Agenda

Regular Meeting of the Public Works and Utilities Committee
August 31, 2026 at 5:00 PM
Council Chambers, City Hall
200 Lincoln Avenue

Procedures for Public Works and Utilities Committee Meeting

Viewing: *If the relevant technology is available to record the meeting in City Hall*, members of the public may stream the meeting live on the City of Santa Fe's YouTube channel. The YouTube live stream can be accessed from most smartphones, tablets, or computers.

The video recording*, if created,* of this and all past meetings of the Public Works and Utilities Committee will also remain available for viewing at any time on the City's YouTube channel. Staff is available to help members of the public access pre-recorded Governing Body meetings online at any time during normal business hours. Please call 955-6521 for assistance.

If relevant technology is available and functioning for City use, the following options may be available:
Virtual Public Comment: To provide public comment virtually, you must join the Zoom meeting by internet or phone, using the following link:

- Internet: Join the Zoom meeting on the internet using a computer, laptop, smartphone, or tablet. Attendees should use the "Raise Hand" function to be recognized by the Mayor to speak at the appropriate time.
- Phone: To join the Zoom meeting using a phone, use the following phone numbers and Webinar ID: US: - Webinar ID: Phone attendees should press *9 to use the "Raise Hand" function to be recognized by the Chair to speak at the appropriate time.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Consent Agenda
5. Public Comment
6. Presentations
    a. Presentation by Kimley-Horn, Planning and Engineering Consultants,

Providing an Overview of the North Guadalupe Post Construction Multimodal Operations and Safety Analysis. (Erick Aune, SFMPO Division Director; ejaune@santafenm.gov)

b. Presentation on Wastewater Management Division. (Michael Dozier, Wastewater Management Division Director; mldozier@santafenm.gov).

7. Action Items: Consent Agenda

a. Request for Approval of the August 17, 2026, Public Works and Utilities Committee Meeting Minutes. (Norma Sutor, Administrative Assistant; nasutor@santafenm.gov)

Committee Review:
Public Works and Utilities Committee: 08/31/2026

b. Request for Approval of Amendment No. 2 to Item 24-0526 Cooperative Project Agreement, Construction Work with New Mexico Department of Transportation to Extend the Term through September 30, 2028, to Complete the Construction of S100370 Agua Fria - Cottonwood Roundabout Project. (Romella Glorioso-Moss, Complete Streets Capital Projects Manager; rsglorioso-moss@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/31/2026
Finance Committee: 09/08/2026
Governing Body: 09/09/2026

c. Request for Approval of a Budget Adjustment Request (BAR) in the Total Amount of $2,215,000 from the Water Enterprise Cash Fund to the Water WIP Design for On-Call Engineering Services for AECOM Technical Services. (John Del Mar, Water Division Engineering Supervisor; jpdelmar@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/31/2026
Finance Committee: 09/08/2026
Governing Body: 09/09/2026

d. Request for Approval of a Budget Adjustment Request (BAR) in the Total Amount of $800,000 to Increase Airport Grants and Services Using Lodgers Tax. (John Dickinson, Airport Director; jxdickinson@santafenm.gov, Kelly Bynon, Administrative Manager; kabynon@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/31/2026
Finance Committee: 09/08/2026

Governing Body: 09/09/2026

e. CONSIDERATION OF RESOLUTION NO. 2026-____. (Councilor Alma Castro and Councilor Patricia Feghali)
A Resolution Approving the Updated Santa Fe Trails Agency Safety Plan and Directing its Submission to the Federal Transit Administration. (Gabrielle Chavez, Transit Director of Administration; gnchavez@santafenm.gov)

Committee Review:
Governing Body (Introduced): 08/26/2026
Public Works and Utilities Committee: 08/31/2026
Quality of Life Committee: 09/02/2026
Governing Body: 09/09/2026

f. CONSIDERATION OF RESOLUTION NO. 2026-____. (Mayor Michael Garcia and Councilor Jamie Cassutt)
A Resolution Approving the City of Santa Fe's Participation in the New Mexico Department of Transportation's Local Government Road Fund Program for the Henry Lynch Road Reconstruction Project by Entering into Cooperative Grant Agreement, Control Number L500665. (Romella Glorioso-Moss, Complete Streets Capital Projects Manager; rsglorioso-moss@santafenm.gov)

Committee Review:
Governing Body (Introduced): 08/26/2026
Public Works and Utilities Committee: 08/31/2026
Finance Committee: 09/08/2026
Governing Body: 09/09/2026

g. CONSIDERATION OF RESOLUTION NO. 2026-___. (Councilor Jamie Cassutt)
A Resolution Approving the City of Santa Fe's Participation in the New Mexico Department of Transportation's Local Government Road Fund for the Henry Lynch Road Reconstruction Project, Control No. L500689. (Romella Glorioso-Moss, Complete Streets Capital Projects Manager; rsglorioso-moss@santafenm.gov)

Committee Review:
Governing Body (Introduced): 08/26/2026
Public Works and Utilities Committee: 08/31/2026
Finance Committee: 09/08/2026
Governing Body: 09/09/2026

8. Action Items: Discussion Agenda

9. Executive Session

10. Matters from Staff

11. Matters from the Committee
12. Matters from the Chair
13. Next Meeting: Monday September 21, 2026
14. 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.

DRAFT North Guadalupe Street Post Reconstruction Multimodal Operations and Safety Analysis

August 2026

Prepared for: Santa Fe Metropoloitan Planning Organization

Prepared by:

Kimley»Horn

Expect More. Experience Better.

Table of Contents

Project Purpose 1
Corridor Background & Project Context 1
Stakeholder and Community Input 1
Stakeholder interviews and forums 2
Post Construction Business Engagement Survey Results: 2
Walk Audit Business Participation 3
Pre-Reconstruction Conditions “Before” 4
Data Summary 4
Key Issues and Needs 5
Prior Recommendations and Implementation Review 5
Summary of Recommendations 5
Implementation Status 6
Gaps and Deviations 12
Post-Reconstruction Conditions “After” 12
Data Collection and Methodology 12
Quantitative Analysis 12
Before and After Data Comparison 16
Qualitative ASSESSMENT 22
Benchmarking Against National Guidance 26
Opportunities for Improvement 27
Next Steps and Conclusions 30
Appendix A – N. Guadalupe Road RSA (2014) ..... A
Appendix B – N. Guadalupe Road Location-Specific Recommendations and Improvements Table ..... B
Appendix C – Post-Construction Data Collected C

Tables

Table 1. 85th Percentile and Average Speeds on N. Guadalupe Street “Before” 4
Table 2. Annual Growth Rates at Guadalupe Street and San Francisco Street (2014-2023) 4
Table 3. Pedestrian Volumes at 404 and 232 N Guadalupe St. Mid-Block Points of Interest 15
Table 4. 85th Percentile and Average Speeds on N. Guadalupe Street “After” 16
Table 5. Multimodal Volume Variation from Projections 18
Table 6. Multimodal Improvements Implemented 26
Table 7. Improvements Table 28

Figures

Figure 1. Water Street and N Guadalupe Road 7
Figure 2. San Francisco Street and N. Guadalupe Road 8
Figure 3. Johnson Street and N. Guadalupe Road 9
Figure 4. Jefferson Street / McKenzie Street and N. Guadalupe Road 9
Figure 5. Catron Street/ Park Avenue and N. Guadalupe Road 10
Figure 6. Jose Street / Solana Street and N. Guadalupe Road 11
Figure 7. Paseo de Peralta and N. Guadalupe Road 11
Figure 8. Traffic Counts by Mode at Guadalupe Street and Paseo de Peralta 13
Figure 9. Traffic Counts by Mode at Guadalupe Street and Catron Street 13
Figure 10. Traffic Counts by Mode at Guadalupe Street and Johnson Street 14
Figure 11. Traffic Counts by Mode at Guadalupe Street and San Francisco Street 14
Figure 12. Traffic Counts by Mode at Guadalupe Street and Alameda Street 15
Figure 13. Observed (2023 and 2026) and Projected 2026 Hourly Vehicle Volumes at Guadalupe Street and San Francisco Street 16
Figure 14. Observed (2023 and 2026) and Projected 2026 Hourly Pedestrian Volumes at Guadalupe Street and San Francisco Street 17
Figure 15. Observed (2023 and 2026) and Projected 2026 Hourly Bicycle Volumes at Guadalupe Street and San Francisco Street 17
Figure 16. Observed and Projected Multimodal Traffic Volumes at Guadalupe Street and Paseo de Peralta 19
Figure 17. Observed and Projected Multimodal Traffic Volumes at Guadalupe Street and Catron Street 19
Figure 18. Observed and Projected Multimodal Traffic Volumes at Guadalupe Street and Johnson Street 20
Figure 19. Observed and Projected Multimodal Volumes at Guadalupe Street and San Francisco Street 20
Figure 20. Observed and Projected Multimodal Volumes at Guadalupe Street and Alameda Street 21
Figure 21. Before and After Comparison of 85th Percentile Speeds 22
Figure 22. Catron Street and N. Guadalupe Road 24
Figure 23. Jaywalking Observed near Catron Street 24
Figure 24. Walking Audit Team near San Francisco Street 24
Figure 25. Mid-Block Crossing near Solana Street 24

Project Purpose

The North Guadalupe Street (N. Guadalupe) Reconstruction project, completed in September 2025, reconstructed the ½-mile segment between Paseo de Peralta and Alameda Street. The reconstruction was initiated based on recommendations from a Road Safety Audit (RSA) completed for N. Guadalupe Street in 2014. The RSA was conducted by the New Mexico Department of Transportation (NMDOT) in conjunction with the City of Santa Fe for Guadalupe Street from Agua Fria to Paseo de Peralta which identified safety issues along the corridor and potential projects to mitigate these issues. The reconstruction project transformed a corridor into a multimodal street with primary objectives to enhance safety, accessibility, and overall roadway conditions along this vital corridor based on findings from the RSA. This memo presents the findings of a post-implementation operational and safety assessment conducted by Kimley-Horn on behalf of the Santa Fe Metropolitan Planning Organization (SFMPO), in partnership with the City of Santa Fe, to evaluate how the reconstructed ½-mile segment between Paseo de Peralta and Alameda is performing relative to the project's original design intent.

The purpose of this memorandum (memo) is to complete a data-supported, post-implementation operational assessment of corridor performance and identify practical opportunities to refine operations, if needed. The assessment will evaluate multimodal activity, vehicular speeds, and road user behaviors/interactions by performing field observations, establishing before-and-after data comparisons, and benchmarking against current FHWA and NACTO multimodal design guidance. The findings outlined in this memo are intended to recognize where the corridor is performing as envisioned, candidly identify where additional improvements can be made, and provide actionable recommendations the City of Santa Fe can use to support continued refinement of this important corridor.

Corridor Background & Project Context

N. Guadalupe Street is an established historic main street in the City of Santa Fe. Over time, the corridor has evolved from an area primarily serving rail and pedestrian activity to a roadway that accommodates multiple modes of transportation. By the mid-20th century, the street had been configured with conventional roadway design practices, including a four-lane, approximately 65-foot-wide cross section that emphasized vehicular throughput.

The corridor is a mixed-use urban corridor located directly west of Downtown Santa Fe. Land uses along the corridor include retail, restaurants, office, civic, and residential uses which foster a pedestrian-oriented environment that serves residents, workers, and visitors. The previous corridor conditions limited multimodal access and created operational and safety limitations for pedestrians, bicyclists, and other non-motorized users along a corridor classified as a minor arterial.

To address these conditions, the City reconstructed the corridor with the intent of improving walkability, accessibility, safety, and multimodal operations. The project reduced the roadway from four lanes to three lanes and added medians, pavement markings, bicycle lanes, and included wider sidewalks. These improvements were intended to better accommodate pedestrians, bicyclists, and motorists while supporting lower vehicle speeds and improved multimodal connectivity.

Stakeholder and Community Input

Business engagement has informed the North Guadalupe Street project from its inception. In 2014, businesses in City Council District 1 raised concerns about vehicle speeds and the safety of all corridor users. Those concerns helped initiate a Road Safety Audit, which documented safety deficiencies and supported the City’s pursuit of federal Highway Safety Improvement Program

funding for reconstruction. Businesses and community members continued to participate through public meetings during the planning and design phases.

During construction, however, multiple delays and shifting work zones created severe access problems during business hours. Restricted entrances, reduced visibility, confusing routes, and uncertainty about construction schedules affected customers, deliveries, employees, and business operations. These experiences are an essential part of evaluating the project and understanding how future corridor improvements should be planned, communicated, and delivered.

The Post-Construction Multimodal Safety Analysis therefore includes a focused Business Engagement Element. The Santa Fe MPO, in cooperation with the City of Santa Fe Office of Economic Development, conducted stakeholder interviews, an online business survey and convened an early-summer stakeholder forum. The engagement was followed by a corridor walking audit involving MPO staff, the City's Complete Streets Director, business representatives, and Kimley-Horn technical consultants.

STAKEHOLDER INTERVIEWS AND FORUMS

A stakeholder forum was held on June 23, 2026, from 8:00 a.m. to 10:00 a.m. 16 businesses attended the outreach forum. Attendees reported challenges related to construction delays and the resulting economic and operational impacts. While many of the concerns focused on construction delay impacts, business owners also reported continued vehicular and pedestrian access barriers post reconstruction. Specifically, they indicated observing an increasing number of vehicle encroachments onto median barriers and sidewalks with turning movements, delivery trucks obstructing bike lanes and sidewalks, and an increasing frequency of U-turn movements. Multiple businesses reported observing vehicles getting stuck on median barriers when turning left from intersecting streets.

Structured interviews with business owners offered further insight into the mobility and safety challenges. While reducing vehicular speeds and increasing walking access were among the primary goals of the corridor reconstruction, businesses on the north end of the corridor reported a decrease in foot traffic compared to pre-construction. Additionally, businesses on the north end of the corridor reported observing persistent high vehicular speeds despite the reduced number of vehicular travel lanes. On the south end of the corridor, businesses reported challenges related to congestion, increased U-turns, and vehicular encroachments onto median barriers at intersections where left turns are permitted. Businesses throughout the corridor reported challenges related to freight deliveries.

POST CONSTRUCTION BUSINESS ENGAGEMENT SURVEY RESULTS:

The Santa Fe MPO sent a 10-question survey to 56 businesses along the Guadalupe corridor and received 17 responses to the survey. Overall survey respondents reported decreased vehicular, pedestrian, and freight access to and from their businesses since the completion of the construction project. While the majority of survey respondents indicated walking and driving access were either the same or better than pre-construction, a sizable share reported experiencing declines in both walking and driving access with 33% of survey respondents reporting a decline in pedestrian access and 47% reporting a decline in vehicular access. In response to open-ended questions, survey respondents expressed frustration with fewer opportunities for making left-hand turns or crossing from one side of the street to the other with the installation of median barriers.

WALK AUDIT BUSINESS PARTICIPATION

A walk audit with businesses located along the corridor was conducted on Friday, July 24, 2026, from 8-10am. The walk audit was an opportunity to directly engage with business owners and corridor stakeholders by walking the corridor and listening to first-hand experiences and observations. Five business owners attended the walk audit along with Santa Fe MPO staff, Santa Fe Economic Development, and the Consultant team. Walk audit input provides qualitative data that's rooted in the real-life experiences of corridor users which supplements and grounds the quantitative data processed in this evaluation. The audit provided empirical observations of access, circulation, loading, visibility, and multimodal conflicts identified by businesses, connecting stakeholder experience with field-based technical analysis and practical recommendations for future City decisions.

The following are primary input themes from the walk audit, from north to south:

- Fast vehicular traffic in the southbound lane on N. Guadalupe Street from vehicular traffic crossing and turning from Paseo De Peralta.
- Opportunities for speed humps and Rapid Rectangular Flashing Beacon (RRFB) at the mid-block crossing just to the north of Solana St.
- Concerns about biking on the corridor in general with vehicles often swerving into bike lane, especially at roadway curves.
- Northbound access to the Blakes Lotaburger requires a driver to cross through the intersection of Paseo de Peralta, make a U-turn at the first ingress point into the DeVargas Center, and cross the intersection of Paseo De Peralta a second time.
- Numerous U-turn movements from northbound drivers are occurring at the Catron Street intersection to access businesses located between Catron Street and Johnson Street.
- The Catron Street intersection has repeated drainage concerns with water puddling, particularly at the SE intersection corner.
- The Jefferson Street, McKenzie Street intersection with N. Guadalupe Street is dangerous to cross as a cyclist and pedestrian. There isn't a significant amount of traffic using this intersection, but turning movements made by vehicular traffic in this intersection are at higher speeds.
- The pedestrian refuge island located at the Johnson Street intersection has been a vehicle hazard. There is a small curb on the west side of the refuge island that is repeatedly struck by vehicles. One business owner indicated that they have assisted in unlodging vehicles stuck on the curb.
- There are some visibility concerns at the western side of the Johnson Street pedestrian crossing due to signage clutter and vehicular parking that extends into the sidewalk zone reducing visibility between pedestrians and southbound drivers. Participants discussed a RRFB crossing to better alert vehicles to pedestrian movements.
- At Alameda Street, there were concerns expressed about the southbound bike lane ending at the intersection. The most common direction for cyclists is a through movement, to continue southbound on Guadalupe or turn onto the River Trail.
- One business owner expressed concerns over loading and unloading deliveries at the southern end of the corridor near Water Street.

Pre-Reconstruction Conditions "Before"

DATA SUMMARY

The following sections summarize the available "before" data for the N. Guadalupe Street corridor. For purposes of this study, the "before" context will be used to describe the corridor conditions that included the four-lane roadway prior to construction of improvements completed in 2025. Data sources for this section are primarily compiled from the Road Safety Audit (RSA) completed for N. Guadalupe Street in 2014. The RSA conducted by the New Mexico Department of Transportation (NMDOT) in conjunction with the City of Santa Fe for Guadalupe Street from Agua Fria to Paseo de Peralta is included as **Appendix A**.

Speed Data

The 2014 RSA collected speed data at two locations along the corridor. The first location between San Francisco Street and Catron Street on the southern end of the corridor and the second location between Catron Street and Paseo de Peralta on the northern end of the corridor. A summary of the speed data is provided in **Table 1**.

Table 1. *85th Percentile and Average Speeds on N. Guadalupe Street "Before"*

	Between San Francisco St and Catron St (Posted Speed: 25 mph)			Between Catron St and Paseo de Peralta (Posted Speed: 25 mph)		
	NB	SB	Combined	NB	SB	Combined
85th Percentile Speed	30 mph	31 mph	30 mph	25 mph	29 mph	29 mph
Average Speed	26 mph	27 mph	27 mph	23 mph	27 mph	26 mph

The 85th percentile and average speeds were higher than the posted speed limit in both the northbound and southbound direction between San Francisco Street and Catron Street and in the southbound direction between Catron Street and Paseo de Peralta. One of the desired impacts of the reconstruction project was to promote compliance with the posted speed limit through traffic calming measures identified in the RSA report.

Traffic Count Data

"Before" traffic data was collected at the intersection of N. Guadalupe Street and San Francisco Street on June 28, 2023. This data collection effort included 24-hour turning movement counts for vehicles, pedestrians, and bicyclists. Because only a single location was available for the "before" condition, peak-hour turning movement counts from the 2014 were used to calculate annual growth rates and estimate changes in travel demand between 2014 and 2023. **Table 2** shows the annual growth rate for vehicles, pedestrians, and bicycles between 2014 and 2023 at N. Guadalupe Street and San Francisco Street.

Table 2. *Annual Growth Rates at Guadalupe Street and San Francisco Street (2014-2023)*

Mode Type	Annual Growth Rate 2014 to 2023 (%)
Vehicles	-1.90%
Pedestrians	-0.78%
Bicycles	2.05%

These growth rates were applied to estimate 2023 traffic volumes at the study locations shown in Error! Reference source not found. **Figure *13*** through **Figure 15 Error! Reference source not found.**. The analysis suggests a downward trend in vehicular traffic volumes between 2014 and 2023 before any construction began.

KEY ISSUES AND NEEDS

The N. Guadalupe Reconstruction Project was initiated to address a range of pedestrian, bicycle, vehicular, and operational safety concerns identified along the corridor. Prior evaluations, including the 2014 RSA, determined that the corridor exhibited recurring pedestrian safety concerns, including long crossing distances, limited pedestrian refuge opportunities, narrow or obstructed sidewalks, ADA accessibility deficiencies, and poor pedestrian connectivity between key activity centers such as Downtown Santa Fe and the Railyard district. Several locations throughout the corridor were identified as needing enhanced crossing treatments, improved pedestrian accommodations, and reduced pedestrian exposure to vehicular traffic.

In addition to pedestrian-related concerns, operational and access management issues were identified along the corridor associated with numerous conflict points, unrestricted access locations, and turning movements that created safety and circulation challenges. Examples included excessive conflict points from full-access intersections and driveways, low-volume turning movements that did not justify certain access configurations, and operational limitations associated with existing turn-lane storage. These concerns established a need for access modifications, median closures, driveway consolidation, and other treatments intended to reduce vehicle conflicts and improve corridor operations.

Several specific intersections were also identified as having geometric, operational, or crash-related areas for improvement. Catron Street / Park Avenue was identified in the 2014 RSA as having the highest crash rate in the corridor, while Paseo de Peralta was identified as having the highest crash frequency. Other locations were identified with tight intersection geometrics, outdated signal equipment, poor pedestrian signal visibility, offset intersection geometry, or failing left-turn operations. These issues demonstrated the need for intersection reconstruction, updated traffic signal infrastructure, improved curb return radii, revised turn-lane configurations, and enhanced multimodal accommodations.

Corridor-wide needs also include multimodal accommodation and traffic calming. Identified deficiencies included a lack of bicycle facilities, insufficient buffer between sidewalks and the roadway, speeding and poor speed compliance, outdated traffic control devices, insufficient lighting, and deficient signs, striping, and pavement markings. These issues supported a broader corridor reconstruction approach intended to improve pedestrian comfort, reduce vehicle conflict points, modernize traffic control infrastructure, and better align the roadway with adjacent activity centers and multimodal travel demand.

Prior Recommendations and Implementation Review

SUMMARY OF RECOMMENDATIONS

The N. Guadalupe Reconstruction Project recommendations focused on improving pedestrian safety, reducing vehicular conflict points, modernizing transportation infrastructure, and creating a corridor that better accommodates all modes of travel. Recommended improvements included enhanced pedestrian crossings, refuge islands, median extensions, sidewalk widening, ADA-compliant facilities, upgraded signals, and pedestrian-activated crossing treatments. These improvements were intended to reduce pedestrian exposure to traffic, improve accessibility, and create more comfortable crossing opportunities throughout the corridor.

Access management recommendations were also a key component of the project. At Water Street, the recommended improvements included closing the median opening and converting the intersection to right-in/right-out only operation. At Jefferson Street / McKenzie Street, the recommended improvement included prohibiting southbound left turns from Guadalupe onto Jefferson Street / McKenzie Street through construction of a median. Corridor-wide access recommendations included consolidating access points and driveways, shortening or removing driveway openings, and coordinating access consolidation with ADA compliance and sidewalk reconstruction. These recommendations were intended to reduce vehicle conflict points and address operational limitations associated with low-volume or conflicting turning movements.

Intersection-specific recommendations focused on correcting geometric deficiencies and improving operations. At San Francisco Street, the recommendations included improving curb return radii, upgrading traffic signal hardware, installing updated pedestrian signal equipment, and improving left-turn offset alignment. At Catron Street / Park Avenue, the recommendations included intersection geometry improvements, increased curb radius, directional pedestrian ramps, and left-turn lane and striping improvements. At Paseo de Peralta, the recommendations included reconfiguring intersection geometry, extending medians, increasing northbound left-turn storage, reconfiguring crosswalks, removing a low-volume eastbound-to-northbound left-turn lane, incorporating bicycle accommodations, and upgrading signal infrastructure.

At the corridor level, recommendations supported a reconstruction strategy centered on traffic calming and multimodal accommodation. Proposed corridor-wide improvements included replacing and modernizing overhead lighting, replacing deficient signs and pavement markings, implementing lane narrowing and traffic calming treatments, reconstructing ADA ramps and sidewalks, adding bicycle lanes, adding pedestrian refuge islands where appropriate, upgrading traffic signals to current design standards, and converting the roadway from four lanes to a three-lane road diet. Collectively, these recommendations were intended to reduce speeds, improve pedestrian and bicycle accommodation, increase sidewalk and buffer space, and provide a roadway configuration more consistent with the surrounding land use context.

IMPLEMENTATION STATUS

The N. Guadalupe Reconstruction Project successfully incorporated many of the improvements recommended during the planning and design process. Post-construction observations indicate that numerous pedestrian, access management, geometric, and traffic control improvements were implemented throughout the corridor. Key improvements included widened sidewalks, pedestrian crossing enhancements, access management measures, curb extensions, upgraded signal infrastructure, geometric intersection modifications, and improved pedestrian facilities. In many locations, the implemented improvements directly addressed the issues originally identified during the corridor evaluation. A table summary of the location-specific recommendations and improvements observed are included in **Appendix B.**

Alameda Street to San Francisco Street

Along the Alameda to San Francisco segment, observed improvements included a sidewalk with buffer north of Alameda, wider sidewalks, curb bulbouts, elimination of left turn vehicular movements, closure of the median access point at Water Street, and new lighting. Several issues in this segment were addressed, indicating that the implemented changes improved existing conditions.

Water Street

At Water Street, the recommended access management improvements were generally implemented. The median full-access point was closed, the intersection was converted to right-in/right-

out only, and the southbound left-turn storage at Alameda was extended. These improvements addressed the previously identified conflict point, low volume eastbound left turning movement from Water Street, and operational limitation issues. However, post-construction observations also identified a new concern that southbound U-turns have very little space to complete the movement. **Figure 1** provides aerial imagery for the intersection of Water Street and N Guadalupe Road in 2023 (before) and in 2026 (after).

Before ***After***

Figure 1. Water Street and N Guadalupe Road

San Francisco Street

At San Francisco Street, curb radii were improved on all corners, traffic signal hardware was upgraded, pedestrian signal equipment was improved, and northbound/southbound left-turn offsets were improved. Despite the geometric and operational improvements, post-construction observations demonstrated persistent challenges and opportunities for improvement. For example, curb ramp designed would facilitate a pedestrian scramble movement that has not been implemented. If implemented, a pedestrian exclusive phase could dramatically reduce conflicts between pedestrians and turning vehicles. Even if the exclusive phase is not implemented, the City should explore additional opportunities to reduce right turning conflicts, particularly at the northeast and southwest corners given the large turning radii that facilitate higher speed right turns. **Figure 2** provides aerial imagery for the intersection of San Francisco Street and N Guadalupe Road in 2023 (before) and in 2026 (after).

Before ***After***

Figure 2. San Francisco Street and N. Guadalupe Road

Johnson Street

At Johnson Street, the proposed pedestrian crossing and refuge improvements were largely implemented. Improvements included a new pedestrian crossing, a pedestrian refuge island, widened sidewalks on both sides, pedestrian crossing improvements, and a southbound left-turn lane. These improvements generally addressed the high pedestrian crossing demand, wide crossing distance, insufficient pedestrian accommodations, and community requests for safer crossings. Additional review is warranted for several follow-up items, including ADA features, refuge island design, and crosswalk marking conditions. Post-construction observations also identified a new issue involving diverted U-turns and turns to Johnson Street, including vehicles driving over the pedestrian refuge. **Figure 3** provides aerial imagery for the intersection of Johnson Street and N Guadalupe Road in 2023 (before) and in 2026 (after).

Before ***After***

Figure 3. Johnson Street and N. Guadalupe Road

Jefferson Street / McKenzie Street

At Jefferson/McKenzie, some geometric and access management recommendations were implemented while others were not fully addressed. The intersection opening was narrowed through sidewalk improvements and curb extensions, and the crossing distance was shortened by approximately eight feet. A median was constructed to address southbound left-turn conflicts. However, the recommended mid-block crossing and associated median refuge island north of Jefferson was not implemented. **Figure 4** provides aerial imagery for the intersection of Jefferson Street / McKenzie Street and N Guadalupe Road in 2023 (before) and in 2026 (after).

Before ***After***

Figure 4. Jefferson Street / McKenzie Street and N. Guadalupe Road

Catron Street / Park Avenue

At Catron / Park, observed improvements included intersection geometry improvements, directional pedestrian ramps, improved turn radii, a neutral left-turn offset, and exclusive north/south left-turn lanes. These improvements addressed the highest crash rate concerns at this intersection and tight west leg corner geometry issues. The left-turn operations and striping improvements appear to have partially addressed the original operational concern, while school-zone pedestrian activity conditions may require additional review and recommendations. **Figure 5** provides recent aerial imagery for the intersection of Catron Street / Park Avenue and N Guadalupe Road in 2023 (before) and in 2026 (after).

Before ***After***

Figure 5. Catron Street/ Park Avenue and N. Guadalupe Road

Jose Street / Solana Street

At Jose Street, all proposed recommendations appear to have been implemented. Observed improvements included removal of obstructions on the west side, reconstruction of the parking lot, widened sidewalk, widened buffer, reconstructed sidewalks, and added curb ramps. These improvements addressed pedestrian encroachment, ADA accessibility deficiencies, sidewalk obstructions, and parking conflicts. At Solana Street, improved curb radii on the east side and a pedestrian mid-block crossing were observed, addressing the geometric deficiency and traffic calming opportunity identified for that location. Further observations noted the northbound bike lane ending at the mid-block crossing. Signage to denote bike lane ending in the northbound direction may be appropriate at the mid-block crossing, north of Solana Street. **Figure 6** provides aerial imagery for the intersection of Jose Street / Solana Street and N Guadalupe Road in 2023 (before) and in 2026 (after).

Before ***After***

Figure 6. Jose Street / Solana Street and N. Guadalupe Road

Paseo de Peralta

At Paseo de Peralta, several improvements were implemented, including intersection modifications, extended medians, increased northbound left-turn storage, crosswalk reconfiguration, and signal upgrades specific to pedestrian equipment. These improvements addressed several crash, operational, crossing configuration, and signal infrastructure issues. However, multiple recommendations at this location were not implemented or require field verification, including Guadalupe median refuge islands, removal of a low-volume eastbound-to-northbound left-turn lane, bicycle accommodations, pedestrian signal visibility, and signal head placement. **Figure 7** provides aerial imagery for the intersection of Paseo de Peralta and N Guadalupe Rd in 2023 (before) and in 2026 (after).

Before ***After***

Figure 7. Paseo de Peralta and N. Guadalupe Road

GAPS AND DEVIATIONS

Although the N. Guadalupe Reconstruction Project implemented many of the recommended improvements from the 2014 RSA, several proposed elements were either not constructed or only partially implemented. In some locations, project modifications required during design and construction resulted in deviations from the original recommendations. Examples include pedestrian refuge treatments, bicycle accommodation improvements, and selected access or turn-lane modifications that were ultimately not incorporated into the final project configuration. Below are the 2014 RSA recommendations not included in the final design:

- A mid-block pedestrian crossing with median refuge north of Jefferson Street / McKenzie Street
- Eastbound to northbound left turn access was maintained at Paseo de Peralta
- Median refuge islands and bicycle infrastructure was not provided at Paseo de Peralta

Appendix B provides a table summary of the location- specific recommendations and improvements observed.

Post-Reconstruction Conditions "After"

DATA COLLECTION AND METHODOLOGY

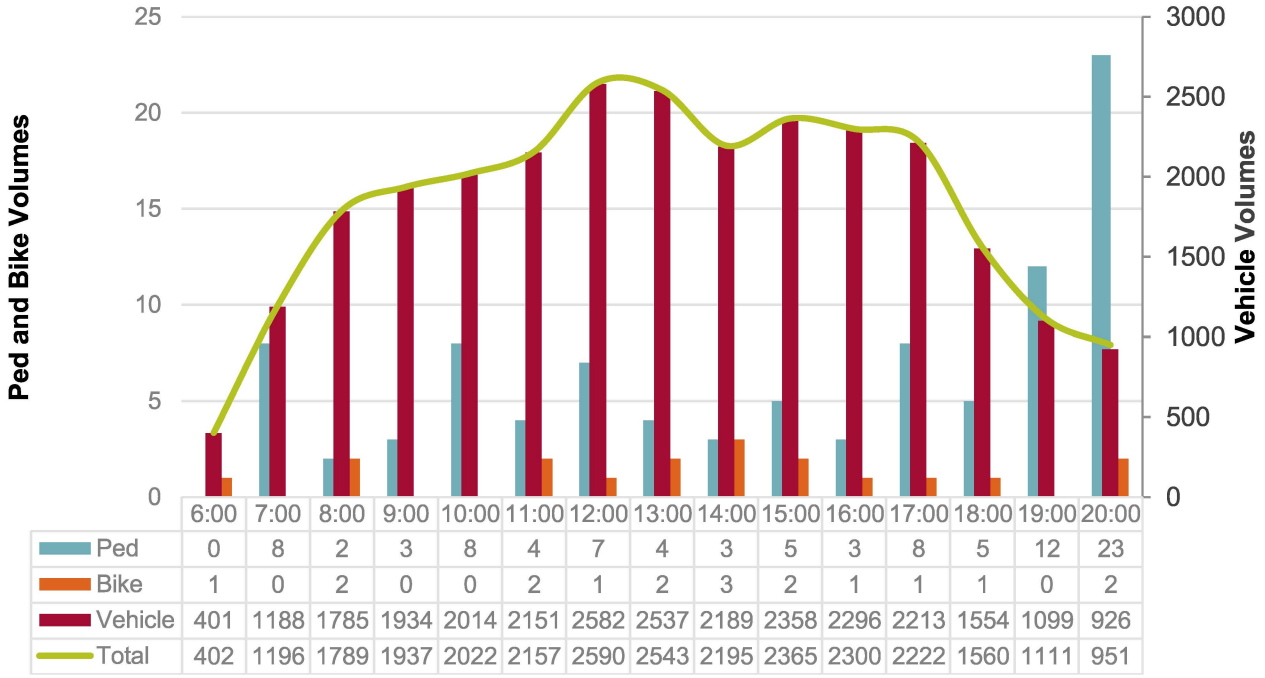
Post reconstruction vehicle, pedestrian, and bicycle data was collected in June and July 2026 with Miovision traffic count equipment. Data at all study intersections was collected between 6 AM and 8 PM on a typical weekday. Speed data was also collected at two locations along the corridor in July 2026. Data collected is included in **Appendix C.**

In addition to the quantitative data reviewed, a post implementation walk audit was conducted on July 23rd and 24th to review the qualitative improvements to the corridor, as well as help identify potential additional improvements to multimodal access.

QUANTITATIVE ANALYSIS

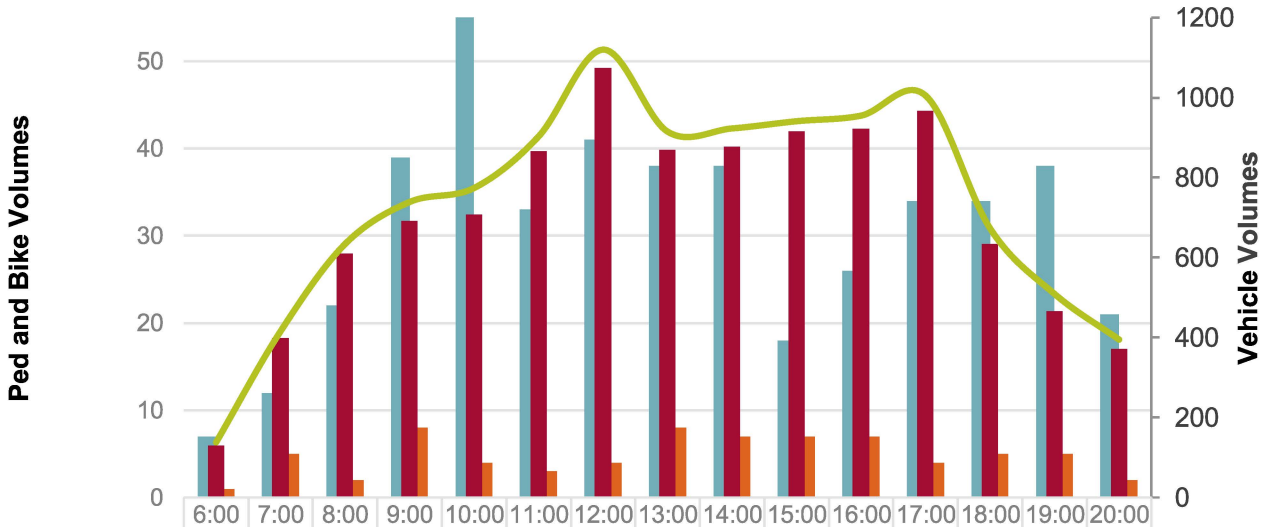
Traffic Count Data

Post-reconstruction volumes for cars, bicycles, and pedestrians are summarized and plotted in **Figure *8*** through **Figure 12.** The figures show volume distribution over the 15-hour count period as well as total volumes for the three modes of transportation that were analyzed, respectively.



