



AGENDA

BICYCLE AND TRAILS
ADVISORY COMMITTEE
FEBRUARY 11, 2021 AT 5:30
PM
ATTEND VIRTUALLY

SPECIAL PROCEDURES FOR BICYCLE AND TRAILS ADVISORY COMMITTEE MEETING

Attendance: In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, and the ban on public gatherings of more than five (5) people, the Bicycle and Trails Advisory Committee meeting will be conducted virtually.

Viewing: Members of the public may stream the meeting live on the City of Santa Fe's YouTube channel at <https://www.youtube.com/user/cityofsantafe>. The YouTube live stream can be accessed at this address from most smartphones, tablets, or computers.

The video recording of this meeting will also remain available for viewing at any time on the City's YouTube channel at <https://www.youtube.com/user/cityofsantafe>. Staff is available to help members of the public access pre-recorded meetings on-line at any time during normal business hours. Please call 955-6521 for assistance.

Agenda: The agenda for the meeting will be posted at <https://santafe.primegov.com/public/portal>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
 - a. January 14, 2021
5. **COMMUNICATIONS FROM THE FLOOR**
6. **COMMUNICATIONS FROM OTHER AGENCIES**



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- a. Santa Fe Metropolitan Planning Organization, Erick Aune, AICP, SFMPO Officer

7. DISCUSSION AND POSSIBLE ACTION ITEMS

- a. Request for a bicycle/pedestrian easement off of East Zia Road (Gary Oakley, District 2 Constituent).
- b. Discussion on Roads Repavement (Sid Redner, BPAC Member)
- c. Proposed Trail Projects for Consideration of City GRT Bond Funding or Other Local Funding Sources (Erick Aune, SFMPO Officer)
- d. 2021 Strategic Work Plan Implementation (Yolanda Eisenstein, Law & Policy Sub-committee Chair)
- e. Crash Maps Demonstration (Hannah Burnham, SFMPO Planning Technician)

8. SUBCOMMITTEE COMMUNICATIONS

- a. Law & Policy (Yolanda Eisenstein, Chair)
- b. Planning & Funding (Sky Tallman, Chair)
- c. Promotion, Education & Programming (Khalil Spencer, Chair)

9. MATTERS FROM STAFF

- A. Acequia Trail from Rufina to San Felipe Cooperative Project Agreement – Design
- B. BPAC Resolution Re-establishing Bicycle and Trail Advisory Committee
- C. BPAC Website Development

10. MATTERS FROM THE COMMITTEE



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11. **MATTERS FROM THE CHAIR**
12. **NEXT MEETING: Thursday, March 11, 2021**
13. **ADJOURN**

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.



City of Santa Fe

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1. **CALL TO ORDER**

2. **ROLL CALL**

Members Present:

Chair Michael Garcia
Member Yolanda Eisenstein
Member Bruce Finger
Member Rob Morlino
Member Sid Redner
Member Yvette Serrano
Member Khal Spencer
Member Sky Tallman
Member Judith Gabriele

Members Excused:

Others Attending:

Romella Glorioso-Moss, Projects Administrator & Staff Liaison
Erick Aune, Santa Fe MPO Officer
Leah Yngve, Santa Fe MPO Transportation Planner
Hannah Burnham, Santa Fe MPO Planner Technician

3. **APPROVAL OF AGENDA**

MOTION: Member Tallman moved, seconded by Member Finger, to approve the agenda as presented.



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VOTE: The motion was on the following Roll Call vote:

For: Chair Garcia, Member Eisenstein, Member Finger, Member Morlino, Member Redner, Member Serrano, Member Spencer, Member Tallman, Member Gabriele

Against: None

4. APPROVAL OF MINUTES

a. December 10, 2020

MOTION: Member Eisenstein moved, seconded by Member Spencer, to approve the as minutes of December 10, 2020 as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Chair Garcia, Member Eisenstein, Member Finger, Member Morlino, Member Redner, Member Serrano, Member Spencer, Member Tallman, Member Gabriele

Against: None

5. COMMUNICATIONS FROM THE FLOOR

Mr. Morgan Roth from Bird's Scooter Government Partnership Team has introduced himself to BTAC Members. His company is aware of City's interest in developing micro-mobility transportation and would like to have the opportunity to work with the City to achieve City's sustainability goals.



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6. COMMUNICATIONS FROM OTHER AGENCIES

- a. Santa Fe Metropolitan Planning Organization (Erick Aune, AICP, SFMPO Officer)

Ms. Leah Yngve, MPO Transportation Planner reported that MPO and the City had a kick-off meeting this morning on multi-modal transit and parking study transition plan that MPO is assisting the City with. The project will study areas in the City in detail to see how bicycle and pedestrian connect to the transit system. It's a 5-year transit and parking analysis.

Erick Aune, MPO Officer reported that MPO is working with the City to advance mobility transition plan. MPO sees BTAC as a primary stakeholder and looks forward to BTAC's specific input as project progresses over the next 18 months.

Mr. Aune has also a quick comment as to Morgan's introduction. The MPO has been contacted by at least 3 e-scooters companies (in the recent months) to provide services to the City. There is really no mechanism for a company to make contact with the City. Mr. Aune wants to know what is the appropriate way to move forward exploring ideas (beyond the MPO) for micro-mobility. He understands that the City has major concerns about e-scooters; has a resolution banning e-scooters. MPO has written a white paper on this subject.

Member SkyTallman pointed out that there are two ways to do this: 1) through an RFP; and 2) via policy change where a scooter company apply for a permit. Would that be the approach we are taking ... to create a platform for a company to apply.

Mr. Aune said that it would be very similar how the City of Albuquerque did two years ago. But short answer is the City has no mechanism.

Member Khal Spencer commented there was a discussion in the Committee regarding e-scooter under previous Chair but does not know what happened.

