

Metropolitan Transportation Board



MRMPO

Mid-Region Metropolitan Planning Organization

Member Handbook



JANUARY

2019

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Dear Board Member,

Thank you for serving as a member on the Metropolitan Transportation Board (MTB) of the Mid-Region Metropolitan Planning Organization (MRMPO). We truly appreciate your time and effort and the important work you are doing as part of this Board to guide the development of our region's transportation system.

This handbook has been put together in effort to give you easy access to information that will make you as effective a Board member as possible—which in turn will help our region attain the best transportation outcomes possible.

For many of you, information in this packet is already well-known. We are distributing this packet to make sure all Board members are on equal and steady footing in their knowledge of Board member roles and responsibilities and of the Metropolitan Planning Organization's (MPO) purpose, functions, key products and services. For those of you who do know all of this well, we hope the packet provides a good review and possibly some new and less familiar information.

And, importantly, a final reason for this packet is to improve communication and collaboration between MPO staff and MTB members. If you'd like to discuss anything pertaining to the Board, we welcome your feedback at any time.

Sincerely,

A handwritten signature in blue ink that reads 'Dave Pennella'. The signature is written in a cursive, flowing style.

Dave Pennella, MPO Administrator, Mid-Region Metropolitan Planning Organization

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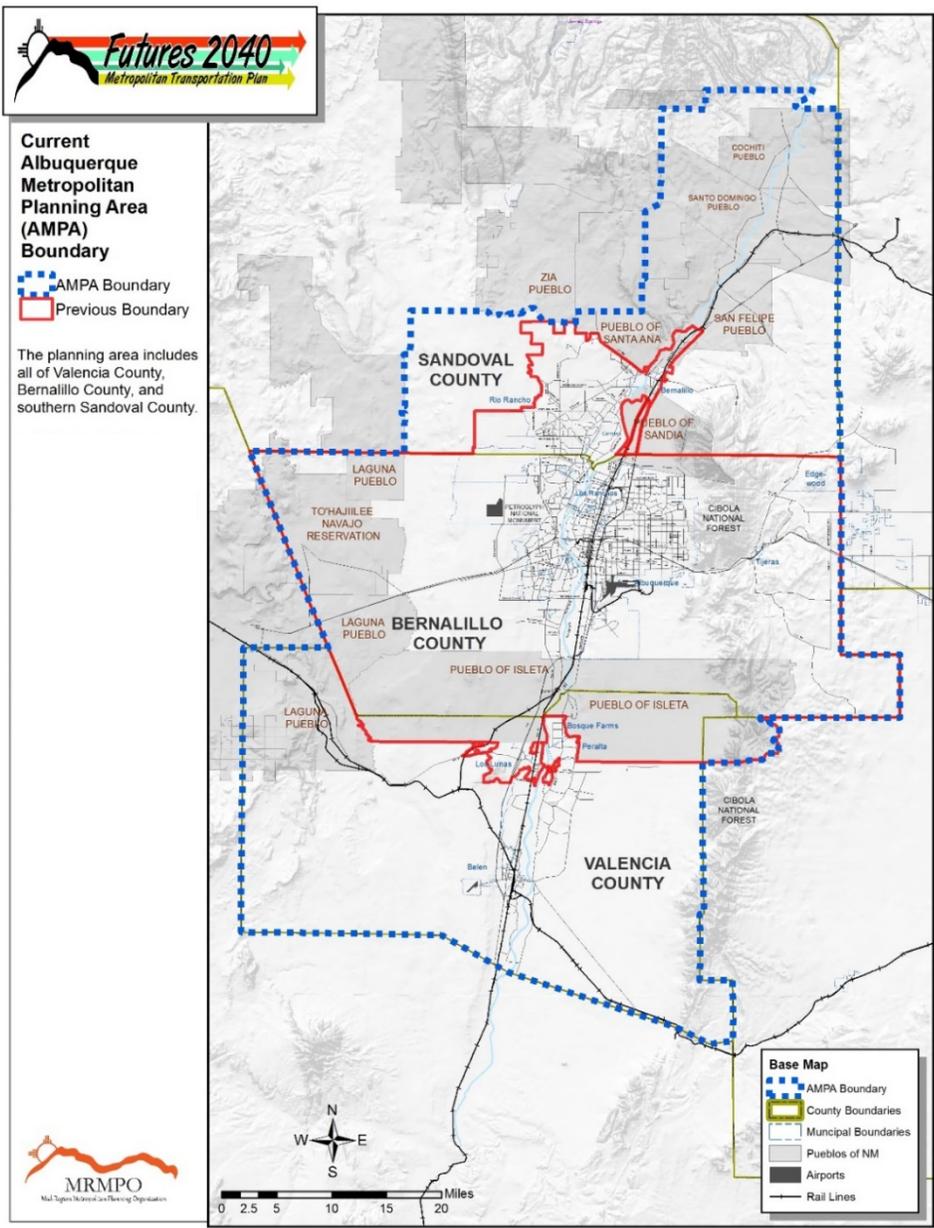
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MPO Introduction and Background

The Mid-Region Metropolitan Planning Organization (MRMPO) is responsible for the long-range transportation planning in our region. All urbanized areas in the United States with a population of more than 50,000 must have a designated metropolitan planning organization (MPO) to facilitate the federally-required multimodal transportation planning process.

The planning area for which MRMPO must plan is shown in the following map. Note that the planning area, called the Albuquerque Metropolitan Planning Area (AMPA), has changed in recent years in response to population updates from the 2010 US Census.



If you remember just two things from this handbook, remember these:

- *What is an MPO?*

The MPO decides on funding allocations for transportation projects in the AMPA in accordance to a collective vision of our region's future.

- *Why is what you do important?*

The MTB is a key player in not just our future transportation system, but also the economic vitality and livability of this remarkable part of central New Mexico that we call home. All federal highway and transit funding in the AMPA must be programmed by MRMPO.

The Board has an immense responsibility—overseeing how approximately \$860 million every six years should be spent in ways that best benefit our region's transportation system.

The MPO planning boundaries differ from the MRCOG planning boundaries. MRCOG is responsible for planning activities in Bernalillo, Sandoval, Valencia, Torrance and southern Santa Fe Counties. While MRMPO and MRCOG are sometimes used interchangeably, they are technically different entities. MRMPO is a division of MRCOG and the functions of MRMPO have been placed under the governance of the Metropolitan Transportation Board (MTB). MRMPO is specifically tasked with metropolitan transportation planning while MRCOG is involved in broader regional planning activities including economic development and work force development (for more information on the operations of MRMPO, see the Memorandum of Agreement for the Establishment of Operations of the MRMPO in Appendix C). Other important planning partners to MRMPO are the Rio Metro Regional Transit District (also housed in MRCOG, but a separate and distinct regional transit planning agency), and the New Mexico Department of Transportation (NMDOT). Lastly, MRMPO works closely with the local governments within the AMPA as well as Tribal governments, school districts, specialized agencies and transit operators, all of whom are eligible for membership on the MTB.



In addition to the 50,000 threshold requirement for establishing an MPO, there is another important population threshold that matters to MPOs. Urbanized areas with populations greater than 200,000 are designated as

The Federal-Aid Highway Act of 1962 created the federal requirement for urban transportation planning. As part of this new transportation planning framework, MPOs were created to ensure that existing and future expenditures for transportation projects and programs are based on a “continuing comprehensive planning process carried on cooperatively by States and local communities.”

MRCOG was established by State statute in 1969 for the primary function of serving as a regional comprehensive planning, development, and coordinating body. MRCOG was designated as the MPO by the Governor and local governments in 1973.

The functions of the MRMPO have been placed under the governance of the MTB, and consequently, MRMPO operates as a division of MRCOG for the purpose of overseeing, directing, and establishing comprehensive transportation planning and policies to carry out the provisions of Title 23 and Title 49 United States Code related to Metropolitan Planning.

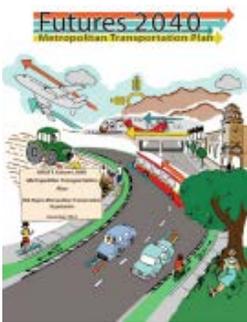
Transportation Management Areas (TMAs). TMAs have additional requirements (and benefits) than smaller (less than 200,000) MPOs. TMAs must have transportation plans and programs that are based on a continuing, comprehensive and cooperative transportation planning process carried out by the MPO in cooperation with the State and transit operators. Also, TMAs must have a Congestion Management Process (CMP) in place and are subject to federal review and certification of the transportation planning process that is undertaken every four years. In addition, the policy board of an MPO that is also a TMA must have public transportation representation. Federally funded projects carried out within the TMA (excluding projects on the National Highway System) shall be selected by the MPO from the TIP for implementation (in consultation with the State). Projects that are on the National Highway System shall be selected for implementation from the approved TIP by the State (in cooperation with the MPO).

The policy making body of MRMPO is the Metropolitan Transportation Board (MTB). Board members are appointed by the member government and must be either local elected officials; governing officials of Tribes and/or Pueblos; officials of agencies that administer or operate major modes or systems of transportation; State appointed officials from the New Mexico Department of Transportation; or Chief executives of the agency they represent. A full list of these

jurisdictions and organizations as well as current members and alternates can be found in Appendix A. Further details about the number of representatives for each member agency, Chair and Vice Chair term lengths, and voting procedures, etc., are found in the MTB Bylaws (see Appendix B). Note that there is also an Executive Board and a Board of Directors for MRCOG, which sets policy and over sees operations for MRCOG, a Rio Metro Board of Directors, a Water Resources Board, and a Workforce Board of Directors, and that these Boards have different membership and are distinct from MRMPO’s Board, the MTB (see the MRCOG Boards & Committees Structure organization chart in Appendix J).

Key Products of the MPO

There are several key planning products produced by MRMPO. These are the long-range transportation plan, or Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (the TIP), the Unified Planning Work Program (UPWP), and the Public Participation Procedures (PPP). You can read more about these later in this packet, but here is a quick summary of what they are all about:



The [MTP](#) is at the center of the regional long range transportation planning process and uses long-term growth projections and anticipated travel patterns to consider long-term regional transportation needs. The MTP is developed through a comprehensive and cooperative planning process that involves all jurisdictions within the metropolitan area and all modes of transportation. The plan is federally-required and must be fiscally-constrained, meaning all projects proposed for inclusion in the MTP must have an identified funding source.



The [TIP](#) is the short-range implementing mechanism for the MTP that allows transportation projects to be funded and eventually built. It lists all regionally-significant transportation projects regardless of funding source (public or private) as well as *all* projects that will receive federal funding. The TIP has a six-year timeframe and is updated every two years. For a project to be in the TIP, it must first be included in the MTP. As was stated

in the *2040 MTP*, "...if you had an MTP without a TIP, projects would never get off the ground. On the other hand, if you had a TIP without an MTP, projects would be built in an ad hoc manner." You can view the most current TIP on the website in the [TIP section](#).

Federal transportation regulations require MPOs to create a **Unified Planning Work Program (UPWP)** and Public Participation Procedures. The UPWP outlines transportation planning activities that will be conducted by the MPO for each year as well as MRMPO’s budget of approximately \$2.7 million (of which, approximately \$1.7 million is federally funded). All activities must be in compliance with the MTP. MRMPO produces a two-year UPWP outlining tasks that will be undertaken by staff during two federal fiscal years (starting on October 1). The UPWP is the best way to get a sense of the work MRMPO does throughout the year. The current UPWP can be found on the MRCOG website under the [Unified Planning Work Program](#) tab under the Transportation menu.

MRMPO produces **Public Participation Procedures** to help guide its public participation outreach methods and activities. The Procedures are updated as needed, usually before the beginning of a new MTP development cycle.

The most current [Public Participation Procedures](#) (found online under ‘Public Participation’ and also under ‘Publications’) was adopted by the Board and is updated every two to four years.

