

NOTICE OF MEETING OF THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION

Day: Wednesday
Date: April 13, 2016
Time: Beginning at 4:30 pm
Location: Community Center, Sierra Room, 851 East William Street, Carson City, Nevada

AGENDA

NOTE:

The Carson Area Metropolitan Planning Organization (CAMPO) 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 Comments@CarsonAreaMPO.com, or call Patrick Pittenger at (775) 887-2355 as soon as possible (requests are required prior to 12:00 p.m. on April 11, 2016).

For more information or for copies of the supporting material regarding any of the items listed on the agenda, please contact Patrick Pittenger, Transportation Manager, at (775) 887-2355. Additionally, the agenda with all supporting material is posted on the CAMPO website at www.carson.org/agendas, or is available upon request at 3505 Butti Way, Carson City, Nevada, 89701.

1. ROLL CALL AND DETERMINATION OF A QUORUM

2. PUBLIC COMMENT:

Members of the public who wish to address the CAMPO Board may approach the podium and speak on any matter relevant to or within the authority of CAMPO. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future CAMPO 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.

3. APPROVAL OF MINUTES: No Action Required

4. PUBLIC MEETING ITEM(S):

4.A (For Possible Action) To authorize the Transportation Manager to sign Agreement No. NM111-16-804 for general provisions regarding the expenditure of Planning (PL) funds and Federal Transit Administration (FTA) 5303 funds, also known as Consolidated Planning Grant (CPG) funds, and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions.

Staff Summary: The existing cooperative agreement for the general provisions for the expenditure of PL funds and 5303 funds, commonly referred to as the Planning Agreement, is set to expire on September 30, 2016. The proposed agreement would replace the existing agreement, effective October 1, 2016.

4.B (For Possible Action) To authorize the Transportation Manager to sign Agreement No. PR107-16-804 for commitment to complete the Fiscal Year (FY) 2017 Unified Planning Work Program (UPWP) and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in the value of funding of up to 20% of the initial funding amount.

Staff Summary: The proposed agreement commits CAMPO to perform work tasks in the UPWP for the time period of July 1, 2016, through June 30, 2017, and to comply with the matching requirements for the expenditure of federal funds.

4.C (Information only) Draft FY 2017-2018 Unified Planning Work Program (UPWP)

Staff Summary: Staff has developed a draft UPWP for fiscal years 2017 and 2018 (July 1, 2016 – June 30, 2018). The UPWP establishes the budget for proposed CAMPO activities and describes how federal Consolidated Planning Grant (CPG) funds will be administered during the fiscal year.

5. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (Non-Action Items):

Future Agenda Items: Discussion and overview of matters which may be included on future agendas (**Information only**).

6. BOARD COMMENTS:

Status reports and comments from the members of the CAMPO Board (**Information only**).

7. PUBLIC COMMENT:

Members of the public who wish to address the CAMPO Board may approach the podium and speak on any matter relevant to or within the authority of CAMPO. Comments are limited to three minutes per person per topic. If your item requires extended discussion, please request the Chair to calendar the matter for a future CAMPO 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.

8. ADJOURNMENT: For Possible Action

AGENDA MANAGEMENT NOTICE/ DISCLOSURES:

The Chair may take items on the agenda out of order; combine two or more agenda items for consideration; and/or remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Any member of the CAMPO Board may inform the Chair of his or her intent to make a disclosure of a conflict of interest on any item appearing on the agenda or on any matter relating to the CAMPO's official business. Such disclosures may also be made at such time the specific agenda item is introduced.

The next meeting is tentatively scheduled for 4:30 p.m., Wednesday, May 11, 2016, at the Sierra Room - Community Center, 851 East William Street, Carson City.

This agenda has been posted at the following locations on Thursday, April 7, 2016, 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

Carson City Planning Division, 108 E. Proctor Street

Douglas County Executive Offices, 1594 Esmeralda Avenue, Minden

Lyon County Manager's Office, 27 South Main Street, Yerington

Nevada Department of Transportation, 1263 S. Stewart Street, Carson City

City Website: www.carson.org/agendas

State Website: <https://notice.nv.gov>



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization

Meeting Date: April 13, 2016

Staff Contact: Dan Doenges, Senior Transportation Planner

Agenda Title: (For Possible Action) To authorize the Transportation Manager to sign Agreement No. NM111-16-804 for general provisions regarding the expenditure of Planning (PL) funds and Federal Transit Administration (FTA) 5303 funds, also known as Consolidated Planning Grant (CPG) funds, and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions.

Staff Summary: The existing cooperative agreement for the general provisions for the expenditure of PL funds and 5303 funds, commonly referred to as the Planning Agreement, is set to expire on September 30, 2016. The proposed agreement would replace the existing agreement, effective October 1, 2016.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to authorize the Transportation Manager to sign Agreement No. NM111-16-804 for general provisions regarding the expenditure of Planning (PL) funds and Federal Transit Administration (FTA) 5303 funds, also known as Consolidated Planning Grant (CPG) funds, and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions.

Background/Issues & Analysis

The proposed Planning Agreement outlines the provisions required for CAMPO to receive Federal Planning (PL) funds and Federal Transit Administration (FTA) 5303 funds. These funds are made available on an annual basis to all four Nevada metropolitan planning organizations (MPOs) and are the primary source of funding to carry out the tasks identified each year in the individual Unified Planning Work Programs (UPWPs) developed by each MPO. The approval of this agreement would allow CAMPO to continue to operate and to work toward the completion of the tasks budgeted in future UPWPs.

Applicable Statute, Code, Policy, Rule or Regulation - N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives - N/A

Supporting Material

-Proposed Cooperative Agreement No. NM111-16-804

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

COOPERATIVE AGREEMENT

This Agreement is made and entered into this 1st day of October, 2016, by and between the STATE OF NEVADA, acting by and through its Department of Transportation, hereinafter called the DEPARTMENT, and the Carson Area Metropolitan Planning Organization, hereinafter called the CAMPO.

WITNESSETH:

WHEREAS, a Cooperative Agreement is defined as an agreement between two or more public agencies for the "joint exercise of powers, privileges and authority;" and

WHEREAS, pursuant to the provisions contained in Chapter 408 of the Nevada Revised Statutes (NRS), the Director of the DEPARTMENT may enter into agreements necessary to carry out the provisions of the Chapter; and

WHEREAS, NRS 277.110 authorizes any two or more public agencies to enter into agreements for joint or cooperative action; and

WHEREAS, the parties to this Agreement are public agencies and authorized to enter into agreement in accordance with NRS 277.080 to 277.110; and

WHEREAS, the purpose of this Agreement is to set forth general provisions for the duties of the parties for the expenditure of the Federal Metropolitan Planning (PL) funds set forth herein; and

WHEREAS, the transportation planning services to be provided by the CAMPO will be of benefit to the DEPARTMENT, the CAMPO and to the people of the State of Nevada; and

WHEREAS, the PROJECT has been approved for Federal Planning funds C.F.D.A. (Code of Federal Domestic Assistance) Number 20.205; and

WHEREAS, the parties hereto are willing and able to perform the services described herein.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants herein contained, it is agreed as follows.

