



## **Santa Fe Metropolitan Planning Organization**

*"Promoting Interconnected Transportation Options"*



### **Santa Fe MPO Technical Coordinating Committee**

**Monday March 21, 2016, 1:30 P.M.**

*City of Santa Fe Offices @ Market Station*

*500 Market Street, Suite 200, Santa Fe, NM*

(Map: <http://tinyurl.com/l6keieg>)

#### **AGENDA**

CITY CLERK'S OFFICE

DATE 3/21/16 TIME 10:58 am

SERVED BY Mark Tibbetts

RECEIVED BY [Signature]

- ◆ Call to Order
- ◆ Roll Call
- ◆ Approval of Agenda
- ◆ Approval of Meeting Minutes from January 25, 2016
- 1. Communications from the Public**
- 2. Items for Discussion and Possible Action:**
  - a. Presentation of the Draft UPWP for FFYs 2017 & 2018– *MPO Staff*
  - b. Update on Transportation Improvement Program projects
- 3 Matters from the MPO Staff**
- 4. Matters from TCC Members**
- 5. Adjourn - Next TCC Meeting: Monday April 25, 2016**

***Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to the meeting date.***

**SUMMARY OF ACTION  
SANTA FE MPO TECHNICAL COORDINATING COMMITTEE  
MARKET STATION, 500 MARKET STATION, SUITE 200  
Monday, January 25, 2016, 1:30 pm**

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>	<b><u>PAGE</u></b>
<b>CALL TO ORDER</b>		<b>1</b>
<b>ROLL CALL</b>	<b>QUORUM</b>	<b>1</b>
<b>APPROVAL OF AGENDA</b>	<b>APPROVED</b>	<b>1-2</b>
<b>APPROVAL OF MINUTES</b> October 26, 2015 November 16, 2015	<b>APPROVED</b>	<b>2</b>
<b>COMMUNICATIONS FROM THE PUBLIC</b>	<b>NONE</b>	<b>2</b>
<b><u>ITEMS FOR DISCUSSION AND POSSIBLE ACTION</u></b>		
<b>ELECTION OF OFFICERS</b>	<b>ELECTED</b>	<b>2</b>
<b>REVIEW AND RECOMMENDATION FOR REVISED SFMPO BYLAWS</b>	<b>RECOMMENDATION</b>	<b>3-5</b>
<b>REVIEW AND RELEASE FOR PUBLIC REVIEW OF AMENDMENT 2 TO THE FFY2016-202 TRANSPORTATION IMPROVEMENT PLAN</b>	<b>NO AMENDMENT</b>	<b>5-6</b>
<b>RECOMMENDATION TO ACCEPT PUBLIC TRANSIT PLANNING (SECTION 5304) GRANT AWARD</b>	<b>ACCEPTED</b>	<b>6</b>
<b>DISCUSSION OF THE PROJECT DEVELOPMENT PROCESS AND PROJECT DELIVERY ISSUES</b>		

<b>FOR T/LPA PROJECTS</b>	<b>DISCUSSION/MOTION</b>	<b>6-8</b>
<b>UPDATE ON TRANSPORTATION IMPROVEMENT PROGRAM PROJECTS</b>	<b>DISCUSSION/INFORMATION</b>	<b>8-10</b>
<b>MATTERS FROM THE MPO STAFF</b>	<b>NONE</b>	<b>10</b>
<b>MATTERS FROM TCC MEMBERS</b>	<b>NONE</b>	<b>10</b>
<b>ADJOURN</b>	<b>ADJOURNED</b>	<b>10</b>

**SANTA FE MPO TECHNICAL COORDINATING COMMITTEE**  
**MARKET STATION, 500 MARKET STATION, SUITE 200**  
**Monday, January 25, 2016, 1:30 pm**

**1. CALL TO ORDER**

The meeting of the Santa Fe MPO Technical Coordinating Committee was called to order by Chair John Romero, at 1:30 pm at Market Station, 500 Market Station, Suite 200, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

John Romero, Chair, City of Santa Fe  
Erik Aaboe, Santa Fe County  
Richard McPherson, City of Santa Fe  
Ray Matthew, Santa Fe County  
Dave Quintana, City of Santa Fe  
Anthony Mortillaro, NCRTD  
Jon Bulthuis, Santa Fe Trails  
Greg Smith, City of Santa Fe  
(Vacancy), Tesuque Pueblo

**MEMBERS ABSENT**

Vicki Lucero, Santa Fe County  
Michael K Kelley, Santa Fe Cty  
Paul Brasher, NMDOT

**STAFF PRESENT**

Mark Tibbetts, MPO Officer  
Keith Wilson, Senior MPO Planner  
Eric Aune, Planner

**OTHERS PRESENT**

Robin Elkin, New Mexico DOT  
Wade Patterson, New Mexico DOT  
Elizabeth Martin, Stenographer

Mr. Wilson introduced the guests, Mr. Robin Elkin and Mr. Wade Patterson, both from the New Mexico DOT.

**2. APPROVAL OF AGENDA**

Mr. Wilson said regarding item C, we have not received any requests for

amendments so there are none this cycle.

**MOTION** A motion was made by Mr. Aaboe, seconded by Mr. Mortillaro, to approve the agenda as amended.

**VOTE** The motion passed unanimously by voice vote.

**3. APPROVAL OF MINUTES**  
**October 26, 2015**

**MOTION** A motion was made by Mr. Mortillaro, seconded by Mr. Aaboe, to approve the minutes as presented.

**VOTE** The motion passed unanimously by voice vote.

**November 16, 2015**

**MOTION** A motion was made by Mr. Mortillaro, seconded by Mr. McPherson, to approve the minutes as presented.

**VOTE** The motion passed unanimously by voice vote.

**4. COMMUNICATIONS FROM THE PUBLIC**

None

**5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

**A. ELECTION OF OFFICERS**

Mr. Tibbetts reported that per the By Laws we need to do an election at the beginning of each year for Chair.

**MOTION** A motion was made by Mr. Mortillaro, seconded by Mr. Bulthuis, to elect Mr. Romero to stay on as Chairman.

**VOTE** The motion passed unanimously by voice vote.

Mr. Smith said the By Laws also say that we must elect a Vice Chair.

**MOTION** A motion was made by Mr. Mortillaro, seconded by Mr. Smith, to elect Dave Quintana as Vice Chairman.

**VOTE** The motion passed unanimously by voice vote.

## **B. REVIEW AND RECOMMENDATION FOR REVISED SFMPO BYLAWS**

Mr. Tibbetts said the red lined By Laws showing the changes are on the screen and in your packet. The changes are to the TCC page, page 4 of 4 to 6. We had changes with the City of Santa Fe. John Romero has rearranged his division and that is reflected. Alternates to be determined where they are not currently alternates appointed. Current alternates are: James Martínez for Dave Quintana, Michael Kelly for Mr. Mortillaro and Rick Devine for Mr. Romero.

Mr. Tibbetts went over the titles and categories in the Bylaws. There is also a change for the Policy Board regarding using a phone call to make a quorum, see page 3 of 6, (D). We want to add "members must be present to vote, however, in the event of no quorum and at the discretion of the Chair voting by telephone may be allowed." It was previously not allowed. With the Policy Board it is important to get a quorum. The danger of this is to not have people showing up. We may need to add "with prior notice."

Mr. Aaboe said maybe we should amend this to say "voting by only one member by telephone is allowed".

Mr. Tibbetts said we have the capability to do more than one but we don't want to do it. By saying at the discretion of the Chair we hope that will not happen.

Mr. Aaboe asked can the Chair call in.

Mr. Wilson said it is at their discretion.

Mr. Patterson asked does it does say " to make a quorum."

Mr. Quintana said it might be worth saying only when a vote on a TIP amendment is needed.