Product	Who Develops	Who Approves?	Time Horizon	Content	Update Requirements
UPWP	MPO	MTB	2 years	Planning staff tasks and activities and budget	Every 2 years
MTP	MPO	MTB	20 years	Future transportation needs and strategies (including projects) to meet those needs.	Every 4-5 years
TIP	MPO	MTB	6 years	Near term transportation projects from the MTP to receive funding	Every 2 years
Public Participation Procedures	MPO	MTB	approx. 2-4 years	How public outreach will be undertaken	Periodically review effectiveness

Key Services of the MPO

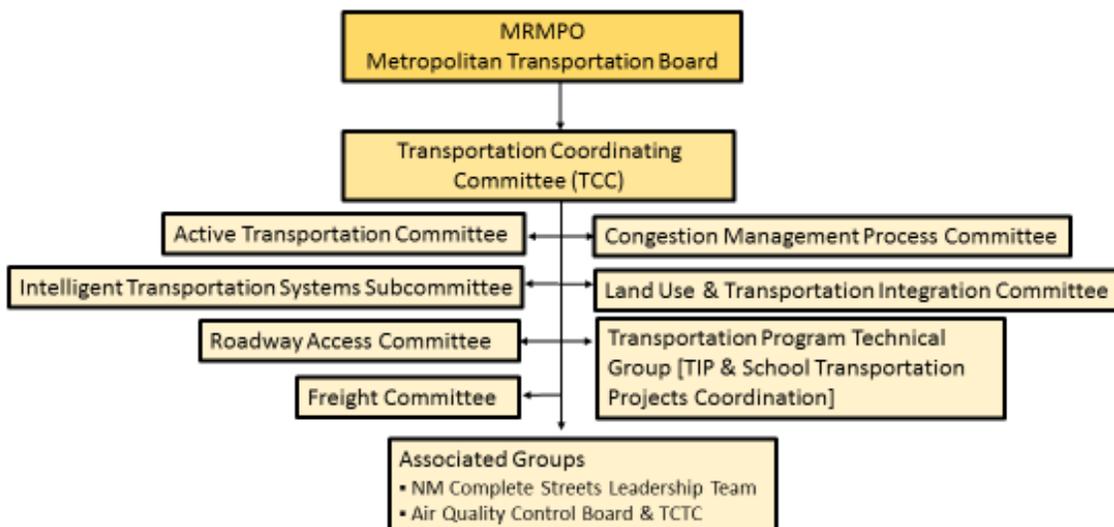
Besides the MTP and TIP, MRMPO works on a host of other activities, products, and services. This includes safety analysis and reporting, traffic counts, transportation demand and land use modeling, socioeconomic analysis and forecasting, economic impact analysis, GIS mapping analysis, accessibility analysis, Intelligent Transportation Systems (ITS), and more. We encourage you to peruse the [MPO section of the MRCOG website](#) to get a sense of our key products and services.

Appendix D includes a list of MPO staff contacts along with responsibilities so that you can know who to contact should you have any questions or requests.

MPO Board and Committees

Below is graphic showing the basic organization and reporting structure of the MPO. An MTB roster, along with contact information, is included in Appendix A and a full org chart of all MRCOG boards and committees is found in Appendix J.

MRMPO Committees Structure



MPO Committees

As shown in the organization chart above, there are several committees that either directly or indirectly report to the MTB. These committees are described below.

Transportation Coordinating Committee (TCC) - This committee provides technical advice to the Metropolitan Transportation Board. The committee reviews items that are scheduled to come before the board and provides recommendations from a technical viewpoint. The TCC membership is composed of staff-level representatives from each of the local member agencies and the New Mexico Department of Transportation. The TCC has four standing committees. They are the Transportation Program Technical Group (TPTG), the Intelligent Transportation Systems (ITS) Subcommittee, the Congestion Management Process (CMP) Committee, and the Roadway Access Committee (RAC).

The **Transportation Program Technical Group (TPTG)** is a working group that provides advice to the Transportation Coordinating Committee (TCC) regarding the Transportation Improvement Program (TIP) and the long range system maps for the urban area. The TPTG uses a set of evaluation criteria to develop the draft Transportation Improvement Program prior to its release for public review and comment. The TPTG also reviews and makes recommendations on quarterly TIP amendments and comments on proposals to amend the long range transportation system maps when the maps are updated. The TPTG membership is drawn from technical staff from the various local agencies and the New Mexico Department of Transportation. The TPTG now also includes a subcommittee that works on school transportation projects coordination.

The **Intelligent Transportation Systems (ITS) Subcommittee** coordinates ITS stakeholder activity and makes recommendations to the Transportation Coordinating Committee (TCC). The TCC then makes recommendations to the Metropolitan Transportation Board. ITS Subcommittee meetings are inter-agency meetings between federal, state, and local stakeholders.

The **Congestion Management Process (CMP) Committee** works on congestion management activities including the development of and revisions to the Project Prioritization Process that is used to evaluate projects for inclusion in the Transportation Improvement Program. The Congestion Management Process is a federally mandated process that helps planners identify congested travel corridors and recommends strategies to increase transportation efficiency and provide additional options for the traveling public.

The **Land Use and Transportation Integration Committee (LUTI)** is comprised of transportation and land use planning and development professionals. Members of the committee work on efforts to advance coordinated land use and transportation planning in the region.

The **Roadway Access Committee (RAC)** provides recommendations to the TCC on the AMPA's roadway access policies and procedures including permitted access locations, types of access that may be allowed, and the procedures used to modify access on roadways designated as limited access facilities. The RAC is comprised of member agency staff from the region.

The **Active Transportation Committee** provides advice and recommendations on ways to improve the health and safety of people walking, biking, and using transit, including people with special needs.

The **Freight Committee** provides advice and recommendations on efforts to coordinate regional freight planning and development to ensure that freight activity across the region is safe, efficient, and effective in supporting economic activity.

Board and Committee Meeting Information

The MTB currently meets on the third Friday of the month at 10:00 a.m. in the Board Room at MRCOG. The TCC meets on the first Friday of the month at 1:30 p.m. at the MRCOG Board Room. TPTG meetings are held at 1:30 p.m. on the first Tuesday of the month and weekly in January and February during TIP development in odd years. If meetings are canceled, notice is sent out via email. A calendar showing all MTB, TCC, and TPTG meeting dates for 2019 is included in the packet in Appendix G.



MTB Roles, Responsibilities, and Opportunities

The MTB is the policy making body of the MPO. Below is a list of the roles and responsibilities of the Board:

Roles

- Provide policy guidance in the development of transportation plans and programs
- Serve as the approval body for regional transportation plans and programs
- Provide a forum for cooperative decision making in the AMPA

Key Responsibilities

- Make final decisions on technical and policy matters regarding plans and programs designed to serve the transportation needs of the AMPA (for example, the approval of a regional transit mode share goals for priority corridors)
- Provide input to MPO staff and make recommendations regarding the annual UPWP

Additional Responsibilities

- Board members are appointed by the member government, and a member may appoint an alternate to serve at those times when the member is unable to serve.
- Board members (or a designated alternate) must attend monthly MTB meetings.
- Board members or alternates must notify MRMPO in advance if they cannot attend a meeting.
- It is the organization's responsibility to notify the chair of the MTB if they are filling a vacant seat or changing representation.

Other Board Information

Board meetings are led by the two officers elected by the MTB, the Chair or Vice-Chair, who are appointed for a one-year term starting the first meeting of the federal fiscal year (October). The Secretary is the Executive Director or his/her designee from the MPO staff. All meetings are open to the public and allow for public comment. Members of the public who wish to speak at a meeting about an agenda item must sign-in before the start of the meeting. There is a sign-in sheet at each meeting.

A simple majority of filled voting member positions of the MTP constitutes a quorum and is required for the Board to take action on items subject to the Board's authority. To help ensure a quorum, each Board member may select an alternate(s) to attend meetings in the event of their absence. If unable to attend a meeting, a Board member must notify Barbara Thomas (bthomas@mrcog-nm.gov or (505) 724-3616) and arrange for the alternate's attendance.



Each meeting's agenda packet is typically finalized and emailed to the Board three days prior to the meeting, and in the event of a cancellation, notice is also distributed by email.

Bylaws of the MTB can be found in the back of your packets and can be accessed [electronically under the 'Board and Committees tab and also under 'Publications'](#). Bylaws include information and guidance on authority,

membership, alternates, and officers, meetings/quorum and voting procedures, and information on the amendment process. Also, the MTB shall follow the adopted MRCOG Rules of Procedures during their meetings. A copy of these can be obtained from MPO staff upon request. To comply with the State of New Mexico Open Meetings Act, the Board adopts an Open Meetings Resolution each June that includes the meetings scheduled for the upcoming fiscal year.

Opportunities

MRMPO believes there is a good relationship between MPO staff and the Board. However, we seek to continually improve communication between Board members and MRMPO staff. Board members are encouraged to examine how they are relaying relevant information to their constituents and consider whether there are any ways to enhance those lines of communication. For example, are there outlets such as newsletters, community meetings, websites/social media (e.g., Facebook, Nextdoor.com), or list serves where information regarding the activities and efforts of the MTB and MPO can be disseminated and discussed?

As elected officials, Board members have good sense of the transportation issues and needs in their constituents' communities. With this invaluable knowledge, Board members are called on to advocate at Board meetings and in the MPO planning process for those transportation strategies which ideally would meet those needs while also helping achieve beneficial outcomes for the region.

This Board Member handbook and survey for Board members represents the first step in MRMPO's recent efforts to improve communication and coordination with the Board. We welcome other suggestions as well. MRMPO staff are also available to present to groups about our planning products and services. Example topics include the MTP, LRTS Guide, regional growth and development, the TIP process, and the project development process.

More about the MTP

The current MTP is the *Futures 2040 MTP*. *Futures 2040* was guided by four main goals: Mobility, Economic Vitality, Environmental Resiliency, and Active Places. The *2040 MTP*, in addition to



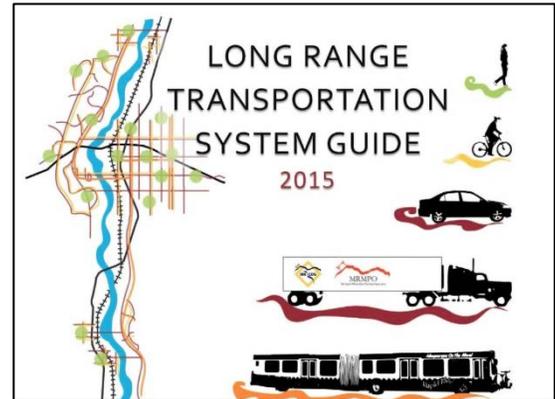
listing all transportation projects in the region that will be funded in the next 20+ years, also included (for the first time) climate change consideration, roadway design guidance (in the Long Range Transportation System Guide document located in the MTP appendix), and regionally Preferred Scenario land use principles which were arrived at after extensive public and agency outreach as part of a cooperative scenario planning process.

Following are key takeaways (the "Executive, Executive Summary," if you will) from the *Futures 2040 MTP*:

- Changing demographics and transportation preferences must be taken into consideration in our planning activities. This includes a larger senior population facing significant mobility limitations, as well as a younger generation that is less interested in driving and seeking more multimodal options and urban living opportunities. Providing better multimodal options and connections will help minimize congestion, maintain air quality, and support economic development.
- A Preferred Scenario which provides guiding principles for growth in our region was developed and approved as part of the *2040 MTP*. Principles from the Preferred Scenario include more compact development, targeting development in activity centers and along transit corridors, and creating mixed use multimodal activity centers. Such development—in contrast to much of the development in recent decades that was spread out and auto-centric—can lead to better transportation outcomes. MRMPO will be working with member agencies, other partners and stakeholders on working toward implementing these Preferred

Scenario principles. The scenario planning process came about as a result of regional efforts to coordinate land use and transportation planning efforts.

