



**MEMORANDUM
February 11, 2009**

TO: Members, Pedestrian Mobility Advisory Committee
FROM: Lydia Kelly, Bicycle/Pedestrian Transportation Planner
SUBJECT: Meeting Notice and Agenda

The next meeting of the **Pedestrian Mobility Advisory Committee (PMAC)**
is scheduled for

Wednesday, February 18, 2009 at 3:30 p.m.
in Conference Room B located at 825 S. St. Mary's Street

The following agenda items will be discussed and action will be taken as
appropriate.

AGENDA

1. Roll Call
2. Citizens to be Heard
3. Discussion and Appropriate Action on the January 21, 2009 PMAC Meeting Minutes
4. Discussion and Appropriate Action on Proposed Resolution Supporting a Complete Streets Policy (Lydia Kelly/MPO)
5. Discussion and Appropriate Action on Sidewalk Projects developed within PMAC (Lydia Kelly/MPO)
6. Discussion and Appropriate Action on Update for Call for Projects for the FY 2010 - 2011 Unified Planning Work Program (Lydia Kelly/MPO)
7. PMAC Communications

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Pedestrian Mobility Advisory Committee**February 18, 2009****1. Roll Call**

Commissioner Adkisson	Chairman	Bexar County	210-335-2614
David Frost	Vice Chair	VIA	210-362-5101
Andrew Hudgins	Transportation Coordinator	AACOG	210-362-5228
Anne Larme	Citizen	Bexar ADA Council	210-735-5161
Richard Higby	Ped.Coord	Bexar County	210-335-6785
Bill Peters	Representative	Bexar Schools	210-397-1213
Chip Henderson	At Large	Citizen	210-824-8758
Vacant	At Large	Citizen	
Rachel Cywinski	At Large	Citizen	210-532-4123
George Burton	At Large	Citizen	210-674-6641
Erica Haller-Stevenson		CSA Metro Health	210-207-0160
Judy Babbitt	Planning Mgr	CSA Disability	210-207-7957
David Arciniega	Sr. Planner	CSA Parks & Rec	210-207-2886
Priscilla Rosales-Piña	Planner	CSA Planning	210-207-7839
Vacant	Ped. Coord.	CSA	
Rick Schroder	City of Helotes	GBCCC	210-695-8877
Eloy Rosales	Representative	SAUCC	210-207-6949
Ken Zigrang	Ped.Coord.	TXDOT	210-615-5923
Abigail Kinnison	Planner	VIA Planning	210-362-2564
Lillie Harris	New Jefferson Heights NA	Walking Organization	210-223-4753

2. Citizens to be Heard

3. Discussion and Appropriate Action on the January 21, 2009 Meeting Minutes

Issue

The January 21, 2009 PMAC Minutes are presented for review.

Action Requested

A motion to approve the January 21, 2009 PMAC Meeting Minutes is requested.



**Pedestrian Advisory Mobility Committee
Meeting Minutes
January 21, 2009**

VOTING MEMBERS PRESENT:

Commissioner Adkisson (Chair)
Andrew Hudgins
Anne Larme
Richard Higby
Chip Henderson
Dr. Hoan Duong (alt)
Mark McDonald (alt)
Richard Jackson (alt)
Priscilla Rosales-Piña
David Arciniega
Aaron Stein

Ken Zigrang
Abigail Kinnison

Bexar County
AACOG
Bexar ADA Council
Bexar County
Citizen
Citizen
CSA Disability
CSA Metro Health
CSA Planning & Community Development
CSA Planning Department
CSA Environmental Policy (for CSA Public Works)
Texas Department of Transportation
VIA Planning

VOTING MEMBERS ABSENT:

David Frost (Vice-Chair)
Bill Peters
George Burton
Rick Schroder
Eloy Rosales
Lillie Harris

VIA Metropolitan Transit
Bexar Schools
Citizen
GBCCC
SAUCC
Walking Organization

OTHERS PRESENT:

Lydia Kelly
Ambar Perez
Mona Lisa Zertuche

Metropolitan Planning Organization
Metropolitan Planning Organization
Metropolitan Planning Organization

1. Roll Call

Commissioner Adkisson called the meeting to order at 3:35 p.m. The roll was read and there was a quorum present.

2. Citizens to be Heard

There were no citizens to be heard.

3. Discussion and Appropriate Action on the November 19, 2008 PMAC Meeting Minutes.

Commissioner Adkisson asked if there were any changes or corrections to the November 19, 2008 minutes.

Hearing no changes or corrections to the November 19, 2008 minutes, Commissioner Tommy Adkisson announced them approved as presented.

