



**NOTICE OF MEETING OF THE
CARSON AREA METROPOLITAN PLANNING
ORGANIZATION (CAMPO)**

Day: Wednesday
Date: September 8, 2021
Time: 4:30 pm
Location: Community Center, Robert “Bob” Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO PUBLIC:

The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the applicable Directives issued under authority of the Governor’s Declaration of Emergency, including Directive 045 and 047, and subject to any potential changes in state or federal mandates or guidelines, face coverings are required to be worn when attending this meeting in person.

Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: lmaloney@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting.

Members of the public who wish to provide live public comment via telephonic appearance in lieu of physical attendance may do so during the designated public comment periods indicated on the agenda by dialing the numbers listed below. Please do NOT join by phone if you do not wish to make public comment.

Join by phone:
Phone Number: +1-408-418-9388
Meeting Number: 2499 858 3559

- 1. Call to Order – Carson Area Metropolitan Planning Organization (CAMPO)**
- 2. Roll Call**

3. PUBLIC COMMENT**

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

4. For Possible Action: Approval of Minutes – July 14, 2021

5. Public Meeting Item(s):

5-A For Possible Action – Discussion and possible action regarding (1) a Cooperative Agreement (“Agreement”) between CAMPO and the Nevada Department of Transportation (“NDOT”) to use \$100,000 in federal funds to complete the E. William Street Feasibility Study (“Study”); and (2) authorizing the Transportation Manager to sign the Agreement, as well as future amendments to the Agreement to extend the time for performance or to approve funding changes not to exceed 10% of the present Agreement amount.

Staff Summary: The Study is included within CAMPO’s approved Unified Planning Work Program (“UPWP”), Work Element 5.0. The Agreement provides funding for the Study and miscellaneous corridor planning activities by utilizing State Planning and Research (“SPR”) program funds from the federal government. Approval of the Agreement will not only allow the Study to go forward; it will also free up federal Consolidated Planning Grant (“CPG”) funding for a Grant Analyst position under CAMPO’s approved UPWP.

5-B For Discussion Only – Update on the status of CAMPO’s bicycle and pedestrian monitoring efforts, including future monitoring activities.

Staff Summary: Staff monitors non-motorized travel to determine the effectiveness of Complete Streets investments. Pedestrian and bicycle counts have been taken since 2017, though 2020 data collection was unexpectedly impeded by the COVID-19 pandemic, the theft of one device, and the malfunction of another. In 2021, staff purchased new pedestrian and bicycle counters, including two permanent ones, to improve consistency of data used to inform decision-making.

5-C For Discussion Only – Informational presentation regarding CAMPO’s activities during Fiscal Year (“FY”) 2021.

Staff Summary: FY 2021 ended on June 30, 2021. Staff will present a summary of FY 2021 CAMPO planning activities and accomplishments.

6. Non-Action Items

6-A Other comments and reports, which could include:

- Future agenda items
- Status review of additional projects
- Internal communications and administrative matters
- Correspondence to CAMPO
- Additional status reports and comments from CAMPO
- Additional staff comments and status reports

7. Public Comment**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

8. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** – The CAMPO will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. Public comment will be taken at the beginning of the agenda before any action is taken and again at the end before adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair may call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: (1) the comment will be provided from a person who is directly involved with the item, such as City staff or an applicant; or (2) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code. Comments may be limited to three minutes per person or topic, at the discretion of the Chair in order to facilitate the meeting.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, including copies of the supporting material regarding any of the items listed on the agenda, please contact Lucia Maloney, Transportation Manager, in writing at 3505 Butti Way, Carson City, Nevada, 89701 or at LMaloney@carson.org, or by phone at (775) 887-2355. You are encouraged to attend this meeting and participate by commenting on any agendized item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify CAMPO staff in writing at 3505 Butti Way, Carson City, Nevada, 89701 or at LMaloney@carson.org, or by calling Lucia Maloney at (775) 887-2355 at least 24 hours in advance of the meeting.

This agenda and backup information are available on the City’s website at www.carson.org/agendas and at the office for Carson City Public Works - 3505 Butti Way, Carson City, Nevada, 89701 (775) 887-2355.

This notice has been posted at the following locations:
Carson City Public Works, 3505 Butti Way
Community Center, 851 East William Street
City Hall, 201 North Carson Street
Carson City Library, 900 North Roop Street
Community Development Permit Center, 108 East Proctor Street
Douglas County Executive Offices, 1594 Esmeralda Avenue, Minden
Lyon County Manager's Office, 27 South Main Street, Yerington
Lyon County Utilities, 34 Lakes Blvd, Dayton
Nevada Department of Transportation, 1263 S. Stewart Street, Carson City
www.carson.org/agendas
<http://notice.nv.gov>

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A regular meeting of the Carson Area Metropolitan Planning Organization (CAMPO) was scheduled for 4:30 p.m. on Wednesday, July 14, 2021 in the Community Center, Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Greg Stedfield
Vice Chairperson Lori Bagwell
Member Robert “Jim” Dodson
Member Chas Macquarie (via WebEx)
Member Lisa Schuette
Ex-Officio Member Sondra Rosenberg

STAFF: Dan Stucky, Deputy Public Works Director
Lucia Maloney, Transportation Manager
Adam Tully, Deputy District Attorney
Chris Martinovich, Transportation/Traffic Engineer
Kelly Norman, Transportation Planner/Analyst
Marquis Williams, Transportation Planner/Analyst
Alex Cruz, Transit Coordinator
Tamar Warren, Senior Public Meetings Clerk

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

1. CALL TO ORDER – CARSON AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)

(4:31:56) – Chairperson Stedfield called the meeting to order at 4:31 p.m.

2. ROLL CALL

(4:32:00) – Roll was called, and a quorum was present. Members Wes Henderson and Walt Nowosad were absent.

3. PUBLIC COMMENT

(4:32:30) – Chairperson Stedfield entertained public comments. Mike Jacobs introduced himself as the General Manager of First Transit, the contractor managing Jump Around Carson (JAC), the City’s public transit system. Mr. Jacobs highlighted several community service projects undertaken by First Transit, such Toys for Tots. He also announced the Safe Wheels program that had replaced a broken wheelchair for a passenger, through their corporate office.

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4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – JUNE 9, 2021

(4:34:07) – Chairperson Stedfield introduced the item and entertained corrections, comments, or a motion.

(4:34:18) – Vice Chair Bagwell moved to approve the minutes of the CAMPO June 9, 2021 meeting as submitted. The motion was seconded by Member Schuette and carried 5-0-0.

5. PUBLIC MEETING ITEM(S):

5-A FOR POSSIBLE ACTION - DISCUSSION AND POSSIBLE ACTION REGARDING THE AWARD OF \$343,604 OF FEDERAL TRANSIT ADMINISTRATION (“FTA”) SECTION 5310 PROGRAM FUNDS TO THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”), FOR THE PURPOSE OF ENHANCING MOBILITY FOR SENIORS & INDIVIDUALS WITH DISABILITIES.

(4:34:45) – Chairperson Stedfield introduced the item. Ms. Maloney gave background, presented the agenda materials, and recommended awarding the funds. Chairperson Stedfield entertained member questions and when none were forthcoming, a motion.

(4:37:04) – Member Schuette moved to conditionally award RTC the four grants it applied for upon successful execution of the FTA-required certifications and assurances for dispersal of those funds. The motion was seconded by Vice Chair Bagwell and carried 5-0-0.

