** SPECIAL **
POLICY COMMITTEE
AGENDA

Farmington Metropolitan Planning Organization

March 10, 2014
4:00 p.m.

MPO Office
Downtown Centre
100 W Broadway
Farmington, New Mexico

AGENDA
FARMINGTON METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE MEETING
March 10, 2014 4:00 PM

This meeting will be held at the MPO Office, second floor of the Downtown Centre, 100 West Broadway, Farmington, New Mexico.

ITEM	**PAGE**
1. Call meeting to order	
2. Amendment to the FFY2014-2015 Unified Planning Work Program and Budget. a. Review the changes included in the amendment. b. Consider approval of the amendment to the FFY2014-2015 Unified Planning Work Program and Budget.	**1**
3. Business from Chairman, Members, and Staff	
4. Business from the Floor	
5. Adjournment	

ATTENTION PERSONS WITH DISABILITIES: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the MPO Administrative Aide at the Downtown Center, 100 W Broadway, Farmington, New Mexico or at 505-599-1466 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the MPO Administrative Aide if a summary or other type of accessible format is needed.

FARMINGTON METROPOLITAN PLANNING ORGANIZATION
Agenda Item #2

Subject:	FFY2014-2015 UPWP & Budget Amendment
Prepared by:	Joe Delmagori, MPO Planner
Date:	March 3, 2014

BACKGROUND OR PREVIOUS WORK

- The Policy Committee approved a UPWP budget amendment in January 2014 to reflect final PL Work Authorization and carryover amounts.
- In February, the NMDOT Planning Bureau informed the MPO of the need to amend the FFY2014-2015 UPWP and budget based on funding changes.
- Federal PL carryover funds from FY2012 are being removed from the MPO budget.
- Current federal FFY2014 PL funds are being revised to show an increase.
- NMDOT has approved the use of FFY2013 federal PL funds in FFY2014.
- UPWP budget amendments need to be provided to NMDOT by March 15 as described in the Planning Procedures Manual (PPM).

CURRENT WORK

- Due to budget constraints, the FY2012 federal PL carryover funds in the amount of $72,863.82 are being removed from the UPWP budget.
- Due to an administrative error, federal PL funds for FFY2014 total $198,985 rather than $170,013.
- The FFY2013 federal PL funds in the amount of $196,487 stay the same.
- Based on the amendment, the total PL federal funds for the MPO now equal $395,472.
- The change in federal PL funds, from January's amendment to this amendment, is about $43,000 less.
- MPO staff has provided justification to NMDOT that federal PL funds from FFY2013 and FFY2014 will be spent by September 30, 2014 with minimal carryover.

ANTICIPATED WORK

- Hire consultants and make purchases as outlined in the UPWP budget.

ATTACHMENTS

- Existing UPWP budget, as of January 2014.
- Revised UPWP budget, pending March 2014 amendment.
- Allocation of federal PL funds by line item.

RECOMMENDATION

- It is recommended that the Policy Committee review the changes included in the amendment and approve the amendment to the FFY2014-2015 UPWP and Budget.

Current UPWP Budget for the Farmington MPO (amended on January 16, 2014)