4. Discussion and Appropriate Action on the year in review

Lydia Kelly explained Rachel Cywinski's letter was not ready for presentation this month. Rachel will present to the committee sometime in the future.

Lydia also provided a review of the activities completed and in progress within the Walkable Community Program and the Walk & Roll Program. She thanked everyone for their support and looks forward to another successful year.

There was a lengthy discussion on the ongoing sidewalk project collection. Clay Elkins, GIS Analyst at the MPO, mapped the projects for committee review. Lydia will bring the map to the February meeting with City of San Antonio Council Districts mapped with the projects. She will also provide an estimate of the cost of projects as currently submitted. Citizen members of the committee agreed to take this list to council districts for discussion. The goal is to set the projects as priorities in each of the council districts.

Commissioner Adkisson requested the current list of projects be on the MPO website for citizen discussion and input. Lydia will discuss the possibilities within the MPO to see if the project is feasible.

For information and discussion only.

5. Discussion and Appropriate Action on PMAC Priorities for 2009

Lydia Kelly reviewed the Pedestrian Chapter of the Metropolitan Transportation Plan (MTP 2035). She explained to have a comprehensive chapter she will be gathering information from the agency representatives in the future. The draft MTP 2035 is due in October 2009.

Lydia presented the Draft Resolution Supporting a Complete Streets Policy to the committee. This document was drafted in subcommittee. This document is presented in January for review and will be included on the agenda in February for action.

For information and discussion only.

6. PMAC Communications

Commissioner Adkisson suggested perhaps an editorial board would be beneficial to help prioritize the sidewalk projects identified through PMAC.

Abigail Kinnison announced she is the Beacon Hill Area Neighborhood Association appointee to the Westside Creekways River Oversight Committee. The committee is working with a consultant team to develop a vision for the restoration of four Westside Creekways (Alazan, Apache, Martinez and San Pedro). She will provide information as it is available. There will be opportunities for public involvement.

With there being no other business, Commissioner Adkisson adjourned the meeting at 4:45 p.m.

**Commissioner Tommy Adkisson
Pedestrian Mobility Advisory Committee**

4. Discussion and Appropriate Action on Proposed Resolution Supporting a Complete Streets Policy

Issue

This is a continuation of the January agenda item. The proposed resolution was presented for committee review. The resolution supports the ongoing discussions within the committee identifying pedestrian needs throughout the MPO study area. With PMAC adoption it is suggested the resolution be presented to Bicycle Mobility Advisory Committee (BMAC) in March. If adopted the resolution would be presented to the Transportation Policy Board in April for consideration.

Action Requested

Action requested to adopt the Resolution Supporting a Complete Streets Policy and to refer it to BMAC for supportive action.



A Resolution Supporting a Complete Streets Policy

WHEREAS, “Complete Streets” are defined as roadways that enable safe and convenient access for all users, including pedestrians, bicyclists, transit riders, and motor vehicle drivers of all ages and is conducive to efficient movement of people; and

WHEREAS, “Complete Streets” policies support the San Antonio-Bexar County Metropolitan Planning Organization’s (MPO) Metropolitan Transportation Plan mission statement which states “The San Antonio metropolitan area is served by an environmentally friendly transportation system where everyone is able to walk, ride, drive or wheel in a safe, convenient, and affordable manner to their desired destinations”; and

WHEREAS, “Complete Streets” policies support the MPO’s adopted Regional Bicycle Master Plan; and

WHEREAS, “Complete Streets” policies support the MPO’s Walkable Community Program, the Walk and Roll Program; and

WHEREAS, “Complete Streets” may be achieved through single projects or incrementally through a series of smaller improvements or maintenance activities over time; and

WHEREAS, “Complete Streets” supports “Steps to a Healthier San Antonio” by recognizing the linkages between the built environment and human health and calls on public officials to engage in local and regional land use and transportation planning and policy making processes; and

WHEREAS, “Complete Streets” policies and plans have been adopted by the United States Department of Transportation, other Texas MPOs including Capital Area Metropolitan Planning Organization and Houston-Galveston Area Council and cities including San Francisco, Sacramento, San Diego, Boulder, Chicago, Seattle and Portland; and,

THEREFORE BE IT RESOLVED that the San Antonio-Bexar County Metropolitan Planning Organization’s Transportation Policy Board, in order to ensure all transportation options are available, and to improve air quality and the quality of life for residents in our communities, strongly encourages decision makers in all jurisdictions to adopt and implement similar Complete Streets policies and practices that:

- Serve as guiding principles to design, operate and maintain the region’s roadway system to promote safe and convenient access and travel for all users including pedestrians, bicyclists, transit riders, and people of all abilities, as well as motor vehicle drivers and freight;
- Create a comprehensive, integrated, connected transportation network planned for people and the principles be incorporated into existing policies such as the Regional Bicycle Master Plan;
- Incorporate “Complete Streets” policy except in unusual or extraordinary circumstances;
- To the extent possible, apply policies to both new and retrofit projects,
- Recognize the need for flexibility and identify “Complete Streets” solutions that fit in with the context of the community;

5. Discussion and Appropriate Action on Sidewalk Projects developed within PMAC

Issue

This is a continuation of the discussion of current projects previously submitted to the Transportation Policy Board (TPB).