ARTICLE I - CAMPO AGREES

1. To be responsible for the maintenance of a comprehensive, continuing, and cooperative transportation planning process, and as such, shall be responsible for all transportation planning funds for the study area whose boundaries shall include the limits of the CAMPO Planning Area Boundary.
2. To conduct its designated planning activities in compliance with the approved Unified Planning Work Program and in accordance with the policies and procedures of the Federal Highway Administration (FHWA).
3. To be responsible, in cooperation with the DEPARTMENT, for designating the project priorities on the System of Streets and Highways within the CAMPO's boundaries, consistent with the guidelines governing the Regional Transportation Improvement Program.

4. To be responsible, in cooperation with the DEPARTMENT, for compiling, reviewing the planning consistency of, and adopting a fiscally constrained Transportation Plan and Transportation Improvement Program for the Metropolitan Planning Area.

5. To develop and implement a public participation program to assist the CAMPO in identifying community transportation needs and desires. Various methods of providing for public involvement and input may be used as deemed necessary or appropriate. These methods may include but are not limited to meetings, hearings, workshops, citizen committees, and newsletters.

6. To be responsible, in cooperation with the DEPARTMENT, for the annual development, maintenance, adoption, and administration of the CAMPO Unified Planning Work Program as required by Title 23 Code of Federal Regulations 450.314 and Title 23 Part 420, herein incorporated by reference. The Unified Planning Work Program is a program budget document within which the comprehensive metropolitan planning process is defined so that Federal and DEPARTMENT planning requirements can be met.

7. To provide funds, from sources other than the DEPARTMENT or Federal funds, to cover the balance of the work defined in the Unified Planning Work Program. Any funding provided by the DEPARTMENT as indicated in the Unified Planning Work Program must be expended in the program year indicated. The DEPARTMENT's obligation to provide DEPARTMENT funds lapses at the end of each program year as indicated in the approved Unified Planning Work Program. Eligible costs as well as methods for documenting those costs attributable to the project contracting requirements shall be governed by the current provision of:

a. Office of Management and Budget (OMB) Title 2 Subtitle A Chapter II Part 200.

8. To invoice the DEPARTMENT quarterly for actual eligible costs (with supporting auditable documentation) of completing planning activities as contained in the approved Unified Planning Work Program. Monthly billings will be allowed, at the DEPARTMENT's discretion, on a case by case basis. Reimbursement shall not exceed the approved federal funds for the fiscal year that is programmed. This Agreement does not cover fund sources other than the PL funds and the 5303 Federal Transit Administration (FTA) funds transferred to FHWA to become PL funds. The CAMPO is responsible for the non-federal match as required.

9. To invoice the DEPARTMENT for final quarter eligible costs within forty-five (45) calendar days of the program completion.

10. To submit for review a year-end report accounting for the expenditure of all funds and services included as part of the transportation section of the Unified Planning Work Program, with optional quarterly reports accounting on expenditures and services.

11. To permit the DEPARTMENT and the FHWA to audit the books, records, and accounts of the CAMPO pertaining to the CAMPO's Unified Planning Work Program. In addition, the CAMPO will present to the DEPARTMENT the results of any independent audit, review, and/or inspection of the CAMPO's Unified Planning Work Program prepared by or for the CAMPO.

12. To provide and maintain all books, documents, papers, accounting records, and other evidence pertaining to costs incurred and to make such materials available at the administrative offices of the CAMPO at all reasonable times during the tenure of this Agreement and for three (3) years from federal acceptance of the project for work accomplished by the CAMPO under the Unified Planning Work Program. Such materials will be made available for

inspection by authorized representatives of the DEPARTMENT or the FHWA, and copies thereof shall be furnished if requested.

13. To establish a separate fund to provide funding for the transportation planning process and to match Federal transportation planning funds.

14. The Director of the DEPARTMENT shall be an ex-officio member for participation in matters pertaining to planning. The Nevada Division Administrator of the FHWA shall act in an advisory capacity.

ARTICLE II - DEPARTMENT AGREES

1. To participate in the ongoing transportation planning program and to provide funds for eligible activities in the federally approved Unified Planning Work Program. Any State funds used shall come from monies authorized by NRS Chapter 408, and shall be utilized for funding only by agreement in writing approved by the DEPARTMENT.

2. To program the approved Federal funds each year allocable to the CAMPO. The DEPARTMENT agrees to reimburse the CAMPO ninety-five percent (95%), of the amount approved by FHWA of the program costs upon receipt of quarterly billings with supporting documentation. Total reimbursement shall not exceed the total amount appropriated for each federal fiscal year. Reimbursement shall not exceed the amount shown for each of the tasks in the approved CAMPO Unified Planning Work Program.

3. To reimburse the CAMPO PL funds no later than fifteen (15) calendar days (FAST Act) after the date of receipt as authorized in Title 23 United States Code (USC). The invoice must contain all appropriate documentation and backup material. If the required documentation contains errors or is not included with the Invoice as required, the invoice will be returned to the respective CAMPO for correction. After corrections are made, the invoice will be returned to the DEPARTMENT and the 15 calendar day period will begin affective upon stamped receipt of the corrected invoice

4. To notify the CAMPO within thirty (30) calendar days of the publication of a FHWA Notice as authorized by Congress of the Rescission of Federal Metropolitan Planning funds of the amounts to rescinded from each of the various Metropolitan Planning areas of the State of Nevada under said Notice together with any amounts withheld by the DEPARTMENT and the basis for this allocation.

5. The DEPARTMENT shall inform the CAMPO and the FHWA Division Office of the amounts allocated (per the mutually agreed upon allocation formula) to the CAMPO as soon as possible, but no later than thirty (30) calendar days, after PL and 5303 FTA funds have been apportioned by the United States Department of Transportation (USDOT) to the DEPARTMENT.

ARTICLE III - IT IS MUTUALLY AGREED

1. The term of this Agreement shall be from the date first written above and shall remain in effect through and including September 30, 2020.