5-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING THE AWARD OF \$244,817 OF FEDERAL TRANSIT ADMINISTRATION (“FTA”) SECTION 5339(A) PROGRAM FUNDS TO THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (“RTC”), FOR THE PURPOSE OF IMPROVING THE CONDITION OF BUS-RELATED FACILITIES.

(4:37:40) – Chairperson Stedfield introduced the item. Ms. Maloney provided background and reviewed the Staff Report which is incorporated into the record. She also recommended awarding the funds. Chairperson Stedfield entertained member questions and when none were forthcoming, a motion.

(4:38:49) – Member Schuette moved to conditionally award RTC the grant upon successful execution of the FTA-required certifications and assurances for dispersal of those funds. The motion was seconded by Member Dodson and carried 5-0-0.

5-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING A FORMAL AMENDMENT TO THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION’S (“CAMPO”) FEDERAL FISCAL YEAR (“FFY”) 2021- 2024 TRANSPORTATION IMPROVEMENT PROGRAM (“TIP”) TO PROGRAM THREE NEW PROJECTS SUPPORTED BY \$598,065 IN FEDERAL TRANSIT ADMINISTRATION (“FTA”) FUNDING.

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(4:39:20) – Chairperson Stedfield introduced the item. Ms. Maloney clarified that the proposed amendment would add the previously approved (per the motions for items 5.A and 5.B) projects to the Transportation Improvement Program (TIP) and presented the Staff Report which is incorporated into the record. There were no additional questions for Ms. Maloney; therefore, Chairperson Stedfield entertained a motion.

(4:41:02) – Vice Chair Bagwell moved to formally amend CAMPO’s Federal Fiscal Year 2021-2024 Transportation Improvement Program as presented. The motion was seconded by Member Dodson and carried 5-0-0.

6. NON-ACTION ITEMS

6-A OTHER COMMENTS AND REPORTS, WHICH COULD INCLUDE

- **FUTURE AGENDA ITEMS**
- **STATUS REVIEW OF ADDITIONAL PROJECTS**
- **INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS**
- **CORRESPONDENCE TO CAMPO**
- **ADDITIONAL STATUS REPORTS AND COMMENTS FROM CAMPO**
- **ADDITIONAL STAFF COMMENTS AND STATUS REPORTS**

(4:41:47) – Ms. Maloney explained that Staff had executed the contract to initiate the Carson City payment survey, as part of CAMPO’s Unified Planning Work Program (UPWP), an update to the results of which would be presented at a future meeting, possibly in October 2021. She also informed the members that the UPWP Work Element 5.0 funding and supplemental funding agreement had helped offset the administrative costs for the William Street feasibility study, and had allowed Staff to hire a grant analyst for CAMPO. Ms. Maloney thanked Ex-Officio Member Rosenberg for her assistance as well.

7. PUBLIC COMMENT

(4:42:49) – Chairperson Stedfield entertained final public comments: however, none were forthcoming.

8. ADJOURNMENT: FOR POSSIBLE ACTION

(4:43:05) – Chairperson Stedfield adjourned the meeting at 4:43 p.m.

The Minutes of the July 14, 2021 Carson Area Metropolitan Planning Organization meeting are so approved this 8th day of September, 2021.

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STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: September 8, 2021

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: For Possible Action – Discussion and possible action regarding (1) a Cooperative Agreement (“Agreement”) between CAMPO and the Nevada Department of Transportation (“NDOT”) to use \$100,000 in federal funds to complete the E. William Street Feasibility Study (“Study”); and (2) authorizing the Transportation Manager to sign the Agreement, as well as future amendments to the Agreement to extend the time for performance or to approve funding changes not to exceed 10% of the present Agreement amount.

Staff Summary: The Study is included within CAMPO’s approved Unified Planning Work Program (“UPWP”), Work Element 5.0. The Agreement provides funding for the Study and miscellaneous corridor planning activities by utilizing State Planning and Research (“SPR”) program funds from the federal government. Approval of the Agreement will not only allow the Study to go forward; it will also free up federal Consolidated Planning Grant (“CPG”) funding for a Grant Analyst position under CAMPO’s approved UPWP.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to approve the Agreement and to authorize the Transportation Manager to sign the Agreement as well as future amendments to the Agreement that extend the time for performance or approve funding changes not exceeding 10% of the present Agreement amount.

Background/Issues & Analysis

CAMPO unanimously approved an amendment to its Fiscal Year (“FY”) 2021 & FY 2022 UPWP on April 14, 2021. Among other things, the amendment freed up traditional CPG federal funding for certain work programs by utilizing SPR federal funding for certain projects that were originally budgeted to be covered by CPG funding. The original UPWP contained four Work Elements (Work Elements 1.0 to 4.0), all of which were to be funded by CPG and local match.

The UPWP amendment added Work Element 5.0 in preparation for future supplemental federal funding available through NDOT, and that supplemental federal funding is now available as SPR program funding. This supplemental federal funding is required to be project specific, whereas CPG funding is not. The action of shifting of funding for specific projects to Work Element 5.0 combined with the supplemental SPR funding, if approved, has freed up CPG funds for additional transportation planning activities. This proposed agenda item is to approve the funding agreement which will support Work Element 5.0.

Utilizing Work Element 5.0 and SPR funding will allow CAMPO to maximize federal funding while the results of the 2020 Census are finalized, at which time CAMPO hopes to receive a greater share of CPG funds pursuant to the distribution formula used by NDOT and Nevada’s four Metropolitan Planning Organizations.

As described within CAMPO’s April 14, 2021 Staff Report for agenda item 6A, the amended UPWP budget utilizes the freed-up CPG funding for other important priorities, including the creation of a Grant Analyst position to assist CAMPO. The Transportation Division within Public Works has recognized a need for a Grant Analyst to support CAMPO. CAMPO is staffed by the Transportation Division within Public Works. Among other tasks as assigned, the Grant Analyst will assist in monitoring grant budgets, supporting invoicing/reimbursement requests, reconciliations and projections, and assuring compliance with funding agreement requirements. Three critical steps must be completed before recruitment for the Grant Analyst position can begin:

Step 1) Identification of need and inclusion within CAMPO’s approved work program – This step was completed with CAMPO’s April 14, 2021 approval of the UPWP Amendment.

Step 2) Securing funding for the Grant Analyst position and for increased transportation planning capacity – CAMPO can complete this step today by approving the Agreement to receive \$100,000 in federal SPR funds.

Step 3) Approval of the new, grant-funded position by the Carson City Board of Supervisors as part of the overall Carson City FY 2022 budget process – At their May 20, 2021 meeting, the Carson City Board of Supervisors approved the FY 2022 budget, which included a supplemental request for the Grant Analyst position, with hiring contingent on successful execution of a funding agreement as described in Step 2, above.

Applicable Statute, Code, Policy, Rule or Regulation

23 CFR 420.101 *et seq.*; NRS 277.110

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: CAMPO fund, Unified Planning Work Program account, 2453028-501210 Work Element 5.0: Multi-modal Corridor Planning / G302820001.

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: In anticipation of this Agreement, the City’s FY 2022 approved budget includes both revenues and expenses. No local match is required from CAMPO or the partner agencies for this funding.