The ongoing process will provide residents of the study area an opportunity to submit their thoughts on where sidewalks need improvements. The process of adding projects to the list and also the process to refer projects on to the responsible agency will be developed in the future.

The list of current and newly recommended projects will be maintained on the PMAC page of the MPO's website.

A map will be presented at the meeting with an overlay of the projects in relation to the City of San Antonio Council Districts. The breakdown of costs per district will be presented at the March or April 2009 PMAC meeting.

- District 1: _____ miles _____ cost
- District 2: _____ miles _____ cost
- District 3: _____ miles _____ cost
- District 4: _____ miles _____ cost
- District 5: _____ miles _____ cost
- District 6: _____ miles _____ cost
- District 7: _____ miles _____ cost
- District 8: _____ miles _____ cost
- District 9: _____ miles _____ cost
- District 10: _____ miles _____ cost

The MPO asks that responsible agencies keep the MPO current on when a project is funded so the project can be closed out. The project list will be included with the update to the MPO's website due to be completed in the near future.

Action Requested

No action is requested this month.

6. Discussion and Appropriate Action on Update for Call for Projects for the FY 2010 - 2011 Unified Planning Work Program

Issue

This is an opportunity to discuss the process for developing the FY 2010-2011 Unified Planning Work Program. The schedule, the MPO policy addressing development of the Unified Planning Work Program, and a copy of the Project Proposal Form are attached for review.

Action Requested

No action is requested this month.

San Antonio – Bexar County Metropolitan Planning Organization

2010 - 2011 Unified Planning Work Program Schedule

Date	Action
February 6, 2009	Agency call for projects for the FY 2010 - 2011 Unified Planning Work Program (February Technical Advisory Committee package).
April 3, 2009	Policy Board approved objective statements and preliminary budgets are due to the MPO.
May 1, 2009	Develop detailed Study designs and submit to the MPO. Study designs will not be considered without policy board resolution or ordinance. Each detailed study design must include: objective, previous work(s), scope of work, work product(s), status, agency involvement, budget total by subtask, percent of effort by work element and time line.
May 29, 2009	Distribute draft FY 2010 – 2011 Unified Planning Work Program to agencies for review (June Technical Advisory Committee package).
June 1, 2009	Draft FY 2010 - 2011 Unified Planning Work Program due to TxDOT (Austin)
June 5, 2009	MPO Technical Advisory Committee reviews draft FY 2010 – 2011 Unified Planning Work Program
June 29, 2009	MPO Transportation Policy Board reviews draft FY 2010 – 2011 Unified Planning Work Program
July 10, 2009	MPO Technical Advisory Committee makes a recommendation on the FY 2010 - 2011 Unified Planning Work Program to the Transportation Policy Board.
July 27, 2009	MPO Transportation Policy Board approval of the FY 2010 – 2011 Unified Planning Work Program.
July 31, 2009	Transmit FY 2010 – 2011 Unified Planning Work Program to TxDOT no later than this date (or a date to be determined by TxDOT).

Unified Planning Work Program Project Proposal Form

Project Name:

Preliminary Budget:

QUESTIONS	YES	NO
1. Does the project meet the primary objective of the funding agency, i.e. the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA)?		
2. What is the proposed project expected to accomplish? What are the benefits of the project?		
3. Is the project worth the expenditure?		
4. Is the project similar to recent existing or previous work? Explain how the project may differ from similar previous work or how it is a logical extension of previous work.		
5. Is the proposed time frame for the project reasonable and does the agency have the resources available to accomplish the work being done?		
6. Is your agency willing to fund the project out of its own budget?		

Policy 4: Procedures for Unified Planning Work Program Studies

A. Unified Planning Work Program Development

As required by federal and state regulations, the San Antonio/Bexar County Metropolitan Planning Organization (MPO) adopts a Unified Planning Work Program (UPWP) detailing the transportation planning tasks for the study area for a given time period.

