MESILLA VALLEY METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE

AGENDA

The following is the agenda for the Mesilla Valley Metropolitan Planning Organization's (MPO) Technical Advisory Committee meeting to be held on August 2, 2018 at 4:00 p.m. in the City of Las Cruces Council Chambers, 700 N. Main, Las Cruces, New Mexico. Meeting packets are available on the Mesilla Valley MPO website.

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1. CALL TO ORDER ____________________________________________________________ Chair

2. APPROVAL OF AGENDA ____________________________________________________ Chair

3. APPROVAL OF MINUTES __________________________________________________ Chair
  3.1. June 7, 2018 _____________________________________________________________

4. PUBLIC COMMENT _________________________________________________________ Chair

5. ACTION ITEMS ____________________________________________________________
  5.1. Mesilla Valley MPO Public Participation Plan _____________________________ MPO Staff
  5.2. Mesilla Valley MPO Title VI Plan _________________________________ MPO Staff

6. DISCUSSION ITEMS _______________________________________________________
  6.1. MTP Amendment of Removal of Segments from Truck Route Map ______ MPO Staff

7. COMMITTEE and STAFF COMMENTS _______________________________________
  7.1. City of Las Cruces, Doña Ana County, Town of Mesilla, Las Cruces Public Schools, RoadRUNNER Transit, and SCRTD Project Updates ______ Jurisdictional Staff
  7.2. NMDOT Projects Update _____________________________________________ NMDOT Staff
  7.3. MPO Staff Update _________________________________________ MPO Staff

8. PUBLIC COMMENT _________________________________________________________ Chair

9. ADJOURNMENT ___________________________________________________________ Chair
The following are minutes for the meeting of the Technical Advisory Committee of the Mesilla Valley Metropolitan Planning Organization (MPO) which was held June 7, 2018 at 4:00 p.m. in Commission Chambers at Dona Ana County Government Building, 845 Motel Blvd., Las Cruces, New Mexico.

in the City of Las Cruces Council Chambers, 700 N. Main, Las Cruces, New Mexico.

MEMBERS PRESENT:
David Armijo (SCRTD)
Mike Bartholomew (CLC Transit) (arrived 4:09)
Bill Childress (BLM)
Michael Garza (DAC Flood Commission)
Dale Harrell (NMSU)
Jolene Herrera (NMDOT)
Harold Love (NMDOT)
Hector Tarrazas, (CLC)
Jennifer Yoder (CLC)

MEMBERS ABSENT:
Sean Barham (LCPS)
Ana Donohue (EBID)
Debbie Lujan (Town of Mesilla)
Rene Molina (DAC Eng.)
Luis Marmolejo (DAC Planning)
Larry Shannon (Town of Mesilla)

STAFF PRESENT:
Tom Murphy (MPO Staff)
Andrew Wray (MPO Staff)
Michael McAdams (MPO Staff)

OTHERS PRESENT:
Becky Baum, RC Creations, LLC, Recording Secretary

1. CALL TO ORDER (4:00 PM)

Love: Okay, it's a little after 4:00 so we'll go ahead and get started with the June 7th meeting of the Mesilla Valley Metropolitan Planning Organization Technical Advisory Committee meeting. We'll start with roll call starting with my far left.

Bartholomew: Mike Bartholomew, City of Las Cruces RoadRUNNER Transit.

Terrazas: Hector Terrazas, City of Las Cruces Traffic Engineer.

Herrera: Jolene Herrera, NMDOT Planning.
Garza: Michael Garza, Dona Ana County Flood Commission.

Yoder: Jennifer Yoder, City of Las Cruces Public Works.

Childress: Bill Childress, Bureau of Land Management.

Armijo: David Armijo, South Central Regional Transit District.

Harrell: Dale Harrell, New Mexico State University.

Love: And I'm Harold Love, NMDOT.

2. APPROVAL OF AGENDA

Love: Next item approval of the agenda. Looking for a motion. Are there any amendments to the agenda, corrections? Go ahead.

Murphy: Staff would like to pull item 5.1.

Love: Any other?

Herrera: Move to approve as amended.

Love: Do I hear a second?

Garza: Second.

Love: All those in favor.

MOTION PASSES UNANIMOUSLY.

Love: Any "nays?"

3. APPROVAL OF MINUTES

3.1 May 3, 2018

Love: Next item is approval of the minutes. Are there any corrections?

Garza: I just had one correction on page 2 of the minutes, line number 8, it says "Gonzales," I believe that was me speaking so it should read "Garza."

Love: Any other amendments or corrections? Looking for a motion.

Garza: Motion to approve the minutes with that minor change.
Herrera: Second.

Love: All in favor.

MOTION PASSES UNANIMOUSLY.

Love: Motion approved.

4. PUBLIC COMMENT

Love: Item number four, public comments. Seeing none.

5. DISCUSSION ITEMS

5.1 New Mexico Local Technical Assistance Program
CANCELLED AS PER THE APPROVAL OF THE AGENDA

5.2 Roundabout Facility Presentation

Love: We will move to discussion items and we'll drop down to 5.2, roundabout facility presentation.

MICHAEL MCADAMS GAVE HIS PRESENTATION.

Love: I have a question.

McAdams: Yes.

Love: Is the City planning on any more roundabouts in the area?

McAdams: I don't work for the City, I'm not aware of any. I guess the City representative probably tell you that.

Bartholomew: I had a question too. The roundabout near City Hall, are there any standards for how these are designed for larger vehicles like public transit vehicles? Because I know we have difficulty maintaining the lanes going into the roundabout and I know that's a factor for large semi-trucks too because you can definitely see the curb tires on the curb trying to stay in their lane going around that corner.

McAdams: Mr. Chairman, Mr. Bartholomew. As you see with the truck apron is one way to do that, you just widen the area around the circle and that will accommodate large vehicles, trucks and buses included.
Bartholomew: So should there be a standard for how they're designed to accommodate?

