



POLICY COMMITTEE **AGENDA**

Farmington Metropolitan Planning Organization

March 21, 2013
1:30 p.m.

Commission Chambers
San Juan County Administrative Building
100 South Oliver
Aztec, New Mexico

AGENDA
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
March 21, 2013 1:30 PM

This meeting will be held in the Commission Chambers at the San Juan County Administrative Building, 100 South Oliver, Aztec, New Mexico.

ITEM	PAGE
1. Call meeting to order	
2. Approve the minutes from the January 22, 2013 Policy Committee meeting.	22
3. Amendment #5 to the FY2013-2018 Transportation Improvement Program (TIP) a. Review the projects in Amendment #5 b. Consider approval of Amendment #5	1
4. Receive a summary of the MPO FHWA Review Final Report (<i>Rodolfo Monge-Oviedo</i>)	4
5. Review the projects and TIP priority lists in the Draft FY2014-2019 Transportation Improvement Program (TIP).	11
6. Receive a report on an amendment to the FY2013 Unified Planning Work Program, extending the UPWP and the budget from July 1 to September 30 so the annual work plan and budget match the federal fiscal year.	12
7. Receive a report from NMDOT a. District 5 (<i>David Quintana</i>) b. Planning Division (<i>Brian Degani</i>)	
8. Receive a report on the development of a Title VI Plan for the MPO.	13
9. Receive a summary of the Complete Streets Advisory Group meeting.	14
10. Information Items: a. Population/Employment Update and TAZ Revisions b. FY2014 Unified Planning Work Program. c. Rocky Mountain Land Use Institute Conference – March 6-8, 2013 in Denver d. MPO Quarterly – March 19 in Albuquerque e. Other	21
11. Business from: a. Chairman b. Members c. Staff	
12. Business from the Floor	
13. Adjournment	

ATTENTION PERSONS WITH DISABILITIES: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the MPO Administrative Aide at the Downtown Center, 100 W Broadway, Farmington, New Mexico or at 505-599-1466 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the MPO Administrative Aide if a summary or other type of accessible format is needed.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #3**

Subject:	FY2013-2018 TIP Amendment #5
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 12, 2013

BACKGROUND

- On February 10, 2013 the Farmington MPO advertised Amendment #5 to the FY2013-FY2018 Transportation Improvement Program.
- The amendment adds three projects to the TIP and revises one other project as described in the attached notice.

CURRENT WORK

- The City of Farmington will be receiving additional Safe Routes to School Infrastructure and Non-Infrastructure funding for sidewalks and other educational activities.
- San Juan County is receiving School Bus Route funding for maintaining county roads that serve as school bus routes.
- San Juan County is also modifying the funding sources and amounts for the bridge on CR 7150.
- A public hearing on Amendment #5 was held on February 28, 2013 during the Technical Committee meeting.
- No public comments were received during the 30-day public comment period.
- The Technical Committee recommended approval of Amendment #5.

ATTACHMENTS

- Public Notice describing the projects in Amendment #5.

RECOMMENDATION

- It is recommended that the Policy Committee approve Amendment #5 to the FY2013-2018 TIP.

PUBLIC NOTICE

The Farmington Metropolitan Planning Organization (FMPO) is the transportation planning forum for the cities of Farmington, Aztec and Bloomfield and the surrounding county area. The MPO develops a Transportation Improvement Program (TIP), which is a program of projects reasonably expected to be funded within the next six years. This public comment period meets all of the applicable requirements of the federal transportation bill SAFETEA-LU and the federal transit requirements of Section 5307(c) (1-7).

The Farmington MPO is advertising Amendment #5 to the FY2013-FY2018 Transportation Improvement Program which includes the following projects:

- Adds three projects to the TIP funded through the Safe Routes to School Program (SRTS) for federal fiscal year 2013 in the amount of \$250,000 for the City of Farmington (new Control Number W500040).

Project Name	Termini	Project Description
Hutton Ave	20 th St to Cliffside	Install 5’ sidewalk on the east side of Hutton
Hutton Ave	Animas Elementary School to 20 th St	Install 5’ sidewalk on the east side of Hutton
Hydro Plant Rd	Ivie Ave to McCormick School Rd	Install curb and gutter and 5’ sidewalk

- Adds an additional \$25,000 in SRTS funds for non-infrastructure activities (e.g. SRTS Coordinator, educational activities) in FFY2013 for the City of Farmington (existing CN W500011).
- Adds Navajo Nation School Bus Routes funding to the TIP in FFY2013 in the amount of \$210,000 for San Juan County (new CN 5100361).

Project Name	Termini	Project Description
School Bus Routes	Various County roads	Maintenance, restoration, and rehabilitation of county roads that serve as school bus routes

- Modifies funding sources and amounts for the current CR 7150 project in the TIP for San Juan County (existing CN F100180).

	Existing Project Details	Revised Project Details
Project Year	FFY2013	FFY2013
Project Description	Bridge Repair	Bridge Repair
Project Termini	Bridge #8105 on CR 7150	Bridge #8105 on CR 7150
Project Cost and Funding Source	\$1,000,000 in BIA funds, \$700,000 in National Highway Performance Program, \$250,000 in Local County funds, & \$250,000 in Navajo DOT	\$1,500,000 in Navajo DOT funds, \$700,000 in National Highway Performance Program, & \$350,000 in

	funds	Local County funds
Total Project Cost	\$2,200,000	\$2,550,000

As required by federal law and the Farmington MPO Public Participation Plan, the FMPO is holding a 30-day Public Comment period and Public Hearing on Amendment #5. The 30-day comment period is from Sunday, February 10, 2013 to Wednesday, March 13, 2013. The public may also make comments on the proposed amendment at the following meeting:

Public Hearing: During the Farmington MPO Technical Committee meeting at 10:00 a.m. on **Thursday, February 28, 2013** in the Commission Room at Aztec City Hall, 201 W Chaco St., Aztec, New Mexico.

Written comments may be sent to the Farmington MPO at:

Fax: (505) 599-1299

Mail: Farmington MPO, 800 Municipal Drive, Farmington, New Mexico, 87401

Email: jdelmagori@fmtn.org

The public may view this amendment at www.farmingtonmpo.org. For more information contact Joe Delmagori, MPO Planner, at (505) 599-1392.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #4**

Subject:	FHWA MPO Review
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 13, 2013

BACKGROUND or PREVIOUS WORK

- On September 5-6, 2012, FHWA New Mexico Division conducted a review of the MPO and its planning process.
- The MPO received a few commendations as well as corrective actions and recommendations.
- The MPO FHWA Review Final Report was submitted on January 31 and shared with the MPO members.

CURRENT WORK

- Some of the corrective actions and recommendations have specific deadlines for completing the work.
- Some recommendations are contingent on working cooperatively with departments at NMDOT.
- Staff has summarized work relating to the corrective actions and the recommendations for discussion with the Policy Committee.
- Rodolfo Monge-Oviedo with FHWA is scheduled to present a thorough summary of the Final Report to the Policy Committee on March 21.

ANTICIPATED WORK

- Develop a Title VI Plan.
- Develop a process for tracking MPO work hours by activity area.
- Revise the Joint Powers Agreement.

ATTACHMENTS

- A summary of the corrective actions and recommendations from the FHWA Review Final Report.

RECOMMENDATION

- It is recommended that the Policy Committee receive a summary of the MPO FHWA Review Final Report.

FHWA MPO Review Final Report

Summary of Corrective Actions and Recommendations

Corrective Actions

Corrective Action #1:

- The Farmington MPO needs to work with the NMDOT Office of Equal Opportunity Programs on developing and adopting an Environmental Justice/ Title VI plan as soon as possible.

