



## Santa Fe Metropolitan Planning Organization

*"Promoting Interconnected Transportation Options"*



### Santa Fe MPO Transportation Policy Board

Thursday, April 26, 2018

5:00 P.M.

*City of Santa Fe Offices @ Market Station  
500 Market Street, Suite 200, Santa Fe, NM  
(Map: <http://tinyurl.com/l6kejeq>)*

### AGENDA

**CALL to ORDER**

**ROLL CALL**

**APPROVAL of AGENDA**

**APPROVAL of MINUTES:** *February 22, 2018*

CLERK'S OFFICE  
4/17/18 TIME 8:20.  
Mark Tibbetts

**A. MATTERS FROM THE PUBLIC**

**B. ITEMS for DISCUSSION and POSSIBLE ACTION:**

1. Welcome New Members Review MPO 101– *MPO Staff*
2. Approval of Draft FFYs 2019 and 2020 UPWP– *MPO Staff*
3. 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 May 24, 2018

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



SANTA FE MPO TRANSPORTATION POLICY BOARD  
MEETING INDEX  
April 26, 2018

Item		Page
Call to Order	Commissioner Ed Moreno, Chair of the Santa Fe MPO Transportation Policy Board called the meeting to order at 5:00 p.m. at the City of Santa Fe Market Station Offices.	1
Roll Call	A quorum was established with roll call.	1
Approval of Agenda	Commissioner Hansen moved to approve the agenda as presented with a second from Councilor Lindell which passed by voice vote.	1
Approval of Minutes from the February 22, 2018	Commissioner Hansen moved to approve the minutes as presented with a second from Councilor Lindell which passed by voice vote.	1
MATTERS FROM THE PUBLIC	Discussion Only	2
ITEMS FOR DISCUSSION and POSSIBLE ACTION	Discussion Only	2,3
1. Welcome New Members Review MPO 101	Commissioner Hansen moved to approve the draft UPWP, with a second from Councilor Rivera. <i>After discussion the voice vote was held. Voted in favor:</i> Commissioners Moreno, Hansen, Ms. Haas and Councilor Romero-Wirth. <i>Opposition:</i> Councilor Lindell is opposed. Councilor Rivera excused himself from the meeting before the vote.	3-8
2. Approval of draft FFYs 2019 and 2020 UPWP		
3. Update on Transportation Improvement Program (TIP) projects		8
MATTERS FROM MPO STAFF	Discussion Only	8
MATTERS FROM THE SFMPO TRANSPORTATION POLICY BOARD	Discussion Only	8
MATTERS FROM THE NMDOT AND FHWA	Discussion Only	8
ADJOURNMENT – Next Scheduled Meeting May 24, 2018	There being no further business to come before the Santa Fe MPO Transportation Policy Board, Commissioner Hansen moved to adjourn at 7:20 p.m. with a second from Councilor Lindell.	8
SIGNATURES		8



**SANTA FE MPO TRANSPORTATION POLICY BOARD**  
**City of Santa Fe Offices at Market Station**  
500 Market Street, Ste. 200 Santa Fe, NM  
April 26, 2018

**1. CALL TO ORDER**

Commissioner Ed Moreno, Chair of the Santa Fe MPO Transportation Policy Board called the meeting to order at 5:00 p.m. at the City of Santa Fe Market Station Offices. A quorum was established with roll call.

**2. ROLL CALL**

**PRESENT:**

Commissioner Ed Moreno, Chair  
Councilor Chris Rivera  
Councilor Carol Romero-Wirth  
Commissioner Anna Hansen  
Councilor Signe I. Lindell  
Tamara Haas, NMDOT

**NOT PRESENT/EXCUSED:**

Commissioner Robert Anaya  
Governor Charlie Dorame, Tesuque Pueblo (Edward Escudero, alternate)

**OTHERS PRESENT:**

Mark Tibbetts, MPO Officer  
Erick Aune, MPO  
Linda Vigil, Stenographer  
Lisa Martinez, City Land Use  
Mr. Paul White, Citizen  
Mr. Justin Greene, Citizen

**APPROVAL OF THE AGENDA**

**MOTION:** Commissioner Hansen moved to approve the agenda as presented with a second from Councilor Lindell which passed by voice vote.

**APPROVAL OF THE MINUTES- February 22, 2018**

**MOTION:** Commissioner Hansen moved to approve the minutes as presented with a second from Councilor Lindell which passed by voice vote.



## **A. MATTERS FROM THE PUBLIC**

Chair Moreno asked the new members and standing members to introduce themselves. Councilor Rivera introduced himself, he represents District 3. Councilor Rivera is looking forward to working on something new.

Councilor Romero-Wirth represents the east and southeast side. She is happy to learn what the committee does.

Councilor Lindell introduced herself and states she has sat on the board before.

Commissioner Hansen has been involved with the MPO for many years. Her County district is District 2, NM 599 that is a major part of her district.

Mr. Tibbetts introduced himself, works with the Pueblos and the SFMPO since 2004. Mr. Tibbetts explained the structure of the Board.

Mr. Aune introduced himself, he has been involved in planning for over 20 years.

Commissioner Moreno introduced himself, he represents District 5 in the County.

Ms. Haas introduced herself and her role at NMDOT. Ms. Haas is the Director of the Assent management department. Ms. Haas has previous experience in the Federal Government and can provide information as needed.

Mr. Paul White spoke about his concern with the NM 592 and a bike lane he requested many years ago. He is disappointed the application never got processed.

Mr. White discussed the St. Francis corridor project involving the NM599 section where it comes down on Viento Drive. He reviewed the study, he recently bought a condo in that area. Mr. White is curious to know if they will be closing Viento Drive. Mr. White is concerned with the area. He would like to discuss the issue with NMDOT.

Commissioner Moreno states that has been a project of concern for some time. Mr. Tibbetts states there is no project planned at this time. They can discuss at the next TCC meeting to get it clarified.

Mr. White discussed the bike lane in NM592. Mr. Tibbetts states that they discussed it at the time they needed funds to be sponsored. It is really under the purview of NMDOT. Mr. Tibbetts states that can be discussed at TCC as well.

Mr. Tibbetts explained that the NMDOT District 5 engineers attend the TCC meetings. Mr. Tibbetts states when they have scheduling for improvements that would be the best time for this project.



Councilor Rivera asked what the citizen meant that it was already an approved project. Mr. Tibbets explained it was brought up at a previous TCC meeting and he explained that that it was a state facility and it would be faster to use the maintenance money. The MPO process is different.

Mr. Justin Greene discussed the Hyde Park Road area, he has been advocating the complete streets the state projects for some work. Since the road goes through the city, county and is a great bike way. This road is not safe. There are new developments that they need to look at and finalize their recommendations to the developer. If it comes before the committees and the Governing Body.

Mr. Greene states he tried to reach NMDOT and the state will not answer unless boards such as this drives it.

## **B. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

### **1. Welcome New Members Review MPO 101**

Introductions were made above.

Mr. Aune presented a slideshow with training and orientation for the new members. (See *Exhibit A*)

Councilor Romero-Wirth asked about the Public Master Transit asked who the three bus services are. Mr. Aune states they are the NRCDT, City Transit and the Railrunner/Park and Ride.

Councilor Romero-Wirth asked for an example of some recent projects that have been complete. Mr. Aune stated the pedestrian underpass, and the I-25 interchange. Councilor Romero-Wirth asked for an example of upcoming projects they are waiting to complete.

Mr. Aune explained the North Guadalupe project and the Cottonwood intersection. Mr. Tibbets explained the other ones that could be possibly coming up on the TIP list.

Councilor Romero-Wirth asked how a constituent can get involved. Mr. Tibbets states they can attend the TCC meetings. Mr. Tibbets explained the different types of funding that are available.

Commissioner Hansen discussed the NM599 and Via Veteranos project, there will be a crossing redesigned. The RFP will get awarded in October. Commissioner Hansen states the traffic study shows an overpass is needed due to the accidents.

### **2. Approval of Draft FFYs 2019 and 2020 UPWP**

***AMENDED to include entire discussion to have on the record.***



Mr. Tibbetts explained the budget portion of the two year work program. (See Exhibit B) Mr. Tibbetts states the Federal funds are reimbursed to the City about 90%. The County also matches an amount. There is a staff of two employees however there is room to hire one more.

Mr. Tibbetts explained the work program by task. Mr. Tibbetts discussed the draft of this work program must be approved tonight, and turned into NMDOT by April 30, 2018, it will follow the paths of other Committees and the Governing Body, then the Federal government will make a final approval.

Mr. Tibbetts discussed the safety issues for pedestrians and the bicyclists. One task will be done over the next couple of years.

