and non-Interstate National Highway System for the purposes of calculating the travel time-based measures specified in 23 CFR 490.507, 490.607, and 490.707, as applicable.
- b) Each MPO will share with FDOT any locally generated data that pertains to the federally required performance measures, if applicable, such as any supplemental data the MPO uses to develop its own targets for any measure.
- c) Each provider of public transportation is responsible for collecting performance data in the MPO planning area for the transit asset management measures as specified in 49 CFR 625.43 and the public transportation safety measures as specified in the National Public Transportation Safety Plan. The providers of public transportation will provide to FDOT and the appropriate MPO(s) the transit performance data used to support these measures.

### 2. Selection of performance targets:

FDOT, the MPOs, and providers of public transportation will select their respective performance targets in coordination with one another. Selecting targets generally refers to the processes used to identify, evaluate, and make decisions about potential targets prior to action to formally establish the targets. Coordination will include as many of the following opportunities as deemed appropriate for each measure: in-person meetings, webinars, conferences calls, and email/written communication. Coordination will include timely

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<sup>1</sup> When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, FDOT will collect and provide data for the Florida portion of the planning area.

<sup>2</sup> If any Florida urbanized area becomes nonattainment for the National Ambient Air Quality Standards, FDOT also will provide appropriate data at the urbanized area level for the specific urbanized area that is designated.

sharing of information on proposed targets and opportunities to provide comment prior to establishing final comments for each measure.

The primary forum for coordination between FDOT and the MPOs on selecting performance targets and related policy issues is the regular meetings of the MPOAC. The primary forum for coordination between MPOs and providers of public transportation on selecting transit performance targets is the TIP development process.

Once targets are selected, each agency will take action to formally establish the targets in its area of responsibility.

- a) FDOT will select and establish a statewide target for each applicable federally required performance measure.
  - i. To the maximum extent practicable, FDOT will share proposed statewide targets at the MPOAC meeting scheduled in the calendar quarter prior to the dates required for establishing the target under federal rule. FDOT will work through the MPOAC to provide email communication on the proposed targets to the MPOs not in attendance at this meeting. The MPOAC as a whole, and individual MPOs as appropriate, will provide comments to FDOT on the proposed statewide targets within sixty (60) days of the MPOAC meeting. FDOT will provide an update to the MPOAC at its subsequent meeting on the final proposed targets, how the comments received from the MPOAC and any individual MPOs were considered, and the anticipated date when FDOT will establish final targets.
  - ii. FDOT will provide written notice to the MPOAC and individual MPOs within two (2) business days of when FDOT establishes final targets. This notice will provide the relevant targets and the date FDOT established the targets, which will begin the 180-day time-period during which each MPO must establish the corresponding performance targets for its planning area.
- b) Each MPO will select and establish a target for each applicable federally required performance measure. To the extent practicable, MPOs will propose, seek comment on, and establish their targets through existing processes such as the annual TIP update. For each performance measure, an MPO will have the option of either<sup>3</sup>:
  - i. Choosing to support the statewide target established by FDOT, and providing documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) to FDOT that the MPO agrees to plan and program projects so that they contribute toward the accomplishments of FDOT's statewide targets for that performance measure.
  - ii. Choosing to establish its own target, using a quantifiable methodology for its MPO planning area. If the MPO chooses to establish its own target, the MPO will coordinate with FDOT and, as applicable, providers of public transportation regarding the approach used to develop the target and the proposed target prior to

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<sup>3</sup> When an MPO planning area covers portions of more than one state, as in the case of the Florida-Alabama TPO, that MPO will be responsible for coordinating with each state DOT in setting and reporting targets and associated data.

establishment of a final target. The MPO will provide FDOT and, as applicable, providers of public transportation, documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date when the targets were established .