- Safety and the need for more accessible multimodal options are major challenges facing the region. In response to these needs, the Long Range Transportation System (LRTS) Guide was developed to help with the planning and design (as well as retrofit) of roadways in the region to ensure a more balanced, multimodal and safe transportation system. The guide brings in the important consideration of a roadway's context so that the function of the roadway better supports the surrounding land use. Key guidance on appropriate right-of-way widths is given. [The LRTS Guide](#) can be found on the website under the 'Long Range Plan: MTP' tab and also under the 'Bicycle and Pedestrian' tab.



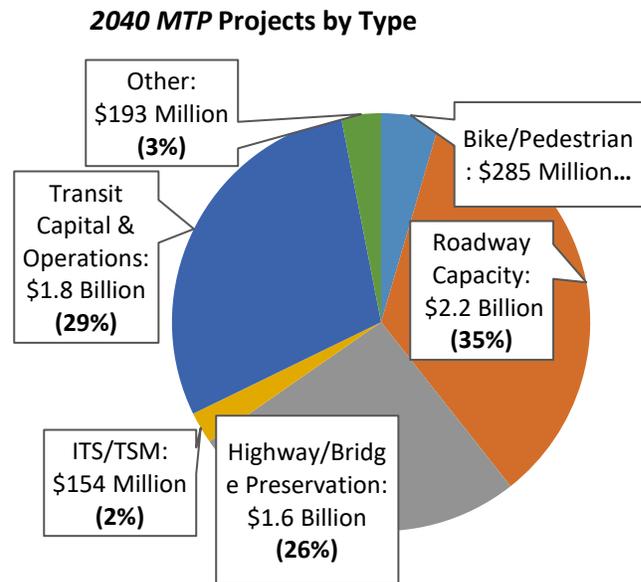
- Climate change consideration and its bearing on our transportation system was included in the MTP. During the MTP development, MRMPO received a federal grant and assistance on climate change analysis as part of a long range transportation plan. Important findings from this analysis included that our regional climate is expected to present challenges and that we must plan our infrastructure to be more resilient in the face of potential draught, increased extreme heat days, wildfire and flooding events. Transportation's role in reducing GHG emissions was discussed and strategies for reducing emissions (also supported in the Preferred Scenario) were



listed. Strategies include expanded transit service, targeted land use mix and increases in density, intersection and signal timing improvements, incident management, multimodal infrastructure, roadway connectivity standards, travel demand management, and parking management.

- Active places was included as a new goal in the MTP. As the linkages between our transportation system and public health are now better understood, MRMPO is working toward helping the region develop a transportation system that better supports active transportation (i.e., walking, biking, and taking transit). MRMPO is currently working on activities that support active transportation such as Complete Streets, Safe Routes to School, and implementing the LRTS Guide.
- To encourage transit's growing role in the region, the MTB established mode share goals that an aggregate of 20 percent of trips on corridors along the Priority Transit Network will be taken by transit by 2040. The Board also voted to set aside 25 percent of sub-allocated federal funds distributed through the TIP to premium transit projects that support the realization of the mode share goals.

- And last but not least, *Futures 2040* increases emphasis on the planning and funding of roadway maintenance and preservation. This emphasis is apparent in the MTP project funding breakdown: 26 percent of funds will go toward maintenance and preservation projects. This shift is in response to the understanding that our limited transportation funds must to a greater degree help maintain what we have already invested in and that we as a region cannot continue to invest as much in capacity expansion as in the past because we simply cannot keep up with the maintenance needs this creates down the line.



Note: MRMPO staff has begun work on the update to the 2040 MTP (the Connections 2040 MTP). Kickoff meetings for the plan were held in fall of 2018. The update will go before the MTB for approval in spring of 2020. Stay tuned for news and updates!

More about the TIP

The Transportation Improvement Program (TIP) identifies funding, particularly federal funding, for transportation projects in the [Albuquerque Metropolitan Planning Area \(AMPA\)](#). All projects receiving federal highway or transit funding must be in the TIP. The TIP is the region's mechanism for allocating transportation resources among the various transportation needs based on a clear set transportation priorities established in the MTP. Updated every two years, the TIP sets the schedule for improvements to the region's transportation system over the next six years.



The TIP is required by federal law to be fiscally constrained, meaning the total funds programmed cannot exceed the amount of funding available. As projects progress in their development and cost estimates are refined, the TIP may be revised to reflect the refined estimation and re-allocate funding to where it is needed. Because the TIP is a program of funded projects in various stages of scoping, design, construction and implementation, revisions are often necessary. Usually there are monthly minor administrative modifications along with quarterly amendments which require MTB approval.

The current TIP is for the federal fiscal years 2018-2023. To view the TIP and access the project list, click on the TIP link on the sidebar menu under 'Transportation' or click on the TIP "tile" on the main MRMPO page on the website. The next TIP developed will be the FFY 2020-2025 TIP. Work on that TIP will began in fall 2018 and will go into effect on October 1st, 2019.

TIP Development Process

The following steps outline—in a nutshell—the actions taken every two years as part of the TIP development process. Full details on this process can be found in the TIP Policies and Procedures guidebook (found in the [TIP section of the website](#)). You can also refer to a helpful [TIP infographic](#) developed by MRMPO and which is included in the back of the handbook in Appendix G.

TIP Development Step	Timeframe
MRMPO, NMDOT and public transit operators establish funding estimates of funds that are reasonably expected to be available for the TIP	September
The call for project proposals is issued in mid-September and project proposals are due	Mid-Sept.
Project proposals are due	Late Nov.
Projects are evaluated (agencies present projects before the TPTG and projects go before the ITS Subcommittee and CMP Committee as well as through the Project Prioritization Process)	December-January
A Draft TIP is developed; it is refined and a Final Draft TIP is prepared	January-February
Committees review Final Draft TIP	March
The TIP is released for public comment	March-April
The TIP goes to the MTB for approval	April
The State Transportation Commission reviews the TIP and it is incorporated into the STIP	May
The FHWA and FTA review the TIP	June
The “new” TIP becomes effective on October 1st	October

Main Project Funding Categories in the MRMPO TIP

In our current TIP, you will find the main project funding categories:

- Congestion Mitigation and Air Quality Improvement Program
- Federal Lands Access Program
- Federal Lands Transportation Program
- FTA Grants (Formula and Competitive Program)
- Highway Safety Improvement Program
- National Highway Performance Program
- Rail-Highway Crossing Program
- Surface Transportation Block Grant (with sub-allocations and set-asides: STP-Large Urban, STP-Small Urban, STP-Rural, and STP-Flex)
- Transportation Alternatives Program
- Tribal Transportation Program
- Local and State Non-Matching Funds
- Private Funds
- Other miscellaneous categories

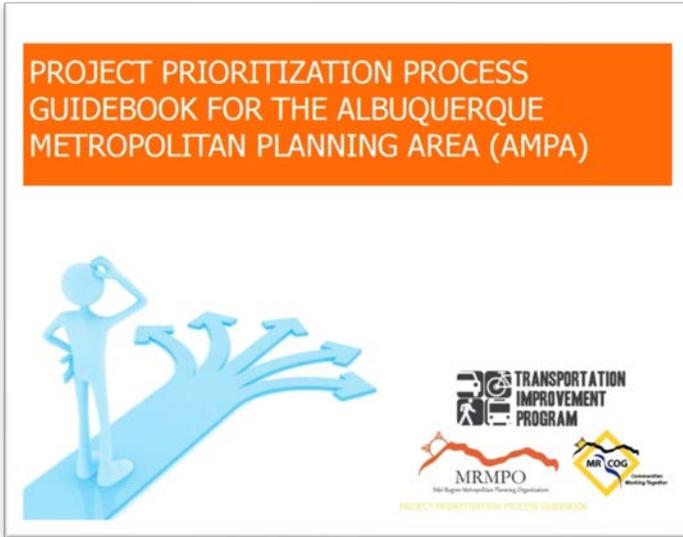


Funding categories in the current TIP account for nearly an estimated \$860 million dollars' worth of transportation improvements programmed over the next six years.

For more information on a specific program, please follow the appropriate links below.

<https://www.fhwa.dot.gov/fastact/factsheets/> and <https://www.transit.dot.gov/grants>

For a more detailed listing of funding in our MRMPO TIP, TIP data requests, or simply more information regarding the TIP, please contact us at TIPcomments@mrcog-nm.gov.



Project Evaluation

MRMPO uses the Project Prioritization Process (PPP) to evaluate projects proposed for inclusion in the TIP. Since funds available through the TIP are limited, the PPP is an objective, quantitative-based method for evaluating projects proposed for the TIP to help select projects that best meet regional goals. A guidebook to the PPP can be found on the MRCOG website (under the Transportation tab on the menu on the left side of the website). The Guidebook explains how regional needs are measured and how member agencies and project

developers can craft projects that address regional needs and increase their likelihood of getting funding.

The Transportation Analysis and Querying Application (TAQA)

Did you know that there is an updated data tool that makes it easy to research transportation conditions?

MRCOG warehouses a wide variety of in-depth traffic data, but a major challenge is making these data accessible to member agencies and the general public. The Transportation Analysis and Querying Application (TAQA) provides easy access to congestion measures, traffic counts, and other performance measures.

The TAQA tool was initially developed as part of the Congestion Management Process. Recent MAP-21 and FAST Act legislation place heavy emphasis on performance management of the transportation system that emphasizes monitoring system performance and using this knowledge to inform decision making. As performance requirements on transportation agencies are increasing, the data to support them are undergoing rapid transformation. Over the past decade, several private vendors have entered the market and roadside detection devices have become common. Travel time data collected and provided through TAQA comes from BlueTooth technologies and roadside detection.

TAQA allows anyone with an internet connection to collect and analyze travel time information for 2012 and 2014. Queries can be made for any time period (as small as 25 minutes) for any day (or days) of the year. Travel time data includes speed, time to traverse the roadway segment, and Travel Time Index (observed speed divided by free flow speed).

Check out the tool at <http://taqa.mrcog-nm.gov>

MRMPO Website, Newsletter & Social Media Sites

Much of what you may ever want to know about MRMPO can be found on the MRCOG website. In addition, MRMPO has an electronic monthly newsletter, *Travel Times*, and a [Facebook page](#) (searchable by typing in 'MRMPO – 2040 Metropolitan Transportation Plan'). Board and MPO committee members are automatically signed up to receive *Travel Times*. If for some reason you are not getting *Travel Times* via email once a month, you can sign up to receive the newsletter on our website or let us know you are having issues by sending an email to tcok@mrcog-nm.gov. If you would like to follow our Facebook page, simply like it and you will receive our posts. These three communication tools are a good way to stay informed about MRMPO's news.

Navigating the MRCOG Website

We encourage Board members to familiarize themselves with our website. Below are a few pointers for finding information on our website. If you see any problems, such as broken links or outdated or "buried" information, please let us know! Also, we are always open to suggestions about how we can improve our website and make it more useful to you.

www.mrcog-nm.gov/transportation/metro-planning

This URL takes you directly to MRMPO's section of the website.

Home Transportation

Home

Transportation

- Metro Planning
 - Long Range Plan: MTP
 - Short Range Plan: TIP
 - Bicycle and Pedestrian
 - Traffic Counts
 - Health and Safety
 - Land Use and Transportation
 - Intelligent Transportation Systems
 - Board and Committees
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 - Transportation Accessibility Model
 - Travel Demand Forecasts
 - Safety Analysis
 - GIS Mapping
- Publications
 - Pilot Bike Share Program
 - Mid-Region Travel Survey
 - Transport to Work
 - Unified Planning Work Program
 - eNewsletter
 - MPO Staff Directory
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Metropolitan Transportation Planning

MRMPO
Mid-Region Metropolitan Planning Organization

MRCOG is home to the Metropolitan Planning Organization for the Albuquerque Metropolitan Planning Area (AMPA).

