



U.S. Department  
of Transportation

**Federal Highway  
Administration**

# Program Review

FHWA Indiana  
Division

FTA Region 5

INDOT

CAMPO



## **Review of the Columbus Metropolitan Planning Organization's Planning Process**

**December 2014**

**FINAL REPORT**

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## Executive Summary

On June 9-10, 2014 the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Indiana Department of Transportation (INDOT) conducted a review of the transportation planning process of the CAMPO Metropolitan Planning Organization (CAMPO). CAMPO is the Metropolitan Planning Organization (MPO) for the Columbus metropolitan planning area in Indiana (see Appendix 1), which includes all of Bartholomew County. The purpose of the planning review is to assure CAMPO satisfactorily addresses Federal planning requirements.

The review team identified the following compliance issues:

**Compliance Issue 1** - The CAMPO-COLUMBUS-INDOT Planning Agreement must be updated to clarify roles and responsibilities for the portion of the CAMPO UZA that extends into the Indianapolis MPA, per 23 CFR 450.314(d) & (f). Per INDOT Corrective Action, this should be completed prior to seeking approval by FHWA and FTA of the next STIP.

**Compliance Issue 2** - The previous Planning Review Report (2010) recommendation #5 stated: "The public participation plan (PPP) should be updated to include all the requirements of 23 CFR 450.316, 23 CFR 450.322 (g) (1) (2), (i), and (j) and specifically for the TIP in 23 CFR 450.324 (b). It should then include a 45-day public comment period." This has not been completed. The review team does not find the MPO's PPP meets the requirements of 23 CFR 450.316, and the MPO must update the PPP within one year of issuance of this report.

The review team also recommends the MPO seriously consider the following action items for implementation:

**Recommendation 1** – The 2003 Cooperative Action Agreement lists Edinburgh as a participant, although they have not signed the agreement. Additionally, the agreement does not spell out financial responsibilities of the different MPO jurisdictions. The review team suggests updating the document to include current participating jurisdictions, and outlining any financial responsibilities of those parties.

**Recommendation 2** – The review team recommends additional Policy and Technical Board education on the MPO responsibilities and required products, possibly dedicating time in each meeting to education on such topics as Statement of Work, Fiscal Constraint, Board roles and requirements, etc.

The review team would also like to commend the MPO for best practices identified during this review:

**Commendation 1** –The review team would like to commend the MPO for development of bylaws and reinstatement of public involvement committees (CAC and TAC) and regular MPO Board Meetings. These steps have assisted in developing a framework for the MPO, along with helping to determine future goals.

Subject to addressing the compliance issues and reporting the progress in implementing the recommendations cited in this report, the Federal Highway Administration finds the CAMPO and INDOT and City of Columbus Transportation System (ColumBUS Transit), are following a transportation planning process which complies with 23 U.S.C 134 and 49 U.S.C 5303, and the associated regulations at 23 CFR Part 450 and 49 CFR Part 613.

## Purpose and Objective

The purpose of this planning review is to examine the continuing, comprehensive, and cooperative (3-C) transportation planning process between the metropolitan planning organization (MPO), which is the CAMPO Metropolitan Planning Organization (CAMPO), the Indiana Department of Transportation (INDOT) and the transit operator, City of Columbus Transit System (ColumBUS Transit).

23 CFR 450.328(a) states;

*“The FHWA and the FTA shall jointly find that each metropolitan TIP is consistent with the metropolitan transportation plan produced by the continuing and comprehensive transportation process carried on cooperatively by the MPO(s), the State(s), and the public transportation operator(s) in accordance with 23 U.S.C. 134 and 49 U.S.C. 5303. This finding shall be based on the self-certification statement submitted by the State and MPO under Sec. 450.334, a review of the metropolitan transportation plan by the FHWA and the FTA, and upon other reviews as deemed necessary by the FHWA and the FTA.”*

USDOT and INDOT have agreed to conduct joint planning reviews every four years for MPOs with populations between 50,000 and 200,000 to assure there is a sound basis for the self-certification statement. The reviews also help USDOT to identify best practices and share these practices with other MPOs so as to encourage continuous process improvement.

INDOT and CAMPO are able to utilize the documentation from this planning review to support the self-certification statement that is needed by INDOT to support issuance of the Governor’s approval letter for the CAMPO Transportation Improvement Program (TIP).

## **Scope and Methodology**

This planning review focuses on compliance with Federal regulations, challenges, successes, and experiences of the cooperative relationship between the CAMPO, INDOT and ColumBUS Transit in the conduct of the metropolitan planning process. This planning review is only one of several methods used to assess the quality and compliance of the CAMPO's metropolitan planning process. Other activities provide both FHWA and Federal Transit Administration (FTA) an opportunity to comment on the planning process, including routine attendance at Policy/Technical committee meetings and USDOT approval of the CAMPO Statement of Work (SOW).

In preparation for the site visit, the CAMPO provided responses to an advance questionnaire (see Appendix 2). This report provides the regulatory framework, the current status, key findings, and recommendations for the following subject areas:

- Metropolitan Planning Organization Structure
- Metropolitan Planning Area Boundaries
- Metropolitan Planning Agreements
- Statement of Work
- Metropolitan Transportation Plan
- Transportation Improvement Program
- Annual Listing of Obligated Projects
- Public Involvement and Participation Plan
- Title VI of the Civil Rights Act
- American with Disabilities Act
- Intelligent Transportation System Architecture and Standards
- Multimodal Activities
- Travel Demand Modeling
- Metropolitan Planning Factors
- Freight
- Safety

## **Team Members**

The review team included the following:

Michelle Allen, FHWA Indiana Division

Joyce Newland, FHWA Indiana Division

Tony Greep, FTA Region 5

Emmanuel Nsonwu, Indiana Department of Transportation

Jay Mitchell, Indiana Department of Transportation

Jeanette Wilson, Indiana Department of Transportation

The review team would like to thank Laurence Brown, Director of CAMPO, and ColumBUS Transit staff for participating in the review. We really appreciated being able to hear from the City and Transit Operator, to understand their challenges and how they are working with the MPO to address them.

## Observations and Findings

Each section follows the following format:

1. The statutory requirement is given for the basis of each element,
2. A summary of the current status based on ongoing contacts, review of planning products throughout the year, input provided in the discussions with the staff, and
3. Findings of the review team on the adequacy of the process, and compliance issues, recommendations, and commendations as appropriate.

### METROPOLITAN PLANNING ORGANIZATION STRUCTURE

**Requirement:** Federal legislation (23 U.S.C. 134(d)) requires the designation of an MPO for each urbanized area with a population of more than 50,000 individuals. When an MPO representing all or part of a TMA is initially designated or redesignated according to 23 CFR 450.310(d), the policy board of the MPO shall consist of: (a) local elected officials; (b) officials of public agencies that administer or operate major modes of transportation within the metropolitan area, and including representation by providers of public transportation; and (c) appropriate State transportation officials. The voting membership of an MPO that was designated or redesignated prior, will remain valid until a new MPO is redesignated. Redesignation is required whenever the existing MPO seeks to substantially change: (a) the proportion of voting members on the existing MPO representing the largest incorporated city, other units of general purpose local government served by the MPO, and the State, (b) the decision-making authority or responsibility of the MPO, or (c) the decision-making procedures established under MPO bylaws. The addition of jurisdictional or political bodies into the MPO or of members to the policy board generally does not require a redesignation of the MPO.

**Status:** By letter dated April 14, 2014, the Governor reaffirmed CAMPO as the designated MPO for the Columbus planning area. The new urbanized area boundary (UAB) was approved by the CAMPO Policy Board via Resolution 2012-13 on Dec 21, 2012 to reflect changes from the 2010 Census. The Governor's Approval Letter dated April 14, 2014 can be found in Appendix 1.

"An Agreement for Cooperative Action between the City of Columbus, the Town of Edinburgh and Bartholomew County." This document establishes CAMPO, its Policy Board, the Tech Committee and their powers. This document was never signed by Edinburgh. This document is dated Oct 21, 2003.

The CAMPO Council/Policy Committee's membership consists of:

1. City of Columbus Mayor
2. Bartholomew County Commissioners member
3. Bartholomew County Council member
4. Columbus City Council member
5. Bartholomew County Plan Commission member
6. Columbus Plan Commission member
7. INDOT Seymour District, Deputy Commissioner
8. Federal Transit Administration Division Administrator (non-voting)
9. Federal Highway Administration Division Administrator (non-voting)

The CAMPO Policy Committee voted to include INDOT as a voting member of their Policy Committee in April 2011. The mayor acts as the Columbus Transit representative, since transit is a department of the city.

The Technical Committee is made up of:

1. Bartholomew County Engineer
2. Columbus City Engineer
3. Columbus Chief of Police
4. Columbus/Bartholomew Planning Director
5. Columbus Municipal Airport Director
6. Columbus Transit Coordinator
7. Columbus City Utilities Director<sup>2</sup>
8. Columbus/Bartholomew GIS Coordinator
9. Columbus Parks & Recreation Director
10. Bartholomew Consolidated School Corporation Transportation Director
11. INDOT Office of Asset Planning and Management Representative
12. INDOT Office of Transit Representative
13. INDOT Seymour District Representative
14. Edinburgh Town Manager
15. Freight Carrier Representative
16. Federal Highway Administration Planning Specialist (non-voting)
17. Federal Transit Administration Program Specialist (non-voting)

CAMPO currently does not have a "Freight Carrier" representative.

**Finding:** The review team finds the MPO is in compliance with the requirements of 23 CFR 450.310.

### **METROPOLITAN PLANNING AREA**

**Requirement:** The metropolitan planning area boundary (MPA) refers to the geographic area in which the metropolitan transportation planning process must be carried out. The MPA shall, at a minimum, cover the Census-defined,

urbanized area (UZA) and the contiguous geographic area(s) likely to become urbanized within the 20-year forecast period covered by the Metropolitan Transportation Plan. Adjustments to the UZA as a result of the transportation planning process are typically referred to by FHWA as the urbanized area boundary (UAB). In accordance with 23 U.S.C. 134 (e), the boundary should foster an effective planning process that ensures connectivity between modes and promotes overall efficiency. The boundary should include Environmental Protection Agency (EPA) defined nonattainment and/or maintenance areas, if applicable, in accordance with the National Ambient Air Quality Standard (NAAQS) for ozone or carbon monoxide.

**Status:** The most recent MPA, per 2010 Census, did not change borders. In 2010, Resolution 2010-1 modified the CAMPO MPA in order for the Indianapolis MPO to assume responsibility for planning in the Johnson and Shelby county areas that were previously part of the northern portion of CAMPO's MPA. This change to the MPA relieved CAMPO from air quality conformity requirements.

The MPA was formally accepted by the Governor/INDOT via a letter dated April 14, 2014, and that letter also approves the UAB. Both the MPA and UAB are considered based on a 20-year urbanized growth expectation.

**Finding:** The MPA and UAB meet all applicable planning requirements.

### **METROPOLITAN PLANNING AGREEMENTS**

**Requirement:** In accordance with 23 U.S.C. 134, MPOs are required to establish relationships with the State and public transportation agencies under the cover of specified agreements between the parties to work in cooperation in carrying out a continuing, cooperative and comprehensive (3 C's) metropolitan planning process. The agreements must identify the mutual roles and responsibilities and procedures governing their cooperative efforts. These agreements must identify the designated agency for air quality planning under the Clean Air Act and address the responsibilities and situations arising from there being more than one MPO in a metropolitan area.

**Status:** The "Memorandum of Understanding between CAMPO, INDOT and the City of Columbus Transportation System" establishes CAMPO's role for Transit. The final signatory of this document was dated March 4, 2004. CAMPO is working jointly with INDOT and the City of Columbus Transportation System (ColumBUS Transit) to update the Planning Agreement. Per Compliance Issue #1, this should be completed prior to seeking approval by FHWA and FTA of the next STIP. As previously outlined, the Indianapolis MPO has taken over some of the original MPA to assist with transportation conformity. While this has transpired through the passage of a local resolution, it has not been formalized in a signed agreement.

**Finding:** The review team finds the CAMPO-INDOT-COLUMBUS Planning Agreement must be updated. Additionally, there needs to be a formal agreement regarding transportation conformity.

**Compliance Issue 1** - The CAMPO-COLUMBUS-INDOT Planning Agreement must be updated to clarify roles and responsibilities for the portion of the CAMPO UZA that extends into the Indianapolis MPA, per 23 CFR 450.314(d) & (f). Per INDOT Corrective Action, this should be completed prior to seeking approval by FHWA and FTA of the next STIP.

**Recommendation 1** – The 2003 Cooperative Action Agreement lists Edinburgh as a participant, although they have not signed the agreement. Additionally, the agreement does not spell out financial responsibilities of the different MPO jurisdictions. The review team suggests updating the document to include current participating jurisdictions, and outlining any financial responsibilities of those parties

**Commendation 1** - The review team would like to commend the MPO for development of bylaws, the reinstatement of public involvement committees (CAC and TAC), and coordinating regular MPO Board Meetings. These steps have assisted in developing a framework for the MPO, along with helping to determine future goals.

## **STATEMENT OF WORK**

**Requirement:** MPOs are required to develop Statement of Works (SOWs) to govern work programs for the expenditure of FHWA and FTA planning and research funds (23 CFR 450.308). The SOW must be developed in cooperation with the State and public transit agencies and include the required elements.

**Status:** CAMPO's Statement of Work (SOW) consistently describes the planning priorities facing the metropolitan planning area and describes all metropolitan planning activities in sufficient detail to give the reader a good understanding of the MPO's priorities.

The CAMPO FY 2013-2014 SOW was reviewed and approved by FHWA and FTA on November 20, 2012. Anticipated results, and budgets for each activity are included. USDOT reviewed the FY 2014 1<sup>st</sup> Quarter SOW Billing as part of this review and found that appropriate documentation exists to support the billing (see Appendix 5).