FHWA Directives:

- Analyze regional data to identify minority and low-income population concentrations within the region
- Where necessary, provide member agencies with regional data to assist them in identifying minority and low-income populations in their sub-region or service area
- Establish appropriate standards, measures, and benchmarks, and analyze the transportation plan, the transportation improvement program, and other MPO actions, plans, and investments, to ensure that they are consistent and do not violate Title VI of the Civil Rights Act and the Executive Order on Environmental justice
- Ensure that members of low-income and minority communities, including Indian Tribal governments, are provided with full opportunities to engage in the regional transportation planning process. This includes addressing issues to eliminate language, mobility, temporal, and other obstacles to allow these groups to fully participate in the planning process
- Where appropriate, monitor the activities of members and other transportation agencies in the region with regard to compliance with Title VI and Environmental Justice requirements. Ensure that services, projects and programs are accessible to people with disabilities

FHWA Due Date: September 2013

MPO Actions:

- Received the Title VI boilerplate from the NMDOT Office of Equal Opportunity on February 4.
- Staff is currently reviewing the boilerplate Title VI Plan
- Staff will review the draft Title VI Plan with the TC on February 28 and with the PC on March 21.
- Anticipate developing the MPO Title VI Plan in March-May.
- Seek approval of the Title VI Plan in June

Corrective Action #2:

- The Farmington MPO must identify a remedy for the labor distribution on timesheet approach to meet requirements of 2 CFR 225 for tracking time to

multiple Federal grants. This finding needs to be resolved within 90 days of this report and presented to the FHWA New Mexico Division Office for concurrence.

FHWA Directives:

- 2 CFR 225 Appendix B Paragraph 8.d(2) establishes “The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowable if: They are provided under established written leave policies; the costs are equitable allocated to all related activities, including Federal awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the governmental unit.”
- 2 CFR 225 Appendix B Paragraph 8.h.4 establishes “Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection 8.h. (5) of this appendix unless a statistical sampling system (see subsection 8.h. (6) of this appendix) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on: a) more than one Federal award; b) a Federal award and a non-Federal award; c) an indirect cost activity and a direct cost activity; d) two or more indirect activities which are allocated using different allocation bases; or e) an unallowable activity and a direct or indirect cost activity.

FHWA Due Date: 90 days after report is issued (May 1, 2013)

MPO Actions:

- Work with agencies with City of Farmington on necessary revisions.
- Revise the MPO’s internal work hours tracking sheet
- Prepare a draft labor distribution and timesheet approach to FHWA for review by April 1

Corrective Action #3:

- The Farmington MPO staff needs to list the projects in the TIP according to the appropriate Fiscal Year (FY) or time period. The TIP database needs to be updated to what the other MPOs in the State of NM are using for consistency.

FHWA Due Date: Not specified

MPO Actions:

- With the ongoing TIP update, the years of the TIP (FY2014 to FY2019) will become consistent with the STIP update (FY2014-2017)
- To avoid future mismatches with fiscal years, the MPO will now update the TIP every two years (consistent with the STIP update) rather than every year.

- Updating the TIP database is a format issue and does not relate to content (project names, descriptions, funding sources, costs, etc); therefore, staff will work with the STIP Unit on revisions to the TIP database after adoption of the FY2014-2019 TIP
- Anticipated adoption of the TIP update is April 18
- Work with the STIP Unit on database formatting starting in May and complete in preparation for STIP update in June

Recommendations

Recommendation #1:

- The Farmington MPO, the State DOT, and the Transit operator must update the current JPA to meet federal requirements and the new provisions of MAP-21. In addition, it will be beneficial to include a conflict resolution clause to address disagreements. A revised and updated JPA and corresponding supplemental documents (other agreements or Bylaws) must be submitted to FHWA and FTA for informational purposes by June, 2013, with the final draft signed by the responsible parties by September, 2013.

FHWA Directives:

- The agreement does not reflect current transportation federal law in effect since October 1, 2012. The current JPA also does not capture the requirements of the “Moving Ahead for Progress in the 21st Century Act” (MAP-21).
- The current JPA does not clearly establish how disagreements are resolved or identify “triggers” associated with when the document needs to be updated (i.e. new transportation law, change in membership and structure as a result of census releases and changes in the MPO boundaries, etc.)

FHWA Due Date: June 2013 (FHWA initial review); September 2013 for final revisions

MPO Actions:

- Need to research and/or receive further information from FHWA as to what MAP-21 provisions need to be in the JPA
- Need to develop a conflict resolution clause (Section 10 of JPA)
- Develop revised JPA with TC and PC in March/April
- Submit draft JPA to FHWA for review/feedback
- Seek PC adoption of revised JPA in June
- Seek local entity and State of New Mexico approval of revised JPA in July/August
- Submit revised JPA to FHWA in August/September

Recommendation #2:

- The Farmington MPO needs to address the practice of consolidating under one CFDA funding in their financial statements. Funding needs to be split between transit and FHWA as required under the Transit CFDA of 20.505. The City of

Farmington should inform their auditors of the necessary correction to ensure the FY12 SEFA is correctly stated.

FHWA Findings:

- The SEFA is currently misstated due to the MPO's Planning funds being consolidated under the Transit CFDA of 20.505 when not all of these funds were received from FTA. The portion of the funding received from FHWA should be broken out under the FHWA CFDA of 20.205.

FHWA Due Date: No date specified

MPO Actions:

- COF Finance will oversee the changes needed for CFDA
- MPO staff will inform FHWA when Finance has made this correction

Recommendation #3:

- No further action or follow up is recommended regarding the corrective action identified in the Federal Transit Administration Triennial Review

FHWA Findings:

- Mr. Bob Campbell, Assistant City Manager for the City of Farmington provided documentation of acceptance by FTA that: 1) the new drawdown procedures for FTA grants had been received and accepted; 2) the fuel procurement procedures had been revised and accepted; and 3) FTA had accepted the proposed Buy America actions from the Corrective Action Plan.

MPO Action:

- No action necessary

Recommendation #4:

- The Farmington MPO should evaluate the effectiveness of the Public Participation Plan (PPP) and explore and integrate other social media options in their public outreach toolbox

FHWA Due Date: No time specified

MPO Actions:

- Social media is briefly mentioned in the current PPP.
- This activity could be researched after the Title VI Plan is developed
- PPP effectiveness can also be evaluated during TIP and MTP development

Recommendation #5:

- The Farmington MPO and NMDOT need to work in cooperation on the development and implementation of the UPWP Policies and Procedures to be developed in the near future
- The Farmington MPO and NMDOT need to work on resolving the traffic count and functional classification network updates, concerns and problems

FHWA Due Date: No time specified

MPO Actions:

- NMDOT Planning is taking the lead on development of the UPWP Policies and Procedures; MPO staff is assisting with the process
- MPO staff is preparing to meet with NMDOT Traffic Bureau to thoroughly review and update the traffic count databases; a similar process to update functional classification will occur afterwards

Recommendation #6:

- It is strongly recommended that the Farmington MPO develops a project prioritization methodology that clearly explains how different projects/programs compete against each other and how different considerations are weighted. This approach will provide important information to elected officials and the general public. FHWA NM Division will assist the Farmington MPO on identifying and bringing technical assistance on Fiscal Constraint, project prioritization methodologies, and cost estimates for best practices if requested.

FHWA Due Date: No time specified

MPO Actions:

- This recommendation is in reference to the MTP; staff will address this recommendation starting in the fall of 2013 when the MTP update begins

Recommendation #7:

- Farmington MPO is encouraged to continue working with NMDOT on the implementation of the STIP Policies and Procedures.