Mr. Tibbetts said that is why we put at the desecration of the Chair. We will bring it up at the Policy Board. This only applies for the policy board.

Mr. Matthews asked what would be the situation if they did not know in advance.

Mr. Tibbetts said we try to find out for every meeting. Sometimes we have a twenty minute notice. It could be an unforeseen emergency.

Mr. Wilson said we can have the conference call equipment here if in the event we have to do something at the last minute.

Chair Romero asked is there a certain representative who does to show up that effects a quorum and if so can we put in the Bylaws that after so many absences you are out.

Mr. Wilson said we do have language that says if they are consistently absent the Chair can petition for a new appointment.

Mr. Tibbetts said the Mayor appoints the members of the Policy Board.

Mr. Mathews said it is the same process at the County too. They approve members.

Mr. Wilson said to answer your previous question, yes there are members who are consistently absent.

Chair Romero said Tesuque does not show up. When we made the MPO boundaries we have a bit of Tesuque Pueblo. If we revised it does that alter the need for Tesuque to be involved.

Mr. Tibbetts said no, that was a direct mandate from the Federal Highway Administration.

Mr. Wilson if an MPO area is close to a Pueblo we are required to invite them to be involved. Their primary interest in being involved is so that they are aware of what is going on. They have a lot of sites in the City and County that could be impacted. We are required to invite them to be part of the process.

Chair Romero asked could a letter be written to them saying we have challenges in making a quorum.

Mr. Tibbetts said we try to get up there every year to see how they want to work with the MPO at both levels. They have issues on 84/285 with the engineer. They do have issues that effect us. We try to impress on them to come to the technical Committee to discuss concerns. If they don't choose to send someone it does throw us off. They have been better in the past. Sandra did attend some.

Mr. Wilson said they are better at attending the Policy Board than they are the technical Committee.

Mr. Tibbetts said this document can be amended at any time.

Mr. Mortillaro said the NCRTD logo does not appear on the letterhead. Can we be included.

Mr. Tibbetts said there was some issue back in its infancy. That is a good point.

On the official MPO letterhead it is included in the JPA. If NCRTD was member of the Policy Board then they would be on the documents.

Mr. Mortillaro asked could you list us as non-voting advisory members to the Policy Board.

Mr. Tibbetts said right now the fact that the NCRTD is expanding and growing it should be brought up.

Mr. Quintana said the Policy Board is policy. They are elected officials. They may look at that differently.

Mr. Tibbetts said the Federal regulations stipulate that regional transit operators must be represented on the MPO. The Policy Board is the MPO so it is a timing thing.

Mr. Mortillaro said at Rio Metro the mid region has to put them on their Board now because they are larger now. The Rio Metro RTD is an agency of the Rio Metro planning organization. It is a real convoluted relationship. He doesn't know the reason why they are not here. This is a learning experience for him. Recently the Northern Pueblos RTO made us a voting member there. Elected officials are on our Board. We are not advocating to be on the Policy Board, but if we were our representative would be an elected official.

Mr. Wilson said this came up a couple of years ago. Our justification was involving you because you have City and County officials on your board.

Mr. Mortillaro said he did not have an issue with that but his inquiry was that other agencies involved have their logo on the letterhead and we don't.

Mr. Tibbetts said it is something we could look at for sure. We are already looking at revising our logos perhaps. Your issue is the logo not participation on Policy.

Mr. Mortillaro said yes.

Mr. Tibbetts said we will consider it. You make a good point. If we do yours we probably should do Santa Fe Trails as well.

**MOTION** A motion was made by Mr. Quintana, seconded by Mr. Mortillaro, to approve the Bylaws as amended.

**VOTE** The motion passed unanimously by voice vote.

**C. REVIEW AND RELEASE FOR PUBLIC REVIEW OF AMENDMENT 2 TO THE FFY2016-2021 TRANSPORTATION IMPROVEMENT PLAN**



There is no amendment to consider.

**D. RECOMMENDATION TO ACCEPT PUBLIC TRANSIT PLANNING  
(SECTION 5304) GRANT AWARD**

Mr. Tibbetts said the letter is in the packet. We were awarded this grant based on Erik Aune's Pre Teen and Teen Independent Transit Mobility Plan to expand potential ridership. The grant is \$24,000 in Federal money and a \$6,000 cash match. We will have a Memorandum of Agreement. We need a recommendation. It requires a signature by the Policy Board Chair and then will go through the City process.

Mr. Aaboe asked do you have the cash match.

Mr. Tibbetts said it is a 70/30 split, City and County.

Mr. Aaboe asked will there be an ask.

Mr. Tibbetts said the County has already agreed to it in the JPA. The City fronts it. It has to go through a whole City process and County process as well.

Chair Romero said we can recommend approval subject to matching funds.

Mr. Aaboe said he recommends that when you present this to the Policy Board you make clear the process for the match.

**MOTION** A motion was made by Mr. Aaboe, seconded by Mr. Bulthuis, to recommend acceptance of the grant to the Policy Board.

**VOTE** The motion passed unanimously by voice vote.

**E. DISCUSSION OF THE PROJECT DEVELOPMENT PROCESS AND  
PROJECT DELIVERY ISSUES FOR T/LPA PROJECTS**

Mr. Wilson said this is an issue we talked about last year. Issues about getting projects through the process. After we got everything obligated some dropped off the list. The only project for additional money is the Acequia Trail underpass. It is going to City Council Wednesday for their approval. It has all its paperwork. That is the only project we have that impacts these local projects at this time.

Mr. Wilson said he worked with agencies and identified some issues they were seeing about the process and put together a memo that was emailed to you all. He attended a meeting in Las Cruces and they were asking if this is unique to the Mid Region or is it something other MPOs experience. They asked us to bring this back to

the other MPOs and review it with you guys to see if we concur or are there other issues. The Mid Region identified five overarching issues. Their memo with the issues is in your packet. Mr. Wilson reviewed the MRMPO memo dated November 20, 2015.

Mr. Wilson asked do you want to concur or identify other issues or should we give you a month to look at this and bring it back next month. It is not a rush.

Mr. Mortillaro said he had his staff review it and they are experiencing some of the same things. They have Wilson Engineering working with them and they are well versed in getting things through the process. There must have been a big change in DOT staff or they are understaffed or not up to speed and as a result they are not timely in getting responses back or being readily available to answer questions. He did not know why but they ended going through two reviews, timelines changing and delays and delayed their project by a year. There must be an underlying reason for some of this. Maybe turnover.

Mr. Patterson said a lot of the issues in this memo do not touch us directly. This was brought up. This week, on Wednesday, there will be a working group meeting on these issues for Mid Region. There will be some response from DOT to the memo. DOT wants their responses to be pertinent to everyone, not just Mid Region. He is not privy to the timeline. It would be helpful for you all to make this review and throw your comments into the pot and include any other experiences you are having.

Chair Romero said he agrees with a lot that is in here. Some of it is due to them looking at us as someone they have to oversee and not as a partner. They need to look at us as partners not subordinates. They need to include people from local governments or MPO when changing things. We are all responsible to spend this money appropriately and not point fingers. When they make changes we don't have any input. He does think if agencies don't have enough manpower to do things they need to get it or augment it with funds. We don't have enough but we get it done. Maybe they can look at project funds to hire someone for reviews. For them to tell us they have a six month review period is not acceptable. We are all accountable for this. We need to create ways to get all these things done. It affects us all.

Mr. Wilson said a classic example was your signal head project that took forever to get through. It is frustrating.

Chair Romero said they are setting policies for us and the State. We get our paperwork in on time. They should make a rule that if we submit an ARF on time that is it. Hand off the baton and don't go back to start again. Move forward. There needs to be policies and procedures for them too that we all follow. It is jeopardizing our fund.

