

CLEVELAND URBAN AREA

**METROPOLITAN PLANNING
ORGANIZATION**

Prospectus for Transportation Planning

Adopted: July 31, 2007

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Chapter I Introduction

A. Need for the Prospectus

The Cleveland Urban Area Transportation Planning Prospectus outlines the organization and procedures for transportation planning in the Cleveland Area including the mutual responsibilities of various entities in carrying out the planning process.

B. Significant Transportation Issues Facing the Area

As the Cleveland area continues to grow, new transportation issues will continue to develop. The Metropolitan Planning Organization (MPO) is the forum where member jurisdictions cooperatively resolve these issues.

Some of the significant issues facing the area are: 1) Balancing the needs and requirements of all the various modes of travel (e.g., transit and private automobile), air and rail 2) managing area congestion. MPOs have the responsibility for a regional transportation planning program, to allocate funding for the implementation of transportation projects and services, and to develop a congestion management system through effective management of new and existing transportation facilities.

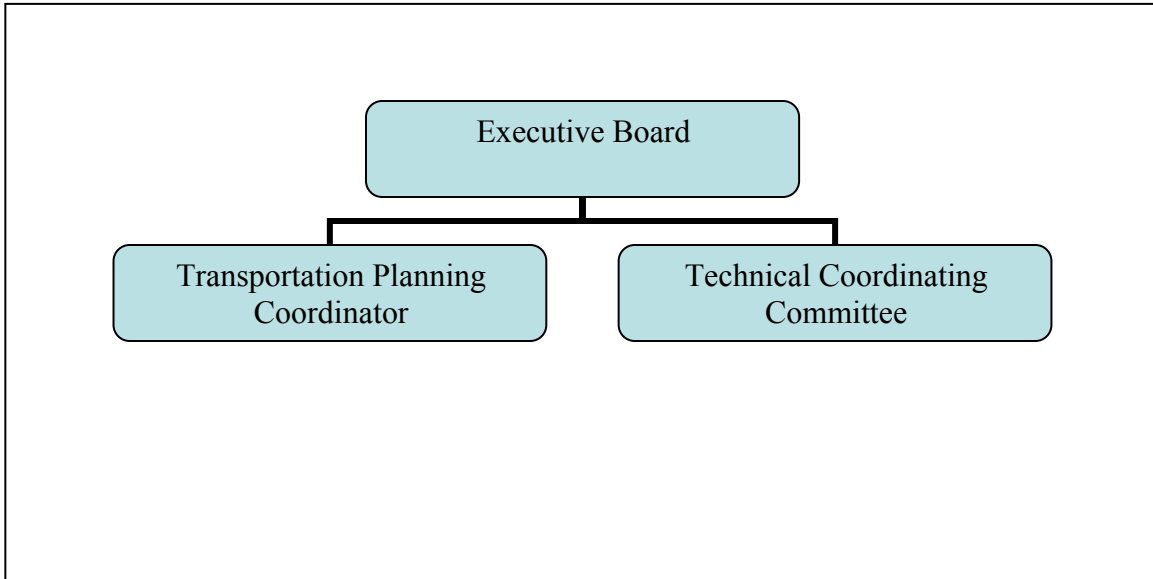
C. Organization Name

The name of the regional transportation planning organization created under this Prospectus shall be the Cleveland Urban Area Metropolitan Planning Organization (MPO).

Chapter II Organization and Management

A. Decision-making Forum – MPO Executive Board

The Cleveland Urban Area transportation planning process will function under a committee structure, organization structure for the Cleveland Urban Area Metropolitan Planning Organization (MPO) is as follows:



The metropolitan planning organization structure places responsibility for policy direction with the Executive Board, which constitutes the forum for cooperative decision-making by principal elected officials of general purpose local government. Membership of the Executive Board is attached as [Appendix A](#). Final responsibility for transportation planning and programming is vested with the Executive Board, which may act without recommendation of the Technical Coordinating Committee, provided a reasonable time has been afforded to the Committee for a recommendation.

The Executive Board shall adopt By-Laws and Rules governing meeting process and procedure for itself and any committees of the Metropolitan Planning Organization (see [Appendix B](#)).

B. The Technical Coordination Committee

The Technical Coordinating Committee (TCC) consists of the administrative and technical leadership of functional agencies, authorities, commissions,

departments, divisions and bureaus of the entities comprising the Executive Board. Organizations not represented on the Executive Board may also serve on the TCC. The Chairman of the TCC is the Public Works Director for the City of Cleveland. A representative of each modal administration of the United States Department of Transportation serves as a non-voting member of the TCC.

