

**NOTICE OF PUBLIC MEETING OF THE  
CARSON AREA METROPOLITAN PLANNING ORGANIZATION  
WEDNESDAY, MAY 13, 2009 5:30 P.M.  
COMMUNITY CENTER- SIERRA ROOM  
851 EAST WILLIAM STREET  
CARSON CITY, NEVADA**

**NOTE:** The Carson Area Metropolitan Planning Organization is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Carson Area Metropolitan Planning Organization staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or [ppittenger@ci.carson-city.nv.us](mailto:ppittenger@ci.carson-city.nv.us), or call Patrick Pittenger at (775) 887-2355 as soon as possible (requests are required prior to 12:00 p.m. on May 11, 2009).

For more information regarding any of the items listed on the agenda, please contact the Metropolitan Planning Organization staff at (775) 887-2355. Additionally, the agenda with all supporting material is posted on the CAMPO website at [www.carsonareampo.com](http://www.carsonareampo.com).

**AGENDA**

**A. ROLL CALL AND DETERMINATION OF A QUORUM**

**B. APPROVAL OF MINUTES:**

**B-1** Action to approve the minutes of the April 8, 2009 meeting

**B-2** Action to approve the minutes of the April 24, 2009 special meeting

**C. MODIFICATION OF AGENDA:** This is the tentative schedule for the meeting. CAMPO reserves the right to take items in a different order to accomplish business in the most efficient manner.

**D. PUBLIC COMMENT:** Members of the public who wish to address the Metropolitan Planning Organization may approach the podium and speak on matters related to the Metropolitan Planning Organization, but not on items agendaized for this meeting. Comments are limited to three minutes per person or topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future Metropolitan Planning Organization meeting. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an Agenda as an item upon which action may be taken.

**E. DISCLOSURES:** Any member of the Metropolitan Planning Organization that may wish to explain any contact with the public regarding an item on the agenda or business of the Metropolitan Planning Organization.

**F. PUBLIC MEETING ITEMS:**

**F-1** Action to approve the proposed CAMPO fiscal year 2010 Unified Planning Work Program (UPWP).

**Staff Summary:** CAMPO must submit a UPWP to the Nevada Department of Transportation (NDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) for fiscal year 2010. The UPWP establishes the budget for proposed CAMPO activities and describes how federal Planning (PL) and FTA Section 5303 funds will be administered during the fiscal year.

**F-2** Action to amend the CAMPO policy on public comment process for proposed fare and service changes.

**Staff Summary:** Clarification is needed regarding the policy on the public comment process for fare and service changes. Staff seeks to clarify that the public comment process is to be held within the CAMPO boundaries. Additionally, CAMPO would require prior notification of any fare or service changes within the CAMPO boundaries for services funded with Federal Transit Administration funds administered by CAMPO.

**G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (Non-Action Items)**

**G-1** Future Agenda Items

**H. ADJOURNMENT**

The next meeting is tentatively scheduled for 5:30 p.m., Wednesday, June 10, 2009, at the Sierra Room - Community Center, 851 East William Street.

This agenda has been posted at the following locations

On Thursday, May 7, 2009, before 5:00 p.m.:

CITY HALL, 201 North Carson Street

CARSON CITY LIBRARY, 900 North Roop Street

COMMUNITY CENTER, SIERRA ROOM, 851 East William Street

CARSON CITY PUBLIC WORKS, 3505 Butti Way

PLANNING DIVISION, 2621 Northgate Lane, Suite 62

DOUGLAS COUNTY EXECUTIVE OFFICES, 1594 Esmeralda Avenue, Minden

LYON COUNTY PLANNING DEPARTMENT, 801 Overland Loop, Suite 201, Dayton

NEVADA DEPARTMENT OF TRANSPORTATION, 1263 S. Stewart Street, Carson City

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**Minutes of the April 8, 2009 Meeting**

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A regular meeting of the Carson Area Metropolitan Planning Organization was scheduled for 5:30 p.m. on Wednesday, April 8, 2009 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Charles DesJardins  
Vice Chairperson Paul Esswein  
Member Shelly Aldean  
Member Russell Carpenter  
Member Robert Crowell  
Member Jeff Foltz  
Member James Mallery  
Ex-Officio Member Dennis Taylor

**STAFF:** Kim Belt, Capital Projects Manager  
Joel Benton, Senior Deputy District Attorney  
Jano Barnhurst, Recording Secretary  
Andrew Burnham, Public Works Department Director  
Dan Doenges, Senior Transportation Planner  
Kathleen King, Recording Secretary  
Keith Pearson, Transit Coordinator  
Patrick Pittenger, Transportation Manager  
Darren Schultz, Deputy Public Works Department Director

**NOTE:** A recording of these proceedings, the CAMPO's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are available for review, in the Clerk-Recorder's Office, during regular business hours.

**A. ROLL CALL AND DETERMINATION OF A QUORUM (5:30:28)** - Chairperson DesJardins called the meeting to order at 5:30 p.m. Roll was called; a quorum was present.

**B. ACTION ON APPROVAL OF MINUTES - March 11, 2009 (5:32:30)** - Chairperson DesJardins reviewed suggested revisions which he had discussed with the recording secretary prior to the meeting. Member Crowell moved to approve the minutes. Member Carpenter seconded the motion. Motion carried 7-0.

**C. MODIFICATION OF AGENDA (5:33:52)** - None.

**D. PUBLIC COMMENT (5:34:37)** - None.

**E. DISCLOSURES (5:35:36)** - Chairperson DesJardins advised of having attended the Nevada Transportation Conference, together with Mr. Pittenger and Mr. Doenges, in Reno yesterday and today. He discussed the excellent presentations, and suggested including pertinent information on the City's website.

