



## Council Action and Executive Summary

Item # 19 Ordinance/Resolution# 14-081

For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)

For Meeting of October 21, 2013  
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL

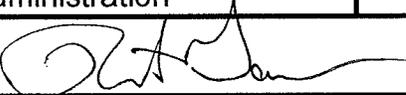
LEGISLATIVE

ADMINISTRATIVE

**TITLE:** A RESOLUTION OF SPONSORSHIP FOR THE SUBMITTAL OF A NEW MEXICO DEPARTMENT OF TRANSPORTATION ALTERNATIVES PROGRAM APPLICATION INVOLVING A FUNDING REQUEST FOR A HALF-TIME SAFE ROUTES TO SCHOOL COORDINATOR. SUBMITTED BY THE CITY OF LAS CRUCES.

**PURPOSE(S) OF ACTION:**

Support application submittal.

<b>COUNCIL DISTRICT:</b> All		
<b><u>Drafter/Staff Contact:</u></b> Vincent M. Banegas	<b><u>Department/Section:</u></b> Community Development/ Administration	<b><u>Phone:</u></b> 528-3064
<b><u>City Manager Signature:</u></b>		

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

Prior to the New Mexico Department of Transportation's (NMDOT) call for application submittal for Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) funding, the Mesilla Valley Metropolitan Planning Organization (MVMPO) was informed that anticipated Safe Routes to School (SRTS) funding for FY14 was no longer available due to MAP-21 funding and program restructuring at the Federal and State levels. Thus, in order to obtain any funding for the SRTS Coordinator position, a Transportation Alternatives Program (TAP) application had to be submitted for consideration as part of the MAP-21 application process for Federal Fiscal Years 2013/2014 and 2014/2015.

The application, as prepared, seeks funding for a half-time SRTS Coordinator position to assist with three of the SRTS 5 E's (engineering, evaluation and enforcement) among other administrative functions. The remainder of the E's (education and encouragement) are to be handled by the Las Cruces Public Schools in that they too submitted a part-time TAP funding application for a similar position. In that two related applications have been submitted for consideration, NMDOT may only consider funding one application at the requested or modified level. Regardless of the amount authorized, the MVMPO can provide technical assistance with the program function from a regional transportation perspective.

The application was considered by the MVMPO Policy Committee on September 11, 2013 and received an affirmative recommendation to approve funding subject to NMDOT's final review and consideration. As a result of this recommendation, a Resolution of Support by the sponsoring agency is needed by NMDOT in order to proceed with further consideration. The attached Resolution seeks to accommodate this need.

The cost for this position as submitted is \$39,675 for each fiscal year (NMDOT grant - \$33,898; City - \$5,777). For the Fiscal Year 2013/2014 Budget, the match is available in the General Fund (1000) under account 10184080-722190-30105. For the Fiscal Year 2014/2015 Budget, the match will be requested to be included in the General Fund (1000) under account 10184030-610103.

**SUPPORT INFORMATION:**

1. Resolution.
2. Attachment "A", TAP Application.
3. Attachment "B", Draft Minutes of September 11, 2013 MPO Policy Committee Meeting.

**SOURCE OF FUNDING:**

Is this action already budgeted?     N/A	Yes	<input type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?   N/A	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY____.
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

For the Fiscal Year 2013/2014 Budget, City match funds are available in the General Fund (1000) under account 10184080-722190-30105. City match funds will be requested to be included in the Fiscal Year 2014/2015 Budget, in General Fund (1000) under account 10184030-610103.

**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
N/A	N/A	N/A	N/A	N/A	N/A

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will approve the Resolution of Support for submittal of the TAP application as written.
2. Vote "No"; this will not approve the Resolution of Support for submittal of the TAP application and would render said application incomplete resulting in no further consideration by NMDOT.
3. Vote to "Amend"; this could allow Council to modify the Resolution as deemed appropriate.
4. Vote to "Table"; this could allow Council to table/postpone the Resolution and direct staff accordingly. The delay may render the application as incomplete resulting in no further consideration by NMDOT.

**REFERENCE INFORMATION:**

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. N/A

**RESOLUTION NO.** 14-081**A RESOLUTION OF SPONSORSHIP FOR THE SUBMITTAL OF A NEW MEXICO DEPARTMENT OF TRANSPORTATION ALTERNATIVES PROGRAM APPLICATION INVOLVING A FUNDING REQUEST FOR A HALF-TIME SAFE ROUTES TO SCHOOL COORDINATOR. SUBMITTED BY THE CITY OF LAS CRUCES.**

The City Council is informed that:

**WHEREAS**, the City of Las Cruces as a sponsoring agency has the legal authority to apply for, receive, and administer Federal funds; and

**WHEREAS**, the City of Las Cruces has submitted an application for Federal Fiscal Years (FFY) 2013/2014 and 2014/2015 for the New Mexico Transportation Alternatives Program (TAP) funds in the amount of \$79,349 (\$39,675 each fiscal year), as set forth by the Federal legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) and as outlined in the FFY 13/14 New Mexico TAP Guide; and

**WHEREAS**, the half-time Safe Routes to School (SRTS) Coordinator proposal named in the TAP application is an eligible project under New Mexico TAP and MAP-21; and

**WHEREAS**, the City of Las Cruces acknowledges availability of the required local match of 14.56% and the availability of funds for FY 13/14 to pay all upfront costs since TAP is a cost reimbursement program; and

**WHEREAS**, the City acknowledges to seek availability of the required local match of 14.56% and the availability of funds for FY 14/15 to pay all upfront costs, since the TAP is a cost-reimbursement program; and

**WHEREAS**, the City of Las Cruces agrees to pay any costs that exceed the project amount if the application is selected for funding; and

**WHEREAS**, the NMDOT requires a Resolution of Support from City Council to

complete the application for the TAP fund.

**NOW, THEREFORE,** Be it resolved by the governing body of the City of Las Cruces:

**(I)**

**THAT** the City of Las Cruces authorizes the Community Development Department to submit an application for FFY13/14 and FFY14/15 New Mexico TAP funds in the amount of \$79,349 (\$39,675 each fiscal year) for a half-time SRTS Coordinator.