Mr. Tibbetts explained the optional ways to get people to move around the City. One idea is to film a documentary. They will conduct interviews and conduct time lapse and pro cam videos to show the point of view of pedestrians and cyclists for safety data. The Santa Fe Community College is going to be involved.

Councilor Lindell is disappointed with the amount of money they have spent on the film.

Mr. Aune explained the outreach portion of the project. The intent is to capture the before and after and the why for safety reasons. It would be a statewide and national safety by using road diets. Mr. Aune sits on an advocacy board that

Commissioner Hansen stated she recently viewed some visual aids and thinks it is helpful. It would be helpful to show legislators and children.

Councilor Lindell disagrees and would've liked to see every bit of money spent on the project itself. Councilor Lindell states her constituents are glad to see the projects being done, but the money has already been spent. She would've liked to see it go into the project itself not the advertising.

Commissioner Hansen sees it as a tool to get more funding.

Mr. Tibbetts states they have to finish up the performance measures. Mr. Tibbetts explained the acequia trail that was worked on passed the rail yard.

**MOTION:** Commissioner Hansen moved to approve the draft UPWP for FFY19 – FFY2020, with further discussion:

*Further discussion:*

Councilor Lindell inquired about the tasks and the contracts left open. Mr. Tibbetts explained they may hire a consultant to work on the MPO, they have not started it yet.



Mr. Tibbetts explained the project priority will be done in the fall. There is \$49,000 identified for the project and some is for the models and software licensing.

Councilor Lindell asked if the transportation planning and consultant services and more consultants that also adds up to \$27,000 which is referenced again under consultant services. Mr. Tibbetts states they are not separate contracts there was half from another fiscal year. This is the carryover of funding that stretches over, they will start the project by interviewing the businesses. They will have public meetings and film and gather comments.

Councilor Lindell states her constituents have mentioned the lack of landscaping. Mr. Tibbetts states they have tried working on that issues the money they have to use is for planning. The construction money comes from alternative transportation funds.

Councilor Lindell asked what the total amount was directed to the video. Mr. Tibbetts stated it was \$35,000. There was two amounts under the same contract to bridge the time period.

***Councilor Rivera seconded the motion for further discussion.***

Councilor Rivera asked about time that will be spent on the video. Mr. Tibbetts states they will produce hours of it and some segments will be time lapsed and some might be interviews. Mr. Tibbetts states Complete Streets is a national effort.

Mr. Aune states the Community College provided a script and is following the federal process.

Councilor Lindell states her constituents also mentioned the lack of landscape. Mr. Tibbetts stated there is only planning money. There are transportation alternative funds, part of the education portion is to show the need for the projects.

Councilor Rivera seconded the motion and asked how much time will be spent on the videos. Mr. Tibbetts is not sure, the SFCC will handle that part of it. Staff time should be minimal.

Mr. Aune explained the SFCC provided a script and are following the Federal process.

Councilor Rivera thinks it is a little pricey, it seems to be more than they expected to cost.

Commissioner Hansen states it will be more than a video, it will be a tool to get the amenities they will need.

Mr. Tibbetts states the project safety money can only do safety related work. Mr. Aune discussed the initial intent of the project. The way they design roads will change. During



the Guadalupe project they have lost one pedestrian already. Mr. Aune states it is raising education to save lives.

Mr. Aune states there are a number of jurisdictions around the country that are looking into road diets. There will be an audience for this.

Ms. Haas states this video would be a good video for the marketing tool for the St. Michael's project.

Councilor Rivera excused himself from the meeting, he had another engagement.

Commissioner Moreno believes it is a great idea. The Community College comes up with good products when the students are used to do it. The visual will show how people can be safer overall. He is in support of the purpose of the video.

Chair Moreno asked for a vote.

**VOTE:**

*Voted in favor:* Commissioners Moreno, Hansen, Ms. Haas.

*Opposed:* Councilor Lindell is opposed.

*Councilor Rivera excused himself from the meeting before the vote.*

Councilor Romero-Wirth would like to further discuss.

Mr. Tibbets explained that the document can be amended within the next two years. Mr. Tibbets states the documents have to be turned into NMDOT.

Councilor Romero-Wirth asked if it is possible to make the video for less. Mr. Tibbets states there is a contract in place. Councilor Romero-Wirth asked what the vote is for. Mr. Tibbets explained it is a draft budget.

Mr. Tibbets explained the Federal funding comes and then it goes to the City Finance Committee and City Council for approval.

Mr. Tibbets explained the funding and how it is to be spent. The TCC reviews the recommendation and the MPO Policy Board approves the plan. The plan authorizes the MPO to spend the money that they are authorized to spend within the next two years. Thereafter the City agrees to accept the money through a cooperative agreement.

Councilor Romero-Wirth asked what would happen if the document didn't pass tonight because of the issue with the video. Mr. Tibbets states the Policy Board would have to



approve the work program before they submit it to the NMDOT. Mr. Tibbets states they would have to make changes and reconvene to pass it.

Councilor Romero-Worth asked if after the plan goes through NMDOT, what if the City as the fiscal agent wants to change it. Mr. Tibbets explained the City is the Fiscal agent and accepts responsibility to spend the money up front and get reimbursed.

Chair Moreno states it is the same scenario as NCRTD. Mr. Aune explained the UPWP and the challenge they see being responsible for the contracts is working with City and Fiscal years. It can always be modified.

Councilor Romero-Wirth asked again what would happen if the plan was approved with the exception of the video. Mr. Aune understands they would need to review the contract and amend it. Then it would have to be negotiated. The reason it was passed through was because it was under \$50,000 and got approved by the City Manager.

Councilor Romero-Wirth asked by are they asking for \$20,000 more in this plan. Mr. Tibbets explained it depends when the money is spent. Mr. Tibbets states the MPO is not a zero based budget.

Councilor Romero-Wirth asked how much the last MPO Policy Board approved in the work plan for the video. Mr. Aune explained the \$35,000 was accounted for and they need to spend it by September 1. Mr. Tibbets states the last amount was not written in because the contract wasn't in place.

Mr. Greene gave his outside view on the way it works. The projects can take up to 25 to plan out. Councilor Romero-Wirth again tries to understand why the \$20,000 is being requested again when they already requested it.

Ms. Martinez explained a similar project. The ERP has different phases, there is a contract with an amount and it will not all get paid out within the current fiscal year. There was a certain portion that was put in last year and there may be more. There is one umbrella amount.

Mr. Tibbets states it is similar however, they have to use purchase orders.

Ms. Haas explained how the work program is a two year work program. They are only providing funding for one year. However, you have to submit receipts after a year in order to get reimbursed. The remaining balance can carryover in FY 18. After September the SFMPO will lose it. Ms. Haas explained the federal process so they know what is available. Because it is an ongoing activity it can be rolled over.



Ms. Haas explained the amending of the adjustments. Explained the timeline and how program funds are done and the challenge. The Fast Act will allow for planning for their planning so there is not a gap for covering.

Mr. Tibbets explained the planning and education portion of the plan.

Councilor Romero-Wirth votes in favor. Motion passes with votes.

### **3. Update on Transportation Improvement Program (TIP) Projects**

Mr. Aune explained that the Board members can ask for clarification or ask for updates on the TIP List. The list is no longer on a spreadsheet, it is an online format that Mr. Aune has to update periodically.

Mr. Aune can send the Board members the link that they can review by area or district. Mr. Aune will supply the link.

Councilor Lindell asked that the link be set up on the MPO website. Mr. Aune will do so.

### **C. MATTERS FROM THE MPO STAFF**

There were no matters to discuss.

### **D. MATTERS FROM THE SFMPO TRANSPORTATION POLICY BOARD**

Commissioner Hansen announced the events for Bike to Work Week and a ride being planned for board members, City and County officials as well.

### **E. MATTERS FROM THE NMDOT AND FHWA**

Ms. Haas announced the update for the asset management plan is due April 30, 2018. NMDOT has met the deadline. It will be available on the website and can be printed.

### **F. ADJOURNMENT- Next meeting May 24, 2018**

There being no further business to come before the Santa Fe MPO Transportation Policy Board, Commissioner Hansen moved to adjourn at 7:20 p.m. with a second from Councilor Lindell.

