

# **Santa Fe Metropolitan Planning Organization**



## **UNIFIED PLANNING WORK PROGRAM FFY 2019 and FFY 2020**

### **FFY 2019 APER**

## **Annual Performance and Expenditure Report**

**(October 1, 2018 to September 30, 2019)**

**FFYs 2019 - 2020 BUDGET SOURCES (October 1, 2018 – September 30, 2019)**

<b>FUNDING SOURCE</b>	<b>AMOUNT</b>	<b>COMMENTS</b>
FFY 2019 (Section 112) FHWA	\$ 224,715	Estimated Funding Target from NMDOT based on FFY 2018
*Total Federal Funds (Section 112)	\$ 224,715	Actual Funding Target FFY19
Required Local Match (14.56%)	\$ 38,294	
<b>Total Funding for FFY 2017 (Section 112)</b>	<b>\$ 263,009</b>	
FFY 2017 (Section 5303) FTA	\$ 4,751	Amount of unexpended FFY 2017 federal funds
FFY 2018 (Section 5304) FTA	\$ 63,742	Amount of unexpended federal funds from 2018
FFY 2019 (Section 5303) FTA	\$ 65,080	Actual amount of federal funds from FAST Act and current NMDOT allocation formula
<b>Total Federal Funds (Secs.5303 &amp; 5304)</b>	<b>\$ 133,573</b>	
Required Local Match (20%)	\$ 33,393	
<b>Total Funding for FFY 2019 (Section 5303)</b>	<b>\$ 166,967</b>	
<b>Total Federal Funds (Secs. 112 &amp; 5303 )</b>	<b>\$ 358,288</b>	
<b>Total Required Local Match (Secs. 112 &amp; 5303)</b>	<b>\$ 71,687</b>	
<b>FFY 2019: TOTAL PROGRAM FUNDS</b>	<b>\$ 429,976</b>	
FFY 2020 (Section 112) FHWA	\$ 228,298	Actual federal funds from FAST Act based on Metropolitan Planning \$ for NM and current allocation formula
Required Local Match (14.56%)	\$ 38,905	
<b>FFY 2020 (Section 112) Total Funding</b>	<b>\$ 267,203</b>	
FFY 2020 (Section 5303 ) FTA	\$ 66,460	Actual based on award letter from NMDOT 09/16/19 authorizing federal funding level for FTA Section 5303
Required Local Match (20%)	\$ 16,615	
<b>FFY 2020 (Section 5303) Total Funding</b>	<b>\$ 83,075</b>	
<b>Total Federal Funds (Sec. 112 &amp; 5303)</b>	<b>\$ 294,758.00</b>	
<b>Total Required Local Match(Sec. 112 &amp; 5303)</b>	<b>\$ 55,520</b>	
<b>FFY 2020: TOTAL PROGRAM FUNDS</b>	<b>\$ 350,278</b>	
<b>FFY 2017 &amp; FFY 2018 UPWP: TOTAL FUNDING</b>	<b>\$ 780,254</b>	

Santa Fe MPO FFY 2019 APER (October 1, 2018 to September 30, 2019)  
FFY2019 & 2020 UPWP

## FFY 2019 and FFY 2020: BUDGET SUMMARY BY TASK (Revised 10/11/19)

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

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
1.1 Program Support and Admin	21	2500	\$ 130,000	\$ 29,800	\$ 5,640	\$ 165,440
1.2 UPWP	21	1040	\$ 53,040	\$	\$	\$ 53,040
1.3 Public Participation Process	21	600	\$ 30,600	\$ 34,400	\$ 500	\$ 65,500
1.4 Staff Training/ Professional Dev	21	740	\$ 37,740	\$ -	\$ 14,000	\$ 51,740
<b>TOTALS</b>		<b>4880</b>	<b>\$ 251,380</b>	<b>\$ 64,200</b>	<b>\$ 20,140</b>	<b>\$ 335,720</b>

### 2- TRANSPORTATION IMPROVEMENT PROGRAM

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
2.1 TIP Prep and Project Assistance	25	570	\$ 29,070	\$ -	\$ -	\$ 29,070
<b>TOTALS</b>		<b>570</b>	<b>\$ 29,070</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,070</b>

### 3- DATA COLLECTION AND ANALYSIS ACTIVITIES

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
3.1 Traffic count & add'l data collection	24	200	\$ 10,200	\$ 5,000	\$ 5,000	\$ 20,200
3.2 Travel Demand Model	23	80	\$ 4,080	\$ 11,726	\$ -	\$ 15,806
<b>TOTALS</b>		<b>280</b>	<b>\$ 14,280</b>	<b>\$ 16,726</b>	<b>\$ 5,000</b>	<b>\$ 36,006</b>

### 4- TRANSPORTATION PLANNING

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
4.1 Multi-Modal/ Active Transportation	23	2915	\$ 151,580	\$ 108,254	\$ -	\$ 259,834
4.2 Participation in Member Plans and Studies	24	600	\$ 30,600	\$ -	\$ -	\$ 30,600
4.3 Metropolitan Transportation Plan	23	450	\$ 22,950	\$ 66,074	\$ -	\$ 89,024
<b>TOTALS</b>		<b>3965</b>	<b>\$ 205,130</b>	<b>\$ 174,328</b>	<b>\$ -</b>	<b>\$ 379,458</b>

<b>TOTALS FOR ALL TASKS</b>	<b>9695</b>	<b>\$499,860</b>	<b>\$ 255,254</b>	<b>\$ 25,140</b>	<b>\$ 780,254</b>
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FTA Codes:	44.24.00 Short Range Transportation Planning
44.21.00 Program Support Administration	44.25.00 Transportation Improvement Program
44.22.00 General Development and Comprehensive Planning	44.26.00 Planning Emphasis Areas
44.23.00 Long Range Transportation Planning	44.27.00 Other Activities

## *ADOPTION RECORD AND AMENDMENTS TO THE FFYs 2019 & 2020 UPWP*

FFY/ Quarter	Amendment Type		Action/Amendment (brief description including any changes to the budget. Include a separate copy of budgetary changes if necessary)	FHWA/ NMDOT approval date	Policy Board approval date
	Admin				
2019 Q3		x	SFMPO Transportation Policy Board(TPB)approves draft FFYs 2019-2020 UPWP. Sent to NMDOT for review and approval	05/30/2019	04/26/2019
2019 Q2	X		Acknowledgement and budgeting of receipt of additional FFY19 5303 Funds Acknowledgement and budgeting of receipt of FFY17 and FFY18 Carryover Funds Budget Adjustment factoring in two FTE vacancies	02/22/19	N/A
2019 Q2	X		Proposed FFY2019_20 UPWP with proposed amendments to Tasks 3.2 and 4.3 including revised Federal FFY2019 PL Funds via the FFY2019 PL Funds Distribution Formula to include an addition \$14,316 detailed in a NMDOT memo on 10/15/18	03/18/19	N/A
2019 Q4	X		FFY2019_20 UPWP proposed administrative amendments to Tasks 1.1, 1.2, 1.4, 2.1, 3.1, 4.1, 4.2, and 4.3 to adjust and accommodate the recent hiring of 2 FTEs and adjust estimated costs associated with FFY20 goals, objectives and tasks.	08/28/19	N/A
2020 Q1	X		FFY2019_20 UPWP proposed administrative amendments to Task 4.1 by accommodating actual funds (additional) via the notice of FFY 2020 PL Funds Distribution formula and the Sept. 16 <sup>th</sup> FTA Award Letter for FFY2020 Funds	10/08/19	N/A