2. This Agreement may be terminated by either party prior to the date set forth above, provided that a termination shall not be effective until thirty (30) calendar days after a party has served written notice upon the other party. This Agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason Federal and/or State Legislature funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

3. All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile or electronic mail with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth below:

FOR DEPARTMENT: Rudy Malfabon, P.E., Director
Attn: Sondra Rosenberg, PTP, Assistant Director, Planning
Nevada Department of Transportation
1263 South Stewart Street
Carson City, Nevada 89712
Phone: (775) 888-7440
Fax: (775) 888-7201
E-mail: SRosenberg@dot.state.nv.us

FOR CAMPO: Ray Fierro, Chairperson
Attn: Patrick Pittenger, Transportation Manager
City of Carson City
3505 Butti Way
Carson City, Nevada 89701
Phone: (775) 887-2355
Fax: (775) 887-2164
E-mail: ppittenger@carson.org

4. The parties shall coordinate their designated planning activities according to Federal regulatory requirements.

5. Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitations, earthquakes, floods, winds or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

6. To be responsible, in cooperation with the CAMPO and the Federal Agencies, for securing the timely approval of the annual CAMPO Unified Planning Work Program and any amendments thereto. In the case of amendments, the DEPARTMENT will transmit such amendment to the Federal Agencies within thirty (30) calendar days of receipt from the CAMPO.

7. The CAMPO will work closely with the DEPARTMENT on developing a mutually agreed upon schedule of information needed to develop the Unified Planning Work Program.

8. To the fullest extent of NRS Chapter 41 liability limitations, each party shall Indemnify, hold harmless and defend, not excluding the other's right to participate, the other from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, caused by the negligence, errors, omissions, recklessness or intentional misconduct of its own officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. This indemnification obligation is conditioned upon the performance of the duty of the party seeking indemnification (indemnified party), to serve the other party (indemnifying party) with written notice of actual or pending claim, within thirty (30) calendar days of the indemnified party's notice of actual or pending claim or cause of action. The indemnifying party shall not be liable for

reimbursement of any attorney's fees and costs incurred by the indemnified party due to said party exercising its right to participate with legal counsel.

9. The parties do not waive and intend to assert available NRS Chapter 41 liability limitations in all cases. Agreement liability of both parties shall not be subject to punitive damages. Actual damages for any DEPARTMENT breach shall never exceed the amount of funds which have been appropriated for payment under this Agreement, but not yet paid, for the fiscal year budget in existence at the time of the breach.

10. Failure to declare a breach or the actual waiver of any particular breach of the Agreement or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

11. An alteration ordered by the DEPARTMENT which substantially changes the services provided for by the expressed intent of this Agreement will be considered extra work, and shall be specified in a written amendment which will set forth the nature and scope thereof. The method of payment for extra work shall be specified at the time the amendment is written.

12. This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the exclusive jurisdiction of the Nevada state district courts for enforcement of this Agreement.

13. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement and this Agreement shall be construed as if such provision did not exist. The unenforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.

14. Except as otherwise expressly provided within this Agreement, all or any property presently owned by either party shall remain in such ownership upon termination of this Agreement, and there shall be no transfer of property between the parties during the course of this Agreement.

15. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof a third party beneficiary status hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

16. Each party agrees to keep and maintain under generally accepted accounting principles full, true and complete records and documents pertaining to this Agreement and present, at any reasonable time, such information for inspection, examination, review, audit and copying at any office where such records and documentation is maintained. Such records and documentation shall be maintained for three (3) years after final payment is made.

17. The parties are associated with each other only for the purposes and to the extent set forth in this Agreement. Each party is and shall be a public agency separate and distinct from the other party and shall have the right to supervise, manage, operate, control and direct performance of the details incident to its duties under this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

18. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

19. The parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the parties are authorized by law to engage in the cooperative action set forth herein.

20. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is confidential by law or a common law balancing of interests.

21. Each party shall keep confidential all information, in whatever form, produced, prepared, observed, or received by that party to the extent that such information is confidential by law or otherwise required to be kept confidential by this Agreement.

22. This Agreement shall not become effective until and unless approved by appropriate official action of the governing body of each party.

23. This Agreement constitutes the entire agreement of the parties and such is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such attachment and this Agreement shall be construed consistent with the terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Attorney General.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

Carson Area Metropolitan
Planning Organization

State of Nevada, acting by and through its
DEPARTMENT OF TRANSPORTATION

Director

Name and Title (Print)

Approved as to Legality and Form:

Approved as to Form:

Deputy Attorney General

Attorney



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization

Meeting Date: April 13, 2016

Staff Contact: Dan Doenges, Senior Transportation Planner

Agenda Title: (For Possible Action) To authorize the Transportation Manager to sign Agreement No. PR107-16-804 for commitment to complete the Fiscal Year (FY) 2017 Unified Planning Work Program (UPWP) and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in the value of funding of up to 20% of the initial funding amount.

Staff Summary: The proposed agreement commits CAMPO to perform work tasks in the UPWP for the time period of July 1, 2016, through June 30, 2017, and to comply with the matching requirements for the expenditure of federal funds.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to authorize the Transportation Manager to sign Agreement No. PR107-16-804 for commitment to complete the Fiscal Year (FY) 2017 Unified Planning Work Program (UPWP) and to authorize the Transportation Manager to sign future amendments to this agreement regarding time extensions or a change in the value of funding of up to 20% of the initial funding amount.

Background/Issues & Analysis

The proposed agreement commits CAMPO to perform work tasks in the UPWP for the time period of July 1, 2016, through June 30, 2017, and to comply with the matching requirements for the expenditure of federal funds allocated to the UPWP. This agreement is updated annually after approval of the upcoming Federal Fiscal Year UPWP.

It is anticipated that the funding amount shown in the agreement will likely change following obligation of Consolidated Planning Grant (CPG) funds to CAMPO. At that time, an amendment to the agreement is expected to authorize the obligated funding amount and incorporate the determined amount of carryover from the previous year.

Applicable Statute, Code, Policy, Rule or Regulation - N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: 245-3028-431.12.01

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Per NDOT’s agreement, an amount of \$420,000, in Federal funding is estimated to be available to perform work tasks in the UPWP for the time period of July 1, 2016, through June 30, 2017. The 2017 fiscal year proposed UPWP budget is for \$379,000, which is less than the funds available. A 5% local match that is split among the three member counties of Carson City, Douglas County, and Lyon County is required.

Alternatives - N/A

Supporting Material

-Proposed Cooperative Agreement No. PR107-16-804

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

COOPERATIVE AGREEMENT

This Agreement is made and entered into on July 1st, 2016, by and between the STATE OF NEVADA, acting by and through its Department of Transportation, hereinafter called the DEPARTMENT, and the Carson Area Metropolitan Planning Organization, hereinafter called the MPO.