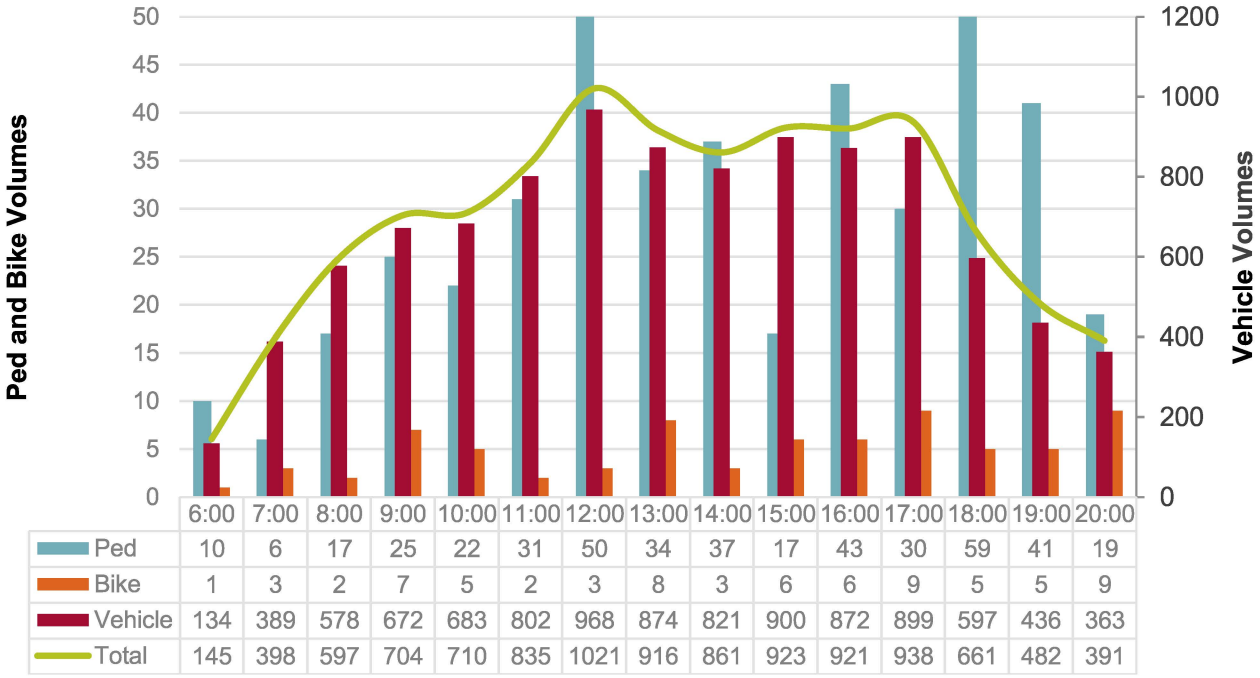
	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Ped	0	8	2	3	8	4	7	4	3	5	3	8	5	12	23
Bike	1	0	2	0	0	2	1	2	3	2	1	1	1	0	2
Vehicle	401	1188	1785	1934	2014	2151	2582	2537	2189	2358	2296	2213	1554	1099	926
Total	402	1196	1789	1937	2022	2157	2590	2543	2195	2365	2300	2222	1560	1111	951

Figure 8. Traffic Counts by Mode at Guadalupe Street and Paseo de Peralta



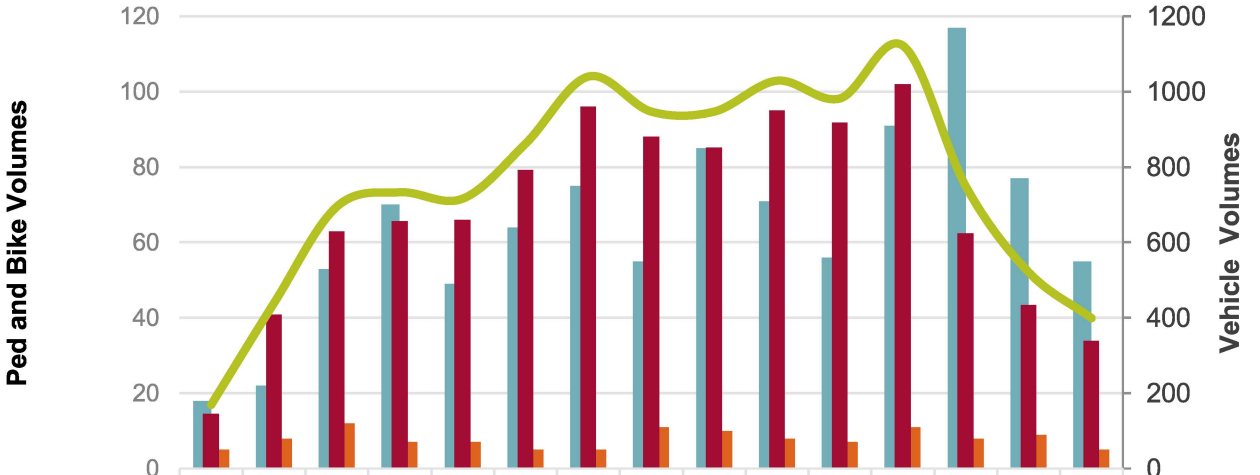
	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Ped	7	12	22	39	62	33	41	38	38	18	26	34	34	38	21
Bike	1	5	2	8	4	3	4	8	7	7	7	4	5	5	2
Vehicle	130	399	610	692	708	867	1075	869	878	916	922	967	634	466	372
Total	138	416	634	739	774	903	1120	915	923	941	955	1005	673	509	395

Figure 9. Traffic Counts by Mode at Guadalupe Street and Catron Street



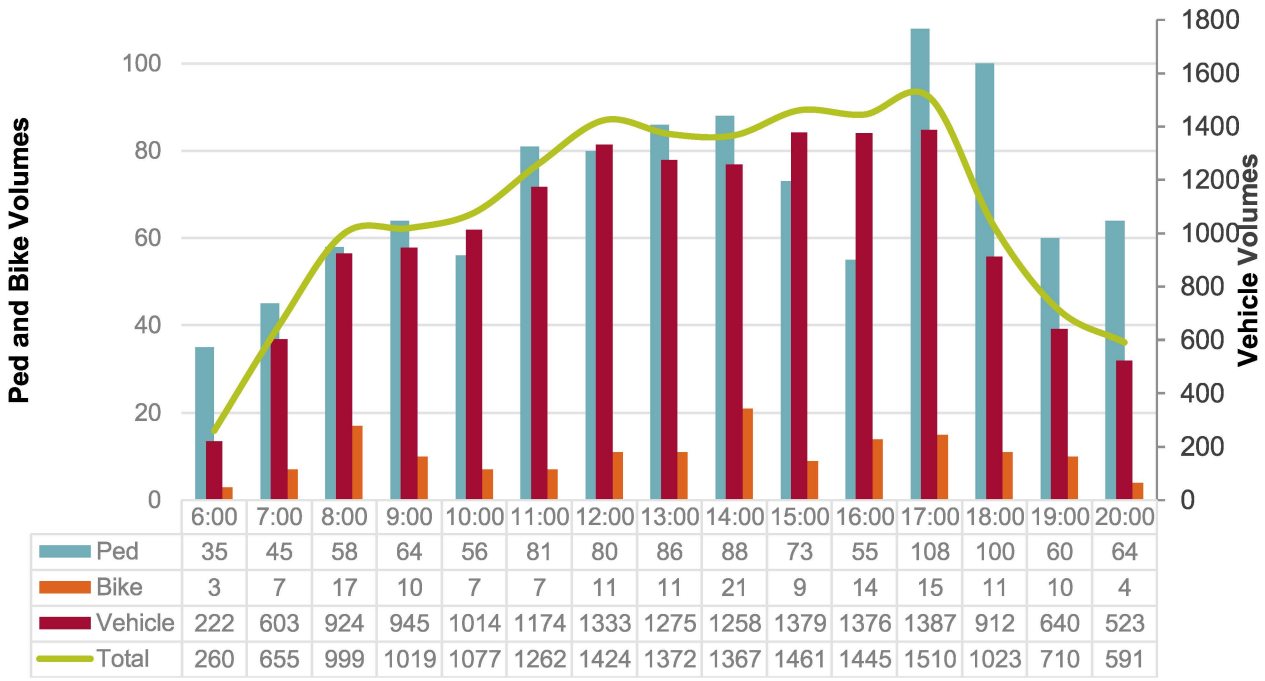
	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Ped	10	6	17	25	22	31	50	34	37	17	43	30	59	41	19
Bike	1	3	2	7	5	2	3	8	3	6	6	9	5	5	9
Vehicle	134	389	578	672	683	802	968	874	821	900	872	899	597	436	363
Total	145	398	597	704	710	835	1021	916	861	923	921	938	661	482	391

Figure 10. Traffic Counts by Mode at Guadalupe Street and Johnson Street



	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Ped	18	22	53	70	49	64	75	55	85	71	56	91	117	77	55
Bike	5	8	12	7	7	5	5	11	10	8	7	11	8	9	5
Vehicle	146	409	630	656	660	793	960	881	852	950	919	1020	624	435	339
Total	169	439	695	733	716	862	1040	947	947	1029	982	1122	749	521	399

Figure 11. Traffic Counts by Mode at Guadalupe Street and San Francisco Street



	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Ped	35	45	58	64	56	81	80	86	88	73	55	108	100	60	64
Bike	3	7	17	10	7	7	11	11	21	9	14	15	11	10	4
Vehicle	222	603	924	945	1014	1174	1333	1275	1258	1379	1376	1387	912	640	523
Total	260	655	999	1019	1077	1262	1424	1372	1367	1461	1445	1510	1023	710	591

Figure 12. Traffic Counts by Mode at Guadalupe Street and Alameda Street

The data indicates that throughout the day, the traffic volumes are relatively constant during the count period. Similar to before project implementation, the pedestrian volume is higher than bicycle volume throughout the corridor. There are prominent peaks for pedestrians that occur in the morning and evening, whereas vehicle traffic has smaller peaks during the midday and evening.

Pedestrian Crossing Counts

Pedestrian crossing counts were collected at two of the proposed mid-block crossing locations. One location was implemented and the other location was not implemented. At the implemented crosswalk, 544 pedestrians were observed utilizing the crosswalk between 6am and 8pm. At the non-implemented mid-block location, 35 pedestrians were observed crossing at the unmarked location, indicating there may be demand for another striped mid-block crossing. Both mid-block crossing counts are summarized in **Table 3**.

Table 3. *Pedestrian Volumes at 404 and 232 N Guadalupe St. Mid-Block Points of Interest*

Location	Pedestrian Count		
	EB	WB	Total
404 N Guadalupe St. (mid-block crossing present)	359	185	544
232 N Guadalupe St. (no mid-block crossing)	16	19	35

Speed Data

Speed data was collected south of Paseo de Peralta and north of Alameda Street from Wednesday, July 22, 2026 to Thursday, July 24, 2026. The speed data is summarized into averages and the 85th percentile to compare speeds to the 2014 RSA data, as seen in **Table 4**.

Table 4. *85th Percentile and Average Speeds on N. Guadalupe Street "After"*

	South of Paseo de Peralta		North of Alameda Street	
	NB	SB	NB	SB
85th Percentile Speed	27.0 mph	30.5 mph	31.3 mph	24 mph
Average Speed	22.5 mph	24.8 mph	24.5 mph	19.0 mph

BEFORE AND AFTER DATA COMPARISON

In order to compare multimodal volumes pre and post implementation, the collected 2026 counts were compared to the 2023 counts at Guadalupe Street and San Francisco Street and, using growth factors from **Table 2,** to 2026 projections to determine if post implementation volume patterns have changed. The comparison of these counts are found in **Figure 13** through **Figure 15**Error! Reference source not found.Error! Reference source not found..

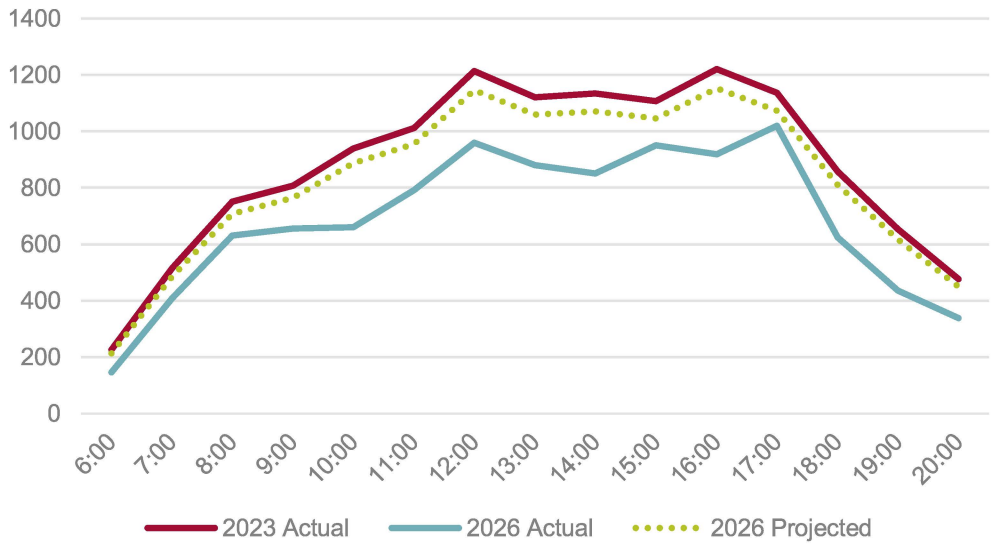


Figure 13. Observed (2023 and 2026) and Projected 2026 Hourly Vehicle Volumes at Guadalupe Street and San Francisco Street

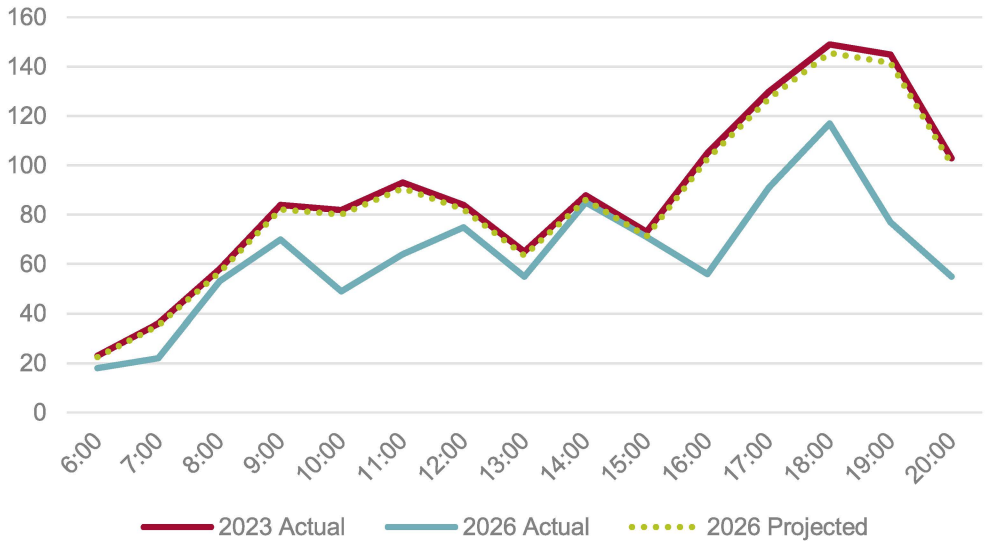


Figure 14. Observed (2023 and 2026) and Projected 2026 Hourly Pedestrian Volumes at Guadalupe Street and San Francisco Street

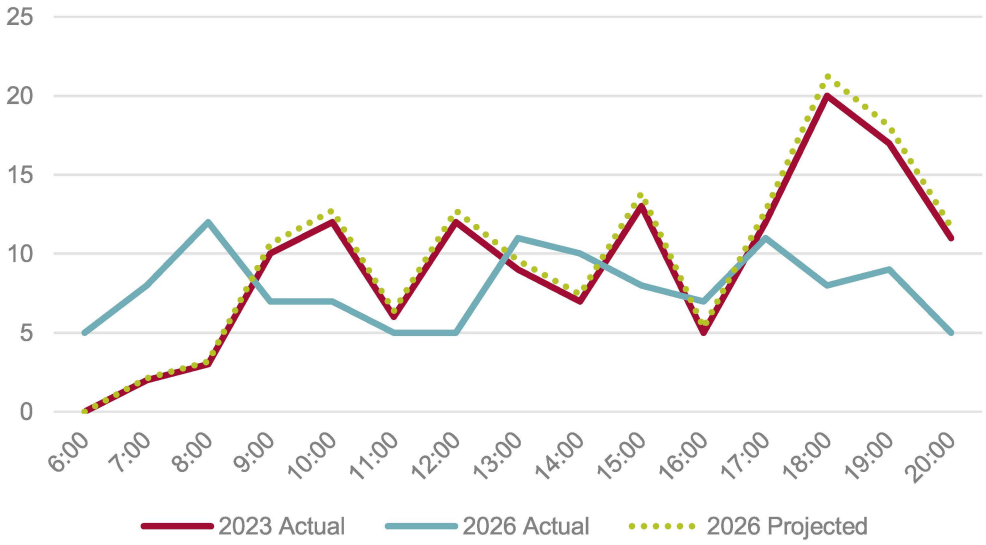


Figure 15. Observed (2023 and 2026) and Projected 2026 Hourly Bicycle Volumes at Guadalupe Street and San Francisco Street

Vehicle, pedestrian, and bicycle volumes collected in 2026 typically follow similar time of day volume distribution to data collected in 2023 prior to reconstruction. When aggregated across the collection period, there was an approximately 21% deficit in post-construction, collected vehicle volumes when compared to projected volumes without construction. Collected pedestrian volume is approximately 34% lower than pre-construction projections while collected bicycle volume is approximately 25% lower than pre-construction projections.

Further evaluation should be completed to determine if the decrease in traffic volumes is related to the project or if there is a remaining decrease as a result of route detouring that occurred during construction.

The 2014 data from the RSA was also grown using the growth rates in **Table 2** in order to determine if the volume trends observed at Guadalupe Street and San Francisco Street are consistent throughout the corridor.

Figure 16 through **Figure 20** Error! Reference source not found. provide the observed and projected multimodal volumes at the remaining study area intersections. The data is represented in total volume bar graphs that show the summation of volumes between 7-9am, 11am-1pm, and 3-5pm as opposed to hourly distributions because the RSA only collected data during peak hours. The solid bars on the left side of the graphs represent the observed 2026 counts collected for this study. The hatched bars on the right side of the graphs represent the projected RSA counts grown to 2026 projections. This comparison indicates how the construction project may have affected the multimodal volumes on the corridor.

Table 5 summarizes whether each mode type volume is up, down, or similar to 2026 projections. An up or down value is assigned if the volumes are 10% or greater different. Similarly to the San Francisco Street data, the majority of volume by mode choice is less than or similar to preconstruction projections would anticipate. Exceptions include vehicle volumes at Paseo de Peralta, bicycle volumes at Catron Street and Johnson Street, and pedestrian volumes at Johnson Street. This supports the recommendation to reassess volumes at a later date in order to determine if the change in volumes can be attributed to the new corridor configuration.

Table 5. *Multimodal Volume Variation from Projections*

Cross Street	Vehicle Volume	Bicycle Volume	Pedestrian Volume
Paseo de Peralta	↑	↓	↓
Catron Street	↓	↑	o
Johnson Street	↓	↑	↑
San Francisco Street	↓	↓	↓
Alameda Street	o	o	o

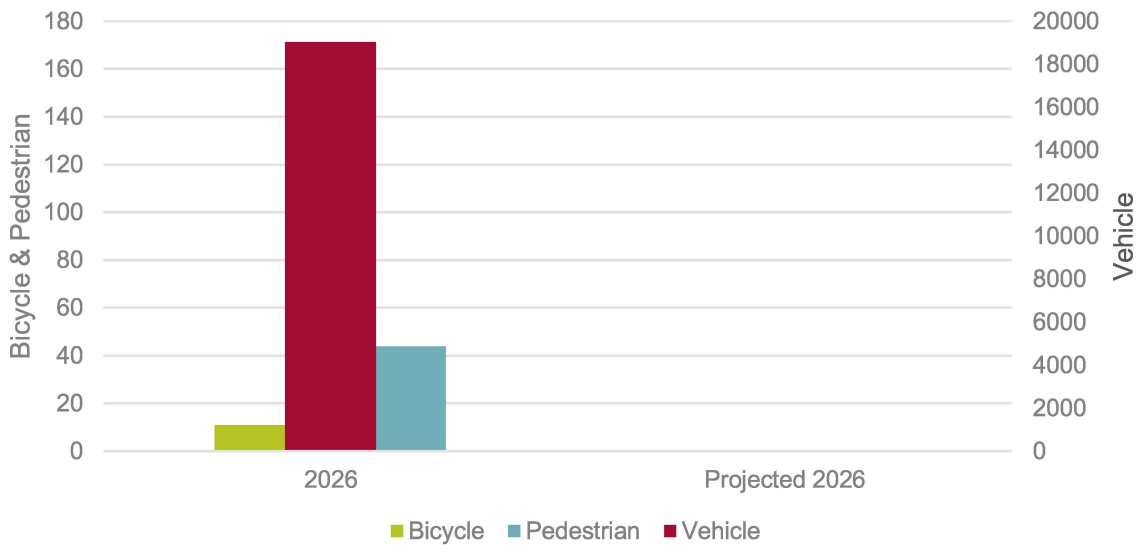


Figure 16. Observed and Projected Multimodal Traffic Volumes at Guadalupe Street and Paseo de Peralta

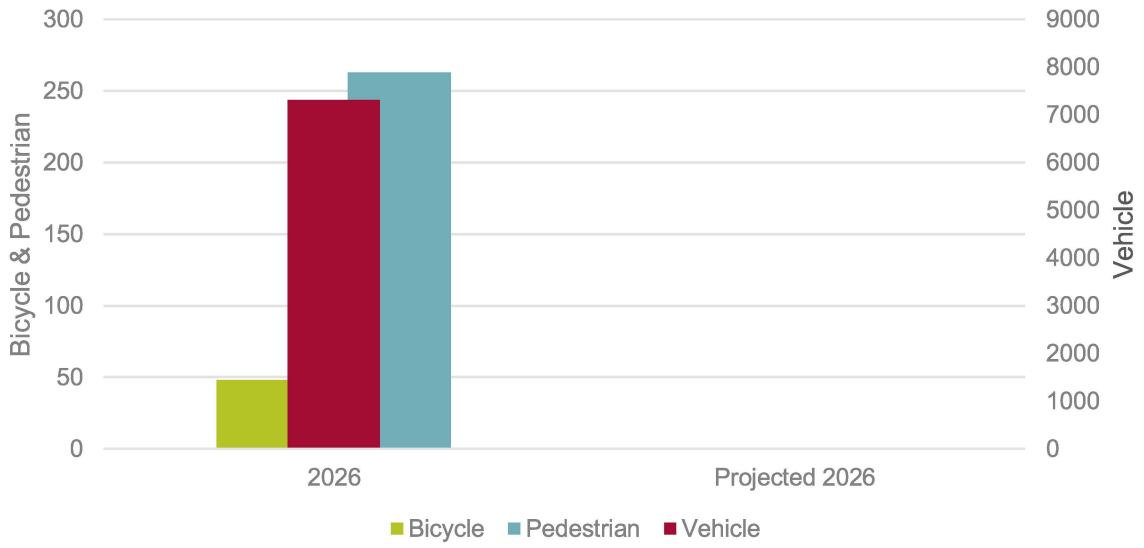


Figure 17. Observed and Projected Multimodal Traffic Volumes at Guadalupe Street and Catron Street

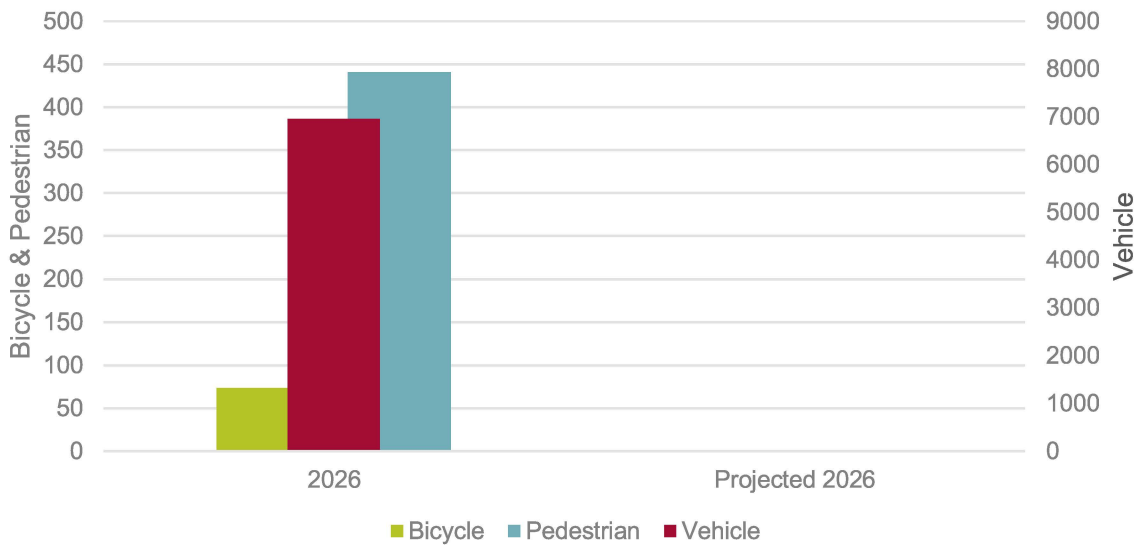


Figure 18. Observed and Projected Multimodal Traffic Volumes at Guadalupe Street and Johnson Street

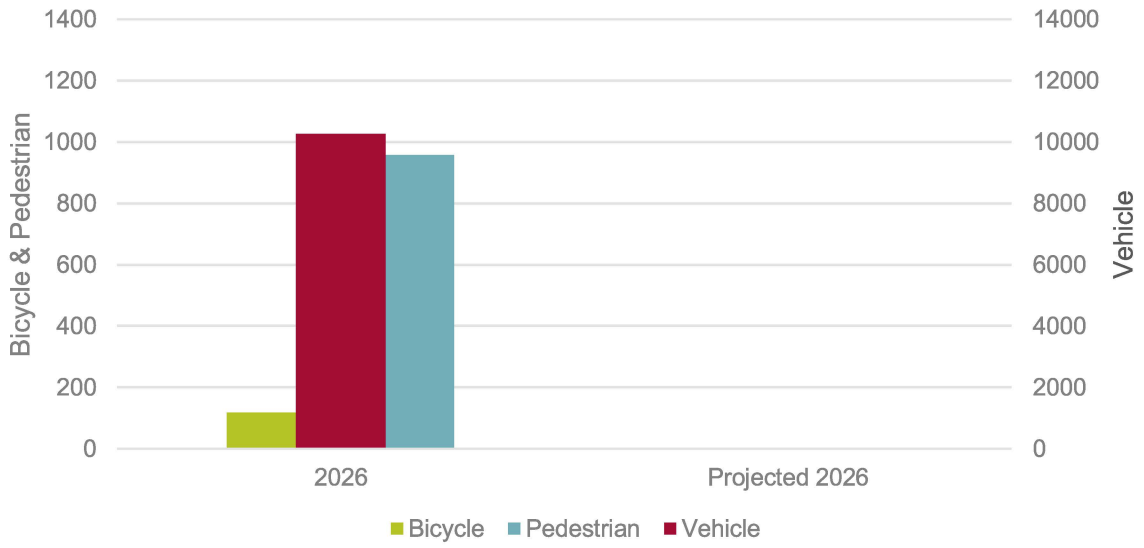


Figure 19. Observed and Projected Multimodal Volumes at Guadalupe Street and San Francisco Street

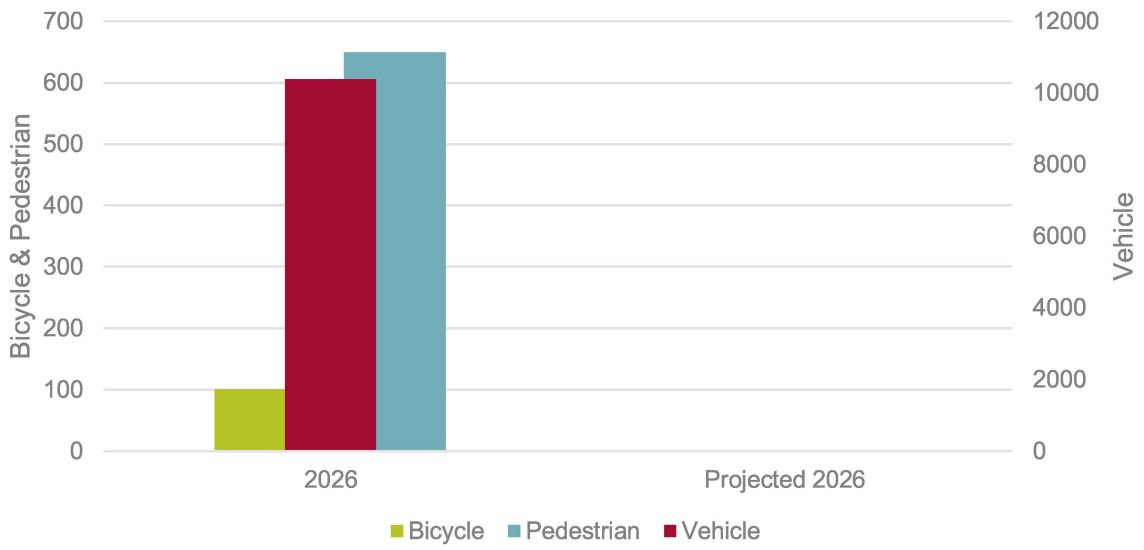


Figure 20. Observed and Projected Multimodal Volumes at Guadalupe Street and Alameda Street

Speed Data Comparison

Figure 21 provides a before-and-after comparison of 85th percentile speeds for the data previously summarized in **Table 1** and **Table 4**. Overall, post-reconstruction vehicle speeds are generally consistent with, and in some locations marginally higher than the speeds documented in the 2014 RSA. The most notable decrease was observed north of Alameda Street in the southbound direction, where the 85th percentile speed decreased by approximately 7 mph and vehicles generally traveled below the posted 25 mph speed limit.

While the corridor generally operates as a lower-speed downtown street, most observed 85th percentile speeds remain slightly above the posted speed limit. These findings do not suggest a need for major reconstruction changes. However, they support targeted speed management treatments to further encourage speed compliance at specific locations.

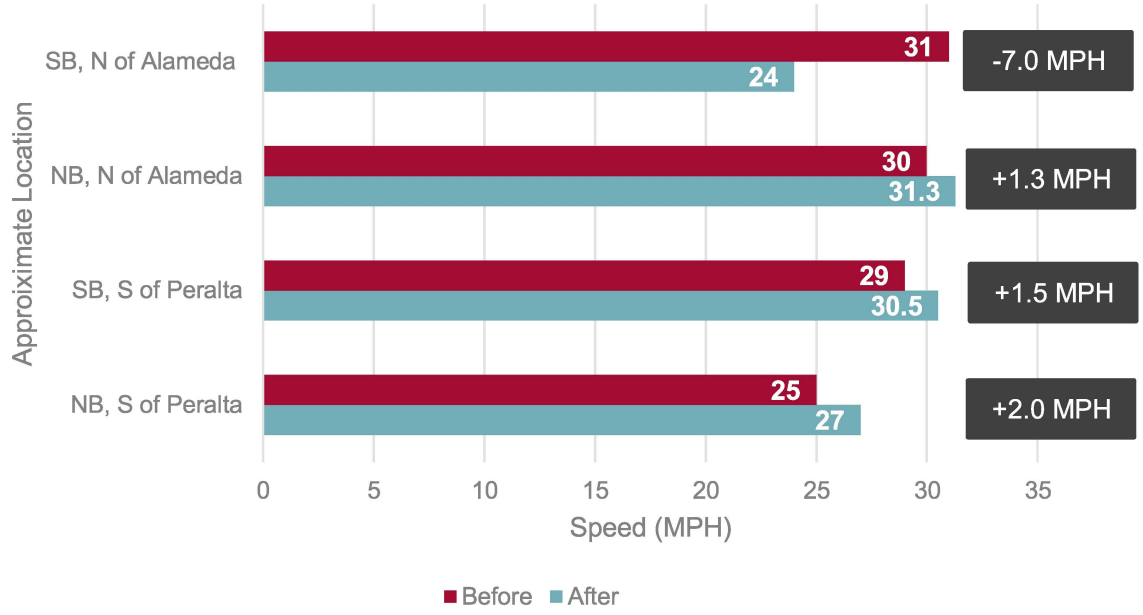


Figure 21. Before and After Comparison of 85th Percentile Speeds

QUALITATIVE ASSESSMENT

A walking audit of the corridor was performed on Thursday July 23, 2026 during the night-time hours and on Friday, July 24, 2026 during the morning and mid-day hours. During the walking audit, the corridor was analyzed for user behavior, feeling, and comfort. The purpose of this walk was to identify if the reconstruction had fostered the right environment that it had attempted to make. The corridor had a distinct urban feel post reconstruction with infrastructure that seemed to accommodate various roadway users. The improved sidewalks and addition of bike lanes invited more multi-modal access typical of an urban or downtown setting. Images from the walking audit conducted are provided in **Figure 22** through **Figure 25.**

There were many pedestrians using the new sidewalks observed during the walking audit which fosters the environment that was being sought pre-reconstruction. The feel of being a pedestrian is more welcoming and inviting due to restriped crosswalks, ADA compliant sidewalks and two mid-block crossings located just north of Solana Street and south of Johnson Street. Pedestrians found to be jaywalking between Catron Street and Jefferson Street/McKenzie Street indicates a need for more mid-block crossings to reduce the distance between crossings. These amount to a beneficial change for pedestrians who want to access the area of N. Guadalupe St. and the businesses in the area.

The bicycle infrastructure also saw big improvements. The addition of bike lanes creates a more welcoming environment for those who choose to bike in this corridor. It presents biking as a viable alternative to driving through this corridor. Bicycle users have consistent, standard lanes which are painted correctly and marked as such. However, it was observed during the walking audit that drivers are often meandering into the bike lane, especially around the curves on the northern section of the study area approaching Paseo de Peralta. The addition of these lanes makes this corridor feel more connected with the wider downtown and urban feel of this area. Increasing this bicycle friendly feel could be seen with small improvements that build on the solid infrastructure added to the reconstruction.

Similar to both bicycle and pedestrian changes, the driving experience is enhanced. The narrower lane widths, addition of medians, and clearly marked bicycle lanes contribute to this enhancement. These

improvements make driving feel clear and comfortable, especially by reducing potential points of conflict with other cars, bicycles, and pedestrians. The team observed distinct driver behaviors between the northern and southern portions of the corridor. In the northbound direction, the bike lane ends just north of Solana Street, signaling a transition from the multimodal environment and a change in corridor context. In the southbound direction, vehicles were observed entering the study area at higher speeds, especially those that were not stopped at the Catron Street signal. There is a lack of roadway features present to discourage deceleration in the southbound direction. Collected speed data support these observations, showing higher southbound speeds south of Paseo de Peralta.

Overall, the corridor reconstruction has successfully improved the pedestrian environment, multimodal accessibility, and downtown character while enhancing safety for all roadway users. Most of the implemented directly addressed many of the safety issues identified in the 2014 Road Safety Audit (RSA) and supported the project's objective of creating a safer and more accessible street. The field audit identified opportunities to further enhance safety, comfort, and connectivity through targeted operational, wayfinding, and streetscape improvements summarized in the section “Opportunities for Improvement” later in this memo.

Figure 22. Catron Street and N. Guadalupe Road

Figure 23. Jaywalking Observed near Catron Street

Figure 24. Walking Audit Team near San Francisco Street

Figure 25. Mid-Block Crossing near Solana Street

Performance Evaluation and Key Findings

The post-construction evaluation indicates that the corridor improvements have generally succeeded in enhancing the pedestrian environment and supporting multimodal travel. Observed improvements, including wider sidewalks, enhanced crossing opportunities, pedestrian refuge areas, ADA upgrades, and improved pedestrian signal infrastructure, provide evidence that the corridor is better accommodating pedestrian activity and improving connectivity between key destinations. The implementation of these improvements is consistent with the project's objective of creating a safer and more accessible corridor for multimodal travel.

While the pedestrian-focused improvements appear to provide value, the data suggests that corridor-wide speed reduction objectives have not been achieved to the same degree. Despite geometric modifications, access management enhancements, and other traffic calming elements, observed operating speeds remain similar to pre-project conditions in several segments. This suggests that additional measures may be necessary to further influence driver behavior and reduce vehicle speeds. Opportunities may include implementation of recommendations from the 2014 RSA that were not incorporated into the final project, refinement of existing traffic calming features, or consideration of additional speed management strategies as part of future corridor improvements. The following section summarizes the key successes, remaining challenges, and unexpected outcomes identified during the post-construction review.

Key Successes

- Widened sidewalks, pedestrian buffers, and crossing improvements were implemented throughout multiple segments of the corridor.
- Intersection geometry, curb radii, and left-turn alignments were improved at several locations.
- Traffic signal and pedestrian signal equipment were upgraded to modern standards.
- Access management improvements reduced conflict points through median modifications and closure of full-access openings.
- ADA improvements included new curb ramps, sidewalk reconstruction, and removal of pedestrian obstructions.
- New pedestrian crossings and median refuge areas enhanced pedestrian safety at key locations.

Remaining Challenges

- Several RSA recommendations were only partially implemented or removed from the final project that, if implemented, may still improve operations along the corridor:
    - Implementation of a pedestrian scramble at San Francisco Street and North Guadalupe Street
    - Installation of a pedestrian mid-block crossing with median refuge north of Jefferson Street
    - Extension of medians on the north and south approaches of Paseo de Peralta and North Guadalupe Street to provide pedestrian refuge islands.
    - Removing the eastbound to northbound left-turn lane at the intersection of Paseo de Peralta and North Guadalupe Street.
    - Incorporating dedicated bicycle accommodations through the intersection of Paseo de Peralta and North Guadalupe Street.
- Some pedestrian refuge features and crossing treatments may require further evaluation to determine long-term effectiveness.

- Bicycle accommodations were not fully implemented at several locations where improvements had been recommended.
- Corridor-wide objectives related to multimodal connectivity and pedestrian refuge opportunities remain only partially achieved.
- Corridor-wide objectives related to vehicle speed reduction remain only partially achieved.

Unexpected Outcomes

- Traffic restrictions and median closures appear to have shifted some turning movements and U-turn activity to adjacent intersections.
- Vehicles were observed encroaching into pedestrian refuge areas at certain locations.
- Some geometric improvements may have increased turning speeds, creating potential conflicts for pedestrians and bicyclists.
- A bike lane termination was observed without a clear transition or warning treatment.
- Isolated operational issues, including unexpected vehicle movements, were identified during post-construction review.

BENCHMARKING AGAINST NATIONAL GUIDANCE

This section evaluates the improvements implemented along N. Guadalupe Street in relation to guidance published by the Federal Highway Administration (FHWA) and the National Association of City Transportation Officials (NACTO). Relevant recommendations from the *NACTO Urban Bikeway Design Guide* and *Urban Street Design Guide* were reviewed to identify key treatments incorporated into the project that support multimodal mobility and improve safety for all users. The implemented roadway, bicycle, and pedestrian improvements are summarized in **Table 6** below.

Table 6. *Multimodal Improvements Implemented*

Improvements Category	Treatments Implemented
Bicycle Infrastructure	• 5-foot Designated Bike Lane • Bike Lane Symbol • Bike Lane Signage
Pedestrian Infrastructure	• Pedestrian Safety Islands (Refuge) • Painted Crosswalks • Accessible Curb Ramps • 5-foot Minimum Sidewalk Width
Road Design Changes	• Roadway Median • 10-Foot Travel Lane • Advanced Stop Bar • Dedicated Left Turn Lanes

For bicycle and pedestrian infrastructure, the changes made would constitute the minimum design requirements as recommended by NACTO.

For urban areas with high pedestrian and bicycle volumes, NACTO *City Limits Setting Safe Speed Limits on Urban Streets* recommends a posted speed limit between 10 to 35 mph (35 mph only in select, limited cases). The current posted speed limit of 25 mph falls within the NACTO speed limit suggestions.

Opportunities for Improvement

Building on the post-reconstruction data review, field observations, and benchmarking against national multimodal design guidance, this section identifies targeted opportunities to further refine corridor operations and improve user comfort along N. Guadalupe Street. The recommendations are intended to address remaining challenges observed after reconstruction, including speed management, pedestrian visibility, bicycle connectivity, wayfinding, and localized operational issues. These opportunities range from quick-build treatments, short-term (1-3 years), mid-term (3-5 years), or long-term (5-10 years) that may require additional coordination, design review, or engineering evaluation.

Areas of improvement that were identified during the walking audit are summarized in **Table 7**.

N. Guadalupe - Paseo de Peralta to Catron

The segment of N. Guadalupe corridor between Paseo de Peralta and Catron Street serves as a gateway into Santa Fe's Historic downtown area with the potential to support pedestrian activity near adjacent businesses. However, this segment of N. Guadalupe also serves as the transition point from a grade- separated highway (US 84) designed to support maximal vehicle throughput and speeds to a downtown main Street. To better support the gateway character and function, additional speed management treatments should be explored to better align this segment of the corridor with its role as a primary entry point to downtown Santa Fe. Achieving further speed reductions would also better support opportunities for bicycle separation, and additional pedestrian mid-block crossings, and wayfinding opportunities to improve multimodal comfort and accessibility.