**Finding:** The review team finds the CAMPO Statement of Work meets the federal requirements found in 23 CFR 450.308. CAMPO is encouraged to include a section regarding previous accomplishments. Additionally, more information on schedule and responsible persons/parties for completing the work should be included.

## **METROPOLITAN TRANSPORTATION PLAN**

**Requirement:** The scope of the transportation planning process according to 23 CFR 450.306 and 450.318 defines the relationship of corridor and other subarea planning studies to the metropolitan planning process and National Environmental Policy Act (NEPA) requirements. The transportation planning process must also ensure participation by Federal lands management agencies and tribal governments in the development of products and programs in the planning process as per 23 CFR 450.316 (c) (d) and (e).

In accordance with 23 CFR450.322 (a) "The metropolitan transportation planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon...the transportation plan shall include both long-range and short-range strategies/actions that lead to the development of a multi-modal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand."

The metropolitan planning statutes state that the long-range transportation plan and TIP (23 U.S.C. 134 (j) (2) (B)) must include a "financial plan" that "indicates resources from public and private sources that are reasonably expected to be available to carry out the program". Additionally, the STIP may include a similar financial plan (23 U.S.C. 135 (g)(5)(F)). The purpose of the financial plan is to demonstrate fiscal constraint. These requirements are implemented in our transportation planning regulations for the metropolitan long-range transportation plan, TIP, and STIP. These regulations provide, in essence, that a long-range transportation plan and TIP can include only projects for which funding "can reasonably be expected to be available" [23 CFR 450.322(f)(10) (metropolitan long-range transportation plan), 23 CFR 450.324(h) (TIP), and 23 CFR 450.216(m)(STIP)]. In addition, the regulations provide that projects in air quality nonattainment and maintenance areas can be included in the first two years of the TIP and STIP only if funds are "available or committed" [23 CFR 450.324(h) and 23 CFR 450.216(m)]. Finally, the Clean Air Act's transportation conformity regulations specify that a conformity determination can only be made on a fiscally constrained long-range transportation plan and TIP [40 CFR 93.108].

**Status:** The current MTP, approved November 21, 2011, is described as being the 2012-2037 MTP. The Plan provides a twenty-year planning horizon and is posted on the CAMPO website at <http://www.columbus.in.gov/campo/25-year-transportation-plan-go-columbus/>. The 5-year life of the Transportation Plan expires November 21, 2016.

The MTP includes land-use plans as described by the city's comprehensive plan were considered in development of the MTP. All local jurisdictions were invited to participate in development and review of the document.

**Finding:** In accordance with guidance under development by FHWA and FTA pursuant to MAP-21, CAMPO will be required to coordinate with INDOT and the transit operators to collect data and set targets for the following core performance measures: highway conditions; transit state of good repair; highway safety; transit safety; congestion; and freight movement. CAMPO is strongly encouraged while updating its MTP in the coming year to use these and secondary metrics/targets to quantitatively predict, measure and monitor progress for multi-modal transportation system performance improvements associated with each of the planning factors. Review the resources provided by the FHWA/FTA regarding performance based planning, such as the [Performance-Based Planning and Programming Guidebook](#) and the [Model Long-Range Transportation Plans: A Guide for Incorporating Performance-Based Planning](#).

It is also recommended that CAMPO use scenario planning to develop the MTP as promoted in MAP-21. Finally, the updated MTP should include a fiscally constrained list of projects that have been developed through coordination with local stakeholders. For further information on the concept of fiscal constraint please visit the [Financial Planning and Fiscal Constraint for Transportation Plans and Programs Questions & Answers](#) page developed by the FHWA.

## **TRANSPORTATION IMPROVEMENT PROGRAM**

**Requirement:** 23 CFR 450.324 requires the MPO to develop a TIP in cooperation with the State and public transit operators. Specific requirements and conditions, as specified in the regulations, include, but are not limited to:

- An updated TIP covering a period of at least four years that is compatible with the State Transportation Improvement Program (STIP) development and approval process; [23 CFR 450.324 (a)]
- The TIP should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements; Federal Lands Highway projects and safety projects included in the State's Strategic Highway Safety Plan. The TIP and STIP must include all regionally significant projects for which an FHWA or the FTA approval is required whether or not the projects are to be funded with Title 23 or Title 49 funds. In addition, all federal and non-federally funded, regionally significant projects must be included in the TIP and STIP and consistent with the Metropolitan Transportation Plan (MTP) for information purposes and air quality analysis in nonattainment and maintenance areas; [23 CFR 450.324 (c),(d)]
- The TIP can include only projects for which funding "can reasonably be expected to be available" [23 CFR 450.322(f)(10) (metropolitan long-range

- transportation plan), 23 CFR 450.324(h) (TIP), and 23 CFR 450.216(m)(STIP)].
- The TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following:
    - 1) Sufficient descriptive material (i.e., type of work, termini, and length) to identify the project or phase;
    - 2) Estimated total project cost, which may extend beyond the four years of the TIP;
    - 3) The amount of Federal funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);
    - 4) Identification of the agencies responsible for carrying out the project or phase;
    - 5) In nonattainment and maintenance areas, identification of those projects which are identified as TCMs in the applicable SIP;
    - 6) In nonattainment and maintenance areas, included projects shall be specified in sufficient detail (design concept and scope) for air quality analysis in accordance with the EPA transportation conformity regulation (40 CFR part 93); and
    - 7) In areas with Americans with Disabilities Act required paratransit and key station plans, identification of those projects that will implement these plans
  - Concurrent with the submittal of the proposed TIP to the FHWA and the FTA as part of the STIP approval, the State and the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements of 23 CFR 450.300 and:
    - 1) [23 U.S.C. 134](#), [49 U.S.C. 5303](#), and this subpart;
    - 2) In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended ([42 U.S.C. 7504](#), [7506](#) (c) and (d)) and 40 CFR part [93](#);
    - 3) Title VI of the Civil Rights Act of 1964, as amended ([42 U.S.C. 2000d-1](#)) and 49 CFR part [21](#);
    - 4) [49 U.S.C. 5332](#), prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
    - 5) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part [26](#) regarding the involvement of disadvantaged business enterprises in USDOT funded projects;

- 6) 23 CFR part [230](#), regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 7) The provisions of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12101](#) *et seq.*) and 49 CFR parts [27](#), [37](#), and [38](#);
- 8) The Older Americans Act, as amended ([42 U.S.C. 6101](#)), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- 9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- 10) Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)) and 49 CFR part [27](#) regarding discrimination against individuals with disabilities

**Status:** The CAMPO FY 2012-2016 TIP was approved as part of the INDOT FY 2014-2017 STIP on July 11, 2013.

**Finding:** The review team finds the current TIP to be in substantial compliance with federal requirements found in 23 CFR 450.324. It is recommended that CAMPO develop a clear TIP prioritization process with its board and stakeholders. Any such process should be developed in coordination with the updated MTP and should incorporate performance measurements. With such a process in place, projects identified with priorities within the MTP can be properly implemented in a transparent manner.

The review team would like to note that at the time of the review, no updated fiscal constraint documentation was publicly available. The TIP was subsequently updated and now includes the necessary information. CAMPO is strongly encouraged to continue to make the fiscal constraint aspect of the plan publicly available.

### **ANNUAL LISTING OF OBLIGATED PROJECTS**

**Requirement:** The MPO, transportation operators and the State must cooperatively develop a listing of projects for which Federal funds have been obligated in the previous year in accordance with 23 CFR 450.332. The listing must include all federally funded projects authorized or revised to increase obligations in the preceding program year and at a minimum, the following for each project:

- The amount of funds requested in the TIP
- Federal funding obligated during the preceding year
- Federal funding remaining and available for subsequent years
- Sufficient description to identify the project of phase

- Identification of the agencies responsible for carrying out the project or phase

**Status:** CAMPO published the Annual Listing of Obligated Projects on its website for FY 2009-2011, but as of the federal team's desk review had not published the required list for the past two years. INDOT has been providing all the MPOs with the data needed to prepare the report annually. CAMPO is encouraged to dedicate the proper staffing resources needed to publicly post and update this information on an annual basis.

**Finding:** After the review, CAMPO completed their 2013 ALOP. Therefore, the review team finds the MPO meets the requirements of 23 CFR 450.332. Moving forward, CAMPO is strongly encouraged to put processes and procedures in place that guarantee this critical document is completed in a timely manner, maintained and updated as needed, and made publicly available.

### **PUBLIC INVOLVEMENT AND PARTICIPATION PLAN**

**Requirement:** The MPO is required, under 23 CFR 450.316, to engage in a metropolitan planning process that creates opportunities for public involvement, participation and consultation throughout the development of the MTP and the TIP and is also included in 23 CFR 450.322 (f) (7) and (g) (1) (2), (i) and 23 CFR 450.324 (b).

**Status:** CAMPO updated its Public Participation Plan (PPP) in 2007 to address the provisions of SAFETEA-LU after a previous planning review. The most recent Planning Review Report (2010) recommendation #5 stated: "The public participation plan (PPP) should be updated to include all the requirements of 23 CFR 450.316, 23 CFR 450.322 (g) (1) (2), (i), and (j) and specifically for the TIP in 23 CFR 450.324 (b). It should then include a 45-day public comment period." At the time of the review this task had not yet been completed.

Of note, the USDOT conducted a public meeting as part of the Planning Review during a scheduled Community and Technical Advisory Committee Meeting on June 9, 2014 (see Appendix 6 for sign-in sheet and public notice). The member jurisdictions were in the early stages of learning ways that the MPO can provide assistance in helping them to advance their projects and engage regional issues.

**Finding:** The review team finds the MPO's PPP does not meet the requirements of 23 CFR 450.316. CAMPO must update the PPP within one year of issuance of this report. CAMPO is also encouraged to continue meeting with the public through the committee structure and to continually and regularly provide education to these groups about their role in the planning process.

**Compliance Issue 2** - The previous Planning Review Report (2010) recommendation #5 stated: “The public participation plan (PPP) should be updated to include all the requirements of 23 CFR 450.316, 23 CFR 450.322 (g) (1) (2), (i), and (j) and specifically for the TIP in 23 CFR 450.324 (b). It should then include a 45-day public comment period.” This has not been completed. The review team does not find the MPO’s PPP meets the requirements of 23 CFR 450.316, and the MPO must update the PPP within one year of issuance of this report.

## **TITLE VI OF THE CIVIL RIGHTS ACT**

**Requirement:** It has been the long-standing policy of U.S. DOT to actively ensure nondiscrimination under Title VI of the Civil Rights Act of 1964. Title VI states that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” Title VI bars intentional discrimination (i.e., disparate treatment) as well as disparate-impact discrimination stemming from neutral policy or practice that has the effect of a disparate impact on protected groups based on race, color, or national origin. The planning regulations [23 CFR 450.334(a)(3)] require the MPO to self-certify that “the planning process . . . is being carried out in accordance with all applicable requirements of . . . Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21.”

**Status:** The Public Participation Plan identifies and prioritizes target outreach efforts – the elderly, minorities, low income, disabled, and those with limited English proficiency.

The CAMPO reaches out to neighborhood representatives to share information and engage in the transportation planning process. Meetings are held in accessible locations throughout the CAMPO planning area. The MPO has resurrected the Transit Advisory Committee after a period of inactivity This group contains numerous leaders of social services in town and regular attendees that use the paratransit service. CAMPO makes efforts to provide public input opportunities while the transit system is working, in a location along the system. The MPO uses advertising on the buses to promote such opportunities.

Technical information is available weekdays at the CAMPO office, which is in a building that provides access and accommodations for people with disabilities as required under the Americans with Disabilities Act (ADA). Public meetings are held in transit and ADA-accessible downtown locations in Columbus.

Disparate impacts or unintended consequences of transportation projects are determined at the project level, in consultation with project sponsors, consultants,

INDOT, and with input from the public as provided by outreach activities. CAMPO has no active or recently resolved Title VI complaints.

**Finding:** The review team finds the CAMPO meets the federal requirements for Title VI and Executive Order 12898 and the US DOT Order on Environmental Justice. The planning process supports the conclusion that traditionally underserved populations are not neglected or discriminated against by the MPO directly, its individual members, or collectively by the region.

### **AMERICANS WITH DISABILITIES ACT**

**Requirement:** Public rights-of-way and facilities are required to be accessible to persons with disabilities through the following statutes:

- Section 504 of the Rehabilitation Act of 1973 (29 USC §794) 49 CFR Part 27 and
- Title II of the Americans with Disabilities Act of 1990 (ADA) (42 USC §§ 12131-12164) - 28 CFR Part 35.

These statutes prohibit public agencies from discriminating against persons with disabilities by excluding them from services, programs, or activities. Pedestrian access for persons with disabilities to the agency's streets and sidewalks must be provided, whenever a pedestrian facility exists. FHWA has the responsibility to ensure ADA compliance in the public right-of-way and on projects using surface transportation funds.

The ADA requires public agencies with more than 50 employees to conduct a self-evaluation of their current services, policies, and practices that do not meet ADA requirements. The public agency must then develop a "transition plan," which must include a schedule for providing required accessibility upgrades, including curb ramps for walkways (28 CFR §35.150(d)). ADA Transition Plans should have been completed by January 26, 1992, and the deadline for completing the required accessibility upgrades listed in the transition plan was January 26, 1995. The ADA transition plan and its identified needs should be fully integrated into the MPO's TIP and State DOT's STIP. For more information, see the USDOT Accessibility webpage at the following website: [http://www.dot.gov/citizen\\_services/disability/disability.html](http://www.dot.gov/citizen_services/disability/disability.html) .

**Status:** It is both a federal requirement that recipients of federal funds have an ADA Transition Plan in place. Additionally, INDOT requires that recipients of federal funding must certify they have a current Transition Plan and certify annually as to their status.

Columbus has an ADA Transition Plan. It has been facilitated by the City of Columbus' Human Rights Department. All CAMPO meetings are always held in accessible buildings and rooms.

**Finding:** The review team finds the CAMPO meets the federal requirements associated with the Americans with Disabilities Act.

