



2017 SNMEDD/SERTPO Annual Performance & Expenditure Report Narrative Summary

The Functions provided in this Annual Performance and Expenditure Report (APER) represent the same functions listed in SNMEDD's Regional Work Program (RWP) for FFY17. Tasks listed below were completed by the SERTPO Planning Program Manager.

Budget Staff Hour and Budget Summaries are provided at the end of this report along with the Quarterly Report for FY19.

Function 1: Long-Range Planning and Implementation

- Coordinated and facilitated SERTPO Subcommittee meetings on performance measures tied to RTP. Worked with National Center on Rural Safety on safety performance measures tied to RTP. SERTPO approved update to RTP for these performance measures. Submitted numerous email notifications to fulfill RTP performance measures on Safety Education & Training, Culture and History and Recreational Tourism.
- Assisted SERTPO with requirements for Title VI Plans, ADA Transition Plans, ADA Policy and exemption for entities < 50 employees.
- Notified SERTPO of State Rail Plan Update and US 285 Texas State Line to Loving Study public meetings.
- Coordinated meetings and participated in USDA Stronger Economies Together (SET) Civic Forums and Regional Planning Team meetings.
- Attended kick-off meeting for New Mexico Energy Roadmap Project.
- Worked Capital Outlay transportation-related grants to include communications with local governments, engineers, NMDOT and NMED by meeting various requirements and processing pay requests:
 - Dexter Sidewalks
 - Hagerman Railroad/Water Crossing
 - Eddy County Box Canyon
 - Eddy County South Loop Road
 - Tularosa Street Improvements
 - Tularosa Police Vehicle & Equipment
- Assisted SERTPO and disseminated Capital Outlay information on deauthorized projects, General Fund Sweep, Capital Outlay process/hearings, Capital Outlay and CPMS procedures, DFA's Capital Freeze, Capital Outlay Guidelines & Best Practices and related matters.



Function 2: Technical Support and Data Management

- Worked with county and city governments, NMDOT Data Management Bureau and traffic equipment vendor during the set-up of traffic counters and sharing of data (including online) for Gavilan Canyon Road in Ruidoso/Lincoln County and NM 176 (Lea County).
- Disseminated information to SERTPO on bicycle faces, message boards, crash data and population data on older Americans.
- Worked Local Government Road Fund (LGRF) grants to include communications with local governments, engineers and NMDOT by fulfilling various requirements and processing the disbursement request:
 - LGRF - Hagerman Street Improvements
 - MAP – Tularosa Street Improvements
 - LGRF – Tularosa Street Improvements
- Assisted individual local governments on LGRF and disseminated LGRF information to SERTPO on LGRF requirements, the Professional Engineer’s Certification template, MAP requirements and deadlines.
- Follow-up with NMDOT on Eddy County functional reclassifications requests.

Function 3: Project Development and Monitoring

- Disseminated information to SERTPO on funding opportunities to include Local Empowerment for Accelerating Projects (LEAP), FUNDIT meetings, FASTLANE, High Priority Grants, Public Transportation on Indian Reservations Program, §5339 (c) Low or No Emission Bus and Facilities Grants, RTCA technical assistance, §5339 (b) Buses & Bus Facilities Competitive Grants, TIGER, etc.
- Assisted local governments with information requests to include traffic volumes, flashing speed signs and history on former Enhancement funding. Assisted federal contact (BLM) on TAP/RTP and discussed application deadlines.
- Provided TAP/RTP applicants with final application reminders and assisted applicants/consultants with final application preparation information needs such as approved PFFs, construction management services, environmental comments, planning documents and resolutions.
- Received/processed final TAP/RTP applications, submitted COG review comments to applicants, received/processed updated applications, uploaded final TAP/RTP applications and notified SERTPO of final application activity.
 - TAP/Roswell Bike/Ped Plan
 - RTP/Lincoln National Forest Trail Maintenance
 - TAP/Carlsbad Texas Street Bike Lane/ADA Compliance
 - TAP/Ruidoso River Trail Phase III