Alternatives

Do not approve the Agreement and provide alternative direction to staff.

Supporting Material

-Exhibit-1: Draft Cooperative Agreement No. P441-21-802

-Exhibit-2: CAMPO’s Unified Planning Work Program Cost/Funding Summary Table

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)

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Agreement Number P441-21-802

COOPERATIVE AGREEMENT

This Agreement is made and entered into on _____, by and between the State of Nevada, acting by and through its Department of Transportation, hereinafter called the "DEPARTMENT", and Carson Area Metropolitan Planning Organization, 3505 Butti Way, Carson City, Nevada 89701, hereinafter called the "CAMPO".

WITNESSETH:

WHEREAS, a Cooperative Agreement is defined pursuant to Nevada Revised Statutes (NRS) 277.110 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, the Director of the DEPARTMENT may enter into those 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 agreements in accordance with NRS 277.080 to 277.110, inclusive; and

WHEREAS, the purpose of this Agreement is to provide funding to assist in the development of an East William Street Feasibility Study, hereinafter called the "PROJECT;" and

WHEREAS, the current Transportation Act provides funding for all modes of transportation under which this PROJECT is eligible for funding through the State Planning and Research (SPR) Program; and

WHEREAS, the development of an East William Street Feasibility Study by the CAMPO will be of benefit to the DEPARTMENT, the CAMPO, and to the people of the State of Nevada; 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 provide the DEPARTMENT with a completed draft of an East William Street Feasibility Study that helps the DEPARTMENT to better understand travel behavior, multi-modal needs, necessary safety and operational improvements, and alternatives analyses.

2. To bill the DEPARTMENT quarterly and upon completion of the PROJECT for actual PROJECT costs not to exceed One Hundred Thousand and No/100 Dollars (\$100,000.00). The CAMPO will provide supporting documentation to be audited to confirm that work performed conforms to DEPARTMENT and Federal Highway Administration guidelines.

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3. During the performance of this Agreement, the CAMPO, for itself, its assignees, and successors in interest agrees as follows:

a. Compliance with Regulations: The CAMPO shall comply with all of the regulations relative to nondiscrimination in federally-assisted programs of 49 CFR Part 21 as they may be amended from time to time (hereinafter "Regulations"), which are herein incorporated by reference and made a part of this Agreement.

b. Nondiscrimination: The CAMPO, with regard to the professional services performed by it during the Agreement, shall not discriminate on the grounds of race, color, age, religion, sex, creed, disability/handicap, national origin, or low-income status in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The CAMPO shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when this Agreement covers a program set forth in Appendix B of the Regulations.

c. Solicitations for Subcontracts, Including Procurement of Materials, and Equipment: In all solicitations either by competitive bidding or negotiation made by the CAMPO for professional services to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the CAMPO of the subcontractor's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, age, religion, sex, creed, disability/handicap, national origin, or low income status.

d. Information and Reports: The CAMPO shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its facilities as may be determined by the DEPARTMENT or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of the CAMPO is in the exclusive possession of another who fails or refuses to furnish this information, the CAMPO shall so certify to the DEPARTMENT, or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

e. Sanctions for Noncompliance: In the event of the CAMPO's noncompliance with the nondiscrimination provisions of this Agreement, the DEPARTMENT shall impose such Agreement sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the CAMPO under this Agreement until the CAMPO complies, and/or

2. Cancellation, termination, or suspension of this Agreement, in whole or in part.

f. Agreements with subcontractors will include provisions making all subcontractor records available for audit by the DEPARTMENT and/or the FHWA.

g. Incorporation of Provisions: The CAMPO will include the provisions of Paragraphs (a) through (f) above in every subcontract, including procurement of materials and leases of equipment, unless exempt by Regulations, order, or instructions issued pursuant thereto. The CAMPO will take such action with respect to any subcontract or procurement as the DEPARTMENT or the FHWA may direct as a means of enforcing such provisions, including sanctions for non-compliance. In the event the CAMPO becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the CAMPO may request the DEPARTMENT to enter into such litigation to protect the interests of the DEPARTMENT, and

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the CAMPO may request the United States to enter into such litigation to protect the interests of the United States.

ARTICLE II - DEPARTMENT AGREES

1. To fund the PROJECT through the State Planning and Research Program (SPR), estimated to be and not to exceed One Hundred Thousand and No/100 Dollars (\$100,000.00).

ARTICLE III - IT IS MUTUALLY AGREED

1. The term of this Agreement shall be from the date first written above through and including September 30, 2022.

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

3. In the event that the CAMPO performs or causes to be performed any work after: (a) the Agreement's expiration date as set forth within this Agreement, as it may be amended from time to time through written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body, prior to such expiration date; or (b) termination of this Agreement prior to the expiration date set forth within this Agreement; then the DEPARTMENT shall make no payment for work performed following the expiration or termination dates, and the CAMPO shall forfeit any and all right to payment for such work.

4. The CAMPO, on behalf of itself, its spouses, heirs, executors, administrators, successors, subrogees, servants, insurers, attorneys, independent representatives, personal representatives, agents, and assigns, does hereby waive, release, and forever discharge the State of Nevada, the DEPARTMENT, and each and every of their departments, divisions, agencies, officers, directors, agents, contractors, and employees, from any and all claims, demands, liens, liability, actions, causes of action, and suits for damages, at law and in equity, in any way connected with or arising from the CAMPO's provision of services and work performed following termination of this Agreement and/or following the expiration date of this Agreement, as it may be amended from time to time through written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body, prior to such expiration date.

5. Neither the State of Nevada, the DEPARTMENT, nor any of their departments, divisions, agencies, officers, directors, agents, contractors, and employees, shall have authority to extend this Agreement beyond the expiration date set forth within this Agreement, unless such extension is set forth within a written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body prior to such expiration date. The CAMPO shall not rely upon any oral or written representations expressed extrinsic to a written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body prior to such expiration date, purporting to alter or amend this Agreement, including, but not limited to, representations relating to the extension of the Agreement's expiration date.

6. Paragraphs 1 through 6 of this Article III - It is Mutually Agreed, shall survive the termination and expiration of this Agreement.

7. The CAMPO shall not proceed with said work until a copy of this fully executed Agreement is received. If the CAMPO does commence said work prior to receiving a copy of this fully executed Agreement, the CAMPO shall forfeit any and all right to reimbursement for that portion of the work performed prior to said dates. Furthermore, the CAMPO shall not rely on the

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terms of this Agreement in any way, including, but not limited to, any written or oral representations and warranties made by the DEPARTMENT or any of its agents, employees, or affiliates, or on any dates of performance, deadlines, indemnities, or any other term contained in this Agreement or otherwise prior to the receipt of the fully executed Agreement. In the event the CAMPO violates the provisions of this Section, it waives any and all claims and damages against the DEPARTMENT, its employees, agents and/or affiliates, including, but not limited to, monetary damages and/or any other available remedy at law or in equity.

8. 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.