### **SIGNATURES**



**Commissioner Ed Moreno, Chair**



**Linda Vigil, Stenographer**



# Santa Fe Metropolitan Planning Organization

## Transportation Policy Board and Technical Coordinating Committee

### Training, Orientation and Reference Manual



[WWW.SANTAFEMPO.ORG](http://WWW.SANTAFEMPO.ORG)

P.O. Box 909, Santa Fe, NM 87504-0909

500 Market St., Suite 200, Santa Fe, 87501

Updated: 04/17/18

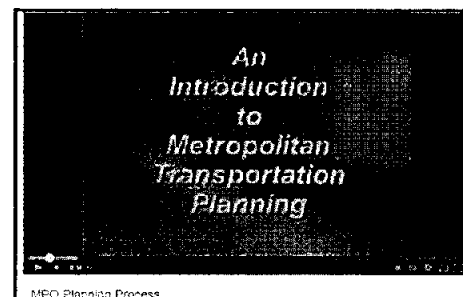
*Exhibit A*



# Table of Contents

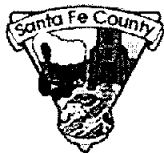
I. Purpose Statement: Manual .....	3
II. Santa Fe MPO Website .....	3
III. Organizational Structure (Joint Powers Agreement and By-Laws).....	4
IV. Santa Fe MPO Background.....	5
V. Santa Fe MPO Planning Area Boundary .....	5
VI. Surface Transportation Reauthorization Legislation: FAST Act and MPOs.	6
VII. Santa Fe MPO Purpose Statement .....	7
VIII. Eight Principles of MPO Decision Making .....	8
IX. The Four Horsemen of the MPO.....	9
i. 2015—2040 Metropolitan Transportation Plan (MTP)	
ii. Transportation Improvement Program (TIP)	
iii. Public Participation Plan (PPP)	
iv. Unified Planning Work Program (UPWP)	
X. The Three Musketeers of the MPO.....	10
i. Bicycle Master Plan (BMP)	
ii. Pedestrian Master Plan (PMP)	
iii. Public Transit Master Plan (PTMP)	
XI. 2015-2040 MTP Executive Summary.....	11
XII. Additional Resources Specific to MPOs .....	13

Click the YouTube link  
for an 11 minute MPO  
Planning Process Video!





## The Santa Fe MPO is...



## Santa Fe County

NMDOT

## I. PURPOSE STATEMENT

The Santa Fe Metropolitan Planning Organization (MPO) has been serving the greater Santa Fe metropolitan area since 1982, providing valuable transportation planning services to the locally elected officials and the citizens of its member agencies. The MPO decides on funding allocations for planned transportation projects within the MPO Planning Area.

The purpose of this manual is to serve as a tool and resource to both the newly appointed and experienced MPO Policy Board members and Technical Coordinating Committee members. **The manual is designed to be an interactive document with quick electronic reference links to key concepts,** documents and resources. The manual may be customized to meet individual needs. It is our goal not to overwhelm the users of this document with voluminous amounts of material but highlight what we believe are the most significant elements that MPO decision makers would benefit from being fully informed.

## Why Your Job is Important!

- Transportation Planning in the United State is undergoing a vast transformation. Moving from a project-by-project approach to a comprehensive approach based on a clear vision about a community's future.
- You are part of that change and a key player in the future of this community.

## II. SANTA FE MPO WEBSITE

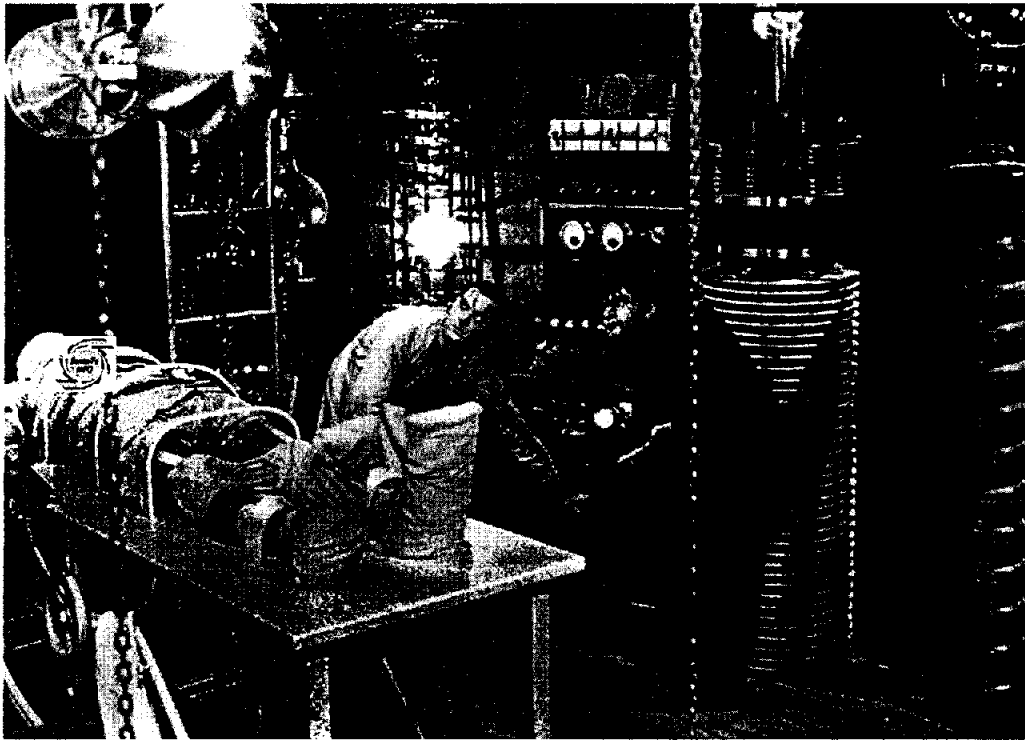
**WWW.SANTAFEMPO.ORG**

The Santa Fe MPO website has been deliberately developed to place vital information about the MPO at the finger tips of all users including elected officials, staff and the general public. The website is kept current with up-to-date materials as well as archival material for reference purposes. We encourage each member to familiarize themselves with the site

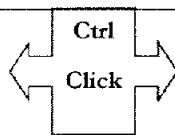
[illegible]



### III. ORGANIZATIONAL STRUCTURE : BY WHAT POWERS DO WE EXIST?



#### JOINT POWERS AGREEMENT (JPA)



#### MEMBERSHIP BY-LAWS and OPERATING PROCEDURES

You may view the most recent JPA by clicking on the link above. By the nature of the JPA, where each of the member agencies mutually agree to continue form the MPO with associated terms, including:

1. Recognition of its "authority" via federal enabling legislation or Title 23 CFR Part 450 and Title 49 CFR Part 613)
2. Purposes;
3. Organization;;
4. Planning Data;
5. Planning Area;
6. Budget and Funding; and
7. Terms

It is recommend that all members review the JPA to fully understand the commitment your representation brings to the table.

Federal regulations and the MPO JPA establish the operational and procedural requirements for the MPO. The Bylaws establish guidance for issues pertaining specifically to the MPO that are not otherwise addressed in other documents.

1. Authority; (JPA)
2. Membership/Alternates/Officers;
3. Meetings/Quorum/Voting Procedures;
4. Oversight/Tech Cord Committee/Staff/
5. Amendment Process