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**F. PUBLIC MEETING ITEMS:**

**F-1. INFORMATION REGARDING THE PROPOSED CAMPO FISCAL YEAR 2010 UNIFIED PLANNING WORK PROGRAM (“UPWP”) (5:37:20)** - Chairperson DesJardins introduced this item. Mr. Doenges reviewed the agenda report and the attached materials. He acknowledged that consultant fees are included in the figures associated with projects designated by an asterisk listed in the Funding Summary at page 12. In response to a question, he and Mr. Pearson reviewed the figures reflected on the table entitled “Fiscal Summary for Other Governmental Funds” included in the agenda materials. In response to a further question, Mr. Doenges explained that the budget preparation worksheets, included in the agenda materials, served as support to the previously-noted table. Chairperson DesJardins opened this item to public comment; however, none was forthcoming.

**F-2. INFORMATION REGARDING A PROPOSED AMENDMENT TO THE TRANSPORTATION IMPROVEMENT PROGRAM (“TIP”) (5:46:33)** - Chairperson DesJardins introduced this item, and Mr. Pittenger reviewed the agenda report in conjunction with the attached materials. Ex-Officio Member Taylor advised that NDOT Intermodal Planning Division staff is in the process of consolidating lists of 5309 and 5311 transit projects. Once the lists have been finalized, the statewide transportation improvement program will be amended accordingly. In response to a question, Ex-Officio Member Taylor discussed project lists received from various city and county entities. Mr. Pittenger acknowledged that Carson City’s projects are “shovel ready.” In response to a further question, he advised that one micropaving project was determined to be “more of a maintenance activity,” and therefore disqualified for funding. In response to a further question, he advised that the original list of projects was just over \$9 million; the disqualified micropaving project was estimated at \$1 million. He acknowledged that copies of NDOT’s letter could be provided to the CAMPO members. Chairperson DesJardins opened this item to public comment; however, none was forthcoming.

**F-3. ACTION TO AMEND THE CAMPO POLICY ON PUBLIC COMMENT PROCESS FOR PROPOSED FARE AND SERVICE CHANGES (5:53:18)** - Chairperson DesJardins introduced this item. Mr. Pittenger noted that this item had been addressed at the March 11, 2009 CAMPO meeting, and reviewed the agenda report. He acknowledged that proposed fare and service changes would first be presented to the Regional Transportation Commission. Member Aldean expressed concern over the phrase “any fare increase or decrease” in paragraph 1 of the section entitled “Policy.” Discussion ensued, and Member Aldean suggested the following language: “This policy applies to fare increases and decreases ...” Member Foltz suggested including language to provide for free rides on a one-day basis, such as for Election Day, etc., and to provide for special event exclusions. In response to a question, Mr. Pittenger expressed the belief that any fare increase may be viewed as negative by the riders. The intent of the policy is to submit any proposed fare increase to the public comment process. In response to a further question, Mr. Pittenger advised that the term “transit operator” refers to the Carson City Regional Transportation Commission or Douglas County, as appropriate. Chairperson DesJardins requested to reagendize this item for action at a future CAMPO meeting. He opened the item to public comment; however, none was forthcoming.

**F-4. ACTION TO APPROVE THE APPLICATION TO THE NEVADA DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSIT ADMINISTRATION 5316 FUNDS FOR FEDERAL FISCAL YEAR 2010 (6:01:18)** - Chairperson DesJardins introduced this item. Mr. Pearson reviewed the agenda report. In response to a question, he advised that the

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interlocal agreement for which the funding is specified is between the Carson City Regional Transportation Commission and the South Tahoe Area Transit Authority (“STATA”). In response to a question, Mr. Pittenger advised of having received no request for service between Incline Village and Carson City. Mr. Pearson advised of having been informed by STATA BlueGo Transit Administrator John Andoh of the desire to connect Incline Village to the Spooner Express Route 21X.

Chairperson DesJardins opened this item to public comments and, when none were forthcoming, entertained a motion. **Member Carpenter moved to approve the application to the Nevada Department of Transportation for Federal Transit Administration 5316 funds for federal fiscal year 2010. Member Aldean seconded the motion. Motion carried 7-0.**

**G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS:**

**G-1. PROPOSED CAMPO BOUNDARY EXPANSION (6:05:30)** - Chairperson DesJardins reviewed the agenda materials pertinent to this item. Vice Chairperson Esswein acknowledged having received communication from Mr. Doenges which included a list of requirements from the Nevada Department of Transportation. The information is in the process of being compiled. Member Crowell thanked Chairperson DesJardins for his prompt action.

**G-2. FUTURE AGENDA ITEMS (6:07:27)** - Ex-Officio Member Taylor recommended agendaizing a status report on ARRA funding. Mr. Pittenger reminded the CAMPO members of the special meeting scheduled for Friday, April 24<sup>th</sup>, immediately following the special meeting of the Carson City Regional Transportation Commission at 12:00 p.m. He reviewed the tentative agenda for said meeting. Discussion took place regarding the order of the meetings.

**H. ACTION ON ADJOURNMENT (6:10:21)** - Member Aldean moved to adjourn the meeting at 6:10 p.m. The motion was seconded and carried 7-0.

The Minutes of the April 8, 2009 Carson Area Metropolitan Planning Organization meeting are so approved this \_\_\_\_\_ day of May, 2009.