9. 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:

Kristina L. Swallow, P.E., Director
Attn.: Mark Costa, Division Chief
Nevada Department of Transportation
Division: Multimodal Planning
1263 South Stewart Street
Carson City, Nevada 89712
Phone: (775) 888-7120
Fax: (775) 888-7207
Email: mcosta@dot.nv.gov

FOR CAMPO :

Lucia Maloney, Transportation Manager
Carson Area Metropolitan Planning Organization (CAMPO)
3505 Butti Way
Carson City, Nevada 89701
Phone: (775) 283-7396
Fax: (775) 887-2112
Email: lmaloney@carson.org

10. The CAMPO will ensure that any reports, materials, studies, photographs, negatives, drawings or other documents prepared in the performance obligations under this Agreement shall be the exclusive, joint property of the CAMPO and the DEPARTMENT. The CAMPO will ensure any subconsultant will not use, willingly allow or cause to have such documents used for any purpose other than performance of obligations under this Agreement without the written consent of both the CAMPO and the DEPARTMENT. The CAMPO shall not utilize (and shall ensure any subconsultant will not utilize) any materials, information, or data obtained as a result of performance of this Agreement in any commercial or academic publication or presentation without the express written permission of the DEPARTMENT. The CAMPO (and any subconsultant) shall not reference an opinion of an employee or agent of the DEPARTMENT obtained as a result of performance of this Agreement in any publication or presentation without the written permission of the employee or agent to whom the opinion is attributed, in addition to the written permission of the DEPARTMENT.

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11. 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.

12. 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 an actual or pending claim, within thirty (30) calendar days of the indemnified party's notice of such 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.

13. 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.

14. Failure to declare a breach or the actual waiver of any particular breach of this Agreement or any of 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, including a breach of the same term.

15. 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.

16. 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.

17. 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.

18. 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.

19. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any

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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.

20. 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 are maintained. Such records and documentation shall be maintained for three (3) years after final payment is made.

21. 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.

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

23. 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.

24. Pursuant to NRS 239 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.

25. 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.

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

27. 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.

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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

Lucia Maloney, Transportation Manager

Director

Approved as to Form:

Approved as to Legality and Form:

Adam Tully, Deputy District Attorney

Deputy Attorney General

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ATTACHMENT “A”

Multi-Modal Corridor Planning

The scoped activities are made possible through supplemental federal funding provided by the Nevada Department of Transportation (NDOT) and support multi-modal corridor planning throughout CAMPO’s metropolitan planning area. This task includes short- and long-range transportation planning activities within the CAMPO Metropolitan Planning Area that may be conducted by Staff and/or Consultants to understand travel behavior, multi-modal needs, necessary safety and operational improvements, and alternatives analyses for various corridors within the planning area.

Periodic reports related to analyses and findings will be produced. Corridor projects identified in CAMPO’s 2050 Regional Transportation Plan will be considered for study within this task in coordination with local partners and the Nevada Department of Transportation (NDOT).

In Fiscal Year 2022, the East William Street Feasibility Study will be completed to build upon Carson City’s Greening America’s Capitols Corridor Plan. The extent of the study will be from North Carson Street in the west, spanning approximately 1.5 miles to the I-580 interchange to the east. The Feasibility Study will employ a decision-making process that minimizes duplication of effort, promotes environmental stewardship, understands essential stakeholder and partner considerations, and reduces project risk and delay. To that end, a Planning and Environmental Linkages (PEL) process may be employed. Additionally, research-grade aerial photography will be captured to adequately map data for corridor planning purposes.

Deliverables:

- East Williams Street Feasibility Study

Milestones & Benchmarks:

Milestone	Est. Completion Date
East Williams Street Feasibility Study*	June 2022

**Consultant involvement is expected*

The attached Cost/Funding Summary Table is an excerpt from:

The Carson Area Metropolitan Planning Organization's

2021/2022 Unified Planning Work Program

Full document available here: <https://www.carson.org/home/showpublisheddocument/75651>

Table 5.1 CAMPO FY 2021 and FY 2022 UPWP Cost/Funding Summary, Amended April 14, 2021

Work Element	Activity				Funding Breakdown, Overall FY 21 & FY 22		
	#	Description	Milestones (Excludes Ongoing/Recurring Milestones)	Estimated Completion Date	CPG	Local Match	Total Cost
1.0 MPO Administration	1.1	MPO Administration and Work Program Oversight	Adoption of the FY 2023-2024 UPWP	May 2022	\$256,500	\$13,500	\$270,000
			Annual Monetary Agreement	May 2021; May 2022			
	1.2	Transportation Improvement Program (TIP) Administration	Adopted FFY 2020-2023 TIP	February 2021			
			Annual Federal Obligations Report	December 30, 2020; December 30, 2021			
1.3	Professional Development						
2.0 Outreach and Engagement	2.1	MPO Representation			\$90,250	\$4,750	\$95,000
	2.2	Public Participation					
	2.3	Regional Transit Coordination and Engagement	Transit Rider Survey	June 2021			
			Transit Non-Rider Survey	June 2022			
			Establishment of a CAMPO Coordination Coalition	May 2021			
			Establishment of a Transit Ambassador Pilot Program	September 2021			
2.4	Regional Consistency Review						
3.0 Multimodal Planning	3.1	2040/2050 Regional Transportation Plan (RTP)	Final, Adopted 2050 RTP	January 2021	\$204,520	\$10,764	\$215,284
	3.2	Transit Planning	JAC ADA Paratransit Eligibility Process	May 2021			
			JAC Fixed-Route Policy	July 2021			
	3.3	ITS Planning*	Carson Area Transportation System Management Plan	June 2022			
	3.4	Active Transportation Planning	Review of local ordinances related to e-scooter/e-bicycles	January 2021			
3.5	Updates to Supporting Regional Planning Documents and Policies						
4.0 Transportation Performance Management	4.1	MAP-21/FAST Act Implementation and Performance Measures	Safety Performance Measure Targets	February 2021; February 2022	\$240,697	\$12,668	\$253,365
			Public Transit Agency Safety Targets	February 2021; February 2022			
			Transit Asset Management Targets	October 2020; October 2021			
			Supporting NDOT's CMAQ Targets	October 2020; October 2021			
	4.2	Maintain Travel Demand Model*					
	4.3	Data Management, Collection, and Performance Measurement	Annual CAMPO Monitoring Report	September 2020; September 2021			
			Completed pavement survey for Carson City	June 2021			
	4.4	Maintain Pavement Management System*	Annual performance reporting of pavement condition	July 2020; July 2021			
Expanded ADA inventory of narrowness barriers			June 2022				
4.5	Non-Motorized Asset Management						
4.6	Transit Asset Management						
5.0 Multi-modal Corridor Planning**	5.1	Corridor Studies	E. William Street Feasibility Study	April 2022	\$95,000	\$5,000	\$100,000
Total UPWP CPG/Local					\$791,967	\$41,682	\$833,649
Total Other Federal/Local**					\$95,000	\$5,000	\$100,000
Total 2-Year UPWP					\$866,967	\$46,682	\$933,649

*Consultant involvement is expected; ** Other Federal Funding



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: September 8, 2021

Staff Contact: Dirk Goering, Senior Transportation Planner

Agenda Title: For Discussion Only – Update on the status of CAMPO’s bicycle and pedestrian monitoring efforts, including future monitoring activities.

Staff Summary: Staff monitors non-motorized travel to determine the effectiveness of Complete Streets investments. Pedestrian and bicycle counts have been taken since 2017, though 2020 data collection was unexpectedly impeded by the COVID-19 pandemic, the theft of one device, and the malfunction of another. In 2021, staff purchased new pedestrian and bicycle counters, including two permanent counters, to improve consistency of data used to inform decision-making.

