



NOTICE OF MEETING OF THE CARSON CITY REGIONAL TRANSPORTATION COMMISSION (RTC)

Day: Wednesday
Date: April 14, 2021
Time: Begins immediately after the adjournment of the Carson Area Metropolitan Planning Organization meeting that begins at 4:30 p.m.
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 Governor’s Declaration of Emergency Directive 006, which has suspended the provisions of NRS 241.020 requiring the designation of a physical location for meetings of public bodies where members of the public are permitted to attend and participate, public meetings of Carson City will NOT have a physical location open to the public until such time this Directive is removed.

- 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 RTC 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.
- 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 may do so during the designated public comment periods, indicated on the agenda, via telephonic appearance 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: 187 252 1123

1. Call to Order – Regional Transportation Commission

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 – March 10, 2021

5. Public Meeting Item(s):

5-A For Information Only: Presentation and discussion on Pavement Preservation Projects for Performance District 3 and other ongoing transportation projects.

Staff Summary: Staff will present an update of ongoing projects within Carson City’s Performance District 3 as well as present a summary of the District 2 Long Street Pavement Reconstruction Project, the District 3 E. Fifth Street Project, and the District 3 Center Drive Pavement Reconstruction Project. Staff will provide a summary of each project’s scope, schedule, and budget as well as present possible alternatives to expand the project’s scope should additional funding become available.

5-B For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors on the Fiscal Year (FY) 2022 budgets for the Regional Transportation, Transit, CAMPO, and Street Maintenance funds.

Staff Summary: The Carson City Board of Supervisors is expected to take final action on the FY 2022 budgets in May 2021. Staff will review the tentative budgets with the RTC and highlight significant projects to be undertaken.

5-C For Possible Action: Discussion and possible action regarding proposed revisions to the JAC fixed-route ADA Policies and Procedures and JAC Assist ADA Complementary Policies and Procedures.

Staff Summary: Staff is seeking approval of proposed revisions to the JAC fixed-route ADA Policies and Procedures and JAC Assist ADA Complementary Policies and Procedures. In general, these changes are intended to improve the clarity and readability of the existing policies; however, some minor substantive changes are included.

6. Non-Action Items

6-A Transportation Manager’s Report

6-B Street operations activity report for February 2021

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

- Future agenda items
- Status review of additional projects
- Internal communications and administrative matters
- Correspondence to the RTC

- Additional status reports and comments from the RTC
- 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 RTC will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. **Although it has been the ordinary practice of the RTC to provide an opportunity for additional public comment during each specific item designated for possible action on the agenda, public comment will be temporarily limited to the beginning of the agenda before any action is taken and again at the end before adjournment. This policy will remain effective during the period of time the State of Nevada is under a State of Emergency as declared by the Governor due to the COVID-19 pandemic, and is intended to achieve the efficient conduct of meetings while facilitating public participation via videoconference and telephonic means.** 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 also retains discretion to only provide for the Open Meeting Law’s minimum public comment and not call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: 1) it is deemed necessary by the Chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) 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. If your item requires extended discussion, please request that the Chair calendar the matter for a future RTC 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, at (775) 887-2355. Additionally, the agenda with all supporting material is posted under the RTC at www.carson.org/agendas, or is available upon request at 3505 Butti Way, Carson City, Nevada, 89701. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: The Carson City Regional Transportation Commission (RTC) is pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting via video conference or telephonic appearance, or who wish to make written submissions to RTC. If special arrangements are necessary, please notify RTC staff in writing at 3505 Butti Way, Carson City, Nevada, 89701, or LMaloney@carson.org, or call Lucia Maloney at (775) 887-2355 at least 24 hours in advance of the meeting

NOTICE TO PUBLIC: In accordance with the Governor's Emergency Declaration Directive 006 suspending state law provisions requiring the posting of public meeting agendas at physical locations, this agenda was posted electronically at the following locations:

www.carson.org/agendas

<http://notice.nv.gov>

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A regular meeting of the Carson City Regional Transportation Commission (RTC) was scheduled to begin at 4:30 p.m. on Wednesday, March 10, 2021, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Lori Bagwell
 Vice Chair Lisa Schuette
 Commissioner Chas Macquarie (via WebEx)
 Commissioner Greg Stedfield
 Commissioner John Terry (via WebEx)

STAFF: Darren Schulz, Public Works Director (via WebEx)
 Lucia Maloney, Transportation Manager
 Todd Reese, Deputy District Attorney
 Dirk Goering, Senior Transportation Planner
 Chris Martinovich, Transportation/Traffic Engineer
 Kelly Norman, Transportation Planner/Analyst (via WebEx)
 Marquis Williams, Transportation Planner/Analyst (via WebEx)
 Alex Cruz, Transit Coordinator
 Tamar Warren, Senior Public Meetings Clerk

NOTE: A recording of these proceedings, the commission’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. All approved meeting minutes are available on carson.org/minutes.

1. CALL TO ORDER AND DETERMINATION OF A QUORUM

(4:32:17) – Chairperson Bagwell called the meeting to order at 4:32 p.m. Roll was called, and a quorum was present.

2. AGENDA MANAGEMENT NOTICE

(4:32:35) – Ms. Maloney indicated that there were no modifications to the agenda.

3. DISCLOSURES

(4:32:46) – Chairperson Bagwell entertained disclosures; however, none were forthcoming.

4. PUBLIC COMMENT

(4:32:55) – Chairperson Bagwell entertained public comments; however, none were forthcoming.

5. APPROVAL OF MINUTES

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5-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE APPROVAL OF THE FEBRUARY 10, 2021 DRAFT MINUTES.

(4:33:02) – Chairperson Bagwell introduced the item and entertained comments and/or corrections.

(4:33:14) – Commissioner Stedfield moved to approve the minutes of the February 10, 2021 meeting as presented. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

6. PUBLIC MEETING ITEMS

6-A FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING (1) APPROVAL OF MODIFICATION 002 TO FEDERAL LANDS ACCESS PROGRAM (FLAP) PROJECT REIMBURSEMENT AGREEMENT NO. 6982AF-18- K-500014 (MODIFICATION 002) WITH CENTRAL FEDERAL LANDS HIGHWAY DIVISION (CFLHD), WHICH EXTENDS THE PERIOD OF PERFORMANCE FROM JULY 30, 2021, TO JULY 30, 2023, AND INCREASES THE PROJECT COST FROM \$3,707,000 TO \$5,110,000, THEREFORE INCREASING THE CITY’S 5% LOCAL FUNDING MATCH OBLIGATION FROM \$185,350 TO A NOT TO EXCEED AMOUNT OF \$285,500; AND (2) AUTHORIZING THE RTC CHAIR TO EXECUTE FUTURE AMENDMENTS TO (FLAP) PROJECT REIMBURSEMENT AGREEMENT NO. 6982AF-18-K500014 THAT CHANGE THE PERIOD OF PERFORMANCE AND/OR INCREASE THE CITY’S FUNDING OBLIGATION BY 10% OR LESS.

(4:33:36) – Chairperson Bagwell introduced the item. Mr. Marinovich gave background, presented the Staff Report, incorporated into the record, and responded to clarifying questions. Commissioner Macquarie noted that he would vote for the modification which he believed is “a good deal”; however, he was concerned about the increased cost. Commissioner Stedfield also noted that the increase was about 40 percent above the original estimate and agreed with Commissioner Macquarie that the testing done out of state may have contributed to the cost increase. Chairperson Bagwell was informed that the scope of the project had changed as well. She also entertained a motion.

(4:43:33) – Vice Chair Schuette moved to approve Modification 002, as presented, and to authorize the RTC Chair to execute future amendments to the agreement regarding changes in the period of performance or in funding up to 10% of the approved agreement amount. The motion was seconded by Commissioner Stedfield and carried 5-0-0.

6-B FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING CERTIFICATION UNDER NRS 365.550(8) OF THE MILEAGE OF IMPROVED ROADS OR STREETS MAINTAINED BY THE CITY WITHIN A PUBLIC RIGHT-OF-WAY AS OF DECEMBER 31, 2020, FOR SUBMITTAL TO THE NEVADA DEPARTMENT OF TRANSPORTATION (NDOT).

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(4:44:15) – Chairperson Bagwell introduced the item. Mr. Goering presented the Staff Report and supporting documents. He also thanked Ms. Norman for putting “a lot of work into the maps” and responded to clarifying questions. Chairperson Bagwell entertained a motion.

(4:47:30) – Commissioner Macquarie moved to certify the total mileage of improved roads or streets maintained by Carson City as presented. The motion was seconded by Commissioner Terry. The Motion carried 5-0-0.

6-C FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING SCHOOL ZONES AND SCHOOL ZONE SPEED LIMIT SIGNAGE, INCLUDING A POSSIBLE GRANT OF AUTHORITY TO EXPEND \$300,000 FROM THE GENERAL FUND TO IMPROVE SCHOOL ZONE SPEED LIMIT SIGNAGE AT FRITSCH ELEMENTARY, CARSON MIDDLE, BORDEWICH BRAY ELEMENTARY, EAGLE VALLEY MIDDLE, AND OTHER SCHOOLS IN CARSON CITY; A POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS TO MODIFY THE DESIGNATED LOCATIONS OF SCHOOL ZONES; A POSSIBLE MODIFICATION OF THE SPEED LIMIT POLICY AS IT RELATES TO SCHOOL ZONES; AND OTHER POSSIBLE ACTION RELATING TO SCHOOL ZONES OR SCHOOL ZONE SPEED LIMIT SIGNAGE.

(4:47:57) – Chairperson Bagwell introduced the item and thanked John Vettel and Bijan Shahmirza for their written public comments which will be archived with the meeting minutes. Ms. Maloney provided background and reviewed the formal actions and analysis, all of which are incorporated into the record. She also noted that the exhibits and the Staff Report were Staff’s first review of the critical school zones and how the funds should be prioritized. Ms. Maloney explained that Staff were looking for direction from the Commission, especially in identifying the high and low priorities.

(4:55:22) – Mr. Martinovich presented the supporting exhibits to the Staff Report, also incorporated into the record, and responded to clarifying questions. Discussion ensued, and Mr. Martinovich clarified that the flashing beacons would be placed on the collector and the arterial streets, but not on the local roads. Commissioner Macquarie suggested a community survey for the school zone hours; however, Mr. Martinovich explained that school hours vary during the school year based on certain early or late days making it difficult for the static signs to accommodate those changes. Chairperson Bagwell complimented Staff on the great job on the color coding and the location identifier “bubbles” on the maps.

(5:19:40) – Discussion ensued regarding the school zone in the Eagle Valley Middle School area based on the upcoming school expansion and Ms. Maloney noted “we’ll keep an eye on [Carson River Road]”. Chair Bagwell indicated that a warning sign may be necessary on Carson River Road, due to the future left turn from Carson River Road into Eagle Valley Middle School. Mr. Martinovich also clarified for Commissioner Terry that there would not be a gap between the Bordewich Bray Elementary School and the Carson Middle School as the area will remain a continuous school zone and that since the beacons will accommodate both schools, they may flash for a longer period of time. The Commission did not object to placing the signs ahead of the actual school zone near Bordowich Bray School, to adjust the

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Mountain Street and Telegraph Street signs, and looking into the Musser Street and Minnesota Street ones as well.

(5:37:54) – Mr. Martinovich recommended a flashing beacon on King Street and two on Ormsby Boulevard to accommodate Carson Middle School. Chairperson Bagwell recommended placing a speed feedback sign for the westbound traffic on King Street as well, if any funds were left. Commissioner Terry recommended alerting drivers to the new speed zones.

(5:49:33) – Ms. Maloney summarized the discussion and the addition to the motion as follows:

- Recommend to the Board of Supervisors to adjust the School Zones on Winnie Lane to be from Mountain Street to Division Street.
- Recommend to the Board of Supervisors to remove the School Zone along Musser Street between Mountain and Minnesota Streets and along Telegraph Street between Iris and Minnesota Streets.
- Install an additional speed feedback sign along Kings Street, if funding allows.
- Place an “End School Zone” sign on Telegraph Street, near Iris Street.
- Remove the Stewart Street “School Zone” and the associated street [signs] on and to the east of Stewart Street at Pioneer High School.

(5:50:25) – Chairperson Bagwell entertained a motion.

(5:50:46) – Vice Chair Schuette moved to authorize Staff to expend \$300,000 from the general fund to implement the school zone modifications as discussed on the record. The motion was seconded by Commissioner Stedfield and carried 5-0-0.

6-D FOR POSSIBLE ACTION – DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZATION TO CONDUCT A PRELIMINARY FEASIBILITY STUDY OF A DOWNTOWN TRANSIT CENTER FOR THE CITY’S JUMP AROUND CARSON (JAC) BUS SERVICE, AT A TOTAL NOT TO EXCEED COST OF \$70,000, OF WHICH 50% WILL BE PAID THROUGH SECURED AND AVAILABLE FEDERAL FUNDING, AND 50% WILL BE PAID WITH AVAILABLE LOCAL MATCH FUNDING FROM THE CITY.

(5:51:32) – Chairperson Bagwell introduced the item. Ms. Maloney presented the Staff Report and accompanying report, both of which are incorporated into the record. Chairperson Bagwell entertained questions and/or comments and when none were forthcoming, a motion.

(5:54:10) – Commissioner Stedfield moved to authorize a preliminary feasibility study as presented. The motion was seconded by Vice Chair Schuette and carried 5-0-0.

7. INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS - NON-ACTION ITEMS:

7-A TRANSPORTATION MANAGER’S REPORT

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(5:54:46) – Ms. Maloney announced that the Carson Area Metropolitan Organization is accepting applications for approximately \$500,000 in Federal Transit Administration grant funding through CAMPO, and noted that Mr. Goering and Mr. Cruz were working on the application. She also stated that a request for proposal (RFP) had gone out for survey work on Colorado Street.

7-B STREET OPERATIONS ACTIVITY REPORTS FOR DECEMBER 2020 AND JANUARY 2021

(5:56:10) – Ms. Maloney highlighted several areas on both reports and clarified for Chair Bagwell that the signs affected by graffiti were replacements.

7-C TRANSPORTATION PROJECTS STATUS REPORT

(5:58:11) – Mr. Martinovich presented the Transportation Projects Status Report and responded to clarifying questions.

8. BOARD COMMENTS: FOR INFORMATION ONLY – STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE RTC BOARD.

(6:05:40) – Chairperson Bagwell entertained comments and Commissioner Terry announced that he would be resigning from the Commission in the near future due to an upcoming move to Colorado. Chairperson Bagwell noted for the record that she had received comments regarding the Bordewich Bray Elementary School drop off and stated for the record that the issue had been escalated to the Carson City School District for input.

9. THE NEXT MEETING IS TENTATIVELY SCHEDULED – 4:30 P.M., WEDNESDAY, APRIL 14, 2021, AT THE ROBERT “BOB” CROWELL BOARD ROOM (PREVIOUSLY CALLED THE SIERRA ROOM) - COMMUNITY CENTER, 851 EAST WILLIAM STREET, IMMEDIATELY AFTER THE MEETING OF THE CARSON AREA METROPOLITAN PLANNING ORGANIZATION.

(6:07:54) – Chairperson Bagwell read the agenda item into the record.

10. PUBLIC COMMENT

(6:08:22) – Chairperson Bagwell entertained final public comments. Mr. Reese announced that due to assignment changes in the District Attorney’s Office, Adam Tulley was the newly-assigned Deputy District Attorney to the RTC, and thanked the Commission for their Support.

(6:09:18) – Jordan Edens believed that the crosswalk between Empire Elementary and Eagle Valley Middle Schools on Fairview Drive would benefit from a flashing beacon.

11. ADJOURNMENT: FOR POSSIBLE ACTION

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(6:11:10) – Chairperson Bagwell adjourned the meeting at 6:11 p.m.

The Minutes of the March 10, 2021 Carson City Regional Transportation Commission meeting are so approved this 14th day of April, 2021.



STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: April 14, 2021

Staff Contact: Chris Martinovich, Transportation Engineer

Agenda Title: For Information Only – Presentation and discussion on Pavement Preservation Projects for Performance District 3 and other ongoing transportation projects.

Staff Summary: Staff will present an update of ongoing projects within Carson City’s Performance District 3 as well as present a summary of the District 2 Long Street Pavement Reconstruction Project, the District 3 E. Fifth Street Project, and the District 3 Center Drive Pavement Reconstruction Project. Staff will provide a summary of each project’s scope, schedule, and budget as well as present possible alternatives to expand the project’s scope should additional funding become available.

Agenda Action: Other/Presentation

Time Requested: 15 minutes

Proposed Motion

N/A

Background/Issues & Analysis

Staff will present an update on several transportation projects and will summarize the current scope and status of each project highlighting some specific design features. Staff will provide an update on each project’s available budget and will outline the anticipated schedule for design and construction. Staff will also present possible alternatives to expand the scope of the project or increase the limits of the project should additional funding become available.

Performance District 3 Projects: Five transportation infrastructure projects were approved for Fiscal Year (FY) 2021 Performance District 3 at the September 9, 2020 RTC Board meeting. The projects included four pavement preservation projects and one pavement reconstruction project.

Pavement Preservation:

- Deer Run Road between U.S. 50 and Sedge Road
- Old Clear Creek Road between U.S. 395 and Vista Grande Boulevard including Vista Grande Boulevard between Old Clear Creek Road and the Douglas County line
- N. Lompa Lane between U.S. 50 and Menlo Drive
- Snyder Avenue between Bigelow Drive and Center Drive

Pavement Reconstruction:

- E. Fifth Street between Fairview Drive to Marsh Road

Staff proceeded with scope finalization of each of these projects following the RTC Board Meeting. Upon completion of the scoping effort, the N. Lompa Lane project and the Snyder Avenue project were removed from the planned list of projects because of budgetary constraints.

District 3 E. 5th Street Project: The RTC Board approved the submission of a grant application for the E. Fifth Street Project to the Carson Area Metropolitan Planning Organizations (CAMPO) in response to a Call for Projects issued by CAMPO in December 2020. The CAMPO Board at their February 10, 2021 meeting awarded the RTC \$2,366,000 in Surface Transportation Block Grant (STBG) funding toward the E. Fifth Street Project. This additional funding increased the original scope of the project allowing for the expansion of the existing roundabout at the intersection of E. Fifth Street and Fairview Drive.

District 3 Center Drive Reconstruction Project: The Board of Supervisors budgeted \$400,000 from the General Fund at the January 21, 2021 meeting for use by the RTC on Center Drive. Staff completed project scoping which included coordination with the Wastewater Division to construct new sanitary sewer services within the project limits.

District 2 Long Street Pavement Preservation Project: The District 2 Long Street Project was approved by the RTC Board at the September 11, 2019 meeting as one of several pavement preservation projects identified for FY 2020 Performance District 2. Staff identified additional water, wastewater, and storm water utility needs during project scoping. Additional funding for each of these utilities was added to the project budget.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: Each of the projects presented have been budgeted with funding obligated from a variety of Capital Improvement Accounts.

Alternatives

N/A

Supporting Material

-Exhibit-1: Presentation Material for Transportation Projects Update



Transportation Projects Update

Carson City Regional Transportation Commission (RTC)

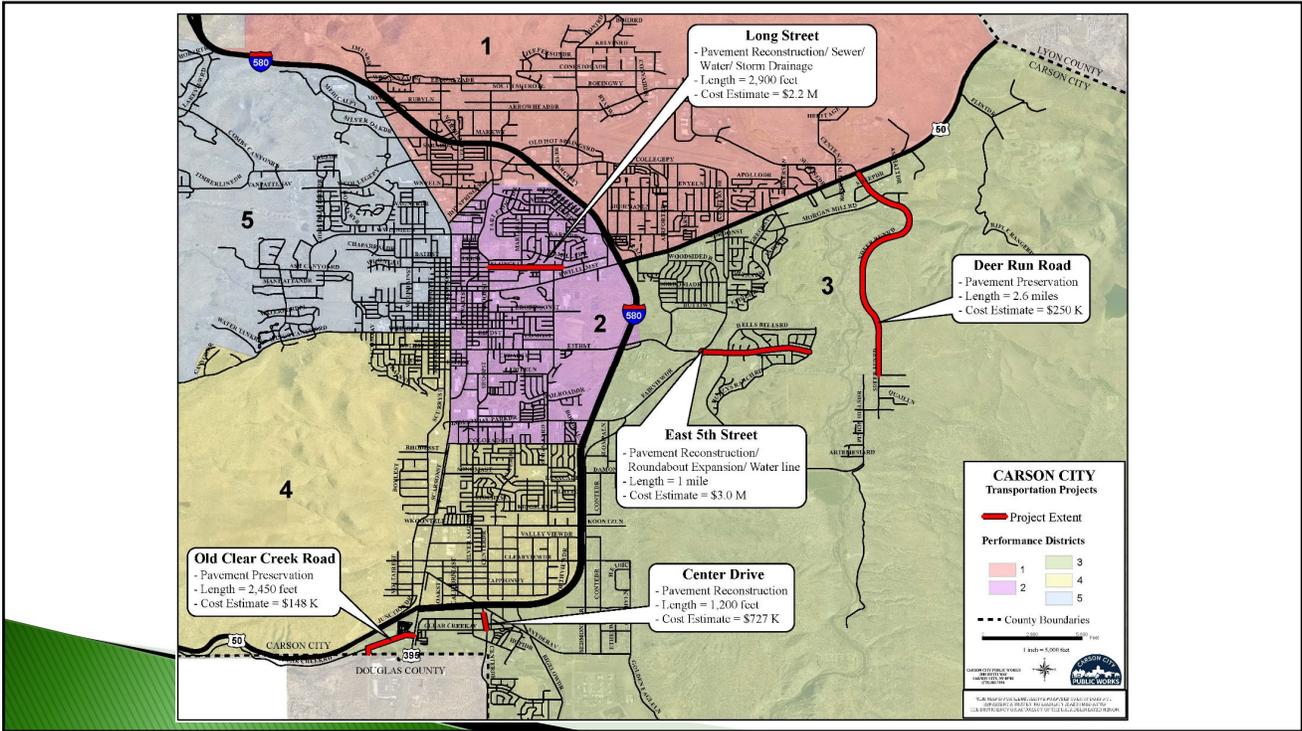
April 14, 2021

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Agenda of Projects

- ▶ Performance District 3 update
- ▶ District 2 Long Street
- ▶ District 3 E. 5th Street Project
- ▶ District 3 Center Drive Reconstruction Project

2



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Planned Performance District 3

- ▶ Pavement Preservation Projects:
 - Deer Run Road between U.S. 50 and Sedge Road
 - Old Clear Creek Road between U.S. 395 and Vista Grande Boulevard including Vista Grande Boulevard
 - N. Lompa Lane between U.S. 50 and Menlo Drive
 - Snyder Avenue between Bigelow Drive and Center Drive

- ▶ Pavement Reconstruction Project:
 - E. Fifth Street between Fairview Drive to Marsh Road

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District 3 Pavement Preservation

Deer Run Road

- Pavement preservation between U.S. 50 and Sedge Road
- Project length = 2.6 Miles
- Budget = \$250,000
- Schedule: Construction Summer 2021

Old Clear Creek Road

- Pavement preservation between U.S. 395 and Vista Grande Boulevard including Vista Grande Boulevard
- Project Length = 2,450 feet
- Budget = \$148,000
- Schedule: Construction Summer 2021

The N. Lompa Lane and Snyder Avenue Projects were removed from the list of planned projects because of budget constraints.