**(II)**

**THAT** the City of Las Cruces assures the NMDOT that if TAP funds are awarded for FY 13/14, sufficient operational capacity is available to carry out the proposed program, that funding for the local match and for upfront project costs are available since TAP is a reimbursement program, and that any costs exceeding the award amount will be paid for by the City of Las Cruces.

**(III)**

**THAT** the City hereby informs the NMDOT that if the TAP funds are awarded for FY 14/15, that City staff will seek to obtain sufficient funding by placing this matter in the proposed budget for Fiscal Year 2014/2015, for the local match and for upfront costs, since the TAP is a cost-reimbursement program, and that any costs exceeding the awarded amount will be paid for by the City.

**(IV)**

**THAT** the City Manager of the City of Las Cruces is hereby authorized to enter into a Cooperative Project Agreement with the NMDOT for the TAP project described

above as set forth by MAP-21.

(V)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Smith:	_____
Councillor Pedroza:	_____
Councillor Small:	_____
Councillor Sorg:	_____
Councillor Thomas:	_____

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney



## PROJECT IDENTIFICATION FORM (PIF)

**INSTRUCTIONS: Please complete all sections thoroughly.  
See the end of this document for required distribution.**

1. **Date of Submittal:** 8/9/2013
2. **Initial or Revised PIF?** Initial PIF.
3. **Is this project phased?** No. If phased: Enter phase number and total # of phases.
4. **Sponsoring public entity:** City of Las Cruces
5. **Project Name:** Safe Routes to School Coordinator (1/2 time)
- Note: per MAP-21, Non-Profit Organizations cannot be lead agencies, but they can contribute to projects.*
- 
6. **Is the project on the ICIP?** No. If yes, year and priority #: Year, priority # (if available)
7. **Is the project in or consistent with a MPO/RPO/Local planning document?** Yes.  
If yes, which document (MTP/SLRP/TTP/etc.): 2010 Mesilla Valley MPO (MVMPO) Transportation Plan, 2014 - 2019 MVMPO TIP, MVMPO Safe Routes to School Action Plan and MVMPO UPWP FY13 & 14
8. **Is the project in the STIP?** No. If yes, year(s): Enter year(s). Control #: Enter CN.
9. **Is the project on the MPO TIP/RPO RTIP?** Yes. If yes, which year(s): 2013 and 2014  
*Notes: Please contact your MPO/RPO planner if this project is not in any local planning documents; if it is, please include the first page and the page on which the project is listed for any relevant documents.*
- 
10. **County:** Doña Ana
11. **US Congressional District:** 2
12. **New Mexico House District:** 37
13. **New Mexico Senate District:** 35
- 
14. **Contact Person and/or PDE:** Vincent M. Banegas - interim
15. **Address:** City of Las Cruces, PO BOX 20000, Las Cruces, NM 88005
16. **Phone:** 575-528-3064
17. **Fax:** 575-528-3155
18. **E-mail:** vbanegas@las-cruces.org
19. **MPO or RPO:** Las Cruces MPO
20. **NMDOT District #:** 1
- 

### Project Description

21. **In the space below, please provide a narrative describing the Project, its Purpose and Need, i.e., the rationale behind the project. If this project has or will go through the NEPA process, the description below should match the NEPA description as closely as possible.**

The project specifically seeks funding for a half-time Safe Routes to School Coordinator for FY 14 and FY 15. The position is reflecting reduced role capacity from previous years in that a Safe Routes to School Action Plan prepared by the MVMPO's Safe Routes to School Coordinator has been prepared and adopted and also in accordance with this plan, various SRTS Champions have been established to aid in programmatic efforts. This plan describes the role of the coordinator and specifically identifies actions that are both infrastructure and non-infrastructure (programmatic) related for short, medium and long

term horizons. To this end, SRTS infrastructure related funding in the amount of \$500,000, has been approved and accepted by the Las Cruces City Council (August 5, 2013) with several such projects ready to begin. Assisting in the coordination of these projects as may be necessary, coordinating SRTS coalition meetings, serving as technical support for local SRTS champions and other entities and participating on the local School Siting Committee are some of the programmatic activities anticipated for this position. Other activities involve the continued promotion of SRTS in the community, and serving as SRTS trainer for future champions are also anticipated activities this position will conduct.

**22. Select an Improvement Type for the project: 27 Administration**

Notes: See [FMIS Improvement Type Codes](#) for complete improvement descriptions. List additional improvement types here: 18 Planning

**Project Details** (fill out where applicable)

23. **Route # or (Street) Name:** n/a                      24. **Length (mi.):** n/a  
 25. **Begin mile post/intersection:** n/a              26. **End mile post/intersect.:** n/a  
 27. **Directions from nearest major intersection or landmark:** n/a  
 28. **Google Maps link (see tutorial for help):** n/a  
 29. **Roadway FHWA Functional Classification(s):** n/a
- 

**Funding Information**

30. **Has this project received Federal funding previously? Yes. If yes, which years?** FY 09, 10, 11, 12, 13 **Which program(s)?** SRTS

**Please Itemize the Total Project Costs by Type**

31. **Environmental/Planning:** Enter \$ amount.    32. **Preliminary Engineering:** Enter dollar amount.  
 33. **Design:** Enter dollar amount.                      34. **Right-Of-Way:** Enter dollar amount.  
 35. **Construction:** Enter dollar amount.              36. **Other (specify):** Administration/Planning 1/2 time:  
 \$33,898 - FY14; \$33,898 - FY15

**Funding Sources**

List all sources and amounts of funding, both requested and committed, for the project.

