

RTPO APER Narrative Summary – FFY2020

Please provide a BRIEF (one to two sentences each) summary of Work Program activities by Function below.

Function 1: Long-Range Planning and Implementation

Generally, a significant time has been spent on the RTP updates. Time was also spent on designing new criteria for the RTIPR rating and ranking process.

Function 2: Technical Support and Data Management

Surveys were designed for both NERTPO and SERTPO. Data was gathered by using these surveys with over 200 responses in total.

Function 3: Project Development and Monitoring

Preparations were made for the state funding of local roads with local governments. Unfortunately, the funding was not funded by the legislature, and therefore, project developments were not advanced as fast as anticipated.

Function 4: Other Activities and Projects

Legislative laws were tracked this year to anticipate infrastructure investments from both the state and congressional legislature. EPCOG did work with NMDOT and local governments for the preparation and development of the Prots-to-Plains project that goes through Clayton, NM in Union County.

Function 5: General RTPO Support

Majority of this time is given to RTPO management, especially given the monthly meetings of NERTPO. Despite COVID19 restrictions, the RTPOs have continued by virtual means, and all professional development courses have been pushed to virtual formats.

Function 6: RTPO Administration

All reports and reimbursements were submitted, as necessary. EPCOG has also spent time projecting what the budget can handle so we may best utilize the budget to better serve the RTPOs and local governments in the future RTP budgets.

RTPO APER Budgeted Staff Hours Summary

Staff Hours Summary FFY20							
Function	Budgeted Hours	Q1	Q2	Q3	Q4	Total Actual hours	Percentage actual differs from budgeted*
1	200	39	61	35	19.12	154.12	-23%
2	100	0	24	31	8.1	63.1	-37%
3	340	21	13	36	17.52	87.52	-74%
4	240	88	70	49	41.58	248.58	4%
5	940	139	144	147	26.74	456.74	-51%
6	100	25	25	25	25	100	0%
TOTAL	1920	312	337	323	138.06	1110.06	-42%

*if actual hours differ from budgeted hours by more than 20% in any function, provide a narrative explanation below

Explanation: Generally, the change of the hours were due in part because of the switch of the planner position to a new position, as a notable decline can be seen in the last quarter. It was also anticipated that the state funding for local roads would be active during FFY20. This was not the case and therefore more time was anticipated than actuals.