- c) The providers of public transportation in MPO planning areas will select and establish performance targets annually to meet the federal performance management requirements for transit asset management and transit safety under 49 U.S.C. 5326(c) and 49 U.S.C. 5329(d).
- i. The Tier I providers of public transportation will establish performance targets to meet the federal performance management requirements for transit asset management. Each Tier I provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date when the targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier I provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
  - ii. FDOT is the sponsor of a Group Transit Asset Management plan for subrecipients of Section 5311 and 5310 grant funds. The Tier II providers of public transportation may choose to participate in FDOT's group plan or to establish their own targets. FDOT will notify MPOs and those participating Tier II providers following establishment of transit-related targets. Each Tier II provider will provide written notice to the appropriate MPO and FDOT when it establishes targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit-related performance targets. MPOs may choose to update their targets when the Tier II provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).
  - iii. FDOT will draft and certify a Public Transportation Agency Safety Plan for any small public transportation providers (defined as those who are recipients or subrecipients of federal financial assistance under 49 U.S.C. 5307, have one hundred (100) or fewer vehicles in peak revenue service, and do not operate a rail fixed guideway public transportation system). FDOT will coordinate with small public transportation providers on selecting statewide public transportation safety performance targets, with the exception of any small operator that notifies FDOT that it will draft its own plan.
  - iv. All other public transportation service providers that receive funding under 49 U.S. Code Chapter 53 (excluding sole recipients of sections 5310 and/or 5311 funds) will provide written notice to the appropriate MPO and FDOT when they establish public transportation safety performance targets. This notice will provide the final targets and the date the final targets were established, which will begin the 180-day period within which the MPO must establish its transit safety

performance targets. MPOs may choose to update their targets when the provider(s) updates theirs, or when the MPO amends its long-range transportation plan by extending the horizon year in accordance with 23 CFR 450.324(c).

- v. If the MPO chooses to support the asset management and safety targets established by the provider of public transportation, the MPO will provide to FDOT and the provider of public transportation documentation that the MPO agrees to plan and program MPO projects so that they contribute toward achievement of the statewide or public transportation provider targets. If the MPO chooses to establish its own targets, the MPO will develop the target in coordination with FDOT and the providers of public transportation. The MPO will provide FDOT and the providers of public transportation documentation (typically in the form of meeting minutes, a letter, a resolution, or incorporation in a document such as the TIP) that includes the final targets and the date the final targets were established. In cases where two or more providers operate in an MPO planning area and establish different targets for a given measure, the MPO has the options of coordinating with the providers to establish a single target for the MPO planning area, or establishing a set of targets for the MPO planning area.

### 3. Reporting performance targets:

- a) Reporting targets generally refers to the process used to report targets, progress achieved in meeting targets, and the linkage between targets and decision making processes FDOT will report its final statewide performance targets to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as mandated by the federal requirements.
  - i. FDOT will include in future updates or amendments of the statewide long-range transportation plan a description of all applicable performance measures and targets and a system performance report, including progress achieved in meeting the performance targets, in accordance with 23 CFR 450.216(f).
  - ii. FDOT will include in future updates or amendments of the statewide transportation improvement program a discussion of the anticipated effect of the program toward achieving the state's performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.218 (q).
  - iii. FDOT will report targets and performance data for each applicable highway performance measure to FHWA, in accordance with the reporting timelines and requirements established by 23 CFR 490; and for each applicable public transit measure to FTA, in accordance with the reporting timelines and requirements established by 49 CFR 625 and 40 CFR 673.
- b) Each MPO will report its final performance targets as mandated by federal requirements to FDOT. To the extent practicable, MPOs will report final targets through the TIP update or other existing documents.
  - i. Each MPO will include in future updates or amendments of its metropolitan long-range transportation plan a description of all applicable performance measures

and targets and a system performance report, including progress achieved by the MPO in meeting the performance targets, in accordance with 23 CFR 450.324(f)(3-4).