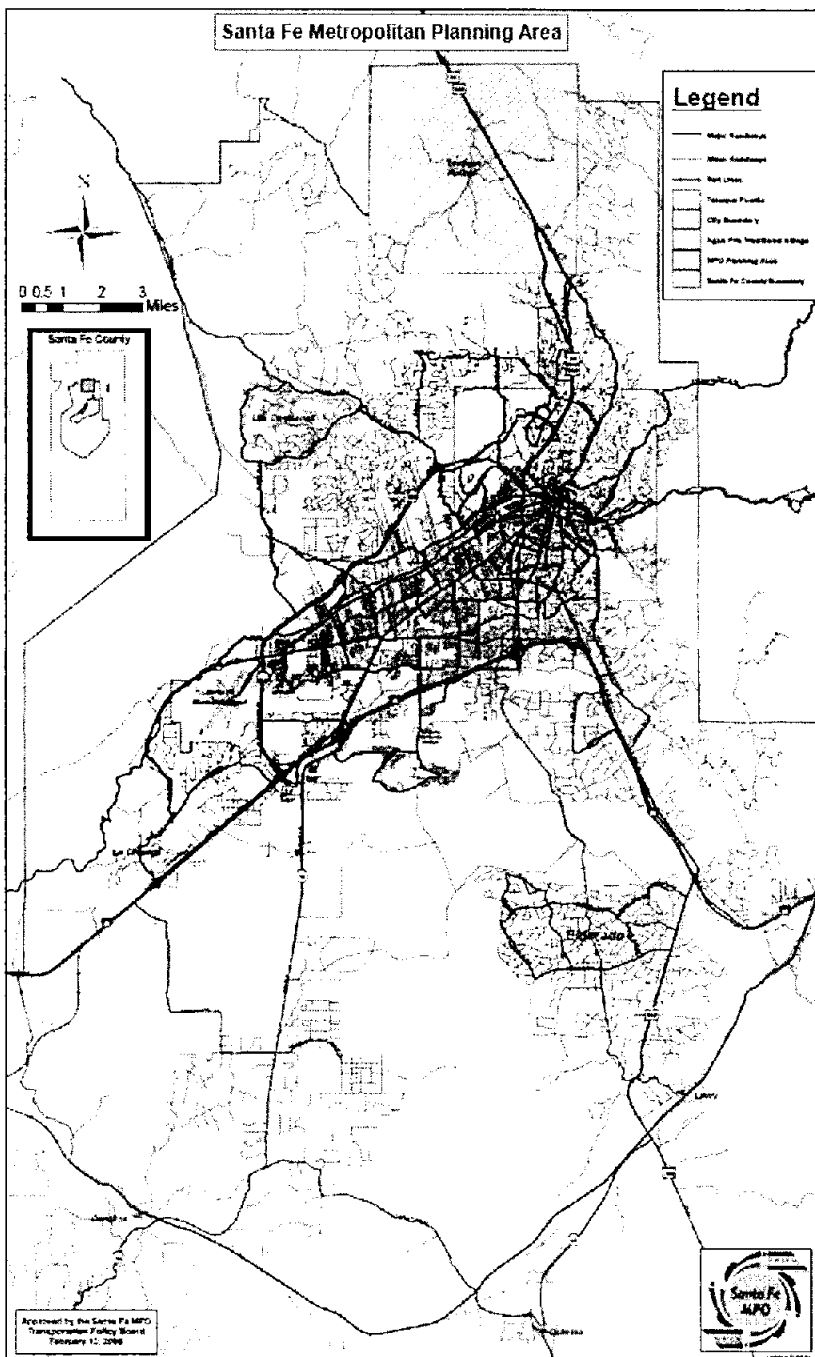
If the JPA is the body of Frankenstein's Monster then the By-Laws are the electrical currents that give it life. Check them out by clicking on the link above.



## IV. SANTA FE MPO BACKGROUND

When the United State Congress passed the Federal-Aid Highway Act of 1962 they included a declaration that “*the Secretary (of Transportation) shall not approve any program for projects in any urban area of more than fifty thousand population unless he finds that such projects are based on a continuing comprehensive transportation planning process carried on cooperatively by the State and local communities.*”

The Santa Fe Metropolitan Area gained MPO status in 1982 by the federal government when the population of the metropolitan area reached 50,000, the same year the Commodore 64, 8=bit home computer was launched.



## V. PLANNING AREA BOUNDARY:

The Santa Fe MPO Planning Area is a contiguous boundary “likely to become urbanized within the twenty year forecast period covered by the 2015-2040 Santa Fe MPO Metropolitan Transportation Plan.”

The Santa Fe 2010 Census Urbanized Area Population was 89,284. The MPO Planning Area covers approximately 25% of Santa Fe County’s land area and includes 80% of its population (Planning Area Population = 116,386, Santa Fe County Population = 144,170) and 90% of

For details of the origins of MPO Planning Areas please click [here](#).

### Why Your Job is Important!

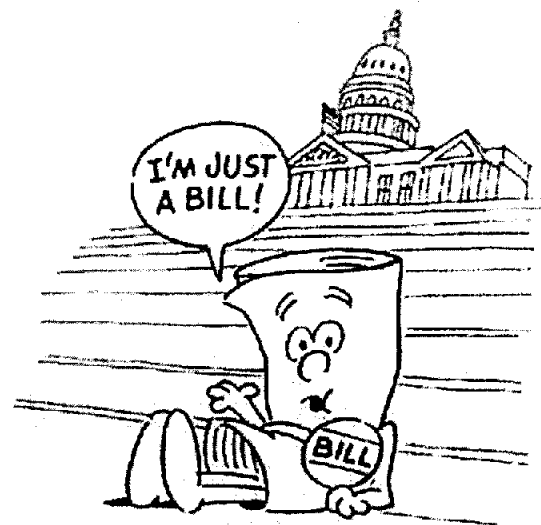
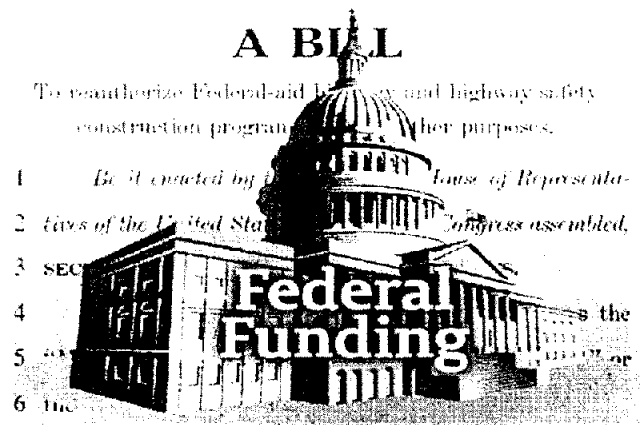
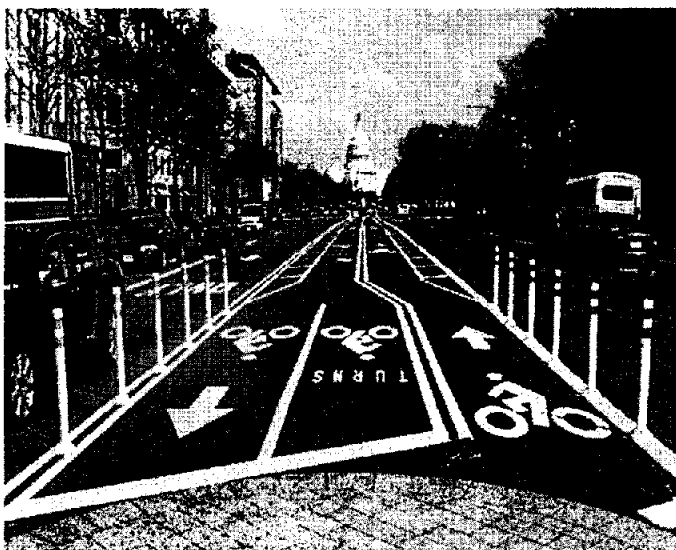
- The demographics of our metro area are ever changing. The Southside has the fastest growing census tracts with a high percentage of families. Overall Santa Fe is an aging demographic and travel patterns are slowly shifting away from the single passenger vehicle.
- Keeping pace with these changes is critical to meeting area needs!



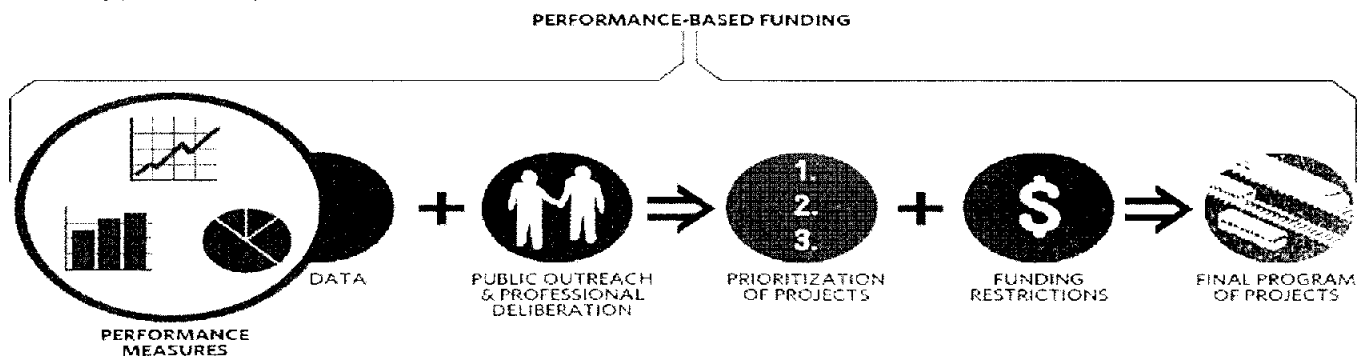
## VI. SURFACE TRANSPORTATION REAUTHORIZATION LEGISLATION: FAST Act and MPOs

“Fixing America’s Surface Transportation Act or the “FAST Act” is the current version of federal legislation that details two important elements for MPOs

1. Funds surface transportation programs.
2. Sets forth the policies and programmatic framework that DOTs and MPOs follow.



The FAST Act, was signed into law by President Obama on December 4, 2015. The FAST Act provides \$305 billion for highway, transit and railway programs. Of that, \$233 billion is for highways, \$49 billion is for transit and \$10 billion is dedicated to federal passenger rail. By the end of the bill’s five-year duration, highway investment would rise by 15%, transit funding would grow by nearly 18%, and federal passenger rail investment would remain flat.