RTPO APER Budget Summary by Line item

FFY20 Budget Summary by Line Item							
(use categories from your FFY19 budget)	Budgeted	Q1	Q2	Q3	Q4	Actual	Percentage actuals differ from budgeted*
Personnel	\$ 62,000.00	\$ 13,578.97	\$ 14,296.80	\$ 15,749.90	\$ 9,519.60	\$ 53,145.27	-14%
FICA	\$ 4,600.00	\$ 1,004.80	\$ 1,058.88	\$ 1,167.49	\$ 708.83	\$ 3,940.00	-14%
SUTA	\$ 120.00	\$ -	\$ 47.17	\$ 50.79	\$ 13.03	\$ 110.99	-8%
Workman's Comp Insurance	\$ 462.00	\$ 3.39	\$ 123.38	\$ 185.07	\$ -	\$ 311.84	-33%
Workman's Comp	\$ 20.00	\$ -	\$ 2.30	\$ 3.93	\$ 1.76	\$ 7.99	-60%
Medical	\$ 7,351.55	\$ 1,243.78	\$ 1,285.18	\$ 1,369.74	\$ 691.06	\$ 4,589.76	-38%
Dental	\$ 300.00	\$ 125.38	\$ 120.06	\$ 127.52	\$ 50.21	\$ 423.17	41%
Retirement	\$ 2,500.00	\$ 814.74	\$ 857.81	\$ 945.00	\$ 567.80	\$ 3,185.35	27%
Per Diem	\$ 3,600.00	\$ 568.29	\$ 1,394.01	\$ -	\$ -	\$ 1,962.30	-45%
Gas & Oil	\$ 1,320.00	\$ 312.06	\$ 160.22	\$ 5.44	\$ 7.80	\$ 485.52	-63%
Vehicle Maintenance	\$ 1,080.00	\$ 19.40	\$ 244.75	\$ -	\$ -	\$ 264.15	-76%
Vehicle Registration	\$ 120.00	\$ 33.30	\$ -	\$ -	\$ -	\$ 33.30	-72%
Vehicle Insurance	\$ 2,240.00	\$ -	\$ 301.51	\$ 303.47	\$ 303.47	\$ 908.45	-59%
Property/Liability Insurance	\$ 4,400.00	\$ 322.44	\$ -	\$ -	\$ 1,954.56	\$ 2,277.00	-48%
Equipment Lease	\$ 1,040.00	\$ 157.54	\$ 37.47	\$ 121.20	\$ 37.47	\$ 353.68	-66%
Accounting	\$ 5,600.00	\$ 1,271.25	\$ 1,271.25	\$ 1,271.25	\$ 1,271.25	\$ 5,085.00	-9%
Professional Services/Audit	\$ 4,569.60	\$ -	\$ 4,569.60	\$ -	\$ -	\$ 4,569.60	0%
Office & Cleaning Supplies	\$ 7,130.40	\$ 386.01	\$ 371.98	\$ 983.45	\$ 364.16	\$ 2,105.60	-70%
Subscriptions/Dues/Registrations	\$ 1,800.00	\$ 418.25	\$ 230.32	\$ 450.11	\$ 816.55	\$ 1,915.23	6%
Legal Publications	\$ 63.75	\$ -	\$ -	\$ -	\$ -	\$ -	-100%
Advertising	\$ 200.00	\$ 110.00	\$ -	\$ 27.37	\$ 346.20	\$ 483.57	142%
Postage	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	-100%
Data Processing/Software	\$ 1,090.00	\$ -	\$ 70.63	\$ 42.38	\$ -	\$ 113.01	-90%
Office Cleaning & Maintenance	\$ 164.00	\$ 17.64	\$ 145.34	\$ 304.85	\$ 135.87	\$ 603.70	268%
Telecommunications	\$ 825.00	\$ 221.46	\$ 220.05	\$ 220.05	\$ 215.25	\$ 876.81	6%
Gas & Electric	\$ 2,000.00	\$ 494.10	\$ 323.26	\$ 277.15	\$ 668.06	\$ 1,762.57	-12%
Water	\$ 75.00	\$ 26.66	\$ 12.16	\$ 15.90	\$ 18.23	\$ 72.95	-3%
Garbage	\$ 100.00	\$ 50.10	\$ 42.80	\$ 35.50	\$ 35.50	\$ 163.90	64%
Sewer	\$ 78.00	\$ -	\$ -	\$ -	\$ -	\$ -	-100%
Legal & Attorney Fees	\$ 102.00	\$ -	\$ -	\$ -	\$ -	\$ -	-100%
Printing	\$ 7.50	\$ -	\$ -	\$ -	\$ -	\$ -	-100%
TOTAL	\$ 115,008.80	\$ 21,179.56	\$ 27,186.93	\$ 23,657.56	\$ 17,726.66	\$ 89,750.71	-22%

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

Explanation: Generally speaking, EPCOG typically spends well below the budgeted amount, a habit developed from past audit findings. Aside from the amounts below expected, it should be noted those amounts that exceeded the expected amount. The most so is Advertisement. This amount was much more than generally anticipated due to the advertisement of the opening of a planner position. The local newspaper was generally cheaper until publication frequency was reduced. Office Cleaning and Maintenance were increased due to services needed for phone service updates. Garbage is a necessary services and was not anticipated to exceed the budgeted amount based on the amount charged year prior.

Overall, the budget was underspent by 22%.

Summary of Consultant/Vendor Services

FFY20 Summary of Consultant/Vendor Services					
RWP Function(s)	Consultant/Vendor	Description of Work	Contracted Amount	Actual Cost	Percentage actuals differ from contract*
2.1,1.1.2	FWB	Accounting Services	\$ 5,600.00	\$ 5,085.00	-9%

*if actuals differ from contracted amount by more than 20%, provide a narrative explanation below

Explanation: This service is generally a fixed amount and is easier to predict. It should be noted that the amount can increase if EPCOG is in need of services that may require more hours of service.