



## CITIZENS ADVISORY COMMITTEE

March 28, 2012

6:30 – 8:00 p.m.

McCloskey Room (#135)

*Suggested Time:*

- 6:30pm I. Call to Order and Introductions
- II. Approval of Minutes:
  - A. February 22, 2012
- III. Communications from the Chair
- IV. Reports from Officers and/or Committees
  - A. LRTP Task Force
  - B. Project Updates
- 7:00pm V. Reports from the MPO Staff
  - A. 2012 MPO Conference
- 7:15 pm VI. Old Business
  - A. ADA Policy Statement
- 7:45 pm VII. New Business
  - A. 2013-2014 Unified Planning Work Program
  - B. LRTP Task Force Vacancy (nomination requested)
- VIII. Communications from Committee Members (*non-agenda items*)
  - A. Topic Suggestions for future agendas
- IX. Upcoming Meetings
  - A. Policy Committee – April 13, 2012 at 1:30 p.m. (Council Chambers)
  - B. Technical Advisory Committee – April 25, 2012 at 10:00 a.m. (McCloskey Room)
  - C. Citizens Advisory Committee – April 25, 2012 at 6:30 p.m. (McCloskey Room)
- 8:00 pm Adjournment

(\*Public comment prior to vote (limited to five minutes per speaker))



Bloomington/Monroe County Metropolitan Planning Organization  
Citizens Advisory Committee

**Citizens Advisory Committee Meeting Minutes**

**February 22, 2012 McCloskey Conference Room 135, City Hall**

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*Citizens Advisory Committee (CAC) Minutes are transcribed in a summarized outline manner.  
Audio recordings of the meeting are available in the Planning Department for reference.*

**Attendance**

Citizens Advisory Committee (Voting Members): Chair Patrick Murray (Prospect Hill NA), Vice-Chair Laurel Cornell (Citizen), Paul Ash (McDoel NA), Jack Baker (McDoel NA), Elizabeth Cox-Ash (McDoel NA), Larry Jacobs (Chamber of Commerce), Bill Milroy (Old Northeast NA), David Walter (6<sup>th</sup> and Ritter NA), Marc Cornett (Citizen), Joanne Henriot (Bryan Park NA), Sarah Ryterband (citizen), and David Sabbagh (Citizen).

Others in Attendance (including Non-Voting CAC Members): John Kehrberg (Citizen), Randy Paul (self), James McLary (E2 Taxi/citizen), Buff Brown (Bloomington Transportation Options for People), Raymond Hess (BMCMPPO Staff), and Vince Caristo (BMCMPPO Staff).

**I. Call to Order and Introductions (~6:30 PM)**

**II. Approval of Minutes** – The minutes were accepted by the Committee without modification.

**III. Communications from the Chair** – Mr. Murray had no communications.

**IV. Reports from Officers and/or Committees**

**A. LRTP Task Force** – Mr. Hess stated that the Long Range Transportation Plan Task Force met in early February to finalize a draft request for qualifications (RFQ) to hire a consultant to perform the technical analysis required of the LRTP. The RFQ is anticipated to be released in early March. Ms. Ryterband added that the RFQ asks for creative solutions to develop a truly multi-modal plan. Mr. Sabbagh asked about how to get involved on the Task Force.

At the request of Ms. Cornell, Mr. Baker provided an update of the work of the Policy Committee’s I-69 Subcommittee. He stated the subcommittee has had continued discussions with INDOT and FHWA about Section 4 of I-69 before a vote is taken to include construction in the TIP. Currently, the subcommittee is working on a ‘wants’ list. The Policy Committee wants assurances that the MPO is included in the process to develop the project. The Policy Committee on February 24<sup>th</sup> will likely postpone the I-69 decision to allow for continued discussion. A meeting will be held on March 9<sup>th</sup> with I-69 Section 4 will be the only thing up for consideration. Discussions concerning Section 5 of I-69 are ongoing and aided by Participating Agency status for the City, County, and Ellettsville. Mr. Paul asked about threats to the MPO if I-69 is not approved. Mr. Baker responded that INDOT has the ability to withhold funding and is growing increasingly impatient with the MPO. Ms. Cornell thanked the Subcommittee for the work they have done.

**V. Reports from MPO Staff**

**A. FY2012 2<sup>nd</sup> Quarter Progress Report** – Mr. Hess highlighted the budget status for the fiscal year of the Unified Planning Work Program and invited questions about any particular items found in the report.

