

Santa Fe Metropolitan Planning Organization



**UNIFIED PLANNING WORK PROGRAM
FFY 2017 and FFY 2018**

FFY 2018 APER

Annual Performance and Expenditure Report

(October 1, 2017 to September 30, 2018)

FFYs 2017 - 2018 BUDGET SOURCES (October 1, 2016 – September 30, 2018)

FFY 2017 (Section 112) FHWA	\$ 220,596	Federal funds from FAST Act based on Metropolitan Planning \$ for NM and current NMDOT allocation formula
Total Federal Funds (Section 112)	\$ 255,544	
Required Local Match (14.56%)	\$ 43,548	
Total Funding for FFY 2017 (Section 112)	\$ 299,092	
FFY 2016 (Section 5303) FTA	\$ 16,757	Amount of unexpended FFY 2015 federal funds
FFY 2016 (Section 5304) FTA	\$ 24,000	Amount of unexpended federal funds from ongoing planning contract
FFY 2017 (Section 5303) FTA	\$ 62,468	Amount of federal funds from FAST Act based on FFY2016 authorized amount and current NMDOT allocation formula
Total Federal Funds (Secs.5303 & 5304)	\$ 103,225	
Required Local Match (20%)	\$ 25,806	
Total Funding for FFY 2017 (Section 5303)	\$ 129,031	
Total Federal Funds (Secs. 112 & 5303)	\$ 358,769	
Total Required Local Match (Secs. 112 & 5303)	\$ 69,354	
FFY 2017: TOTAL PROGRAM FUNDS	\$ 428,123	
FFY 2018 (Section 112) FHWA	\$ 212,484	Estimated federal funds from FAST Act based on Metropolitan Planning \$ for NM and current allocation formula
Required Local Match (14.56%)	\$ 36,210	
FFY 2018 (Section 112) Total Funding	\$ 248,694	
FFY 2018 (Section 5303) FTA	\$ 63,742	Award letter from NMDOT 08/31/17 authorizing federal funding level for FTA Section 5303
Required Local Match (20%)	\$ 15,935	
FFY 2018 (Section 5303) Total Funding	\$ 79,677	
Total Federal Funds (Sec. 112 & 5303)	\$ 276,226	
Total Required Local Match(Sec. 112 & 5303)	\$ 52,145	
FFY 2018: TOTAL PROGRAM FUNDS	\$ 328,371	
FFY 2017 & FFY 2018 UPWP: TOTAL FUNDING	\$ 756,495	

FFY 2017 and FFY 2018: BUDGET SUMMARY BY TASK (10/01/16 – 9/30/18)

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	2700	\$ 140,400	\$ 500	\$ 17,315	\$ 158,215
1.2 UPWP	21	1150	\$ 59,800	\$ -	\$ -	\$ 59,800
1.3 Public Participation Process	21	700	\$ 36,400	\$ -	\$ 11,000	\$ 47,400
1.4 Staff Training/ Professional Dev	21	740	\$ 38,480	\$ -	\$ 11,000	\$ 49,480
TOTALS		5290	\$ 275,080	\$ 500	\$ 39,315	\$ 314,895

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	440	\$ 22,880	\$ -	\$ -	\$ 22,880
TOTALS		500	\$ 22,880	\$ -	\$ -	\$ 22,880

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	135	\$ 7,020	\$ 5,700	\$ 2,600	\$ 15,320
3.2 Travel Demand Model	23	100	\$ 5,200	\$ 46,580	\$ -	\$ 51,780
TOTALS		235	\$ 12,220	\$ 52,280	\$ 2,600	\$ 67,100

4- TRANSPORTATION PLANNING

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
4.1 Bikeways Planning	23	1200	\$ 62,400	\$ 75,000	\$ 10,400	\$ 147,800
4.2 Pedestrian Planning	23	900	\$ 46,800	\$ 7,000	\$ 800	\$ 54,600
4.3 Public Transit Planning	23	575	\$ 29,900	\$ 23,500	\$ 500	\$ 53,900
4.4 Participation in Plans and Studies	24	400	\$ 20,800	\$ -	\$ -	\$ 20,800
4.5 Safety Planning	24	160	\$ 8,320	\$ 35,000	\$ -	\$ 43,320
4.6 Metropolitan Transportation Plan	23	100	\$ 5,200	\$ -	\$ -	\$ 5,200
4.7 Public Health Planning and Collaboration	24	500	\$ 26,000	\$ -	\$ -	\$ 26,000
TOTALS		3835	\$ 199,420	\$ 140,500	\$ 11,700	\$ 351,620

TOTALS FOR ALL TASKS	9860	\$ 509,600	\$ 193,280	\$ 53,615	\$ 756,495
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ADOPTION RECORD AND AMENDMENTS TO THE FFYs 2017 & 2018 UPWP

FFY/ Quarter	Amendment Type		Action/Amendment (brief description including any changes to the budget. Include a separate copy of budgetary changes if necessary)	FHWA/ NMDOT approval date	Policy Board approval date
	Admin	Formal			
2016 Q3		x	SFMPO Policy Board approves draft FFYs 2017-2018 UPWP. Sent to NMDOT for review and approval		04/28/2016
2016 Q3		x	SFMPO Policy Board approves final amended UPWP. Sent to NMDOT for review and approval		06/30/2016
2017 Q1	x		Administrative Amendment to the FFYs 2017 & 2018 UPWP to add re-authorized FFY2016 funds, which are available for spending through the first quarter of FFY 2017. The total change in funding represents an 8% increase to the UPWP budget. The funding change to each Task is less than 20%. Amendments include: <ul style="list-style-type: none"> • Tasks 1,2,3,4: Readjusting projected staff hours due to staff change to part time status; • Task 3: Consultant services for Data Collection and Analysis for the Traffic Count Program and Travel Demand Model update. • Task 4: Consultant services to help implement MTP sub-plans and coordinate updates with an integrated safety and health focus. • Task 1: Purchase of printer and notepad computers 	11/30/2016	11/17/2016
2017 Q3	x		Administrative Amendment to the FFYs 2017 & 2018 UPWP to reduce PL funding by \$12,949 for FFY2018 due to change in required Obligation Limitation. The total change represents an 2% decrease to the UPWP budget. The funding change to each Task is less than 20%. Amendments to each task include: Task1: Staff Hours/Costs and Other Costs adjusted between sub-tasks. Net Reduction: (\$449) Task 2: Staff Hours/Cost reduced- Net Reduction: (\$5,200) Task 3: Staff Hours/Costs reduced; Other Costs adjusted. Net Reduction: (\$6,300) Task 4: Staff Hours/Costs reduced; Consultant Services increased for safety project; Other Costs decreased. Net Reduction: (\$1,000)	07/13/2017	
2018 Q2`	x		Administrative Amendment to reduce Sec 5303 funding by \$471 for FFY2018 due to change in required Obligation Limitation. Tasks 1, 3 and 4 were adjusted to reflect reduction in Staff Hours and increase in Consultant Services. Changes to Tasks were less than 20% and overall change was less than 10%	02/13/2018	
2018 Q4	x		Administrative amendment to reduce staff hours in tasks 1,2, and 4 ; also to increase consultant services in Task 4. Changes were less than 20% in each Task and less than 10% overall	09/18/2018	

Santa Fe MPO FFY 2018 Expenditure Summary by Quarter							
FHWA Section 112	FFY2018 Budget 10/01/17	1st Quarter Expenses 10/1-12/31/17	2nd Quarter Expenses 1/1-3/31/18	3rd Quarter Expenses 4/1-6/30/18	4th Quarter Expenses 7/1-9/30/18	Total Expenses FFY 2018	Balances YTD
FFY2017 Funds - #P517030 - FHWA Federal (85.44%)	\$ 64,310.00						\$ -
FHWA PL 112 UPWP Expenditures		\$ (39,250.79)	\$(25,059.21)			\$ (64,310.00)	
Local PL 112 Match Applied (14.56%)	\$ 10,960.00						\$ -
Local Required PL 112 UPWP Expenditures		\$ (6,688.81)	\$ (4,271.19)			\$ (10,960.00)	
FFY2018 Funds - #P517030 - FHWA Federal (85.44%)	\$ 212,483.00						\$ 38,713.60
FHWA PL 112 UPWP Expenditures			\$(39,462.34)	\$(71,692.87)	\$ (62,614.19)	\$ (173,769.40)	
Local PL 112 Match Applied (14.56%)	\$ 36,210.00						\$ 6,598.40
Local Required PL 112 UPWP Expenditures			\$ (6,724.06)	\$(12,217.33)	\$ (10,670.21)	\$ (29,611.60)	
TOTAL BUDGET (FHWA PL 112 + Local Match)	\$ 323,963.00						\$ 45,312.00
TOTAL EXPENDITURES (FHWA PL112 + Local Match)		\$ (45,939.60)	\$(75,516.80)	\$(83,910.20)	\$ (73,284.40)	\$ (278,651.00)	
FTA Section 5303	FFY2018 Budget 10/01/17	1st Quarter Expenses 10/1-12/31/17	2nd Quarter Expenses 1/1-3/31/18	3rd Quarter Expenses 4/1-6/30/18	4th Quarter Expenses 7/1-9/30/17	Total Expenses FFY 2018	Balances YTD
FFY 2017 Funds - #M01378 - FTA 5303 Federal (80%)	\$ 49,931.00						\$ 16,133.27
FTA 5303 UPWP Expenditures		\$ (8,941.70)	\$(15,152.78)	\$ (9,703.25)		\$ (33,797.73)	
Local 5303 Match Applied (20%)	\$ 12,483.00						\$ 4,033.57
Local Required 5303 UPWP Expenditures		\$ (2,235.42)	\$ (3,788.20)	\$ (2,425.81)		\$ (8,449.43)	
FFY 2018 Funds - #M01378 - FTA 5303 Federal (80%)	\$ 63,741.97						\$ 52,497.75
FTA 5303 UPWP Expenditures		\$ -	\$ -		\$ (11,244.22)	\$ (11,244.22)	
Local 5303 Match Applied (20%)	\$ 15,935.49						\$ 13,124.44
Local Required 5303 UPWP Expenditures		\$ -	\$ -		\$ (2,811.05)	\$ (2,811.05)	
TOTAL BUDGET (FTA 5303 + Local Match)	\$ 142,091.46						\$ 85,789.03
TOTAL EXPENDITURES (FTA 5303 + Local Match)		\$ (11,177.12)	\$(18,940.98)	\$(12,129.06)	\$ (14,055.27)	\$ (56,302.43)	
Combined Sections 112 and 5303	Combined FFY2018 Budget 10/01/17	Combined 1st Quarter Expenses 10/1-12/31/17	Combined 2nd Quarter Expenses 1/1-3/31/18	Combined 3rd Quarter Expenses 4/1-6/30/18	Combined 4th Quarter Expenses 7/1-9/30/18	Combined Total Expenses FFY 2018	Combined Total Balances YTD
Total Federal Funding (Sections 112, 5303)	\$ 390,465.97						\$ 107,344.62
Total Expenditures FFY 2018		\$ (48,192.49)	\$(79,674.33)	\$(81,396.12)	\$ (73,858.41)	\$ (283,121.35)	
Total Local Match Applied (Secs 112, 5303)	\$ 75,588.49						\$ 23,756.41
Total Expenditures FFY 2018		\$ (8,924.23)	\$(14,783.45)	\$(14,643.14)	\$ (13,481.26)	\$ (51,832.08)	
FY 2018 TOTAL BUDGET (Sections 112, 5303)	\$ 466,054.46						\$ 131,101.03
TOTAL EXPENDITURES (Sections 112, 5303)		\$ (57,116.72)	\$(94,457.78)	\$(96,039.26)	\$ (87,339.67)	\$ (334,953.43)	

