FARMINGTON
METROPOLITAN PLANNING ORGANIZATION

AZTEC BLOOMFIELD FARMINGTON SAN JUAN COUNTY

Federal Fiscal Year 2014
Quarterly Report
1st Quarter

October 1 through December 31, 2013

Contract # M01034

I. PROGRAM SUPPORT AND ADMINISTRATION (41.11.00)

OBJECTIVE

These activities are necessary for the administration, management, and operation of the MPO. This includes basic overhead, administrative costs, program support such as UPWP development, budget and financial management, annual and quarterly reports, and general citizen participation, public information, and local assistance.

PROGRAMS AND STATUS

1. Administration and Operation of MPO - During FFY2014, the MPO Officer will undertake general administration and oversight of the MPO. The MPO Planner and his staff will develop a UPWP for FFY2015-2016. Staff will perform the functions and duties required to properly operate the MPO.

   Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
The quarterly report covering activities from July to September 2013 was prepared and submitted to the New Mexico Department of Transportation (NMDOT).	**X**		
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Prepare and submit the quarterly report covering October 1 through December 31, 2014 to NMDOT.	**X**		
Additional Information:			
None			

2. Policy Manual/Bylaws – The Policy Manual is a document that contains the bylaws and operating policy procedures of the MPO. It addresses such items as describing the process by which the MPO Policy Committee conducts business and adopts and revises the Transportation Plan. These and other policy procedures that may come before the MPO Policy Committee are contained in this manual, which is updated as needed. The bylaws and operating procedures were approved on September 20, 2012.

Source of Funds: FHWA PL, Local Funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
No activities reported			
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
No activities anticipated			
Additional Information:			
The next Bylaws update will occur in 2015.			

3. Unified Planning Work Program -- The UPWP is the yearly work program for the MPO. The document outlines all planning and administrative activities that will be undertaken by the MPO during the upcoming fiscal year. Amendments to the FFY2014-2015 UPWP will be approved as necessary.

   Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
The MPOs discussed and developed a final draft UPWP boilerplate for ensuring consistency.	**X**		
The Technical Committee recommended approval of a UPWP budget amendment to reflect FY2013 carryover and final Work Authorization amounts.			**X**
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Amend the FFY2014-2015 UPWP budget based on FY2013 carryover and final Work Authorizations.	**X**		
Additional Information:			
Anticipate Policy Committee approval of the amended UPWP budget in January.			

4. Annual and Quarterly Reports -- A summary of UPWP activities for the Farmington MPO will be prepared quarterly and at the end of the Fiscal Year.

Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
The report covering activities from July through September 2013 was submitted to NMDOT.	**X**		
Submitted the FY2013 Annual Performance and Expenditures Report to NMDOT.		**X**	
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Prepare and submit the quarterly report covering October through December 2013 to NMDOT.	**X**		
Additional Information:			
None			

5. Policy Committee Meetings (PC) – The Policy Committee reviews and takes action on various transportation issues in the urban area. Special meetings will be held as necessary.

Regular Meetings This Quarter: November 14, 2013 **Upcoming Meetings:** January 16, 2014
March 20, 2014

Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Approved Amendment #3 to the FFY2014-2019 TIP.		**X**	
Adopted the annual meetings resolution.		**X**	
Receive a presentation on draft State Rail Plan.		**X**	
Received an overview presentation on the 2040 Metropolitan Transportation Plan update.		**X**	
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**

Approve Amendment #4 to the FFY2014-2019 TIP.	**X**		
Approve the FFY2014-2015 UPWP budget amendment.	**X**		
Approve the amendment to the Joint Powers Agreement.	**X**		
Approve land use context areas and road types for Complete Streets.			**X**
Approve a list of functional classification changes to submit to NMDOT for the statewide update.			**X**
Additional Information:			
None			

6. Technical Committee Meetings (TC) – The Technical Committee makes recommendations to the Policy Committee on transportation issues and discusses current activities within the metropolitan planning area.