The MPO issues a call for projects to local agencies requesting planning studies to be funded and, thereby programmed in the upcoming UPWP. Additionally, the MPO develops a list of planning needs that must be accomplished during the time frame covered by the UPWP.

Each agency submits a Project Proposal Form for each of the planning issues that their agency wishes to address through the UPWP. This Project Proposal Form requires a project name, project description, preliminary budget, and an analysis of the project's need, benefits, and contribution to transportation planning. **These project proposals are required to be approved by the submitting agency's Policy Board prior to transmittal to the MPO.**

After preliminary approval of the Project Proposal Form by the MPO Director, each agency prepares detailed study designs based on priorities, policy direction, and available funding. Study designs must include more detail concerning the type of work to be performed under each task and how it will be performed. Each detailed study design will outline the following:

- ◆ Objective
- ◆ Previous Work
- ◆ Scope of Work (specifically noting data requirements, including data that already exists and data that will need to be collected)
- ◆ Work Product(s)
- ◆ Status
- ◆ Agency Involvement
- ◆ Budget and Percentage of Effort by Work Element/Deliverable
- ◆ Time Line by Work Element/Deliverable

In consultation with the Agencies as necessary, a draft UPWP is prepared by the MPO staff and presented to the Technical Advisory Committee (TAC) for review. This draft is also submitted to TxDOT (Austin) by the required deadline.

The TAC makes a recommendation concerning the UPWP and submits it to the Transportation Policy Board for final approval.

The Transportation Policy Board gives final approval of studies and budgets for inclusion in the Unified Planning Work Program.

B. Reporting Requirements

Monthly Progress Report

For each Subtask approved in the UPWP, a written monthly progress report (Form "C") will be prepared and submitted to the MPO Director by the appropriate Agency or consultant. This monthly progress report will outline specifically the work accomplished under each work element/deliverable and compare that work, specifically with the objectives and tasks outlined to be accomplished. The progress report will specify and delineate any problems that have occurred as well as indicate whether the study will be completed on time and within the budget as approved. This report will be submitted along with monthly billings and signed in accordance with the agency or consultant's internal procedures.

Annual Performance and Expenditure Report

The annual performance and expenditure report will be prepared by the MPO staff and forwarded to the Texas Department of Transportation and the Federal Funding agencies by the required deadline. The annual report work documents work completed for each Subtask, and provides a year-to-date funding summary.

Technical Memorandum

A Technical Memorandum is a status report of work completed for one or more work elements/deliverable as outlined in the agency or consultant contract, with a timeframe of less than a complete fiscal year. The effort required for each technical memorandum is dependent on the amount of work performed in the timeframe specified in the contract. The technical memorandum format of those products being reviewed by the Technical Advisory Committee will be in report document form. Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

Technical Report

A Technical Report is the documentation of work accomplished within an entire fiscal year for a Subtask that extends beyond one fiscal year. This document will fully describe the work performed without a requirement for final recommendations or conclusions. Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

Final Report

A Final Report is a stand alone document that states the objective of the study, describes the planning work accomplished, and provides recommendations or conclusions (this report may consist of work accomplishments in more than a

single fiscal year). Agencies and consultants will be responsible for providing an electronic version to post on the MPO's website and from which to make hardcopies as necessary.

C. Study Carry-over Procedures

Each agency who is not going to complete a specified study within the fiscal year it is programmed will be required to submit to the MPO Director in writing, a request to carry the project funding and/or scope of work over to the following fiscal year. The written request must include how and when the study will be completed, as well as an estimated carry-over budget. The written request to carry-over a study needs to be made prior to July 1st.

D. Sanctions

If an agency or consultant fails to submit reports, deliverables, billings, executed contracts, technical memoranda, and/or technical reports in a timely fashion, or have not executed a contract with the MPO after 90 days of original receipt, the agency or consultant will be requested to present to the Transportation Policy Board reasons for not submitting the required documents. The Transportation Policy Board will make a decision concerning future actions.

E. Budget Amendment Approval

The MPO Director is authorized to approve/disapprove agency and consultant line-item budget amendments that stay within the total contract amount.

The following amendments shall be presented to the Technical Advisory Committee and Transportation Policy Board for review and subsequent approval:

- a. Any proposed change in scope of work for any study (Agency or consultant) regardless of dollar amount.
- b. Any request for additional funding.

F. Participation in Planning Studies

Transportation Policy Board members, Technical Advisory Committee members and MPO staff shall not be eligible to participate in contracted work for a period of one year following their departure from one of the aforementioned entities. Any violations of this policy will result in the disqualification of the consulting team from the procurement process for that project.

Member agencies of the MPO are ineligible to compete for studies identified in the UPWP as consultant studies.

7. PMAC Communications