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CHARLES DES JARDINS, Chair

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A meeting of the Carson Area Metropolitan Planning Organization was scheduled to begin following adjournment of the Carson City Regional Transportation Commission on Friday, April 24, 2009 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Charles DesJardins  
Vice Chairperson Paul Esswein  
Member Shelly Aldean  
Member Russell Carpenter  
Member Robert Crowell  
Member Jeff Foltz  
Member James Mallery  
Ex-Officio Member Dennis Taylor

**STAFF:** Jano Barnhurst, Recording Secretary  
Kim Belt, Capital Projects Manager  
Joel Benton, Senior Deputy District Attorney  
Dan Doenges, Senior Transportation Planner  
Keith Pearson, Transit Coordinator  
Patrick Pittenger, Transportation Manager  
Darren Schultz, Deputy Public Works Director  
Transcribed by: Recording Secretary Kathleen King

**NOTE:** A recording of these proceedings, the CAMPO's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are available for review in the Clerk-Recorder's Office during regular business hours.

**A. CALL TO ORDER AND DETERMINATION OF QUORUM (12:28:57) -** Chairperson DesJardins called the meeting to order at 12:28 p.m. Roll was called; a quorum was present.

**B. APPROVAL OF MINUTES (12:30:25) -** None.

**C. MODIFICATION OF AGENDA (12:30:31) -** None.

**D. PUBLIC COMMENT (12:30:43) -** None.

**E. DISCLOSURES (12:31:30) -** None.

**F. PUBLIC MEETING ITEMS:**

**F-1. ACTION TO APPROVE THE CAMPO FEDERAL FISCAL YEAR 2009 - 2012 TRANSPORTATION IMPROVEMENT PROGRAM ("TIP") AS AMENDED (12:31:45) -** Chairperson DesJardins introduced this item, and Mr. Pittenger reviewed the agenda report. He noted that no American Recovery and Reinvestment Act ("ARRA") funding can be expended until the

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subject transportation improvement program is approved. Chairperson DesJardins entertained CAMPO member and public comments or questions. When none were forthcoming, he entertained a motion. **Member Aldean moved to approve the CAMPO federal fiscal year 2009 - 2012 transportation improvement program, as amended. Member Crowell seconded the motion. Motion carried 7-0.**

**F-2. INFORMATION REGARDING A PROPOSED AMENDMENT TO THE CAMPO PUBLIC PARTICIPATION PLAN** (12:34:30) - Chairperson DesJardins introduced this item. Mr. Doenges reviewed the agenda report and the attached materials. He advised that a public information meeting will be scheduled for May 19<sup>th</sup>, and that the amendment will be agendized for final adoption by the CAMPO at the end of the 45-day public comment period. Chairperson DesJardins opened this item to CAMPO member questions or comments; however, none were forthcoming.

**G. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**

**G-1. FUTURE AGENDA ITEMS** (12:36:35) - Mr. Pittenger advised that the next regular meeting would be scheduled for Wednesday, May 13<sup>th</sup>.

**H. ACTION ON ADJOURNMENT** (12:37:00) - Member Aldean moved to adjourn the meeting at 12:37 p.m. Member Mallery seconded the motion. Motion carried 7-0.

The Minutes of the April 24, 2009 Carson Area Metropolitan Planning Organization meeting are so approved this \_\_\_\_\_ day of May, 2009.

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CHARLES DES JARDINS, Chair

**CARSON AREA METROPOLITAN PLANNING ORGANIZATION  
REQUEST FOR BOARD ACTION**

**Date Submitted:** May 6, 2009

**Meeting Date:** May 13, 2009

**To:** Carson Area Metropolitan Planning Organization

**From:** Dan Doenges, Senior Transportation Planner

**Subject Title:** Action to approve the proposed CAMPO fiscal year 2010 Unified Planning Work Program (UPWP).

**Staff Summary:** CAMPO must submit a UPWP to the Nevada Department of Transportation (NDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) for fiscal year 2010. The UPWP establishes the budget for proposed CAMPO activities and describes how federal Planning (PL) and FTA Section 5303 funds will be administered during the fiscal year.

**Type of Action Requested:** (check one)

(  ) None – Information Only

(  ) Formal Action/Motion

**Recommended Board Action:** Action to approve the proposed CAMPO fiscal year 2010 Unified Planning Work Program (UPWP).

**Explanation for Recommended Action:** Prior to the beginning of each fiscal year, CAMPO must submit a UPWP establishing the budget for proposed activities to be administered throughout the year. The UPWP must be approved before any tasks are initiated in order to ensure reimbursement through federal funds for expenses incurred by CAMPO activities. A 30-day public comment period ended on May 5, 2009. During the comment period, a public informational meeting was held in an open house format where staff was available to accept comments and address questions regarding the UPWP in person. In addition, the proposed UPWP was posted on the CAMPO website for public review. No comments were received throughout the comment period. The proposed UPWP was also submitted to NDOT, FHWA, and FTA for their review and no changes have been recommended. Staff is seeking CAMPO approval of the proposed UPWP so that it may be forwarded onto NDOT, FHWA, and FTA for final review and approval.

**Applicable Statute, Code, Policy, Rule or Policy:** Federal Register 23 CFR § 450.308

**Fiscal Impact:** \$330,000 budgeted for proposed work tasks in FY 2010; comprised of \$260,680 in FHWA funds, \$44,480 in FTA funds, and \$24,840 in local funds to be divided proportionately between the three CAMPO member agencies. The \$24,840 in local funds does not include an additional \$6,000 to be divided between the three CAMPO member agencies for CAMPO responsibilities as the designated grantee for FTA funds, as is listed in the Transportation Improvement Program (TIP).