FFY 2018 YTD STAFF HOURS and EXPENSE SUMMARY BY TASK

TASKS:					
1 - Management and Support of the Planning Process	Staff Hours YTD	Staff Costs YTD	Consultant Services YTD	Other Expenses YTD	TOTAL COSTS YTD
1.1 Program Administration	(1,323.5)	\$ (66,296.50)	\$ -	\$ (1,446.11)	\$ (67,742.61)
1.2 UPWP	(583.5)	\$ (29,195.30)	\$ -	\$ -	\$ (29,195.30)
1.3 Public Participation Process	(349.8)	\$ (17,718.69)	\$ -	\$ (4,239.13)	\$ (21,957.82)
1.4 Staff Training	(359.3)	\$ (17,587.61)	\$ -	\$ (3,572.61)	\$ (21,160.22)
Totals	(2,616.1)	\$ (130,798.10)	\$ -	\$ (9,257.85)	\$ (140,055.95)
FFY 2018 Budget (10-01-17)	2,714.0	\$ 142,628.31	\$ (0.26)	\$ 20,714.31	\$ 163,342.36
YTD Balance	97.95	\$ 11,830.21	\$ (0.26)	\$ 11,456.46	\$ 23,286.41
Expended	-96%	-92%	0%	-45%	-86%
2 - Transportation Improvement Program					
2.1 TIP Prep & Project Assistance	(122.9)	\$ (6,111.75)	-	-	\$ (6,111.75)
Totals	(122.9)	\$ (6,111.75)	\$ -	\$ -	\$ (6,111.75)
FFY 2018 Budget (10-01-17)	279.5	\$ 14,511.37	\$ -	\$ -	\$ 14,511.37
YTD Balance	156.7	\$ 8,399.62	\$ -	\$ -	\$ 8,399.62
Expended	-44%	-42%	0%	0%	-42%
3 - Data Collection and Analysis					
3.1 Traffic Count Program	(11.0)	\$ (539.45)	\$ (3,175.00)	\$ -	\$ (3,714.45)
3.2 Travel Demand Model	(51.0)	\$ (2,611.75)	\$ (39,242.39)	\$ -	\$ (41,854.14)
Totals	(62.0)	\$ (3,151.20)	\$ (42,417.39)	\$ -	\$ (45,568.59)
FFY 2018 Budget (10-01-17)	151.0	\$ 8,246.17	\$ 46,335.18	\$ 460.80	\$ 55,042.15
YTD Balance	89.0	\$ 5,094.97	\$ 3,917.79	\$ 460.80	\$ 9,473.56
Expended	-41%	-38%	-92%	0%	-83%
4 - Transportation Planning					
4.1 Bikeways Planning	(773.8)	\$ (38,377.29)	\$ (22,777.72)	\$ (5,176.00)	\$ (66,331.01)
4.2 Pedestrian Planning	(557.8)	\$ (27,345.62)	\$ -	\$ -	\$ (27,345.62)
4.3 Public Transit Plan	(209.0)	\$ (10,456.61)	\$ -	\$ -	\$ (10,456.61)
4.4 Participation in Plans/Studies	(142.00)	\$ (7,111.85)	\$ -	\$ -	\$ (7,111.85)
4.5 Safety Planning	(58.0)	\$ (2,971.81)	\$ (19,335.00)	\$ -	\$ (22,306.81)
4.6 Metropolitan Transportn Plan	(56.5)	\$ (2,834.68)	\$ -	\$ -	\$ (2,834.68)
4.7 Public Health Planning	(143.0)	\$ (7,258.19)	\$ -	\$ -	\$ (7,258.19)
Totals	(1,940.1)	\$ (96,356.04)	\$ (42,112.72)	\$ (5,176.00)	\$ (143,644.76)
FFY 2018 Budget (10-01-17)	2,070.6	\$ 108,605.59	\$ 115,734.01	\$ 8,818.98	\$ 233,158.58
YTD Balance	130.5	\$ 12,249.55	\$ 73,621.29	\$ 3,642.98	\$ 89,513.82
Expended	-94%	-89%	-36%	-59%	-62%
TOTALS EXPENDED YTD FOR ALL TASKS					
	(4,741.0)	\$ (236,417.09)	\$ (84,530.11)	\$ (14,433.85)	\$ (335,381.05)
FFY 2018 Budget (10-01-17)	5,215.1	\$ 273,991.44	\$ 162,068.93	\$ 29,994.09	\$ 466,054.46
YTD Balance	474.1	\$ 37,574.35	\$ 77,538.82	\$ 15,560.24	\$ 130,673.41
Expended	-91%	-86%	-52%	-48%	-72%

MPO APER Budgeted Staff Hours Summary

Staff Hours Summary FFY18							
Tasks	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*
1- Program Administration/Support	5290	606	570	636	804	2616	51%
2- Transportation Improvement Program	500	36	16	35	36	123	75%
3- Data Collection and Mangement	235	23	25	7	7	62	74%
4- Planning Activies	3835	420	429	402	689	1940	49%
TOTAL	9860	1085.3	1040	1080	1536	4741	52%

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

Explanation: The Santa Fe MPO had a vacant position until Q4.

Summary of Consultant/Vendor Services

FFY18 Summary of Consultant/Vendor Services					
UPWP Task(s)	Consultant/ Vendor	Description of Work	Contracted Amount	Actual Cost	Percentage actuals differ
3.1 Traffic Count and Additional	Midwestern Software	Traffic Count Data Management	\$3,175	\$3,175	0%
4.1 Bikeways Planning	Tierra Plan	Bicycle Master Plan Interactive Map Web-site	\$43,040	\$13,416	69%
4.5 Safety Planning	SFCC	Digital Media Safety Film	\$35,000	\$19,335	45%
4.1 Bikeways Planning	Alta Vista Planning	Bicicle Playground Presentation	\$1,226	\$1,226	0%
3.2 Travel Modeling and Related Activities	Eco-Resource Mgmt Systems (ERMS)	Update of Travel Demand Model	\$79,116	\$39,242	50%

*if actuals differ from contracted amount by more than 20%, provide a narrative explanation below

Explanation: ERMS contract has been extended over two fiscal years. Consultanta has billed \$76,462.67 to date. SFCC contract extends into FFY2019 May of and is on track in spending.