McAdams: There are standards of how roundabouts should be designed and that should be through AASHTO or NACTO also has it. There are several sources for that. So I'm not criticizing when I say it would be better if that roundabout at the City was wider and had some accommodation for trucks and wider vehicles.

Love: Any other questions or comments? Thank you.

McAdams: Thank you.

6. COMMITTEE AND STAFF COMMENTS

6.1 City of Las Cruces, Dona Ana County, Town of Mesilla, Las Cruces Public Schools, RoadRUNNER Transit, SCRTD Project Updates

Love: Moving onto item number 6.1, committee comments and staff comments. City of Las Cruces do you have anything?

Yoder: Well Hector can also speak for his side, but from Public Works Department we're still working on the Main Street and we're hoping to bid that within the next six months. We also have the Palmer Subdivision which we're concerned about the conflicts of it maybe with NMDOT and the Valley Drive when they start doing traffic control and shutdown there, that we'd like to make sure is coordinated, but other than that those are the only projects.

Love: Dona Ana County, do we have a representative? Not seeing one. Town of Mesilla, do we have? No. Las Cruces Public Schools. No. RoadRUNNER Transit.

Bartholomew: With RoadRUNNER, in May our City Council approved our Fiscal Year '19 budget which includes funding to extend our weekday service for our core eight routes that we have until 10:30 at night from ending currently at 7:00 at night. We anticipate implementing that sometime in the latter half of this calendar year when we get the staff in place and trained for that. We're also, I think I mentioned it last month too, but we're applying for two different Federal grant sources right now. We're going to be applying for Build Grant for our maintenance and operations center out on Westgate off of Motel Boulevard area. And we're also applying for funding for three additional electric buses under the State of Good Repair Grant which has to be submitted this month I believe. So we're working on those two right now.
Armijo: Thank you. I guess for us we're working on a number of projects. We were able to continue getting some Federal funds from our current 5311 Rural Grant and also for the 5310, we picked up another bus. We're still looking at services that could go north into Sierra County, but given the timeline of the grants and getting the bus and so on and so forth, it might be well into next fiscal year before any of that would occur, but we're working very actively with the members up in Sierra County, we think that's a good possibility that that could happen maybe by mid fiscal year of next year.

In addition to that and those funds, we have shifted a lot of our transportation into Anthony and are now looking more and more of operating our services as kind of a hub there. Our ridership continues to grow, I guess for this fiscal year we're up estimated an extra 10,000 rides from last year, so we're about 160% from last year, we figure about 55-60%, so the numbers are continuing to go up, still a long ways to go. Obviously ridership still kind of low for a small service, but it's a rural service and we have to look at it from that standpoint. I think having more connections going into Sierra and continuing to make connections into El Paso County should be helpful to it in the future.

We're now continuing to expand our summer services, we're actually doing some work with Gadsden School District and through both their Chaparral services and on into Santa Teresa so that that'll be interesting. We actually had one bus last week that we were doing a special service to New Mexico State University that I think we had 35 riders on the bus, so we had a few standees for the first time. We're going to make sure we get the photos of that, ensure that the Commissioners since they wanted to make sure we could provide information on buses that are empty, so we don't have those, but we have some that are full, but we'll go from there. It's an interesting evolution as we move into our second year. No other questions. I think that's my report. Thank you.

Bartholomew: Mr. Chair. I have one other. Another City staff member reminded me that we are actually having a fare free week this week for around the dumps the pump week that American Public Transit Association has and that's going to be the week of the 18th, it'll be Monday through Saturday. So if you've never tried RoadRUNNER Transit and want to try it for free, that's a great week to give it a try. And we're going to be having some promotions where we'll be giving out bus passes to customers, have some little stickers for about dumps the pump and everything we'll be passing out as well.

Love: Seeing that we have NMSU in the house, do we have any comments?
DALE HARRELL REPLIED NO OFF MICROPHONE.

Love: Okay.

6.2 NMDOT Projects Update

Love: With that we'll move onto NMDOT project updates.

Herrera: Thank you Mr. Chair. I have one project to report on today that's still actively under construction. It's the Solano/Three Crosses, they're finalizing the last punch list items and we hope to be done with that in the next three to four weeks, probably more like four, but we're hoping for three. So be careful out there, we have some lane drops right now and we'll be shifting traffic control frequently to take care of those items.

The second big project that you're all probably wondering about is Valley Drive. The contractor will start work on that June 25th is what the project manager told me earlier this week. So we're going to start with the intersection of Picacho and Valley Drive, that will be the first phase of the project. I think the contract time is 400 or so days, so it's going to take just over a year to complete the project. We'll be moving in phases going from Picacho towards Avenida de Mesilla. And that's all I have. Are there any questions?

Bartholomew: I had a question on the Picacho/Valley Drive area, is the traffic still going to be maintained through the intersection during this, when it starts on the 25th?

Herrera: Yes, it will be maintained. We'll have barrels and so it will be slow moving but we will not close that intersection.

Bartholomew: Thank you.

Yoder: Is there any way to get the City of Las Cruces a set of your traffic control plans so we can make sure that the people in the subdivision at Picacho and Valley have access between our shutdown roads and yours?

Herrera: Sure. If you give me your card I can give it to our project manager and have him coordinate with you directly, it would easier then maybe, kind of in between

Yoder: Okay. Thank you.

Love: Any other questions?

6.3 MPO Staff Projects Update
Love: We'll move on to MPO staff update.

McAdams: We have several. One is the bike repair station has been installed at the Move-It and we're monitoring right now. There is Facebook and we've had also monthly newsletter about describing that. We're happy and we hope that will be a model for other bike repair stations around the City.

Last week we went to the MPO Quarterly, staff did, and we had update on some of the (inaudible) management. We'll keep you on track and how it's revised and what is necessary for the TAC to do.