Regular Meetings This Quarter:	October 24, 2013 November 21, 2013 December 19, 2013	**Upcoming Meetings:**	January 23, 2014 February 27, 2014 March 27, 2014

Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Recommended approval of Amendment #3 to the FFY2014-2019 TIP.	**X**		
Received a presentation on the draft State Rail Plan.	**X**		
Discussed the need for a workshop with District 5 regarding regional priorities and communication and maintenance concerns.		**X**	**X**
Received an overview on the 2040 MTP update.		**X**	
Adopted the annual meetings resolution.			**X**
Recommended approval of Amendment #4 to the FFY2014-2019 TIP.			**X**
Recommend approval of amending the FFY2014-2015 UPWP budget based on FY2013 carryover and final Work Authorization amounts.			**X**
Recommended approval of the amendment to the Joint Powers Agreement.			**X**

Activities Anticipated for Next Reporting Period:	Jan	Feb	Mar
Recommend approval of land use context areas and road types for Complete Streets.		X	
Recommend approval of a list of functional classification changes to NMDOT for the statewide update.		X	
Hold the NMDOT – Technical Committee workshop on regional priorities and communication and maintenance concerns.		X	
Review the vision, goals, and objectives for the MTP update.		X	X
Additional Information:			
None			

7. Budget and Financial Management -- A budget and appropriate financial reports and records will be prepared, maintained, and updated as needed by the MPO staff.

Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	Oct	Nov	Dec
The budget summary for the quarter covering July through September 2013 was prepared and submitted.	X		
The Technical Committee recommended approval of a FFY2014-2015 UPWP budget amendment to reflect FY2013 carryover and final Work Authorization amounts.			X
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Prepare and submit the quarterly invoice covering October 1 to December 31, 2013 to NMDOT.	X		
Additional Information:			
Anticipate Policy Committee approval of the amended UPWP budget in January.			

8. Miscellaneous Administration -- A variety of miscellaneous tasks are undertaken as needed and on a day-to-day basis to ensure continued operation of the MPO and coordination with other agencies. These include but are not limited to MPO Annual Certification of the Planning Process (23 CFR 450.334 & CFR 613.100) and adherence to the Open Meetings Act.

Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
All Policy and Technical Committee meetings were open to the public and advertised in the manner provided for by the New Mexico Open Meetings Act and in the adopted Public Participation Plan.	**X**	**X**	**X**
The Policy Committee approved of the Self-Certification document for Amendment #3 to the FFY2014-2019 TIP.		**X**	
Submitted the Annual List of Federally Obligated Projects to NMDOT.		**X**	
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Continue to comply with the New Mexico Open Meetings Act.	**X**	**X**	**X**
Approve the Self-Certification document for Amendment #4 to the FFY2014-2019 TIP.	**X**		
Additional Information:			
None			

9. Staff and Professional Development -- Staff will attend meetings designed to enhance technical/professional skills and to promote coordination among the Farmington MPO, surrounding regional transportation planning organizations (RTPOs), Navajo Nation and other tribal governments, and State and Federal Highway Administrations.

Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Attended the NMAPA Conference in Farmington.	**X**		
Attended SRTS Committee meetings on October 10, November 12, and December 12	**X**	**X**	**X**
Attended the Joint MPO-RPO Meeting in Albuquerque.	**X**		
Attended the AMPO annual conference in Portland, OR.	**X**		
Attended the statewide functional classification meeting in Albuquerque.		**X**	
Attended the state BBER Data Conference in Albuquerque.		**X**	

Attended the MPO Quarterly in Las Cruces.			**X**
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Attend a State Long Range Plan Cooperative Roundtable meeting.	**X**		
Attend a workshop on the TIP-STIP database and STIP Procedures.	**X**		
Attend a walkability workshop and New Partners for Smart Growth conference in Denver.		**X**	
Attend the MPO Quarterly in Albuquerque.			**X**
Additional Information:			
None			

10. Public Involvement and Stakeholder Participation -- The Farmington MPO will actively involve the public in all relevant projects, activities, and public meetings pursuant to the New Mexico Open Meetings Act and in accordance with the adopted MPO Public Participation Plan.

Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
The first quarter (July-Sept) newsletter for FY2014 was distributed.	**X**		
Updated the MPO website as needed.	**X**	**X**	**X**
Staff assisted with the SRTS program on International Walk to School Day (October 9).	**X**	**X**	
Staff held Complete Streets Advisory Group meetings on October 16 and November 20.		**X**	
Staff attended the second public workshop on the proposed extension of Aztec's Main Street.		**X**	
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Prepare and distribute the quarterly October-December quarterly newsletter.	**X**		
Hold Complete Streets Advisory Group meetings.	**X**	**X**	**X**
Give overview presentations to councils/commissions and public stakeholders on the 2040 MTP update.	**X**	**X**	**X**

Additional Information:			
None			

11. Joint Powers Agreement – The JPA among the local entities of the MPO was renewed on August 7, 2012 and will be in effect through September 30, 2015. The JPA will be amended to include MAP-21 provisions and a conflict resolution process, as recommended by the FHWA review of the MPO.

Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Worked with the entities to incorporate MAP-21 provisions and a conflict resolution process as part of an amendment for the JPA.	**X**	**X**	
The Technical Committee recommended approval of the JPA amendment.			**X**
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Approval of the JPA amendment by the Policy Committee.	**X**		
Additional Information:			
None			

II. GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING (41.12.00)

OBJECTIVE

This program area consists of products, strategies, and policy development as described in the Metropolitan Transportation Plan (MTP), the long-range (25 year) plan for the MPO, which was adopted in April 2010. This program area includes regional policy and system planning,

including the development and maintenance of related data collection and analysis systems. Other activities include the traffic counting program, Intelligent Transportation Systems (ITS), Title VI, and the Limited English Proficiency Plan.

PROGRAMS AND STATUS

1. Metropolitan Transportation Plan Products - The adopted MTP includes both long-range and short-range strategies and actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods. The FMPO adopted the Metropolitan Transportation Plan on April 15, 2010 and amended it on April 21, 2011. The MTP includes population and employment projections, transportation priorities by mode, public participation activities, policies, strategies, actions, and a financial plan. As required by the MAP-21 transportation bill, the MTP needs to be updated every five years. The MPO will target April 2015 for adoption of the new 2040 MTP. The purpose of the plan is to coordinate and facilitate the programming and budgeting for all transportation facilities and services through 2040 in accordance with Federal or State regulations. The plan includes programs and projects proposed by the MPO and the public transit operator within the MPO Boundary for which funding will likely become available. All of these programs and projects are considered financially constrained by reasonably anticipated funding.

   Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
The Complete Streets Advisory Group finalized land use context areas and road types for the Complete Streets process.	**X**	**X**	
Staff developed timelines and schedules for development of the 2040 MTP.		**X**	**X**
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Give overview presentations of the MTP to various public groups and stakeholders.	**X**	**X**	
Hold a stakeholder workshop to collect feedback on expected outcomes from the 2040 MTP.		**X**	
Additional Information:			
The MTP update is expected to be adopted in April 2015.			

2. Complete Streets – Complete Streets is a process of planning, designing, and constructing roads that are safe and convenient for all modes of travel. Complete Streets incorporate facilities that serve all modes, making travel safe and more accessible. The MPO began developing its Complete Streets program in October 2012. It created an Advisory Group to assist with the development of Complete Streets design guidelines and policies. In FFY2013, the MPO identified key values and goals and developed a vision statement that altogether create an overall framework for the importance of Complete Streets

   Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
The Complete Streets Advisory Group met in October and November.	**X**	**X**	
The Complete Streets Advisory Group finalized land use context areas and road types for the Complete Streets process.		**X**	
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Recommend preliminary approval of land use context areas and road types by the Advisory Group.	**X**		
Seek approval of preliminary context areas and road types by the MPO committees.		**X**	**X**
Develop design guidelines for Complete Streets.		**X**	**X**
Additional Information:			
None			