Mr. Aune commented that MPO did a study the issue and appendage it in the Master Plan. According to the resolution, the City Manager has to make a



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decision on the matter in May 2020 but because of the pandemic it's very understandable that it is not in the list of her priorities. But he would like to move forward so companies are not in limbo land. Chair Garcia said he will reach out to City Manager and Mayor and ask what the status is and also ask if it would be feasible for BTAC to look into the process. Mr. Aune offered to provide the Chair with a brief.

7. DISCUSSION AND POSSIBLE ACTION ITEMS

- a. Discussion on bicycle issues i.e. trail crossings on major roads, deteriorating condition of sharrows, winter riding on roads and trails, and usage of the electronic version of the city trail map (Khalil Spencer, BTAC Vice-Chair & PEP Sub-Committee Chair).

Since the City's Traffic Operations Manager Mr. Jose Lerma cannot attend this meeting, Staff Liaison asked Member Spencer to email her the questions he will ask at the meeting, so Mr. Lerma can email the answers to his questions to Staff Liaison:

Q1: What is the status of putting up the BMUFL (R4-11) signage? I would especially like to see BMUFL signs in critical areas such as when the River Trail ends and goes down to a sidewalk on Alameda. Currently, there is a tiny sign on the path that says "allowed to use full lane" but I don't know if it is an MUTCD compliant sign and its yellow, which means advisory. It doesn't formally indicate the MUP ends nor does it inform motorists. Signage may help educate bicyclists to get off the sidewalk and tell motorists why we are doing so. Recall the complaints about bike/ped conflicts. There is currently no unambiguous signage where the River Trail goes to a sidewalk as you enter town.

A1: The yellow "Bicycles allowed to use full lane" signs were ordered incorrectly. Since then our sign team has been changing out to the correct R4-11 signs – 30"x30" square, white background with black bicycle sign and lettering. We currently don't have a traffic engineer to make the necessary judgement or study to install more signs. This is usually contracted as well. Our sign team handles the signs and markings on city roadways and trails.



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Q2: Sharrows are wearing out in heavy traffic areas. I did a survey of the sharrows on Alameda and they are worn out and practically invisible. If you go over to Palace they are worn out and practically invisible. If you go over to Palace they are in great shape as traffic is light or perhaps they are newer. Does the City have a survey or sharrows and a schedule of when they get repainted? Again, sharrows are MUTCD markings that inform and educate as post the law requirements.

A2: Public Works had bought sharrows and the sign team installed them 8 years ago but no funding was allocated to maintain them. There are 278 sharrows installed.

Q3: Does the City have a catalog of which traffic lights do not respond to bicycle input? For example, at St. Francis and Camino de las Crucitas, I think we still have a magnetic loop detector. If I ride my steel bikes it triggers but if I ride my aluminum bikes it doesn't seem to see them.

A3: We don't have a detailed list of what signals that don't detect bicycles. We have some cameras that Public Works bought and signal shop team installed that will detect bicycles. Those intersections are:

1. Rodeo Rd/Richards Ave – all approaches
2. Richards Ave/Gov Miles Rd – all approaches
3. Zia Rd/Camino Carlos Rey – southbound approach
4. Siringo Rd/Camino Carlos Rey – north and southbound approach
5. Paseo de Peralta/Don Gaspar – southbound approach

Q4: Do we have any indication of how effective the No Right on red signs or the HAWK beacons are at pedestrian/bicycle crossings such as along the Rail Trail, or if there are complaints about non-compliance leading to close calls?

A4: No information.

Follow up questions from Members:

Member Spencer: Can BTAC send a priority list for sharrows replacement?

Staff Liaison: Great help to Public Works. Can also add it in the BTAC Strategic Work Plan.



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Member Gabriele asked how to ensure there would be budget for sharrows maintenance like a recurring budget item.

Staff Liaison: Two ways: 1) apply for funding for sharrows maintenance however chance is small because funding is available for construction but not for maintenance; maintenance is part of operational funds; 2) budget it for the next fiscal year.

Chair Garcia: Can add it to the resolution – we need to know how much to allocate for this purpose yearly. May be it would be better to leave it out because there are years that we have more money and years that we have less money.

Member Gabriele: Regarding the intersection issues – I think it's more than data; may be more of an enforcement issue. Is there any mechanism for enforcement.

Staff Liaison: May be that's an issue for Member Finger to bring to Public Safety Committee.

Member Finger: Attending Public Safety meeting on coming Tuesday. There's also a City link which he e-mailed everyone where one can report issues to the City and it works very well.

Member Tallman: Comment on sharrows maintenance – there are some recent studies that sharrows are not very effective to increase safety or ridership. So given City is facing a lot of budget constraints, it might be wise to focus on the most efficient counter measures. There are many other issues we need to prioritize our dollars with.

Member Spencer: But for areas that we have very limited space such as downtown sharrows are effective to encourage road sharing; it is not really effective as safety measure or for encouraging more riders.

- b. Review of Guadalupe Bridge Rehabilitation Project 60% Design Plan (Raymond Trujillo, WSP & Sky Tallman, BTAC Planning & Funding Sub-Committee Chair)



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Mr. Ray Trujillo, WSP Consultant for the Guadalupe Bridge Rehabilitation Project presented briefly the Scope of Work of the project: repair the bridge to extend the service life of the bridge, do some minor repaving, do sidewalk and median improvements and provide vehicular and pedestrian traffic controls during construction.

MOTION: Member Tallman moved, seconded by Member Spencer, to include in the design to put a buffer on the inside of the median on the other side of the crosswalk.

VOTE: The motion was approved on the following Roll Call vote:

For: Chair Garcia, Member Eisenstein, Member Finger, Member Morlino, Member Redner, Member Serrano, Member Spencer, Member Tallman, Member Gabriele

Against: None

MOTION: Member Tallman moved, seconded by Member Spencer, to look into the feasibility of reducing the number of travel lanes on the bridge (currently has 5 lanes) based on the future Guadalupe St plan (2 lanes).