Function 3: Project Development and Monitoring

- TAP/Eunice Avenue M Sidewalks
- RTP/Eunice Lake Trail
- Notified SERTPO, EPCOG, congressionals and legislators of TAP/RTP funding awards. Attended TAP/RTP Orientation meetings with NMDOT State Coordinator at SNMEDD's offices.
- Follow-up conducted with NMDOT and local government on Road Safety Audits.
- Submitted Call-for-Projects for Roadways to SERTPO, SNMEDD, chief elected officials, NMDOT and included pertinent information on programming year and budget amount.
- Coordinated Roadway feasibility reviews with local government applicants, NMDOT and EPCOG, and participated with feasibility reviews.
- Provided Roadway applicants with final application reminders and assisted applicants/consultants with final application preparation information needs to include approved PFFs, environmental comments, RTP, ADA/Title VI compliance, Roadway criteria and PIF completion.
- Received/processed final Roadway applications, submitted COG review comments to applicants, received/processed updated applications, and distributed final applications in SERTPO meeting packets.
 - Carlsbad San Jose Blvd Improvements, Phase V
 - Clovis 7th Street Roadway Improvements, Phase 2 (EPCOG)
 - Roswell S. Atkinson (NM 256) Pavement Rehabilitation
- Tabulated Roadway results, reached concurrence with EPCOG and notified SERTPO, EPCOG and NMDOT. Received Roadway funding decision from NMDOT District 2 and notified SERTPO of funding award.
- Updated TAP/RTP and Roadway Pages of RTIPR and distributed to EPCOG and NMDOT.
- Communicated with EPCOG and Roosevelt County on road disaster funding opportunities.
- Prepared proposed application due dates for 2017 Roadway application cycle.
- Reviewed and concurred on SERTPO's scoring results for public transit with EPCOG and shared those results with SERTPO, Transit Providers and NMDOT.
- Provided SERTPO with opportunity to comment on State Management Plan for Public Transit.
- Distributed NMDOT's Notice to Interested Parties for §5310 and §5311 for FY 19 to SERTPO.
- Worked TAP grants to include communications with local government, engineer and NMDOT with fulfilling various requirements, processing pay requests and closing project (where applicable).
 - TAP – Hagerman Sidewalk Project
 - TAP – Tularosa Granado Street
- Distributed STIP to SERTPO for the months of September, January, April, July and provided SERTPO with opportunities to comment on STIP Amendments.



Function 3: Project Development and Monitoring

- Notified SERTPO of ARF Deadlines and Certification Reminders for federal STIP projects.
- Entered TAP/RTP projects in region on RISTRA.
- Assisted local governments on STIP projects (NM 532 Ski Run Project US 82 Tunnel Project).
- Submitted multiple NMDOT District 2 Press Releases regarding STIP projects in the region.

Function 4: Other Activities and Projects

- Notified SERTPO of several federal and state law/regulation matters, to include Title II/ADA Enforcement, NM Legislative Updates, NMML District Meeting on State legislation, NADO federal legislative updates, President's Budget, Fiscal Constraint Guidelines, TIGER, transit funding, Essential Air Service Program, Highway & Bridge Construction Rulemaking Workshop and FHWA federal close-out requirements.
- Attended NMML District Meeting on State legislation.
- Attended RTPO quarterly meetings in Los Alamos, Silver City, and Socorro, New Mexico.
- Attended conferences in Ruidoso (New Mexico Infrastructure Finance Conference) and Albuquerque (Data Users Conference, 54th Paving & Transportation Conference).
- Attended trainings/meetings in Albuquerque (NMDOT-MPO Traffic Monitoring Meeting) and Roswell (Census 2020 Workshop, LGRF/MAP/Capital Outlay, Annual Entity Meeting).
- Participated in trail survey and attended Chaves County Commission meeting for trail presentation.

Function 5: General RTPO Support

- Notified SERTPO, transportation stakeholders, NMDOT contacts, legislators and congressional offices of SERTPO meetings through SAVE THE DATE and REMINDER email communications.
- Advertised SERTPO meetings through the newspapers and radio stations in the region. Provided notice of meetings through SNMEDD website for meeting date/time/location and included meeting agendas. Public notice also given through notice posted in SNMEDD front office.
- Made meeting preparations for SERTPO meetings through meeting facility arrangements, preparing handouts, coordination with meeting presenters, preparation of minutes and resolutions, preparation of meeting packets, determination of quorum and other related meeting tasks.
- Communicated with SERTPO Policy and Technical Chairs/Vice-Chairs on meeting agenda and meeting matters.



Function 5: General RTPO Support

- Made changes to SERTPO membership list, both email and on website, upon vacancies or staff changes. Submitted annual mailing to county governments. Provided RTPO Member orientation.
- Conducted some form of outreach with Carlsbad Municipal Schools, Tularosa Municipal Schools, MainStreet Roswell, Fort Stanton Snowy River Cave Association and Oilfield Emergency Response Coalition. Updated Transportation Stakeholder List on a continual basis.
- Attended MainStreet Roswell, Hondo Spring Trail, Senator Henrich, and Roswell Tourism meetings.
- Provide outreach to local elected officials, city/county management and staff and others through written and verbal reports at quarterly SNMEDD Board meetings.
- Maintained transportation pages on SNMEDD website that included SERTPO Membership, Meeting Notification, Agendas and Minutes, Roads, TAP, RTP, Transit, STIP, Safety and Technical Resources.
- Coordinated training and professional development opportunities, to include Emergency Management Planning, RISTRA Project, Title VI Training, Environmental, Asset Management, Smart Meetings workshop, Buy America, PIF & Cost Analysis, ADA Policy, Census 2020, Southeast New Mexico Veterans Transportation Network. Notified SERTPO of trainings, electronically, on an ongoing basis.