Santa Fe MPO FFY 2019 Expenditure Summary by Quarter							
FHWA Section 112	FFY2019 Budget 10/01/18	1st Quarter Expenses 10/1-12/31/18	2nd Quarter Expenses 1/1-3/31/19	3rd Quarter Expenses 4/1-6/30/19	4th Quarter Expenses 7/1-9/30/19	Total Expenses FFY 2019	Balances YTD
FFY2019 Funds - #P519030 - FHWA Federal (85.44%)	\$ 224,715.00						\$ 2,809.15
FHWA PL 112 UPWP Expenditures		\$ 42,380.97	\$ 48,937.55	\$ 60,024.36	\$ 70,562.97	\$ 221,905.85	
Local PL 112 Match Applied (14.56%)	\$ 38,294.13						\$ 478.72
Local Required PL 112 UPWP Expenditures		\$ 7,222.22	\$ 8,339.55	\$ 10,228.87	\$ 12,024.77	\$ 37,815.41	
TOTAL BUDGET (FHWA PL 112 + Local Match)	\$ 263,009.13						\$ 3,287.87
TOTAL EXPENDITURES (FHWA PL112 + Local Match)		\$ 49,603.19	\$ 57,277.10	\$ 70,253.23	\$ 82,587.74	\$ 259,721.26	
FTA Section 5303	FFY2019 Budget 10/01/18	1st Quarter Expenses 10/1-12/31/18	2nd Quarter Expenses 1/1-3/31/19	3rd Quarter Expenses 4/1-6/30/19	4th Quarter Expenses 7/1-9/30/19	Total Expenses FFY 2019	Balances YTD
FFY 2017/2018 Funds - #M0628 - FTA 5303 Federal (80%)	\$ 68,493.43						\$ 602.80
FTA 5303 UPWP Expenditures			\$ 6,554.50	\$ 32,337.53	\$ 28,998.60	\$ 67,890.63	
Local 5303 Match Applied (20%)	\$ 17,123.36						\$ 150.70
Local Required 5303 UPWP Expenditures			\$ 1,638.63	\$ 8,084.38	\$ 7,249.65	\$ 16,972.66	
FFY 2019 Funds - #M01628 - FTA 5303 Federal (80%)	\$ 65,080.00						\$ 54,345.26
FTA 5303 UPWP Expenditures		\$ 10,734.74				\$ 10,734.74	
Local 5303 Match Applied (20%)	\$ 16,270.00						\$ 13,586.30
Local Required 5303 UPWP Expenditures		\$ 2,683.70				\$ 2,683.70	
TOTAL BUDGET (FTA 5303 + Local Match)	\$ 166,966.79						\$ 68,685.06
TOTAL EXPENDITURES (FTA 5303 + Local Match)		\$ 13,418.44	\$ 8,193.13	\$ 40,421.91	\$ 36,248.25	\$ 98,281.73	
Combined Sections 112 and 5303	Combined FFY2019 Budget 10/01/18	Combined 1st Quarter Expenses 10/1-12/31/18	Combined 2nd Quarter Expenses 1/1-3/31/19	Combined 3rd Quarter Expenses 4/1-6/30/19	Combined 4th Quarter Expenses 7/1-9/30/19	Combined Total Expenses FFY 2019	Combined Total Balances YTD
Total Federal Funding (Sections 112, 5303)	\$ 358,288.43						\$ 64,311.71
Total Expenditures FFY 2019		\$ 53,115.71	\$ 48,937.55	\$ 92,361.89	\$ 99,561.57	\$ 293,976.72	
Total Local Match Applied (Secs 112, 5303)	\$ 71,687.49						\$ 15,854.35
Total Expenditures FFY 2019		\$ 9,905.92	\$ 8,339.55	\$ 18,313.25	\$ 19,274.42	\$ 55,833.14	
FY 2019 TOTAL BUDGET (Sections 112, 5303)	\$ 429,975.92						\$ 80,166.06
TOTAL EXPENDITURES (Sections 112, 5303)		\$ 63,021.63	\$ 57,277.10	\$ 110,675.14	\$ 118,835.99	\$ 349,809.86	

FFY 2019 YTD STAFF HOURS and EXPENSE SUMMARY BY TASK					
TASKS:					
<b>1 - Management and Support of the Planning Process</b>	<b>Staff Hours YTD</b>	<b>Staff Costs W/TaxesBenefits</b>	<b>Staff Taxes &amp; Benefits</b>	<b>Consultant Services YTD</b>	<b>Other Expenses YTD</b>
1.1 Program Administration	(1823.46)	\$ (93,226.97)		\$ (10,775.31)	\$ (12,364.94)
1.2 UPWP	(100.00)	\$ (5,032.00)		\$ -	\$ -
1.3 Public Participation Process	(256.55)	\$ (11,343.32)		\$ (6,200.00)	\$ (2,770.10)
1.4 Staff Training	(270.70)	\$ (12,228.92)		\$ -	\$ (8,096.60)
<b>Totals</b>	<b>(2,450.71)</b>	<b>\$ (121,831.20)</b>		<b>\$ (16,975.31)</b>	<b>\$ (23,231.64)</b>
<b>FFY 2019 Budget (10-11-19)</b>	<b>4,880.0</b>	<b>\$ 251,380.00</b>		<b>\$ 64,200.00</b>	<b>\$ 20,140.00</b>
<b>YTD Balance</b>	<b>2,429.29</b>	<b>\$ 129,548.80</b>		<b>\$ 47,224.69</b>	<b>\$ (3,091.64)</b>
<b>Expended</b>	<b>-50%</b>	<b>-48%</b>		<b>-26%</b>	<b>-115%</b>
<b>2 - Transportation Improvement Program</b>					
2.1 TIP Prep & Project Assistance	(144.75)	\$ (7,530.15)		\$ -	\$ -
<b>Totals</b>	<b>(144.75)</b>	<b>\$ (7,530.15)</b>		<b>\$ -</b>	<b>\$ -</b>
<b>FFY 2019 Budget (10-11-19)</b>	<b>570.0</b>	<b>\$ 29,070.00</b>		<b>\$ -</b>	<b>\$ -</b>
<b>YTD Balance</b>	<b>425.3</b>	<b>\$ 21,539.85</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Expended</b>	<b>-25%</b>	<b>-26%</b>		<b>0%</b>	<b>0%</b>
<b>3 - Data Collection and Analysis</b>					
3.1 Traffic Count Program	(70.50)	\$ (3,046.47)		\$ (6,333.33)	\$ -
3.2 Travel Demand Model	(58.00)	\$ (2,906.59)		\$ (5,857.45)	\$ -
<b>Totals</b>	<b>(128.50)</b>	<b>\$ (5,953.06)</b>		<b>\$ (12,190.78)</b>	<b>\$ -</b>
<b>FFY 2019 Budget (10-11-19)</b>	<b>280.0</b>	<b>\$ 14,280.00</b>		<b>\$ 16,726.00</b>	<b>\$ 5,000.00</b>
<b>YTD Balance</b>	<b>151.5</b>	<b>\$ 8,326.94</b>		<b>\$ 4,535.22</b>	<b>\$ 5,000.00</b>
<b>Expended</b>	<b>-46%</b>	<b>-42%</b>		<b>-73%</b>	<b>0%</b>
<b>4 - Transportation Planning</b>					
4.1 Multi-Modal and Active Transportation Planning	(571.00)	\$ (28,173.28)		\$ (117,058.00)	\$ -
4.2 Participation in MPO Member Plans, Studies and	(169.50)	\$ (8,623.06)		\$ -	\$ -
4.3 Metropolitan Transportation Plan	(235.50)	\$ (10,068.65)		\$ (6,367.94)	\$ -
	-	\$ -		\$ -	\$ -
	-	\$ -		\$ -	\$ -
	-	\$ -		\$ -	\$ -
	-	\$ -		\$ -	\$ -
<b>Totals</b>	<b>(976.00)</b>	<b>\$ (46,864.99)</b>		<b>\$ (123,425.94)</b>	<b>\$ -</b>
<b>FFY 2019 Budget (10-11-19)</b>	<b>3,965.0</b>	<b>\$ 205,130.00</b>		<b>\$ 174,328.00</b>	<b>\$ -</b>
<b>YTD Balance</b>	<b>2,989.0</b>	<b>\$ 158,265.01</b>		<b>\$ 50,902.06</b>	<b>\$ -</b>
<b>Expended</b>	<b>-25%</b>	<b>-23%</b>		<b>-71%</b>	
<b>TOTALS EXPENDED YTD FOR ALL TASKS</b>	<b>\$ (3,699.96)</b>	<b>\$ (182,179.41)</b>		<b>\$ (152,592.03)</b>	<b>\$ (23,231.64)</b>
<b>FFY 2019 Budget (10-11-19)</b>	<b>9,695.0</b>	<b>\$ 499,860.00</b>		<b>\$ 255,254.00</b>	<b>\$ 25,140.00</b>
<b>YTD Balance</b>	<b>5,995.04</b>	<b>\$ 317,680.59</b>		<b>\$ 102,661.97</b>	<b>\$ 1,908.36</b>
<b>Expended</b>	<b>-38%</b>	<b>-36%</b>		<b>-60%</b>	<b>-92%</b>

## Santa Fe MPO Narrative Summary of UPWP Tasks-FFY2019

<b>Task 1: Program Support and Administration</b>
<p>1.1. Staff hosted one MPO Quarterly and attended the others. Completed presentation of MPO planning process training for Policy Board members and met with individual members for training purposes. Developed contract for professional services to provide new Santa Fe MPO website. MPO hired two employees in 2019 a Senior Planner Tech and Transportation Planner.</p> <p>1.2. FFY 2019 Quarterly Reports and APER 2018 completed and submitted. Prepared and submitted FFYs 2019 and 2019 UPWP and amendments</p> <p>1.3. Prepared and submitted display ads for Policy Board meetings; prepared annual MPO meetings schedule</p> <p>1.4. MPO staff attended conferences, training workshops and webinars</p>
<b>Task 2: Transportation Improvement Program (TIP)</b>
<p>2.1 Staff developed and submitted for approval the FFY 2020-25 TIP. The TIP and TIP amendments were prepared for public review and recommended for approval by TCC. Both were approved by Policy Board and submitted to NMDOT. FY 2018 List of Obligated Projects was prepared and submitted to NMDOT</p>
<b>Task 3: General Development and Data Collection/Analysis</b>
<p>3.1. SF MPO has license agreement and annual support with Midwest Software Solutions (MS2) to host traffic data for public access. MPO worked with NMDOT staff and MS2 staff to migrate traffic count data to Santa Fe MPO domain.</p> <p>3.2. Annual software maintenance agreement renewed with PTV America for the PTV Vision Suite. Travel Demand Model is updated and validated.</p>
<b>Task 4: Transportation Planning</b>
<p>4.1 Finalized contracts with consultants to assist staff in updating the MPO Metropolitan Bicycle Master Plan. Reviewed development plans to ensure potential and required connections to bicycle network. Hired and finalized Pedestrian Facilities and Safety Program a detailed analysis and ranking of proposed pedestrian improvements under \$50K; Attended meetings of the EDC/ Safe Transportation for Every Pedestrian Working Committee</p> <p>4.2 Assisted the City and County with planning efforts and projects related to infrastructure development.</p> <p>4.3 Began MTP update process in March of 2019, developed RFQ and scope of work for 2020 MTP update and consultants started August of 2019. Staff utilized MTP and master plans when reviewing proposed developments and utilized data to inform member agency planning initiatives.</p>

