



Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



Santa Fe MPO Transportation Policy Board

Thursday June 30, 2016, 4:30 P.M.

*City of Santa Fe Offices @ Market Station
500 Market Street, Suite 200, Santa Fe, NM*

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

CITY CLERK'S OFFICE

AGENDA

DATE 6/22/16 TIME 9:30a

SERVED BY Mark Tibbetts

RECEIVED BY [Signature]

CALL to ORDER

ROLL CALL

APPROVAL of AGENDA

APPROVAL of MINUTES: May 26, 2016

A. MATTERS FROM THE PUBLIC

B. ITEMS for DISCUSSION and POSSIBLE ACTION:

1. Approval of FFYs 2017& 2018 UPWP- *MPO Staff*
2. Update on Changes to the MPO Program Structure - *Lisa Martinez, Land Use Department Director, City of Santa Fe*
3. Update and Status Report from District 5, NMDOT- *Paul Brasher, District Engineer*
4. Update on Transportation Improvement Program (TIP) projects- *MPO Staff*

C. MATTERS FROM THE MPO STAFF

D. MATTERS FROM THE SFMPO TRANSPORTATION POLICY BOARD

E. MATTERS FROM THE NMDOT AND FHWA

F. ADJOURNMENT - Next Scheduled Meeting August 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.

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MPO TRANSPORTATION POLICY BOARD
June 30, 2016**

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**MINUTES OF THE
SANTA FE
MPO TRANSPORTATION POLICY BOARD
Market Station
June 30, 2016**

CALL TO ORDER

The Santa Fe MPO Transportation Policy Board was called to order by Vice-Chair Maestas, at approximately 4:30 p.m., on Thursday, June 30, 2016, at Market Station 500 Market Street, Suite 200, Santa Fe, New Mexico.

ROLL CALL

Members Present

Councilor Joseph Maestas, Vice-Chair – initially participated telephonically
Commissioner Robert Anaya - telephonically
Jessica Griffin, DOT (for Tamara Haas, DOT)
Councilor Signe I. Lindell
Councilor Ronald S. Trujillo

Members Excused

Commissioner Henry Roybal, Chair
Tamara Haas, DOT
Mayor Javier Gonzales
Governor Robert Mora, Tesuque Pueblo
Commissioner Liz Stefanics

Others Present

Mark Tibbetts, MPO Officer
Keith Wilson, MPO Planner
Erik Aune, MPO Planner
Melessia Helberg, Stenographer

There was a quorum of the membership in attendance for the conducting of official business.

APPROVAL OF AGENDA

MOTION: Councilor Trujillo moved, seconded by Councilor Lindell, to approve the Agenda as presented.

VOTE: The motion was approved unanimously on a voice vote.

APPROVAL OF MINUTES – MAY 26, 2016

MOTION: Councilor Trujillo moved, seconded by Councilor Lindell, to approve the minutes of the meeting of May 26, 2016, as presented.

VOTE: The motion was approved unanimously on a voice vote.

A. MATTERS FROM THE PUBLIC

There were no matters from the public.

B. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

A Memorandum dated June 27, 2016, to Transportation Policy Board members from MPO staff, regarding June 30, 2016 Transportation Policy Board meeting Agenda, is incorporated herewith to these minutes as Exhibit "1."

A copy of the final Santa Fe MPO FFY 2017 & FFY 2018 Unified Planning Work Program, October 1, 2016 through September 30, 2018, is incorporated herewith to these minutes as Exhibit "2."

1. APPROVAL OF FFYs 2017 & 2018 UPWP (MPO STAFF)

Vice-Chair Maestas said we had approved the draft UPWP at the April meeting, and we are being asked to approve some minor changes.

Mr. Tibbetts said the only amendment was a change to a re-formatted table to clearly indicate any amendments whether administrative or formal in the document. He said that update has been done.

Mr. Tibbetts said no additional comments have been received regarding the changes. He said this document is the same one that was approved in April, with the addition of the table changes.