### **INTELLIGENT TRANSPORTATION SYSTEM ARCHITECTURE AND STANDARDS**

**Requirement:** The FHWA Final Rule and FTA Policy on Intelligent Transportation Systems (ITS) Architecture and Standards, issued on January 8, 2001 and codified under 23 CFR Part 940 ITS Architecture and Standards, requires that all ITS projects funded by the Highway Trust Fund and the Mass Transit Account conform to the national ITS architecture, as well as to U.S. DOT-adopted ITS standards. 23 CFR 940 states that:

- At the issuance date (January 8, 2001) of the Final Rule/Policy, regions and MPOs implementing ITS projects that have not advanced to final design by April 8, 2005, must have a regional ITS architecture in place. All other regions and MPOs not currently implementing ITS projects must develop a regional ITS architecture within four years from the date their first ITS project advances to final design.
- All ITS projects funded by the Highway Trust Fund (including the Mass Transit Account), whether they are stand-alone projects or combined with non-ITS projects, must be consistent with the provisions laid out in 23 CFR 940.
- Major ITS projects should move forward based on a project-level architecture that clearly reflects consistency with the national ITS architecture.
- All projects shall be developed using a systems engineering process.
- Projects must use U.S. DOT-adopted ITS standards as appropriate.
- Compliance with the regional ITS architecture will be in accordance with U.S. DOT oversight and Federal-aid procedures, similar to non-ITS projects.

**Status:** The CAMPO Regional ITS Architecture Plan was developed in 2011. The implementation of this plan has not been well carried out.

**Finding:** The Review Team recommends the implementation of the 2011 ITS Plan be included in the SOW for CY 2015-2016.

### **MULTIMODAL PLANNING**

**Requirement:** Bike/Pedestrian Planning is required in 23 USC 217 and 23 CFR 450.322(f)(8).

**Status:** CAMPO was a major contributor to the internally developed Bike/Ped Plan that was adopted in 2010. Last year, in 2013, CAMPO began a Bike/Ped

Plan Update, which will consider the incorporation of many new-generation bike/ped infrastructure types like bike boulevards, protected bike lane, pedestrian islands, cycle tracks, contraflow bike lanes.

**Finding:** CAMPO's bicycle/pedestrian plan meets the federal requirements for Bike/Pedestrian Planning.

### **TRAVEL DEMAND MODEL**

**Requirement:** An MTP requires valid forecasts of future demand for transportation services. These forecasts are frequently made using **travel demand models**, which allocate estimates of regional population, employment and land use to person-trips and vehicle-trips by travel mode, route, and time period. The outputs of travel demand models are used to estimate regional vehicle activity for use in motor vehicle emissions models for transportation conformity determinations in nonattainment and maintenance areas, and to evaluate the impacts of alternative transportation investments being considered in the MTP.

**Status:** Currently, CAMPO uses an in house travel demand model with assistance from INDOT. However, CAMPO has recently contracted to have a Travel Demand Model developed for the entire MPA. This model has a very substantial Land Use component, where the CommunityViz software package will be used to provide the Travel Model with land-use feedback to more accurately determine travel needs, but also to determine land-use patterns when certain transportation infrastructure is developed.

**Finding:** The review team finds that the CAMPO meets the federal requirements for travel demand modeling.

### **METROPOLITAN PLANNING FACTORS**

**Requirement:** Federal regulations at 23 CFR 450.306 and 450.318 define the scope of the metropolitan transportation planning process and the relationship of corridor and other subarea planning studies to the metropolitan planning process and the National Environmental Policy Act (NEPA) requirements. Key provisions of 23 CFR 450.306 are related to required planning factors, coordination, and consistency with related planning processes, asset management, and requirements for Transportation Management Areas (TMAs) which are areas with an urbanized area of 200,000 or more.

Current federal law found in SAFETEA-LU contains eight planning factors that must be explicitly considered, analyzed as appropriate, and reflected in the planning process products. The eight planning process factors include:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- Increase the safety of the transportation system.
- Increase the security of the transportation system.
- Increase the accessibility and mobility for people and freight.
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.

Federal legislation has separated security as a stand-alone element of the planning process (both metropolitan 23 CFR 450.306(a)(3) and Statewide 23 CFR 450.206(a)(3) planning). The regulations also state that the degree and consideration of security should be based on the scale and complexity of many different local issues.

**Status:** The planning factors identified in federal legislation are generally included in the planning products of the MPO.

**Finding:** As a Plan Update is developed, the review team suggests focusing on fiscal constraint vs. needs, performance measures, and freight. .

## **FREIGHT**

**Requirement:** 23 U.S.C. 134 (a) and 23 CFR 450.306(4), 450.316(a), 450.316(b), 450.104 - Metropolitan transportation planning section indicates that: "It is in the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation related fuel consumption and air pollution through metropolitan and Statewide transportation planning processes identified in this chapter; and encourage the continued improvement and evolution of the metropolitan and Statewide transportation planning processes by MPOs, State departments of transportation, and public transit operators as guided by the planning factors identified in subsection (h) and section 135(d).

**Status:** CAMPO's Technical Committee provides for freight representation, but currently the position is vacant. Currently CAMPO is relying on INDOT's commodity flow truck model to analyze regional goods movement. Columbus is

a highly industrialized area and freight movement is important.

**Finding:** CAMPO must provide for freight representation into its planning process through the technical committee.

**Recommendation:** As part of the travel demand model update, freight should be analyzed. Given the potential future challenges the region faces in terms of increased freight traffic, CAMPO should actively engage the freight industry in an effort to find a freight representative to participate on its Technical Committee.

## **SAFETY**

**Requirement:** 49 U.S.C. 5303 requires MPOs to consider safety as one of eight planning factors. As stated in 23 CFR 450.306, the metropolitan transportation planning process provides for consideration and implementation of projects, strategies, and services that will increase the safety of the transportation system for motorized and non-motorized users.

**Status:** CAMPO works with the Columbus Police Department to develop a crash report of the top 20 intersection locations with the worst crash records and has a goal of reducing crashes 5% annually. The MPO specifically looks at a bicycle and pedestrian crashes, their location and cause, and tracks injuries. CAMPO has programmed some Highway Safety Improvement Program funds (HSIP) for 6 pedestrian improvements in Columbus. As part of programming projects for the Transportation Improvement Program (TIP), safety is considered as part of project selection.

CAMPO also participates monthly in the Safety Committee organized by the Mayor. They are developing a campaign and website focusing on moving around Columbus safely called "Go Safe Columbus" ([www.gosafecolumbus.org](http://www.gosafecolumbus.org)). It is just getting started and will be populated with data and travel recommendations.

**Finding:** The review team finds the CAMPO is compliant with the safety requirements of the federal planning regulations. They are developing a data driven safety analysis process and expanding the data evaluation.

**Recommendation:** FHWA recommends CAMPO evaluate crash data annually and work jointly with all its member jurisdictions to conduct safety audits at high crash locations and program intersection improvement projects.

## **AIR QUALITY – CONFORMITY**

**Requirement:** The Clean Air Act of 1990 set specific requirements for non-attainment and maintenance areas. An agreement is required between the MPO and the designated agency responsible for air quality planning describing their respective roles and responsibilities.

**Status:** When CAMPO initially was designated an MPO, its urbanized area went north of Bartholomew County into two townships in Johnson and Shelby Counties. These two counties were part of the 9-county Central Indiana ozone nonattainment area which the Indianapolis MPO performed the emissions modeling. Today, Johnson and Shelby are attainment for ozone, but Johnson County is designated as nonattainment for Particulate Matter 2.5. Presently, CAMPO is reviewing an agreement between the Indianapolis MPO and the Madison County Council of Governments (Anderson MPO) to update an October 2005 Planning Services/Activities Agreement.

**Finding:** CAMPO needs to have an agreement in place specifying who will conduct the PM 2.5 analysis for its nonattainment area in Johnson County. Per **Compliance Issue 1** - The CAMPO-COLUMBUS-INDOT Planning Agreement must be updated to clarify roles and responsibilities for the portion of the CAMPO UZA that extends into the Indianapolis MPA, per 23 CFR 450.314(d) & (f). Per INDOT Corrective Action, this should be completed prior to seeking approval by FHWA and FTA of the next STIP.

# Appendices

## **APPENDIX 1 – METROPOLITAN PLANNING AREA APPROVAL LETTER**



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

100 North Senate Avenue  
Room N 955  
Indianapolis, Indiana 46204

PHONE: (317) 232-5650

**Michael R. Pence, Governor**  
**Karl B. Browning, Commissioner**

April 14, 2014

Mr. Laurence Brown, Director  
Columbus Area Metropolitan Planning Organization  
123 Washington Street  
Columbus, Indiana 47201

Dear Mr. Brown:

On behalf of Governor Michael R. Pence and in accordance with 450.312 Metropolitan Planning Area Boundaries, I am pleased to inform you that the proposed Metropolitan Planning Area (MPA) for the Columbus Area Metropolitan Planning Organization (CAMPO), the designated Metropolitan Planning Organization (MPO) for the Columbus Urbanized Area, is hereby approved.

The MPO is required to designate an MPA which, at a minimum, covers the census defined urbanized area and the contiguous area likely to be urbanized within the next twenty year forecast period covered by the MPO's transportation plan.

The attached map endorsed in April 2010 by Zack Ellison, President CAMPO Policy Board and Fred Armstrong, Mayor City of Columbus for the MPO, and approved in July 2010 by Michael Cline, former Commissioner of INDOT and on behalf of former Governor Mitchell Daniels, satisfies the requirements of 450.312.

Please submit the approved MPA map to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) together with a copy of this letter as documentation of the Governor's approval.

Sincerely,

  
JASON S. WASSON, DEPUTY COMMISSIONER ENGINEERING AND ASSET MANAGEMENT (FOR)

Karl B. Browning  
Commissioner



April 3, 2014

Emmanuel Nsonwu, INDOT  
100 North Senate Ave, N955  
Indianapolis, Indiana 46204

**RE: Metropolitan Planning Area for CAMPO**

Dear Emmanuel:

In a letter from INDOT Commissioner J. Bryan Nicol, dated February 27, 2004, CAMPO was established with the Metropolitan Planning Area (MPA) designated as all of Bartholomew County plus Blue River Township in Johnson County, and Jackson Township in Shelby County.

In a letter from INDOT Commissioner Michael B. Cline, dated July 28, 2010, the MPA was officially redesignated as Bartholomew County only, as the Indianapolis MPO assumed transportation planning duties in Blue River Township in Johnson County and Jackson Township in Shelby County. CAMPO Resolution 2010-1 provides CAMPO Policy Board approval of this action. The Indianapolis MPO continues to assume these duties as of their latest MPA boundaries.

CAMPO intends to keep the same MPA boundaries following the 2010 Census; we are seeking no change. Attached is a drawing of the established and requested CAMPO MPA boundaries.

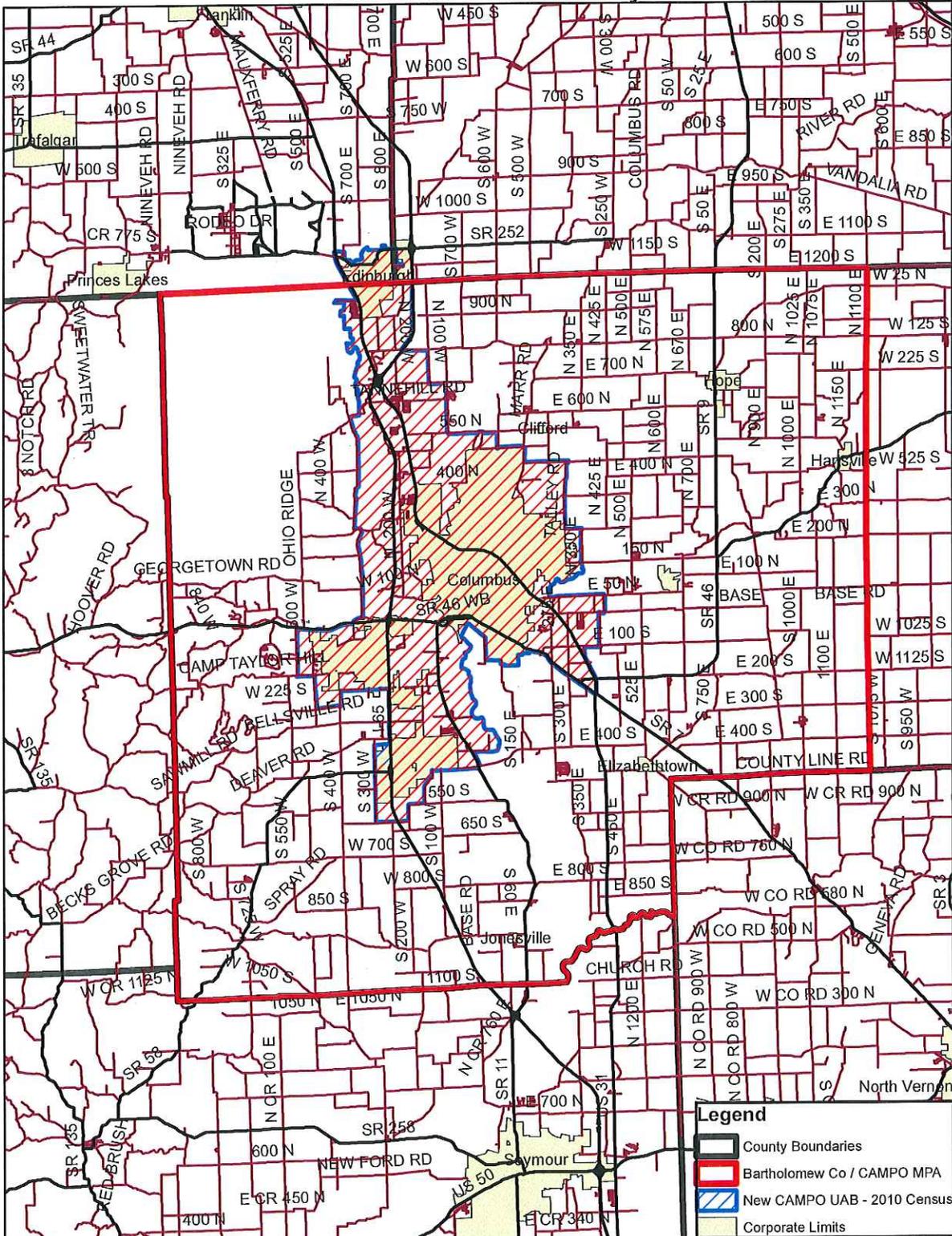
Thank you for your consideration of this important request.