37. **Total Project Cost Estimate:** \$79,349 (\$39,675 per FY 14 and FY 15)  
 38. **Local/County/Tribal Gov't Funds\*:** FY 14 General fund monies budgeted and available \$5,777. FY 15 budget not commenced. [Committed]  
 39. **State Funds:** \$0 [Select Existing or Requested]  
 40. **Tribal Transportation Program (TTP):** \$0 [Select Existing or Requested]  
 41. **Other Federal grants:** \$0 [Select Existing or Requested]  
 42. **Federal Funds (STP/CMAQ/TAP funds requested):** \$67,796

\* Identify the specific local/ city/ county/ tribal government fund(s) source, such as gas tax, sales tax, etc.

---

**Project Readiness**

This is a list of certifications, clearances, and other processes that could apply to the project. These steps may not be required at this time, but could be necessary at a later date. Identify the date

that the certification or clearance was received **OR** if a certification/ clearance is under way **OR** will be started in the future **OR** the step is not applicable (N/A). **Do not leave any field blank.**

43. **Public Involvement:** n/a

44. **Right of Way:** n/a

45. **Design:** n/a

46. **Environmental Certification\*\*:** n/a

47. **Utility Clearances:** n/a

48. **ITS Clearances:** n/a

49. **Railroad Clearances:** n/a

50. **Other Clearances:** n/a

\*\* NEPA assessment may evaluate: Threatened & Endangered Species, Surface Water Quality (Clean Water Act), Ground Water Quality, Wetlands, NPDES Permit, Noxious weeds, Air Quality Analysis, Noise Analysis, Hazardous Materials Analysis, and other areas; 4-F properties. NHPA Section 106 Cultural Resources Investigation may include: coordination with land management agencies and State Historic Preservation Officer, Cultural Properties Inventory (buildings recorded), Traditional Cultural Property Inventory (consult with appropriate Native American tribes), Tribal Historic Preservation Officer and State Historic Preservation Officer. **For a full list of environmental and cultural areas that may be evaluated, see the Tribal/Local Government Agreement Handbook.**

---

## Project Planning Factors

**Below are the federally mandated planning factors for all transportation projects.** Please check all that apply and provide a brief explanation of how the project addresses the factor. Comment area will expand as needed. **NOTE: if you are applying for TAP funds, leave this section blank and complete the supplemental TAP application.**

51.  **Economic Vitality:** Type explanation.
52.  **Safety for Motorized and Non-motorized Users:** Type explanation.
53.  **Security for Motorized and Non-motorized Users:** Type explanation.
54.  **Accessibility and Mobility of People and Freight:** Type explanation.
55.  **Environment, Energy Conservation, Quality of Life:** Type explanation.
56.  **Integration and Connectivity:** Type explanation.
57.  **System Management and Operation:** Type explanation.
58.  **System Preservation:** Type explanation.
- 

## REQUIRED DISTRIBUTION

59. **Send a completed electronic version to appropriate RPO/MPO, District staff, and NMDOT Planning liaison.**

## TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION

**INSTRUCTIONS: Applicants are required to read through the FFY14/15 New Mexico TAP Guide prior to completing this application. Please complete the Project Identification Form (PIF) first, and then complete this TAP application form.**

### Introduction

As outlined in the FFY14/15 NM TAP Guide, this application will be used by all of the New Mexico RPOs and MPOs to score and rank projects submitted for TAP funding. The process is competitive and the highest scoring projects within each MPO/RPO will be the first priority for funding.

Please refer to the FFY14/15 New Mexico TAP Guide when filling out this application, as the Guide provides information on the application questions, the overall TAP process, eligible entities and eligible projects. *Before submitting an application, local agencies are required to consult with their MPO/RPO to ensure eligibility.*

---

### Basic Project Information

A. Date of Submittal: 8/9/2013

B. Sponsoring public entity: City of Las Cruces

C. Project Name: Safe Routes to School Coordinator (½ time)

---

### Project Readiness and Planning

Two of the most critical factors in project selection are Project Readiness and Planning. MPOs and RPOs will score these factors based upon information you provide on the PIF and your supporting documentation. NMDOT does not expect that most TAP projects will score highly on project readiness; however, preference will be given to those projects closer to "shovel ready."

**Project Readiness:** Scorers will refer to the "Project Readiness" section of the PIF. *Applicants must provide documentation of all certifications/clearances/proofs of exemption received*, in order to score points. Applications will receive 5 points each for documented: Right-of-Way, Design, Environmental, Utility, Intelligent Transportation Systems (ITS), and Railroad.

**Planning:** Scorers will refer to the first page of the PIF, where applicants indicate if the project is part of the local Infrastructure and Capital Improvements Plan (ICIP) and/or other plans. *Additionally, applicants must provide documentation of all plans in which the project is identified.* Please include the cover sheet and the page(s) where the project is referenced. *Do not send entire plans.* If documentation is provided indicating that the project is in the ICIP, the application will receive 5 points. Two additional points will be awarded for each additional plan that includes the project, up to a maximum of 10 points. For a list of eligible planning documents, refer to page 14 of the NM TAP Guide.

---

### Additional Scoring Factors

Beyond project readiness and planning, TAP projects are evaluated on the following factors, which are derived from the "planning factors" outlined in Federal transportation legislation. Responses to the questions will be scored according to the following scale:

5 points: The application demonstrates a thorough understanding of how this factor applies, and provides clear and compelling documentation on how the project meets and exceeds the factor.

- 4 points: The application demonstrates a thorough understanding of how this factor applies, and provides some documentation on how the project meets the factor.
- 3 points: The application demonstrates a basic understanding of this factor, and provides minimal documentation on how the project meets the factor.
- 2 points: The application demonstrates a basic understanding of this factor in general, but does not provide any documentation on how the project meets the factor.
- 1 point: The application demonstrates very little understanding of this factor, and does not provide any documentation on how the project meets the factor.
- 0 points: Does not meet factor.