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District 2 Long Street Project

- Long Street from Roop Street to Saliman Road and Rand Avenue from Camille Drive to E. William Street.
- Includes water, sewer, storm drainage and roadway improvements.

Scope

- Replace steel and cast-iron water mains in Long St between Roop Stand Saliman Rd.
- Replace sewer main in Long St between Marian Avenue and Molly Drive.
- Construct storm drain from the west end of Camille Dr to Rand Ave, then south along Rand Ave to William Street.
- Reconstruct Long St from Roop St to Saliman Rd.
- Misc. curb, gutter and sidewalk improvements including a median island at State St.

Funding and Estimates Costs

- Funding:
 - RTC / V&T Funds = \$691,662
 - Water Utility = \$898,305
 - Wastewater Funds = \$207,540
 - Storm Drain Funds = \$400,000
 - TOTAL PROJECT FUNDING = \$2,197,507
- Costs:
 - Pavement Rehabilitation = \$626,500
 - Waterline = \$926,800
 - Sewer = \$238,700
 - Storm Drainage = \$400,000
 - TOTAL PROJECT COST = \$2,192,000

Schedule

- 90% Design: Completed March 2021
- 100% Design: To be complete April 2021
- Bid Project: April 2021
- Award Contract: June 2021
- Construction: June - October 2021

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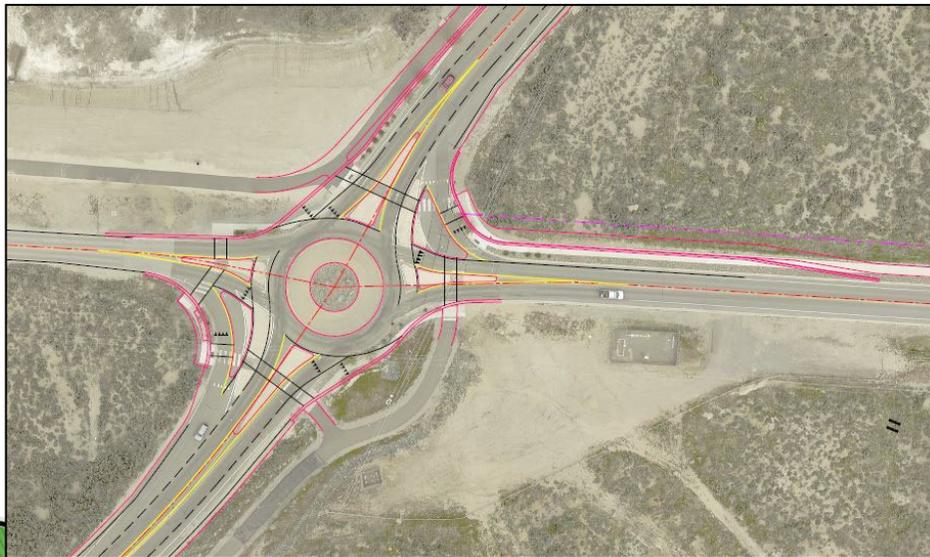
District 3 E. 5th Street Project

- Pavement Rehabilitation Project beginning and including the intersection of Fairview Drive and ending at the intersection of Marsh Road.
- Federally funded using Surface Transportation Block Grant (STBG) funding

Scope	Funding and Estimates Costs	Schedule
<ul style="list-style-type: none"> • Fairview Roundabout Expansion • Additional lanes in the NB and SB Directions • Additional Turn Lane in the WB Direction • Reconstruct WB only between Parkhill Dr and Carson River Rd • Surface Treatment between Fairview Dr and Marsh Rd • Limited curb and gutter replacement • Pedestrian enhancements focused at the school • Right turn lane for EVMS • Waterline replacement between Carson and Parkhill 	<p>➤Funding:</p> <ul style="list-style-type: none"> • STBG = \$ 2,366,000 • RTC/V&T Funds = \$264,000 • Water Utility = \$375,000 <p>TOTAL PROJECT FUNDING = \$3,005,000</p> <p>➤Costs:</p> <ul style="list-style-type: none"> • Fairview Roundabout = \$2,000,000 • Pavement Rehabilitation = \$565,000 • Right turn lane for EVMS = \$65,000 • Waterline = \$375,000 <p>TOTAL PROJECT COST = \$3,005,000</p>	<ul style="list-style-type: none"> • Complete the LPA Agreement with NDOT: Summer 2021 • Design: Summer 2021 to Spring 2023 • Construct Right Turn Lane: Summer 2022 • Construct Roundabout and Pavement Rehabilitation: Summer 2023

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District 3 E. 5th Street Project



PRELIMINARY – SUBJECT TO CHANGE

8

1) District 3 E. 5th Street Project



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Options – District 3 E. 5th Street Project

1) Current Project

- Fairview Roundabout Expansion (\$2,000,000)
- Pavement Rehabilitation (\$565,000)
- Reconstruct WB only between Parkhill Dr and Carson River Rd
- Surface Treatment between Fairview Dr and Marsh Rd
- Limited curb and gutter replacement
- Pedestrian enhancements focused at the school
- Right turn lane for EVMS (\$65,000)
- Waterline replacement between Carson River Rd and Parkhill Dr (\$375,000)

2) Pavement Reconstruction

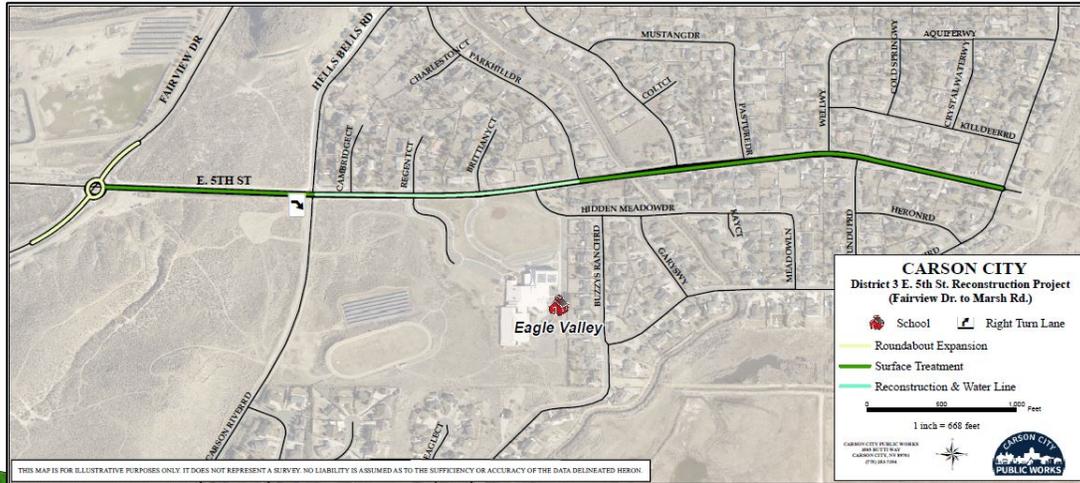
- Roundabout Expansion, Waterline replacement, and EVMS Right-turn lane consistent with 1.
- Pavement Rehabilitation (+ \$230,000)
- Surface Treatment between Fairview Dr and Carson River Rd
- Reconstruct between Parkhill Dr and Carson River Rd
- Surface Treatment between Parkhill Dr and Marsh Rd
- Others consistent with 1.

3) Pedestrian Enhancement

- Roundabout Expansion, Waterline replacement, and EVMS Right-turn lane consistent with 1.
- Pavement Rehabilitation consistent with 2.
- Pedestrian Enhancements (+\$210,000)
- Curb and gutter replacement along deteriorated area
- Additional ADA upgrades along corridor
- Pathway between Fairview Dr and Carson River Rd (+\$50,000)

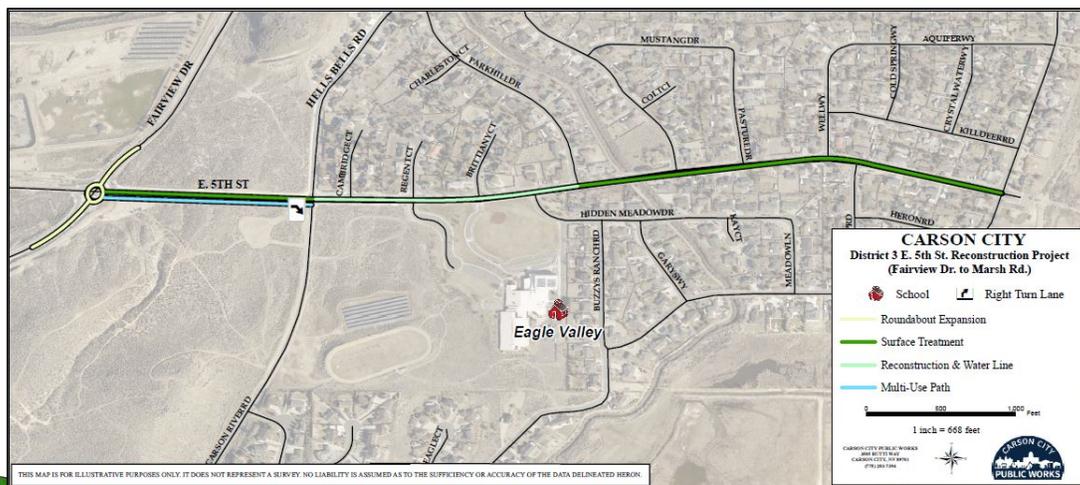
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2) Pavement Reconstruction



11

3) Pedestrian Enhancement



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District 3 E. 5th Street Project – Costs

1) Current Project

\$3,005,000

2) Pavement Reconstruction

\$3,235,000

3) Pedestrian Enhancement

\$3,495,000

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District 3 Center Drive Reconstruction

- Pavement Rehabilitation Project beginning at Snyder Avenue and ending at Clear Creek Road.
- Consultant Support for design.

Scope	Funding and Estimates Costs	Schedule
<ul style="list-style-type: none"> • Pavement Reconstruction (FDR) between Snyder Ave and Clear Creek Rd • Curb, gutter, and sidewalk along the east side only • Widen for bike lane in both directions • Drainage channel maintenance along the west side • Construction of Sanitary Sewer between Clear Creek and Snyder 	<p>➤Funding:</p> <ul style="list-style-type: none"> • RTC = \$502,000 • Wastewater Utility = \$225,000 <p>TOTAL PROJECT FUNDING = \$727,000</p> <p>➤Costs:</p> <ul style="list-style-type: none"> • Pavement Rehabilitation = \$502,000 • Sewer Installation = \$225,000 <p>TOTAL PROJECT COST = \$727,000</p>	<ul style="list-style-type: none"> • Award Design to Consultant: May 2021 • Design: Summer 2021 to Winter 2021 • Construction: Summer 2022

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Options – District 3 Center Drive

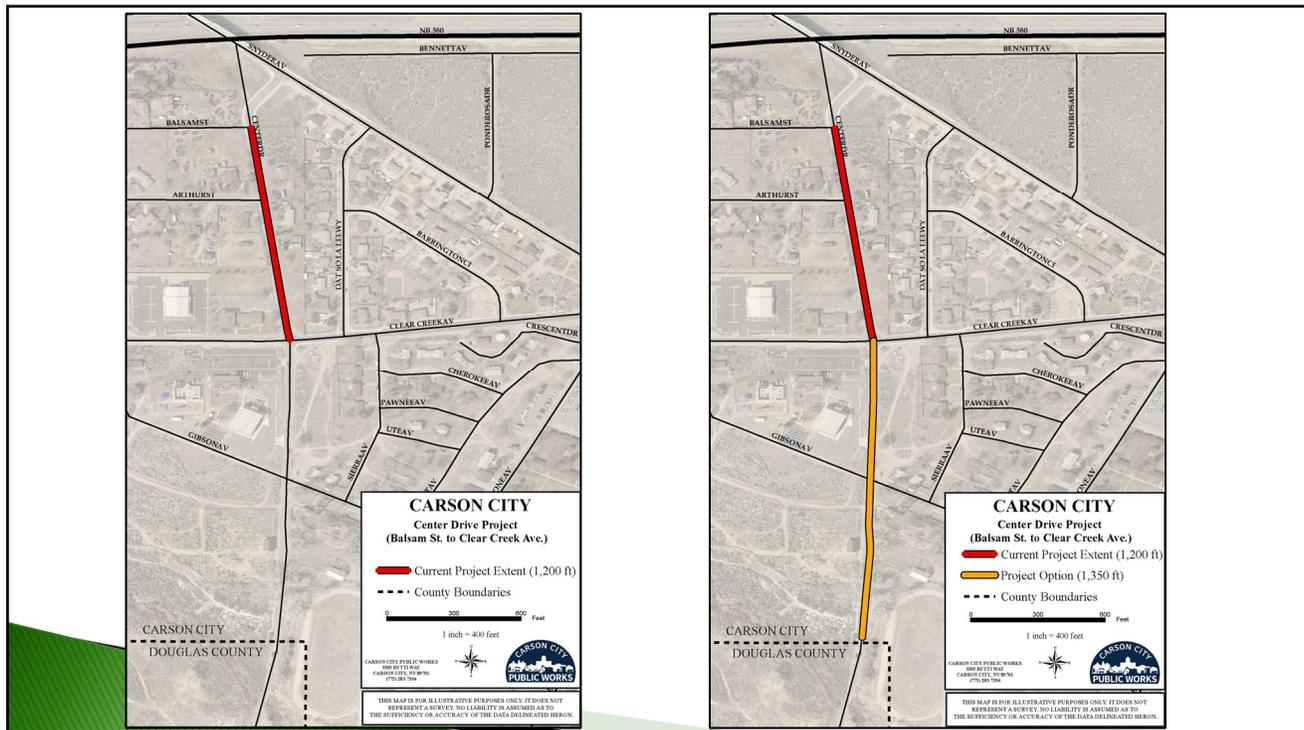
Current Project

- Pavement Reconstruction (FDR) between Snyder Ave and Clear Creek Rd (1200 ft)
- Curb, gutter, and sidewalk along the east side only
- Widen for bike lane in both directions
- Drainage channel maintenance along the west side
- Construction of Sanitary Sewer between Clear Creek and Snyder

To County Line

- Same as the current project between Snyder Ave and Clear Creek Rd.
- Extend Pavement Reconstruction south from Clear Creek Road to Carson City/ Douglas County Line. (1350 ft)

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District 3 Center Drive – Costs

Current Project

\$727,000

To County Line

\$990,000

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STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: April 14, 2021

Staff Contact: Lucia Maloney, Transportation Manager

Agenda Title: For Possible Action – Discussion and possible action regarding a recommendation to the Board of Supervisors on the Fiscal Year (FY) 2022 budgets for the Regional Transportation, Transit, CAMPO, and Street Maintenance funds.

Staff Summary: The Carson City Board of Supervisors is expected to take final action on the FY 2022 budgets in May 2021. Staff will review the tentative budgets with the RTC and highlight significant projects to be undertaken.

Agenda Action: Formal Action/Motion

Time Requested: 10 minutes

Proposed Motion

I move to recommend to the Board of Supervisors approval of the Fiscal Year 2022 budgets for the Regional Transportation, Transit, CAMPO, and Street Maintenance funds.

Background/Issues & Analysis

The budgets for the Regional Transportation, Transit, CAMPO and Street Maintenance funds have been prepared and will be presented to the Board of Supervisors for final approval in May 2021. Exhibit-1 of this Staff Report contains Budget Preparation Worksheets. The exhibit also includes Fiscal Summaries for each Fund, matching the Tentative Budget column of the Budget Preparation Worksheets. Staff will review these budgets with the RTC.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Regional Transportation Fund / 250; Transit Fund / 225; CAMPO Fund / 245; Street Maintenance Fund / 256

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: FY 2022 Tentative Budget will be brought before the Board of Supervisors on April 15th, final changes will be added as approved, and the Final Budget will be adopted May 20, 2021.

Alternatives

Do not recommend approval of the budgets as presented and provide alternate direction to staff.

Supporting Material

-Exhibit-1: Budget Preparation Worksheets for FY 2022 Regional Transportation (250), Transit (225), CAMPO (245), and Street Maintenance (256) Funds

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Exhibit-1: Budget Preparation Worksheets for FY 2022 Regional Transportation (250), Transit (225), CAMPO (245), and Street Maintenance (256) Funds

Organization	Object	Account Description	2019 Actuals	2020 Actuals	2021 Revised Budget	FY 2021 Y-T-D Actuals	2022 Tentative Budget
2500084	414100	COUNTY OPTION FUEL TAX	(\$3,585,925.95)	(\$3,630,643.12)	(\$3,754,624.00)	(\$1,563,103.12)	(\$3,300,255.00)
2500086	421407	FF: CAPITAL SANITATION	\$0.00	(\$67,582.45)	(\$250,000.00)	(\$222,607.08)	(\$250,000.00)
2500087	435010	DIESEL 5 CENT TAX	\$0.00	\$0.00	(\$250,000.00)	(\$152,342.29)	(\$300,000.00)
2500088	461010	INTEREST INCOME	(\$103,123.91)	(\$160,226.69)	(\$20,000.00)	(\$27,852.71)	(\$25,000.00)
2500088	462020	NET INC IN FAIR VALUE INV	(\$54,502.56)	(\$103,703.54)	\$0.00	\$0.00	\$0.00
2500091	481010	GENERAL FUND	\$0.00	\$0.00	(\$700,000.00)	\$0.00	\$0.00
2500091	481370	INFRASTRUCTURE TAX FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503080	463010	LEASES	\$0.00	(\$2,567.70)	\$0.00	(\$2,800.00)	\$0.00
2503081	465350	COMPLETE STREETS	(\$10,331.64)	(\$10,241.06)	(\$10,000.00)	(\$7,749.72)	(\$10,000.00)
2503082	431010	FEDERAL GRANTS	(\$705,088.97)	(\$1,439,336.59)	(\$10,583,817.00)	(\$3,942,472.24)	(\$596,758.00)
2503082	434010	STATE GRANTS	(\$6,251,219.34)	\$0.00	\$0.00	\$0.00	\$0.00
2503082	466525	CINDERLITE - GONI ROAD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503082	475100	DEVELOPER CONTRIBUTIONS	\$0.00	(\$66,000.00)	\$0.00	(\$154,800.00)	\$0.00
2503091	481370	INFRASTRUCTURE TAX FUND	(\$4,033.26)	\$0.00	\$0.00	\$0.00	\$0.00
2500099	495000	BEGINNING FUND BALANCE	\$0.00	\$0.00	(\$6,137,938.00)	\$0.00	(\$100,000.00)
			(\$10,714,225.63)	(\$5,480,301.15)	(\$21,706,379.00)	(\$6,073,727.16)	(\$4,582,013.00)
2503035	500101	SALARIES	\$265,125.13	\$242,696.36	\$400,756.00	\$142,258.31	\$435,522.00
2503035	500103	ADMINISTRATIVE PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	500106	MANAGEMENT LEAVE PAY	\$7,700.04	\$6,245.14	\$0.00	\$3,589.29	\$0.00
2503035	500107	ANNUAL LEAVE PAYOFF	\$1,489.59	\$0.00	\$0.00	\$801.78	\$0.00
2503035	500108	SICK LEAVE PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	500111	OVERTIME	\$444.31	\$0.00	\$0.00	\$100.77	\$0.00
2503035	500113	STAND-BY PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	500114	F L S A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	500116	HOLIDAY PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	500198	DIRECT PROJECT COSTS	(\$10,810.04)	(\$17,091.05)	\$0.00	\$0.00	\$0.00
2503035	500199	GRANT FUNDED ALLOCATION	(\$263,753.06)	(\$160,758.42)	(\$175,000.00)	\$0.00	(\$175,000.00)
			\$195.97	\$71,092.03	\$225,756.00	\$146,750.15	\$260,522.00
2503035	500225	MEDICARE	\$3,926.68	\$3,589.03	\$5,751.00	\$3,480.48	\$6,168.00
2503035	500230	RETIREMENT	\$72,645.98	\$72,141.00	\$116,853.00	\$63,338.01	\$115,700.00
2503035	500240	GROUP INSURANCE	\$43,022.19	\$26,446.45	\$34,990.00	\$28,931.60	\$44,740.00
2503035	500241	CITY HSA CONTRIBUTION	\$0.00	\$8,146.01	\$10,288.00	\$5,331.19	\$8,145.00
2503035	500250	WORKERS' COMPENSATION	\$2,151.39	\$1,910.36	\$3,162.00	\$1,342.58	\$3,162.00
2503035	500270	CAR ALLOWANCE	\$3,315.00	\$3,340.50	\$3,315.00	\$2,065.50	\$3,315.00
2503035	500271	PHONE ALLOWANCE	\$2,547.20	\$2,391.00	\$2,460.00	\$1,351.00	\$3,120.00
2503035	500272	MOBILE DEVICE ALLOWANCE	\$416.00	\$327.00	\$120.00	\$252.00	\$420.00
2503035	500299	GRANT ALLOCATED FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$128,024.44	\$118,291.35	\$176,939.00	\$106,092.36	\$184,770.00
2503035	500309	PROFESSIONAL SERVICES	\$98,064.13	\$111,042.37	\$148,000.00	\$95,026.10	\$148,000.00
2503035	500330	TRAINING	\$3,508.45	\$2,843.63	\$6,000.00	\$595.00	\$6,000.00