Note: This image illustrates that performance measures are a form of data, and just one component of a larger performance-based funding process.  
Source: Chicago Metropolitan Agency for Planning



## VII. SANTA FE MPO PURPOSE STATEMENT

The purpose of the Santa Fe MPO is to create a forum for transportation decision making in the metropolitan planning area. The Santa Fe MPO is responsible for:

- Facilitating cooperation, consistency, and connectivity between all transportation planning efforts within the Santa Fe metropolitan area
- Promoting a multi-modal, regional transportation system that is safe and energy and fiscally efficient
- Maximizing community connectivity
- Serving the mobility needs of all citizens
- Existing in harmony with the environment
- The MPO ensures proper spending of federal funds and use federal match requirements for projects of regional significance.

**This is accomplished by following 5 core functions:**

1. Establish and manage a fair and impartial setting for decision making;
2. Identifying and evaluating alternative transportation improvement options;
3. Updating the Metropolitan Transportation Plan (MTP);
4. Managing the Transportation Improvement Program (TIP); and
5. Involving the public.

### BREAKING DOWN THE PURPOSE

Understand that the MPO is a federally mandated and federally funded transportation policy organization and going back to the Federal-Aid Highway Act of 1962, Congress created MPOs in order to ensure that existing and future expenditures for transportation projects and programs are based on a “continuing comprehensive planning process carried on cooperatively by States and local communities.” As an MPO member, you make key decisions on multi-modal transportation investments for your constituents and for the region.

- Transportation investment means allocating scarce federal and other transportation funding resources appropriately;
- Planning needs to reflect the region’s shared vision for its future;
- Adequate transportation planning requires a comprehensive examination of the region’s future and investment alternatives; and
- An MPO is needed to facilitate collaboration of governments, interested parties and residents in the planning process.

A “continuing comprehensive planning process” is reflected in the development and regular updates (every 5 years) to the Santa Fe Metropolitan Transportation Plan. The cooperative element can be seen by the detailed planning processes carried out by the Santa Fe MPO and the New Mexico Department of Transportation.

**Why Your Job is Important!**

**How transportation is defined and measured can affect which solutions are considered best.**

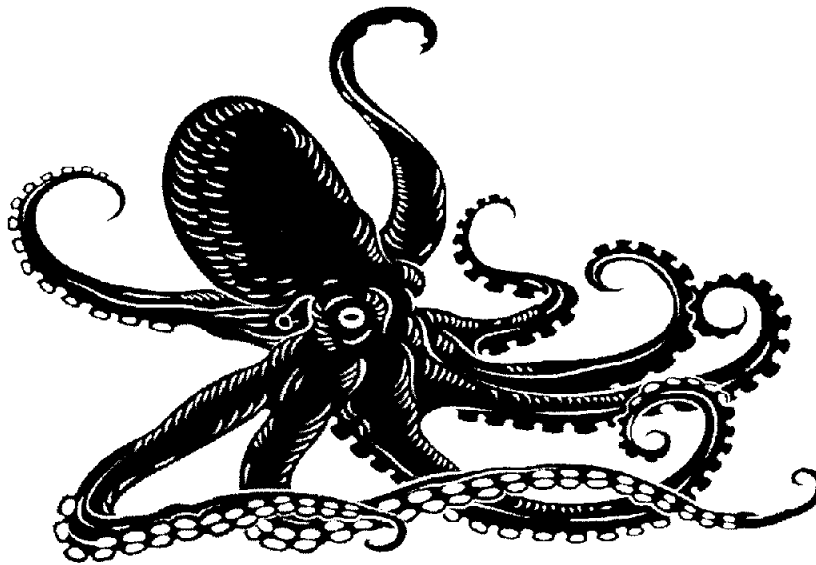
**Your challenge is to balance impacts of vehicles with impacts of transit service quality, bicycling, walking and land use accessibility.**

**The MPO is tasked with evaluating various perspectives that have significant impacts on the future of our community.**

**Elements described in this manual are in place to help you make comprehensive and informed decisions.**



## VIII: THE EIGHT PRINCIPLES OF THE MPO DECISION MAKING PROCESS



As an MPO decision maker, federal policy requires that the following be considered when you select projects and programs.

1. Enhance the integration and connectivity of the transportation system across and between modes for both people and freight .
2. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
3. Increased accessibility and mobility of people and freight.
4. Emphasize the preservation of the existing transportation
5. Promote efficient system management and operation.
6. Increase transportation safety for motorized and non-motorized users.
7. Support economic vitality (especially by enabling global competitiveness, productivity, and efficiency).
8. Increase transportation security for motorized and non-motorized users.

Why your job as an MPO Board Member is important!

“Transport planning is important because it shapes the way we live and work and can have strong, long-term impacts on the economy, the environment and the quality of peoples’ lives. It is also important because, once in place, it can be very difficult to change.”

*International Forum for Rural Transport and Development*

*Given the importance of the above principles when considering financial investments and plans, how do we do we honor them? ... please advance to the next page please*



## IX: THE FOUR HORSEMEN OF THE MPO

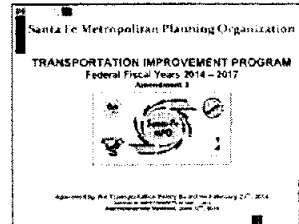
Each of these four planning initiatives are designed to address the directives, principals, goals and measures detailed by the Federal Highway Administration through the Fast Act.

### 2015-2040 METROPOLITAN TRANSPORTATION PLAN (MTP)



This is “the” document that strives to incorporate each of the required principals in both the process for development and the implementation thereof. The MTP is at the foundation of your decision making. Do not underestimate the powers of the MTP!

### TRANSPORTATION IMPROVEMENT PROGRAM (TIP)



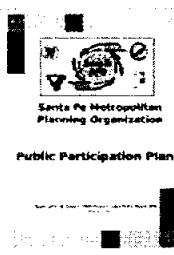
The TIP is your supercharged grocery list with fiscal accountability built in. A short-term multimodal project list expected to be funded within a four year period.

The MPO is required to produce a new TIP every two years. The TIP must be in alignment with the MTP, where projects that are placed on your grocery list must have been well planned out prior to even thinking about heading out to the Piggly Wiggly!

Like all planning efforts the TIP has a built in public comment component.

The TIP is fiscally constrained by each fiscal year. It includes a financial plan that shows which projects can be implemented using existing revenue sources and which projects are to be implemented using proposed revenue sources. Sorry, no room for impromptu last minute shopping!

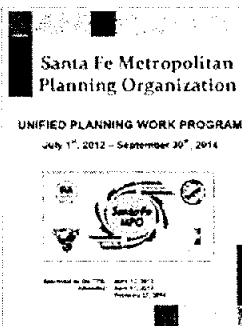
### PUBLIC PARTICIPATION PLAN (PPP)



*The PPP is your commitment to making decisions based on the voice of the community.*

The Public Participation Plan spells out approaches for public engagement at each stage of the planning process and for each of the required MPO planning products.

### Unified Planning Work Program (UPWP)



Us bureaucrats could not have possibly come up with a more uninspiring and yawn inducing title for this important document, and no existing official definition captures the essence and relevance of this document. So we will try our own...

*“The UPWP states what the MPO will do, who will do it, with what funds, and when!”*


To be clear, if it's not in the UPWP it shouldn't be happening! The UPWP is also a tool to evaluate the performance of MPOs and staff provides quarterly progress reports to the NMDOT and FHWA.



## X: THE THREE MUSKETEERS OF THE MPO

Each of these three master plans provide credence, respect and support to the mobility option they represent at the same time honoring a balanced multi-modal system.

### BICYCLE MASTER PLAN



*The Bicycle Master plan is your commitment to include bicycling as both a key component of all transportation projects and stand alone facilities throughout the metro area.*

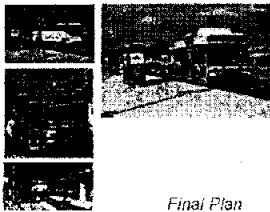
The Bicycle Master Plan is comprehensive in scope and details projects, programs, design recommendations pulled together with as strong vision for a bicycle

**Santa Fe Metropolitan BICYCLE MASTER PLAN**  
Approved April 17, 2012



### PUBLIC TRANSIT MASTER PLAN

**Santa Fe Metropolitan Public Transit Master Plan**



*Santa Fean's invested in bus service more than twenty years ago since then the metro area includes three different bus service providers and the Rail Runner.*

The Public Transit Master Plan identifies opportunities to maximize network capacity, collaborate amongst service providers and expand the system efficiently in the long-

**Final Plan**  
Adopted June 25, 2015  
 Santa Fe MPO Transportation Policy Board

**KFH**

### PEDESTRIAN MASTER PLAN

**SANTA FE METROPOLITAN PEDESTRIAN MASTER PLAN**



*The Pedestrian Master Plan is your recognition that walking is NOT alternative transportation but a fundamental right to all persons no matter their ability, to both move through and access the metro area without a vehicle.*

The Pedestrian Master Plan details the benefits of walking, supports a pedestrian's point of view in light of all transportation improvements and calls for stand alone pedestrian facilities with dedicated funding sources. Walking never felt so good!