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**B. 2012 MPO Conference** - Mr. Hess stated Bloomington will host the annual MPO conference October 16-18, 2012. It is attended by the 14 MPOs, INDOT, and FHWA. We hope to have a reduced registration for committee members. Committee members may also be asked to help with speakers or door prizes.

**C. 2013-2014 Unified Planning Work Program** – Mr. Hess stated the MPO develops its operational budget every two years, known as the Unified Planning Work Program. Staff works with FHWA, INDOT, and local public agencies to develop tasks which will be accomplished over the two years. A draft may be available by the next meeting.

**D. Standing Committee Membership** – At the last meeting, Mr. Cornett asked about membership on various subcommittees. The CAC representation on the LRTP Task Force is Jack Baker, Ted Miller, Sarah Ryterband, and Laurel Cornell. The Transportation Enhancement Selection Committee is selected every grant cycle with Sarah Ryterband and Paul Ash representing the CAC in the last round. Staff would like to keep the numbers of members on each committee the same, but the CAC may change its representation if the membership wishes. Mr. Sabbagh asked if meetings are open to the public – Mr. Hess replied yes. Mr. Sabbagh and Mr. Cornett expressed interest in the LRTP Task Force.

**E. Project Tracking** – Mr. Hess quickly went through the report to show the progress of road-type projects identified in the TIP. The report has contact information, TIP cross reference material, and budget status. The report also now includes a table of administrative modifications and change orders. Mr. Brown asked about changes to the Sare and Rogers Roundabout project.

## **VII. New Business**

**A. Transportation Improvement Program Amendments** – Mr. Hess explained Bloomington Transit is sponsoring three TIP amendments which should be made to both the FY2010-2013 TIP and the FY2012-2015 TIP. The first amendment is to purchase two new hybrid buses. Mr. McLary asked about the cost of each bus and Mr. Cornett asked whether the added cost for a hybrid is justifiable. Mr. Paul stated Bloomington Transit is a very efficient operation and probably considers seriously the added costs of hybrids. The second amendment is for fuel capitalization. There is a special provision which would allow BT to recoup 80% of fuel costs as opposed to 50% which is typical. The last amendment is to upgrade the exhaust system at the maintenance facility. Bus exhaust runs much hotter and the current facility needs to be upgraded. Ms. Cornell motioned to amend these projects into the TIP. Mr. Baker seconded and the motion passed unanimously.

## **VI. Old Business**

**A. Relationship of Local Adopted Documents** – At a previous meeting, the CAC discussed the notion that projects in the TIP should be checked against the local documents like the Growth Policies Plan. This discussion evolved into a request to develop a list of locally adopted documents – which was produced by staff and is included in the packet. It is staff's opinion that the MPO should not be charged with checking projects against local documents but rather just the MPO's documents. Mr. Cornett suggested that intersection plans were not following the GPP and that projects should be checked against the comprehensive plans at a minimum. Mr. Murray suggested the list provided by staff should be used as a reference list.



**VIII. Communications from Committee Members**

**A. Topic Suggestions for Future Agendas** – Mr. Hess stated the TAC reviewed the final version of the CAC’s ADA Policy Statement this morning. They still have concerns over the universal design concept and postponed a decision on the policy. Mr. Hess asked the CAC if they wish to revisit the policy statement. There was consensus the subcommittee (Mr. Paul, Mr. Walter, Mr. Murray, Ms. Salisbury, Mr. McLary) would be reconvened to discuss this issue and revisions for consideration would be brought before the CAC and ultimately the TAC and PC. Mr. McLary recommended Easter Seals Project Action as a resource to help further define universal design. Mr. Paul emphasized the point that the ADA is often not enough and that the universal design concept helps fill that gap.

Mr. McLary announced E2 Taxi has 4 universally designed taxis which are fully accessible.

Mr. Brown announced that Mark Fenton will do a walking audit and presentation on March 7<sup>th</sup>.