- ii. Each MPO will include in future updates or amendments of its TIP a discussion of the anticipated effect of the TIP toward achieving the applicable performance targets, linking investment priorities to those performance targets, in accordance with 23 CFR 450.326(d).
  - iii. Each MPO will report target-related status information to FDOT upon request to support FDOT's reporting requirements to FHWA.
  - c) Providers of public transportation in MPO planning areas will report all established transit asset management targets to the FTA National Transit Database (NTD) consistent with FTA's deadlines based upon the provider's fiscal year and in accordance with 49 CFR Parts 625 and 630, and 49 CFR Part 673.
4. Reporting performance to be used in tracking progress toward attainment of performance targets for the MPO planning area:
- a) FDOT will report to FHWA or FTA as designated, and share with each MPO and provider of public transportation, transportation performance for the state showing the progress being made towards attainment of each target established by FDOT, in a format to be mutually agreed upon by FDOT and the MPOAC.
  - b) If an MPO establishes its own targets, the MPO will report to FDOT on an annual basis transportation performance for the MPO area showing the progress being made towards attainment of each target established by the MPO, in a format to be mutually agreed upon by FDOT and the MPOAC. To the extent practicable, MPOs will report progress through existing processes including, but not limited to, the annual TIP update.
  - c) Each provider of public transportation will report transit performance annually to the MPO(s) covering the provider's service area, showing the progress made toward attainment of each target established by the provider.
5. Collection of data for the State asset management plans for the National Highway System (NHS):
- a) FDOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS. This includes NHS roads that are not on the State highway system but instead are under the ownership of local jurisdictions, if such roads exist.

*For more information, contact:*

*Mark Reichert, Administrator for Metropolitan Planning, Office of Policy Planning, Florida Department of Transportation, 850-414-4901, mark.reichert@dot.state.fl.us*

*Carl Mikyska, Executive Director, MPOAC, 850-414-4062, carl.mikyska@mpoac.org*

## APPENDIX I – AGREEMENT FOR REGIONAL COORDINATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Section 4. Organization and Membership**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

By: \_\_\_\_\_

**Les Miller, Chairperson**

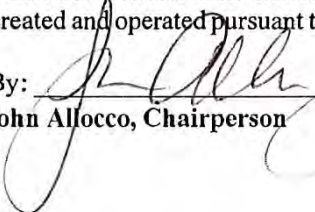
The foregoing instrument was acknowledged before me this 7<sup>th</sup> day of January, 2020, by Les Miller, as Chairperson of the Hillsborough County Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced \_\_\_\_\_ as identification.

*Wanda West*



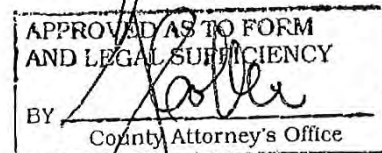
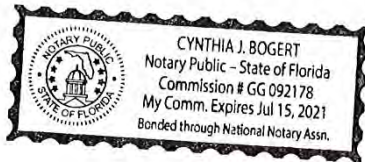
IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

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

By:   
John Allocco, Chairperson

The foregoing instrument was acknowledged before me this 12<sup>th</sup> day of March, 2020, by John Allocco as Chairperson of the Hernando/Citrus Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced \_\_\_\_\_ as identification.





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

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

By:   
Jeff Starkey, Chairperson 02-13-2020

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



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

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

By: \_\_\_\_\_

*Dave Eggers*

**Dave Eggers, Chairperson**

The foregoing instrument was acknowledged before me this 13 day of January, 2020, by Dave Eggers, as Chairperson of Forward Pinellas, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced \_\_\_\_\_ as identification.

*M. Kelly*



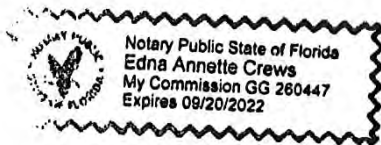
IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

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

By: Charles O. Lake

**Charles Lake, Chairperson**

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of April, 2020, by Charles Lake, as Chairperson of the Polk County Transportation Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personally known to me or has produced \_\_\_\_\_ as identification.



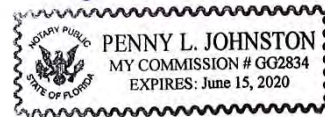
IN WITNESS WHEREOF, the Parties herein have executed this Agreement by their duly authorized officials as of the day and year written.