**Explanation of Impact:** The \$24,840 in local funds will leverage and additional \$305,160 that is necessary to complete the work tasks outlined in the proposed UPWP. Please note that the share of local funds to be provided from each of the member agencies may change if the CAMPO boundaries are expanded further into Lyon County as proposed; though the total amount will remain the same. Staff will provide an explanation of any changes at a future meeting date prior to billing member agencies for their share if the boundaries are expanded.

**Funding Source:** FHWA (PL funds), FTA (5303 funds), CAMPO member agencies (Carson City, Douglas County, and Lyon County).

**Alternatives:** Approve the proposed UPWP as is or with suggested changes.

**Supporting Material:** Proposed CAMPO UPWP.

**Prepared By:** Dan Doenges, Senior Transportation Planner

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Vote Recorded By)

**CARSON AREA  
METROPOLITAN PLANNING ORGANIZATION  
(CAMPO)**



**Fiscal Year 2010: July 1, 2009 – June 30, 2010**

**UNIFIED PLANNING WORK PROGRAM**

**Proposed 5/13/09**

Carson Area Metropolitan Planning Organization (CAMPO)  
Policy Board Membership

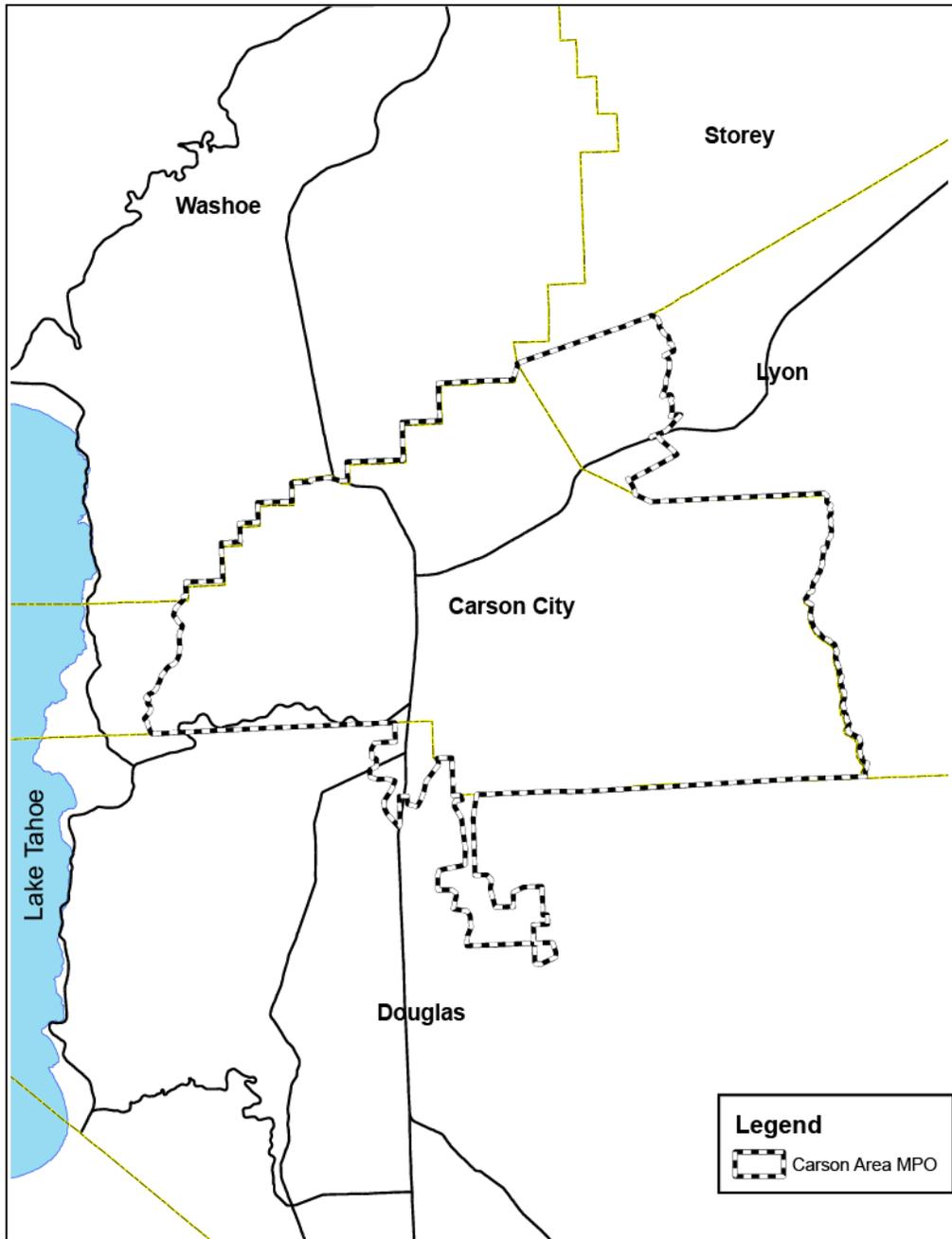
<b>Member</b>	<b>Governmental Body Represented</b>
Mr. Charles Des Jardins, Chairperson	Carson City
Mr. Dennis Stark, Vice-Chairperson	Lyon County
Ms. Shelly Aldean	Carson City
Mr. Russell Carpenter	Carson City
Mr. Bob Crowell	Carson City
Mr. Greg Lynn	Douglas County
Mr. Jim Mallery	Carson City
Mr. Dennis Taylor, Non-Voting, Ex-Officio	Nevada Department of Transportation

## CAMPO Staff

<b>Title</b>	<b>FTE</b>
Public Works Director/Deputy Public Works Director	0.1
Transportation Manager	0.6
Senior Transportation Planner	0.9
Transit Coordinator	0.6
Total	2.2

\* Other support staff, such as GIS staff, used occasionally.