Sincerely,

A handwritten signature in black ink that reads "Laurence C. Brown".

Laurence Brown  
CAMPO Director

# Columbus Area MPA - based on 2010 Census Bartholomew County



Approval of Columbus Area MPA - based on 2010 Census

MPO Director \_\_\_\_\_  
 INDOT \_\_\_\_\_

**RESOLUTION 2014 - 6**

**RESOLUTION TO ADOPT THE METROPOLITAN PLANNING AREA  
BOUNDRIES BASED UPON THE 2010 CENSUS**

**WHEREAS**, the Columbus Area Metropolitan Planning Organization (CAMPO) is the designated Metropolitan Planning Organization the City of Columbus and Bartholomew County; and

**WHEREAS**, designation of the Metropolitan Planning Area (MPA) for CAMPO is a requirement of the U.S. Department of Transportation, and

**WHEREAS**, the MPA has now been re-evaluated by CAMPO based on new data from the 2010 Census, and

**WHEREAS**, the MPA was officially revised in 2010 via a letter from Michael Cline on behalf of Governor Mitch Daniels dated July 28, 2010 such that the Indianapolis MPO assumed transportation planning duties in Blue River Township of Johnson County and Jackson Township of Shelby County, and the CAMPO MPA became the exact borders of the entire Bartholomew County, and

**WHEREAS**, the Indianapolis MPO has submitted its MPA based on data from the 2010 Census, and it continues to include the above mentioned townships,

**NOW THEREFORE BE IT RESOLVED** by the Policy Board that the CAMPO Metropolitan Planning Area (MPA) not change, and continue to be the exact borders of Bartholomew County.

Adopted this 10<sup>th</sup> day of March 2014



Zack Ellison, President



Laurence Brown, CAMPO Director



**INDIANA DEPARTMENT OF TRANSPORTATION**  
*Driving Indiana's Economic Growth*

100 North Senate Avenue  
Room N955  
Indianapolis, Indiana 46204

PHONE: (317) 232-5650

**Mitchell E. Daniels, Jr., Governor**  
**Michael B. Cline, Commissioner**

July 28, 2010

The Honorable Fred Armstrong  
Mayor  
City of Columbus  
123 Washington Street  
Columbus, IN 47201

**SUBJECT: Approval of Revised Metropolitan Planning Area for Columbus Metropolitan Planning Organization**

Dear Mayor Armstrong:

I understand the Policy Board of the Columbus Area Metropolitan Planning Organization (CAMPO), completed a thorough review of their planning boundaries and has revised them to reflect some minor adjustments in Johnson and Shelby Counties to enable the Indianapolis MPO assume transportation planning duties in Blue River Township of Johnson County and Jackson Township of Shelby County. These revisions were coordinated with the Indianapolis MPO where needed.

As noted in your May 3, 2010 letter, the Policy Board of the Columbus Area Metropolitan Planning Organization approved the MPA revision on April 28, 2010 under Resolution # 2010-1, and you have requested approval of the new boundary from the Governor and INDOT.

In accordance with your request, I hereby approve the revised Metropolitan Planning Area (MPA) boundary on behalf of Governor Mitchell E. Daniels, Jr. and INDOT.

Sincerely,

Michael B. Cline  
Commissioner



May 3, 2010

The Honorable Governor Mitchell E. Daniels, Jr.  
Room 206, State House  
200 West Washington Street  
Indianapolis, Indiana 46204

Attention: Michael W. Reed, Commissioner, Indiana Department of Transportation  
100 North Senate Avenue  
Room N758, Indiana Government Center North  
Indianapolis, Indiana 46204-2216

**RE: Revised Metropolitan Planning Area Approval Request**

Dear Governor Daniels:

The Policy Board of the Columbus Area Metropolitan Planning Organization (CAMPO) has completed a review of the boundary of the CAMPO planning area. Based upon this review, the CAMPO Policy Board has unanimously approved a revised Metropolitan Planning Area (MPA) at its meeting on April 28, 2010. A copy of the revised MPA and the approval resolution are attached for your reference.

As Mayor of the City of Columbus and Policy Board member, I hereby request on behalf of the Policy Board that the revised MPA boundary be approved by the Governor and INDOT. This change is in keeping with the recently approved changes to the MPAs of the Indianapolis and Anderson MPOs. It will result in a streamlined planning process and clearer lines of responsibility.

If you have any questions or if you need further information, please contact Kent Anderson, Director of the Columbus Area MPO, at 812-376-2502 or via e-mail at [kanderson@campo.in.gov](mailto:kanderson@campo.in.gov). Thank you for your consideration of this important request.

Sincerely,

A handwritten signature in black ink, appearing to read "Fred Armstrong".

Fred Armstrong  
Mayor - City of Columbus  
Policy Board Member

**COLUMBUS AREA METROPOLITAN PLANNING ORGANIZATION**

123 Washington St., Columbus, IN 47201-6774 | Tel: 812-376-2502 | Fax: 812-376-2643 | [www.campo.in.gov](http://www.campo.in.gov)

**RESOLUTION 2010 - 1**

A RESOLUTION OF THE COLUMBUS AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO) POLICY BOARD APPROVING THE CHANGE OF THE CAMPO METROPOLITAN PLANNING AREA BOUNDARY

WHEREAS, the Columbus Area Metropolitan Planning Organization is the designated Metropolitan Planning Organization, responsible for transportation planning in the City of Columbus, Bartholomew County, Blue River Township of Johnson County and Jackson Township of Shelby County, and

WHEREAS, the current planning area was established with the establishment of the Columbus Area MPO, and

WHEREAS, the Indianapolis MPO Policy Board has agreed to assume transportation planning duties for the Blue River Township of Johnson County and the Jackson Township of Shelby County portions of the Columbus Area MPO planning area, and

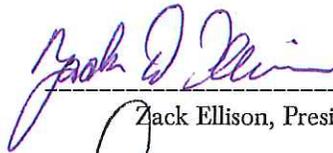
WHEREAS, the realignment of the Metropolitan Planning Areas will align metropolitan planning areas along county borders, and

WHEREAS, the realignment of the Metropolitan Planning Areas will result in the entire MPA of the Columbus Area MPO being an air quality attainment area, and

WHEREAS, the new borders for the Metropolitan Planning Area of CAMPO would align with the boundaries of Bartholomew County.

NOW, THEREFORE BE IT RESOLVED that the Policy Board of the Columbus Area Metropolitan Planning Organization approves the new metropolitan planning area for the Columbus Area Metropolitan Planning Organization.

Approved this 28<sup>th</sup> day of April, 2010



-----  
Zack Ellison, President



-----  
Mayor Armstrong, Policy Board Secretary

**APPENDIX 2- CAMPO Questions and Answers**

## CAMPO Answers to FHWA/FTA Questionnaire – July 15, 2014

1. Who are the member agencies of the CAMPO Policy and Technical Committee? Are any implementing agencies, or operators of major modes of transportation not members of the MPO or policy board? What is the voting structure of the MPO? Are all jurisdictions within the UAB represented on the Policy Committee?

Our Bylaws were developed and approved in June of 2013. The Bylaws have the following list of Policy Board members:

1. City of Columbus Mayor
2. Bartholomew County Commissioners member
3. Bartholomew County Council member
4. Columbus City Council member
5. Bartholomew County Plan Commission member
6. Columbus Plan Commission member
7. INDOT Seymour District, Deputy Commissioner
8. Federal Transit Administration Division Administrator (non-voting)
9. Federal Highway Administration Division Administrator (non-voting)

Where you see “members”, prior to passing the bylaws on June 10, 2013, it was “President”. Often, these commissions/councils would appoint a new president annually, so our membership would change substantially every year. This change to “member” allows the commissions/councils to maintain a single person as the member to improve the longevity of the membership and develop more institutional knowledge, history, and consistency.

The mayor acts as the Columbus Transit representative, since transit is a department of the city.

Edinburgh is in the UAB, but did not sign the establishing CAMPO interlocal agreement, and has not shown interest in participating. Thus, they do not have a representative on the Policy Board. We keep an Edinburgh official on the Technical Committee. They are on the email list that gets the agenda. I have never received an email response from this member, nor have they attended a meeting.

The Technical Committee is listed in our Bylaws as:

1. Bartholomew County Engineer
2. Columbus City Engineer
3. Columbus Chief of Police
4. Columbus/Bartholomew Planning Director
5. Columbus Municipal Airport Director
6. Columbus Transit Coordinator
7. Columbus City Utilities Director

8. Columbus/Bartholomew GIS Coordinator
9. Columbus Parks & Recreation Director
10. Bartholomew Consolidated School Corporation Transportation Director
- 11.INDOT Office of Asset Planning and Management Representative
- 12.INDOT Office of Transit Representative
- 13.INDOT Seymour District Representative
14. Edinburgh Town Manager
15. Freight Carrier Representative
16. Federal Highway Administration Planning Specialist (non-voting)
17. Federal Transit Administration Program Specialist (non-voting)

We currently do not have a “Freight Carrier representative.”

The voting structure is described in the Bylaws. 7 of the 9 members are voting members, a quorum is 4. Robert’s Rules of order are used. A majority of attendees are necessary for a positive vote. Changes to the bylaws require a majority of voting members, so at least 4 positive votes.

2. Have the UAB and MPA been adjusted for the 2010 Census? What is the date of the last CAMPO and Governor approvals for the UAB? For the MPA? Have the revised maps been submitted to both FHWA and FTA? Do plan updates consider expanding the MPA to incorporate new areas expected to be urbanized in the next 20 years?

Yes. Both have been adjusted for the 2010 Census. The MPA was formally accepted by the Governor/INDOT via a letter dated April 14, 2014, and according to INDOT, that letter also approves the UAB. An FHWA representative was cc’d on this letter with the MPA map via email on May 2, 2014 from INDOT. It does not appear to have been sent to FTA. There was no change to the MPA. CAMPO Policy Board has not taken any formal action accepting this MPA again.

The new UAB was approved by the CAMPO Policy Board via Resolution 2012-13 on Dec 21, 2012. This did include a number of minor changes to the 2000 census UAB.

Yes. Both the MPA and UAB are considered based on a 20-year urbanized growth expectation.

3. Discuss the organizational structure of the CAMPO staff. To what degree is the MPO process supported by staff activities of member agencies?

CAMPO is a one-person operation. It has a single employee – the director. CAMPO employee compensation budget goes only to the director at this time. CAMPO is hosted by the City of Columbus. CAMPO pays the city \$3000/year for office rental. Certainly, CAMPO gets help from other members of city staff. Engineering staff help with meeting preparation and meeting minutes. The county and city GIS staff have helped with projects like sign inventory and other

GIS projects. The Clerk/Treasurer maintains the financial aspects of CAMPO. All human resource issues are taken care of by city employees.

4. What official cooperative agreements or memoranda of understanding identifying planning responsibilities have been established among CAMPO, INDOT, public transit providers/operators, air quality agencies or other agencies involved in the planning process? Please attach these documents to your response packet.

- “An Agreement for Cooperative Action between the City of Columbus, the Town of Edinburgh and Bartholomew County.” This document establishes CAMPO, its Policy Board, the Tech Committee and their powers. This document was never signed by Edinburgh. This document is dated Oct 21, 2003.
- “Memorandum of Understanding between CAMPO, INDOT and the City of Columbus Transportation System.” This establishes CAMPO’s role for Transit. The final signatory of this document was dated March 4, 2004.
- “An Ordinance Establishing the Dept of Metropolitan Planning.” This is Ordinance No. 19-2004. This document is dated Sept 9, 2004.

5. Are agreements final, signed, and in effect? Are they appropriate and current? Are updates being developed or contemplated? If so, what changes are planned? Do the parties to the metropolitan planning process actually adhere to the processes identified in the agreements?

The Agreement for Cooperative Action was never signed by Edinburgh. Those that know the history indicate that they were not interested in participating. The document requires that CAMPO get its budget approved by each entity – the City Council, the County Council and the town of Edinburgh. This has not been fully happening. Since Edinburgh has not participated, we have not gone there for budget approval ever. This document is still appropriate. It is the original membership of the Policy Board, which has changed, but the agreement allows for that to change.

There is evidence that there was an agreement that the county would pay 2% and the city 18% to total the 20% for the local match. I can find no writing of this. Historically, and in my tenure, we have not collected this money from the county. However, the county has indicated their willingness to pay it. However, without an agreement, I have not collected it. This needs an MOU.

I have taken the budget to the City Council only, and not to the County. The mayor has had a first cut at the CAMPO budget before it goes to the City Council and has reduced it from my request. Although this is what happens with other city departments, this may not be aligned with the ordinance or the Agreement for Cooperative Action.

Indianapolis MPO has taken over some of the original MPA, to avoid our need for transportation conformity. This takeover was done by resolution, and could probably use an MOU.

6. Discuss organizational challenges and opportunities that are anticipated during the planning horizon. How is CAMPO involved in regional land use planning and decision making? Are there any land uses or economic initiatives on the horizon that will significantly impact the planning process in the region?

The Planning department is a single department that does both city and county planning. They regularly inform CAMPO of projects and ask for my input. There is no MOU at this time that requires them to do this, they just do it. I often chime in on these.

They have just completed a State Street Corridor Study that CAMPO helped fund. I was also on the steering committee and was able to give input.