The undersigned signatory Metropolitan Planning Organization (MPO) hereby commits to complete during State Fiscal Year (FY) starting July 1, 2016, and ending June 30, 2017, the Unified Planning Work Program (UPWP) as approved, and is incorporated herein by this reference and made an express part of this Agreement.

All of the obligations, duties, terms and conditions set forth in the Cooperative Agreement NM111-16-804 and executed with effective dates of October 1, 2016, to September 30, 2020, between the MPO and the DEPARTMENT are incorporated herein by this reference as part of this UPWP Agreement for State Fiscal Year 2017.

The federal letter of approval from the Nevada Division of the Federal Highway Administration (FHWA) and Federal Transit Administration that approves the UPWP covering the time period July 1, 2016, through June 30, 2017, is incorporated herein by this reference and made an express part of this Agreement.

The MPO agrees to comply with FHWA matching requirements for "Consolidated Planning Grant" funds obligated and encumbered against this UPWP. This UPWP obligates and encumbers only these following federal funds: FHWA – Metropolitan Planning (PL), 95/5 (federal/local). All local match funds are to be provided from non-federal sources.

Subject to availability of funds this FY, UPWP funds encumbered by the DEPARTMENT include, but may not exceed the following:

The estimated amount of federal funds for FY 2017 is Four Hundred Twenty Thousand and No/100 Dollars (\$420,000.00). Reimbursement of these funds will begin when the funds are made available to the DEPARTMENT. When federal funds become available the Agreement will be amended. The estimated amount of local match to be paid by the MPO is Twenty-One Thousand and No/100 Dollars (\$21,000.00).

Should the MPO expend funds in excess of those federal funds actually encumbered for FY 2017 against this UPWP, those costs shall be borne solely by the MPO.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

Carson Area Metropolitan Planning Organization

State of Nevada, acting by and through its DEPARTMENT OF TRANSPORTATION

Director

Name and Title (Print)

Approved as to Legality and Form:

Approved as to Form:

Deputy Attorney General

Attorney



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization

Meeting Date: April 13, 2016

Staff Contact: Dan Doenges, Senior Transportation Planner

Agenda Title: **(Information only)** Draft FY 2017-2018 Unified Planning Work Program (UPWP)

Staff Summary: Staff has developed a draft UPWP for fiscal years 2017 and 2018 (July 1, 2016 – June 30, 2018). The UPWP establishes the budget for proposed CAMPO activities and describes how federal Consolidated Planning Grant (CPG) funds will be administered during the fiscal year.

Agenda Action: None

Time Requested: 10 minutes

Proposed Motion - N/A

Background/Issues & Analysis

Prior to the beginning of each fiscal year, CAMPO must submit a UPWP to the Nevada Department of Transportation (NDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) establishing the budget for proposed activities to be administered throughout the year. These agencies must approve the UPWP before any tasks are initiated to ensure reimbursement through federal funds for expenses incurred by CAMPO activities.

In working with our Federal and State planning partners, it was agreed upon that CAMPO would submit a two-year UPWP going forward. Due to timing issues with funding availability and the potential for significant work tasks to extend beyond the fiscal year prior to completion, a two-year UPWP allows for greater flexibility to complete tasks that might not begin until later in the fiscal year. However, CAMPO would not be allowed to charge for tasks or be reimbursed for any Federal funding beyond what was obligated in a given fiscal year.

Prior to submittal of the UPWP, CAMPO must hold a 30-day public comment period for review of the proposed program and document any comments received. The opening of the 30-day public comment period was noticed on March 27, 2016. In addition, there will be a public information meeting on April 19, 2016, from 4:00 to 6:00 p.m., in the Bonanza Room at the Carson City Community Center. Following the close of the public comment period, staff will present a finalized UPWP, along with any comments received, for CAMPO approval at their next meeting.

Applicable Statute, Code, Policy, Rule or Regulation

Title 23 CFR 450.314 and 420

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: 245-3028-431.12-01

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: The 2017 fiscal year proposed UPWP budget is for \$379,000 and is being presented for approval to the Board of Supervisors on April 7th. The one year budget is part of the proposed two-year Unified Planning Work Program being presented to the RTC. This required federal document is reimbursable by Federal Consolidated Planning Grant (CPG) funds at a reimbursable rate of 95%. For fiscal year 2017, the local grant match that is split among the three member counties of Carson City, Douglas County, and Lyon County is \$18,950 in local funds (5%).

Alternatives - N/A

Supporting Material

-Draft FY 2017-2018 UPWP

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

CARSON AREA METROPOLITAN PLANNING ORGANIZATION



Fiscal Year 2017-18: July 1, 2016 – June 30, 2018

UNIFIED PLANNING WORK PROGRAM

DRAFT 4/13/16

Contact Information:
Carson Area Metropolitan Planning Organization
3505 Butti Way
Carson City, NV, 89701
Office: (775) 887-2355
E-mail: CarsonAreaMPO@carson.com
www.carson.org

This report was funded in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation and member agencies, including Carson City, Douglas County, and Lyon County. The views and opinions of the Carson Area Metropolitan Planning Organization expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