FHWA Due Date: No time specified

MPO Actions:

- The last major revision to the STIP Policies and Procedures was in January 2012; staff helped review and provided comments
- Staff will continue to participate in any potential revisions to the STIP Policies and Procedures

Recommendation #8:

- The Farmington MPO and the transit operator collaboratively need to ensure that an effective cooperative process by which project information on obligated Federal funds is provided by the recipient grantee agency to the MPO. The information provided should be adequate for the MPO to produce and publish the Annual Listing of Obligated Projects within 90 days of the close of the MPO program year. This information sharing process is recommended to be included in the MOA or other appropriate agreement and be disseminated in accordance with the PPP techniques and in accordance with 23 CFR 450.332. This information should be listed in the MPO website.

FHWA Due Date: No time specified

MPO Actions:

- The next annual list will be for FY2013 and will be prepared in October-December 2013
- At that time, the MPO will assess its process for developing the annual list of obligated projects and identify areas of deficiency or improvement

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #5**

Subject:	FY2014-2019 Transportation Improvement Program (TIP)
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 13, 2013

BACKGROUND

- The TIP is a short-term program of projects expected to be completed in the next six years.
- The TIP update process includes revising existing project information, adding new projects, and developing TIP priority lists.
- A Call for Projects was issued in December to start the TIP update process.
- Staff presented the current TIP projects on January 22.
- The TIP projects and Priority Lists were reviewed and modified with the Technical Committee on February 28.

CURRENT WORK

- Staff met with the entities, Red Apple, and NMDOT individually to discuss any updates to their project information.
- The draft TIP has been developed based on these meetings.
- The STIP is scheduled to be updated later this year.
- A 30-day public comment period on the TIP was opened on March 10.

ANTICIPATED WORK

- Finalize any project revisions with the entities.
- Seek recommended adoption of the TIP with the Technical Committee in late March.
- Seek adoption of the FY2014-2019 TIP by the Policy Committee in April.

ATTACHMENTS

- The draft FY2014-2019 TIP will be provided separately and will be available at the Policy Committee meeting.

RECOMMENDATION

- It is recommended that the Policy Committee review the projects and the Priority Lists in the FY2014-2019 TIP.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #6**

Subject:	FY2013 UPWP Amendment
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 13, 2013

BACKGROUND or PREVIOUS WORK

- Recently the MPOs agreed to extend the current UPWP by three months so that work activities and budget align with the federal fiscal year.
- Extending the FY2013 UPWP by three months from July 1 to September 30 will allow better coordination and timely distribution of PL funds.
- NMDOT Planning has requested that the amendment for extending the FY2013 UPWP be approved by April 30.
- A report explaining the need for the amendment to the FY2013 UPWP, which will extend the UPWP and the budget from July 1 to September 30 so the annual work plan and budget match the federal fiscal year, was presented to the Technical Committee on February 28.

CURRENT WORK

- MPO staff is preparing an amendment that will extend the UPWP work activities and MPO budget by three months to bridge the gap.
- No significant changes will be made to the work products; rather, additional time for various activities currently in the UPWP will be identified.
- Staff has been advised by NMDOT Planning that current FY2013 funding will need to be used for the MPO budget for these three months.

ANTICIPATED WORK

- Develop the UPWP and MPO budget amendment.
- Seek recommended approval of the UPWP and budget amendment by the Technical Committee in March.
- Seek approval of the UPWP and budget amendment in April.

RECOMMENDATION

- It is recommended that the Policy Committee receive a report on an amendment to the FY2013 UPWP, extending the UPWP and the budget from July 1 to September 30 so the annual work plan and budget match the federal fiscal year.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #8**

Subject:	Title VI Plan
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 12, 2013

BACKGROUND

- The FHWA MPO Review indicated that the MPO needs to develop a Title VI Plan.
- This plan would also include an Environmental Justice component.
- The Title VI Plan would ensure that the MPO prevents discrimination from low income or minority populations.
- The Environment Justice component would ensure that no single aspect of the population would bear a disproportionate share of impacts from transportation decisions.
- The Title VI Plan needs to be adopted by September 2013.
- The boilerplate was reviewed with the Technical Committee on February 28.

CURRENT WORK

- Staff is using a Title VI boilerplate plan from NMDOT as the basis for its Title VI Plan.
- This boilerplate will be reviewed with the Policy Committee on March 21.
- Development of the Title VI Plan will include a non-discrimination Statement of Policy, procedures for training, public involvement, handling complaints, and resolving issues.

ANTICIPATED WORK

- Develop the draft Title VI plan for discussion and review in March through May.
- Seek adoption of the MPO Title VI Plan in June.

ATTACHMENTS

- The Title VI boilerplate plan from NMDOT will be provided at the meeting.

RECOMMENDATION

- It is recommended that the Policy Committee receive a report on the development of a Title VI Plan for the MPO.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #9**

Subject:	Complete Streets
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 12, 2013

BACKGROUND or PREVIOUS WORK

- Complete Streets is a means of designing a roadway so that it accommodates all modes of travel, such as vehicles, walking, biking, and transit.
- Complete Streets promote safety for all users, improve connectivity among modes, and help create economic growth.
- In the past few months, staff has given overview presentations on Complete Streets to the local councils/commissions and other organizations so they would gain a better understanding of Complete Streets.
- A summary of the February 12 Complete Streets Advisory Group meeting was given to the Technical Committee on February 28.

CURRENT WORK

- Staff is working with the Advisory Group to develop a regional vision and identify regional values and goals relating to Complete Streets.
- The MPO will then work to develop regional guidelines.
- On February 12, staff introduced three CS guidebooks that will serve as a reference for developing CS for the MPO.
- The guidebooks have vision statements and goals that will assist the MPO.
- The guidelines define land use context areas and road types as a means of better representing communities and the role that streets have within those communities.
- CS guidelines - such a travel lanes, widths of sidewalks, presence of medians and bike lanes - will be based on the matching of these land use context areas and road types.

ANTICIPATED WORK

- Create a CS vision statement and develop values and goals in coordination with the Advisory Group and MPO committees.
- Develop definitions for land use context areas and street types that are specific to the Farmington MPO.
- Hold the next Advisory Group meeting on April 3.

ATTACHMENTS

- Summaries of vision statements, goals, land use context areas, and road types from CS guidebooks developed by Charlotte, Roanoke, and Pennsylvania DOT.

RECOMMENDATION

- It is recommended that the Policy Committee receive a summary of the Complete Streets Advisory Group meeting.

Charlotte Street Design Guidelines

<http://charmeck.org/city/charlotte/Transportation/PlansProjects/Pages/Urban%20Street%20Design%20Guidelines.aspx>

Charlotte's Vision for Complete Streets (page 2)



Charlotte's Goals for Complete Streets (page 7)

- 1) **Support economic development and quality of life**
 - by providing more transportation capacity, while creating more user-friendly streets overall
- 2) **Provide more and safer transportation choices**
 - by creating a better connected network (route choices) and building streets for a variety of users (mode choices)
- 3) **Better integrate land use and transportation**
 - by avoiding "mismatches" between land uses and streets and by creating the right combination of land uses and streets to facilitate planned growth

Charlotte's Principles for Achieving Complete Streets (page 6-7)

- Streets are a critical component of public space.
- Streets play a major role in establishing the image of a community. Therefore, they affect the health, vitality, quality of life, and economic welfare of a city.

