



## **FY19 Work Plan for Los Alamos County Boards and Commissions**

**(Fiscal Year 2019: July 1, 2018 – June 30, 2019)**

**Board and Commission Name:** Transportation Board

**Date prepared:** January 4, 2017      **Date approved by Council:** \_\_\_\_\_

**Prepared by:** Members of the Transportation Board and County Staff

**This work plan will be accomplished in the following time frame:** July 1, 2018 to June 30, 2019.

**Chairperson:** \_\_\_\_\_

**Members and terms:**

- Vacant; term expires February 28, 2020
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- Sriram Swaminarayan; term expires February 28, 2020
- Don Machen; term expires February 28, 2019
- Nancy Barnes; term expires February 28, 2019
- James Nesmith; term expires February 28, 2019
- David Schiferl; term expires February 29, 2019

**Department Director:** Philo Shelton

**Work plan developed in collaboration with Department Director?** Yes

**Staff Liaison:** Philo Shelton

**Administrative Support provided by:** Louise Romero

**Council Liaison:** \_\_\_\_\_ **Reviewed by Council Liaison?** \_\_\_\_\_

**1.0 Provide a brief Summary of your Board or Commission’s activities over the past twelve months. Please describe your Board or Commission’s accomplishments and identify constraints. List any “lessons learned” and identify the greatest challenges faced by the Board or Commission.**

1. Received public comment, reviewed, or monitored progress of the following issues/projects:
  - a. Reviewed and approved 2017 Bicycle Transportation Plan
  - b. Received Bronze Level Bike Friendly Community, American League of Bicyclists
  - c. Installed Transit’s Automatic Vehicle Location System
  - d. Reviewed Americans with Disabilities Act (ADA) Transition Plan
  - e. Reviewed designs for NM502 Project with NMDOT
  - f. Developed Urban Bike Path
  - g. Monitored 20<sup>th</sup> Street Extension Project
  - h. Monitored North Mesa Improvements Project Phase 1
  - i. Reviewed Pavement Condition Index Plan
  - j. Researched Complete Street concepts in similar communities nation-wide.
  - k. Reviewed Title VI Plan
  - l. Reviewed North Road Traffic Calming
  - m. Reviewed Urban Street Traffic Calming
  - n. Reviewed Paratransit Policies and Procedures
  - o. Reviewed Transit Customer Service Policy and Disruptive Passenger Conduct Policy
  - p. Developed Complete Streets Design Check List
  - q. Approved Route 2 Service Expansion
  - r. Monitored Supplemental Environmental Projects
2. Approved 2017-2018 Snow & Ice Control Plan
3. Greatest challenges: Recruitment of new board members continues to be greatest challenge for the board.

**2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: (Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)**

**2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:**

1. Review and monitor major construction and renovation plans for transportation facilities such as roads, streets, multi-use pathways, sidewalks and trails, airport, and public transit. Host public meetings as requested, and forward any submitted public comment throughout project completion to staff. Identifies ongoing and upcoming projects:
  - a. A-19 Development
  - b. NM 502 Improvements construction
  - c. Traffic signalization at 20<sup>th</sup> Street
  - d. Trinity Drive Safety & ADA Improvements
  - e. A-9 Affordable Housing on DP Road
  - f. Pavement Rehabilitation
  - g. Airport Fence Replacement

- h. Airport Hangar Construction
  - i. Bus Stop Improvement Plan
  - j. DP Road Improvements
  - k. ADA Plan Updates
  - l. Complete Street Policy Review
  - m. Department of Energy – Supplemental Environmental Projects
  - n. Wayfinding for MainStreet District
  - o. Canyon Rim Trail Phase III
  - p. Canyon Rim Trail Underpass
  - q. North Mesa Phase II
  - r. Residential LED Street Light Replacement Plan
- 2. Review Snow and Ice Control Plan annually and make recommendations before October 15.
  - 3. Review projects to ensure adherence to current standards and policies to ensure/improve the safety and efficiency of all modes of transportation including:
    - a. The 2017 Bicycle Transportation System Plan
    - b. The Policy of the Design of Public Streets and Rights-of-way, (Res. No. 10-32; Nov 2010).
    - c. Complete Streets Checklist
  - 4. Host or attend public meetings as requested by Council or staff.

<b>2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.</b>
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- a. Bicycle Transportation System Plan; 2017
- b. Policy on the Design of Public Streets and Rights of Way, (Res. No. 10-32; Nov 2010)
- c. Los Alamos County Comprehensive Transit Study/Updated Service Plan
- d. Airport Master Plan, 2013.
- e. ADA Transition Plan 2017
- f. Complete Streets Plan 2017
- g. Pedestrian Transportation Plan 1998

<b>2.3 Other projects/assignments proposed by the Board or Commission: <i>(Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.)</i></b>
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- a. Attend 2-3 events a year in collaboration with the Transit and Airport Divisions to provide transportation related information and interact with the public.
- b. Have project public meetings in conjunction with monthly Transportation Board meetings.

<b>3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.</b>
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- a. Continue working with Environmental Sustainability Board regarding the transportation component in the Environmental Sustainability Plan.
- b. Maintain awareness and responsiveness to airport issues, including transportation to and from the airport.