Agenda Action: Other/Presentation

Time Requested: 5 minutes

Proposed Motion

N/A

Background/Issues & Analysis

Federal regulations and CAMPO’s 2050 Regional Transportation Plan (“RTP”) call for performance-based planning, which generally applies performance management principles to transportation system policy and investment decisions. The RTP lists goals for the next three decades, including “Increase the mobility and reliability of the transportation system for all users.” CAMPO’s bicycle and pedestrian monitoring efforts fulfill the above objectives and provide one method by which to measure the successful implementation of investments in Complete Streets infrastructure improvements.

Corridors

In 2014 the Board of Supervisors adopted a Plan of Expenditure (“Plan”) to guide the use of funds collected through a 0.125% sales tax increase. The Plan reserves infrastructure funding for roadway improvements along four corridors: Carson Street Downtown, South Carson Street, William Street, and North Carson Street. In 2017, the City began collecting data on bicycle and pedestrian activity along the four corridors to help provide objective measures to guide decision-making about infrastructure needs for those corridors.

Carson Street Downtown Corridor

The Carson Street Downtown Corridor extends from William Street to Fifth Street and was the City's first implemented Complete Streets project (Fall 2016). Improvements included roadway reconstruction, lane reductions, bicycle lanes, wide sidewalks, on-street parking, landscaping, and a continuous center turn lane. Prior to 2016, the roadway functioned as a state and national highway comprised of two northbound and southbound travel lanes, no bicycle lanes, and 6-foot sidewalks. The extension of Interstate 580 from U.S. 50 south to Fairview Drive reduced traffic volumes on this corridor by approximately 60 percent, paving the way for the Complete Streets project.

South Carson Street Corridor

The South Carson Street corridor extends from Fifth Street to Appion Way. Improvements have included roadway reconstruction, lane reductions, addition of a non-vehicular multi-use path for bicycles and pedestrians, landscaping, and a roundabout. Prior to the project, the configuration of the roadway varied through the corridor with 2-3 vehicular travel lanes and six-foot-wide sidewalks. Additionally, there were gaps in sidewalk connectivity throughout the corridor. The completion of Interstate 580 led to a decrease of 40% in vehicular traffic, justifying a Complete Streets treatment.

East William Street Corridor

The East William Street corridor extends from Carson Street to Interstate 580. The current configuration of the roadway includes two eastbound lanes and two westbound lanes with a center turn lane with free turning movements. William Street historically functioned as a state and national highway prior to I-580. After I-580 was extended, traffic decreased but all travel lanes remain. William Street does not currently provide transit service, bicycle lanes, or complete sidewalk connectivity. In addition, intersections along William Street prioritize moving automobiles over corridor safety, making it hazardous and unpleasant for non-motorized travelers to share the roadway. In 2014, the EPA conducted a workshop and prepared a study for potential improvements to be made along the corridor that integrated bicycle and pedestrian facilities along with landscaping improvements.

North Carson Street Corridor

The North Carson Street corridor extends from Arrowhead Drive to William Street. North Carson Street is a retail corridor that serves nearby residents. The Carson City Master Plan has identified North Carson Street as an underused and underutilized corridor with potential for mixed-use development. Access is inadequate for pedestrians and there are minimal bicycle facilities that connect the corridor. Traffic decreased in 2005 when I-580 was extended to William Street. The corridor is dominated by commercial and mixed-use land uses, which encourages compact development allowing for bicycle and pedestrian travel. A planning study has not yet been developed to evaluate the needs of the corridor.

Past and Current Monitoring Efforts

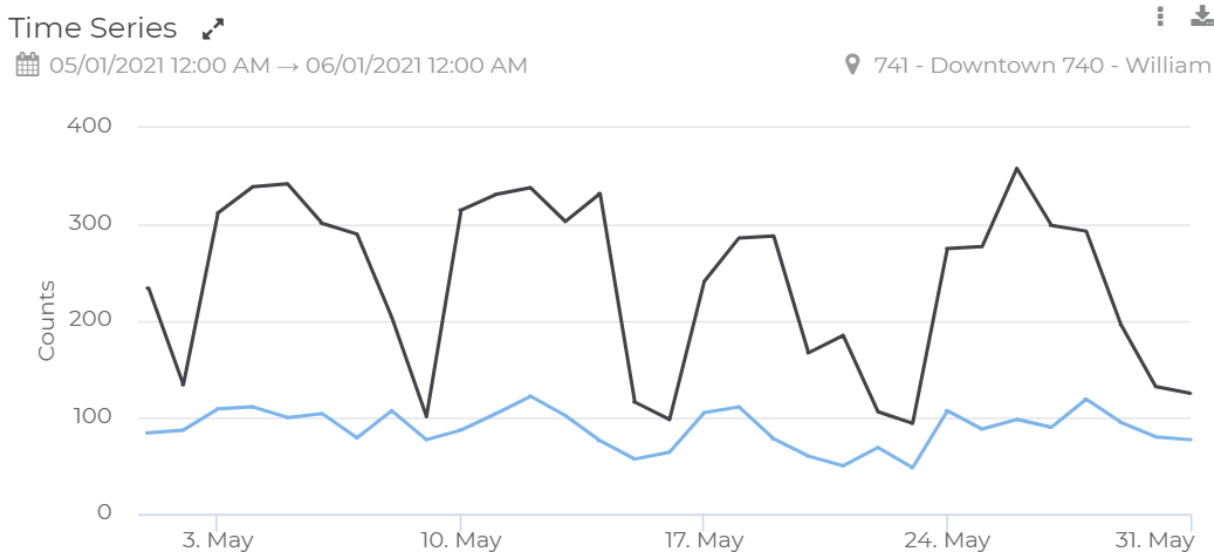
Since 2017, pedestrian and bicycle traffic monitoring efforts have occurred on the four corridors. Bicycle and pedestrian counters were used to collect data samples and establish baseline information on active transportation in the four corridors, allowing for future analysis on how Complete Streets improvements impact levels of active transportation. Four (4) pedestrian counters (one assigned to each corridor) and two (2) bicycle counters (split between corridors) were deployed and rotated monthly between predetermined locations along corridors.

Since bicycle and pedestrian activity is heavily influenced by seasonal weather, annual count data was broken down into 3 periods:

- Summer: May through August
- Fall/Spring: September through October and March through April
- Winter: November through February

Pedestrian/bicycle counts in 2020 were impaired by the coronavirus pandemic and the loss of two counters (one was stolen while deployed and the other had to be sent back to the factory for repairs). Therefore, 2020 counts are not aggregated with past data because the 2020 counts, which do not reflect normal travel will skew the data.

Despite these impediments, staff has continued developing and improving the monitoring efforts. As of July, data collection for 2021 has been taken by two counters deployed on the North Carson Street Corridor and the East William Street Corridor. These locations were chosen to continue collecting baseline data in anticipation of future Complete Streets projects. Below is a time series chart and a table showing the daily pedestrian counts at both locations (North Carson Street in black; East William Street in blue) for the month of May.



Average Daily Count	William Street	North Carson Street
Weekday	94	286
Weekend	77	142

With this day-to-day level of granularity, interesting trends become apparent. In particular, more people tend to walk during the week than on the weekends, especially on North Carson Street, suggesting that commuting drives a large portion of pedestrian traffic.