## MPO APER Budgeted Staff Hours Summary

Staff Hours Summary FFY19							
Tasks	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*
1	5200	525.25	464.71	454	1006.75	2450.71	-0.53
2	700	39	35	22	48.75	144.75	-0.79
3	330	30	34	9	55.5	128.5	-0.61
4	4115	365.75	189	110.5	310.75	976	-0.76
5	N/A					0	
TOTAL	10345				1421.75	3699.96	-0.64

\*if actual hours differ from budgeted hours by more than 20% for any Task, provide a narrative explanation below

Explanation: For each task the following changes to the Santa Fe MPO significantly influenced the actual hours for FFY19:

A. The FFY2019 & FFY2020 Santa Fe MPO UPWP was adopted on April 26th, 2018. The amount of staff hours estimated was based on 3 full time employees for 2 years

B. Then MPO Officer, Mark Tibbetts retired on September 28, 2018, leaving 2 MPO FTE's to continue duties until Jan 11, 2018

C. Then MPO Transportation Planner, Derrick Garcia resigned his position, leaving Jan 11, 2019.

D. Two full time positions were ultimately filled, one in June of 2019 and the other in July of 2019.

E. The now MPO Officer, Erick Aune had prepared 3 Administrative Amendments to the UPWP accepting additional grant funds and shifting budgeted costs from staff hours to professional services to sustain Santa Fe MPO commitments to each task

F. Regarding task 2, Transportation Improvement Program the development and implementation of eSTIP software program provides efficiencies in TIP management reducing the need for additional hours

G. Regarding task 3, in July of 2019 the Santa Fe MPO successfully migrated data from the NMDOT traffic count software to the Santa Fe MPOs (MS2) traffic count data is now available in a much more efficient manner (The MPO had previously conducted counts and or hired technicians to accomplish this task requiring many more staff hours



Summary of Consultant/Vendor Services					
FFY19 Summary of Consultant/Vendor Services					
UPWP Task(s)	Consultant/Vendor	Description of Work	Contracted Amount	Actual Cost	Percentage actuals differ from contract*
1.1	Tierra Plan	Website updates	\$10,775.31	\$10,775.31	0.00%
1.3	Public Information Associates	Public participation plan	\$21,145.31	\$6,200.00	-70.68%
3.1	Midwestern Software	Traffic count database and Support services	\$6,333.33	\$6,333.33	0.00%
3.2	Eco Resource Management	Travel Demand Model, updates	\$5,000.00	\$4,139.30	-17.21%
3.2	PTV America	Travel Demand Model Support	\$1,718.15	\$1,718.15	0.00%
4.1	Design Office	Bicycle Master Plan updates	\$49,014.00	\$46,149.71	-5.84%
4.1	Santa Fe Conservation Trust	Bicycle Master Plan updates	\$5,000.00	\$5,000.00	0.00%
4.1	SFCC	digital media education project	\$35,000.00	\$15,317.50	-56.24%
4.1	Sites Southwest	Pedestrian improvement project	\$37,642.09	\$27,224.78	-27.67%
4.1	Tierra Plan	Bicycle Master Plan mapping	\$43,014.00	\$23,366.01	-45.68%
4.3	Felsburg Holt & Ulevig	Metropolitan Transportation Plan Update	\$65,039.73	\$6,367.94	-90.21%
*if actuals differ from contracted amount by more than 20%, provide a narrative explanation below					

Explanation: The difference for Public Information Associates, Design Office, SFCC, Tierra Plan and Felsburg, Holt & Ulevig are a result of having contracts that partially fall outside of FFY19. For Sites Southwest we had included additional funding in anticipation of added cost estimates as a deliverable that was not necessary.

City of Santa Fe Expense Report		112-Q1	112-Q2	112-Q3	112-Q4
Salaries		\$ 25,155.87	\$ 21,463.28	\$ 18,817.37	\$ 24,489.72
Annual Leave					\$ 1,322.53
Personal Day					\$ -
Miscellaneous Leave					\$ 1,076.74
Comp-time					\$ 707.45
Sick Leave					\$ 307.88
Incentives					
FICA		\$ 2,114.39	\$ 1,581.95	\$ 1,399.52	\$ 2,158.54
Retirement (PERA)		\$ 5,452.99	\$ 4,390.99	\$ 3,864.70	\$ 5,971.52
Employee Health Insurance		\$ 2,555.41	\$ 1,913.66	\$ 1,504.31	\$ 2,907.40
Retiree Health Care		\$ 530.91	\$ 427.57	\$ 376.29	\$ 575.56
Unemployment Insurance					
Workers' Comp		\$ 136.16	\$ 134.33	\$ 134.31	\$ 3.65
City Share Dental Insurance		\$ 104.26	\$ 78.04	\$ 60.67	\$ 123.89
06/27/19 H Burnhams OT hours		\$ 1,171.54			
10/12/18 Pay out Mark's Leave		\$ 1,682.10			
10/26/18 Back Pay Erick		\$ 110.12			
12/21/18 Back Pay Erick		\$ 69.02			
<b>Salaries &amp; Benefits TOTALS</b>		<b>\$ 39,082.77</b>	<b>\$ 29,989.82</b>	<b>\$ 26,157.17</b>	<b>\$ 39,644.88</b>
Professional Contracts		\$ 4,936.80	\$23,456.35	\$39,938.73	\$ 18,333.50
Other Consulting				\$ 1,866.66	\$ 18,982.95
<b>Consultant Services TOTALS</b>		<b>\$ 4,936.80</b>	<b>\$ 23,456.35</b>	<b>\$ 41,805.39</b>	<b>\$ 37,316.45</b>
Communication	514100				
Office Supplies	530100		\$ 474.43		\$ 16.00
Operating Supplies	530200	\$ 1,803.48	\$ 235.96	\$ 105.40	
Food	530400	\$ 100.14			\$ 107.17
Uniforms	530500	\$ 206.49			
Software-Purchased	530600				
Books/Subscripts/Periodicals	530700	\$ 107.40		\$ 67.80	\$ 418.10
Out Hotel/Meals	560200	\$ 93.40		\$ 859.22	\$ 1,430.79
In State: Hotels & Meals	560250	\$ 120.23			
Out of State: Air &	560500	\$ 33.75		\$ 344.00	\$ 600.74
In State: Air & Mileage	560550	\$ 259.76			\$ 56.45
Registration	560700	\$ 149.21	\$ 962.40		\$ 1,544.00
Print/Publish	561800	\$ 1,213.75	\$ 2,158.14	\$ 378.55	\$ 933.97
Dues	561900			\$ 535.70	\$ 519.20
Inventory Exempt	572400				
Data Processing	572800	\$ 1,496.01			
<b>Other Expenses TOTALS</b>		<b>\$ 5,583.62</b>	<b>\$ 3,830.93</b>	<b>\$ 2,290.67</b>	<b>\$ 5,626.41</b>
<b>Section 112 TOTALS</b>		<b>\$ 49,603.19</b>	<b>\$ 57,277.10</b>	<b>\$ 70,253.23</b>	<b>\$ 82,587.74</b>

City of Santa Fe Expense Report		5303-Q1	5303-Q2	5303-Q3	5303-Q4
Salaries		\$ 6,288.98	\$ 5,365.76	\$ 4,554.40	\$ 16,802.49
Annual Leave					\$ 330.64
Personal Day					\$ -
Miscellaneous Leave					\$ 629.19
Comp-time					\$ 176.87
Sick Leave					\$ 76.98
Incentives					
FICA		\$ 484.57	\$ 395.53	\$ 336.46	\$ 1,258.97
Retirement (PERA)		\$ 1,351.74	\$ 1,097.70	\$ 935.28	\$ 2,777.35
Employee Health Insurance		\$ 634.19	\$ 478.47	\$ 375.96	\$ 1,293.48
Retiree Health Care		\$ 131.75	\$ 106.95	\$ 91.15	\$ 335.84
Unemployment Insurance					
Workers' Comp		\$ 39.20	\$ 38.73	\$ 38.71	\$ 3.25
City Share Dental Insurance		\$ 25.99	\$ 19.61	\$ 15.28	\$ 55.04
10/12/18 Mark's Last 40 hours		\$ 292.87			
10/12/18 Pay out Mark's Leave		\$ 420.53			
10/26/18 Back Pay Erick		\$ 27.51			
12/21/18 Back Pay Erick		\$ 17.26			
<b>Salaries &amp; Benefits TOTALS</b>		<b>\$ 9,714.59</b>	<b>\$ 7,502.75</b>	<b>\$ 6,347.24</b>	<b>\$ 23,740.10</b>
Professional Contracts		\$ 2,278.80		\$ 15,822.28	\$ 4,583.39
Other Consulting				\$ 15,784.17	\$ 6,608.40
<b>Consultant Services TOTALS</b>		<b>\$ 2,278.80</b>	<b>\$ -</b>	<b>\$ 31,606.45</b>	<b>\$ 11,191.79</b>
Communication	514100				
Office Supplies	530100		\$ 118.61		\$ 4.00
Operating Supplies	530200	\$ 450.87	\$ 58.99	\$ 26.35	
Food	530400	\$ 25.03			\$ 26.79
Uniforms	530500	\$ 51.63			
Software-Purchased	530600				
Books/Subscripts/Periodicals	530700	\$ 26.85		\$ 16.95	\$ 104.53
Out of State: Hotel & Meals	560200	\$ 23.35		\$ 214.82	\$ 357.70
In State: Hotels & Meals	560250	\$ 67.64			
Out of State: Air & Mileage	560500			\$ 86.00	\$ 150.19
In State: Air & Mileage	560550	\$ 64.94			\$ 14.11
Registration	560700	\$ 37.30	\$ 240.60		\$ 386.00
Print/Publish	561800	\$ 303.44	\$ 272.18	\$ 2,124.10	\$ 143.23
Dues	561900				\$ 129.80
Inventory Exempt	572400				
Data Processing	572800	\$ 374.00			
<b>Other Expenses TOTALS</b>		<b>\$ 1,425.05</b>	<b>\$ 690.38</b>	<b>\$ 2,468.22</b>	<b>\$ 1,316.36</b>
<b>Section 5303 TOTALS</b>		<b>\$ 13,418.44</b>	<b>\$ 8,193.13</b>	<b>\$ 40,421.91</b>	<b>\$ 36,248.25</b>