Transportation Calendar

Transportation Coordinating Committee Meeting
Fri. 1 Apr, 2016 (1:30 pm - 3:00 pm)

In case you need to look up the date of a meeting, they are listed here.

Sign up for our e-newsletter, Travel Times, here.

Committee Meeting
Fri. 6 May, 2016 (1:30 pm - 3:00 pm)

Transportation News

MRMPO E-NEWSLETTER

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TRANSPORTATION IN THE NEWS

May 15, 2015: Episode 844 | Transportation Future NM In Focus

April 23, 2015: Editorial: Mass transit upgrades are needs, not frills, for city Albuquerque Journal

April 18, 2015: Metro transportation plan to focus on maintenance Albuquerque Journal

April 13, 2015: More traffic jams, cars on ABQ roads Albuquerque Journal

April 3, 2015: Who knew?

MRMPO's main information products and services can be found under 'Metro Planning' and also by clicking on the "picture tiles."

The 'Publications' link takes you to all of MRMPO's documents.

Appendix A – MTB Roster (as of Jan. 2019)



Mid-Region Council of Governments
METROPOLITAN TRANSPORTATION BOARD
MEMBERSHIP ROSTER (Revised 1/24/19)

ORGANIZATION	MEMBER	ALTERNATE
Village of Los Ranchos de Albuquerque	Mary Homan, Mayor Pro Tem	Donald Lopez, Mayor
City of Albuquerque	Cynthia Borrego, Councilor Brad Winter, Councilor Diane Gibson, Councilor Don Harris, Councilor Klarissa Peña, Councilor Isaac Benton, Councilor, Chair Tim Keller, Mayor Lawrence Rael, COO	Other Councilors, Tom Menicucci, Jon Zaman and policy analysts Patrick Montoya
City of Rio Communities	Vacant	Vacant
AMAFCA	Vacant, Board Member	Vacant
Albuquerque Public Schools	Candelaria Patterson	Amanda Velarde
Town of Bernalillo	Jack S. Torres, Mayor	Ida Fierro
Bernalillo County	Debbie O'Malley, Commissioner Maggie Hart Stebbins, Commissioner Charlene Pyskoty, Commissioner	Other Commissioners Roger Paul, Dave Mitchell, Clay Campbell, Richard Meadows, Elias Archuleta, Julie Luna
Valencia County	Dave Carlberg	Gabe Luna
Village of Bosque Farms	Wayne Ake, Vice Chair	Vacant
Village of Corrales	JoAnn Roake, Mayor	Kevin Lucero
Village of Los Lunas	Michael Jaramillo	Erin Callahan
Middle Rio Grande Cons District	Vacant	Vacant
New Mexico Department of Transportation	Kenneth Murphy Priscilla Benavidez	Joseph Casares Jill Mosher
City of Belen	Jerah Cordova	Steven Tomita
City of Rio Rancho	Dawnn Robinson, Councilor Gregory Hull, Mayor	Mathew O'Grady Peter Wells
Rio Rancho Public Schools	Mike Padilla	Larry Tafoya
Rio Metro Regional Transit District	Terry Doyle	Grant Brodehl, Tony Sylvester
Sandoval County	David Heil, Commissioner	Mark Hatzenbuehler
SSCAFCA	Andres Sanchez	Dave Gatterman
Village of Tijeras	Vacant	Jessica Sanchez
Cochiti Pueblo	Merrill J. Yazzie	Other councilmen
Isleta Pueblo	Kathy Trujillo	Vacant
Laguna Pueblo	Vacant	Vacant
Sandia Pueblo	Vacant	Lanc McCravey
NON-VOTING ADVISORY MEMBERS		
MEMBER	ORGANIZATION	ALTERNATE
City of Albuquerque Aviation	Jim Hinde	
Albuquerque/Bernalillo County Air Quality Control Board	Vacant	Vacant
Federal Highway Administration	Rodolfo Monge-Oviedo J. Don Martinez	
Federal Transit Administration	Robert Patrick	Pearlie Tiggs
Kirtland Air Force Base	Vacant	Vacant
NM State Transportation Commission	Vacant	Vacant
Bernalillo Public Schools	Vacant	Vacant
Santa Ana Pueblo	Vacant	Vacant
Santo Domingo Pueblo		

Appendix B – MTB Bylaws

BYLAWS
for the
METROPOLITAN TRANSPORTATION BOARD
of the
MID-REGION METROPOLITAN PLANNING
ORGANIZATION
of the
MID-REGION COUNCIL OF GOVERNMENTS

Statement of Purpose

These bylaws define the purpose, role, function, and membership of the Metropolitan Transportation Board (MTB) of the Mid-Region Metropolitan Planning Organization of the Mid-Region Council of Governments.

Article I - Definitions

As used in these bylaws, the following terms mean:

1. **ADVISORY MEMBER** – refers to:
 - a. any person representing a private or public organization that is appointed by the MTB as a non-voting member to the MTB, who by professional expertise can contribute to the functions of the MTB.
Advisory members shall have no vote and shall not be considered for determination of a quorum but they may participate in MTB discussions per the MTB appointment.
2. **ASSOCIATE MEMBER** – refers to:
 - a. a representative from any jurisdiction or agency that qualifies as a “Member Government” which chooses not to participate as a full voting member of the MTB, but chooses to contribute in the metropolitan transportation planning process.
Associate members shall have no vote on the MTB and shall not be considered for determination of a quorum but they may participate in MTB discussions and may serve and vote on committees.
3. **BOARD OF DIRECTORS** – refers to the Board of Directors of the Mid-Region Council of Governments of New Mexico
4. **MEMBER** - any person appointed by a member government in accordance with Article II, Section 1 or Section 2, to represent that government as a voting member of the MTB. A duly appointed **ALTERNATE** may vote only when serving as proxy for a

member and after notifying the Chair of the MTB of such at the beginning of the meeting.

5. MEMBER GOVERNMENT - those general and special purpose units of local government, and agencies that administer or operate major modes of transportation (having scheduled and multiple fixed route service) within the Metropolitan Planning Area, and appropriate state agencies, and governments of federally recognized tribes having land within the boundaries of the Metropolitan Planning Area, which choose to be members of the MTB.

6. METROPOLITAN PLANNING AREA (MPA) - that portion of New Mexico delineated on the attached map as the Albuquerque Metropolitan Planning Area (which is hereby appended to these bylaws), for which the Mid-Region Council of Governments acts as the Metropolitan Planning Organization and the MTB establishes transportation policy. Boundaries of the MPA may be adjusted from time to time without amending these Bylaws provided they are adjusted in accordance with procedures established by Federal regulations.

7. METROPOLITAN PLANNING ORGANIZATION (MPO) – the entity designated by agreement among the Governor and general purpose local governments within the area to be responsible for the continuing, cooperative and comprehensive transportation planning process in the MPA as mandated by Federal law.

8. METROPOLITAN TRANSPORTATION BOARD (MTB) - the body of representatives of Member Governments responsible for determining transportation policy for the Metropolitan Planning Area and is the governing body of the Mid-Region Metropolitan Planning Organization.

9. MID-REGION COUNCIL OF GOVERNMENTS (MRCOG) – the association made up of and representing the local governments within New Mexico State Planning and Development District 3. The designated Metropolitan Planning Organization (MPO) for the Albuquerque Metropolitan Planning Area.

10. MID-REGION METROPOLITAN PLANNING ORGANIZATION (MRMPO) – a division of MRCOG for the purpose of overseeing, directing, and establishing comprehensive transportation planning and policies for the Albuquerque Metropolitan Planning Area to carry out the provisions of Title 23 and Title 49 United States Code related to metropolitan planning.

Article II - Organization and Membership

1. Board members of the MTB shall be appointed by the member government. Persons appointed as members shall be:

- a. Local elected officials [as per 23 CFR 450.310(d)];
- b. Governing officials of Tribes and/or Pueblos;

- c. Officials of agencies that administer or operate major modes or systems of transportation (transit operators, sponsors of major local airports, maritime ports, rail operators, etc.) [As per 23 CFR 450.310(d)];
- d. State appointed officials from the New Mexico Department of Transportation (NMDOT) [as per 23CFR 450.310(d)];
- e. Chief executives (Chief Administrative Officer, County Manager, City Manager, etc.) of the agency they represent.

A member may appoint an alternate to serve at those times when the member is unable to serve.

2. Representation on the MTB shall be established as follows:

- a. Member Governments including Tribal Governments
 - 1) Population 0 - 50,000 - One representative
 - 2) Population 50,001 - 100,000-Two representatives
 - 3) Population 100,001 - 150,000 - Three representatives
 - 4) Population of more than 150,000 – Three representatives plus one additional representative for each 75,000 persons over 150,000
- b. Special Units of Governments
 - 1) School districts - One representative each
 - 2) Flood control authorities - One representative each
 - 3) Middle Rio Grande Conservancy District - One representative
 - 4) New Mexico Department of Transportation – Two representatives
- c. The MTB shall maintain a list as an appendix to these bylaws (which may be revised as needed) of current, eligible voting member governments and their representation. The list must be certified by the MTB annually.

3. Population will be determined based on the most recent decennial population data published by the United States Bureau of Census.

4. Associate nonvoting members will include individuals from the member governments and special units of government which choose to participate on the MTB at the associate level per Article 1, Section 2.

5. Advisory nonvoting members will include individuals from private and public agencies that the members of the MTB consider qualified to make an effective contribution to the MTB.

6. If a voting member does not attend three consecutive MTB meetings and an alternate does not serve as proxy for the member, the MTB by majority vote shall notify the member government that the seat may be declared vacant at the next meeting of the MTB.

7. Vacant seats shall not be considered when determining a quorum or calculating the three-fourths provision of Article VIII of these Bylaws. Vacant seats shall be considered filled when the member government notifies the Chair of the MTB and duly appoints a voting member to fill the vacancy.

8. The MTB's Transportation Coordinating Committee and Public Involvement Committee are established technical and advisory committees to provide recommendations to the MTB regarding matters within the MTB's authority. The MTB will define the role of each group in that group's bylaws.

Article III - Role and Authority

1. The role of the MTB shall be to provide policy guidance in the development of transportation plans and programs and serve as the local approval body for such plans and programs.
2. The MTB shall provide a forum for cooperative decision making for the MPA.
3. As the governing body of MRMPO, the MTB shall oversee, direct, and establish comprehensive transportation planning and policies for the Albuquerque Metropolitan Planning Area to carry out the provisions of Title 23 and Title 49 United States Code related to metropolitan planning.

Article IV - Functions and Responsibilities

1. The MTB shall make final decisions on technical and policy matters regarding plans and programs designed to serve the transportation needs of the MPA.
2. The MTB shall provide input to MPO staff and make recommendations to the Board of Directors regarding the Unified Planning Work Program (UPWP) for intermodal transportation planning for the MPA.

Article V - Meetings and Voting

1. The MTB shall meet at a regularly scheduled time and place as the MTB may determine appropriate, and may meet at such other and additional times and places as it deems necessary. The Chair of the MTB may call special meetings at his/her discretion, and shall call a special meeting at the request of one-third of the voting members, or at the request of the Chair of the MRCOG Board of Directors.
2. The MTB voting membership shall follow the adopted MRCOG Rules of Procedures during their meetings. Where questions of procedure or precedence arise, the Rules of Procedures will govern.
3. A simple majority of the filled voting member positions of the MTB shall constitute a quorum at any meeting held by the MTB at which formal action is to be taken.

4. Each voting member shall have one vote on an issue or question presented to the MTB. A vote of a majority of the voting members at a meeting shall decide in the affirmative or negative any issue or question presented to the MTB. Any minority opinions or advisory member comments shall be appended to the record of voting.

Article VI - Officers

1. Officers of the MTB shall consist of a Chair and Vice Chair.
2. The MTB shall elect the Chair and Vice Chair.
3. The Chair and Vice Chair may hold office for a one-year term. The term begins on the first meeting of the fiscal year (normally October). Officers may be reappointed for a second consecutive term at the discretion of the board.
4. If a vacancy occurs in the office of Chair, the Vice Chair shall assume the duties of the Chair. If a vacancy occurs in the office of Vice Chair, the MTB shall elect a new Vice Chair.