Mr. Aaboe said the memo is very well written. They seem consistent obstacles that I hear from the project managers in the County. It does not warrant us spending a lot of time to go over these one by one but say the Santa Fe MPO agrees with the tone

and tenor of this memo. This talks about collaborating. It sounds like the details are consistent.

Chair Romero said he agrees. Maybe we could add that they look at a working group with representatives from each MPO to work on it. That would be helpful. There are five MPOs. It would be a start.

Mr. Quintana said from the MPO side it is good to keep an eye on estimates and the need for TIP amendments.. As long as MPO staff is on top of funding and the engineers know if amendments are needed that will help in not delaying the project.

Mr. Wilson said so you want a formal recommendation.

Mr. Aaboe said we may add that we are glad to hear there is continued conversation and a meeting coming up.

Mr. Matthew said include what John said about the creation of a working group. Everyone is effected. It can be a two part recommendation. Endorse the letter and give a recommendation.

The wording for a motion was discussed and determined.

**MOTION** Mr. Quintana made a motion, seconded by Mr. Aaboe, that states in principle we endorse this letter and we recommend that a working group be created with a TLPA from each MPO to expand the discussion and further refine the local government procedures.

**VOTE** The motion passed unanimously by voice vote.

#### **F. UPDATE ON TRANSPORTATION IMPROVEMENT PROGRAM PROJECTS.**

Mr. Wilson said this is included in your packet. It is the monthly update.

Chair Romero said just say the control number and if someone has something to add they can, if not move on.

The items that had discussion are as follows:

**S100130** Mr. Quintana said the Council recommended approval. We are looking to give them a notice to proceed in early March. Completion is anticipated for October.

S100 270 Mr. Quintana said we are looking to award the contract in February and start in March.

L500219 Mr. Quintana said we are rebidding this project to only do DeFouri Bridge. Do we have to amend the scope.

Mr. Wilson said check with your District. You got MAP funds for that.

Mr. Quintana said this project should be late Spring or early Summer.

S100480 Mr. Aaboe said we are waiting for winter to end.

TS00110 Mr. Wilson said we are waiting for a transfer of funds.

Mr. Bulthuis said the City had not formally accepted the money yet.

Mr. Wilson said when you did the application for TAP the City did a Resolution committing to the money.

S100280 Chair Romero said we are going to advertise bids on Friday.

S100280 Chair Romero said the recommendation of the award is going to Council on Wednesday.

S100282 Mr. Aaboe said it has to be rebid next month.

S100420 Mr. Aaboe said it is close to 30%.

Mr. Bulthuis said he wanted to ask about the Second Street, Cerrillos Road project. That was going to show up as a TIP project. It has to do with ADA access at the Indian Hospital. He is not seeing it on the list.

Mr. Wilson said we are not using Federal funds, we are using State funds. He will check on the status of that project.

Mr. Bulthuis said on the 599, Jaguar Drive project. They are waiting to open that until the connection is completed. Is there an update on anything to the west.

Chair Romero said they are preparing their design and reviewing that now. We are working on securing the City property for right of way. The design is at 90%. Do you want to receive those plans.

Mr. Bulthuis said yes.

Mr. Wilson asked should we ask for update.

Chair Romero said yes.

Mr. Bulthuis said that would be helpful for me and maybe he could update the Airport Advisory Board.

Mr. Wilson said he will get with him.

**6. MATTERS FROM THE MPO STAFF**

None

**7. MATTERS FROM THE TCC STAFF**

None

**8. ADJOURN**

The meeting adjourned at 3:20 pm

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John Romero, Chair



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Elizabeth Martin, Stenographer

# Santa Fe Metropolitan Planning Organization

## FFY 2017 & FFY 2018 UNIFIED PLANNING WORK PROGRAM (UPWP)

October 1<sup>st</sup>, 2016 – September 30<sup>th</sup>, 2018



**Draft for Review**



## ***Transportation Policy Board***

### *City of Santa Fe*

Mayor Javier Gonzales

Councilor

Councilor Carmichael Dominguez, Chair

### *Santa Fe County*

Commissioner Robert Anaya

Commissioner Henry Roybal, Vice Chair

Commissioner Liz Stefanics

### *Tesuque Pueblo*

Robert Mora

### *NM Department of Transportation*

Tammy Haas

## ***Technical Coordinating Committee***

John Romero, Engineering Division Director, City of Santa Fe, *Chair*

David Quintana, Roadways & Drainage Section Supervisor, City of Santa Fe

Reed Liming, Long Range Planning Division Director, City of Santa Fe

Greg Smith, Land Use/Current Planning Division Director, City of Santa Fe

Santa Fe Trails Representative, City of Santa Fe Transportation Department

Penny Ellis-Green Planning & Development Division Director, Santa Fe County

Michael Kelley, Public Works Department Director, Santa Fe County

Erik Aaboe, Business Finance Manager, Public Works Department, Santa Fe County

Ray Matthew, Transportation Planner, Growth Management Dept., Santa Fe County

Anthony J. Mortillaro, Executive Director, North Central RTD

Vacant, Transportation Director, Tesuque Pueblo

Paul Brasher, Acting District Engineer, District 5, NMDOT

## ***SANTA FE MPO Advisory Members***

Rodolfo Monge-Oviedo, Federal Highway Administration

Robin Elkin, Santa Fe MPO Liaison, Planning, NMDOT

Marsha Eppler, Santa Fe MPO Liaison, Transit/Rail, NMDOT

Eric Ghahate, Northern Pueblos RPO

## ***SANTA FE MPO Staff***

Mark Tibbetts, MPO Officer

Keith Wilson, MPO Senior Transportation Planner

Erick Aune, MPO Transportation Planner

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# Santa Fe MPO UPWP FFY2017 & FFY2018

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**\*[FTA Code] - Federal Transit Administration uses specific codes to identify MPO planning activities (49 U.S.C. 5303). Each listed task has the corresponding FTA code.**



**The following table will be used throughout the timeframe that the FFYs 2017 & 2018 UPWP is in effect to record the adoption and any future amendments or modifications that are processed.**

Number	Adoption or Amendment	UPWP - FY YEAR	Approval Date	Activity
N/A	Review/ Recommendation	FFYs 2017 & 2018		Santa Fe MPO Technical Coordinating Committee Recommendation of the FFYs 2017& 2018 Unified Planning Work Program
N/A	Adoption	FFYs 2017 & 2018		Santa Fe MPO Policy Board adoption of the FFYs 2017 & 2018 Unified Planning Work Program, pending approval by NMDOT and FHWA

# ***FFY 2017 & FFY 2018 Unified Planning Work Program***

## ***INTRODUCTION***

The Santa Fe Metropolitan Planning Organization (MPO) has the responsibility to conduct a transportation planning process for the Santa Fe Metropolitan Planning Area. The MPO's member agencies include the City of Santa Fe, Santa Fe County, the Pueblo of Tesuque and the New Mexico Department of Transportation (NMDOT).

The Unified Planning Work Program ("UPWP") is structured to focus financial planning resources and staff where they will be most effective in responding to significant local and regional issues, and resolving area-wide problems.

The UPWP continues to balance available resources, long and short-range planning and programming; special studies, public outreach and education, data gathering, analysis and dissemination, computer modeling and program administration.

In December 2015, Congress passed a new federal transportation funding act, Fixing America's Surface Transportation (FAST). The federal fiscal years (FFYs) 2017 & 2018 UPWP has been developed in response to the FAST Act. It has a strong emphasis on measuring performance in the transportation planning process through demonstrated progress towards achieving goals and objectives of metropolitan transportation plans.