2503035	500428	FREEWAY LANDSCAPING MAINT	\$49,061.37	\$58,472.50	\$72,500.00	\$28,160.00	\$85,000.00
2503035	500433	SOFTWARE MAINTENANCE COST	\$0.00	\$176.00	\$0.00	\$349.94	\$0.00
2503035	500435	VEHICLE REPAIR & MAINT	\$0.00	\$39.84	\$0.00	\$0.00	\$0.00
2503035	500487	STREET SEALING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	500542	PRINTING/ADVERTISING	\$1,144.83	\$1,617.92	\$1,200.00	\$1,138.02	\$1,200.00
2503035	500545	MEMBERSHIP / PUBLICATIONS	\$1,220.00	\$369.00	\$1,300.00	\$192.50	\$1,300.00
2503035	500580	TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	500601	OFFICE SUPPLIES	\$1,662.77	\$1,798.51	\$3,000.00	\$412.21	\$3,000.00
2503035	500625	OPERATING SUPPLIES	\$11,604.08	\$1,246.09	\$6,211.00	\$554.95	\$6,211.00
2503035	500675	SMALL FURNISHINGS	\$0.00	\$62.49	\$1,000.00	\$0.00	\$1,000.00
2503035	500710	TELEPHONE	\$1,169.61	\$808.44	\$4,000.00	\$635.78	\$4,000.00
2503035	500901	ISC: GENERAL FUND	\$230,383.00	\$263,665.00	\$290,325.00	\$169,358.00	\$185,076.00
2503035	500915	ISC: INSURANCE FUND	\$26,250.00	\$27,750.00	\$27,750.00	\$13,875.00	\$30,750.00
2503035	500920	ISC: SEWER FUND	\$2,744.00	\$2,760.00	\$3,000.00	\$0.00	\$3,000.00
2503035	500924	ISC: WATER FUND	\$4,115.00	\$4,140.00	\$4,500.00	\$0.00	\$4,500.00
2503035	500955	ISC: RADIOS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	501235	COMPLETE STREETS	\$0.00	\$0.00	\$46,253.00	\$0.00	\$10,000.00
2503035	501281	SAFE ROUTES TO SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	501299	GRANT ALLOCATION/DIRECT BILL	(\$16,570.47)	(\$2,977.78)	\$0.00	\$0.00	\$0.00
2503035	502450	CASH SHORT/OVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2503035	504600	FISCAL CHARGES	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
			\$414,356.77	\$473,814.01	\$615,539.00	\$310,297.50	\$489,537.00
2503035	507010	CAPITAL IMPROVEMENTS	\$1,690,412.10	\$4,829,888.31	\$17,633,761.00	\$10,883,666.53	\$1,450,000.00
		P303517037 CONSTRUCT RTC			RTC CONSTRUCT	\$10,513,551.00	
		P303518008 CONSTRUCT			EDMONDS MUP CONSTRUCTION	\$1,594,163.00	
		P303519014 CONSTRUCT			FY20 DIST2 NORTHRIDGE CONSTRUC	\$1,481,513.00	\$1,300,000.00
		P303517034 CONSTRUCT			PAVEMENT PRESERV-MICRO CONSTR	\$844,500.00	
		P303519010 LABOR RTC			FAIRVIEW RECON/MILL RTC LABOR	\$503,301.00	
		P303518003 CONSTRUCT			I580MUPCOLORADO CONSTRUCTION	\$469,136.00	
		P303517037 LABOR RTC			RTC LABOR	\$455,155.00	
		P303517008 CONSTRUCT			RTC SAFETY IMPRVMTS CONSTRUCT	\$233,204.00	\$100,000.00
		P303519006 CONSTRUCT RTC			KINGSCANYON FLAP RTC CONSTRUCT	\$193,910.00	
		P303518038 CONSTRUCT			FAIRVIEW PAVEMENT CONSTRUCT	\$171,584.00	
		P303520001 CONSTRUCT 250			FY20 DIST2 LONG RTC CONSTRUCT	\$168,728.00	
		P303518080 CONSTRUCT 250			FY19 RTC DISTRICT 1 CONSTRUCT	\$147,667.00	
		P303520002 CONSTRUCT 250			FY20 DIST2 TELEGRAPH RTC CONST	\$130,312.00	
		P303518029 CONSTRUCT RTC			CURRY STREET PROJECT	\$124,992.00	
		P320118065 250 CONSTR			RTC AIRPORT ROAD STBG FUNDING	\$110,829.00	
		P303519016 CONSTRUCT 250			FY20 DIST2 SALIMAN CONSTRUCTIO	\$88,734.00	
		P303519014 LABOR			FY20 DIST2 NORTHRIDGE LABOR	\$86,872.00	
		P320121001 250 CONSTR 250			Construct	\$75,000.00	
		P303518003 LABOR			I580MUPCOLORADO LABOR	\$67,471.00	
		P303516007 CONSTRUCT			COLLEGE/RESEARCH IMPRV CONSTRU	\$50,000.00	\$50,000.00
		P303520001 LABOR 250			FY20 DIST2 LONG RTC LABOR	\$48,931.00	

		P303519016 LABOR 250			FY20 DIST2 SALIMAN LABOR	\$24,124.00		
		P303518080 LABOR 250			FY19 RTC DISTRICT 1 LABOR	\$18,742.00		
		P303518079 CONSTRUCT			NORTHGATE STREETLIGHTCONSTRUCT	\$17,516.00		
		P303519015 CONSTRUCT 250			FY20 DIST2 RUSSELL CONSTRUCTIO	\$5,799.00		
		P370514004 250 CONSTR 250			250 CITYWIDE MINOR IMPROVE	\$3,750.00		
		P303519015 LABOR 250			FY20 DIST2 RUSSELL LABOR	\$2,283.00		
		P303518079 LABOR			NORTHGATE STREETLIGHT LABOR	\$1,994.00		
2503035	507102	INFRASTRUCTURE CAPITAL	\$0.00	\$0.00	\$1,195,836.00	\$0.00	\$279,740.00	
2503035	507199	UNDESIGNATED PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2503035	507775	EQUIPMENT	\$13,856.00	\$0.00	\$0.00	\$0.00	\$0.00	
2503035	507865	FLAP SEIRRA VISTA LANE	\$141,138.46	\$0.00	(\$51,135.00)	\$0.00	\$0.00	
			\$1,845,406.56	\$4,829,888.31	\$36,412,223.00	\$10,883,666.53	\$1,729,740.00	
2503040	500101	SALARIES	\$32,445.51	\$53,455.03	\$73,373.00	\$44,788.18	\$77,409.00	
2503040	500102	HOURLY/SEASONAL	\$8,943.88	\$8,804.81	\$43,457.00	\$982.50	\$43,457.00	
2503040	500106	MANAGEMENT LEAVE PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2503040	500107	ANNUAL LEAVE PAYOFF	\$403.60	\$0.00	\$0.00	\$0.00	\$0.00	
2503040	500111	OVERTIME	\$689.34	\$65.35	\$0.00	\$102.20	\$0.00	
2503040	500199	GRANT FUNDED ALLOCATION	\$8,625.58	\$18,542.24	\$0.00	\$0.00	\$0.00	
			\$51,107.91	\$80,867.43	\$116,830.00	\$45,872.88	\$120,866.00	
2503040	500225	MEDICARE	\$622.33	\$888.89	\$1,664.00	\$652.61	\$1,732.00	
2503040	500230	RETIREMENT	\$4,704.54	\$8,910.73	\$11,189.00	\$7,751.45	\$11,998.00	
2503040	500240	GROUP INSURANCE	\$2,879.54	\$9,122.25	\$16,094.00	\$9,170.57	\$16,171.00	
2503040	500241	CITY HSA CONTRIBUTION	\$0.00	\$226.32	\$0.00	\$216.27	\$0.00	
2503040	500250	WORKERS' COMPENSATION	\$806.36	\$1,282.33	\$1,488.00	\$269.23	\$1,642.00	
2503040	500271	PHONE ALLOWANCE	\$432.00	\$464.00	\$300.00	\$576.00	\$960.00	
			\$9,444.77	\$20,894.52	\$30,735.00	\$18,636.13	\$32,503.00	
2503040	500625	OPERATING SUPPLIES	\$10,242.36	\$169,689.95	\$67,248.00	\$13,697.87	\$67,248.00	
2503040	500950	ISC: FLEET MANAGEMENT	\$1,237.00	\$1,197.00	\$640.00	\$320.00	\$0.00	
			\$11,479.36	\$170,886.95	\$67,888.00	\$14,017.87	\$67,248.00	
2500279	507205	DEBT SERVICE	\$1,579,714.00	\$1,580,215.00	\$1,579,634.00	\$1,053,089.36	\$1,580,472.00	
2500279	507225	STREET MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2500279	507267	CAMPO FUND	\$12,665.00	\$16,139.00	\$14,596.00	\$0.00	\$16,355.00	
2500279	507293	INFRASTRUCTURE TAX FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			\$1,592,379.00	\$1,596,354.00	\$1,594,230.00	\$1,053,089.36	\$1,596,827.00	
2500200	593000	UNRESERVED FUND BALANCE	\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	
			\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00	
		Grand Total	\$4,052,394.78	\$7,362,088.60	\$39,340,140.00	\$12,578,422.78	\$4,582,013.00	
			(\$6,661,830.85)	\$1,881,787.45	\$17,633,761.00	\$6,504,695.62	\$0.00	

FISCAL SUMMARY FOR SPECIAL REVENUE FUND

Department Name: Regional Transportation Commission					
Department Number: 250					
	2019-20 Actual	2020-21 Estimated	2021-22 Proposed	% Change Budget	\$ Change Budget
REVENUE					
County Option Fuel Tax	\$3,630,643	\$ 3,267,579	\$ 3,300,255	1.00%	\$ 32,676
Intergovernmental	1,439,337	10,583,817	596,758	-94.36%	(9,987,059)
Miscellaneous	410,321	695,418	585,000	-15.88%	(110,418)
Op Trans - Infrastructure	-	700,000	-	-100.00%	(700,000)
Beginning Balance	8,019,726	6,137,938	100,000	-98.37%	(6,037,938)
TOTAL	\$ 13,500,027	\$ 21,384,752	\$ 4,582,013	-78.57%	\$ (16,802,739)
EXPENDITURE					
Salary	\$151,959	\$ 344,027	\$ 381,388	10.86%	\$ 37,361
Benefits	139,186	204,625	217,273	6.18%	12,648
Service & Supplies	644,701	683,427	556,785	-18.53%	(126,642)
Capital Outlay	4,829,888	18,458,443	1,729,740	-90.63%	(16,728,703)
Op Trans - Debt Service	1,580,215	1,579,634	1,580,472	0.053%	838
Op Trans - CAMPO Fund	16,139	14,596	16,355	12.05%	1,759
Ending Fund Balance	6,137,938	100,000	100,000	0.00%	-
TOTAL	\$13,500,027	\$ 21,384,752	\$ 4,582,013	-78.57%	\$ (16,802,739)
FTE	4.25	5.25	5.25		

Organization	Object	Project	Account Description	2019 Actuals	2020 Actuals	2021 Revised Budget	FY 2021 Y-T-D Actuals	2022 DEPARTMENT Budget
2253081	431010		FEDERAL GRANTS	(\$1,166,404.78)	(\$984,717.50)	(\$4,482,645.00)	(\$383,936.00)	(\$1,982,645.00)
			G302620002-FED GRANT (CARES)			(\$2,934,266.00)		(\$1,434,266.00)
			G302620003-FED GRANT (NV 2020-002)			(\$1,548,379.00)		(\$548,379.00)
2253082	431010		FEDERAL GRANTS	(\$276,455.91)	(\$240,965.96)	(\$280,500.00)	\$0.00	\$0.00
			g302618007-FED GRANT (NV 2018-007)			(\$51,702.00)		
			G302619008-FED GRANT (NV 2019-008)			(\$228,798.00)		
2253081	434010		STATE GRANTS	(\$62,936.65)	(\$116,774.15)	(\$67,750.00)	\$3,411.72	(\$67,750.00)
2253080	443251		JAC 10 RIDE PASS: ADULT	(\$3,429.50)	(\$4,208.00)	\$0.00	(\$320.00)	\$0.00
2253080	443252		JAC 10 RIDE PASS: SENIOR	(\$84.50)	(\$180.00)	\$0.00	\$0.00	\$0.00
2253080	443253		JAC 10 RIDE PASS: DISABLED	(\$770.50)	(\$407.50)	\$0.00	\$0.00	\$0.00
2253080	443254		JAC 10 RIDE PASS: YOUTH	(\$628.00)	(\$92.00)	\$0.00	\$0.00	\$0.00
2253080	443264		JAC SUMMER PASS: YOUTH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2253080	443281		JAC MONTH RIDE PASS: ADULT	(\$11,578.50)	(\$4,875.00)	\$0.00	\$0.00	\$0.00
2253080	443282		JAC MONTH RIDE PASS: SENIOR	(\$575.00)	(\$682.50)	\$0.00	\$0.00	\$0.00
2253080	443283		JAC MONTH RIDE PASS: DISABLED	(\$4,566.50)	(\$4,249.00)	\$0.00	\$0.00	\$0.00
2253080	443284		JAC MONTH RIDE PASS: YOUTH	(\$425.00)	(\$337.50)	\$0.00	\$0.00	\$0.00
2253080	443291		JAC TICKET: CASH	(\$13,784.00)	(\$9,561.00)	\$0.00	\$0.00	\$0.00
2253080	443292		JAC TICKET: SENIOR CASH	(\$2,478.00)	\$0.00	\$0.00	\$0.00	\$0.00
2253080	443293		JAC TICKET: DISABLED CASH	(\$8,954.00)	(\$7,237.00)	\$0.00	\$0.00	\$0.00
2253080	443300		JAC TICKET: FR SENIOR	(\$334.00)	\$0.00	\$0.00	(\$9.51)	\$0.00
2253080	443310		JAC TICKET: FR GENERAL	(\$36,492.90)	(\$25,622.00)	(\$90,000.00)	\$0.00	(\$60,000.00)
2253080	443320		JAC TICKET: FR DISABLED	(\$4,402.50)	(\$6,619.75)	\$0.00	\$0.00	\$0.00
2253080	443330		JAC TICKET: FR YOUTH	(\$4,878.50)	\$0.00	\$0.00	\$0.00	\$0.00
2250088	461010		INTEREST INCOME	(\$2,126.56)	(\$1,648.92)	(\$1,000.00)	(\$1,526.27)	(\$2,000.00)
2250088	462020		NET INC IN FAIR VALUE INV	(\$1,091.13)	\$0.00	\$0.00	\$0.00	\$0.00
2253080	463150		ADVERTISING REVENUE	(\$8,382.00)	(\$807.64)	(\$1,000.00)	(\$25,464.00)	(\$5,000.00)
2253080	466050		REFUNDS/REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2253080	466110		MISC. OTHER INCOME	(\$3,002.89)	(\$200.00)	\$0.00	(\$1,600.00)	\$0.00
2250091	481013		CC FTA 5307 OPS MATCH	(\$400,000.00)	(\$466,300.00)	(\$466,300.00)	\$0.00	(\$466,300.00)
2250090	482100		VEHICLE SALES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2250099	495000		BEGINNING FUND BALANCE	\$0.00	\$0.00	(\$439,450.00)	\$0.00	(\$968,846.00)
				(\$2,013,781.32)	(\$1,875,485.42)	(\$5,828,645.00)	(\$409,444.06)	(\$3,552,541.00)
2250200	593000	EFB	UNRESERVED FUND BALANCE	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
				\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
2253026	500101	S	SALARIES	\$48,863.41	\$55,775.45	\$62,400.00	\$29,241.52	\$50,006.00
2253026	500102	S	HOURLY/SEASONAL	\$0.00	\$2,650.00	\$0.00	\$0.00	\$0.00
2253026	500107	S	ANNUAL LEAVE PAYOFF	\$8,720.96	\$290.70	\$0.00	\$0.00	\$0.00
2253026	500111	S	OVERTIME	\$2,313.75	\$304.93	\$0.00	\$0.00	\$0.00
2253026	500199	S	GRANT FUNDED ALLOCATION	(\$23,582.93)	\$0.00	(\$25,000.00)	\$0.00	(\$25,000.00)
				\$36,315.19	\$59,021.08	\$37,400.00	\$29,241.52	\$25,006.00

2253026	500225	B	MEDICARE	\$833.47	\$847.65	\$905.00	\$460.01	\$739.00
2253026	500230	B	RETIREMENT	\$11,312.96	\$12,204.13	\$9,516.00	\$9,108.88	\$14,877.00
2253026	500240	B	GROUP INSURANCE	\$11,683.09	\$6,457.85	\$10,148.00	\$6,570.34	\$10,189.00
2253026	500241	B	CITY HSA CONTRIBUTION	\$0.00	\$1,355.29	\$0.00	\$35.41	\$0.00
2253026	500250	B	WORKERS' COMPENSATION	\$795.53	\$1,142.72	\$744.00	\$569.41	\$744.00
2253026	500271	B	PHONE ALLOWANCE	\$720.00	\$568.00	\$960.00	\$576.00	\$960.00
				\$25,345.05	\$22,575.64	\$22,273.00	\$17,320.05	\$27,509.00
2253026	500309	S&S	PROFESSIONAL SERVICES	\$26,700.00	\$7,500.00	\$75,000.00	\$0.00	\$25,000.00
2253026	500331	S&S	OPERATING CONTRACT	\$710,912.50	\$666,893.17	\$1,122,736.00	\$342,697.56	\$1,020,000.00
2253026	500335	S&S	RTC INTERCITY	\$26,320.54	\$23,344.50	\$30,000.00	\$30,927.12	\$62,000.00
2253026	500349	S&S	CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2253026	500432	S&S	MAINTENANCE SVC CONTRACTS	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00
2253026	500433	S&S	SOFTWARE MAINTENANCE COST	\$0.00	\$176.00	\$176.00	\$0.00	\$0.00
2253026	500435	S&S	VEHICLE REPAIR & MAINT	\$108,442.29	\$118,268.54	\$244,043.00	\$39,375.59	\$110,000.00
2253026	500580	S&S	TRAVEL	\$1,962.49	\$0.00	\$2,500.00	\$0.00	\$0.00
2253026	500601	S&S	OFFICE SUPPLIES	\$1,084.61	\$0.00	\$2,000.00	\$71.69	\$0.00
2253026	500625	S&S	OPERATING SUPPLIES	\$18,750.43	\$174,902.99	\$19,824.00	\$139,799.61	\$130,000.00
2253026	500660	S&S	VEHICLE FUEL/OIL	\$126,881.92	\$89,304.25	\$130,000.00	\$48,797.14	\$130,000.00
2253026	500675	S&S	SMALL FURNISHINGS	\$2,968.08	\$1,392.48	\$10,000.00	\$381.19	\$0.00
2253026	500676	S&S	TECHNICAL EQUIPMENT	\$20,085.43	\$9,709.56	\$18,000.00	\$7,231.09	\$0.00
2253026	500710	S&S	TELEPHONE	\$3,737.33	\$1,687.14	\$6,500.00	(\$53.26)	\$4,000.00
2253026	500712	S&S	POWER	\$2,706.07	\$2,028.77	\$3,000.00	\$1,311.76	\$2,500.00
2253026	500713	S&S	HEATING	\$1,320.58	\$1,402.72	\$1,500.00	\$642.30	\$1,500.00
2253026	500901	S&S	ISC: GENERAL FUND	\$44,744.00	\$120,802.00	\$64,247.00	\$37,478.00	\$56,515.00
2253026	500950	S&S	ISC: FLEET MANAGEMENT	\$129,885.00	\$125,685.00	\$139,520.00	\$69,760.00	\$119,274.00
2253026	501299	S&S	GRANT ALLOCATION/DIRECT BILL	\$27,771.50	\$33,855.81	\$0.00	\$0.00	\$0.00
2253026	502450	S&S	CASH SHORT/OVER	(\$75.43)	(\$204.31)	\$0.00	\$0.00	\$0.00
				\$1,254,197.34	\$1,376,748.62	\$1,873,046.00	\$718,419.79	\$1,660,789.00
2253026	507199	CAP	UNDESIGNATED PROJECTS	\$0.00	\$0.00	\$2,432,927.00	\$0.00	\$1,259,237.00
2253026	507705	CAP	VEHICLE REPLACEMENT PROGRAM	\$639,256.00	\$23,332.57	\$1,012,499.00	\$256,580.85	\$360,000.00
2253026	507710	CAP	PARK EQUIPMENT REPLACE PROG	\$19,194.61	\$0.00	\$0.00	\$0.00	\$0.00
2253026	507712	CAP	FACILITY UPGRADE	\$0.00	\$30,519.09	\$405,000.00	\$37,066.75	\$15,000.00
2253026	507743	CAP	FURNITURE & FIXTURES	\$34,800.00	\$16,902.00	\$40,500.00	\$0.00	\$0.00
2253026	507775	CAP	EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00
				\$693,250.61	\$70,753.66	\$3,890,926.00	\$293,647.60	\$1,834,237.00
			Total Expenses	\$2,009,108.19	\$1,529,099.00	\$5,823,645.00	\$1,058,628.96	\$3,547,541.00
			Total Transit Fund	\$2,009,108.19	\$1,529,099.00	\$5,828,645.00	\$1,058,628.96	\$3,552,541.00
				(\$4,673.13)	(\$346,386.42)	\$0.00	\$649,184.90	\$0.00

FISCAL SUMMARY FOR SPECIAL REVENUE FUND

Department Name: Carson City Transit					
Department Number: 2253026					
	2019-20	2020-21	2021-22	% Change	\$ Change
	Actual	Estimated	Proposed	Budget	Budget
REVENUE					
Intergovernmental	\$1,342,457	\$2,848,250	\$ 2,050,395	-28.01%	\$ (797,855)
Charges for Services	64,071	329	60,000	18137.08%	59,671
Miscellaneous	2,657	29,064	7,000	-75.92%	(22,064)
Operating Transfers In	466,300	466,300	466,300	0.00%	-
Beginning Balance	93,068	439,450	968,846	120.47%	529,396
TOTAL	\$1,968,553	\$ 3,783,393	\$ 3,552,541	-6.10%	\$ (230,852)
EXPENDITURE					
Salary	\$59,021	\$22,905	\$25,006	9.17%	\$ 2,101
Benefits	22,576	27,288	27,509	0.81%	221
Service & Supplies	1,376,752	1,818,854	1,660,789	-8.69%	(158,065)
Capital Outlay	70,754	945,500	1,834,237	94.00%	888,737
Ending Fund Balance	439,450	968,846	5,000	-99.48%	(963,846)
TOTAL	\$ 1,968,553	\$ 3,783,393	\$ 3,552,541	-6.10%	\$ (230,852)
FTE	1.00	1.00	1.00		

Organization	Object	Project	Account Description	2019 Actuals	2020 Actuals	2021 Revised Budget	FY 2021 Y-T-D Actuals	2022 DEPARTMENT Budget
2453081	431010		FEDERAL GRANTS	(\$358,173.73)	(\$289,961.21)	(\$1,139,725.00)	(\$50,170.82)	(\$625,717.00)
2453081	437560		DOUGLAS COUNTY	(\$2,942.00)	(\$3,749.00)	(\$3,390.00)	\$0.00	(\$3,799.00)
2453081	437561		LYON COUNTY	(\$3,496.00)	(\$4,455.00)	(\$4,029.00)	(\$4,029.00)	(\$4,514.00)
2450091	481150		REG. TRANSPORTATION FUND	(\$12,665.00)	(\$16,139.00)	(\$14,596.00)	\$0.00	(\$16,355.00)
2450099	495000		BEGINNING FUND BALANCE	\$0.00	\$0.00	(\$40,809.00)	\$0.00	(\$30,012.00)
				(\$377,276.73)	(\$314,304.21)	(\$1,202,549.00)	(\$54,199.82)	(\$680,397.00)
2453028	500225		MEDICARE	\$0.00	\$0.00	\$0.00	\$967.29	\$0.00
2453028	500230		RETIREMENT	\$0.00	\$0.00	\$0.00	\$18,971.53	\$0.00
2453028	500240		GROUP INSURANCE	\$0.00	\$0.00	\$0.00	\$8,685.43	\$0.00
2453028	500241		CITY HSA CONTRIBUTION	\$0.00	\$0.00	\$0.00	\$2,043.81	\$0.00
2453028	500250		WORKERS' COMPENSATION	\$0.00	\$0.00	\$0.00	\$345.95	\$0.00
2453028	501203		FTA 5307	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2453028	501210		CAMPO GRANTS	\$375,706.56	\$305,077.28	\$1,172,537.00	\$104,563.78	\$650,385.00
2453028	501225		GRANT - OPERATING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2453028	502450		CASH SHORT/OVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2453028	593000		UNRESERVED FUND BALANCE	\$0.00	\$0.00	\$30,012.00	\$0.00	\$30,012.00
				\$375,706.56	\$305,077.28	\$1,202,549.00	\$135,577.79	\$680,397.00