CAMPO has just contracted to have a Travel Demand Model developed for the entire MPA. This model has a very substantial Land Use component, where the CommunityViz software package will be used to provide the Travel Model with land-use feedback to more accurately determine travel needs, but also to determine land-use patterns when certain transportation infrastructure is developed.

CAMPO was also a lead with an Economic Development analysis of the Walesboro airport property, which is something the city is using to develop that site for community benefit.

CAMPO has embarked on some long-term planning of transit, bike/ped infrastructure, and a new Metropolitan Transportation Plan (Long-Range Plan) which has a land-use component, as previously noted.

7. How does CAMPO evaluate the overall effectiveness of its planning processes and procedures?

Generally, when there is confusion or a failure to communicate, it means that there is a problem and we have to create procedures or more specific structures and agreements as a result. The CAMPO bylaws were created in June 2013 as an example of a procedural document used to clarify roles and procedures.

8. How are SOW activities developed, selected, and prioritized? How are all modal interests involved in the development of the SOW?

CAMPO has only done one Statement of Work (2013-2014) since Laurence joined. This was developed through discussions with the City Engineer at that time, Dave Hayward, and Rae-Leigh Stark, who worked for the Planning Dept and had a transportation interest. These two have both left the city. The SOW was developed and each item was thoroughly discussed at two CAMPO Policy Board meetings. It passed unanimously with substantial praise.

At the time that the SOW passed, Dec 2012, the Policy Board did not have set meetings, and Tech Committee was not meeting at all, there was no Citizens Advisory Committee, no Transit Advisory Committee, and CAMPO had no planning projects going. The 2015-2016 Statement of Work, which will be developed over the next 6 months, will have substantial input from these groups. The Transit Advisory Committee is staffed by CAMPO, Planning and the Transit Coordinator. They have a substantial pedestrian mode and wheelchair accessibility concern. The Citizens Advisory Committee has a substantial bike-advocacy membership. Also, CAMPO is leading a Bike/Ped Plan Committee that meets monthly as the steering committee for the Bike/ped Plan Update, and as the implementation committee for the existing Bike/Ped Plan. These groups will all give input to the 2015-2016 SOW.

9. How do the activities in the SOW relate to the goals and priorities identified in the TP? Does the SOW provide for the development of performance measures that relate to the TP's goals and objectives? If so, what are those measures?

TP – Goals and Objectives

*“The first objective is to preserve the high degree of mobility that the citizens and businesses of the region have enjoyed thus far. The second is to add depth to the transportation infrastructure in order to provide a broader range of mobility options.”*

*“...Our road network covers the mobility needs of approximately two thirds of our population. The other third, either because of age (too young or too old), physical condition, or socioeconomic status is unable to drive an automobile. The non-motorized participants in our transportation system in Columbus face a similar situation as Clessie Lyle Cummins faced in the 1930s, a lack of connectivity. We have trails, sidewalks, and bike lanes that end without logically connecting into similar facilities. Thus, the second objective of this plan is to add depth (via transportation choices) to our transportation infrastructure in order to provide connectivity (and thus mobility) for the remaining one third. Further supporting this second objective are the uncertain future of energy costs, environmental pressures, health and weight trends, and an aging population.”*

The 2013-2014 SOW focuses on the goals of the TP. It creates bike/ped plans, transit plans, and a “Complete Network” plan which includes the development of a Travel Demand Model, an alternative scenario analysis, and ultimately, a new MTP that will include projects for all modes of transportation.

As for performance measures, the SOW does not specify performance measures per se, although these will fall out of travel model results, which will be used to determine the best options. This will be a goal when developing the 2015-2016 SOW to identify performance measures and methods of continuous monitoring of these measures.

10. Are required elements, (e.g. all transportation planning regardless of funding source) included? How are non-federally funded studies identified?

The Statement of Work is comprehensive. I am unaware of any transportation-related or land-use studies that are not listed, or that are fully non-federally funded. However, the SOW does lack some 'elements', in that it could be more specific as to "who will perform the work, the schedule for completing the work, and the products that will be produced." (23 CFR 450.314).

Non-federally funded studies should be identified in our Technical Committee where almost all the agencies that would do such a study are members.

11. Does the SOW provide for funding for the professional development of the MPO staff?

The SOW does not state specifically what professional development CAMPO will undertake, but does indicate under Administration that "*The MPO will attend Federal, State and Indiana MPO Council sponsored and related transportation meetings, training, conferences and seminars.*" The budgets show a total of \$3150 in each year for "Training and professional conferences", which the City Council has approved into the budget.

12. In the current SOW, are all Federal fiscal resources budgeted that are available for planning? For the past two years, have all the fiscal resources been spent? Is there a running balance of Federal planning funds? If so, what is the average balance? Are there ongoing issues concerning over or under budgeting Federal planning funds?

No. There are currently more PL funds in the INDOT PO, than the CAMPO budget currently can match. The calculated CAMPO budget which would exhaust the INDOT PO was \$241,397, but the CAMPO budget is \$211, 236.

No, but getting there. 75% were spent or encumbered in 2012, and 92% were spent or encumbered in 2013. A portion of the balance has been encumbered for 2014, and the rest of the balance will carryover to 2015. The Travel Model and Long-Range Plan will need these funds.

Because 2012 was without a MPO director for over a quarter, and projects did not get going until 2013, so 2012 had \$54,588 of unspent money, which will carryover to 2014. This year we will carryover \$16865 to 2015. Because the 2014 budget is less than the 2013-2014 PO by about \$24,000, we can expect that much to carryover to 2016. If the budget continues to be reduced below the potential budget of PL funds CAMPO is allocated, we will begin forfeiting funds through our PL sharing agreements to the other MPOs in Indiana.

13. How are planning activities tracked and status reported to interested parties (e.g. summary of previous year's activities and accomplishments included in the current SOW)? Are the Planning Emphasis Areas listed in your SOW? FY 2015 continues the ADA Transition Plans, Functional Classification Review, and encourages Pavement Management System be implemented.

CAMPO produces an annual report for the City of Columbus, which can be found on the city's website. It can also be found on the CAMPO website. Secondly, the submissions for

reimbursement include a report on the SOW progress. In the 2013-2014 SOW, the Planning Emphasis Areas were not specifically included. They will be included in the 2015-2016 SOW and more time will be allocated to them.

14. Briefly describe some of the significant sub-area or corridor studies in the CAMPO area.

[The State Street Corridor Plan](#) has just been completed and is ready for adoption by the city. This was half funded by CAMPO. This is an area of Columbus that is economically challenged and in need of some good planning to bring about some economic revitalization. The plan contains some recommendations to make State St more pedestrian & bike friendly at the least, with some additional improvements for transit. There are adjustments to intersections, pedestrian crossing infrastructure, a road diet with on-street parking, a cultural trail, and even a raised, bike/ped only roundabout that hovers above one of the most pedestrian-hostile intersection in Columbus (SR46 and Central).

Along with the Road improvements, many changes to the zoning, park areas, landscaping and public art are included.

This is the only corridor study or sub-area study that I am aware of.

15. Do the MPO, State and transit operators cooperatively determine their mutual responsibilities in the conduct of the planning process, including the following products: corridor studies, SOW, MTP, and TIP?

CAMPO has been acting as the planning arm of Columbus Transit, and I believe we have been very much on an arms-length cooperative negotiation with each other. As with the state DOT, Jim Ude, planner for the Seymour District is on the Technical Committee and attends the Policy Board meetings as proxy for the Deputy Commissioner, Seymour District. Jim has been very helpful in trying to inform us as to the particular projects INDOT has planned and the details of them.

However, as a general practice, INDOT could substantially improve their outreach and communication to the MPOs. Generally, we find out about INDOT projects through a TIP amendment request. These are very basic in description, and delivered to us through staff that knows little or nothing about the project. CAMPO is not contacted for comment prior to the provision of an amendment to discuss how that project might fit into projects of ours, or how the project should be prioritized, or what kind of work we may have already done that would affect their project.

Likewise, INDOT does not produce a project list longer than 5 years, but yet we are producing a project list that goes 20 years, and we have no idea what projects they are contemplating or not contemplating.

According to the INDOT Public Participation Plan, the MPO policy meetings are a major part of INDOT's public information and input gathering opportunities, but the actual project knowledge

and the project leaders that need to provide the information to the public and gather the input from the public are not there to do so.

State Street is a good example of a potential dialogue between INDOT, MPO and the public, whether in the CAMPO Policy Board meetings or other special meetings, that would be helpful to all parties.

16. Are freight shippers and transit users given the opportunity to comment on the TP, TIP, and other MPO products? Do you identify and consider goods movement issues in the planning process?

The Technical Committee has a Freight Carrier member, but that spot is currently vacant. We have two transit users generally participating in the Transit Advisory Committee, although one has not attended for a number of months. This past year CAMPO financed and administered a Transit Route Plan where a substantial route survey of users and non-users was completed. Transit-user survey results were already used to expand the hours of the system and in contemplating new routes and destinations. Changes have not yet been finalized. The Transit Advisory Committee is substantially made up of social service program leaders that are generally not users of the transit system, but their clientele are.

17. Does the MTP incorporate at least a 20-year planning horizon? Is it reviewed and updated at least every four years? Does it identify strategies and actions leading to the development of an intermodal transportation system?

The current MTP, approved November 21, 2011, is described as being the 2012-2037 MTP. There are numerous parts of the MTP that contemplate long-term concerns for Columbus and its transportation, but the list of projects and the cost of those projects do not sum up to 20 years of projects. Currently, these projects could be completed in a fiscally constrained project list by about 2020.

The MTP does development an intermodal transportation system by focusing on increasing the “depth” of options for movement to include bike and pedestrian movement, transit movement, even high-speed rail is contemplating in the MTP with a section on the Midwest High-Speed Rail Plan. To an extent, the location of the local transit station is to allow it to be a multi-modal hub with a future Amtrak station that has been considered by Amtrak in the past. The MTP also contemplates freight movement.

We have recently contracted with BLA (now Lochmueller Group) to build a travel model to ultimately be used for analysis and performance measures in our next MTP, which will include projects that go the full 20+ years of the next plan. We expect this plan to be completed in 2016.

18. How is projected demand determined in the MTP? What are the roles and methods of demographic, land use, and travel demand forecasting? Discuss how regional economic development influenced the development of the MTP.

The demand is based on growth in population based on historic census data and growth in land-use development based on the comprehensive plan, existing densities and the expectation of this population growth and densities will continue throughout the plan. However, in spite of some growth estimations in population and land-use, no actual vehicle travel growth (VMT growth) was calculated for the plan, although the plan does contain a VMT trend graphic that indicates VMT growth to be almost flat over the last few years, with an expectation of this continuing.

This demand is being addressed in our next MTP, which will use a sophisticated land-use and transportation model to be completed by the end of 2015. This model will then be used to run numerous scenarios in growth and numerous alternative, multimodal and land-use solutions.

19. How are the following addressed in the MTP? Congestion; pedestrian and bicycle transportation facilities; transportation, socioeconomic, environmental and financial impact of the MTP, local and regional land use plans and development objectives, Title VI. Are transportation enhancements identified?

The current MTP does not look at congestion quantitatively, although one of the objectives is to maintain the existing level of mobility for vehicle movement. Pedestrian and Bike transportation facilities are explicitly mention in the Non-Motorized Transportation section of the document (p. 44). In particular, it refers to the City of Columbus Bicycle and Pedestrian Plan, which was adopted by the city into the thoroughfare plan in 2010. This document specifically describes facilities, policies and design guidelines for road construction that include bike and pedestrian accommodations.

The MTP includes land-use plans as described by the city's comprehensive plan with growth expecting to the southwest in the Tipton area and less growth to the northeast. A chart that shows the percentages and growth trends of ethnicity in Columbus, but that does not indicate directly socio-economic groups.

Environmental concerns of reducing fuel / energy demand and vehicle emissions are noted. Fiscal constraint analysis shows that if allocations remain the same, \$58M will be allocated to CAMPO over the plan horizon, but that only \$18M of projects are currently offered in this plan by the local planning agencies.

Transportation Enhancement projects are listed as the People Trail bridge over Haw Creek in Lincoln Park (not yet complete), and the 4<sup>th</sup> Street streetscape project, which has been completed.

I do not see any specific discussion of Title VI objectives.

20. What is the strategy to implement provisions of the MTP? Have implementation priorities been established?

Ultimately, the MTP is based on the thoroughfare plan, which is the project list for the city engineer. Prioritizing of these projects have ultimately been determined by the mayor and the

city engineer, who inform CAMPO as to the order and timing of these projects. Ultimately, these changes go to the Technical Committee for approval of the amendment, and then to the Policy Board for their approval. CAMPO currently does not have a prioritization process in place. We have not had a situation where projects were competing for limited funds.

21. Does the MTP address potential environmental mitigation activities and potential areas in which to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan?

The plan has an Environmental Mitigation section. It focuses on those Planning Goals specified in the city and county Comprehensive Plans. There are 6 goals in the City Comprehensive Plan, and 12 in the county Comprehensive Plan that focus on environment mitigation. The comprehensive plans describe a means to which these goals can be met. In particular in Columbus are concerns for flooding and permeability. These issues have been extensively covered in the Columbus Flood Risk Management Plan.

The MTP does not describe the mitigation of the particular projects of the MTP.

22. Is the MTP financially constrained? Does the TIP demonstrate fiscal constraint by year of construction? How is this demonstrated? How are cost estimates developed for the MTP? How are revenue estimates derived for each of the respective governmental units and jurisdictions? Do these revenue and cost estimates include operating and maintenance costs for existing plus planned facilities? Were inflation rate factors (year of expenditure) used in developing this plan? If so, what inflation rate factors were used? When amending the MTP or the TIP, how is fiscal constraint ensured?

Yes. It is constrained. It does describe the allocations of funding per year, but it does not state the year of each project. The total revenue based on zero increase of funding and no adjustment for inflation shows a total allocation of \$58M, and a cost of all the listed project of \$18M.