Catron Street / Park Avenue

The intersection generally operates effectively but may benefit from minor operational and maintenance improvements. Opportunities include evaluating minor drainage concerns documented during the walking audit, reviewing traffic control operations to determine if a rest in red signal, or an all-way stop could help improve speed management, and reducing sign clutter to improve user experience and visibility.

Jefferson Street / McKenzie Street

This location presents opportunities to strengthen pedestrian connectivity across N. Guadalupe Street due to documented pedestrians crossing at this location, even without a designated midblock crosswalk in place. Additionally, a median enhancement crossing the Jefferson Street / McKenzie Street intersection would help slow turning vehicles and improve the pedestrian connection toward the downtown pedestrian network. Potential enhancements include improved pedestrian crossing treatments, refuge areas, and corridor design elements that reinforce multimodal access.

Johnson Street

Existing pedestrian midblock crosswalk provides an important connectivity across the corridor. Additional visibility enhancements due to private parking along N. Guadalupe blocking appropriate sight needs are desired. Additional advanced pedestrian crosswalk warning signs may also be considered. Additionally, pedestrian-focused treatments such as RRFB's could further improve driver awareness and user comfort at crossing locations. The crosswalk crossing Johnson Street could benefit from planters or other physical elements that better define the pedestrian path and discourage vehicles from crossing over the sidewalk or the median.

San Francisco Street

The intersection contributes to the pedestrian-oriented character of Santa Fe's Historic downtown area. Additional streetscape and curbside enhancements could further define pedestrian space and better guide pedestrians to cross within marked crosswalks, creating a more intuitive and orderly pedestrian experience.

Alameda Street

Alameda Street serves as an important bicycle connection within the study area. Opportunities exist to improve bicycle wayfinding, network continuity to provide connections to the south to the Rail Yards, and user guidance through enhanced markings and signage.

Corridor-Wide Opportunities

Several corridor-wide opportunities were identified to further support the downtown transportation network, including parking management strategies, enhanced bicycle crossing opportunities, improved wayfinding, and targeted speed awareness treatments.

Table 7. *Improvements Table*

Location	Recommended Action	Priority	Implementation
Paseo de Peralta	• Install a raised crosswalk at Solana Street to enhance pedestrian visibility and reduce vehicle speeds.	Medium	Mid-Term
	• Add physical separation to the bike lane using flexible delineators, tubular markers, modular curbs, or similar treatment.	High	Quick-build
	• Use striping, markings, or vertical elements to visually narrow wide pavement areas and calm traffic.	Medium	Quick-build
	• Install gateway or welcome signage to reinforce entry into the business district.	Medium	Mid-Term
	• Review the need for the east-leg crosswalk at the signalized intersection and determine whether modifications are appropriate.	Low	Long-Term
Catron Street / Park Avenue	• Conduct a drainage analysis to identify flooding or ponding issues and develop mitigation measures.	Low	Mid-Term
	• Consider implementing a "rest-in-red" signal operation for the northbound and southbound approaches, if warranted.	Medium	Short-term
	• Evaluate intersection control alternatives, including an all-way stop or signal timing modifications.	Low	Long-Term
Jefferson Street / McKenzie Street	• Consider a one-way street pilot or other quick-build circulation changes to evaluate operational and safety benefits.	Medium	Quick-Build

Location	Recommended Action	Priority	Implementation
	• Evaluate potential to make McKenzie Street a pedestrian corridor to strengthen pedestrian connectivity and comfort.	Medium	Long-Term
	• Install a pedestrian refuge median between the two street segments to improve crossing safety.	High	Mid-term
	• Retrofit the previously proposed mid-block crossing to improve pedestrian connectivity while minimizing driveway conflicts.	High	Mid-term
Johnson Street	• Install advance pedestrian crossing warning signs and/or pavement markings to increase driver awareness of the mid-block crossing.	High	Short-term
	• Improve pedestrian visibility at the west side of the crossing through geometric, landscaping, or sight distance enhancements.	Medium	Mid-term
	• Add planters or other physical elements along the sidewalk to better define the pedestrian path and discourage vehicles crossing over sidewalk.	Low	Short-term
	• Enhance the pedestrian refuge island with vertical elements such as bollards, delineators, or reflective markers to improve visibility.	Medium	Short-term
San Francisco Street	• Install curbside planters or similar streetscape elements to better define the roadway edge and provide guidance to appropriate pedestrian crossings at the intersection.	Medium	Short-term
Alameda Street	• Evaluate southbound bicycle lane ending at the intersection and improve connectivity to Rail Yards	High	Mid-term
	• Install wayfinding signage and sharrows directing bicyclists to the shared-use trail on the east side of the corridor.	High	Short-term
Corridor-Wide	• Improve wayfinding signage to reduce driver confusion and unnecessary U-turns.	Medium	Short-term
	• Evaluate access management opportunities, including shared access between adjacent parcels.	Medium	Long-term
	• Avoid replacing yellow ramps at private accesses unless required by accessibility or reconstruction needs.	Low	As Needed
	• Remove redundant, outdated, or unnecessary signs to reduce sign clutter	Medium	Short-term

Location	Recommended Action	Priority	Implementation
	and improve visibility of critical traffic control devices.		
	• Install RRFBs at one or both crossings, subject to engineering evaluation and pedestrian demand.	High	Mid-term
	• Improve bicycle crossing opportunities at key locations to strengthen network connectivity and user safety.	High	Mid-term
	• Install speed feedback signs at strategic locations to improve driver awareness and encourage compliance with posted speed limits.	Medium	Short-term
	• Conduct a parking management study to evaluate parking utilization and identify opportunities for parking consolidation, designated public parking areas, and improved wayfinding.	Medium	Mid-term

Next Steps and Conclusions

The post-construction assessment indicates that the N. Guadalupe Street Reconstruction Project has successfully advanced the corridor toward its intended vision of a safer, more accessible, and multimodal main street. Improvements such as widened sidewalks, enhanced pedestrian crossings, bicycle facilities, upgraded traffic control infrastructure, and access management treatments have contributed to a corridor that better accommodates pedestrians, bicyclists, and motorists while supporting the surrounding downtown environment. Field observations and operational data suggest that many of the primary issues identified prior to reconstruction have been addressed, and the corridor is generally performing in a manner consistent with the project's original goals. While vehicle speeds remain similar to pre-construction conditions in some locations, pedestrian comfort, multimodal connectivity, and overall corridor character have notably improved.

The opportunities identified in **Table 6** are intended to build upon these successes and address remaining challenges through targeted operational, safety, and connectivity enhancements. Recommended improvements range from low-cost, short-term treatments to longer-term investments that could further strengthen the corridor's multimodal function and user experience. Continued monitoring of traffic operations, vehicle speeds, pedestrian activity, bicycle usage, and user behavior is recommended as travel patterns continue to adapt to the reconstructed roadway. Overall, the findings of this assessment indicate that the corridor is trending in a positive direction and that the reconstruction has provided meaningful benefits while establishing a strong foundation for future improvements.

Appendix A – N. Guadalupe Road RSA (2014)

N. GUADALUPE STREET POST-RECONSTRUCTION MULTIMODAL OPERATIONS & SAFETY ANALYSIS

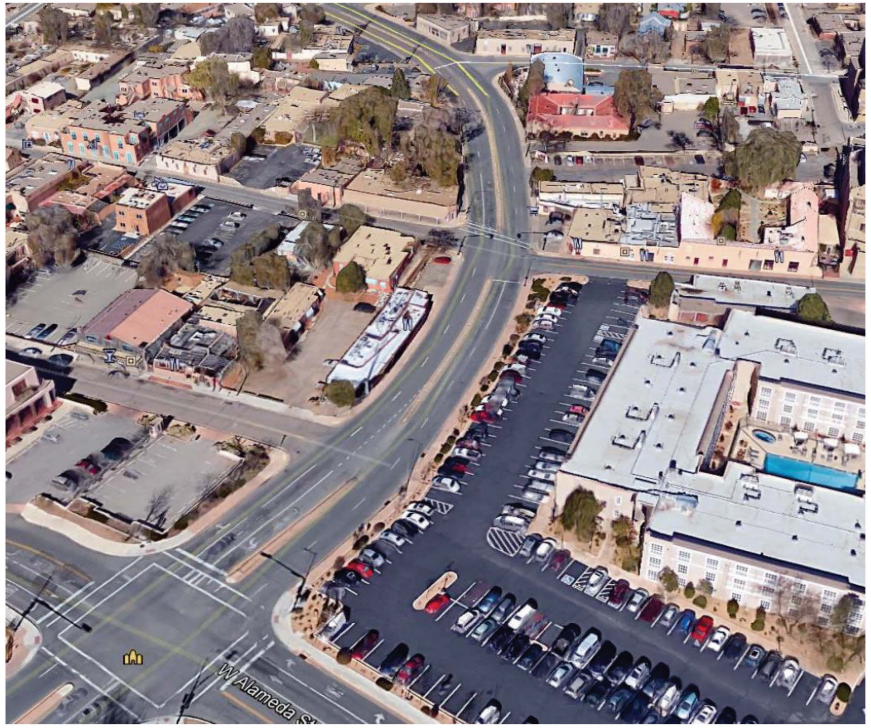
PUBLIC WORKS & UTILITIES COMMITTEE

August 31st, 2026

5:00 PM

Kimley»Horn
Expect More. Experience Better.

N. GUADALUPE STREET POST-RECONSTRUCTION MULTIMODAL OPERATIONS & SAFETY ANALYSIS



Then – 2017

Now– 2026

Kimley»Horn
Expect More. Experience Better.

N. GUADALUPE STREET POST-RECONSTRUCTION MULTIMODAL OPERATIONS & SAFETY ANALYSIS

BICYCLISTS

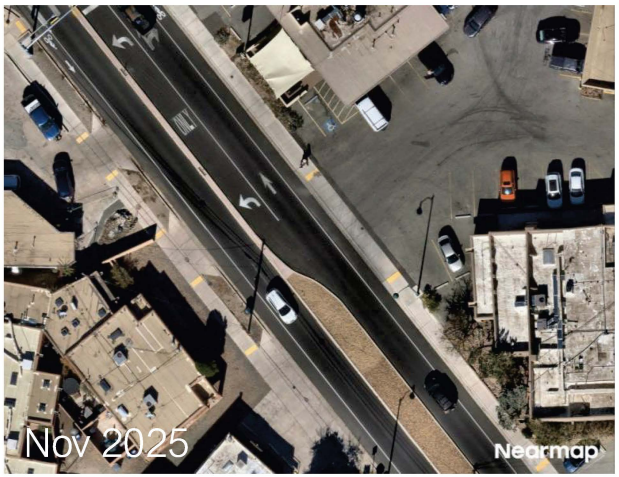
PEDESTRIANS

VEHICLES

Santa Fe MPO

Kimley»Horn
Expect More. Experience Better.

Bicyclists

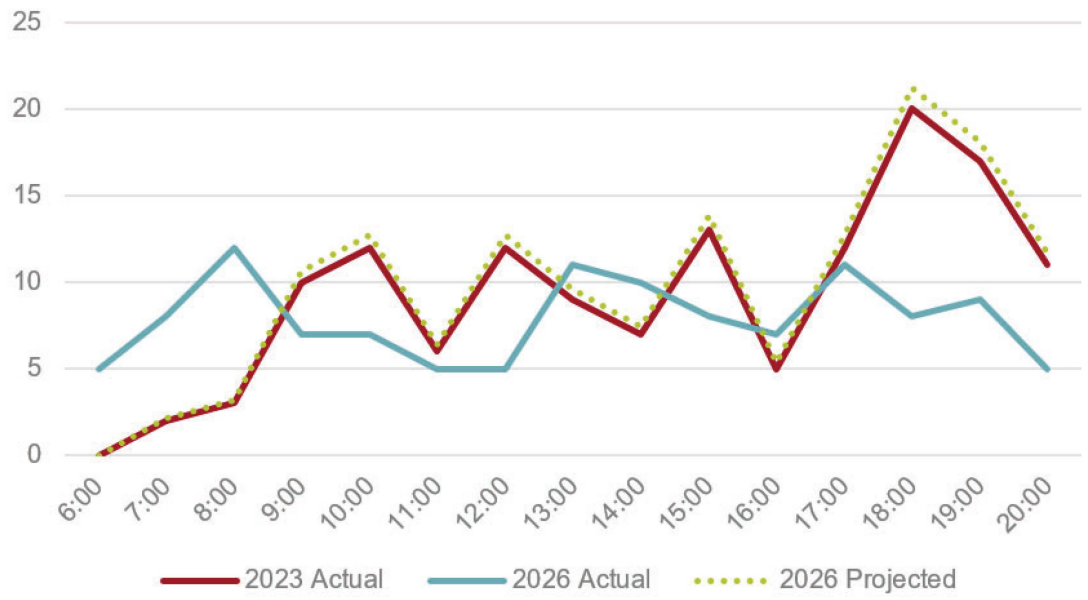


Added with Project

✓ Bike Lanes!

Kimley»Horn
Expect More. Experience Better.

Bicyclists



Observed (2023 and 2026) and Projected 2026 Hourly Bicycle Volumes at Guadalupe Street and San Francisco Street

Bicyclists

Improvement opportunities for safety

- Physical separation (ex. Flexible delineators, tubular markers, modular curbs)
- More bicycle crossing opportunities

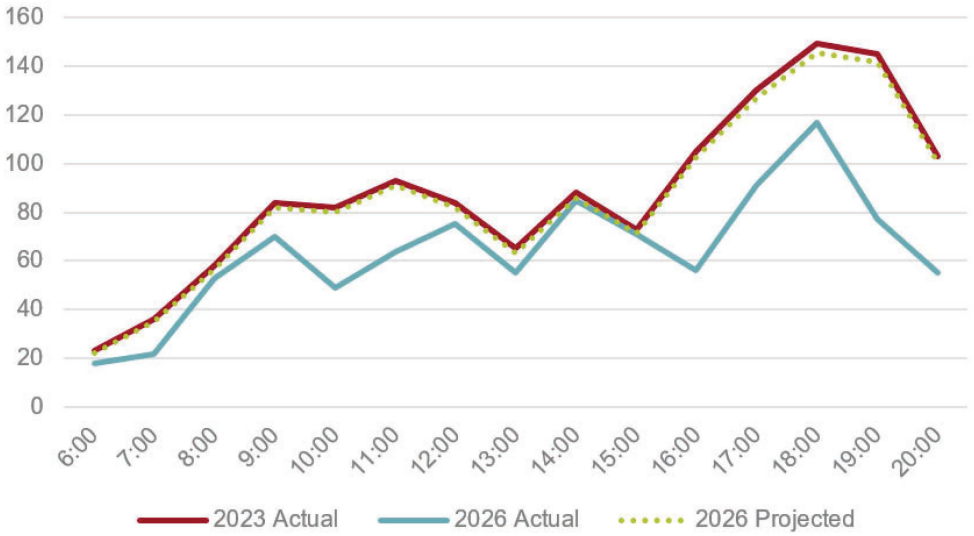
Pedestrians

Added with Project

- ✓ Wider Sidewalks
- ✓ Separation between traffic and peds (bike lane)
- ✓ Midblock Crosswalks (2)
- ✓ Improved Signalized Crossings

Kimley»Horn
Expect More. Experience Better.

Pedestrians



Observed (2023 and 2026) and Projected 2026 Hourly Pedestrian Volumes at Guadalupe Street and San Francisco Street

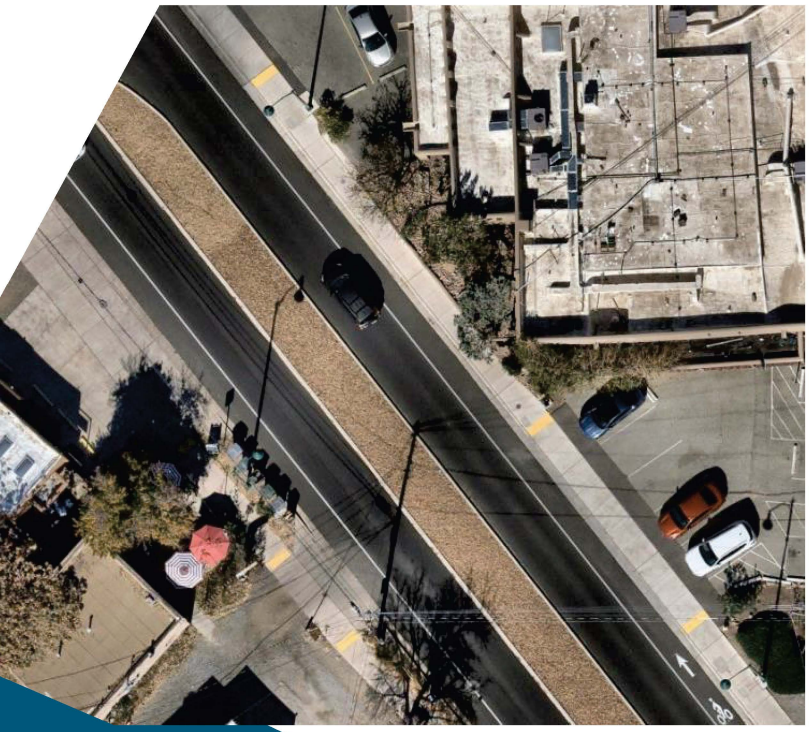
Location	Pedestrian Count		
	EB	WB	Total
404 N Guadalupe St. (mid-block crossing present)	359	185	544
232 N Guadalupe St. (no mid-block crossing)	16	19	35

Pedestrians

Improvement Opportunities for safety

- Consider addition of mid-block crosswalk at Jefferson St/McKenzie St
- Install pedestrian refuge median to improve crossing safety
- Install Advanced pedestrian crossing warning signs
- Install wayfinding signage
- Install RRFBs at one or both crossings

Vehicles

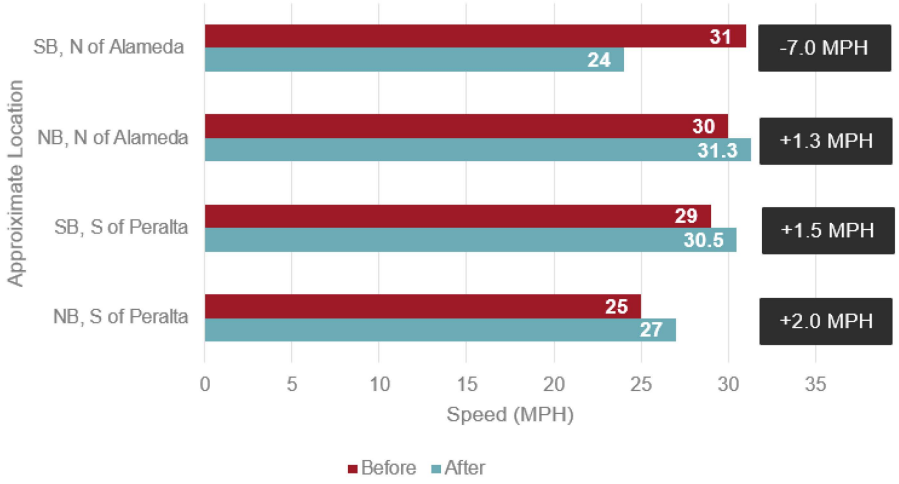


Added with Project

- ✓ Access Management Improvements reducing conflict points
- ✓ Enhanced Street Lighting
- ✓ Reduced Typical Section from 4 lane to 3 lane
- ✓ Install pedestrian refuge median to slow turning vehicles
- ✓ Install Raised Crosswalk at Solana street midblock to reduce vehicle speeds

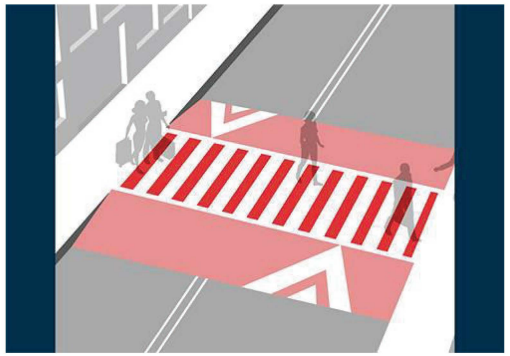
Vehicles

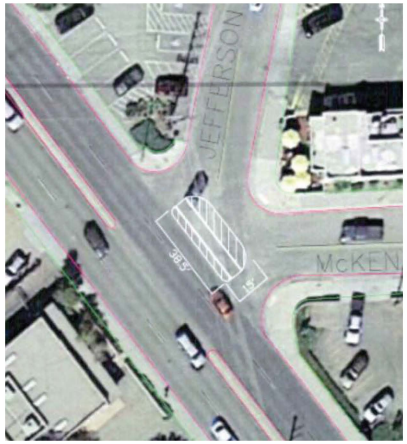
Observed (2023 and 2026) and Projected 2026 Hourly Vehicle Volumes at Guadalupe Street and San Francisco Street



Before and After Comparison of 85th Percentile Speeds

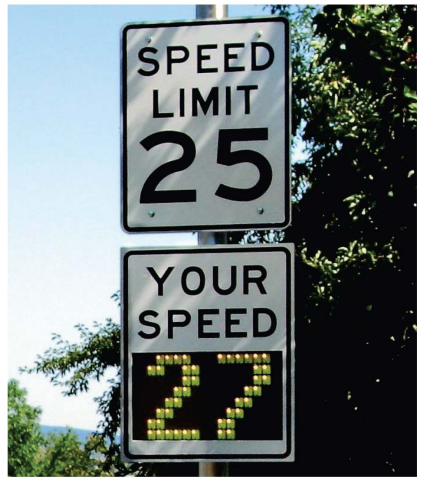
Vehicles





Improvement Opportunities

- Install pedestrian refuge median to slow turning vehicles
- Install Raised Crosswalk at Solana street midblock to reduce vehicle speeds
- Improve wayfinding signage to reduce unnecessary U-turns
- Install speed feedback signs at strategic locations to encourage speed compliance



Santa Fe MPO

La Villa Real de la Santa Fé de San Francisco de Asís

Kimley»Horn
Expect More. Experience Better.

CONTACT INFORMATION

- SFMPO
  - Erick Aune
    - Email: ejaune@santafenm.gov
    - Phone: Main Line: 505-330-8483
- City of Santa Fe
  - Marcos Esquibel
    - Email: mpesquibel@santafenm.gov
    - Phone: Main Line: 505-955-2408
- Kimley-Horn
  - Carl Vermillion, PE PTOE, RSP1
    - Email: Carl.Vermillion@kimley-horn.com
    - Phone: (505) 608-0900

Wastewater Management Division

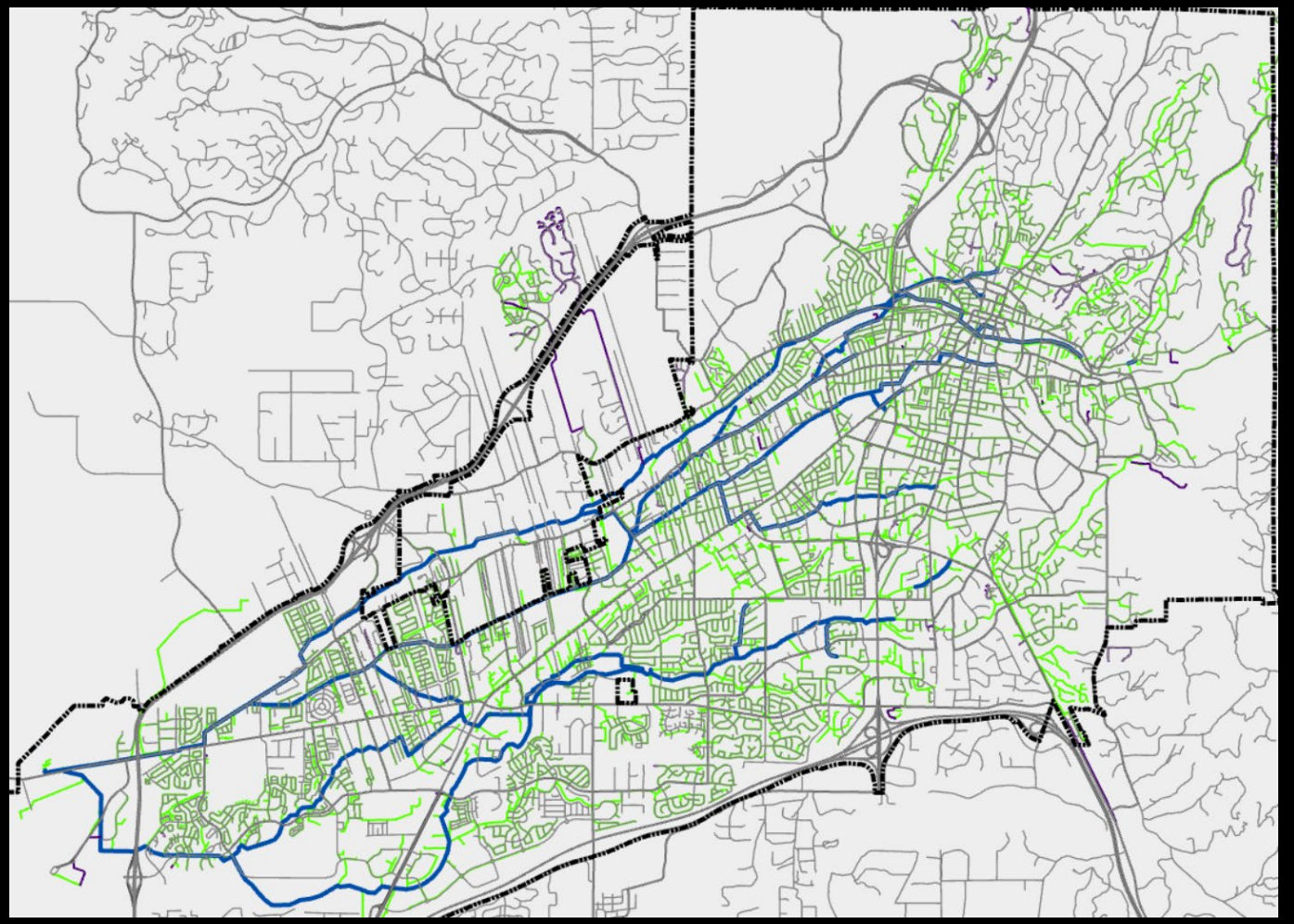
What has WWM been working on?

The Collection system:

Collections staff monitor the sewer system continuously

- clear any blockages identified
- repair lines or contract for repair as needed

Notable recent collections system projects on next 3 slides



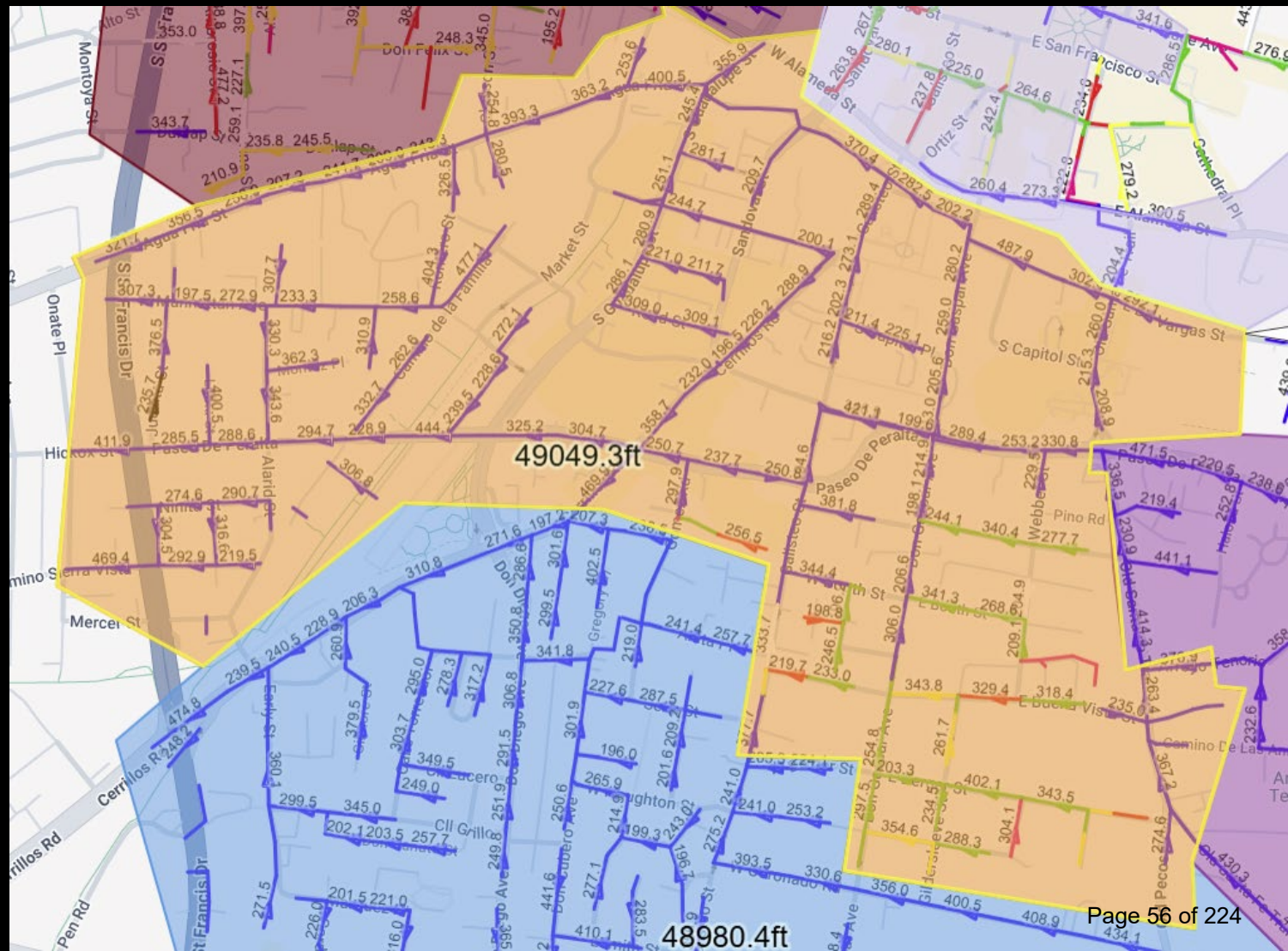
Off Saint Francis between Alamo street and Camino de Las Crucitas

300ft of 12-inch diameter sewer line was replaced costing just over $200k

Hospital and St. Michael's Drive Sewer line crossover replacement cost $431K

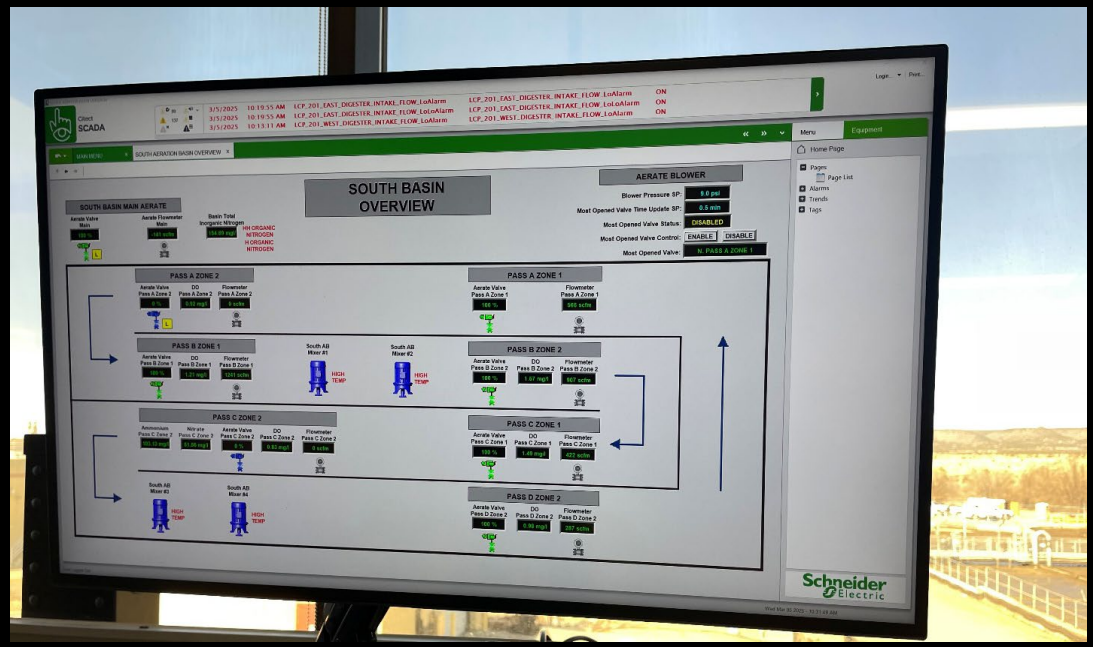
Collections System Assessment
$1.35M project cost

SL-RAT® by INFOSENSE, INC



Recent projects at the treatment plant

New Meeting and Training Room

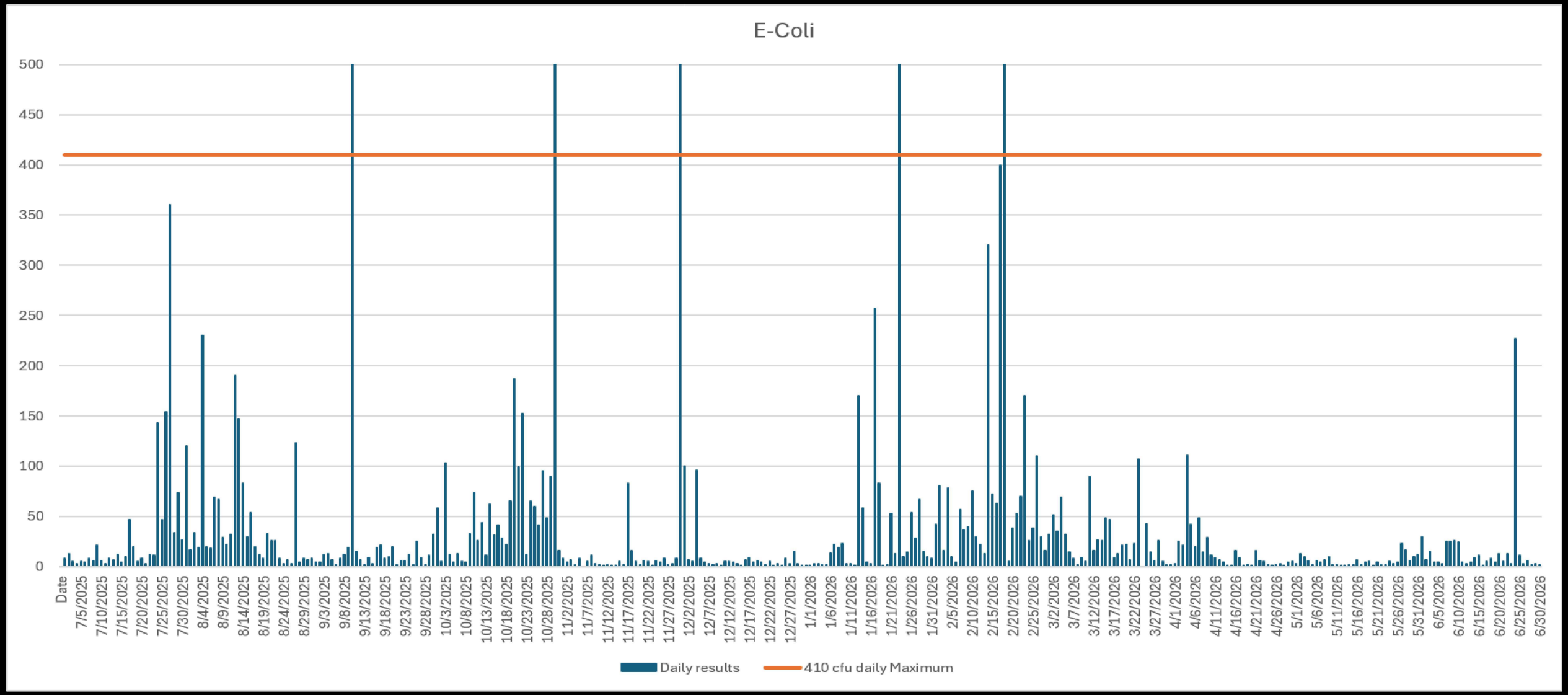


- Clarifier rehabilitation
- Plant drain replacement
- Network installation
- SCADA integration
- Disc filter rehabilitation
- Variable Frequency Drive addition