City of Santa Fe Expense Report					City of Santa Fe Expense Report					Q1
	112-Q1	112-Q2	112-Q3	112-Q4		5303-Q1	5303-Q2	5303-Q3	5303-Q4	
Salaries	\$ 23,002.99	\$ 23,771.17	\$ 32,889.46	\$ 37,091.04	Salaries	\$ 5,750.75	\$ 6,746.04	\$ 7,313.95	\$ 9,237.48	
Annual Leave	\$ 2,719.45	\$ 3,193.67	\$ -	\$ 560.00	Annual Leave	\$ 679.86	\$ 768.59	\$ -	\$ 140.00	
Personal Day	\$ 229.72	\$ 192.58	\$ -	\$ -	Personal Day	\$ 57.43	\$ 48.14	\$ -	\$ -	
Miscellaneous Leave	\$ -	\$ -	\$ 143.58	\$ -	Miscellaneous Leave	\$ -	\$ -	\$ -	\$ -	
Comp-time	\$ 1,173.02	\$ 810.89	\$ 143.58	\$ 89.60	Comp-time	\$ 293.25	\$ 349.99	\$ -	\$ 22.40	
Sick Leave	\$ 1,003.38	\$ 2,034.33	\$ 323.05	\$ 78.40	Sick Leave	\$ 250.85	\$ 465.62	\$ -	\$ 19.60	
Incentives	\$ -	\$ -	\$ -	\$ -	Incentives	\$ -	\$ -	\$ -	\$ -	
FICA	\$ 2,021.58	\$ 2,222.06	\$ 2,417.64	2,621.90	FICA	\$ 505.39	\$ 535.88	\$ 527.44	\$ 746.62	
Retirement (PERA)	\$ 5,717.74	\$ 6,745.67	\$ 6,880.17	7,738.01	Retirement (PERA)	\$ 1,429.44	\$ 1,136.80	\$ 1,501.94	\$ 1,934.60	
Employee Health Insurance	\$ 4,599.24	\$ 5,081.73	\$ 4,387.54	6,256.32	Employee Health Insurance	\$ 1,149.81	\$ 1,167.90	\$ 935.78	\$ 1,564.15	
Retiree Health Care	\$ 556.88	\$ 606.12	\$ 669.84	753.51	Retiree Health Care	\$ 139.22	\$ 161.53	\$ 146.43	\$ 188.45	
Unemployment Insurance	\$ -	\$ -	\$ -	0.00	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	
Workers' Comp	\$ 136.80	\$ 78.14	\$ 132.37	138.47	Workers' Comp	\$ 34.20	\$ 92.72	\$ 38.45	\$ 39.19	
City Share Dental Insurance	\$ 199.62	\$ 270.26	\$ 190.28	267.34	City Share Dental Insurance	\$ 49.91	\$ 0.69	\$ 40.48	\$ 66.98	
Salaries & Benefits TOTALS	\$ 41,360.42	\$ 45,006.62	\$ 48,177.51	\$ 55,594.59	Salaries & Benefits TOTALS	\$ 10,340.11	\$ 11,473.90	\$ 10,504.47	\$ 13,959.47	\$ 51,700
Professional Contracts	\$ 2,284.80	\$ 29,109.11	\$ 16,335.21	\$ 5,216.83	Professional Contracts	\$ 571.20	\$ 7,277.28	\$ -	\$ -	
Other Consulting	\$ -	\$ 508.00	\$ 11,520.54	\$ 11,335.00	Other Consulting	\$ -	\$ 127.00	\$ 245.14	\$ -	
Consultant Services TOTALS	\$ 2,284.80	\$ 29,617.11	\$ 27,855.75	\$ 16,551.83	Consultant Services TOTALS	\$ 571.20	\$ 7,404.28	\$ 245.14	\$ -	
Communication	514100 \$ 806.66			\$ -	Communication	514100 \$ -			\$ -	
Office Supplies	530100 \$ -		\$ 125.69	\$ -	Office Supplies	530100 \$ -		\$ -	\$ -	
Operating Supplies	530200 \$ -			\$ 170.95	Operating Expenses	530200 \$ -			\$ -	
Food	530400 \$ -			\$ -	Food	530400 \$ 92.09			\$ -	
Software-Purchased	530600 \$ -			\$ -	Software-Purchased	530600 \$ -			\$ -	
Books/Subscripts/Periodicals	530700 \$ -		\$ 527.69	\$ 99.00	Books/Subscripts/Periodicals	530700 \$ -		\$ 72.00	\$ -	
Out of State: Hotel					Out of State: Hotel & Meals					
& Meals	560200 \$ -		\$ 911.29	\$ -	Out of State: Hotel & Meals	560200 \$ -		\$ 227.83	\$ -	
In State: Hotels & Meals	560250 \$ 142.40			\$ -	In State: Hotels & Meals	560250 \$ 35.60			\$ -	
Out of State: Air & Mileage					Out of State: Air & Mileage					
Mileage	560500 \$ 171.45		\$ 417.52	\$ -	Out of State: Air & Mileage	560500 \$ 42.86		\$ 104.38	\$ -	
In State: Air & Mileage	560550 \$ 205.02			\$ -	In State: Air & Mileage	560550 \$ 51.26			\$ -	
Registration	560700 \$ -			\$ 250.00	Registration	560700 \$ -			\$ -	
Print/Publish	561800 \$ 641.13	\$ 641.87	\$ 6,262.40	\$ 234.83	Print/Publish	561800 \$ -		\$ 1,147.27	\$ -	
Dues	561900 \$ 176.00	\$ 251.20		\$ 383.20	Dues	561900 \$ 44.00	\$ 62.80		\$ 95.80	
Inventory Exempt	572400 \$ -			\$ -	Inventory Exempt	572400 \$ -			\$ -	
Data Processing	572800 \$ 151.72			\$ -	Data Processing	572800 \$ -			\$ -	
Other Expenses TOTALS	\$ 2,294.38	\$ 893.07	\$ 8,244.59	\$ 1,137.98	Other Expenses TOTALS	\$ 265.81	\$ 62.80	\$ 1,551.48	\$ 95.80	
Section 112 TOTALS	\$ 45,939.60	\$ 75,516.80	\$ 84,277.85	\$ 73,284.40	Section 5303 TOTALS	\$ 11,177.12	\$ 18,940.98	\$ 12,301.09	\$ 14,055.27	
HOURLY RATES Sec 112	\$ 47.66	\$ 54.09	\$ 55.76	\$ 45.24	HOURLY RATES Sec 5303	\$ 47.66	\$ 55.16	\$ 48.63	\$ 45.44	
Salaries + Benefits /Total Quarter Hours					Salaries + Benefits /Total Quarter Hours					

Task 1: Program Support and Administration

- 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
- 1.2. FFY 2018 Quarterly Reports and APER 2017 completed and submitted on time. Prepared and submitted FFYs 2018 and 2019 UPWP and amendments
- 1.3. Prepared and submitted display ads for Policy Board meetings; prepared annual MPO meetings schedule
- 1.4. MPO staff attended conferences, training workshops and webinars

Task 2: Transportation Improvement Program (TIP)

Staff developed and submitted for approved the FFY 2018-23 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

Task 3: General Development and Data Collection/Analysis

- 3.1. SF MPO has license agreement and annual support with Midwest Software Solutions (MS2) to host traffic data for public access. MPO staff collected traffic volume data at approximately 40 locations and submitted counts to NMDOT.
- 3.2. Annual software maintenance agreement renewed with PTV America for the PTV Vision Suite. Travel Demand Model is updated and validated. Scheduled completion of the base model update was later than expected due to delay in availability of seasonally adjusted raw counts necessary for validating the model.

Task 4: Transportation Planning

- 4.1 Developing contract with consultant(s) to assist staff in updating the MPO Metropolitan Bicycle Master Plan. Reviewed development plans to ensure potential and required connections to bicycle network.
- 4.2 Worked on RFQ and scope for the Pedestrian Facilities and Safety Program an outcome of the 2015 Pedestrian Master Plan; Attended meetings of the NMDOT HSIP guidelines development team in context for ped safety; Attended meetings of the EDC/ Safe Transportation for Every Pedestrian Working Committee; Reviewed the application for Walk Friendly Community designation and delegated sections to City staff to fill out.
- 4.3 Worked with Santa Fe Trails, training on REMIX a comprehensive transit planning software program.
- 4.4 Worked with Development Review Team to provide feedback on proposed projects; Attended multiple meetings with the City Engineering and BTAC;
- 4.5 Staff reviewed NMDOT Safety Performance Measures for adoption by Policy Board.
- 4.6 Staff continues to review elements of the MTP for implementation
- 4.7 Staff continues outreach to Public Health community emphasizing benefits of active transportation ; Working with APA Healthy Communities Interest Group Leadership Task Force; Working with Planners4Health and APA Planning Policy Guidelines

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 2017 (October 1, 2016 – September 30, 2017)									FFY 2018 (October 1, 2017 – September 30, 2018)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
MPO Quarterly Meetings			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	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	2,700	\$ 140,400	\$ 500	\$ 17,315	\$ 158,215
Starting Balances 10/01/17	1,379	\$ 72,823.87	\$ (0.26)	\$ 9,480.85	\$ 82,304.46
Expenses Q1 Oct-Dec 2017	(378.5)	\$ (18,039.78)	\$ -	\$ (1,050.47)	\$ (19,090.25)
Q2 Jan-Mar 2018	(274.0)	\$ (14,880.44)	\$ -	\$ -	\$ (14,880.44)
Q3 Apr-Jun 2018	(330.7)	\$ (17,968.62)	\$ -	\$ (125.69)	\$ (18,094.31)
Q4 Jul-Sep 2018	(340.3)	\$ (15,407.65)	\$ -	\$ (269.95)	\$ (15,677.60)
Total Expenses	(1,323.5)	\$ (66,296.50)	\$ -	\$ (1,446.11)	\$ (67,742.61)
Balances YTD	55.7	\$ 6,527.37	\$ (0.26)	\$ 8,034.74	\$ 14,561.85

Quarter 1: Staff Activities

- Staff hosted and organized the MPO Quarterly on October 3 and 4
- MPO staff prepared documents and participated in interviews during City audit
- Senior Planner prepared and submitted bi-weekly time tracking sheets to MPO Officer.

Quarter 2: Staff Activities

- Worked on developing the MPO Program Budget for the City Finance Department
- Attended training on OpenGov software for Budget
- Worked with City Land Use Department on Results Based Performance measures
- Attended Joint MPO and RTPO meeting at Mid Region MPO

Santa Fe MPO FFY 2018 APER (October 1, 2017 to September 30, 2018)
FFY2017 & 2018 UPWP

Quarter 3: Staff Activities

- Participated with Land Use and Finance Department staff to adjust MPO budget
- Worked on hiring process for the Transportation Planner position with interviews and helping to set up the work station for the new staff member.
- MPO Transportation Planner new hire – getting acquainted with SFMPO plans, City of Santa Fe policies
- Senior Planner attended the Joint Meeting of MPO’s and RTPO’s hosted by the Farmington MPO on Monday, June 4th.

Quarter 4: Staff Activities

- MPO Officer working on transition plan for retirement in September
- Worked on City MPO budget adjustment and contract approvals
- Met with City officials to approve Cooperative Agreement and MOA with NMDOT
- MPO staff worked on update of Title VI plan
- Senior Planner attending meetings with City staff to help develop transitional functions in anticipation of the MPO Officer retiring at the end of September
- Senior Planner reviewed NMDOT’s Planning Procedures Manual and other documents including FHWA’s “MPO Staffing and Organizational Structures” 2017 report to review MPO restructuring options
- Senior Planner assisted with the coordination of agenda and logistics for Fall Quarterly meeting to be held in early October in Santa Fe
- MPO Transportation Planner new hire – getting acquainted with SFMPO plans, City of Santa Fe policies.
- MPO Transportation Planner assisted with the coordination of agenda and logistics for Fall Quarterly meeting to be held in early October in Santa Fe

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 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 2018 UPWP as needed.