We have the TAP projects will be coming up pretty soon, (inaudible) schedules and we'll put those out as soon as possible. Next July there is no meeting for the TAC and the August meeting will be at City Hall for the TAC. I think that's it.

7. PUBLIC COMMENT

Love: Public comment. Seeing none.

8. ADJOURNMENT (4:26 PM)

Love: Looking for a motion to adjourn.

Bartholomew: So moved.

Herrera: Second.

Love: All in favor.

MOTION Passes Unanimously.

Love: We're adjourned.

Chairperson
AGENDA ITEM:
5.1 Mesilla Valley MPO Public Participation Plan

ACTION REQUESTED:
Recommendation to the Policy Committee.

SUPPORT INFORMATION:
Current draft of the MVMPO Public Participation Plan

DISCUSSION:
The Mesilla Valley MPO Public Participation Plan (PPP) establishes the public participation tools and timelines to be utilized by Mesilla Valley MPO Staff as it performs the required MPO functions.

The major change from the previously adopted PPP is that, as required by the New Mexico Department of Transportation, the Title VI Plan has been separated from the PPP and will be adopted as a standalone document.
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Introduction
The Mesilla Valley Metropolitan Planning Organization (MPO) is a transportation planning organization whose primary role is to involve the public in the planning process. Public involvement is not a discrete incident, but a continual focus of the MPO’s entire work program. In order to maintain a proactive presence in the community, and be a resource for the public and other entities, the MPO strives to be both an educational organization and a quality resource center.

This Public Participation Plan is intended to provide a guide for public participation activities to be conducted by the Mesilla Valley Metropolitan Planning Organization. The Public Participation Plan contains the goals of the MPO for public participation, as well as specific processes and tools to encourage and facilitate public and stakeholder participation.

Background
The Mesilla Valley Metropolitan Planning Organization (MPO) is the agency responsible for transportation planning within Las Cruces, Mesilla, and central Doña Ana County. Federal regulations require the designation of an MPO to carry out a coordinated, continuing, and comprehensive transportation planning process for urbanized areas with a population of more than 50,000. The Mesilla Valley MPO has been in existence since 1982, and it operates under the guidance of a Policy Committee. The Policy Committee is comprised of elected officials from the City of Las Cruces, Town of Mesilla, Doña Ana County, and the district engineer from the New Mexico Department of Transportation (NMDOT) who make decisions to plan for the future transportation needs of the region.

Public Participation Requirements

Federal Transportation Regulations
Federal laws outlined in 23 U.S.C. 450.306.a.1-8 require MPOs to conduct a planning process that considers transportation projects and strategies that will do the following:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

- Improve the resiliency and reliability of the transportation system and reduce the impact of storm water
- Enhance travel and tourism

In order to accomplish this planning process the MPO has developed this Public Participation Plan in accordance with federal laws outlined in 23 U.S.C. 450.316.a.1.i – x.

Federal Transit Regulations
The public participation procedures outlined in this Plan also serve as the public participation process required for the development of transit projects as per Federal Transit Administration (FTA) Circular 9030. The MPO will implement the following:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and freight;
- Protect and enhance the environment, promote energy conservation, and improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation; and
- Emphasize the preservation of the existing transportation system.

- Improve the resiliency and reliability of the transportation system and reduce the impact of storm water
- Enhance travel and tourism
strategies to reduce participation barriers for persons with Limited English Proficiency (LEP):

- The MPO will actively engage and provide accommodations for LEP populations in the short term by providing interpretative services, utilizing visual techniques, handing out language cards, exploring appropriate locations for distribution of materials on MPO meetings and processes, using word of mouth, and training staff members to look for clues that members of the public cannot read English.

- The MPO will work with the City of Las Cruces, as the MPO's Administrative Agent, to develop a formal LEP policy. The policy should include an analysis of the number or proportion of persons with LEP in the jurisdictions, the specific language needs of those individuals, and the potential frequency of contact with persons with LEP.

- Lastly, the MPO will assess the resources available and costs associated with providing different language service options.

**Title VI and Environmental Justice**

Title VI of the Civil Rights Act of 1964 states that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion. This prohibition against discrimination is in effect whether the effect is intentional or unintentional. Following this, in February 1994, Executive Order 12898 was signed requiring federal agencies to establish internal policies to ensure compliance in all agency activities, including public involvement.

The Mesilla Valley MPO will strive to address environmental justice issues at all stages of the planning process. The MPO will implement the following strategies to reduce participation barriers for low income and minority populations and improve access to services for persons with disabilities:

- When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods and are accessible to disabled populations and public transit users. Such locations include community centers, senior centers and schools. Holding meetings in familiar and accessible neighborhood locations may be more culturally sensitive and help residents feel more comfortable about the public participation process.

- The Mesilla Valley MPO will strive to provide a predictable planning process that is understandable and known in advance in order to make the planning process coherent and comprehensive.

- All MPO work products and documents will be available in alternative formats, including Braille, large type and languages other than English. The following statement will be included in all MPO documents:

  The Mesilla Valley MPO does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, or disability in the provision of services. The Mesilla Valley MPO will make reasonable accommodation for a qualified individual with a disability who wishes to attend this public meeting. Please notify the Mesilla Valley MPO at least 48 hours before the meeting by calling 528-3222 (Voice) or 528-3157 (TTY). This document can be made available in alternative formats by calling the same numbers listed above. *Este documento está disponible en español.*
llamando al teléfono del Departamento de Desarrollo de la Comunidad: 528-3222 (Voz) o 528-3157 (TTY).

- The location of low income and minority populations will be identified and mapped as a tool for gauging the impact of proposed transportation projects on these areas. This map will be updated every five years. See Appendix B.
- Agencies and organizations that represent low income and minority populations will be identified and included in MPO mailings.
- The MPO will provide a complaints process to deal with any issues regarding Title VI compliance. See the Mesilla Valley MPO Title VI Plan.