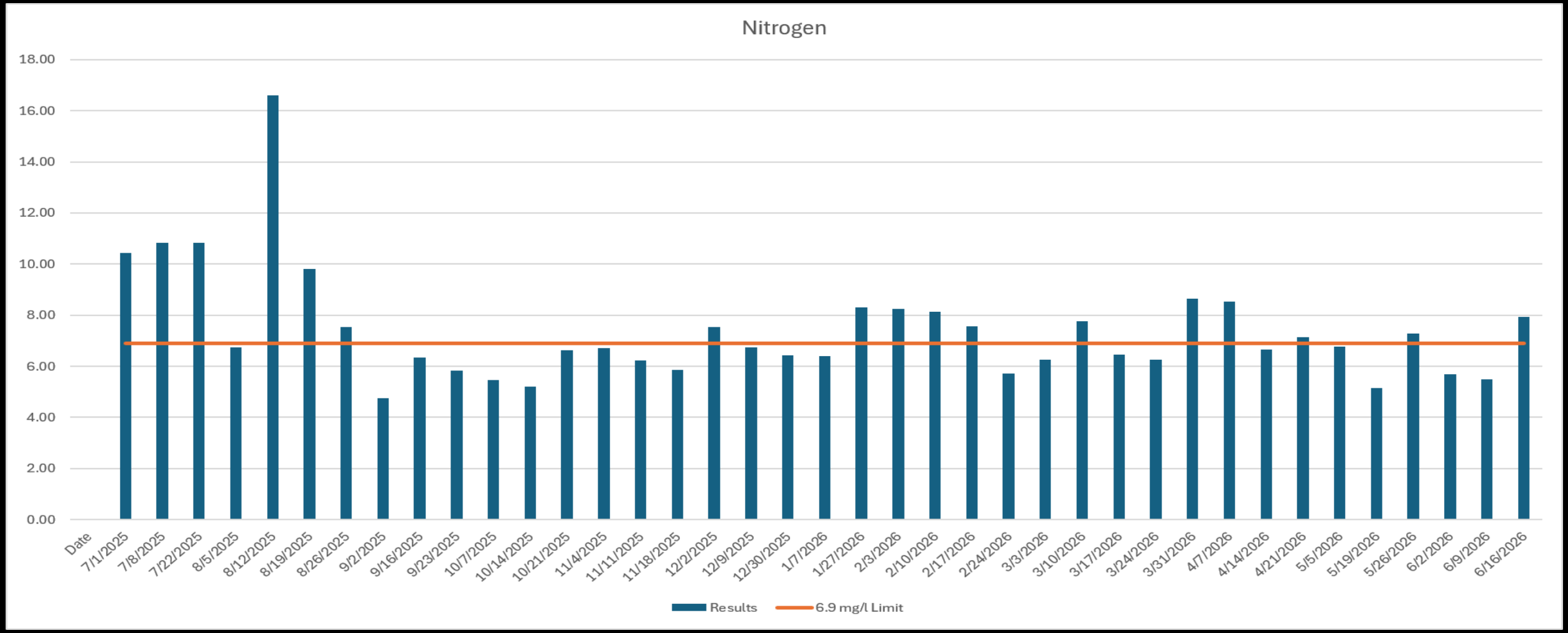
2.2

Megawatts of backup power generation capacity installed

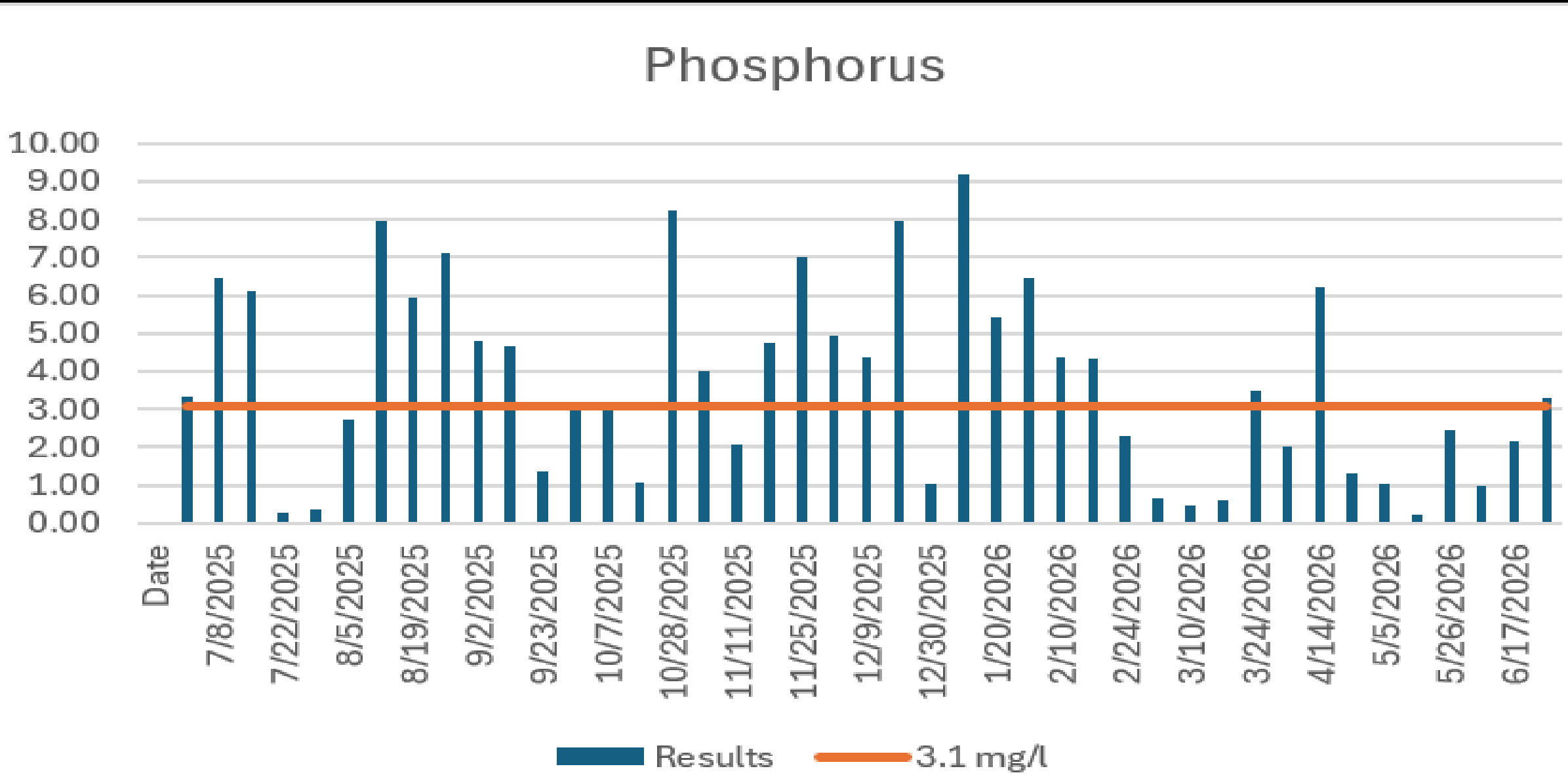
FY26 compliance results: (E. Coli daily values)



Nitrogen weekly values



Phosphorous Weekly Values



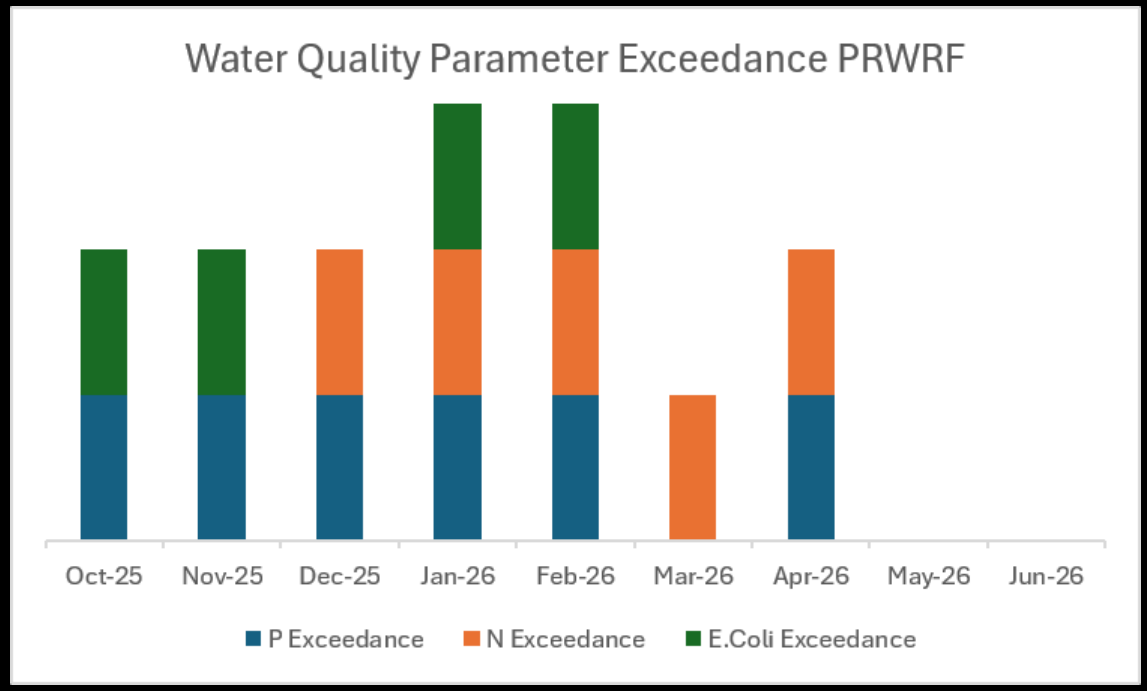
Administrative Order CWA-06-2026-1838

Two weeks ago EPA served PRWRF with an administrative order for effluent violations for 9 months from October 2025 to June 2026:

Effluent constituents with violations during a given month: E-coli (4), Phosphorous (6), Nitrogen (5), Copper (6), Chlorine Residual (1), Total Suspended Solids (1)

Due to upgrades completed in the past 6 months, PRWRF has been in monthly compliance for E. Coli, Nitrogen, and Phosphorous since April except for one upset in late July caused by a valve failure resulting in short circuiting during the night not caught until daylight.

Copper is not removable with current technology at the facility, source tracing in the collection system will identify next steps in eliminating copper violations.



Where are we headed?

Retro-Repair-Replace

- RFP was released
- New Facility cost and design
- Rehabilitation cost and design

Questions?

Wastewater Management Division

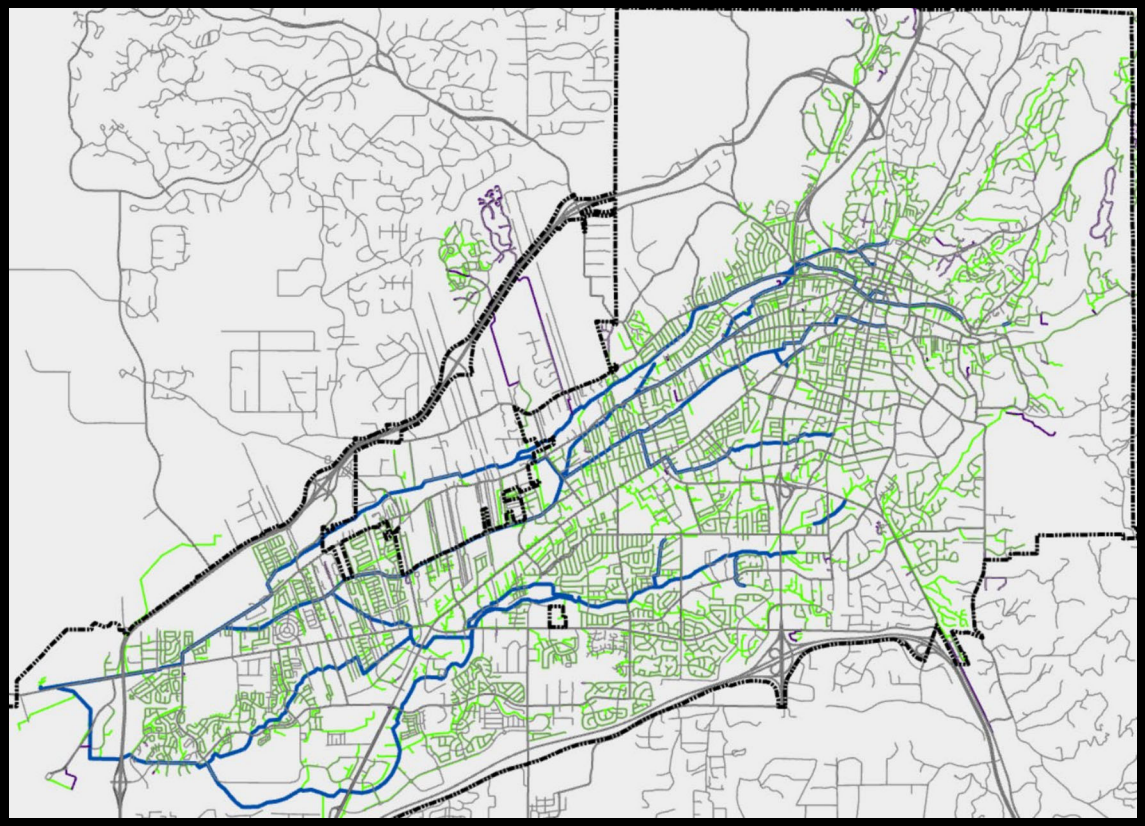
What has WWM been working on?

The Collection system:

Collections staff monitor the sewer system continuously

- clear any blockages identified
- repair lines or contract for repair as needed

Notable recent collections system projects on next 3 slides



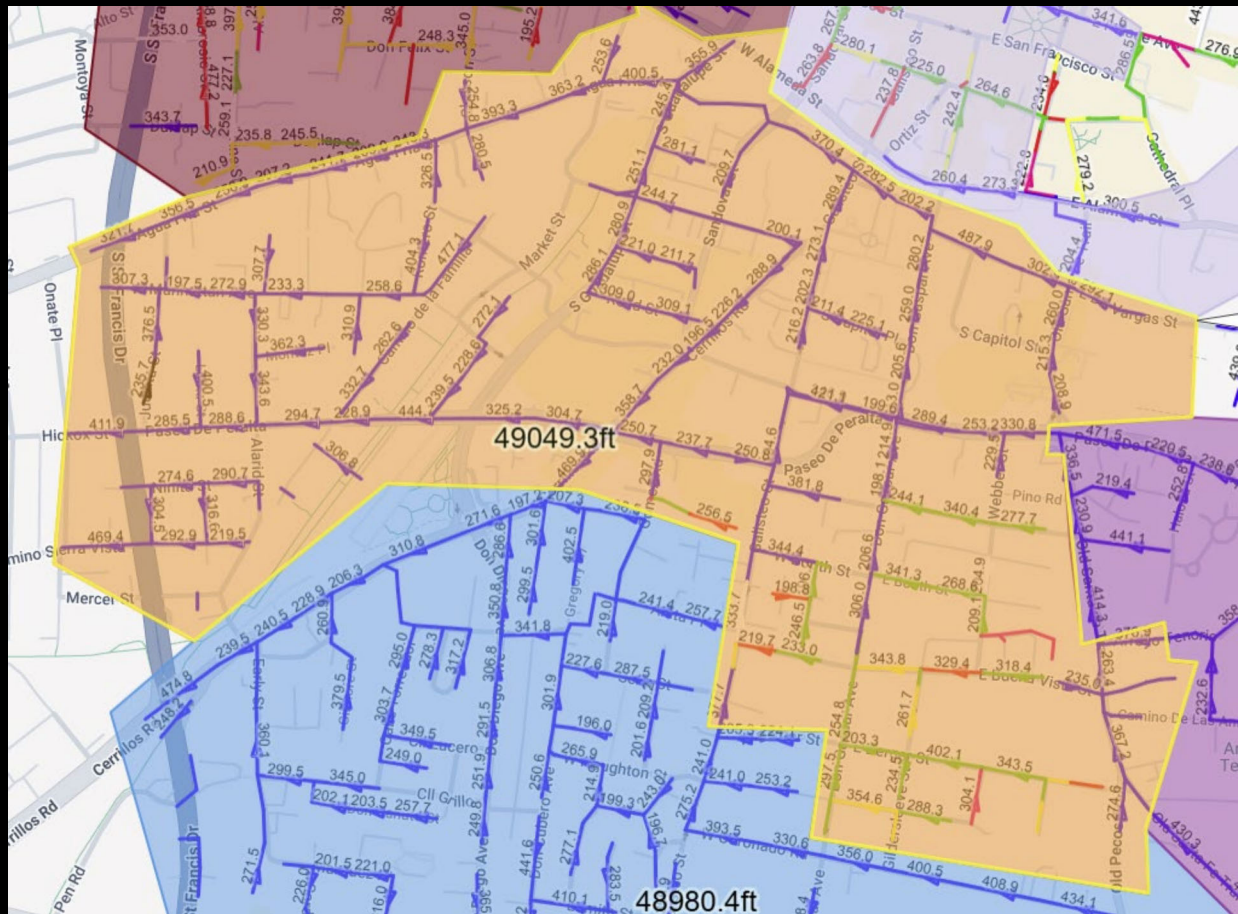
Off Saint Francis between Alamo street and Camino de Las Crucitas

300ft of 12-inch diameter sewer line was replaced costing just over $200k

Hospital and St. Michael's Drive Sewer line crossover replacement cost $431K

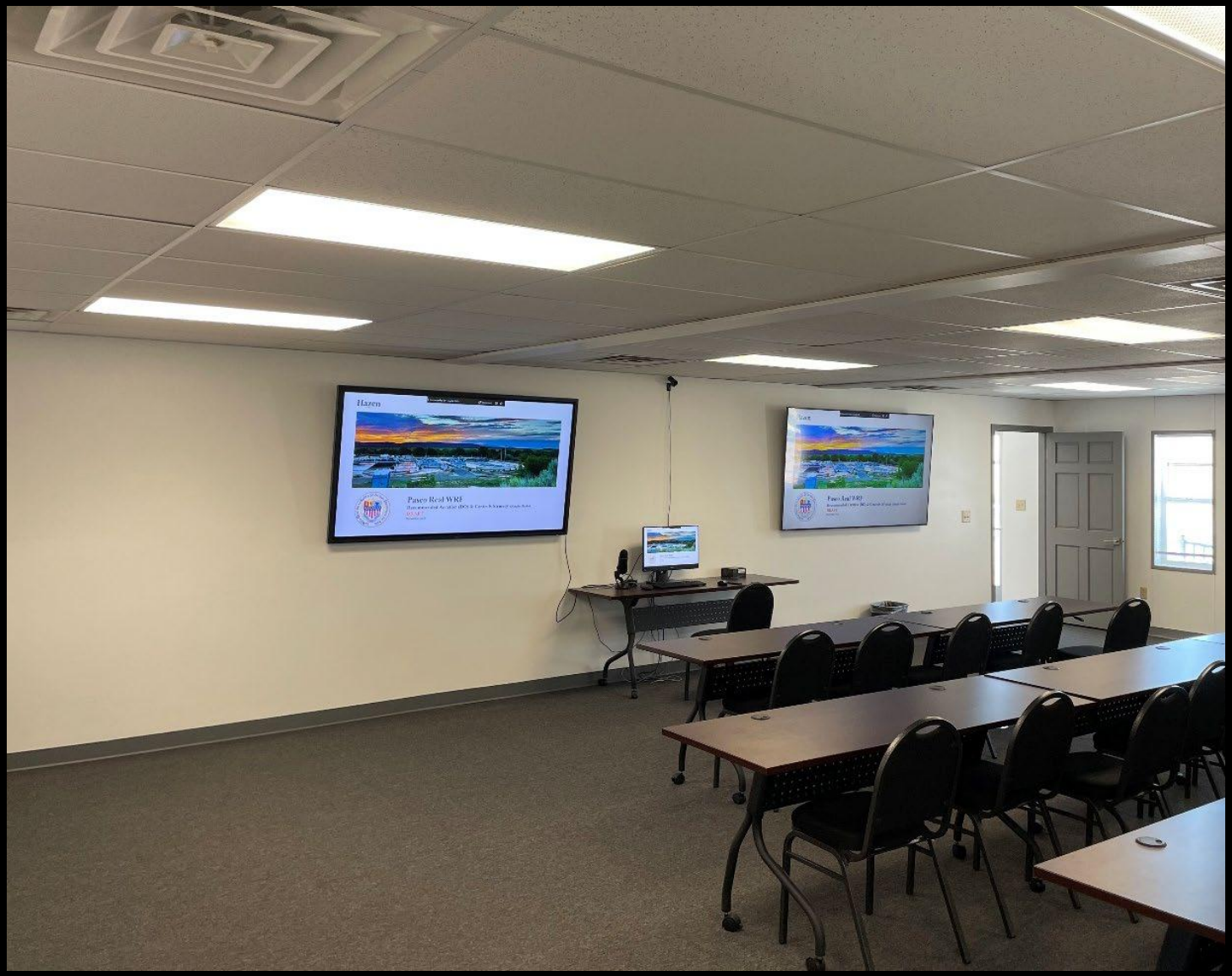
Collections System Assessment
$1.35M project cost

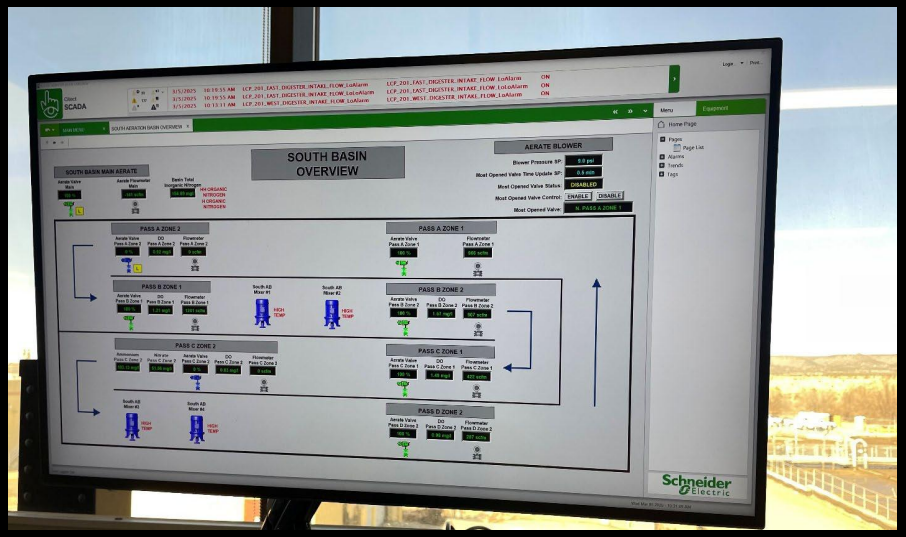
SL-RAT® by INFOSENSE, INC



Recent projects at the treatment plant

New Meeting and Training Room

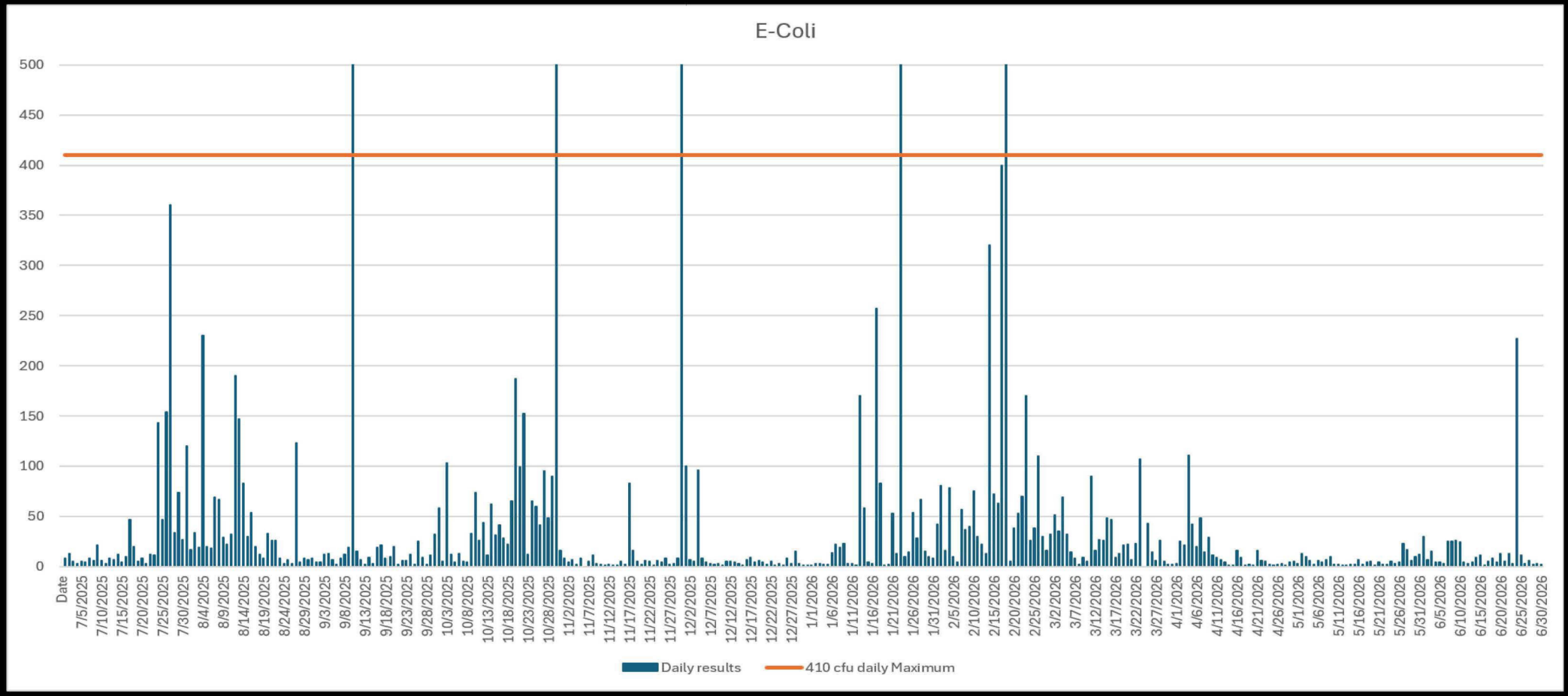




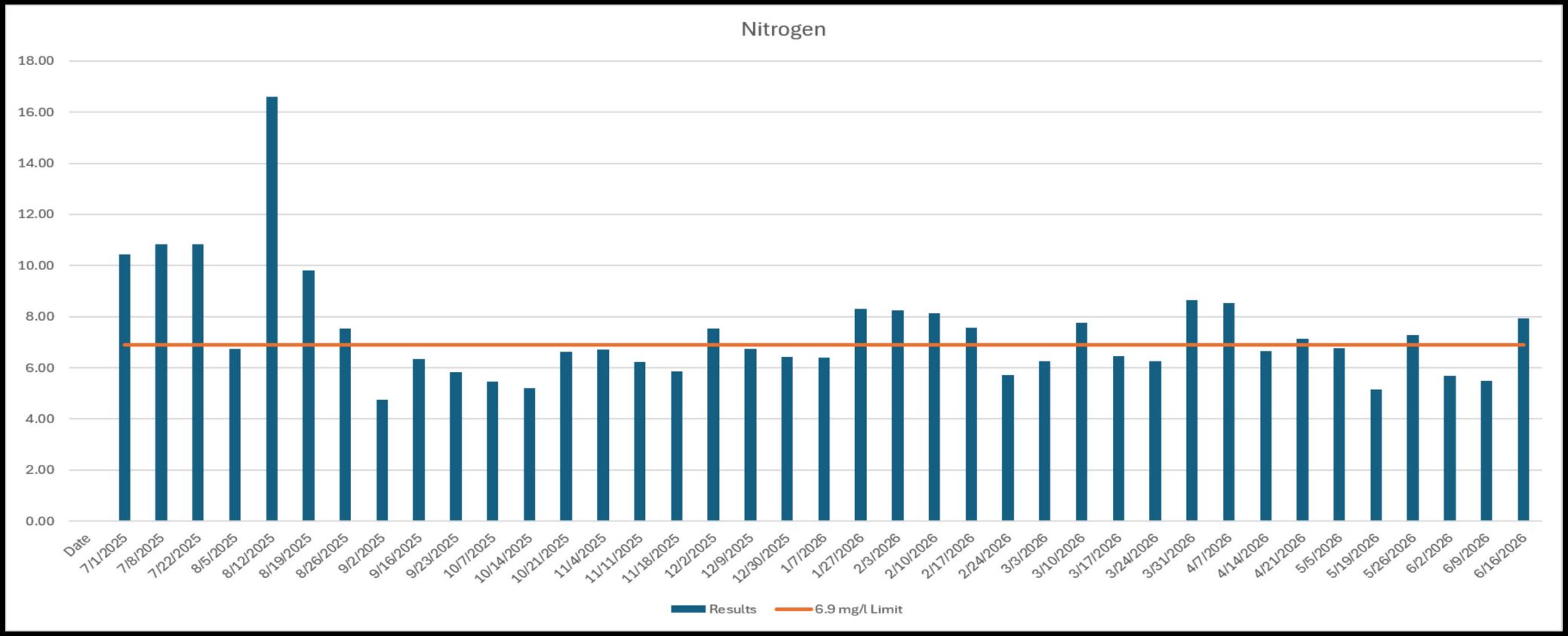
- Clarifier rehabilitation
- Plant drain replacement
- Network installation
- SCADA integration
- Disc filter rehabilitation
- Variable Frequency Drive addition

2.2
Megawatts of backup power generation capacity installed

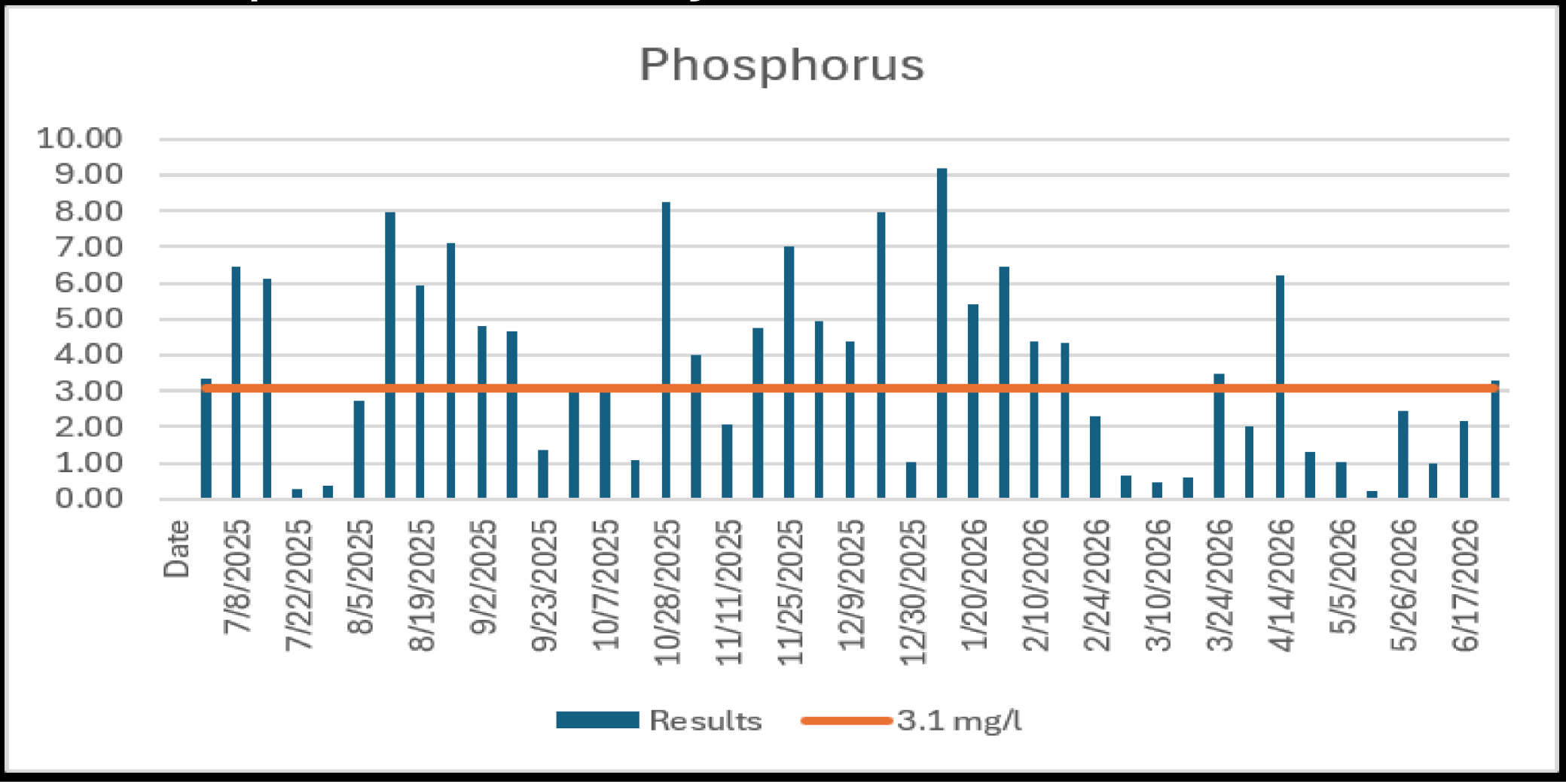
FY26 compliance results: (E. Coli daily values)



Nitrogen weekly values



Phosphorous Weekly Values



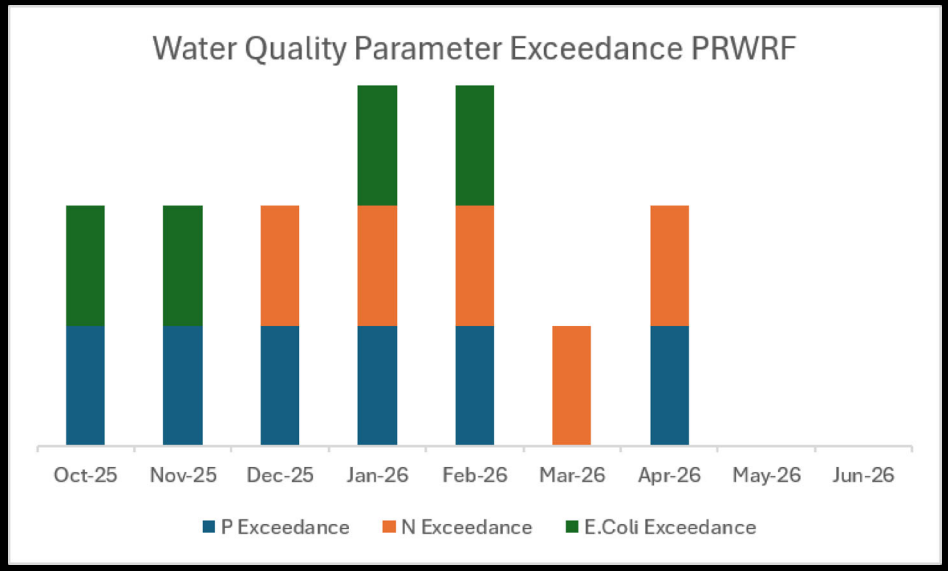
Administrative Order CWA-06-2026-1838

Two weeks ago EPA served PRWRF with an administrative order for effluent violations for 9 months from October 2025 to June 2026:

Effluent constituents with violations during a given month: E-coli (4), Phosphorous (6), Nitrogen (5), Copper (6), Chlorine Residual (1), Total Suspended Solids (1)

Due to upgrades completed in the past 6 months, PRWRF has been in monthly compliance for E. Coli, Nitrogen, and Phosphorous since April except for one upset in late July caused by a valve failure resulting in short circuiting during the night not caught until daylight.

Copper is not removable with current technology at the facility, source tracing in the collection system will identify next steps in eliminating copper violations.



Where are we headed?

Retro-Repair-Replace

- RFP was released
- New Facility cost and design
- Rehabilitation cost and design

Questions?

Regular Meeting of the Public Works and Utilities Committee
August 17, 2026 at 5:00 PM
Council Chambers, City Hall
200 Lincoln Avenue
MINUTES

---

1. Call to Order

The Regular Meeting of the Public Works and Utilities Committee was called to order by Councilor Chavez at 5:03 PM, on Monday, August 17, 2026, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. Roll Call

MEMBERS PRESENT
City Councilor, District 4 Amanda Chavez
City Councilor, District 2 Elizabeth Barrett
City Councilor, District 2 Paul Bustamante
City Councilor, District 3 Pilar Faulkner
City Councilor, District 1 Patricia Feghali

OTHER PARTICIPANTS ATTENDING
Carol Swenson, Business Operations Manager
William Schneider, Water Resources Manager

3. Approval of Agenda

MOTION A motion was made by Councilor Bustamante, seconded by Councilor Barrett, to Approve.

VOTE The motion passed on a voice vote.

4. Approval of Consent Agenda

MOTION A motion was made by Councilor Faulkner, seconded by Councilor Bustamante, to Approve .

VOTE The motion passed on a voice vote.

5. Public Comment

6. Presentations

   a. San Juan Chama Return Flow Project: Permit Status Update. (William Schneider, Water Resources Manager; whschneider@santafenm.gov)

7. Action Items: Consent Agenda

Approved on Consent

   a. Request for Approval of the August 3, 2026, Public Works and Utilities Committee Review Minutes. (Norma Sutor, Administrative

Assistant; nasutor@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026

Approved on Consent

b. Request for Approval of Capital Outlay Grant Agreement with the New Mexico Department of Finance and Administration Project 25-J2492-1 for Improvements to Siringo Road Between St. Francis and Boltuph Road in the Total Amount of $800,000 with a Reversion Date of June 30, 2028. (Marcos Esquibel, Interim Streets Director; mpesquibel@santafenm.gov)

1. Request for Approval of a Budget Adjustment Request (BAR) to Allocate $800,000 from the 2025 Capital Appropriation to FY26 Revenue and WIP Construction.

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

c. Request for Approval of Public Announcement: Midtown Real Property for Sale or Lease Pursuant to Resolution 2021-16 Regarding Parcel K-1b, Property at Midtown Site Available for Sale or Lease to Facilitate a Low-Income Housing Tax Credit Project, (LIHTC) via Consultant Jones Lang LaSalle. (Carly Venditti, Deputy Director, Economic Development; cavenditti@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

d. Request for Approval of a Budget Adjustment Request (BAR) to Appropriate $425,795 in Available FY26 Appropriations to Fund the Replacement of the Clubhouse Roof and HVAC Systems at Marty Sanchez Links de Santa Fe. (Phillip Lujan, Municipal Recreation Complex Business Manager; pmlujan@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

e. Request for Approval of a Construction Contract with Cassidy's Landscaping Inc. for On-Call Landscape Management Services in the Total Amount of $4,000,000 for a Four-Year Term. (Scott Overlie, Parks and Open Space Project Manager III; saoverlie@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

f. Request for Approval of a Construction Contract with High Desert Landscape Maintenance for On-Call Landscape Management Services in the Total Amount of $4,000,000 for a Four-Year Term. (Scott Overlie, Parks and Open Space Project Manager lll; saoverlie@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

g. Request for Approval of a Construction Contract with San Isidro Permaculture Inc. for On-Call Landscape Management Services in the Total Amount of $4,000,000 for a Four-Year Term. (Scott Overlie, Parks and Open Space Project Manager III; saoverlie@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

h. Request for Approval to Purchase Five Kenworth L770 Double-Axle Chassis from Inland Kenworth US, Inc. In the Total Amount of $1,119,655 through May 28, 2028. (Martin Valdez, Fleet Manager, Environmental Services Department; mjvaldez@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

i. Request for Approval to Purchase Five, Twenty-Seven-Yard Labrie Automizer Side-Load Packing Bodies from Reliance Environmental Truck Sales, LLC

(dba), Reliance Truck and Equipment, In the Total Amount of $1,318,485 through November 30, 2026. (Martin Valdez, Fleet Manager, Environmental Services Division; mjvaldez@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

j. Request for Approval to Purchase Two, Fifteen-Yard, Labrie Automizer Side-Load Packing Bodies from Reliance Environmental Truck and Equipment Sales, LLC (dba), In the Total Amount of $517,778 through November 30, 2026. (Martin Valdez, Fleet Manager, Environmental Services Division; mjvaldez@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

k. Request for Approval to Purchase Two Kenworth L770 Single-Axle Chassis with InLand Kenworth US, Inc. In the Total Amount of $387,688 through May 12, 2028. (Martin Valdez, Fleet manager, Environmental Services Division; mjvaldez@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

l. Request for Approval of Amendment No.1 to the New Mexico Department of Transportation Aviation Division Grant #SAF-25-02 for a Change of Purpose to Utilize this Grant Funding for Pavement Rehab to Runways 15/33 and 2/20, and an Extension of Time to December 31, 2027. (John Dickinson, Airport Director; jxdickinson@santafenm.gov, Paulette Ortiz, Grants Administrator; pkortiz@santafenm.gov)

Committee Review
Public Works and Utilities Committee: 08/17/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

m. CONSIDERATION OF RESOLUTION NO. 2026-__. (Mayor Michael Garcia, Councilor Paul Bustamante)
A Resolution Suspending the Annual Fishing Derby in Santa Fe River; Approving a Children's Fishing Derby Event on City Property in Nichols Reservoir on September 26th, 2026; and Directing the City Manager and Designated City Staff to Take the Necessary Steps to Organize the Event. (Xavier Martinez, Constituent Services Manager; xbmartinez@santafenm.gov)

Committee Review:
Governing Body (Introduced): 08/12/2026
Public Works and Utilities Committee: 08/17/2026
Quality of Life Committee: 08/19/2026
Finance Committee: 08/24/2026
Governing Body: 08/26/2026

Approved on Consent

8. Action Items: Discussion Agenda

9. Executive Session

10. Matters from Staff

11. Matters from the Committee

12. Matters from the Chair

13. Next Meeting: Monday August 31, 2026

14. Adjourn

Meeting Adjourned at 5:30 PM

_____ _____

Liaison Chair

CITY OF SANTA FE

Date: August 17, 2026

To: Governing Body, Public Works and Utility Committee, Finance Committee

Via: JOHN BURNETT (Aug 18, 2026 08:54:13 MDT)
Sam Burnett, Public Works Department Director
Marcos Esquibel, Acting Complete Streets Division Director MARCOS ESQUIBEL
Carol Swenson, Public Works Department Business Operations Manager YVONNE SWENSON (Aug 17, 2026 10:59:22 MDT)

From: Romella Glorioso-Moss, PhD, AICP, CPM Capital Projects Manager

RE: S100370 Second Amendment to Item 24-0526 Cooperative Project Agreement

---

ITEM AND ISSUE:
Request for Approval of Amendment No. 2 to Item 24-0526 Cooperative Project Agreement - Construction Work with New Mexico Department of Transportation to Extend the Term through September 30, 2028 to Complete the Construction of S100370 Agua Fria – Cottonwood Roundabout Project. (Romella Glorioso-Moss, Capital Projects Manager, rsglorioso-moss@santafenm.gov)

BACKGROUND AND SUMMARY:
This memorandum requests approval of the Second Amendment to the Cooperative Project Agreement for the construction of the federally-funded S100370 Agua Fria – Cottonwood Roundabout Project.