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)										FFY 2018 (October 1, 2017 – September 30, 2018)												
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
Quarterly Reports	c			c			c				c		c				c				c		
APER		c											c										
2019&2020 UPWP Draft																	c						
2019&2020 UPWP																						c	

Santa Fe MPO FFY 2018 APER (October 1, 2017 to September 30, 2018)
FFY2017 & 2018 UPWP

Approved																					
2017&2018 UPWP Amendments			c		x				c			X			c			c			c

Key: X=Scheduled; C=Completed

Expenses:

TASK 1.2	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	1150	\$ 59,800	\$ -	\$ -	\$ 59,800
Starting Balances 10/01/17	581.5	\$ 30,595.66	\$ -	\$ -	\$ 30,595.66
Expenses Q1 Oct-Dec 2017	(113.5)	\$ (5,409.55)	\$ -	\$ -	\$ (5,409.55)
Q2 Jan-Mar 2018	(129.0)	\$ (7,005.76)	\$ -	\$ -	\$ (7,005.76)
Q3 Apr-Jun 2018	(148.0)	\$ (8,041.60)	\$ -	\$ -	\$ (8,041.60)
Q4 Jul-Sep 2018	(193.0)	\$ (8,738.40)	\$ -	\$ -	\$ (8,738.40)
Total Expenses	(583.5)	\$ (29,195.30)	\$ -	\$ -	\$ (29,195.30)
Balances YTD	(2.0)	\$ 1,400.36	\$ -	\$ -	\$ 1,400.36

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 worked on July-September Quarterly Report from the 2017 and 2018 UPWP

Quarter 2: Staff Activities

- Worked on Admin adjustment of FFY2017 and 2018 UPWP
- Created draft FFYs 2019 and 2020 UPWP
- MPO Staff met weekly to discuss status of UPWP Tasks
- MPO staff worked on the Oct – Dec 2017 Quarterly Report from 2017-2018 UPWP
- MPO staff met with NMDOT liaison to update the NMDOT on planning activities and future events
- MPO Staff worked on January-March Quarterly Report from the 2017 and 2018 UPWP

Quarter 3: Staff Activities

- MPO staff worked on the January-March 2018 Quarterly Report for 2017-2018 UPWP
- MPO Staff met weekly to discuss status of UPWP Tasks
- MPO staff worked on the April – June 2018 Quarterly Report for 2017-2018 UPWP
- Attended NMDOT liaison meeting to update the NMDOT on planning activities and future events

Quarter 4: Staff Activities

- Worked on the April – June 2018 Quarterly Report for 2017-2018 UPWP
- Worked on the July – September 2018 Quarterly Report
- Developed administrative amendment of FFY2017 and 2018 UPWP
- Senior Planner assisted with administrative modifications to the 2017-2018UPWP
- MPO Staff met with NMDOT liaison to update planning activities and future events
- MPO Transportation Planner worked on and was provided overview training on the Q4 2018 Quarterly Report from 2017-2018 UPWP
- MPO Transportation Planner worked on and was provided overview training on the Q4 2018 Quarterly Report from 2017-2018 UPWP

Santa Fe MPO FFY 2018 APER (October 1, 2017 to September 30, 2018)
FFY2017 & 2018 UPWP

- MPO Transportation Planner attended at least one NMDOT liaison meeting to update the NMDOT on planning activities and future events

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 2017 (October 1, 2016 – September 30, 2017)									FFY 2018 (October 1, 2017 – September 30, 2018)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
TPB Meeting Notices	c	c			c	c		c	c		x	x		c			c	c	c	c	c		c	c
Newsletters											x													
Annual Meetings Schedule		c												c										

Key: X=Scheduled; C=Completed

Expenses:

TASK 1.3	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	700	\$ 36,400	\$ -	\$ 11,000	\$ 47,400
Starting Balances 10/01/17	367.8	\$ 19,106.78	\$ -	\$ 5,660.75	\$ 24,767.53
Expenses Q1 Oct-Dec 2017		(65.3)	\$ (3,109.90)	\$ -	\$ (3,751.03)
Q2 Jan-Mar 2018		(96.0)	\$ (5,213.59)	\$ -	\$ (5,855.46)
Q3 Apr-Jun 2018		(95.0)	\$ (5,161.84)	\$ -	\$ (7,995.21)
Q4 Jul-Sep 2018		(93.5)	\$ (4,233.37)	\$ -	\$ (4,356.13)
Total Expenses	(349.8)	\$ (17,718.69)	\$ -	\$ (4,239.13)	\$ (21,957.82)
Balances YTD	18.1	\$ 1,388.09	\$ -	\$ 1,421.62	\$ 2,809.71

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
- Senior Planner and MPO Transportation Planner 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.
- Transportation Planner participated in a meeting with City GIS Staff to discuss ways to display MPO data via online mapping tools

Quarter 2: Staff Activities

- MPO staff prepared and sent public meeting notices to news media
- Staff organized and attended TPB and TCC Meetings

Santa Fe MPO FFY 2018 APER (October 1, 2017 to September 30, 2018)
FFY2017 & 2018 UPWP

- Senior Planner assisted with reports and meeting packets for the TPB and TCC meetings.
- Senior Planner made updates to the format and content on the Santa Fe MPO Website including posting meeting agenda's and minutes for TCC and TPB, and amendments to the TIP
- Senior Planner staffed tables at 2 State Capital events during the 30 day legislative session: Public Health Day in January and Transportation Day in February where educational material and engagement with the public took place

Quarter 3: Staff Activities

- MPO staff developed, organized and implemented Technical Coordinating Meetings and Policy Board Meetings each month.
- Senior Planner made updates to the format and content on the Santa Fe MPO Website including posting meeting agenda's and minutes for TCC and TPB, and amendments to the TIP
- Senior Planner staffed a table at the Santa Fe Rail Trail near Alta Vista Street prior to Santa Fe Bike Week where educational materials, event calendars, and information regarding the update of the 2012 Bicycle Master Plan and engagement with the public took place.
- MPO Staff responded to public requests for information

Quarter 4: Staff Activities

- MPO staff assisted with reports and meeting packets for the TPB and TCC meetings.
- MPO staff responded to various public requests for information
- Senior Planner developed draft Title VI Plan for the MPO via NMDOT's boiler plate for consideration of approval by the Policy Board and TCC
- Senior Planner attended and provided presentations on multiple topics at each TPB and TCC Meetings
- Senior Planner made updates to the format and content on the Santa Fe MPO Website including posting meeting agenda's and minutes for TCC and TPB, and amendments to the TIP
- Senior Planner met with community members and organizers to help devise diverse public input processes for the Bicycle Master Plan update.
- Senior Planner met with multiple community members to gain specific input/insight as to the update of the Bicycle Master Plan update
- MPO Transportation Planner assisted with reports and meeting packets for the TPB and TCC meetings.
- MPO Transportation Planner attended and provided presentations on multiple topics at each TPB and TCC Meetings
- MPO Transportation Planner made updates to the format and content on the Santa Fe MPO Website
- MPO Transportation Planner met with community members and organizers to help devise diverse public input processes for the Bicycle Master Plan update.
- MPO Transportation Planner met with multiple community members to gain specific input/insight as to the update of the Bicycle Master Plan update

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 Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	740	\$ 38,480		\$ 11,000	\$ 49,480
Starting Balances 10/01/17	385.5	\$ 20,102	\$ -	\$ 5,572.71	\$ 25,674.71
Expenses Q1 Oct-Dec 2017	(49.0)	\$ (2,335.40)	\$ -	\$ (868.59)	\$ (3,203.99)
Q2 Jan-Mar 2018	(71.0)	\$ (3,855.88)	\$ -	\$ (314.00)	\$ (4,169.88)
Q3 Apr-Jun 2018	(62.0)	\$ (3,368.78)	\$ -	\$ (1,661.02)	\$ (5,029.80)
Q4 Jul-Sep 2018	(177.3)	\$ (8,027.55)	\$ -	\$ (729.00)	\$ (8,756.55)
Total Expenses	(359.3)	\$ (17,587.61)	\$ -	\$ (3,572.61)	\$ (21,160.22)
Balances YTD	26.2	\$ 2,514.39	\$ -	\$ 2,000.10	\$ 4,514.49

Quarter 1: Staff Activities

- Transportation Planner routinely reviewed bicycle, transit and pedestrian policies and best management practices in order to stay current on latest developments, innovations and programs.
- Transportation Planner attended the National Public Health Association's conference for a series of transportation and health equity presentations and mobile tours in Atlanta, GA.

- Transportation Planner continue professional development initiatives supporting the New Mexico Chapter of the American Planning Association and the New Mexico MainStreet Program
- Transportation Planner participated in “e-STIP” online training and self-training
- Transportation Planner reviewed TIP procedures and processes
- Transportation Planner requested more detailed/hands on training with e-STIP and TIP procedures and processes in anticipation of Senior Planner moving full time to the City.

Quarter 2: Staff Activities

- MPO staff viewed various webinars and web-based training sites
- Senior Planner attended the NMDOT’s hosting of “Asset Management Workshop on Lifecycle Planning, Risk Management and Financial Plans” on February 27th.
- Senior Planner routinely reviewed bicycle, transit and pedestrian policies and best management practices in order to stay current on latest developments, innovations and programs.
- Senior Planner attended the National Trust for Historic Preservation’s Main Street Conference in Kansas City, MO for a series of presentations on public engagement, youth engagement, social justice/equity presentations as well as key note presentation that focused on complete streets.
- Senior Planner continue professional development initiatives supporting the New Mexico Chapter of the American Planning Association and the New Mexico MainStreet Program
- Senior Planner attended the Joint Meeting of MPO’s and RTPO’s hosted by the NMDOT on Thursday, March 22nd.
- Senior Planner participated in “eSTIP” training and self-training
- Senior Planner reviewed TIP procedures and processes

Quarter 3: Staff Activities

- Senior Planner routinely reviewed bicycle, transit and pedestrian policies and best management practices in order to stay current on latest developments, innovations and programs.
- Senior Planner attended the National American Planning Association’s National Conference in New Orleans and attended for a series of mobile workshops and presentations on public transit, complete streets, public engagement, social justice/equity presentations as well as key note presentation that focused on the benefits of inclusive planning.
- Senior Planner continue professional development initiatives supporting the New Mexico Chapter of the American Planning Association and the New Mexico MainStreet Program
- MPO Transportation Planner new hire – getting acquainted with SFMPO plans, City of Santa Fe policies.
- Senior Planner participated in “e-stip” self-training and guided training from NMDOT and Farmington MPO staff.
- Senior Planner reviewed TIP procedures and processes