- Streets provide the critical framework for current and future development. The locations and types of streets will affect the land development pattern, as well as how much development can be supported by the street network.
- The design of a street is only one aspect of its effectiveness. How the street fits within the surrounding transportation network and supports adjacent land uses will also be important to its effectiveness.
- Charlotte's streets will be designed to provide mobility and support livability and economic development goals
- The safety, convenience, and comfort of motorists, cyclists, pedestrians, transit users, and members of the surrounding community will be considered when planning and designing Charlotte's streets.
- Streets should be designed to encourage Charlotteans to make trips by means other than cars, thereby positively impacting congestion, air quality, and the health of our citizens.
- Planning and designing streets must be a collaborative process, because it is necessary that decisions about the street be made with a variety of interests and perspectives represented.

Roanoke Street Design Guidelines

<http://www.roanokeva.gov/85256A8D0062AF37/vwContentByKey/N28T3LPK920BTFKEN>

Roanoke's Strategic Initiative for Complete Streets (page 5)

Strategic Initiative

Improving Streetscapes

"Good street design supports multiple modes of transportation and adds value to the adjoining properties. It is essential to the continuing revitalization of downtown, neighborhoods, and commercial areas. A streetscape design manual will address the design of new and existing streets and will provide guidance for planning and implementing improvements to create "Great Streets." Roanoke's streetscapes should be welcoming and attractive multi-modal linkages that carry vehicle traffic, pedestrians, and bicycles safely and efficiently to and from their destinations. Recognizing the importance of creating an urban network of streets within the City, guidelines for street design will be based on a street classification system that balances the purpose of the roadway with the impacts on the surrounding areas.

Roanoke's Goals for Complete Streets (page 8)

- To serve a variety of users such as motorists, pedestrians young and old, transit riders, transit operators, bicyclists young and old, people using the adjacent land uses for living, working, shopping, etc.
- To provide accommodation for these users as appropriate, maximizing the number of transportation options available within the public right-of-way.
- To provide a safe, convenient and comfortable space for non-motorized street users to travel.
- To recommend street designs that encourage active living thus improving people's health, improving air quality, and reducing traffic congestion.

Roanoke's Principles for Achieving Complete Streets (page 8)

- Pavement should be kept to the minimum width necessary.
- Pedestrian accommodation in the form of sidewalks or shared-use pathways should be provided along all arterial streets and all collector streets. Such accommodation should also be provided along all local streets in the following character districts: Downtown, Village Center, Traditional Neighborhood, Suburban Neighborhood, Local Commercial, Regional Commercial, and Industrial.
- Pedestrian accommodation should be separated from vehicle travel lanes by street trees and/or on-street parking.
- Bicycle accommodation should be considered along all arterial and collector streets. Bicycle accommodation on local streets should be provided within the travel lanes shared with motor vehicles and no additional markings or pavement should be provided unless a designated bicycle route requires the use of a local street.
- Where physical conditions warrant, trees should be planted whenever a street is newly constructed, reconstructed, or relocated.

FMPO Vision, Values, and Goals for Complete Streets

- Develop a Vision for FMPO Complete Streets
- Develop Values
 - Multi-modal
 - Connectivity
 - Health
 - Safety
 - Economic Vitality
 - Aesthetics
- Develop Goals for FMPO Complete Streets

PennDOT Smart Transportation Guidebook

Pages 24-28

Land Use Context Area	Description
Rural	Farmland, woodlands, few commercial and residential locations
Suburban Neighborhood	Low density residential, curvilinear street systems, large lots, may include schools, churches, and small businesses
Suburban Corridor	Big box stores, strip malls, large parking lots and building setbacks
Suburban Center	Mixed-uses that surround neighborhoods, more accommodating to cars than to pedestrians
Town Neighborhood	Primarily residential neighborhoods with some retail and other businesses; uniform setbacks with sidewalks; on-street parking
Town Center	Mixed-use with high density; buildings adjacent to sidewalks
Urban Core	Highest density with high rises; mixed use buildings, large, wide sidewalks

Road Type	Description*
Regional Arterial	Similar to the Principal Arterial classification
Community Arterial	Similar to the Minor Arterial classification
Community Collector	Similar to the Major Collector classification
Neighborhood Collector	Similar to the Minor Arterial classification
Local	Typical neighborhood street

* See page 28 of the PennDOT Smart Transportation Guidebook for characteristics of these road types

Refer to pages 27-28 that describes the benefit of developing new road types that better relate to the role of the roadway through a community.

Roanoke Street Design Guidelines

Pages 9, 11-13

Context Area	Description
Downtown	Pedestrian friendly streets; mixed uses; accommodate vehicles and pedestrians; buildings close to street; on-street parking
Village Center	Small commercial centers with a focus on local settings; high density uses that are neighborhood oriented; buildings close to street; on-street parking
Recreation/Open Space	Enhances open space and scenic areas; prevention of incompatible land uses; amenities that promote use and enjoyment of open space
Traditional Residential Neighborhood	Small to medium sized lots, interconnected grid network with sidewalks; low traffic volumes and speeds; might include schools and churches and small business

Suburban Residential Neighborhood	Large lots on curvilinear streets; more auto-oriented, sidewalks frequently absent
Local Commercial	Serve several neighborhoods but not typically on a regional scale; large sites with parking lots; located on arterials, often without bike lanes or complete sidewalk networks
Regional Commercial	Larger retail and commercial businesses that serve cities and the region; located on arterials and highways; pedestrian access is often lacking
Industrial	Large sites located on arterials, highways, and near railroads; pedestrian access is often lacking

Road Type	Description
Arterial	Provide mobility, move large volumes of traffic, higher speeds; access management should be implemented; bicycle, pedestrian, and transit amenities should be provided
Collector	Provide a combination of mobility and accessibility to adjacent land uses; moderate speeds; driveway access is more common
Local	Intended for full access to nearby homes and businesses; speeds and volumes are low

Charlotte Street Design Guidelines

Pages 8-9

Road Type	Description
Main Streets	Access for social and civic events; may serve older neighborhoods or business areas; often mixed-use and pedestrian-oriented; priority to pedestrian safety; scaled to the person; amenity zone (landscape, furniture); buildings close to street with large windows; parking behind buildings is preferred, on-street parking encouraged; narrow, low traffic speeds; cater to bicyclists and transit
Avenues	Most common street type; intended to balance pedestrian access, transit accessibility, bike facilities, and carry high volumes of traffic; moderate traffic speeds; provide access to neighborhoods, businesses, and industries; minimize size of parking lots
Boulevards	Intended to move high volumes and ‘through’ traffic; moderate to high traffic speeds; focus shifts to vehicle mobility but still accommodates other modes; not suited for land uses that encourage pedestrian use but building locations should provide safety measures for pedestrians; number of travel lanes typically 4-6; uses a non-traversable median

Parkways	Vehicle-oriented, high speeds, typically 4-6 lanes; land uses include office parks, multi-use centers with parking lots; access management; recommends multi-modal sidepaths; locate transit stops within adjacent developments
Local (Residential/ Commercial/Industrial)	Provide direct access for neighborhoods; low traffic volumes, slow speeds; sidewalks for connectivity; bikes share the road; locations for transit stops are flexible

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #10**

Subject:	Information Items
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 13, 2013

INFORMATION ITEMS

- a. Population/Employment and TAZ Updates.** Staff is working to finalize updates to population and employment data and the TAZ boundaries for the base, mid-range, and long range years of the regional traffic model. Staff will be meeting with the individual entities for final review of the data.
- b. FY2014 UPWP.** Staff will be developing the FY2014 UPWP (October 1, 2013 to September 30, 2014) in the coming months. Anticipated approval will be in June 2013.
- c. Rocky Mountain Land Use Institute Conference.** Duane Wakan attended this conference in Denver on March 6-8.
- d. MPO Quarterly.** Duane Wakan attended the MPO Quarterly hosted by Albuquerque on March 19.
- e. Other.**

MINUTES
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
JANUARY 22, 2013

Policy Members Present: Sherri Sipe, City of Aztec
Pat Lucero, City of Bloomfield
Dan Darnell, City of Farmington
Gayla McCulloch, City of Farmington
Scott Eckstein, San Juan County

Policy Members Absent: None

Staff Present: Mary L. Holton, MPO Officer
Joe Delmagori, MPO Planner
Duane Wakan, MPO Associate Planner
June Markle, MPO Administrative Aide

Staff Absent: None

Also Present: Maggie Ryan, Planning Liaison, NMDOT
Larry Hathaway, San Juan County

1. CALL TO ORDER

Mr. Pat Lucero called the meeting to order at 1:35 p.m.