# CAMPO PLANNING AREA



## **INTRODUCTION**

### **What is a Metropolitan Planning Organization?**

A Metropolitan Planning Organization is an organization of local governments in areas with a collective population of 50,000 or over, termed an Urbanized Area. As a condition for receiving Federal transportation dollars, MPOs must have a *continuing, cooperative, and comprehensive* transportation planning process in cooperation with the State. The MPOs are to cooperate with the State in developing transportation plans and programs for urbanized areas. This transportation planning process results in plans and programs consistent with the area's locally adopted comprehensive plans.

### **What is the Carson Area Metropolitan Planning Organization?**

In 2002, the US Bureau of Census declared that the population of the Carson Urbanized Area, according to the 2000 Census, had surpassed the population threshold of 50,000. The urbanized area consists of Carson City, as well as the abutting, relatively densely inhabited portions of Douglas and Lyon Counties. As of the year 2000 Census approximately 84.5% of the urbanized area population was in Carson City, 12.5% in Douglas County, and about 3.0% in Lyon County. As a result of surpassing the population criteria of 50,000, the area was required to form a Metropolitan Planning Organization for its transportation planning and programming activities. The Nevada Governor, in accordance with Federal regulations, designated the Carson Area Metropolitan Planning Organization (CAMPO) as a newly formed MPO in the State of Nevada. CAMPO is governed by a seven-member Policy Board consisting of representatives of Carson City, Douglas County, Lyon County, and the Nevada Department of Transportation. Carson City and Douglas County operate transit systems that operate in the CAMPO planning area. Additionally, Carson City cooperates in intercity transportation service that operates within the CAMPO planning area from the Washoe County RTC (Reno). The representation on the MPO Policy Board from Carson City and Douglas County also represents the interests of the transit systems.

### **What is the Purpose of this Document?**

The purpose of this document is to outline the transportation planning and programming activities of the Carson Area Metropolitan Planning Organization for fiscal year 2010 (July 1, 2009 to June 30, 2010). Funding for the MPO activities are made possible through the US Department of Transportation – both the Federal Highway Administration and the Federal Transit Administration – and through the three local entities – Carson City, Douglas County, and Lyon County. The work efforts to be undertaken and their associated costs and funding are described in this document.

### **Budget Assumptions**

CAMPO receives annual apportionment of FHWA and FTA funds that may be used for transportation planning activities. The FHWA funds are from the planning (PL) program and may be used to reimburse eligible expenses up to 95%. The FTA funds are intended for transit planning activities and are from the 5303 program. The FTA funds may be used to reimburse eligible transit planning expenses up to 80%. In total, Federal funds are expected to cover almost 90% of the total

budget. See the individual work efforts described later in this report and the summary budget table at the end of this report for further information on the MPO's revenue and expenses.

## **SUMMARY OF FY 2009 WORK EFFORTS**

The following are the primary tasks that were completed during FY 2009.

- During the previous fiscal year, the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP) were updated. The RTP should be updated a minimum of every five years. Likewise, the TIP is to be updated at least every four years. The completion of the RTP allowed for an update of the TIP, which was set to expire at the end of the federal fiscal year.
- Additionally, a short-range transit system development plan was nearly completed and will be brought forward for adoption in the first quarter of the 2010 fiscal year. This plan includes an evaluation of the current system and the development and evaluation of alternative improvements to be implemented over a five-year period.
- The Federal Highway Administration (FHWA) and Nevada Department of Public Safety, Office of Traffic Safety (OTS) assisted in laying the groundwork for the development of a Pedestrian Safety Action Plan, which CAMPO will complete in the 2010 fiscal year.
- Staff participated in several on-going studies and represented CAMPO as members of several committees/boards. An example of these groups include representation on the Statewide Transportation Technical Advisory Committee (STTAC), US 50 Corridor Study, Connecting Nevada Working Group (NDOT 50-Year Plan), RTC Washoe 2040 Regional Transportation Plan Steering Committee, and the Tahoe Transportation District/Commission to name a few. In addition, staff worked with the Carson City School District and the City of Carson City to submit an application for funding through the Safe Routes to School program.

## **OVERVIEW OF FY 2010 WORK EFFORTS**

The following are the primary tasks to be undertaken during FY 2010.

- Many tasks listed in previous years' programs are considered to be ongoing and will be included in this program as well. These tasks include general administration, UPWP development, MPO representation, training, public participation efforts, and Federal regulation compliance.
- At the request of Lyon County, CAMPO will evaluate the possible expansion of the Metropolitan Planning Area (MPA) boundaries further into Lyon County to incorporate the Dayton Valley area. During this process, CAMPO will re-examine the existing boundary line in Douglas County as well. This effort will include data collection of demographic and socio-economic indicators; coordination with CAMPO member entities, the Nevada Department of Transportation (NDOT), and the Federal Highway Administration (FHWA); and documentation/justification for the Governor of Nevada.

- CAMPO will need to update the existing travel demand model and test various scenarios based upon current and projected population and employment data. The RTP will need to be updated to reflect the newly defined geography and any transportation improvement projects that may have previously existed outside of the boundaries, if applicable. This will include an evaluation of the current base year, the incorporation of any network changes, and the projection of a new planning horizon year. At a minimum, the RTP will be updated to incorporate the most current information from the travel demand model.
- In an effort to remain current and consistent with proposed transportation projects, CAMPO staff will update the TIP on an annual basis. This will also prevent having to commit a large amount of time and resources spent “catching up” with proposed projects and will help to avoid a situation where the TIP may lapse.
- In working with the FHWA and OTS, CAMPO will develop a Pedestrian Safety Action Plan to address the safety concerns of pedestrians within the planning area. This effort will include coordination with representatives at the federal and state levels, as well as multi-departmental staff at the local level such as police, fire, health and human services, public works, the school district, and others. As this will be a CAMPO effort, input will be sought from all member agencies.