The planning factors we consider part of the transportation planning process identified in previous federal legislation include:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and freight and goods movement
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

The Santa Fe MPO was created in 1982 as the federally designated transportation planning entity for the Santa Fe Urban Area. The Census Bureau delineates geographic areas as urban or rural based on population density and land uses. Urban and rural area populations and designations are updated after each decennial census. At the 2010 Census, the Santa Fe Urban Area population was 89,284. Federal funding for an MPO is based on its Urban Area population. The MPO Planning Area extends beyond the Urban Area to include nearby urban clusters and those areas expected to become urbanized over the next 20 years. Its current boundary was set in 2009. (For boundary map please see APPENDIX 1.3)

In order for communities and agencies within the MPO Planning Area to be eligible to receive federal transportation funds, the MPO must meet all planning and other requirements under Title 23 U.S.C. (for highway funding) and Title 49 U.S.C. (for public transportation funding).

The MPO is required to develop a long range Metropolitan Transportation Plan (MTP) that reflects the public vision for a safe, accessible, and efficient multi-modal transportation system. It includes goals and objectives as well as performance measures to show progress towards their achievement. The UPWP identifies the strategies and activities to guide MPO staff toward implementation of the MTP 2015-2040. It is also designed to provide baseline data to enable development of performance measures for future updates of the MTP. The UPWP FFY 2017 & FFY 2018 is a two year program with an authorized budget allocated to these tasks and development of listed products. The MPO, working in partnership with the New Mexico Department of Transportation (NMDOT), will accomplish its tasks in accordance with federal government regulations and review by the Federal Highways Administration and the Federal Transit Administration.

## ***PURPOSE***

The federal definition of a Unified Planning Work Program (UPWP) is *“a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds”* (23CFR450.104)

The UPWP covers a two year period from October 1, 2016 through September 30, 2018. It includes definitions of activities and associated work products; who performs the work, budget sources; distribution of funding to tasks; and a timeline of major activities and milestones. The following section addresses planning priorities and challenges of developing a balanced and effective work program within a limited timeframe and with limited staff.

## ***PLANNING PRIORITIES AND CHALLENGES***

The planning priorities of the UPWP follow the goals and objectives stated in the Metropolitan Transportation Plan 2015-2040. The planning activities and work products are derived from the MTP Emphasis Areas found in Chapter 2(Our Vision) of the MTP 2015-2040.

<http://santafemipo.org/mtp/>

The MTP goals include:

- ◆ Safety – A safe and secure transportation system for motorized and non-motorized users.
- ◆ System Preservation – A well maintained transportation system.
- ◆ Multimodal Mobility and Accessibility – An accessible, connected, and integrated transportation system
- ◆ Congestion Relief and System Operations – An efficient and reliable transportation system.
- ◆ Economic and Community Vitality – A transportation system that supports economic and community vitality.
- ◆ Environmental Stewardship – A transportation system that protects and enhances the natural, cultural, and built environment.
- ◆ Partnership and Regional Funding – Regional collaboration in transportation planning, funding, and implementation.

The UPWP emphasizes **planning priorities** for:

- Enhanced traffic management and improved forecasting capability through an **updated travel demand model** maintained by the MPO.
- Implementation of the Santa Fe Metropolitan **Pedestrian Master Plan** guiding transportation network improvements for safety and accessibility and to encourage walking as ‘active’ transportation; and
- Implementation of the Santa Fe Metropolitan **Public Transit Master Plan** increasing awareness and usage of our regional transit services.
- Support of the 2015-2040 New Mexico Transportation Plan shares the goals and objectives of the SFMPO Metropolitan Transportation Plan 2015-2040

The activities of the UPWP are divided into four sections:

1. The *Management and Support of the Planning Process* section includes administration of the MPO in compliance with federal regulations. The focus will be on updating the Public Participation Plan with more proactive public outreach strategies incorporating social networking media. Also, on expanding technical capacity through professional development for staff.
2. The *Transportation Improvement Program* section details the respective MPO agency’s intent to construct or implement a specific project and the anticipated flow (obligation) of federal funds and matching state or local contributions.
3. The *Data Collection, Analysis and Forecasting* section focuses on upgrading the travel demand model and improving traffic data collection quality, presentation and public accessibility. Also included is an update of the functional classification of roads within the MPO Planning Area.
4. The *Transportation Planning* section focuses on implementing the Metropolitan Bicycle, Pedestrian and Public Transit Master Plans. Also, in promoting safety and “complete streets” principles by participation and review of MPO member agency plans, studies and projects. Other major activities include working with NMDOT in development of a Strategic Highway Safety Plan and the New Mexico Transportation Plan.

The current estimated budget is based on anticipated funding through the FFY2017 and FFY2018 allocations for New Mexico under the FAST Act Metropolitan Planning category. The budget will be adjusted once Work Authorization/Notice to Proceed is received.

## ***SANTA FE MPO MANAGEMENT COMPOSITION***

### ***Transportation Policy Board (TPB)***

The TPB has four members: the City of Santa Fe, Santa Fe County, Pueblo of Tesuque, and the New Mexico Department of Transportation. As a multi-jurisdictional entity, the MPO addresses transportation systems and improvements as it relates to growth management and land use planning issues within the MPO Planning Area. Traffic and transportation system challenges often cross jurisdictional boundaries; therefore, the need exists for intergovernmental cooperation. The planning process is intended to be integrated with existing individual government processes, and supports established policies and plans that ensure proper coordination among agencies and

stakeholders. Representatives from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are non-voting members and participate in an advisory capacity.

### ***Technical Coordinating Committee***

The Technical Coordinating Committee (TCC) serves in an advisory capacity to the Transportation Policy Board, with representation from Santa Fe County Public Works and Planning/Land Use Departments; City of Santa Fe Public Works (Engineering /Traffic), Long Range Planning, and Land Use/Current Planning; MPO Planning Area transit operators: Santa Fe Trails and the North Central Regional Transit District; Pueblo of Tesuque; and, the New Mexico Department of Transportation. The main functions of TCC are to ensure coordination among agencies and to develop policy and project recommendations for the MPO Transportation Policy Board.

### ***MPO Staff***

MPO Staff currently includes the MPO Officer, the MPO Senior Planner and the MPO Transportation Planner. A part time planning intern provides staff support. Part time administrative support is provided by the City of Santa Fe Housing and Community Development Department where the MPO resides. The City of Santa Fe acts as the fiscal and administrative agent and MPO staff are city employees. The City is responsible for the operational functions, pursuant to requirements outlined within 23 CFR Part 450 Subpart C and 49 CFR Part 613 Subpart A as referenced in MAP-21. MPO Staff work activities are defined by the UPWP. Tasks related to federal requirements include:

1. Develop a Unified Planning Work Program (UPWP), which itemizes all transportation planning activities and includes a budget with identified revenue sources that allocates planning funds to the listed activities.
2. Develop and amend a financially constrained four year Transportation Improvement Program (TIP) for the MPO Planning Area;
3. Organize meetings and develop agendas for the MPO Technical Coordinating Committee and Transportation Policy Board;
4. Maintain the MPO Intelligent Transportation Systems (ITS) architecture.
5. Coordinate with NMDOT and FHWA planning staff.
6. Document compliance with FAST Act requirements and the federal self- certification process.

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### ***NMDOT Planning Liaison***

NMDOT assigns a staff planning liaison to work with the MPO and local governments. Primary duties of the Planning Liaison are:

- 1) To serve as a liaison to the Transportation Policy Board, TCC and MPO staff;
- 2) To provide technical assistance for the development and implementation of the Transportation Improvement Program and other MPO work products;
- 3) To monitor work progress, contracting and billing procedures and coordinate refinements with MPO staff; and
- 4) To assist in program management through the maintenance of current records of expenditures, the reimbursement of funds, the relaying of information, and the channeling of direction from FHWA, FTA, and NMDOT.