Maintenance is also noted in the MTP showing an annual shortfall of \$809K for Bartholomew County and \$1.8M shortfall for the city of Columbus. CAMPO allocated funds are not contemplated for maintenance use in this document. The \$18M of projects are construction projects. No inflation values appear to be used in the cost or revenue allocation values.

No amendments to the MTP have occurred for this particular MTP, however, other projects have been considered and need to be amended into this MTP, and will be in this next meeting. Changes to the TIP are accompanied by a fiscal constraint analysis to make sure the expected allocations are not more than the project costs in any year. However, inflation is not part of that calculation...or maybe I should say, an inflation rate of zero is what is contemplated, and is accurate at this time.

23. What interagency agreement exists for cooperative planning and air quality within the full maintenance area?

In 2010, Resolution 2010-1 modified our MPA area so that the Indy MPO were responsible for planning in the Johnson and Shelby county areas that were previously part of CAMPO's MPA. The most recent MPA (per 2010 Census) did not change the borders. This change to the MPA relieved CAMPO from air quality conformity requirements.

We do not have a formal MOU describing the duties. That is being developed at this time by Jerry Bridges of Madison County Council of Governments (MCCOG). They have a similar agreement with Indianapolis MPO for a swap of area for convenience purposes.

24. Does the MPO coordinate the development of the MTP with the SIP development process? Does the MPO require conformity with the SIP, in accordance with EPA regulations, as a condition for approval of any MTP or program?

SIPs no longer apply to the CAMPO MPA; no conformity approvals are necessary.

25. How does the MPO assure that the TIP includes all proposed federally and non-federally funded regionally significant transportation projects, including intermodal facilities?

The term "regionally significant projects" refers to projects that would affect the air-quality where air-quality is a concern, whether or not they are federally funded. Columbus is not an area of air-quality concern since we no longer contain counties that are non-attainment or maintenance areas. Thus, this does not apply to CAMPO.

26. Does the TIP cover a period of at least 4 years? Does it contain all transportation projects to be funded under title 23, U.S.C., with the exception of categories that are specifically exempt? Has the TIP been included in the INDOT's STIP without modification?

The current TIP goes through 2016 only. CAMPO believes that it does contain all projects to be funded under title 23 except the exempt projects. CAMPO is currently working with INDOT to make sure the STIP and TIP are consistent.

27. Discuss how CAMPO staff, member agencies, INDOT, and the transit operators collaborate on the development of the TIP? What improvements could be made to this process and what barriers exist towards implementing these improvements?

INDOT sends an email to CAMPO containing a spreadsheet that contains either an amendment or an administrative modification to the CAMPO TIP. The descriptions are often quite simple, and I often need to call INDOT or email Jim Ude to find out more detail if the location or description would generate public interest or Policy Board interest. There is no collaboration before the arrival of the spreadsheet.

CAMPO does the planning for Columbus Transit, so we are in constant communication about what needs to go in the TIP to move forward on the plans. There is a Transit Advisory Committee that is set up to include other possible recipients of transit dollars. Requests for 5310 funds have been put into the TIP through approvals from that committee.

Phone and meeting conversations with the City of Columbus City Engineer, the Mayor, the County Engineer and County Commissioners occur to prioritize projects, determine the modifications necessary to the TIP, and place these modifications in a formal Resolution.

This Resolution is then brought to the Technical Committee for a recommendation for approval by the Policy Board. The Technical Committee has made changes to project priorities during this opportunity by majority vote. In this case, the Resolution is modified as requested and brought to the Policy Committee as changed.

28. Are there specific criteria used in determining which projects will be included in the TIP? What process was used in developing these criteria? How are projects prioritized?

There is no scoring mechanism for prioritizing projects in the TIP at this time. The fiscal constraint requirement informs us as to the timing of the projects, but prioritization is based on collaboration among member agencies and Technical Committee members. There have been differences of opinion on prioritization. The mayor has prioritized city projects differently than the previous mayor, and CAMPO has accommodated those changes. There have been complaints from the public regarding those changes that have been voiced mostly by letter, however, the Technical Committee nor the Policy Committee have ever voted against any reprioritization of local projects.

INDOT projects have never been reprioritized by the Policy Board, but projects that INDOT decided not to do were voted to be left in the TIP for purposes of informing them of the Board's disapproval to remove them. In particular, substantial improvement to SR58 in the southwest quadrant of the county, and an set of signalized intersection improvements along SR46 in Columbus were requested by INDOT for removal, and the Policy Board voted not to remove them, at least initially.

29. What is the process for modifying/amending the TIP?

The CAMPO Bylaws state what constitutes an amendment (major change) and an administrative modification (minor change). By federal regulation, certain things must be amendments. There are discretionary difference however, and the bylaws outline the criteria; there is a difference between INDOT and local projects.

Administrative modification v. Amendment

**A. Major change in project cost:** A change of 20% or more in the total listed cost, but not less than: \$100,000 for a local project, and \$500,000 for an INDOT project.

**B. Major change in project date:** A change of more than 1 year.

**C. Major change in funding source:** When the change increases the local match (due to a change in match percentage) by more than: \$50,000 for local projects, and \$250,000 for INDOT projects.

Notice:

**A. Notice of Administrative Modifications:** MPO staff shall put the particular Administrative Modification in a memo describing the specific modification sufficiently and the reason for it.

**B. Notification Process:** This document will be sent to Policy Board members for information only. Changes to the appropriate document will be made by staff. These memos and corresponding document changes will be provided to the public at the next Policy Board meeting.

Amendment:

Amendments are described in a Resolution and brought to the Technical Committee and Policy Board for approval. The resolution documentation contains the description of the projects simplified somewhat from the spreadsheet provided by INDOT. Local projects are described similarly.

It contains the project sponsor, DES#, Road name, location along the road, brief description of the project scope, funding sources, funding category (STP, HSIP, 5207), project phase, total cost, federal and local cost split, and fiscal year it will be spent.

Often, the resolutions are split into up to 4 resolutions: by INDOT projects, local projects, and sometimes by new projects and changes to existing projects. In each case, CAMPO attempts to provide a map of the exact location in a satellite-type photo so the committee/board members know where the project is.

These resolutions are recommended for approval by the Technical Committee, and the approved by majority vote by the Policy Board.

30. USDOT has a requirement that by December 11, 2007, revenue and cost estimates for the TIP must use an inflation rate(s) to reflect 'year of expenditure dollars,' based on reasonable financial principles and information. Discuss how CAMPO met this requirement.

Historically, I have not found evidence that this practice was followed, although it may have been. I will state that I have been using the inflation rate of zero (0%) since I have been here. It is a reasonable rate based on the cost favorability of construction costs in the last 3 years, and the overestimation of costs that has been the practice over that same timeframe.

31. Is a new conformity prepared if projects affecting emissions are added or deleted?

No.

32. Does the MPO have an agreed to formal process to select projects from the second, third and fourth year of the TIP?

No.

33. How was the public participation process developed (who participated)? Was a 45-day comment period provided before the process was revised and adopted?

The current Public Participation Process document is dated February 2007. I cannot find records that indicate the public process for the approval of this document.

34. What opportunities are provided for public participation at key decision points in the planning, programming, and project development phases of transportation decision making?

The Citizens Advisory Committee, the Technical Committee and the Policy Board meetings are all open to the public. These are the meetings where we discuss what projects have gone in the TIP via Administrative Modification, or what projects are being amended into the TIP. These are change to both local and INDOT projects. These opportunities include the funding of projects and the prioritization of them.

CAMPO does not have a scoring process for project inclusion or prioritization in the TIP. These are determined often by the leadership of the particular LPA. There is rarely a conflict among agencies as to what projects should go forward and when. Then, this is taken to the Tech Committee and Policy Board for approval.

However, there are projects that are not federally funded that are generally not discussed in these meetings.

City projects tend to be listed in the city's Thoroughfare Plan, although they are not obligated to be there for projects to move forward, unlike federal projects that must be in the TIP. However, I do not know what the public opportunities are for the creation and amending of the Thoroughfare Plan. Parks & Recreation has some trail projects that are administrated through the People Trail Project plan, and go through the Parks Board for public input.

County projects tend to be vetted through the County Commissioners, which has regular public meetings.

The real weakness of the public opportunity in street and trail development is design. Often these projects are handed to a consultant with a scope, and between a city, county, Parks & Rec engineer or employee, the design is completed without public scrutiny. This is where improvements need to be made. Although CAMPO keeps regular communication with the City, our contact with INDOT design has been minimal, and there is no process for regular vetting or intervention in the design process by CAMPO, LPAs or and especially the public on design.

INDOT has hosted public hearings on projects, for example, the roundabout proposed for US and CR400S has had 3 public hearings. However, this is unusual and not required. Even local projects do not have a formal design vetting process. Ultimately, these projects do go to a public board, like the Board of Public Works for the city to be approved for funding, but generally these boards do not voting or commenting on the design because it's done, they are deciding to funding.

As for the particular plans like the transit study and the bike/ped plan update, we have had signification public involvement processes built into those contract scopes. The consultants have held numerous public meetings for that purpose and gathered substantial public input.

35. How does the MPO conduct public notice of public involvement activities and opportunities for public review at key decision-making points? Have comments raised through public participation resulted in changes to policy, plans, programs or projects? What kind of feedback does the public receive on the proposals and questions they put forward?

A legal ad is placed in the Republic (local newspaper) for 2 days describing the meeting times, and a general description of the agenda. Usually, it does not have detailed information about the projects we are discussing. This is placed in the paper more than 48 hours before the meeting, and the practice is usually 4 or 5 days before. The agenda and “packet” with all that is provided to the Tech Committee and the Policy Board are placed on the CAMPO website. The meeting date is also placed on the CAMPO website and sometimes (not always) on the city’s website calendar. There is an email list that the former Director built. CAMPO does not always inform this list.

With regard to the transit plan and bike/ped plan update public events, we have provided the newspaper with information, used email lists from the CAMPO, planning department, Healthy Communities (an organization with the hospital). We have always had good turn outs.

Yes, the public input to a large extent has not just changed, but set the policies and plans. As an example, public interest in State Street, the Riverwalk, and the Maple Street connection have all bumped up the priority of these projects. Public interest in safer pedestrian crossings has generated a project for 6 crossings improvements throughout Columbus.

We have done numerous surveys and used the data to set priorities. We respond to individual questions by email if written.

36. Discuss efforts to make CAMPO information and documents available in electronically accessible formats.

CAMPO has just created a new website. It went live May 24, 2014. It has much more information in it, like all the meeting agenda and minutes from all the past CAMPO committee and board meetings, instead of just the last one. CAMPO is also in the process of creating a Go Safe Columbus website that will be used to educate and promote all users of our roads to move safely. Email is used extensively for communication. CAMPO intends to create a Facebook page to better communicate with interested citizens. At this time, it is common for those on CAMPO email lists to place meeting and event notices on existing community-oriented Facebook pages. This has generated a lot

of interest. The Citizens Advisory Committee attendance has been positively affected by these Facebook posts.

37. What visualization techniques have been used to aid the public in understanding the TP, TIP, and supporting studies? Are there other techniques being considered to implement or enhance the planning process?

All Tech Committee and Policy Board meetings include a PowerPoint presentation by CAMPO director. Satellite images of where particular projects are, in particular INDOT projects, are used in a PowerPoint presentation so members can visualize the location of the events. On occasion, we have had images provided to us by INDOT of the particular infrastructure, like a bridge to be refurbished. Streetview has also been used to show where a project is expected. Also, a rendering of certain projects is also use, like the Riverwalk and 4<sup>th</sup> Street. Engineering drawings have also been used.

38. What process/procedures are used to self-certify the planning process? How is it documented? Discuss the content of the CAMPO self-certification. How do you track these requirements and your agency's ability to meet them?

CAMPO's last self-certification can be found in the Statement of Work approval which received final approval December 21, 2012. A self-certification statement signed by the CAMPO Director and the INDOT Chief of Staff, Troy Woodruff on 11/1/2012. The contents of the self-certification is a list that is on the statement noted above. Needs more.

39. How is the annual self-certification provided to the Federal agencies—as part of the TIP/STIP or UPWP, or in a separate submittal?

As noted above, in the SOW (UPWP).

## **TITLE VI AND RELATED REQUIREMENTS**

40. What Title VI protected populations are found in the metropolitan area? Where are they located?

	2000		2010		2040	
White population	67.216	94%	68.314	89%	67.413	74%
Black population	1.401	2%	1.747	2%	3.432	4%
Native American population	0.111	0.2%	0.144	0.2%	0.15	0.2%
Asian/Pacific population	1.398	2%	2.749	4%	11.301	12%
Hispanic population	1.611	2%	3.539	5%	8.71	10%
Total population	71.737		76.493		91.006	

We have maps containing the locations of poverty and the location of subsidized housing, and locations of the mobile home parks as well. Much of the poor live in the downtown area. Our transit study has been instrumental in showing us more intense areas of transit use, which tends to be a proxy for locating the transit-dependent.

41. Describe your efforts to reach and involve low income, minority, disabled and populations during the public involvement/participation process.

Much of our outreach effort has been related to transit study. We have resurrected the Transit Advisory Committee. This committee contains numerous leaders of social services in town, and has two regularly attendees that use the paratransit service. When we have public input opportunities, we have them while the transit system is working and in a location along the system, and we advertise on the buses.

The most successful was a meeting with the Hispanic Community where a liaison advertised at the local catholic Spanish-language service and the meeting was held in the United Way building rather than a government building. We had 25 to 30 Spanish-speaking attendees. Our liaison translated for us. We received great input, and learned that many of the latino population live a distance form transit routes, and work at odd times where the transit system does not run, and so they must pay people to drive them places. We informed them of official meetings they could attend, but they have not attended.

Our on-board transit study has also shown that about 87% of our riders are going or coming from the downtown area.

42. Does CAMPO have an Americans with Disabilities Act Transition Plan? Has CAMPO drafted a Limited English Proficiency Plan? Do meeting formats encourage participation by minorities or people with disabilities? How do you accomplish this?