VOTE: The motion was approved on the following Roll Call vote:

For: Chair Garcia, Member Eisenstein, Member Finger, Member Morlino, Member Redner, Member Serrano, Member Spencer, Member Tallman, Member Gabriele

Against: None

c. SFMPO Website Review (Erick Aune, MPO Officer).



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d. Staff Liaison's Report (Romella Glorioso-Moss)

8. SUBCOMMITTEE COMMUNICATIONS

a. Law and Policy Sub-Committee (Yolanda Eisenstein, Chair)

b. Planning and Funding Sub-Committee (Sky Tallman, Chair)

c. Promotion, Education and Programming Sub-Committee (Khalil Spencer, Chair)

9. MATTERS FROM STAFF

10. MATTERS FROM THE COMMITTEE

11. MATTERS FROM THE CHAIR

12. NEXT MEETING: Thursday, February 11, 2021

13. ADJOURN

Romella Glorioso-Moss 01/25/2021

Liaison

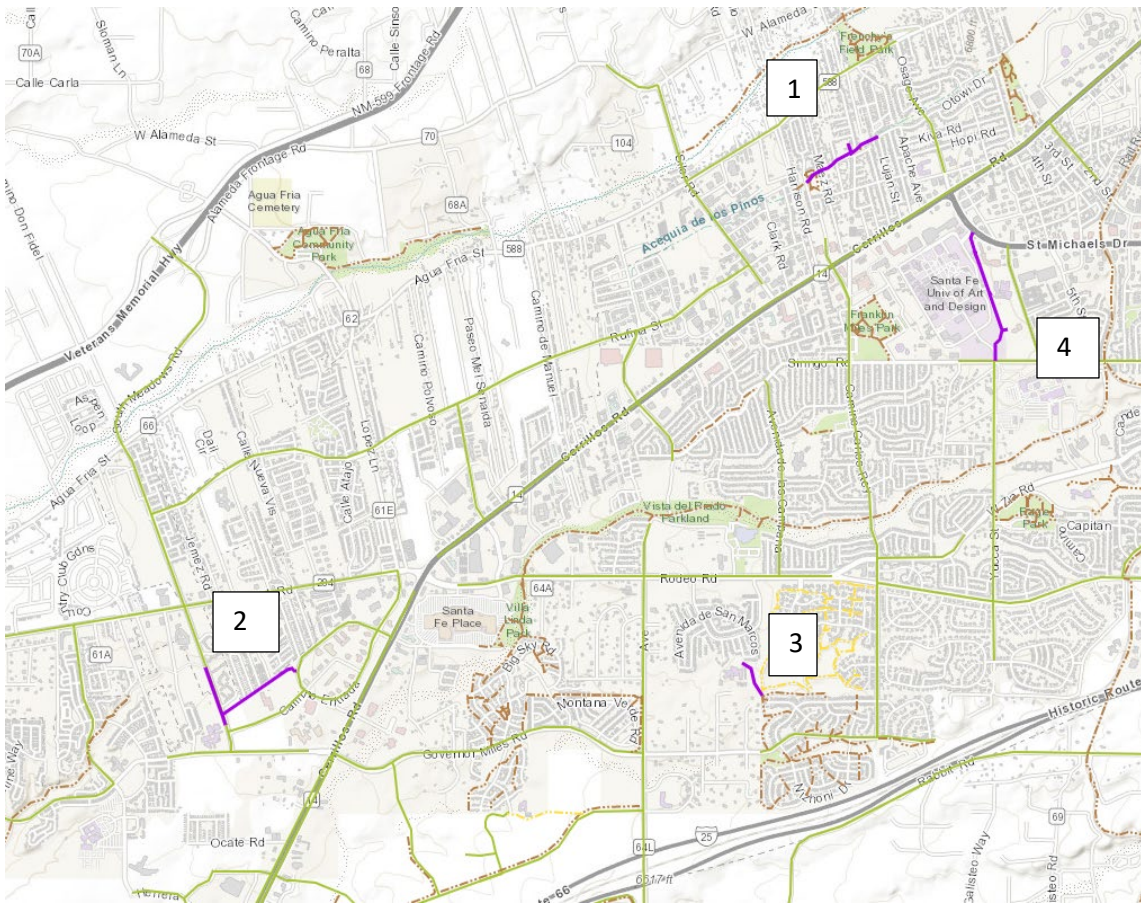
Chair

2019 Bicycle Master Plan Implementation

Proposed Trail Projects for consideration of City GRT Bond Funding or other local funding sources

Criteria: Each Phase A City Projects 2019 BMP. Located in 4 City Council Districts. Each are significant trail gap connectors.

1. Acequia Trail - Otowi to La Cieneguita via Maclovía and Hermanos Rodríguez Parks with connection to Cielo Vista Park. ~\$1,650,000
2. Tierra Contenta Arroyo Chamiso Trail – design: Along South Meadows and to Camino Entrada, via school crossing and city-owned corridor to Camino Estrada (design) ~\$425,000
3. NM Central Rail Trail -Pinon Elementary School to Pueblos del Sol Trails - Safe Routes to School. ~\$650,000
4. MID-TOWN CAMPUS TRAIL: Using east boundary easement, from Siringo to driveway near St. M's Dr., w/connections to LaFarge Library, Middle School, St. Michael's Village W. shopping center. ~ \$1,400,000



City of Santa Fe Bicycle and Pedestrian Advisory Committee

2021 Strategic Work Plan

(Approved December 10, 2010)

Bicycle Master Plan Vision: Santa Fe is a city where people of all ages and abilities can safely and comfortably have bicycle and pedestrian access.