## **FY 2010 UNIFIED PLANNING WORK PROGRAM**

A summary table that outlines the estimated cost and funding sources for all work elements is attached to this document. Except where noted below for each task, work will be completed by CAMPO staff listed previously on page 3.

### **WORK ELEMENT 1.0 - Administration**

#### **Tasks**

- 1.1 General Administration and Work Program Oversight - This task will include the following:
  - 1.1.1 Preparation of required MPO reports and memoranda supporting the activities of the Carson Area Metropolitan Planning Organization (CAMPO)
  - 1.1.2 Budget and task/activity summaries
  - 1.1.3 Preparation of billings and reimbursement requests and other related activities.
  - 1.1.4 Application and management of FHWA planning (PL) funds, and FTA funds for CAMPO operations (5303 program).
  - 1.1.5 Memberships in related professional organizations and subscriptions to related professional periodicals.
  - 1.1.6 Obtaining and maintaining professional certifications.
  - 1.1.7 MPO Board Support –providing special reports, researching MPO issues, preparation of staff agendas, and attendance at MPO regular and special meetings.
  - 1.1.8 Federal Regulation Compliance – strategies will be adopted to implement new requirements and communicated to the applicable local agencies.

Product: Reports, budget, task summaries, funding for CAMPO and local transit operators, and UPWP amendments as needed.

Funding:	FHWA PL	\$76,000
	<u>Local</u>	<u>\$4,000</u>
	Total	\$80,000

- 1.2 Unified Planning Work Program Development – Prepare and adopt the FY 2011 UPWP and coordinate UPWP activities with other local, regional and statewide agencies. This task also includes UPWP amendments as needed.

Product: An adopted FY 2011 UPWP and amendments to the FY 2010 UPWP as needed.

Funding:	FHWA PL	\$5,700
	<u>Local</u>	<u>\$300</u>
	Total	\$6,000

- 1.3 MPO Representation – Represent the MPO at events and meetings not related to specific other UPWP tasks. This task also includes coordination with other regional MPOs, NDOT, Carson City, Douglas County, Lyon County, and other agencies and organizations to ensure development of transportation related projects that serve the best interests of the region.

Product: A well-represented MPO and appropriate coordination.

Funding:	FHWA PL	\$23,750
	<u>Local</u>	<u>\$1,250</u>
	Total	\$25,000

- 1.4 Training (not transit-specific) – Provide appropriate training to CAMPO staff and CAMPO board members. This work program will focus on training to enhance the capabilities of staff and board members in exercising the responsibilities of the MPO. This task will include the acquisition of materials for in-house training when appropriate.

Product: Enhanced staff capabilities.

Funding:	FHWA PL	\$19,000
	<u>Local</u>	<u>\$1,000</u>
	Total	\$20,000

- 1.5 Public Participation – Under this activity, continuing CAMPO public participation efforts will be conducted. Public participation efforts will be conducted throughout the program period related to numerous work tasks, including the update of the regional plan, the update of the TIP, the development of a short-range transit plan, and other activities. Included in this task is the maintenance of the CAMPO website, as the website is a very useful tool to inform constituents of CAMPO’s purpose and current activities.

Product: Public participation activities, including an operating website for public information.

Funding:	FHWA PL	\$6,080
	FTA Section 5303	\$1,280
	<u>Local</u>	<u>\$640</u>
	Total	\$8,000

## WORK ELEMENT 2 - Regional Transportation Plan

- 2.1 CAMPO Boundary Expansion Analysis – CAMPO will undergo the process to determine a logical and agreeable expansion of the Metropolitan Planning Area (MPA) boundaries. This will require data collection and analysis of current and projected population and employment characteristics of the surrounding areas; traffic analysis; documentation; and coordination between member agencies, NDOT, FHWA, and the Governor’s Office.

Product: Determination of a logical and agreeable MPA boundary

Funding:	FHWA PL	\$9,500
	<u>Local</u>	<u>\$500</u>
	Total	\$10,000

- 2.2 Update the Regional Transportation Plan (RTP) including the CAMPO travel demand model – CAMPO will need to update the existing and projected population and employment data and incorporate that into the existing RTP. In addition, several scenarios will be run in the CAMPO travel demand model and those results will need to be included in the RTP as well. This will include an evaluation of the current base year, the incorporation of any network changes, and the projection of a new planning horizon year. If applicable, newly defined geography and any associated planned transportation improvements will need to be identified.

Product: Updated and extended RTP and travel demand model

Funding:	FHWA PL	\$71,250
	FTA Section 5303	\$20,000
	<u>Local</u>	<u>\$8,750</u>
	Total	\$100,000

- 2.3 Update the Regional Transportation Improvement Program (RTIP) – The RTIP will be revised and extended immediately following the completion and approval of the RTP. It will include a five-year list of projects and be consistent with all Federal planning regulations. Formal amendments will be made as necessary throughout the period.