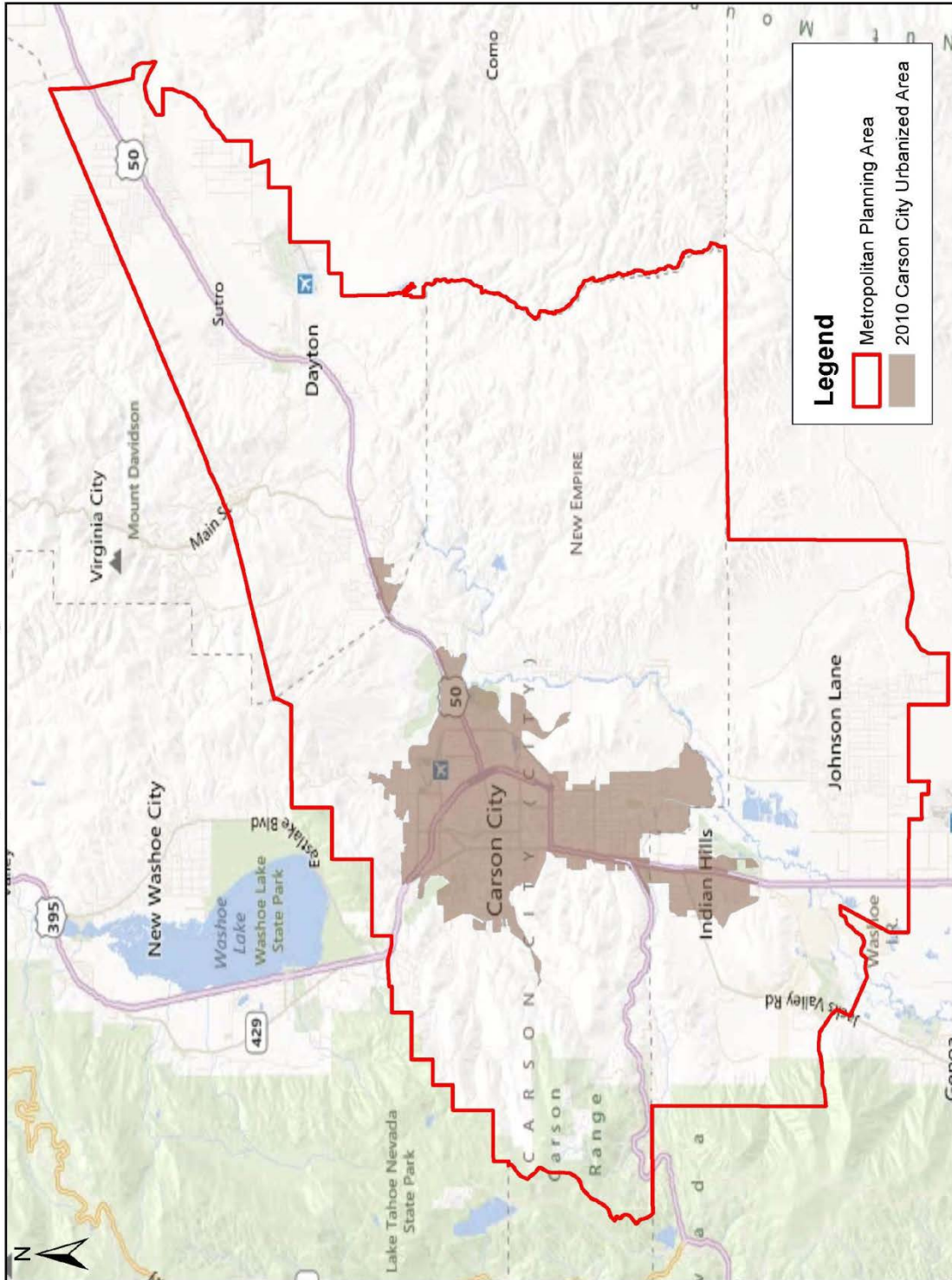
**Carson Area Metropolitan Planning Organization
2017-18 CAMPO Unified Planning Work Program
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1.0 Introduction

1.1 CAMPO Service Area

CAMPO Metropolitan Planning Area - Approved 12/10/12



1.2 CAMPO Policy Board

Carson Area Metropolitan Planning Organization (CAMPO) Policy Board Membership

Member	Governmental Body Represented
Mr. Ray Fierro, Chairperson	Lyon County
Mr. Jon Erb, Vice-Chairperson	Douglas County
Mr. Brad Bonkowski	Carson City
Mr. Bob Crowel	Carson City
Mr. Mark Kimbrough	Carson City
Ms. Sondra Rosenberg*	Nevada Department of Transportation
Mr. Jim Smolenski	Carson City
Mr. Jack Zenteno	Carson City

*Non-Voting ex-officio

1.3 Organization Overview

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. On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law, reaffirming the role of MPOs. This is a five-year transportation bill which extends most of the provisions in the previous two-year Moving Ahead for Progress in the 21st Century Act (MAP-21).

What is the Carson Area Metropolitan Planning Organization?

In 2002, the US Census Bureau announced the release of the Carson City Urbanized Area geography (according to the 2000 Census), with a population that had surpassed the threshold of 50,000. The urbanized area consists of Carson City, as well as the adjacent, relatively densely inhabited portions of Douglas and Lyon Counties. 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. In 2012, the Census Bureau updated the urbanized area boundaries based on data collected during the 2010 Census, though changes were minor.

CAMPO carries out transportation planning activities within the Metropolitan Planning Area (MPA), shown on the map on page 1. The MPA encompasses the urbanized area and a larger area that is likely to continue to urbanize within the next 20 years. Currently, there are two urban clusters, as defined by the US Census Bureau, within the MPA. They are the Johnson Lane area in Douglas County and Dayton in Lyon County.

CAMPO is governed by a seven-member Policy Board consisting of representatives of Carson City, Douglas County, and Lyon County. A representative of the Nevada Department of Transportation (NDOT) serves as an ex-officio, non-voting member. Carson City operates a transit system within the CAMPO planning area. Additionally, through an agreement with RTC Washoe, Carson City provides partial funding for an intercity transportation service based in Reno that operates within the CAMPO planning area. The representation on the MPO Policy Board from Carson City also represents the interests of the transit system.

Carson City Public Works staff serves as support staff to CAMPO. There are four staff members that carry out the daily operations and they include the Transportation Manager, Senior Transportation Planner, Transportation Planner, and Transit Coordinator. In addition, CAMPO utilizes Geographic Information Systems (GIS) staff on occasion for geographic analyses, the production of various maps, and other related tasks.

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 years 2017 and 2018 (July 1, 2016 to June 30, 2018). 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. Public outreach is conducted in accordance with CAMPO's Public Participation Plan to encourage participation in the development of the Unified Planning Work Program (UPWP).

1.4 Responsibility and Priorities

The primary responsibility of CAMPO is the continued, cooperative, and comprehensive planning process; to provide for consideration and implementation of projects, strategies, and services that address the following factors:

- Increase the safety of the transportation system for motorized and non-motorized users
- Maintain a sustainable regional transportation system
- Increase the mobility and reliability of the transportation system for all users
- Maintain and develop a transportation system that supports economic vitality
- Provide an integrated transportation system

1.5 Organizational Procedures and Documents

The following list of documents includes organizational policies and procedures, programming documents, transportation planning studies, and other required documents, which are available on CAMPO's website: www.carsonareampo.com

CAMPO Policies & Procedures
CAMPO Public Participation Plan
CAMPO FFY 2016-19 Transportation Improvement Program
CAMPO Unified Planning Work Programs
CAMPO Pedestrian Safety Guidelines
Carson City Freeway Corridor Multi-Use Path Alignment Studies
CAMPO Fare & Service Change Policy
Notice of Protection Under Title VI
CAMPO Disadvantaged Business Enterprise (DBE) Program
CAMPO Disadvantaged Business Enterprise (DBE) FFY 2014-16 Goal
CAMPO Regional Transportation Plan