Future Non-Motorized Monitoring

To continue developing bicycle and pedestrian monitoring efforts and to replace stolen hardware, staff purchased a few additional counters in 2021. In addition to currently deployed counters, CAMPO will be deploying the following:

- 1 Mobile Pedestrian Counter
- 2 Mobile Bicycle Counters
- 2 Mobile Bicycle/Pedestrian Counters (recently purchased)
- 2 Permanent Post-Style Bicycle/Pedestrian Counters (recently purchased)

All nine counters will be deployed strategically using the following plan:

- One permanent post will be installed on Carson Street in Downtown to provide constant, year-round bicycle/pedestrian monitoring of the fully-implemented Complete Streets project.
- One permanent post will be installed on South Carson Streets to provide constant, year-round bicycle/pedestrian monitoring of the fully-implemented Complete Street project and to comply with TIGER Grant monitoring requirements.
- One mobile bicycle/pedestrian counter will be installed on each side of William Street to collect “before” counts prior to implementation of the upcoming Complete Streets project.
- One mobile bike counter and one mobile pedestrian counter will be installed on each side of North Carson Street to collect “before” counts prior to a corridor study and implementation of a future Complete Streets project.
- One tactical pedestrian counter that will be able to be deployed flexibly where necessary at any given time. This counter can be used to increase the accuracy of counts on each corridor, functioning as a form of quality control on the corridors.

Additional efforts to be completed in 2021 and 2022 include:

- Creating an ArcGIS layer that can be used to determine how bike and pedestrian activity relates to other assets and events.
- Expanding the bike and pedestrian monitoring program beyond the four corridors discussed in this staff report. Analysis of bike lanes, multi-use paths, and local roads lead to a better understanding of systemwide trends.
- Better utilizing data to justify infrastructure investment and to improve competitiveness for discretionary grant applications.

Conclusion

As Carson City Metropolitan Planning Area grows and funds are spent on infrastructure to support that growth, it is imperative to monitor whether improvements in the non-motorized transportation network have the desired impacts on how residents choose travel. Through the use of pedestrian and bicycle counters, staff will continue to analyze and report baseline information to inform decision-making and monitor the performance of Complete Streets investments.

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Supporting Material

-Exhibit-1: CAMPO's Unified Planning Work Program Cost/Funding Summary Table

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Exhibit 1: Unified Planning Work Program

The attached Cost/Funding Summary Table is an excerpt from:

The Carson Area Metropolitan Planning Organization's

2021/2022 Unified Planning Work Program

Full document available here: <https://www.carson.org/home/showpublisheddocument/75651>

Table 5.1 CAMPO FY 2021 and FY 2022 UPWP Cost/Funding Summary, Amended April 14, 2021

Work Element	Activity				Funding Breakdown, Overall FY 21 & FY 22		
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			Annual Federal Obligations Report	December 30, 2020; December 30, 2021			
1.3	Professional Development						
2.0 Outreach and Engagement	2.1	MPO Representation			\$90,250	\$4,750	\$95,000
	2.2	Public Participation					
	2.3	Regional Transit Coordination and Engagement	Transit Rider Survey	June 2021			
			Transit Non-Rider Survey	June 2022			
			Establishment of a CAMPO Coordination Coalition	May 2021			
			Establishment of a Transit Ambassador Pilot Program	September 2021			
2.4	Regional Consistency Review						
3.0 Multimodal Planning	3.1	2040/2050 Regional Transportation Plan (RTP)	Final, Adopted 2050 RTP	January 2021	\$204,520	\$10,764	\$215,284
	3.2	Transit Planning	JAC ADA Paratransit Eligibility Process	May 2021			
			JAC Fixed-Route Policy	July 2021			
	3.3	ITS Planning*	Carson Area Transportation System Management Plan	June 2022			
	3.4	Active Transportation Planning	Review of local ordinances related to e-scooter/e-bicycles	January 2021			
3.5	Updates to Supporting Regional Planning Documents and Policies						
4.0 Transportation Performance Management	4.1	MAP-21/FAST Act Implementation and Performance Measures	Safety Performance Measure Targets	February 2021; February 2022	\$240,697	\$12,668	\$253,365
			Public Transit Agency Safety Targets	February 2021; February 2022			
			Transit Asset Management Targets	October 2020; October 2021			
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	4.2	Maintain Travel Demand Model*					
	4.3	Data Management, Collection, and Performance Measurement	Annual CAMPO Monitoring Report	September 2020; September 2021			
			Completed pavement survey for Carson City	June 2021			
	4.4	Maintain Pavement Management System*	Annual performance reporting of pavement condition	July 2020; July 2021			
Expanded ADA inventory of narrowness barriers			June 2022				
4.5	Non-Motorized Asset Management						
4.6	Transit Asset Management						
5.0 Multi-modal Corridor Planning**	5.1	Corridor Studies	E. William Street Feasibility Study	April 2022	\$95,000	\$5,000	\$100,000
Total UPWP CPG/Local					\$791,967	\$41,682	\$833,649
Total Other Federal/Local**					\$95,000	\$5,000	\$100,000
Total 2-Year UPWP					\$866,967	\$46,682	\$933,649

*Consultant involvement is expected; ** Other Federal Funding



STAFF REPORT

Report To: The Carson Area Metropolitan Planning Organization (CAMPO)

Meeting Date: September 8, 2021

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: For Discussion Only – Informational presentation regarding CAMPO’s activities during Fiscal Year (“FY”) 2021.

Staff Summary: FY 2021 ended on June 30, 2021. Staff will present a summary of FY 2021 CAMPO planning activities and accomplishments.

Agenda Action: Other/Presentation

Time Requested: 10 minutes

Proposed Motion

N/A

Background/Issues & Analysis

Long-term planning is accomplished through activities identified in CAMPO’s Unified Planning Work Program (“UPWP”). A summary of budgetary performance, accomplishment of scheduled milestones, and additional comments related to FY 2021 activities is provided below.

Budgets: CAMPO approved Amendment #1 to the 2-year FY 2021 & FY 2022 UPWP on April 14, 2021. Prepared in Spring 2021 using estimated expenditure rates from Quarters 1 and 2, the primary purpose of the amendment was to adjust the budget such that unused funds from FY 2021 would be budgeted for FY 2022. A significant component of Amendment #1 was to shift Work Element 1.0 funding that was not anticipated to be utilized, from FY 2021 forward to FY 2022. Although estimates were based on expenditure rates from Quarters 1 and 2, additional MPO administrative work was conducted in the fourth quarter that exceeded spend rates of the earlier quarters. Consequently, Work Element 1.0 exceeded the amended FY 2021 budget by 38%, or \$17,273.96. The overall FY 2021 budget, as amended, was maintained, and \$44,293.31 was remaining in the budget at the end of FY 2021.

Scheduled Milestones: Most scheduled FY 2021 milestones were completed successfully. Activity 2.3 Transit Rider Survey and Activity 2.3 Establishment of a CAMPO Coordination Coalition, were both scheduled for late in the calendar year, have both been initiated, and are both anticipated to be completed within the 2021 calendar year. Likewise, a contract for Activity 4.4 Carson City Pavement Survey has been executed and once the project is completed in Fall 2021, it, and Activity 4.4 Annual Pavement Performance Reporting, will both be completed as well.