Article VII – Staff

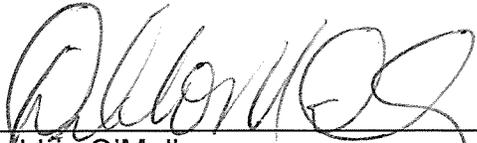
1. The MRCOG will provide the MTB with the necessary staff and technical assistance to support the regional transportation planning process.
2. The Secretary for the MTB shall be the Executive Director of MRCOG or his designee from the MPO staff of the MRCOG.

Article VIII - Approval and Amendments

1. These bylaws shall be in force upon consent of the voting membership of the MTB and approval by the MRCOG Board of Directors.
2. These bylaws may be amended by the affirmative vote of three-fourths of the MTB's voting members. Amendments shall be subject to concurrence by the MRCOG Board of Directors or the MRCOG Executive Board.

BYLAWS AMENDED by affirmative vote of three-fourths of the Metropolitan Transportation Board's voting members on the 20th day of May 2016.

AMENDMENTS APPROVED by the Board of Directors of the Mid-Region Council of Governments on the 9th day of June 2016.

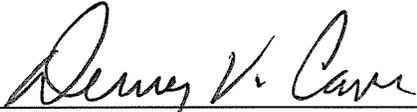


Debbie O'Malley
Chair, MRMPO Metropolitan Transportation Board



Steven Anaya
Chair, MRCOG Board of Directors

ATTEST:



Dewey V. Cave
Executive Secretary, Metropolitan Transportation Board
Executive Director, Mid-Region Council of Governments

Appendix C – Memorandum for Agreement for Establishment of MPO Operations

**MEMORANDUM OF AGREEMENT
for the
ESTABLISHMENT OF OPERATIONS
of the
MID-REGION METROPOLITAN PLANNING ORGANIZATION**

This Memorandum of Agreement, hereinafter referred to as "Agreement", is made and entered into, by and between:

the City of Albuquerque, the City of Belen, the City of Rio Communities, the City of Rio Rancho, the County of Bernalillo, the County of Sandoval, the County of Valencia, the Town of Bernalillo, the Town of Edgewood, the Town of Peralta, the Village of Bosque Farms, the Village of Corrales, the Village of Los Lunas, the Village of Los Ranchos de Albuquerque, and the Village of Tijeras, which are hereinafter collectively referred to as "Local Governments", and

the Pueblo de Cochiti, the Pueblo of Isleta, the Pueblo of Laguna, the Pueblo of San Felipe, the Pueblo of Sandia, the Pueblo of Santa Ana, the Pueblo of Santo Domingo, and the Navajo Nation To'hajilee Chapter, which are hereinafter collectively referred to as "Tribal Governments", and

the Albuquerque Public School District, the Belen Consolidated School District, the Bernalillo Public School District, the Los Lunas Public School District, and the Rio Rancho Public School District, which are hereinafter collectively referred to as "School Districts", and

the Albuquerque Metropolitan Arroyo and Flood Control Authority, the Eastern Sandoval County Arroyo and Flood Control Authority, the Southern Sandoval County Arroyo and Flood Control Authority, and the Middle Rio Grande Conservancy District, which are hereinafter collectively referred to as "Specialized Agencies", and

the City of Albuquerque Transit Department (a.k.a. ABQ Ride), and the Rio Metro Regional Transit District, which are hereinafter collectively referred to as "Transit Operators", and the Mid-Region Council of Governments, hereinafter referred to as "MRCOG", and all of the entities above are hereinafter collectively referred to as the "Parties".

WHEREAS, MRCOG (formerly called the Middle Rio Grande Council of Governments) was established under the laws of the State of New Mexico as a consortium of various governments and agencies; and

WHEREAS, on December 11, 1973, the Governor of the State of New Mexico designated MRCOG as the Metropolitan Planning Organization (MPO) pursuant to Section 112 of the Federal Highway Act of 1973 for the Albuquerque Metropolitan Planning Area; and

WHEREAS, on December 19, 2002 in resolution R-02-06 MRCOG, the MRCOG Board of Directors approved Bylaws for the Metropolitan Transportation Board; and

WHEREAS, the Bylaws of the Metropolitan Transportation Board (MTB) designates the MTB as the *"body of local officials responsible for determining transportation policy for the Albuquerque Metropolitan Planning Area"* and whose *"role is to provide policy guidance in the development of transportation plans and programs and serve as the local approval body for such plans and programs"*; and

WHEREAS, the functions of the Mid-Region Metropolitan Planning Organization have been placed under the governance of the MTB, consequently, it operates as a division of MRCOG for the purpose of overseeing, directing, and establishing comprehensive transportation planning and policies to carry out the provisions of Title 23 and Title 49 United States Code related to Metropolitan Planning; and

WHEREAS, it is recognized that the Tribal Governments each maintain their status as sovereign nations in accordance with applicable treaties ratified by the United States government, federal court cases, executive orders, and other laws established by the federal government; and

WHEREAS, as a result of the 2010 United States Census, the Bureau of the Census expanded the Albuquerque Urbanized Area, established the Los Lunas Urbanized Area, and revised the Santo Domingo Urban Cluster; and

WHEREAS, the population of the Albuquerque Urbanized Area is greater than 200,000 therefore, under federal regulations, the metropolitan planning area is also a Transportation Management Area (TMA).

WHEREAS, on February 27, 2013, the Governor of the State of New Mexico in accordance with 23 CFR 450.312 established the revised boundaries of the Albuquerque Metropolitan Planning Area (AMPA) and the corresponding Transportation Management Area (TMA) in accordance with 23 CFR 420.304(i);

NOW THEREFORE, IT IS MUTUALLY agreed between the Parties:

Section 1 – Definitions and Abbreviations

The following definitions and abbreviations:

AMPA – the Albuquerque Metropolitan Planning Area established in accordance with 23 CFR 450.312. The AMPA boundary coincides with the TMA boundary.

CFR – Code of Federal Regulations

FHWA – the Federal Highway Administration of the USDOT.

FTA – the Federal Transit Administration of the USDOT.

MPO – Metropolitan Planning Organization

MRCOG – the Mid-Region Council of Governments of New Mexico the designated metropolitan planning organization for the AMPA.

MRMPO – the Mid-Region Metropolitan Planning Organization, a division of MRCOG

MTB – Metropolitan Transportation Board of MRMPO

NMDOT – the New Mexico Department of Transportation

NMSA – New Mexico Statutes Annotated

Rio Metro – the Rio Metro Regional Transit District

TMA – the Transportation Management Area established in accordance with 23 CFR 450.304(i). The TMA boundary coincides with the AMPA boundary.

USDOT – United States Department of Transportation which includes the Federal Highway Administration and the Federal Transit Administration.

Section 2 - Authority

The authority under which the Parties have entered into this agreement are Federal Regulation 23 CFR 450.314; Sec. 3-18-1, Seq. NMSA 1978 (Municipal Code); Sec. 4-37-1 et. Seq. NMSA 1978 (County Ordinance); Sec. 13-1-44, Sec. 13-1-111 through Sec. 13-1-117 and Sec. 13-1-135 and Sec. 13-1-136 NMSA 1978 (Procurement Code).

Section 3 - Effective Term

This Agreement shall become effective upon approval by the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization, the Board of Directors of the Mid-Region Council of Governments, and a majority of the Parties who are members of the MTB as of January 1, 2016 including the entities required to be part of the MTB, with the method of approval determined by each Party.

This Agreement shall remain in effect until superseded by a subsequent agreement or terminated by the same process as its approval. Upon termination of this Agreement, all work under this Agreement shall immediately cease and no further funds shall be expended by MRCOG without prior written approval of NMDOT.

This Agreement supersedes all previous joint powers agreements or other agreements or parts of other agreements which establish the parameters for the operation of the Mid-Region Council of Governments as the metropolitan planning organization. However, the Cooperative Agreements as may be amended and renewed, between NMDOT and MRCOG remain in effect.

This Agreement may be amended in accordance with Section 21.

Section 4 - Fiscal and Administrative Management

The Mid-Region Metropolitan Planning Organization (MRMPO) is a division of the Mid-Region Council of Governments (MRCOG) which is the designated MPO for the Albuquerque Metropolitan Planning Area (AMPA). MRCOG shall be responsible for the accounting and administration of all funds utilized to operate MRMPO and for providing staff to fulfill MPO work tasks and assignments.

There shall be an MPO Officer who shall be an employee of MRCOG designated by the MTB who shall be responsible to monitor and insure that all expenditures by MRMPO shall be done in accordance with the requirements of the New Mexico Procurement Code and all applicable federal and state laws. In addition, the MPO Officer shall insure that all expenditures of metropolitan planning funds received under Title 23 U.S.C. Section 134 and Title 49 U.S.C. Section 5303, shall be done in accordance with all applicable federal and state requirements.

Section 5 - MRMPO Participation

All Parties, except MRCOG, the City of Albuquerque, and Rio Metro shall be entitled to choose one of three levels of participation in MRMPO.

- 1). Full Voting Membership – the Party is entitled to voting representation on the MTB in accordance with the Bylaws and voting representation on committees per committee bylaws or guidelines. The Party's representation counts toward a quorum for the meetings.
- 2). Associate Membership – the Party is entitled to non-voting representation, to fully participate in all discussions on the MTB in accordance with the Bylaws and is entitled to non-voting representation on committees per committee bylaws or guidelines. The Party's representation does not count toward a quorum for the meetings.
- 3). Nonparticipating – the Party does not have representation on the MTB or its committees. The Party may participate as a member of the public.

All Parties, regardless of their level of participation in MRMPO may submit project proposals to compete for federal transportation funding contingent upon eligibility requirements and in accordance with the *TIP Policies and Procedures*.

All Parties except the City of Albuquerque, Rio Metro, and MRCOG may change its level of participation at any time at the discretion of the Party.

- A. The City of Albuquerque which includes the city's transit department, ABQ Ride, and

Rio Metro shall be required to have Full Voting Membership in MRMPO. [Reference 23 CFR 450.310(b) and (h) and MAP-21.]

- B. MRCOG, as the designated MPO, is not entitled to voting representation on the MTB; MRCOG staff assigned to MRMPO duties serve as staff for the MTB and work under the direction of the MTB providing recommendations and advice.

Membership on the MRCOG Board of Directors shall not be a requirement for participation or membership on the MTB or its committees and subcommittees.

Section 6 - Governance

The Mid-Region Council of Governments is governed by a Board of Directors which places authority for transportation planning (per 23 USC 134 and 49 USC 5300) under the governance of the Metropolitan Transportation Board (MTB) creating the Mid-Region Metropolitan Planning Organization as a division of MRCOG. The MRCOG Board of Directors shall approve all revisions and amendments to the MTB Bylaws.

The Metropolitan Transportation Board (MTB) is the governing body for the Mid-Region Metropolitan Planning Organization (MRMPO). The MTB shall operate in accordance with its Bylaws which may be amended from time to time and are hereby appended to this agreement. (Future amended Bylaws shall be considered part of this agreement).

- A. The MTB shall consist of voting member representatives and associates (or alternates) in accordance with its Bylaws. Voting shall be conducted, and MTB officers elected in accordance with the Bylaws.
- B. The MPO Officer and MRCOG employees shall serve as staff for the MTB and shall be responsible for the development, distribution, public notification, and archive of agendas, minutes and other records in compliance with all applicable statutes.
- C. The MTB may establish standing committees and ad hoc committees in accordance with its Bylaws.
 - 1. Committees shall operate under rules and structure established by the MTB and in accordance with the committee's bylaws or guidelines.
- D. The Bylaws shall be amended to conform to all new, future federal requirements.