### ***Task 1: Program Support and Administration***

### ***Task 2: Transportation Improvement Program (TIP)***

### ***Task 3: General Development and Data Collection/Analysis***

### ***Task 4: Transportation Planning***

## **1 – MANAGEMENT AND SUPPORT OF THE PLANNING PROCESS**

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

#### **Objectives:**

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

#### **Related Expenses**

- Office equipment and supplies (including notepad computers, printer, maintenance for plotter and printer, cartridges, etc.)
- Hosting and travel expenses for attending MPO Quarterly meetings
- Also included in this sub task are MPO Staff non-work related hours for sick, holiday, administrative, and personal leave hours, which are charged to both federal grants.

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

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

PRODUCT	FFY 2018 (October 1, 2017 – September 30, 2018)												FFY 2019 (October 1, 2018 – September 30, 2019)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
MPO Quarterly Meetings			C				C			c		c			c			c			c			c
Policy Member Training					c												c							

Key: X=Scheduled; C=Completed

#### **Expenses:**

TASK 1.1	Staff Hours	Staff Costs W/TaxesBenefits	Consultant Services	Other Expenses	TOTALS
FFYs 2019 & 2020 UPWP BUDGET AMENDED	2,500	\$ 130,000	\$ 29,800	\$ 5,640	\$ 165,440
<b>Starting Balances 10/01/18</b>	<b>3,200</b>	<b>\$ 163,200.00</b>		<b>\$ 17,440.00</b>	<b>\$ 180,640.00</b>
Expenses Q1 Oct-Dec 2018	(395.00)	\$ (20,571.05)	\$ -	\$ (3,904.74)	\$ (24,475.79)
Q2 Jan-Mar 2019	(418.46)	\$ (22,195.92)	\$ -	\$ (3,318.31)	\$ (25,514.23)
Q3 Apr-Jun 2019	(362.00)	\$ (19,825.04)	\$ (10,775.31)	\$ (3,123.10)	\$ (33,723.45)
Q4 Jul-Sep 2019	(648.0)	\$ (22,675.06)	\$ -	\$ (2,018.79)	\$ (24,693.85)
<b>Total Expenses</b>	<b>(1,823.46)</b>	<b>\$ (85,267.07)</b>	<b>\$ (10,775.31)</b>	<b>\$ (12,364.94)</b>	<b>\$ (108,407.32)</b>
<b>Balances YTD</b>	<b>676.5</b>	<b>\$ 44,732.93</b>	<b>\$ 19,024.69</b>	<b>\$ (6,724.94)</b>	<b>\$ 57,032.68</b>

#### **Quarter 1: Staff Activities**

- Hosted and organized the MPO Quarterly on October 3<sup>rd</sup>, 2018

- MPO Planner and Acting-Officer assisted with reviewing SFMPO policies and procedures regarding all elements of MPO management
- MPO Planner and Acting-Officer redesigned and implemented our agendas and staff reporting frameworks and templates for TCC and TPB
- MPO Planner and Acting Officer assisted with reorganizing the quarterly reporting spreadsheet systems
- MPO Planner and Acting Officer prepared time tracking sheets.
- MPO Acting Officer provided NMDOT staff with report on behalf of the City of Santa Fe addressing 2018 audit findings and each of their corrective actions
- MPO Acting Officer developed two budget adjustment packets for the City of Santa Fe to accept FFY2019 Sec 112 and 5303 funds. The budget was approved by City Council on Jan. 9<sup>th</sup>
- MPO Planner and Acting Officer prepared for and hosted TCC and TPB meetings in October and November
- MPO Planner and Acting Officer met with Gabrielle N. Chavez, Transit Planning and Service Coordination Manager to discuss the Q4 reporting process and unexpended FFY17/18 funds

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#### **Quarter 2: Staff Activities**

- MPO Planner and Officer assisted with reviewing SFMPO policies and procedures regarding all elements of MPO management
- MPO Planner and Officer assisted with reorganizing the quarterly reporting spreadsheet systems
- MPO Planner and Officer prepared time tracking sheets.
- MPO Officer developed FY2020 budget packets for the City of Santa Fe to be adopted in May of 2019.
- MPO Officer submitted budget amendment package to City Finance and Council to include FFY2017/2018 FTA 5303 carry over funds
- MPO Officer prepared for and hosted TCC and TPB meetings in February
- MPO Officer worked with the City HR Department to post vacant positions and pursue filling those vacancies

#### **Quarter 3: Staff Activities**

- MPO Officer and newly hired MPO Senior Planner Technician assisted with reviewing SFMPO policies and procedures regarding all elements of MPO management
- MPO Officer and Senior Planner Technician reviewed internal document management systems and began refinements to increase organizational efficiency.
- MPO Officer prepared time tracking sheets in preparation for the Q3 reporting.
- MPO Officer hired profession consultant and worked directly as a team with them during Q3 for the purposes of completely overhauling the Santa Fe MPO website. This was done for a variety of reasons including enhanced functionally by end users and internal functionality of updating, document management, document archiving, hosting of digital medial informational packages and other elements that ultimately make the

website a much more functional and dynamic resource for the MPO, its stakeholders, member agencies and the public.

- MPO Officer prepared for and hosted TCC and TPB meetings in April, May and June.
- MPO Officer worked with the City HR Department to post vacant positions and pursue filling those vacancies. Both vacant positions have been filled with the Transportation Planner position beginning in late July.
- MPO Senior Planner Technician began City hosted orientation session and began reviewing all elements of MPO processes and management with the goal of revising and enhancing elements of our internal systems management.
- MPO Officer processed procurement documents through the City of Santa Fe as a means to hire professional consultants for updates to both the Metropolitan Transportation Plan and the Public Participation Plan.

#### **Quarter 4: Staff Activities**

- MPO Officer and MPO Senior Planner Technician began work on document management services by re-organizing digital files and Santa Fe MPO web-site document uploads so that they mirror each other.
- MPO Officer and Senior Planner Technician trained on and became proficient with updating protocols of the new Santa Fe MPO website.
- MPO Officer, through the City of Santa Fe's procurement process hired two professional consultant teams. The first, Professional Information Associates, has been hired for the specific task of public engagement services to inform the update to the Metropolitan Transportation Plan and the Public Participation Plan. The second was Felsburg, Holt and Ullivig for the specific purpose of updating the 2015 MTP.
- MPO Officer and Senior Planner Tech prepared for and hosted TCC and TPB meetings in July for the purposes of adopting the 2020 TIP.
- MPO Officer provided oversight and training as to the day-to-day duties of the MPO, including protocols and processes required by the City of Santa Fe, as their employees, to newly hired staff in the positions of Senior Planner Technician and Transportation Planner
- MPO Officer reviewed and responded accordingly to a "corrective action plan" as it related to the execution of TIP amendment procedures.
- MPO Officer attended and participated weekly departmental staff meetings.
- MPO Officer and staff hosted the New Mexico MPO Quarterly Meeting on Sept. 18<sup>th</sup>/19<sup>th</sup>
- MPO Transportation Planner and Senior Planning Tech attended New Employee Orientation

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

### **Objectives:**

*Develop, execute, and amend as needed, a biennial Unified Planning Work Program (UPWP) that reflects the recommendations and priorities of the Metropolitan Transportation Plan (MTP), as well as federal and state planning requirements. The document outlines all planning*

*Santa Fe MPO FFY 2019 APER (October 1, 2018 to September 30, 2019)  
FFY2019 & 2020 UPWP*

and administrative activities that will be undertaken by the MPO and includes all funding sources and cost allocation to the activities.