Product: Updated RTIP

Funding:	FHWA PL	\$9,500
	<u>Local</u>	<u>\$500</u>
	Total	\$10,000

- 2.4 Regional Consistency Review – Projects proposed within the CAMPO boundaries will be subjected to a review to determine consistency with the RTP and RTIP, energy conservation,

relieve and prevent congestion from occurring where it does not yet occur, consider likely impacts of transportation policy on land use and development decisions, ensure preservation and efficient utilization of existing transportation facilities and other matters required by federal regulation. This effort will not duplicate routine development reviews of proposed developments that are conducted by constituent units of government.

Product: Periodic transportation system review and reports. Input on proposed developments of regional significance. Annual growth management reviews will be conducted.

Funding:	FHWA PL	\$1,900
	<u>Local</u>	<u>\$100</u>
	Total	\$2,000

### 3 WORK ELEMENT 3 - Street and Highway Planning

3.1 Travel Demand Model Maintenance and Support Activity – This task consists of on-demand travel demand modeling services through consultant service. There are periodic needs to provide information to other agencies both within and outside the CAMPO area that is derived from, or is an input to, the modeling process. The majority of the cost of this project will be associated with consultant costs, with a minority of cost used to reimburse staff project management.

Product: Provision of information from the modeling process as requested

Funding:	FHWA PL	\$19,000
	<u>Local</u>	<u>\$1,000</u>
	Total	\$20,000

3.2 Development of a Pedestrian Safety Action Plan – Toward the end of the previous fiscal year the FHWA and Office of Traffic Safety (OTS) laid the groundwork to develop a Pedestrian Safety Action Plan. The information and data collected at that time will be assembled into a report based upon the stakeholder feedback that was obtained.

Product: Pedestrian Safety Action Plan

Funding:	FHWA PL	\$19,000
	<u>Local</u>	<u>\$1,000</u>
	Total	\$20,000

#### 4.0 WORK ELEMENT 4 - Public Transit

4.1 Complete the Short-Range Transit Plan – A five-year transit plan will be completed that will guide the development of short-term transit services in the CAMPO area. The plan will include an evaluation of the existing service and coordination with connecting services, conduction of a detailed passenger activity count, development of alternative transit system improvements, estimation of costs and revenues under the alternative improvements, and selection of a preferred alternative.

Product: Short-range transit system development plan.

Funding:	FTA Section 5303	\$4,000
	<u>Local</u>	<u>\$1,000</u>
	Total	\$5,000

4.2 Responsibilities as Federal designated recipient – CAMPO is an official designated grant recipient of Federal Transit Administration (FTA) funds. The designated recipient is authorized to receive and apportion FTA funds within the urbanized area. CAMPO will fulfill the responsibilities of the designated grant recipient, administer distribution of FTA funds in the region among transit operators, and ensure that all regulatory requirements are met. Effort conducted under this task will include training, acquisition of necessary publications, and staff time to work with NDOT, FTA, and transit operators.

Product: Duties necessary to serve as the Federal designated grant recipient.

Funding:	FTA Section 5303	\$9,600
	<u>Local</u>	<u>\$2,400</u>
	Total	\$12,000

4.3 Regional Transit Coordination – There are three transit services operating within the CAMPO planning area that are subsidized by member counties. CAMPO will fill the role of coordinating the services from a regional perspective and of facilitating the development of new services.

Product: Coordination and communication among transit operators.

Funding:	FTA Section 5303	\$9,600
	<u>Local</u>	<u>\$2,400</u>
	Total	\$12,000

## CAMPO 2010 UPWP Cost/Funding Summary - Draft

Major Work Element	Work Task		Funding Source				Total Cost
			FHWA		FTA		
	Number	Description	PL	Local Match	5303	Local Match	
1.0 MPO Administration	1.1	General Administration and Work Program Oversight	\$76,000	\$4,000			\$80,000
	1.2	UPWP Development	\$5,700	\$300			\$6,000
	1.3	MPO Representation	\$23,750	\$1,250			\$25,000
	1.4	Training (not transit-specific)	\$19,000	\$1,000			\$20,000
	1.5	Public Participation	\$6,080	\$320	\$1,280	\$320	\$8,000
2.0 Regional Transportation Plan	2.1	CAMPO Boundary Expansion Analysis	\$9,500	\$500			\$10,000
	2.2	Update RTP including travel demand model*	\$71,250	\$3,750	\$20,000	\$5,000	\$100,000
	2.3	Complete and maintain RTIP	\$9,500	\$500			\$10,000
	2.4	Regional Consistency Review	\$1,900	\$100			\$2,000
3.0 Street and Highway Planning	3.1	Model maintenance and support activities*	\$19,000	\$1,000			\$20,000
	3.2	Development of Pedestrian Safety Action Plan	\$19,000	\$1,000			\$20,000
4.0 Public Transit Planning	4.1	Development of short-range transit plan			\$4,000	\$1,000	\$5,000
	4.2	Responsibilities as designated recipient			\$9,600	\$2,400	\$12,000
	4.3	Regional transit coordination			\$9,600	\$2,400	\$12,000
		Total Funding	\$260,680	\$13,720	\$44,480	\$11,120	\$330,000

Note: Consultant involvement is expected for the following work tasks (indicated with an asterisk) : 2.2 and 3.1.

FHWA PL Funds - 95% Federal share

FTA 5303 Funds - 80% Federal share

Summary	
Total FHWA Share	\$260,680
Total FTA Share	\$44,480
Total Local share	\$24,840

**CARSON AREA METROPOLITAN PLANNING ORGANIZATION  
REQUEST FOR BOARD ACTION**

**Date Submitted:** April 29, 2009

**Meeting Date:** May 13, 2009

**To:** Carson Area Metropolitan Planning Organization

**From:** Patrick Pittenger, Transportation Manager

**Subject Title:** Action to amend the CAMPO policy on public comment process for proposed fare and service changes.

**Staff Summary:** Clarification is needed regarding the policy on the public comment process for fare and service changes. Staff seeks to clarify that the public comment process is to be held within the CAMPO boundaries. Additionally, CAMPO would require prior notification of any fare or service changes within the CAMPO boundaries for services funded with Federal Transit Administration funds administered by CAMPO.