*In your application packet, provide any supporting documentation that is referenced in your responses to 1-6 below.*

*Your responses are **limited to 250 words** for each question below.*

### **1. Economic Vitality**

*Provide detailed information on how your eligible TAP project will benefit local, regional and/or state economic development efforts. Please cite and provide any supporting documents or studies.*

Although the administration and planning aspects of the proposed "project" do not directly speak to economic vitality in the sense that capital projects may, the function and purpose of the intended position is to aid in the review and analysis, following the five E principals, of any SRTS related issue that arises beyond those already identified in the Mesilla Valley MPO SRTS Action Plan. Doing so along with continued administrative assistance and program promotion helps to ensure that the community in Las Cruces continues to adequately address SRTS needs and concerns thereby promoting the community and local school district in a positive, progressive and healthy manner. This then could result in renewed interest toward potential private reinvestment in and redevelopment of our neighborhoods thereby increasing neighborhood stability and pride while minimizing tax base loss due to decreases in property values when neglect and apathy might otherwise set in.

---

### **2. Safety and Security**

*Please explain the safety issue you are trying to address and provide any available data. Describe how your eligible TAP project will increase the safety and security of different user groups by making it safe for them to walk, bicycle or access public transit in their community. Please cite and provide any supporting documents or studies.*

One key premise behind the non-infrastructure role of the SRTS program is to plan, promote and champion safety and security related issues for students who are users of facilities such as sidewalks, paths, trails, etc. These users which include both pedestrians and cyclists, benefit from the planning and administrative aspects of a SRTS coordinator function in that deficient facilities (inadequate signage near schools, poor access and markings at intersections, sidewalks in need of repair, inadequate type, location and number of bike racks, poor school access from surrounding neighborhoods, etc.) can be promptly identified and in most cases programmed for repair or improvement in local ICIP efforts. Although many of these aspects have been identified in the current SRTS Action Plan, having this position in place helps guarantee that issues not presently identified can be considered and remedied as quickly as possible. At minimum, having this position may help keep the concepts fresh as future discussions on school siting and design standards take place.

---

### **3. Accessibility and Mobility through Integration and Connectivity**

*Please describe how your eligible TAP project will increase accessibility and mobility through the integration and connectivity of transportation networks. Please cite and provide any supporting documents or studies.*

---

442  
SRTS Action Plan promotion of accessible routes to and from school facilities along with fostering the concept of CLC policy regarding complete streets go hand in hand. These concepts seek to ensure that adequate transportation provisions of all types are in place and that proper connectivity exists in our built environment. With a SRTS voice, concepts promoting improved mobility through increased connectivity can be encouraged and validated by showing the likely benefits for our youth which include improved health, safety and welfare. Increased connectivity and mobility ensures that the likelihood of our youth walking and rolling to school will continue to improve which helps reduce auto congestion on our roads and modal conflicts when poor accessibility and connectivity would otherwise exist.

---

#### **4. Protection and Enhancement of the Environment**

*Please provide information as to how your TAP project will promote environmental conservation. Please cite and provide any supporting documents or studies.*

As a participating voice on the existing School Siting Committee, emphasis can be directed toward improving accessibility of schools from the neighborhoods they serve. As a result, there should be less vehicle miles travelled related to drop off and pick up of school age children which in turn helps improve air quality and reduces petroleum use all of which helps our environment and conservation perspectives.

*Please describe how your TAP project will improve the quality of life for community residents. Please cite and provide any supporting documents or studies.*

Related non-infrastructure activities help promote and provide for healthy lifestyles resulting in an improved quality of life for those that utilize related facilities and for those that reside nearby. Related facilities and programs that promote them create greater vibrancy within the neighborhood fabric which helps build community identity and character which contributes to an improved quality of life.

*Please explain how your TAP project will help achieve the community's desired land use goals, as described in local planning documents. Please cite and provide any supporting documents or studies.*

The 1999 Las Cruces Comprehensive Plan promotes multi-modal transportation and complete streets concepts not only in the Transportation Element, but within the Land Use Element as well. The blending of these two elements among all other policy seeks to encourage a mixed use environment within the community with various transportation opportunities involving all modes of travel particularly those considered to be underutilized such as ped and bicycle. The proposed "project" offers an opportunity to ensure that all modes of transportation are considered in developing and redevelopment areas and to ensure that the actions provided in the plan that support the goals and policies are achieved. Similarly, it is the intent of the CLC Comprehensive Plan to increase connectivity throughout the City's neighborhoods to encourage all available forms of transportation. These issues are anticipated to be examined via the development review process. The Mesilla Valley MPO Transportation Plan and the OVOV 2040 Regional Plan although not CLC centric, also offer policy that further supports mixed use and multi-modal concepts introduced in the CLC Comprehensive Plan.

---

#### **5. Efficient System Management and Operation**

*Please describe how your eligible TAP project will promote efficient system management and operation, particularly with regard to the maintenance of the TAP-funded improvement. Please cite and provide any supporting documents or studies.*

The project although non-infrastructure in purpose, will help ensure that existing and proposed facilities are either maintained to allow their continued use or to ensure that their placement when new, tie into planned network expansion thus supporting the overall goals of increased connectivity and modality

within the community. Maintenance of existing facilities <sup>444</sup> is an example is but one priority with the SRTS Action Plan found to be a necessary action pursuant to the original Hillrise SRTS Pilot Project.

---

## **6. System Preservation**

*Please explain how your eligible TAP project will enhance, preserve or offer an adaptive reuse of existing infrastructure. Please cite and provide any supporting documents or studies.*

The proposed project due to it's orientation of administering SRTS and SRTS planning will seek to actively encourage related facility use on a continual basis which will result in the preservation of existing and planned facilities from the maintenance perspective. Any existing network of trails, sidewalks, paths, etc. will be enhanced with new planned facilities in accordance with related plans particularly those identified within the MVMPO Transportation Plan. Any such enhancement will serve as a benefit to the local community with safety and increased connectivity in mind.

---

## **Application Submission**

Please submit two copies of your entire application package to your MPO/RPO planner or contact. See page 21 of the NM TAP Guide for this information.