Goals:

- B1. EDUCATION – Educate motorists and bicyclists about traffic laws and safe operating behavior.
- B2. DESIGN STANDARDS – Adopt design standards or a toolkit that meets current AASHTO (American Assn. of State Highway and Transportation Officials) and NACTO (National Assn. of City Transportation Officials) standards.
- B3. CONNECTIVITY – Provide critical connections for bicyclists and pedestrians.
- B4. ENCOURAGEMENT – Create incentives and remove barriers to travel by bicycle.
- B5. WAYFINDING – Provide bicyclists with easily accessible information (signage, maps).
- B6. DATA – Gather data on the current state of bicycling.
- B7. SAFETY – Create a bicycle network that is safe and comfortable for bicyclists of all ages.

Pedestrian Master Plan Vision: Santa Fe is a community that invites people of all ages and abilities to walk for enjoyment, exercise, and daily transportation through a safe, convenient, and attractive pedestrian environment.

Goals:

- P1. SAFETY – Improve pedestrian safety through well-designed facilities and promoting safe driving, walking, and bicycling behaviors.
- P2. EQUITY – Provide accessible pedestrian facilities for all.
- P3. HEALTH – Develop a pedestrian network that promotes active, healthy lifestyles.
- P4. SOCIAL – Enhance social interactions by creating inviting public places for people.
- P5. MULTI-MODAL – Develop high-quality pedestrian facilities for all modes of transportation.
- P6. ECONOMIC SUSTAINABILITY – Enhance economic vibrancy by creating safe and aesthetically pleasing walking environments.
- P7. CONNECTIVITY – Provide a city-wide network of accessible, efficient, and convenient pedestrian infrastructure.

2021 Strategies

Strategy 1: Update the City of Santa Fe Design Guidelines and Design Criteria for Street Types to include design standards detailed in the BMP (Bicycle Master Plan) include new street “typicals.”

The current Design Criteria for streets have little variability as it relates to bicycle, pedestrian, and transit elements. We recommend that the City adopt new criteria in a similar format to Albuquerque’s Development Process Manual. (Goals B2, B7, P1, P2, P3, P4, P5, P6) (BMP pp. 4, 60; PMP p. 67; MTP pp. 8-20)

Strategy 2: Prepare for May 2021 Transportation Alternatives Program (TAP) “Call for Projects” by the NMDOT.

The Acequia Trail between South Meadows Road and San Felipe was awarded TAP funding in 2019 for the design of this .89-mile segment. Recommend an application for construction funds of approximately \$1.25 million. This will require a cash match of \$182,000 to be provided by the City. (Goals B3, B7, P1, P2, P3, P4, P5, P6, P7) (BMP pp. 30, 72)

Strategy 3: Evaluate Green Bicycle Lane Pilot Project (2015).

Work with City staff to evaluate pilot project to stripe green bicycle lane pavement markings on portions of Camino Carlos Rey, Don Gaspar, and Richards Avenue to visually highlight dedicated bicycle lanes. Weigh costs and benefits of expanding the program. (Goal B7) (BMP p. 19)

Strategy 4: Establish annual Santa Fe Custom bike rack acquisition fund and maintenance program.

These elegant yet durable custom racks are approved by Historic Preservation, comply with City Code, and are approved by logo owner Burlington Northern. Each rack costs \$273.00 and is relatively easy to install. Recommend a commitment to buy and install 12 racks a year for five years, or at a time when critical public bike parking gaps are filled. (Goals B7, P4, P5, P6) (BMP pp. 65-66; MTP pp. 4-12, 8-15)

Strategy 5: Evaluate, Design, and Fund Santa Fe’s First Protected Bike Lane.

(Goals B4, B7, P5) (BMP pp. 8, 12, 17, 41, 45)

Strategy 6: Develop reoccurring public sidewalk maintenance fund and maintenance plan.

Current City Code requires landowners to maintain public sidewalks adjacent to their properties. Unless this law is strictly enforced, the unfortunate results can be seen city-wide. For example, Aqua Fria Street has many segments that have very narrow sidewalk that are almost completely blocked by weeds.) (Goals P1, P2, P3, P5, P6, P7) (PMP p. 68)

Strategy 7: Conduct evaluation of downtown traffic light warrants.

For example, evaluate whether the traffic lights at San Francisco and Old Santa Fe Trail, and Grant Ave and Palace are warranted. An evaluation may “warrant” the existence of these lights. However, the removal of each would arguably reduce city maintenance costs, electricity costs, and improve pedestrian safety and movements. Low average daily traffic combined with high pedestrian activity are key indicators that four- or three-way stops may be warranted. (PMP pp. 31, 59, 85)

Strategy 8: Develop and Capitalize on Partnership Opportunities.

Develop partnerships and recruit volunteers to enhance public education and promote the work of BPAC. For example, Bike Santa Fe has a number of cyclists who are certified instructors by the League of American Bicyclists. They have volunteered to conduct classes. (Goals B1, B3, B7, P1, P7)

Strategy 9: Develop City Employee Active Transportation and Transit Incentive Program.

Employee Trip Reduction (ETR) programs are developed to discourage single passenger vehicle commutes and incentivize walking, biking, and transit use. For example, point programs are incentives that are put in place on a long-term or permanent basis. They allow commuters to earn points every time they log a commute using an alternative to solo driving. These points accumulate over time, and can then be redeemed for paid time off, prizes, benefits, and other perks. Recent technology improvements have created software applications to help implement such programs. (MTP pp. 5-8)

Strategy 10: Utilize BPAC Website.

Develop and maintain a BPAC website to acquaint the public with BPAC and its work; and establish a “go-to” site for bicycle and pedestrian information and updates. (Goals B1, B3, B4, B6, B7, P1, P3, P4, P7)

Strategy 11: Develop Master Signage Plan.

Develop a Master Bicycle and Pedestrian Signage Plan for ongoing BPAC review and recommendations. Consolidate existing signs (for evaluation and maintenance), proposed signs (e.g., way finding and mile markers), and approved signs (stages in the process) into one document with other relevant information. (Goals B1, B2, B3, B5, B7, P1, P7)

Strategy 12: Oversee Bicycle and Pedestrian Signage.