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

By: Shirley Groover Bryant  
Shirley Groover Bryant, MPO Chair

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of February, 2020 by Shirley Groover Bryant, as Chair of the Sarasota/Manatee Metropolitan Planning Organization, an entity created and operated pursuant to interlocal agreement and Section 339.175, Florida Statutes, who is personal known to me or has produced \_\_\_\_\_ as identification.

Penny L. Johnston



## APPENDIX J – FDOT AND FHWA COMMENTS

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**REVIEW AND RECOMMENDATION OF AGREEMENT AND TRANSFER OF BICYCLE TRAIL COUNTERS TO THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)**

An agreement is in process for the transfer of the three remaining trail counters that were purchased by the MPO in 2021. The Agreement will be presented to the MPO Board at their meeting on May 2, 2024. One trail counter was stolen, and insurance proceeds were received. Per the direction of Federal Highway, the insurance proceeds will be reflected in an amended UPWP for FY2023-FY2024 tentatively scheduled for the May meeting. The Florida Department of Transportation will be responsible for the operation and maintenance of the trail counters. Additionally, FDOT will be retrieving and assimilating the data that is produced from the counters. The MPO will be able to use the data along with the State and regional entities for bicycle/pedestrian planning purposes.

**Staff Recommendation:** It is recommended the CAC and BPAC review and recommend, separately by committee, that the MPO Board approve the transfer of bicycle trail counters to FDOT.

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Attachment: none

**REVIEW AND RECOMMENDATION ON THE LIST OF PRIORITY PROJECTS (LOPP) AMENDMENT TO ADD INTERSECTION IMPROVEMENTS FOR US41 (BROAD STREET) AND CR576 (AYERS ROAD) IN HERNANDO COUNTY AND US41 (FLORIDA AVENUE) AND CR491 (N LECANTO HIGHWAY) IN CITRUS COUNTY**

The Florida Department of Transportation (FDOT) is requesting the Hernando/Citrus Metropolitan Planning Organization (MPO) amend the List of Priority Projects (LOPP) to add two intersection improvement projects for US 41/SR 45 (Broad Street) and CR 576 (Ayers Road) in Hernando County adding a new westbound right-turn lane on Ayers Road and for US 41/SR 45 (Florida Avenue) and CR 491 (N Lecanto Highway) in Citrus County adding left-turn lanes from CR 491 to northbound US 41 and southbound US41.

**Staff Recommendation:** It is recommended the CAC and BPAC review and recommend, separately by committee, that the MPO Board approve the LOPP amendment to add intersection improvements for US 41/SR 45 (Broad Street) and CR 576 (Ayers Road) in Hernando County and US 41/SR 45 (Florida Avenue) and CR 491 (N Lecanto Highway) in Citrus County.

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Attachments: Draft Redlined LOPP