PRODUCED FOR THE SANTA FE METROPOLITAN PLANNING ORGANIZATION

design office: KFH PROJECT: PEDESTRIAN MASTER PLAN

**“ALL FOR ONE... AND ONE FOR ALL!”**



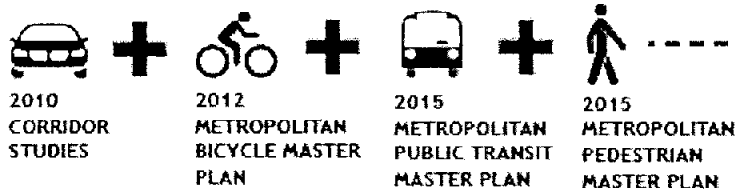
# XI: 2015-2040 MTP EXECUTIVE SUMMARY



## Santa Fe MPO Metropolitan Transportation Plan 2015-2040

Santa Fe metro residents use transportation for all of life's necessities and pleasures. Nearly every life decision is impacted by our transportation options; from small decisions like *"How will I get to the coffee shop this morning?"* to major decisions like *"How far away from my job do I want to live?"* Our residents use transportation to get to work, school, medical facilities, recreational amenities, shopping, and other community and social activities.

# PLAN



## Santa Fe MPO Metropolitan Transportation Plan 2015-2040

The Santa Fe MPO 2015-2040 Metropolitan Transportation Plan (MTP) integrates mode-specific master plans and three recent major corridor studies and addresses pedestrian, bicycle, transit, rail and road needs.

# VISION

Create and maintain a safe, efficient, and reliable transportation system with viable transportation options accessible for all users.

# GOALS



### SAFETY

A safe and secure transportation system for motorized and nonmotorized users.



### SYSTEM PRESERVATION

A well maintained transportation system.



### MOBILITY AND ACCESSIBILITY

An accessible, connected, and integrated transportation system.



### CONGESTION RELIEF AND SYSTEM OPERATIONS

Efficient operation and management of the 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 FUNDING

Regional collaboration in transportation planning, funding, and implementation.



# ILLUSTRATIVE PLAN PROJECTS

List of regional project priorities which exceed the funding available between 2015 and 2040. If funding were available, these projects would be included in the fiscally constrained project list.



## PRIORITIZATION

With limited funding available across all transportation modes and an active community desiring context sensitive and complete transportation improvements, the process of prioritizing projects must be comprehensive and strive to identify those projects that will most effectively move our region's transportation system toward fulfilling our vision and achieving our goals. As such, the prioritization process for each transportation mode is linked to the goals, objectives, and performance measures.

## PERFORMANCE MEASURES

The MPO will track 13 performance measures over time to gauge progress toward meeting our goals and performance targets.

- Mode split
- Housing and Transportation Affordability Index
- Annual transit ridership
- Total crashes per VMT
- Bicycle crashes per 10k daily commuting pedestrians
- Total number of fatalities and serious injuries
- Percent of road, bike, pedestrian, and transit facilities in good or fair condition
- Number of miles of sidewalks, multi-use paths, and on-road bicycle facilities
- Vehicle delay per capita
- Annual tons of mobile source GHG emissions
- Number of projects that incorporate sustainable design
- Total transportation funding by mode

The **"Fiscally-Constrained"** project list includes those regional priority projects that are anticipated to be built or implemented with the transportation revenues that are reasonably expected to be available over the next 25 years.



The fiscally constrained roadway plan includes 39 projects to be funded over the next 25 years with the estimated \$232 million in revenue. Priority roadway projects are expected to contribute the greatest toward meeting the overall system performance targets and goals. Consistent with the MPO's Complete Streets Policy, the priority roadway projects are multimodal and are expected to improve the biking, walking, transit riding, and driving experience.



The Santa Fe Metropolitan Public Transit Master Plan (PTMP) includes short, mid and long term strategies to address planning, marketing, infrastructure, and other needs designed to ensure sustainability and growth in transit ridership. Prioritized transit activities include service at Zia Station, construction for Southside and Sheridan Avenue transfer facilities, and quarterly planning meetings, among other ongoing coordination, and enhancement activities.



The Santa Fe Metropolitan Pedestrian Master Plan (PMP) identifies more than 250 locations for pedestrian improvements through public input and data analysis. Roughly a quarter of the locations fall within 10 designated "Areas of Critical Concern" that call for improvements for safe passage for pedestrians, bicycles and vehicles. The plan prioritizes the need for the formation of a pedestrian advocacy committee to help coordinate implementation efforts.



The Santa Fe Metropolitan Bicycle Master Plan (BMP) emphasizes that bikeway planning and development focus on continuing to develop "arterial" trail alignments and on-street and off-street connections to those alignments. Several high priority bike projects have been constructed using the City of Santa Fe and Santa Fe County GO Bond funds, supplemented with Federal funds.

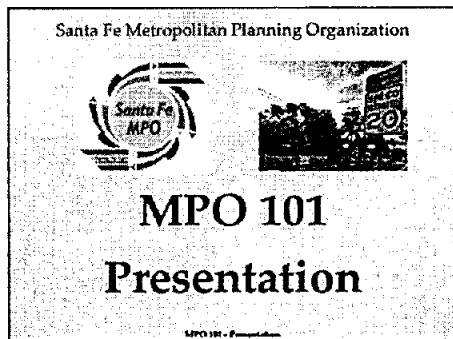


Santa Fe MPO  
Metropolitan  
Transportation  
Plan 2015-2040

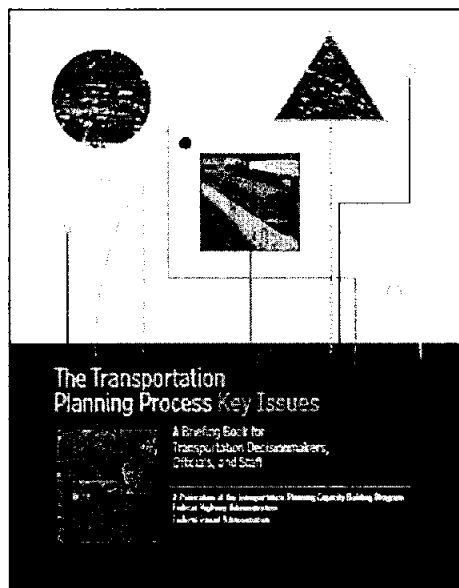


## XI. ADDITIONAL RESOURCES SPECIFIC TO MPOS

Click and Go!



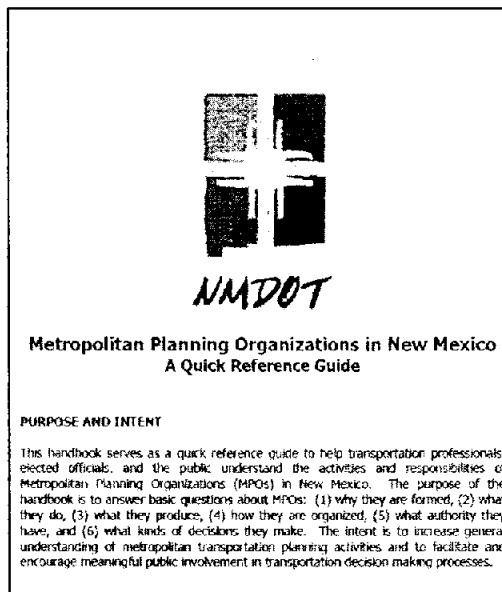
Santa Fe MPO 101 PPT Presentation



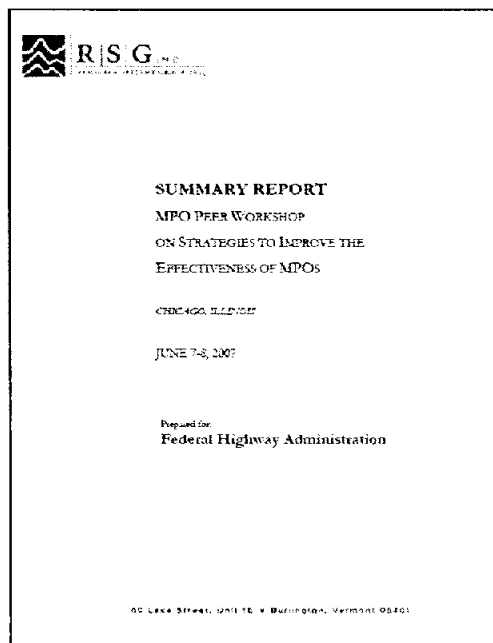
The Transportation Planning Process Key Issues. Federal Highway/Transit Administrations



MPO 101: An Introduction to the Purpose and Function of an MPO. Association of Metropolitan Planning Organizations



NMDOT: Metropolitan Planning Organization in New Mexico: A Quick Reference Guide.