### ***Northern Pueblo Regional Transportation Planning Organization***

The Northern Pueblos Regional Transportation Planning Organization is a transportation planning organization for Rio Arriba County, Taos County, Los Alamos County and Santa Fe County. The NPRTPO membership includes staff from cities and the four counties, the pueblos of Tesuque, Picuris, Santa Clara, San Ildefonso, Nambe, Pojoaque, Taos, Ohkay Owingeh, the Jicarilla Apache Nation, and the NMDOT. The NPRTPO elicits projects for multi-modal transportation and enhancement improvements from its members and recommends them for inclusion into the 4-year Statewide Transportation Improvement Program (STIP). The North Central New Mexico Economic Development District (NCNMEDD) is the fiscal agent for the NPRTPO. The MPO and RTPO will have direct communication to coordinate transportation planning activities on projects that impact both organizations.

### ***FUNDING SOURCES***

The program areas in the FFY 2017 & FFY 2018 UPWP are funded from federal, state and local sources. Federal planning funds are provided through the FHWA (Section 112- Planning (PL) funds) and the FTA (Section 5303 and 5304 funds). NMDOT administered Special Planning Research (SPR) funds may also be available for specific activities or initiatives.

Specific funding sources are presented for each UPWP program area. The funding amounts shown may be amended as necessary to reflect modifications to a program's scope of work and changes in funding availability. (See APPENDIX: 1.1 Budget Sources)

# 1 – MANAGEMENT AND SUPPORT OF THE PLANNING PROCESS

## 1.1 Program Support and Administration [FTA code 44.21.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>3200</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ 15,223</b>	<b>\$ 175,223</b>

### Objectives:

Efficiently manage and operate the MPO in a manner consistent with all applicable federal laws and regulations, including the Joint Powers Agreement forming the MPO; Memorandum of Agreement (MOA) between NMDOT and MPO; and the Planning Procedures Manual. This includes coordination with the City of Santa Fe (fiscal agent for the MPO) for administrative and program support such as budget and financial management.

### Staff Activities:

- ☐ Manage the day-to-day operation of the MPO.
- ☐ Coordinate with the City of Santa Fe to receive annual authorized federal grant funding and to ensure local match requirement is met.
- ☐ Develop and maintain an annual MPO budget with City of Santa Fe Finance Department.
- ☐ Ensure all required documents, reports, contracts and records are maintained in electronic and paper format and are accessible online and in computer files.
- ☐ Use the approved NMDOT Planning Procedures Manual (PPM) to comply with deadlines and requirements of the MPO Planning Process.
- ☐ Ensure that all MPO documents, activities, and contracts comply with federal and state laws and regulations governing the transportation planning process.
- ☐ Review Joint Powers Agreement and Bylaws annually and amend as necessary
- ☐ Assess staffing needs including hiring of additional planning staff or consultants as needed.
- ☐ Attend statewide quarterly meetings of MPOs to discuss common issues, transportation policy updates, and other information with federal and NMDOT planning staff
- ☐ Inform and educate Policy Board members about the MPO Planning Process and the importance of being engaged and active participants in the process.
- ☐ Review Federal and State transportation laws, regulations, and guidance as needed.
- ☐ Staff Hours in this task also include non-work staff time (vacation, sick, etc.)

### Related Expenses

- Office equipment and supplies (including printer and plotter maintenance, cartridges, etc.)
- Hosting and travel expenses for attending MPO Quarterly meetings

### Work Products and Schedule [submitted according to approved PPM deadlines]

1. Attend statewide MPO Quarterly meetings.
2. Provide annual MPO Planning Process training for Policy Board members

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)													FFY 2018 (October 1, 2017 – September 30, 2018)												
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9		
MPO Quarterly Meetings			x			x			x			x			x			x			x			x		
Policy Member Training				x												x										

Key: X=Scheduled; C=Completed

## 1.2 Unified Planning Work Program [FTA code 44.21.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>1106</b>	<b>\$ 55,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,300</b>

### Objectives:

Develop, execute, and amend as needed, a biennial Unified Planning Work Program (UPWP) that reflects the recommendations and priorities of the Metropolitan Transportation Plan (MTP), as well as federal and state planning requirements. The document outlines all planning and administrative activities that will be undertaken by the MPO and includes all funding sources and cost allocation to the activities.

### Staff Activities:

- ☐ Prepare UPWP quarterly reports, invoices, and required documentation
- ☐ Coordinate with the City of Santa Fe, fiscal agent for MPO, to verify expenditures of federal transportation planning program funds.
- ☐ Submit reimbursement packet to NMDOT Planning Division according to the PPM guidelines.
- ☐ Prepare UPWP Annual Performance and Expenditure Reports
- ☐ Monthly meetings with NMDOT liaison to update status of UPWP timeline and milestones
- ☐ Weekly MPO staff meetings to monitor progress of activities identified in the UPWP
- ☐ Supervise and manage the work assignments of MPO staff to meet deadlines and milestones established in this UPWP according to the approved PPM.
- ☐ Amend the current UPWP as needed and process amendments according to the Planning Procedures Manual.
- ☐ Develop the FFY 2019 & FFY 2020 UPWP for TPB approval and submission to NMDOT Planning Division for final review and approval.

### Work Products and Schedule [submitted according to approved PPM deadlines]

1. Quarterly Reports and Invoices with documentation (Reimbursement Packets)
2. Annual Performance and Expenditure Reports (APER)
3. MPO approved FFY 2019 & FFY 2020 UPWP by April 2018
4. Amended FFY 2017 & FFY 2018 UPWP as needed.

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2016 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Quarterly Reports	x			x			x			x			x			x			x			x		
APER		x												x										
2019&2020 UPWP Draft																			x					
2019&2020 UPWP Approved																						x		
2017&2018 UPWP Amendments			x		x				x			x			x			x			x			x

Key: X=Scheduled; C=Completed



### 1.3 Public Participation Process [FTA code 44.21.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>900</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ 11,500</b>	<b>\$ 56,500</b>

#### Objectives:

Proactively reach out to and engage the public in all MPO projects, activities, and public meetings pursuant to the New Mexico Open Meetings Act; the MPO Public Participation Plan (PPP) and Title VI Plan; the MPO Bylaws; and, applicable federal laws and regulations. Develop an annual meeting schedule of MPO Technical Coordinating Committee and Transportation Policy Board meetings. The MPO will continue to maintain a website and utilize other social media outlets in order to maximize public outreach.

#### Staff Activities:

- ☐ Timely distribution of public meeting notices and other publications as outlined in the Public Participation Plan.
- ☐ Update and maintain the MPO website: ([www.santafemppo.org](http://www.santafemppo.org)) to continue making MPO materials more accessible to and functional for the public.
- ☐ Develop and distribute an annual approved meetings schedule of MPO Technical Coordinating Committee and Transportation Policy Board meetings.
- ☐ Utilize social media outlets (Facebook, Twitter, etc.) for dissemination of MPO notices and products and gathering public input.
- ☐ Develop and distribute an electronic newsletter
- ☐ Review the MPO Public Participation Plan and update as needed.
- ☐ Provide staff support to the TCC and TPB, including developing and distributing meeting agendas and minutes at least one week prior to all public meetings.
- ☐ Provide information, guidance and regular updates on state and federal laws affecting the planning process to the TCC, TPB, and members of the general public.
- ☐ Post all draft and approved MPO documents to the MPO website.
- ☐ Respond to public inquiries by phone, email, or letter in a timely manner.
- ☐ Conduct public presentations and be present at local and regional events to inform local and regional advocacy groups, transportation professionals, and public officials about statewide and interregional transportation planning efforts, funding issues, or innovative programs.
- ☐ Sponsor education and other relevant transportation trainings.