# Hernando/Citrus MPO List of Priority Projects - Congestion Management

MPO Board - April 4, 2024

**DRAFT**

PRIORITY	FDOT ITEM #	AGENCY	FACILITY	AREA	FROM	TO	ACTIVITY	PROJECT PHASE	COST	YEAR
1A	257165 5	FDOT	US 41 (SR 45)	Citrus	N of N Sportsman Pt	E of Arlington St	Add 2 lanes (existing 2)	Construction		Winter 2027
1B	257165-2	FDOT	US 41 (SR 45) from E Arlington Street St to N of SR 200 (Divided into 257165-6, 257165-7, 257165-8)							
	257165-6	FDOT	US 41 (SR 45)	Citrus	E Arlington St	E Louisiana Lane	Add 2 lanes (existing 2)	Design 45% complete, ROW underway		
	257165-7	FDOT	US 41 (SR 45)	Citrus	E Louisiana Lane	S of CR 486	Add 2 lanes (existing 2)	Design 45% complete		
	257165-8	FDOT	US 41 (SR 45)	Citrus	CR 486	N of SR 200	Add 2 lanes (existing 2)	Design 45% complete		
2	257298	FDOT	CR 578 (County Line Road) from E of East Rd to W of Suncoast Parkway (Divided into 257298-3 and 257298-4)							
	257298 3		CR 578 (County Line Road)	Hern	East of East Rd	Springtime St	Add 2 lanes (existing 2)			
	257298 4		CR 578 (County Line Road)	Hern	East of Mariner Blvd	W of the Suncoast Parkway	Add 2 lanes (existing 2)			
3		FDOT	SR 200 (N Carl G. Rose Hwy)	Citrus	US 41	Marion County Line	Add 2 lanes (existing 2)			
4		FDOT	US 41/SR 50A One Way Pairs	Hern	W. of Mildred Avenue	US 41/SR 50A Intersection	Complete Streets			
5		FDOT	CR 491 (N. Lecanto Hwy.)	Citrus	W. Pine Ridge Blvd.	SR 200	Add 2 lanes (existing 2)			
6			US 41 at Lake Lindsey Rd	Hern			Roundabout			
<u>New #7</u>		FDOT	US 41/SR 45 (Broad Street) at CR 576 (Ayers Rd)	Hern			Intersection Improvement/add a turn lane			
<u>New #8</u>		FDOT	US 41/SR 45 (Florida Avenue) at CR 491 (N Lecanto Highway)	Citrus	CR 491	Northbound US41 and Southbound US 41	Left Turn Lanes from CR491 to NB US41 & SB US41			
<del>7</del> <u>9</u>		FDOT	Cardinal St	Citrus	US 19	CR 491	Add 2 lanes (existing 2)			
<del>8</del> <u>10</u>		FDOT	US 41 (SR 45)	Hern	Spring Hill Dr.	Powell Rd.	Add 2 lanes (existing 4)			
<del>9</del> <u>11</u>	405822 5	FDOT	US 19 (SR 55)/US 98	Citrus	Cardinal Street	Green Acres	Add 2 lanes (existing 4)			
<del>10</del> <u>12</u>	257299	FDOT	CR 485 (Cobb Rd)/SR 50	Hern	SR 50	N of Fort Dade	4-lane or 3-lane cross section			
<del>10a</del> <u>12a</u>	257299-3		CR 485 (Cobb Rd)	Hern	SR 50/50A/Cortez Blvd	Brooksville Water Reclamation Dr	Add 2 lanes (existing 2)			
<del>10b</del> <u>12b</u>			CR 485 (Cobb Rd)	Hern	Brooksville Water Reclamation Dr	Yontz Rd	Add 2 lanes (existing 2)			
<del>10c</del> <u>12c</u>			CR 485 (Cobb Rd)	Hern	Yontz Rd	US 98 (Ponce de Leon Blvd)	Add 2 lanes (existing 2)			
13		FDOT	US 41 @ North Citrus Springs Blvd.	Citrus	Intersection		Roundabout			
14		FDOT	CR 490 (Homosassa Trail)	Citrus	US 19 (SR 55)/US 98	SR 44 (W. Gulf to Lake Hwy.)	Add 2 lanes (existing 2)			
15		FDOT	Croft Ave.	Citrus	SR 44 (E. Gulf to Lake Hwy.)	E. Hayes St.	Add 2 lanes (existing 2)			
16		FDOT	Rock Crusher Road	Citrus	CR 490	SR 44	Add 2 lanes (existing 2)			
17		FDOT	Venable St. / Crystal Oaks Dr.	Citrus	US 19	SR 44	Add 2 lanes (existing 2)			
18		FDOT	CR 490A (W. Grover Cleveland Blvd.)	Citrus	US 19 (SR 55)/US 98	CR 491 (S. Lecanto Hwy.)	Add 2 lanes (existing 2)			

Hernando/Citrus MPO List of Priority Projects - Congestion Management										
Projects Awaiting Prioritization										
MPO Board - April 4, 2024										
Draft										
PRIORITY	FDOT ITEM #	AGENCY	FACILITY	AREA	FROM	TO	ACTIVITY	PROJECT PHASE	COST	YEAR