MPO Peer Workshop on Strategies to Improve the Effectiveness of MPOs—RSGinc and Federal Highway Administration

**Why your job is important!**

**Safety!**

Each year more than 30,000 men, women and children die due to automobile related collisions. Imagine New Mexico University Stadium attendees being wiped out annually, not to mention the number of citizens critically wounded in collisions.

Transportation infrastructure investments should carefully weigh all safety implications. Opportunities to invest in safety measures on existing surfaces is clearly important.



# Santa Fe Metropolitan Planning Organization

## FFY 2019 & FFY 2020 UNIFIED PLANNING WORK PROGRAM (UPWP)

October 1<sup>st</sup>, 2018 – September 30<sup>th</sup>, 2020



Draft for Approval by the SFMPO Transportation Policy Board - April 26, 2018

P. O. Box 909 Santa Fe, NM 87504-0909 / Office: 500 Market Street, Suite 200, Santa Fe, NM 87501  
(505) 955- 6614 or (505) 955-6664 [www.santafempo.org](http://www.santafempo.org)





## Santa Fe Metropolitan Planning Organization

*"Promoting Interconnected Transportation Options"*



### *Transportation Policy Board*

#### City of Santa Fe

Mayor Alan Webber or  
Mayor Pro-Tem Signe Lindell  
Councilor Chris Rivera  
Councilor Carol Romero-Wirth  
*Alternate:* Councilor Roman Abeyta

#### Santa Fe County

Commissioner Ed Moreno, Chair  
Commissioner Anna Hansen  
Commissioner Robert Anaya  
*Alternate:* Commissioner Henry Roybal

#### Tesuque Pueblo

*Governor Designee:* Edward Escudero

#### NM Department of Transportation

Tamara P. Haas

### *Technical Coordinating Committee*

Keith Wilson, Santa Fe Trails, Division Director, Administration and Grants, *Chair*  
John Romero, Engineering Division Director, City of Santa Fe  
David Quintana, Roadways & Drainage Section Supervisor, City of Santa Fe  
, Long Range Planning Division Director, City of Santa Fe  
Greg Smith, Land Use/Current Planning Division Director, City of Santa Fe  
John Alejandro, Renewable Energy Planner, Inner-Governmental Sustainability  
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  
Edward Escudero, Transportation Director, Tesuque Pueblo  
Paul Brasher, Acting District Engineer, District 5, NMDOT

### *SANTA FE MPO Advisory Members*

Rodolfo Monge-Oviedo, Federal Highway Administration  
Gabrielle Chavez, Santa Fe MPO Liaison, Planning, NMDOT  
Kevin Olinger, Santa Fe MPO Liaison, Transit/Rail, NMDOT  
Eric Ghahate, Northern Pueblos RPO

### *SANTA FE MPO Staff*

Mark Tibbetts, MPO Officer  
Erick Aune, MPO Senior Planner  
, 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 505-955-6614. 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 955-6664.*



# Santa Fe MPO UPWP FFY2019 & FFY2020

## Table of Contents

<b>ADOPTION RECORD AND AMENDMENTS .....</b>	<b>1</b>
[This table will be used throughout the timeframe of the FFYs 2017 & 2018 UPWP to track and describe amendments to the document]	
<b>INTRODUCTION.....</b>	<b>2</b>
Santa Fe MPO Planning Area and Census Defined Urban Areas .....	3
Purpose .....	3
Planning Priorities and Challenges.....	3
Santa Fe MPO Composition .....	5
Funding Sources .....	6
<b>WORK PROGRAM TASKS*.....</b>	<b>7</b>
1 – MANAGEMENT AND SUPPORT OF THE PLANNING PROCESS	
1.1 Program Support and Administration.....	7
1.2 Unified Planning Work Program .....	8
1.3 Public Participation Process .....	9
1.4 MPO Staff Training and Professional Development.....	10
2 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP).....	11
3 – GENERAL DEVELOPMENT and DATA COLLECTION/ANALYSIS	
3.1 Traffic Counting and Additional Data Collection.....	12
3.2 Travel Demand Modeling and Related Activities.....	12
4 – TRANSPORTATION PLANNING .....	14
4.1 Multi-Modal and Active Transportation Planning .....	14
4.2 Participation in MPO Member Plans, Studies and Projects .....	17
4.3 Metropolitan Transportation Plan .....	18
<b>APPENDICES</b>	
1.1 BUDGET SOURCES .....	19
1.2 BUDGET SUMMARY BY TASK.....	20
1.3 MPO PLANNING AREA BOUNDARY MAP.....	21

**\*[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 2019 & 2020 UPWP**

FFY/ Quarter	Amendment Type		Action/Amendment (brief description including any changes to the budget. Include a separate copy of budgetary changes if necessary)	FHWA/ NMDOT approval date	Policy Board approval date
	Admin	Formal			
2018 Q3		x	SFMPO Policy Board approves draft FFYs 2019-2020 UPWP. Sent to NMDOT for review and approval		



# ***FFY 2019 & FFY 2020 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) 2019 & 2020 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 2019 & FFY 2020 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)

This UPWP covers a two year period from October 1, 2018 through September 30, 2020. 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:

- Implementation of the updated **Bicycle Master Plan** using an innovative interactive mapping tool to track progress on the Multi-Use urban trail system; and
- 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.
- Incorporating safety and public health objectives into planning efforts to promote more “complete streets” within the Metropolitan Planning Area.
- Completing update of the SFMPO Metropolitan Transportation Plan 2020-2045

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 maintaining the travel demand model and improving traffic data collection quality, presentation and public accessibility.
4. The *Transportation Planning* section focuses on multi-modal and “active transportation” planning, which includes 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 with City and County staff to develop strategies toward reducing vehicle related Green House Gas emissions. Finally, there will be a five year update of the Metropolitan Transportation Plan.

The current estimated budget is based on anticipated funding through the FFY2019 and FFY2020 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 the City and Santa Fe County Public Works and Planning/Land Use Departments; MPO Planning Area transit operators: Santa Fe Trails and the North Central Regional Transit District; Intergovernmental Environmental, Energy, and Sustainability Planning; the 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 NPR/TPO 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 FFYs 2019 and 2020 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>\$ 163,200</b>	<b>\$ -</b>	<b>\$ 17,440</b>	<b>\$ 180,640</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 notepads and computers for staff, maintenance for plotter and printer, cartridges, paper, etc.)
- Travel and related expenses for attending and hosting 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 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	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					x			
Develop MPO Budget for City						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>1200</b>	<b>\$ 61,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,200</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 2021 & FFY 2022 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 draft FFY 2021 & FFY 2022 UPWP by April 2020
4. Amended FFYs 2019 & 2020 UPWP as needed.

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)													FFY 2020 (October 1, 2019 – September 30, 2020)												
	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												
2021&2022 UPWP Draft																			x							
2021&2022 UPWP Approved																					x					
2019 & 2020 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>1000</b>	<b>\$ 51,000</b>	<b>\$ -</b>	<b>\$ 14,500</b>	<b>\$ 65,500</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. Annual schedule of MPO committee meetings.

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	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
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>900</b>	<b>\$ 45,900</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ 59,900</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, Walk/Bike/Places, 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 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
APA National Conference							x												x					
Walk/Bike/Places												x												x
NMAPA Conference	x												x											

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>700</b>	<b>\$ 35,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,700</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 FFY2020-2025 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 2020-2025 TIP; Call for projects (10/2019); Submit TIP to NMDOT (4/2020)
3. Prepare and submit Annual List of Obligated TIP Projects

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
2018-2019 TIP Amendments		x			x			x			x			x			x			x			x	
FFY 2020-2025 TIP													x						x					
Annual 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>300</b>	<b>\$ 15,300</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 25,300</b>

##### Objectives:

To conduct, or have conducted, bicycle and /or pedestrian volume counts within the MPO Planning Area to assist with the assessment of infrastructure investment 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.