2. INTRODUCTIONS AND WELCOMING OF NEW POLICY COMMITTEE MEMBER REPRESENTING SAN JUAN COUNTY

Mr. Lucero introduced and welcomed Mr. Scott Eckstein the new Policy Committee Member representing San Juan County. Mr. Eckstein replaces Dr. James Henderson on the Policy Committee.

Committee Members, Staff, and other meeting participants introduced themselves.

3. APPROVE THE MINUTES FROM THE NOVEMBER 8, 2012 POLICY COMMITTEE MEETING

Mr. Darnell made a motion to approve the minutes from the November 8, 2012 Policy Committee meeting. Ms. Sipe seconded the motion. The motion passed unanimously.

4. CONSIDER AMENDING PC RESOLUTION 2012-3, REVISING THE 2013 MEETING SCHEDULE FOR THE POLICY COMMITTEE

Subject:	Annual Meetings Resolution
Prepared by:	Joe Delmagori, MPO Planner
Date:	January 3, 2013

BACKGROUND

- In November 2012, the Policy Committee discussed its annual resolution which established procedures pursuant to the New Mexico Open Meetings Act and determined the annual meeting schedule for 2013.

CURRENT WORK

- The Policy members passed the resolution but agreed to amend the 2013 meeting schedule at their January 10 meeting.
- Amending the meeting schedule is due to the availability of the current Policy members and the new Policy member representing San Juan County.

RECOMMENDATION

- It is recommended that the Policy Committee amend PC Resolution 2012-3, revising the 2013 meeting schedule for the Policy Committee.

DISCUSSION: Mr. Delmagori explained that the Annual Resolution, which established procedures pursuant to the New Mexico Open Meetings Act, was approved at the November 2012 Policy Committee Meeting. At that meeting, Committee members discussed meeting schedule and there was agreement to revisit the 2013 Policy Committee meeting schedule calendar in January.

Mr. Delmagori referred to Page 5 of the Agenda which listed the current meeting dates for 2013. At the November Policy Committee, the members decided to move the January meeting from the 17th to the 10th. Mr. Delmagori noted that a quorum was not reached for January 10 and the meeting was again rescheduled for January 22. Mr. Delmagori said there are five more meetings of the Policy Committee planned for 2013. The schedule has typically been to meet on either the 2nd or 3rd Thursday of the month at 1:30 in the afternoon and to rotate meeting locations among the entities.

The Policy Committee discussed the current meeting schedule and determined that the time and dates for the remaining meeting were good overall and fit in with most schedules. The Committee considered moving the June 20th meeting to better accommodate all members and then decided to leave the current schedule as is.

**FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Policy Committee 2013 Regular Meeting Schedule**

All meetings will be held at 1:30pm at the locations listed below	
Date	Location and City
January 10, 2013 (rescheduled to January 22)	City Council Chambers Bloomfield City Hall 915 N. First St.
March 21, 2013	Commission Chambers San Juan County Administrative Bldg. 100 S. Oliver
April 18, 2013	Executive Conference Room Farmington Municipal Building 800 Municipal Drive
June 20, 2013	City Council Chambers Bloomfield City Hall 915 N. First St.
September 19, 2013	Commission Room Aztec City Hall 201 W. Chaco St.
November 14, 2013	Executive Conference Room Farmington Municipal Building 800 Municipal Drive

ACTION: Ms. Sipe moved to approve the 2013 Policy Committee meeting schedule as shown. Mr. Darnell seconded the motion. The motion passed unanimously.

5. HIGHWAY SAFETY IMPROVEMENT PROGRAM

Subject:	Safety Project Applications
Prepared by:	Joe Delmagori, MPO Planner
Date:	January 3, 2013

BACKGROUND

- In September, the NMDOT Safety Bureau announced that no applications for safety projects would be accepted.
- In November, at the direction of the NMDOT Transportation Commission, the request for proposals for safety improvement projects was reinstated.
- The entities will complete the applications and the final submittal deadline to NMDOT is February 1, 2013.
- Projects will be reviewed through the MPO and submitted by the MPO to NMDOT.
- All projects received are in competition at the state level.
- At the December 20 Technical Committee meeting, a list of safety projects was presented and recommended for approval.

IDENTIFIED SAFETY PROJECTS

- Farmington and Aztec are submitting safety applications.
- In Farmington, the intersection of San Juan Blvd and Scott Ave will have the traffic signal rebuilt and sidewalks ramps and markings constructed.
- This project is part of the NMDOT FY2012 Transparency Report.
- In Aztec, a traffic signal will be installed at the US 550/NM 173 intersection and the first mile of NM 173 will be widened and vertical curves will be improved.
- This corridor has had fatality accidents and injury crashes.

CRITERIA

- Data driven and evidence based, citing crash data and crash history.
- NMDOT Safety is emphasizing safety applications should relate to projects in the FY2012 Transparency Report.
- There is no maximum allowed cost for a proposed safety project.

RECOMMENDATION

- It is recommended that the Policy Committee approve the list of Safety projects for submittal to NMDOT.

DISCUSSION: Mr. Delmagori reported that NMDOT Safety Bureau announced in September 2012 that no applications for safety projects were going to be accepted. Then, in November 2012 at the direction of the NMDOT Transportation Commission, the request for proposals for safety improvement projects was reinstated. The deadline for submitting applications is February 1. Mr. Delmagori stated that this information was provided to the entities and the Technical Committee members, and two applications have been received.

Mr. Delmagori said that details of what type of project qualifies as a safety project and other guidelines for applying could be found on Page 7 and 8 of the Agenda. Mr. Delmagori stated that the Safety Bureau is looking for projects that are part of the annual transparency report issued by their department. This report summarizes all the intersection and corridor projects from around the state that have had high levels of crashes or fatalities. Mr. Delmagori added that a project from the transparency report has a strong chance of being selected.

Mr. Delmagori said that project submittals from the entities must be sent first to the MPO for review, process, and approval. He noted that the information was presented to the Technical Committee in December and is now being presented to the Policy Committee. Once approved, Staff will then submit the application package to NMDOT.

Mr. Delmagori reported that two safety projects were submitted and referred to the project details on Page 9 of the Agenda.

Project Name	Termini	Description	Cost	Details
San Juan Blvd and Scott Ave Intersection	Intersection	Reconstruction of the traffic signal and construction of sidewalk ramps and markings	\$375,000	This intersection is listed in the FY2012 Transparency Report as one of the top severe crash locations in District 5.
NM 173 and US 550	Intersection of NM 173/ US 550 and NM 173 east to milepost 1	Installation of a traffic signal, lane improvements at the intersection, lane widening of NM173, and installation of guardrail	\$3,750,000	Improve narrow and steep grades and sharp curves. The intersection has had fatality accidents and injury crashes. The completion of the East Arterial will significantly increase heavy vehicle traffic to this corridor, which already carries a large volume of heavy vehicles.

Mr. Delmagori noted that the project in Aztec is not a part of the transparency report, but Mr. Huber stated that he has a significant amount of crash data and crash history to support this application.