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

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

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

Key: X=Scheduled; C=Completed

### **Expenses:**

TASK 1.2	Staff Hours	Staff Costs W/Tax/Benefits	Consultant Services	Other Expenses	TOTALS
FFYs 2019 & 2020 UPWP BUDGET AMENDED	1040	\$ 53,040	\$ -	\$ -	\$ 53,040
<b>Starting Balances 10/01/18</b>	<b>1,200.00</b>	<b>\$ 61,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,200.00</b>
Expenses Q1 Oct-Dec 2018	(44.00)	\$ (2,144.62)	\$ -	\$ -	\$ (2,144.62)
Q2 Jan-Mar 2019	(19.00)	\$ (1,041.90)	\$ -	\$ -	\$ (1,041.90)
Q3 Apr-Jun 2019	(12.00)	\$ (667.31)	\$ -	\$ -	\$ (667.31)
Q4 Jul-Sep 2019	(25.0)	\$ (871.07)	\$ -	\$ -	\$ (871.07)
<b>Total Expenses</b>	<b>(100.00)</b>	<b>\$ (4,724.90)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,724.90)</b>
<b>Balances YTD</b>	<b>940.0</b>	<b>\$ 48,315.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 48,315.10</b>

### **Quarter 1: Staff Activities**

- MPO Staff met weekly to discuss status of UPWP Tasks
- Met with NMDOT liaison to monitor progress on UPWP tasks
- MPO Staff developed and submitted 4<sup>th</sup> Quarter Report from the 2017 and 2018 UPWP

### **Quarter 2: Staff Activities**

- MPO Officer provided two administrative amendments to the UPWP both approved to adjust for staff vacancy issues, and additional PL Grant funds derived from the funding formula
- MPO Staff developed and submitted 1st Quarter Report from the 2019 and 2020 UPWP

### **Quarter 3: Staff Activities**

- MPO Staff developed and submitted 2nd Quarter Report from the 2019-2020 UPWP
- MPO Officer reviewed UPWP with recently hired MPO Senior Planner Technician
- MPO Officer utilized UPWP when necessary for professional development/training requests

### **Quarter 4: Staff Activities**

- MPO Staff developed and submitted 3rd Quarter Report from the 2019-2020 UPWP
- MPO Officer developed and submitted a 4<sup>th</sup> Quarter UPWP Administrative Amendment

Santa Fe MPO FFY 2019 APER (October 1, 2018 to September 30, 2019)  
FFY2019 & 2020 UPWP

- MPO Officer utilized UPWP when necessary for professional development/training requests MPO Senior Planning Tech reviewed all processes supporting Quarterly Reporting

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

#### Objectives:

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

#### Related Expenses

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

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

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

PRODUCT	FFY 2018 (October 1, 2017 – September 30, 2018)												FFY 2019 (October 1, 2018 – September 30, 2019)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
TPB Meeting Notices	c	c			c	c		c	c		c	c		c			c	c	c	c	c		c	
Annual Meetings Schedule		c												c										

Key: X=Scheduled; C=Completed

#### Expenses:

TASK 1.3	Staff Hours	Staff Costs/W/Tax/Benefits	Consultant Services	Other Expenses	TOTALS
FFYs 2019 & 2020 UPWP BUDGET AMENDED	600	\$ 30,600	\$ 34,400	\$ 500	\$ 65,500
<b>Starting Balances 10/01/18</b>	<b>1000.0</b>	<b>\$ 51,000.00</b>	<b>\$ -</b>	<b>\$ 14,500.00</b>	<b>\$ 65,500.00</b>
Expenses Q1 Oct-Dec 2018	(38.0)	\$ (1,848.52)	\$ -	\$ (2,254.35)	\$ (4,102.87)
Q2 Jan-Mar 2019	(11.0)	\$ (605.30)	\$ -	\$ -	\$ (605.30)
Q3 Apr-Jun 2019	(32.0)	\$ (1,779.49)	\$ -	\$ (131.75)	\$ (1,911.24)
Q4 Jul-Sep 2019	(175.6)	\$ (4,953.57)	\$ (6,200.00)	\$ (384.00)	\$ (11,537.57)
<b>Total Expenses</b>	<b>(256.6)</b>	<b>\$ (9,186.88)</b>	<b>\$ (6,200.00)</b>	<b>\$ (2,770.10)</b>	<b>\$ (18,156.98)</b>
<b>Balances YTD</b>	<b>343.5</b>	<b>\$ 21,413.12</b>	<b>\$ (6,200.00)</b>	<b>\$ (2,270.10)</b>	<b>\$ 12,943.02</b>

#### Quarter 1: Staff Activities

- MPO Staff prepared reports and meeting packets for the TPB and TCC meetings.
- MPO Staff organized and attended TPB and TCC Meetings
- MPO Planner and Acting Officer made updates to the format and content on the Santa Fe MPO Website, Twitter and Facebook page, including posting meeting agenda's and minutes for TCC and TPB, major project traffic advisories and updates.
- MPO Planner and Acting Officer developed a public survey with support from consultants that will help inform the update to the Bicycle Master Plan
- MPO Acting Officer had survey translated into Spanish to accommodate those whose primary language is Spanish

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FFY2019 & 2020 UPWP



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#### **Quarter 2: Staff Activities**

- MPO Staff prepared reports and meeting packets for the TPB and TCC meetings.
- MPO Staff organized and attended TPB and TCC Meetings
- MPO Staff continued efforts to gain public input on the 2019 Bicycle Master Plan update including survey outreach and public engagement meetings
- MPO Planner and Officer made updates to the format and content on the Santa Fe MPO Website, Twitter and Facebook page, including posting meeting agenda's and minutes for TCC and TPB, major project traffic advisories and updates.

#### **Quarter 3: Staff Activities**

- MPO Officer began the process for hiring a consultant team to update the Public Participation Plan
- MPO Officer developed and implemented public participation processes for the adoption of the 2019 Bicycle Master Plan
- MPO Officer provided public notices for Transportation Policy Board Meetings, 2019 Bicycle Master Plan, TIP Amendment 7 and the draft 2020-2024 TIP.
- MPO Staff prepared reports and meeting packets for the TPB and TCC meetings.
- MPO Staff organized and attended TPB and TCC Meetings
- MPO Officer made updates to the Santa Fe MPO Website, including posting meeting agenda's and minutes for TCC and TPB, major project traffic advisories and updates.

#### **Quarter 4: Staff Activities**

- MPO Officer finalized the hiring of a consultant team to update the Public Participation Plan including a kick off meeting with MPO staff in early August.
- MPO Officer provided public notices for Transportation Policy Board Meetings, 2020 TIP Adoption.
- MPO Staff prepared reports and meeting packets for the TPB and TCC meetings.
- MPO Staff organized and attended TPB and TCC Meetings
- MPO Officer and Senior Planner Tech provided updates to the Santa Fe MPO Website, including posting meeting agenda's and minutes for TCC and TPB, major project traffic advisories and updates.
- MPO Officer, Transportation Planner, and Senior Planner Tech held weekly meetings with public engagement consultants to coordinate public engagement for the MTP.
- MPO Officer, Transportation Planner, and Senior Planner Tech worked with public engagement consultants to develop a public engagement plan of action for the MTP, a public survey, a list of transportation stakeholders, and outreach materials.
- MPO Officer, Transportation Planner, and Senior Planner Tech conducted several meetings with transportation stakeholders to better understand local transportation concerns and desires.
- MPO Transportation Planner, Senior Planner Tech, and public engagement consultants began a campaign to spread the word about the survey and public workshop via email, printed materials, and social media.



- MPO Transportation Planner, Senior Planner Tech, and public engagement consultants coordinated scheduling of stakeholder meetings and a public workshop.

## 1.4 SFMPO Staff Training and Professional Development [FTA code 44.21.00]

### Objectives:

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

### Supported Staff Activities:

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

### Related Expenses

- Staff travel, lodging and registration to out of State and in-State conferences

### Expenses:

TASK 1.4	Staff Hours	Staff CostsW/TaxBenefits	Consultant Services	Other Expenses	TOTALS
FFYs 2019 & 2020 UPWP BUDGET AMENDED	740	\$ 37,740		\$ 14,000	\$ 51,740
<b>Starting Balances 10/01/18</b>	<b>900</b>	<b>\$ 45,900</b>	<b>\$ -</b>	<b>\$ 14,000.00</b>	<b>\$ 59,900.00</b>
Expenses Q1 Oct-Dec 2018	(48.25)	\$ (2,495.38)	\$ -	\$ (849.58)	\$ (3,344.96)
Q2 Jan-Mar 2019	(16.25)	\$ (878.87)	\$ -	\$ (1,203.00)	\$ (2,081.87)
Q3 Apr-Jun 2019	(48.00)	\$ (2,363.78)	\$ -	\$ (1,504.04)	\$ (3,867.82)
Q4 Jul-Sep 2019	(158.2)	\$ (4,547.59)	\$ -	\$ (4,539.98)	\$ (9,087.57)
<b>Total Expenses</b>	<b>(270.70)</b>	<b>\$ (10,285.62)</b>	<b>\$ -</b>	<b>\$ (8,096.60)</b>	<b>\$ (18,382.22)</b>
<b>Balances YTD</b>	<b>469.3</b>	<b>\$ 27,454.38</b>	<b>\$ -</b>	<b>\$ 5,903.40</b>	<b>\$ 33,357.78</b>