## Hernando/Citrus MPO Transportation Alternatives List of Priority Projects

MPO Board - April 4, 2024

**DRAFT**

Priority	FPN / Resp. Agency	Project/Corridor	From	To	Area	Project Type	Project Phase/Year
1	443358 1/FDOT	Withlacoochee State Trail (WST) – Rehabilitation	Hernando / Citrus County Line	Citrus / Marion County Line	Citrus County	TA	RRR 2021
1d		Section d (6.38 Miles)	Citrus / Hernando County Border	Floral City	Citrus County	TA	RRR 2021
1e		Section e (6.97 Miles)	Floral City	North Apopka Ave.	Citrus County	TA	RRR 2021
1f		Section f (5.07 Miles)	North Apopka Ave.	Norvell Bryant Hwy.	Citrus County	TA	RRR 2021
1g		Section g (5.05 Miles)	Norvell Bryant Hwy.	CR 491	Citrus County (City of Inverness)	TA	RRR 2021
1 h		Section h (5.34 Miles)	CR 491	SR 200	Citrus County	TA	RRR 2021
2		N Independence Hwy-PS/Sidewalk	E Gulf to Lake Hwy (SR 44)	N Florida Ave (US 41)	Citrus County	TA	No application
3		Sunshine Grove Rd. - Sidewalk	Ken Austin Pkwy.	Hexam Rd.	Hernando County	TA	Application Submitted
4		Three Sisters Springs Connector - Multi-Use Trail	US 19 / Kings Bay Drive	486 Trail	Citrus County (Crystal River)	TBD	Application Submitted
5		California St. / Powell Rd. - Sidewalk	Spring Hill Dr. / California St.	Powell Rd./Rowan Rd.	Hernando County	TA	Application Submitted
6		Cobblestone Dr. - Sidewalk	Pinehurst Dr.	County Line Rd.	Hernando County	TA	Application Submitted
7		Sugarmill Woods - Multi-Use Trail along US 98	Oak Village Blvd.	Trailhead / Parking lot near the Suncoast Parkway II	Citrus County	TA	No Application
8		W. Linden Dr. - Sidewalk	Spring Hill Dr.	Mariner Blvd.	Hernando County	TA	Application Submitted
9		Rock Crusher Sidewalk	W. Homosassa Trail (CR490)	W. Gulf to Bay Hwy (SR44)	Citrus County	TA	No Application
10		Amero Ln. - Sidewalk	Coronado Dr.	Anderson Snow Rd.	Hernando County	TA	Application Submitted
11		E. Vine St.& E. Gospel Is. Rd.- Sidewalk	N. Apopka Ave.	W. Gulf to Lake Hwy (SR 44)	Citrus County	TA	No Application
12		Nightwalker Rd. - Sidewalk	Cortez Blvd. (SR 50)	Madrid Rd.	Hernando County	TA	Application Submitted
13		W. Cardinal St. - Sidewalk	US 19 (S. Suncoast Blvd.)	S. Lecanto Hwy (CR 491)	Citrus County	TA	No Application
14		Good Neighbor Trail (GNT) - Rehabilitation	Jefferson St.	Jasmine St.	Hernando County	TA	Application Submitted
15		US 19 Trailhead & Crossing	Crosstown Trail at US 19 - (In City of Crystal River)		Citrus County (Crystal River)	TA	No Application
16		Withlacoochee State Trail (WST) – Reconstruction	Pasco/Hernando County Line	Citrus/Hernando County Line	Hernando County	TBD	No Application
16a		Section a (3.15 Miles)	Pasco/Hernando Border	SR 50	Hernando County	TBD	No Application
16b		Section b (5.15 Miles)	SR 50	Croom Rd.	Hernando County	TBD	No Application
16c		Section c (5.90 Miles)	Croom Rd.	Hernando/Citrus Border	Hernando County	TBD	No Application
17		South Apopka Connector - Phase I	Dampier St.	Highland Blvd.	Citrus County (City of Inverness)	TA	No Application
18		Suncoast Trail/U.S. 98 - Trailhead/Restroom	Suncoast Trail/US 98		Hernando County	TA	No Application
19		W. Halls River Rd. (CR 490A) - Sidewalk	S. Riverview Circle	US 19 (S. Suncoast Blvd.)	Citrus County	TA	No Application
20		Spring Hill Dr. - Sidewalk	US 19	Ken Lake Ave.	Hernando County	TA	No Application
21		Eden Dr. Connector/Sidewalk	WST	Martinis Dr.	Citrus County (City of Inverness)	TA	No Application