There is an ADA Transition Plan. It has been facilitated by the City of Columbus' Human Rights Department. We have had all our meetings always in accessible buildings and rooms. They are occasionally attended by people with disabilities.

CAMPO has not drafted a Limited English Proficiency Plan that I am aware of. I am not aware of a situation where one was in a meeting and we did not have a person there that could not

translate for them. We do have a number of Spanish-speaking members of our committees. One of our Policy Board members, and a regularly attendee of our CAC and TAC meetings is also Spanish speaking.

43. Are minority and diverse language media appropriately included in all notification processes for public meetings or public review of agency documents? How is this handled?

I am unaware of any minority media outlets in the area. We have not put out any information in other languages during my tenure here. This might be something we could do fairly easily via our website.

44. Does the MPO have any active or previously resolved Title VI complaints?

We have never had any Title VI complaints. Columbus has the unusual condition of having a Human Rights Commission, which is a department of the city and focuses on these issues. CAMPO participates in a fairly new organization call the Mayor's Advisory Council on Disabilities and Accessibility. CAMPO is a part of the sidewalk subcommittee where we are currently focusing on sidewalk snow clearing practices and ordinances and programs that would make them more accessible. CAMPO has recently built a GIS sidewalk inventory which includes sidewalk conditions.

#### CONGESTION MANAGEMENT PROCESS

45. Although not required for nonTMAs, does CAMPO have a congestion management process (CMP)? If so, describe it.

CAMPO does not have a Congestion Management Process at this time.

#### LIST OF OBLIGATED PROJECTS

46. What is the process for conveying information on annual obligations to the MPO by the recipient grantee agencies?

INDOT generates an annual list of obligated projects to CAMPO. CAMPO then goes project by project and communicates with the grantees and INDOT's SPMS system to verify that in fact these projects, or projects not listed in the INDOT list, were obligated in the year in question, and create the Annual List of Obligated Projects. A system of notification from the grantees at the time of 'obligation' does not exist but would be a helpful improvement in developing the annual list.

47. Is an annual list of projects for which federal funds have been obligated published or otherwise made available for public review? Does it include bicycle-pedestrian projects? Please provide a copy of the most recent edition of this document.

CAMPO has not published an Annual List of Obligated Projects since 2010. This was an oversight by Laurence, at least since 2012. Laurence is working on the next version of this document and it will be available on the website once completed. The last one completed is attached. Bike/Ped projects will be provided in the new document. The attached document does contain a Safe Routes to School project and a road project that is a complete street, in that it has bike lanes and sidewalks.

#### ITS PLANNING AND COORDINATION

48. How is the planning/consideration of ITS being mainstreamed and incorporated into the overall planning process? Do you have ITS activities in you SOW?

The CAMPO Regional ITS Architecture Plan was developed in 2011. The implementation of this plan has not been well carried out. It is not in the current Statement of Work for CAMPO, but a new SOW for CYs 2015-2016 is being developed now, and ITS implementation planning will be a part of it. The new city engineer has mentioned the need to look at signal timing and other ITS-related improvements.

49. Please provide a copy of the region's most recent regional ITS architecture and note when the architecture was adopted. When was the architecture last updated, and when is it scheduled to be reviewed/updated again? What ITS measures from this architecture have been or are being implemented?

The attached ITS architecture plan is a draft from June 2011. I cannot answer the rest of this question at this time. More investigation is needed. This document is new to me. Needless to say, much implementation is probably unlikely to have occurred.

#### TRANSIT AND NON-MOTORIZED TRANSPORTATION

50. Has CAMPO prepared, or is in the process of preparing, a coordinated public transit-human services transportation plan?

CAMPO adopted the CAMPO Coordinated Human Services Transportation Plan on December 31, 2007. It is a quality plan. One of the main recommendations was the creation of the Transit Advisory Committee, which happened. This group began meeting again on a monthly basis in the fall of 2012, and has been very valuable. Many of the recommendations of the Human Services Plan, however, have not been implemented, and upon a recent redistribution of this document to the Transit Advisory Committee members, there is a renewed interest in implementing some of the recommendations.

51. Are transit user surveys performed? If so, when was the last one and can you highlight any key findings?

CAMPO is doing a ColumBUS Transit Route Improvement and Expansion Plan. It includes a thorough survey of transit users, which was done on-board in April of 2013, and a number of

other surveys that were performed on-line of users and non-users of the system. Some key findings were that SR46 west of town is a highly desired destination that our current system does not service. Secondly, more frequency is particularly desired in one area of town; coverage is more important in other areas. Later hours and Sunday services are also desired. We have already increased the weekday hours to run one-hour later as a result of this survey.

There are a lot more transit trips that are shopping trips than expected. Many of the people that don't ride, do not because it is not a direct-enough route to their destination. There is a draft out of the plan to the Transit Advisory Committee, but it has not been made available for a public meeting, yet. This should be soon. We hope to implement the plan in phases.

## SAFETY

52. How does CAMPO identify and analyze safety issues on the regional transportation system?

CAMPO has assisted the police department in creating a crash report to the mayor for the last 2 years. This report is provided in a PowerPoint form, and provides the top 20 intersection locations with the worst crash records. CAMPO has normalized these with the traffic counts for these intersections. The mayor has a Safety Committee which meets monthly that CAMPO participates in. CAMPO is also developing a "Go Safe Columbus" campaign and website ([www.gosafecolumbus.org](http://www.gosafecolumbus.org)) that focuses on moving around Columbus safely. It will have a substantial amount of data and travel recommendations. It is just getting populated with information now.

53. How does CAMPO use information on identified safety issues on the regional transportation system to guide or prioritize transportation investments in the TP and the TIP? What specific safety studies or activities have been conducted in the region?

As noted, we have done an annual review of intersection and road crashes. We are looking at trends, and we have a goal of decreasing crashes at 5% annually. The Police Department has increased their traffic stops by 3 fold since 2013 from their 2012 numbers. We include in the analysis the cause of crashes and the time of day of crashes. We also specifically look at bicycle and pedestrian crashes, their location and cause; we also track injuries. CAMPO has committed to the mayor to develop a traffic safety plan.

CAMPO considers these results when developing the TIP project prioritization. As a result of concern for pedestrians, particular near schools, CAMPO has a project using HSIP funds for improvements to 6 pedestrian crossings in Columbus. As for other crashes, we have analyzed the 20 worst intersections for crashes and injuries relative to their traffic counts and found there are two outliers that have a higher-than-normal crash rate. This is a factor when considering projects and project priority. The intersection of Lindsey and 3<sup>rd</sup> St (SR46) has been a concern for the CAMPO CAC, and signage and safety concepts have been offered to INDOT, and an agreement has been made to allow some local signage that informs and instructs the pedestrians of the safety issues.

54. Discuss any relevant coordination between CAMPO and INDOT in regards to the Strategic Highway Safety Plan (SHSP). Will the next plan update include a safety element that discusses the SHSP?

I am unaware of this program. CAMPO and other agencies have had a number of meetings regarding the TIM (Traffic Incident Management) program that is being well promoted by FHWA. The community has not fully participated in the TIM program as of this time.

## SECURITY

55. What is the appropriate role for CAMPO in regional infrastructure security planning? Is CAMPO engaged in emergency relief and disaster preparedness planning?

CAMPO has been kept abreast of Columbus's flood evacuation planning effort. A devastating 500-year flood in 2008 caused the community to do a very thorough flood study that has recently been completed. CAMPO is developing a travel model with flood evacuation as an expected benefit, that is, the model can be used to consider evacuation options based on road closures and traffic backups, etc, that the model will simulate.

## MOVEMENT OF GOODS

56. Does CAMPO collect and analyze regional goods movement flow data? Has CAMPO identified key goods movement facilities in the region?

At this time, CAMPO does not analyze regional goods movement. INDOT has a commodity flow truck model that we can use to see what our area looks like. We have not done that, but we can. Also, the model that is being developed for the CAMPO area does have a freight component, and this will require a substantial amount of goods movement analysis for the development. Columbus is a highly industrial area so freight movement is very important to our economy. Knowing where goods are going and originating, and what modes and routes they take are very important to us.

## BICYCLE AND PEDESTRIAN MOVEMENT

57. How are bicycle and pedestrian planning activities being integrated in the transportation planning process? Does the MPO have a bicycle and pedestrian plan?

CAMPO was a major contributor to the internally developed Bike/Ped Plan that was adopted in 2010. Last year, in 2013, CAMPO began a Bike/Ped Plan Update, which will consider the incorporation of many new-generation bike/ped infrastructure types like bike boulevards, protected bike lane, pedestrian islands, cycle tracks, contraflow bike lanes. This project is nearing completion, and there is a Bike/Ped Planning Committee that is "steering" this project as

well as continuing to make sure the existing plan gets implemented. CAMPO administers this plan and the steering committee.

58. Discuss the selection and prioritization process for bicycle and pedestrian projects.

Columbus has toted itself as one of the first to adopt a Complete Streets Policy. Our former city engineer has been a regular contributor at conferences and meetings about Complete Streets. However, that policy is weakly written into the latest Thoroughfare Plan, and is not firmly required by CAMPO policy. However, the projects built since about 2008 have all had bike lanes and high-quality pedestrian facilities. Apparently, it has been the philosophy of the engineering department to put bike and pedestrian facilities on all urban streets, and on suburban as well.

There are at least three citizen groups that have chimed in on the bike/ped prioritization – the CAMPO Citizens Advisory Committee, the Safe Routes to School Working Group, and the Bike/Ped Planning Committee. These groups have focused on bike/ped facilities and their priorities.

Columbus has been unusually generous at using federal funds for bike/ped facilities. The 4<sup>th</sup> Street streetscape project turned a car-oriented street into a people and festival street. \$500K is to be used for 6 pedestrian crossings. The Haw Creek People Trail bridge, the Riverwalk Trail, and the Clifty Creek Trail are all in the TIP for the years 2016-2017 timeframe, and road projects have been moved out to accommodate these projects. This is the result of community priority that has been emphasized to CAMPO and other agencies by the committees mentioned above, and then reiterated through votes of approval by the CAMPO Tech Committee and CAMPO Policy Board to prioritize these projects in the TIP.

59. How are cycling needs being factored into large projects?

As noted above, all local projects initiated in the last 8-10 years have had reasonably good bike/ped facilities. However, until we write this out as a fundamental requirement for CAMPO projects, this is not a requirement. The CAMPO staff, with the help of the CAC, TC and Policy Board will begin the process of developing a complete streets policy into the prioritization process for CAMPO projects.

60. How are pedestrian needs being factored into large projects?

The above answer applies to this question. With regard to “large projects” that are INDOT projects, INDOT has recently provided more pedestrian facilities in urban areas than it did previously, but not as much as we would like, and has not provided bicycle facilities. We have a plan for State Street (SR46) and another being considered along 3<sup>rd</sup> St (SR46, also) that includes a plan to provide high-quality bike accommodations. In these cases, we are considering asking INDOT to modify the geometry of the road such that these accommodations meet the standard that our community aspires and gets the use desired. Up to now, INDOT has not been

particularly accommodating to these requests, but we hope to continue dialogue, and hope the design programs of Context Sensitive Design, Flexible Design, and Practical Design all can be applied such that all transportation options are provided with quality facilities.

#### MAP-21

61. FHWA and FTA rulemaking pursuant to MAP-21 is ongoing. To what extent has guidance issued by FHWA and FTA at this time? In particular, what are the MPO's plans to integrate performance-based planning into its processes and coordinate with its planning partners in relation to the seven national goals (safety, infrastructure condition, congestion reduction, system reliability, freight movement and economic vitality, environmental sustainability, and reduced project delivery delays)?

CAMPO will be putting the development of performance measures into the SOW it is currently working for 2015-2016. The travel demand model that should be completed in 2015 will also be helpful in creating quantitative values that can be incorporated into the performance measures. Meanwhile, other state MPOs and the MPO Council are pursuing this as well, and CAMPO plans to accumulate knowledge from this effort. CAMPO hopes to focus on performance measures that are improved when active transportation modes are improved, and when safety and health risks improve as a result of CAMPO activities and projects. However, all the seven goals will be considered in the development of performance measures.

62. Please describe recent and planned changes for the coordinated public transit-human services transportation planning process based on changes in MAP-21.

CAMPO's Coordinated Human Services Transportation Plan is now 6 ½ years old. It has good things in it that were not implemented, and our intent is to bring this document to the Transit Advisory Committee and revisit the recommendations and do those that should happen. Meanwhile, it makes sense to revisit the document completely. I do not intend to bring in a consultant to help us, but for the Transit Advisory Committee to provide the expertise, along with our Rural Transit Assistance Program, which is housed here in Columbus, and encourage the attendance of all other stakeholders in the area, and update the document in early 2016.

**APPENDIX 3 – AGREEMENT ESTABLISHING CAMPO**

AN AGREEMENT FOR COOPERATIVE ACTION BETWEEN  
THE CITY OF COLUMBUS, INDIANA, THE TOWN OF  
EDINBURGH, INDIANA AND  
BARTHOLOMEW COUNTY, INDIANA.

THIS AGREEMENT, made and entered into as of this 21<sup>st</sup> day  
of October, 2003, by and between the Board of Public Works and  
Safety of the City of Columbus, Indiana, hereinafter referred to as "Columbus",  
the Town Council of the Town of Edinburgh, Indiana, hereinafter referred to as  
"Edinburgh" and the Board of Commissioners of Bartholomew County, Indiana,  
hereinafter referred to as "County".