2.0 Work Efforts

2.1 Federal Planning Emphasis Areas

In 2014, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued a statement encouraging MPOs to give priority to certain planning emphasis areas when updating their unified planning work programs. The three planning emphasis areas are FAST Act Implementation (recently updated from MAP-21), Regional Models of Cooperation and Ladders of Opportunity, and are described below:

FAST Act Implementation - Transition to Performance Based Planning and Programming. The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

Models of Regional Planning Cooperation - Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It includes collaboration among State DOT(s), MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

Ladders of Opportunity - Access to essential services - as part of the transportation planning process identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

2.2 Summary of FY 2016 Accomplishments and Work Efforts

The following are the primary tasks that were undertaken during FY 2016:

- Completion of the 2040 Regional Transportation Plan (RTP) that updated the 2035 RTP. The plan incorporates an updated travel demand model (also a work task completed for FY 2016), reflects new capital improvements since the 2035 RTP, includes new financial assumptions, and incorporates performance based planning.
- Carson City successfully updated its Pavement Management System and migrated data from its previous model to MicroPaver, an industry standard in pavement management software. This enabled Carson City to perform analyses allowing for more informed decisions on pavement maintenance and to more efficiently spend available funding.
- Non-motorized network planning continued to be an important part of CAMPO activities as the demand for bicycle and pedestrian facilities and improved connectivity remains strong. This task allowed staff to work with planning partners to continue to grow the bicycle and pedestrian network, including much progress on the planning and development of the Carson City Freeway multi-use path and regional connectivity.
- The Transportation Improvement Program (TIP) was updated for federal fiscal years 2016-2019. Staff worked with State and Federal planning partners, as well as fellow MPOs, to develop an online electronic Statewide Transportation Improvement Program (eSTIP). The FFY 2016 STIP was the first STIP to be developed and approved electronically, providing the public with a current, transparent, and searchable project database.
- Staff responded to new and changing requirements associated with MAP-21, by collaborating with the U.S. Department of Transportation, Nevada Department of Transportation, and other MPOs in reviewing and commenting on Federal Notices of Proposed Rulemaking (NPRMs) regarding performance measures and implementation of performance management in the transportation planning process.
- Staff collected baseline information to evaluate and monitor the performance of Complete Streets measures in the future.
- CAMPO staff, in coordination with NDOT, worked with transit operators in the region to identify projects and distribute FTA funds among eligible operators and projects. Efforts under this task included training, project identification, allocation of funding, and coordination with FTA, NDOT, and transit operators.
- Staff participated in regional transit coordination with the six transit services operating within the CAMPO planning area (Carson Valley Airporter, BlueGo, Jump Around Carson, Douglas Area Rural Transit, RTC Intercity, and Silver State Mainline). CAMPO staff coordinated the services from a regional perspective.

2.3 Overview of FY 2017-2018 Work Efforts

In working with the U.S. DOT and NDOT, it was determined that CAMPO would develop a two-year UPWP for the first time. This allows greater flexibility for CAMPO and its planning partners to complete more significant work tasks within a reasonable timeframe, and to better coordinate work tasks with the funding cycle. A two-year work program does not mean that two years' worth of funds are available in the first year. CAMPO cannot seek reimbursement of funds in advance of obligation, but a two-year work program does provide certain advantages as described.

The following are the primary tasks to be undertaken during FY 2017 and FY 2018:

- A Complete Street Study for South Carson Street. Staff anticipates the involvement of a consultant to help guide the vision for Carson Street from Fairview Drive to the I-580/Spooner Junction intersection. This is one of the primary corridors in the CAMPO area.
- Update to the Carson City ADA Transition Plan. While the initial plan was developed in 2015, only a small portion of the City was inventoried due to budget constraints. It was anticipated that further inventory of the City would be done incrementally in the future. It is also a requirement to update the Transition Plan on a periodic basis. Now that development of the plan has occurred, more funding can go toward further inventory of facilities than previously. Consultant involvement is expected for this task as well.
- Update the travel demand model, with a consultant team, in anticipation of the next RTP update. During the period of this work program several major projects are expected to be completed that will have a significant impact on the CAMPO region, such as: completion of the Carson City Freeway, completion of the Downtown Carson Complete Street project, and further development of the Tahoe Reno Industrial Center (TRIC).
- Inventory Carson City's roadway network, through a consultant, to allow the pavement conditions to be reassessed. This practice is performed every couple of years to build a strong database and establish historical benchmarks to provide a more robust analysis of pavement maintenance needs. This process ensures the most informed and efficient decisions are being made to address pavement health.
- Administer a bus rider survey on the Jump Around Carson (JAC) transit system to identify needs and concerns of the existing ridership base. Feedback received will provide staff direction on what is working well with the system and where improvements can be made to better serve riders.
- Ongoing tasks that include general administration, MPO representation, public participation efforts, regional consistency review, training, and UPWP development.
- On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. Staff will monitor the transportation legislature and respond to any potential requirements of the new bill. In addition, staff will use this task to work with our State and Federal planning partners, as well as fellow MPOs, to continue to develop performance measures, initially mandated by MAP-21.
- Update and maintain the Transportation Improvement Program (TIP) through the new eSTIP platform.
- Collect baseline information to evaluate and monitor the performance of Complete Streets measures. Staff will collect data on the Downtown Carson Complete Streets project to record any changes or trends as a result of the project.

2.4 CAMPO's Work Efforts and the Federal Planning Emphasis Areas

The table below is a summary of how CAMPO's 2017-2018 Work Efforts align with the three Federal prioritized planning emphasis areas as described previously. As illustrated below, all three of the Federal planning emphasis areas are integrated into CAMPO's 2017-2018 Work Efforts.

Summary of CAMPO's 2017-18 Work Efforts and the Federal Planning Emphasis Areas

2017-18 UPWP Work Tasks	MAP-21/FAST Act Implementation	Models of Regional Planning Cooperation	Ladders of Opportunity
1.1 General Administration and Work Program Oversight	x		
1.2 UPWP Development		x	
1.3 MPO Representation		x	x
1.4 Training	x		
1.5 Public Participation			x
1.6 Implementation of MAP-21/FAST Act & Performance Measures	x	x	x
2.1 Update Travel Demand Model	x		x
2.2 Complete and Maintain Transportation Improvement Program		x	
2.3 Regional Consistency Review		x	x
3.1 Model Maintenance and Support Activities	x		
3.2 Maintain Pavement Management System	x		
3.3 South Carson Street Complete Street Study			x
4.1 Non-Motorized Network Planning		x	x
4.2 Complete Streets Performance Monitoring	x		x
4.3 Inventory and Update to Carson City ADA Transition Plan	x		x
4.4 Purchase of Bicycle & Pedestrian Counters	x		x
5.1 Responsibilities as Direct Recipient	x	x	x
5.2 Transit Rider Preference Survey	x		x
5.3 Regional Transit Coordination		x	x

The 2017-18 Work Efforts include multiple tasks pertaining to the FAST Act Implementation planning emphasis area. In line with MAP-21 and the FAST Act, the following tasks will allow CAMPO staff to collect and monitor data, which will improve staff's efforts in Performance Based Planning and Programming. These tasks, among other things, include performance monitoring of complete street projects, inventorying and updating the Carson City ADA Transition Plan, maintenance of CAMPO's pavement management systems, and an update to the travel demand model.