Councilor Lindell said she is unprepared to vote on this item because she only got it this afternoon and has seen it for only 10 minutes.

Vice-Chair Maestas asked if the document was sent out in advance.

Mr. Tibbetts said it was emailed to the members of the Board.

Councilor Lindell said she received the agenda and it wasn't attached, although the minutes were attached as well as the agenda.

Mr. Tibbetts said he sent the update.

Councilor Lindell said she received the email on June 22, 2016. She asked the other members if they received the document in the packet via email, and if anyone has seen it.

Commissioner Anaya said he got the information in the packet that was sent out for the rescheduled meeting.

Mr. Tibbetts asked Commissioner Anaya if he received the draft sent out in April, when the draft was discussed, because it is basically the same document that was sent out for the April meeting.

Councilor Lindell said neither she nor Councilor Trujillo received the document with the packet.

Mr. Tibbetts said he will check to see what happened, and apologized that happened.

Commissioner Anaya asked if the amendment is substantial.

Mr. Tibbetts said it isn't an amendment, noting the draft was discussed and voted on in April, and sent as a draft to the DOT as required. This is the final document that has to be submitted by tomorrow, July 1, 2016.

Commissioner Anaya said, respectfully, we had a discussion and voted on the draft at the April meeting. He said we need to get this approved today and timely moved forward .

MOTION: Commissioner Anaya moved, seconded by Councilor Trujillo, to approve the FFYs 2017 & 2018 UPWP as submitted.

DISCUSSION: Councilor Trujillo said he will second the motion, because it is time sensitive and has to be submitted.

VOTE: The motion was approved on a voice vote with Councilor Trujillo, Councilor Maestas, Commissioner Anaya and Jessica Griffin voting in favor of the motion, no one voting against and Councilor Lindell abstaining.

2. UPDATE ON CHANGES TO THE MPO PROGRAM STRUCTURE (LISA MARTINEZ, DIRECTOR, LAND USE DEPARTMENT.

Lisa Martinez, Director, Land Use Department, City of Santa Fe, said the transition moves both MPO and Long Range Planning into the Land Use Department. She said she and Mr. Tibbetts have had preliminary discussions about how to proceed with the transition. She said, "For the record, we do not have any plans to make significant changes to the Department." She said there are programs that are specific to the federal government which are long established and have been in the works. She said her job is to make sure she is completely familiar with those programs, make sure she understands how they are managed and how the work is done throughout the year. She said they fully intend to take this time to make sure she is clear on the priorities that are established.

Ms. Martinez said she and Mr. Tibbetts have discussed that any changes to come forward would be along the line of streamlining operations and looking at efficiencies, but other than that, they are not looking at plans for significant changes.

Ms. Martinez said she will take time in the upcoming week to introduce the MPO and Long Range Planning staff members to the rest of the Land Department, with an introduction to our existing positions and the work currently performed by the Department. She said she will be looking at the financial side, the budget, and figuring out how we transfer the administrative operations to Land Use. She will take time to do this in the upcoming week.

Ms. Martinez said a little later in the month, she has scheduled a Department-wide training schedule, where they plan to provide introductions on the work of the MPO, Long Range Planning as well as Current Planning. All staff will be given an introduction to the program and the work currently being performed, and how it integrates this Department.

Ms. Martinez said, essentially, this is a time of transition, learning and getting to know one another, and learning the different priorities. She is looking forward to that and initial discussions on this topic and bringing back additional information to this Board with regard to any changes proposed in the future. She said if there are changes, it certainly will be a team effort between all of us and then go forward from there.

Ms. Griffin said she would like the opportunity for the NMDOT representatives or any Federal Highway representatives to ask questions of Ms. Martinez, with regard to questions concerns they might have with the reorganization and transition.

Vice-Chair Maestas thanked Ms. Martinez for her presentation, and said he expects her to work with the MPO and to ensure that the Policy Board and the MPO moves forward with its federal and State obligations consistent with the Joint Powers Agreement and the UPWP, and all the documents we have regarding the operation and management of the MPO.