Additional Comments on FY 2021 Activities: COVID-19 presented challenges to CAMPO as it did with many other organizations, however, CAMPO staff were resilient and were able to successfully accomplish the work program as planned. As discussed with the CAMPO board in FY 2020, discussions with NDOT and FHWA regarding CAMPO's need for an additional grant analyst to better monitor and address fiscal/funding challenges are ongoing. A funding agreement between CAMPO and NDOT is scheduled to be considered for CAMPO's approval on September 8, 2021. This funding agreement would free up UPWP staff resources and facilitate hiring of this position, which has already been approved by the Carson City Board of Supervisors. With additional staff resources staff is confident risk of future budget overruns, such as that seen in Work Element 1.0, would be mitigated.

Additional detail is contained within the supporting CAMPO FY 2021 Q4 and Annual UPWP Report, transmitted to the Nevada Department of Transportation on July 30, 2020.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, Fund Name, Account Name / Account Number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Supporting Material

-Exhibit-1: CAMPO FY 2021 Q4 & Annual UPWP Report



FY 2021 and FY 2022 Unified Planning Work Program

4th Quarter Progress Report: April 1, 2021 – June 30, 2021
Fiscal Year Ending: June 30, 2021
Prepared: July 28, 2021

Work Elements:

- 1.0 MPO Administration**
- 2.0 Outreach and Engagement**
- 3.0 Multimodal Planning**
- 4.0 Transportation Performance Management**

Work Program Revisions

FY 2021 1st Quarter Work Program Revisions: No amendments this quarter.

FY 2021 2nd Quarter Work Program Revisions: No amendments this quarter.

FY 2021 3rd Quarter Work Program Revisions: CAMPO staff initiated Amendment #1 to the 2-year Unified Planning Work Program. A 30-day public comment period that meets the requirements within CAMPO's Public Participation Plan was opened from March 3rd through April 4th. No public comments were received. However, agency comments were provided by NDOT and Carson City staff. The CAMPO board unanimously approved the UPWP, as amended, at their April 14, 2021 meeting. The FY 2021 Q4 progress report will be revised accordingly.

FY 2021 4th Quarter Work Program Revisions: An amendment to the 2-year UPWP was approved by the CAMPO board at their April 14, 2021 meeting. CAMPO received official Notice to Proceed from NDOT on May 27, 2021 for July 1, 2021 FY 2022 start date and new funding agreement. The budget amounts shown within the cost/funding summary table, below, have been revised to incorporate the approved amendment for the 2-year UPWP.



CAMPO FY 2021 and FY 2022 UPWP Cost/Funding Summary, Adopted May 13, 2020; Amended April 14, 2021

Work Element	Activity				Funding Breakdown, Overall FY 21 & FY 22		
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*Consultant involvement is expected; ** Other Federal Funding



FY 2021 Annual Summary

Budgets: As described in the section above, CAMPO approved Amendment #1 to the 2-year FY 2021 & FY 2022 UPWP on April 14, 2021. Prepared in Spring 2021 using estimated expenditure rates from Quarters 1 and 2, the primary purpose of the amendment was to adjust the budget such that unused funds from FY 2021 would be budgeted for FY 2022. A significant component of Amendment #1 was to shift Work Element 1.0 funding that was not anticipated to be utilized, from FY 2021 forward to FY 2022. Although estimates were based on expenditure rates from Quarters 1 and 2, additional MPO administrative work was conducted in the fourth quarter that exceeded spend rates of the earlier quarters. Consequently, Work Element 1.0 exceeded the amended FY 2021 budget by 38%, or \$17,273.96. The overall FY 2021 budget, as amended, was maintained. \$44,293.31 was remaining in the budget at the end of FY 2021.

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Additional Comments: COVID-19 presented challenges to CAMPO as it did with many other organizations, however, CAMPO staff were resilient and were able to successfully accomplish the work program as planned. As discussed in FY 2020, discussions with NDOT and FHWA regarding CAMPO's need for an additional grant analyst to better monitor and address fiscal/funding challenges are ongoing. A funding agreement between CAMPO and NDOT is anticipated to be brought forward for CAMPO's approval in Fall 2021, which would free up UPWP staff resources and facilitate hiring of this position, which has already been approved by the Carson City Board of Supervisors. With additional staff resources we are confident risk of future budget overruns, such as that seen in Work Element 1.0, would be mitigated.



FY 2021 Q4 Activity/Progress

Work Element 1.0 MPO Administration

Quarterly Progress on Work Element Activities:

1.1 MPO Administration and Work Program Oversight

- Supported the CAMPO Board and CAMPO monthly meetings.
- Prepared and reviewed reimbursement requests.
- Administered and monitored UPWP tasks and activities.
- Responded to requests from the CAMPO Board.
- Managed and provided oversight on transportation planning grants.
- Prepared and submitted the FY2020 UPWP 3rd quarter report.
- Monitored progress of the FY 2021 UPWP.
- Received unanimous approval of Amendment #1 to the 2-year UPWP.
- CAMPO approved the FY 2022 Monetary Agreement between CAMPO and NDOT.
- Staff continued updates to CAMPO's web-based mapping software required for MPO administration.

1.2 Transportation Improvement Program (TIP) Administration

- Maintained the TIP and coordinated regional updates for the TIP.
- Coordinated with FHWA, NDOT, FTA, Carson City RTC, and other partner jurisdictions.
- CAMPO unanimously approved a formal amendment to the FFY 2021-2024 TIP for proposed changes to the District 3 E. Fifth Street Project at their June 9, 2021 meeting.
- Staff initiated a formal amendment to the FFY 2021-2024 TIP for addition of three new projects and officially opened the public comment period on June 30, 2021.

1.3 Professional Development

- Supported staff professional memberships.



Estimated Progress Toward Milestone(s):

Activity	Milestone	Estimated Completion Date	Estimated Progress Toward Milestone	Revised Estimated Completion Date
1.1	Adoption of the FY 2023-2024 UPWP	May 2022	0%	
1.1	Annual Monetary Agreement	May 2021; May 2022	100% FY21 / 0% FY22	
1.2	Adopted FFY 2021-2024 TIP	September 2020	100%	February 2021
1.2	Annual Federal Obligations Report	December 30, 2020; December 30, 2021	100% FY21 / 0% FY22	January 2021

Budget Summary:

- At end of FY 2021 Q1, 97% of this Work Element budget is remaining.
- At end of FY 2021 Q2, 87% of this Work Element budget is remaining.
- At end of FY 2021 Q3, 71% of this Work Element budget is remaining.
- At the end of FY 2021 Q4, -38% of this Work Element budget, as amended April 14, 2021, was remaining.

Work Element 2.0 Outreach and Engagement

Quarterly Progress Toward Benchmarks:

2.1 MPO Representation

- Participated in statewide planning activities, including monthly Planning Executive Group and Operations Managers Group meetings, Transportation Planning Advisory Committee (TPAC) meetings, the Tahoe Transportation District Board meetings, TRPA's Transportation Technical Implementation Committee (TTIC), and the State Transportation Board MPO meetings.
- Represented the MPO at miscellaneous regional and statewide gatherings.
- Coordinated with other regional MPOs, NDOT, Carson City, Douglas County, and Lyon County.
- Provided expertise on consistency between regional planning documents and capital projects within CAMPO's Metropolitan Planning Area.