## Hernando/Citrus MPO Transportation Alternatives List of Priority Projects

MPO Board - April 4, 2024

DRAFT

Priority	FPN / Resp. Agency	Project/Corridor	From	To	Area	Project Type	Project Phase/Year
22		Spring Hill Dr. - Sidewalk	Spring Park Way	US 41	Hernando County	TA	Application Submitted
23		Forest Dr. Sidewalk	W. Main St. (SR44)	Independence Hwy.	Citrus County	TA	No Application
24		Turner Camp Rd./Ella Ave. - PS/Sidewalk	US 41	Inverness MS	Citrus County	TA	No Application
25		Citrus Springs Blvd. - Bicycle Lane/PS	Dunklin Blvd.	W. Deltona Blvd.	Citrus County	TA	No Application
26		Suncoast Trail (SCT) – Rehabilitation	County Line Road	US 98	Hernando County	TA	Application Submitted
26a		Section a	County Line Road	Spring Hill Drive	Hernando County	TBD	Application Submitted
26b		Section b	Spring Hill Drive	SR 50	Hernando County	TBD	Application Submitted
26c		Section c	SR 50	US 98	Hernando County	TBD	Application Submitted
26d		Section d	Centralia Rd.	US 98	Hernando County	TBD	Application Submitted
27		Elkcam Blvd. - Bicycle Lane/PS	Pine Ridge Blvd	N Citrus Springs Blvd.	Citrus County	TA	No Application
28		Pine Ridge Blvd. - Multiuse Trail	CR 486	CR 491	Citrus County	TA	No Application
29		South Apopka Connector - Phase II	Highland Blvd.	E Anna Jo Dr.	Citrus County (City of Inverness)	TA	No Application
30		Mossy Oak Sidewalk	US 41 and Eden Dr.	WST	Citrus County	TA	No Application
31		Sugarmill Woods Bicycle Lane along:			Citrus County	TA	No Application
31a		Section a. W. Oak Park Blvd.	Shoppes at Sugarmill Woods	Corkwood Blvd.	Citrus County	TA	No Application
31b		Section b. Cypress Blvd. E	W. Oak Park Blvd.	Cypress Circle E	Citrus County	TA	No Application
32		W. Miss Maggie Dr. (CR 480) - Sidewalk/PS	Chassahowitzka River Campground	US 19 (S. Suncoast Blvd.)	Citrus County	TA	ROW issues
33		North Ave. - Sidewalk	Howell Ave.	Zoller St.	Hernando County (City of Brooksville)	TA	ROW issues
34		Kass Circle Improvements	Kass Circle		Hernando County	TA	Under Review
35a		Shelter/Restroom Amenities	Cardinal Boulevard Trailhead		Citrus County	TA	
35b		Shelter/Restroom Amenities	SR 44 @ Suncoast Parkway		Citrus County	TA	
36		Ft. Island Trail - Multi-Use Trail	Gulf of Mexico	Three Sisters Trail	Citrus County (Crystal River)	TBD	Consultant Study Complete / ETDM