Quarter 4: Staff Activities

- Senior Planner routinely reviewed bicycle, transit and pedestrian policies and best management practices in order to stay current on latest developments, innovations and programs.
- Senior Planner attended the National American Planning Association’s Fall Leadership meeting in September as President of the New Mexico Chapter and participated in plenary, sub-committee and Chapter President’s Council meeting in Washington D.C.
- Senior Planner continue professional development initiatives supporting the New Mexico Chapter of the American Planning Association and the New Mexico MainStreet Program
- Senior Planner attended multiple day trainings for the Santa Fe Trails (Transit) Division’s newly acquired “Remix” software dedicated to detailed route and operational planning for transit services
- Senior Planner reviewed NMDOT’s Policies Procedures Manual as a refresher for assuming Officer duties in October
- Senior Planner reviewed TIP procedures and processes
- Senior Planner attended NMDOT’s joint meeting and overview of Pavement Performance Measures on July 24th
- Senior Planner attended City meeting on briefing/presentation regarding the newly operational federal program known as “Opportunity Zones” designated in the Santa Fe Metro Area
- Senior Planner began attending “Executive Leadership” classes on a monthly basis. The 3 hour sessions cover multiple topics regarding advanced leadership issues.
- MPO Transportation Planner attended FHWA Peer Exchange event in Sacramento, CA to learn about the online PlanWorks tool.
- MPO Transportation Planner attended multiple day trainings for the Santa Fe Trails (Transit) Division’s newly acquired “Remix” software dedicated to detailed route and operational planning for transit services
- MPO Transportation Planner attended NMDOT’s joint meeting and overview of Pavement Performance Measures on July 24th

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) 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 2018-2023 TIP
- Prepare and submit Annual List of Obligated TIP Projects

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)									FFY 2018 (October 1, 2017 – September 30, 2018)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
TIP Amendments		c			c					c		c							c				c	
FFY 2018-2023 TIP										c		c												
List of Obligated Projects			c																c					

Key: X=Scheduled; C=Completed

Expenses:

TASK 2.1	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	440	\$ 22,880	\$ -	\$ -	\$ 22,880
Starting Balances 10/01/17	279.5	\$ 14,511.37	\$ -	\$ -	\$ 14,511.37
Expenses Q1 Oct-Dec 2017	(35.8)	\$ (1,703.89)	\$ -	\$ -	\$ (1,703.89)
Q2 Jan-Mar 2018	(16.0)	\$ (868.93)	\$ -	\$ -	\$ (868.93)
Q3 Apr-Jun 2018	(35.3)	\$ (1,918.03)	\$ -	\$ -	\$ (1,918.03)
Q4 Jul-Sep 2018	(35.8)	\$ (1,620.90)	\$ -	\$ -	\$ (1,620.90)
Total Expenses	(122.9)	\$ (6,111.75)	\$ -	\$ -	\$ (6,111.75)
Balances YTD	156.7	\$ 8,399.62	\$ -	\$ -	\$ 8,399.62

Quarter 1: Staff Activities

Senior Planner :

- Processed Bridge Structure # Correction to FFY2016-2021 and FFY2018-2023 TIPs for S100540.
- Corresponded with NMDOT D5 regarding project funding for Cerrillos Rd/Second Street Intersection/ADA Project
- Responded to request for Rail Trail Crossing at St Mikes RSA Information from Consultants
- Submitted FFY2018-2023 TIP Export files to NMDOT following FTA/FHWA Approval
- Updated TIP Database with requested changes to PDE Entries. Submitted Export files to NMDOT.
- Following FHWA/FTA Approval of the FFY2018-2023 TIP, created approved document and posted to the MPO Website.
- Put together Amendment 1 Call for Projects for the FFY2018-2023 TIP and send out to Member Agencies.
- Updated TIP Project Update table and sent out to Lead Agencies for their Updates.
- Corresponded with City Staff on Requested Admin Modification to S100370.
- Prepared for and met with NMDOT Staff to discuss changes to be included in Amendment 1 of the FFY2018-2023 TIP
- Attended e-STIP training at NMDOT GO (10/18)
- Worked on FFY2018-2023 TIP Amendment and corresponded with NMDOT on the details and created packet materials for TCC Meeting
- Investigated error in entries for S100510 and S100530, corresponded with NMDOT Rail on corrected entry

- Work on TIP Administrative Modifications and TIP Corrections. Submitted updated Export files to NMDOT
- Attended meeting on funding status for S100370 (Agua Fria/Cottonwood)
- Transportation Planner Processed several TIP amendments in accordance to the new e-STIP procedures
- Transportation Planner updated the website with formal TIP amendments

Quarter 2: Staff Activities

- Senior Planner Processed several TIP amendments in accordance to the new e-STIP procedures
- Senior Planner updated the website with formal TIP amendments
- Senior Planner actively trained on e-STIP procedures and applications

Quarter 3: Staff Activities

- Senior Planner Processed several TIP administrative and formal amendments in accordance to e-stip procedures
- Senior Planner updated the website with formal TIP amendments
- Senior Planner actively trained on e-stip procedures and applications

Quarter 4: Staff Activities

- Senior Planner Processed several TIP administrative and formal amendments in accordance to e STIP procedures
- Senior Planner updated the website with formal TIP amendments
- Senior Planner actively trained on e-STIP procedures and applications
- MPO Transportation Planner assisted in TIP development and maintenance when necessary.

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 2017 (October 1, 2016 – September 30, 2017)									FFY 2018 (October 1, 2017 – September 30, 2018)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Annual Traffic Count Map			c															X						

Key: X=Scheduled; C=Completed

Expenses:

TASK 3.1	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	135	\$ 7,020	\$ 5,700	\$ 2,600	\$ 15,320
Starting Balances 10/01/17	55.5	\$ 3,257.58	\$ 5,700	\$ 460.80	\$ 9,418.38
Expenses Q1 Oct-Dec 2017	(6.0)	\$ (285.97)	\$ -	\$ -	\$ (285.97)
Q2 Jan-Mar 2018	(3.0)	\$ (162.92)	\$ (635.00)	\$ -	\$ (797.92)
Q3 Apr-Jun 2018	-	\$ -	\$ (2,540.00)	\$ -	\$ (2,540.00)
Q4 Jul-Sep 2018	(2.0)	\$ (90.55)	\$ -	\$ -	\$ (90.55)
Total Expenses	(11.0)	\$ (539.45)	\$ (3,175.00)	\$ -	\$ (3,714.45)
Balances YTD	44.5	\$ 2,718.13	\$ 2,525.00	\$ 460.80	\$ 5,703.93

Quarter 1: Staff Activities

- MPO Staff responded to traffic data requests
- Discussed with NMDOT MPO requirement to maintain traffic data site hosted by MS2
- Worked on revising contract with MS2

Quarter 2: Staff Activities

- MPO Staff responded to public requests for recent Traffic Count data
- Contacted NMDOT and received count data for Santa Fe County
- Worked on MS2 license agreement (website for SFMPO traffic data)

Quarter 3: Staff Activities

- Staff responded to specific requests for traffic count data
- Contacted or referred to NMDOT request for traffic data
- Worked on invoice payment for MS2

Quarter 4: Staff Activities

- Responded to public requests for traffic count data
- Discussed traffic count locations with NMDOT traffic monitoring bureau
- MPO Transportation Planner met with NMDOT to coordinate upcoming traffic count efforts between NMDOT and the MPO

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

Objectives:

Santa Fe MPO FFY 2018 APER (October 1, 2017 to September 30, 2018)
FFY2017 & 2018 UPWP

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:

- 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 2017 (October 1, 2016 – September 30, 2017)									FFY 2018 (October 1, 2017 – September 30, 2018)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
												x												

Key: X=Scheduled; C=Completed

Expenses:

TASK 3.2	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	100	\$ 5,200	\$ 46,580	\$ -	\$ 51,780
Starting Balances 10/01/17	95.5	\$ 4,988.59	\$ 40,635.18	\$ -	\$ 45,623.77
Expenses Q1 Oct-Dec 2017	(17.0)	\$ (810.24)	\$ (2,856.00)	\$ -	\$ (3,666.24)
Q2 Jan-Mar 2018	(22.0)	\$ (1,194.78)	\$ (36,386.39)	\$ -	\$ (37,581.17)
Q3 Apr-Jun 2018	(7.0)	\$ (380.35)	\$ -	\$ -	\$ (380.35)
Q4 Jul-Sep 2018	(5.0)	\$ (226.38)	\$ -	\$ -	\$ (226.38)
Total Expenses	(51.0)	\$ (2,611.75)	\$ (39,242.39)	\$ -	\$ (41,854.14)
Balances YTD	44.5	\$ 2,376.84	\$ 1,392.79	\$ -	\$ 3,769.63

Quarter 1: Staff Activities

- MPO Staff worked on license maintenance agreement contract with PTV America
- MPO Staff worked on contract amendment with consultant ERMS.
- Worked on guiding contracts through the City approval process
- Discussed Model input updates and revisions with consultant

Quarter 2: Staff Activities

- Contacted TDM consultant ERMS about recent update of model
- Worked with Long Range planner at City about the travel demand model results

Quarter 3: Staff Activities

- Worked with ERMS (Bob Shull) and Legal and Finance Depts.to create a 4-year on-call contract to assist MPO Transportation Planner

Quarter 4: Staff Activities

- Worked with ERMS (Bob Shull) on-call contract and discussed future tasks

- MPO Transportation Planner coordinated with on-call consultant about traffic count data best practices

4 – TRANSPORTATION PLANNING

4.1 Bikeways 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 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 2017 (October 1, 2016 – September 30, 2017)									FFY 2018 (October 1, 2017 – September 30, 2018)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Bikeways map update																								
BMP update																								x

Key: X=Scheduled; C=Completed

Expenses:

TASK 4.1	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	1200	\$ 62,400	\$ 75,000	\$ 10,400	\$ 147,800
Starting Balances 10/01/17	788.5	\$ 41,202.22	\$ 73,333.50	\$ 7,681.45	\$ 122,217.17
Expenses Q1 Oct-Dec 2017	(115.5)	\$ (5,504.87)	\$ -	\$ -	\$ (5,504.87)
Q2 Jan-Mar 2018	(149.5)	\$ (8,119.07)	\$ -	\$ -	\$ (8,119.07)
Q3 Apr-Jun 2018	(189.5)	\$ (10,296.50)	\$ (17,560.89)	\$ (5,176.00)	\$ (33,033.39)
Q4 Jul-Sep 2018	(319.3)	\$ (14,456.84)	\$ (5,216.83)	\$ -	\$ (19,673.67)
Total Expenses	(773.8)	\$ (38,377.29)	\$ (22,777.72)	\$ (5,176.00)	\$ (66,331.01)
Balances YTD	14.7	\$ 2,824.93	\$ 50,555.78	\$ 2,505.45	\$ 55,886.16