Section 7 - Purpose

It is therefore agreed that, pursuant to the provisions of Title 23 and Title 49 United States Code related to Metropolitan Planning and other applicable regulations issued by the U.S. Department of Transportation (USDOT) and its component divisions, the Parties will *"carry out a continuing cooperative and comprehensive multimodal transportation planning process that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities) and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution and encourages continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 USC 134(h) and 49 USC 5303(h)"* [23 CFR 450.300 & 304].

- A. The transportation planning and programming process shall cover the Metropolitan Planning Area and corresponding Transportation Management Area (TMA) established February 27, 2013 by the Governor of the State of New Mexico in accordance with 23 CFR 450.312. This area will be referred to hereinafter as the Albuquerque Metropolitan Planning Area (AMPA).

1. The AMPA boundary may be revised from time to time in accordance with 23 CFR 450.312 and shall be reviewed following the official release of each U.S. Decennial Census and U.S. Census Bureau-defined urbanized area boundaries.
- B. The Mid-Region Metropolitan Planning Organization of the Mid-Region Council of Governments shall perform the following functions:
 1. **UPWP** - Develop and publish a Unified Planning Work Program (UPWP) in accordance with 23 CFR 420.111, 23 CFR 450.304, 23 CFR 450.308 and FTA Circular C 8100.1C-Chapter II. The UPWP shall describe all transportation planning activities the MPO intends to undertake in the period covered by the UPWP.
 2. **MTP** - Periodically prepare, update and revise as necessary, a long-range, Metropolitan Transportation Plan (MTP) in accordance with 23 CFR 450.
 3. **TIP** – Periodically prepare, update and revise as necessary, a short-range Transportation Improvement Program (TIP) in accordance with 23 CFR 450.
 - a). MRMPO shall maintain, update and revise as necessary policies and procedures for the development, management and revision of the TIP in conformance to 23 CFR 450.316(e).
 4. **Annual Listing** – Develop the Annual Listing of Obligated Projects in conformance to 23 CFR 450.332.
 5. **PPP** – Periodically update and revise as necessary, a Public Participation Plan (PPP) in accordance with 23 CFR 450.316.
 6. **CMP** – Maintain and periodically update and revise as necessary a Congestion Management Process (CMP) in accordance with 23 CFR 450.
 7. **ITS** – Maintain and periodically update and revise as necessary the Regional ITS Architecture in accordance with 23 CFR 450 and 23 CFR 940.
 8. **Model** – Maintain a travel demand forecast model that incorporates traffic count data and socioeconomic conditions (population, employment, and land use) for the area within the AMPA.
 9. **Mobile-Source Air Quality** – coordinate with the local air quality board(s) and agencies, NMDOT, and the New Mexico Environment Department in reviewing air quality, identifying strategies to reduce mobile-source emissions, and if applicable, determining air quality conformity for the MTP and TIP.
 10. **SLRP** – Cooperatively work with NMDOT in the development, update and revisions of the State's long range transportation plan.
 11. **STIP** – Cooperatively work with NMDOT in the development, management, update, and revisions of the Statewide Transportation Improvement Program (STIP).
 12. **Federal Requirements** – Cooperatively work with NMDOT in the implementation of federal legislation requirements such as, but not limited to: establishing performance measures and targets, establishing performance-based transportation planning processes and other areas required by federal legislation and/or regulations.
 13. **Financial** – Manage the expenditures of Metropolitan Planning (PL) funds received under Title 23 U.S.C. Section 134 and Title 49 U.S.C. Section 5303 and other funds received from the federal government or NMDOT in conformance to all applicable federal and state laws, regulations, and administrative codes and 2 CFR 200.
 - a). MRCOG shall cooperatively with NMDOT and the cognizant federal agency, develop, as needed, an indirect cost allocation plan in accordance with 2 CFR 200.
 - b). MRCOG shall have an external audit conducted annually and provide a copy

- of the final audit report to NMDOT and have it available for review by the general public.
- c). NMDOT, the New Mexico State Auditor and the Comptroller General of the United States General Accounting Office and their authorized representatives shall have access to all documents, work papers, deliverables, or other data in whatever form that pertain to this Agreement. The MRCOG shall cooperate with all state and federal auditors and shall supply copies of any requested materials that pertain to this Agreement.
 - d). NMDOT shall have the right to audit billings both before and after payment; payment under this Agreement shall not foreclose the right of NMDOT to recover excessive or illegal payments.
- 14. **Reporting and Reimbursements** – Prepare and disseminate reports regarding progress made on work described in the UPWP and invoice NMDOT for said work, in accordance with the processes and procedures outlined in the *NMDOT Planning Procedures Manual*.
 - 15. **Agreements** – Enter into agreements with NMDOT, Local Governments, Tribal Governments, School Districts, Specialized Agencies, Transit Operators, and other federal, state or local agencies for funding and other matters deemed beneficial to the metropolitan planning process by the MTB and/or MRCOG.
 - 16. **Future Requirements** – MRMPO shall undertake future transportation planning efforts which may be established and funded under federal laws and regulations.
 - 17. **Miscellaneous** – Take such other actions as may be necessary as directed and approved by the MTB or MRCOG.
- C. Compliance with federal, state, and local laws and regulations for the planning, scoping, environmental documentation, design, construction, quality assurance, equipment purchases, project implementation, and accounting and bookkeeping of capital projects utilizing federal funds shall remain the responsibility and duty of the project sponsor (a.k.a. “lead agency”) listed in the Transportation Improvement Program.

Nothing in this Agreement shall be deemed to prohibit MRMPO and MRCOG from using the staff resources of other agencies, non-profit organizations, or contractors to carry out selected elements of the metropolitan transportation planning process. [Reference 23 CFR 450.310(f).]

Section 8 – Budgeting and Cost Allocation

- A. MRCOG shall receive federal funding for metropolitan planning for MRMPO in accordance with 23 CFR 420.109.
- B. MRCOG agrees to provide the required match for funds received from the FHWA and FTA for metropolitan planning purposes. The MRCOG share may be in cash, or as in-kind services provided by Local Governments. In-kind services must be reduced to a cash equivalent basis using a format acceptable to NMDOT and must be described in the UPWP.
- C. MRMPO shall develop a Unified Planning Work Program (UPWP) in accordance with 23 CFR 450.308 and other applicable federal regulations and the *NMDOT Planning Procedures Manual*. Once approved by NMDOT and the FHWA and FTA, the UPWP shall be the basis for project authorization by the USDOT thereby establishing eligibility for reimbursement of allowable costs.
- D. Reimbursement from NMDOT shall be on the basis of quarterly (or other agreed upon period) billings submitted by the MRCOG. The allowable costs shall be in

accordance with the cost principles and procedures set forth federal regulations. MRCOG shall comply with all requirements of 2 CFR 200 and shall submit reimbursement in accordance to the *NMDOT Planning Procedures Manual*.

- E. In accordance with the *NMDOT Planning Procedures Manual*, MRMPO shall develop, prepare, and distribute for review a draft UPWP. Upon receipt of comments from NMDOT, MRMPO shall prepare a final UPWP to be approved by the MTB and submitted to NMDOT for final approvals. When approved by NMDOT, FHWA and FTA, the UPWP shall be the approved Budget Document for that fiscal year(s). Modification to the UPWP and Budget shall be done in accordance with the *NMDOT Planning Procedures Manual*.
- F. Invoices shall be submitted to NMDOT in accordance with the *NMDOT Planning Procedures Manual*.
- G. MRCOG shall be responsible for applicable New Mexico gross receipts taxes or local option taxes for services rendered.
- H. MRCOG shall collect funds to provide the required matching funds for each category of federal funds from the various Parties to this agreement in accordance to the fee structure approved by the Mid-Region Council of Governments Board of Directors.
- I. The terms of this Agreement are contingent upon sufficient appropriations being made by the Legislature of New Mexico and the Congress of the United States of America for the performance of this Agreement. If sufficient appropriations are not made by the Legislature or Congress, this Agreement shall terminate upon written notice being given by NMDOT to the MRCOG. NMDOT's decision as to whether sufficient appropriations are available shall be accepted by the MRCOG and shall be final.

Section 9 – Continuous, Cooperative, and Comprehensive Planning

The Parties agree to engage in a continuous, cooperative and comprehensive planning process to fulfill the requirements of 23 CFR 450. Therefore, the Parties agree to share information and data required to meet the metropolitan transportation planning process and requirements of 23 CFR 450.

Section 10 – Status of MRCOG

Nothing in this Agreement shall be deemed to limit MRCOG from entering into agreements with other agencies and jurisdictions to conduct, perform, or assist in other federal, state, local, tribal, or regional planning efforts in areas such as, but not limited to, land-use, transportation, zoning, comprehensive planning, mapping, socioeconomic and/or demographic studies and analyses, natural resources, economic development, agriculture, traffic studies, or any field which is included in the duties and responsibilities of the other divisions of MRCOG.

Section 11 – Assignment

MRCOG shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior approval of NMDOT.

Section 12 – Conflict of Interest

The MRCOG warrants that its employees presently have no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner of degree with the performance of services required under this Agreement.

Section 13 - Liability

The MRCOG shall indemnify and hold the State harmless for all claims, damages, and liability or potential liability arising from the negligent acts, errors or omission of itself, its agents, subcontractors or employees under this Agreement. The MRCOG agrees to carry comprehensive general liability insurance.

Section 14 – Third Party Beneficiary Clause

This Agreement is not intended by any of the provisions of any part of the Agreement to create in the public, or any member thereof, a third party beneficiary or to authorize anyone not a party to the Agreement to maintain a suit for wrongful death, bodily and/or personal injury to person, damage to property, and/or any other claim(s) whatsoever pursuant to the provisions of this Agreement.

Section 15 - Notice

The State of New Mexico Procurement Code, Sections 13-1-1 et. seq. NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

Section 16 – Equal Opportunity Compliance

MRCOG agrees to abide by all Federal and State laws, rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws, rules and regulations, and executive orders of the Governor of the State of New Mexico, MRCOG agrees to assure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, sexual preference, sexual orientation, age, or disability, be excluded from employment with, or participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity performed under this Agreement. If MRCOG is found to be not in compliance with these requirements during the life of this Agreement, MRCOG agrees to take appropriate steps to correct these deficiencies.

Sections 17 – Force Majeure

A Party shall be excused from the performance under this Agreement for any period that the Party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the Party has prudently and promptly acted to take any and all steps that are within the Party's control to ensure performance. Subject to this provision, such nonperformance shall not be deemed a default or a ground for termination.

Section 18 - Severability

It is hereby declared to be the intention of the Parties that the articles, sections, subsections, paragraphs, sentences, clauses, and phrases of this Agreement are severable, and if any phrase, clause, sentence, paragraph, section, subsection, or article of this Agreement shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining part of this Agreement.

Section 19 – Conflict Resolution

In the event of disagreement between the Parties with respect to the duties or processes of metropolitan transportation planning, it is agreed that the Parties will resolve any disagreements at the lowest possible level. If a disagreement cannot be resolved at the lowest possible level, the Conflict Resolution hierarchy in the following table will be followed. If other agencies are involved, personnel from equivalent organizational levels will be included in the conflict resolution process.

Level 1 Party to Party

The Parties to the disagreement agree to discuss the issue(s) and attempt to resolve the disagreement.

Level 2 Technical Committee

The Parties to the disagreement agree to elevate the issue(s) and attempt to resolve the disagreement at the appropriate technical committee at the next scheduled meeting.

Level 3 Metropolitan Transportation Board

The Parties to the disagreement agree to discuss the issue(s) and attempt to resolve the disagreement at the next scheduled meeting.

Level 4 Parties' Governing Bodies

The issue(s) shall be discussed between the affected Parties' governing bodies.

Mediation and facilitation may be used at any level to help expedite resolution of the disagreement(s).