**Type of Action Requested:** (check one)

(  ) None – Information Only

(  ) Formal Action/Motion

**Recommended Board Action:** I move to approve action to amend the CAMPO policy on public comment process for fare and service changes.

**Explanation for Recommended Action:** A proposed amendment of the policy on fare and service changes was presented to CAMPO at their April 8, 2009 meeting. The proposed amendment was tabled at that time due to suggested revisions to the document. The revised amendment is being presented for approval.

**Applicable Statue, Code, Policy, Rule or Policy:** N/A

**Fiscal Impact:** N/A.

**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** N/A

**Supporting Material:** Proposed amendment of the policy on fare and service changes.

**Prepared By:** Patrick Pittenger, Transportation Manager

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_ Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Vote Recorded By)

**CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)  
POLICY ON PUBLIC COMMENT PROCESS FOR  
PROPOSED FARE AND SERVICE CHANGES  
(Amended \_\_\_\_\_, 2009)**

**Purpose**

To establish a policy for public participation regarding proposed fare changes or major service changes of transit operators in the CAMPO planning area.

**General Provisions**

1. The term “governing body” refers to the governmental entity – elected and/or appointed – with operating authority over a transit service provider funded in part with Federal Transit Administration (FTA) funds allocated to the Carson Urbanized Area either directly to CAMPO or to CAMPO through the Nevada Department of Transportation (NDOT)
2. All meetings described below – governing body meeting and any separate public meeting to receive comments – must be held in ADA accessible facilities.
3. The transit operator proposing a service or fare change will make reasonable accommodations for members of the public who are disabled.

**Policy**

1. This policy applies to a fare increase or decrease and a service increase or major service reduction. This policy does not apply to a temporary fare decrease or service increase as would occur, for example, for a special event. A major service reduction is defined as any of the following:
  - a. The elimination of an entire route or a portion of a route that reduces the geographic area of transit service area. The realignment of a route or elimination of a portion of a route when existing or new service will still be available within one-quarter mile of the previous alignment will not be considered a major service reduction.
  - b. A reduction in the service hours of any route of at least 10 percent of the total hours operated on the route on a daily basis.
  - c. The elimination of at least 10 percent of the stops on a route – cumulative during a rolling one-year period.
2. A major service increase is defined as any of the following:
  - a. The creation of an entire route or an expansion of a route that extends the geographic area of transit service area a least a one-half mile in length.
  - b. An increase in the service hours of any route of at least 10 percent of the total hours operated on a daily basis, or an increase in service of the number of days of the week that any route operates.
3. When a fare increase or major service reduction is considered by a transit operator, the following steps, at a minimum, will be taken to ensure an adequate public comment process:
  - a. Notice the proposed major service reduction or fare increase with specific information regarding the existing and proposed service or fare levels. The notification will include the posting of documentation at all bus stops with shelters and inside all vehicles operating on the affected route(s) or that share

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a transfer point with an affected route. Written notice will also be published in the appropriate local newspaper – Nevada Appeal or Record-Courier – as a paid advertisement of notice. Prior to the commencement of the comment period, notice will be provided to CAMPO staff for display on the CAMPO website, and the transit operator will display the notice on its website if the transit operator has a website. The notice will announce the starting and ending dates of a minimum 30-day public comment period. The notice will also announce a public meeting to be held during the required comment period. The public meeting will be held within the Carson Urbanized Area at a facility that is accessible through the use of public transit services. The meeting(s) will be scheduled at times that transit services are available to facilitate attendance by transit users. The public notification of the meeting and public comment at the meeting will follow the State of Nevada Open Meeting Law (NRS Chapter 241) requirements.

- b. The governing body of the transit operator will be notified of the comment period and proposed major service decrease or fare increase. Notification to the governing body may occur prior to or during the public comment period. If a regular meeting of the governing body is held during the comment period, the topic of the proposed major service reduction or fare increase shall be agendaized to allow for discussion and public comment to be received by the governing body.
  - c. Following the completion of the comment period and the conduct of the public meeting(s), the proposed major service decrease or fare increase will be agendaized at a meeting of the governing body of the transit operator. The governing body meeting will be noticed in accordance with the State of Nevada Open Meeting Law (NRS Chapter 241) and with notices in vehicles as in paragraph “a.” above. Any comments received during the public comment period will be documented. The documentation must be available for public review and distributed to the governing body of the transit operator prior to taking action. The governing body will act on the proposed service reduction or fare increase after consideration of comments received.
4. When a fare decrease or major service increase is proposed by a transit operator, the change shall be publicized in the following manner:
- a. Notice of the proposed major service increase or fare decrease with specific information regarding the existing and proposed service or fare levels shall be posted at all bus stops with shelters and inside all vehicles operating on the affected route(s) or that share a transfer point with an affected route.
  - b. The governing body of the transit operator will be notified of the proposed major service increase or fare decrease. The topic of the proposed major service increase or fare decrease shall be agendaized to allow for public comment to be received by the governing body.
  - c. Prior to the change, notice shall be provided to CAMPO staff for display on the CAMPO website, and the transit operator will display the notice on its website if the transit operator has a website.
  - d. Written notice will be transmitted to appropriate media outlets – including the Nevada Appeal or Record-Courier – to encourage media coverage.