Quarter 1: Staff Activities

- Transportation Planner drafted and let RFQ for Bicycle Master Plan Update and reviewed 8 proposals/qualifications
- MPO Staff Participated in Conference Call with BMP RFQ respondents regarding scope for contract

- Transportation Planner hosted Regional Trails Coordination gathering with participants from NMDOT, County, City, Public for the purpose of identifying key projects and how cross jurisdictional coordination can facilitate efficient project management
- Transportation Planner began the process for updated the Bikeways Map this included getting professional map production quotes, having stakeholders update the map and coordinating the update with the City GIS staff
- Transportation Planner provided updates to the Bicycle Trails Advisory Committee regarding plan/map updates and Bike to Work Week issues
- Transportation Planner began work with SFCC regarding the digital media project around the Guadalupe Reconstruction Project. The Nov. 14th kick off meeting was filmed as part of this project.
- Transportation Planner found three funding sources for custom Santa Fe bicycle racks and 30 racks have been ordered.
- Transportation Planner continued to work with bicycle rack stakeholders including the City Parks/Recs Department to plan for the placement and maintenance of racks.
- Transportation Planner provide bicycle related comments to the City regarding the adoption of the new Parks and Recs Master Plan
- Transportation Planner provided basic customer services regarding bicycling and projects for the public

Quarter 2: Staff Activities

- MPO Staff participated in conference calls with Tierra Plan assisting with the development of the SFMPO Bicycle Master Plan interactive mapping project and plan update.
- Senior Planner worked with consultants regarding the Bicycle Master Plan and assisted with a re-scoping of work to better align the needs of the Bicycle Master Plan update with the consultants intended work.
- Senior Planner coordinated data collection via the City of Santa Fe and Santa Fe County regarding the Bicycle Master Plan GIS project
- Senior Planner completed the process for updating the 2015 Bikeways Map this included delivery of maps and updating the website
- Senior Planner provided updates to the Bicycle Trails Advisory Committee regarding plan/map updates and Bike to Work Week issues
- Senior Planner began hosting monthly Santa Fe Bike Week planning sessions a full week of events are scheduled.
- Senior Planner actively worked on the coordination of permitting, marketing and organization for multiple bicycle related events during the May 2018 Bike Week.
- Senior Planner continued to work with a small community group for the placement and installation of Bicycle Racks in accordance to the 2012 Bicycle Master Plan
- Senior Planner began work with SFCC regarding the digital media project around the Guadalupe Reconstruction Project.
- Senior Planner continued to work with bicycle rack stakeholders including the City Parks/Recs Dept and Land Use Department to plan for the placement and maintenance of racks.

- Senior Planner provided basic customer services regarding bicycling and projects for the public
- Senior Planner attended the January 9th Rio Grande Trail Commission to keep abreast of the planning efforts that may impact the metro area

Quarter 3: Staff Activities

- Senior Planner continued work with Tierra Plan assisting with the development of the SFMPO Bicycle Master Plan interactive mapping project and plan update. Specifically mapping the “Phase A” projects within the new GIS program.
- Senior Planner worked with consultants regarding the Bicycle Master Plan and assisted with a re-scoping of work to better align the needs of the Bicycle Master Plan update with the consultants intended work.
- Senior Planner headed up the coordination of Santa Fe Bike Week events that began in January and was executed the week of May 12th through the 20th.
- Senior Planner coordinated data collection via the City of Santa Fe and Santa Fe County regarding the Bicycle Master Plan GIS project
- Senior Planner continued to deliver the most recent 2018 Bikeways Map to local entities
- Senior Planner provided updates to the Bicycle Trails Advisory Committee regarding plan/map updates and Bike to Work Week issues.
- Senior Planner developed a “Call for Projects” memo for agencies regarding FFY2020-2021 Transportation Alternative Funding and Regional Trails Program Funding.
- Senior Planner actively worked on the coordination of permitting, marketing and organization for multiple bicycle related events during the May 2018 Bike Week.
- Senior Planner continued to work with a small community group for the placement and installation of Bicycle Racks in accordance to the 2012 Bicycle Master Plan
- Senior Planner continued to work with bicycle rack stakeholders including the City Parks/Recs Dept and Land Use Department to plan for the placement and maintenance of racks.
- Senior Planner provided basic customer services regarding bicycling and projects for the public.
- Senior Planner provide the City of Santa Fe staff and the public with objective details regarding the planning, programming and funding of the Santa Fe Rail Trail improvement project adjacent to the South Capital Station.
- Senior Planner assisted “Bike Santa Fe” a local non-profit with the logistics of specialized public education training sessions.
- MPO Transportation Planner participated in discussion and contract review with Design Office for Bicycle Master Plan Update

Quarter 4: Staff Activities

- Senior Planner continued work with Tierra Plan assisting with the development of the SFMPO Bicycle Master Plan interactive mapping project and plan update. Specifically completing the Phase A,B,C project mapping and helping to develop an on-line strategy to develop a new “proposed’ Phase A,B,C list for stakeholder consideration.

- Senior Planner worked with Design Office and Toole (Consultants) regarding the Bicycle Master Plan update beginning in early September and continuing on a weekly basis until update is completed.
- Senior Planner coordinated site location services for the placement of 15 custom bike racks in the downtown area with the City of Santa Fe Parks/Rec Department staff.
- Senior Planner coordinated data collection via the City of Santa Fe and Santa Fe County regarding the Bicycle Master Plan GIS project
- Senior Planner continued to deliver the most recent 2018 Bikeways Map to local entities
- Senior Planner provided updates to the Bicycle Trails Advisory Committee regarding plan/map updates, TAP Funding Applications and a new Pedestrian Safety/Project the MPO is undertaking next Quarter.
- Senior Planner continued to work with a small community group for the placement and installation of Bicycle Racks in accordance to the 2012 Bicycle Master Plan
- Senior Planner continued logistical work with SFCC regarding the digital media project around the Guadalupe Reconstruction Project, this included two filming initiatives on site during Santa Fe Bike Week and the coordination of interviews in late June.
- Senior Planner provided basic customer services regarding bicycling and projects for the public.
- Senior Planner assisted “Bike Santa Fe” a local non-profit with the logistics of specialized public education training sessions and regarding community efforts to have the City replace “share the road” signage with Bicycles May Use Full Lane signage
- Senior Planner and Transportation Planner met with several bicycle/community stakeholders to gain specific insight regarding the Bicycle Master Plan Update
- Senior Planner provided research regarding the recent adoption of Bicycle Master Plans to review for content and formatting to help inform the Bicycle Master Plan update
- Senior Planner provided support investigating the possibility of the City of Santa Fe developing a Bike-Share program in coordination with the PACE Bike Share program hosted by Rio Metro Regional Transit District in Albuquerque
- MPO Transportation Planner worked with Design Office and Toole (Consultants) regarding the Bicycle Master Plan update beginning in early September and continuing on a weekly basis until update is completed.
- MPO Transportation Planner participated in site location services for the placement of 15 custom bike racks in the downtown area with the City of Santa Fe Parks/Rec Department staff.
- MPO Transportation Planner participated in coordinated data collection via the City of Santa Fe and Santa Fe County regarding the Bicycle Master Plan GIS project
- MPO Transportation Planner provided support investigating the possibility of the City of Santa Fe developing a Bike-Share program in coordination with the PACE Bike Share program hosted by Rio Metro Regional Transit District in Albuquerque
- Senior Planner and Transportation Planner met with several bicycle/community stakeholders to gain specific insight regarding the Bicycle Master Plan Update

4.2 Pedestrian Planning [FTA code 44.23.00]

Objectives:

*Santa Fe MPO FFY 2018 APER (October 1, 2017 to September 30, 2018)
FFY2017 & 2018 UPWP*

Implement the Santa Fe Metropolitan Pedestrian Master Plan by following the steps outlined in the plan. Participate, promote or sponsor events to encourage walking as a viable transportation option. Help facilitate submitting application and the progressive levels of achievement for the City as a “Walk Friendly Community”.

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, 2018

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)									FFY 2018 (October 1, 2017 – September 30, 2018)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
WFC application submitted															x									
PMP Project List																						x		

Key: X=Scheduled; C=Completed

Expenses:

TASK 4.2	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	900	\$ 46,800	\$ 7,000	\$ 800	\$ 54,600
Starting Balances 10/01/17	546.0	\$ 28,767.49	\$ 7,000	\$ 800	\$ 36,567.49
Expenses Q1 Oct-Dec 2017	(158.8)	\$ (7,566.22)	\$ -	\$ -	\$ (7,566.22)
Q2 Jan-Mar 2018	(95.5)	\$ (5,186.43)	\$ -	\$ -	\$ (5,186.43)
Q3 Apr-Jun 2018	(94.0)	\$ (5,107.50)	\$ -	\$ -	\$ (5,107.50)
Q4 Jul-Sep 2018	(209.5)	\$ (9,485.46)	\$ -	\$ -	\$ (9,485.46)
Total Expenses	(557.8)	\$ (27,345.62)	\$ -	\$ -	\$ (27,345.62)
Balances YTD	(11.8)	\$ 1,421.87	\$ 7,000.00	\$ 800.00	\$ 9,221.87

Quarter 1: Staff Activities

- MPO Staff worked on completing the 70 page online application requesting designation as a Walk Friendly Community for the City of Santa Fe. Engaged staff from different departments to answer sections of the application. Completed application was submitted on time on December 15.
- Transportation Planner supported the NMDOT’s Pedestrian planning efforts by attending monthly meetings for the development of pedestrian safety counter measures/training and policies
- MPO Staff attended NMDOT’s Every Day Counts/Safe Transportation for Every Pedestrian Workshop to revise NMDOT design guidelines for enhancing pedestrian safety projects throughout the state of New Mexico.