FISCAL SUMMARY FOR SPECIAL REVENUE FUND

Department Name: CAMPO					
Department Number: 2453028					
	2019-20	2020-21	2021-22	% Change	\$ Change
	Actual	Estimated	Proposed	Budget	Budget
REVENUE					
Intergovernmental	\$298,165	\$1,147,144	\$634,030	-44.73%	\$ (513,114)
Operating Transfers In	16,139	14,596	16,355	12.05%	1,759
Beginning Balance	31,582	40,809	30,012	-26.46%	(10,797)
TOTAL	\$ 345,886	\$ 1,202,549	\$ 680,397	-43.42%	\$ (522,152)
EXPENDITURE					
Service & Supplies	\$305,077	\$1,172,537	\$650,385	-44.53%	\$ (522,152)
Ending Fund Balance	40,809	30,012	30,012	0.00%	-
TOTAL	\$ 345,886	\$ 1,202,549	\$ 680,397	-43.42%	\$ (522,152)
FTE	0	0	0		

Organization	Object	Project	Account Description	2019 Actuals	2020 Actuals	2021 Revised Budget	FY 2021 Y-T-D Actuals	2022 Tentative Budget
2560087	414100		COUNTY OPTION FUEL TAX	(\$685,338.09)	(\$404,402.11)	(\$410,581.00)	(\$173,678.11)	(367,602.00)
2560084	414250		COUNTY OPTION BCCRT	(\$2,976,910.96)	(\$3,220,088.54)	(\$2,884,692.00)	(\$1,517,687.18)	(\$3,371,323.00)
2563081	431010		FEDERAL GRANTS	(\$4,037.39)	(\$3,902.76)	\$0.00	\$0.00	\$0.00
2563082	434010		STATE GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2560087	435020		MTR VEH FUEL TAX: 3 CENTS	(\$907,334.92)	(\$924,035.21)	(\$923,442.00)	(\$393,418.24)	(\$839,948.00)
2560087	435040		MRT VEH FUEL TAX: 2.35 CENTS	(\$528,976.36)	(\$420,461.89)	(\$426,368.00)	(\$173,954.67)	(\$382,200.00)
2563081	437100		OTHER LOCAL GRANTS	(\$68,199.06)	(\$61,899.40)	(\$65,000.00)	(\$4,572.03)	(\$5,000.00)
2563081	437560		DOUGLAS COUNTY	\$0.00	(\$299.04)	\$0.00	(\$26,771.77)	(\$50,000.00)
2563081	437561		LYON COUNTY	(\$3,911.20)	\$58.82	\$0.00	(\$4,639.09)	(\$8,000.00)
2563081	437562		STOREY COUNTY	(\$377.56)	(\$1,977.86)	\$0.00	\$0.00	(\$2,000.00)
2563080	443060		DEPARTMENT CHARGES	(\$45,052.10)	(\$16,764.76)	(\$50,000.00)	\$0.00	(\$50,000.00)
2560088	461010		INTEREST INCOME	(\$7,794.78)	(\$20,184.25)	(\$5,000.00)	(\$5,557.14)	(\$5,000.00)
2560088	462020		NET INC IN FAIR VALUE INV	(\$5,653.90)	(\$11,447.52)	\$0.00	\$0.00	\$0.00
2563080	466050		REFUNDS/REIMBURSEMENTS	\$0.00	(\$7,605.09)	\$0.00	(\$636.10)	\$0.00
2563080	466110		MISC. OTHER INCOME	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
2560091	481010		GENERAL FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2560091	481150		REG. TRANSPORTATION FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2560090	482080		SURPLUS SALES	(\$5,130.00)	\$0.00	\$0.00	(\$35,810.00)	\$0.00
2560099	495000		BEGINNING FUND BALANCE	\$0.00	\$0.00	(\$1,524,098.00)	\$0.00	(\$100,000.00)
				(\$5,243,716.32)	(\$5,093,009.61)	(\$6,289,181.00)	(\$2,336,724.33)	(\$5,181,073.00)
2563038	500101	S	SALARIES	\$1,227,998.30	\$1,313,089.29	\$1,352,894.00	\$861,833.43	\$1,405,834.00
2563038	500102	S	HOURLY/SEASONAL	\$0.00	\$0.00	\$0.00	\$8,520.00	\$0.00
2563038	500103	S	ADMINISTRATIVE PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2563038	500106	S	MANAGEMENT LEAVE PAY	\$5,464.40	\$128.02	\$0.00	\$310.52	\$0.00
2563038	500107	S	ANNUAL LEAVE PAYOFF	\$20,615.53	\$374.80	\$0.00	\$157.21	\$0.00
2563038	500108	S	SICK LEAVE PAY	\$3,626.37	\$0.00	\$0.00	\$8,363.69	\$0.00
2563038	500109	S	WORKERS' COMPENSATORY LEAVE	\$1,298.67	\$18.53	\$0.00	\$0.00	\$0.00
2563038	500111	S	OVERTIME	\$94,580.56	\$68,032.26	\$100,000.00	\$35,716.49	\$100,000.00
2563038	500112	S	CALL BACK PAY	\$19,260.07	\$21,640.81	\$15,000.00	\$8,833.40	\$15,000.00
2563038	500113	S	STAND-BY PAY	\$40,919.39	\$26,813.84	\$40,077.00	\$7,789.97	\$40,077.00
2563038	500114	S	F L S A	\$980.83	\$1,036.94	\$0.00	\$506.66	\$0.00
2563038	500116	S	HOLIDAY PAY	\$7,945.64	\$2,877.99	\$1,020.00	\$4,382.48	\$1,020.00
2563038	500125	S	TEMPORARY STAFFING	\$119,902.80	\$100,674.45	\$120,000.00	\$74,775.16	\$120,000.00
2563038	500198	S	DIRECT PROJECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2563038	500199	S	GRANT FUNDED ALLOCATION	\$0.00	(\$12,608.00)	\$0.00	\$0.00	\$0.00
				\$1,542,592.56	\$1,522,078.93	\$1,628,991.00	\$1,011,189.01	\$1,681,931.00
2563038	500225	B	MEDICARE	\$20,190.55	\$20,090.71	\$20,539.00	\$13,090.59	\$21,892.00
2563038	500230	B	RETIREMENT	\$322,931.60	\$344,845.80	\$352,111.00	\$221,924.32	\$387,575.00
2563038	500240	B	GROUP INSURANCE	\$322,639.23	\$309,451.54	\$311,342.00	\$196,112.84	\$313,522.00
2563038	500241	B	CITY HSA CONTRIBUTION	\$0.00	\$14,912.43	\$15,549.00	\$9,921.37	\$13,473.00
2563038	500250	B	WORKERS' COMPENSATION	\$0.00	\$14,892.69	\$16,995.00	\$7,040.39	\$16,994.00

2563038	500257	B	DOMESTIC PARTNER INS BENEFIT	(\$484.08)	\$242.04	\$0.00	\$0.00	\$0.00
2563038	500260	B	EDUCATION INCENTIVE	\$250.00	\$100.00	\$250.00	\$0.00	\$250.00
2563038	500265	B	UNIFORM ALLOWANCE	\$10,916.26	\$7,569.68	\$8,000.00	\$4,266.21	\$8,000.00
2563038	500266	B	FOUL WEATHER ALLOWANCE	\$3,037.50	\$3,037.50	\$3,037.00	\$337.50	\$3,037.00
2563038	500268	B	TOOL ALLOWANCE	\$1,200.00	\$540.00	\$1,200.00	\$0.00	\$1,200.00
2563038	500270	B	CAR ALLOWANCE	\$0.00	\$126.00	\$0.00	\$729.00	\$1,170.00
2563038	500271	B	PHONE ALLOWANCE	\$3,029.80	\$2,710.00	\$2,972.00	\$1,436.00	\$3,000.00
2563038	500272	B	MOBILE DEVICE ALLOWANCE	\$436.50	\$453.25	\$441.00	\$268.75	\$450.00
				\$684,147.36	\$718,971.64	\$732,436.00	\$455,126.97	\$770,563.00
2563038	500309	S&S	PROFESSIONAL SERVICES	\$2,048.75	\$28,175.00	\$10,000.00	\$0.00	\$5,500.00
2563038	500330	S&S	TRAINING	\$12,103.03	\$17,262.92	\$12,000.00	\$4,134.11	\$14,000.00
2563038	500362	S&S	UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
2563038	500428	S&S	FREEWAY LANDSCAPING MAINT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2563038	500430	S&S	EQUIPMENT REPAIR & MAINT	\$17,836.72	\$12,233.70	\$50,000.00	\$7,245.85	\$18,000.00
2563038	500433	S&S	SOFTWARE MAINTENANCE COST	\$8,096.41	\$8,201.50	\$8,200.00	\$4,541.00	\$8,200.00
2563038	500434	S&S	BUILDING REPAIR & MAINT	\$6,344.03	\$76,251.96	\$20,000.00	\$17,576.65	\$20,000.00
2563038	500435	S&S	VEHICLE REPAIR & MAINT	\$222,203.93	\$239,744.43	\$200,000.00	\$127,570.98	\$180,000.00
2563038	500437	S&S	RADIO MAINTENANCE	\$208,040.78	\$179,208.75	\$100,000.00	\$38,189.51	\$100,000.00
2563038	500444	S&S	OFFICE EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2563038	500445	S&S	EQUIPMENT RENTAL	\$1,644.43	\$2,028.32	\$5,000.00	\$420.08	\$5,000.00
2563038	500459	S&S	TREE CARE & LOT CLEANING	\$18,746.68	\$33,299.53	\$50,000.00	\$9,096.22	\$15,000.00
2563038	500470	S&S	INFRASTRUCTURE REPAIR & MAINT	\$97,629.33	\$136,903.55	\$245,000.00	\$107,865.43	\$100,000.00
2563038	500479	S&S	CTX STREET REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2563038	500480	S&S	STREET REPAIRS	\$206,358.57	\$232,802.60	\$610,164.00	\$364,141.48	\$8,924.00
2563038	500481	S&S	SALT & SAND	\$25,301.46	\$25,358.73	\$29,000.00	\$10,597.48	\$25,000.00
2563038	500487	S&S	STREET SEALING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2563038	500488	S&S	LONG LINE STRIPING	\$852.00	\$215,342.86	\$101,068.00	\$98,223.45	\$210,000.00
2563038	500542	S&S	PRINTING/ADVERTISING	\$4,975.04	\$5,305.68	\$1,500.00	\$3,711.61	\$4,500.00
2563038	500545	S&S	MEMBERSHIP / PUBLICATIONS	\$2,129.00	\$2,102.19	\$1,000.00	\$1,467.00	\$1,500.00
2563038	500580	S&S	TRAVEL	\$0.00	\$347.94	\$0.00	\$0.00	\$0.00
2563038	500601	S&S	OFFICE SUPPLIES	\$1,003.97	\$1,003.51	\$1,000.00	\$505.66	\$1,000.00
2563038	500602	S&S	POSTAGE/SHIPPING	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
2563038	500624	S&S	STREET SIGNS & PAINT	\$0.00	\$38,494.66	\$35,000.00	\$18,386.17	\$33,000.00
2563038	500625	S&S	OPERATING SUPPLIES	\$43,412.64	\$74,151.17	\$35,000.00	\$16,730.01	\$33,000.00
2563038	500630	S&S	CUSTODIAL SUPPLIES	\$49,017.20	\$17,416.89	\$0.00	\$0.00	\$0.00
2563038	500645	S&S	BOOKS/ PERIODICALS/ PUBLICATIO	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
2563038	500660	S&S	VEHICLE FUEL/OIL	\$138,257.14	\$103,065.15	\$140,000.00	\$59,969.60	\$110,000.00
2563038	500675	S&S	SMALL FURNISHINGS	\$2,706.98	\$0.00	\$2,000.00	\$0.00	\$2,000.00
2563038	500710	S&S	TELEPHONE	\$6,527.41	\$7,139.54	\$5,000.00	\$3,899.31	\$5,000.00
2563038	500712	S&S	POWER	\$17,074.04	\$14,847.74	\$20,000.00	\$8,359.11	\$17,000.00
2563038	500713	S&S	HEATING	\$6,135.41	\$8,216.01	\$8,000.00	\$2,532.47	\$8,000.00
2563038	500716	S&S	STREET LIGHTS	\$36,818.59	\$36,903.12	\$40,000.00	\$20,052.79	\$40,000.00
2563038	500717	S&S	STREET SIGNALS	\$301,990.53	\$303,572.67	\$195,000.00	\$167,303.28	\$195,000.00

2563038	500901	S&S	ISC: GENERAL FUND	\$249,051.00	\$227,473.00	\$293,100.00	\$170,975.00	\$364,750.00
2563038	500915	S&S	ISC: INSURANCE FUND	\$52,500.00	\$55,500.00	\$55,500.00	\$27,750.00	\$61,500.00
2563038	500920	S&S	ISC: SEWER FUND	\$1,633.00	\$1,642.00	\$1,600.00	\$0.00	\$1,600.00
2563038	500924	S&S	ISC: WATER FUND	\$2,449.00	\$2,464.00	\$2,300.00	\$0.00	\$2,300.00
2563038	500950	S&S	ISC: FLEET MANAGEMENT	\$325,949.50	\$317,803.50	\$346,240.00	\$173,120.00	\$332,346.00
2563038	500955	S&S	ISC: RADIOS	\$65,011.00	\$44,218.00	\$66,741.00	\$33,370.50	\$72,559.00
2563038	501299	S&S	GRANT ALLOCATION/DIRECT BILL	(\$11,501.71)	(\$372.23)	\$0.00	\$0.00	\$0.00
2563038	502450	S&S	CASH SHORT/OVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$2,122,345.86	\$2,468,108.39	\$2,693,313.00	\$1,497,734.75	\$1,998,579.00
2563038	507010	CAP	CAPITAL IMPROVEMENTS	\$0.00	\$503.16	\$123,299.00	\$104,487.32	\$0.00
2563038	507199	CAP	UNDESIGNATED PROEJCTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2563038	507705	CAP	VEHICLE REPLACEMENT PROGRAM	\$0.00	\$243,858.26	\$711,142.00	\$286,511.67	\$555,000.00
2563038	507774	CAP	TRAFFIC SIGNAL/ST LIGHT	\$60,546.40	\$0.00	\$200,000.00	\$23,188.66	\$0.00
2563038	507775	CAP	EQUIPMENT	\$236,109.26	\$141,564.86	\$100,000.00	\$5,016.00	\$75,000.00
				\$296,655.66	\$385,926.28	\$1,134,441.00	\$419,203.65	\$630,000.00
2560200	593000		UNRESERVED FUND BALANCE	\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00
				\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00
			Grand Total	\$4,645,741.44	\$5,095,085.24	\$6,289,181.00	\$3,383,254.38	\$5,181,073.00
				(\$597,974.88)	\$2,075.63	\$0.00	\$1,046,530.05	\$0.00

FISCAL SUMMARY FOR SPECIAL REVENUE FUND

Department Name: Street Maintenance					
Department Number: 256					
	2019-20 Actual	2020-21 Estimated	2021-22 Proposed	% Change Budget	\$ Change Budget
REVENUE					
Sales / Fuel Tax	\$ 3,624,491	\$ 3,701,906	\$ 3,738,925	1.00%	\$ 37,019
Federal Grants	3,903	-	-	0.00%	-
State Shared Revenues	1,344,497	1,210,048	1,222,148	1.00%	12,100
Other Local Governments	64,117	65,000	65,000	0.00%	-
Charges for Services	16,765	50,000	50,000	0.00%	-
Miscellaneous Revenue	39,237	42,446	5,000	-88.22%	(37,446)
Beginning Balance	1,526,171	1,524,098	100,000	-93.44%	(1,424,098)
TOTAL	\$ 6,619,181	\$ 6,593,498	\$ 5,181,073	-21.42%	\$ (1,412,425)
EXPENDITURE					
Salary	\$ 1,522,079	\$ 1,685,410	\$ 1,681,931	-0.21%	\$ (3,479)
Benefits	718,972	755,476	770,563	2.00%	15,087
Service & Supplies	2,468,106	2,918,171	1,998,579	-31.51%	(919,592)
Capital Outlay	385,926	1,134,441	630,000	-44.47%	(504,441)
Ending Fund Balance	1,524,098	100,000	100,000	0.00%	-
TOTAL	\$ 6,619,181	\$ 6,593,498	\$ 5,181,073	-21.42%	\$ (1,412,425)
FTE	21.70	21.70	21.70		

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STAFF REPORT

Report To: The Carson City Regional Transportation Commission (RTC)

Meeting Date: April 14, 2021

Staff Contact: Alex Cruz, Transit Coordinator

Agenda Title: For Possible Action – Discussion and possible action regarding proposed revisions to the JAC fixed-route ADA Policies and Procedures and JAC Assist ADA Complementary Policies and Procedures.

Staff Summary: Staff is seeking approval of proposed revisions to the JAC fixed-route ADA Policies and Procedures and JAC Assist ADA Complementary Policies and Procedures. In general, these changes are intended to improve the clarity and readability of the existing policies; however, some minor substantive changes are included.

Agenda Action: Formal Action/Motion

Time Requested: 15 minutes

Proposed Motion

I move to approve the proposed administrative revisions as presented.

Background/Issues & Analysis

The Federal Transit Administration (FTA) is tasked with verifying that public transportation agencies meet the requirements put forth in the Americans with Disabilities ACT of 1990 (ADA) and provide equal opportunity and access for persons with disabilities on public transportation. Jump Around Carson has established policies and procedures for both the fixed-route and complementary paratransit service that meet all the regulations and requirements included in the ADA (49 CFR Part 37 & 49 CFR Part 38). Staff occasionally review the JAC ADA Policies and Procedures to ensure JAC continues to comply with the federal ADA regulations while continuing to provide excellent customer service for riders.

During the latest review, staff has identified language within the existing JAC fixed-route and JAC Assist policies that should be modified for readability and clarity. Staff has proposed revisions to improve readability and clarity. These proposed revisions are not intended to substantively change these policies. The only changes that staff believes to be substantive are:

1. The JAC Assist ADA Complementary Paratransit Policy was modified to clarify that JAC Assist has 21 days to determine the eligibility of a new applicant for service, but if JAC Assist has not made an eligibility determination within those 21 days, the applicant is deemed eligible for service unless or until JAC Assist determines otherwise.

- 2. The JAC Assist ADA Complementary Paratransit Policy was modified to limit subscription services rides to 20% of JAC Assist’s daily rides.
- 3. The JAC Assist ADA Complementary Paratransit Policy was modified to clarify JAC Assist’s ‘Extended Service Area’ with a clearer textual description and a map at Appendix C.

The approved JAC fixed-route ADA Policies and Procedures were last revised in May of 2012. A redline of JAC ADA Fixed-Route Policy is attached as Exhibit 1, and a clean copy incorporating the proposed changes is attached as Exhibit 2.

The JAC Assist ADA Complementary Paratransit Policies and Procedures document has been revised in 2015, 2017, and 2018. A redline of JAC Assist ADA Complementary Paratransit Policy is attached as Exhibit 3, and a clean copy incorporating the proposed changes is attached as Exhibit 4.

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: N/A

Alternatives

Decline to approve the proposed administrative revisions and provide alternative direction to staff.

Supporting Material

- Exhibit-1: JAC ADA Fixed-Route Policy, marked-up revisions to approved policy
- Exhibit-2: JAC ADA Fixed-Route Policy, administratively revised for approval
- Exhibit-3: JAC Assist ADA Complementary Paratransit Policy, marked-up revisions to approved policy
- Exhibit-4: JAC Assist ADA Complementary Paratransit Policy, administratively revised for approval

Board Action Taken:

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

(Vote Recorded By)



**Jump Around Carson
ADA Fixed-Route
Policies & Procedures**

**EFFECTIVE: March 1, 2012
ADMINISTRATIVELY REVISED: TBD**

ADA POLICIES & PROCEDURES FOR FIXED-ROUTE SERVICE

JAC is committed to providing a reliable, safe, convenient transit experience to all riders, including seniors and people with disabilities. All buses are fully accessible and comply with the principles and standards set forth in the Americans with Disabilities Act of 1990 (ADA). JAC bus operators shall make use of all accessibility equipment and features. In addition, JAC shall make public information and communications available in accessible formats. The following are the policies and procedures JAC is committed to following in order to ensure an accessible experience for all.

Accessibility

JAC welcomes all wheelchairs and mobility devices onboard so long as the lift/ramp can accommodate the device and user, and there is space on the bus. If there is not space, bus operators shall notify the user to catch the next bus. JAC shall deploy lifts or ramps for anyone who would like it, including standees, upon request. During the trip, all wheelchairs/mobility devices must be secured using onboard securement systems. Upon request, JAC bus operators shall assist riders with the use of these securement systems and shall leave his/her seat if necessary to provide assistance. For the passenger's own safety, JAC bus operators may recommend, but not require, passengers using a mobility device to transfer to a seat. JAC shall ~~not refuse to~~ permit a passenger who requests to use a lift or ramp to board or disembark from a vehicle at any designated stop, unless the lift or ramp cannot be deployed, the lift or ramp will be damaged if it is deployed, or temporary conditions preclude the safe use of the stop by all passengers (i.e., the stop is "closed" for the duration of the condition). JAC shall not deny service to individuals using respirators or portable oxygen. Passengers may bring a reasonable supply of portable oxygen with them on the vehicle, but oxygen tanks must be secured while the vehicle is in motion. JAC shall ensure adequate time for individuals with disabilities to board or disembark a vehicle.

Wayfinding/Orientation

JAC shall make stop announcements using the PA system or a loud, clear voice at transfer points, major intersections, destination points, intervals along the route to orient passengers, and any stop upon request. When more than one route serves a stop, the external speaker shall be used to provide a means by which an individual with a visual or other disability can identify the route on which he or she wishes to travel.

Service Animals

Service animals shall be allowed to accompany individuals with disabilities in vehicles and facilities. The ~~United States Department of Transportation (DOT)~~ ~~of~~ ADA regulations define a service animal as any animal individually trained to work or perform tasks for an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders and sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. JAC shall not require a person with a disability to certify or register a service animal, nor require passengers to make prior arrangements when boarding a fixed route vehicle with a service animal.