Mr. Delmagori has reminded both the City of Farmington and the City of Aztec that their completed applications are due to the MPO by the end of the month. Once received, Staff will prepare the application package and send it on to NMDOT.

Mr. Darnell asked what was planned for the intersection of the Bisti Highway (NM 371) and N 36. Mr. Delmagori said this is a separate project being coordinated by District 5. He added that District 5 has contracted with a consultant to conduct audits and analyses of this corridor and the intersection. No additional details have been announced by District 5 yet, but it is believed this project will be funded by District 5.

ACTION: Mr. Darnell moved to approve the list of Safety projects for submittal to NMDOT. Ms. McCulloch seconded the motion. The motion was passed unanimously.

6. RECEIVE A REPORT ON THE NEW TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

Subject:	Transportation Alternatives Program
Prepared by:	Joe Delmagori, MPO Planner
Date:	January 3, 2013

BACKGROUND or PREVIOUS WORK

- MAP-21 has created the new Transportation Alternatives Program (TAP).
- TAP merges Transportation Enhancements (TPE), Safe Routes to School

- (SRTS), and Recreational Trails into one program.
- MAP-21 indicates allocation of statewide TAP funds must be equally distributed based on population and anywhere in the state.
- The majority of projects that are eligible through TPE will remain the same in TAP.
- Funding for TAP projects will be based on a competitive process that is developed by the State and MPO.
- A presentation on TAP was presented to the Technical Committee on December 20 by NMDOT's Planning Division.

CURRENT WORK

- NMDOT Planning has proposed a draft distribution system which indicates a targeted amount of TAP funds that each MPO and RPO would receive.
- NMDOT Planning is drafting project selection criteria for the competitive process.
- NMDOT Planning has stated that TPE projects in FY2013 are likely to still be funded under the Transportation Enhancements Program.
- TPE projects in FY2014-2015 are expected to fall into the TAP competitive process.

FMPO PROJECTS

- Six TPE and SRTS projects are currently programmed in the TIP/STIP.
- Four of these projects are programmed in FY2013.
- On November 26, the Bloomfield City Council approved a resolution to split its \$1 million TPE project between sidewalks on Bergin Lane and landscaping on US 64.
- Future, programmed TPE projects are exceeding the annual, targeted TAP amounts for the MPO.

RECOMMENDATION

- It is recommended that the Policy Committee receive a report on the Transportation Alternatives Program (TAP).

DISCUSSION: Mr. Delmagori presented a report on the Transportation Alternatives Program (TAP). The TAP program has been created under the new Moving Ahead for Progress in the 21st Century (MAP-21) transportation bill. Additionally, MAP-21 consolidated the Transportation Enhancements (TPE), Safe Routes to School (SRTS), and Recreational Trails (RTP) programs. The Scenic Byways program was eliminated although scenic turnouts and overlooks are still eligible for funding. Most, but not all, projects that are eligible under TPE will still be eligible under TAP. Mr. Delmagori continued and said that each state must distribute one-half of the TAP funds based on population and the other half is distributed state-wide. The TAP program also involves a new competitive process that NMDOT is working to establish. This process will rank and determine which identified projects will be funded with TAP funds.

Mr. Delmagori said that the original estimate of statewide TAP funds was \$11,580,000. Of this amount one-half would be distributed around the state based on population and

the other half would be distributed statewide. Of this amount, FMPO could expect approximately \$545,000 each year. Ms. Maggie Ryan reported that the original estimate of \$11,580,000 was determined based on national funding levels for each state. Since then, the FHWA funding tables have been released and this amount has been cut to \$5,500,000. Ms. Ryan stated that NMDOT is still working to determine how the TAP program will function and developing the guidelines. She said that no projects would be funded with TAP dollars until FY2014 and that funds are still available for FY2013 through TPE and SRTS. Ms. Ryan said the MPO has provided the Planning Division with a list of shovel-ready projects to be considered for funding in FY2013. She plans to work with all the MPOs around the state to discuss the TAP program as it is developed over the next several months and as the types of projects to be eligible for TAP funding are determined.

Ms. Ryan explained that the TPE and SRTS programs still have funds available. These leftover obligation funds will be used first as the TAP process is established.

Mr. Delmagori added that the TAP funding for FMPO is further divided between the rural areas/small urban clusters such as Kirtland and the urban clusters/small UZA. Each MPO will have their funding split in the same manner.

Mr. Delmagori said the TAP program will also make project selection a competitive process. He said NMDOT's Planning Division has identified five major goals and supporting performance measures that could be used for the selection process. The five major goals include Quality of Life, Economic Vitality, System Reliability, Deliverability, and Presentation. These goals and measures have been provided to the MPOs and RPOs for their review and comments.

Mr. Delmagori said these criteria will be used to rank the proposed projects and decide how best to use the substantially reduced funding amounts.

Those projects planned for FY2013 that are shovel-ready are likely to be funded as is under the TPE and SRTS programs. Projects in FY2014 and FY2015 will probably be evaluated based on TAP requirements in the selection process and current TIP/STIP projects may not be secured for funding.

Mr. Delmagori referred to Page 11 of the Agenda which shows a list of TPE and SRTS projects for FMPO. This list was submitted to NMDOT to illustrate what is currently in the TIP and STIP. The FY2013 projects shown below should continue to be funded under TPE and SRTS:

- North Animas Pedestrian Bridge – \$600,000 total each for FY2013 and FY2014 (\$1,200,000 total)
- SRTS Phase II Infrastructure – Construct pedestrian improvements in the vicinity of three schools in the SRTS program (\$250,000)
- SRTS Phase II Infrastructure – Construct sidewalks on Hutton and on Hydro Plan (\$250,000)
- Pinon Hills Blvd. & Farmington Avenue – Construct sidewalks from Butler to E. Main on Pinon Hills Blvd. and from 20th Street to 30th Street on Farmington Avenue (\$600,000).

Mr. Delmagori said Staff had received verbal confirmation that the City of Farmington would be receiving an additional \$25,000 in SRTS funds for non-infrastructure activities. These activities would include providing funds for the SRTS Coordinator or other educational activities.

Mr. Delmagori noted that in the table a status of these projects is provided. Aztec is ready to go to bid on the pedestrian bridge this summer. He reported that the Public Works Department for the City of Farmington is currently working on the required certifications to meet the August deadline for this project.

Mr. Delmagori said the remaining two projects on this list which are scheduled for FY2014 and FY2015, respectively, are uncertain and will likely be impacted by the new TAP procedures:

- 20th Street – Construct sidewalks from Santiago to East Main (\$491,000 total)
- Bergin Lane – Construct sidewalks from US 64 to West Blanco (\$1,000,000 total)

Mr. Delmagori said the Bergin Lane project in Bloomfield exceeds the projected total dollar amount that will be available for FMPO. If the overall transportation funding is cut in half as anticipated, the 20th Street project in Farmington would also exceed funding awarded to FMPO. Mr. Delmagori commented that questions still remain about MAP-21 and how the new programs will impact NMDOT and the MPOs.

Mr. Delmagori reported that the City of Bloomfield had passed a resolution to split the Bergin Lane funding between landscaping on US 64 and the sidewalk project on Bergin Lane. The \$1,000,000 originally identified for the sidewalk project would be split with \$100,000 allotted for sidewalks on Bergin Lane and \$900,000 going to landscaping on the newly constructed portion of US 64. Mr. Delmagori stated that language in the TAP indicates that landscaping cannot be funded with TAP funds. He noted that this now adds additional complexity to this project.