Function 6: RTPO Administration

- Participated with NMDOT Liaison on Quality Assurance Review (QAR).
- Prepared monthly timesheets and time summaries, and prepared/submitted quarterly Cost Reimbursement Packages.
- Prepared and submitted Annual Performance and Expenditure Report for 2016.
- Submitted a RWP Amendment to reflect changes in functions' budgeted hours.
- Participated with RTPO colleagues on a statewide RTPO booth on Transportation Day at the Legislature.
- Submitted financial audit to Liaison and included link to State Auditor's office on SNMEDD website.

Function 7: Other

- Submitted 50+ email notifications to SERTPO, to expand their knowledge, on multiple subjects ranging from historic sites, USDA training on Value-Added Producer and Rural Development grants, asset recycling, child safety seat clinics, etc.



SNMEDD/SERTPO APER Budgeted Staff Hours Summary

Staff Hours Summary FFY17

Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage budgeted differs from actuals*
1	339.00	69.00	90.00	101.00	129.00	389.00	14.75%
2	248.00	91.00	33.00	28.00	18.00	170.00	-31.45%
3	93.00	51.00	2.00	44.00	43.00	140.00	50.54%
4	196.00	36.00	50.00	31.00	47.00	164.00	-16.33%
5	462.00	44.00	139.00	67.00	156.00	406.00	-12.12%
6	374.00	109.00	85.00	151.00	81.00	426.00	13.90%
7	8.00	2.00	2.00	2.00	3.00	9.00	12.50%
X	360.00	105.00	75.00	90.00	68.00	338.00	-6.11%
TOTAL	2080.00	507.00	476.00	514.00	545.00	2042.00	-1.83%

*if budgeted hours differ from actual hours by more than 20% in any function, provide a narrative explanation below
 Note: Totals by quarter vary slightly than those presented on quarterly reports due to rounding differences.

Function 2. RWP Amendment rebudgeted hours for 3rd and 4th quarter based on an average of the first two quarters. More hours spent in first two quarters on traffic counts than the last two quarters.

Function 3. RWP Amendment rebudgeted hours for 3rd and 4th quarters for additional hours in this task for TAP grant processing. Actual hours exceeded the budget.



SNMEDD/SERTPO APER Budget Summary by Line item

FFY17 Budget Summary by Line Item

Line Item (use categories from your FFY16 budget)	Budgeted	Q1	Q2	Q3	Q4	Actual	Percentage budgeted differs from actuals*
Salary and Wages	40,856.00	10,214.04	10,214.04	10,214.04	10,214.04	40,856.16	0.00%
Payroll Taxes and Expense	3,265.00	790.10	852.57	837.82	790.02	3,270.51	0.17%
Fringe	11,170.00	2,830.86	2,830.86	2,830.86	2,830.86	11,323.44	1.37%
Travel	5,000.00	533.97	1,146.65	618.19	597.75	2,896.56	-42.07%
Insurance	2,000.00	504.81	476.06	408.33	357.75	1,746.95	-12.65%
Equipment Lease and Maintenance	2,540.00	473.00	844.18	495.72	398.97	2,211.87	-12.92%
Equipment Purchase	3,000.00	-	-	-	-	-	-100.00%
Supplies	2,500.00	348.11	153.27	680.42	514.88	1,696.68	-32.13%
Publications, registrations, advertising, memberships	1,500.00	250.68	434.14	49.35	525.85	1,260.02	-16.00%
Postage	900.00	100.00	355.49	75.00	270.70	801.19	-10.98%
Telephone/Internet	2,225.00	415.76	485.24	689.04	857.86	2,447.90	10.02%
Meetings and Conferences	1,500.00	407.92	70.81	421.50	287.21	1,187.44	0.00%
Printing	208.00	-	-	263.92	-	263.92	0.00%
Administrative Fees	5,265.00	1,316.25	1,316.25	1,316.25	1,316.25	5,265.00	0.00%
Promotion and Development	3,071.00	-	-	-	-	-	-100.00%
TOTAL	85,000.00	18,185.50	19,179.56	18,900.44	18,962.14	75,227.64	-11.50%

*if any line item differs from actual amount by more than 20%, provide a narrative explanation below

Travel. Travel underutilized.

Equipment Purchase. This line item was underutilized.

Supplies. Supplies underutilized.

Promotion and Development. This line item underutilized.