Quarter 2: Staff Activities

- MPO staff developed a resolution supporting a Walk Friendly Community designation for the City
- MPO Staff attended several committee meetings and City Council to finally receive approval for the resolution

- Senior Planner supported the NMDOT’s Pedestrian planning efforts by attending monthly meetings for the development of pedestrian safety counter measures/training and policies
- Senior Planner attended the January 9th Rio Grande Trail Commission to keep abreast of the planning efforts that may impact the metro area
- Senior Planner attended the March 29th public input meeting for the Guadalupe Street Reconstruction and coordinated the filming of the meeting with the SFCC film production team.

Quarter 3: Staff Activities

- Senior Planner continued to support the FHWA’s and NMDOT’s Pedestrian (STEP) planning efforts by attending monthly meetings for the development of pedestrian safety counter measures/training and policies
- Senior Planner attended the City of Santa Fe’s Guadalupe Street Reconstruction Liaison Committee meeting and coordinate with the SFCC film production team who was able to attend the meeting
- Senior Planner developed a “Call for Projects” memo for agencies regarding FFY2020-2021 Transportation Alternative Funding and Regional Trails Program Funding.
- Presented results of Walk Friendly designation to BTAC [City Bike/ped advisory committee]

Quarter 4: Staff Activities

- Senior Planner continued to support the FHWA’s and NMDOT’s Pedestrian (STEP) planning efforts by attending monthly meetings for the development of pedestrian safety counter measures/training and policies
- Senior Planner continued to work the City of Santa Fe’s Guadalupe Street Reconstruction Liaison Committee meeting and coordinate with the SFCC film production team regarding this project
- Senior Planner developed a scope of work and Request for Qualifications for a Pedestrian Safety Project in conjunction with TCC members to develop a list of specific pedestrian improvements under \$50K in the metro area using devised criteria to develop project list/locations and cost estimates. This project supports the implementation of the SFMPO Pedestrian Master Plan
- MPO Transportation Planner participated in the FHWA’s and NMDOT’s Pedestrian (STEP) planning efforts by attending monthly meetings for the development of pedestrian safety counter measures/training and policies

4.3 Public Transit Planning [FTA code 44.23.00]

Objectives:

Implement the Public Transit Master Plan and continue to facilitate and coordinate short term planning efforts between transit service agencies within the MPO Planning Area. As the area continues to urbanize, there are limited opportunities to expand the road network to create the needed vehicle capacity to accommodate the Single Occupancy Vehicle. Given that a majority of Santa Fe employees commute from all over the region a comprehensive plan needs to be

developed to identify future transit and rail needs to accommodate travelers on public transportation as well as to identify strategies to attract new users.

Consultant Services: (\$30,000)

- Engage consultant to develop a plan on Teen and Pre-Teen Mobility
- Help integrate safety and health into the Public Transit Master Plan and coordinate document updates with other MTP sub-plans

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

- Completed Teen and Pre-teen Mobility Plan by June 30, 2017

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)									FFY 2018 (October 1, 2017 – September 30, 2018)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Teen&Pre-teen MobilityStudy									C															

Key: X=Scheduled; C=Completed

Expenses:

TASK 4.3	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	575	\$ 29,900	\$ 23,500	\$ 500	\$ 53,900
Starting Balances 10/01/17	203.0	\$ 10,752.71	\$ 400.51	\$ 337.53	\$ 11,490.75
Expenses Q1 Oct-Dec 2017	(49.0)	\$ (2,335.40)	\$ -	\$ -	\$ (2,335.40)
Q2 Jan-Mar 2018	(68.0)	\$ (3,692.96)	\$ -	\$ -	\$ (3,692.96)
Q3 Apr-Jun 2018	(29.0)	\$ (1,575.77)	\$ -	\$ -	\$ (1,575.77)
Q4 Jul-Sep 2018	(63.0)	\$ (2,852.48)	\$ -	\$ -	\$ (2,852.48)
Total Expenses	(209.0)	\$ (10,456.61)	\$ -	\$ -	\$ (10,456.61)
Balances YTD	(6.0)	\$ 296.10	\$ 400.51	\$ 337.53	\$ 1,034.14

Quarter 1: Staff Activities

- Transportation Planner worked with Santa Fe Trails to procure Transit Asset Management figures in accordance to the FTA’s regulations. The PB adopted the measures

Quarter 2: Staff Activities

- Senior Planner discussed possible technical assistance funding initiatives with Santa Fe Trails for the possible application for FTA Planning funds.
- Senior Planner attended transit service providers “Dump-the-Pump” planning meeting in an effort to coordinate marketing efforts between Santa Fe Bike Week Events and the June 21 “Dump-the-Pump” transit event in Santa Fe. The event is part of a national day of transit awareness to encourage those who do not take the bus to try it.

Quarter 3: Staff Activities

- Senior Planner worked with local transit services providers to provide a forum and a formal adoption of a newly minted FTA 5307 funding formula for the sub-allocation of 2018-2019 funds. This was modified as a result of the NMNCRD’s continued investments in two routes within the SFMPO Planning Area.
- Senior Planner attended transit service providers “Dump-the-Pump” planning meeting in an effort to coordinate marketing efforts between Santa Fe Bike Week Events and the June 21 “Dump-the-Pump” transit event in Santa Fe. The event is part of a national day of transit awareness to encourage those who do not take the bus to try it.

- Senior Planner developed a “Call for Projects” memo for agencies regarding FFY2020-2021 Transportation Alternative Funding and Regional Trails Program Funding.

Quarter 4: Staff Activities

- Senior Planner attended multiple ReMix (Transit Planning Software) training with City staff
- Senior Planner coordinated with City Transit staff regarding the updates and administrative modifications to multiple FTA funded projects in the TIP
- Senior Planner provided support investigating the possibility of the City of Santa Fe developing a Bike-Share program in coordination with the PACE Bike Share program hosted by Rio Metro Regional Transit District in Albuquerque
- MPO Transportation Planner attended multiple day trainings for the Santa Fe Trails (Transit) Division’s newly acquired “Remix” software dedicated to detailed route and operational planning for transit services
- MPO Transportation Planner provided support investigating the possibility of the City of Santa Fe developing a Bike-Share program in coordination with the PACE Bike Share program hosted by Rio Metro Regional Transit District in Albuquerque

4.4 Participation in SFMPO Member Plans, Projects and Studies

[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.

Expenses:

TASK 4.4	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	400	\$ 20,800	\$ -	\$ -	\$ 20,800
Starting Balances 10/01/17	196.3	\$ 10,243.30	\$ -	\$ -	\$ 10,243.30
Expenses Q1 Oct-Dec 2017	(24.5)	\$ (1,167.70)	\$ -	\$ -	\$ (1,167.70)
Q2 Jan-Mar 2018	(33.0)	\$ (1,792.17)	\$ -	\$ -	\$ (1,792.17)
Q3 Apr-Jun 2018	(36.0)	\$ (1,956.06)	\$ -	\$ -	\$ (1,956.06)
Q4 Jul-Sep 2018	(48.5)	\$ (2,195.92)	\$ -	\$ -	\$ (2,195.92)
Total Expenses	(142.0)	\$ (7,111.85)	\$ -	\$ -	\$ (7,111.85)
Balances YTD	54.3	\$ 3,131.45	\$ -	\$ -	\$ 3,131.45

Quarter 1: Staff Activities

- Senior Planner Reviewed Development Review Plans to provide feedback related to MPO issues on proposed projects and trail connection recommendations
- Transportation Planner Reviewed Development Review Plans to provide trail connection recommendations
- Transportation Planner reviewed City Parks/Recs Master Plan and provided comments
- MPO Staff attended weekly management meetings of the City’s Land Use Department

Santa Fe MPO FFY 2018 APER (October 1, 2017 to September 30, 2018)
FFY2017 & 2018 UPWP

Quarter 2: Staff Activities

- MPO staff participated in meetings regarding the City's Guadalupe St Safety project
- MPO staff participated in meetings regarding the City's Storm water management planning grant from EPA
- Senior Planner Reviewed Development Review Plans to provide trail connection recommendations
- Senior Planner met with City of Santa Fe's newly hired Economic Development staff to outline the planning services the MPO provides and overlapping issues and opportunities with Economic Development initiatives.

Quarter 3: Staff Activities

- Senior Planner Reviewed Development Review Plans to provide trail connection recommendations
- Senior Planner met with City of Santa Fe Traffic Division to coordinate TAP/RTP applications.
- Senior Planner continued to assist the City of Santa Fe by sitting on the Liaison Committee for the Guadalupe Road Reconstruction Project
- Senior Planner provided specific recommendations for the City of Santa Fe's draft Parks and Recreation Master Plan
- Senior Planner provided specific language and policy support on multiple occasions for the City of Santa Fe's 25 year Sustainability Plan draft.
- Senior Planner attended a two hour discussion with Rice University staff and students who were asked by the City to provide policy/programming ideas to the City of Santa Fe as support to the 25 year Sustainability planning efforts. (April 13th)

Quarter 4: Staff Activities

- Senior Planner Reviewed Development Review Plans with the City to provide trail connection recommendations
- Senior Planner provided support investigating the possibility of the City of Santa Fe developing a Bike-Share program in coordination with the PACE Bike Share program hosted by Rio Metro Regional Transit District in Albuquerque
- Senior Planner met with City of Santa Fe Traffic Division to continue to coordinate TAP/RTP applications.
- Senior Planner continued to assist the City of Santa Fe by sitting on the Liaison Committee for the Guadalupe Road Reconstruction Project
- Senior Planner continued to provide policy support for the City of Santa Fe's 25 year Sustainability Plan draft.
- Senior Planner began attending the Land Use Departments weekly staff meeting in anticipate of assuming "Officer" duties in October
- Senior Planner continued to participate in the review of strategic planning and guidance documents with the NMDOT's and FHWA's Every Day Counts/Pedestrian Safety Committee.