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Priority Seating Areas

JAC vehicles used in fixed route service shall have signs designating priority seating for elderly persons and persons with disabilities. When an individual with a disability needs to sit in a seat or occupies a wheelchair securement location, JAC bus operators shall ask the following persons to move in order to allow the individual with a disability to occupy the seat or securement location: ~~(1a) individuals, except other individuals with a disability or elderly persons,~~ sitting in a location designated as priority seating ~~for who would not be considered~~ elderly persons ~~and or~~ persons with disabilities (or other seat as necessary); and ~~(2b) individuals sitting in a fold-down or other movable seat in a wheelchair securement location.~~ JAC bus operators may make, but are not required to enforce, the request.

Reasonable Accommodation

Individuals with disabilities may request that JAC make a reasonable accommodation in order for that individual to fully use transit services. All requests should be made in advance by calling 775-841-RIDE (775-841-7433) ~~283-7583~~ or sending an email to JAC@carson.org. JAC will accommodate requests that:

- Do not alter the fundamental nature of the service, program, or activity
- Do not cause a direct threat to the health or safety of others
- Do not result in an undue financial and/or administrative burden
- Would result in the requestor being unable to fully use the service provided by JAC without the ~~modification~~ requested accommodation

Maintenance/Guarantee of Service

JAC bus operators shall immediately report ~~immediately~~ any in-service lift or ramp failures. If a lift or ramp failure occurs on a route where the headway is greater than 30 minutes and the passenger cannot be served, JAC shall provide alternative service promptly. In the event that there is no spare vehicle available and JAC would be required to reduce service to repair the lift or ramp, JAC may keep the vehicle with the inoperable lift or ramp in service no more than three days. A vehicle with a lift or ramp failure shall be removed from service ~~before the beginning of the next service day if the lift or ramp is not repaired~~ as soon as practicable; and the lift or ramp shall be repaired before the vehicle is returned to service.

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Jump Around Carson
ADA Fixed-Route
Policies & Procedures

EFFECTIVE: March 1, 2012
ADMINISTRATIVELY REVISED: TBD

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JAC Assist
ADA Complementary Paratransit
Policies & Procedures

Approved by
Carson City Regional Transportation Commission
August 11, 2010

EFFECTIVE: October 1, 2010
ADMINISTRATIVELY REVISED: May 26, 2015
ADMINISTRATIVELY REVISED: August 22, 2017
ADMINISTRATIVELY REVISED: July 17, 2018
ADMINISTRATIVELY REVISED: TBD

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OVERVIEW

JAC Assist ADA Complementary Paratransit Service serves the needs of passengers who, because of a disability, are unable to use the JAC fixed-route system, and who meet the definition of “ADA paratransit eligible,” as established by the U.S. Department of Transportation (DOT) Americans with Disabilities Act (ADA) of 1990 (see Appendix A).

Disability alone does not establish ADA paratransit service eligibility; the decision is based solely on the applicant’s functional ability to use the JAC fixed-route transit service. JAC Assist is for those who do not have the functional abilities to access and ride the regular fixed-route transit service.

JAC Assist is an “origin to destination” and shared ride service. JAC Assist primarily provides curb-to-curb transportation service, but door-to-door service is provided upon request.

If you need additional information, alternative formats, or have any questions please feel free to contact JAC Assist at (775) 841-7433.

CERTIFICATION / ELIGIBILITY

In order to ride JAC Assist, you must first be certified as “ADA paratransit eligible.” To be considered, you must complete a *JAC Assist Paratransit Eligibility Application*. Applications are available online at www.rideJAC.com or by calling (775) 841-7433. All applicants must complete PART A of the application.

NOTE: It is JAC Assist policy that applicants 80 years of age or older be granted automatic eligibility, even if there is no qualifying disability. However, PART A of the application must still be completed, since it contains necessary information that will assist in scheduling trips for the elderly passenger.

PART B of the application must be completed by a qualified medical professional who is familiar with your particular disability and current functional abilities to use regular fixed-route service.

Qualified medical professionals include:

- Physician (M.D. or D.O.) or registered nurse
- Physical or occupational therapist
- Psychiatrist, psychologist, or mental health counselor
- Vocational counselor, rehabilitation specialist or independent living skills trainer
- Licensed social worker or case manager

- Orientation and mobility instructor or travel trainer
- Optometrist

Applications that are completed will be reviewed within 21 calendar days of submission and the applicant will be notified of their eligibility. If the applicant is not notified within 21 calendar days, applicant will be treated as eligible until and unless JAC Assist determines the applicant is ineligible. **Once you are eligible, you must notify JAC Assist of any changes in your address, phone number or disability.**

TYPES OF ELIGIBILITY

Applicants who are determined eligible for JAC Assist are assigned an eligibility category. The eligibility category is consistent with the applicant's ability to use the regular fixed-route service. These categories are Unconditional, Conditional, Trip-by-Trip and Temporary.

UNCONDITIONAL – Applicant is not able to use accessible JAC fixed-route transit service under any circumstances and is eligible for all trips on JAC Assist.

CONDITIONAL – Applicant is not able to use accessible JAC fixed-route transit service in specific circumstances and is eligible to use JAC Assist under limited circumstances.

TRIP by TRIP – Applicant is not able to use accessible JAC fixed-route transit service for certain trips due to architectural and/or environmental barriers. The applicant is eligible to use JAC Assist for those specific trips.

TEMPORARY – Applicant is not able to use accessible JAC fixed-route transit service at this time, however the condition or circumstances leading to eligibility is reasonably expected to change in the future. For a limited period of time, the applicant is typically eligible to use JAC Assist for all trips.

Distance to a bus stop or illiteracy, by themselves, are not considered disabilities and therefore do not qualify the applicant for JAC Assist paratransit service. Applicants who are blind or visually impaired may be eligible if they cannot use the JAC fixed-route system. Applicants with medical conditions, such as epilepsy, kidney disorders and diabetes, may be eligible depending upon their ability to use the JAC fixed-route system.

JAC ASSIST PHOTO IDENTIFICATION CARDS

Once you are certified, JAC Assist will issue a photo identification card. The identification card may be used on JAC fixed-route service to receive the reduced fare, or for ADA paratransit service in other U.S. cities.

To obtain a valid JAC Assist identification card, you must call (775) 841-7433 to schedule an appointment to have your picture taken and a free photo identification card issued. Individuals must bring with them proof of JAC Assist certification and personal identity (e.g., driver's license or State-issued ID card) to have an identification card issued.

Photo identification cards are issued at the JAC Administrative Offices at 3770 Butti Way, Carson City, NV 89701. Office hours are 8:00 A.M. to 5:00 P.M. Monday – Friday, and 8:00 A.M. to 4:00 P.M. Saturday. There is a \$5.00 replacement charge for lost, stolen or damaged cards.

RECERTIFICATION

In order to keep the database of certified passengers current, passengers will need to complete a new application and be recertified as eligible every three (3) years. JAC Assist will attempt to contact all certified passengers 90 days in advance of the expiration of the certification of eligibility.

Conditional use passengers that are certified for service on a “temporary” basis will be required to recertify at the end of their temporary period of eligibility if they desire to maintain eligibility of service. Passengers must complete a new application and participate in another evaluation by a qualified medical professional.

Persons with permanent disabilities are required to obtain professional verification of their disability to become initially certified. Thereafter, recertification will only require that PART A be completed indicating they still desire to utilize ~~the paratransit service~~ JAC Assist. Professional verification will not be required for recertification.

CERTIFICATION APPEALS PROCESS

Applicants whose requests for certification are denied have the right to appeal. (See Appendix B) Such appeals must be submitted within sixty (60) days from the date of certification denial. The appeal will be considered by the ADA Appeals Committee made up of three (3) persons, one of whom will be a member of the disabled community with familiarity of the disability in question. For more information, contact JAC Assist at (775) 841-7433.

VISITORS WITH DISABILITIES

Visitors with disabilities who cannot use the JAC fixed-route system are eligible to utilize the JAC Assist paratransit service. If the visitor has been certified as “ADA paratransit eligible” by another public entity, JAC Assist will honor the certification and provide up to 21 days of JAC Assist paratransit service. If visitors have not been certified as eligible by another public entity but claim they are ADA paratransit eligible, they are entitled to “presumptive eligibility” and shall be provided with 21 days of JAC Assist paratransit service. Visitors ~~who are not certified by another transit provider and~~ who claim presumptive eligibility may be requested to provide certain documentation such as their place of residence and the nature of their disability to JAC Assist.

The “21 days” of service that shall be provided to visitors with disabilities are to be calculated as any combination of 21 days during any 365 day period beginning with the visitor’s first use of service. For example, a person may visit two days a week. Eligibility would be extended in this case over an eleven week period of time, within which 21 days of JAC Assist paratransit service would be provided.

Visitors who require more than 21 days of service within a 365 day period shall be required to apply for local eligibility through the JAC Assist certification process.

Visitors with disabilities shall be provided the same level of service as certified JAC Assist passengers and are subject to the same service policy requirements.

CONDITIONAL USE AND TRIP BY TRIP ELIGIBLE RIDES

JAC Assist will evaluate the eligibility of trip requests for service by passengers certified as Conditional or Trip by Trip at the time of scheduling according to the conditions listed in their certification. Schedulers will immediately inform the person scheduling the ride if the trip is deemed eligible based on conditions listed in their certification. If the trip is found to not be eligible, schedulers are to inform the passenger about the availability of fixed-route JAC service as a viable option to complete the trip.

SERVICE HOURS AND AREA

JAC Assist service is available during the same days and hours of the JAC fixed-route system, which is Monday through Friday, 6:30 A.M. to ~~6~~7:30 P.M. and Saturday 8:30 A.M. to 4:30 P.M. There is no service on Sunday or designated holidays. Service is available for trips beginning and ending within one (1) mile of any fixed-route in the JAC fixed-route system. (See Appendix C)

FARES

Fares for trips beginning and ending within three-quarters (3/4) of a mile of any JAC fixed-route ADA zone are no more than 200% of the cost of an adult regular fixed-route fare for each one-way trip.

NOTE: It is JAC Assist policy to also provide trips beginning and ending between three-quarters (3/4) of a mile and one (1) mile effrom any JAC fixed-route in Carson City only (extended service area). There shall be a premium fare for service beyond the 3/4 mile ADA zone equivalent to 200% of the cost of an adult regular fixed-route fare plus \$2.00 for each one-way trip.

One Personal Care Attendant (PCA) can travel at no additional cost. The PCA must have the same origin and destination as the paratransit passenger.

Passengers are required to pay exact fare upon boarding a JAC Assist vehicle prior to departure. ~~The fare must be paid in exact cash as the eDrivers does~~ not carry cash and cannot make change. JAC Assist tickets, with a value of \$2.00 each, can also be purchased in advance and used as fare. One (1) ticket shall be used for each one-way trip beginning or ending within the 3/4-mile ADA zone. Two (2) tickets shall be used for each one-way trip beginning or ending outside the 3/4-mile ADA zone within the extended service area. For more information on JAC Assist tickets, call (775) 841-7433.

Checks, ATM or credit cards are not accepted. Non-payment of fares will result in a denial of your trip.

TRIP RESERVATIONS AND CANCELLATIONS

For reservations or cancellations call (775) 841-7433 from ~~8:00:30~~ 8:00:30 A.M. to ~~5:30:00~~ 5:30:00 P.M. Monday through Friday, and ~~8:00-30~~ 8:00-30 A.M. to ~~4:00-30~~ 4:00-30 P.M. Saturday. Calls on Sunday, holidays or after normal business hours will be taken by voicemail.

Reservations can be made up to two (2) weeks to one (1) day in advance. Requests for next-day service received after normal business hours and same-day service will be accommodated as space is available.

HOW TO MAKE A RESERVATION

Plan Ahead:

For important trips, be sure to make your reservation as early as possible, up to two (2) weeks in advance. ~~The earlier you schedule your ride, the better opportunity to get your requested trip without negotiation.~~ If your requested time is not available you may be offered a negotiated time of up to one hour before or

after your request. If an available time within those guidelines is not workable for you, have an alternate plan for other transportation or for rescheduling at another time or day. Refusal of an available ~~negotiated~~ time is not considered a denial of service.

If your pick-up is at an apartment complex, nursing home, or adult program/day care center, it is the responsibility of the passenger to let the scheduler know if there are any special instructions needed, such as security gated entries, apartment building number, or multiple entries to large institutions. Otherwise JAC Assist drivers will pick-up and drop-off at the main entrance or designated/predetermined locations. If the passenger fails to inform the scheduler of special instructions and the trip is missed as a result, it will be recorded as a “no-show”.

Plan Your Trip Carefully:

Remember to allow for time spent picking up and dropping off other passengers before reaching your destination and be prepared for the possibility of delays due to traffic or bad weather. For example, if you must be somewhere at 10:00 A.M., plan your pickup for 9:30 A.M. When scheduling a return trip, please consider any unexpected delays you may encounter. For example, if you expect to be ready at 3:00 P.M., please ask for a 3:15 P.M. return time. It is better to wait a few minutes than miss your scheduled ride. The JAC Assist scheduler can help you determine the most efficient way to schedule your trip.

Allow ample time to finish appointments. This is needed so you will be ready to board the vehicle at your scheduled pick-up time. **Be aware of opening and closing times at your destination to avoid waiting outside the building before or after business hours.**

If you are going to a ~~doctor's office or other~~ medical appointment, let the person who is making your medical appointment know you will be using JAC Assist paratransit service. **Ask the appointment scheduler how much time should be allowed for the appointment;** this will help you to set your return time. Please allow enough time for your appointments. If you miss your ride home because you underestimated how long the appointment will take, the needs of other paratransit passengers may not allow JAC Assist to make a second trip for pick-up. In this case, you will need to find alternative transportation home. If JAC Assist is able to return a second time, the needs of other customers may require that you wait additional time after you have completed your appointment. In this case, please be patient. **It is your responsibility to determine with your Doctor how much time to allow for medical appointments.**

To Schedule a Ride:

To schedule a ride call (775) 841-7433 from 6:30 A.M. to 7:30:00 P.M. Monday through Friday, and 8:30 A.M. to 4:30 P.M. Saturday. Calls on Sunday, holidays or after normal business hours will be taken by voicemail. JAC Assist may be

~~reached at (775) 841-7433 between 8:00 A.M. to 5:00 P.M. Monday through Friday, and 8:00 A.M. to 4:00 P.M. Saturday. Calls on Sunday, holidays or after normal business hours will be taken by voicemail.~~

- 1) Reservations can be made up to two (2) weeks to one (1) day in advance. Requests for next-day service received after normal business hours will be accommodated as space is available.
- 2) Same day reservations may be made if space is available.
- 3) When making a reservation, we urge you to schedule a time for your return trip. Waiting until the last minute to schedule a return trip could result in a long wait or a lack of availability.
- 4) Staff will try to accommodate changes made to a reservation after normal business hours ~~the day before your trip~~, but there is no guarantee.
- 5) When making a reservation, please be ready to provide:
 - Your name;
 - Your pick-up address (exact location of pick-up; for example, apartment building name, which entrance, etc.);
 - Your telephone number;
 - The date on which you wish to ride;
 - The time at which you wish to be picked up at your point of origin, or, if you have an appointment, the time of your appointment.
 - Your drop-off address (exact location of destination, including telephone number if possible.) Certain public locations have specific drop-off and pick-up areas that will have to be observed;
 - The approximate time at which you wish to be picked up for your return trip, if needed;
 - Whether you use a wheelchair or other mobility device;

NOTE: JAC Assist will carry a wheelchair and its user as long as the lift/ramp can accommodate the size and weight of the wheelchair and its user, and there is space for the wheelchair on the vehicle. JAC Assist will NOT carry a wheelchair if, in fact, the lift/ramp or vehicle is unable to accommodate the wheelchair and its user, consistent with legitimate manufacturer safety requirements.

- Whether a personal care attendant (PCA) will be riding with you. If you are registered with JAC Assist as needing a PCA, he or she may accompany you at no additional cost; and
- Whether a companion will be riding with you. Companions are welcome to ride with you for the regular fare per person.

NOTE: Personal care attendants and companions MUST have the same origin and destination as the customer they are accompanying.

JAC Assist requires you to reserve a space for your PCA or companion(s) when scheduling your reservation. If more than one person accompanying you is designated as your PCA, only one will be allowed to ride at no fare. To maximize space available, accommodations for more than one traveling companion are granted on a *space-available* basis. Please remember, the request should be made when scheduling your reservation. To inquire about space availability, call JAC Assist at (775) 841-7433.

Children:

Certified users of all ages must pay the full fare. When an eligible child is traveling with an adult (who is serving as a PCA), a fare must be paid for the child and the adult attendant rides free.

Children accompanying a certified rider are considered traveling companions and a space must be reserved for them when scheduling a trip. Children five (5) years of age and over must pay the full fare; children under the age of 5 ride free.

An adult accompanying a child on JAC Assist is responsible for the child. Drivers are not permitted to carry children on or off the vehicle. If you will need assistance with the child, please bring someone ~~else~~ along to assist you.

If the child is 5 years of age or younger, or weighs less than 40 pounds, JAC Assist strongly recommends that the child be secured in a child safety seat. JAC Assist does not provide safety seats for children, so you will need to bring your own.

Use of Portable Oxygen:

The Americans with Disabilities Act provides that transportation service must be provided to a rider who needs to bring along an oxygen bottle. **For safety reasons, the rider must maintain control of the oxygen bottle.** If the rider cannot transport the oxygen bottle or maintain control of the bottle on his/her own, then ~~the rider shall provide a Personal Care Attendant~~ PCA must accompany the rider to perform those functions.

Service Animals:

Service animals are permitted to ride on JAC Assist. You must indicate on your application that you use a service animal. Please fill out a description of the service animal such as type of animal, color, and the name of the service animal. Also when scheduling your trip, if you use a service animal, please let the scheduler know your service animal will be accompanying you on your trip. All service animals must be controlled by the passenger, PCA, or companion.

Pets:

Animals that are not service animals may ride on JAC Assist only if they are properly secured in a cage or kennel. For safety reasons, **drivers are not permitted to carry cages or kennels on or off of the JAC Assist vehicle.** If

you need assistance with a pet, please arrange to travel with someone who can help you.

Please Keep in Mind:

It is our goal to provide the greatest number of customers with safe, prompt, efficient and friendly service. Therefore, we are unable to honor specific requests for the following:

- More than six-round trip requests per phone call.
- Specific drivers.
- Specific seats.
- A particular vehicle.
- Specific routes with certain customers.

SUBSCRIPTION SERVICE

Subscription service is not required by ADA to be included as part of complementary paratransit service. However, in an effort to best meet our customers' needs, JAC Assist makes available the use of subscription service for customers who require recurring trips from the same origin and/or to the same destination over an extended period of time. In order to qualify for a subscription trip, the same ride must be taken at the same time at least twice a week for a period of at least 90 days. Once subscription service goes into effect, customers do not need to call to reserve each of their repeat trips, and no further action is necessary until the customer needs to make a change to the subscription. A temporary or permanent change may be made to a subscription trip.

Subscription service is ~~provided on a limited basis~~limited to 20% of daily JAC Assist rides, and i. If there is no availability at the time initially requested, customers are encouraged to inquire periodically about the availability of such trips, but may also be added to a waiting list. When space becomes available for subscription service, individuals on the waiting list will be notified.

To temporarily or permanently modify a subscription, customers must contact JAC Assist at (775) 841-7433. Failure to cancel trips appropriately and/or excessive cancellations may result in loss of the customer's subscription service. More information about no-shows and cancellations regarding suspension of service and loss of subscription service is provided in the JAC Assist No-Show and Late Cancellation Policy section later in this document.

HOW TO RIDE JAC ASSIST

Both JAC and JAC Assist vehicles are ADA compliant and are accessible by wheelchair. Riding JAC Assist is equivalent to riding JAC's fixed-route system in that there is a scheduled arrival time and you must be ready when the vehicle arrives. Also, there may be additional stops before reaching your destination.

Please remember:

- JAC Assist is an “origin to destination” service.
- JAC Assist is a shared-ride service.
- The driver may not make unscheduled stops.
- If other passengers get on or off the vehicle before your stop, you may need to temporarily move to accommodate these passengers.
- No assistance will be provided beyond the entrance of your destination. If you require further assistance, a personal care attendant should accompany you.
- You may ride from any origin in the JAC Assist service area for any purpose as long as a reservation has been made. (Excluding riders with Conditional and Trip by Trip eligibility)

The vehicle may arrive 15 minutes before or after your scheduled pick-up time. For example, if your pick-up time is scheduled for 8:00 A.M., the vehicle may arrive any time between 7:45 A.M. and 8:15 A.M. The vehicle will wait 5 minutes after arrival at the designated pick-up site. It is your responsibility to be available to board the vehicle at least 15 minutes prior to your scheduled pick-up time. You (and your PCA/companion) should meet the vehicle when it arrives.

If the vehicle is more than 15 minutes late for your scheduled time, please call JAC Assist at (775) 841-7433 and a dispatcher will check the arrival time.

The driver is required to collect a fare or a JAC Assist ticket from you and your companion prior to departure. Please have exact change or ticket ready. Checks, ATM or credit cards are not accepted. If your need for a personal care attendant has been registered with JAC Assist, there is no charge for him or her. Non-payment of fares will result in a denial of your trip.

Eating, drinking (including consumption of alcohol), chewing tobacco, smoking, littering or listening to audio devices without earphones will not be permitted. Shirts and shoes (or equivalent) must be worn. Passengers should refrain from engaging in inappropriate/distracting conversation with the driver.

DRIVER ASSISTANCE POLICY

Drivers are not permitted to enter any home or go beyond the threshold of any building. Drivers are required to maintain visual contact with the vehicle at all times. Drivers may enter into the main lobby of a business for the exclusive purpose of notifying a patron that the vehicle is available for boarding, provided they are able to maintain line-of-sight contact with the vehicle at all times.

In locations where drivers cannot maintain line-of-sight with their vehicle and go to the door to notify passengers of the arrival of their ride, passengers may request telephone notification of the bus's arrival for that specific location. As

this request may require special arrangements with third parties and is subject to review, please contact us at (775) 841-7433 to make the request.

Drivers are not permitted to maneuver a mobility device up or down stairs. Drivers are not permitted to physically lift passengers. Drivers are not permitted to carry objects over 15 pounds. Drivers are not permitted to load or unload passenger's carry-on items. It is the passenger's responsibility to load, unload and control all carry-on items. Passengers needing more assistance than the drivers are allowed to provide are encouraged to make other arrangements for assistance at their pick-up and drop-off points. One personal care attendant is allowed to ride with passengers as needed without charge.

WHAT TO DO IF YOU MISS YOUR RIDE

If you miss your scheduled ride, your missed trip will be treated as a "no-show." Contact JAC Assist, (775) 841-7433, from 8:00 A.M. to 5:00 P.M. Monday through Friday, and 8:00 A.M. to 4:00 P.M. Saturday to request a new trip to be scheduled on a same day, space available basis. Outside of normal business hours, please call (775) 841-7433 and leave a message.

HOW CAN JAC ASSIST ACCOMMODATE YOU?

In order to provide for the safety of our drivers and passengers, your carry-on items are limited to what can easily be contained and controlled by you and/or your companion(s). Items too large or too numerous to be reasonably controlled, carried, or handled by a passenger are prohibited. Generally, packages with a combined weight of no more than 30 pounds are welcome on JAC Assist. All items must be stowed out of the aisle or walkways, may not be placed in unoccupied seats, and must remain within the passenger's immediate control. Shopping carts, etc. will not be tied down elsewhere in the vehicle.

