

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 04/09/14
ITEM FROM FINANCE COMMITTEE MEETING OF 03/31/14

ISSUE:

17. Request for Approval of Grant Award – FY 2014 Santa Fe Metropolitan Planning Organization Work Authorization; New Mexico Department of Transportation. (Mark Tibbetts)

A. Request for Approval of Budget Increase – Grant Fund

FINANCE COMMITTEE ACTION: APPROVED AS DISCUSSION ITEM

Requested approval of grant award for FY 2014 Santa Fe Metropolitan Planning Organization Work Authorization with New Mexico Department of Transportation in the amount of \$216,852 and requiring a local match of \$36,954 for a total amount of \$253,806.

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17/14/FCIssue



Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



DATE: March 19, 2014

TO: Finance Committee

VIA: Kate Noble, Acting Director *KN*
 Housing & Community Development Department

FROM: Mark Tibbetts, MPO Officer *mt*

ITEM & ISSUE

Local matching funds required for distribution of federal funds from the FFY 2014 Federal Highway Administration (FHWA) Section 112 Program and authorized by NMDOT for expenditure by the Santa Fe MPO from October 1, 2013 through September 30, 2014.

BACKGROUND & SUMMARY

The City of Santa Fe is the fiscal agent for the MPO and has been responsible for providing the local match for the federal funding that supports the MPO program. Since October 1, 2013, the MPO receives FHWA funding on the federal fiscal year cycle. While receipt of the official Work Authorization letter is still pending [see attachment], the NMDOT has issued a Purchase Order [attached] to the City of Santa Fe representing the distribution of FFY2014 federal funds in the amount of \$216,852 [see attachment]. The required local match is \$36,954, bringing the total amount available to the MPO to \$253,806. The local match requirement for Section 112 program funds is 14.56% of the total amount available to the MPO.

ACTION RECOMMENDED

Accept the FFY 2014 distribution of federal funds and provide the required match of \$36,954. The total amount of \$253,806 should be placed in Business Unit #22305 according to the attached BAR.

Attachments: BAR for Sec 112 funds
 NMDOT Purchase Order #80500-0000185674
 Emails to NMDOT-12/23/13 and 03/04/14

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE	
Housing & Community Development Department/LPR/Section 112				03/20/2014	
ITEM DESCRIPTION	BU / LINE ITEM	←-(Finance Dept Use Only)->		INCREASE	DECREASE
		SUBLEDGER / SUBSIDIARY	DR / (CR)		
Section 112 - Revenue	21324.490740		(CR)	(216,852)	
Salaries, Wages & Benefits	22305.500110		DR	100,000	
Professional Contracts	22305.510300		DR	153,806	
1/2% GRT Income Fund	32107.700100	2324	(CR)		(36,954)
Section 112	21324.600100	3102	(CR)	(36,954)	

JUSTIFICATION: (use additional page if needed)
 --Attach supporting documentation/memo

TOTAL \$ - \$ (36,954)

Section 112 of the M.P.O.'s have been issued a grant authorization letter from NMDOT in the amount of 216,852 requiring a local match of 36,954 for a total of 253,806 for FFY14. The local match will come in from B.U. 3102.32107.700100 1/2% GRT Income Fund.

Maria R. Vigil 3/20/14
 Prepared By Date

[Signature] 3/21/14
 Division Director Date

[Signature] 3/21/14
 Department Director Date

CITY COUNCIL APPROVAL

City Council Approval Required

City Council Approval Date

Agenda Item #:

[Signature] 3/21/14
 Budget Officer Date

[Signature] #15 ① BAR
 Finance Director Date

[Signature]
 City Manager Date

TIBBETTS, MARK S.

From: Kozub, Rosa, NMDOT <Rosa.Kozub@state.nm.us>
Sent: Monday, December 23, 2013 2:40 PM
To: TIBBETTS, MARK S.
Cc: WILSON, KEITH P.; AUNE, ERICK J.
Subject: RE: FFY14 Work Authorization Letter

I forgot to add that the hard copy will be sent out this week, so you can expect it in the mail either later this week or next.