3. UPDATE AND STATUS REPORT FROM DISTRICT 5, NMDOT (PAUL BRASHER, DISTRICT ENGINEER.

Mr. Tibbetts said he invited Paul Brasher, District #5 Engineer to give an update from District #5. Responding to the Chair, Mr. Tibbetts said it is a verbal update. He noted in his Staff Memorandum he said, "*This update is in response to questions and concerns raised at the May 26, 2016, Policy Board meeting, regarding the NE/SE connector project and the status of negotiations on the Road Exchange Agreement with the City of Santa Fe affecting improvements on St. Michaels Drive.*"

Mr. Brasher said when we last met, he agreed to come back and "be smarter," about the NE/SE connector project and the Road Exchange Agreement. He said since we last met he has nothing to add, noting that the upper management of the DOT is in the process of arranging a meeting with the County to discuss the status of the northeast connector design and construction, and Phase C, the environmental study being undertaken for both the southeast and northeast. He said the environmental study is lagging a little more than he thought for the southeast connector. He thought the corridor was defined well enough to proceed with Phase C, but it wasn't.

Mr. Brasher said he hopes we will have the summit between the DOT and County soon, so we can discuss these things in more detail. He said he is aware that we do need to get back to the Policy Board with the outcome of any decisions, or anything that might change or drift away from the MPO TIP.

Mr. Brasher said he would appreciate the opportunity at the next meeting to come back and provide, hopefully, an update with more detail and something with more substance. He said, otherwise, he has sorry to have to say he has nothing further to add. He said he would be glad to have the opportunity to come back for the next meeting, and try this again. He said he also will go before the TCC with an update.

Commissioner Anaya said he would like to talk about the SE/NE connector as well as other issues of concern in District #3 that overlap into District #5. He is excited to hear about, and wants to be included in, the discussion.

Mr. Brasher said he will nudge the occurrence of meeting, and hopefully will be able to come back with a status report on the outcome of that meeting, commenting he is anxious to have this meeting as well.

Responding to Mr. Tibbetts, Mr. Brasher said he has no update on the Road Exchange Agreement at this time, but there has been no movement recently. He will do what he can to move this forward, commenting it is a little complicated. He will be glad to come back and provide an update on this at the next meeting.

Vice-Chair Maestas joined the meeting in person

4. UPDATE ON TRANSPORTATION IMPROVEMENT PROGRAM (TIP) PROJECTS. (MPO STAFF)

A copy of *Santa Fe MPO – Transportation Improvement Program (TIP) Project Status Summary*, dated June 20, 2016, is incorporated herewith to these minutes as Exhibit "3."

Keith Wilson, MPO, reviewed the changes to the Project Status Summary. Please see Exhibit "3," for specifics of this presentation.

Mr. Wilson said there really is no major update on projects or changes in projects. He said there are 3 major projects that were approved. The construction of I-25/Cerrillos Road Intersection and Cerrillos Road project is moving forward smoothly on schedule. The Acequia Trail underpass contract is about to be awarded, so they will be going to construction soon. He asked members with specific questions to contact him if you need more information

Vice-Chair Maestas asked, regarding the CMAQ [Congestion Mitigation & Air Quality] funds dedicate to the Acequia Trail, if there is a desire to obligate those funds.

Mr. Wilson said a big portion of the funds were last year's monies, and we got additional funds.

C. MATTERS FROM THE MPO STAFF

Mr. Aune suggested the Board consider holding a meeting at the end of July, noting we normally don't schedule a meeting in July. He said the reason being to hear Mr. Brasher's update before the end of August.

The members in attendance agreed and asked staff to work on scheduling the meeting.

Mr. Brasher said he would be happy to do so.

Mr. Aune will work on scheduling that meeting.

Vice-Chair Maestas asked the reason representatives of Federal Highway don't attend the meetings.

Ms. Griffin said under the Stewardship and Oversight Agreement, the DOT is its representative, unless you have a specific request for them to attend and provide input. She said Federal Highway doesn't attend any MPO Board or TCC meetings.