- c. Identify common and/or interrelated issues/opportunities of interest that may exist between the Transportation Board and other county Boards/Commissions and propose collaborative work sessions or training.
- d. Utilize Legistar to track Transportation Board motions and action items from initiation to completion.
- e. Facilitate implementation of road and parking lot design standards that minimize untreated storm water run-off.
- f. American League of Bicyclists Silver Level
- g. Tourism Strategic Planning Effort

<b>4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:</b>
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1. In collaboration with the Transit Division attend transportation related activities which shuttle service is provided to the community. The Transit Division provides shuttle service for the following activities:

- 4<sup>th</sup> of July Fireworks Show
- Nature Center /Earth Day
- Halloween Shuttle
- St. Patrick's Day Shuttle
- New Year's Eve Shuttle
- Senior Appreciation Night
- Skiesta Shuttle
- Ullr Fest
- ScienceFest
- Opera on the Rocks
- Summer Concert Series

2. In collaboration with the Airport Division attend transportation related activities provided to the community. The Airport Division participates in the following activities:

- Young Eagles
- Public Airport Day
- Taste of the Sky

3. In collaboration with the Traffic & Streets Division attend transportation related activities provided to the community. The Traffic & Streets Division participates in the following activities:

- Touch a Truck Day – in May in conjunction with Public Works Week

4. In collaboration with the Engineering Division attend transportation related activities provided to the community. The Engineering Division participates in the following activities:

- Bike to Work Day

**5.0 List the current subcommittees for this Board or Commission.**

1. At this time - there are no subcommittees.

**5.1 For subcommittees with members that are not members of the parent board or commission:**  
**List the subcommittee members and their terms.**  
**Explain how sub- committee members are selected or appointed.**  
**Provide a description of each subcommittee’s charter or purpose.**  
**Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:**

**Attachment A: Provide a copy of your Board or Commission’s “Purpose” and “Duties and Responsibilities” from Chapter 8 of the County Code:**

ARTICLE XI. Transportation Board

Sec. 2-281. Purpose.

A transportation board is established to advise the county council and make recommendations regarding improvements in traffic conditions and all modes of transportation within the county. (Ord. No. 02-278, § 2. 10-3-2006)

Sec. 8-282. Duties and responsibilities.

The transportation board shall serve in an advisory capacity to the county council and shall have the following functions, responsibilities and duties:

1. Review and comment to council on transportation master plans for all modes of transportation;
2. For the purpose of collecting public input, review all major county construction and renovation plans for county transportation facilities (such as, but not limited to, roads, streets, bicycle paths, the airport, sidewalks, transit, and trails) with the purpose of ensuring that all modes of transportation (e.g., pedestrian, bicycle transit, low speed vehicles, and aviation, if appropriate) are adequately treated in such projects;
3. Review and provide input to council, not later than October 15, on any recommended changes to the snow and ice control plan;
4. Review all traffic and transportation matters submitted to the board by the council; and Advise council on ways and means for improving transportation and traffic conditions. For this purpose, when requested by staff or council, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics. (Ord. No. 02-278, § 2. 10-3-2006)

**Attachment B:** Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Transportation Board:

Mark all that apply

Economic Vitality	
<u>Economic Vitality:</u>	
• <b>Priority Area</b> – Build the local tourism economy	X
• <b>Priority Area</b> - Revitalize and eliminate blight in Los Alamos and White Rock	X
• Promote a strong and diverse economic base by encouraging new business growth	
• Collaborate with Los Alamos National Laboratory as the area's #1 employer	
<u>Financial Sustainability</u>	
• Encourage the retention of existing businesses and assist in their opportunities for growth	X
• Support spinoff business opportunities from LANL	
• Significantly improve the quantity and quality of retail business	
Quality of Life	
<u>Housing:</u>	
• <b>Priority Area</b> -- Promote the creation of a variety of housing options for all segments of the Los Alamos Community, including infill opportunities as appropriate	
• <b>Priority Area</b> -- Support development of affordable workforce housing	
<u>Education:</u>	
• Support Los Alamos Public Schools' goal of ranking among the top public schools in the nation	
• Partner with Los Alamos Public Schools and the University of New Mexico – Los Alamos; and support, as appropriate, the delivery of their educational services to community standards	
<u>Quality Cultural and Recreational Amenities:</u>	
• Implement a comprehensive range of recreational and cultural amenities that enhance the Los Alamos community	X
<u>Environmental Stewardship:</u>	
• Enhance environmental quality and sustainability balancing costs and benefits including County services and utilities	X
<u>Mobility:</u>	
• Maintain and improve transportation and mobility	X

Quality Governance		
	<u>Operational Excellence:</u>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Implement the Comprehensive Plan with an emphasis on neighborhoods and zoning</li> </ul>	
	<ul style="list-style-type: none"> <li>• <b>Priority Area</b> – Simplify permit requirements and improve the overall development and building code processes to become easier to work with for all participants</li> </ul>	
	<ul style="list-style-type: none"> <li>• Maintain quality essential services and supporting infrastructure</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Invest in staff development to create a high performing organization</li> </ul>	
	<ul style="list-style-type: none"> <li>• Manage commercial growth well following an updated, concise, and consistent comprehensive plan</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Establish and implement a mechanism for effective Utility policy setting and review</li> </ul>	
	<u>Communication:</u>	
	<ul style="list-style-type: none"> <li>• Improve transparency in policy setting and implementation</li> </ul>	X
	<ul style="list-style-type: none"> <li>• Create a communication process that provides measurable improvement in citizen trust in government</li> </ul>	X
	<u>Intergovernmental Relations:</u>	
	<ul style="list-style-type: none"> <li>• Strengthen coordination and cooperation between County government, LANL, and the regional and national partners</li> </ul>	
	<ul style="list-style-type: none"> <li>• Actively pursue land transfer opportunities</li> </ul>	