Section 20 – Effectiveness of this Agreement

The quadrennial certification review required under 23 CFR 450.334 shall be utilized to assess the effectiveness of this Agreement.

Section 21 - Amendment

This Agreement shall not be altered, modified, or amended except as noted herein.

This Agreement may be supplemented, renegotiated or amended to meet changing conditions as recommended by the Metropolitan Transportation Board. This may include, but not be limited to the following:

- A. The passage of a new federal transportation bill that includes new or significantly revised requirements for metropolitan planning.
- B. A request for redesignation of the metropolitan planning organization in accordance with 23 CFR 450.310(g), (h), (k) and (l).
- C. Findings of Corrective Actions or Recommendations from a federal Certification Review.

Amendments to this Agreement must be approved by an affirmative vote by three-fourths ($\frac{3}{4}$) of the full voting members of the MTB.

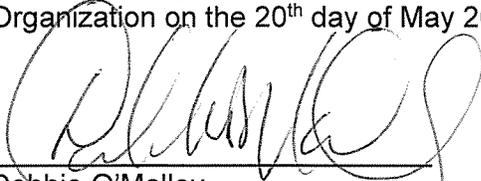
Section 22 – Disposition of Assets Upon Dissolution

The Parties agree that if the Mid-Region Council of Governments is dissolved or, for whatever reason otherwise ceases to exist, or no longer functions as the metropolitan planning organization, any remaining funds and equipment associated with the MPO will be disposed of

as follows:

- A. Any remaining funds collected by MRCOG for MPO functions will be returned to the Parties in proportion to their contribution;
- B. Any remaining equipment purchased with contributed funds will be distributed to contributing Parties in proportion to the contribution made; and
- C. Any remaining equipment and office furniture will remain the property of MRCOG.

APPROVED by the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization on the 20th day of May 2016.



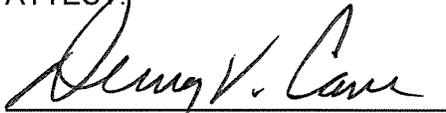
Debbie O'Malley
Chairperson, Metropolitan Transportation Board

APPROVED by the Board of Directors of the Mid-Region Council of Governments of New Mexico on the 9th day of June 2016.



Steven Anaya
Chairperson, MRCOG Board of Directors

ATTEST



Dewey V. Cave
Executive Secretary, Metropolitan Transportation Board
Executive Director, Mid-Region Council of Governments

Appendix D - MPO Staff Contact List (as of Jan. 2019)

Dewey Cave	Executive Director of MRCOG and Secretary of the MTB	(505) 724-3624	dcave@mrcog-nm.gov
Dave Pennella	MPO Administrator (MPO management and budget, TIP)	(505) 724-3621	dpennella@mrcog-nm.gov
Tara Cok	Transportation Planner (newsletter, public participation, Safe Routes to School, Complete Streets)	(505) 724-3627	tcok@mrcog-nm.gov
Sam Garcia	Senior Traffic Count Technician	Contact through Nathan Masek	
Valerie Hermanson	Transportation Planner (bike and pedestrian planning)	(505) 724-3611	vhermanson@mrcog-nm.gov
Sarah Ijadi	Transportation Planner (Healthy Here grant)	(505) 724-3603	sijadi@mrcog-nm.gov
Daniel Jimenez	Transportation Planner (travel demand model and land use model)	(505) 843-1702	djimenez@mrcog-nm.gov
James Kolberg	Socioeconomic Analyst (demographic and economic analysis)	(505) 843-1704	jkolberg@mrcog-nm.gov
Nathan Masek	Senior Transportation Planner (traffic counts program manager, ITS coordination)	(505) 724-3620	npmasek@mrcog-nm.gov
Kendra Montanari	Socioeconomic Program Manager (socioeconomic data, land use model)	(505) 724-3601	kmontanari@mrcog-nm.gov
Steven Montiel	Transportation Planner (TIP coordinator)	(505) 724-3633	smontiel@mrcog-nm.gov
Forest Replogle	Transportation Planner (development review)	(505) 843-1711	freplogle@mrcog-nm.gov
Sagert Sheets	GIS Analyst and Transportation Planner (GIS analysis)	(505) 724-3655	ssheets@mrcog-nm.gov
Willy Simon	Transportation Planner (congested corridor analysis, CMP)	(505) 724-3647	wsimon@mrcog-nm.gov
Barbara Thomas	Office Manager (Board and committee meetings)	(505) 724-3616	bthomas@mrcog-nm.gov
Caeri Thomas	Transportation Planner/GIS Coordinator (GIS, orthophotography, safety, Complete Streets)	(505) 724-3604	cthomas@mrcog-nm.gov

Appendix E – Further Information & Resources

Additional MPO Information/Resources

- *The Transportation Planning Process Briefing Book: Key Issues for Transportation Decisionmakers, Officials, and Staff, FHWA and FTA.* (Note: this publication is currently being updated by the FHWA with statutory information related to the FAST Act)
http://www.fhwa.dot.gov/planning/publications/briefing_book/
- The Santa Fe MPO has put together a good Board and Committee member manual that contains useful information: http://santafempo.org/wp-content/uploads/2013/12/Santa-FE-MPO-PBTCC-Training-Manual-03_20_15.pdf
- This is a PowerPoint presentation from the Association of Metropolitan Planning Organization. It is an introduction to the purpose and function of an MPO. <http://www.ampo.org/wp-content/uploads/2014/01/ampo-mpo101-2012-ann-conf.pdf>

MPO Videos

- In 2018, MRMPO produced the first of what will be a series of MRMPO-related videos. The first video describes who MRMPO and what they do. <https://youtu.be/aWFI5-LZyaE>.
- A second MRMPO-produced video explains the Metropolitan Transportation Plan (MTP): <https://youtu.be/8LsWsmKuB7w>
- This quick (45 second) video from the Broward MPO in South Florida provides an extremely concise introduction to MPOs: <https://www.youtube.com/watch?v=hBxXBvdEPF4>.
- This is a longer video (11:27 minutes) on the MPO planning process from the US DOT called 'An Introduction to Metropolitan Transportation Planning': <https://www.youtube.com/watch?v=ZepI3WOMjCo>

Federal Regulations

New federal surface transportation legislation called the **FAST (Fixing America's Surface Transportation) Act** was passed in December 2015. It authorizes \$305 billion for federal highway, highway safety, transit and rail programs for five years (from FFY 2016 through FFY 2020). MRMPO must carry out its transportation planning activities and processes in accordance to FAST regulations. As with the previous legislation (MAP-21), FAST still requires performance-based planning processes. There is a FAST Act website portal hosted by AASHTO that provides information related to FAST:

- fast.transportation.org/Pages/default.aspx

Federal rules and regulations governing the metropolitan transportation planning process are covered in 23 CFR Parts 450 and 500. Here is a link to that part of the Code of Federal Regulations:

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=7f5985b5d2fe301f3fd5a6f537e6bfb8&rgn=div5&view=text&node=23:1.0.1.5.11&idno=23>

Appendix F- MTB, TCC, and TPTG Meeting Dates 2019

MRMPO Meeting Schedule 2019		
MTB Meetings Begin at 10am Fridays	TCC Meetings Begin at 1:30pm Fridays	TPTG Meetings Begin at 1:30pm Tuesdays
January 18 th	January 11 th	January 8 th
February 15 th	February 1 st	January 29 th (and 2/5, 2/12, 2/19 for TIP development)
March 15 th	March 1 st	February 26 th (and 3/5, 3/12, 3/19, 3/26 for TIP development)
April 19 th	April 5 th	April 2 nd
May 17 th	May 3 rd	April 30 th
June 21 st	June 7 th	June 4 th
July 19 th	July 12 th	July 9 th
August 16 th	August 2 nd	July 30 th
September 20 th	September 6 th	September 6 th
October 18 th	October 4 th	October 1 st
November 15 th	November 1 st	October 29 th
December 13 th	December 6 th	December 3 rd

Appendix G-TIP Infographic

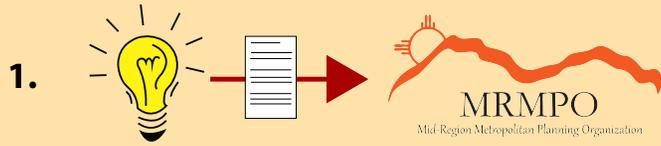
Transportation Improvements Program

Transportation Improvements Program

The **TIP** is a federally mandated short-term plan that programs funding for transportation projects in a metropolitan region.

The TIP document functions as the region's mechanism for allocating limited funding resources among various transportation needs and tracks the use of local, state, and federal transportation dollars and non-federally funded projects that are regionally significant.

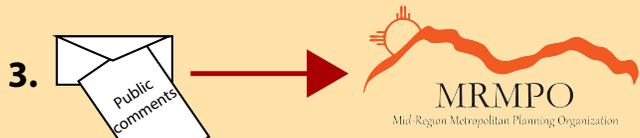
TIP Development Process



Agencies submit projects every two years. The Mid-Region Metropolitan Planning Organization (MRMPO) screens projects for eligibility and scores them via the Project Prioritization Process (PPP).



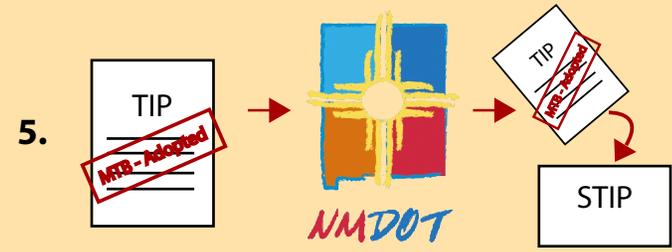
Projects are selected to receive federal funding by the Transportation Program Technical Group (TPTG) made up of staff from local agencies, with support from MRMPO staff.



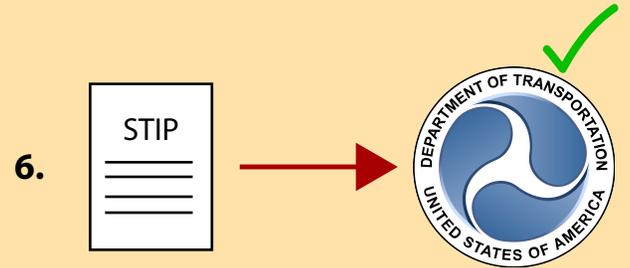
Public comment period. Comments are reviewed and where applicable, incorporated by MPO staff.



The TIP is then adopted by the Metropolitan Transportation Board (MTB) of MRMPO.



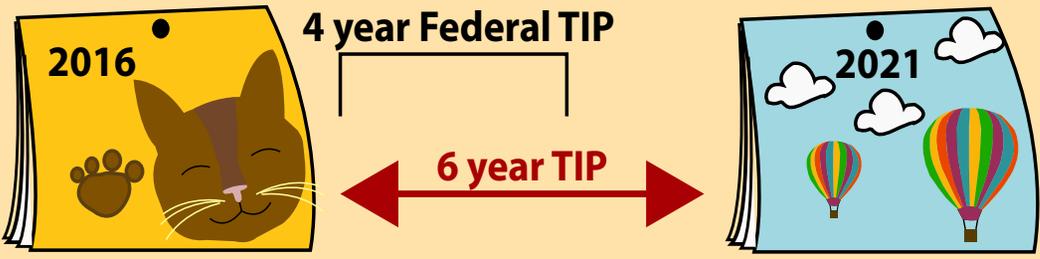
The TIP is transmitted to the New Mexico Department of Transportation (NMDOT) for inclusion, without modification, into the Statewide Transportation Improvement Program (STIP).