Ms. McCulloch asked what was meant by environmental justice. Mr. Delmagori stated this meant that actions taken do not adversely impact one particular aspect of the population, such as low income families or minorities. The goal is to strive to share transportation issues and concerns across the board so that no one segment of the population bears the burden of a transportation project or solely receives the benefit of a transportation project. He added that environmental justice speaks to the people in a community and not to the physical environment.

Mr. Delmagori added that the performance measures described earlier will apply to the MAP-21 requirements and each program therein will have a set of goals and measurements to meet. These goals and measures have not yet been finalized and there have been questions from around the state on the meaning of each section and what type of data will be required to support a particular measure.

Mr. Lucero asked for clarification on the funding for the Bergin Lane project. Mr. Delmagori commented that from what has been released to date, a landscaping project will not be eligible for TAP funding. He noted that the split in the funding for the Bergin Lane project and landscaping on US 64 was done by the City of Bloomfield. The MPO has not discussed this change nor taken any action to amend the TIP. Mr. Delmagori stated that with all the new information being developed, Staff had been holding off on a

potential amendment. Mr. Eckstein asked if there was any way around this or is it specifically spelled out that there is no funding for beautification through landscaping. Ms. Ryan replied that based on initial information, landscaping is not eligible for TAP funds. She said that more specific information and guidance could be found on the FHWA website. Ms. Ryan added that the Policy Committee could seek clarification on the matter from FHWA directly.

Ms. Sipe commented that if it came down to it, would the City of Bloomfield need to revisit their decision on splitting the project funds or could the MPO simply decide to put all of the money toward the sidewalk project. Mr. Delmagori said the MPO has not amended the TIP to change this project, so all the money is currently slated for the sidewalks on Bergin Lane. He added that even though the landscaping project may not be eligible, the \$1,000,000 is still currently going to the City of Bloomfield unless the TAP competitive process were to change the status of the Bergin Lane project as it compared to other eligible projects state-wide. Ms. Ryan added that the status of this project would be determined by where it was ranked among projects in the state.

ACTION: The report was received.

7. RECEIVE A REPORT FROM NMDOT

Ms. Ryan reported that NMDOT had requested a list of shovel-ready projects from the MPOs and RPOs. NMDOT will work to get them all in the STIP for the January 28 deadline. Projects not obligated for FY2013 will then fall under the TAP funding.

Ms. Ryan commented that certain eligibility crosses boundaries within different funding programs in FHWA. She added that projects are being funded under the most efficient sources. The Planning Division is working with the MPOs to identify projects and ensure they are going to the right account to eliminate some of the competition for the scarce funding.

Ms. Ryan stated that the Planning Division has hired two new planners, Rosa Kozub and Paul Sittig that she introduced to MPO Staff earlier in the month. She added that they are talented and excited to begin working with the MPOs around the state. Ms. Ryan anticipates two more planners to be hired by the Planning Division in the near future.

Ms. Ryan said she has been named as the TAP Coordinator for the state as well as being in charge of the competitive process for TAP funding.

8. RECEIVE A REPORT ON THE 2012 TRAFFIC COUNT PROGRAM

Subject:	2012 Traffic Count Program
Prepared by:	Duane Wakan, MPO Associate Planner
Date:	January 2, 2013

BACKGROUND

- 88 traffic counts were taken in October across the MPO boundary.
- Speed and class data was scheduled at 30 of those locations.
- Initial traffic count results were submitted to NMDOT after review from Staff.
- 11 locations required recounting based on feedback from MPO & NMDOT staff.

CURRENT WORK

- Consultant team conducted recounts at 10 of the 11 locations during the week of December 9th, 2012.
- 2 uncounted locations in the 1st iteration (due to road construction on E. Main), were now counted.
- 5 locations affected by traffic rerouting (road construction on E. Main), showed normal values after recounts.
- 2 locations with unusually high or low count volumes had normal values after recounts.
- 1 location was recounted due to insufficient hours logged at its location (36 hours instead of 48 hours).
- 1 location could not be recounted due to an electric glitch.

RECOMMENDATION

- It is recommended that the Policy Committee receive a report on the 2012 Traffic Count Program.

DISCUSSION: Mr. Wakan reported that the 2012 traffic count program had been completed, the data compiled, and forwarded to NMDOT for review.

Mr. Wakan reiterated that there were 88 count locations for 2012 with 30 of those also being counted for speed and class data. Following NMDOT's review, 11 sites were identified for recounting. Mr. Wakan noted that some of these counts were impacted by construction on East Main and subsequent traffic re-routing during the time the counts were taken. Other locations were impacted by equipment failure or count data that did not fall within the normal range. Mr. Wakan noted one location in Aztec that appears to still be impacted by an adjacent road project. This location will be recounted next year.

Mr. Wakan demonstrated the new GIS features in use on the MPO website to provide information about the traffic count locations and the data gathered. One of the locations Mr. Wakan highlighted on West Main from Lake Street to Auburn Ave showed a very low count. Following the re-count, Staff has determined that the lower count may be the new normal range for this corridor. Ms. Holton commented that the Metropolitan Redevelopment Area (MRA) Commission is working to reroute truck traffic from Main Street to Murray Drive which is the designated truck route. She said that this lower count might indicate these efforts are being successful.

Mr. Wakan said Policy Committee members could view the entire list of traffic counts taken for 2012 on Pages 14-16 of the Agenda.

Mr. Wakan provided an overview of the Traffic Count Database System (TCDS) that is available on the MPO website. Data for any traffic count location and road segment can be accessed with this system. Information can be viewed based on the Annual Average Daily Traffic (AADT), two-way counts, and specific directional counts. Speed data is also available for each of the 30 locations counted. This information actually provides the speed of a vehicle as it travelled over the counter. Speeds are counted from 1 mph to 75 mph. Class data is available and provides counts based on the type of vehicle that travels over the counter. Mr. Wakan said this information is helpful when Staff gets requests for traffic data information from concerned residents or developers who are interested in traffic changes or trends in a certain area.

Mr. Darnell asked if the tubes could be collected for any specified day and time. He noted that because the City of Farmington is a retail hub, there is a lot of traffic on days other than the two days when the traffic counts were taken which is typically a Tuesday, Wednesday, or Thursday. Mr. Darnell would like to see counts taken over a weekend period so traffic volumes could be reviewed for these peak days. Mr. Wakan noted that the City of Farmington has its own traffic count capabilities and counters could be set up at any location at any time. Mr. Darnell stated that he thought it was important to capture traffic volumes on the peak travel days, such as Fridays. Mr. Wakan said if additional counts were requested, they could easily be added to the traffic database. Ms. Holton added that she understood Mr. Darnell's request was to capture the peak traffic volumes for this retail hub. She said it could be discussed and considered for inclusion in next year's traffic counts. Mr. Delmagori added that the federal requirements are for a 48-hour count over the period of Monday through Friday. Weekend counts would be in addition to those required. He said the MPO could request special counts and add them to an annual list of counts given to the consultant. He noted also that each of the entities has traffic count equipment and could possibly take on some of these additional counts. Ms. Holton said that if money is available, the MPO could also look at having the consultant take on additional counts.

Mr. Darnell asked how the days for the counts are selected. Mr. Delmagori said Tuesdays, Wednesdays, and Thursdays are usually selected as the more typical traffic volume patterns are seen on these days. Because Mondays and Fridays are tied to a weekend and daily travel patterns are more likely to be skewed on these days, they are not used for traffic counts. Mr. Darnell recommended that since the MPO works to determine how best to move traffic around the community, FMPO traffic counts for FMPO should consider weekend travel. Traffic in the MPO area on the weekends is very different than during the week and only taking traffic counts on the average days of Tuesday, Wednesday, and Thursday, does not provide the needed volumes for the peak travel days in order to address the true traffic problems. Mr. Darnell added that the MPO is working to try and fund a \$22,000,000 bridge project to better move traffic around the retail area and yet the information being gathered is based on traffic patterns taken during mid-week. He recommended that traffic counts be taken during the peak volume times seen on the weekends.