Additionally, CAMPO's work efforts will address the Ladders of Opportunity planning emphasis area in multiple ways. A notable task is the Complete Streets Study for South Carson Street that will evaluate design options to improve network mobility and integration. Other tasks in line with Ladders of Opportunity include a transit survey for Jump Around Carson to identify customer needs and concerns, purchase of bicycle and pedestrian counters to support performance based planning, and non-motorized network planning to reduce gaps in connectivity for pedestrians and bicyclist.

3.0 FY 2017 – FY 2018 Unified Planning Work Program

The following section describes each of the work tasks for the FY 2017 - FY 2018 UPWP, including funding amounts and estimated benchmarks. A summary table that outlines the estimated cost and funding sources for all work elements is attached at the end of this document. Except where noted below for each task, work will be completed by CAMPO staff.

WORK ELEMENT 1.0 – MPO Administration

Tasks

- 1.1 General Administration and Work Program Oversight - This task will be undertaken by staff, and include the following:
- 1.1.1 Preparation of required MPO reports and memoranda supporting the activities of 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 CPG funds for CAMPO operations.
 - 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.

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

Funding:	CPG	\$152,000
	<u>Local</u>	<u>\$8,000</u>
	Total	\$160,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 1.2 Unified Planning Work Program Development – Staff will prepare for adoption of the FY 2019 – FY 2020 UPWP and coordinate UPWP activities with other local, regional and statewide agencies. This task includes UPWP amendments as needed.

Product: An adopted FY 2019 – FY 2020 UPWP and amendments to the current UPWP as needed.

Funding:	CPG	\$14,250
	<u>Local</u>	<u>\$750</u>
	Total	\$15,000

Estimated Benchmarks: Draft document March 2018

Estimated Completion Date: May 2018

- 1.3 MPO Representation – Staff will represent the MPO at events and meetings not related to specific other UPWP tasks. This task 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:	CPG	\$66,500
	<u>Local</u>	<u>\$3,500</u>
	Total	\$70,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 1.4 Training – Provide appropriate training to CAMPO staff. This task will focus on training to enhance the capabilities of staff in exercising the responsibilities of the MPO. This task includes the acquisition of materials for in-house training when appropriate.

Product: Enhanced staff capabilities.

Funding:	CPG	\$47,500
	<u>Local</u>	<u>\$2,500</u>
	Total	\$50,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 1.5 Public Participation – Under this activity, continuing public participation efforts will be conducted by staff throughout the program period related to numerous work tasks, including the update of the TIP, development of the S. Carson Street Corridor Study, update of the ADA Transition Plan, development of the UPWP for the next fiscal years, and other activities. This task includes the publication of notices and the maintenance of the CAMPO website, as the website is a useful tool to inform constituents of CAMPO's purpose and current activities.

Product: Public participation activities, including the publication of notices and an operating website for public information.

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

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 1.6 MAP-21/FAST Act Implementation and Performance Measures – Staff will work to comply with new requirements under MAP-21 and the FAST Act as they continue to be communicated from the U.S. Department of Transportation (DOT), with an emphasis on developing performance measures.

Product: Compliance with MAP-21/FAST Act and the development of documentation as required.

Funding:	CPG	\$33,750
	<u>Local</u>	<u>\$1,750</u>
	Total	\$35,000

Estimated Benchmarks: N/A
 Estimated Completion Date: Ongoing

WORK ELEMENT 2.0 - Regional Transportation Plan

Tasks

- 2.1 Update Travel Demand Model – Staff will work with a consultant to update the travel demand model. The model will be updated with the most recent traffic volume counts available and adjusted intersection counts as well as new land use assumptions. The majority of the cost for this task will be associated with consultant services, with a minority of the cost used to reimburse staff project management.

Product: An extended and validated travel demand model.

Funding:	CPG	\$42,750
	<u>Local</u>	<u>\$2,250</u>
	Total	\$45,000

Estimated Benchmarks: Updated model and validation report – spring 2018
 Estimated Completion Date: May 2018

- 2.2 Complete and Maintain the Transportation Improvement Program (TIP) – The TIP will be revised and extended. The TIP will include a four-year list of projects and be consistent with all Federal planning regulations. The format of the TIP will reflect consistency with the eSTIP. Administrative modifications and/or formal amendments will be made as necessary throughout the period. Staff will perform all activities under this task.

Product: Updated TIP

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

Estimated Benchmarks: Draft document August 2016, August 2017
 Estimated Completion Date: September 2016, September 2017, with potential amendments and administrative modifications throughout the period of the work program as needed.

- 2.3 Regional Consistency – Projects proposed within the CAMPO boundaries will be subjected to a review by staff to determine consistency with the RTP and TIP. Reviews will examine the effectiveness of proposed projects as they relate to the ability to relieve/prevent congestion, consideration of likely impacts of transportation policy on land use and development decisions, preservation and efficient utilization of transportation facilities, and other matters required by federal regulation. This effort will not duplicate routine 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 with regard to the RTP and TIP. Annual growth management reviews will be conducted.

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

Estimated Benchmarks: N/A
Estimated Completion Date: Ongoing

WORK ELEMENT 3.0 - Street and Highway Planning

Tasks

- 3.1 Travel Demand Model Maintenance and Support Activities – 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:	CPG	\$28,500
	<u>Local</u>	<u>\$1,500</u>
	Total	\$30,000

Estimated Benchmarks: N/A
Estimated Completion Date: Ongoing as needed

- 3.2 Maintain the Pavement Management System – Staff will update the Pavement Management System following improvements or changes to the street network. A consultant will collect data on the Carson City roadway network. Staff will use this task to provide data to CAMPO to report on performance measures as they relate to pavement maintenance.

Product: Pavement data and up-to-date Pavement Management System.