Your application should include:

1. NMDOT Project Identification Form (PIF)
2. TAP Application
3. Resolution of Sponsorship from the sponsoring entity, indicating proof of local match, maintenance commitment, and available budget to pay project costs up front.
4. Letter(s) of support from the jurisdiction(s) that has ownership over affected right(s)-of-way. This is only required if the project is not entirely within the jurisdiction of sponsoring entity.
5. Any documentation—such as plans, certifications or studies—that are referenced and support the application.

**LAS CRUCES METROPOLITAN PLANNING ORGANIZATION  
POLICY COMMITTEE (PC) MEETING**

Following are the minutes from the MPO Policy Committee (PC) meeting held on Wednesday, September 11, 2013 at 5:00 p.m. at City Hall, Council Chambers, 700 N. Main Street, Las Cruces, New Mexico.

**MEMBERS PRESENT:** Commissioner Billy Garrett (DAC)  
Mayor Nora Barraza (Town of Mesilla)  
Commissioner Leticia Benavidez (DAC)  
Councilor Gill Sorg (CLC)  
Commissioner Wayne Hancock (DAC)  
Councilor Olga Pedroza (CLC)  
Mayor Pro Tem Sharon Thomas (CLC)  
Trustee Linda Flores (Town of Mesilla)  
Trent Doolittle (NMDOT)

**MEMBERS ABSENT:** Trustee Sam Bernal (Town of Mesilla)

**STAFF PRESENT:** Tom Murphy (Las Cruces MPO)  
Andrew Wray (Las Cruces MPO)  
Chowdhury Siddiqui (Las Cruces MPO)

**OTHERS PRESENT:** Harold Love (NMDOT) Jolene Herrera (NMDOT)  
Dawn Sanchez (NMDOT) George Pearson (BPAC)  
Ashleigh Curry (SRTS)

**1. CALL TO ORDER**

Chair Pedroza called the meeting to order at 5:00 p.m. Roll call to establish quorum.

Murphy: Mr. Doolittle

Doolittle: Here

Murphy: Trustee Flores

Flores: Here

Murphy: Councilor Sorg

Sorg: Here

Murphy: Mayor Pro Tem Thomas

Thomas: Here

**7.2 Transportation Alternative Program (TAP) project selection**

← START

The Transportation Alternatives Program (TAP) is a new Federal program authorized under Section 1122 of the most recent Federal transportation funding act, Moving Ahead for Progress in the 21st Century (MAP-21). Funding for TAP is derived from several programs and encompasses most of the activities previously funded under the Transportation Enhancements (TE), Recreational Trails Program (RTP), and Safe Routes to School (SRTS) programs of the previous Federal transportation bill, SAFETEA-LU.

Funding from this program is being allocated through the MPOs and RPOs in New Mexico. The MPO advisory committees will review staff scoring and make recommendation to the Policy Committee on project funding. Included in the packet are the applications received by the MPO. Reference material submitted by the applicants will be sent under a separate email due to size limitations.

Pedroza: Are there any questions?

Doolittle: Madame Chair, I have a quick question. What is the difference, Tom, between the way that the MPO ranked them by score versus how the Committees ranked them?

Murphy: Madame Chair, Mr. Doolittle, that's a great question. Staff did the scoring by the outline set in the guide and each question on the application had so many points given to it. The major point that each Committee brought up they felt that the Safe Routes to School Coordinator or Safe Routes to School programs were unfairly penalized in this process and do that they were programmatic rather than capital projects and if you look at any of those TAP score cards the first section for project readiness with right-of-way design, environmental certification, there is no way a coordinator could score any points in that so they felt that the Safe Routes to School position scored a higher percentage of points they competitive with, does that address your question.

Doolittle: I think it's helpful but I believe and again I wasn't on the Committee at the time but I believe that the discussion was some of these are going to score higher depending on what the type of the project was, some were going to get zero, some are going to get scores, it is helpful. I was just curious why the difference because not every project is going to score points on every aspect of the score sheet, so all of them have zeros on different aspects of the score sheet.

Murphy: It was the feeling of the Committees that these two particular applications were at a disadvantage because of there are six scores of five points that they had no hopes of receiving.

Doolittle: Thanks Tom.

- 1 Pedroza: Did you have any questions about the particular scoring of the for instance Safe  
2 Routes to School or any of the other projects?  
3
- 4 Doolittle: No, thank you.  
5
- 6 Pedroza: Are there any other questions?  
7
- 8 Sorg: Thank you Madame Chair. Could you explain what happened to our Safe  
9 Routes to School, what do you call her, the person that, coordinator or what?  
10
- 11 Murphy: The title was coordinator. She, I'll probably not get in too much trouble for  
12 giving this personnel stuff away, but she moved to Massachusetts. She is  
13 going to get married at the end of the year so she left the position.  
14
- 15 Sorg: All I wanted to know is if she quit or did we have to let her go because we don't  
16 have the funding.  
17
- 18 Murphy: And I was going to get to that, the aim was always that the funding was going to  
19 end at the end of FY14, which would be September of next year and so that  
20 position was always going away September 14. She knew that when she was  
21 hired. When she left and we were going to re-advertise it the decision was  
22 made up in Santa Fe that they didn't feel that it would be worthwhile to get a  
23 new person in to allow them to and then have them let go after just one year so  
24 they decided in light of that not to extend the funding on it.  
25
- 26 Sorg: Oh, so you have lost that funding but this in part makes up for that.  
27
- 28 Murphy: These two applications would replace some of that option.  
29
- 30 Sorg: That's what I was wondering. The other question I had was on the Las Cruces  
31 Dam Trail improvement. Perhaps you might have to get somebody from City  
32 staff to help answer this question. The thing is as I recall that the Las Cruces  
33 Dam reclamation project and restoration project did have a City matching  
34 amount. I forget exactly how much it was, less an \$1M for sure but I just  
35 wondered if this is part of that match or is this an additional part of the plan or  
36 what? How does this factor into the original ACOE plan that was done, if  
37 anybody knows.  
38
- 39 Murphy: Madame Chair, Councillor Sorg, I'm sorry the City Public Works rep is not here.  
40 I do now that this on the City's CIP project for FY16 so I believe this is an  
41 attempt to advance the project a year. If I would have to venture a guess I  
42 would think that his is something that the City had responsibility for out of the  
43 federal program and that this is seeking another way to get that into place on  
44 the ground earlier.  
45