Maintain visibility and functioning of signs that ensure the safety of bicyclists and pedestrians, including sharrows, road sensors, and directionals, among others. (Goals B7, P1)

**Notes from Promotion, Education and Programming Subcommittee Meeting
January 30, 2021**

Present: Khal Spencer (Chair), Judith Gabriele, Quinn Gallagher, Jennifer Wellington

Absent: Rachel Wexler

We talked about the importance of education, promotion, and programming around bicycle and pedestrian activities not only to make it safer and easier to walk and bike in Santa Fe, but to support changing the culture so cycling and walking for transportation and recreation become the community norm.

We discussed how to advance skill and safety programming, especially among youth.

Recommendations regarding how to implement the Work Plan Strategies (our subcommittee work mainly aligns with Strategy 8) from the Promotion, Education and Programming Subcommittee are in green.

City of Santa Fe Bicycle and Pedestrian Advisory Committee 2021 Strategic Work Plan (Approved December 10, 2010)

Bicycle Master Plan Vision: Santa Fe is a city where people of all ages and abilities can safely and comfortably have bicycle and pedestrian access.

Goals:

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- B3. CONNECTIVITY – Provide critical connections for bicyclists and pedestrians.
- B4. ENCOURAGEMENT – Create incentives and remove barriers to travel by bicycle.
- B5. WAYFINDING – Provide bicyclists with easily accessible information (signage, maps).
- B6. DATA – Gather data on the current state of bicycling.
- B7. SAFETY – Create a bicycle network that is safe and comfortable for bicyclists of all ages. Pedestrian

Master Plan Vision: Santa Fe is a community that invites people of all ages and abilities to walk for enjoyment, exercise, and daily transportation through a safe, convenient, and attractive pedestrian environment.

- Goals:
- P1. SAFETY – Improve pedestrian safety through well-designed facilities and promoting safe driving, walking, and bicycling behaviors.
 - P2. EQUITY – Provide accessible pedestrian facilities for all.
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 - P6. ECONOMIC SUSTAINABILITY – Enhance economic vibrancy by creating safe and aesthetically pleasing walking environments.

P7. CONNECTIVITY – Provide a city-wide network of accessible, efficient, and convenient pedestrian infrastructure. 2021 Strategies

Strategy 1: Update the City of Santa Fe Design Guidelines and Design Criteria for Street Types to include design standards detailed in the BMP (Bicycle Master Plan) include new street “typicals.” The current Design Criteria for streets have little variability as it relates to bicycle, pedestrian, and transit elements. We recommend that the City adopt new criteria in a similar format to Albuquerque’s Development Process Manual. (Goals B2, B7, P1, P2, P3, P4, P5, P6) (BMP pp. 4, 60; PMP p. 67; MTP pp. 8-20)

Strategy 2: Prepare for May 2021 Transportation Alternatives Program (TAP) “Call for Projects” by the NMDOT. The Acequia Trail between South Meadows Road and San Felipe was awarded TAP funding in 2019 for the design of this .89-mile segment. Recommend an application for construction funds of approximately \$1.25 million. This will require a cash match of \$182,000 to be provided by the City. (Goals B3, B7, P1, P2, P3, P4, P5, P6, P7) (BMP pp. 30, 72)

Strategy 3: Evaluate Green Bicycle Lane Pilot Project (2015). Work with City staff to evaluate pilot project to stripe green bicycle lane pavement markings on portions of Camino Carlos Rey, Don Gaspar, and Richards Avenue to visually highlight dedicated bicycle lanes. Weigh costs and benefits of expanding the program. (Goal B7) (BMP p. 19)

Strategy 4: Establish annual Santa Fe Custom bike rack acquisition fund and maintenance program. These elegant yet durable custom racks are approved by Historic Preservation, comply with City Code, and are approved by logo owner Burlington Northern. Each rack costs \$273.00 and is relatively easy to install. Recommend a commitment to buy and install 12 racks a year for five years, or at a time when critical public bike parking gaps are filled. (Goals B7, P4, P5, P6) (BMP pp. 65-66; MTP pp. 4-12, 8-15)

Strategy 5: Evaluate, Design, and Fund Santa Fe’s First Protected Bike Lane. (Goals B4, B7, P5) (BMP pp. 8, 12, 17, 41, 45)

Strategy 6: Develop reoccurring public sidewalk maintenance fund and maintenance plan. Current City Code requires landowners to maintain public sidewalks adjacent to their properties. Unless this law is strictly enforced, the unfortunate results can be seen city-wide. For example, Aqua Fria Street has many segments that have very narrow sidewalk that are almost completely blocked by weeds.) (Goals P1, P2, P3, P5, P6, P7) (PMP p. 68)

Strategy 7: Conduct evaluation of downtown traffic light warrants. For example, evaluate whether the traffic lights at San Francisco and Old Santa Fe Trail, and Grant Ave and Palace are warranted. An evaluation may “warrant” the existence of these lights. However, the removal of each would arguably reduce city maintenance costs, electricity costs, and improve pedestrian safety and movements. Low average daily traffic combined with high pedestrian activity are key indicators that four- or three-way stops may be warranted. (PMP pp. 31, 59, 85)

Strategy 8: Develop and Capitalize on Partnership Opportunities. Develop partnerships and recruit volunteers to enhance public education and promote the work of BPAC. For example, Bike Santa Fe has a number of cyclists who are certified instructors by the League of American Bicyclists. They have volunteered to conduct classes. (Goals B1, B3, B7, P1, P7)

Recommendations:

- 1) BTAC members, Bike Cops, Public Works staff, and any other city entities who work with transportation be required to participate in the Smart Cycling program and receive a certificate. Encourage SFPS PE teachers to participate as well.