- Hazardous materials or firearms are not allowed.
- No additional packages will be transported.
- Customers or PCA/companions are responsible for getting carry-on items/packages to their destination.

Visitors from other cities who are eligible under ADA criteria are welcome to use JAC Assist during their visit to Carson City for up to 21 days. Please call JAC Assist at (775) 841-7433 if you are an out of town visitor wishing to register.

JAC Assist customers should be offered the same ADA service in other cities that provide fixed-route services upon showing their photo identification card.

Service animals are allowed to accompany you if such a need was indicated on your JAC Assist application. Please inform JAC Assist when scheduling your trip that a service animal will be accompanying you.

HOW TO COMMENT ON JAC ASSIST SERVICE

~~We can only resolve problems if we are informed.~~ JAC Assist staff appreciate the opportunity to improve upon the services we provide. ~~so p~~ Please do not hesitate to call. Should you have questions or complaints about service, please call JAC Assist at (775) 841-7433. ~~Please review~~ Additional information on the Complaint complaint Process found in Appendix D.

SAFETY

A customer may be subject to any reasonable accommodation requirement that will ensure the safety of themselves, other customers, and drivers. For example, a customer may be required to ride with a personal care attendant if the passenger is unable to safely board a vehicle.

CONTAGIOUS ILLNESSES

Several steps can be taken to help prevent contagious illnesses. The most important thing you can do to protect yourself and others is to wash your hands. Please be considerate of others and cover your nose and mouth when coughing or sneezing. Always wash your hands after coughing or sneezing. Avoid contact with at-risk individuals ~~at-risk. Ask people to use a tissue and cover their nose and mouth when coughing or sneezing and to wash their hands afterwards.~~

CUSTOMER CODE OF CONDUCT

It is JAC Assist's policy to provide the safest and most efficient service to our passengers. Passengers who abuse the following Code of Conduct guidelines can adversely affect the JAC Assist program as a whole. For the safety and comfort of all passengers, JAC Assist has established these policies that address instances when a passenger's conduct may adversely affect others involved with the JAC Assist program, including: ~~The following identifies the JAC Assist policy on customer misconduct.~~

- 1) **Electronic Equipment** – Customers may not operate any audio or visual equipment, which infringes upon other passenger's safety, comfort, or impairs the driver's ability to transport passengers safely. Examples include audio/visual devices without headsets, portable video games that have sound effects, etc.
- 2) **Hazardous Conduct** – Any act that creates the potential for injury or death to any customer, driver, or the general public.

- 3) **Abusive Conduct** – Any abusive, offensive, or threatening act or behavior that affects the safety or security of the driver and/or the passengers, or invades the privacy rights of others such as touching another person in a rude, insolent or angry manner. Sexual harassment, verbal or physical, will not be tolerated. Examples also include profanity, screaming, hitting, etc.

Consequences of Misconduct

Due to the potential for a wide variety and severity of misconduct, JAC Assist reserves the right to determine the consequences ranging from a warning to a suspension in service for up to one year.

No rider that has been suspended shall lose his or her certificate of eligibility for paratransit services by reason of said suspension. Passengers will be notified in writing before JAC Assist takes any action. An eligible passenger whose service is to be suspended because of misconduct has a right to request a hearing through an appeals process (see Appendix B).

Consequence of Unintentional Misconduct

Any act that would qualify as misconduct, but is the direct and immediate act of the passenger's disability, such as abusive language that is the consequence of Tourette's syndrome, or socially unacceptable behavior brought on by a mental illness, shall be considered Unintentional Misconduct. Consequences of Unintentional Misconduct will be addressed as noted below after counseling with the passenger.

- 1) A passenger may be subject to any reasonable accommodation requirement that will ensure the safety of all passengers and drivers.
 - a. A passenger may be required to ride with a personal care attendant.
 - b. A passenger may be required to attend training or receive additional counseling in proper transit conduct.
- 2) The accommodation requirement may last for a time period sufficient to allow the passenger to learn appropriate behavior.
- 3) The accommodation requirement may be permanent if the conduct is beyond the passenger's control.
- 4) If a passenger commits an act of misconduct that he or she has been trained to know is inappropriate, that act is considered intentional.

No rider whose access to paratransit service has been suspended for any reason shall lose his or her certificate of eligibility for paratransit services by reason of said suspension. Passengers will be notified in writing before JAC Assist takes any of these steps. An eligible passenger whose service is to be suspended

because of misconduct has a right to request a hearing through an appeals process (see Appendix B).

JAC ASSIST NO-SHOW AND LATE CANCELLATION POLICY

JAC Assist passengers who establish a pattern or practice of “no-shows” or late cancellations may lose their riding privileges for a designated period of time.

A “no-show” is defined as when a passenger does not cancel a scheduled trip and is unavailable at the agreed upon pick-up time window and location – and ALL of the following occur:

- The vehicle is at the correct pick-up location within the 30-minute window (no more than 15 minutes before or after the scheduled pick-up time);
- The vehicle has waited 5 minutes for the passenger;
- The driver has contacted the dispatcher to report a possible no-show;
- The dispatcher confirms the scheduled pick-up time and correct location with the driver; and
- The dispatcher has attempted to call the passenger at the telephone number of record.

A “late cancellation” is defined as when a passenger does not cancel a scheduled trip at least one (1) hour prior to the scheduled pick-up time.

~~Because no-shows and late cancellations may cause lost trips and/or rides for other passengers, it is necessary to enforce a no-show and late cancellation policy. This JAC Assist’s no-show and late cancellation policy is as follows:~~

- Three (3) no-shows and/or late cancellations within any thirty (30) day period will result in a warning letter.
- Five (5) no-shows and/or late cancellations within any thirty (30) day period will trigger a review of the rider’s no-show and late cancellation frequency.
- Riders who are found to have a pattern or practice of abuse representing at least fifteen (15) percent of their total trips will be suspended from JAC Assist service for a period of five (5) days.
- If subsequent reviews are triggered and reveal a continued pattern or practice of abuse, the rider will be suspended as follows:
 - Two (2) violations within one year – suspension for ten (10) days.
 - Three (3) violations within one year – suspension for fifteen (15) days and loss of subscription service privileges, if any exist. Subscription privileges may be reinstated after one year from date of loss on a space-available basis, provided that fewer than fifteen (15) percent of total trips have been no-shows and/or late cancellations during that time. Only after this one year period may an individual be placed onto a waiting list.

- Four (4) violations within one year – suspension for twenty (20) days.

JAC Assist is committed to working with individuals to address the causes of no-shows and late cancellations so these persons can continue to use the service.

A no-show or late cancellation due to JAC Assist error will not be counted. Likewise, a no-show or late cancellation due to circumstances beyond your control will not be counted, if you notify JAC Assist at (775) 841-7433 during normal business hours. Documentation may be required. You may also contest a no-show or late cancellation that has been assessed by contacting JAC Assist at (775) 841-7433.

NOTE: JAC Assist will not cancel the return leg of any scheduled trip unless it has made contact with the rider to confirm that the return trip is not needed.

JAC ASSIST EXCESSIVE CANCELLATION POLICY

~~Even when a trip is cancelled a day in advance or at least one hour before the established pick-up time, a~~ pattern of excessive cancellations causes the paratransit service to not be available at the time other passengers desire service. The policy for excessive cancellations is as follows:

- Ten (10) cancellations within any thirty (30) day period will trigger a review of the rider's cancellation frequency.
- Riders who are found to have a pattern or practice of cancellations representing at least fifty (50) percent of their total trips will be suspended from JAC Assist service for a period of five (5) days.
- If subsequent reviews are triggered and reveal a continued pattern or practice of cancellations, the rider will be suspended as follows:
 - Two (2) violations within one year – suspension for ten (10) days.
 - Three (3) violations within one year – suspension for fifteen (15) days and loss of subscription trip privileges, if any exist. Subscription privileges may be reinstated after one year from date of loss on a space-available basis, provided that fewer than fifty (50) percent of total trips have been cancellations during that time
 - Four (4) violations within one year – suspension for twenty (20) days.

ACTIONS RESULTING FROM NO-SHOW, LATE CANCELLATION, EXCESSIVE CANCELLATION

You will be notified in writing before JAC Assist takes any steps that may result in suspension of service. The letter will provide the following:

- Notification of how many no-shows, late or excessive cancellations have been assessed.
- Details on the date, time and location of all scheduled pick-ups that resulted in a no-show or cancellation being assessed.
- Explanation of how these violations impact the paratransit service and other passengers.
- Explanation of your pending loss of riding privileges.
- Opportunity for you to contest the assessment of a no-show or late cancellation, or demonstrate that a no-show or late cancellation was due to circumstances beyond your control.
- Instructions on how to appeal the decision to suspend.

JAC Assist will allow 15 days between the receipt of a notice of proposed suspension of service and the proposed date on which the suspension becomes effective. There will be no loss of service while an appeal is in progress.

APPENDIX A DEFINITION OF ADA PARATRANSIT ELIGIBLE

The U.S. Department of Transportation Americans With Disabilities Act of 1990 defines "ADA paratransit eligible" as:

1. Any person with a disability who can use an accessible vehicle, but for whom any desired trip cannot be made because the fixed-route service he/she needs to use is not yet accessible. This category includes those persons who use wheelchairs, walkers or braces and others whose disabilities prevent them from utilizing an inaccessible vehicle or facility.
2. Persons, who because of the nature of their disabilities, cannot navigate even a transit system that is otherwise accessible. This category includes persons who because of their disability cannot independently board, ride or disembark from an accessible vehicle. This is based on the assumption the individual will not and need not be able to operate a boarding system such as a wheelchair lift, ramp or securement device. The presence of a traveling companion does not affect this eligibility.
3. Persons with impairment-related conditions that prevent them from getting to or from a boarding or disembarking location. This relates to an individual's particular functional disability. This eligibility requires functional evaluation of its application to a particular system and a particular trip. Examples of eligibility under this category include severe, chronic fatigue related to HIV infection and AIDS, heat sensitivity due to cardiovascular disease and hypothermia due to quadriplegia.

Generally the following four tests are applied when determining an applicant's eligibility:

1. Does the individual's disability prevent him/her from getting to and from a bus stop at the point of origin or destination?
2. Can the individual board, utilize and disembark the vehicle at the bus stop?
3. Can the individual recognize the destination and disembark the bus?
4. If the passenger's trip requires transfers, are the paths of travel between routes accessible and navigable by the individual?

**APPENDIX B
JAC ASSIST APPEALS PROCESS**

Appeal of Service Suspension and Eligibility Certifications

REQUESTS FOR HEARING

A hearing to appeal a decision regarding eligibility or to suspend JAC Assist service will be held only after receipt of a written Request for Hearing, filed with the Transit Coordinator.

- Requests for Hearing must be in writing and must contain the name, address, and telephone number of the person(s) requesting the hearing (requester), and the name of the JAC Assist service user if different from Requester.
- Persons submitting a Request for Hearing are strongly encouraged to include a statement of the reason(s) why they believe the decision of eligibility or to suspend service is inappropriate.
- Requests for Hearings must be filed within sixty (60) calendar days after a person has received written notice of eligibility or suspension and will be deemed filed when received by the Transit Coordinator.

RESPONSIBILITIES OF THE TRANSIT COORDINATOR AND REQUESTER

- The Transit Coordinator will set the time and place of the hearing when the request is filed (received) and will notify the Requester. The time of the hearing will be within 30 days after the time the Request for Hearing was filed (excluding holidays).
- Hearings may be postponed or rescheduled only upon written request to the Transit Coordinator and for good cause.
- A person requesting a hearing may waive personal appearance at the hearing and have the matter determined based on the record, but must do so by filing a written request with the Transit Coordinator before the hearing.
- A person waiving personal appearance may submit to the Transit Coordinator documents and other information to be included with the record and considered in deciding the appeal.
- If the Requester fails to appear at the hearing, and gives no prior notice, the Transit Coordinator may make a determination based on the available evidence, as appropriate.

ADA APPEALS COMMITTEE

Appeals will be considered by an ADA Appeals Committee comprised of three (3) persons: the Transit Coordinator or his/her designee; a member of an appropriate City department (e.g., Human Resources or Health & Human Services); and a member of the disabled community with familiarity of the

disability in question (for eligibility decisions) or ADA complementary paratransit service in general (for suspension decisions).

CONDUCT OF HEARINGS

The manner of conducting hearings is under the direction, control and discretion of the Transit Coordinator. These guidelines govern issues, evidence, and documents:

- The issues to be decided at the hearing are limited to those set forth in the notice of service suspension and the Request for Hearing.
- Evidence commonly relied upon by reasonable, prudent persons will be heard and considered. Specifically, this includes statements (oral and written), documents and copies of documents, official and business reports, and records not certified as such.
- Irrelevant, immaterial, redundant or unduly repetitious evidence will be excluded.
- A record of the hearing (electronic or otherwise) will be kept, as determined by the Transit Coordinator.
- A verbatim transcript of the proceedings, if desired, must be provided and paid for by the Requester.

DECISIONS

All decisions will be in writing. Decisions will be rendered at the conclusion of the hearing or as soon thereafter as a decision can be made. Within five (5) business days, the Transit Coordinator will notify the Requester in writing of the decision and the reasons for the decision.

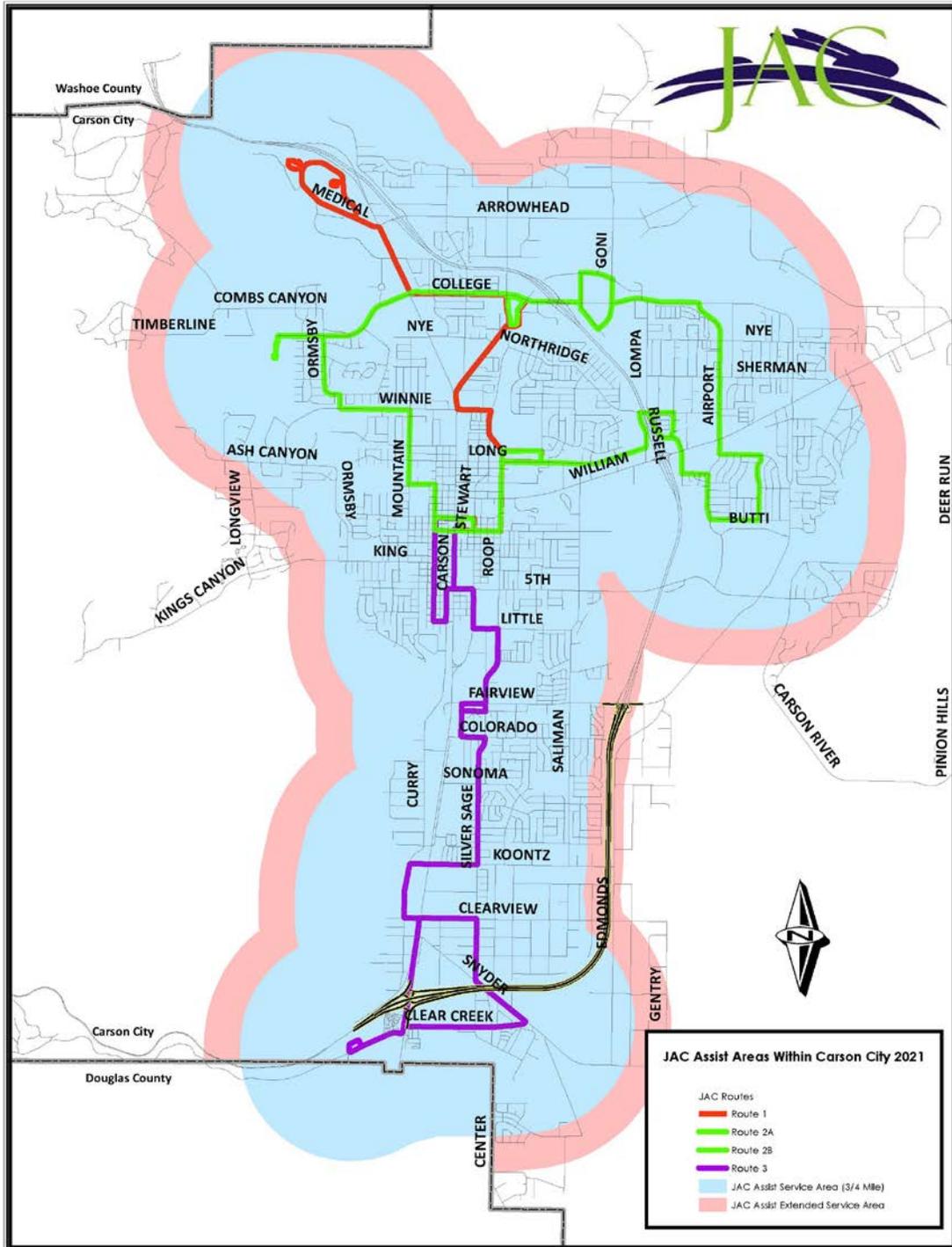
Requesters who are not satisfied with the decision of the ADA Appeals Committee may appeal to the Transportation Manager of the City within five (5) business days after receiving written notification of the ADA Appeals Committee decision. The Transportation Manager shall respond in writing within ten (10) days of receiving the appeal. The decision of the Transportation Manager shall be final.

GENERAL

The Transit Coordinator may modify or waive any of these rules in the interest of fairness or justice for good cause shown.

JAC Assist is not required to provide ADA paratransit service to the individual for the duration of the certification appeal process unless the decision of the ADA Appeals Committee exceeds the thirty (30) day limit.

APPENDIX C JAC ASSIST SERVICE AREA



APPENDIX D JAC ASSIST COMPLAINT PROCESS

JAC Assist seeks to provide a user-friendly method of resolving your concerns fairly and efficiently. JAC Assist staff appreciate the opportunity to improve upon the services we provide.~~However, we can only resolve problems if we are informed, so please do not hesitate to contact us.~~

If you have a complaint about service, please call JAC Assist at (775) 841-7433. Be prepared to provide your name, address, phone number and a detailed explanation of your complaint (e.g., date and time of incident, vehicle number, driver's name, etc.) This will allow staff to more completely investigate and respond to your complaint. You may also mail a completed complaint form to JAC at 3770 Butti Way, Carson City, NV 89701. The complaint form is available on the following page of this policy, and on the JAC website at www.ridejac.com.

If the complaint is not resolved to your satisfaction after five (5) working days, please submit the complaint in writing (using the complaint form described above) to the General Manager at 3770 Butti Way, Carson City, NV 89701. ~~Be prepared to again~~Please provide the information outlined above plus details of your interaction with the JAC Assist office staff.

If the complaint is still not resolved to your satisfaction within five (5) working days, you may submit the complaint in writing (using the complaint form described above) to the Transit Coordinator at 3505 Butti Way, Carson City, NV 89701. Be prepared to again provide the information outlined above plus details of your interaction with the JAC Assist office staff and General Manager. You may request to meet personally with the Transit Coordinator to discuss the problem and/or request a written response within ten (10) working days. The Transit Coordinator has discretion to enlist the assistance of other resources, as appropriate, in resolving your problem, e.g., the Transportation Manager, other City staff, the management and staff of contractor, etc. as appropriate.

If the meeting and/or the response are not scheduled/received within ten (10) working days from the date your request is received by the Transit Coordinator or if the meeting/response does not resolve the problem to your satisfaction, you may appeal in writing to the Transportation Manager at 3505 Butti Way, Carson City, NV 89701. The decision of the Transportation Manager shall be final.

APPENDIX E GLOSSARY

ADA – Americans with Disabilities Act signed into law in 1990, making it illegal to discriminate against persons with disabilities regarding employment, public services, public accommodations, and telecommunications. The intent of this law is to provide equal opportunity to person with disabilities, allowing them to fully participate in society and live independently and with economic self-sufficiency.

CANCELLATION – To give notice more than one hour before the scheduled trip, that the trip is not needed.

COMPANION – A fare-paying person accompanying the JAC Assist rider.

CONDITIONAL USE ELIGIBILITY – Individual is not able to use accessible JAC fixed-route transit in specific circumstances and is eligible to use JAC Assist paratransit service under limited circumstances identified by JAC Assist.

DISABILITY (as defined by ADA, see Appendix E) – A person with a disability is defined as:

- A person with a physical or mental impairment that substantially limits one or more major life activities; or
- A person with a record of such a physical or mental impairment; or
- A person who is regarded as having such impairment.

It should be noted that the ADA definition of disability is not the same as other definitions of disability used in other federal laws and programs such as Social Security, workers compensation, veterans programs, etc.

EXTENDED SERVICE AREA – Area between three-quarters (3/4) of a mile and one (1) mile from any JAC fixed-route in which JAC Assist will pick-up or drop-off individuals for a premium fare.

FIXED-ROUTE – A route in which the bus operates along prescribed routes according to fixed schedules.

JUMP AROUND CARSON (JAC) – The marketing name for the fixed-route public transportation system in Carson City.

JAC ASSIST – The marketing name for the ADA paratransit public transportation service in Carson City.

JURISDICTION – The total area within which the provider is authorized to operate.

LATE CANCELLATION – Failure to give notice of cancellation within one hour of scheduled pick-up.

NO-SHOW – Failure to give notice of cancellation and/or failure to show up at pick-up location.

ORIGIN TO DESTINATION – The JAC Assist vehicle will pick up the passenger at the originating address and drop off the passenger at the destination address.

PARATRANSIT – Comparable transportation for individuals, who, because of a physical or mental impairment, cannot use a regular fixed-route system.

PERSONAL CARE ATTENDANT (PCA) – An individual, who accompanies the paratransit eligible individual, who requires more assistance than that provided by the driver. Examples of PCA activities performed on behalf of the passenger may include mobility assistance, personal care, or communication.

REDUCED FARE – Only applicable for riding the fixed-route system.

SERVICE ANIMAL – Any guide dog, signal dog, service dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability.

SERVICE AREA – Area in which JAC Assist will pick-up or drop-off individuals. Currently the Service Area is three-quarters (3/4) of a mile on each side of each fixed-route.

SUBSCRIPTION SERVICE – Trips that are considered as being consistent and recurring (at least twice per week with the same origin and/or destination) where continuation will extend over a period of at least 90 days.

TEMPORARY ELIGIBILITY – Individual is not able to use accessible fixed-route transit at this time, however the condition or circumstance(s) leading to eligibility is reasonably expected to change in the future. For a limited period of time, such as a broken limb that prevents a person to be able to walk to a JAC fixed-route bus stop, the individual is typically eligible to use JAC Assist paratransit service for all trips.

TRIP-by-TRIP ELIGIBILITY – Individual is not able to use accessible JAC fixed-route service for certain trips due to architectural and/or environmental barriers. The individual is eligible to use JAC Assist paratransit service for those specific trips identified by JAC Assist.

UNCONDITIONAL USE ELIGIBILITY – Individual is not able to use accessible JAC fixed-route transit under any circumstances and is eligible for all trips on JAC Assist paratransit service.

