



METROPOLITAN PLANNING ORGANIZATION

SERVING LAS CRUCES, DOÑA ANA, AND MESILLA

P.O. BOX 20000 | LAS CRUCES NM | 88004
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<http://MesillaValleyMPO.org>

MESILLA VALLEY METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE AGENDA

The following is the Agenda for a **Special Meeting** of the Policy Committee of the Mesilla Valley Metropolitan Planning Organization (MPO) to be held **August 24, 2016 at 11:00 a.m.** in the in the **City of Las Cruces Council Chambers**, 700 North Main, Las Cruces, New Mexico. Meeting packets are available on the [Mesilla Valley MPO website](http://MesillaValleyMPO.org).

The Mesilla Valley MPO does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, or disability in the provision of services. The Mesilla Valley MPO will make reasonable accommodation for a qualified individual who wishes to attend this public meeting. Please notify the Mesilla Valley MPO at least 48 hours before the meeting by calling 528-3043 (voice) or 1-800-659-8331 (TTY) if accommodation is necessary. This document can be made available in alternative formats by calling the same numbers list above. *Este documento está disponible en español llamando al teléfono de la Organización de Planificación Metropolitana de Mesilla Valley: 528-3043 (Voz) o 1-800-659-8331 (TTY).*

1. **CALL TO ORDER** _____ **Chair**
2. **CONFLICT OF INTEREST INQUIRY** Does any Committee Member have any known or perceived conflict of interest with any item on the agenda? If so, that Committee member may recuse themselves from voting on a specific matter, or if they feel that they can be impartial, we will put their participation up to a vote by the rest of the Committee. _____ **Chair**
3. **PUBLIC COMMENT** _____ **Chair**
4. **ACTION ITEMS** _____
 - 4.1. Resolution 16-10: A Resolution Amending the Federal Fiscal Year 2015 and 2016 Unified Planning Work Program (UPWP) _____ **MPO Staff**
5. **COMMITTEE and STAFF COMMENTS** _____ **Chair**
6. **ADJOURNMENT** _____ **Chair**

Publish August 17, 2016



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MESILLA VALLEY METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE DISCUSSION FORM FOR THE MEETING OF August 24, 2016

AGENDA ITEM:

2015-2016 Unified Planning Work Program amendment.

ACTION REQUESTED:

Approval by the Policy Committee

SUPPORT INFORMATION:

Resolution 16-10 Amending the 2015-2016 Unified Planning Work Program
Draft copy of the revised 2015-2016 Unified Planning Work Program (UPWP) budget pages.
Reimbursement denial letter from NMDOT

DISCUSSION:

The UPWP is a biannual document that outlines transportation planning activities to be conducted by MPO Staff as well as processes that MPO Staff will participate in, but not oversee. The UPWP also includes a budget, allocation of staff time and money toward accomplishing the tasks. The UPWP must be in compliance with the Metropolitan Transportation Plan.

This amendment shifts \$201,571.60 from Special Studies, Plans, Projects, and Programs in FY15 to FY16. Resulting in a new amount of \$215,010.60 for Special Studies, Plans, Projects, and Programs in FY16.

This request is necessary due to a miscalculation of how much would be spent on the Missouri Study area in FY15. The project start was delayed until the 4th quarter of FY15 and staff did not properly adjust its estimates of rollover into FY16.

Approval of this amendment would allow staff to request additional PL funding to cover the end of FY16. Denial of this amendment would require that the member agencies cover the additional costs.

MESILLA VALLEY METROPOLITAN PLANNING ORGANIZATION

RESOLUTION NO. 16-10

A RESOLUTION AMENDING THE FY15- FY16 UNIFIED PLANNING WORK PROGRAM

The Mesilla Valley Metropolitan Planning Organization (MPO) Policy Committee is informed that:

WHEREAS, the Mesilla Valley MPO is responsible for the planning and financial reporting of all federal and/or state funded transportation related projects within the MPO's Urbanized Area for the specified fiscal years; and

WHEREAS, preparation of a Unified Planning Work program is requirement of the Federal Highway Administration and the Federal Transit Administration; and

WHEREAS, the Unified Planning Work Program for FY2015 and FY2016 was approved on June 11, 2014; and

WHEREAS, the MPO needs to move FY2015 funds into FY2016 because the Missouri Study Area did not finish as anticipated; and

WHEREAS, the Policy Committee has determined that it is in the best interest of the MPO for this resolution to be APPROVED.

NOW, THEREFORE, Be it resolved by the Policy Committee of the Mesilla Valley Metropolitan Planning Organization:

(I)

THAT the amended Mesilla Valley MPO's Fiscal Year 2015 and Fiscal Year 2016 Unified Planning Work Program budget, as shown in Exhibit "A", attached hereto and made part of this resolution, is hereby approved.

(II)

THAT staff is directed to take appropriate and legal actions to implement this Resolution.

DONE and APPROVED this 24th day of August, 2016.