**State Open Meetings Act**
In order to ensure adequate public notice and provision of timely information, all meetings of the Mesilla Valley Metropolitan Planning Organization Policy Committee and its advisory committees are subject to the provisions of the New Mexico Open Meetings Act, as amended. Policy Committee meeting notices are published in the *Las Cruces Sun News* 10 days prior to the meeting date. Technical Advisory Committee (TAC) and Bicycle and Pedestrian Facilities Advisory Committee (BPAC) meeting notices are posted at least three business days prior to the meeting date. All meeting notices are posted at Las Cruces City Hall, Doña Ana County Government Complex, Branigan Library, the Mesilla Town Hall, and the MPO website. Upon request, all notices will be available in Spanish and in alternative formats.

**State Inspection of Public Records**
All Mesilla Valley MPO work products are available for public inspection. Because the City of Las Cruces is the fiscal and administrative agent for the Mesilla Valley MPO, inspection of MPO documents follows the City of Las Cruces Inspection of Public Records, Ordinance 2265. A copy of this ordinance is available upon request.

Proposed documents and proposed document amendments will also be available for review, free of charge, at the following locations:
- MPO Office, Las Cruces City Hall, 700 N. Main Street
- Reference Desk, Branigan Library, 200 East Picacho Avenue
- NMDOT District One Las Cruces Project Office, 750 North Solano Drive
- Town of Mesilla Town Hall, 2231 Avenida de Mesilla
- Community Development Department, Doña Ana County Government Complex, 845 North Motel Boulevard
- Mesilla Valley MPO website: http://mesillavalleympo.org

All documents, in whole or part, will be available upon request in Spanish and in alternative formats.

**MPO Work Products**
According to the federal transportation regulations, the Mesilla Valley MPO is required to create and maintain the following transportation planning documents:
- Metropolitan Transportation Plan (23 U.S.C. 450.322);
- Transportation Improvement Program (23 U.S.C. 450.324);
- Unified Planning Work Program (23 U.S.C. 450.308); and
- Public Participation Plan (23 U.S.C. 450.316); and

**Metropolitan Transportation Plan (MTP)**
The Metropolitan Transportation Plan contains both long-range and short-range planning documents.
strategies/actions that guide multi-modal transportation planning, construction, and maintenance of an integrated transportation network for the Las Cruces Urbanized Area. The MTP is developed through a shared vision for the region involving extensive interaction with and education of the public, stakeholders, and the MPO Committees. The Plan covers no less than a 20-year planning horizon. The Metropolitan Transportation Plan is updated every five years.

**Transportation Improvement Program (TIP)**
The Transportation Improvement Program is a six-year, financially constrained list of transportation projects within the MPO area, including regionally significant projects and all transit projects funded by FTA. The TIP is developed in cooperation with residents, local governments, and the New Mexico Department of Transportation (NMDOT) and in compliance with the adopted Long Range Transportation Plan. The Transportation Improvement Program is completely updated bi-annually.

**Unified Planning Work Program (UPWP)**
The purpose of the Unified Planning Work Program is to outline intermodal transportation planning activities to be conducted within the Mesilla Valley MPO Planning Area within a financially constrained budget. The UPWP contains MPO work projects, budgets, and staff assignments for the upcoming fiscal year. The UPWP must comply with the adopted Long Range Transportation Plan. The Unified Planning Work Program is updated bi-annually.

**Public Participation Plan (PPP)**
The Public Participation Plan is intended to provide a guide for public involvement processes to be conducted by the Mesilla Valley Metropolitan Planning Organization (MPO). The Public Participation Plan contains the goals of the MPO for public involvement, as well as specific public involvement procedures for various MPO activities. The Public Participation Plan will be updated every five years.

**Annual Listing of Obligated Projects**
In metropolitan planning areas, on an annual basis, no later than 90 calendar days following the end of the program year, the State, public transportation operator(s), and the MPO shall cooperatively develop a listing of projects for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 were obligated in the preceding program year.

Mesilla Valley MPO staff shall make this list available to the public.

**Area and Corridor Plans**
Area and corridor plans are undertaken in areas that are in need of intensive study to determine potential transportation needs. These plans can be initiated if a member jurisdiction identifies a transportation issue not previously discussed in the LRTP or when a proposed TIP project is not in compliance with the LRTP. These are conducted on an “as-needed” basis.

**Public Participation Process Goals**
The goals of the Public Participation Process are as follows:

- Maintain a continuing, cooperative, comprehensive (3-C) planning process;
- Pursue access to transportation options for all residents;
- Consider a broad range of options to address transportation challenges;
- Ensure a transparent, interactive, bottom-up transportation planning process;
- Provide a high level of education on transportation related subjects;
- Encourage residents and a variety of stakeholders to contribute ideas and
comments at every stage of the process; and

- Engage traditionally underserved populations, including low income and minority households and persons with disabilities.

**Four-Step Process**

In order to achieve these goals the MPO has developed a four-step public participation process:

- Identify Needs and Challenges;
- Generate Options;
- Evaluate and Prioritize Options; and
- Develop an Implementation Strategy.

**Identify Needs and Challenges**

*Identify Needs and Challenges* means taking a comprehensive look at the regional transportation system or a potential transportation project. In this era of rising gas prices, identifying public concerns about transportation is particularly important. In order to conduct a comprehensive identification of transportation needs and challenges, the MPO must solicit information from the public, stakeholders, and MPO committees. This effort requires listening to comments and integrating suggestions made concerning the regional transportation network.

The public participation tools listed in this plan will be used to collect the public’s comments about their daily transportation experiences, the regional transportation system as a whole, their suggestions for potential projects, and their vision for the future.

In addition to the general public, the MPO
staff will also solicit the concerns of a broad range of stakeholders such as local jurisdictions, transportation providers, and land use agencies. Listening to stakeholders means gathering information about the services they provide and the impacts that the transportation system or potential projects will have on their services. MPO staff then discusses with its committees the information gathered from the public and stakeholders.