**IX. Upcoming Meetings**

- A. Policy Committee – February 24, 1:30pm (location to be determined)
- B. Technical Advisory Committee – March 28, 2012 at 10:00am (McCloskey Room)
- C. Citizens Advisory Committee – March 28, 2012 at 6:30pm (McCloskey Room)

**Adjournment (~8:00 PM)**

*These minutes were \_\_\_\_\_ by the CAC at their regular meeting held on March 28, 2012.  
(RH: 3/28/2012)*

# MEMORANDUM



To: MPO TAC & CAC  
 From: Josh Desmond, AICP  
*MPO Director*  
 Date: March 21, 2012  
 Re: Fiscal Year 2013-2014 Unified Planning Work Program

## Background

Staff is currently developing the Fiscal Year 2013-2014 Unified Planning Work Program. Staff intends to seek final adoption of the new UPWP at a Policy Committee meeting in May. The TAC & CAC will have the opportunity to review a full draft of the UPWP at the April 25 meetings, prior to final Policy Committee action.

## FY2013-2014 Estimated Budget

The Federal PL funding allocation and required local match for Fiscal Years 2013 and 2014 are shown in the table below. Federal funding procedures for the MPO require that the local agency expends funds up front and then seeks 80% reimbursement of those expenditures via quarterly invoices to INDOT.

UPWP Funding Sources	2013	2014	TOTAL
Federal (PL)	\$ 255,286	\$ 255,286	\$ 510,572
Local Match	\$ 63,821	\$ 63,821	\$ 127,642
<b>Total Funds</b>	<b>\$ 319,107</b>	<b>\$ 319,107</b>	<b>\$ 638,214</b>

The Federal funding allocation for FY 2013 and 2014 is approximately 3% lower than the initial allocation for FY 2011 and 2012. As with the previous work program, additional “carryover” funds will be amended into the 2014 budget in the 4<sup>th</sup> Quarter of FY 2013. This carryover funding comes from the MPO’s unspent funding from the FY 2011-2012 UPWP. The exact amount of the carryover funding that the MPO can expect to add next year will not be known until INDOT completes its audit of FY 2011 and 2012 expenditures. For this reason, potential carryover funding is not included in the UPWP budget at this time.

## Planning Emphasis Areas

The Federal Highway Administration (FHWA) provides the MPO with Planning Emphasis Areas (PEAs) that must be addressed for each new work program. These are key areas that FHWA wants the MPO to focus its energy on during that time period. The PEAs for FY 2013-2014 include three carry-overs from the previous work program as one new PEA. The four PEAs for the new UPWP are summarized below.

- **Red Flag Investigations as part of Planning & Environmental Linkages:** MPOs and INDOT should consider environmental issues early in the transportation planning process, and use information and analysis conducted during early planning in the formal NEPA process. This will ensure that key early analysis and input is included as the project moves forward, and will provide for efficiencies once the NEPA process proceeds.
- **Quarterly Project Tracking Reports & Meetings:** In recent years, Indiana MPOs have developed systems to track the progress of projects within their TIPs. The BMCMPPO collects project reports on a quarterly basis from each LPA, and then provides a summary report for all TIP projects to each of the BMCMPPO committees. MPOs are expected to enhance these reports with the establishment of quarterly tracking meetings. Such meetings will include MPO staff, LPA staff, INDOT District staff and project consultants, and would provide an opportunity for all parties to discuss project progress

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and resolve issues. MPO staff is also charged with ensuring that all LPAs maintain the proper staff certifications in order to continue receiving Federal funding for their TIP projects.

- **Americans With Disabilities Act Transition Plans:** All local governments with greater than 50 employees have been given a deadline of December 31, 2012, to complete an ADA Transition Plan, which was a requirement of the original Americans with Disabilities Act when it was passed in 1990. Each MPO is asked to provide technical resources and support to the Local Public Agencies within their boundaries in order to ensure that they meet the deadline. The BMCMPO will continue to provide support to the City of Bloomington, Monroe County, and the Town of Ellettsville as they each develop their ADA Transition Plans.
- **Adjusted Urban Area Boundaries & Metropolitan Planning Area Boundaries:** In response to the new population data produced by the 2010 U.S. Census, the Bureau of the Census will release proposed revisions to the Urban Area Boundaries for MPOs across the nation. It is incumbent upon the BMCMPO, in cooperation with INDOT and FHWA, to review the proposed boundaries and make any local adjustments that may be necessary. In addition, the BMCMPO Metropolitan Planning Area boundary will also need to be reviewed to ensure it continues to meet minimum standards as well as makes sense for the planning programs of the MPO.

