



# HERNANDO/CITRUS METROPOLITAN PLANNING ORGANIZATION

## **Financial Report**

**For the quarter ending March 31, 2023  
of the  
Unified Planning Work Program  
(Fiscal Years 2023 & 2034)**

## **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, 2022, through June 30, 2024, 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 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 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 34050 (PL Section 112, Contract G2774)

Department 34058 (Section 5305d, Contract G1W20)

Department 34052 (Section 5305d, Contract G2249)

Department 34056 (Transportation Disadvantaged Grant-Hernando County, G2946)

Department 34059 (Transportation Disadvantaged Grant-Citrus County, G2924)

Department 01761 (Non-Grant, Local)

## **Contract Status**

### **Contract #G2774 PL Funding (Department 34050)**

The PL Contract #G2774 is for the period July 1, 2022, through June 30, 2024, coinciding with MPO's adopted Unified Planning Work Program (UPWP) which is the MPO's program budget. The contract was approved for a two-year period in the amount of \$1,808,936 which was inclusive of \$383,740 that was unencumbered from the previous contract (G1M00) thus allowing the use of the funds in the first year of the new UPWP (FY23) cycle.

The G2774 PL contract is used for the typical operating expenses of the MPO for its day-to-day activities and to fund major planning projects approved by the MPO in its UPWP. The following projects are underway as task orders approved by the MPO Board for issuance to the MPO Board's General Planning Consultants (Alfred Benesch & Associates and Kimley-Horn & Associates).

- Long-Range Transportation Plan, Scope A
  - General Planning Consultant: Kimley-Horn & Associates
  - Project Cost = \$110,507
  - Funding Sources
    - PL (G2774) = \$ 15,977
    - S5305d (G2449)= \$ 87,211
    - S5305d (G1W20)= \$ 7,319
- Citrus County Operational Analysis, Phase II
  - General Planning Consultant: Alfred Benesch & Associates
  - Project Cost = \$30,637
  - Funding Source = PL (G2774)
- Crystal River/Turkey Oaks Bypass, Phase II
  - General Planning Consultant: Kimley-Horn & Associates
  - Project Cost = \$47,872
  - Funding Source = PL (G2774)
- Traffic Counts for Hernando and Citrus Counties
  - General Planning Consultant: Benesch & Associates
  - Project Cost = \$19,948.02
  - Funding Source = PL (G2774)
- Vulnerability & Risk Assessment Study
  - General Planning Consultant: Benesch & Associates
  - Project Cost = \$98,752.78
  - Funding Source = PL (G2774)

### **Contract #G1W20 S5305d (Department 34058)**

This Section 5305d funding source involves reimbursement of eligible expenses from the Federal Transit Administration, Florida Department of Transportation, and local funds. The Section 5305d funding contract for G1W20 is in the amount of \$91,108 and is

the first S5305d contract that does not require a local cash match. On April 7, 2022, the MPO Board authorized extending this grant to utilize the remaining, uncommitted balance of \$7,319. This contract is scheduled to close on June 30, 2023.

Two projects were committed to the contract for consultant services in FY22 which were completed, billed to FDOT, and the funds have been reimbursed.

Kimley-Horn & Associates:

Congestion Management project, Tasks 2 and 3: \$60,000.00.

Alfred Benesch & Associates:

Complete Streets, Phase II project: \$23,788.72

The remaining \$7,319 has been committed in the State Fiscal Year 2023 UPWP to Scope A of the Long-Range Transportation Planning effort along with funding from contract G2249 and the new PL funding contract #G2774 (effective July 1, 2022).

### **Contract #G2249 S5305d (Department 34052)**

This Section 5305d funding source involves reimbursement of eligible expenses from the Federal Transit Administration, Florida Department of Transportation, and local funds. The Section 5305d FY2022 funding contract G2249 was awarded November 9, 2021, in the amount of \$87,211 and does not require a local cash match. This contract is scheduled to expire on June 30, 2023. The entire amount was carried forward into the FY 2023 UPWP budget and committed to Scope A of the Long-Range Transportation Plan effort (along with funding from G1W20) and the new PL funding contract #G2774 (effective July 1, 2022).

### **Contract #G2946 (State FY23) Hernando County Transportation Disadvantaged Local Coordinating Board (TDLCB) (Department 34056)**

The Transportation Disadvantaged grant funding from the Florida Commission for Transportation Disadvantaged (CTD) was approved in Contract #G2946 in the amount of \$23,987 for Hernando County transportation disadvantaged planning and services. This grant contract is for the period July 7, 2022, through June 30, 2023.

### **Contract #G2924 (State FY23) Citrus County Local Coordinating Board (LCB) for Transportation Disadvantaged (Department 34059)**

The Transportation Disadvantaged grant funding from the Florida Commission for Transportation Disadvantaged (CTD) was approved in Contract #G2924 for Citrus County in the amount of \$23,088. This contract covers the period July 21, 2022, through June 30, 2023.