MPO staff is responsible for planning a transportation network that safely and efficiently moves people and goods throughout the region. Therefore, at this stage in the process, the MPO staff is also responsible for gathering information on current, relevant transportation conditions, such as crash data, traffic volumes, access management, adjacent land uses, and topography. For example, crash data may be gathered for a later analysis of safety conditions, and land use data may be used to determine impacts on the transportation system. Other considerations that will be discussed are the potential impacts to places deemed historically, environmentally or culturally important.

**Generate Options**

*Generate Options* means generating a list of proposed options based on input from the public, stakeholders, and MPO staff and merging them with best practices from transportation professionals. This process may be accomplished by using neighborhood or community audits, design tables, and other focus groups. Also evaluated in this step are the data gathered on current transportation conditions and existing transportation options, such as transit routes and bicycle lanes. This step of the process provides a balanced approach to updating MPO work products or evaluating potential projects.

The data gathered, along with the comments expressed by the public and stakeholders, will be analyzed for potential benefits and drawbacks. Monetary costs and technical feasibility of a project may also be considered in this step. Some of the tools that the MPO uses to analyze data are travel demand modeling, spatial geographic analyses, and other visualization techniques.

Then, MPO staff will discuss the data and proposed approaches with its committees to solicit further feedback. MPO staff will also continue to receive written comments from the public and stakeholders.

**Evaluate and Prioritize Options**

*Evaluate and Prioritize Options* means asking the question “Does a proposed approach help resolve the identified transportation concerns?” Specifically, the MPO will assess each proposal based on estimated costs, potential benefits and drawbacks, and technical feasibility. Potential benefits and drawbacks are based upon transportation principles and the participation received from the public and stakeholders. For example, a benefit of a proposed update may be community or neighborhood support, but a drawback may be that the approach does not improve the regional transportation system.

Next, the public may be asked to weigh their preferred options through techniques such as option or project ranking. In order for the public to effectively rank options, the MPO must clearly explain the processes used during the first two steps and define the regional significance of any proposed approach.

Therefore, a detailed matrix of the estimated costs, potential benefits and drawbacks, and technical feasibility of each proposal will be made available, as needed, in order to facilitate the ranking process. The MPO staff will also summarize the input from the public,
stakeholders, and committees. To the extent possible, the MPO will also use visual techniques to explain completed analyses.

**Develop Implementation Strategies**

*Develop Implementation Strategies* means creating a report or work product that provides information on how to implement proposals. This written document will contain a summary of the entire four-step process, including written comments from the public and stakeholders, and will provide recommendations on an implementation strategy.

The implementation strategy may include determining:

- Whether an approach is a short term or long term project;
- The entity or entities responsible for implementation;
- Available funding; and
- Any other recommendations, such as design techniques or further analyses.

The draft of proposed implementation strategies will be discussed with MPO committees and presented to the public and stakeholders for their final feedback. Final action on proposed options or plan updates is reserved for the MPO Policy Committee.

**Public Participation Tools**

**Introduction**

In order to maintain a proactive presence in the community, and an early and continuous public involvement process, the MPO strives to be both an educational organization and a quality resource center. To accomplish this goal, the MPO uses a toolbox of involvement techniques in their public participation processes. See Appendix A for the complete Public Participation Matrix.

**Participation Meetings**

MPO staff continually works on adjusting and improving the format of public meetings to encourage participation from all people in attendance. Interactive meetings are held early in the transportation planning process. This interaction is important so that the public is involved prior to any decisions being made. Below is listed the types of meetings that MPO Staff uses in different stages or settings of the Public Participation Process.

**MPO Committee Meeting**

The MPO has regular meetings of their Technical Advisory Committee, Bicycle and Pedestrian Advisory Committee, and Policy Committee. The advisory committees provide input to the Policy Committee on planning and engineering issues that affect the transportation decision-making process. All MPO committee meetings are open to the public. Residents and stakeholders are encouraged to attend the meetings and discuss the transportation challenges that they face. The meeting schedule, agendas and full packets for each committee meeting will be posted on the Mesilla Valley MPO website. Agendas are also distributed through the MPO Master Mailing List.

**Traditional Public Participation Meeting**

Traditional Public Participation Meetings are appropriate when MPO staff is asked to provide information on a specific topic, conduct an educational seminar, or present final results of a plan update or corridor study. These meetings provide an opportunity for question-and-answer sessions with the public, but are less interactive than charrette-style meetings.

**Charrette-Style Meeting**

Charrette-Style public meetings engage the public in an interactive brainstorming process to develop ideas to address transportation needs and challenges. This process ensures that dynamic dialogue throughout the process is an integral part of assessing proposals and plans. Ideas that come out of this visioning process can be further
analyzed for technically feasibility and for incorporation into a potential range of final solutions. Much of the four-step process outlined in this public participation plan is derived from the successes of conducting Charette-Style meetings.

**Open House Meeting**

Open houses are an informal type of public meeting that take transportation issues to the public rather than asking the public to come to us. This process is often less intimidating than a traditional participation meeting. An Open House meeting is generally set up at a familiar site in the community where people already congregate, for example, at the Farmer’s Market, the local mall, or a University campus.

Sometimes traditional or even Charette-Style public meetings do not work well because people have busy schedules and may not have the time or the availability to attend these meetings. The Open House forum offers the public more opportunities to learn about transportation issues by providing meetings at several different locations and during different times of the day allowing flexibility and sensitivity to culturally appropriate methods. The MPO may set up a booth with brochures, maps, and other materials, and will provide opportunities for public comments.

**Stakeholder Consultation**

The MPO does not stand alone in regional transportation issues. The MPO coordinates and consults with local, regional, and national agencies, such as the MPO area jurisdictions, El Paso MPO, South Central Council of Governments, New Mexico Department of Transportation, the South Central Regional Transit District, the Viva Dona Ana Consortium, and land management agencies. For example, the MPO integrates data from the Census Bureau and land use agencies, such as the Bureau of Land Management, into their planning process. Through this coordination the MPO is able to present a comprehensive picture of the transportation system to the public.