### Quarter 1: Staff Activities

- MPO Acting Officer continued professional development initiatives supporting the New Mexico Chapter of the American Planning Association and the New Mexico MainStreet Program
- MPO Acting Officer was trained on the City's Enterprise One Budgeting Software Program over a series of weeks

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- MPO Acting Officer was trained on the City of Santa Fe's budget reimbursement process for the development of each Q4 reimbursement
- MPO Planner and Acting Officer reviewed TIP procedures and processes
- MPO Planner attended informational webinar regarding Federal Lands Access Program Funds for New Mexico and the application process
- MPO Planner and Acting Officer participated in an educational workshop and information gather session on Bicycle Facilities Standards/guidelines hosted by Toole Design LLC out of Denver CO.
- MPO Acting Officer attended educational luncheon "Decision 2018-Policy and Economy" hosted by REMI in Santa Fe. (10/24/18)
- MPO Acting Officer attended APA-NM's Chapter educational forum and annual Chapter Membership Meeting in Albuquerque

#### **Quarter 2: Staff Activities**

- MPO Officer continued professional development initiatives supporting the New Mexico Chapter of the American Planning Association and the New Mexico MainStreet Program
- MPO Officer continued to train on the City's Enterprise One Budgeting Software Program for all budgeting and billing purposes
- MPO Officer continued to be trained on the City of Santa Fe's budget reimbursement process for the development of each Q1 reimbursement
- MPO Officer reviewed TIP procedures and processes

#### **Quarter 3: Staff Activities**

- MPO Officer continued professional development initiatives supporting the New Mexico Chapter of the American Planning Association and the New Mexico MainStreet Program
- MPO Officer began to train on the City's new MUNIS Financial Software Program for all budgeting and billing purposes
- MPO Officer attended the 2019 American Planning Association's National Conference in San Francisco in April and attended multiple professional development sessions related to transportation planning, equity in planning, and innovative technological advancement sessions such as the use of "Big Data" for advanced travel demand modelling. The annual conference also provides a venue to network with state, regional and national professionals.
- MPO Officer and newly hired MPO Senior Planner Technician attended the "Pedestrian Safety Action Plan Training" hosted by the NMDOT in June.
- MPO Officer participated in the FHWA's "Frontier MPO Transportation Planning Capacity Building Program" in early May. MPO Officer provided two presentations and participated in the peer-to-peer learning exercise. A formal report is forthcoming via the FHWA's Office of Planning.

#### **Quarter 4: Staff Activities**

- MPO Officer, Senior Planner Tech, and Transportation Planner attended a one day "Online Mapping Training" at UNM in Albuquerque on August 7<sup>th</sup> 2019.

- MPO Officer, Senior Planner Tech, and Transportation Planner all participated in a ½ Departmental professional development workshop at the Santa Fe Convention Center on Monday August 19<sup>th</sup>.
- MPO Officer and Transportation Planner attended a 3 hour workshop on “Planning for Disaster Economic Resiliency Alliance” hosted by REMI a national firm that develops advance economic models.
- MPO Officer and staff continue to train on the City’s new MUNIS Financial Software Program for all budgeting and billing purposes
- MPO Officer and staff all attended a short presentation/workshop via the “Incremental Development Alliance” where multiple scenarios presented by John Anderson were presented regarding more efficient land use development.
- MPO Officer attended the 2019 Western Planner and New Mexico Chapter of the American Planning Association’s State Conference in Santa Fe in September of 2019. MPO Officer assisted with the organization of a bicycle mobile tour that highlighted several of Santa Fe’s assets including its multi-use trail system and bikeway network.
- MPO Officer and newly hired MPO Transportation Planner attended the “Pedestrian Counter Measure” hosted by the FHWA and NMDOT on September 19<sup>th</sup>, 2019.
- MPO Officer assisted with the preparation of a professional development workshop regarding the development of the MPO’s Bicycle Master Plan interactive website. That presentation was provided live via consultants at the 2019 Annual ESRI/GIS Conference in San Diego, CA in July of 2019.
- MPO Officer attended two professional development web casts regarding the data visualization platform “MySidewalk” where the City of Santa Fe has invested in a subscription. The platform allows for the collection of multivariate data bases nationally in a user friendly program that can demonstrate local data/information, trends etc.
- MPO Transportation Planner and Senior Planner Tech attended the 2019 Association of Pedestrian and Bicycle Professionals bi-annual conference in August in Portland, OR.
- MPO staff participated in an Association of Pedestrian and Bicycle Professionals webinar on actuation and detection of bicyclists and pedestrians.
  - MPO staff attended a presentation by Gil Penalosa on livable cities and the 8 80 movement.

## 2 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

### 2.1 Transportation Improvement Program Preparation and Project Assistance [FTA code 44.25.00]

#### **Objectives:**

*Develop and monitor a fiscally constrained, four-year program of transportation improvement projects that is consistent with the MTP 2015-2040, the NMDOT STIP/TIP Policies and Procedures, and all applicable federal laws and regulations, and facilitate multi-modalism. Facilitate deployment of existing and potential Intelligent Transportation Systems (ITS)*

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FFY2019 & 2020 UPWP*

architecture through continuing efforts of partners as well as in coordination with adjacent local and tribal governments.

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

- Amend current TIP as needed
- Develop FFY 2019-2023 TIP
- Prepare and submit Annual List of Obligated TIP Projects

PRODUCT	FFY 2018 (October 1, 2017 – September 30, 2018)												FFY 2019 (October 1, 2018 – September 30, 2019)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
TIP Amendments		c			c				c	c				c			c			c			c	
FFY 2020-2025 TIP									c		c												c	
List of Obligated Projects			c												c									

Key: X=Scheduled; C=Completed

### Expenses:

TASK 2.1	Staff Hours	Staff Costs W/Benefits	Consultant Services	Other Expenses	TOTALS
FFYs 2019 & 2020 UPWP BUDGET AMENDED	570	\$ 29,070	\$ -	\$ -	\$ 29,070
<b>Starting Balances 10/01/18</b>	<b>700</b>	<b>\$ 35,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,700.00</b>
Expenses Q1 Oct-Dec 2018	(39.0)	\$ (2,062.43)	\$ -	\$ -	\$ (2,062.43)
Q2 Jan-Mar 2019	(35.00)	\$ (1,780.84)	\$ -	\$ -	\$ (1,780.84)
Q3 Apr-Jun 2019	(22.00)	\$ (1,223.41)	\$ -	\$ -	\$ (1,223.41)
Q4 Jul-Sep 2019	(48.8)	\$ (1,864.63)	\$ -	\$ -	\$ (1,864.63)
<b>Total Expenses</b>	<b>(144.75)</b>	<b>\$ (6,931.31)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (6,931.31)</b>
<b>Balances YTD</b>	<b>425.3</b>	<b>\$ 22,138.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,138.69</b>

### Quarter 1: Staff Activities

- MPO Acting Officer processed formal TIP Amendment 5
- MPO Acting Officer updated e-stip for monthly admin mods
- MPO Acting Officer processed and approved requested monthly admin mods
- MPO Planner assisted with the processing and upkeep of e-STIP procedures in absence of MPO Acting Officer

### Quarter 2: Staff Activities

- MPO Officer processed formal TIP Amendment 5
- MPO Officer updated e-stip for monthly admin mods
- MPO Officer processed and approved requested monthly admin mods
- MPO Planner assisted with the processing and upkeep of e-STIP procedures in absence of MPO Acting Officer

### Quarter 3: Staff Activities

- MPO Officer processed formal TIP Amendment 7
- MPO Officer processed and approved requested monthly admin mods
- MPO Officer began development of draft 2020-2025 TIP

### Quarter 4: Staff Activities

- MPO Officer processed formal adoption of the 2020-2025 TIP
- MPO Officer processed and approved requested monthly admin mods

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- MPO Officer began training Senior Planner Tech and Transportation Planner about estip procedures and other critical elements of TIP management.