The original Cooperative Project Agreement was executed on October 2, 2023. The proposed Second Amendment will extend the Agreement term through September 30, 2028, to allow sufficient time for completion of the project.

The extension is necessary primarily due to utility relocations associated with the project. Utility conflicts have required additional coordination and relocation activities prior to the start of actual construction. These utility-related activities have affected the project schedule and have been a major factor in delaying project completion.

Extending the Agreement term will provide the parties with adequate time to complete the necessary utility relocation work, proceed with construction, and complete the remaining project activities in accordance with the Agreement.

The funding source is: US DOT/FHWA #490550
Fund Name/Number: S100370
Munis Org Name/Number: CIP #3309980
Munis Expenditure Object Name/Number: WIP Construction/572970
Munis Revenue Object Name/Number: NM DOT/490150

Project Ledger Number: CIP2733000

ATTACHMENTS:

S100370 Amendment No. 2 Cooperative Agreement – Construction Work
Project Ledger

DocuSign Envelope ID: 6CE342C8-AA31-49BE-A9DE-CAABD34E7F10

Contract No.:
Vendor No.: 0000054360
Control No.: S100370

COOPERATIVE PROJECT AGREEMENT – CONSTRUCTION

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.: S100370 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 Construction Work is as follows:

1. **FFY 2023 HIGHWAY SAFETY IMPROVEMENT PROGRAM(HSIP) Funds**
   Department's 90.00% share $2,752,765
   Design, ROW acquisition and construction of a roundabout at the intersection. DESIGN, ROW ACQUISITION AND CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION. Agua Fria St./Cottonwood Drive Intersection. (Description as per STIP database, this agreement only pertains to the Construction Work portion of Project Control No. S100370.)

2. **State's matching 10.00% share**
   $305,863
   For the purpose stated above.

3. **The Total Project Funding for Construction Work**
   $3,058,628

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

DocuSign Envelope ID: 6CE342C8-AA31-49BE-A9DE-CAABD34E7F10

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 any applicable Federal and State laws and regulations, and 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 20, Lobbying Certification
d. 49 CFR Part 29, Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Debarment and Suspension (Grants) and Certification
e. The Department's policies and standards
f. The current Tribal/Local Government Handbook located at: https://www.dot.nm.gov/business-support/project-oversight-division/t-lpa-documents-and-information/
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 **August 30, 2024.** 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.

DocuSign Envelope ID: 6CE342C8-AA31-49BE-A9DE-CAABD34E7F10

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@dot.nm.gov

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@dot.nm.gov

Construction Liaison Engineer
Eunice Cazares de Bravo
T/LPA Construction Liaison Engineer
New Mexico Department of Transportation
1570 Pacheco St., STE. A10
Santa Fe, NM 87505
Office: (505) 321-8380
E-mail: Eunice.Cazares@dot.nm.gov

Local Agency
Romella Glorioso-Moss

DocuSign Envelope ID: 6CE342C8-AA31-49BE-A9DE-CAABD34E7F10

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 in intentionally left blank.

DocuSign Envelope ID: 6CE342C8-AA31-49BE-A9DE-CAABD34E7F10

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: DocuSigned by: Christine Schwamberger 593C7CA1DD494D1... Date: 9/15/2023
Assistant General Counsel

CITY OF SANTA FE

By: John Blair John Blair (Sep 19, 2023 11:23 MDT) Date: Sep 19, 2023
~~Mayor~~ John Blair, City Manager

ATTEST

By: _____ Date: Sep 19, 2023
CITY OF SANTA FE Clerk XIV

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

By: Marcos Martinez Marcos Martinez (Sep 19, 2023 09:26 MDT) Date: _____
CITY OF SANTA FE Attorney

Approved for finances

By: Emily K. Oster Emily K. Oster (Sep 19, 2023 11:18 MDT) Date: Sep 19, 2023
CITY OF SANTA FE Finance Director

DocuSign Envelope ID: 6CE342C8-AA31-49BE-A9DE-CAABD34E7F10

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 (UEI);	**QLN2YKMMJ8X6**
(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 08/30/2024 (End Date).**
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the Public Entity;	**$2,752,765**
(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);	**Design, ROW acquisition and construction of a roundabout at the intersection. DESIGN, ROW ACQUISITION AND CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION. Agua Fria St./Cottonwood Drive Intersection**
(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**

DocuSign Envelope ID: 6CE342C8-AA31-49BE-A9DE-CAABD34E7F10

EXHIBIT B

Uniform Administrative Requirements and Audit
2 CFR § 200, Uniform Administrative Requirements, Cost Principals, 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 publicly 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 Unique Entity Identifier (UEI) 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
- UEI 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:

DocuSign Envelope ID: 6CE342C8-AA31-49BE-A9DE-CAABD34E7F10

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.

From: Schwamberger, Christine, DOT
To: Hurtado, Jacqulynn, DOT
Subject: RE: S100370 Page Swap Request
Date: Monday, September 18, 2023 2:17:25 PM
Attachments: image003.png
image004.png
image005.png

OK, Jackie, I concur with the page swap since I am the only one affected, the original incorrect version has been deleted, and there will be only one correct version circulating. Chris

Christine M. Schwamberger
Assistant General Counsel
New Mexico Department of Transportation
P.O. Box 1149
Santa Fe, New Mexico 87504-1149
Cell: (505) 490-2696
Fax: (505) 476-3639
Christine.Schwamberger@dot.nm.gov

CONFIDENTIALITY NOTICE: This email, including all replies, forwards, and attachments, is intended for the sole use of the above-identified recipients. It may contain information that is privileged and confidential, and is protected by privilege of attorney-client communication, attorney work product, or otherwise. Unauthorized dissemination, distribution or copying of this communication is strictly prohibited. If this email has been sent to you in error, or if you are not an intended recipient, please delete and destroy all copies of this email and attachments, and immediately notify me by email at the above address. Thank you.

From: Hurtado, Jacqulynn, DOT <Jacqulynn.Hurtado@dot.nm.gov>
Sent: Monday, September 18, 2023 9:49 AM
To: Schwamberger, Christine, DOT <Christine.Schwamberger@dot.nm.gov>
Subject: S100370 Page Swap Request
Importance: High

Good morning Christine,

I hope you had a wonderful weekend.

Upon sending S100370 to the entity for signatures, it was found that the State Match percentage (#2) was listed incorrectly on the agreement. The agreement should have reflected 10% instead of 100%. Due to the time constraint for the close of Federal Fiscal Year 2023, I am requesting your concurrence to correct the match % to 10% and utilize your signature from 9/15/2023. The agreement has not been signed by the entity or executed by the Secretary. Attached is the incorrect agreement and the revised agreement to review.

Incorrect

Contract No.:
Vendor No.: 0000054360
Control No.: S100370

COOPERATIVE PROJECT AGREEMENT – CONSTRUCTION

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.: S100370 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 Construction Work is as follows:

1. **FFY 2023 HIGHWAY SAFETY IMPROVEMENT PROGRAM(HSIP) Funds Department's 90.00% share** $2,752,765
   Design, ROW acquisition and construction of a roundabout at the intersection. DESIGN, ROW ACQUISITION AND CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION. Agua Fria St./Cottonwood Drive Intersection. (Description as per STIP database, this agreement only pertains to the Construction Work portion of Project Control No. S100370.)

2. **State's matching 100.00% share**
   $305,863
   For the purpose stated above.

3. **The Total Project Funding for Construction Work**
   $3,058,628

Revised

Contract No.:
Vendor No.: 0000054360
Control No.: S100370

COOPERATIVE PROJECT AGREEMENT – CONSTRUCTION

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.: S100370 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 Construction Work is as follows:

1. **FFY 2023 HIGHWAY SAFETY IMPROVEMENT PROGRAM(HSIP) Funds Department's 90.00% share** $2,752,765
   Design, ROW acquisition and construction of a roundabout at the intersection. DESIGN, ROW ACQUISITION AND CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION. Agua Fria St./Cottonwood Drive Intersection. (Description as per STIP database, this agreement only pertains to the Construction Work portion of Project Control No. S100370.)

2. **State's matching 10.00% share** $305,863
   For the purpose stated above.
3. **The Total Project Funding for Construction Work** $3,058,628

Jacqulynn Hurtado
Project Oversight Division
New Mexico Department of Transportation
(505) 690-6016

Docusign Envelope ID: C3C273C7-F7A9-46A1-8F16-5C4D5B4613DF

Contract No.:	
Vendor No.:	**0000054360**
Control No.:	**S100370**
CFDA No:	**20.205- Highway Planning & Construction**

FIRST AMENDMENT TO COOPERATIVE PROJECT AGREEMENT – CONSTRUCTION WORK

This **First Amendment** is to the Cooperative Project Agreement entered into between the New Mexico Department of Transportation (Department) and City of Santa Fe (Local Agency). This Amendment is effective as of the date of the last party to sign on the signature page.

RECITALS

Whereas, the Department and the Local Agency entered into an Agreement, Contract No. D19946, on October 2, 2023; and,

Whereas, Section 12 allows for modification of the Agreement by an instrument in writing executed by the parties; and,

Whereas, the Department and the Local Agency want to extend the term of the Agreement to allow for Project completion; and,

Whereas, the parties agree to modify this Agreement.

Now, therefore, the Department and the Local Agency agree as follows:

1. **Section 4, Term**, is deleted and replaced with the following:

   4. Term.
   This Agreement is effective on October 2, 2023. This Agreement terminates on **September 30, 2026.** If a contract term extension is needed, the Local Agency must provide a 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.

2. Exhibit A is deleted and replaced with the attached Exhibit A.

All other obligations set forth in the Original Agreement shall remain in full force and effect unless expressly amended or modified by this First Amendment.

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

DocuSigned by:
By: Sundeyet kaur Date: 08/06/24
CBDDE719EE734A2...
Assistant General Counsel

City of Santa Fe

By: John Blair Date: Aug 28, 2024
John Blair (Aug 28, 2024 18:21 MDT)
John Blair, City Manager, signed pursuant to SFCC 11-4(F)(2)

ATTEST

By: _____ Date: Aug 28, 2024
Geralyn Cardenas, Interim City Clerk

Approved as to form and legal sufficiency:

By: Kevin L. Nault Date: Aug 22, 2024
Kevin L. Nault (Aug 22, 2024 10:16 MDT)
Kevin L Nault, Assistant City Attorney

Approved for Finances

By: _____ Date: 08/27/2024
ALEXIS LOTERO (Aug 27, 2024 12:18 MDT)
Emily Oster, Finance Director

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 (UEI);	**QLN2YKMMJ8X6**
(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 9/30/2026 (End Date).**
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the Public Entity;	**$2,752,765**
(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);	**Design, ROW acquisition and construction of a roundabout at the intersection. DESIGN, ROW ACQUISITION AND CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION. Agua Fria St./Cottonwood Drive Intersection**
(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**

City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form

REPLACES ST2433002

Date of Request: 08/11/2026

Project Title: Agua Fria - Cottonwood Dr Roundabout

Project Type: ☑ CIP ☑ Grant ☐ Internal Tracking

Project ID: CIP2733000

Grant ID: S2411/UPDATED A-2

Approved By: ERIKA LUJAN
ERIKA LUJAN (Aug 13, 2026 08:40:24 MDT)

CMT (Finance Use Only)

Department: Public Works Project Manager: Romella Glorioso-Moss Ext: 6623

Project Date Range: 09/01/2023 to 09/30/2028 ☑ Create Fixed Asset

---

☑ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: NMDOT % of Funding: 10

MUNIS ORG: 3309980 MUNIS OBJ: 490150 Awarded Amount: $305,863

Funding Source: US DOT/FHWA % of Funding: 90

MUNIS ORG: 3309980 MUNIS OBJ: 490550 Awarded Amount: $2,752,765

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: Construction MUNIS ORG: 3309980 MUNIS OBJ: 572970

THIS PL REPLACED ST2433002-DUE TO MUNIS GLITCH/PROJECT RANGE

Grants Only (list all grants if applicable):

Grantor Name: NMDOT MOA-S100370-A2 Awarded Amount: 3058628.00

AR Charge Code: 3309980.490150 ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: Federal CFDA (if applicable): 20.205

Grantor Name: Awarded Amount:

AR Charge Code: ☐ Grant funds multiple projects (Complete a form for each project)

Grantor Id: Federal CFDA (if applicable):

(If grants please provide all grant award documents with form) ☐ Attached Grant Documentation

Contract No.:	
Vendor No.:	**0000054360**
Control No.:	**S100370**
CFDA No:	**20.205- Highway Planning & Construction**

SECOND AMENDMENT TO
COOPERATIVE PROJECT AGREEMENT – CONSTRUCTION WORK

This **Second Amendment** is to the Cooperative Project Agreement entered into between the New Mexico Department of Transportation (Department) and City of Santa Fe (Local Agency). This Amendment is effective as of the date of the last party to sign on the signature page.

RECITALS

Whereas, the Department and the Local Agency entered into an Agreement, Contract No. D19946, on October 2, 2023; and,

Whereas, Section 12 allows for modification of the Agreement by an instrument in writing executed by the parties; and,

Whereas, the Department and the Local Agency want to extend the term of the Agreement to allow for Project completion; and, utility relocations prior to the start of the actual construction because utility conflicts were a major factor affecting project completion and,

Whereas, the parties agree to modify this Agreement.

Now, therefore, the Department and the Local Agency agree as follows:

1. **Section 4, Term**, is deleted and replaced by the following:

> **4. Term.**
> This Agreement is effective on **October 02, 2023**. This Agreement terminates on **September 30, 2028**. 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.

2. Exhibit A is deleted and replaced with the attached Exhibit A.

All other obligations set forth in the Original Agreement shall remain in full force and effect unless expressly amended or modified by this Second Amendment.

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: Signed by: Samuel Roybal 57B9FC4FE09B464... Date: 07/10/26
Assistant General Counsel

City of Santa Fe

By: _____ Date: _____
City of Santa Fe Mayor

ATTEST

By: _____ Date: _____
CITY OF SANTA FE Clerk

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

By: KEVIN L. NAULT KEVIN L. NAULT (Aug 7, 2026 08:49:40 MDT) Date: 08/07/2026
CITY OF SANTA FE Attorney

By: _____ Date: 08/20/2026
CITY OF SANTA FE Finance Director

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 (UEI);	**QLN2YKMMJ8X6**
(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 09/30/2028 (End Date).**
(vi) Amount of Federal Funds Obligated by this action by the pass-through entity to the Public Entity;	**$135,000**
(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);	**Agua Fria St./Cottonwood Drive Intersection. Design, ROW Aquistion and Construction of a Roundabout at the intersection. Intersection at Agua Fria and Cottonwood Drive.**
(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**

CN S100370 Agreement CAO

Final Audit Report 2026-08-07

Created:	2026-08-07
By:	MATTHEW HARDING (mrharding@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAADVqcrSaS-pR1v89OW2S2nTqh9XJQQzDn
Documents:	CN S100370 Agreement CAO.pdf (3 pages)
Number of Documents:	1
Document page count:	3
Number of supporting files:	0
Supporting files page count:	0

"CN S100370 Agreement CAO" History

Document created by MATTHEW HARDING (mrharding@santafenm.gov)
2026-08-07 - 2:29:23 PM GMT- IP address: 63.232.20.2

Document emailed to KEVIN NAULT (klnault@santafenm.gov) for signature
2026-08-07 - 2:30:18 PM GMT

Email viewed by KEVIN NAULT (klnault@santafenm.gov)
2026-08-07 - 2:48:46 PM GMT- IP address: 63.232.20.2

Signer KEVIN NAULT (klnault@santafenm.gov) entered name at signing as KEVIN L. NAULT
2026-08-07 - 2:49:38 PM GMT- IP address: 63.232.20.2

Document e-signed by KEVIN L. NAULT (klnault@santafenm.gov)
Signature Date: 2026-08-07 - 2:49:40 PM GMT - Time Source: server- IP address: 63.232.20.2 - Signature Appearance Selected: TYPE

Agreement completed.
2026-08-07 - 2:49:40 PM GMT

Powered by Adobe Acrobat Sign

GB_NMDOT_TERM_EXTENSION_AMENDMENT_2_(AGUA_FRIA-COTTONWOOD)_signed (3)

Final Audit Report 2026-08-20

Created:	2026-08-19
By:	JUAN VELA (jevela@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcE0Fn4QrXy_E1sG06Udp9Y4wr0-AXDC4
Documents:	GB_NMDOT_TERM_EXTENSION_AMENDMENT_2_(AGUA_FRIA-COTTONWOOD)_signed (3).pdf (17 pages) CN_S100370_Agreement_CAO_-_signed (3).pdf (4 pages)
Number of Documents:	2
Document page count:	21
Number of supporting files:	0
Supporting files page count:	0

"GB_NMDOT_TERM_EXTENSION_AMENDMENT_2_(AGUA_FRIA-COTTONWOOD)_signed (3)" History

Document created by JUAN VELA (jevela@santafenm.gov)
2026-08-19 - 9:20:48 PM GMT- IP address: 63.232.20.2

Document emailed to JUAN VELA (jevela@santafenm.gov) for filling
2026-08-19 - 9:22:25 PM GMT

Form filled by JUAN VELA (jevela@santafenm.gov)
Form filling Date: 2026-08-19 - 9:22:52 PM GMT - Time Source: server- IP address: 63.232.20.2

Document emailed to Monica Maestas (mfmaestas@santafenm.gov) for signature
2026-08-19 - 9:23:00 PM GMT

Email viewed by Monica Maestas (mfmaestas@santafenm.gov)
2026-08-19 - 10:04:40 PM GMT- IP address: 76.113.88.69

Document e-signed by Monica Maestas (mfmaestas@santafenm.gov)
Signature Date: 2026-08-20 - 4:36:25 PM GMT - Time Source: server- IP address: 76.113.88.69 - Signature Appearance Selected: IMAGE

Powered by Adobe Acrobat Sign

Agreement completed.

2026-08-20 - 4:36:25 PM GMT

Powered by
Adobe
Acrobat Sign

City of Santa Fe, New Mexico

Memorandum

Date: August 21, 2026

To: Governing Body, Finance Committee, and Public Works & Utilities Committee

From: John Del Mar, Water Division Engineering Supervisor JDM

Via: Jesse Roach, Interim Public Utilities Director

Jonathan Montoya, Interim Water Division Director JM

Subject: BAR for AECOM On-Call Engineering Services

ITEM AND ISSUE:

Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of $2,215,000 from the Water Enterprise Cash Fund to the Water WIP Design for On-Call Engineering Services for AECOM Technical Services.

BACKGROUND AND SUMMARY:

This BAR is needed to fund on-call engineering services from AECOM Technical Services, Inc. for FY 27. AECOM was procured via RFP in August of 2023. The Water Division currently has over $150M in capital improvement projects either in construction or in the planning and design phase. Projects include dam safety improvements at two reservoirs, numerous water treatment plant repairs and upgrades, new pipelines for long term water security, and replacement of aging water distribution infrastructure. In addition to CIP, the water Division manages a complex water system with multiple sources, planning needs, and operating modes. The Water Division relies on on-call engineering services for specialized expertise and general support.

CONTRACT NUMBER:

The FY24 Munis Contract Number is 3204146. The original contract date was August 14, 2023.

FUNDING SOURCE:

Fund Name/Number: WTRMGMNT / 505

Munis Org Name/Number: WTR CapPrj / 5050395

Munis Object Name/Number: WIP Design / 572960

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

City of Santa Fe, New Mexico
BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION NAME	DATE
Public Utilities / Water Division	8/14/2026

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
CIP WIP Design, Nichols Outlet Conduit Rehabilitation	5050395	572960	WTR1950508	175,000	
CIP WIP Design, Snowmelt Prediction Tool	5050395	572960	WTR2550511	40,000	
CIP WIP Design, McClure OW and Embankment Rehab 2024	5050395	572960	WTR2550508	2,000,000	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
				$ 2,215,000	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

BAR is needed to fund on-call engineering services from AECOM Techincal Services, Inc. for FY27

Munis Contract #3204146

Item# 23-0509

{Complete section below if BAR results in a net change to ANY Fund}	
Fund(s) Affected	Fund Balance Increase/(Decrease)
505	(2,215,000)
TOTAL:	**(2,215,000)**

Amanda Britt 8/17/2026
Prepared By *{print name}* Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

AJH
Budget Officer Date

Division Director Signature *{optional}* Date

JONATHAN MONTOYA for Jesse Roach
JONATHAN MONTOYA for Jesse Roach (Aug 21, 2026 16:01:13 MDT)
Jonathan Montoya for Jesse Roach Department Director Si Date

Finance Director *{≤ $5,000}* Date

City Manager *{≤ $60,000}* Date

Rev. 3/26

Signature: John Del Mar
John Del Mar (Aug 21, 2026 14:59:51 PDT)

Email: jpdelmar@santafenm.gov

Signature: Andrew J. Hopkins

Email: ajhopkins@santafenm.gov

DATE: **August 26, 2026**

TO: **Public Works & Utilities, Finance Committee, Governing Body**

FROM: **John Dickinson, Airport Director**

VIA: **Kelly Bynon, Administrative Manager**

ITEM AND ISSUE:

Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of $800,000 to increase the Airport Fund using Lodgers Tax.

BACKGROUND AND SUMMARY:

The City of Santa Fe entered into a Minimum Revenue Guarantee (MRG) contract with American Airlines for $1,800,000 in October 2025. The contract was awarded to American Airlines under RFP #25161 for the purpose of operating a new commercial flight between LAX and SAF. A portion of the total financial commitment of the contract was supported by a Rural Air Service Assistance grant from New Mexico Department of Transportation Aviation Division that totaled $1,000,000.

Under the terms of this contract, American Airlines was required to offer a daily flight to and from LAX for the period of October 6, 2025 – October 4, 2026. The Airport was responsible for payments to American Airlines in the event of a revenue shortfall which would be invoiced by American Airlines to the Airport quarterly. The amount the Airport was responsible to pay to American was not to exceed $1,800,000. The Airport received 3 invoices from American airlines on March 11 for $709,901, June 22 for $771,027, and August 3 for $319,072. The first two invoices totaling $1,480,928 have been paid to American Airlines using the $1,000,000 grant funding and $480,928 of Airport Funds.

However, we have recently been made aware that under FAA Grant Assurance #25, the Airport strictly prohibited from using airport revenues to fund an MRG. Therefore, in order to maintain our compliance with the FAA while still upholding the contract entered with American, we are requesting to use Lodgers Tax to pay the amount of $800,000 to American

City Council

Alma G. Castro, District 1 | Elizabeth "Liz" Barrett, District 2 | Lee Garcia, Mayor Pro Tem, District 3 | Jamie Cassutt, District 4
Patricia Feghali, District 1 | Paul C. Bustamante, District 2 | Pilar F.H. Faulkner, District 3 | Amanda Chavez, District 4

Airlines . This has been determined an appropriate use of Lodger's Tax Revenues as it helps to promote overnight visitor traffic to the Cit of Santa Fe.

ACTION:

Approval of a Budget Amendment Resolution (BAR) in the Total Amount of $800,000 to increase the Airport Fund using Lodgers Tax.

COMMITTEE REVIEW:

Public Works & Utilities: 08/31/26
Finance Committee: 09/08/26
Governing Body: 09/09/26

Log # *{Finance use only}*:	
Journal # *{Finance use only}*:	

City of Santa Fe, New Mexico
BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION NAME	DATE
Airport	7/31/2026

ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				*{enter as positive #}*	*{enter as negative #}*
Airport - Grants & Services	5456050	510400		800,000	
Lodgers Tax - Transfer to Airport Fund	2130001	750545		800,000	
REVENUES				*{enter as negative #}*	*{enter as positive #}*
Airport Fund - Transfer from Lodgers Tax	5456050	650213		(800,000)	
				$ 800,000	$ -

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

Transfer of funds from Lodgers Tax to Airport Fund to pay a minimum revenue guarantee contract to American Airlines

{Complete section below if BAR results in a net change to ANY Fund}

Fund(s) Affected	Fund Balance Increase/(Decrease)
213	(800,000)
TOTAL:	**(800,000)**

Kelly Bynon
Prepared By *{print name}* Date

{Use this form for Finance Committee/ City Council agenda items ONLY}

CITY COUNCIL APPROVAL

City Council Approval Date

Agenda Item #:

Budget Officer Date

Division Director Signature *{optional}* Date

Finance Director *{≤ $5,000}* Date

Department Director Signature Date

City Manager *{≤ $60,000}* Date

Rev. 3/26

CITY OF SANTA FE

Memorandum

Date: July 30, 2026

To: Governing Body, Public Works Committee, and Finance Committee

From: Gabrielle Chavez, Transit Director of Administration GC

Via: Sam Burnett, Public Works Director JOHN BURNETT
Carol Swenson, Business Operations Manager CS YVONNE SWENSON

RE: Santa Fe Trails 2026 Updated Requirements for Public Transportation Agency Safety Plan

---

EXECUTIVE SUMMARY:

The proposed resolution would approve the Santa Fe Trails 2026 Public Transportation Agency Safety Plan ("PTASP"). The Santa Fe Trails PTASP is a requirement of the United States Department of Transportation, Federal Transit Administration ("FTA") for public transportation systems that receive federal funding under the FTA's Urbanized Area Formula Grant.

BACKGROUND:

On July 19, 2018, the Federal Transit Administration ("FTA") published the Public Transportation Agency Safety Plan's ("PTASP") Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants (49 U.S.C. § 5307) to implement Safety Management Systems ("SMS"). The PTASP rule became effective on July 19, 2019. Santa Fe Trails PTASP was approved by the Governing Body on December 9, 2020, and was subsequently submitted to FTA to fulfill this requirement.

The plan was then updated in January 2023 to include changes to the Public Transportation Agency Safety Plan (PTASP) requirements enacted under the Bipartisan Infrastructure Law. As a result, transit agencies that receive Section 5307 funding and serve urbanized areas with populations under 200,000 are required to develop their Agency Safety Plans (ASPs) in cooperation with frontline employee representatives. On April 9, 2024, FTA published the first major update to the Public Transportation Agency Safety Plans (PTASP) regulation. These updates are a part of a continuing effort to improve transit safety performance on federally supported transit systems, and PTASP is the first rule finalized by FTA under the Bipartisan Infrastructure Law requirements to make transit safer for both transit workers and passengers.

The 2025 plan was reviewed by staff and the 2026 plan was updated to include new data and language revisions in full cooperation with frontline employee representatives and is intended to ensure compliance while continuing to prioritize the safety and well-being of transit personnel and riders. The updated plan also includes updates addressing transit worker assault, safety reporting and hazard identification, additional safety performance targets, and the consideration of infectious disease data from the CDC or state health authorities.

ATTACHMENTS:

Resolution
Fiscal Impact Report
2026 Updated Public Transit Agency Safety Plan

Signature: Gabrielle Chavez (Aug 28, 2026 12:23:41 MDT)

Email: gnchavez@santafenm.gov

Signature: YVONNE SWENSON (Aug 28, 2026 12:58:41 MDT)

Email: ycswenson@santafenm.gov

Signature: JOHN BURNETT (Aug 28, 2026 13:54:36 MDT)

Email: jsburnett@santafenm.gov

Santa Fe Trails 2026 Updated Public Transit Agency Safety Plan (Memo)

Final Audit Report 2026-08-28

Created:	2026-08-28
By:	INDIRA innadasen-gladstone@santafenm.gov (innadasen-gladstone@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXAW93JbtxHDiCf8G_VoRkwh-iuqOlBKu
Documents:	Santa Fe Trails 2026 Updated Public Transit Agency Safety Plan (Memo).docx (2 pages)
Number of Documents:	1
Document page count:	3
Number of supporting files:	0
Supporting files page count:	0

"Santa Fe Trails 2026 Updated Public Transit Agency Safety Plan (Memo)" History

Document created by INDIRA innadasen-gladstone@santafenm.gov (innadasen-gladstone@santafenm.gov)
2026-08-28 - 6:18:16 PM GMT- IP address: 216.207.130.218

Document emailed to Gabrielle Chavez (gnchavez@santafenm.gov) for signature
2026-08-28 - 6:20:37 PM GMT

Email viewed by Gabrielle Chavez (gnchavez@santafenm.gov)
2026-08-28 - 6:22:28 PM GMT- IP address: 174.218.17.128

Document e-signed by Gabrielle Chavez (gnchavez@santafenm.gov)
Signature Date: 2026-08-28 - 6:23:41 PM GMT - Time Source: server- IP address: 174.218.17.128 - Signature Appearance Selected: MOBILE_DRAW

Document emailed to YVONNE SWENSON (ycswenson@santafenm.gov) for signature
2026-08-28 - 6:23:43 PM GMT

Email viewed by YVONNE SWENSON (ycswenson@santafenm.gov)
2026-08-28 - 6:36:12 PM GMT- IP address: 63.232.20.129

Document e-signed by YVONNE SWENSON (ycswenson@santafenm.gov)
Signature Date: 2026-08-28 - 6:58:41 PM GMT - Time Source: server- IP address: 63.232.20.129 - Signature Appearance Selected: DRAW

Powered by Adobe Acrobat Sign

Document emailed to JOHN BURNETT (jsburnett@santafenm.gov) for signature

2026-08-28 - 6:58:43 PM GMT

Email viewed by JOHN BURNETT (jsburnett@santafenm.gov)

2026-08-28 - 7:54:08 PM GMT- IP address: 174.240.18.6

Document e-signed by JOHN BURNETT (jsburnett@santafenm.gov)

Signature Date: 2026-08-28 - 7:54:36 PM GMT - Time Source: server- IP address: 174.240.18.6 - Signature Appearance Selected: MOBILE_DRAW

Agreement completed.

2026-08-28 - 7:54:36 PM GMT

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2026-__

INTRODUCED BY:

Councilor Alma Castro

Councilor Patricia Feghali

A RESOLUTION

APPROVING THE UPDATED SANTA FE TRAILS AGENCY SAFETY PLAN AND DIRECTING ITS SUBMISSION TO THE FEDERAL TRANSIT ADMINISTRATION.

WHEREAS, the United States Department of Transportation ("NMDOT"), Federal Transit Administration ("FTA") requires certain operators of public transportation systems to develop or update Agency Safety Plans ("ASP"s) that include processes and procedures for the agency's Safety Management Systems, which consists of 1) Safety Management Policy, 2) Safety Risk Management, 3) Safety Assurance, and 4) Safety Promotion; and

WHEREAS, other requirements under the federal regulation, 49 CFR Part 673, require the following:

1. Performance targets based on the safety performance criteria established under the National Public Transportation Safety Plan ("NPTSP");
2. Adherence to all applicable requirements and standards as set forth in the FTA's Public Transportation Safety Program ("PTSP") and NPTSP; and
3. Establishment of a process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan ("PTASP"); and

WHEREAS, the Bipartisan Infrastructure Law adopted in 2022 requires transit agencies that receive federal funds under FTA's Urbanized Area Formula Grants,49 U.S.C. § 5307, to update their ASP; and

WHEREAS, in particular, grant recipients in communities with populations of 200,000 or fewer must develop their ASP "in cooperation with frontline employee representatives"; and

WHEREAS, Santa Fe Trails is the City of Santa Fe's public bus system that provides a city-wide network of public transportation; and

WHEREAS, Santa Fe Trails is a recipient of Urbanized Area Formula Grant funds and therefore is required to submit an updated safety plan; and

WHEREAS, the Public Works Department, Transit Division, prepared the Santa Fe Trails Agency Safety Plan, updated on July 21, 2026, in coordination with frontline employee representatives.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE that the Governing Body approves the updated Santa Fe Trails Agency Safety Plan, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED that the Governing Body directs the City Manager to direct staff to submit the updated Santa Fe Trails Agency Safety Plan, attached hereto as Exhibit A, to the FTA and NMDOT.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2026.

_____

MICHAEL J. GARCIA, MAYOR

ATTEST:

_____

GERALYN F. CARDENAS, CITY CLERK

APPROVED AS TO FORM:

Marcos D. Martínez

Marcos D. Martínez (Aug 19, 2026 10:06:05 MDT)

MARCOS D. MARTÍNEZ, CITY ATTORNEY

Legislation/2026/Resolutions/Santa Fe Trails 2026 Updated Public Transit Agency Safety Plan

Santa Fe Trails

Agency Safety Plan

May 2026

Table of Contents

1. TRANSIT AGENCY INFORMATION 2

System Description 3

2. PLAN DEVELOPMENT, APPROVAL, AND UPDATES 5

3. SAFETY PERFORMANCE TARGETS 6

4. SAFETY MANAGEMENT POLICY 8

Santa Fe Trails Safety Management Policy Statement (SMPS) 8
Safety Management Policy Communication 11
Authorities, Accountabilities, and Responsibilities 12
Employee Safety Reporting Program 14

5. SAFETY RISK MANAGEMENT (SRM) 16

Safety Hazard Identification 18
Safety Risk Assessment 21
Safety Risk Mitigation 22

6. SAFETY ASSURANCE 24

Safety Performance Monitoring and Measurement 24

7. SAFETY PROMOTION 29

Competencies and Training 29
Safety Communication 32

ADDITIONAL INFORMATION 35

APPENDIX A: DEFINITIONS 36

APPENDIX B: ACRONYMS AND ABBREVIATIONS 40

APPENDIX C: CITY OF SANTA FE ASP APPROVAL DOCUMENTATION 41

APPENDIX D: CERTIFICATION DOCUMENTATION 42

APPENDIX E: SANTA FE TRAILS SAFETY RISK ASSESSMENT MATRIX 43

APPENDIX F: SANTA FE TRAILS ORGANIZATIONAL CHART 45

1. Transit Agency Information

Transit Agency Name	Santa Fe Trails		
Transit Agency Address	Santa Fe Trails, 2931 Rufina St. Santa Fe NM, 87507		
Name and Title of Accountable Executive	Andrew Baca, Director of Operations and Maintenance The Accountable Executive meets the requirements in 49 CFR § 673.5 and $673.23(d)(1). Please see the Roles and Responsibilities of the Accountable Executive in Section 4-Safety Management Policy.		
Name of SMS Executive/Chief Safety Officer	Gabrielle Chavez, Director of Administration The SMS Executive meets the requirements of § 673.5 and $673.23(d)(2). Please see the Roles and Responsibilities of the SMS Executive in Section 4-Safety Management Policy.		
Mode(s) of Service Covered by This Plan	Fixed-route Bus and Demand Response	**List All FTA Funding Types (e.g., 5307, 5310, 5311)**	5307, 5310, 5339
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed-route Bus – directly operated Demand Response – directly operated		
Does the agency provide transit services on behalf of another transit agency or entity?	NO	**Description of Arrangement(s)**	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	N/A		

System Description

History

In 1991, the City of Santa Fe ordinance was passed enabling the formation of Santa Fe Trails. The purpose of this legislation was to:

- provide safe and efficient transit services
- reduce congestion, crashes, and pollution caused by single-occupant vehicles;
- extend the life of the city's roads by reducing traffic;
- provide transportation alternatives to residents, particularly transit-dependent groups such as seniors, youth, low- income, and mobility-impaired residents;
- provide residents with better access to education and higher-paying jobs, and;
- reduce oil dependence by incorporating the use of alternative fuels; such as CNG.

Governing Body

Santa Fe Trails is governed by the Transit Advisory Board (TAB) along with the Mayor and an eight-member Council that represents the four districts within the City of Santa Fe. The TAB consists of nine representatives who represent Seniors, At-large, ADA, Business, Tourism, Intuitions and Government, and Education.

Description

Established in January 1993, Santa Fe Trails is the City of Santa Fe's public transit system, providing fixed-route, circulator, ADA complementary paratransit, and senior transportation services throughout the City of Santa Fe and portions of Santa Fe County. The agency operates ten fixed routes with a fleet of 27 revenue vehicles, Santa Fe Pick-Up fare-free circulator service, and Santa Fe Ride, the City's ADA complementary paratransit and senior transportation service, utilizing accessible Ford Transit and Ford E-Transit vehicles. As the nation's first public transit system to operate an entirely compressed natural gas (CNG) fixed-route fleet, Santa Fe Transit remains committed to providing safe, reliable, accessible, and sustainable transportation, carrying more than 500,000 passenger trips annually.

Santa Fe Trails Executive Leadership

The Director of Operations and Maintenance serves as the Accountable Executive for the City of Santa Fe Transit Division's Agency Safety Plan and Safety Management System and is also responsible for the Transit Asset Management (TAM) Plan. The Director of Operations and Maintenance also presently has safety oversight responsibilities. Santa Fe Trails does not have a safety manager position, therefore the Transit Director of Administration serves as the SMS Executive.

Goals

- provide a level of service that meets or exceeds industry standards;
- identify, eliminate, minimize, and control safety hazards and their associated risks, and;
- comply with the applicable requirements of regulatory agencies; and
- update Agency Safety Plan (ASP) in cooperation with front line transit worker representatives.

Agency Safety Plan and Safety Management System (SMS)

Santa Fe Trails developed this safety plan to comply with 49 CFR Part 673, the PTASP regulation. This plan also serves as an "SMS user's manual" that guides Santa Fe Trails in the successful implementation and operation of its SMS.

The FTA defines SMS as:

> The formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

49 C.F.R. § 673.5

Furthermore, SMS is a comprehensive, collaborative approach that brings management and labor together to build on the transit industry's existing safety foundation to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more carefully. The SMS is appropriately scaled to size, scope, and complexity of Santa Fe Trails.