### **Quarterly Summary Report for the Period Ending March 31, 2023**

The Quarterly Summary Report for the period ending March 31, 2023, 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.

[See Report on Next Page]

**Hernando/Citrus Metropolitan Planning Organization**  
**Quarterly Financial Summary of Fund 1031-State Fiscal Year 2023**  
**Period Ending March 31, 2023**

<b>Revenue &amp; Expenses:</b>	<b>SFY23 Fund 1031 County Budget</b>	<b>Jul-Sep 2022</b>	<b>Oct-Dec 2022</b>	<b>Jan-Mar 2023</b>	<b>Total</b>
<b>Beginning Fund Balance</b>		<b>\$536,460</b>	<b>\$296,515</b>	<b>\$585,741</b>	
<b>Revenue</b>					
<b>Grants</b>					
PL Funding	\$ 1,404,414	\$571,176	\$0	\$122,116	\$693,292
Section 5305d Funding	\$ 131,608	\$47,602	\$0	\$0	\$47,602
Transportation Disadv Grants (Hern)	\$ 41,509	\$16,774	\$0	\$3,598	\$20,372
Transportation Disadv Grant (Citrus)	\$ 40,910	\$16,620	\$0	\$3,463	\$20,083
Local	\$ 99,701	\$0	\$0	\$0	\$0
<b>Other</b>					
Interest	\$ -	\$1,300	\$614	\$3,296	\$5,210
Change in Fair Market Value	\$ -	-\$9,731	\$0	\$0	-\$9,731
Insurance Proceeds	\$ -	\$6,727	\$0	\$0	\$6,727
<b>Total Revenue</b>	<b>\$ 1,722,642</b>	<b>\$650,468</b>	<b>\$614</b>	<b>\$132,473</b>	<b>\$783,556</b>
<b>Expense</b>					
<b>Personnel Services</b>					
Salaries & Fringes	\$ 531,706	\$120,347	\$84,739.76	\$111,173.73	\$316,260
<b>Operating Expenses</b>					
<b>Consultant Services</b>	\$ 1,036,108	\$214,790	\$22,671	\$116,185	\$353,646
<b>Travel</b>	\$ 1,800	\$1,419	\$700	\$429	\$2,548
<b>Other Direct Expenses:</b>					
Communication Services	\$ 1,300	\$363	\$136	\$363	\$862
Postage & Freight	\$ 500	\$20	\$0	\$0	\$20
Rentals/Lease-Equipment	\$ 1,500	\$513	\$0	\$641	\$1,154
Rentals/Lease-Buildings	\$ 10,900	\$3,377	\$1,689	\$3,377	\$8,443
Insurance	\$ 120	\$0	\$0	\$0	\$0
Repair/Maint-Equipment	\$ 300	\$0	\$0	\$0	\$0
Repair/Maint-Software	\$ 400	\$0	\$0	\$0	\$0
Printing & Binding	\$ 2,000	\$786	\$0	\$458	\$1,245
Advertising	\$ 2,100	\$555	\$422	\$508	\$1,486
Fees/Costs	\$ 8,500	\$3,000	\$0	\$2,000	\$5,000
Fees/Costs-New Hires	\$ 175	\$0	\$0	\$178	\$178
Office Supplies	\$ 1,600	\$258	\$0	\$842	\$1,101
Operating Supplies	\$ 3,000	\$116	\$0	\$0	\$116
Books/Publications/Subscrip	\$ 600	\$105	\$0	\$0	\$105
Dues/Memberships	\$ 600	\$0	\$0	\$0	\$0
Education/Training	\$ 2,500	\$250	\$0	\$0	\$250
Uncap Equip \$1K-\$5K Tech	\$ -	\$0	\$0	\$0	\$0
TRNSF-HLTH Self Ins	\$ 7,500	\$0	\$0	\$7,500	\$7,500
<i>Subtotal Other Direct Expenses</i>	<b>\$ 43,595</b>	<b>\$9,344</b>	<b>\$2,247</b>	<b>\$15,868</b>	<b>\$27,459</b>
<b>Capital Expenses</b>		\$0	\$0	\$0	\$0
Budget Reserve for Contingency	\$ 91,933	\$0	\$0	\$0	\$0
Capitalized Software	\$ 25,000	\$0	\$0	\$0	\$0
<b>Total Expense</b>	<b>\$ 1,730,142</b>	<b>\$345,901</b>	<b>\$110,358</b>	<b>\$243,656</b>	<b>\$699,914</b>
<b>Accruals</b>					
Total Accruals	\$ -	\$544,512	-\$398,970	-\$144,331	
Net Change	\$ -	-\$239,945	\$289,226	\$33,148	
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$296,515</b>	<b>\$585,741</b>	<b>\$618,889</b>	<b>*See Notes</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. Amounts in third quarter reflect prior quarter adjustments.