VISITOR – Someone who does not reside in the jurisdiction served by JAC or JAC Assist.



**JAC Assist
ADA Complementary Paratransit
Policies & Procedures**

**Approved by
Carson City Regional Transportation Commission
August 11, 2010**

**EFFECTIVE: October 1, 2010
ADMINISTRATIVELY REVISED: May 26, 2015
ADMINISTRATIVELY REVISED: August 22, 2017
ADMINISTRATIVELY REVISED: July 17, 2018
ADMINISTRATIVELY REVISED: TBD**

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OVERVIEW

JAC Assist ADA Complementary Paratransit Service serves the needs of passengers who, because of a disability, are unable to use the JAC fixed-route system, and who meet the definition of “ADA paratransit eligible,” as established by the U.S. Department of Transportation (DOT) Americans with Disabilities Act (ADA) of 1990 (see Appendix A).

Disability alone does not establish ADA paratransit service eligibility; the decision is based solely on the applicant’s functional ability to use the JAC fixed-route transit service. JAC Assist is for those who do not have the functional abilities to access and ride the regular fixed-route transit service.

JAC Assist is an “origin to destination” and shared ride service. JAC Assist primarily provides curb-to-curb transportation service, but door-to-door service is provided upon request.

If you need additional information, alternative formats, or have any questions please feel free to contact JAC Assist at (775) 841-7433.

CERTIFICATION / ELIGIBILITY

In order to ride JAC Assist, you must first be certified as “ADA paratransit eligible.” To be considered, you must complete a *JAC Assist Paratransit Eligibility Application*. Applications are available online at www.rideJAC.com or by calling (775) 841-7433. All applicants must complete PART A of the application.

NOTE: It is JAC Assist policy that applicants 80 years of age or older be granted automatic eligibility, even if there is no qualifying disability. However, PART A of the application must still be completed, since it contains necessary information that will assist in scheduling trips for the elderly passenger.

PART B of the application must be completed by a qualified medical professional who is familiar with your particular disability and current functional abilities to use regular fixed-route service.

Qualified medical professionals include:

- Physician (M.D. or D.O.) or registered nurse
- Physical or occupational therapist
- Psychiatrist, psychologist, or mental health counselor
- Vocational counselor, rehabilitation specialist or independent living skills trainer
- Licensed social worker or case manager

- Orientation and mobility instructor or travel trainer
- Optometrist

Applications that are completed will be reviewed within 21 calendar days of submission and the applicant will be notified of their eligibility. If the applicant is not notified within 21 calendar days, applicant will be treated as eligible until and unless JAC Assist determines the applicant is ineligible. **Once you are eligible, you must notify JAC Assist of any changes in your address, phone number or disability.**

TYPES OF ELIGIBILITY

Applicants who are determined eligible for JAC Assist are assigned an eligibility category. The eligibility category is consistent with the applicant's ability to use the regular fixed-route service. These categories are Unconditional, Conditional, Trip-by-Trip and Temporary.

UNCONDITIONAL – Applicant is not able to use accessible JAC fixed-route transit service under any circumstances and is eligible for all trips on JAC Assist.

CONDITIONAL – Applicant is not able to use accessible JAC fixed-route transit service in specific circumstances and is eligible to use JAC Assist under limited circumstances.

TRIP by TRIP – Applicant is not able to use accessible JAC fixed-route transit service for certain trips due to architectural and/or environmental barriers. The applicant is eligible to use JAC Assist for those specific trips.

TEMPORARY – Applicant is not able to use accessible JAC fixed-route transit service at this time, however the condition or circumstances leading to eligibility is reasonably expected to change in the future. For a limited period of time, the applicant is typically eligible to use JAC Assist for all trips.

Distance to a bus stop or illiteracy, by themselves, are not considered disabilities and therefore do not qualify the applicant for JAC Assist paratransit service. Applicants who are blind or visually impaired may be eligible if they cannot use the JAC fixed-route system. Applicants with medical conditions, such as epilepsy, kidney disorders and diabetes, may be eligible depending upon their ability to use the JAC fixed-route system.

JAC ASSIST PHOTO IDENTIFICATION CARDS

Once you are certified, JAC Assist will issue a photo identification card. The identification card may be used on JAC fixed-route service to receive the reduced fare, or for ADA paratransit service in other U.S. cities.

To obtain a valid JAC Assist identification card, you must call (775) 841-7433 to schedule an appointment to have your picture taken and a free photo identification card issued. Individuals must bring with them proof of JAC Assist certification and personal identity (e.g., driver's license or State-issued ID card) to have an identification card issued.

Photo identification cards are issued at the JAC Administrative Offices at 3770 Butti Way, Carson City, NV 89701. Office hours are 8:00 A.M. to 5:00 P.M. Monday – Friday, and 8:00 A.M. to 4:00 P.M. Saturday. There is a \$5.00 replacement charge for lost, stolen or damaged cards.

RECERTIFICATION

In order to keep the database of certified passengers current, passengers will need to complete a new application and be recertified as eligible every three (3) years. JAC Assist will attempt to contact all certified passengers 90 days in advance of the expiration of the certification of eligibility.

Conditional use passengers that are certified for service on a “temporary” basis will be required to recertify at the end of their temporary period of eligibility if they desire to maintain eligibility of service. Passengers must complete a new application and participate in another evaluation by a qualified medical professional.

Persons with permanent disabilities are required to obtain professional verification of their disability to become initially certified. Thereafter, recertification will only require that PART A be completed indicating they still desire to utilize JAC Assist. Professional verification will not be required for recertification.

CERTIFICATION APPEALS PROCESS

Applicants whose requests for certification are denied have the right to appeal. (See Appendix B) Such appeals must be submitted within sixty (60) days from the date of certification denial. The appeal will be considered by the ADA Appeals Committee made up of three (3) persons, one of whom will be a member of the disabled community with familiarity of the disability in question. For more information, contact JAC Assist at (775) 841-7433.

VISITORS WITH DISABILITIES

Visitors with disabilities who cannot use the JAC fixed-route system are eligible to utilize the JAC Assist paratransit service. If the visitor has been certified as “ADA paratransit eligible” by another public entity, JAC Assist will honor the certification and provide up to 21 days of JAC Assist paratransit service. If visitors have not been certified as eligible by another public entity but claim they are ADA paratransit eligible, they are entitled to “presumptive eligibility” and shall be provided with 21 days of JAC Assist paratransit service. Visitors who claim presumptive eligibility may be requested to provide certain documentation such as their place of residence and the nature of their disability to JAC Assist.

The “21 days” of service that shall be provided to visitors with disabilities are to be calculated as any combination of 21 days during any 365 day period beginning with the visitor’s first use of service. For example, a person may visit two days a week. Eligibility would be extended in this case over an eleven week period of time, within which 21 days of JAC Assist paratransit service would be provided.

Visitors who require more than 21 days of service within a 365 day period shall be required to apply for local eligibility through the JAC Assist certification process.

Visitors with disabilities shall be provided the same level of service as certified JAC Assist passengers and are subject to the same service policy requirements.

CONDITIONAL USE AND TRIP BY TRIP ELIGIBLE RIDES

JAC Assist will evaluate the eligibility of trip requests for service by passengers certified as Conditional or Trip by Trip at the time of scheduling according to the conditions listed in their certification. Schedulers will immediately inform the person scheduling the ride if the trip is deemed eligible based on conditions listed in their certification. If the trip is found to not be eligible, schedulers are to inform the passenger about the availability of fixed-route JAC service as a viable option to complete the trip.

SERVICE HOURS AND AREA

JAC Assist service is available during the same days and hours of the JAC fixed-route system, which is Monday through Friday, 6:30 A.M. to 7:30 P.M. and Saturday 8:30 A.M. to 4:30 P.M. There is no service on Sunday or designated holidays. Service is available for trips beginning and ending within one (1) mile of any fixed-route in the JAC fixed-route system. (See Appendix C)

FARES

Fares for trips beginning and ending within three-quarters (3/4) of a mile of any JAC fixed-route ADA zone are no more than 200% of the cost of an adult regular fixed-route fare for each one-way trip.

It is JAC Assist policy to also provide trips beginning and ending between three-quarters (3/4) of a mile and one (1) mile from any JAC fixed-route in Carson City only (extended service area). There shall be a premium fare for service beyond the 3/4 mile ADA zone equivalent to 200% of the cost of an adult regular fixed-route fare plus \$2.00 for each one-way trip.

One Personal Care Attendant (PCA) can travel at no additional cost. The PCA must have the same origin and destination as the paratransit passenger.

Passengers are required to pay exact fare upon boarding a JAC Assist vehicle prior to departure. Drivers do not carry cash and cannot make change. JAC Assist tickets with a value of \$2.00 each can also be purchased in advance and used as fare. One (1) ticket shall be used for each one-way trip beginning or ending within the 3/4-mile ADA zone. Two (2) tickets shall be used for each one-way trip beginning or ending within the extended service area. For more information on JAC Assist tickets, call (775) 841-7433.

Checks, ATM or credit cards are not accepted. Non-payment of fares will result in a denial of your trip.

TRIP RESERVATIONS AND CANCELLATIONS

For reservations or cancellations call (775) 841-7433 from 6:30 A.M. to 7:30 P.M. Monday through Friday, and 8:30 A.M. to 4:30 P.M. Saturday. Calls on Sunday, holidays or after normal business hours will be taken by voicemail.

Reservations can be made up to two (2) weeks to one (1) day in advance. Requests for next-day service received after normal business hours and same-day service will be accommodated as space is available.

HOW TO MAKE A RESERVATION

Plan Ahead:

For important trips, be sure to make your reservation as early as possible, up to two (2) weeks in advance. If your requested time is not available you may be offered a time of up to one hour before or after your request. If an available time within those guidelines is not workable for you, have an alternate plan for other transportation or for rescheduling at another time or day. Refusal of an available time is not considered a denial of service.

If your pick-up is at an apartment complex, nursing home, or adult program/day care center, it is the responsibility of the passenger to let the scheduler know if there are any special instructions needed, such as security gated entries, apartment building number, or multiple entries to large institutions. Otherwise JAC Assist drivers will pick-up and drop-off at the main entrance or designated/predetermined locations. If the passenger fails to inform the scheduler of special instructions and the trip is missed as a result, it will be recorded as a “no-show”.

Plan Your Trip Carefully:

Remember to allow for time spent picking up and dropping off other passengers before reaching your destination and be prepared for the possibility of delays due to traffic or bad weather. For example, if you must be somewhere at 10:00 A.M., plan your pickup for 9:30 A.M. When scheduling a return trip, please consider any unexpected delays you may encounter. For example, if you expect to be ready at 3:00 P.M., please ask for a 3:15 P.M. return time. It is better to wait a few minutes than miss your scheduled ride. The JAC Assist scheduler can help you determine the most efficient way to schedule your trip.

Allow ample time to finish appointments. This is needed so you will be ready to board the vehicle at your scheduled pick-up time. **Be aware of opening and closing times at your destination to avoid waiting outside the building before or after business hours.**

If you are going to a medical appointment, let the person who is making your medical appointment know you will be using JAC Assist paratransit service. **Ask the appointment scheduler how much time should be allowed for the appointment;** this will help you to set your return time. Please allow enough time for your appointments. If you miss your ride home because you underestimated how long the appointment will take, the needs of other paratransit passengers may not allow JAC Assist to make a second trip for pick-up. In this case, you will need to find alternative transportation home. If JAC Assist is able to return a second time, the needs of other customers may require that you wait additional time after you have completed your appointment. In this case, please be patient. **It is your responsibility to determine with your Doctor how much time to allow for medical appointments.**

Scheduling a Ride:

- 1) To schedule a ride call (775) 841-7433 from 6:30 A.M. to 7:30:00 P.M. Monday through Friday, and 8:30 A.M. to 4:30 P.M. Saturday. Calls on Sunday, holidays or after normal business hours will be taken by voicemail. Reservations can be made up to two (2) weeks to one (1) day in advance. Requests for next-day service received after normal business hours will be accommodated as space is available.
- 2) Same day reservations may be made if space is available.

- 3) When making a reservation, we urge you to schedule a time for your return trip. Waiting until the last minute to schedule a return trip could result in a long wait or a lack of availability.
- 4) Staff will try to accommodate changes made to a reservation after normal business hours, but there is no guarantee.
- 5) When making a reservation, please be ready to provide:
 - Your name;
 - Your pick-up address (exact location of pick-up; for example, apartment building name, which entrance, etc.);
 - Your telephone number;
 - The date on which you wish to ride;
 - The time at which you wish to be picked up at your point of origin, or, if you have an appointment, the time of your appointment.
 - Your drop-off address (exact location of destination, including telephone number if possible.) Certain public locations have specific drop-off and pick-up areas that will have to be observed;
 - The approximate time at which you wish to be picked up for your return trip, if needed;
 - Whether you use a wheelchair or other mobility device;

NOTE: JAC Assist will carry a wheelchair and its user as long as the lift/ramp can accommodate the size and weight of the wheelchair and its user, and there is space for the wheelchair on the vehicle. JAC Assist will NOT carry a wheelchair if, in fact, the lift/ramp or vehicle is unable to accommodate the wheelchair and its user, consistent with manufacturer safety requirements.

- Whether a personal care attendant (PCA) will be riding with you. If you are registered with JAC Assist as needing a PCA, he or she may accompany you at no additional cost; and
- Whether a companion will be riding with you. Companions are welcome to ride with you for the regular fare per person.

NOTE: Personal care attendants and companions MUST have the same origin and destination as the customer they are accompanying.

JAC Assist requires you to reserve a space for your PCA or companion(s) when scheduling your reservation. If more than one person accompanying you is designated as your PCA, only one will be allowed to ride at no fare. To maximize space available, accommodations for more than one traveling companion are granted on a *space-available* basis. Please remember, the request should be made when scheduling your reservation. To inquire about space availability, call JAC Assist at (775) 841-7433.

Children:

Certified users of all ages must pay the full fare. When an eligible child is traveling with an adult (who is serving as a PCA), a fare must be paid for the child and the adult attendant rides free.

Children accompanying a certified rider are considered traveling companions and a space must be reserved for them when scheduling a trip. Children five (5) years of age and over must pay the full fare; children under the age of 5 ride free.

An adult accompanying a child on JAC Assist is responsible for the child. Drivers are not permitted to carry children on or off the vehicle. If you will need assistance with the child, please bring someone along to assist you.

If the child is 5 years of age or younger, or weighs less than 40 pounds, JAC Assist strongly recommends that the child be secured in a child safety seat. JAC Assist does not provide safety seats for children so you will need to bring your own.

Use of Portable Oxygen:

The Americans with Disabilities Act provides that transportation service must be provided to a rider who needs to bring along an oxygen bottle. **For safety reasons, the rider must maintain control of the oxygen bottle.** If the rider cannot transport the oxygen bottle or maintain control of the bottle on his/her own, then a PCA must accompany the rider to perform those functions.

Service Animals:

Service animals are permitted to ride on JAC Assist. You must indicate on your application that you use a service animal. Please fill out a description of the service animal such as type of animal, color, and the name of the service animal. Also when scheduling your trip, if you use a service animal, please let the scheduler know your service animal will be accompanying you on your trip. All service animals must be controlled by the passenger, PCA, or companion.

Pets:

Animals that are not service animals may ride on JAC Assist only if they are properly secured in a cage or kennel. For safety reasons, **drivers are not permitted to carry cages or kennels on or off of the JAC Assist vehicle.** If you need assistance with a pet, please arrange to travel with someone who can help you.

Please Keep in Mind:

It is our goal to provide the greatest number of customers with safe, prompt, efficient and friendly service. Therefore, we are unable to honor specific requests for the following:

- More than six-round trip requests per phone call.
- Specific drivers.
- Specific seats.

- A particular vehicle.
- Specific routes with certain customers.

SUBSCRIPTION SERVICE

Subscription service is not required by ADA to be included as part of complementary paratransit service. However, in an effort to best meet our customers' needs, JAC Assist makes available the use of subscription service for customers who require recurring trips from the same origin and/or to the same destination over an extended period of time. In order to qualify for a subscription trip, the same ride must be taken at the same time at least twice a week for a period of at least 90 days. Once subscription service goes into effect, customers do not need to call to reserve each of their repeat trips, and no further action is necessary until the customer needs to make a change to the subscription. A temporary or permanent change may be made to a subscription trip.

Subscription service is limited to 20% of daily JAC Assist rides. If there is no availability at the time initially requested, customers are encouraged to inquire periodically about the availability of such trips, but may also be added to a waiting list. When space becomes available for subscription service, individuals on the waiting list will be notified.

To temporarily or permanently modify a subscription, customers must contact JAC Assist at (775) 841-7433. Failure to cancel trips appropriately and/or excessive cancellations may result in loss of the customer's subscription service. More information about no-shows and cancellations regarding suspension of service and loss of subscription service is provided in the JAC Assist No-Show and Late Cancellation Policy section later in this document.

HOW TO RIDE JAC ASSIST

Both JAC and JAC Assist vehicles are ADA compliant and are accessible by wheelchair. Riding JAC Assist is equivalent to riding JAC's fixed-route system in that there is a scheduled arrival time and you must be ready when the vehicle arrives. Also, there may be additional stops before reaching your destination.

Please remember:

- JAC Assist is an "origin to destination" service.
- JAC Assist is a shared-ride service.
- The driver may not make unscheduled stops.
- If other passengers get on or off the vehicle before your stop, you may need to temporarily move to accommodate these passengers.
- No assistance will be provided beyond the entrance of your destination. If you require further assistance, a personal care attendant should accompany you.

- You may ride from any origin in the JAC Assist service area for any purpose as long as a reservation has been made. (Excluding riders with Conditional and Trip by Trip eligibility)

The vehicle may arrive 15 minutes before or after your scheduled pick-up time. For example, if your pick-up time is scheduled for 8:00 A.M., the vehicle may arrive any time between 7:45 A.M. and 8:15 A.M. The vehicle will wait 5 minutes after arrival at the designated pick-up site. It is your responsibility to be available to board the vehicle at least 15 minutes prior to your scheduled pick-up time. You (and your PCA/companion) should meet the vehicle when it arrives.

If the vehicle is more than 15 minutes late for your scheduled time, please call JAC Assist at (775) 841-7433 and a dispatcher will check the arrival time.

The driver is required to collect a fare or a JAC Assist ticket from you and your companion prior to departure. Please have exact change or ticket ready. Checks, ATM or credit cards are not accepted. If your need for a personal care attendant has been registered with JAC Assist, there is no charge for him or her. Non-payment of fares will result in a denial of your trip.

Eating, drinking (including consumption of alcohol), chewing tobacco, smoking, littering or listening to audio devices without earphones will not be permitted. Shirts and shoes (or equivalent) must be worn. Passengers should refrain from engaging in inappropriate/distracting conversation with the driver.

DRIVER ASSISTANCE POLICY

Drivers are not permitted to enter any home or go beyond the threshold of any building. Drivers are required to maintain visual contact with the vehicle at all times. Drivers may enter into the main lobby of a business for the exclusive purpose of notifying a patron that the vehicle is available for boarding, provided they are able to maintain line-of-sight contact with the vehicle at all times.

In locations where drivers cannot maintain line-of-sight with their vehicle and go to the door to notify passengers of the arrival of their ride, passengers may request telephone notification of the bus' arrival for that specific location. As this request may require special arrangements with third parties and is subject to review, please contact us at (775) 841-7433 to make the request.

Drivers are not permitted to maneuver a mobility device up or down stairs. Drivers are not permitted to physically lift passengers. Drivers are not permitted to carry objects over 15 pounds. Drivers are not permitted to load or unload passenger's carry-on items. It is the passenger's responsibility to load, unload and control all carry-on items. Passengers needing more assistance than the drivers are allowed to provide are encouraged to make other arrangements for

assistance at their pick-up and drop-off points. One personal care attendant is allowed to ride with passengers as needed without charge.

WHAT TO DO IF YOU MISS YOUR RIDE

If you miss your scheduled ride, your missed trip will be treated as a “no-show.” Contact JAC Assist, (775) 841-7433, from 8:00 A.M. to 5:00 P.M. Monday through Friday, and 8:00 A.M. to 4:00 P.M. Saturday to request a new trip to be scheduled on a same day, space available basis. Outside of normal business hours, please call (775) 841-7433 and leave a message.

HOW CAN JAC ASSIST ACCOMMODATE YOU?

In order to provide for the safety of our drivers and passengers, your carry-on items are limited to what can easily be contained and controlled by you and/or your companion(s). Items too large or too numerous to be reasonably controlled, carried, or handled by a passenger are prohibited. Generally, packages with a combined weight of no more than 30 pounds are welcome on JAC Assist. All items must be stowed out of the aisle or walkways, may not be placed in unoccupied seats, and must remain within the passenger’s immediate control. Shopping carts, etc. will not be tied down elsewhere in the vehicle.

- Hazardous materials or firearms are not allowed.
- No additional packages will be transported.
- Customers or PCA/companions are responsible for getting carry-on items/packages to their destination.

Visitors from other cities who are eligible under ADA criteria are welcome to use JAC Assist during their visit to Carson City for up to 21 days. Please call JAC Assist at (775) 841-7433 if you are an out of town visitor wishing to register.

JAC Assist customers should be offered the same ADA service in other cities that provide fixed-route services upon showing their photo identification card.

Service animals are allowed to accompany you if such a need was indicated on your JAC Assist application. Please inform JAC Assist when scheduling your trip that a service animal will be accompanying you.

HOW TO COMMENT ON JAC ASSIST SERVICE

JAC Assist staff appreciate the opportunity to improve upon the services we provide. Please do not hesitate to call. Should you have questions or complaints about service, please call JAC Assist at (775) 841-7433. Additional information on the complaint process found in Appendix D.

SAFETY

A customer may be subject to any reasonable accommodation requirement that will ensure the safety of themselves, other customers, and drivers. For example, a customer may be required to ride with a personal care attendant if the passenger is unable to safely board a vehicle.

CONTAGIOUS ILLNESSES

Several steps can be taken to help prevent contagious illnesses. The most important thing you can do to protect yourself and others is to wash your hands. Please be considerate of others and cover your nose and mouth when coughing or sneezing. Always wash your hands after coughing or sneezing. Avoid contact with at-risk individuals.

CUSTOMER CODE OF CONDUCT

It is JAC Assist's policy to provide the safest and most efficient service to our passengers. Passengers who abuse the following Code of Conduct guidelines can adversely affect the JAC Assist program as a whole. For the safety and comfort of all passengers, JAC Assist has established these policies that address instances when a passenger's conduct may adversely affect others involved with the JAC Assist program, including:

- 1) **Electronic Equipment** – Customers may not operate any audio or visual equipment which infringes upon other passenger's safety, comfort, or impairs the driver's ability to transport passengers safely. Examples include audio/visual devices without headsets, portable video games that have sound effects, etc.
- 2) **Hazardous Conduct** – Any act that creates the potential for injury or death to any customer, driver, or the general public.
- 3) **Abusive Conduct** – Any abusive, offensive, or threatening act or behavior that affects the safety or security of the driver and/or the passengers, or invades the privacy rights of others such as touching another person in a rude, insolent or angry manner. Sexual harassment, verbal or physical, will not be tolerated. Examples also include profanity, screaming, hitting, etc.