Mr. Aune said tomorrow is the MPO deadline for applications to participate in the funding for the Transportation Alternative Program and the Recreational Trails Program. He said we are looking forward to hearing from Ray Matthew regarding some accounting of federal projects. He said there are two projects coming in, and one project on behalf of the Attorney General. He said they will be reviewing those with DOT staff over next weeks and making recommendations for applications for these projects shortly therefore.

D. MATTERS FROM THE SFMPO TRANSPORTATION POLICY BOARD

There were no matters from the SFMPO Transportation Policy Board.

E. MATTERS FROM THE NMDOT AND FHWA

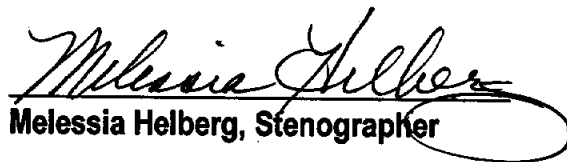
There were no matters from the NMDOT and FHWA.

F. **ADJOURNMENT** – Next scheduled meeting August 25, 2016 and possibly July 28, 2016.

There was no further business to come before the Board, and the meeting was adjourned at approximately 5:20 p.m.



Commissioner Henry Roybal, Chair



Melessia Helberg, Stenographer

STAFF MEMORANDUM

Date: June 27, 2016
From: MPO Staff
To: Transportation Policy Board Members
Re: June 30, 2016 Transportation Policy Board Meeting Agenda

B. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

1. Approval of FFYs 2017 & 2018 UPWP– *MPO Staff*

THIS IS AN ACTION ITEM

At their meeting on June 20th, the TCC reviewed and recommended approval of the FFYs 2017 & 2018 Unified Planning Work Program. The only changes to the draft UPWP [approved by the TPB on April 28th] was a re-formatted table listing both formal and administrative amendments to the UPWP. Staff requests approval of the FFYs 2017 & 2018 UPWP.

2. Update on Changes to the MPO Program Structure– *Lisa Martinez, City Land Use Department Director*

The update is in response to questions and concerns raised at the May 26 Policy Board meeting regarding if or how the City's structural re-organization may affect MPO Program operations.

3. Update and Status Report from District 5, NMDOT– *Paul Brasher District Engineer*
The update is in response to questions directed to NMDOT at the May 26 Policy Board meeting regarding the NE/SE connector project and status of negotiations on the Road Exchange Agreement with the City of Santa Fe affecting improvements on St. Michaels Drive.

4. Update on Transportation Improvement Program (TIP) projects– *MPO Staff*

Please follow this link to review the TIP project update: [TIP Project Update](#)

C. MATTERS FROM THE MPO STAFF

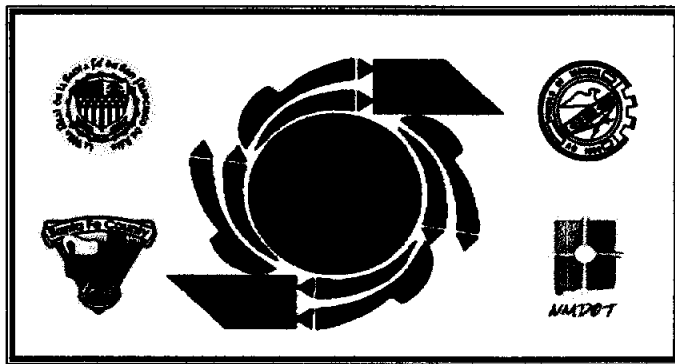
- Work on the Santa Fe Metropolitan Bus Stop the Sidewalk Connectivity Assessment has now been completed. Once we receive the Final Report it will be posted to the Santa Fe MPO website.
- Staff received an email on June 21 from FHWA-NM Division Administrator that Congestion Management and Air Quality (CMAQ) funding will soon become available for use in other parts of the State due to an upcoming change in air quality designation for the Mid Region MPO (Albuquerque/Bernalillo County Area). It is NMDOT's discretion to decide how the CMAQ funds they receive are distributed. FHWA encourages the MPOs in the State and NMDOT to discuss how CMAQ fund distribution will be established and to work to program CMAQ funded projects as appropriate. Staff is preparing a letter to NMDOT in response to this notice.