- 1 Sorg: I see, okay. I guess that answers the best we can at the moment here the  
2 question I have so for that Madame Chair I'm finished.  
3
- 4 Garrett: Thank you Madame Chair, I've just got a couple of questions about the  
5 numbers. The funding request for the Las Cruces Dam Trail was \$390,000 and  
6 the proposal is to fund it at \$332,000, is that correct?  
7
- 8 Murphy: That is correct.  
9
- 10 Garrett: And so that leaves it short about \$58,000 and then similarly, amazing the  
11 project for La Llorona is also \$390,000 and it's also funded at \$332,000,  
12 correct?  
13
- 14 Murphy: Correct.  
15
- 16 Garrett: Which leaves the whole short about \$116,000, I'm just adding, it's \$57,998 x 2  
17 which is actually \$115,996 but anyway if I'm understanding those numbers and  
18 I guess my question is what's the implication of not funding those fully?  
19
- 20 Murphy: Madame Chair, Commissioner Garrett, not funding those fully would give the  
21 City two options on what to do. They could scale back the project, phase it  
22 differently and then seek funding another year to match the funding.  
23 Alternatively what they could do is then increase the amount of local match.  
24 These numbers represent not the total project cost but just the federal grant  
25 money so if they wish to increase \$63,898 the local match, they could then do  
26 the full project I one year. Mr. Grijalva at the Technical Advisory Committee did  
27 state that the City is prepared to phase and adjust the project to available  
28 funding and may want to let Jolene expound on this a little more. For example,  
29 you'll see, I guess you can't see me pointing behind the screen so I'll move that  
30 area, you'll notice that even in FY15 we come to a total of \$36,706 of rural  
31 programming so if we choose that particular split out there would be  
32 approximately \$2,000 of rural money that we're not programming. This same  
33 process is happening State-wide and that \$2,000 of rural money is going to go  
34 back into the State-wide project and then DOT will be able to divide that up  
35 among projects that are running short. Similarly, I do know with the case of El  
36 Paso MPO they did not receive any urbanized project applications so they are  
37 going to have to give back their entire urbanized part, so a third option for the  
38 City would be the possibility that some of those funds could be reallocated  
39 towards the trail projects.  
40
- 41 Garrett: Okay but right now we really don't know exactly what the implications of not  
42 funding these projects fully.  
43
- 44 Murphy: We don't know what exactly is going to happen though City staff did indicate  
45 that both projects are scalable.  
46

- 1 Garrett: Okay I think it's interesting that there is an option to take FY14 and then say  
2 that we're \$58,000 short and fund the rest of that to finish it out in terms of in 15  
3 to get some certainty there and then too if we're going to have to short change  
4 something, short change the next project, correct in terms of just the math.  
5
- 6 Murphy: Yes I think we could, if I hear what you're saying, award the \$58,000 to La  
7 Llorona in FY15 and then correspondingly drop the dam trail \$58,000 and do it  
8 in that manner.  
9
- 10 Garrett: And I'm just saying that it seems to me that we put a certain amount pressure  
11 on the elected bodies for one thing in terms of making a decision then that  
12 leaves it short and forces them to either cut the project backward to cut into  
13 some other source. Being able to complete a project within the request that  
14 was in the funds that are request seems to me to be the right thing to do and  
15 then allowing for the City if they want to continue to peruse the rest of the  
16 funding for the dam trail they have out years to work on that, it's an observation  
17 that it seems to me there is an alternative that completes one project, partially  
18 funds another and in a certain way leaves the City with the same problem in  
19 terms of you still need to come up with a \$112,000 roughly but you've got  
20 another year to do that instead of being committed to being short the first year.  
21 So I just put that out as a point of consideration for largely I think for the  
22 Councillors. I've got two other related questions and I know we're under time  
23 constraints. Am I correct that we're leaving \$25,000 on the table because we in  
24 fact or are we, you know with the TAC recommendation was that we have  
25 \$25,000 going for signs, shelters, and benches in FY14, right and don't we  
26 have \$38,000.  
27
- 28 Murphy: That is correct the TAC's recommendation was that we submit the entire list up  
29 to NMDOT as a whole. The BPAC's recommendation was not to award the  
30 RTD the money the first fiscal year.  
31
- 32 Garrett: I hate leaving money on the table and in a certain sense I think it would be  
33 good to support the regional transit district and kind of put pressure on them to  
34 you know here go do something, get some money and go do some good work.  
35 Now if you're not ready to do that then that's a whole another question but I  
36 want to make sure that in fact we're not cutting you short and let me just ask  
37 the third question, why is there about a \$4,000 per year between the SRTS  
38 coordinator for City of Las Cruces and for LCPS? Are those equivalent jobs or  
39 are they working different time periods? Why is one getting less money?  
40
- 41 Murphy: Madame Chair, Commissioner Garrett, this is what they submitted in a request  
42 on their application. I would presume that the difference would be different  
43 benefit scales, different anticipated pay grades but I do know that the City's one  
44 was formulated based on the former position at the MPO and the school district  
45 developed theirs on their own.  
46