APPROVED:

Chair

Motion By:	
Second By:	
VOTE:	
Chair Sorg	
Vice Chair Garrett	
Councilor Pedroza	
Councilor Eakman	
Trustee Arzabal	
Commissioner Duarte-Benavidez	
Commissioner Hancock	
Mayor Barraza	
Trustee Flores	

ATTEST:

APPROVED AS TO FORM:

Recording Secretary

City Attorney

Exhibit "A"

Budget Summary - Proposed Expenditures (Adopted UPWP)

Task Number	Program	Budgeted PL Funds		Budgeted FTA 5303 Funds		Total Budgeted
		FY 15	FY 16	FY 15	FY 16	
1	Program Support and Administration	\$91,445	\$80,635	\$5,330	\$7,995	\$185,405
2	Transportation Improvement Program	\$30,482	\$26,878	\$2,665	\$2,665	\$62,690
3	General Development and Data Collection/ Analysis	\$121,927	\$107,513	\$13,325	\$18,655	\$261,420
4	Transportation Planning	\$60,964	\$40,317	\$13,325	\$18,655	\$133,261
5	Special Studies, Plans, Projects, and Programs	\$304,818	\$13,439	\$18,655	\$5,330	\$342,242
TOTAL		\$609,636	\$268,783	\$53,300	\$53,300	\$985,019

Budget Summary – FY15 Actual Expenditures

Task Number	Program	Budgeted PL Funds		Budgeted FTA 5303 Funds	
		FY 15	actual 15	FY 15	actual 15
1	Program Support and Administration	\$91,445	\$51,623	\$5,330	\$15,630
2	Transportation Improvement Program	\$30,482	\$25,812	\$2,665	\$13,025

3	General Development and Data Collection/ Analysis	\$121,927	\$64,529	\$13,325	\$10,420
4	Transportation Planning	\$60,964	\$12,905.80	\$13,325	\$13,025
5	Special Studies, Plans, Projects, and Programs	\$304,818	\$103,246.40	\$18,655	\$49,900
TOTAL		\$609,636	\$258,116	\$53,300	\$102,001

Budget Summary - Proposed Expenditures (Amended UPWP)

Task Number	Program	Budgeted PL Funds		Budgeted FTA 5303 Funds		Total Budgeted
		FY 15	FY 16	FY 15	FY 16	
1	Program Support and Administration	\$51,623	\$80,635	\$15,630	\$7,995	\$155,883
2	Transportation Improvement Program	\$25,812	\$26,878	\$13,025	\$2,665	\$68,380
3	General Development and Data Collection/ Analysis	\$64,529.80	\$107,513	\$10,420	\$18,655	\$201,118
4	Transportation Planning	\$12,905	\$40,317	\$13,025	\$18,655	\$84,902
5	Special Studies, Plans, Projects, and Programs	\$103,246.40	\$215,010.60	\$49,900	\$5,330	\$373,487
TOTAL		\$258,116	\$470,353.60	\$102,000	\$53,300	\$883,770



August 15, 2016

MPO Officer Tom Murphy
Mesilla Valley Metropolitan Planning Organization (MVMPO)
700 North Main Street
Las Cruces, NM 88001

RE: MVMPO 3rd Quarter Reimbursement Request

Dear Mr. Murphy,

NMDOT is in receipt of your 3rd Quarter Reimbursement Packet, dated July 29, 2016. After review and reconciliation of the invoice and documentation provided, NMDOT is formally rejecting your request for reimbursement based on the following:

- The amount requested is \$166,911.30 (federal) but the balance of the authorized funds is \$100,462.76 (federal).
- The amount requested in the 3rd Quarter invoice along with what has been reimbursed to date exceeds the total amount currently authorized in the Federal Fiscal Year (FFY) 2016 budget of your Unified Planning Work Program (UPWP).
- Specifically, the reimbursement amount requested for line item "Purchased Services General" in the Expense Summary (attached) exceeds the amount authorized for Task 5, Special Studies, Plans, Projects, and Programs, in the UPWP.
- Per the NMDOT Planning Procedures Manual, the UPWP should have been formally amended at the beginning of FFY2016 to move the unexpended FFY2015 funds to FFY2016 under Task 5. As this amendment was not requested, the funds are not available and the current invoice exceeds the balance of funds remaining.

Due to the above, NMDOT cannot reimburse MVMPO for the 3rd Quarter invoice.

If you have any questions or comments please contact me at (575) 525-7358 or Jolenem.Herrera@state.nm.us or you can contact my supervisor, Jessica Griffin, at (505) 476-2155 or Jessica.Griffin@state.nm.us.

Sincerely,

A handwritten signature in black ink that reads "Jolene Herrera".

Jolene Herrera
NMDOT Planning Liaison

CC: Jessica Griffin, AICP, NMDOT Government to Government Unit
Tammy Haas, PE, NMDOT Asset Management & Planning Division
Marcos Trujillo, Project Oversight Division

Susana Martinez
Governor

Tom Church
Cabinet Secretary

Commissioners

Ronald Schmeits
Chairman
District 4

Dr. Kenneth White
Secretary
District 1

David Sepich
Commissioner
District 2

Keith Mortensen
Commissioner
District 3

Butch Mathews
Commissioner
District 5

Jackson Gibson
Commissioner
District 6