Funding:	CPG	\$52,250
	<u>Local</u>	<u>\$2,750</u>
	Total	\$55,000

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 3.3 South Carson Street Complete Street Study – CAMPO will hire a consultant to develop a Complete Street corridor study on S. Carson Street. Recommendations from the study and public outreach will be used for the design process going forward.

Product: Report and preliminary design recommendations for S. Carson Street from Fairview Drive to the I-580/Spooner Junction.

Funding:	CPG	\$71,250
	<u>Local</u>	<u>\$3,750</u>
	Total	\$75,000

Estimated Benchmarks: N/A

Estimated Completion Date: Spring 2017

WORK ELEMENT 4.0 – Non-Motorized Planning

Tasks

- 4.1 Non-Motorized Network Planning – Staff will continue to evaluate the existing bicycle and pedestrian network, work with member agencies and local advocates, and pursue grant opportunities to improve the accessibility and connectivity of the system.

Product: Improved access and connectivity of the bicycle and pedestrian network.

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

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

4.2 Complete Streets Performance Monitoring – In anticipation of Complete Streets measures along Carson Street and elsewhere in the CAMPO area, staff will collect baseline information to evaluate and monitor the performance of Complete Streets measures in the future. Staff will collect data on the completed Downtown Carson Complete Street project to record any changes or trends as a result of the project.

Product: Baseline information to evaluate the performance of Complete Streets.

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

Estimated Benchmarks: Collect baseline data on S. Carson Street – July 2016, collect data on Downtown Carson – spring 2017

Estimated Completion Date: Ongoing data collection

4.3 Inventory and Update to the Carson City ADA Transition Plan – Staff will work with a consultant to identify new areas of Carson City to be inventoried and added to the ADA Transition Plan as well as to update the existing plan with any new information.

Product: Updated and expanded ADA Transition Plan.

Funding:	CPG	\$57,000
	<u>Local</u>	<u>\$3,000</u>
	Total	\$60,000

Estimated Benchmarks: Collect data – spring 2017

Estimated Completion Date: Update plan – summer 2017

4.4 Purchase of Bicycle and Pedestrian Counters – Equipment will be purchased to aide in the collection of data for bicycle and pedestrian traffic. This data will also support the Complete Streets monitoring task.

Product: Baseline information to evaluate the performance of Complete Streets.

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

Estimated Benchmarks: N/A

Estimated Completion Date: Purchase counters in summer 2016.

WORK ELEMENT 5.0 - Public Transit Planning

Tasks

- 5.1 Responsibilities as Direct Recipient/Transit Project Identification and Allocation of Regional Transit Funds – CAMPO, in coordination with NDOT, works with transit operators in the region to identify projects and distribute FTA funds among eligible operators and projects. Efforts under this task include training, project identification, allocation of funding, and coordination with FTA, NDOT, and transit operators.

Product: Project identification and allocation of funds among regional transit operators to allow for implementation of FTA transit programs.

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

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

- 5.2 Transit Rider Preference Survey – CAMPO staff will assist the Jump Around Carson (JAC) transit system in a bus rider preference survey to monitor ridership trends and identify the needs and concerns of the existing ridership base. A portion of the funding will be used to distribute and collect surveys.

Product: Report containing selected information and an analysis of the transit survey.

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

Estimated Benchmarks: Survey development and distribution.

Estimated Completion Date: Fall of 2017

- 5.3 Regional Transit Coordination – There are six transit services operating within the CAMPO planning area (Carson Valley Airporter, BlueGo, Jump Around Carson, Douglas Area Rural Transit, RTC Intercity, and Silver State Mainline) that are subsidized by member counties. CAMPO staff will coordinate the services from a regional perspective.

Product: Coordination and communication among transit operators.

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

Estimated Benchmarks: N/A

Estimated Completion Date: Ongoing

4.0 Unified Planning Work Program Budget

Budget Assumptions

CAMPO receives an annual apportionment of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds that may be used for transportation planning activities. The FHWA funds are from the planning (PL) program and the FTA funds are allocated from the Section 5303 program. These two funding sources are combined as Consolidated Planning Grant (CPG) funds and may be used to reimburse up to 95% of eligible expenses. The CPG funds are allocated to CAMPO based on an agreed upon distribution formula between NDOT and Nevada's three other MPOs. See the individual work efforts described earlier in this report and the summary budget table, on the next page, for further budget information.

CAMPO FY 2017 - FY 2018 UPWP Cost/Funding Summary - DRAFT

Major Work Element	Work Task		Funding Breakdown		
	Number	Description	CPG	Local Match	Total Cost
1.0 MPO Administration	1.1	General Administration and Work Program Oversight	\$152,000	\$8,000	\$160,000
	1.2	UPWP Development	\$14,250	\$750	\$15,000
	1.3	MPO Representation	\$66,500	\$3,500	\$70,000
	1.4	Training	\$47,500	\$2,500	\$50,000
	1.5	Public Participation	\$23,750	\$1,250	\$25,000
	1.6	Implementation of MAP-21/FAST Act & Performance Measures	\$33,250	\$1,750	\$35,000
2.0 Regional Transportation Plan	2.1	Update Travel Demand Model*	\$42,750	\$2,250	\$45,000
	2.2	Complete and Maintain Transportation Improvement Program	\$23,750	\$1,250	\$25,000
	2.3	Regional Consistency Review	\$9,500	\$500	\$10,000
3.0 Street and Highway Planning	3.1	Model Maintenance and Support Activities*	\$28,500	\$1,500	\$30,000
	3.2	Maintain Pavement Management System*	\$52,250	\$2,750	\$55,000
	3.3	South Carson Street Complete Street Study*	\$71,250	\$3,750	\$75,000
4.0 Non-Motorized Planning	4.1	Non-Motorized Network Planning	\$23,750	\$1,250	\$25,000
	4.2	Complete Streets Performance Monitoring	\$9,500	\$500	\$10,000
	4.3	Inventory and Update to Carson City ADA Transition Plan*	\$57,000	\$3,000	\$60,000
	4.4	Purchase of Bicycle & Pedestrian Counters	\$23,750	\$1,250	\$25,000
5.0 Public Transit Planning	5.1	Responsibilities as Direct Recipient	\$23,750	\$1,250	\$25,000
	5.2	Transit Rider Preference Survey	\$9,500	\$500	\$10,000
	5.3	Regional Transit Coordination	\$9,500	\$500	\$10,000
		Total Funding	\$722,000	\$38,000	\$760,000

*Consultant involvement is expected

Distribution of Local Share**		
County	Pct.	Cost
Carson City	66.3	\$25,194
Douglas County	15.4	\$5,852
Lyon County	18.3	\$6,954
Total	100.0	\$38,000

** Local shares will be collected in annual portions