3. Traffic Counting Program – The MPO is required to conduct traffic counts and provide the data to the New Mexico Department of Transportation (NMDOT) so that all traffic count locations are counted at least once within a three-year cycle. Approximately one-third of the overall traffic count locations are taken each year within the MPO boundary and any additional counts are taken as necessary to update traffic count locations within the MPO boundary. Traffic counts to support the traffic model will be taken as needed. Traffic counts to support the traffic model will be taken as needed. Traffic count data will also be entered into a Traffic Count Database System (TCDS) program and added into a ArcGIS online mapping program. These programs allow the public and all users to view count data collected by the MPO and its entities.

   Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
The traffic count consultant took traffic counts.	**X**		
Data was received from the consultant; staff reviewed and entered it into MPO databases.		**X**	**X**
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Post count data for entity/public viewing.	**X**		
Create traffic count maps.	**X**	**X**	
Develop list of traffic counts to be take in April or May.			**X**
Additional Information:			
None			

4. Data Collection and Maintenance – The MPO will gather, analyze, and maintain data and other information supporting the transportation planning process that includes, but is not limited to, maintaining demographic data, labor statistics, traffic counts, and transit data collection. Fundamental data from the 2010 decennial census and subsequent census data sets will be collected for various MPO geo-data bases and included in the transportation planning process.

   Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
No activities reported.			
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Data by various modes for the MTP update.		**X**	**X**
Additional Information:			
None			

5. Development Review and Traffic Forecasts – MPO staff will assist the member agencies with development reviews and traffic forecasts as requested. Forecasts requested by developers must be brought to the attention of the MPO through one of the entities. Furthermore, the MPO will not perform a Traffic Impact Analysis (TIA) for developers. Developers, through the entities, may obtain information that the MPO has already compiled or collected. In terms of traffic forecasting, the MPO's role, in cooperation with the entities, will be determined on an individual basis for each project. Staff will also receive copies of final plat approvals for developments. Keeping a record of land use developments will assist MPO efforts when updating the socioeconomic data for the traffic model.

   Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
No activities reported.			
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Participate in a development review group for the City of Farmington for regionally significant developments.		**X**	**X**
Review new developments as necessary.	**X**	**X**	**X**
Additional Information:			
None			

6. Intelligent Transportation Systems – ITS uses integrated systems to improve transportation safety, mobility, and traveler knowledge through the use of information signs and other innovative communication technologies. The MPO approved a regional intelligent transportation systems (ITS) architecture on September 20, 2012. The FMPO ITS architecture determines ITS projects to be implemented and defines roles and responsibilities for the various ITS stakeholders.

   Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
No activities reported.			

Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
No activities anticipated.			
Additional Information:			
None			

7. Access Management Plan – The MPO adopted its Access Management Plan on January 8, 2009 to establish policies and standards that can be used by the entities in order to maintain capacity of the area roadways, promote safety, reduce conflict points, and ensure roads function the way they are intended. The MPO will work on updating the plan in conjunction with the Complete Streets process.

   Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
No activities reported.			
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Review access management standards in conjunction with MTP and Complete Streets development.			**X**
Additional Information:			
A thorough update of the Access Management Plan is to be determined.			

8. Title VI Plan – Title VI states that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The MPO will ensure that the input and feedback from all people will be considered in the development of MPO planning documents and activities. To comply with Title VI, the MPO developed and approved a Title VI Plan on June 20, 2013.

   Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**

No activities reported.			
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
No activities anticipated.			
Additional Information:			
Title VI procedures will be reviewed during the MTP update process.			

9. Limited English Proficiency Plan – Differing treatment due to a person's inability to speak, read, write, or understand English is a type of national origin discrimination. A Limited English Proficiency (LEP) Plan addresses how an entity receiving federal funds will identify the steps to provide assistance to these individuals so they can be involved in the transportation planning process. The LEP plan is referenced in the MPO Title VI Plan and the MPO will work to develop its own LEP plan in FFY2014.

   Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
No activities reported.			
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
No activities anticipated.			
Additional Information:			
Staff intends to work on developing a LEP Plan in Summer 2014.			

III. LONG RANGE TRANSPORTATION PLANNING (41.13.00)

OBJECTIVE

Conduct long-range project level planning including traffic modeling, travel demand modeling, travel forecasting, appropriate database development and maintenance, system analysis and plan development.

PROGRAMS AND STATUS

1. Traffic Demand Model – The MPO currently uses the VISUM traffic model program. It is a Daily model with AM/PM Peak Hour components that is used to analyze traffic patterns and conduct planning studies as needed in the MPO. General model maintenance and updates to the road network will be performed and documented. In late FFY2013, staff hired a consultant for the calibration/validation process for the model.

   Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Staff finished reviewing and updating road network characteristics such as speed limits and intersection control.		**X**	
The traffic model consultant completed preliminary calibration runs for staff to review.			**X**
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Finalize the base year calibration process for review and analysis.	**X**		
Finalize forecast year calibration for review and analysis.		**X**	
Complete the model update process and provide staff with all documentation and files.			**X**
Additional Information:			
None			

2. GIS Activities – Staff will continue to work to collect data for GIS activities to support the traffic demand model for the MPO. The MPO staff will revise GIS maps and files during the MTP update and as necessary based on current planning activities. The MPO will continue to work with the GIS departments of each entity to create maps and share data.

Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Finished the sidewalk inventory map.		**X**	
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Create maps illustrating land use context areas and road types for the Complete Streets process.	**X**		
Develop crash data safety maps.	**X**		
Develop a truck classifications map to show the volume of different truck types on regional roads.			**X**
Additional Information:			
None			

3. Functional Classification System – MPO staff, in cooperation with the entities and NMDOT, will include proposed functional classification changes as part of the MTP update. All proposed classification changes will be consistent with the statewide functional classification listing.

Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Attended the statewide functional classification review meeting in Albuquerque.		**X**	
Provided overviews to the MPO committees about the upcoming functional classification process.		**X**	**X**
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Work with the entities to review current functional classification and determine proposed changes.	**X**	**X**	
Approve a list of recommended functional classification changes to NMDOT.			**X**
Additional Information:			
None			

4. US 64 Final Design – Consultant teams working for NMDOT will develop final construction plans for the widening of US 64 to six lanes between Farmington and Bloomfield. MPO staff will attend team design meetings and provide input into the final design process as needed for upcoming phases of the project.

   Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
No activities reported.			
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
No activities anticipated.			
Additional Information:			
Work done by the MPO is contingent on requests by NMDOT District 5.			

5. Corridor and Sub-area Studies – The MPO may be requested to assist the entities with various studies. Potential studies include the Highline Road Study.

   Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
No activities reported.			
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
No activities anticipated.			
Additional Information:			
Work done by the MPO is contingent on requests by the entities.			

6. Air Quality and Ozone Standards – Data from the New Mexico Environmental Department has shown that stations in San Juan County are near the threshold for ozone non-attainment. Possible reductions in the ozone standards could put the MPO into non-attainment. The MPO will stay informed on possible changes to the ozone standards and their impact on transportation planning.

   Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
No activities reported.			
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Continue to review environmental information provided by EPA and NMED.			
Additional Information:			
None			

IV. SHORT RANGE TRANSPORTATION PLANNING (41.14.00)

OBJECTIVE

Short range transportation planning includes system or project planning and analysis covering the next three to five years.

PROGRAMS AND STATUS

1. Transit Programs – MPO staff will work with Red Apple Transit and other public transportation providers such as Navajo Transit and First Transit regarding projects and program modifications. The new Red Apple Transit route system went into effect in February 2012 and includes a combination of line and loop routes and had more bus stops along these routes. The MPO intends to take a series of data collection activities at least one time a year.