- 2) MPO update the 2018 trails map or print more of the 2018 one so the PEP Subcommittee can distribute them among bike shops and to other cycling partners (e.g., Elena Kayak of Safe Routes to Schools to distribute them in schools) and ensure that the bike shops are regularly supplied by BTAC members. Work with bike shops to ensure that every person who buys a bike receives a map.
- 3) Reach out to the SFPS Wellness Program to discuss how to promote cycling and walking in communities, especially among youth.
- 4) Work more closely with the City of Santa Fe PIO to get messaging out about cycling and walking. Consider different city entities to work with on this, such as Utilities for messaging in bills. F/u with Romella to determine procedure for working with the PIO.
- 5) Staff tables at every event that involves cycling or walking. This includes:
 - Santa Fe Century (October 10th this year)
 - Bike to Work week/Bike Month (May)
 - National Walk and Roll to School Day (October 6th)
 - Others?
- 6) Work with the city to establish a bike repair hub at the College of Santa Fe campus.

What do we need to do to get assurance that the city is willing to seek and provide resources to act on some of these things? (Romella?)

Strategy 9: Develop City Employee Active Transportation and Transit Incentive Program. Employee Trip Reduction (ETR) programs are developed to discourage single passenger vehicle commutes and incentivize walking, biking, and transit use. For example, point programs are incentives that are put in place on a long-term or permanent basis. They allow commuters to earn points every time they log a commute using an alternative to solo driving. These points accumulate over time, and can then be redeemed for paid time off, prizes, benefits, and other perks. Recent technology improvements have created software applications to help implement such programs. (MTP pp. 5-8)

Strategy 10: Utilize BPAC Website. Develop and maintain a BPAC website to acquaint the public with BPAC and its work; and establish a “go-to” site for bicycle and pedestrian information and updates. (Goals B1, B3, B4, B6, B7, P1, P3, P4, P7)

Strategy 11: Develop Master Signage Plan. Develop a Master Bicycle and Pedestrian Signage Plan for ongoing BPAC review and recommendations. Consolidate existing signs (for evaluation and maintenance), proposed signs (e.g., way finding and mile markers), and approved signs (stages in the process) into one document with other relevant information. (Goals B1, B2, B3, B5, B7, P1, P7)

Strategy 12: Oversee Bicycle and Pedestrian Signage. Maintain visibility and functioning of signs that ensure the safety of bicyclists and pedestrians, including sharrows, road sensors, and directionals, among others. (Goals B7, P1)

Contract No.:	_____
Vendor No.:	<u>0000054360</u>
Control No.:	<u>S100650</u>

COOPERATIVE PROJECT AGREEMENT – DESIGN

The **New Mexico Department of Transportation** (Department), and the City of Santa Fe (Local Agency) enter into this Agreement for Federal Highway Administration (FHWA) funding under NMSA 1978, Section 67-3-28. This Agreement for Project Control No.: S100650 is effective as of the date of the last party to sign it on the signature page.

1. Funding and Project Description.

a. Funding for Design Work is as follows:

- | | |
|--|-----------|
| 1. <u>FFY 2021 TRANSP. ALT. SMALL URBAN(TAPS) Funds</u> | |
| <u>Department’s 85.44% share</u> | \$256,320 |
| Preliminary Engineering for the Acequia Trail link from Rufina to San Felipe 1 mile(Description as per STIP database, this agreement only pertains to the Design Work portion of Project Control No. S100650.) | |
| 2. <u>City’s matching 14.56% share</u> | \$43,680 |
| For the purpose stated above. | |
| 3. <u>The Total Project Funding for Design Work</u> | \$300,000 |

- b. Attached as Exhibit A is a table of data on funding as required by 2 CFR 200.331.
- c. The Local Agency shall provide all the work, labor, materials and services necessary to perform the Project.
- d. The Local Agency is responsible for all Project costs that exceed federal funding.
- e. The Local Agency must repay certain federal funding to the Department if:
1. The Project is cancelled.
 2. An audit determines an overpayment or federal funds were used for ineligible cost items.
 3. The construction of a road on a right-of-way acquisition is not undertaken within twenty (20) years after the fiscal year in which the funds are authorized.
 4. Acquisition of right-of-way or construction of the road for a preliminary engineering project is not undertaken within ten (10) years following the fiscal year in which the project is authorized.
- The Local Agency must repay or establish a repayment plan for the federal funds within forty-five (45) days of notice from the Department.

2. Payment – Reimbursement.

The Department will reimburse the Local Agency upon receipt of reimbursement requests with supporting documentation and certification that costs have been incurred. Reimbursement requests may be submitted monthly or, at a minimum, quarterly. Expenses that are documented and determined to be eligible under 2 CFR Part 200 will be reimbursed based on the Local Agency’s required Match. The final Project payment request must be submitted within thirty (30) calendar days of completion of (a) the PS&E package or (b) final payment to the contractor for Construction or Project Work and (c) prior to termination of this Agreement. The Department will not reimburse the Local Agency for costs incurred (a) prior to obligation of federal funding and the effective date of this Agreement; (b) after expiration of this Agreement; or (c) in excess of the federal funding identified in Section 1.

3. Federal, State and Department Requirements.

By entering into this Agreement, the Local Agency certifies and agrees to comply with the terms and conditions as set forth in:

- a. Title 23, U.S. Code Highways and its associated regulations
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See Exhibit B.
- c. 49 CFR Part 29, Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Debarment and Suspension (Grants) and Certification
- d. 49 CFR Part 20, Lobbying Certification
- e. The Department's policies and standards
- f. The current Tribal/Local Government Handbook located at:
http://dot.state.nm.us/content/dam/nmdot/TLPA/TLPA_Handbook_Final_Version_3-4-2019.pdf
- g. The Federal Funding Accountability and Transparency Act (FFATA) and certain contracting requirements in regard to Office of Inspector General Reviews as identified on Exhibit B.

4. Term.

This Agreement becomes effective upon signature of all parties. The effective date is the date when the last party signed the Agreement on the signature page. This Agreement terminates on **10/30/2022**. If a contract term extension is needed, the Local Agency must provide written request to the Region or District T/LPA Coordinator sixty (60) days prior to the expiration date to ensure timely processing of an Amendment. The Region or District will then have two weeks to submit to Project Oversight Division to ensure timely processing of an Amendment.