Santa Fe Trails' SMS has four distinct components, which are discussed in subsequent sections of this safety plan:

- Safety management policy
- Safety risk management
- Safety assurance
- Safety promotion

2. Plan Development, Approval, and Updates

Name of Entity that Drafted this Plan	Santa Fe Trails	
Signature by the Accountable Executive	**Signature of Accountable Executive**	**Date of Signature**
	Director of Operations and Maintenance	
Approval by the Board of Directors or an Equivalent Authority	**Name of Entity that Approved**	**Date of Approval**
	Santa Fe City Council	
	Relevant Documentation (title and location)	
	City Council Minutes link	
Certification by State Department of Transportation	N/A	

Version Number and Updates			
Version Number	**Section/Pages Affected**	**Reason for Change**	**Date Issued**
1		New Document	12/2021
2		Update	12/2022
3		Reviewed – No Update Needed	12/2023
4		Updated	6/2024
5		Updated	5/2025
6		Updated	7/2026

Annual Review and Update of the Public Transportation Agency Safety Plan
The Accountable Executive and SMS Executive will jointly review and update the Santa Fe Trails Agency Safety Plan, including its safety performance targets, by July 1st of each year. The Santa Fe Trails Agency Safety Plan is developed and updated in coordination with frontline transit worker representatives, as stipulated in the AFSCME bargaining agreement and 49 CFR Part 674. The union will appoint a shop steward to serve as a liaison for frontline transit workers. Santa Fe Trails Agency will invite the shop steward and union leadership to participate in developing and revising the safety plan. This shop steward, along with union leadership, will provide feedback, propose changes, request updates, and initiate agreements on behalf of frontline workers. These proposals, updates, and agreements are then presented as agenda items at the monthly employee meetings. The Accountable Executive will review and approve any changes to the plan, sign the updated version, and submit it to the Santa Fe City Council for final review and approval.

3. Safety Performance Targets

Targets	Fixed Route	Demand Response
Major Events (total)	15	2
Major Events Rate	2	2
Collision Rate	1	0
Pedestrian Collision Rate	1	0
Vehicular Collision Rate	1	1
Fatalities (total)	0	0
Fatality Rate	0	0
Transit Worker Fatality Rate	0	0
Injuries (total)	14	2
Injury Rate	3	2
Transit Worker Injury Rate	2	3
Assaults on Transit Workers (total)	1	0
Rate of Assaults on Transit Workers	1	0
System Reliability	1.75 miles	2.1 miles

Per 100,000 VRM

Safety Performance Target Coordination		
The Santa Fe Trails Accountable Executive shares its safety performance targets with the Santa Fe Metropolitan Planning Organization (MPO) each year after its formal adoption by the Santa Fe City Council. The Accountable Executive also provides a copy of our formally adopted Safety Plan, including safety performance targets, to the New Mexico Department of Transportation (NMDOT). Santa Fe Trails personnel are available to coordinate with NMDOT and the MPO in the selection of NMDOT and MPO safety performance targets upon request.		
Targets Transmitted to the State	**State Entity Name**	**Date Targets Transmitted**
	New Mexico Department of Transportation	
Targets Transmitted to the Metropolitan Planning Organization(s)	**Metropolitan Planning Organization Name**	**Date Targets Transmitted**
	Santa Fe Metropolitan Planning Organization	

4. Safety Management Policy

Santa Fe Trails Safety Management Policy Statement (SMPS)

To all Santa Fe Trails Staff:

In accordance with the Federal Transit Administration's (FTA) Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673), Santa Fe Trails has developed this Public Transportation Agency Safety Plan to establish and maintain a comprehensive Safety Management System (SMS) that promotes the proactive management of safety risks and the continuous improvement of transit safety performance. Under the leadership of the Director of Operations and Maintenance, who serves as the Accountable Executive, Santa Fe Transit is committed to fostering a strong culture of safety and security throughout the organization. This commitment is further supported by the reinstatement of the City of Santa Fe's Health and Safety Committee, which provides a collaborative forum for identifying hazards, reviewing incidents, promoting employee involvement, and advancing workplace safety initiatives. Through these efforts, Santa Fe Transit seeks to ensure the safety and security of passengers, employees, contractors, facilities, vehicles, and the public while meeting all applicable federal, state, and local requirements.
I will support the integration of this Policy Statement to guide us as we adopt and follow the federal safety guidelines.

Safety has always been a core value and business commitment for Santa Fe Trails. The agency is dedicated to developing, implementing, maintaining, and continuously improving its daily practices to ensure the safety of customers, employees, contractors, and the public. To guide the prioritization of safety and integrate it into everyday operations, Santa Fe Trails will utilize safety management processes to allocate necessary resources, such as personnel, funding, and technology.

The goal is to promote a robust safety culture and achieve the highest levels of safety performance set by the FTA. The agency's safety management plan reflects a thoughtful, collaborative approach to working with frontline transit worker representatives. This recognizes the vital role these workers play in operating and maintaining the public transportation systems essential to the communities they serve.

By actively engaging with frontline worker representatives, the agency demonstrates a commitment to open, transparent communication, as well as a willingness to incorporate the insights and concerns of those on the ground. This collaboration allows for a deeper understanding of the challenges and needs faced by transit workers, enabling the development of policies and programs that better support them in their critical duties.

Furthermore, this approach emphasizes the importance of nurturing strong partnerships between transit agencies, policymakers, and the frontline workforce. This synergy helps ensure the public's mobility needs are met efficiently and fairly, while also addressing the interests and well-being of the dedicated individuals who keep transit systems running smoothly. Ultimately, this inclusive stance towards frontline worker representatives reflects an all-inclusive, people-centered vision for the future of sustainable, accessible public transportation.

Santa Fe Trails Transit has installed a drop box to enable transit workers to report safety concerns, including assaults, near-misses, and unsafe acts or conditions to senior management. The drop box includes protection for workers who report issues, as well as a description of worker behaviors that may result in disciplinary action.

To ensure effective communication, Santa Fe Trails Transit will notify employees via email and post updates publicly on the operator notification board for notification and participation. Additionally, the transit agency must disseminate the Safety Management Policy throughout its entire organization.

Santa Fe Trails Transit will establish the necessary authorities, accountabilities, and responsibilities for the management of safety within its organization. This will be done in collaboration with the TAB transit advisory Board and the AFSCME Union, as they relate to the development and management of the transit agency's Safety Management System (SMS).

Santa Fe Trails is committed to the following core capacities:

Executive Commitment to Safety - Executive Management will cultivate an organizational culture that prioritizes safe operations. We will dedicate appropriate resources to develop the PTASP, development and ensuring safe practices, improving procedures when necessary, and encouraging effective employee safety reporting and communication. Santa Fe Trails will hold every executive, manager, and employee accountable for upholding our commitment to safe operations. Santa Fe Trails will leverage multiple communication channels to keep employees, policymakers, and the broader community informed.

Communication & Training - Frontline worker representatives and employee engagement are crucial to a well-functioning safety management system (SMS). To enable greater awareness of our safety objectives, performance targets, and ongoing safety communication, we will develop and fine-tune our communication systems at every level of the organization. All levels of management must proactively engage employees and continuously work to keep safety communication simple, honest, and open. Importantly, all employees will be made aware of the importance of our SMS and trained in any new or improved safety reporting procedures. Santa Fe Trails will utilize a comprehensive communication strategy, leveraging all available platforms, to effectively inform its employees, policymakers, and the broader community.

Responsibility & Accountability - All Santa Fe Trails employees, including managers, frontline workers, and contractors, are responsible for providing safe and high-quality transit services that meet the department’s performance standards. Each manager will take an active role in the Safety Management System (SMS) process, ensuring that Safety Assurance functions are supported and advocated. Managers are also accountable for overseeing Safety Risk Management in their operational areas, assessing and mitigating the safety risks associated with identified hazards. Safety performance will be a significant factor in the annual performance evaluations for all Santa Fe Trails employees and managers.

Employee Reporting - Santa Fe Trails will implement a safety reporting program that empowers all frontline employees to voice their safety concerns. Employees are required to use this program as part of the organization's safety management system (SMS). No employee will face retaliation for reporting a safety issue through the program, unless the report indicates an illegal act, gross misconduct, negligence, or a deliberate disregard of department and/or City of Santa Fe’s rules and policies.

Performance Monitoring & Measurement - To drive continuous safety improvements, Santa Fe Trails will establish realistic safety performance measures and targets. A diverse team, including employees and frontline staff, will work closely with management to ensure the proposed safety risk mitigation strategies are suitable, beneficial, and impactful.

Review & Evaluation - To measure and improve our safety management system (SMS) performance, Santa Fe Trails will analyze key safety indicators, review inspections, and evaluate corrective action

reports. These assessments will inform revisions or development of safety objectives, performance targets, and the overall Agency Safety Plan, with the aim of driving continuous, effective safety enhancements. As a living document, the Agency Safety Plan undergoes regular monitoring to ensure its ongoing applicability and functionality.

We appreciate your full cooperation in creating a safer work environment for our employees and customers.

Sincerely,

Andrew J. Baca
Director of Operations and Maintenance
Santa Fe Trails Transit – City of Santa Fe

Safety Management Policy Communication

Santa Fe Trails' Safety Management Policy (SMP) will continue to undergo an annual review. Once the SMP has been updated and presented before the City's Governing Body for approval. The Transit Training Administrator will distribute a physical copy of the Safety Management Policy Statement (SMPS) and each employee will sign an acknowledgment of receipt during the next bi-monthly staff training for all employees. Any updates, amendments, or new agreements will be communicated to all employees during the bi-monthly training sessions, where the SMP will be presented as an agenda item. Additionally, the SMPS will be posted on facility bulletin boards and presented during a regularly scheduled Transportation Advisory Board meeting for discussion. This policy will also be provided to all new hires as part of Transit's new hire training.

Authorities, Accountabilities, and Responsibilities

Roles and Responsibilities of the Accountable Executive
The Santa Fe Trails Accountable Executive has ultimate responsibility for carrying out the Agency Safety Plan. The Accountable Executive has control or direction over the human and capital resources needed to develop and maintain this Agency Safety Plan.

The Accountable Executive is accountable for ensuring that Santa Fe Trails effectively implements its SMS throughout the agency and addresses SMS substandard safety performance. The Accountable Executive is responsible for signing SMS implementation planning documents and endorsing SMS implementation team membership.

The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for Santa Fe Trails safety performance cannot be delegated and always rests with the Accountable Executive.

The Santa Fe Trails Accountable Executive's roles include, but are not necessarily limited to:

- Decision-making about human and capital resources needed to support asset management, SMS activities, and capital investments;
- Maintaining the Transit Asset Management (TAM) Plan;
- Signing SMS implementation planning documents, and ensuring that SMS is effectively implemented throughout Santa Fe Trails public transportation system;
- Ensuring action is taken to address substandard performance in Santa Fe Trails SMS;
- Endorsing SMS implementation team membership;
- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Planning safety management training; and
- Providing periodic reports on safety performance.

Roles and Responsibilities of the SMS Executive
The SMS Executive supports the Accountable Executive in developing, implementing, and operating Santa Fe Trails' SMS. The SMS Executive reports directly to the Accountable Executive for matters involving SMS.

The SMS Executive's role includes:

- Assisting in developing and maintaining SMS documentation;
- Assisting in hazard identification and safety risk assessment;
- Assisting in safety risk mitigation activities;
- Assisting in planning safety management training; and
- Other duties as assigned/necessary.

Santa Fe Trails identifies and documents all the SMS-related organizational accountabilities and responsibilities of the SMS Executive job function, and this documentation is captured and stored in the Accountable Executive's office.

Agency Leadership and Executive Management Roles
Members of Santa Fe Trails' leadership have authorities and responsibilities for the day-to-day implementation and operation of the agency's SMS.

Santa Fe Trails Agency Leadership and Executive Management include:

- Director of Maintenance and Operations
- Transit Director of Administration
- Supervisors
- Training Administrator
- Fleet and Facilities Manager
- Transit Advisory Board (TAB)
- City Council
- Mayor
- City Manager

The Agency Leadership and Executive Management are responsible for the following accountabilities and responsibilities of this plan. Its roles include, but are not necessarily limited to:

- Overseeing the implementation and operation of Santa Fe Trails' SMS;
- Providing input into the allocation of resources to accomplish the goals and objectives of the agency safety plan;
- Providing oversight and maintaining compliance with the agency safety plan;
- Modifying policies consistent with the implementation of the agency safety plan;

Key Staff Roles
Santa Fe Trails' Key Staff has the following accountabilities and responsibilities of this plan. Its roles include, but are not necessarily limited to:

- Assisting the Accountable Executive and the SMS Executive in developing, implementing, and operating the SMS. Based on responsibilities and expertise, the Key Staff assist in hazard identification, safety risk assessment, safety risk mitigation, safety performance monitoring, safety performance measurement, safety training, and safety communication activities.
- Key staff, including bus operators, dispatchers, maintenance personnel, supervisors, customer service representatives, and other frontline employees, serve as frontline experts in the agency's Safety Management System (SMS). Their direct knowledge of transit operations plays a critical role in hazard identification, safety risk assessment, safety risk mitigation, safety assurance activities, and the ongoing monitoring of safety and security performance throughout the organization. Key staff functions that bring experience and expertise to bear on SMS activities include:
    - Managers;
    - Supervisors
    - Dispatchers;
    - Bus Operators;
    - Vehicle Mechanics, and;
    - Other skilled professionals as needed.

- Safety Meetings: All staff are mandated to attend our bi-monthly Safety Trainings which are held every other month . With the purpose of presenting and discussing potential hazards and strategies to mitigate the consequences of those hazards.

Management and Supervisors are required to attend a weekly meeting with the same mission.

- During the safety meetings, the Agency Safety Plan is presented to frontline safety representatives.

Employee Safety Reporting Program

Santa Fe Trails has implemented a voluntary safety reporting program that encourages employees to report any safety concerns, including assaults on transit workers, near-misses, unsafe acts or conditions, or other issues observed during transit service delivery. This voluntary program operates separately from the company's mandatory reporting requirements for accidents and incidents.

The employee safety reporting program (ESRP) provides protections for employees who report safety issues, concerns, or conditions and ensures that discipline will not be applied, and employees have protection against reprisal or any other adverse action for reporting a safety issue, concern, or condition.

The ESRP also describes employee behaviors that are not protected under the program and may result in disciplinary action, such as an employee engaged in an illegal act, committed gross negligence, or deliberately or willfully disregarded regulations or Santa Fe Trails' procedures.

The ESRP clarifies:

- What to report, what not to report, and how to report;
- What managers should do when employees report safety concerns;
- How reports are documented; and
- How employees will receive feedback about the results of their reports.

The reporting system is simple to use and available to all Santa Fe Trails employees. Santa Fe Trails' ESRP addresses the following:

- Who is responsible for developing and managing the employee safety reporting program;
- Timely response to employee safety reports.
- How the agency provides feedback to employees on the action(s) taken to address the reported safety issue, condition, or concern;
- Investigation of reported safety issues, conditions, or concerns for causal or contributing factors.
- How the transit system documents and reviews safety issues, conditions, or concerns to determine if a hazard exists; and
- If the issue is determined to be a hazard, how the hazard is then entered into the safety risk management process.

Santa Fe Trails is committed to providing feedback to its employees who report a safety issue, condition, or concern. This feedback is provided either directly in a one-on-one conversation or through the safety meeting platform. The feedback addresses what, if any action, will be taken to address the reported safety issue, condition, or concern.

Forms are available in dispatch for employees to fill out and report any safety issues, conditions, or concerns along with a dispatch log for employees who report over the radio. There is also the ability for each employee to e-mail a safety issue, concern, or condition directly to management. If an employee does not have access to e-mail, they can contact the call center at 505-955-2001 and the safety issue, condition, or concern will be logged and management immediately informed via email. The general public can also utilize e-mail via the City of Santa Fe website and the call center as mentioned above.

A description of the ESRP is kept in the Accountable Executive's office at Santa Fe Trails Headquarters. The ESRP is distributed to all current employees during the training provided on employee safety reporting and new employees during their new-hire orientation.

6. Safety Risk Management (SRM)

Santa Fe Trails uses the SRM process as a primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process wherein hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to Santa Fe Trails' leadership. The Santa Fe Trails SRM process allows us to carefully examine what could cause harm, determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary.

The Accountable Executives supported by the SMS Executive leads the Santa Fe Trails SRM process to identify hazards and consequences, assess safety risk of potential consequences, and mitigate the safety risk. The results of the SRM process are documented in the Safety Risk Register and referenced materials.

The SRM process applies to all elements of the system, including operations, maintenance, facilities, vehicles, personnel recruitment, employee training, and supervision.

Overall, the Santa Fe Trails SRM process includes the following steps that are carried out under the guidance of the Accountable Executive, supported by the SMS Executive, with input from appropriate subject matter experts:

- Identify hazards
- Identify the potential consequences of each hazard
- Evaluate consequences in terms of likelihood and severity
- Prioritize risk using our formal risk matrix
- Communicate prioritized risk to the Accountable Executive
- Based on the Accountable Executive's approval, create safety risk mitigations to eliminate or reduce the effects of hazards.
- Implement the mitigation
- Create a strategy for monitoring mitigation effectiveness

In carrying out the SRM process, Santa Fe Trails uses the following terms:

- **Safety Event** – An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Hazard** – Any real or potential condition that can cause injury, illness, death, damage to/loss of facilities, equipment, rolling stock, or infrastructure belonging to SANTA FE TRAILS, or damage to the environment.
- **Risk** – Composite of predicted severity and likelihood of the potential effect of a hazard.
- **Safety Risk Mitigation** – a method(s) to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.
- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to SANTA FE TRAILS property or the environment.

Risk Assessment Matrix

SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Hazard Identification

All subsequent safety risk management activities are contingent on effectively identifying sources for hazard identification and the processes to obtain information on hazards.

Santa Fe Trails has developed methods and processes to identify hazards and consequences of the hazards. Santa Fe Trails considers, as a source for hazard identification, data and information provided by City Management and the City Council, the FTA, and NMDOT. Santa Fe Trails also considers the results of its asset condition assessments when performing safety hazard identification activities through its SMS. The results of the condition assessments and safety risk management activities help inform Santa Fe Trails' determination as to whether an asset meets the state of good repair standards under 49 CFR Part 625. Santa Fe Trails also evaluates safety information obtained from incidents, accidents, near misses, close calls, unsafe conditions, and employee safety reports to proactively identify hazards before injuries, damage, or service disruptions occur.

The Accountable Executive, supported by the SMS Executive, is responsible for overseeing and facilitating Santa Fe Trails' hazard identification process. The Accountable Executive is also responsible for documenting identified hazards and ensuring that subject matter experts identify the potential consequences of those hazards. Information related to hazard identification and consequence determination is stored in the Santa Fe Trails' Safety Risk Assessment register, which is an Excel spreadsheet that allows for the documentation of all identified safety hazards and the subsequent activities related to addressing those hazards. This risk register is maintained by the Accountable Executive. Hazards identified through accidents, incidents, near misses, close calls, safety observations, and employee reports are documented and evaluated using the same hazard identification process.

The safety hazard identification process helps Santa Fe Trails identify hazards and potential consequences in the operation and maintenance of the system. Hazards are identified through a variety of sources, including:

- Employee Safety Reporting
- Review of Vehicle Camera Footage
- Review of Monthly Performance Data Sheets
- Data and information regarding exposure to infectious diseases provided by the Center for Disease control (CDC) or a State health authority
- Safety concerns identified through the agency's Safety Assurance activities
- Observation from Supervisors
- Maintenance Reports
- Comments from Customers and Passengers
- Employee Safety Meetings
- Manager and Supervisor Safety Meetings
- Results of audits and inspections of vehicles and facilities
- Results of training assessments
- Results of internal safety audits
- Investigations into safety events, incidents, and occurrences
- Investigations and reviews of near misses, close calls, unsafe acts, unsafe conditions, and other events that had the potential to result in injury, damage, or service disruption
- Safety concerns identified through Safety Assurance activities and;
- FTA, the New Mexico Department of Transportation, and other oversight authority agencies.

The Accountable Executive, with support from the SMS Executive, reviews these sources for hazards and documents them in Santa Fe Trails' safety risk register.

The Accountable Executive also enters hazards into the safety risk register from reviews of the Santa Fe Trails operations and maintenance, results of audits and observations, and information received from FTA, New Mexico Department of Transportation, and other oversight authorities, including the National Transportation Safety Board. This review includes the evaluation of accident trends, incident trends, near misses, close calls, employee reports, customer complaints, security-related events, and operational observations to identify emerging hazards and opportunities for risk reduction.

The Accountable Executive or SMS Executive may conduct further analysis of hazards and consequences entered into the Safety Risk Register to collect information, identify additional consequences, and to inform management which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Accountable Executive or SMS Executive may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assess the possible hazardous condition(s), generate visual documentation (photographs and/or video), and take any measurements that are deemed necessary;
- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (such as records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any previously-reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.
- Review vehicle camera footage, CAD/AVL data, dispatch logs, and other available records associated with accidents, incidents, near misses, or close calls to identify contributing factors and potential corrective actions.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the SRM process for safety risk assessment and mitigation. This signifies the belief that immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of the Environmental Protection Agency or NMDOT environmental protection standards.

Santa Fe Trails involves subject matter experts in safety hazard identification processes by matching the experience and expertise of the individual(s) with the type of hazard to be analyzed. For example, if the hazard is operations related, then the primary subject matter experts will be from operations; if the hazard is vehicle maintenance related, that type of hazard requires vehicle maintenance expertise and skills. Frontline employees, including operators, dispatchers, maintenance personnel, supervisors, and customer service staff, are recognized as subject matter experts and play an important role in identifying hazards, reporting near misses and close calls, and contributing operational knowledge during hazard evaluations and safety risk assessments.

Determination of the potential consequences of hazards drives our safety risk assessment activities. Hazards in and of themselves do not cause damage. It is the consequences of hazards that cause injuries and death, destroy property, harm the environment, or impair the ability of a transit provider to deliver transit services. Santa Fe Trails subject matter experts identify the potential consequences of hazards, keeping in mind that a single hazard could have many potential consequences. Each potential consequence is identified and recorded. When evaluating near misses and close calls, Santa Fe Trails considers what could have reasonably occurred had circumstances been slightly different and uses those potential consequences to inform safety risk assessments and mitigation strategies.

The Accountable Executive is responsible for ensuring that the documentation of hazards and consequences is taking place. This includes ensuring that accidents, incidents, near misses, close calls, and identified unsafe conditions are appropriately documented, evaluated, tracked, and addressed through the agency's Safety Management System.

Safety Risk Assessment

Santa Fe Trails has established processes to assess the safety risk associated with identified safety hazards. These safety risk assessment processes include an assessment of the likelihood and severity of the potential consequences of identified hazards, taking into account existing mitigations, to determine if safety risk mitigation is necessary and to inform prioritization of safety risk mitigation.

Assessing the likelihood and severity of hazard consequences is the first step in prioritizing safety risk. Santa Fe Trails has established a process for assessing the potential safety risks of identified hazards and prioritizing them accordingly. The agency evaluates safety risk in terms of likelihood (the likelihood of a consequence occurring) and severity (the seriousness of a consequence, if it does occur). A color-coded safety risk index provides a rating system that is used in conjunction with a safety risk assessment matrix to prioritize safety risks. This matrix helps determine the likelihood and severity of potential consequences, allowing Santa Fe Trails to prioritize safety risks. The specific safety risk assessment matrix used by the agency is presented here:

Risk Assessment Matrix

SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

To conduct safety risk assessments, Santa Fe Trails selects subject matter experts, front line employees and the safety committee whose experience and expertise align with the specific hazards or potential of being evaluated. The Accountable Executive or SMS Executive oversees this assessment process, which utilizes Santa Fe Trails' established safety risk assessment matrix.

Safety risk prioritization is linked to safety risk mitigation creation utilizing the risk matrix ranking. Prioritizing our safety risk provides the Accountable Executive with the information needed to make decisions about resource application. It helps Santa Fe Trails apply its limited time, financial, and human

resources to the highest priority transit safety risk. The Accountable Executive is the ultimate decision-maker on applying resources to mitigate high priority transit safety risk.

Safety Risk Mitigation

Santa Fe Trails' safety risk management process culminates in the development of proactive safety risk mitigation measures. The agency has established processes to identify necessary mitigations and strategies to reduce the likelihood and severity of safety risks that were assessed during the safety risk assessment process.

The Accountable Executive, supported by the SMS Executive, is responsible for guiding and overseeing the subject matter experts involved in the risk mitigation process. Any safety risk mitigations requiring additional resources or changes to agency policy must be approved by the Accountable Executive.

Santa Fe Trails has implemented a comprehensive process to mitigate its prioritized safety risks. This process clearly defines when risk mitigation is necessary and assigns specific roles for developing those mitigations. Key elements include:

- Incorporating guidance from oversight authorities like the FTA or the NMDOT
- Adhering to infectious disease prevention guidelines from the CDC or state health department
- Referencing any required forms
- Documenting and storing the results of the risk mitigation process

Santa Fe Trail's safety risk mitigation steps include:

- Examining the potential consequences of hazards and their likelihood and severity
- Develop strategies to reduce the likelihood and/or severity of those potential consequences
- Ensure the strategy can be realistically implemented with available resources
- Turn the strategy into a mitigation plan
- Put the mitigation plan into place
- Create a plan for monitoring the effectiveness of the mitigation

Santa Fe Trails develops and documents a strategy to implement a safety risk mitigation plan that drew on subject matter expertise. These implementation strategies include:

- who is responsible for implementing the mitigation;
- where the mitigation will reside within agency activities;
- how the mitigation will be implemented, and;
- how long should implementation take.

Santa Fe Trails needs to know that its mitigations are working. When we develop mitigation, we also define and document the way the mitigation will positively impact safety performance so that we can then monitor whether that positive impact is taking place and if the mitigation is effective. Under the guidance of the Accountable Executive and/or SMS Executive, the subject matter experts involved in creating a safety risk mitigation also decide on the best ways to monitor the effectiveness of the mitigation being implemented. This includes developing and documenting monitoring strategies. Santa Fe Trails created strategies for monitoring the effectiveness of mitigations. These strategies provide consistency in monitoring activities, regardless of whether the mitigation is implemented in operations, maintenance, or administration.

Santa Fe Trails understands that successful mitigation implementation and monitoring activities depend on having a process for how it will formally communicate mitigation and monitoring strategies to operations, maintenance, or administration staff who will implement and monitor the mitigations. Santa Fe Trails has documented this process. This communication feeds cross-functional ownership in SMS processes since employees who create the mitigations may not be the same employees that implement and monitor the mitigations.

Strong documentation of safety risk mitigations feeds safety performance monitoring. Santa Fe Trails has established and documented how it will record all of its various safety risk mitigation activities and their outcomes. Within this process, Santa Fe Trails references any forms that it uses during safety risk mitigation activities and where the completed records of safety risk mitigation activities are stored.

Risk mitigations are accompanied by a Mitigation Implementation Plan (MIP) and a Mitigation Monitoring Plan (MMP).

7. Safety Assurance

Santa Fe Trails has established processes to:

- Monitor its operations for compliance with and sufficiency of its policies and procedures;
- Santa Fe Trails works to ensure that it is performing maintenance which is consistent with Santa Fe Trails' ability to safely meet its operational requirements and in compliance with all safety policies and procedures;
- Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or that were not implemented as intended;
- Conduct investigations of safety events to identify causal and contributing factors, and;
- Monitor the effectiveness of its employee safety reporting program.

Safety Performance Monitoring and Measurement

Santa Fe Trails has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits;
- Informal inspections of vehicles, facilities, and operations;
- Regular review of on-board camera footage to evaluate operational performance, driver behavior, security concerns, and specific incidents;
- Investigation of accidents, incidents, near misses, close calls, and safety-related occurrences; Review and analysis of employee safety reports and frontline observations;
- Safety review prior to the implementation, modification, or expansion of services, facilities, equipment, or operational procedures; Daily data gathering and monitoring of data relating to the delivery of service using its Dispatch Management software,
- Monitoring of safety performance indicators, trends, and established safety performance targets;
- Review of customer complaints, commendations, and security-related reports; and;
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends both quarterly and annually to determine where corrective actions need to occur. The Accountable Executive enters any identified non-compliant or ineffective activities, including any resulting mitigations, back into the SRM process for reevaluation.

Santa Fe Trails also utilizes trend analysis of accidents, incidents, injuries, near misses, close calls, employee reports, maintenance findings, and security-related events to proactively identify safety concerns and continuously improve system performance.

Operations Monitoring

The Accountable Executive and operations supervisors are responsible for ensuring and documenting the system's compliance with and sufficiency of its operations policies and procedures. Santa Fe Trails has checklists and forms that it uses to drive and document its operations monitoring activities. This documentation is stored within Santa Fe Trails' safety performance monitoring files located in the Accountable Executive's office.

The operational areas that are monitored for compliance with policies and procedures include but are not limited to:

- Bus operator pre-trip inspections;
- Bus operator abbreviated pre-trip inspections conducted during mid-route and end-of-route driver change-outs;
- Bus operator behind the wheel performance;
- Bus operator passenger assistance;
- Bus operator emergency response,
- Bus operator compliance with safety and security procedures; and;
- Operations Supervisor and Dispatch activities.

When Santa Fe Trails' monitoring activities determine lack of compliance with operations policies and procedures or inadequacies of those policies and procedures, it then uses this information to feed Santa Fe Trails' hazard identification and safety risk assessment process.

Within these documented processes, Santa Fe Trails describes:

- the job functions responsible for the different areas of field observations;
- how it will record the results of field observations;
- where these records are stored, and;
- how it will address hazards or safety issues identified during field observations.

Santa Fe Trails has established and documented emergency procedure checklists that supervisors and dispatchers can readily access to help direct their response to bus operators who may experience an emergency during revenue service. These procedures include, but are not limited to:

- responding to accidents and incidents;
- evacuating a vehicle under smoke and fire conditions, and;
- responding to potentially dangerous passengers and other security threats.

Vehicle Maintenance Monitoring

Santa Fe Trails monitors the following areas of its vehicle maintenance and documents all monitoring activities and their results:

- Mechanic skills and performance;
- Adherence to preventive maintenance schedules;
- Effectiveness of corrective maintenance activities, and;
- Maintenance-related vehicle road calls.

Facility Safety Inspections

Santa Fe Trails maintenance management with support from City personnel conduct periodic facility safety, shop safety, and HAZMAT inspections. These inspections are documented as well as activities to mitigate any problems identified during the inspections. These records are kept in the Accountable Executive's office.

Fire Hazard and Fire Extinguisher Inspections

Santa Fe Fire Department and Risk Management division conduct independent annual fire inspections at our facilities. Santa Fe Trails utilizes independent contractors to inspect and replace facility and vehicle and facility fire extinguishers as well as fire safety systems on an annual and as needed basis.

Field Observations of Service Delivery
Santa Fe Trails has documented processes that it uses to conduct field observations of safety-related aspects of the following elements of service delivery:

- bus stops;
- bus transfer locations;
- fixed-route schedules and service delivery; and
- paratransit/demand response scheduling and service delivery.

Monitoring Hazardous Material Storage

Maintenance employees shall handle, store, transport, and dispose of hazardous materials in accordance with manufacturer requirements, Safety Data Sheets (SDS), applicable environmental regulations, and City safety policies and procedures. Hazardous materials may include, but are not limited to, fuels, oils, lubricants, coolants, solvents, cleaning agents, paints, adhesives, batteries, refrigerants, and other chemicals used in transit maintenance operations. Employees shall be trained on the hazards associated with materials they may encounter and shall utilize appropriate personal protective equipment (PPE) when handling or working near hazardous substances. All hazardous materials shall be properly labeled, stored in approved containers and designated storage areas, and secured to prevent spills, leaks, contamination, or unauthorized access. Spills, releases, or exposures shall be reported immediately and addressed in accordance with established spill response and emergency procedures. The agency shall maintain current Safety Data Sheets (SDS) and ensure they are readily accessible to employees. Proper hazardous materials management is essential to protecting employee health and safety, preserving the environment, maintaining regulatory compliance, and ensuring the safe operation of transit facilities and equipment.

Monitoring Tool Use and Equipment Integrity

Maintenance employees shall use only tools and equipment that are appropriate for the specific task being performed and in accordance with manufacturer instructions, established maintenance procedures, and applicable safety requirements. Prior to use, employees will inspect all hand tools, power tools, diagnostic equipment, lifting devices, and specialty tools for damage, excessive wear, defects, or missing components that could affect safe operation. Defective, damaged, or unsafe tools shall be immediately removed from service, clearly tagged, and reported to a supervisor for repair or replacement. Employees shall not modify tools or use tools for purposes other than their intended design. Proper personal protective equipment (PPE) will be worn when required, and all tools will be maintained, stored, and secured in a manner that preserves their integrity and prevents injury or damage. Selecting the correct tool for the job, maintaining tool condition, and following safe operating practices are essential to reducing workplace hazards, preventing equipment damage, and ensuring the safe and reliable maintenance of transit vehicles and facilities.

The Accountable Executive, supported by the SMS Executive, has overall responsibility to ensure that this monitoring is carried out and documented. Field observations are carried out by operations, maintenance, and administrative staff. If deficiencies are noted during the monitoring process, these deficiencies are documented and addressed as a source of proactive hazard identification through Santa Fe Trails' safety risk management processes. All these service delivery monitoring activities are documented and stored in the Accountable Executive's office.

Risk Mitigation Monitoring

The Accountable Executive with support from the SMS Executive and operations, maintenance, and administrative staff has responsibility for monitoring operations to identify any safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. The actual field monitoring of the mitigations is often carried out by subject matter experts, including those that assisted in the creation of the mitigation of the SRM process.

Santa Fe Trails documents how it carries out these monitoring strategies to periodically assess the effectiveness of safety risk mitigations.

Activities to monitor the effectiveness of safety risk mitigations ultimately assist Santa Fe Trails in determining whether:

- the existing mitigation is working as desired;
- the existing mitigation needs some modification to work as desired;
- the existing mitigation is not working and needs to be replaced, or;
- the existing mitigation is no longer needed.

The results of mitigation monitoring activities are made available for further safety risk management activity if needed. Mitigation monitoring documentation is stored in the Accountable Executive's office.

Safety Event Investigation

Responsibility for Santa Fe Trails safety event investigation process is shared by the Accountable Executive and the SMS Executive. Actual performance of safety event investigations, including identifying causal factors, involves not only the Accountable Executive and SMS Executive but also Operations Supervisors, Maintenance Staff, and Training Staff. Local law enforcement responds to accident scenes, as well.

Safety event records provide critical baseline information to support SMS implementation, operation, and safety performance target achievement.

Santa Fe Trails has documented procedures for safety event investigation. Santa Fe Trails has forms, consistent with industry standards, for documenting the results of safety events as well as the subsequent investigation. Safety event documentation is on file in the Accountable Executive's office.

After a safety event investigation is complete, Santa Fe Trails management, with input from subject matter experts, determines whether the safety event was preventable or non-preventable and based on that decision, whether discipline of employees involved is required.

Santa Fe Trails takes the process a step further and performs causal analysis of safety events to help determine if latent organizational factors, beyond individual employee behavior, may have contributed to the event. The results of causal analysis are documented on a causal analysis form. Records of the results of the analysis of the forms are kept in the Accountable Executive's office.

Results of this analysis for causal factors provide potential hazard identification information that may need to be put through Santa Fe Trails' safety risk management process to reduce the potential risk of recurrence of a similar accident or incident.

Employee Safety Reporting Program Monitoring

An effective ESRP supports hazard identification. The Accountable Executive with support from the SMS Executive is responsible for monitoring the transit agency's ESRP.

Santa Fe Trails has established and documented the activities it will use on an ongoing basis to monitor whether its ESRP is effective and achieving desired outcomes. Within this process, Santa Fe Trails has established criteria that will determine if the program is performing as desired. Some of the criteria include: volume of reports received, value of reports received, response to reports received in terms of hazard identification risk assessment and risk mitigation, how information gathered from the ESRP is shared and communicated, and the timeliness and accuracy of feedback provided to employees who have reported a safety issue, concern, or condition.

Documentation on all aspects of monitoring the safety reporting program is stored in the Accountable Executive's office.

Continuous Improvement

Santa Fe Trails annually assesses its safety performance using key safety indicators to track progress towards its safety targets and to identify any deficiencies in safety performance against its targets, including when the agency fails to meet a target. This process also evaluates how effectively the agency addresses safety risks across all aspects of service delivery.

Santa Fe Trails annual assessment also includes conducting a comprehensive audit of the existing SMS, examining its policies, procedures, and implementation across all levels of the organization. This involves meticulously reviewing documentation, observing safety practices in the field, and conducting interviews with employees at different levels to gain a holistic understanding of the system's effectiveness. Deficiencies in the agency's SMS include concerns with the processes and procedures defined by the agency to carry out its SMS.

Based on the findings of this annual assessment, Santa Fe Trails develops and carries out a plan, under the direction of the Accountable Executive, to address any identified deficiencies. The plan includes the agency's efforts to address underlying hazards and potential consequences through Safety Risk Management, changing data collection or analysis techniques to better understand what is really going on, and/or testing and evaluating new approaches to SMS processes.

The results of these assessments are documented and kept on file in the SMS Executive's office.

8. Safety Promotion

Competencies and Training

Under the guidance of the SMS Executive, the Santa Fe Trails Training Administrator has the day-to-day responsibility for the development, delivery, and documentation of all SMS-related safety skill competencies and SMS training.

Santa Fe Trails has established competencies and training for all operations transit workers and transit workers directly responsible for safety. Training is provided to employees at-hire and on an ongoing refresher basis.

Training Needs Analyses
Santa Fe Trails periodically conducts training needs analyses to ensure that its training is up to date, and addresses critical, safety-related concerns. It carries out these training needs analyses by doing the following:

- Reviewing existing job descriptions;
- Identifying which positions, including contractors, have direct responsibility for determining when safety training is needed;
- Determining what SMS roles, responsibilities, and processes are missing from job descriptions, and;
- Updating job descriptions to reflect SMS practices.

New-Hire Bus Operator Training Program
Santa Fe Trails has comprehensive lesson plans for new-hire, classroom, and hands-on bus operator training. Continuation of skill training helps it identify hazards, such as training gaps or outdated lesson plans. Lesson plans and schedules not only assist the instructor in delivering the training but also provide a record of the content of the training should it be needed for any other purpose. All Santa Fe Trails new-hire bus operator lesson plans and schedules are kept on file a in the Training Administrator's office.

Bus Operator Refresher Training
Santa Fe Trails presently provides monthly bus operator refresher training on a variety of topics, including defensive driving, bloodborne pathogens, wheelchair securement, emergency procedures, active shooter, de-escalation, and ergonomics.

Santa Fe Trails maintains lesson plans, agendas, and sign-in sheets to document the content of refresher training and individual attendance at that training. These documents are on file in the Training Administrator's office.

Santa Fe Trails also provides retraining for Bus Operators for performance deficits.

Supervisors, Dispatchers, and Mechanic Training
Supervisors, dispatchers, and mechanics play a critical role in identifying and responding to hazards, and helping to both proactively and reactively mitigate risk. Training for supervisors, dispatchers, and mechanics primarily consists of mentoring, coaching, and on-the-job training.

Mentoring, coaching, and on-the-job training are very appropriate training approaches, but ones that need to be guided by a structured agenda of topics. Santa Fe Trails has developed checklists with topics for experienced supervisors, dispatchers, and maintenance staff to use during on-the-job training, coaching, and mentoring of trainees.