Source of Funds: FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Staff completed its evaluation of the routes based on summer ridership that was collected.	**X**		
Staff provided route ridership summaries to the transit operator, including recommendations for possible changes to the routes.	**X**		
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Review the transit plan as part of the MTP update.			**X**
Additional Information:			
None			

2. Safe Routes to School (SRTS) – The MPO will continue to support SRTS initiatives through the City of Farmington and assist the Safe Routes to School Coordinator.

Source of Funds: FHWA PL, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Attended monthly SRTS Committee meetings.	**X**	**X**	**X**
Staff assisted with the SRTS program on International Walk to School Day (October 9).	**X**		
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Assist the Coordinator with various SRTS activities.		**X**	**X**
Additional Information:			
None			

3. NMDOT Planning Products – The New Mexico Department of Transportation will be working on various planning documents in order to meet its federal requirements. The MPO will assist NMDOT in these efforts.

   Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
Provided comments on truck routes in the MPO region for the state freight plan.		**X**	
Reviewed MPO roles and responsibilities for the state long range plan.			**X**
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Attend the state long range plan meeting in January.	**X**		
Participate in the accessibility, mobility, and connectivity working group for the state's long range plan update.		**X**	
Develop a list of functional classification recommendations and submit to NMDOT		**X**	**X**
Participate in the NMDOT Freight Plan and state long range plan update.	**X**	**X**	**X**
Additional Information:			
None			

V. TRANSPORTATION IMPROVEMENT PROGRAM (41.15.00)

OBJECTIVE

Develop and monitor the Transportation Improvement Program (TIP) throughout the year and amend it as needed.

PROGRAMS AND STATUS

1. Transportation Improvement Program (TIP) – The MPO is required to develop and monitor a Transportation Improvement Program that is a fiscally-constrained, multi-year, inter-modal program of transportation projects that are consistent with the Metropolitan Transportation Plan. The MPO solicits roadway, bike, pedestrian, transit, and other types of transportation projects for inclusion into the TIP. The MPO is currently working with a TIP that covers FFY2014 to FFY2019 that is fiscally constrained and complies with federal requirements stated in MAP-21 and the Public Participation Plan. The MPO will update the TIP every two years in conjunction with the STIP update. Amendments to the TIP will be done as needed throughout the year.

   Source of Funds: FHWA PL, FTA 5303, Local funds for Match

Activities This Reporting Period:	**Oct**	**Nov**	**Dec**
The Policy Committee approved Amendment #3 to the FFY2014-2019 TIP.		**X**	
Made Modification #3 to the FFY2014-2019 TIP.			**X**
Activities Anticipated for Next Reporting Period:	**Jan**	**Feb**	**Mar**
Approve Amendment #4 to the FFY2014-2019 TIP.	**X**		
Make Modification #4 to the FFY2014-2019 TIP.		**X**	
Additional Information:			
None			

VI. BUDGET AND EXPENDITURE SUMMARY

The City of Farmington accounting system tracks the revenues and expenditures for the MPO. Costs for City staff and resources used to support the MPO are charged to a specific work number.

During the first quarter of FFY2014, the MPO received a PL Work Authorization from NMDOT that provided base PL amounts and approved FY2013 PL carryover funds. These amounts were merged under the control number P514120. The MPO amended its budget in January 2014 to reflect these final amounts as follows:

- Final federal PL carryover from FY2013 totaled $71,863.82
- The federal PL Work Authorization amount for FFY2013 totaled $196,487.00
- The federal PL Work Authorization amount for FFY2014 totaled $170,013.00

In June 2013, the MPO received a 5303 Work Authorization with a federal amount of $57,759 that will be available from July 1, 2013 to September 30, 2014. From July 1, 2013 to September 30, 2013 the MPO expended $6,583.13 in federal funds from this Work Authorization. This leaves the MPO with a remaining federal 5303 total of $51,175.87 to cover transit activities from October 1, 2013 to September 30, 2014.

The UPWP budget for the MPO from October 1, 2013 to September 30, 2014 is shown on the following page.