**Involvement Techniques**

MPO staff continually utilizes the following involvement techniques to solicit public participation and ideas, as well as educate the public, stakeholders, and the MPO Committees. New techniques may be introduced and tested prior to inclusion in this document.

**Brainstorming and Visioning**

Brainstorming is a cooperative, open process geared toward sharing ideas, proposing alternatives, and building consensus. Visioning is also a cooperative group effort through which participants create a set of principles that lead to shared goals and strategies. Both can be used to build a shared vision, collect ideas, and provide direction on a comprehensive strategy for implementation. A visioning exercise may include participants using index cards to write down concepts that they think are most important to their community and sharing these concepts (if they so choose) with the group. The index card can then be used to inform the current planning process.

**Visualization**

Visualization techniques, such as maps, flow charts, traffic simulations, travel demand modeling, and video are used to help explain technical terms and transportation planning concepts to the public and stakeholders. Visualization techniques are applied throughout MPO documents and the MPO website. For example, the MPO’s traffic count program is available in map form, Geographic Information System (GIS) files, and on the MPO website. Also, the MPO is using video to provide a visual of transportation challenges during drop-off and
pick-up times at schools.

**Neighborhood and Community Audits**

Neighborhood and Community Audits are used to educate the community and encourage them to get involved with issues that are close to home, yet affect the regional transportation system. Sometimes transportation concerns are more easily resolved through first hand experience. An audit can provide a constructive forum for gathering information and encouraging public involvement. For example, Safe Routes to School is an emerging issue for neighborhoods. Improving conditions for children on their routes to and from school may best be understood and observed through a walk along these routes.

Neighborhood and Community Audits are generally done in the field, but can be conducted using aerial maps as well. If a walking audit is not a possibility, then audit participants may draw on large maps to inventory valuable aspects of the transportation system and identify transportation challenges and potential solutions.

**Public Events**

Participating in Public Events accomplishes the tasks of educating the public, and finding multiple ways to encourage their participation. Sometimes the public may not have time to attend public meetings, but has already made an event a part of their schedule.

**Focus Groups**

Focus Groups are generally used to explore a specific aspect of a project or transportation challenge in a more in depth manner. Individuals who are knowledgeable about or have an interest in a transportation related topic may be invited to participate in a Focus Group.

**Comment Forms**

Comment forms are open-ended requests for feedback on transportation related topics. Comment forms are available on the MPO website, at public meetings, or at MPO offices. Feedback from comment forms will be included in documents as either a verbatim appendix or a summary.

**Surveys**

Surveys are direct requests for feedback on specific transportation issues. In some cases, quantified results will be used to guide transportation decision making and help formulate overall goals for the transportation system.

**Education and Resource Center**

**MPO Staff Availability**

MPO staff is available during business hours to discuss the MPO transportation planning process or other transportation-related matters with residents and other interested parties. By prior arrangement, MPO staff is available to meet with stakeholders and other organizations during and after normal business hours.

**Orientation Workshops and Materials**

The MPO must educate our committee members and the general public on the basics of what the MPO does and why. In order to achieve this goal, the MPO provides both workshops that can be set up on an as needed basis and written materials that summarize the MPO's goals, regulations, and processes. The MPO is working on a presentation and handbook titled “MPO 101” to distribute to all Committee members and anyone else who is interested.

**Master Mailing List (MML)**

The Mesilla Valley MPO maintains a Master Mailing List which includes neighborhood associations, community groups, business and professional groups, environmental
groups, special interest groups, elected and appointed officials, affected agencies, and interested residents. This list will be used to:

- Coordinate regional planning efforts;
- Distribute TIP Call for Projects letter
- Provide MPO documents for review;
- Notify interested parties of upcoming meetings and other MPO activities;
- Communicate with members of the public, private entities, and governmental agencies; and
- Invite interested parties to comment on transportation planning issues.

The MML will be customized so only items of particular interest will be mailed to list recipients. The MML is continuously updated.

**Library**

MPO staff maintains a library of documents that are available for review during normal business hours. The MPO library contains past and current transportation planning studies and materials, paper and digital versions of maps, MPO plans, and study area reports. Copies of library materials are available at reproduction and postage costs.

**Website**

The Mesilla Valley MPO maintains an internet website to provide the most current information available including committee meeting agendas and packets, work products, current projects, staff contact information, and links to other transportation sites. The MPO also utilizes the website for public outreach and education through regular updates and notifications. Public comments are encouraged and welcomed through the feedback page that allows anyone to submit comments regarding transportation planning issues at any time. The MPO will improve public participation through the MPO website by conducting surveys on specific issues.

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E-Newsletter – Intersections

The Mesilla Valley MPO will produce a monthly e-newsletter that will contain staff contact information, upcoming meeting schedules and agendas, results of technical activities, information on policy issues, current project status reports, and links to other relevant transportation-related sites. The MPO will also solicit from the public, stakeholders and committees, topics that they would like to learn more about. The e-newsletter will be distributed via email to all parties on the Master Mailing List that have indicated an interest in receiving the e-newsletter. It will also be available as a printed handout upon request. For interested parties that do not have internet they may request that a copy be mailed to them or use a computer at the MPO office.

**MPO Logo**

A logo representing the Mesilla Valley MPO is used to identify all products and publications of the MPO. This logo helps the public become familiar with the different activities of the MPO by providing a means of recognizing MPO products.