**WITNESSETH THAT:**

**WHEREAS**, a Metropolitan Planning Organization (MPO) designated by  
agreement among the units of general purpose local governments and the  
Governor is required to carry out the transportation planning process required by  
Section 134 of Title 23, United States Code and 49 USC 530 within and  
urbanized area; and

**WHEREAS**, Columbus, Indiana and its surrounding suburban areas have been  
designated by the United States Bureau of the Census as an urbanized area; and

**WHEREAS**, it is essential to the local governments and transportation agencies  
in the Columbus/Bartholomew County area and the State of Indiana that an MPO  
for the Columbus urbanized area be in place by November 2003;

**NOW, THEREFORE, BE IT RESOLVED**, that Columbus, Edinburgh, and the  
County agree that:

1. Purpose

The purpose of the Organization is to administer and operate a continuing,  
cooperative, and comprehensive planning and coordinating effort for Columbus,  
Edinburgh, and the County in all areas of mutual concern relating to  
transportation planning, programming, and other related governmental functions  
where joint cooperation is necessary and desirable.

2. Organization

The organization of the Columbus Area Metropolitan Planning Organization, hereinafter referred to as "CAMPO", shall consist of a policy board, hereinafter referred to as "Board", and two standing committees, the Technical Advisory Committee and the Citizen's Advisory Committee.

3. Composition of Board

The Board shall consist of persons holding the following positions:

- (a) Mayor of the City of Columbus
- (b) President of Bartholomew County Commissioners
- (c) President Pro Tempore of the Columbus City Council
- (d) President of the Bartholomew County Council
- (e) President of the Columbus Plan Commission
- (f) President of Bartholomew County Plan Commission
- (g) Town Council Chairman of the Town of Edinbough,

The mayor, presidents and chairman of the bodies listed above in (a) through (g) shall hold membership on the Board during their tenure as mayor, presidents, or chairman of their respective bodies. All such members shall have the right to vote on all matters coming before the Board.

In addition to the voting members of the Board enumerated above, membership on the Board shall include five non-voting representatives: the County Commissioners Chairman for Johnson County, the County Commissioners Chairman for Shelby County, the Indiana Department of Transportation, the Federal Highway Administration, and The Federal Transit Administration. Each Board member may appoint one alternate. In the event a Board member is unable to perform their duties, the alternate shall assume the rights and responsibilities of the appointer with respect to the Board. The appointment of an alternate must be approved by the Board.

4. Functions of the Board

The Board shall:

- (a) Conduct business according to Robert's Rules of Order (Revised);
- (b) Elect officers and appoint persons to committees;
- (c) Approve a Unified Planning Work Program (UPWP) or Annual Statement of Work;
- (d) Approve a Transportation Plan in accordance with appropriate state and federal laws and regulations;
- (e) Approve a Transportation Improvement Program in accordance with appropriate state and federal laws and regulations;
- (f) Financially support and supervise the CAMPO staff;
- (g) Review and approve all work done by its committees;
- (h) Assure that plans prepared as part of the planning process conform with all local and state plans and planning activities as well as comply with requirements of the State and Federal governments;
- (i) Monitor on a continuing basis, the transit system and propose improvements as appropriate.

5. Powers of the Board

The Board may:

- (a) Enter into contracts with the Indiana Department of Transportation, Federal Highway Administration, Federal Transit Administration or any other state, federal, or local agencies as are necessary and convenient to accomplish the duties and purposes of the Board as set out herein.

- (b) Receive appropriated funds from any source including Federal, State, and local governments; subject to the review and approval by the Columbus City Council, County Commissioners, and/or Edinburgh Town Council prior to action by the Board on any requests for funds or plans leading to a request for funds which, by the nature of the activity, could create a need for subsequent action by the Columbus City Council, County Commissioners, and/or Edinburgh Town Council;
- (c) Expend those funds in accordance with an approved budget including payroll, contractual services, supplies, subscriptions, dues, bonds, insurance, audit, loans, property, and other appropriate charges;
- (d) Establish an office, appoint a Transportation Director, and employ or obtain such other staff or consultants as it deems necessary under such terms as are necessary and convenient to the exercise of this power;
- (e) Enact and amend by-laws governing the operation of the CAMPO and its activities, provided that such by-laws be consistent with the terms and provisions of this Agreement For Cooperative Action Between Columbus, Edinburgh and the County, as amended.
- (f) Discuss any questions or any matter within the scope of its stated purpose and make recommendations for action to the governmental units involved in order to coordinate, to the fullest extent possible, local programs and to minimize duplications or unnecessarily inconsistent expenditures of funds by the respective governmental units.
- (g) Change the composition of the Board as outlined in section 3 above provided that its membership is in accordance with appropriate State and Federal laws and regulations.

6. Composition and Duties of Technical Advisory Committee and Citizen's Advisory Committee

In order to facilitate the flexibility necessary to meet ongoing and changing needs, the composition and duties of the Technical Advisory Committee and Citizen's Advisory Committee shall be left to the discretion of the Board of the CAMPO, provided that, the composition and duties of the two advisory committees will be set out in the by-laws of the CAMPO.

7. Personnel Administration

(a) Pursuant to the power of the Board to appoint a Transportation Director and employ or obtain such other staff and consultants, as it deems necessary, as hereinabove set forth, the Board may, by resolution, provide that the personnel policies of either the City or County will be applicable to the Transportation Director and other CAMPO employees, or the CAMPO may adopt its own personnel policy to govern its Transportation Director and other CAMPO employees.

(b) The CAMPO may, by resolution of its Board, make such other administrative provisions as are necessary and convenient to facilitate the accomplishment of the duties and responsibilities of the CAMPO as set out herein.

8. Manner of Financing

Columbus, Edinburgh, and the County shall appropriate funds directly to the CAMPO as agreed by all parties. In addition, service of persons who are employees of Columbus, Edinburgh, and the County agencies and other cost shall also be provided to the CAMPO as agreed between all the parties. Any reimbursement paid to the CAMPO by the Federal and State governments for funds provided by these other agencies shall be paid by the CAMPO to the general funds of the Columbus, Edinburgh, and the County as appropriate. The CAMPO shall be responsible for assuring compliance with all audit requirements of any state, federal, or local agency providing funding for CAMPO operations and activities. The CAMPO shall assume legal liability for all costs incurred for any contractual obligations to Columbus, Edinburgh, and the County governments, or agencies thereof, for services rendered.

9. Budget

The CAMPO budget shall be approved by the Columbus City Council, the County Council, and the Edinburgh Town Council. Members of the Board or their representatives shall present the budget to each Council listed above at individual meetings of the same.

10. Termination of Membership

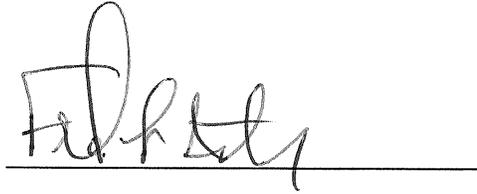
Any member of the CAMPO may withdraw its membership upon written notice to the CAMPO to be effective two (2) years after receipt of the notice by the CAMPO.

Upon complete termination of this Agreement, should that occur, the assets and liabilities, if any, of the CAMPO shall be distributed to or liquidated by the member agencies in proportion to their respective assessments.

11. Effect Upon Existing Agencies

This agreement shall not be construed to change in any way the duties or activities of either the Columbus Plan Commission, the Bartholomew Plan Commission, or any other governmental agency or entity currently having existence and operating in Columbus, Edinburgh, the County, or the State of Indiana.

THIS AGREEMENT is executed on behalf of the City of Columbus by the Mayor of the City of Columbus, Indiana, and on behalf of the County of Bartholomew by the Board of Commissioners of Bartholomew County, Indiana, and on behalf of the Town of Edinburgh by the Edinburgh Town Council.



Fred L. Armstrong, Mayor  
City of Columbus

BOARD OF COMMISSIONERS OF  
BARTHOLOMEW COUNTY, INDIANA



EDINBURGH TOWN COUNCIL

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\_\_\_\_\_  
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**APPENDIX 4 – USDOT SOW BILLING REVIEW**

**Columbus MPO Billing Review of PO # 0011812906**

**Vendor Name: City of Columbus Clerk Treasurer**

**Federal Share: \$81,032.80 (80% of \$101,291.02)**

Attributes		T, F, or N/A	Imp Pmt Amt
1	The payment was eligible for Federal participation.	T	
2	The cost was charged to the correct project.	T	
3	The payment was approved by the appropriate State/Local official.	T	
4	The payment for salaries and related costs was in agreement with Federally approved plans.	NA	
5	The amount paid by the State is accurate and in agreement with the source document.	T	
6	The Federal billing does not exceed the Federal share of costs.	T	
7	The payment for mileage and/or materials testing is in accordance with Federally approved plans.	NA	

**Billing Review is approved. -AP**

**Comments:**

Columbus is the only MPO in Indiana not to use indirect rates so a check of the calculations of indirect and fringe benefit rates was not applicable.

For this billing review, the documentation for the \$81,032.80 voucher PO#0011812906 was given. All payments to the consultants were verified and add up to the correct amount.

Because the Columbus MPO does not have any other functions or tasks outside of transportation planning, they do not have indirect costs and bill everything directly.

Excellent documentation was eventually provided by MPO staff although it seemed to be difficult for them to obtain.

**APPENDIX 5 – USDOT PUBLIC MEETING NOTICE**

## Allen, Michelle (FHWA)

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**From:** Brown, Laurence <lbrown@columbus.in.gov>  
**Sent:** Friday, May 23, 2014 3:55 PM  
**To:** Alan Mize; Barry Kastner; Beth Morris; Bianca Snider; Bill Klakamp; Bob Pitman; Charlie Day; Chris Raskob; Christine Eaton; Colorado Weliever; Curt Aton; Dan Mustard; Dennis Baute; Diane Doup; Doug Fauth; Jeremy Nethercutt; Jose Buono; Kelly Geckler ; Ken Lanteigne; Kris Medic ; Lance Snider; Laura Garrett; Marissa Pherson; Matt Battin; Michael Whitworth; Randy Royer; Steve Dixon; Troy Williams; Vicki Griffin; Williams, April  
**Cc:** Allen, Michelle (FHWA); Greep, Anthony (FTA)  
**Subject:** CAMPO Citizens Advisory Committee, June 9th, 6:00pm, City Hall - Meeting Hall  
**Attachments:** CCAC Meeting Minutes - 050514 - Draft.pdf

Dear CAMPO Citizens Advisory Committee,

Our 4<sup>th</sup> meeting is coming up. It is usually the 1<sup>st</sup> Monday of the month, but the June meeting will be the 2<sup>nd</sup> Monday of the month, or June 9<sup>th</sup> at 6:00pm. CAMPO is going through a Certification process June 9<sup>th</sup> and 10<sup>th</sup>, and the regulating agencies will be here and want to meet with you.

This meeting provides an opportunity for you to talk directly with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) concerning your views on the transportation planning process in the Columbus Metropolitan Planning Organization (CAMPO) planning area.

This public meeting is part of a review that will assess compliance with Federal regulations pertaining to the transportation planning process conducted by the Columbus Metropolitan Planning Organization, the Indiana Department of Transportation, the Columbus Transit System, and local units of government in the Columbus Metropolitan Planning Organization planning area.

Your attendance would be very much appreciated. Attached are the draft minutes from our last meeting. The June 9<sup>th</sup> agenda is being developed.

Please note CAMPO's new website!! <http://www.columbus.in.gov/campo/>

Here is the website about the CCAC with all the past agendas and minutes: <http://www.columbus.in.gov/campo/boards-and-committees/citizens-advisory-committee/>

Laurence



*Laurence Brown*  
*Columbus, Indiana*  
*(812)376-2502*  
[www.CAMPO.in.gov](http://www.CAMPO.in.gov)  
[lbrown@columbus.in.gov](mailto:lbrown@columbus.in.gov)

## Allen, Michelle (FHWA)

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**From:** Brown, Laurence <lbrown@columbus.in.gov>  
**Sent:** Tuesday, May 27, 2014 1:40 PM  
**To:** Alicia McCreary; Dan Mustard; Bob Oxley; Bob Pitman; Brandon Shumaker; Eric Frey; John Roberts; Marissa Pherson; Paul Amiot; Pinkston, Emilie; Setser, Cindy; Steve Forster; Thomas Heller; Ken Lanteigne; 'jeremy.c.nethercutt@cummins.com' (jeremy.c.nethercutt@cummins.com); Jose Buono  
**Cc:** Christman, Shari; Karen Wetherald; Allen, Michelle (FHWA); Greep, Anthony (FTA)  
**Subject:** Transit Advisory Meeting - June 9th, 6:00pm  
**Attachments:** TAC Minutes - 050214 draft.pdf

Transit Advisory Committee members,

This Friday is our scheduled monthly meeting. Cindy Setser is out of town and I am indisposed, so I would like to cancel this meeting and ask if you would please attend another meeting instead. On June 9<sup>th</sup>, my agency CAMPO (Columbus Area Metropolitan Planning Organization) is going through a Certification process. At 6:00pm of June 9<sup>th</sup>, representatives from Federal Highway and Federal Transit administrations would like to meet with committee members and the public that either work with me or are interested in what the MPO does. The meeting is being held at City Hall in the Meeting Hall.

FHWA/FTA statement:

*This meeting provides an opportunity for you to talk directly with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) concerning your views on the transportation planning process in the Columbus Metropolitan Planning Organization (CAMPO) planning area.*

*This public meeting is part of a review that will assess compliance with Federal regulations pertaining to the transportation planning process conducted by the Columbus Metropolitan Planning Organization, the Indiana Department of Transportation, the Columbus Transit System, and local units of government in the Columbus Metropolitan Planning Organization planning area.*

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CAMPO has a Citizens Advisory Committee (CAC), which has only been in existence since March. I think this group (TAC) has more knowledge of CAMPO and would be a valuable group for them to hear from. The CAC is going to have a meeting that evening. This committee tends to be more bike advocates, but transit is high on a number of people's list; it would be worth hearing what they're working on.

I appreciate anyone who attends. You can say good things, or things that need improving, both are important. I apologize for two consecutive meeting changes. Attached are the minutes from our last meeting.

Laurence



*Laurence Brown  
Columbus, Indiana*

(812)376-2502

[www.CAMPO.in.gov](http://www.CAMPO.in.gov)

[lbrown@columbus.in.gov](mailto:lbrown@columbus.in.gov)



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