5. Termination.

The Department may terminate this agreement and request repayment under Section 1e above for the following reasons:

- a. Failure to timely contract: The Local Agency, under a Design Agreement, must enter into a written agreement with an engineering consultant within three (3) months from the effective date this Agreement.
- b. Inactivity: If there is no Project expenditures for twelve (12) consecutive months.
- c. Failure to comply: If the Local Agency fails to comply with any provision of this Agreement.
- d. Local Agency's Request: The Local Agency may seek termination in a writing to the Department, which will be fully considered.

6. Third Party Beneficiary.

This Agreement does not confirm any rights or remedies on anyone other than the Department and the Local Agency. The Department is not a party to any agreement between the Local Agency and a Project contractor at any tier.

7. New Mexico Tort Claims Act.

Neither party is responsible for liability incurred as a result of the other party's acts or omissions. Any liability incurred is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, et seq. This paragraph is intended only to define the liabilities between the parties and it is not intended to modify, in any way, the parties' liabilities as governed by common law or the New Mexico Tort Claims Act.

8. Appropriation.

The terms of this Agreement are contingent upon sufficient appropriations and authorizations from the New Mexico Legislature or the United States Congress when federal funds are involved. If sufficient appropriations and authorizations are not made, this Agreement terminates immediately upon written notice from the Department. The Department is not committed to expenditure of funds until they are programmed, budgeted, obligated by FHWA, encumbered, and approved for expenditure. The Department's decision on whether funds are sufficient is final.

9. Scope of this Agreement.

This Agreement constitutes the entire Agreement between the Parties. Any claimed covenant, term, condition, warranty or promise of performance not included in this document or its amendments, is not part of this Agreement and not enforceable. Performance of all duties and obligations must conform with and must not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

10. Severability.

In the event that any portion of this Agreement is determined to be void, unconstitutional, or unenforceable, the remainder of this Agreement remains in full force and effect.

11. Principal Contacts and Notices.

The principal contacts for this Agreement are listed below. Except as otherwise specified, all notices must be in writing and must be given to the principal contacts listed below.

Region T/LPA Coordinator

Sharon R. Cruz
North Region T/LPA Coordinator
New Mexico Department of Transportation
P.O. Box 1149, Room 203
Santa Fe, NM 87504
Office: 505-221.8220
E-mail: Sharonr.Cruz@state.nm.us

District T/LPA Coordinator

James Mexia, P.E.
T/LPA Coordinator
New Mexico Department of Transportation
P.O. Box 4127
Santa Fe, NM 87502
Office: 505-231-1139
E-mail: James.Mexia@state.nm.us

Construction Liaison Engineer

Eunice Cazares de Bravo
T/LPA Construction Liaison Engineer
New Mexico Department of Transportation
1570 Pacheco St., STE. A10
Santa Fe, New Mexico
Office: 505-321-8380
E-mail: eunice.cazares@state.nm.us

Local Agency

Romella Glorioso-Moss
Projects Administrator
City of Santa Fe
P.O. Box 909
Santa Fe, New Mexico 87504
Office: 505-955-6623
E-mail: rsglorioso-moss@santafenm.gov

12. Amendment.

The terms of this Agreement may be amended by an instrument in writing executed by the parties.

The remainder of this page is intentionally left blank.

In witness whereof, each party is signing this Agreement on the date stated opposite of that party's signature.

NEW MEXICO DEPARTMENT OF TRANSPORTATION

By: _____ Date: _____
Cabinet Secretary or Designee

Reviewed and Approved as to form and legal sufficiency by the New Mexico Department of Transportation's Office of General Counsel

By: *Aaron Frankland, Deputy General Counsel* Date: Dec 30, 2020
Aaron Frankland, Deputy General Counsel (Dec 30, 2020 13:57 MST)
Assistant General Counsel

CITY OF SANTA FE

By: _____ Date: _____
Mayor

ATTEST

By: _____ Date: _____
CITY OF SANTA FE Clerk

Approved as to form and legal sufficiency by the City's Attorney

By: *Marcos Martinez* Date: Jan 29, 2021
Marcos Martinez (Jan 29, 2021 16:03 MST)
CITY OF SANTA FE Attorney

APPROVED:

MARY MCCOY, FINANCE DIRECTOR
CITY OF SANTA FE

Date: _____

EXHIBIT A

2 CFR 200.331 Requirements

Federal Award Identification.

(i) Public Entity name (which must match the name associated with its unique entity identifier);	City of Santa Fe
(ii) Public Entity's unique entity identifier (DUNS);	069420818
(iii) Federal Award Identification Number (FAIN);	Please see approved Federal Highway form.
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	Please see date on approved Federal Highway form.
(v) Cooperative Project Agreement(Construction) Period of Performance Start and End Date;	Please see date on approved Federal Highway form thru 10/30/2022 (End Date).
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the Public Entity;	\$256,320
(vii) Total Amount of Federal Funds Obligated to the Public Entity by the pass-through entity including the current obligation;	This award is in addition to any previous awards received by sub-recipient from NMDOT.
(viii) Total Amount of the Federal Award committed to the Public Entity by the pass-through entity;	The total amount of this award is in addition to any previous awards received by sub-recipient from NMDOT.
(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	Federal Highway Administration (FHWA)
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	FHWA, New Mexico Department of Transportation Sean Sandoval - 505 -660-6102, Sean.Sandoval@state.nm.us P.O. Box 1149 Santa Fe, NM 87501-1149
(xi) CFDA Number and Name;	20.205- Highway Planning & Construction
(xii) Identification of whether the award is R&D; and	No R&D
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).	N/A

EXHIBIT B

Uniform Administrative Requirements and Audit

23 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, applies to each non-profit organization, each institution of higher education, and local governments as a whole when they or one of their departments receives federal funds. 2 CFR § 200 is formally OMB Circular A-133. Any non-profit organization, institution of higher education, or local government spending more than \$750,000 in federal funds from all sources within a 12-month period must have an audit performed on the use of the funds. The Department defines the 12-month period as July 1 to June 30.