**Media Advertising**

The Mesilla Valley MPO will work with the local media to inform the public of significant transportation activities and issues. Public participation meeting advertisements will be published in either the Las Cruces Sun News or the Las Cruces Bulletin, or both, in order to inform the largest number of residents possible and solicit their participation. MPO staff will also attempt to have MPO meetings appear on the community calendar. As appropriate, the MPO will send legal notices and/or press releases, conduct interviews, and submit articles to the local news media. Radio public service announcements will be used as appropriate. The MPO will work with the Las Cruces Bulletin to include a list of Committee meeting schedules.
Marketing Materials
Marketing materials may include brochures or flyers. Marketing materials may be provided for education or for advertising events that are applicable to transportation issues. For example, the MPO has produced a Bicycling Suitability Map that contains information on suitable bicycling routes, rules of the road, and other ways to promote safe bicycle riding in the MPO area.

Social Media
Mesilla Valley MPO staff shall investigate various types of social media for the purpose of disseminating relevant information and performing social outreach.

Evaluation of the Public Participation Process
The Public Participation Plan will be reviewed for effectiveness every five years when the Public Participation Plan as a whole is reviewed and updated.

Consideration of effectiveness may be made on the following factors:

• Level of public participation
• Level of event attendance
• Use of website
• Public reaction to MPO efforts and activities

As a result of this evaluation the Public Participation Plan may be periodically modified as deemed necessary.
APPENDIX A

Public Participation Matrix
<table>
<thead>
<tr>
<th>MPO Work Product Processes</th>
<th>Public Meeting Date</th>
<th>Minimum Comment Period</th>
<th>Public Participation Tools</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Range Transportation Plan (LRTP)</td>
<td>Kick Off meeting required with all MPO Committees</td>
<td>180 days during LRTP process</td>
<td>Four-Step Process Meetings, Participation Techniques, Education and Resource Center</td>
<td>Updated every 5 years, All public comments received and staff responses will be included in the LRTP.</td>
</tr>
<tr>
<td>Draft LRTP: At least 30 days prior to Policy Committee final action</td>
<td>Call for projects letter at least 60 days prior to TIP final action</td>
<td></td>
<td>BPAC and TAC may serve as public participation meetings, All public comments will be included in the TIP.</td>
<td></td>
</tr>
<tr>
<td>Transportation Improvement Program (TIP)</td>
<td>At least 30 days prior to TIP final action</td>
<td>30 days</td>
<td>Call for Projects Letter, Participation Meetings, Involvement Techniques, Education and Resource Center</td>
<td>Updated every year, A summary of all public comments will be provided to the Policy Committee.</td>
</tr>
<tr>
<td>Unified Planning Work Program (UPWP)</td>
<td>At least 30 days prior to Policy Committee final action</td>
<td>30 days</td>
<td></td>
<td>Updated every 5 years, All public comments will be provided to the Policy Committee.</td>
</tr>
<tr>
<td>Public Participation Program (PPP)</td>
<td>At least 30 days prior to Policy Committee final action</td>
<td>45 days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Public Participation Matrix

<table>
<thead>
<tr>
<th>Public Participation Plan</th>
<th>Public Meeting Date</th>
<th>Minimum Comment Period</th>
<th>Public Participation Tools</th>
<th>Additional Comments</th>
</tr>
</thead>
</table>
| **Title VI Plan**         | At least 30 days prior to Policy Committee final action | 45 days | • Utilize guidance in Public Participation Plan  
• Maintain Title VI complaint process | • Consultation is required with NMDOT and the City of Las Cruces as our administrative agent |
| **Area and Corridor Plans** | At least 30 days prior to Policy Committee final action | 30 days | • Four-Step Process  
• Input Meetings  
• Involvement Techniques  
• Education and Resource Center | • Target notification area determined (Min. 300’)  
• Notice sent regular mail  
• Sign posted on property  
• At least one public meeting held in location convenient to affected residents |
| **Long Range Transportation Plan Amendments** | At least 30 days prior to Policy Committee final action | 30 days | • Four-Step Process  
• Participation Meetings  
• Involvement Techniques  
• Education and Resource Center | • At least one public meeting will be held  
• BPAC and TAC may serve as public meetings |
| **Transportation Improvement Program (TIP) Amendments** | At least 15 days prior to PC final action | 30 days | • Participation Meetings  
• Involvement Techniques  
• Education and Resource Center | • TIP amendments include those which are not exempt from the public participation process.  
• BPAC and TAC may serve as public meetings |
<table>
<thead>
<tr>
<th>Public Participation</th>
<th>Input Meetings</th>
<th>Minimum Comment Period</th>
<th>Public Meeting Date</th>
<th>MPO Committee Meetings</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Legal or Posted Notice, as applicable</td>
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<tr>
<td></td>
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<td>E-Newsletter</td>
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<td>Website</td>
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<td></td>
<td></td>
<td></td>
<td>See MPO Meeting Calendar in Appendix D</td>
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</tbody>
</table>
APPENDIX B

Map of Low Moderate Income Areas
APPENDIX C

General Time Line for MPO TIP and STIP Development and Amendments
### General Time Line for MPO TIP and STIP Development

#### Development Milestones

<table>
<thead>
<tr>
<th>Event</th>
<th>Even-numbered Calendar Year</th>
<th>Odd-numbered Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Call for Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NMDOT provides financial estimates and submittal and approval dates to MPO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPO Draft TIPs developed and submitted to NMDOT</td>
<td></td>
<td></td>
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<tr>
<td>MPO Public and District Review</td>
<td></td>
<td></td>
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<tr>
<td>MPO Bicycle and Pedestrian Advisory Committee Review, Project Ranking, and Final Recommendation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review, Project Ranking, and Final Recommendation by TAC</td>
<td></td>
<td></td>
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<tr>
<td>MPO Policy Committee Final Ranking and Adoption</td>
<td></td>
<td></td>
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<tr>
<td>District, RPO, and MPO Final TIPs submitted to General Office</td>
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<td></td>
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<tr>
<td>General Office Completes STIP</td>
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<tr>
<td>STIP Public Review</td>
<td></td>
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<tr>
<td>Concurrent Federal Review</td>
<td></td>
<td></td>
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<tr>
<td>State Transportation Commission Review and Approval</td>
<td></td>
<td></td>
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<tr>
<td>General Office submits STIP for Federal Review and Approval</td>
<td></td>
<td></td>
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<tr>
<td>Final Federal Review and Approval</td>
<td></td>
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</tbody>
</table>