- 1 Garrett: I don't know what can be done at this point in terms of making sure that  
2 everybody gets paid fairly but that seems to be a point of discussion or  
3 exploration for the entities. I'm just pointing that out and I yield, thank you so  
4 much.  
5
- 6 Pedroza: Thank you Commissioner. Mayor Pro Tem.  
7
- 8 Thomas: Thank you, well to respond to this leaving the \$25,000 on the table, we are  
9 looking at starting a pilot project in January 2014 that would go south from Las  
10 Cruces to Anthony. We are kind of waiting for the County to cough up their part  
11 of the support for us to do that so we've driven the route, we've figured out  
12 where the stops would be, we've time it, we have a private company we can  
13 probably contract with so that is our goal to get it started in January 2014 if that  
14 helps any. So my question is which one of these are we voting on? We've got  
15 two – there is this difference between the.....  
16
- 17 Murphy: Madame Chair, Mayor Pro Tem Thomas, you need to pick one of them to vote  
18 or to change it and decide that you want to do it a certain way. Commissioner  
19 Garrett suggested a third alternative to it. We're presenting what the  
20 Committees recommendation and then the final is up to this Committee to  
21 decide how to do it.  
22
- 23 Thomas: So the difference here, the only difference here is the South Central money in  
24 2014.  
25
- 26 Murphy: Yes ma'am.  
27
- 28 Thomas: I would ask that we consider making that money available and not leaving it on  
29 the table. I don't know that I'm so concerned about these projects being slightly  
30 underfunded because I don't think when we started working, for example, on  
31 either one of those trail projects we didn't know that this money funding was  
32 going to be available so it's sort of kind of an extra little bit of money to help go  
33 forward on it so I think the City is probably grateful for whatever we get because  
34 we didn't know this was, when we started these projects we didn't know this  
35 was going to be a possibility so I think we can scale to make it fit.  
36
- 37 Pedroza: So as I understand it then Tom we are in fact tonight going to choose between  
38 either the recommendation of the Technical Advisory Committee, the  
39 recommendation of the Bicycle and Pedestrian or formulating our own.  
40
- 41 Murphy: Yes ma'am.  
42
- 43 Pedroza: Thank you, are there any other questions or suggestions?  
44
- 45 Doolittle: Madame Chair, we as a department have a couple of concerns or comments  
46 related to these TAP applications and if you'll allow I would like Jolene to come

1 up and share some of the comments that she shared with the other  
2 Committees.

3  
4 Herrera: Good evening, thanks Trent for calling me up here. As he stated I'm on both of  
5 the advisory committees so I just want to keep all the comments consistent and  
6 make sure that everybody is hearing the same thing. I will start with the  
7 Regional Transit District; I've talked to the TAP coordinator in Santa Fe and  
8 also to the NMDOT Transit and Rail section and until the Financial and Service  
9 Plan is in place we will not be funding the RTD, which I think is probably why  
10 the BPAC voted that way because I presented that to both of the committees,  
11 the Technical Advisory Committee I think was a little bit more optimistic maybe  
12 but until that plan is in place we can't fund them, so for the FY14 money I just  
13 really don't see that being a possibility, for the FY15 money it's still a little bit  
14 dicey because we don't know when that plan will be adopted.

15  
16 Thomas: Can I say something about that, because the SCRDT received some money  
17 from the legislature that won't be available until the end of December then all of  
18 the deadlines for the Service and Financial Plan are all moved to December so  
19 that's why it's not in yet. We have to include now something for the feasibility,  
20 rail feasibility study.

21  
22 Pedroza: Excuse me, Jolene just a minute, then are you saying that something other  
23 than the considerations that we've just heard are also going to impact our  
24 choice on either one of the two recommendations.

25  
26 Thomas: Well, if NMDOT is saying they won't fund until the Business and Finance Plan  
27 is in then there is no sense in choosing that. I mean they have the final say; I'm  
28 just saying that all the deadlines got moved forward because of the legislative  
29 funding that came in in the last session, but you're right the Business and  
30 Finance Plan hasn't been approved yet so if that's your decision then that's  
31 fine.

32  
33 Pedroza: So that would mean then that the Technical Advisory Committee  
34 recommendation is probably not going to work, is that correct?

35  
36 Herrera: Right and also I wanted to share just some thoughts about the SRTS  
37 coordinator positions and Tom did a really good explanation of kind of keeping  
38 them separate and explaining the differences between the two positions;  
39 however, after speaking to again the TAP coordinator and the planning division  
40 in Santa Fe it's unlikely that we'll fund both of them simply because there might  
41 be some redundancy there and then also as Tom mentioned the NMDOT does  
42 have the ultimate final decision making power, I guess, here and so one thing  
43 the TAP coordinator will look at is the scoring that the MPO staff did so we'll  
44 take your votes into consideration but then ultimately if it comes down to we're  
45 only going to fund one of the SRTS coordinator positions then we'll have to go  
46 back and look at score cards.

- 1  
2 Pedroza: Does that mean, Jolene, that if they only choose one or the other that the rest  
3 of the money will simply disappear or will it be available for other uses?  
4
- 5 Herrera: It won't disappear, it will likely go into the City project either to fully fund it or get  
6 it closer to the full dollar amount.  
7
- 8 Pedroza: And how soon will we know?  
9
- 10 Herrera: October 1<sup>st</sup> is the deadline to have everything submitted to the TAP coordinator  
11 but as soon as they are submitted she'll provide feedback as soon as she can  
12 to the MPO staff regarding all of this.  
13
- 14 Pedroza: Are there any other questions?  
15
- 16 Doolittle: Madame Chair, I think just also to add to Jolene's comments this Committee  
17 will provide the recommendations to the State-wide coordinator, ultimately they  
18 have the final authority so if the Committee still feels that it's worth submitting  
19 both even though at this point the decision at this point is not to fund both it  
20 may not hurt to submit both to see what happens.  
21
- 22 Herrera: And I agree with that as well. It hasn't been decided yet. I said it's unlikely but  
23 there is a possibility so again I mean we're kind of counting on you guys to  
24 make those decisions for us but then ultimately we have to.....  
25
- 26 Pedroza: Are there any other questions or discussion comments?  
27
- 28 Garrett: Thank you and I appreciate the intel because I think that it's important for us to  
29 understand the environment that we're working in. It's a little bit frustrating I  
30 guess from my perspective when we feel that we have a legitimate need for two  
31 different positions and I think the question I would have is whether you're aware  
32 of options we might have to help the decision maker understand why we're  
33 supporting two, that's it's not something frivolous and we didn't get confused  
34 and that sort of stuff. It's seems pretty thin descriptions and evaluations and all  
35 that sort of stuff. How do we help these people actually get context for the  
36 decisions? Is there something we could do?  
37
- 38 Herrera: Madame Chair, Commissioner, we actually did talk about that at the Technical  
39 Advisory Committee, I don't know if we talked about it at BPAC but we  
40 recommended to Tom to maybe write a letter that kind of clarifies the difference  
41 between the two positions to make sure that they are really distinct so when  
42 they are submitted it's not seen as a redundancy so if he wants to add  
43 something.  
44
- 45 Murphy: Yes we did discuss that at the TAC to submit a cover letter with the explained  
46 decision. I would also include the meeting minutes to make sure that she is