### 3 – GENERAL DEVELOPMENT and DATA COLLECTION

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

##### Objectives:

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

##### Consultant Services:

- Maintain annual license agreement with MS2 to host website for public access to MPO traffic data (\$2,250)
- Traffic volume data collection (\$5,000)

##### Related Expenses:

- Purchase supplies to maintain traffic count equipment (\$3,500)

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

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

PRODUCT	FFY 2018 (October 1, 2017 – September 30, 2018)													FFY 2019 (October 1, 2018 – September 30, 2019)												
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9		
Annual Traffic Count Map			c																			c				

Key: X=Scheduled; C=Completed

Key: X=Scheduled; C=Completed

##### Expenses:

TASK 3.1	Staff Hours	Staff Costs W/Benefits	Consultant Services	Other Expenses	TOTALS
FFYs 2019 & 2020 BUDGET	200	\$ 10,200	\$ 5,000	\$ 5,000	\$ 20,200
<b>Starting Balances 10/01/18</b>	<b>300</b>	<b>\$ 15,300.00</b>	<b>\$ 5,000</b>	<b>\$ 5,000.00</b>	<b>\$ 25,300.00</b>
Expenses Q1 Oct-Dec 2018	(2.00)	\$ (92.15)	\$ -	\$ -	\$ (92.15)
Q2 Jan-Mar 2019	(18.00)	\$ (867.77)	\$ -	\$ -	\$ (867.77)
Q3 Apr-Jun 2019	(3.00)	\$ (166.83)	\$ (2,333.33)	\$ -	\$ (2,500.16)
Q4 Jul-Sep 2019	(47.5)	\$ (1,336.23)	\$ (4,000.00)	\$ -	\$ (5,336.23)
<b>Total Expenses</b>	<b>(70.50)</b>	<b>\$ (2,462.98)</b>	<b>\$ (6,333.33)</b>	<b>\$ -</b>	<b>\$ (8,796.31)</b>
<b>Balances YTD</b>	<b>129.5</b>	<b>\$ 7,737.02</b>	<b>\$ (1,333.33)</b>	<b>\$ 5,000.00</b>	<b>\$ 11,403.69</b>

##### Quarter 1: Staff Activities

- MPO Staff responded to traffic data requests

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- MPO Planner discussed with NMDOT MPO the option to share MS2 data specific to SFMPO Planning Area for public accessibility and have derived a remedy to do so.
- Worked on revising contract with MS2

#### **Quarter 2: Staff Activities**

- MPO Staff responded to traffic data requests
- MPO Officer continued to work with NMDOT MPO the option to share MS2 data specific to SFMPO Planning Area for public accessibility and have derived a remedy to do so.
- MPO Officer Worked on revising contract with MS2
- MPO Officer facilitated a request for traffic count GIS files for the update to the 2019 Bicycle Master Plan

#### **Quarter 3: Staff Activities**

- MPO Officer responded to traffic data requests
- MPO Officer continued to work with NMDOT MPO the option to share MS2 data specific to SFMPO Planning Area for public accessibility and have derived a remedy to do so.
- MPO Officer finalized a request for traffic count GIS files for the update to the 2019 Bicycle Master Plan

#### **Quarter 4: Staff Activities**

- MPO Officer and Senior Planner Tech met with NMDOT Traffic Count Program for two hours to better understand the statewide processes for traffic counts and how the MPO's investment in MS2 software can better our traffic count program.
- MPO Officer responded to traffic data requests
- MPO Officer and MPO Senior Planner Tech finalized with NMDOT MPO the option to share MS2 data specific to SFMPO Planning Area for public accessibility and we are now in compliance with traffic count data management.
- MPO Senior Planning Tech became familiarized with the MS2 software and capabilities.

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

#### **Objectives:**

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

#### **Consultant Services:**

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- Annual license fee (\$1,750)for PTV Vision Suite
- Complete update and validation of the MPO MPA Travel Demand Base Model (\$36,000)

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

- Completed Base Model Update June 30, 2017

PRODUCT	FFY 2018 (October 1, 2017 – September 30, 2018)											FFY 2019 (October 1, 2018 – September 30, 2019)												
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Model Calibrated												c												c

Key: X=Scheduled; C=Completed

### Expenses:

TASK 3.2	Staff Hours	Staff Costs W/Benefits	Consultant Services	Other Expenses	TOTALS
FFYs 2019 & 2020 UPWP BUDGET AMENDED	80	\$ 4,080	\$ 11,726	\$ -	\$ 15,806
<b>Starting Balances 10/01/18</b>	<b>100</b>	<b>\$ 5,100.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 7,100.00</b>
Expenses Q1 Oct-Dec 2018	(28.0)	\$ (1,290.11)	\$ -	\$ -	\$ (1,290.11)
Q2 Jan-Mar 2019	(16.0)	\$ (855.90)	\$ -	\$ -	\$ (855.90)
Q3 Apr-Jun 2019	(6.0)	\$ (333.67)	\$ (4,139.30)	\$ -	\$ (4,472.97)
Q4 Jul-Sep 2019	(8.0)	\$ (328.63)	\$ (1,718.15)	\$ -	\$ (2,046.78)
<b>Total Expenses</b>	<b>(58.0)</b>	<b>\$ (2,808.31)</b>	<b>\$ (5,857.45)</b>	<b>\$ -</b>	<b>\$ (8,665.76)</b>
<b>Balances YTD</b>	<b>22.0</b>	<b>\$ 1,271.69</b>	<b>\$ 5,868.55</b>	<b>\$ -</b>	<b>\$ 7,140.24</b>

### Quarter 1: Staff Activities

- MPO Staff worked with consultant ERMS to keep data updated.

### Quarter 2: Staff Activities

- MPO Officer met with Mr. Bob Shull with ERMS to coordinate data updates and data request regarding projects in design within the metro planning area.

### Quarter 3: Staff Activities

- MPO Officer communicated with Mr. Bob Shull with ERMS to coordinate data updates and data request regarding projects in design within the metro planning area. Specifically, for the assistance with the City's Arroyo Chamiso Crossing Study a significant project included in the 2010 and 2015 MTP updates.

### Quarter 4: Staff Activities

- MPO Officer communicated with Mr. Bob Shull with ERMS to coordinate data updates and data request regarding projects and support with the development of forecast data as part of our MTP update.

## **4 – TRANSPORTATION PLANNING**

### **4.1 Multi-Modal and Active Transportation Planning [FTA code 44.23.00]**

#### Objectives:

*Continue to implement all elements of the 2012 Metropolitan Bicycle Master Plan. Expand on the work previously completed to identify and prioritize new Bikeway connections and extensions and*

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*amend Bicycle Master Plan as necessary. Work with the City and County to ensure that appropriate bikeway connections and extensions and on road facilities are incorporated into development plans. Sponsor and/or participate in events to promote bicycling as a viable and safe mode of transportation. Utilize consultant services or additional MPO staff to assist with this task.*

**Consultant Services: (\$8,000)**

- Assist in updating Bikeways Map and projects in the Bicycle Master Plan (BMP);
- Help develop interactive mapping of proposed projects included in the Bicycle Master Plan

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

- Updated Bikeways Map by (12/17)
- Updated Bicycle Master Plan (09/18)

PRODUCT	FFY 2018 (October 1, 2017 – September 30, 2018)												FFY 2019 (October 1, 2018 – September 30, 2019)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Bikeways map update															c									
BMP update																					c			

Key: X=Scheduled; C=Completed

**Expenses:**

TASK 4.1		Staff Hours	Staff CostsW/Benefits	Consultant Services	Other Expenses	TOTALS
FFYs 2019 & 2020 UPWP BUDGET AMENDED		2915	\$ 151,580	\$ 108,254	\$ -	\$ 259,834
<b>Starting Balances 10/01/18</b>		<b>3880</b>	<b>\$ 197,880.00</b>	<b>\$ 27,000.00</b>	<b>\$ -</b>	<b>\$ 224,880.00</b>
Expenses	Q1 Oct-Dec 2018	(240.25)	\$ (12,161.15)	\$ (7,215.60)	\$ -	\$ (19,376.75)
	Q2 Jan-Mar 2019	(154.25)	\$ 7,384.30	\$ (23,456.35)	\$ -	\$ (16,072.05)
	Q3 Apr-Jun 2019	(83.50)	\$ (4,643.37)	\$ (56,163.90)	\$ -	\$ (60,807.27)
	Q4 Jul-Sep 2019	(93.0)	\$ (2,842.06)	\$ (30,222.15)	\$ -	\$ (33,064.21)
<b>Total Expenses</b>		<b>(571.00)</b>	<b>\$ (12,262.28)</b>	<b>\$ (117,058.00)</b>	<b>\$ -</b>	<b>\$ (129,320.28)</b>
<b>Balances YTD</b>		<b>2,344.0</b>	<b>\$ 139,317.72</b>	<b>\$ (8,804.00)</b>	<b>\$ -</b>	<b>\$ 130,513.72</b>

**Quarter 1: Staff Activities**

- MPO Staff worked directly with BMP consultants, Design Office, Toole Design and Tierra Plan to continue all areas of plan update on a weekly basis.
- MPO Staff helped develop and disseminate public input survey to inform BMP updates
- MPO Staff coordinated a kick-off workshop for agency stakeholders/staff with Toole Design regarding the development of custom bicycle facility design guidelines.
- MPO staff provided updates to the Bicycle Trails Advisory Committee regarding plan/map updates and emerging issues surrounding the possible deployment of e-Scooter rentals in Santa Fe.
- Acting Officer continued to work with bicycle rack stakeholders including the City Parks/Recs Department to plan for the placement and maintenance of racks.
- Acting Officer executed contract with Sites Southwest and kicked off the Pedestrian Facility Program project with the goal of developing a scoring matrix and a list of pedestrian/sidewalk improvements
- Transportation Planner provided basic customer services regarding bicycling and projects for the public

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**FFY2019 & 2020 UPWP**



### **Quarter 2: Staff Activities**

- MPO Officer continued to work directly with Bicycle Master Plan consultants, Design Office, Toole Design and Tierra Plan to continue all areas of plan update on a weekly basis.
- MPO Staff continued to disseminate public input survey to inform BMP updates
- MPO staff provided updates to the Bicycle Trails Advisory Committee regarding plan/map updates and emerging issues surrounding the possible deployment of e-Scooter rentals in Santa Fe.
- MPO Officer continued to work with bicycle rack stakeholders including the City Parks/Recs Department to plan for the placement and maintenance of racks.
- MPO Officer worked with Sites Southwest and kicked off the Pedestrian Facility Program project. The project is moving along as schedule and in accordance to the requested deliverables. This includes a scoring matrix and list of pedestrian improvement projects subsequently ranked and categorized.
- MPO Officer provided basic customer services regarding bicycling and projects for the public
- Senior Planner attended the January 9<sup>th</sup> Rio Grande Trail Commission to keep abreast of the planning efforts that may impact the metro area