Fund Source	FY2014 Est. Budget (June 2013)	FFY2013 Authorized Amts (Jul 2013)	FFY2014 Authorized Amt (Jul 2013)	FY2013 Carryover (Oct 2013)	FFY2014 Authorized Amt (Dec 2013)	FFY2014 Final Budget (Dec 2013)
FHWA PL - Federal Share	$ 196,487.00	$ 196,487.00		$ 71,863.82	$ 170,013.00	$ 438,363.82
FHWA PL Required Match	$ 33,483.74	$ 33,483.74		$ 12,246.46	$ 28,972.25	$ 74,702.45
FHWA PL Total	$ 229,970.74	$ 229,970.74		$ 84,110.28	$ 198,985.25	$ 513,066.27
FHWA PL Traffic Counts - Federal						
FHWA PL Required Match						
FHWA PL Traffic Counts Total						
FTA 5303 - Federal Share	$ 36,000.00		$ 51,175.87			$ 51,175.87
FTA 5303 Required Match	$ 9,000.00		$ 12,793.97			$ 12,793.97
FTA 5303 Total	$ 45,000.00		$ 63,969.84			$ 63,969.84
Federal Share of MPO Budget	$ 232,487.00					$ 489,539.69
Local Required Match	$ 42,483.74					$ 87,496.42
Additional Local Funding Total	$ 51,827.26					$ 0.00
MPO Grand Budget	**$ 326,798.00**					**$ 577,036.11**
Maximum Total Local Contribution (Required Match & Additional Local)	$ 94,311.00					$ 87,496.42
Maximum Aztec Share (10%)	$ 9,431.10					$ 8,749.64
Maximum Bloomfield Share (10%)	$ 9,431.10					$ 8,749.64
Maximum Farmington Share (60%)	$ 56,586.60					$ 52,497.85
Maximum SJ County Share (20%)	$ 18,862.20					$ 17,499.28

Note: FFY2015 budget figures will be amended to the budget when available

UPWP Budget for the Farmington MPO (pending approval March 2014)

Fund Source	FFY2014 Amended Budget (Jan 2014)		Approved FFY2013 Carryover (Feb 2013)	Revised FFY2014 Authorized Amt (Feb 2013)	Removed FY2012 Carryover (Feb 2013)	FFY2014 Final Budget (Mar 2014)
FHWA PL - Federal Share	$ 438,363.82		$ 196,487.00	$ 198,985.00	$ 71,863.82	$ 395,472.00
FHWA PL Required Match	$ 74,702.45		$ 33,483.74	$ 33,909.43	$ 12,246.46	$ 67,393.17
FHWA PL Total	$ 513,066.27		$ 229,970.74	$ 232,894.43	$ 84,110.28	$ 462,865.17
FTA 5303 - Federal Share	$ 51,175.87					$ 51,175.87
FTA 5303 Required Match	$ 12,793.97					$ 12,793.97
FTA 5303 Total	$ 63,969.84					$ 63,969.84
Federal Share of MPO Budget	$ 489,539.69					$ 446,647.87
Local Required Match	$ 87,496.42					$ 80,187.14
Additional Local Funding Total	$ 0.00					$ 0.00
MPO Grand Budget	**$ 577,036.11**					**$ 526,835.01**
Maximum Total Local Contribution (Required Match & Additional Local)	$ 87,496.42					$ 80,187.14
Maximum Aztec Share (10%)	$ 8,749.64					$ 8,018.71
Maximum Bloomfield Share (10%)	$ 8,749.64					$ 8,018.71
Maximum Farmington Share (60%)	$ 52,497.85					$ 48,112.28
Maximum SJ County Share (20%)	$ 17,499.28					$ 16,037.43

Note: FFY2015 budget figures will be amended to the budget when available

Farmington MPO Allocation of FFY2013 PL Carryover and FFY2014 PL Funds

FFY2013 Federal PL Funds Available	$ 196,487.00
FFY2014 Federal PL Funds Available	$ 198,985.00
Federal PL Funds Available Oct 1, 2013 to Sept 30, 2014	**$ 395,472.00**