Federal Funding Accountability and Transparency Act (FFATA).

The FFATA requires full disclosure to the public of all entities or organizations receiving federal funds. Central to this law is www.USASpending.gov, a publically available website with searchable information on each federal grant and contract over \$25,000. In addition, the Federal Subaward Reporting System (FSRS), www.FSRS.gov, was developed for reporting on executive compensation and first-tier subawards. The Local Agency is required to register with the US Contractor Registration (System for Award Management [SAM] System) and get a Data Universal Number System (DUNS) number. The Local Agency is responsible for providing their executive compensation and subaward information to the Department for entry into FSRS.gov. The Department is responsible for providing award information to USASpending. The type of information reported includes:

- Name of Local Agency receiving the award
- Amount of Award
- Funding Agency
- NAICS code for contracts or the Catalog of Federal Domestic Assistance program number for grants
- Program source
- Award title descriptive of the purpose of the funding action
- Location of the Local Agency, including the Congressional District
- Place of performance of the program or activity, including the Congressional District
- DUNS number of the Local Agency and its parent organization, if one exists
- Total compensation – If the Local Agency in the preceding year received eighty (80) percent or more of its annual gross revenues in federal awards, which exceeds \$25 million annually, and the public has no access to this information under the Securities Exchange Act or the Internal Revenue Code, then the names of the top five executives of the Local Agency are also required to comply with the FFATA.
- The Department will extract as much information as possible from the Local Agency's grant application and standard reports.

Office of Inspector General Review

The Local Agency, when procuring services, shall provide to all bidders the reporting and oversight requirements that they are bound to from the time of bid submission. The following provisions must be included in all prime contracts, subcontracts, and other contracts for services for a federally-funded project:

- 1. Inspector General Reviews:** Any Inspector General of a federal department or executive agency shall review, as appropriate, any concerns raised by the public about specific investments using federal funds. Any findings of such reviews not related to an ongoing criminal proceeding shall be relayed immediately to the New Mexico Department of Transportation or the agency concerned.
- 2. Access of Offices of Inspector General to Certain Records and Employees:** With respect to each contract or grant awarded using federal funds, any representative of an appropriate Inspector General

appointed under the Inspector General Act of 1978, 1,5 USC App. 3 and specifically § 8G, 5 USC App. 3 (2014) is authorized to examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any state or local agency administering such contract, that pertain to, and involve transactions relating to, the contract, subcontract, grant, or sub-grant; and to interview any officer or employee of the contractor, grantee, sub-grantee, or agency regarding such transactions. In addition, the Local Agency should do the following:

- a. Allow access by the Government Accountability Office Comptroller General and his representatives to examine any records of the contractor or any of contractor's subcontractors, or any state or local agency administering such contract that directly pertain to, and involve transactions relating to, the contract or subcontract
- b. Allow the Comptroller General and his representatives to interview any officer or employee of the contractor or any of contractor's subcontractors, or of any state or Local Agency administering the contract, regarding such transactions

Nothing in this section shall be interpreted to limit or restrict in any way any existing authority of an Inspector General. The Department's Office of Inspector General (OIG) has the authority to carry out all duties required. The duties are the same as those specified in Federal Law: OIG, 23 USC § 302 (1998) (the capability to carry out the duties required by law); 23 USC § 112(2) (2012) (contracting for engineering and design services); the review of Federal-aid construction contract.

OFFICE OF GENERAL COUNSEL CONTRACT BRIEF FORM

DATE: 11/2/2020 FROM: Alexis Perry-Vigil PHONE: 505-795-3623

CONTRACTOR: City of Santa Fe
CONTROL NO: CN S100650

NEW CONTRACT

AMENDMENT TO EXISTING CONTRACT

- Scope of Work
- Additional Compensation
- Time Extension
- Other _____

Note: For amendments, please attach a copy of the original agreement, any previous amendments, and a copy of the RFP, if applicable.

EXEMPT FROM PROCUREMENT PROCESS (*University; other educational institutions; other state agency, bureau; local public bodies*).

The Office of General Counsel's policy for turn around time is ten (10) working days. Please indicate below if there are extenuating circumstances which require immediate review of this agreement.

Attorney Review Comments

The attached agreement is being returned for revisions or corrections. Please call _____ at (505) 827-5431 if you have questions.

_____ Please make corrections on pages _____

_____ I have signed the agreement with the understanding that you will make the corrections indicated on the agreement submitted for review or discussed with you.

_____ Please make corrections on pages _____ and return the marked up copy to the receptionist for further review and approval.

Other comments:







S100650 Agreement Draft

Final Audit Report

2020-12-30

Created:	2020-11-17
By:	Alexis Perry-Vigil (Alexis.Perry@state.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5xn4f5uXjBB1bP_-z2B2kmP28ZVvUo3h

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2020-11-17 - 9:20:18 PM GMT
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2020-12-22 - 2:30:02 AM GMT- IP address: 67.164.151.167
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-  Document e-signed by Aaron Frankland, Deputy General Counsel (aaron.frankland@state.nm.us)
Signature Date: 2020-12-30 - 8:57:57 PM GMT - Time Source: server- IP address: 67.164.151.167
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2020-12-30 - 8:57:57 PM GMT






2021 01 29 Coop Agr NMDOT S100650 Agreement2

Final Audit Report

2021-01-29

Created:	2021-01-29
By:	Irene Romero (ikromero@ci.santa-fe.nm.us)
Status:	Signed
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"2021 01 29 Coop Agr NMDOT S100650 Agreement2" History

-  Document created by Irene Romero (ikromero@ci.santa-fe.nm.us)
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