- Senior Planner participated in discussions with City Economic Development and Affordable Housing staff regarding possible use of demographic modeling investments to coordinate or planning efforts
- Senior Planner participated in overview/training regarding the City of Santa Fe’s participation the Federal “Opportunity Zones” program
- Senior Planner attended the NMDOT’s St. Francis and St. Michaels Interchange Alternative Study and provided input on Aug. 23rd.
- MPO Transportation Planner attended City meeting on briefing/presentation regarding the newly operational federal program known as “Opportunity Zones” designated in the Santa Fe Metro Area
- MPO Transportation Planner met with City of Santa Fe Traffic Division and Santa Fe County to continue to coordinate TAP/RTP applications.
- MPO Transportation Planner attended the NMDOT’s St. Francis and St. Michaels Interchange Alternative Study and provided input on Aug. 23rd.
- MPO Transportation Planner attended the NMDOT’s St. Francis and St. Michaels Interchange Alternative Study and provided input on Aug. 23rd

4.5 Safety Planning [FTA code 44.24.00]

Objectives:

Utilize the 2012 Worcester Polytechnic Institute (WPI) Hazardous Locations Report to determine future transportation planning safety initiatives.

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

- Identified and review applications for future safety projects and planning initiatives.

PRODUCT	FFY 2015 (October 1, 2014 – September 30, 2015)									FFY 2016 (October 1, 2015 – September 30, 2016)														
	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 Safety Plan																								

Key: X=Scheduled; C=Completed

Expenses:

TASK 4.5	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	160	\$ 8,320	\$ 35,000	-	\$ 43,320
Starting Balances 10/01/17	90.0	\$ 4,696.06	\$ 35,000.00	\$ -	\$ 39,696.06
Expenses Q1 Oct-Dec 2017	(16.0)	\$ (762.58)	\$ -	\$ -	\$ (762.58)
Q2 Jan-Mar 2018	(14.0)	\$ (760.31)	\$ -	\$ -	\$ (760.31)
Q3 Apr-Jun 2018	(20.0)	\$ (1,086.70)	\$ (8,000.00)	\$ -	\$ (9,086.70)
Q4 Jul-Sep 2018	(8.0)	\$ (362.21)	\$ (11,335.00)	\$ -	\$ (11,697.21)
Total Expenses	(58.0)	\$ (2,971.81)	\$ (19,335.00)	\$ -	\$ (22,306.81)
Balances YTD	32.0	\$ 1,724.25	\$ 15,665.00	\$ -	\$ 17,389.25

Quarter 1: Staff Activities

- MPO Staff reviewed “Safety Performance Measures” provided by the NMDOT and presented to the TCC and Policy Board for discussion purposes. The TCC recommended approval by the Policy Board, which formally adopted those measures in November.
- Transportation Planner provided support for NMDOT pedestrian safety counter measure efforts

Quarter 2: Staff Activities

- Senior Planner provided support for NMDOT pedestrian safety counter measure efforts STEP Safe Transport for Every Pedestrian
- MPO staff hosted Steve Durant from Alta Planning and Design to meet with Parks/Recs Director and with the Bicycle Trails Advisory Committee to discuss the potential development of a “Bicycle Playground” in Santa Fe. The Playground would provide a safe area targeted for bicycle education and fun for youth of all ages. The City has subsequently placed the design of the project on the CIP list.
- MPO Staff attended the City of Santa Fe’s Guadalupe Street Reconstruction/ Safety Project Liaison Committee meeting and coordinate with the SFCC film production team who was able to attend the meeting

Quarter 3: Staff Activities

- Senior Planner continued logistical work with SFCC regarding the digital media project around the Guadalupe Reconstruction Project, this included two filming initiatives on site during Santa Fe Bike Week in May and the coordination of interviews in June.
- Senior Planner provided support for NMDOT pedestrian safety counter measure efforts

Quarter 4: Staff Activities

- Senior Planner provided support for NMDOT pedestrian safety counter measure efforts
- Senior Planner developed scope and RFQ for the purpose of developing a Pedestrian Safety Project effort
- MPO Transportation Planner provided support for NMDOT pedestrian safety counter measure efforts

4.6 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.

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

- An approved MTP 2015-2040

PRODUCT	FFY 2015 (October 1, 2014 – September 30, 2015)										FFY 2016 (October 1, 2015 – September 30, 2016)													
	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 2015-2040																								

Key: X=Scheduled; C=Completed

Expenses:

TASK 4.6	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	100	\$ 5,200	\$ -	\$ -	\$ 5,200
Starting Balances 10/01/17	62.0	\$ 3,270.46	\$ -	\$ -	\$ 3,270.46
Expenses Q1 Oct-Dec 2017	(6.0)	\$ (285.97)	\$ -	\$ -	\$ (285.97)
Q2 Jan-Mar 2018	(17.0)	\$ (923.24)	\$ -	\$ -	\$ (923.24)
Q3 Apr-Jun 2018	(12.0)	\$ (652.02)	\$ -	\$ -	\$ (652.02)
Q4 Jul-Sep 2018	(21.5)	\$ (973.45)	\$ -	\$ -	\$ (973.45)
Total Expenses	(56.5)	\$ (2,834.68)	\$ -	\$ -	\$ (2,834.68)
Balances YTD	5.5	\$ 435.78	\$ -	\$ -	\$ 435.78

Quarter 1: Staff Activities

- Transportation Planner reviewed the MTP in reference to the update of the forthcoming Metropolitan Bicycle Master Plan update.
- Transportation Planner continued outreach and coordination with statewide initiatives including, New Mexico MainStreet/Economic Development efforts, and American Planning Association’s New Mexico Chapter.

Quarter 2: Staff Activities

- Senior Planner reviewed the MTP in reference to the update of the forthcoming Metropolitan Bicycle Master Plan update.

Quarter 3: Staff Activities

- Senior Planner reviewed the MTP in reference to the update of the forthcoming Metropolitan Bicycle Master Plan update

Quarter 4: Staff Activities

- Senior Planner reviewed the MTP in reference to the update of the forthcoming Metropolitan Bicycle Master Plan update.
- Senior Planner reviewed the MTP in anticipation of beginning the 5 year update in 2019 to be completed by the end of 2020.
- MPO Transportation Planner reviewed the MTP in reference to the update of the forthcoming Metropolitan Bicycle Master Plan update.
- MPO Transportation Planner reviewed the MTP in anticipation of beginning the 5 year update in 2019 to be completed by the end of 2020

4.7 Public Health Planning and Collaboration [FTA code 44.24.00]

Objectives:

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

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

PRODUCT	FFY 2017 (October 1, 2016 – September 30, 2017)									FFY 2018 (October 1, 2017 – September 30, 2018)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9

Santa Fe MPO FFY 2018 APER (October 1, 2017 to September 30, 2018)
FFY2017 & 2018 UPWP

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Key: X=Scheduled; C=Completed

Expenses:

TASK 4.7	Staff Hours	Staff Costs	Consultant Services	Other Expenses	TOTALS
FFYs 2017 & 2018 BUDGET	500	\$ 26,000	\$ -	\$ -	\$ 26,000
Starting Balances 10/01/17	184.8	\$ 9,673.35	\$ -	\$ -	\$ 9,673.35
Expenses Q1 Oct-Dec 2017	(50.0)	\$ (2,383.06)	\$ -	\$ -	\$ (2,383.06)
Q2 Jan-Mar 2018	(52.0)	\$ (2,824.03)	\$ -	\$ -	\$ (2,824.03)
Q3 Apr-Jun 2018	(21.5)	\$ (1,168.21)	\$ -	\$ -	\$ (1,168.21)
Q4 Jul-Sep 2018	(19.5)	\$ (882.89)	\$ -	\$ -	\$ (882.89)
Total Expenses	(143.0)	\$ (7,258.19)	\$ -	\$ -	\$ (7,258.19)
Balances YTD	41.8	\$ 2,415.16	\$ -	\$ -	\$ 2,415.16

Quarter 1: Staff Activities

- Transportation Planner continued to reach out to public health officials regarding programs and projects related to the MPO.
- Transportation Planner provided input to the NMDOT STEP into Safety Pedestrian Safety Counter Measures regarding public health data and information
- Transportation Planner continued to include public health related data and information within all aspects of planning
- Transportation Planner attended the National Public Health Association’s Annual Meeting in Atlanta, GA to further develop relationships and to advance knowledge around public health and planning.
- Transportation Planner was actively involved with the American Planning Association’s Health Community
- Transportation Planner attended the APA-NM Fall conference in Silver City New Mexico where the Plan4Health New Mexico project was officially presented to members of APA New Mexico.
- Transportation Planner provided support and guidance around the inclusion of public health professional during NMDOT’s EDC/STEP (Pedestrian Safety) Committee meetings.
- Transportation Planner coordinated development proposals, project review meetings and additional transportation planning related work with staff from the New Mexico Department of Health.
- Transportation Planner viewed several webinars regarding APA’s Plan4Health and Planners4Health program. These webinars regarded the advancement of public health related issues, planning and transportation

Quarter 2: Staff Activities

- Senior Planner provided staffing of an outreach table at the State Capital on “Public Health Day at the Roundhouse.” The goal was to raise awareness of Complete Streets as they related to the advancement of public health and to showcase the work the SFMPO is doing.
- Senior Planner continued to reach out to public health officials regarding programs and projects related to the MPO.
- Senior Planner provided input to the NMDOT STEP into Safety Pedestrian Safety Counter Measures regarding public health data and information

- Senior Planner continued to include public health related data and information within all aspects of planning
- Senior Planner was actively involved with the American Planning Association's Health Community Collaborative

Quarter 3: Staff Activities

- Senior Planner continued to reach out to public health officials regarding programs and projects related to the MPO.
- Senior Planner included State Public Health staff within the planning efforts for all of the Santa Fe Bike Week events prior to and during the May events.
- Senior Planner provided input to the NMDOT STEP into Safety Pedestrian Safety Counter Measures regarding public health data and information
- Senior Planner continued to include public health related data and information within all aspects of planning
- Senior Planner was actively involved with the American Planning Association's Health Community Collaborative

Quarter 4: Staff Activities

- Senior Planner continued to reach out to public health officials regarding programs and projects related to the MPO.
- Senior Planner provided input to the NMDOT STEP into Safety Pedestrian Safety Counter Measures regarding public health data and information
- Senior Planner continued to include public health related data and information within all aspects of planning
- Senior Planner was actively involved with the American Planning Association's Health Community Collaborative
- MPO Transportation Planner provided input to the NMDOT STEP into Safety Pedestrian Safety Counter Measures regarding public health data and information