Ms. Holton stated that the MPO benchmarks are based on certain standards that they are required to meet. She agreed that Farmington traffic over a weekend is different from

the work week and said there was value in looking at having additional counts taken next year provided there was money in the budget.

Ms. McCulloch asked how the counts were charged and how the additional counts might impact the budget. Mr. Delmagori said the original cost for the required set of traffic counts is \$12,500 and each additional count is approximately \$100 each. Ms. Holton added that part of this cost is covered by federal PL funds and the other part is split between the entities. Ms. McCulloch believed the additional cost was reasonable for obtaining some needed weekend information.

Mr. Wakan said the traffic model would need to be re-done to reflect the additional data in order to calibrate for the highest volumes. Mr. Delmagori added that this could provide a more comprehensive picture of traffic volumes in the MPO and including these additional counts would be considered for some time later in the year.

ACTION: The report was received.

9. RECEIVE A REPORT ON THE FY2014-2019 TIP UPDATE

Subject:	FY2014-2019 Transportation Improvement Program (TIP)
Prepared by:	Duane Wakan MPO Associate Planner
Date:	January 3, 2013

BACKGROUND

- The TIP is a short-term program of projects expected to be completed in the next six years.
- The MPO has been updating the TIP on an annual basis.
- The TIP update process includes revising existing project information, adding new projects, and developing TIP priority projects.

CURRENT WORK

- A Call for Projects is being issued in December.
- NMDOT will be updating the STIP to cover FY2014-2017.
- The TIP update will proceed based on the following schedule.

TIP SCHEDULE	
MONTH	ACTION
December 2012	Call for Projects made & issue Project Identification Forms
January 2013	Staff will meet individually with the entities, NMDOT, and Red Apple Transit to review project information; priorities are developed
February 2013	Cooperative efforts to develop the draft TIP and priority lists
February – March 2013	Entities finalize project information and priorities and an agreed-to list of projects for the first year of the TIP.
Early March – early April 2013	30-day Public Comment period is advertised and opened
March 28, 2013	Technical Committee holds public hearing on and recommends adoption of TIP
April 18, 2013	Policy Committee adopts the FY2014-2019 TIP

RECOMMENDATION
<ul style="list-style-type: none"> ▪ It is recommended that the Policy Committee receive a report on the FY2014-2019 Transportation Improvement Program schedule.

DISCUSSION: Mr. Wakan reported that the TIP is updated every year and is a short-term program of projects expected to be completed in the next six years. The TIP is being updated for FY2014- 2019 while the STIP will be updated by NMDOT to cover FY2014-2017.

Mr. Wakan reviewed the TIP Schedule with the Committee. Staff will be meeting individually with each entity, NMDOT, and Red Apple Transit during late January/early February to review their project information and begin to develop priorities. The draft TIP and priority lists will be developed in February and priorities and project information finalized and agreed to by early March. There will then be a 30-day Public Comment Period. The Technical Committee will then hold a public hearing and recommend adoption of the TIP. The final TIP will be presented to the Policy Committee in April for their anticipated adoption.

ACTION: The report was received.

10. INFORMATION ITEMS

Subject:	Information Items
Prepared by:	Duane Wakan, MPO Associate Planner
Date:	January 2, 2013

INFORMATION ITEMS

- a. **Complete Streets.** At the direction of the Advisory Group, MPO staff has given overview presentations on Complete Streets to the four local councils/commissions, the Home Builders Association, the San Juan County Bar Association, and to the Farmington Planning and Zoning Commission. Other presentations are being scheduled to engage local youth and other groups in January 2013.
- b. **Amendment to the FY2013 UPWP.** In an effort to better coordinate timely distribution of PL funds, it was agreed that all MPOs throughout the state would amend their UPWPs to align with the Federal fiscal year (October 1st – September 31st). This will require extending our current UPWP three months from July 1st to September 31st 2013. A UPWP Amendment will be presented as an action item at the March Policy Committee meeting.
- c. **FY2013 Annual List of Federally Obligated Projects.** The attached list shows details of transportation projects that received federal funding between October 1, 2011 and September 30, 2012.
- d. **Other.**

DISCUSSION: Mr. Wakan reported that a Complete Streets Advisory Group was formed to assist the entities and the MPO in developing a complete streets plan. The Group met last October and decided it was important for Staff to give overview presentations that would help to educate the local community and the Councils and Commissions to the purpose and benefits of Complete Streets. Over the past few months, Staff has given this presentation to all four local councils/commissions, the Home Builders Association, the San Juan County Bar Association and to the Farmington Planning and Zoning Commission. Mr. Wakan stated that additional presentations are scheduled for January and February. Staff is also looking to engage San Juan College and its students, as well as possibly a younger audience from local schools in the area. Mr. Wakan said the youth will be impacted most by Complete Streets concepts and future changes and believed it was important to get their opinion and voice in the planning process.

Mr. Wakan said that all the MPOs throughout the state had agreed to amend their Unified Planning Work Programs (UPWP) to align with the Federal fiscal year (October 1st to September 31st) to better coordinate timely distribution of PL funds. He noted that this will require extending the current UPWP by three months from July 1 to September 31, 2013. An amendment to the UPWP will be presented to the Policy Committee in March for anticipated action.

Mr. Wakan referred to Pages 19 and 20 of the Agenda which showed the FY2012 Annual List of Federally Obligated Projects. This list provides details of the six transportation projects that received federal funding between October 1, 2011 and September 30, 2012. The list was submitted to FHWA and NMDOT Planning. This information is also available on the MPO website.

Mr. Delmagori commented on receipt of the FHWA final draft report of the MPO review held last September. Staff is finishing their review of the report and will submit their

comments to FHWA prior to the final report being issued. Mr. Delmagori anticipates receipt of the final report in February. Mr. Rodolfo Monge-Oviedo with FHWA plans to attend a Policy Committee meeting to discuss the FHWA findings and recommendations once the final report is issued. Mr. Delmagori hopes this discussion will happen at the March Policy Committee meeting.

11. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF

Mr. Lucero thanked MPO Staff for their work and efforts on behalf of the local communities during 2012.

Ms. Sipe invited all to a fundraiser for City of Aztec Commissioner Jim Crowley who is undergoing treatment for cancer. The dinner will be held on Saturday, February 23 from 5:00 to 9:00 p.m. at the Aztec Senior/Civic Center.

Ms. McCulloch commented on issues she has observed with the yellow handicapped pads on City of Farmington sidewalks. She said many are damaged and the yellow pad material is peeling up which creates a tripping hazard and makes getting a wheelchair onto the pad very difficult. Ms. McCulloch stated this could be a liability issue for the community. Ms. Ryan commented that she has seen this in many other areas around the state and believes the product is not appropriate for this use. Mr. Wakan commented that when Mr. Dan Burden was here for the Walkability Workshop, he recommended a hot ceramic material that is being used in Golden, Colorado. This product is advertised to outlive the concrete it is installed on as well as retaining its luster and color. Mr. Delmagori said these concerns and recommendations would be passed along to the City of Farmington's Public Works Department.

There was no additional business from the Chairman, Members, or Staff.

12. BUSINESS FROM THE FLOOR

There was no additional business from the floor.

13. ADJOURNMENT

Ms. Sipe made a motion to adjourn the meeting. Mr. Darnell seconded the motion. The meeting was adjourned at 2:45 p.m.

Pat Lucero, Vice Chair

June Markle, MPO Administrative Aide