#### Related Expenses

- Newspaper ads for Policy Board meetings; TIP amendments, etc.
- Website maintenance fees

#### Work Products and Schedule [submitted according to approved PPM deadlines]

1. Post agendas for TCC and TPB meetings at least one week prior to meeting dates
2. Newsletters emailed and posted to website at least quarterly.
3. Annual schedule of MPO committee meetings.

<b>PRODUCT</b>	<b>FFY 2017 (October 1, 2016 – September 30, 2017)</b>												<b>FFY 2018 (October 1, 2017 – September 30, 2018)</b>											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
TPB Meeting Notices	x	x		x	x	x	x	x		x	x	x	x	x		x	x	x	x	x	x		x	x
Newsletters			x			x			x			x			x			x		x	x			x
Annual Meetings Schedule		x												x										

Key: X=Scheduled; C=Completed

#### 1.4 Santa Fe MPO Staff Training and Professional Development [FTA code 44.21.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>570</b>	<b>\$ 28,500</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ 40,500</b>

##### Objectives:

To ensure a professional level of planning staff and quality work products by improving technical capability and capacity through training and education. Improved networking with other professional transportation planners through attendance at conferences workshops and webinars as well as through membership in professional organizations and social media networks.

##### Staff Activities:

- ☐ Attend relevant, local, regional, state, national and web-based workshops, trainings and conferences to enhance staff professional skills and knowledge. These may include: *Transportation Research Board, American Planning Association, APA-NM, Institute of Transportation Engineers, Association of Pedestrian and Bicycle Professionals, NETMEC, Pro Walk Pro Bike, Association of Metropolitan Planning Organizations or other national, regional or local conferences or events relevant to the MPO UPWP.*
- ☐ Support staff and MPO membership in transportation planning organizations (e.g. ITE, APA, AMPO, APBP, etc.) and social network media (e.g. LinkedIn, Facebook, etc.) to improve professional networking
- ☐ Support staff to obtain and maintain professional planning accreditation (e.g. PTP, AICP, CTP, etc.)
- ☐ Host training webinars on transportation-related and UPWP specified issues, initiatives and tasks.

##### Related Expenses

- Staff travel to out of State and in-State conferences
- Conference registration fees
- Membership fees for professional transportation planning organizations
- Webinar and Go-to-Meeting fees

##### Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9

Key: X=Scheduled; C=Completed

## 2 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

### 2.1 Transportation Improvement Program Preparation and Project Assistance

[FTA code 44.25.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>590</b>	<b>\$ 29,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,500</b>

#### Objectives:

Develop and monitor a fiscally constrained, four-year program of transportation improvement projects that is consistent with the MTP 2015-2040, the NMDOT STIP/TIP Policies and Procedures, and all applicable federal laws and regulations, and facilitate multi-modalism. Facilitate deployment of existing and potential Intelligent Transportation Systems (ITS) architecture through continuing efforts of partners as well as in coordination with adjacent local and tribal governments.

#### Staff Activities:

- ☐ Manage the TIP for consistency with the NMDOT STIP/TIP Policies and Procedures.
- ☐ Work with MPO Technical Coordinating Committee, Transportation Policy Board members to prioritize projects, consistent with the MTP.
- ☐ Solicit project requests from member agencies for the FFY2018-2023 TIP in accordance with the NMDOT Planning Procedure Manual.
- ☐ Track progress of TIP projects and report status to TCC and TPB
- ☐ Facilitate any required adjustments or amendments to the TIP, and prepare TIP Amendments and Administrative Adjustments as needed, consistent with the NMDOT STIP/TIP Policies and Procedures.
- ☐ Post all adopted TIP amendments on the MPO website.
- ☐ Maintain a retrievable electronic archive of all current and expired TIP documents.
- ☐ Keep track of the status of obligated projects from previous TIPs.
- ☐ Work with member agencies to ensure that ITS elements are considered and deployed where necessary.

#### Work Products and Schedule [submitted according to approved PPM deadlines]

1. Amend current TIP as needed
2. Develop FFY 2018-2023 TIP
3. Prepare and submit Annual List of Obligated TIP Projects

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
TIP Amendments		x			x			x			x			x			x			X			X	
FFY 2018-2023 TIP											x													
List of Obligated Projects			X												X									

Key: X=Scheduled; C=Completed

### 3– DATA COLLECTION, ANALYSIS, AND FORECASTING

#### 3.1 Traffic Count and Additional Data Collection [FTA code 44.24.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>600</b>	<b>\$ 30,000</b>	<b>\$ 4,500</b>	<b>\$ 1,500</b>	<b>\$ 36,000</b>

##### Objectives:

To conduct, or have conducted, annual traffic volume and classification traffic counts within the MPO Planning Area to assist with the assessment of annual growth and traffic changes for land use planning and impacts from local and regional transit and commuter rail service development. To collect pertinent data to assist with the improvement of the base year inputs for the travel demand forecast model as well as for validation of forecasts. Improve Traffic Count Program coordinated with City, County and NMDOT.

##### Staff Activities:

- ☐ Collect traffic count data as specified in the PPM.
- ☐ Review traffic count program and work with NMDOT to identify traffic count locations required to meet NMDOT HPMS reporting requirements.
- ☐ Expand collection of traffic count data recorded by permanent count equipment operated by the City of Santa Fe, County of Santa Fe and NMDOT.
- ☐ Maintain and update web-based platform with new count data to assist with the calculation of annual growth rates and evaluation of traffic changes.
- ☐ Conduct or contract other data collection necessary to support the MPO Transportation Planning Activities.
- ☐ Work with member agencies to review road inventory and Functional Classes (FTA code 44.27.00) to update the MPO Planning Area inventory.
- ☐ Investigate equipment and methods to collect Bike/Ped usage data.

##### Consultant Services:

- Maintain annual license agreement with MS2 to host website for public access to MPO traffic data (\$2,250/yr)

##### Related Expenses:

- Purchase supplies to maintain traffic count equipment (\$1,500)

##### Work Products and Schedule [submitted according to approved PPM deadlines]

1. Produce an annual traffic count map and upload to NMDOT and to consultant (MS2) website

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Annual Traffic Count Map						X												X						

Key: X=Scheduled; C=Completed

### 3.2 Travel Demand Modeling and Related Activities [FTA code 44.23.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>250</b>	<b>\$ 12,500</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ 21,000</b>

#### Objectives:

Utilize the validated and calibrated base year model with a level of confidence for scenario testing and forecasting. The MPO Travel Demand forecast model compares a “no build” transportation network to a transportation network that includes investment options (infrastructure projects and service programs). Update the network coding and demographics to create a 2010 Base Year model. Utilize the model to guide investment decisions in the Metropolitan Transportation Plan and the Transportation Improvement Program. Update the Transit and Rail components of the model.

#### Activities:

- ☐ Utilize consulting services to provide technical support in maintaining the MPO Travel Demand Model.
- ☐ Manage the model, including updating the Base Year Network to provide an accurate reflection of the road network for the selected base year.
- ☐ Incorporate Census data to develop land use and demographic datasets for a 2010 Base year.
- ☐ Calibration and validation of Base Year Model.
- ☐ Coordinate with NMDOT staff to ensure statewide model interface with MPO model.
- ☐ Identify data needs to create a more robust transit and rail analysis within the model, implement if feasible.
- ☐ Utilize an on call Professional Service Agreement with consultant (ERMS) or other consultant(s) to assist with technical support of the model where necessary.
- ☐ Maintain the license for PTV Vision Suite.
- ☐ Receive staff training in PTV Vision Suite software as provided by NMDOT.