Fund Source	FY2014 Est. Budget (June 2013)	FFY2013 Authorized Amts (Jul 2013) P513130	FFY2014 Authorized Amt (Jul 2013)	FY2013 Carryover (Oct 2013) P500020	FFY2014 Authorized Amt (Dec 2013) P514120	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

The following tables summarize the expenditures and remaining budget by funding category for the MPO. During the first quarter of FF2014, $65,419.63 was spent.

Table 1 – FFY2014 Budget and Expenditure Summary

Funding Source- FFY 2014	FFY14 Budget Amount	1st Quarter FFY 10/1-12/30/13	2nd Quarter FFY 1/1-3/31/13	3rd Quarter FFY 4/1-6/30/14	4th Quarter FFY 7/1-9/30/14	Total	Balance Remaining
FHWA Federal (85.44%)							
FHWA PL 112 UPWP Expenditures (P514120)	$ 438,363.82	$ 52,813.71	$ -	$ -	$ -	$ 52,813.71	$ 385,550.11
Local PL 112 Match Applied (14.56%)							
Local Required PL 112 UPWP Expenditures (P514120)	$ 74,702.45	$ 9,000.09	$ -	$ -	$ -	$ 9,000.09	$ 65,702.36
TOTAL FHWA PL	**$ 513,066.27**	**$ 61,813.80**	**$ -**	**$ -**	**$ -**		
FTA Federal (80%)		**2nd Qtr FY14 10/1-12/30/13**	**3rd Qtr FY14 1/1-3/31/13**	**4th Qtr FY14 4/1-6/30/14**	**Qtr from July 1 to Sept 30 2014**		
FTA 5303 Expenditures	$ 51,175.87	$ 2,884.67	$ -	$ -	$ -	$ 2,884.67	$ 48,291.20
Local 5303 Match Applied (20%)							
Local Required 5303 match	$ 12,793.97	$ 721.17	$ -	$ -	$ -	$ 721.17	$ 12,072.80
TOTAL FTA 5303	**$ 63,969.84**	**$ 3,605.83**	**$ -**	**$ -**	**$ -**	**$ 3,605.83**	**$ 60,364.00**
	FFY14 Budget Amount	**2nd Quarter FY2014 10/1-12/30/13**	**3rd Quarter FY2014 1/1-3/31/13**	**4th Quarter FY2014 4/1-6/30/14**	**1st Quarter FY2015 7/1-9/30/14**	**Total**	**Balance Remaining**
Additional Local Funds Applied	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Expenditures All Sources		**$ 65,419.63**	**$ -**	**$ -**	**$ -**	**$ 3,605.83**	
TOTAL BUDGET All Sources	**$ 577,036.11**						**$ 573,430.27**
Expenditures by Entity Share							
Total Entity Share		**$ 9,721**	**$ -**	**$ -**	**$ -**	**$ 9,721**	
Aztec	10%	$ 972	$ -	$ -	-	$ 972	
Bloomfield	10%	$ 972	$ -	$ -	-	$ 972	
Farmington	60%	$ 5,833	$ -	$ -	-	$ 5,833	
San Juan County	20%	$ 1,944	$ -	$ -	-	$ 1,944	

Note: PL funds are charged by the federal fiscal year; 5303 funds will be transitioning from the state FY to FFY after Sept 30, 2014; the local entities are on the state FY

Table 2 – FFY2014 1st Quarter Expenditure Summary by Funding Source

PL FUNDING	Total	1st Qtr FFY	2nd Qtr FFY	3rd Qtr FFY	4th Qtr FFY	YTD
	MPO Budget	10/1-12/30/13	1/1-3/31/14	4/1-6/30/14	7/1-9/30/14	
Total Share of Expenditures	**513,066.27**	**61,813.80**	**-**	**-**	**-**	**61,813.80**
Federal Share	438,363.82	52,813.71				52,813.71
Entity Match (required)	74,702.45	9,000.09				9,000.09
5303 FUNDING	Total	2nd Qtr. FY	3rd Qtr. FY	4th Qtr. FY	5th Qtr. FY	YTD
	MPO Budget	10/1-12/30/13	1/1-3/31/14	4/1-6/30/14	7/1-9/30/14	
Total Share of Expenditures	**63,969.84**	**3,605.83**	**-**	**-**	**-**	**3,605.83**
Federal Share	51,175.87	2,884.67				2,884.67
Entity Match (required)	12,793.97	721.17				721.17
TOTAL Expenditures by Quarter		**65,419.63**	**-**	**-**	**-**	**65,419.63**