#### Amendment Cycles

<table>
<thead>
<tr>
<th>Event</th>
<th>Even-numbered Calendar Year</th>
<th>Odd-numbered Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPO Bicycle and Pedestrian Facilities Advisory Committee Review and Recommendation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPO Technical Advisory Committee Review and Recommendation</td>
<td></td>
<td></td>
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<tr>
<td>MPO Policy Committee Final Action</td>
<td></td>
<td></td>
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<tr>
<td>State Transportation Commission Review and Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Review and Approval</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Notes:
- "●" signifies a submittal or approval occurring during the month.
- (1) NMDOT STIP Development section to provide financial estimates to Districts, RPOs, and MPOs. Actual submittal and approval dates within the development cycle will be provided at the same time.
- (2) Draft TIPs due the 1st business day of the month.
- (3) Final TIPs due the 1st business day of the month.
- (4) State public review to be completed during June/July time period to allow for State Transportation Commission (STC) approval in July.
- (5) Actual date is determined by the approved STC meeting schedule.
- (6) The STIP should be ready for submittal for Federal review as soon as it is approved by the STC.
- (7) Target for Federal approval is October 1st, which begins the Federal fiscal year.
- (8) Amendments to the current STIP; actual date is determined by the approved STC meeting schedule.
- (9) Amendments to the newly approved STIP; actual date is determined by the approved STC meeting schedule.
AGENDA ITEM:
5.2 Mesilla Valley MPO Title VI Plan

ACTION REQUESTED:
Recommendation to the Policy Committee.

DISCUSSION:
The Mesilla Valley MPO Title VI plan describes the Title VI requirements on the MPO and establishes the complaint process by which aggrieved individuals may file complaint to remedy Title VI violations by the MPO.

The Title VI Plan formerly existed as part of the Mesilla Valley MPO Public Participation Plan (PPP). Changing requirements from NMDOT mandate that the Title VI Plan be separated from the PPP and be adopted as a standalone document.
AGENDA ITEM:
6.1 Metropolitan Transportation Plan Amendment – Removal of Segments from the Truck Route Map

SUPPORT INFORMATION:
Emails from Hector Terrazas, City of Las Cruces

DISCUSSION:
The City of Las Cruces has requested that the following segments be deleted from the Mesilla Valley MPO Truck Route Map:

- Church St. – Picacho to Amador
- Water St. – Picacho to Amador
- Main St. – Picacho to Amador

The City wishes for these segments to be removed to eliminate larger trucks from these facilities. Delivery trucks would still be accommodated. Alternative routes would be Valley Drive or Solano.

This request requires an amendment to the currently adopted Metropolitan Transportation Plan (MTP). This requires at least one public meeting and a 30-day public comment period before the amendment can be taken up for action by the MPO Policy Committee. The public comment period commences with this meeting. This issue will be on the agenda at the August 21, 2018 meeting of the Bicycle and Pedestrian Facilities Advisory Committee (BPAC) and at the September 6, 2018 meeting of the TAC and these meetings shall serve as public meetings for this proposed MTP amendment.
From: Hector Terrazas  
Sent: Monday, July 16, 2018 9:47 AM  
To: Tom Murphy  
Cc: Andrew Wray  
Subject: Truck Route Modifications  

Tom,

With the downtown redevelopment to be more urban Traffic is requesting that Church, Water and Main (between Picacho and Amador) be removed from the truck route. Let me know if you have any questions, thanks.

Hector Terrazas, P.E.  
Interim Traffic Operations Engineer/Public Works/Street and Traffic Operations  
Direct: 575-541-2508  Main: 575-541-2595  hterrazas@las-cruces.org
From: Hector Terrazas  
Sent: Thursday, July 26, 2018 1:35 PM  
To: Tom Murphy  
Cc: Andrew Wray; SooGyu Lee  
Subject: RE: Truck Route Modifications  
Attachments: TRuck Route.png

Follow Up Flag: Follow up  
Flag Status: Flagged

Tom,

I will be available for any questions.

The streets (see attached) are owned and maintained by the City of Las Cruces. At this point Traffic Engineering wants to remove the streets from the official truck route to eliminate the bigger size trucks. Traffic will be looking at the appropriate max size truck that would be allowed in the downtown area to accommodate deliveries. Traffic on NM478 would still have alternatives such as Valley drive and Solano.

Let me know if you have any more questions, thank you.

---

Hector Terrazas, P.E.  
Interim Traffic Operations Engineer/Public Works/Street and Traffic Operations  
Direct: 575-541-2508 Main: 575-541-2595 hterrazas@las-cruces.org

City of Las Cruces
P.O. BOX 20000 • LAS CRUCES, NM 88004

From: Tom Murphy  
Sent: Tuesday, July 24, 2018 7:53 AM  
To: Hector Terrazas <hterrazas@las-cruces.org>  
Cc: Andrew Wray <awray@las-cruces.org>  
Subject: RE: Truck Route Modifications

Hector,

We will place this on the August TAC if you like. Will you be available to answer any questions the committee may have?

Also, staff would like some information to provide in the packet. Can you address the following?

Are all road sections city owned/maintained? What about NM 478 designation?
Are trucks to be prohibited? If so, how are commercial activities to be handled in area?
  If not, what does the changed designation accomplish?

Thanks.
Tom,

With the downtown redevelopment to be more urban Traffic is requesting that Church, Water and Main (between Picacho and Amador) be removed from the truck route. Let me know if you have any questions, thanks.

Hector Terrazas, P.E.
Interim Traffic Operations Engineer/Public Works/Street and Traffic Operations
Direct: 575-541-2508 Main: 575-541-2595 hterrazas@las-cruces.org