#### Consultant Services:

- Annual license fee (\$1,750/yr) for PTV Vision Suite
- Negotiate (up to \$5,000) an on-call contract for travel demand modelling assistance

#### Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9

Key: X=Scheduled; C=Completed

## 4 – TRANSPORTATION PLANNING

### 4.1 Bikeways Planning [FTA code 44.23.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>1326</b>	<b>\$ 66,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,300</b>

#### Objectives:

Continue to implement all elements of the 2012 Metropolitan Bicycle Master Plan. Expand on the work previously completed to identify and prioritize new Bikeway connections and extensions and amend Bicycle Master Plan as necessary. Work with the City and County to ensure that appropriate bikeway connections and extensions and on road facilities are incorporated into development plans. Sponsor and/or participate in events to promote bicycling as a viable and safe mode of transportation. Utilize consultant services or additional MPO staff to assist with this task.

#### Staff Activities:

- ☐ Coordinate with MPO member agencies in implementing the MPO Bicycle Master Plan.
- ☐ Update the Santa Fe Bikeways and Trails Map as needed.
- ☐ Investigate and implement a web-based bikeways mapping tool (e.g. Google maps).
- ☐ Work with City and County staff on incorporating bikeways into development plans.
- ☐ Investigate a multimodal or complete streets level of service standard with bicycle and pedestrian considerations.
- ☐ Sponsor and/or participate in the Santa Fe Bike to Work Week and other events or programs that promote bicycling.
- ☐ Investigate and distribute educational/promotional materials related to bicycling as a viable transportation option.
- ☐ Develop educational and training materials that may be incorporated into existing local traffic and defensive driving related training.
- ☐ Assist with the expansion of Albuquerque's Bike-Share program to Santa Fe.
- ☐ Assist the City of Santa Fe with the continuation of the bike corral pilot project
- ☐ Assist the City of Santa Fe with the expansion of the Green Lane pilot project.
- ☐ Develop working relationships with local law enforcement agencies and seek out partnerships regarding community outreach, education, safety and general information dissemination.
- ☐ Build productive relationships with local and state public health agencies. Detail the relevance of transportation infrastructure design and the impacts to public health through collaborative initiatives such as Bike-To-Work Week events and planning.

#### Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
																					X			

Key: X=Scheduled; C=Completed

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#### 4.2 Pedestrian Planning [FTA code 44.23.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>1000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>

##### Objectives:

Implement the Santa Fe Metropolitan Pedestrian Master Plan by following the steps outlined in the plan. Participate, promote or sponsor events to encourage walking as a viable transportation option. Help facilitate submitting application and the progressive levels of achievement for the City as a “Walk Friendly Community”.

##### Staff Activities:

- ☐ Continue working with the NMDOT, City and County to identify deficiencies and prioritizing improvements in the existing pedestrian infrastructure.
- ☐ Identify and promote best practices in safer road crossing treatments for pedestrians.
- ☐ Implement strategies that promote walking and are designed to improve the walking environment within the MPO Metropolitan Planning Area
- ☐ Investigate and develop educational/promotional materials or events related to walking as a viable transportation option.
- ☐ Work with the Santa Fe Public Schools, City, and County to improve access and identify safe routes to schools within the MPO Planning Area.
- ☐ Work with Public Health to expand their Prescription Trails Program.
- ☐ Help facilitate designation of the City of Santa Fe as a “Walk Friendly Community”
- ☐ Facilitate formation of a pedestrian advocacy advisory group to help implement the Pedestrian Master Plan
- ☐ Participate in the City of Santa Fe Transition Plan update for ADA compliance.

##### Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9

Key: X=Scheduled; C=Completed

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#### 4.3 Public Transit Planning [FTA code 44.23.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>1226</b>	<b>\$ 61,300</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 91,300</b>

##### Objectives:

Implement the Public Transit Master Plan and continue to facilitate and coordinate short term planning efforts between transit service agencies within the MPO Planning Area. As the area continues to urbanize, there are limited opportunities to expand the road network to create the

needed vehicle capacity to accommodate the Single Occupancy Vehicle. Given that a majority of Santa Fe employees commute from all over the region a comprehensive plan needs to be developed to identify future transit and rail needs to accommodate travelers on public transportation as well as to identify strategies to attract new users.

Staff Activities:

- ☐ Assist with the implementation of the recommended strategies and goals set forth in the Santa Fe Metropolitan Public Transit Master Plan by working with local service providers.
- ☐ Support short, mid and long-range planning efforts initiated by local service providers and seek alignment of goals and objectives when practical.
- ☐ Coordinate with transit and rail operators and relevant agencies for input and guidance.
- ☐ Assist in the Rail Runner Express Zia Station evaluation.
- ☐ Investigate possible funding sources for transit improvements.
- ☐ Facilitate discussions between Santa Fe Trails, Regional Planning Authority and NCRTD to ensure continuity of existing services throughout the MPO Planning Area.
- ☐ Provide planning and travel demand model assistance as necessary to facilitate coordination of local and regional transit with commuter rail service.
- ☐ Attend meetings, where relevant which addresses services of the Santa Fe Trails, NCRTD, NMDOT Park and Ride and Rail Runner.
- ☐ Participate in planning of multimodal transportation activities including, but not limited to, the commuter rail corridor, the City Rail Yard pertaining to transportation, the development of plans for a future downtown transit facility, the NM Park and Ride Transit services, and promotion of “Alternatives to SOV Travel” and “Dump the Pump” types of events.
- ☐ Support the coordinated efforts of existing cell phone and tablet apps that promote transit usage (e.g. real time bus arrival to specific stop point).
- ☐ Investigate or develop educational/promotional materials and participate in events related to transit and rail as a viable transportation option.
- ☐ Implement relevant strategies, goals and objectives detailed in the Metropolitan Public Transit Master Plan that may advance the basic tenants of advantages of Travel Demand Management.
- ☐ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support access to and use of public transit.
- ☐ Support the Regional Transit Coordinating Committee for purposes of collaborative implementation of all planning initiatives.
- ☐ Project manage and participate in the study on Teen and Pre-teen Mobility

Consultant Services:

- ☐ Engage consultant to conduct a study on Teen and Pre-teen Mobility (\$30,000)

Work Products and Schedule [submitted according to approved PPM deadlines]

1. Completed Teen and Pre-teen Mobility Study

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Teen&Pre-teen MobilityStudy									X															

Key: X=Scheduled; C=Completed



#### 4.4 Participation in MPO Member Plans, Projects and Studies [FTA code 44.24.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>550</b>	<b>\$ 27,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,500</b>

##### Objectives:

Continue to participate and assist with the planning and data gathering in coordination with the TCC and the relevant NMDOT, City or County agency coordinating studies whose outcome will have impacts on the Transportation Network within the MPO Planning Area. Continue to participate with local governing, non-profit, business and citizens groups that strive to make the metro area a more walkable, bikeable and livable community. Coordination of these studies is critical in determining future project justification and funding priorities.

##### Staff Activities:

- ☐ Provide technical assistance and input for City and County development review process
- ☐ Participate in Project Management Teams for corridor, location, alignment, or transportation improvement projects and studies.
- ☐ Assist in development and/or implementation of statewide plans and studies including: State Rail Plan, Strategic Highway Safety Plan, the New Mexico Transportation Plan, etc.
- ☐ Assist member agencies in studies, plans and initiatives.
- ☐ Engage local groups that may assist with the goals and strategies detailed in the 2015-2040 MTP

##### Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
																					X			

Key: X=Scheduled; C=Completed

#### 4.5 Safety Planning [FTA code 44.24.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>250</b>	<b>\$ 12,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,500</b>

##### Objectives:

Utilize the 2012 Worcester Polytechnic Institute Hazardous Locations Report to determine future transportation planning safety initiatives.