Table 3 – FFY2014 1st Quarter Expenditures by Program Area

MPO EXPENDITURES by PROGRAM AREA	1st Qtr FFY	1st Qtr FFY	2nd Qtr FFY	2nd Qtr FFY	3rd Qtr FFY	3rd Qtr FFY	4th Qtr FFY	4th Qtr FFY	YTD
	Hrs by PA	10/1-12/30/13	Hrs by PA	1/1-3/31/14	Hrs by PA	4/1-6/30/14	Hrs by PA	7/1-9/30/14	
FHWA - PROGRAM ADMINISTRATION	996.75	$ 21,485.24		$ -		$ -		$ -	$ 21,485.24
FHWA - GENERAL DEVELOPMENT	268.5	$ 5,787.60		$ -		$ -		$ -	$ 5,787.60
FHWA - LONG RANGE PLANNING	157	$ 3,384.18		$ -		$ -		$ -	$ 3,384.18
FHWA - SHORT RANGE PLANNING	88.25	$ 1,902.26		$ -		$ -		$ -	$ 1,902.26
FHWA - TIP	27	$ 581.99		$ -		$ -		$ -	$ 581.99
FHWA Program Area Subtotal	1537.5	$ 33,141.27		$ -		$ -		$ -	$ 33,141.27
	2nd Qtr FY	2nd Qtr FY	3rd Qtr FY	3rd Qtr FY	4th Qtr FY	4th Qtr FY	5th Qtr FY	5th Qtr FY	
	Hrs by PA	10/1-12/31/13	Hrs by PA	1/1-3/31/14	Hrs by PA	4/1-6/30/14	Hrs by PA	7/1-9/30/14	
FTA - PROGRAM ADMINISTRATION	0	$ -		$ -		$ -		$ -	$ -
FTA - GENERAL DEVELOPMENT	0	$ -		$ -		$ -		$ -	$ -
FTA - LONG RANGE PLANNING	0	$ -		$ -		$ -		$ -	$ -
FTA - SHORT RANGE PLANNING	92	$ 2,064.69		$ -		$ -		$ -	$ 2,064.69
FTA - TIP	0	$ -		$ -		$ -		$ -	$ -
FTA Program Area Subtotal	92	$ 2,064.69		$ -		$ -		$ -	$ 2,064.69
PROGRAM AREA EXPENDITURE TOTAL	1629.5	**$ 35,205.96**		**$ -**		**$ -**		**$ -**	**$ 35,205.96**

Table 4 – FFY2014 1st Quarter Expenditures by Type

MPO EXPENDITURES by TYPE	Total	1st Qtr FFY	2nd Qtr FFY	3rd Qtr FFY	4th Qtr FFY	YTD
	MPO Budget	10/1-12/30/13	1/1-3/31/14	4/1-6/30/14	7/1-9/30/14	
SALARIES & WAGES	$ 164,866.00	$ 35,205.96				$ 35,205.96
BENEFITS	$ 52,985.00	$ 11,967.35				$ 11,967.35
PROFESSIONAL / TECHNICAL SERVICES	$ 75,000.00	$ 12,176.63				$ 12,176.63
OTHER PURCHASED SERVICES	$ 18,350.00	$ 5,204.13				$ 5,204.13
SUPPLIES	$ 14,500.00	$ 865.56				$ 865.56
CAPITAL EXPENDITURES	$ -	$ -				$ -
		$ 65,419.63	**$ -**	**$ -**	**$ -**	**$ 65,419.63**