Rosa Kozub | Urban & Regional Planner
Bicycle, Pedestrian, Equestrian Coordinator
New Mexico Department of Transportation
Planning & Safety Division
P.O. Box 1149
Santa Fe, NM 87504
Office: (505) 476-3742
Mobile: (505) 231-9869
Email: Rosa.Kozub@state.nm.us

From: Kozub, Rosa, NMDOT
Sent: Monday, December 23, 2013 2:40 PM
To: TIBBETTS, MARK S.
Cc: Keith Wilson; AUNE, ERICK J.
Subject: FFY14 Work Authorization Letter

Hi Mark,

Attached please find the FFY14 Work Authorization Letter for the Santa Fe MPO. Please share this with the City of Santa Fe, as it is the fiscal agent for SFMPO.

As part of NMDOT's submission of first quarter changes to FHWA, we will adjust your FFY14 funds to reflect the amounts below, in addition to the rollover balances. The amounts below just reflect what will become your FFY14 base amount (and not the rollover balances).

FFY14 base amount (after first quarter amendment):
PL Funds (Federal): \$216,852
Local match: \$36,954.18
Total: \$253,806.18

Thanks and let me know if you have any questions. Happy holidays!

Rosa Kozub | Urban & Regional Planner
Bicycle, Pedestrian, Equestrian Coordinator
New Mexico Department of Transportation
Planning & Safety Division
P.O. Box 1149
Santa Fe, NM 87504
Office: (505) 476-3742
Mobile: (505) 231-9869
Email: Rosa.Kozub@state.nm.us

TIBBETTS, MARK S.

From: Kozub, Rosa, NMDOT <Rosa.Kozub@state.nm.us>
Sent: Tuesday, March 04, 2014 3:16 PM
To: TIBBETTS, MARK S.
Subject: RE: MPO response _030314.xlsx

Hi Mark,

We're still awaiting approval of the financial authorization in the system, which is what gives us the green light to send the WA letters.

In the meantime, do our previous emails suffice for the City? Since FHWA approved your UPWP budget with those amounts included, there is a pretty solid expectation that the money will be approved. If our emails aren't sufficient, maybe the approved UPWP with budget will work, since that has to be fully approved via NMDOT and FHWA?

Let me know. As soon as we get the green light to send the WA letters, we're ready.

Rosa Kozub | Urban & Regional Planner
Bicycle, Pedestrian, Equestrian Coordinator
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Planning & Safety Division
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Office: (505) 476-3742
Mobile: (505) 231-9869
Email: Rosa.Kozub@state.nm.us

From: TIBBETTS, MARK S. [<mailto:mstibbetts@ci.santa-fe.nm.us>]
Sent: Tuesday, March 04, 2014 11:03 AM
To: Kozub, Rosa, NMDOT
Subject: RE: MPO response _030314.xlsx

Hi Rosa, any more news on our work authorization letter for FFY2014?

Thanks, Mark

From: Kozub, Rosa, NMDOT [<mailto:Rosa.Kozub@state.nm.us>]
Sent: Tuesday, March 04, 2014 9:14 AM
To: TIBBETTS, MARK S.
Subject: RE: MPO response _030314.xlsx

Thanks, Mark!

Rosa Kozub | Urban & Regional Planner
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New Mexico Department of Transportation
Planning & Safety Division
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Email: Rosa.Kozub@state.nm.us



**State of New Mexico
Purchase Order**

PO Number to be on all Invoices and Correspondence
Dispatch via Print

Department of Transportation

P O Box 1149
Santa Fe NM 87504-1149
United States

Vendor: 0000054360
SANTA FE, CITY OF
P O BOX 909
SANTA FE NM 87504

Purchase Order 80500-0000185674	Date 01/03/2014	Revision 1	Page 1
Payment Terms Pay Now	Freight Terms FOB Destination	Ship Via Best Way	
Buyer DOROTHY N. SHEPHERD		Phone	

Ship To: 1120 CERRILLOS RD
SANTA FE NM 87504
United States

Bill To: P O Box 1149
Santa Fe NM 87504-1149
United States

Origin: REQ Excl\Excl #:

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	Funding from October 1, 2013 through September 30, 2014		1.00	EA	216,852.00	216,852.00	01/03/2014
	80500-20100-3210000000-535300-55301-	-HWAP514130-	-114-	30000			
				Schedule Total		<u>216,852.00</u>	
	Contract ID: M01038	Contract Line: 0		Release: 17			
				Item Total		<u>216,852.00</u>	
				Total PO Amount		<u>216,852.00</u>	

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

Authorized Signature