##### Staff Activities:

- ☐ Work with the NMDOT in development of the Strategic Highway Safety Plan (SHSP)
- ☐ Continue developing and formalizing an MPO Safety Plan that incorporates safety objectives for all roadway users including bicyclists and pedestrians.
- ☐ Coordinate with MPO Member Agencies to develop Highway Safety Improvement Plan (HSIP) eligible safety projects based on the findings of the Hazardous Locations Report.
- ☐ Coordinate with MPO Member Agencies on other safety related planning or initiatives.

- ☐ Participate in HSIP application review as appropriate.

Work Products and Schedule [submitted according to approved PPM deadlines]

1. Identified and reviewed applications for future safety projects and planning initiatives.

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9

Key: X=Scheduled; C=Completed

#### 4.6 Metropolitan Transportation Plan [FTA code 44.23.00]

<b>Staff Hours</b>	<b>Estimated Staff Costs</b>	<b>Consultant Services</b>	<b>Other Expenses</b>	<b>Estimated Total Costs</b>
<b>960</b>	<b>\$ 48,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,000</b>

##### Objectives:

Implement recommended strategies found in the 2015-2040 MTP. Continue to coordinate with the implementation of the New Mexico Transportation Plan, especially in the arena of performance measures and any federal requirements to implement a performance management program.

##### Staff Activities:

- ☐ Facilitate amendments as necessary to the existing MTP 2015-2040.
- ☐ Work with NMDOT in the implementation of the New Mexico Transportation Plan
- ☐ Continue to consult with key stakeholders, such as Federal, State and local Agencies, Chamber of Commerce, Disability Groups, etc. to assist with the implementation of recommended strategies, programs and projects for the MPO Planning Area transportation network found in the MTP 2015-2040.
- ☐ Utilize where necessary the services of private consultants to assist with the implementation of the MTP.
- ☐ Capitalize on the MPO's constructive relationships with existing local economic development and affordable housing agencies/organizations by supporting MTP 2015-2040 goals and strategies within the framework and context of the impacts to local economic development and affordable housing factors.
- ☐ Implement relevant strategies, goals and objectives detailed in the 2015-2040 MTP update and master plans that may advance the basic tenants of advantages of Travel Demand Management.
- ☐ Continue to work with all possible stakeholders within the MPO Planning Area that may provide a substantive role in the management of transportation demand.
- ☐ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support active transportation.

Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2018 (October 1, 2017 – September 30, 2018)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
																						X		

Key: X=Scheduled; C=Completed

**APPENDIX 1.1: BUDGET SOURCES (10/01/16 – 9/30/18)**

FUNDING SOURCE	AMOUNT	COMMENTS
FFY 2017 (Section 112) FHWA	\$ 220,152	Estimated federal funds from FAST Act based on Metropolitan Planning \$ for NM and current allocation formula using %MPO population w/base amount=\$110,000
Required Local Match (14.56%)	\$ 37,517	
FFY 2017 (Section 112) Total Funding	\$ 257,669	
FFY 2017 (Section 5303 ) FTA	\$ 63,700	Estimated amount of federal funds from FAST Act based on FFY2016 authorized amount w/1.5% increase
Required Local Match (20%)	\$ 15,925	
FFY 2017 (Section 5303) Total Funding	\$ 79,625	
FFY 2017 (Section 5304 ) FTA	\$ 24,000	This grant funded study was approved in FF2016 but will be conducted in FFY2017
Required Local Match (20%)	\$ 6,000	
FFY 2017 (Section 5304) Total Funding	\$ 30,000	
Total Federal Funds (Sec. 112, 5303 & 5304)	\$ 307,852	
Total Required Local Match(Sec. 112, 5303 & 5304)	\$ 59,442	
FFY 2017: TOTAL PROGRAM FUNDS	\$ 367,294	
FFY 2018 (Section 112) FHWA	\$ 223,094	Estimated federal funds from FAST Act based on Metropolitan Planning \$ for NM and current allocation formula using %MPO population w/a base amount=\$110,000
Required Local Match (14.56%)	\$ 38,018	
FFY 2018 (Section 112) Total Funding	\$ 261,112	
FFY 2018 (Section 5303 ) FTA	\$ 64,974	Estimated federal funds from FAST Act based on FFY2017 estimated amount w/2.0% increase
Required Local Match (20%)	\$ 16,244	
FFY 2018 (Section 5303) Total Funding	\$ 81,218	
Total Federal Funds (Sec. 112 & 5303)	\$ 288,068	
Total Required Local Match(Sec. 112 & 5303)	\$ 54,261	
FFY 2018: TOTAL PROGRAM FUNDS	\$ 342,329	
FFY 2017 & FFY 2018 UPWP: TOTAL FUNDING	\$ 709,623	

## APPENDIX 1.2: BUDGET SUMMARY BY TASK (10/01/16 – 9/30/18)

### 1- MANAGEMENT AND SUPPORT OF THE PLANNING PROCESS

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
1.1 Program Support and Admin	21	3200	\$ 160,000	\$ -	\$ 15,223	\$ 175,223
1.2 UPWP	21	1106	\$ 55,300	\$ -	\$ -	\$ 55,300
1.3 Public Participation Process	21	900	\$ 45,000	\$ -	\$ 11,500	\$ 56,500
1.4 Staff Training/ Professional Dev	21	570	\$ 28,500	\$ -	\$ 12,000	\$ 40,500
<b>TOTALS</b>		<b>5776</b>	<b>\$ 288,800</b>	<b>\$ -</b>	<b>\$ 38,723</b>	<b>\$ 327,523</b>

Note: Staff Hours, may vary +/- 20%; Total Costs may only change by amendment of the UPWP.

### 2- TRANSPORTATION IMPROVEMENT PROGRAM

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
2.1 TIP Prep and Project Assistance	25	590	\$ 29,500	\$ -	\$ -	\$ 29,500
<b>TOTALS</b>		<b>590</b>	<b>\$ 29,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,500</b>

### 3- DATA COLLECTION AND ANALYSIS ACTIVITIES

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
3.1 Traffic count&add'l data collection	24	600	\$ 30,000	\$ 4,500	\$ 1,500	\$ 36,000
3.2 Travel Demand Model	23	250	\$ 12,500	\$ 8,500	\$ -	\$ 21,000
<b>TOTALS</b>		<b>850</b>	<b>\$ 42,500</b>	<b>\$ 13,000</b>	<b>\$ 1,500</b>	<b>\$ 57,000</b>

### 4- TRANSPORTATION PLANNING

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
4.1 Bikeways Planning	23	1326	\$ 66,300	\$ -	\$ -	\$ 66,300
4.2 Pedestrian Planning	23	1000	\$ 50,000	\$ -	\$ -	\$ 50,000
4.3 Public Transit Planning	23	1226	\$ 61,300	\$ 30,000	\$ -	\$ 91,300
4.4 Participation in Plans and Studies	24	550	\$ 27,500	\$ -	\$ -	\$ 27,500
4.5 Safety Planning	24	250	\$ 12,500	\$ -	\$ -	\$ 12,500
4.6 Metropolitan Transportation Plan	23	960	\$ 48,000	\$ -	\$ -	\$ 48,000
<b>TOTALS</b>		<b>5312</b>	<b>\$ 265,600</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 295,600</b>

Note: Staff Hours, may vary +/- 20%; Total Costs may only change by amendment of the UPWP.

<b>TOTALS FOR ALL TASKS</b>	<b>12528</b>	<b>\$ 626,400</b>	<b>\$ 43,000</b>	<b>\$ 40,223</b>	<b>\$ 709,623</b>
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FTA Codes:	44.24.00 Short Range Transportation Planning
44.21.00 Program Support Administration	44.25.00 Transportation Improvement Program
44.22.00 General Development and Comprehensive Planning	44.26.00 Planning Emphasis Areas
44.23.00 Long Range Transportation Planning	44.27.00 Other Activities

## APPENDIX 1.3: SANTA FE MPO PLANNING AREA BOUNDARY