Consequences of Misconduct

Due to the potential for a wide variety and severity of misconduct, JAC Assist reserves the right to determine the consequences ranging from a warning to a suspension in service for up to one year.

No rider that has been suspended shall lose his or her certificate of eligibility for paratransit services by reason of said suspension. Passengers will be notified in writing before JAC Assist takes any action. An eligible passenger whose service is to be suspended because of misconduct has a right to request a hearing through an appeals process (see Appendix B).

Consequence of Unintentional Misconduct

Any act that would qualify as misconduct, but is the direct and immediate act of the passenger's disability, such as abusive language that is the consequence of Tourette's syndrome, or socially unacceptable behavior brought on by a mental illness, shall be considered Unintentional Misconduct. Consequences of Unintentional Misconduct will be addressed as noted below after counseling with the passenger.

- 1) A passenger may be subject to any reasonable accommodation requirement that will ensure the safety of all passengers and drivers.
 - a. A passenger may be required to ride with a personal care attendant.
 - b. A passenger may be required to attend training or receive additional counseling in proper transit conduct.
- 2) The accommodation requirement may last for a time period sufficient to allow the passenger to learn appropriate behavior.
- 3) The accommodation requirement may be permanent if the conduct is beyond the passenger's control.
- 4) If a passenger commits an act of misconduct that he or she has been trained to know is inappropriate, that act is considered intentional.

No rider whose access to paratransit service has been suspended for any reason shall lose his or her certificate of eligibility for paratransit services by reason of said suspension. Passengers will be notified in writing before JAC Assist takes any of these steps. An eligible passenger whose service is to be suspended because of misconduct has a right to request a hearing through an appeals process (see Appendix B).

JAC ASSIST NO-SHOW AND LATE CANCELLATION POLICY

JAC Assist passengers who establish a pattern or practice of "no-shows" or late cancellations may lose their riding privileges for a designated period of time.

A "no-show" is defined as when a passenger does not cancel a scheduled trip and is unavailable at the agreed upon pick-up time window and location – and ALL of the following occur:

- The vehicle is at the correct pick-up location within the 30-minute window (no more than 15 minutes before or after the scheduled pick-up time);

- The vehicle has waited 5 minutes for the passenger;
- The driver has contacted the dispatcher to report a possible no-show;
- The dispatcher confirms the scheduled pick-up time and correct location with the driver; and
- The dispatcher has attempted to call the passenger at the telephone number of record.

A “late cancellation” is defined as when a passenger does not cancel a scheduled trip at least one (1) hour prior to the scheduled pick-up time.

JAC Assist’s no-show and late cancellation policy is as follows:

- Three (3) no-shows and/or late cancellations within any thirty (30) day period will result in a warning letter.
- Five (5) no-shows and/or late cancellations within any thirty (30) day period will trigger a review of the rider’s no-show and late cancellation frequency.
- Riders who are found to have a pattern or practice of abuse representing at least fifteen (15) percent of their total trips will be suspended from JAC Assist service for a period of five (5) days.
- If subsequent reviews are triggered and reveal a continued pattern or practice of abuse, the rider will be suspended as follows:
 - Two (2) violations within one year – suspension for ten (10) days.
 - Three (3) violations within one year – suspension for fifteen (15) days and loss of subscription service privileges, if any exist. Subscription privileges may be reinstated after one year from date of loss on a space-available basis, provided that fewer than fifteen (15) percent of total trips have been no-shows and/or late cancellations during that time. Only after this one year period may an individual be placed onto a waiting list.
 - Four (4) violations within one year – suspension for twenty (20) days.

JAC Assist is committed to working with individuals to address the causes of no-shows and late cancellations so these persons can continue to use the service.

A no-show or late cancellation due to JAC Assist error will not be counted. Likewise, a no-show or late cancellation due to circumstances beyond your control will not be counted if you notify JAC Assist at (775) 841-7433 during normal business hours. Documentation may be required. You may also contest a no-show or late cancellation that has been assessed by contacting JAC Assist at (775) 841-7433.

NOTE: JAC Assist will not cancel the return leg of any scheduled trip unless it has made contact with the rider to confirm that the return trip is not needed.

JAC ASSIST EXCESSIVE CANCELLATION POLICY

A pattern of excessive cancellations causes the paratransit service to not be available at the time other passengers desire service. The policy for excessive cancellations is as follows:

- Ten (10) cancellations within any thirty (30) day period will trigger a review of the rider's cancellation frequency.
- Riders who are found to have a pattern or practice of cancellations representing at least fifty (50) percent of their total trips will be suspended from JAC Assist service for a period of five (5) days.
- If subsequent reviews are triggered and reveal a continued pattern or practice of cancellations, the rider will be suspended as follows:
 - Two (2) violations within one year – suspension for ten (10) days.
 - Three (3) violations within one year – suspension for fifteen (15) days and loss of subscription trip privileges, if any exist. Subscription privileges may be reinstated after one year from date of loss on a space-available basis, provided that fewer than fifty (50) percent of total trips have been cancellations during that time
 - Four (4) violations within one year – suspension for twenty (20) days.

ACTIONS RESULTING FROM NO-SHOW, LATE CANCELLATION, EXCESSIVE CANCELLATION

You will be notified in writing before JAC Assist takes any steps that may result in suspension of service. The letter will provide the following:

- Notification of how many no-shows, late or excessive cancellations have been assessed.
- Details on the date, time and location of all scheduled pick-ups that resulted in a no-show or cancellation being assessed.
- Explanation of how these violations impact the paratransit service and other passengers.
- Explanation of your pending loss of riding privileges.
- Opportunity for you to contest the assessment of a no-show or late cancellation, or demonstrate that a no-show or late cancellation was due to circumstances beyond your control.
- Instructions on how to appeal the decision to suspend.

JAC Assist will allow 15 days between the receipt of a notice of proposed suspension of service and the proposed date on which the suspension becomes effective. There will be no loss of service while an appeal is in progress.

APPENDIX A DEFINITION OF ADA PARATRANSIT ELIGIBLE

The U.S. Department of Transportation Americans With Disabilities Act of 1990 defines "ADA paratransit eligible" as:

1. Any person with a disability who can use an accessible vehicle, but for whom any desired trip cannot be made because the fixed-route service he/she needs to use is not yet accessible. This category includes those persons who use wheelchairs, walkers or braces and others whose disabilities prevent them from utilizing an inaccessible vehicle or facility.
2. Persons, who because of the nature of their disabilities, cannot navigate even a transit system that is otherwise accessible. This category includes persons who because of their disability cannot independently board, ride or disembark from an accessible vehicle. This is based on the assumption the individual will not and need not be able to operate a boarding system such as a wheelchair lift, ramp or securement device. The presence of a traveling companion does not affect this eligibility.
3. Persons with impairment-related conditions that prevent them from getting to or from a boarding or disembarking location. This relates to an individual's particular functional disability. This eligibility requires functional evaluation of its application to a particular system and a particular trip. Examples of eligibility under this category include severe, chronic fatigue related to HIV infection and AIDS, heat sensitivity due to cardiovascular disease and hypothermia due to quadriplegia.

Generally the following four tests are applied when determining an applicant's eligibility:

1. Does the individual's disability prevent him/her from getting to and from a bus stop at the point of origin or destination?
2. Can the individual board, utilize and disembark the vehicle at the bus stop?
3. Can the individual recognize the destination and disembark the bus?
4. If the passenger's trip requires transfers, are the paths of travel between routes accessible and navigable by the individual?

**APPENDIX B
JAC ASSIST APPEALS PROCESS**

Appeal of Service Suspension and Eligibility Certifications

REQUESTS FOR HEARING

A hearing to appeal a decision regarding eligibility or to suspend JAC Assist service will be held only after receipt of a written Request for Hearing, filed with the Transit Coordinator.

- Requests for Hearing must be in writing and must contain the name, address, and telephone number of the person(s) requesting the hearing (requester), and the name of the JAC Assist service user if different from Requester.
- Persons submitting a Request for Hearing are strongly encouraged to include a statement of the reason(s) why they believe the decision of eligibility or to suspend service is inappropriate.
- Requests for Hearings must be filed within sixty (60) calendar days after a person has received written notice of eligibility or suspension and will be deemed filed when received by the Transit Coordinator.

RESPONSIBILITIES OF THE TRANSIT COORDINATOR AND REQUESTER

- The Transit Coordinator will set the time and place of the hearing when the request is filed (received) and will notify the Requester. The time of the hearing will be within 30 days after the time the Request for Hearing was filed (excluding holidays).
- Hearings may be postponed or rescheduled only upon written request to the Transit Coordinator and for good cause.
- A person requesting a hearing may waive personal appearance at the hearing and have the matter determined based on the record, but must do so by filing a written request with the Transit Coordinator before the hearing.
- A person waiving personal appearance may submit to the Transit Coordinator documents and other information to be included with the record and considered in deciding the appeal.
- If the Requester fails to appear at the hearing, and gives no prior notice, the Transit Coordinator may make a determination based on the available evidence, as appropriate.

ADA APPEALS COMMITTEE

Appeals will be considered by an ADA Appeals Committee comprised of three (3) persons: the Transit Coordinator or his/her designee; a member of an appropriate City department (e.g., Human Resources or Health & Human Services); and a member of the disabled community with familiarity of the

disability in question (for eligibility decisions) or ADA complementary paratransit service in general (for suspension decisions).

CONDUCT OF HEARINGS

The manner of conducting hearings is under the direction, control and discretion of the Transit Coordinator. These guidelines govern issues, evidence, and documents:

- The issues to be decided at the hearing are limited to those set forth in the notice of service suspension and the Request for Hearing.
- Evidence commonly relied upon by reasonable, prudent persons will be heard and considered. Specifically, this includes statements (oral and written), documents and copies of documents, official and business reports, and records not certified as such.
- Irrelevant, immaterial, redundant or unduly repetitious evidence will be excluded.
- A record of the hearing (electronic or otherwise) will be kept, as determined by the Transit Coordinator.
- A verbatim transcript of the proceedings, if desired, must be provided and paid for by the Requester.

DECISIONS

All decisions will be in writing. Decisions will be rendered at the conclusion of the hearing or as soon thereafter as a decision can be made. Within five (5) business days, the Transit Coordinator will notify the Requester in writing of the decision and the reasons for the decision.

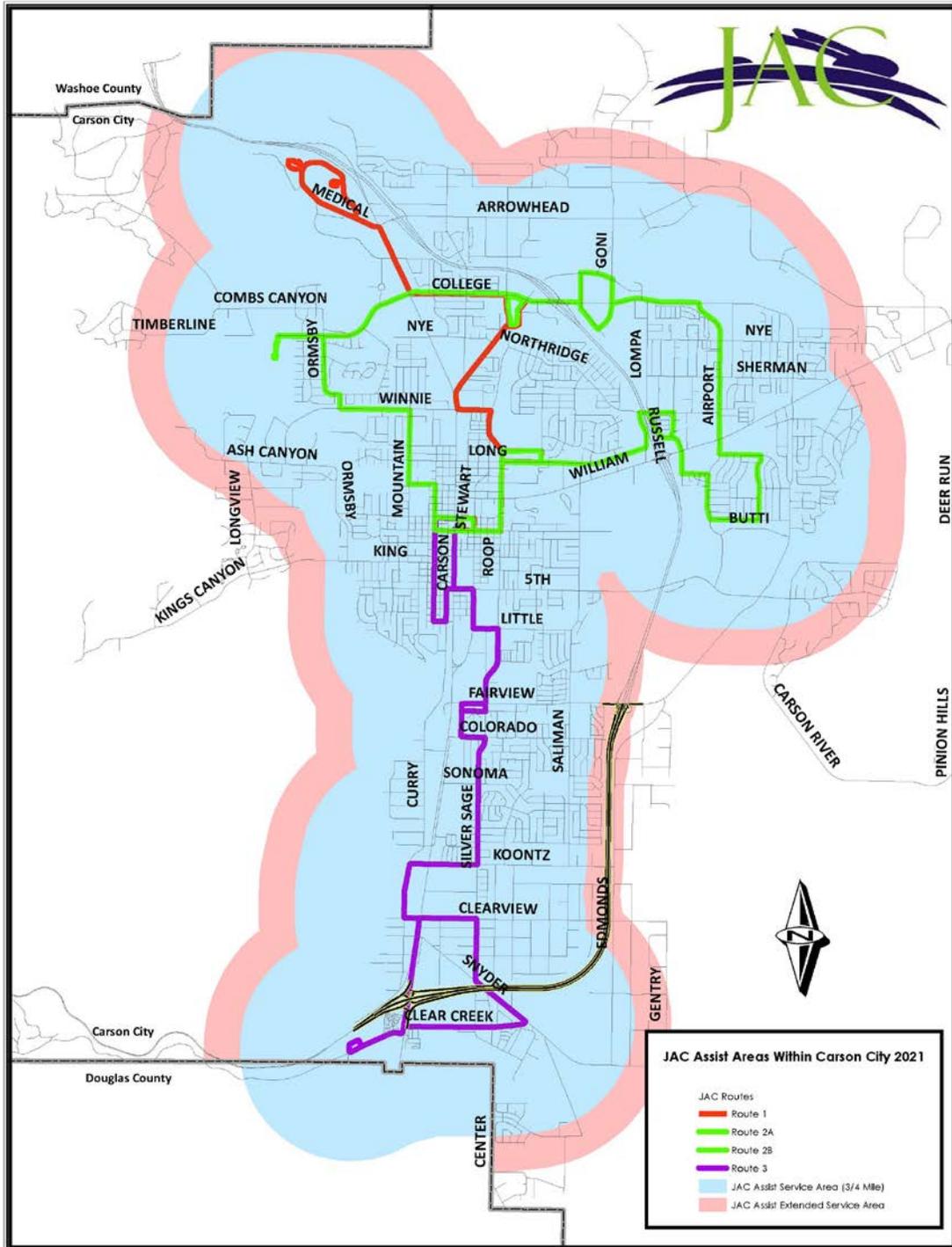
Requesters who are not satisfied with the decision of the ADA Appeals Committee may appeal to the Transportation Manager of the City within five (5) business days after receiving written notification of the ADA Appeals Committee decision. The Transportation Manager shall respond in writing within ten (10) days of receiving the appeal. The decision of the Transportation Manager shall be final.

GENERAL

The Transit Coordinator may modify or waive any of these rules in the interest of fairness or justice for good cause shown.

JAC Assist is not required to provide ADA paratransit service to the individual for the duration of the certification appeal process unless the decision of the ADA Appeals Committee exceeds the thirty (30) day limit.

APPENDIX C JAC ASSIST SERVICE AREA



APPENDIX D JAC ASSIST COMPLAINT PROCESS

JAC Assist seeks to provide a user-friendly method of resolving your concerns fairly and efficiently. JAC Assist staff appreciate the opportunity to improve upon the services we provide.

If you have a complaint about service, please call JAC Assist at (775) 841-7433. Be prepared to provide your name, address, phone number and a detailed explanation of your complaint (e.g., date and time of incident, vehicle number, driver's name, etc.) This will allow staff to more completely investigate and respond to your complaint. You may also mail a completed complaint form to JAC at 3770 Butti Way, Carson City, NV 89701. The complaint form is available on the following page of this policy, and on the JAC website at www.ridejac.com.

If the complaint is not resolved to your satisfaction after five (5) working days, please submit the complaint in writing (using the complaint form described above) to the General Manager at 3770 Butti Way, Carson City, NV 89701. Please provide the information outlined above plus details of your interaction with the JAC Assist office staff.

If the complaint is still not resolved to your satisfaction within five (5) working days, you may submit the complaint in writing (using the complaint form described above) to the Transit Coordinator at 3505 Butti Way, Carson City, NV 89701. Be prepared to again provide the information outlined above plus details of your interaction with the JAC Assist office staff and General Manager. You may request to meet personally with the Transit Coordinator to discuss the problem and/or request a written response within ten (10) working days. The Transit Coordinator has discretion to enlist the assistance of other resources, as appropriate, in resolving your problem, e.g., the Transportation Manager, other City staff, the management and staff of contractor, etc. as appropriate.

If the meeting and/or the response are not scheduled/received within ten (10) working days from the date your request is received by the Transit Coordinator or if the meeting/response does not resolve the problem to your satisfaction, you may appeal in writing to the Transportation Manager at 3505 Butti Way, Carson City, NV 89701. The decision of the Transportation Manager shall be final.

APPENDIX E GLOSSARY

ADA – Americans with Disabilities Act signed into law in 1990, making it illegal to discriminate against persons with disabilities regarding employment, public services, public accommodations, and telecommunications. The intent of this law is to provide equal opportunity to person with disabilities, allowing them to fully participate in society and live independently and with economic self-sufficiency.

CANCELLATION – To give notice more than one hour before the scheduled trip, that the trip is not needed.

COMPANION – A fare-paying person accompanying the JAC Assist rider.

CONDITIONAL USE ELIGIBILITY – Individual is not able to use accessible JAC fixed-route transit in specific circumstances and is eligible to use JAC Assist paratransit service under limited circumstances identified by JAC Assist.

DISABILITY (as defined by ADA, see Appendix E) – A person with a disability is defined as:

- A person with a physical or mental impairment that substantially limits one or more major life activities; or
- A person with a record of such a physical or mental impairment; or
- A person who is regarded as having such impairment.

It should be noted that the ADA definition of disability is not the same as other definitions of disability used in other federal laws and programs such as Social Security, workers compensation, veterans programs, etc.

EXTENDED SERVICE AREA – Area between three-quarters (3/4) of a mile and one (1) mile from any JAC fixed-route in which JAC Assist will pick-up or drop-off individuals for a premium fare.

FIXED-ROUTE – A route in which the bus operates along prescribed routes according to fixed schedules.

JUMP AROUND CARSON (JAC) – The marketing name for the fixed-route public transportation system in Carson City.

JAC ASSIST – The marketing name for the ADA paratransit public transportation service in Carson City.

JURISDICTION – The total area within which the provider is authorized to operate.

LATE CANCELLATION – Failure to give notice of cancellation within one hour of scheduled pick-up.

NO-SHOW – Failure to give notice of cancellation and/or failure to show up at pick-up location.

ORIGIN TO DESTINATION – The JAC Assist vehicle will pick up the passenger at the originating address and drop off the passenger at the destination address.

PARATRANSIT – Comparable transportation for individuals, who, because of a physical or mental impairment, cannot use a regular fixed-route system.

PERSONAL CARE ATTENDANT (PCA) – An individual, who accompanies the paratransit eligible individual, who requires more assistance than that provided by the driver. Examples of PCA activities performed on behalf of the passenger may include mobility assistance, personal care, or communication.

REDUCED FARE – Only applicable for riding the fixed-route system.

SERVICE ANIMAL – Any guide dog, signal dog, service dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability.

SERVICE AREA – Area in which JAC Assist will pick-up or drop-off individuals. Currently the Service Area is three-quarters (3/4) of a mile on each side of each fixed-route.

SUBSCRIPTION SERVICE – Trips that are considered as being consistent and recurring (at least twice per week with the same origin and/or destination) where continuation will extend over a period of at least 90 days.

TEMPORARY ELIGIBILITY – Individual is not able to use accessible fixed-route transit at this time, however the condition or circumstance(s) leading to eligibility is reasonably expected to change in the future. For a limited period of time, such as a broken limb that prevents a person to be able to walk to a JAC fixed-route bus stop, the individual is typically eligible to use JAC Assist paratransit service for all trips.

TRIP-by-TRIP ELIGIBILITY – Individual is not able to use accessible JAC fixed-route service for certain trips due to architectural and/or environmental barriers. The individual is eligible to use JAC Assist paratransit service for those specific trips identified by JAC Assist.

UNCONDITIONAL USE ELIGIBILITY – Individual is not able to use accessible JAC fixed-route transit under any circumstances and is eligible for all trips on JAC Assist paratransit service.

VISITOR – Someone who does not reside in the jurisdiction served by JAC or JAC Assist.



Carson City Regional Transportation Commission
Item for Commission Information

RTC Meeting Date: April 14, 2021
To: Regional Transportation Commission
From: Justin Tiarney, Street Supervisor
Date Prepared: March 24, 2021
Subject Title: Street Operations Activity Report
Staff Summary: Monthly Status Report for the Commission's Information

Carson City Public Works, Street Operations Division
Status Report to RTC: Activities of February 2021

Street Repair and Maintenance

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Crack Seal Operation (blocks of sealant used)	0	1,110
Street Patching Operation (tons of asphalt)	0	393
Pot Holes Repaired	0	25

Tree Care and Maintenance

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Tree Pruning Operations	10	187
Tree Removal	1	15
Tree Replacement	0	0
Tree Care Chemical Treatment	3,510	3,510
Tree Work for Other Departments	0	27
Weed Abatement Chemical Sprayed (gallons applied)	200	7,049

Concrete Repair and Maintenance

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Concrete Poured (yards)	25	230
Curb & Gutter (linear feet)	80	974
Sidewalk & Flat Work (sq/ft)	1,448	9,876
Wheel Chair Ramps	0	1
Misc.		4,062

Grading and Shoulder Maintenance

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Dirt Road Work/Misc	0	200
Shoulder Work on Asphalt Roads (feet)	19,178	36,244
Debris Cleaned	0	92

Storm Water

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Sediment Removed from Ditches (yards)	125	1,550
Lineal foot of ditch cleared	9,987	19,060
Pipe Hydro Flushed (linear feet)	0	836

Sweeper Operations

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Curb Miles Swept	781.8	5,021
Material Picked Up (yards)	305	2,255
City Parking Lots Swept	0	16

Trucking Bins

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Bins Hauled for Waste Water Treatment Plant (yards)	36	302
Bins Hauled for Sweeping Operation (yards)	27	218
Equipment Transported for other Departments	0	0

Banner and Decorations Activities

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Banner Operations Carson Street	4	32
Changed Lamp Post Banners	0	42
Installed Christmas Decorations	0	141
Removed Christmas Decorations	0	141

Signs and Markings

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Signs Made	107	257
Signs Replaced	96	212
Sign Post Replaced	11	42
Signs Refurbished/Replaced due to Graffiti Damage	12	79
Delineators Replaced	15	95
Cross Walks Painted	0	199
Stop Bars Painted	0	215
Yield Bars Painted	0	89
Right Arrows Painted	0	19
Left Arrows Painted	0	123
Straight Arrows Painted	0	22
Stop (word) Painted	0	33
Only (word) Painted	0	0
Bike Symbol & Arrow	0	3
Install Street, bicycle, and pedestrian counters	11	42
Curb Painted (linear feet)	188	188

Weather Events

ACTIVITIES	QUANTITIES/COMMENTS	FYTD
Snow and Ice Control	2	11
Sand/Salt mixture applied (Yards)	39	337
Brine mixture applied (Gallons)	40	9,915
Rain Event/Flood Control	2	4
Drainage Inlets Cleared	288	504
Material removed from S/D system	5.25	27.75
Wind	0	0