## Hernando/Citrus MPO List of Priority Projects In Production - Congestion Management

MPO Board - April 4, 2024

Line #	PRIORITY	FDOT ITEM #	AGENCY	FACILITY	AREA	FROM	TO	ACTIVITY	PROJECT PHASE	COST	YEAR
1	Production	442764 1	FTE	Suncoast Parkway II (SR 589)	Citrus	SR 44	CR 486	New 4 lane Toll Road	CONST	\$102,499,431	2023
2	Production	405822 3	FDOT	US 19 (SR 55) / US 98	Citrus	W. Jump Ct.	W. Fort Island Trail	Add 2 lanes (existing 4)	CONST	\$37,962,912	UNDERWAY
3	Production	416733 2	FDOT	SR 50 Bypass	Hern	CR 485 (Cobb Rd.)	W. of Buck Hope Road	Add 2 lanes (existing 4)	CONST	\$11,192,916	UNDERWAY
4	Production	416735 1	FDOT	SR 50 Bypass	Hern	W. of Buck Hope Road	Jefferson Street (50A)	Add 2 lanes (existing 4)	CONST	\$41,323,243	2026
5	Production	442835 1	FDOT	SR 50 (Cortez Blvd.)	Hern	US 301 / SR 35 (Treiman Blvd.)	Hernando/Sumter Co. Line	Add 2 lanes (existing 2)	CONST	\$54,317,918	UNDERWAY
6	Production	257165-3	FDOT	US 41 (SR 45)	Citrus	SR 44	S of Withlacoochee Trail Bridge	Add 2 lanes (existing 2)	Construction	\$14,985,303	Spring 2023
7	Production	257165-4	FDOT	US 41 (SR 45)	Citrus	S. of Withlacoochee Trail Bridge	N of Sportsman Pt	Add 2 lanes (existing 2)	Construction	\$21,511,308	Summer 2025
8	Production	447536 3	FDOT	US 301	Hern	Pasco County Line	SR 50/Cortez Blvd	PE to Add 2 lanes (existing 2)			

## MPO Board - April 4, 2024

## 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 CAC reviewed a draft update of the CAC Bylaws during their October 25, 2023, regular meeting and raised the following questions:

1. Item C1 – Membership: “CAC shall be comprised of 11 appointed citizens...”; should this read “CAC shall be comprised of **up to** 11 appointed citizens...”? Should minimum membership be specified?
2. Item D4 – Officers: “Chair shall preside at all meetings...”; should a procedural statement be added when conducting joint meetings to accommodate a single Chair of one of the committees presiding over a joint meeting for efficiency? This is what is occurring currently and seems to be working well.
3. Item F – Amendments: “Recommended changes in the Bylaws require a majority of the current CAC members...”; if the Committee serves at the pleasure of the MPO Board, are Bylaws approved by the Committee or the MPO Board or both?

The Hernando County Attorney's Office has provided the following:

1. Regarding membership, 11 is neither a minimum nor a maximum, it is the mandated size of the CAC. No change recommended.
2. Procedural statement D4 was added: *“When conducting joint meetings with other committees, a Chair of one of the committees shall preside over the meeting for efficiency. The committees may alternate the presiding Chair.”*
3. Bylaws approval language was updated to: “The CAC recommended changes must be presented to the MPO Board for *final* review and approval.”

The major updates to the CAC Bylaws presented during the October 25, 2023, meeting included the following:

1. included statutory citations (Section 339.175, FS),
2. added the ability to cancel meetings in the Bylaws,
3. clarified the practice of conducting joint meetings with the Bicycle/Pedestrian Advisory Committee (BPAC),
4. added the ability of CAC members to serve on temporary ad hoc committees, and
5. 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 update to the CAC Bylaws.

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](http://www.HernandoCitrusMPO.us)  
email: mpo@hernandocounty.us**

Adopted July 15, 2014  
Amended October 20, 2015  
Amended April 4, 2024 (anticipated)

## **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 cross-section of local 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, (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.
3. 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.
4. When conducting joint meetings with other committees, a Chair of one of the committees shall preside over the meeting for efficiency. The committees may alternate the presiding Chair.
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 final 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  
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Fax: 352-754-4420  
[www.HernandoCitrusMPO.us](http://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.