1 aware that the discussion took place as far as the importance of both roles I  
2 think Ms. Curry from the SRTS Coalition was going to assist me in putting  
3 together the facts and the importance of the SRTS program.  
4

5 Garrett: I guess what I'm wondering is in addition to the technical, professional expertise  
6 if it would be helpful to have a letter signed by the Chair on behalf of the Policy  
7 Committee to make it clear that we are aware of this and that we, I mean they  
8 can slog through the minutes and that sort of stuff, I'm just saying that a letter  
9 signed by the Chair on behalf of the Policy Committee explaining the rationale  
10 and that we're aware that there is a potential for misunderstanding or for  
11 redundancy and we're not going to see that happen. I would favor allowing for  
12 the Policy Committee to use whatever weight it might have as an assist for this.  
13

14 Pedroza: Do you think that would help?

15  
16 Herrera: It couldn't hurt. I think pointing out the differences between the two positions is  
17 going to be really important.  
18

19 Pedroza: Okay, procedurally what do we do here? We have to choose one or the other  
20 or an alternative we have to decide as to whether or not the Policy Committee  
21 wants to authorize me to write a letter in support of the two separate positions.  
22 Oh, I'm sorry and Councillor Sorg you had a question.  
23

24 Sorg: No question, I just would like to make an amendment.  
25

26 Pedroza: Go ahead.  
27

28 Sorg: I would like to move that we accept the Technical Advisory Committee's  
29 meeting rankings and have the balance of our allotted monies to equal 100%  
30 be equally divided amongst the two projects – the dam trail improvement and  
31 the La Llorona Phase 2 – and then have the Chairman write a letter of support  
32 for this action, all three things.  
33

34 Murphy: Madame Chair, if I'm understanding Councillor Sorg's motion would be to  
35 amend the missing \$2,000 into the La Llorona and the dam trail in the  
36 appropriate fiscal year. Okay, that is one thing that we actually cannot do. If  
37 you go back to the funding estimates we have the rural targets of \$38,769 –  
38 that is part of the \$2,000, both of the trail projects occur entirely within the  
39 urbanized area and we cannot use rural monies within those areas.  
40

41 Sorg: So in other words we've used up all of the urban monies and we can't use the  
42 leftover rural, huh?  
43

44 Murphy: Correct, we've used all the urban money and all the anywhere money.  
45

- 1 Sorg: I got it. I understand. I'll withdraw that part of the amendment and simply say  
2 that we adopt the Technical Advisory Committee rankings and have the  
3 Chairman write the letter which supports our decision. Thank you Madame  
4 Chair.  
5
- 6 Pedroza: Thank you, is there a second?  
7
- 8 Garrett: Madame Chair, could you recap? There was a lot going on here, could recap  
9 what the motion was?  
10
- 11 Pedroza: No, I'm going to let Councillor Sorg recap.  
12
- 13 Garrett: Alright I will second the motion but then I'd like a recap.  
14
- 15 Pedroza: Councillor Sorg would you just for everybody's clarity, yes, reread it again.  
16
- 17 Sorg: I simply said that we move to adopt the Technical Advisory Committee's  
18 recommended rankings and secondly, to have the Chairman of the MPO write  
19 a letter in support of this decision that we're making here and especially  
20 concerning the Safe Routes to School, absolutely, that's the main reason why.  
21
- 22 Pedroza: Commissioner Garrett did you have something further.  
23
- 24 Garrett: Yes in the interest of discussion, the main difference that I have seen and I just  
25 want to make sure between the TAC recommendations and the BPAC has to  
26 do with the \$25,000 for funding the South Central project, is that correct, and in  
27 fact we just heard that there are some issues with that specific line for 14 and  
28 so I'm not sure exactly, I mean I guess I'd like clarification from Councillor Sorg  
29 about why we would favor that. Is it simply to sort of push the envelope and  
30 hope that once the business plan is approved that they will be able to get the  
31 funding?  
32
- 33 Sorg: I like the way you put it, yes. Let me add some more to that, I would like to see  
34 us just ask for as much as possible, if we get turned down it doesn't hurt for  
35 asking.  
36
- 37 Garrett: Madame Chair, that's why I really seconded it, I thought it was such a good  
38 idea but I want to just perhaps clarify that you're writing the letter with a lot of  
39 input from a lot of other people, not putting the whole burden on you, but that  
40 your signature is at the bottom on behalf of us, thank you.  
41
- 42 Pedroza: I understand, thank you, are there any other questions or comments? Any  
43 questions or comments from the public? Okay, then it has been moved and  
44 seconded that we adopt the Technical Advisory Committee recommendation  
45 and correct me if I'm wrong and that we also authorize me with the input of as

1 many other people as I need to write a supporting letter to the funding source in  
2 particular as to the two positions of Safe Routes to School.

3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

Murphy: Commissioner Garrett  
Garrett: Yes  
Murphy: Commissioner Hancock  
Hancock: Yes  
Murphy: Mayor Pro Tem Thomas  
Thomas: Yes  
Murphy: Councillor Sorg  
Sorg: Yes  
Murphy: Trustee Flores  
Flores: No  
Murphy: Mr. Doolittle  
Doolittle: Yes  
Murphy: Commissioner Benavidez  
Benavidez: Yes  
Murphy: Mayor Barraza  
Barraza: Yes  
Murphy: Chair Pedroza  
Pedroza: Yes

Motion passes, vote 8 to 1, (one member absent)