Exhibit "1"

Santa Fe Metropolitan Planning Organization

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

October 1st, 2016 – September 30th, 2018



Pending Approval by the SFMPO Transportation Policy Board - June 30, 2016

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Exhibit "2"



Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



Transportation Policy Board

City of Santa Fe

Mayor Javier Gonzales
Councilor Joe Maestas, Vice-Chair
Councilor Ron Trujillo

Santa Fe County

Commissioner Robert Anaya
Commissioner Henry Roybal, 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

The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 (or Metropolitan Planning Program, Section 104(f)) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. Santa Fe Metropolitan Planning Organization fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please contact the SANTA FE MPO Office at 955-955-6625. The Santa Fe MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the Santa Fe MPO Office at 955-6614 or 955-6706.

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.

ADOPTION RECORD AND AMENDMENTS TO THE FFYs 2017 & 2018 UPWP

□

FFY Quarter	Amendment Type		Action/ Amendment (Brief description including any changes to the budget. Include separate copy of budgetary changes if necessary)	FHAW/NMDOT approval date	Policy Board approval date
	Administrative	Formal			
2016Q3			SFMPO Policy Board approves draft UPWP. Sent to NMDOT for review and approval		04/28/2016

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 and has a population of 116,386 [2010 Census]. (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://santafemppo.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. Improving public health by encouraging active transportation through planning initiatives and collaboration with public and community health agencies. 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 through FHWA and FTA planning grant programs. The budget will be adjusted as Work Authorizations/Notices to Proceed are 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.

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]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
3200	\$ 166,400	\$ -	\$ 14,386	\$ 180,786

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	
Policy Member Training						x																				

Key: X=Scheduled; C=Completed

1.2 Unified Planning Work Program [FTA code 44.21.00]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
1106	\$ 57,512	\$ -	\$ -	\$ 57,512

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 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
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]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
900	\$ 46,800	\$ -	\$ 13,500	\$ 60,300

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.santafempo.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.

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
TPB Meeting Notices	x	x		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
Annual Meetings Schedule																								

Key: X=Scheduled; C=Completed

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

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
570	\$ 29,640	\$ -	\$ 12,000	\$ 41,640

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]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
590	\$ 30,680	\$ -	\$ -	\$ 30,680

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	
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]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
600	\$ 31,200	\$ 5,000	\$ 1,500	\$ 37,700

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]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
250	\$ 13,000	\$ 8,500	\$ -	\$ 21,500

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]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
1326	\$ 68,952	\$ -	\$ 5,000	\$ 73,952

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 and re-print the Santa Fe Bikeways and Trails Map as needed and if funding is available
- 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

4.2 Pedestrian Planning [FTA code 44.23.00]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
1000	\$ 52,000	\$ 5,000	\$ -	\$ 57,000

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:

- Facilitate implementation of the Metropolitan Pedestrian Master Plan objectives.
- Continue working with the NMDOT, City and County to identify deficiencies and prioritizing improvements in the existing pedestrian infrastructure.
- Utilize findings and recommendations from other pedestrian infrastructure studies such as: the Santa Fe Trails Bus Stop Assessment and Connectivity Study and the City of Santa Fe PROW Transition Plan in identifying projects for the PMP
- Work with MPO member agency staff and consultants as needed in developing a prioritized project list and maintenance program for the PMP
- 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.
- Facilitate formation of a pedestrian advocacy advisory group to help implement the Pedestrian Master Plan
- Help facilitate designation of the City of Santa Fe as a "Walk Friendly Community"

Consultant Services:

- Engage consultant services up to \$5,000 to develop a prioritized project list from the PMP, which includes cost estimates.

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
PMP Project List													X											

Key: X=Scheduled; C=Completed