These checklists are also used to document an employee's satisfactory completion of the training and include instructor and trainee signatures and the dates the training took place. These documents are kept on file in the Training Administrator's office.

SMS Orientation

A cross-functional and multi-level understanding of SMS supports all SMS-related activities. Successful SMS implementation and operation require employee involvement and ownership at every level of the agency and within every service-delivery related function. Employees need to understand SMS; what their role is within SMS; and how they, the organization, and customers benefit from SMS success. This knowledge will nurture employee "buy-in."

Santa Fe Trails presented SMS orientation sessions for all employee functions and addressed the implications of SMS for all agency functions. This initiative addressed SMS with experienced employees. Santa Fe Trails has also plugged information on SMS into all new-hire employee orientations. Documentation of these orientations, including agenda of topics covered, signatures of trainer/trainee, are kept on file in the Training Administrator's office.

Safety Risk Management Orientation for Subject Matter Experts

Successful proactive safety risk mitigation begins with subject matter experts who have a clear understanding of their responsibilities and the skills required to carry them out.

Employees who participate in safety risk management activities as subject matter experts need to understand how to carry out their responsibilities. The SMS Executive makes sure that subject matter experts are orientated on their safety risk management responsibilities, the desired outcomes of safety risk management activities, and the importance of the effort to Santa Fe Trails' safety performance.

Documentation of the orientation process, as well as the orientations themselves, includes how the agency:

- assesses hazards for consequences;
- conducts safety risk assessments, and;
- creates safety risk mitigations.

Documentation of this ongoing activity is on file in the Training Administrator's office.

Safety Performance Monitoring Orientation

The quality of safety performance monitoring is reflected in an agency's overall positive safety performance. Employees who participate in safety performance monitoring activities need to know how to carry out their responsibilities. The Accountable Executive and SMS Executive make sure that these employees receive orientations on what their responsibilities are, the desired outcomes of safety performance monitoring, and the importance of the effort to overall agency safety performance.

Orientations include how to perform monitoring activities of both internal and contracted operations as

well as external maintenance activities. Performance monitoring includes such activities as:

- field observations to ensure operations and maintenance policies and procedures are being followed correctly;
- assessing and documenting employee safety performance; monitoring the effectiveness of safety risk mitigations, and;
- evaluating the effectiveness of the employee safety program.

Documentation of these activities is kept on file in the Training Administrator's office.

Orientation on Employee Safety Reporting Program

An effective ESRP is one of the most important tools for hazard identification.

Santa Fe Trails' ESRP, at a minimum, provides the following information:

- the purpose and benefits of the program;
- guidelines on the types of safety concerns and issues employees should report;
- the reporting methods available to employees (how to report);
- an explanation of how the information will be managed and shared;
- the protections for employees who report safety concerns;
- a description of the operational behaviors that are not protected and may result in discipline, and;
- the agency's commitment to providing feedback on reported safety concerns.

Agendas of the ESRP orientation and attendance records are on file in the Training Administrator's office.

Training Documentation

Training documentation is a source of hazard identification.

Training documentation provides formal proof that employees were trained and shows that employees received timely certification and recertification in critical skill areas. Up-to-date training documentation also assists Santa Fe Trails in forecasting future training schedules.

Santa Fe Trails training documentation includes:

- records of training needs analysis for lesson plan development;
- curricula for initial and refresher training;
- training schedules and records of all completed training;
- procedures for revising training materials;
- course assessment materials, and;
- copies of individual employee training records.

Santa Fe Trails records of course completion include:

- date the training was held;
- content covered during the training session;
- length of the session;

- training format, and;
- signatures of instructor and trainee.

Records of training documentation and course completion are kept on file in the Training Administrator's office.

Conflict Training and De-escalation Skills

Santa Fe Trails provides conflict management and de-escalation training to all staff, via on-line training module and in person training.

Training Monitoring
Santa Fe Trails regularly monitors its training to ensure effectiveness. Specifically, the training monitoring process addresses the following:

- monitor training to make sure it delivers the necessary SMS skills and information;
- establish a process for reviewing and revising training courses and consider review frequency, reviewers, and decision-making process for revisions.

Safety Communication

The Accountable Executive and SMS Executive are responsible for ensuring the distribution and communication of safety and safety performance information throughout Santa Fe Trails. They are assisted in this responsibility by appropriate managers and supervisors.

Effective safety communication is the foundation for developing robust Safety Management System (SMS) processes and activities at Santa Fe Trails. Santa Fe Trails regularly informs its workers of safety actions taken in response to reports submitted through the transit worker safety reporting program. The department has ensured, and will continue to ensure, that all employees are aware of safety-related information and responsibilities across multiple communication channels including conveying all reports to frontline transit worker representatives. This includes providing clear explanations, documentation, training, and notifications about any changes to relevant policies, activities, or procedures. Santa Fe Trails has documented its comprehensive approach to safety communication and supporting activities, which is maintained on file in the Accountable Executive's office.

In general, Santa Fe Trails' documentation of safety communication includes details about:

- objectives of the communication;
- content;
- target audience;
- format;
- frequency of the communication; and
- ways to ensure communication was understood.

Safety Meetings

Santa Fe Trails holds monthly employee safety meetings. These safety meetings provide a strong platform for safety-related communication and dialogue, identification of safety hazards, concerns, and

issues, and the delivery of refresher training. It is through employee safety meetings that the agency conveys the results of cooperation with frontline transit worker representatives in updating the Agency's Safety Plan

Agendas for these meetings are comprehensively documented.

Santa Fe Trails' documentation of its safety meeting process includes:

- How often employee safety meetings are scheduled; The job functions and frontline transit worker representatives that are required or encouraged to attend meetings; How safety, security, operational, maintenance, customer service, incident, accident, near miss, and close-call topics are identified and selected for discussion; ;
- How identified concerns, recommendations, and corrective actions are documented and addressed; and
- How employee safety meetings provide frontline transit workers and their representatives with opportunities to participate in the Safety Management System (SMS), identify hazards, report safety concerns, recommend mitigations, review safety performance, and provide input into the development and updates of the Public Transportation Agency Safety Plan (PTASP).

Organization-Wide Communication of Safety Hazard and Safety Risk Information

A goal of safety risk management processes is to reduce safety risk for employees and customers. Safety-sensitive employees are always vulnerable to the consequences of safety hazards within the transit environment. Timely reporting to employees of newly identified safety hazards and the safety risks those hazards present can help reduce that vulnerability.

Santa Fe Trails has documented procedures for communicating hazards. The Accountable Executive and SMS Executive are responsible for making sure this communication takes place. The documentation of these procedures is on file in the SMS Executive's office.

Communication about Safety Risk Mitigations

Santa Fe Trails is committed to informing employees at every level of operations about the safety risk mitigations it is putting into effect. The reasons it provides this information are:

- it tells employees that the transit agency is doing all it can to reduce risk;
- it brings attention to employee roles and responsibilities that may be affected by new mitigations, and;
- informed employees are better situated to be a source of information on determining how well mitigations are working.

Santa Fe Trails has documented its procedures for communicating safety risk mitigations to employees along with who is responsible for making sure this communication takes place. The Accountable Executive and SMS Executive share responsibility for making sure that this communication takes place. This documentation is on file in the SMS Executive's office.

Organization-Wide Communication of Agency Safety Performance

Transit agencies implement SMS to help them continuously improve their safety performance. Communicating agency safety performance information promotes employee "buy-in" to SMS processes,

thus further improving the agency's overall safety performance.

Santa Fe Trails employees should have ownership of safety. To reinforce this ownership, Santa Fe Trails periodically communicates statistics on the agency's overall safety performance to all employees regardless of job function. This includes providing information on Santa Fe Trails' status related to achieving its safety performance targets.

Santa Fe Trails has documented how it communicates safety performance information throughout its organization. The Accountable Executive is responsible for taking the lead on this communication and making sure that it takes place. The documented procedures are on file in the SMS Executive's office.

Additional Information

Santa Fe Trails will maintain documents that describe the programs, policies, and procedures it uses to carry out its agency safety plan. It will also maintain documents not included or referenced elsewhere in this safety plan, related to the implementation of the transit agency's SMS, as well as results from SMS processes and activities.

These documents will be maintained for at least three years after their creation and made available upon request by the FTA, other federal entities, or NMDOT. The Accountable Executive and SMS Executive will be points of contact to provide Agency Safety Plan-related information to external agencies to ensure access to these documents.

Appendix A: Definitions

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of an agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Assault on a transit worker means, as defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.

CDC means the Centers for Disease Control and Prevention of the United States Department of Health and Human Services.

Direct Recipient means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).

Equivalent Entity means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Injury means any harm to person(s) as a result of an event that requires immediate medical attention away from the scene.

Investigation means the process of determining the causal and contributing factors of a safety event, incident, or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint labor-management process means a formal approach to discuss topics affecting transit workers and the public transportation system.

Large urbanized area provider means a recipient or subrecipient of financial assistance under 49 U.S.C.

5307 that serves an urban area with a population of 200,000 or more as determined by the most recent decennial Census.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. chapter 53.

Near-miss means a narrowly avoided safety event.

Operator of a public transportation system means a provider of public transportation.

Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Potential Consequence means the effect of a hazard.

Public transportation means, as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include:
(1) Intercity passenger rail transportation provided by the entity described in 3 49 CFR part 673 Changes (April 2024) 49 U.S.C. chapter 243 (or a successor to such entity);
(2) Intercity bus service;
(3) Charter bus service;
(4) School bus service;
(5) Sightseeing service;
(6) Courtesy shuttle service for patrons of one or more specific establishments; or
(7) Intra-terminal or intra-facility shuttle services.

Public Transportation Agency Safety Plan means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Rail fixed guideway public transportation system means any fixed guideway system, or any such system in engineering or construction, that uses rail, is operated for public transportation, is within the jurisdiction of a State, and is not subject to the jurisdiction of the Federal Railroad Administration. These include but are not limited to rapid rail, heavy rail, light rail, monorail, trolley, inclined plane, funicular, and automated guideway.

Rail transit agency means any entity that provides services on a rail fixed guideway public transportation system.

Recipient means a State or local governmental authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. chapter 53.

Roadway means land on which rail transit tracks and support infrastructure have been constructed to support the movement of rail transit vehicles, excluding station platforms.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit

agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information. 4 49 CFR part 673 Changes (April 2024)

Safety Committee means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.

Safety event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management System (SMS) means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety performance target means a quantifiable level of performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk means the composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety risk assessment (SRA) means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.

Safety risk management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and the mitigating safety risk of their potential consequences.

Safety risk mitigation means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Safety set-aside means the allocation of not less than 0.75 percent of assistance received by a large urbanized area provider under 49 U.S.C. 5307 to safety related projects eligible under 49 U.S.C. 5307.

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana

Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and (k) and the regulations set forth in 49 CFR part 674.

Subrecipient means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

Transit agency means an operator of a public transportation system. that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized area means, as defined under 49 U.S.C. 5302, an area encompassing a population of 50,000 or more that has been defined and designated in the most recent decennial census as an urban area by the Secretary of Commerce.

Appendix B: Acronyms and Abbreviations

Acronym or Abbreviation	Meaning
ADA	Americans with Disabilities Act
ASP	Agency Safety Plan
CFR	Code of Federal Regulations
CNG	Compressed Natural Gas
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
NMDOT	New Mexico Department of Transportation
MPO	Metropolitan Planning Organization
PTASP	Public Transportation Agency Safety Plan
SMPS	Safety Management Policy Statement
SMS	Safety Management System
SRM	Safety Risk Management
TAB	Transit Advisory Board
TAM	Transit Asset Management

Appendix C: City of Santa Fe ASP Approval Documentation

City Council Minutes link for the approval Santa Fe Trails Safety Plan

Appendix D: Certification Documentation

On_____, Santa Fe Trails provided an updated safety plan to ensure full compliance with Federal requirements. This update was sent to New Mexico Department of Transportation, Transit and Rail Division.

_____
Gabrielle N. Chavez,
Transit Director of Administration

Appendix E: Santa Fe Trails Safety Risk Assessment Matrix

Risk Assessment Matrix

SEVERITY LIKELIHOOD	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probable (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Medium	Low	Low	Low

Severity of the Consequence		
Definition Category	*Meaning*	*Value*
Catastrophic	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact that violates law or regulation, or monetary loss equal to or exceeding $250,000.	1
Critical	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least one person, property damage exceeding $25,000 but less than $250,000, system shut down lasting between 10 minutes and 4 hours, or reversible significant environmental impact causing a violation of law or regulation.	2
Marginal	Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact without violation of law or regulation, or monetary loss up to $25,000, or system shutdown of less than 10 minutes	3
Negligible	Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than $25,000.	4

Qualitative Definition	*Meaning*	*Value*
Frequent	Likely to Occur Frequently - more than once per month	A
Probable	Likely to Occur less than once per month but more than once per year	B
Occasional	Likely to Occur less than once per year but more than once per decade	C
Remote	Very Unlikely to Occur - once in the life of the system	D
Improbable	Almost inconceivable that the event will occur in the life of the system	E

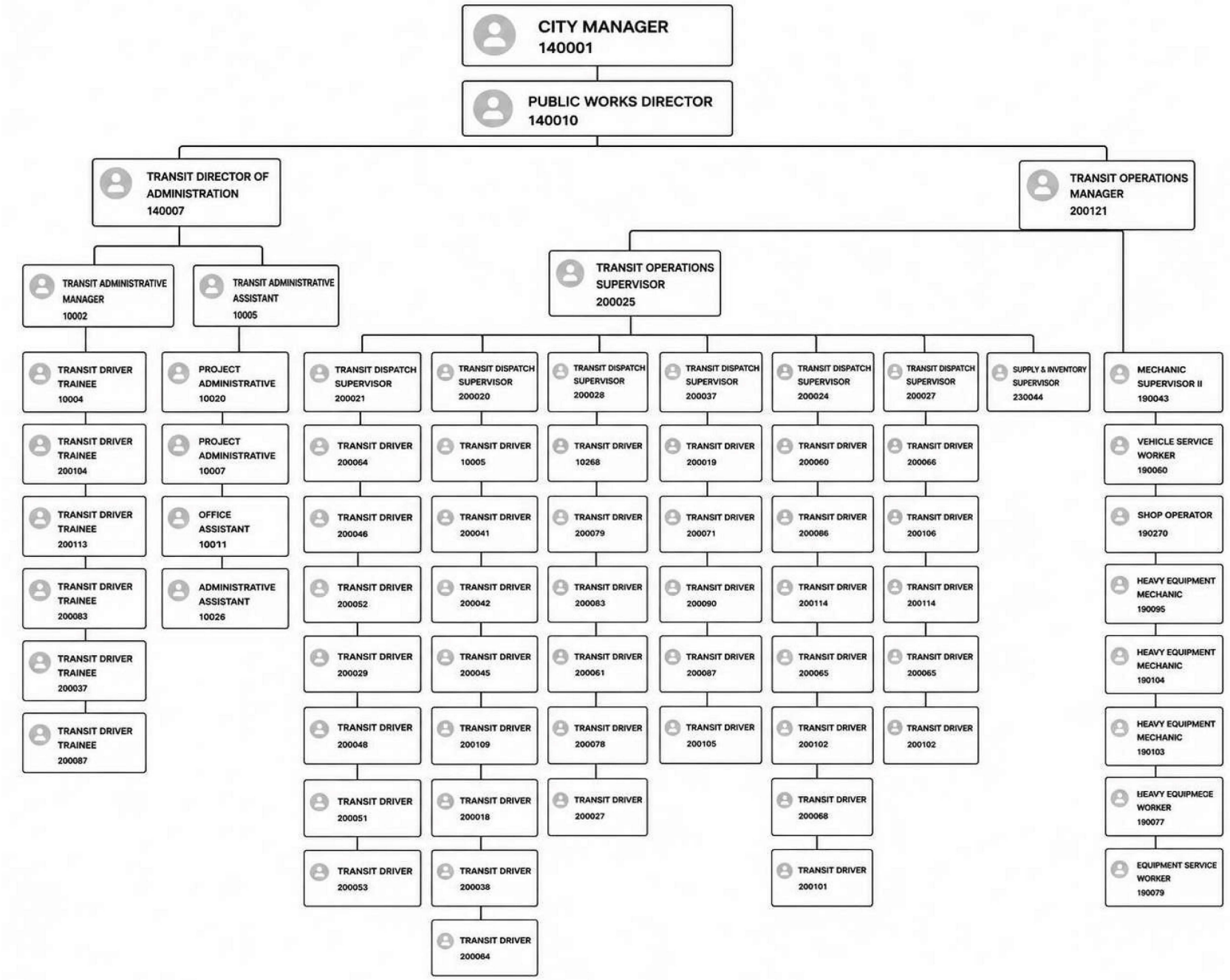
Safety Risk Levels

Risk Assessment Matrix Color Code

"Tolerability" based on identified severity and likelihood.

	Unacceptable under the existing circumstances.
	Acceptable based upon mitigations; monitoring is necessary.
	Acceptable under existing circumstances; with senior management approval.

Appendix F: Santa Fe Trails Organizational Chart



FIR No. 10776.1

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Santa Fe Trails 2026 Updated Public Transit Agency Safety Plan

Sponsor(s): Councilor Paul Bustamante and Councilor Alma Castro

Reviewing Department(s): Public Works

Staff Completing FIR: Gabrielle Chavez **Date:** 6/26/2025 **Phone:** (505) 469-3405

Reviewed by City Attorney: Marcos D. Martínez **Date:** 08/19/2026
Marcos D. Martínez (Aug 19, 2026 10:06:05 MDT)

Reviewed by Finance Director: _____ **Date:** _____

Summary:
The proposed resolution would approve the Santa Fe Trails Fiscal Year 2026 Public Transportation Agency Safety Plan ("PTASP"). The Santa Fe Trails PTASP is a requirement of the United States Department of Transportation, Federal Transit Administration ("FTA") for public transportation systems that receive federal funding under the FTA's Urbanized Area Formula Grant.

Departments Affected:
Public Works Department.

Consequences of Not Enacting Legislation:
If this legislation is not adopted, the City of Santa Fe, Santa Fe Trails, will violate the requirements adopted in 49 U.S.C. § 5329(d), the "Bipartisan Infrastructure Law". Under 49 U.S.C. § 5329(g), the Secretary of Transportation is authorized to take a range of enforcement actions against any recipient that does not comply with federal law with respect to the safety of its public transportation system 49 U.S.C.A. § 5329. These enforcement actions include: (1) issuing directives; (2) requiring more frequent oversight of the recipient by a State safety oversight agency or the Secretary; (3) imposing more frequent reporting requirements; (4) requiring that any federal financial assistance provided under Chapter 53 be spent on correcting safety deficiencies identified by the Secretary or the State safety oversight agency before such funds are spent on other projects; and (5) withholding not more than 25% of financial assistance under § 5307.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
Resolution No. 2025-47 approved and updated the last version of the most recent version of the Santa Fe Trails Agency Safety Plan.

Performance and Administrative Implications:
Once approved by the Governing Body, staff will submit the PTASP to the FTA and the New Mexico Department of Transportation for approval.

Fiscal Implications:
None.

Fiscal Impact

_____X_____ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2025	FYE 2026	FYE 2027	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$	$	$				
Capital Outlay	$	$	$				
Contractual/ Professional Services	$	$	$				
Operating	$	$	$				$
Total:	$	$	$				$

Expenditure Narrative:

Revenue

Revenue Type	FYE 2025	FYE 2026	FYE 2027	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP	$	$	$		
Enterprise	$	$	$		
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		
Other	$	$	$		
Total	$	$	$		

Revenue Narrative:

Signature: Gabrielle Chavez (Aug 19, 2026 10:10:36 MDT)

Email: gnchavez@santafenm.gov

Signature:

Email: jsburnett@santafenm.gov

CITY OF SANTA FE

Memorandum

Date: August 7, 2026

To: Governing Body, Public Works and Utilities Committee, Finance Committee

From: Romella Glorioso-Moss, Complete Streets Capital Projects Manager *rgm*

Via: Sam Burnett, Public Work Department Director

RE: Resolution Approving Participation in the New Mexico Department of Transportation Local Government Road Fund Program for the Henry Lynch Road Reconstruction Project (Phase A)

EXECUTIVE SUMMARY:

The attached resolution requests approval for the City of Santa Fe to participate in the New Mexico Department of Transportation (NMDOT) Local Government Road Fund (LGRF) Program for Fiscal Year 2027. Approval authorizes the City to enter into a Cooperative Agreement with NMDOT for Project Control Number L500665 to construct Phase A of the Henry Lynch Road Reconstruction Project.

The total estimated project cost is $423,475, with 75% ($317,606) funded by NMDOT and the required 25% local match ($105,869) provided by the City.

BACKGROUND:

Henry Lynch Road serves as an important collector roadway connecting residential neighborhoods, commercial areas, and employment centers in western Santa Fe. The existing roadway lacks critical multimodal infrastructure, including continuous sidewalks, dedicated bicycle facilities, adequate drainage, and modern intersection improvements. The corridor has experienced increasing traffic volumes as surrounding areas continue to develop, creating the need for a safer and more efficient transportation facility.

The Henry Lynch Road Reconstruction Project is a phased capital improvement project designed to modernize the corridor and improve safety for motorists, bicyclists, and pedestrians. Phase A focuses on improvements between La Paz Lane and Agua Fria Street, including construction of a modern roundabout at the Henry Lynch Road/Agua Fria Street intersection.

The project includes:

- Construction of two 10-foot travel lanes;
- Construction of ADA-compliant sidewalks on both sides of the roadway;
- Construction of separated bicycle lanes;
- Installation of curb and gutter;
- Stormwater drainage improvements designed to reduce flooding and improve roadway resilience; and
- Construction of a modern roundabout at the intersection of Henry Lynch Road and Agua Fria Street.

The project supports the City's Complete Streets policies by improving accessibility and providing safe accommodations for all roadway users. It also advances the City's transportation, safety, and sustainability goals by creating a corridor that supports walking, bicycling, transit access, and efficient vehicle travel.

The New Mexico Department of Transportation has awarded funding through the Local Government Road Fund Program to assist with construction of Phase A. Under the Cooperative Agreement, NMDOT will provide $317,606 (75%), while the City will provide the required local match of $105,869 (25%). The City will also be responsible for any project costs that exceed the estimated project budget.

Approval of the attached resolution will authorize the City to participate in the Fiscal Year 2027 Local Government Road Fund Program, execute the Cooperative Agreement with NMDOT, and proceed with implementation of Phase A of the Henry Lynch Road Reconstruction Project.

ATTACHMENTS:

Resolution
FIR

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2026-__

INTRODUCED BY:

Councilor Jamie Cassutt

Mayor Michael Garcia

A RESOLUTION

APPROVING THE CITY OF SANTA FE'S PARTICIPATION IN THE NEW MEXICO DEPARTMENT OF TRANSPORTATION'S LOCAL GOVERNMENT ROAD FUND PROGRAM FOR THE HENRY LYNCH ROAD RECONSTRUCTION PROJECT BY ENTERING INTO COOPERATIVE GRANT AGREEMENT, CONTROL NUMBER L500665.

WHEREAS, the City of Santa Fe ("City") and the New Mexico Department of Transportation ("Department") wish to enter into a cooperative grant agreement, ("Agreement"), included as Attachment A, Control No. L500665, under the Local Government Road Fund ("LGRF") Program for a local road project ("Project"), the purpose of which is to construct two 10-foot travel lanes, to install Americans with Disabilities Act ("ADA")-compliant sidewalks on both sides of the roadway, to construct separated bicycle lanes, to install curb and gutter, to improve storm water drainage systems, to construct a modern roundabout at the intersection of Henry Lynch Road and Agua Fria Street; and

WHEREAS, the Project is a joint and coordinated effort for which the parties each have

authority or jurisdiction and the Agreement specifies and delineates the rights and duties of the parties; and

WHEREAS, this Resolution serves to assume ownership, liability, and maintenance responsibility for the Project scope, or related amenities, as required by the Agreement, attached as Attachment A; and

WHEREAS, the total estimated Project cost is Four Hundred Twenty-Three Thousand Four Hundred Seventy-Five Dollars ($423,475), to be funded in proportional share by the parties hereto as follows:

1. The Department's share will be Seventy-Five Percent (75%), or Three Hundred Seventeen Thousand Six Hundred Six Dollars ($317,606)
2. The City's share shall be Twenty-Five Percent (25%), or One Hundred Five Thousand Eight Hundred Sixty-Nine Dollars ($105,869); and

WHEREAS, the City of Santa Fe shall pay all costs, which exceed the total project cost of $423,475.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE determines, resolves, and orders as follows:

a. The Project for the Cooperative Agreement, included as Attachment A, is adopted and has a priority standing.

b. The Cooperative Agreement terminates on December 31st, 2027, and the City of Santa Fe incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.

c. The person listed below, or their successor, is the Grantee's official representative shall have signature authority to bind the City of Santa Fe to the terms and conditions of this Cooperative Agreement,

Grantee: City of Santa Fe

Name: Michael Garcia (or successor)

Title: Mayor

d. The person listed below, or their successor, shall have authority to request in writing and secure extensions to the Cooperative Agreement on behalf of the City of Santa Fe in the manner set forth by the Cooperative Agreement.:

Grantee: City of Santa Fe

Name: Romella Glorioso-Moss (or successor)

Title: Capital Projects Manager

BE IT FURTHER RESOLVED by the Governing Body that the City of Santa Fe shall enter into Cooperative Agreement for Project, Control Number L500665, included as Attachment A, with the New Mexico Department of Transportation for the LGRF Program for fiscal year 2027 for Reconstruction of Henry Lynch Road between La Paz Lane and Agua Fria Street - Construction of two 10-foot travel lanes installation of ADA-compliant sidewalks on both sides of the roadway, construction of separated bicycle lanes, installation of curb and gutter, storm water drainage improvements, construction of a modern roundabout at the intersection of Henry Lynch Road and Agua Fria Street, within the control of City of Santa Fe in the State of New Mexico.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2026.

_____

MICHAEL J. GARCIA, MAYOR

ATTEST:

_____

GERALYN F. CARDENAS, CITY CLERK

APPROVED AS TO FORM:

Marcos D. Martínez

Marcos D. Martínez (Aug 19, 2026 11:43:27 MDT)

MARCOS D. MARTÍNEZ, CITY ATTORNEY

Legislation/2026/Resolutions/Henry Lynch Local Government Road Fund Agreement

Attachment A

Contract No. _____
Vendor No. 0000054360
Control No. HW2L500665

LOCAL GOVERNMENT ROAD FUND
COOPERATIVE AGREEMENT

This Agreement is between the **New Mexico Department of Transportation** (Department) and **City of Santa Fe** (Public Entity), collectively referred as the "parties." This Agreement is effective as of the date of the last party to sign it on the signature page below.

Pursuant to NMSA 1978, Sections 67-3-28 and 67-3-28.2, and State Transportation Commission Policy No. 44, and

Pursuant to the Public Entity's resolution that assumes ownership, liability, and maintenance responsibility for the project scope, or related amenities, and required funding to support the Project identified herein, the parties agree as follows:

1. **Purpose.**

   The purpose of this Agreement is to provide Local Government Road Funds to the Public Entity for the Project, as described in Control No. L500665, and the Public Entity's resolution attached as **Exhibit C**. See:

   Construction of two 10-foot travel lanes installation of ADA-compliant on both sides of the roadway, construction of separated bicycle lanes, installation of curb and gutter, drainage storm water drainage improvements. Construction of a modern roundabout at the intersection of Henry Lynch Road and Agua Fria Street.

   The Project is a joint and coordinated effort for which the parties each have authority or jurisdiction. This Agreement specifies and delineates the rights and duties of the parties.

2. **Project Funding.**

   a. The estimated total cost for the Project is **Four Hundred Twenty Three Thousand Four Hundred Seventy Five Dollars and No Cents ($423,475)** to be funded in proportional share by the parties as follows:

Project Funding	Department Share	Public Entity Share	Total Project Cost
Funding Source 1	**75%**	**25%**	
FY 2027 Local Government Road Fund **For the purpose stated above in Section 1.**	**$317,606**	**$105,869**	**$423,475**
		Total Project Cost	**$423,475**

b. The Public Entity shall pay all Project costs, which exceed the Total Project Cost.
c. Any costs incurred by the Public Entity prior to this Agreement are not eligible for reimbursement and are not included in the amount listed in this Section 2.

3. The Department Shall:

Pay the Department's Share of Project Funding identified in Section 2, Paragraph a, to the Public Entity in a single lump sum payment after:

a. Receipt of a cover letter requesting funds;
b. Receipt of a Notice of Award and Notice to Proceed;
c. Receipt of Estimated Summary of Costs and Quantities;
d. Verification of available Local Government Road Funds and Public Entity's local matching funds identified in Section 2, Paragraph a; and
e. All required documents must include Department Project and Control Number.

4. The Public Entity Shall:

a. Act in the capacity of lead agency for the Project described in Section 1.
b. Submit an estimate of the Project, including work to be performed and cost to the District Engineer within thirty (30) calendar days of execution of this Agreement, or as otherwise agreed to in writing by the parties.
c. Be solely responsible for all proportional matching funds identified in Section 2. Certify that these matching funds have been appropriated, budgeted, and approved for expenditure prior to execution of this Agreement.
d. Pay all costs, and perform and supply or contract for all labor and material, for the purpose as described in Section 1 and the Project estimate approved by the District Engineer.
e. Procure and award any contract in accordance with applicable procurement law, rules, regulations and ordinances.
f. In accordance with project parameters, assume the lead planning and implementation role and sole responsibility for environmental, archaeological, utility clearances; railroad and Intelligent Transportation System (ITS) clearances; right-of-way acquisition; project development and design; and project construction and management.
g. Cause all designs and plans to be performed under the direct supervision of a Registered New Mexico Professional Engineer, when applicable, as approved by the Department.
h. Obtain all required written agreements or permits, as applicable, from all public and private entities.
i. Allow the Department to inspect the Project to confirm that the Project is constructed in accordance with the provisions of this Agreement. Disclosures of any failure to meet such requirements and standards as identified by the Department, will result in termination for default, including without limitation the Public Entity's costs for funding, labor, equipment and materials.
j. Complete the project within eighteen (18) months of approval of funding by the State Transportation Commission.
k. Within thirty (30) calendar days of completion, provide written certification that all work under this Agreement was performed in accordance with either the New Mexico Department of Transportation's Standard Specification, Current Edition; American Public Works Association (APWA) Specifications; Department approved Public Entity

established Specifications; or Department Specifications established for Local Government Road Fund projects, by submitting the **Project Certification of Design, Construction, and Cost form,** attached as **Exhibit B**.

l. Within thirty (30) calendar days of completion, furnish the Department an **AS BUILT Summary of Costs and Quantities** form, attached as **Exhibit C**. The report should reflect the total cost of the Project as stated in the **Project Certification of Design, Construction, and Cost** form.

m. Failure to provide the **Project Certification of Design, Construction, and Cost** form and an **AS BUILT Summary of Costs and Quantities** report within thirty (30) calendar days of Project completion is a material breach of this Agreement and Public Entity shall reimburse to the Department all funds disbursed in accordance with this Agreement.

n. Upon completion, maintain all Public Entity facilities that were constructed or reconstructed under this Agreement.

5. Both Parties Agree:

a. Upon termination of this Agreement any remaining property, materials, or equipment belonging to the Department will be accounted for and disposed of by the Public Entity as directed by the Department.

b. Any unexpended or unencumbered balance from the Local Government Road Fund appropriated for this Project reverts to the Department. These balances, if any, must be reimbursed to the Department within thirty (30) calendar days of project completion or expiration of this Agreement, whichever occurs first.

c. This Project is not being incorporated into the State Highway System and the Department is not assuming maintenance responsibility or liability.

d. Pursuant to NMSA 1978, Section 67-3-28.2, Local Government Road Funds granted under this provision cannot be used by the Public Entity to meet a required match under any other program.

e. As applicable for state-funded projects, the provisions of the Tribal/Local Public Agency (T/LPA) State Funding Handbook (Current Edition), and for projects with federal funds, the provisions of the Tribal/Local Public Agency (T/LPA) Federal Funding Handbook (Current Edition), are incorporated by reference and control the contractual rights and obligations of the parties unless in conflict with the specific terms expressed in this Agreement or any amendments.

6. 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 below. This Agreement terminates on **12/31/2027**. In the event an extension to the term is needed, the Public Entity shall provide through a duly authorized agent written notice along with detailed justification to the Department sixty (60) calendar days prior to the expiration date to ensure timely processing of an Amendment.

7. Termination.

a. If the Public Entity fails to comply with any provision of this Agreement, the Department may terminate this Agreement by providing thirty (30) calendar days written notice.

b. The Department may terminate this Agreement if the funds identified in Section 2 have not been contractually committed within one year from the effective date of this Agreement.

c. If sufficient appropriations and authorizations are not made, this Agreement will terminate immediately upon written notice of the Department to the Public Entity.
d. Neither party has any obligation after termination, except as stated in Sections 4, 5, and 16.

8. Third Party Beneficiary.

It is not intended by any of the provisions of this Agreement to create in the public or any member of the public a third party beneficiary or to authorize anyone not a party to the Agreement to maintain suit for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

9. Liability.

As between the Department and Public Entity, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1, *et seq*., and other applicable law.

10. Contractors Insurance Requirements.

The Public Entity shall require contractors and subcontractors hired for the Project to have a general liability insurance policy, with limits of liability of at least $1,000,000 per occurrence. The Department is to be named as an additional insured on the contractors and subcontractor's policy and a certificate of insurance and endorsements listing the Department as an additional insured must be provided to the Department and must state that coverage provided under the policy is primary over any other valid insurance.

To the fullest extent permitted by law, the Public Entity shall require the contractor and subcontractors to defend, indemnify and hold harmless the Department from and against any liability, claims, damages, losses or expenses (including but not limited to attorney's fees, court costs, and the cost of appellate proceedings) arising out of or resulting from the negligence, act, error, or omission of the contractor and subcontractor in the performance of the Project, or anyone directly or indirectly employed by the contractor or anyone for whose acts they are liable in the performance of the Project.

11. Scope of Agreement.

This Agreement incorporates agreements, covenants, and understandings between the parties concerning the subject matter. All such covenants, agreements, and understandings have been merged into this Agreement. No prior agreement or understandings, verbal or otherwise, of the parties or their agents are valid or enforceable unless included in this Agreement.

12. Terms of this Agreement.

The terms of this Agreement are lawful. Performance of all duties and obligations must conform with and not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

13. Legal Compliance.

The Public Entity shall comply with all applicable federal, state, and local laws, and Department regulations and policies in the performance of this Agreement, including, but not limited to laws governing civil rights, equal opportunity compliance, environmental issues, workplace safety, employer-employee relations and all other laws governing operations of the workplace. The Public Entity shall include the requirements of this Section 13 in each contract and subcontract at all tiers.

14. Equal Opportunity Compliance.

The parties agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States will, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age, disability, or other protected class, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the Public Entity is found to not comply with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies, subject to Section 7 above.

15. Appropriations and Authorizations.

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Public Entity, the Legislature of New Mexico, or the Congress of the United States if federal funds are involved, for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Public Entity, Legislature of New Mexico, or the Congress of the United States if federal funds are involved, this Agreement will terminate upon written notice being given by one party to the other. The Department and Public Entity are expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure.

16. Accountability of Receipts and Disbursements.

There shall be strict accountability for all receipts and disbursements relating to this Agreement. The Public Entity shall maintain all records and documents relative to the Project for a minimum of five years after completion of the Project. The Public Entity shall furnish the Department and State Auditor, upon demand, any and all such records relevant to this Agreement. If documentation is insufficient to support an audit by customarily accepted accounting practices, the expense supported by such insufficient documentation must be reimbursed to the Department within thirty (30) calendar days. If an audit finding determines that specific funding was inappropriate or not related to the Project, the Public Entity shall reimburse that portion to the Department within thirty (30) calendar days of written notification.

17. Severability.

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

18. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue is proper in a New Mexico Court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

19. Amendment.

This Agreement may be altered, modified, or amended only 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 that party's signature.

NEW MEXICO DEPARTMENT OF TRANSPORTATION

By:_____ Date: _____
Cabinet Secretary or Designee

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

By:_____ Date: _____
Assistant General Counsel

City of Santa Fe

By:_____ Date: _____

Title: _____

Attest: _____
City of Santa Fe Clerk or Designee

ATTEST:

_____
GERALYN CARDENAS, CITY CLERK

Approved to form and legal sufficiency by:

KEVIN L. NAULT
KEVIN L. NAULT (Aug 7, 2026 09:50:12 MDT)
_____
KEVIN NAULT, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

_____
MONICA MAESTAS, FINANCE DIRECTOR

EXHIBIT A
PROJECT CERTIFICATION OF
DESIGN, CONSTRUCTION, AND COST

TO: New Mexico Department of Transportation
District _____ LGRF Coordinator

Cooperative Agreement No. _____ Control No. _____
Joint Powers Agreement No. _____ Control No. _____

Entity: _____

Scope of Work (Including Routes and Termini):
_____
_____
_____
_____
_____

I, the undersigned, in my capacity as _____ of _____ state that:

1. The design is in compliance with all state laws, rules, regulations, and local ordinances and was performed in accordance with the provisions set forth in this Agreement and in the Tribal/Local Public Agency State Funding Handbook (Current Edition);

2. Construction of the project was performed in accordance with standards and specifications set forth in:

_____
and completed on _____, 20_____; and

3. That the total project cost of _____, with New Mexico Department of Transportation 75% share of _____ and the Public Entity share of _____ (as submitted in attached "As Built Summary of Costs and Quantities") is accurate, legitimate, and appropriate for the project.

_____ _____
Name Date

_____
Print Name

_____
Title

EXHIBIT B

AS BUILT SUMMARY
OF COSTS AND QUANTITIES
CONTRACT

ENTITY: _____ No.: _____ CN: _____

PROJECT No.: _____

TERMINI: _____

_____

SCOPE OF WORK: _____

_____

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	FINAL QUANTITY	UNIT COST	FINAL COST

EXHIBIT C
City of Santa Fe RESOLUTION

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, the **City of Santa Fe** and the New Mexico Department of Transportation have entered into a cooperative grant agreement under the Local Government Road Fund Program for a local road project.

WHEREAS, the total cost of the project will be **$423,475** to be funded in proportional share by the parties hereto as follows:

CN L500665 Project Funding	**Department Share**	**Public Entity Share**	**Total Project Cost**
Funding Source 1	**75%**	**25%**	**100%**
FY 2027 Local Government Road Fund Construction of two 10-foot travel lanes designed to calm traffic while maintaining efficient vehicle movement, installation of ADA-compliant on both sides of the roadway, constructionof separated bicycle lanes to provide dedicated bicycle facilities, ins	**$317,606**	**$105,869**	**$423,475**

WHEREAS, the **City of Santa Fe** shall pay all costs, which exceed the total project cost of **$423,475**.