##### Staff Activities:

- ☐ Collect Bike/ped volume count data as needed.
- ☐ Maintain and update web-based platform to manage traffic data to assist with the calculation of annual growth rates and evaluation of traffic changes.
- ☐ 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)
- Maintain Eco Counter upload service (\$2,750)

##### Related Expenses:

- Supplement volume count equipment (\$5,000)

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

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
MS2 annual license	x												x											
Key: X=Scheduled; C=Completed																								

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>100</b>	<b>\$ 5,100</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 7,100</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 for a revised 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.
- ☐ 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 (Eco Resource Management Systems, Inc.) or other consultant(s) to assist with technical support of the model where necessary.
- ☐ Maintain the license for PTV Vision Suite.
- ☐ Support staff training in PTV Vision Suite software.

Consultant Services:

- Annual license fee (\$2,000) for PTV Vision Suite software.

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

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
PTV Vision license	x												x											

Key: X=Scheduled; C=Completed



## 4 – TRANSPORTATION PLANNING

### 4.1 Multi-Modal and Active Transportation 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>3880</b>	<b>\$ 197,880</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ 224,880</b>

#### Objectives:

Continue to implement all elements of the 2018 updated 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.

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. Continue to achieve the progressive levels of designation for the City as a “Walk Friendly Community”.

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

Integrate a public health component into transportation planning and project prioritization. Emphasize the benefits of using alternative modes of travel and personal active transportation to reduce the growing incidence of pre-diabetes, heart disease and other illnesses tied to an inactive life style.

Continue to encourage project scoping that incorporates safety objectives for all roadway users including bicyclists and pedestrians.

#### 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
- ☐ Develop and implement a web-based bikeways mapping tool.
- ☐ 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.
- ☐ 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.
- ☐ Conduct multigenerational walk audits
- ☐ Facilitate formation of a pedestrian advocacy advisory group to help implement the Pedestrian Master Plan
- ☐ Facilitate application for higher levels of designation for the City of Santa Fe as a "Walk Friendly Community"
- ☐ 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.
- ☐ Investigate possible funding sources for transit improvements.
- ☐ Facilitate discussions between Santa Fe Trails, NCRTD, NMDOT Park and Ride, and NM Rail Runner Express 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 address services of the Santa Fe Trails, NCRTD, NMDOT Park and Ride and NM Rail Runner Express.
- ☐ 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.
- ☐ Identify and engage a consultant to create an educational video of a roadway safety transformation.
- ☐ Collaborate with Public and Community Health agency staff and advocates in furthering active transportation initiatives
- ☐ Coordinate events and promotional activities that encourage walking and bicycling.
- ☐ 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 with public health agencies to develop strategies that promote active transportation.
- ☐ Work with the Mexico Department of Health to expand their Prescription Trails Program and other initiatives that directly related to active transportation.
- ☐ Collaborate with City and County efforts to reduce vehicle related Green House Gas emissions
- ☐ Staff input in support of Main Street initiatives

---

Consultant Services: (\$7,000)

- Engage consultant services to help develop a prioritized project list from the PMP, which includes cost estimates.

Consultant Services: (\$20,000)

- Educational video production to demonstrate transformation of a hazardous section of road into a “complete street” by incorporating RSA recommendations for Guadalupe St.

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

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	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												
Video Project completion																								x

Key: X=Scheduled; C=Completed

---



#### 4.2 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>700</b>	<b>\$ 35,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,700</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, bike friendly, 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 development review process for both City and County
- ☐ 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, New Mexico Bicycle 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 with the NMDOT in development of the Strategic Highway Safety Plan (SHSP)
- ☐ 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 and participate as needed 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]

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	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



#### 4.3 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>500</b>	<b>\$ 25,500</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 40,500</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.
- ☐ Develop an updated MTP for FFYs 2020-2045

##### Consultant Services: (\$15,000)

- Engage consultant services to help update the Metropolitan Transportation Plan 2020-2045

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

- Complete update of the FFYs 2020-2045 MTP

PRODUCT	FFY 2019 (October 1, 2018 – September 30, 2019)												FFY 2020 (October 1, 2019 – September 30, 2020)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Updated MTP																								X

Key: X=Scheduled; C=Completed



**APPENDIX 1.1: BUDGET SOURCES (10/01/18 – 9/30/20)**

FUNDING SOURCE	AMOUNT	COMMENTS
FFY 2018(Section 112) FHWA	\$ -	Estimated amount of obligated funding from ongoing contracts to be requested for reauthorization
FFY 2019 (Section 112) FHWA	\$ 212,484	Estimated Budget from NMDOT based on FFY 2018 amounts
<b>*Total Federal Funds*(Section 112)</b>	<b>\$ 212,484</b>	
<b>Required Local Match (14.56%)</b>	<b>\$ 36,210</b>	
<b>Total Funding for FFY 2019 (Section 112)</b>	<b>\$ 248,694</b>	
FFY 2018 (Section 5303) FTA	\$ 63,742	Estimated amount of unexpended FFY 2018 federal funds
FFY 2019 (Section 5303) FTA	\$ 63,742	Estimated Budget from NMDOT based on FFY 2018 amounts
<b>Total Federal Funds (Secs.5303)</b>	<b>\$ 127,484</b>	
<b>Required Local Match (20%)</b>	<b>\$ 31,871</b>	
<b>Total Funding for FFY 2019 (Section 5303)</b>	<b>\$ 159,355</b>	
<b>Total Federal Funds (Secs. 112 &amp; 5303 )</b>	<b>\$ 339,968</b>	
<b>Total Required Local Match (Secs. 112 &amp; 5303)</b>	<b>\$ 68,081</b>	
<b>FFY 2019 TOTAL PROGRAM FUNDS</b>	<b>\$ 408,049</b>	
<b>FFY 2020 (Section 112) FHWA</b>	<b>\$ 212,484</b>	Estimated Budget from NMDOT based on FFY 2018 amounts
<b>Required Local Match (14.56%)</b>	<b>\$ 36,210</b>	
<b>FFY 2020 (Section 112) Total Funding</b>	<b>\$ 248,694</b>	
<b>FFY 2020 (Section 5303 ) FTA</b>	<b>\$ 63,742</b>	Estimated Budget from NMDOT based on FFY 2018 amounts
<b>Required Local Match (20%)</b>	<b>\$ 15,935</b>	
<b>FFY 2020 (Section 5303) Total Funding</b>	<b>\$ 79,677</b>	
<b>Total Federal Funds (Sec. 112 &amp; 5303)</b>	<b>\$ 276,226</b>	
<b>Total Required Local Match(Sec. 112 &amp; 5303)</b>	<b>\$ 52,145</b>	
<b>FFY 2020 TOTAL PROGRAM FUNDS</b>	<b>\$ 328,371</b>	
<b>FFY 2017 &amp; FFY 2018 UPWP: TOTAL FUNDING</b>	<b>\$ 736,420</b>	



## APPENDIX 1.2: BUDGET SUMMARY BY TASK (10/01/18 – 9/30/20)

### 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	\$ 163,200	\$ -	\$ 17,440	\$ 180,640
1.2 UPWP	21	1200	\$ 61,200	\$ -	\$ -	\$ 61,200
1.3 Public Participation Process	21	1000	\$ 51,000	\$ -	\$ 14,500	\$ 65,500
1.4 Staff Training/ Professional Dev	21	900	\$ 45,900	\$ -	\$ 14,000	\$ 59,900
<b>TOTALS</b>		<b>6300</b>	<b>\$ 321,300</b>	<b>\$ -</b>	<b>\$ 45,940</b>	<b>\$ 367,240</b>

### 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	700	\$ 35,700	\$ -	\$ -	\$ 35,700
<b>TOTALS</b>		<b>700</b>	<b>\$ 35,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,700</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	300	\$ 15,300	\$ 5,000	\$ 5,000	\$ 25,300
3.2 Travel Demand Model	23	100	\$ 5,100	\$ 2,000	\$ -	\$ 7,100
<b>TOTALS</b>		<b>400</b>	<b>\$ 20,400</b>	<b>\$ 7,000</b>	<b>\$ 5,000</b>	<b>\$ 32,400</b>

### 4- TRANSPORTATION PLANNING

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
4.1 Multi-Modal/ Active Transportation	23	3880	\$ 197,880	\$ 27,000	\$ -	\$ 224,880
4.2 Participation in Member Plans and Studies	24	700	\$ 35,700	\$ -	\$ -	\$ 35,700
4.3 Metropolitan Transportation Plan	23	500	\$ 25,500	\$ 15,000	\$ -	\$ 40,500
<b>TOTALS</b>		<b>5080</b>	<b>\$ 259,080</b>	<b>\$ 42,000</b>	<b>\$ -</b>	<b>\$ 301,080</b>

**TOTALS FOR ALL TASKS** **12480** **\$ 636,480** **\$ 49,000** **\$ 50,940** **\$ 736,420**

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