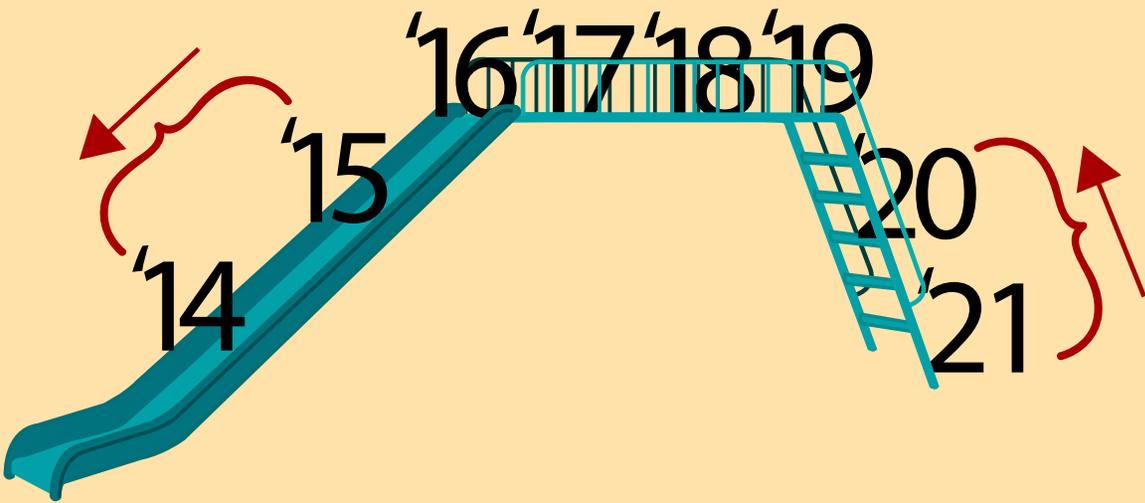
The STIP is then sent to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) for final approval.

Timeframe

The TIP covers a 6 year period. The first 4 years constitute the "Federal TIP" and the last two years are informational.



A "new" TIP is developed every two years by adding the next two subsequent fiscal years.

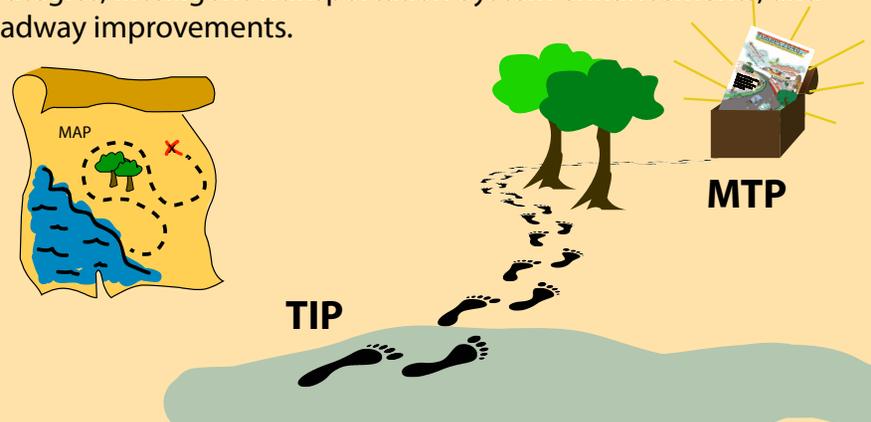


Relationship Between the TIP and the MTP

The Metropolitan Transportation Plan (MTP) is a minimum twenty-year multimodal long-range transportation plan that provides a framework for development of the associated TIP.



The 2040 MTP guides transportation investments and decisions regarding transit enhancements and expansions, bicycle and pedestrian improvements, transportation demand management strategies, Intelligent Transportation System enhancements, and roadway improvements.



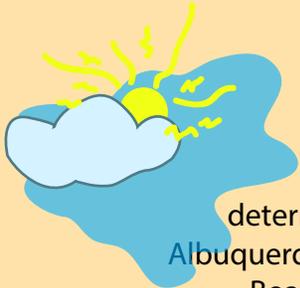
The 2016-2021 TIP translates those needs into implementable projects programmed for federal, state and local funds. While the MTP establishes the goals and framework, the TIP serves as a tool for project implementation.

Air Quality Conformity/ Fiscal Constraint

Each Federal Fiscal year must be fiscally constrained, meaning that the amount of funds programmed must not exceed the amount of funds estimated to be available in each year.

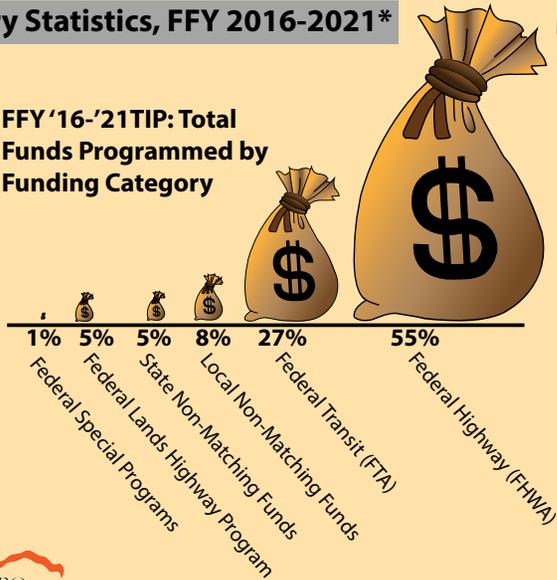


Also, adoption of the TIP must be accompanied by a determination of air quality conformity by the Albuquerque-Bernalillo County Air Quality Control Board and other agencies to ensure projects programmed in the current TIP will not negatively impact current air quality standards.



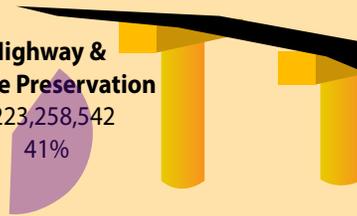
Summary Statistics, FFY 2016-2021*

FFY '16-'21TIP: Total Funds Programmed by Funding Category

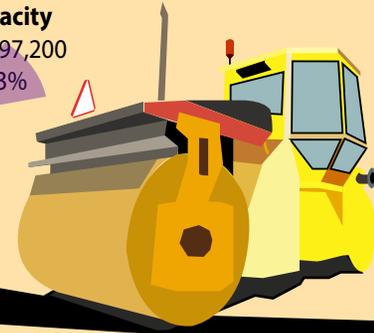


Most federal funds available through the TIP are "formula funds" that can only be used for certain project types.

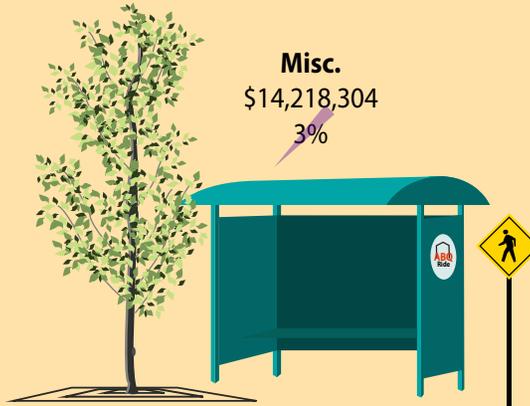
Highway & Bridge Preservation
\$223,258,542
41%



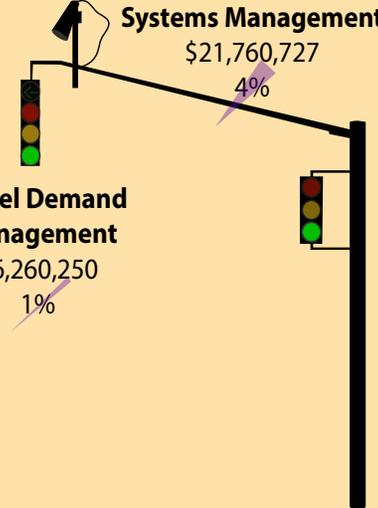
Capacity
\$74,097,200
13%



Misc.
\$14,218,304
3%



ITS - Transportation Systems Management
\$21,760,727
4%



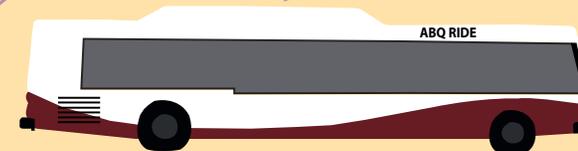
Travel Demand Management
\$6,260,250
1%

Bicycle/Pedestrian
\$14,028,223
3%



Safety
\$3,513,653
1%

Transit
\$192,489,579
35%

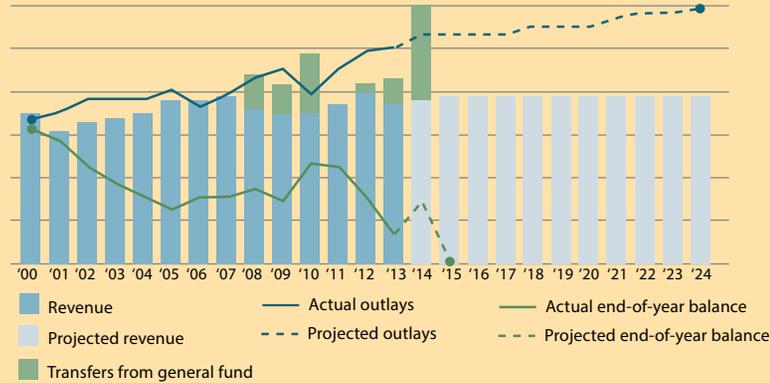


*Current through May 2015. Questions or comments? Contact Steven Montiel at smontiel@mrcog-nm.gov or 505-724-3633.

Funding Limitations Lead to an Emphasis on Maintenance

As demand for maintenance and new infrastructure increases, there is a growing gap between revenue streams and transportation expenditures.

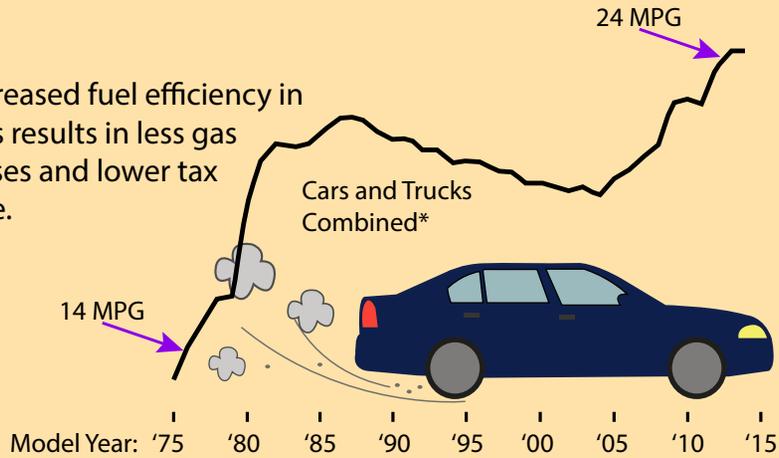
Federal Highway Trust Fund Faces Growing Shortfalls
Actual and projected revenue and outlays, 2000-2024**



Federal and state gas taxes have not been increased since 1993.



The increased fuel efficiency in vehicles results in less gas purchases and lower tax revenue.



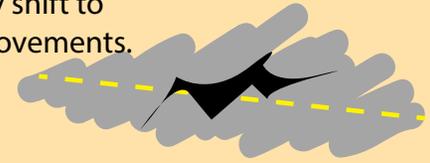
A decrease in VMT (Vehicle Miles Traveled) results in less gas purchases and lower tax revenue.



Inflation has increased the cost of projects resulting in lower "purchasing power."



Limited funding is generating a priority shift to highway and bridge preservation improvements.



Increases in Transit Expenditures and Available Transit Funding Allocations

Additional FTA funds have been allocated to the region as a result of increased ridership and the presence of the New Mexico Rail Runner Express. This amounts to over \$12.5 million in FFY 2015 alone with an increase expected in FFY 2016. These funds can be used for transit purposes only.



Appendix H-UPWP

Appendix H-Board Meeting Protocols and Procedures (“Robert’s Rules”)

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

Appendix I-MRCOG Boards & Committees Structure

MRCOG Boards & Committees Structure