NOW THEREFORE, be it resolved in official session that **City of Santa Fe** determines, resolves, and orders as follows:

a. The project for this Cooperative Agreement is adopted and has a priority standing.
b. The Cooperative Agreement terminates on **12/31/2027** and the **City of Santa Fe** incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.
c. The agent of the **City of Santa Fe**, _____(name or title), shall have signature authority to bind the **City of Santa Fe** to the terms and conditions of this Cooperative Agreement, and shall have authority to request in writing and secure extensions to the Cooperative Agreement on behalf of the **City of Santa Fe** in the manner set forth by the Cooperative Agreement.

NOW THEREFORE, be it resolved by the **City of Santa Fe** to enter into Cooperative Agreement for Project Control Number **L500665** with the New Mexico Department of Transportation for the LGRF Program for fiscal year **2027** for **Reconstruction of Henry Lynch Road (Phase A) between La Paz Lane and Agua Fria Street - Construction of two 10-foot travel lanes designed to calm traffic while maintaining efficient vehicle movement, installation of ADA-compliant on both sides of the roadway, constructionof separated bicycle lanes to provide dedicated bicycle facilities, ins** within the control of **City of Santa Fe** in the State of New Mexico.

(Appropriate Signatures below (Council, Commission, School Board, Tribe, Pueblo, Nation, etc.)

_____ _____
(PRINTED NAME, POSITION) DATE

_____ _____
(PRINTED NAME, POSITION) DATE

_____ _____
(PRINTED NAME, POSITION) DATE

FIR No. 10651.1

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Approval of City's Participation in NMDOT's Local Government Road Fund

Sponsor(s): Councilor Jamie Cassutt

Reviewing Department(s): Public Works Department

Staff Completing FIR: Romella Glorioso-Moss **Date:** 08/07/2026 **Phone:** (505) 955-6623

Reviewed by City Attorney: Marcos D. Martínez Marcos D. Martínez (Aug 19, 2026 11:43:27 MDT) **Date:** 08/19/2026

Reviewed by Finance Director: **Date:** 08/19/2026

Summary:
The resolution requests approval for the City of Santa Fe to participate in the New Mexico Department of Transportation (NMDOT) Local Government Road Fund (LGRF) Program for Fiscal Year 2027. Approval of this resolution authorizes the City to enter into a Cooperative Agreement with NMDOT for Project, Control Number L500665, to fund the construction of Phase A of the Henry Lynch Road Reconstruction Project.
The total estimated project cost is $423,475, with 75% ($317,606) funded through the NMDOT Local Government Road Fund Program and the required 25% local match ($105,869) provided by the City of Santa Fe.

Departments Affected:
Public Works Department.

Consequences of Not Enacting Legislation:
If the resolution is not approved, the City will be unable to enter into the Cooperative Agreement with the New Mexico Department of Transportation and will forfeit $317,606 in Local Government Road Fund Program assistance. As a result, construction of Phase A of the Henry Lynch Road Reconstruction Project may be delayed or postponed until alternative funding is secured. Delaying the project will postpone planned safety, accessibility, drainage, and multimodal transportation improvements along the Henry Lynch Road corridor.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:
The Governing Body will be approving the agreement through a separate action.

Performance and Administrative Implications:
Approval of the resolution authorizes the City to enter into a Cooperative Agreement with the New Mexico Department of Transportation (NMDOT) for the Local Government Road Fund Program. The Public Works Department, through the Complete Streets Division, will administer the grant, oversee project implementation, ensure compliance with the Cooperative Agreement, and coordinate with NMDOT throughout project delivery.

Fiscal Implications:
The total estimated project cost is $423,475. NMDOT will provide $317,606 (75%) through the Local Government Road Fund Program, and the City will provide the required local match of $105,869 (25%).

Fiscal Impact

_____ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2025	FYE 2026	FYE 2027	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$	$	$				
Capital Outlay	$	$	$ 105,869	Y	NR	Road Impact Fees	
Contractual/ Professional Services	$	$	$				
Operating	$	$	$				$
Total:	$	$	$				$

Expenditure Narrative:
The total project expenditure of $423,475 will be used for the construction of Phase A of the Henry Lynch Road Reconstruction Project between La Paz Lane and Agua Fria Street. The project will be funded through a combination of state and local funds. The New Mexico Department of Transportation (NMDOT) will provide $317,606 (75%) through the Fiscal Year 2027 Local Government Road Fund (LGRF) Program. The City of Santa Fe will provide the required local match of $105,869 (25%) through road impact fees, as shown below in the "Revenue" section.

Revenue

Revenue Type	FYE 2025	FYE 2026	FYE 2027	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP	$	$	$317,606	NR	NMDOT
Enterprise	$	$	$		
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		
Other	$	$	$		
Total	$	$	$		

Revenue Narrative:

The total project expenditure of $423,475 will be used for the construction of Phase A of the Henry Lynch Road Reconstruction Project between La Paz Lane and Agua Fria Street. The New Mexico Department of Transportation (NMDOT) will provide $317,606 (75%) through the Fiscal Year 2027 Local Government Road Fund (LGRF) Program. The City of Santa Fe will provide the required local match of $105,869 (25%) through road impact fees.

Signature: Romella Glorioso-Moss

Email: rsglorioso-moss@santafenm.gov

Signature:

Email: jsburnett@santafenm.gov

CITY OF SANTA FE

Memorandum

Date: August 10, 2026

To: Governing Body, Public Works and Utilities Committee, Finance Committee

From: Romella Glorioso-Moss, Complete Streets Capital Projects Manager *rgm*

Via: Sam Burnett, Public Work Department Director
Marcos Esquibel, Public Works Project Manager II

RE: Resolution Approving Participation in the New Mexico Department of Transportation Local Government Road Fund Program for the Henry Lynch Road Reconstruction Project, Project Control No. L500689

EXECUTIVE SUMMARY:

The attached resolution requests approval for the City of Santa Fe to participate in the New Mexico Department of Transportation (NMDOT) Local Government Road Fund (LGRF) Program for Fiscal Year 2027. Approval authorizes the City to enter into a Cooperative Agreement with NMDOT for Project Control Number L500689 for planning, design, construction, reconstruction, pavement rehabilitation, construction management, drainage and miscellaneous improvements of the Henry Lynch Road Reconstruction project from Rufina Street to Agua Fria Street.

The total estimated project cost is $285,668, with 75% ($214,251) funded by NMDOT and the required 25% local match ($71,417), provided by the City.

BACKGROUND:

Henry Lynch Road serves as an important collector roadway connecting residential neighborhoods, commercial areas, and employment centers in western Santa Fe. A **c**ollector roadway (also called a collector road or distributor road) is a type of road designed to move traffic from local streets to arterial roads, serving as a middle link between low-capacity neighborhood streets and high-capacity main roads. The existing roadway lacks critical multimodal infrastructure, including continuous sidewalks, dedicated bicycle facilities, adequate drainage, and modern intersection improvements. The corridor has experienced increasing traffic volumes as surrounding areas continue to develop, creating the need for a safer and more efficient transportation facility.

The Henry Lynch Road Reconstruction Project starts at Rufina Street and stretches to Agua Fria Street, and is designed to modernize the corridor and improve safety for motorists, bicyclists, and pedestrians.

The project includes:

- Construction of two 10-foot travel lanes;
- Construction of ADA-compliant sidewalks on both sides of the roadway;
- Construction of separated bicycle lanes;
- Installation of curb and gutter;
- Stormwater drainage improvements designed to reduce flooding and improve roadway resilience; and
- Construction of a modern roundabout at the intersection of Henry Lynch Road and Agua Fria Street.

The project supports the City's Complete Streets policies by improving accessibility and providing safe accommodations for all roadway users. It also advances the City's transportation, safety, and sustainability goals by creating a corridor that supports walking, bicycling, transit access, and efficient vehicle travel.

The New Mexico Department of Transportation has awarded funding through the Local Government Road Fund Program for planning, design, construction, reconstruction, pavement rehabilitation, construction management, drainage and miscellaneous improvements. Under the Cooperative Agreement, NMDOT will provide $214,251 (75%), while the City will provide the required local match of $71,417 (25%). The City will also be responsible for any project costs that exceed the estimated project budget.

Approval of the attached resolution will authorize the City to participate in the Fiscal Year 2027 Local Government Road Fund Program, execute the Cooperative Agreement with NMDOT, and proceed with implementation of the Henry Lynch Road Reconstruction Project.

ATTACHMENTS:

Resolution
FIR

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2026-__

INTRODUCED BY:

Councilor Jamie Cassutt

A RESOLUTION

APPROVING THE CITY OF SANTA FE'S PARTICIPATION IN THE NEW MEXICO DEPARTMENT OF TRANSPORTATION'S LOCAL GOVERNMENT ROAD FUND FOR THE HENRY LYNCH ROAD RECONSTRUCTION PROJECT, CONTROL NO. L500689.

WHEREAS, the City of Santa Fe ("City") and the New Mexico Department of Transportation ("Department") wish to enter into a cooperative grant agreement, ("Agreement"), included as Attachment A, Control No. L500689, under the Local Government Road Fund ("LGRF") Program for a local road project ("Project"), the purpose of which is to plan, design, construct, reconstruct, rehabilitate pavement, manage construction, construct drainage systems and make improvements on Henry Lynch Road from Rufina Street to Agua Fria Street; and

WHEREAS, the Project is a joint and coordinated effort for which the parties each have authority or jurisdiction and the Agreement specifies and delineates the rights and duties of the parties; and

WHEREAS, this Resolution serves to assume ownership, liability, and maintenance responsibility for the Project scope, or related amenities, as required by the Agreement, attached as

Attachment A; and

WHEREAS, the total estimated Project cost is Two Hundred Eighty-Five Thousand Six Hundred Sixty-Eight Dollars ($285,668), to be funded in proportional share by the parties hereto as follows:

1. The Department's share will be Seventy-Five Percent (75%), or Two Hundred Fourteen Thousand Two Hundred Fifty-One Dollars ($214,251)
2. The City's share shall be Twenty-Five Percent (25%), or Seventy-One Thousand Four Hundred Seventeen Dollars ($71,417); and

WHEREAS, the purpose of this project funding is for planning, design, construction, reconstruction, pavement rehabilitation, construction management, drainage and miscellaneous improvements of the Henry Lynch Road Reconstruction project from Rufina Street to Agua Fria Street; and

WHEREAS, the City of Santa Fe shall pay all costs, which exceed the total project cost of $285,668.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE determines, resolves, and orders as follows:

a. The project for this Cooperative Agreement is adopted and has a priority standing.

b. The Cooperative Agreement terminates on June 30, 2028, and the City of Santa Fe incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.

c. The person listed below, or their successor, is the Grantee's official representative shall have signature authority to bind the City of Santa Fe to the terms and conditions of this Cooperative Agreement,

Grantee: City of Santa Fe

Name: Michael Garcia

Title: Mayor

d. The person listed below, or their successor, shall have authority to request in writing and secure extensions to the Cooperative Agreement on behalf of the City of Santa Fe in the manner set forth by the Cooperative Agreement.:

Grantee: City of Santa Fe

Name: Romella Glorioso-Moss

Title: Capital Projects Manager

BE IT FURTHER RESOLVED by the City of Santa Fe to enter into Cooperative Agreement for Project Control Number L500689 with the New Mexico Department of Transportation for the LGRF Program for fiscal year 2027 for Agua Fria Street to Rufina Street/ Henry Lynch Road - Planning, Design, Construction, Reconstruction, Pavement Rehabilitation, Construction Management, Drainage and Miscellaneous Improvements within the control of City of Santa Fe in the State of New Mexico.

PASSED, APPROVED, and ADOPTED this _____day of _____, 2026.

_____

MICHAEL J. GARCIA, MAYOR

ATTEST:

_____

GERALYN F. CARDENAS, CITY CLERK

APPROVED AS TO FORM:

Marcos D. Martinez

Marcos D. Martinez (Aug 20, 2026 13:02:54 MDT)

MARCOS D. MARTINEZ, CITY ATTORNEY

Legislation/2026/Resolutions/City Participation in LGRF for Henry Lynch Road Reconstruction Project

Attachment A

Contract No. _____
Vendor No. 0000054360
Control No. HW2L500689

MUNICIPAL ARTERIAL PROGRAM
COOPERATIVE AGREEMENT

This Agreement is between the **New Mexico Department of Transportation** (Department) and **City of Santa Fe** (Public Entity), collectively referred to as the "parties." This Agreement is effective as of the date of the last party to sign it on the signature page below.

Pursuant to NMSA 1978, Sections 67-3-28 and 67-3-28.2, and State Transportation Commission Policy No. 44, and

Pursuant to the Public Entity's resolution that assumes ownership, liability, and maintenance responsibility for the project scope, or related amenities, and required funding to support the Project identified herein, the parties agree as follows:

1. Purpose.
The purpose of this Agreement is to provide Local Government Road Funds to the Public Entity for the Project, as described on Control No. **L500689**, and the Public Entity's resolution attached as **Exhibit C**. See:

Planning, Design, Construction, Reconstruction, Pavement Rehabilitation, Construction Management, Drainage and Misc. Improvements

The Project is a joint and coordinated effort for which the parties each have authority or jurisdiction. This Agreement specifies and delineates the rights and duties of the parties.

2. Project Funding.

a. The estimated total cost for the Project is Two Hundred Eighty Five Thousand Six Hundred Sixty Eight Dollars and No Cents **($285,668)** to be funded in proportional share by the parties as follows:

Project Funding	Department Share	Public Entity Share	Total Project Cost
Funding Source 1	**75%**	**25%**	
FY 2027 Local Government Road Fund **For the purpose stated above in Section 1.**	**$214,251**	**$71,417**	**$285,668**
		Total Project Cost	**$285,668**

b. The Public Entity shall pay all Project costs, which exceed the Total Project Cost.
c. Any costs incurred by the Public Entity prior to this Agreement are not eligible for reimbursement and are not included in the amount listed in this Section 2.

3. The Department Shall:

Pay the Department's Share of Project Funding, as identified in Section 2, Paragraph a, to the Public Entity in a single lump sum payment after:

a. Receipt of a cover letter requesting funds;
b. Receipt of a Notice of Award (or Work Order) and Notice to Proceed;
c. Receipt of Estimated Summary of Costs and Quantities;
d. Verification of available Local Government Road Funds and Public Entity's local matching funds identified in Section 2, Paragraph a; and
e. All required documents must include Department Project and Control Number.

4. The Public Entity Shall:

a. Act in the capacity of lead agency for the Project described in Section 1.
b. Be solely responsible for all proportional matching funds identified in Section 2. Certify that these matching funds have been appropriated, budgeted, and approved for expenditure prior to execution of this Agreement.
c. Pay all costs, and perform and supply or contract for all labor and material, for the purpose as described in Section 1 and the construction work specified in the Project's plans.
d. Advertise, let, and supervise Project construction, including to procure and award any contract in accordance with applicable procurement law, rules, regulations and ordinances.
e. In accordance with project parameters, assume the lead planning and implementation role and sole responsibility for environmental, archaeological, utility clearances; railroad and Intelligent Transportation System (ITS) clearances; right-of-way acquisition; project development and design; and project construction and management.
f. Cause all designs and PS&Es to be performed under the direct supervision of a Registered New Mexico Professional Engineer.
g. Obtain all required written agreements or permits relating to any realignment of Public Entity's roads, when applicable, from all public and private entities.
h. Initiate the preliminary engineering, survey, and all design activities, and coordinate Project construction.
i. Consider provisions for pedestrian, bicycle and equestrian facilities in the Project design in accordance with NMSA 1978, Section 67-3-62.
j. Initiate and cause to be prepared the necessary Plans, Specifications, and Estimates (PS&E) for this Project.
k. Design the Project in accordance with **Exhibit A**, "**Minimum Design Standards**", which is incorporated into this Agreement.
l. Adhere to **Exhibit B**, "**Minimum Survey and Right of Way Acquisition Requirements**", which is incorporated into this Agreement.
m. Comply with **Exhibit D**, "**Construction Phase Duties and Obligations**", which is incorporated into this Agreement.
n. Make no changes in design or scope of work, unless for safety reasons and with documented approval of the Department.
o. Allow the Department to inspect the Project to confirm that the Project is constructed in

accordance with the provisions of this Agreement. Disclosures of any failure to meet such requirements and standards, as identified by the Department, will result in termination of this Agreement, for default, including without limitation its costs for funding, labor, equipment, and materials.

p. Complete the project within twenty-four (24) months of approval of funding by the State Transportation Commission.
q. Prior to Project construction, furnish the Department's District 5 Office the "**Certification of the Pre-Construction Contract Phase**" form, attached as **Certification No**. **1**.
r. Within thirty (30) calendar days of completion, furnish the Department's District 5 Office the **"Certification of Construction Phase"** form, attached as **Certification No**. **2**.
s. Within thirty (30) calendar days of completion, furnish the Department's District 5 Office the **"AS BUILT Summary of Costs and Quantities"** form, attached as **Certification No**. **3**. The report should reflect the total cost of project as stated in **"Certification of Construction Phase"** form.
t. Failure to timely provide **Certification Nos**. **1**, **2** and **3**, listed above, will be considered a material breach of this Agreement and Public Entity shall reimburse to the Department all funds disbursed in accordance with this Agreement.
u. Upon completion, maintain all the Public Entity's facilities constructed or reconstructed under this Agreement.

5. Both Parties Agree:

a. Upon termination of this Agreement any remaining property, materials, or equipment belonging to the Department will be accounted for and disposed of by the Public Entity as directed by the Department.
b. Any unexpended or unencumbered balance from the Local Government Road Fund appropriated for this project reverts to the Department. These balances, if any, must be reimbursed to the Department within thirty (30) calendar days of project completion or expiration of this Agreement, whichever occurs first.
c. This Project is not being incorporated into the State Highway System and the Department is not assuming maintenance responsibility or liability.
d. Pursuant to NMSA 1978, Section 67-3-28.2, Local Government Road Funds granted under this provision cannot be used by the Public Entity to meet a required match under any other program.
e. As applicable for state-funded projects, the provisions of the Tribal/Public Agency (T/LPA) State Funding Handbook (Current Edition), and for projects with federal funds, the provisions of the Tribal/Local Public Agency (T/LPA) Federal Funding Handbook (Current Edition), are incorporated by reference and control the contractual rights and obligations of the parties unless in conflict with the specific terms expressed in this Agreement or any amendments.

6. 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 below. This Agreement terminates on **June 30, 2028**. In the event an extension to the term is needed, the Public Entity shall provide through a duly authorized agent written notice along with detailed justification

to the Department sixty (60) calendar days prior to the expiration date to ensure timely processing of an Amendment.

7. Termination.

a. If the Public Entity fails to comply with any provision of this Agreement, the Department may terminate this Agreement by providing thirty (30) calendar days written notice.
b. The Department may terminate this Agreement if the funds identified in Section 2 have not been contractually committed within one year from the effective date of this Agreement.
c. If sufficient appropriations and authorizations are not made, this Agreement will terminate immediately upon written notice of the Department to the Public Entity.
d. Neither party has any obligation after termination, except as stated in Sections 4, 5, and 16.

8. Third Party Beneficiary.

It is not intended by any of the provisions of this Agreement to create in the public or any member of the public a third party beneficiary or to authorize anyone not a party to the Agreement to maintain suit for wrongful death(s), bodily and/or personal injury(ies) to person(s), damage(s) to property(ies), and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

9. Liability.

As between the Department and Public Entity, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1, *et seq*., and other applicable law.

10. Contractors Insurance Requirements.

The Public Entity shall require contractors and subcontractors hired for the Project to have a general liability insurance policy, with limits of liability of at least $1,000,000 per occurrence. The Department is to be named as an additional insured on the contractors and subcontractor's policy and a certificate of insurance and endorsements listing the Department as an additional insured must be provided to the Department and must state that coverage provided under the policy is primary over any other valid insurance.

To the fullest extent permitted by law, the Public Entity shall require the contractor and subcontractors to defend, indemnify and hold harmless the Department from and against any liability, claims, damages, losses or expenses (including but not limited to attorney's fees, court costs, and the cost of appellate proceedings) arising out of or resulting from the negligence, act, error, or omission of the contractor and subcontractor in the performance of the Project, or anyone directly or indirectly employed by the contractor or anyone for whose acts they are liable in the performance of the Project.

11. Scope of Agreement.

This Agreement incorporates all agreements, covenants, and understandings between the parties concerning the subject matter. All such covenants, agreements, and understandings have been merged into this Agreement. No prior Agreement or understandings, verbal or

otherwise, of the parties or their agents are valid or enforceable unless included in this Agreement.

12. Terms of this Agreement.

The terms of this Agreement are lawful. Performance of all duties and obligations must conform with and not contravene any state, local, or federal statutes, regulations, rules, or ordinances.

13. Legal Compliance.

The Public Entity shall comply with all applicable federal, state, and local laws, and Department regulations and policies in the performance of this Agreement, including, but not limited to laws governing civil rights, equal opportunity compliance, environmental issues, workplace safety, employer-employee relations and all other laws governing operations of the workplace. The Public Entity shall include the requirements of this Section 13 in each contract and subcontract at all tiers.

14. Equal Opportunity Compliance.

The parties agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, the parties agree to assure that no person in the United States will, on the grounds of race, color, national origin, ancestry, sex, sexual preference, age, disability, or other protected class, be excluded from employment with, or participation in, any program or activity performed under this Agreement. If the Public Entity is found to not comply with these requirements during the term of this Agreement, the parties agree to take appropriate steps to correct these deficiencies, subject to Section 7 above.

15. Appropriations and Authorizations.

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the governing board of the Public Entity, the Legislature of New Mexico, or the Congress of the United States, if federal funds are involved, for performance of the Agreement. If sufficient appropriations and authorizations are not made by the Public Entity, Legislature of New Mexico, or the Congress of the United States if federal funds are involved, this Agreement will terminate upon written notice being given by one party to the other. The Department and Public Entity are expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure.

16. Accountability of Receipts and Disbursements.

There shall be strict accountability for all receipts and disbursements relating to this Agreement. The Public Entity shall maintain all records and documents relative to the Project for a minimum of five years after completion of the Project. The Public Entity shall furnish the Department and State Auditor, upon demand, any and all such records relevant to this Agreement. If documentation is insufficient to support an audit by customarily accepted accounting practices, the expense supported by such insufficient documentation must be reimbursed to the Department within thirty (30) calendar days. If an audit finding determines that specific funding was inappropriate or not related to the Project, the Public Entity shall

reimburse that portion to the Department within thirty (30) calendar days of written notification.

17. Severability.

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

18. Applicable Law.

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue is proper in a New Mexico Court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1(G).

19. Amendment.

This Agreement may be altered, modified, or amended only 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 that party's signature.

NEW MEXICO DEPARTMENT OF TRANSPORTATION

By:_____ Date: _____
Cabinet Secretary or Designee

Recommended By District 5

By:_____ Date: _____
District Engineer

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

By:_____ Date: _____
Assistant General Counsel

City of Santa Fe

By:_____ Date: _____

Title: _____

Attest: _____
Name and Title

ATTEST:

_____
GERALYN CARDENAS, CITY CLERK

Approved to form and legal sufficiency by:

KEVIN L. NAULT
KEVIN L. NAULT (Aug 10, 2026 09:52:25 MDT)
KEVIN NAULT, ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:

_____
MONICA MAESTAS, FINANCE DIRECTOR

EXHIBIT A
Minimum Design Standards

1. The design shall provide for all facilities as required by law (ADA compliance, bicycle paths, etc.).
2. The pavement shall be designed for a 20-year life as a minimum for new construction or reconstruction, or for a 10-year life as a minimum for rehabilitation.
3. The following documents shall be used as a minimum in the design of this Project:
   a. FHWA Manual of Uniform Traffic Control Devices, Current Edition as amended;
   b. AASHTO A Policy on Geometric Design of Highways and Streets, Current Edition ("Green Book");
   c. AASHTO Guide for the Development of Bicycle Facilities, Current Edition;
   d. **DEPARTMENT**'s Regulations for Driveway and Median Opening on Non-Access Controlled Highways, Current Update;
   e. **DEPARTMENT'S** Urban Drainage Design Criteria;
   f. **DEPARTMENT'S** Geotechnical Manual, Current Update;
   g. **DEPARTMENT'S** Action Plan;
   h. **DEPARTMENT'S** Tribal/Public Agency State Funding Handbook; Current Edition;
   i. **DEPARTMENT'S** Handbook of Hazardous Waste Management, Current Edition;
   j. **DEPARTMENT'S** Location Study Procedures;
   k. AASHTO Guide to Design of Pavement Structures, Current Edition, and;
   l. Other design publications as outlined in the **DEPARTMENT'S** Tribal/Public Agency State Funding Handbook.
   m. The **Public Entity** may use **Public Entity** established local design standards if approved by the District Engineer, for each Project.

EXHIBIT B

Minimum Survey and Right of Way Acquisition Requirements

1. Establish and permanently reference stations and monuments.
2. Determine and record sufficient topography to assure all relevant landmarks are shown. Include items such as buildings, sidewalks, driveways, walls, trees, etc.
3. Obtain and plot existing profile grade and cross-sections where necessary. Plot curb profiles as needed.
4. All utilities above and below ground and their owners shall be shown.
5. The surveyor shall verify, ascertain, and certify the right-of-way design plans.
6. All surveying and right-of-way mapping is to be performed in accordance with the **DEPARTMENT'S** Surveying Requirements, Current Edition, and Minimum Standards for Surveying, NMSA 1978, Sections 61-23-1 to 61-23-32.
7. All **DEPARTMENT** Right of Way Handbooks, particularly Right of Way Handbook (Current Edition, Local Public Agencies, shall be adhered to for all R/W operations, including Title Search, Property Survey, Right of Way Mapping, Appraisal, Appraisal Review, Acquisition (including donations), Relocation, and Right of Way Certification. Only qualified personnel may undertake Right of Way functions. **Public Entity** staff or consultants may not be used to perform any R/W functions unless the **Public Entity** certifies that each individual is qualified to perform each individual right of way activity, such as Title search, property survey, mapping, appraisal, etc. Right of Way operations shall conform to State statutes and Federal regulations. Future Federal funding for Project shall be jeopardized if right of way operations do not conform to State statutes and Federal regulations.
8. Obtain and prepare Title Reports that meet **DEPARTMENT** format and standards, for all affected R/W parcels.
9. Right of Way mapping shall be done in accordance with the "Attachment 2" checklist of the **DEPARTMENT'S** Right of Way Mapping Development Procedures Current Update. The surveyor shall verify and certify the checklist and the Right of Way maps.
10. Appraisals shall not begin until the **Public Entity** has 100% complete R/W maps. **Public Entity** or contracted (fee) appraisers shall not be used unless fully qualified.
11. Appraisal Reports shall be prepared in conformance with Federal and Statutes and regulations.

In no event shall the appraisal review function be contracted to a consultant. One purpose of appraisal review is to assure that the appraisal meets **DEPARTMENT** requirements prior to the initiation of acquisition.

12. **Public Entity** or contracted (fee) negotiators shall not be used unless fully qualified.
13. The **Public Entity** shall maintain all records and documents relating to the Right of Way acquisition for a minimum of five (5) years, and shall record all transfer of ownership documents with the County Clerk. **DEPARTMENT** personnel shall be provided access to Project R/W files upon reasonable notice.
14. The **Public Entity** shall furnish the **DEPARTMENT** with a written certification (R/W Certification) stating that Right of Way acquisition (and relocations, if applicable) has been performed in compliance with Federal and State laws and regulations.

EXHIBIT C
City of Santa Fe RESOLUTION

PARTICIPATION IN LOCAL GOVERNMENT ROAD FUND PROGRAM ADMINISTERED BY NEW MEXICO DEPARTMENT OF TRANSPORTATION

WHEREAS, the **City of Santa Fe** and the New Mexico Department of Transportation have entered into a cooperative grant agreement under the Local Government Road Fund Program for a local road project.

WHEREAS, the total cost of the project will be **$285,668** to be funded in proportional share by the parties hereto as follows:

CN L500689 Project Funding	**Department Share**	**Public Entity Share**	**Total Project Cost**
Funding Source 1	**75%**	**25%**	**100%**
FY 2027 Local Government Road Fund Planning, Design, Construction, Reconstruction, Pavement Rehabilitation, Construction Management, Drainage and Misc. Improvements	**$214,251**	**$71,417**	**$285,668**

WHEREAS, the **City of Santa Fe** shall pay all costs, which exceed the total project cost of **$285,668**.

NOW THEREFORE, be it resolved in official session that **City of Santa Fe** determines, resolves, and orders as follows:

a. The project for this Cooperative Agreement is adopted and has a priority standing.
b. The Cooperative Agreement terminates on **6/30/2028** and the **City of Santa Fe** incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into the written agreement.
c. The agent of the **City of Santa Fe**, _____(name or title), shall have signature authority to bind the **City of Santa Fe** to the terms and conditions of this Cooperative Agreement, and shall have authority to request in writing and secure extensions to the Cooperative Agreement on behalf of the **City of Santa Fe** in the manner set forth by the Cooperative Agreement.

NOW THEREFORE, be it resolved by the **City of Santa Fe** to enter into Cooperative Agreement for Project Control Number **L500689** with the New Mexico Department of Transportation for the LGRF Program for fiscal year **2027** for **Agua Fria Street to Rufina Street/ Henry Lynch Road - Planning, Design, Construction, Reconstruction, Pavement Rehabilitation, Construction Management, Drainage and Misc. Improvements** within the control of **City of Santa Fe** in the State of New Mexico.

(Appropriate Signatures below (Council, Commission, School Board, Tribe, Pueblo, Nation, etc.)

_____ _____
(PRINTED NAME, POSITION) DATE

_____ _____
(PRINTED NAME, POSITION) DATE

_____ _____

(PRINTED NAME, POSITION) DATE

EXHIBIT D

Construction Phase Duties and Obligations

1. The **Public Entity** shall be responsible for all construction engineering, including Project supervision, surveying, inspection and testing when surveying and testing are not contracting items.
2. The **Public Entity's** general conditions, standard drawings and specifications may be used if approved by the **DEPARTMENT'S** District Engineer.

CERTIFICATION NO. 1

CERTIFICATION OF THE PRE-CONSTRUCTION CONTRACT PHASE

Control No. L500689

I, _____, in my capacity as_____ of _____ do hereby certify with reference to the aforementioned Project Control Number as follows:

1. That the **Public Entity** has complied with the terms and conditions of the pre-construction phase requirements set forth in this Agreement.
2. That the design for this Project is in compliance with all state laws, rules, regulations, and local ordinances and in the rules and regulations of the **DEPARTMENT**.
3. The **Public Entity** (including, but not limited to, Temporary Construction Permits and Construction Maintenance Easements) has acquired that all necessary right(s)-of -way for the construction or reconstruction of this Project in compliance with the **DEPARTMENT'S** Right of Way Handbook (Current Edition) Local Public Agencies, and Exhibit B.
4. That all utilities within the location of this construction Project (check one or both of the following conditions):
   ___a. have been relocated
   ___b. are scheduled for relocation prior to or concurrent with construction of this Project and have been coordinated with the appropriate utility.
5. That the **Public Entity** has encumbered the necessary funds to complete the Project.
6. That the **Public Entity** has fully complied with the requirements of NMSA 67-3-62.
7. That roadway(s) and intersection(s) shall operate at a minimum Level of Service of C or D (LOS C or D) for the Projected 20 year design traffic volumes as specified in A Policy on Geometric Design of Highways and Streets, (Current Edition).
8. That traffic data collection, traffic projections, and traffic impact studies on this Project have been developed in conformance with the **DEPARTMENT'S** New Mexico Traffic Survey and Standards (Current Edition).
9. That no angle parking has been provided in this Project.

10. That the **Public Entity** has completed a (check, which of the following conditions exists):

    _____a. 20 year pavement design; or

    _____b. 10 year pavement design with provision for extending the pavement life to 20 years, and has incorporated it in the plans and specifications for this Project.

11. That the **Public Entity** has completed a Project drainage report, which meets the **DEPARTMENT'S** minimum drainage criteria as referenced in the **DEPARTMENT'S** Drainage Manual.

12. All drainage costs have been prorated between the **DEPARTMENT** and the **Public Entity** if applicable, according to the **DEPARTMENT'S** Drainage Policy and Administrative Memorandum (Current Update) and prorated calculations have been approved in writing by the **DEPARTMENT'S** Drainage Section.

13. That the **Public Entity** has completed all required Environmental Documentation and clearances for this Project using guidance contained in the **DEPARTMENT'S** Action Plan,(Current Edition).

14. That the **Public Entity** has completed all required Archaeological Documentation and clearances for this Project using guidance contained in the **DEPARTMENT'S** Action Plan, (Current Edition).

15. That the following attached Agreement(s) have been executed, when required, for construction or reconstruction of this Project (attach copies to this certification):

    a. Lighting;

    b. signalization;

    c. storm sewer and lift station;

    d. landscape;

    e. road exchange; and

    f. any other applicable agreements.

16. That the **Public Entity** has complied with and certifies compliance with all applicable provisions of Exhibit A.

17. That this certification procedure has been executed prior to advertisements for contract bids or commencement of this Project.

IN WITNESS WHEREOF, _____ in his/her capacity as _____ of _____ does hereby certify that the aforementioned matters stated herein are true to his/her knowledge and belief and does hereby set his/her hand and seal this day and year specified below:

City of Santa Fe

By:_____ Date: _____

Mayor

ATTEST:

By:_____ Date: _____

Public Entity Clerk

When completed, send Certification No. 1 to:

District LGRF Coordinator
Department of Transportation

CERTIFICATION NO. 2

CERTIFICATION OF THE CONSTRUCTION PHASE

Control No. L500689

I, _____, in my capacity as _____ of _____ do hereby certify with reference to the aforementioned Project Control Number as follows:

1. That the **Public Entity** has complied with the terms and conditions of the construction phase requirements under this Agreement.
2. That the **Public Entity** has complied with and certifies that the Project plan complies with all publications identified in Exhibit A.
3. That all work in Control No. **L500689** was performed in accordance with the Agreement.
4. That the total Project cost of _____, with New Mexico Department of Transportation "**DEPARTMENT**" 75% share of _____ and the **Public Entity** share of _____ (as submitted in attached "As Built Summary of Costs and Quantities") is accurate, legitimate, and appropriate for the Project.
5. That the construction of the Project was completed on _____ of _____, 20**[#]**

IN WITNESS WHEREOF, _____ in his/her capacity as_____ of _____ does hereby certify the aforementioned matters stated herein are true to his/her knowledge and belief and does hereby set his/her hand and seal this day and year specified below:

City of Santa Fe

By:_____ Date: _____

Mayor

ATTEST:

By:_____ Date: _____

Public Entity Clerk

When completed, send Certification No. 2 to:

District LGRF Coordinator, Department of Transportation

CERTIFICATION NO. 3

AS BUILT SUMMARY

OF COSTS AND QUANTITIES

CONTRACT

ENTITY: _____ No.: _____ CN: _____

PROJECT No.: _____

TERMINI: _____

_____

SCOPE OF WORK: _____

_____

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	FINAL QUANTITY	UNIT COST	FINAL COST

FIR No. 10651.1

FISCAL IMPACT REPORT

General Information:

(Check) **Bill:** _____ **Resolution:** X

Short Title(s): Approval of City's Participation in NMDOT's Local Government Road Fund

Sponsor(s): Councilor Jamie Cassutt

Reviewing Department(s): Public Works Department

Staff Completing FIR: Romella Glorioso-Moss **Date:** 08/07/2026 **Phone:** (505) 955-6623

Reviewed by City Attorney: Marcos D. Martinez **Date:** 08/20/2026

Marcos D. Martinez (Aug 20, 2026 13:02:54 MDT)

Reviewed by Finance Director: **Date:** 08/20/2026

Summary:

The resolution requests approval for the City of Santa Fe to participate in the New Mexico Department of Transportation (NMDOT) Local Government Road Fund (LGRF) Program for Fiscal Year 2027. Approval of this resolution authorizes the City to enter into a Cooperative Agreement with NMDOT for Project Control Number L500689 to fund the planning, design, construction, reconstruction, pavement rehabilitation, construction management, drainage and miscellaneous improvements of the Henry Lynch Road Reconstruction and Roundabout project from Rufina Street to Agua Fria Street. The total estimated project cost is $285,668, with 75% ($214,251) funded through the NMDOT Local Government Road Fund Program and the required 25% local match ($71,417), provided by the City of Santa Fe.

Departments Affected:

Public Works Department.

Consequences of Not Enacting Legislation:

If the resolution is not approved, the City will be unable to enter into the Cooperative Agreement with the New Mexico Department of Transportation and will forfeit $214,251 in LGF Program assistance. As a result, the reconstruction of the Henry Lynch Road from Rufina St to Agua Fria Street may be delayed or postponed until alternative funding is secured. Delaying the project will postpone planned safety, accessibility, drainage, and multimodal transportation improvements along the Henry Lynch Road corridor.

Conflict, Duplication, Companionship, or Relationship to Other Legislation:

The Governing Body will be approving the agreement through a separate action.

Performance and Administrative Implications:

Approval of the resolution authorizes the City to enter into a Cooperative Agreement with the NMDOT for the LGRF Program. The Public Works Department, through the Complete Streets Division, will administer the grant, oversee project implementation, ensure compliance with the Cooperative Agreement, and coordinate with NMDOT throughout project delivery.

Fiscal Implications:

The total estimated project cost is $285,668. NMDOT will provide $214,251 (75%) through the Local Government Road Fund Program, and the City will provide the required local match of $71,417 (25%).

Fiscal Impact

_____ Check here if no fiscal impact

Expenditures

Expenditure Type	FYE 2025	FYE 2026	FYE 2027	Require BAR (Y/N)	Recurring (R) or Non-recurring (NR)	Fund	3-Year Total Cost
Personnel and Benefits*	$	$	$				
Capital Outlay	$	$	$ 71,417	Y	NR	Road Impact Fees	
Contractual/ Professional Services	$	$	$				
Operating	$	$	$				$
Total:	$	$	$				$

Expenditure Narrative:
The total project expenditure of $285,668 will be used for the planning, design, construction, reconstruction, pavement rehabilitation, construction management, drainage and miscellaneous improvements of the Henry Lynch Road Reconstruction and Roundabout project from Rufina Street to Agua Fria Street. The project will be funded through a combination of state and local funds. NMDOT will provide $214,251 (75%) through the Fiscal Year 2027's Local LGRF Program. The City of Santa Fe will provide the required local match of $71,417 (25%) through road impact fees.

Revenue

Revenue Type	FYE 2025	FYE 2026	FYE 2027	Recurring (R) or Non-recurring (NR)	Fund
General Fund	$	$	$		
Special Revenue	$	$	$		
CIP	$	$	$214,251	NR	NMDOT
Enterprise	$	$	$		
Internal Service	$	$	$		
Trust and Agency	$	$	$		
Federal	$	$	$		
Other	$	$	$=		
Total	$	$	$		

Revenue Narrative:

The project will be funded through a combination of state and local funds. The New Mexico Department of Transportation (NMDOT) will provide $214,251 (75%) through the Fiscal Year 2027 Local Government Road Fund (LGRF) Program. The City of Santa Fe will provide the required local match of $71,417 (25%) through road impact fees.

Signature: Romella Glorioso-Moss

Email: rsglorioso-moss@santafenm.gov

Signature:

Email: jsburnett@santafenm.gov

Signature:

Email: mpesquibel@santafenm.gov