### **Quarter 3: Staff Activities**

- MPO Officer continued to work directly with Bicycle Master Plan consultants, Design Office, Toole Design and Tierra Plan to continue all areas of plan update on a weekly basis and the MPO 2019 Bicycle Master Plan was approved and adopted by the Transportation Policy Board on June, 27<sup>th</sup>, 2019.
- MPO Officer provided updates to the Bicycle Trails Advisory Committee regarding plan/map updates and other emerging issues.
- MPO Officer continued to work with bicycle rack stakeholders including the City Parks/Recs Department to plan for the placement and maintenance of racks. Four custom racks were placed downtown Santa Fe, with several more pending. Efforts to help fund additional racks are underway.
- MPO Officer worked with Sites Southwest and City staff to finalize the Pedestrian Facility Program project. The project developed via a specialized scoring matrix a list of top priority pedestrian improvement projects under \$50K for the City to consider as they budget for said improvements.
- MPO Officer coordinated and finalized work with the Santa Fe Community College regarding the Public Education Media Project that focused on the safety benefits of “Road Diets” specifically around the federally funded Guadalupe Roadway Reconstruction Project. MPO staff will work to move the digital media products into the new SFMPO website for public viewing.
- MPO Officer fielded public comments as they related to the draft Bicycle Master Plan and provided appropriate revisions to the draft for consideration by the Technical Coordinating Committee and the Transportation Policy Board.
- MPO Officer provided coordination services for the annual Santa Fe Bike Week events and programs. Events occurred over the week of May 11<sup>th</sup> -19<sup>th</sup> with efforts to provide

at least one or more events each day during the week. The planning began in January and includes a variety of local/regional stakeholders.

- MPO Officer provided basic customer services regarding bicycling and projects for the public.

#### **Quarter 4: Staff Activities**

- MPO Officer provided updates to the Bicycle Trails Advisory Committee regarding plan/map updates and other emerging issues on July 17<sup>th</sup>.
- MPO Officer continued to work with bicycle rack stakeholders including the City Parks/Recs Department to plan for the placement and maintenance of racks. Four custom racks were placed downtown Santa Fe, with several more pending. Efforts to help fund additional racks are underway.
- MPO Officer provided basic customer services regarding bicycling and projects for the public.
- MPO Transportation Planner worked on reconciling the Bicycle Master Plan projects list with the online map of projects.
- MPO staff met with stakeholders to discuss progress in establishing more bike racks in the city.
- MPO Transportation Planner led social bike rides to encourage transportation by bicycle.
- MPO Transportation Planner and Senior Planner Tech attended the Transit Advisory Board meeting.
- MPO Senior Planner Tech became familiarized with bicycle/pedestrian counters and amassed a working toolset necessary to download counter data. Contacted Eco-Visio and discussed placement specifications.

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

### *Objectives:*

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

### **Consultant Services: (\$5,000)**

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

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

- Submitted application for Walk Friendly Community by December 15, 2017
- Pedestrian Infrastructure Improvement Project list by June 30, 2019

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)												FFY 2019 (October 1, 2017 – September 30, 2019)											
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9

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*FFY2019 & 2020 UPWP*

[illegible]

Expenses:

### Quarter 1: Staff Activities

### Quarter 2: Staff Activities

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FFY2019 & 2020 UPWP*

### **Quarter 3: Staff Activities**

- MPO Officer reviewed Development Review Plans to provide feedback related to MPO issues on proposed projects and trail connection recommendations
- MPO Officer provided technical support and guidance regarding electric scooter regulations and other issues related to shared mobile devices.
- MPO Officer provided support of policy initiatives required by the Land Use Department given the SF MPO is a division within that Department.
- MPO Officer provided support for the City of Santa Fe installation of custom bike racks
- MPO Officer provides support of the City of Santa Fe's continued work around sustainable planning, specifically the implementation elements related to transportation found in the City of Santa Fe 2040 Sustainability Plan
- MPO Officer supported the City and County as they prepared project proposals for submittal to the NMDOT for possible state funding.
- MPO Officer attended weekly management meetings of the City's Land Use Department

### **Quarter 4: Staff Activities**

- MPO Officer assisted with the City of Santa Fe Parks and Recreation Department regarding the main agent of a Transportation Alternative Program grant award specific to the development of a regional Safe Routes To School Program.
- MPO Officer reviewed Development Review Plans to provide feedback related to MPO issues on proposed projects and trail connection recommendations.
- MPO Officer continued to work with now MTP consultants on technical support and guidance regarding electric scooter regulations and other issues related to shared mobile devices.
- MPO Officer provided support for the City of Santa Fe installation of custom bike racks.
- MPO Officer attended weekly management meetings of the City's Land Use Department.
- MPO Officer participated in a first round conference call regarding the development of a national FHWA "peer exchange" effort regarding the issue of the use of technology for public engagement, specifically design visualization and virtual town halls.
- MPO Officer participated in a City of Santa Fe led "LEED for Cities Grant Work Session" supporting the City's effort to be recognized as a LEED certified community.
- MPO Transportation Planner and Senior Planner Tech reviewed the area's need for multi-modality.

## **4.3 Metropolitan Transportation Plan [FTA code 44.23.00]**

### **Objectives:**

Implement recommended strategies found in the 2015-2040 MTP. Continue to coordinate with the implementation of the New Mexico Transportation Plan, especially in the arena of performance measures and any federal requirements to implement a performance management program. Begin and finish 2020-2045 MTP update.

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

- An approved MTP 2015-2040

PRODUCT	FFY 2018 (October 1, 2017 – September 30, 2018)													FFY 2019 (October 1, 2018 – September 30, 2019)												
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9		
MTP UPDATE STARTED																			C							

Key: X=Scheduled; C=Completed

**Expenses:**

TASK 4.3	Staff Hours	Staff Costs W/Benefits	Consultant Services	Other Expenses	
FFYs 2019 & 2020 BUDGET	450	\$ 22,950	\$ 66,074	\$ -	\$ 89,024
<b>Starting Balances 10/01/18</b>	500	<b>\$ 25,500.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ 40,500.00</b>
Expenses Q1 Oct-Dec 2018	(30.50)	\$ (1,469.14)	\$ -	\$ -	\$ (1,469.14)
Q2 Jan-Mar 2019	(2.00)	\$ (110.06)	\$ -	\$ -	\$ (110.06)
Q3 Apr-Jun 2019	(10.00)	\$ (556.11)	\$ -	\$ -	\$ (556.11)
Q4 Jul-Sep 2019	(193.0)	\$ (5,562.57)	\$ (6,367.94)	\$ -	\$ (11,930.51)
<b>Total Expenses</b>	<b>(235.50)</b>	<b>\$ (7,697.88)</b>	<b>\$ (6,367.94)</b>	<b>\$ -</b>	<b>\$ (14,065.82)</b>
<b>Balances YTD</b>	<b>214.50</b>	<b>\$ 15,252.12</b>	<b>\$ 59,706.06</b>	<b>\$ -</b>	<b>\$ 74,958.18</b>

**Quarter 1: Staff Activities**

- Acting Officer and Transportation Planner reviewed MTP in preparation of the 2020 Update.
- Acting Officer and Transportation Planner utilized the MTP as a reference to supporting a Federal Lands Access Program grant application on behalf of the NMDOT
- Transportation Planner utilized the MTP in support of our local agency Transportation Alternative Program applications.

**Quarter 2: Staff Activities**

- MPO Officer utilized the MTP as a reference to supporting a Federal Lands Access Program grant application on behalf of the NMDOT
- MPO Officer began the official update to the MTP on March 1st 2019 and began crafting the scope of work for the pending RFQ to update the plan.
- MPO Officer assisted with an amendment to the MTP to include a City of Santa Fe roadway project that is scheduled for adoption in April.

**Quarter 3: Staff Activities**

- MPO Officer utilized the MTP as a reference to supporting the development of the agency project submittals to the NMDOT and to assist with the development of the 2020-2024 draft TIP
- MPO Officer began the procurement process of hiring consultants to update the MTP. This included letting a RFQ, reviewing proposals and developing a revised scope of services, developing a contract per the City of Santa Fe's procurement process and submitting it for appropriate approvals.
- The MPO Officer assisted with the final draft and adoption of the Santa Fe MPO 2019 Metropolitan Bicycle Master Plan a formal sub-plan of the MTP.

**Quarter 4: Staff Activities**

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- MPO Officer finalized the procurement process of hiring consultants to update the MTP. A kick off meeting was hosted by the MPO on August 8<sup>th</sup>, 2019.
- MPO Officer, Transportation Planner, and Senior Planner Tech held weekly meetings with MTP consultants to coordinate the MTP update.
- MPO Officer, Transportation Planner, and Senior Planner Tech reviewed and updated assigned portions of the MTP chapters 1-3.
- MPO Officer, Transportation Planner, and Senior Planner Tech reviewed and provided feedback on the updated style and design of the MTP. MPO staff and consultants began preliminary planning for the MTP scenario planning workshop.