2.2 Public Participation

- Staff conducted outreach related to ongoing CAMPO activities.
- Staff conducted outreach related to implementation of CAMPO's 2050 Regional Transportation Plan (RTP).
- Staff conducted outreach related to implementation of CAMPO's FFY 2021-2024 Transportation Improvement Program (TIP).

2.3 Regional Transit Coordination and Engagement

- Participated in local and regional planning processes for public transportation projects.
- Participated in discussions and presentations related to the One Tahoe: Transportation Funding Initiative undertaken by the Tahoe Transportation District (TTD), the new TMA in Storey County, and the Neighbor Network of Northern Nevada's Mobility as a Service Plan ("N4").
- Staff developed and initiated a Transit Survey to understand community and stakeholder priorities for service, route, and stop enhancements.
- Staff initiated discussions regarding establishment of a CAMPO Coordinating Coalition.
- On March 23 and April 1 of this year, CAMPO advertised a Call for Projects and accepted grant applications for the distribution of FFY 2020 and FFY 2021 apportionment funding from the FTA Section 5310 Program, as well as supplemental Section 5310 funding made available through the Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSAA") and the American Rescue Plan Act of 2021 ("ARPA").
- On March 23 and April 1 of this year, CAMPO advertised a Call for Projects and accepted grant applications for the distribution of FFY 2020 and FFY 2021 apportionment funding from the FTA Section 5339(a) Program.

2.4 Regional Consistency Review

- Provided input on proposed developments of regional significance.
- Responded to inquiries from Carson City Connect.
- Staff coordinated with the Carson City Community Development Department on development projects.



Estimated Progress Toward Milestone(s):

Activity	Milestone	Estimated Completion Date	Estimated Progress Toward Milestone	Revised Estimated Completion Date
2.3	Transit Rider Survey	June 2021	50%	August 2021
2.3	Transit Non-Rider Survey	June 2022	0%	
2.3	Establishment of a CAMPO Coordination Coalition	January 2021	0%	September 2021
2.3	Establishment of a Transit Ambassador Pilot Program	September 2021	0%	

Budget Summary:

- At end of FY 2021 Q1, 99% of this Work Element budget is remaining.
- At end of FY 2021 Q2, 92% of this Work Element budget is remaining.
- At end of FY 2021 Q3, 87% of this Work Element budget is remaining.
- At the end of FY 2021 Q4, 62% of this Work Element budget, as amended April 14, 2021, was remaining.



Work Element 3.0 Multimodal Planning

Quarterly Progress Toward Benchmarks:

3.1 2040/2050 Regional Transportation Plan (RTP)

- Interacted with stakeholders and answered questions related to the implementation of the 2040 RTP.
- Reviewed projects for consistency with RTP.

3.2 Transit Planning

- Coordinated with partner transit agencies.
- Distributed FTA funds and complied with FTA regulations.
- Initiated preparation for FTA's Triennial Review
- Staff revised the JAC Assist Complementary Paratransit Policies and Procedures and received approval on April 14, 2021.
- Staff revised JAC's ADA Policies and Procedures for Fixed Route and received approval on April 14, 2021.
- Staff initiated development of a JAC Rider Guide for Fixed Route service.
- Staff initiated a 2021 JAC Transit Service Enhancement project, with potential revisions to routes and stops for public feedback and input.

3.3 ITS Planning

- Staff worked with Kimley-Horn on data collection and project management of the Carson Area Transportation System Management Plan.

3.4 Active Transportation Planning

- N/A

3.5 Updates to Supporting Regional Planning Documents and Policies

- N/A



Estimated Progress Toward Milestone(s):

Activity	Milestone	Estimated Completion Date	Estimated Progress Toward Milestone	Revised Estimated Completion Date
3.1	Final, Adopted 2050 RTP	September 2020	100%	January 2021
3.2	JAC ADA Paratransit Eligibility Process	March 2021	100%	
3.2	JAC Fixed-Route Policy	July 2021	0%	December 2021
3.3	Carson Area Transportation System Management Plan	October 2021	15%	
3.4	Review of local ordinances related to e-scooter/e-bicycles	January 2021	100%	

Budget Summary:

- At end of FY 2021 Q1, 75% of this Work Element budget is remaining.
- At end of FY 2021 Q2, 50% of this Work Element budget is remaining.
- At end of FY 2021 Q3, 38% of this Work Element budget is remaining.
- At the end of FY 2021 Q4, 12% of this Work Element budget, as amended April 14, 2021, was remaining.



Work Element 4.0 Transportation Performance Management

Quarterly Progress Toward Benchmarks:

4.1 MAP-21/FAST Act Implementation and Performance Measures

- Coordinated with MPOs and NDOT on performance measurement at monthly PEG Performance Measures Working Group meetings.
- Conducted technical analyses that support the development and implementation of MAP-21/FAST Act performance-based planning.

4.2 Maintain Travel Demand Model

- Coordinated with the consultant to maintain the TDM.
- Staff developed a tool to transmit key TDM outputs to partners, consultants, and developers, for projects within CAMPO's jurisdiction.

4.3 Data Management, Collection, and Performance Measurement

- Collected bicycle and pedestrian data along designed complete streets corridors.
- Collected data related to safety, regional bicycle and pedestrian counts, and vehicular movements.
- Staff continued analyses of collected data.
- CAMPO approved submittal of a request to the Nevada Department of Transportation to reclassify the material portion of W. Appion Way as a Minor Collector and designate the realigned portion of W. Snyder Avenue as a Minor Collector.

4.4 Maintain Pavement Management System

- Staff selected a consultant for the 2021 Carson City Pavement Survey and the contract was approved the June 9, 2021 Carson City Regional Transportation Commission meeting.

4.5 Non-Motorized Asset Management

- Staff continued research on improved methods and tools to conduct bicycle and pedestrian monitoring.
- Staff explored opportunities for permanent bicycle and pedestrian counter deployment.

4.6 Transit Asset Management

- Staff implemented the Transit Asset Management Plan for JAC transit



Estimated Progress Toward Milestone(s):

Activity	Milestone	Estimated Completion Date	Estimated Progress Toward Milestone	Revised Estimated Completion Date
4.1	Safety Performance Measure Targets	February 2021; February 2022	100% FY21 / 0% FY22	
4.1	Public Transit Agency Safety Targets	February 2021; February 2022	100% FY21 / 0% FY22	
4.1	Transit Asset Management Targets	October 2020; October 2021	100% FY21 / 0% FY22	
4.1	Support NDOT's CMAQ Targets	October 2020; October 2021	100% FY21 / 0% FY22	
4.3	Annual CAMPO Monitoring Report	September 2020; September 2021	100% FY21 / 0% FY22	December 2020
4.4	Completed pavement survey for Carson City	June 2021	10%	October 2021
4.4	Annual performance reporting of pavement condition within the CAMPO planning area	July 2020; July 2021	100% FY21 / 0% FY22	October 2021 concurrent with updated pavement survey data.
4.5	Expanded ADA inventory of narrowness barriers	June 2022	0%	

Budget Summary:

- At end of FY 2021 Q1, 85% of this Work Element budget is remaining.
- At end of FY 2021 Q2, 79% of this Work Element budget is remaining.
- At end of FY 2021 Q3, 66% of this Work Element budget is remaining.
- At the end of FY 2021 Q4, 26% of this Work Element budget, as amended April 14, 2021, was remaining.