



# HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

## **Financial Report**

**For the Quarter Ending September 30, 2024  
of the  
Unified Planning Work Program  
(State Fiscal Years 2025 & 2026)**

## **Introduction and Background**

The Hernando/Citrus Metropolitan Planning Organization (MPO) operates pursuant to its Unified Planning Work Program (UPWP), a fiscal biennial budget/program document adopted by the MPO Board and approved by the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The current UPWP is for the period July 1, 2024, through June 30, 2026, and establishes the work program of projects and activities to be undertaken and the amount of funding to be received for them from local, state, and federal sources.

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

On August 19, 2021, Citrus County entered into an agreement to provide \$250,000 as a long-term, no interest loan for use beginning in Fiscal Year 2022 which provided additional cash-flow funds necessary to manage the continuous, cooperative, and comprehensive metropolitan planning process. These combined amounts (\$450,000 plus \$250,000) provide for \$700,000 of cash flow funding necessary for the MPO to function. Essentially this funding is a one-time loan to the MPO Board from the counties to conduct its operating activities and then is replenished from the federal and state grants during the year.

## **Funding Sources**

The financial activities of the MPO are transacted in a Special Revenue Fund (Fund 1031) of the Hernando County budget. The following list reflects the current department number (a unique number for each funding source), the funding source, and its grantor-assigned contract number.

Department 34055 (PL Section 112, Contract G2V07)  
Department 34056 (Transportation Disadvantaged-Hernando, G3012, SFY25)  
Department 34059 (Transportation Disadvantaged-Citrus, G2Z98, SFY25)  
Department 01761 (Non-Grant, Local)

## **Contract Status**

### **Contract #G2V07 PL Funding (Department 34055)**

The PL Contract #G2V07 is for the period July 1, 2024, through June 30, 2026, coinciding with MPO's adopted Unified Planning Work Program (UPWP) which is the MPO's program budget. The contract is initially approved for a two-year period in the amount of \$1,403,057 which does not yet include unencumbered funds from the previous contract (G2774) that will allow the use of the remaining funds in the second year (FY 2026) of the new UPWP cycle. PL Contract #G2774 ended June 30, 2024, and a close-out confirmation was processed as required by FDOT with a remaining balance of \$659,799. Again, the remaining balance will be rolled forward by FDOT, the contract will be amended to reflect the additional funding, and then available to use by the MPO in FY2026 for its planning and project needs.

The G2V07 PL contract is used for the typical operating expenses of the MPO for its day-to-day activities and to fund major planning projects by way of consultant services as approved by the MPO in its UPWP. The current General Planning Consultant contracts were approved by the MPO Board on December 7, 2023, and Notices of Award were given to Kimley-Horn & Associates and Alfred Benesch & Associates. FDOT authorized \$260,406 to be expended beginning July 1, 2024, until its next issued authorization. The following professional service consultant projects are underway:

- 2050 Long-Range Transportation Plan, Scope C – In Progress
  - General Planning Consultant: Kimley-Horn & Associates
  - Project Cost = \$202,064
  - Funding Sources: PL (G2774 thru 6/30/24) and PL (G2V07 for \$60,000) beginning 7/1/24)
- Major Update of the Citrus County Transit Development Plan
  - General Planning Consultant: Alfred Benesch & Associates
  - Project Cost = \$106,825
  - Funding Source = PL (G2V07 at an initial P.O. in the amount of \$45,000)

### **Contract #G3012 (State FY25) Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) (Department 34056)**

The Transportation Disadvantaged grant funding from the Florida Commission for Transportation Disadvantaged (CTD) is approved in Contract #G3012 in the amount of \$26,591 for Hernando County transportation disadvantaged planning services. This grant contract is for the period July 1, 2024, through June 30, 2025.

### **Contract #G2Z98 (State FY25) Citrus County Local Coordinating Board (LCB) for Transportation Disadvantaged (Department 34054)**

The Transportation Disadvantaged grant funding from the Florida Commission for Transportation Disadvantaged (CTD) is approved in Contract #G2Z98 for Citrus County in

the amount of \$25,645. This contract is for the period of July 1, 2024, through June 30, 2025, for Citrus County transportation disadvantaged planning services.

**Quarterly Summary Report for the Period Ending September 30, 2024**

The Quarterly Summary Report for the period ending September 30, 2024, is attached. Please note that this report may not include adjustments which are only recorded at the County's fiscal year-end in accordance with generally accepted accounting principles as determined by the Government Accounting Standards Board. The fiscal year close-out process has not yet ended by Hernando County.

[See Report on Next Page]



**Hernando/Citrus Metropolitan Planning Organization**  
**Quarterly Financial Summary of Fund 1031-State Fiscal Year 2024**  
**Period Ending June 30, 2024**

		State Fiscal Year 2025
Revenue & Expenses:	FY24 Fund 1031 County 10/1/23- 9/30/24 Budget	Jul-Sep 2024
<b>Beginning Fund Balance</b>		\$533,726
<b>Revenue</b>		
<b>Grants</b>		
PL Funding	\$ 1,325,133	\$467,397
Transportation Disadv (Hern)	\$ 23,483	\$7,586
Transportation Disadv (Citrus)	\$ 22,269	\$7,319
Local	\$ 497,655	\$0
<b>Other</b>		
Interest	\$ -	\$11,414
Change in Fair Market Value	\$ -	\$62,012
Insurance Proceeds	\$ -	\$0
<b>Total Revenue</b>	<b>\$ 1,868,540</b>	<b>\$555,728</b>
<b>Expense</b>		
<b>Personnel Services</b>		
Salaries & Fringes	\$ 537,743	\$0
<b>Operating Expenses</b>		
<b>Consultant Services</b>	\$ 761,448	\$47,929
<b>Travel</b>	\$ 16,153	\$1,092
<b>Other Direct Expenses:</b>		
Communication Services	\$ 2,280	\$108
Postage & Freight	\$ 275	\$52
Rentals/Lease-Equipment	\$ 1,718	\$256
Rentals/Lease-Buildings	\$ 10,734	\$0
Insurance	\$ 100	\$0
Repair/Maint-Software	\$ 660	\$0
Printing & Binding	\$ 3,480	\$0
Advertising	\$ 3,475	\$498
Fees/Costs	\$ 19,300	\$7,852
Fees/Costs-New Hires	\$ 178	\$0
Office Supplies	\$ 2,150	\$224
Operating Supplies	\$ 200	\$0
Uncapitalized Equipment	\$ 2,000	\$0
Books/Publications/Subscrip	\$ 600	\$0
Education/Training	\$ 2,691	\$790
Uncap Equip \$1K-\$5K Tech	\$ 700	\$0
TRNSF-HLTH Self Ins	\$ 17,881	\$0
Subtotal Other Direct Expenses	<b>\$ 68,422</b>	<b>\$9,781</b>
<b>Capital Expenses</b>		\$0
Budget Reserve for Contingency	\$ 484,774	\$0
Capitalized Software	\$ -	\$0
<b>Total Expense</b>	<b>\$ 1,868,540</b>	<b>\$58,801</b>
<b>Accruals</b>		
Total Accruals	\$ -	\$150,873
Net Change	\$ -	\$346,054
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$879,780</b>

*Awaiting payment of invoices processed by Grantors.*

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