### UPWP Outline

The new UPWP will largely be a status quo document in that there are relatively few changes to existing tasks other than those required for the revised PEAs described above. The outline below shows the proposed structure of the UPWP. Comments have been inserted to highlight areas where new tasks or key changes to existing tasks are proposed. Where no comments are inserted, assume that the new UPWP will largely carry on the same tasks listed for that element in the existing UPWP. It is important to note that the budget for FY 2013 is significantly tighter than the budget for FY 2014. This is due to the number of new tasks required to be inserted for FY 2013 as well as the substantial amount of funding that will be set aside for the completion of the LRTP. This may necessitate cuts in funding for certain elements of the UPWP, including some of the areas that have traditionally been set aside for reimbursements to LPAs.

### *Comprehensive Planning Coordination & Outreach*

#### 101 Transportation Planning Coordination

- A. Intergovernmental Coordination
- B. Unified Planning Work Program
- C. Planning Grant Administration
- D. Indiana MPO Council

*[2012 MPO Conference: Conference hosted in Bloomington in October 2012. This task is for FY 2013 only.]*

- E. Staff Training & Education
- F. Web Site Administration
- G. Public Participation Process

#### 102 Transportation Improvement Program

- A. Transportation Improvement Program  
*[Enhancements to Quarterly Tracking Program consistent with PEA.]*

- B. HSIP Administration
- C. TE Program Administration
- D. Safe Routes to School Program Administration
- E. Planning & Environmental Linkages

*[Addition of Red Flag Inventories consistent with PEA. This task is relocated from Element 202.]*

**Transportation Planning**

**201 Long Range Planning**

- A. 2035 Long Range Transportation Plan  
*[This is a carry-over project from the previous UPWP. It is expected to be complete by the end of the 2<sup>nd</sup> quarter of FY 2014.]*

**202 Short Range Transportation Studies & Activities**

- A. ~~CAC/Student-assisted Study~~  
*[No such study anticipated for this UPWP.]*
- B. ADA Transition Plans  
*[Continued MPO support for LPAs consistent with PEA.]*
- C. ~~Planning & Environmental Linkages~~  
*[Relocated to Element 102.]*
- D. Urbanized Area/Planning Area Updates  
*[New task - revisions to MPO Urbanized Area and Planning Area consistent with PEA. This task is for FY 2013 only.]*

**203 Data Collection & Analysis**

- A. Traffic Volume Counting
- B. Infrastructure Management Plan
- C. ITS Architecture Maintenance
- D. Annual Crash Report

**Alternative Transportation Planning**

**301 Long Range Planning**

- A. ~~BT Grimes Lane Facility Study~~  
*[No such study anticipated for this UPWP.]*

**302 Short Range Alternative Transportation Studies & Activities**

- A. Coordinated Human Services Public Transit Plan
- B. Bicycle & Pedestrian Safety and Project Coordination
- C. 100% On/Off Study  
*[New consultant study for Bloomington Transit. This task is for FY 2014 only.]*
- D. Title VI Compliance Study  
*[New consultant study for Bloomington Transit. This task is for FY 2014 only.]*

**303 Transit, Bicycle & Pedestrian Data Collection & Analysis**

- A. Transit Ridership & Bicycle/Pedestrian Counts

**Input Requested**

MPO staff is requesting input from TAC and CAC members as to the final contents of the FY 2013-2014 UPWP. It is important for staff to hear from interested LPAs as soon as possible about potential funding needs for activities and projects, particularly if they are significantly different from those noted in the outline above. No formal action is being requested at this time. All questions and suggestions are welcome.

MEMORANDUM



To: BMCMPO Citizens Advisory Committee  
From: Raymond Hess, Sr. Transportation Planner  
Date: March 22, 2012  
Re: LRTP Task Force Membership

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**LRTP Task Force Vacancy**

Laurel Cornell has indicated she can no longer represent the CAC on the Long Range Transportation Plan Task Force. Staff wishes to maintain four members from each of the MPO Committees. Consequently, the CAC is asked to choose among its active voting membership someone to fill this vacancy. Historically, the LRTP Task Force has met on Mondays during the lunch hour (12-1:30pm). More information can be obtained from the LRTP Task Force webpage:

[http://bloomington.in.gov/Long\\_Range\\_Transportation\\_Plan\\_Task\\_Force](http://bloomington.in.gov/Long_Range_Transportation_Plan_Task_Force)