	Federal PL	Local Match	Total	Additional Information
SALARY and WAGES				
PERMANENT	$ 117,052.80	$ 19,947.20	$ 137,000.00	
TEMPORARY	$ 5,126.40	$ 873.60	$ 6,000.00	Intern at $10/hr, increased to $12/hr after July 1
OVERTIME	$ 427.20	$ 72.80	$ 500.00	
BENEFITS				
FICA	$ 7,262.40	$ 1,237.60	$ 8,500.00	
PERA-REGULAR	$ 10,252.80	$ 1,747.20	$ 12,000.00	
INSURANCE-HEALTH	$ 17,515.20	$ 2,984.80	$ 20,500.00	
INSURANCE-LIFE	$ 384.48	$ 65.52	$ 450.00	
NM RHCA INSURANCE	$ 2,392.32	$ 407.68	$ 2,800.00	
PROFESSIONAL/TECH SERVICES				
PLANNING CONSULTANT				
2040 MTP Public Participation Survey	$ 64,080.00	$ 10,920.00	$ 75,000.00	Consultant fees for public participation efforts
Highline Rd Alignment Study	$ 51,264.00	$ 8,736.00	$ 60,000.00	Purpose/Need and alternatives analysis
Traffic Count Program	$ 25,632.00	$ 4,368.00	$ 30,000.00	Consultant fees - counts in spring/late summer
Traffic Model Update	$ 22,214.40	$ 3,785.60	$ 26,000.00	Remaining consultant fees
Two-day Walk Workshop - Dan Burden	$ 11,461.78	$ 1,953.22	$ 13,415.00	Complete Streets & SRTS training

Farmington MPO Allocation of FFY2013 PL Carryover and FFY2014 PL Funds (continued)

	Federal PL	Local Match	Total	
OTHER PURCHASED SERVICES				
TELEPHONE	$ 170.88	$ 29.12	$ 200.00	
POSTAGE	$ 170.88	$ 29.12	$ 200.00	
ADVERTISING	$ 3,417.60	$ 582.40	$ 4,000.00	2040 MTP display ads
LEGAL NOTICES	$ 2,136.00	$ 364.00	$ 2,500.00	2040 MTP and FFY2014-2019 TIP
SUBSCRIPTIONS	$ 128.16	$ 21.84	$ 150.00	Newspaper
TRAVEL-AIRFARE	$ 1,708.80	$ 291.20	$ 2,000.00	Airfares for conferences
TRAVEL-COMBINED	$ 7,262.40	$ 1,237.60	$ 8,500.00	Travel expenses for conferences/trainings
REGISTRATION FEES	$ 2,136.00	$ 364.00	$ 2,500.00	Registration for conferences & webinars
TRAINING MATERIAL	$ 427.20	$ 72.80	$ 500.00	Professional Transportation Planner certification
DUES	$ 341.76	$ 58.24	$ 400.00	AMPO & APA annual memberships
PRINTING	$ 2,392.32	$ 407.68	$ 2,800.00	2040 MTP documents & maps
DUPLICATING	$ 1,281.60	$ 218.40	$ 1,500.00	
MTR VEH-FUEL	$ 256.32	$ 43.68	$ 300.00	
MTR VEH-FLUIDS	$ 12.82	$ 2.18	$ 15.00	
MTR VEH-OUTSIDE LABOR	$ 213.60	$ 36.40	$ 250.00	
MTR VEH-OUTSIDE PARTS	$ 213.60	$ 36.40	$ 250.00	
MTR VEH-INSIDE PARTS	$ 213.60	$ 36.40	$ 250.00	
SUPPLIES				
HARDWARE/SOFTWARE NON-CAP	$ 9,398.40	$ 1,601.60	$ 11,000.00	Community VIZ; SketchUp Pro; ESRI Community Analyst; Equipment for data collection
OFFICE SUPPLIES	$ 2,136.00	$ 364.00	$ 2,500.00	
OFFICE EQUIPMENT < $5000	$ 2,990.40	$ 509.60	$ 3,500.00	Replace copier; buy new printer
COMPUTER SUPPLIES	$ 854.40	$ 145.60	$ 1,000.00	
BOOKS	$ 427.20	$ 72.80	$ 500.00	Planning resources for the office
CAPITAL EXPENDITURES				
VEHICLES	$ 20,505.60		$ 24,000.00	New vehicle for MPO
OFFICE EQUIP/FURNITURE				
	$ 393,861.31	**$ 63,624.29**	**$ 460,980.00**	