The Chairman of the TCC with the Transportation Planning Coordinator shall be jointly responsible for insuring the coordination, direction, and supervision of the transportation planning process. The TCC, through its Chairman, shall take their direction from and be accountable to, the Executive Board and effectuate this direction through the MPO Technical Staff, Local Planning Staff or study committees as applicable.

The TCC, with policy direction from the Executive Board, is responsible for daily implementation of all transportation planning activities. The members of this committee, by virtue of their position, disseminate transportation planning policy procedures and schedules to respective agency professionals for application. The TCC, as a group, receives plans, programs and transportation documentation for prior review and recommendation to the Executive Board for action. The TCC may appoint ad-hoc subcommittees as needed to organize, coordinate, evaluate and document transportation planning, programming and reporting requirements necessary for orderly program implementation and certification. Membership of the TCC is attached as [Appendix C](#).

The TCC shall elect a Vice-Chairman from its membership. Such election shall be by a majority of that membership. Election of Vice-Chairman shall take place on the first meeting of the calendar year and the term of office shall be for one year or until such time as a new Vice-Chairman, or in his/her absence the Vice-Chairman, shall preside at all meeting of the TCC. In the event neither officer is present, the Chairman's representative or the Vice-Chairman's representative shall preside.

The TCC shall conduct business as prescribed in the latest edition of Robert's Rules of Order. A quorum of the TCC shall be defined as five or more voting members of the TCC. Members of the TCC may vote by proxy.

C. Public Participation

Rather than a single citizen advisory group, mechanisms are to be provided for citizen involvement in specific phases of the planning process. Opportunity for public participation will occur both in instances of broad overall transportation planning program decisions regarding specific projects, such as programming and preliminary design review, and other specific considerations. The TCC will recommend and the Executive Board will adopt with or without modification, particular procedures for each of these phases.

To ensure the greatest opportunity for public involvement throughout the planning process, the MPO will prepare and maintain a Public Participation Plan that provides for complete information, timely public notification, full public access to key decisions, and supports early and continuing involvement of the public.

D. Transportation Planning Coordinator

The Planning Director of the City of Cleveland shall serve as the Transportation Planning Coordinator (TPC). Supervision of the MPO transportation planning staff and coordination of transportation planning activities of participants in the Cleveland Area Transportation Planning Process, to assure consistency, are the responsibility of the TPC.

The Executive Board adopts broad policy providing the framework for TCC actions. The Transportation Coordinating Committee refines this broad policy direction and works with the TPC to insure implementation of the Boards direction. The Transportation Planning Coordinator with the Chairman of the TCC shall be jointly responsible for insuring the coordination, direction, and supervision of the transportation planning process. The Transportation Planning Coordinator shall take her/his direction from, and be accountable to the Executive Board and effectuate this direction through the MPO Technical Staff, TCC or Study Committees as applicable.

E. Procedure for Management Coordination

The Transportation Planning Coordinator (TPC) is responsible for on-going coordination of the Cleveland Urban Area transportation planning process. Executive Board direction and guidance is disseminated to the Coordinator and the TCC, with subsequent action being delegated to the local planning staffs or study subcommittees as appropriate. Required actions resulting from individual agency requests and/or legislative mandate are initiated, by the

responsible participating agency representative of the TCC or his designated representative. Any action initiated shall be consistent with Unified Planning Work Program Tasks or amendment thereof. The TCC is responsible for inter-agency coordination. The Transportation Planning Coordinator and staff have the responsibility for scheduling and coordination meetings, the assembly of required data, preparation of meeting agenda, recording proceedings of meetings and dissemination of proceedings.

Meetings of the TCC will be once per month, unless no items are scheduled for consideration. Executive Board meetings will be scheduled as needed to set policy guidelines, and review transportation planning activities, generally on a quarterly basis. Inter-agency staff coordination is achieved on an informal and as-needed basis, with work schedules being established by mutual agreement as required to accomplish planning programming and implementation schedules.

Chapter III

Functional Responsibility of Participating Agencies

There are a variety of agencies that comprise the Boards of the Cleveland Urban Area MPO. These agencies are Federal, state, regional and local. Below are descriptions of each agency by type, and the role of each agency in the MPO process.

A. Federal

1. Federal Highway Administration

The federal Highway Administration, U.S. Department of Transportation, is responsible for administering all Federal-aid highway monies available for highway planning and implementation pursuant to the provisions of Title 23, United States Code. The Federal Highway Administration is responsible, through State Division Office, for issuing to the State Division Office, for issuing to the State all regulations and guidelines relative to expenditure of Federal-aid highway monies; and exercising fiscal control of all Federal-aid highway expenditures through annual audit.

The Federal Highway Administration provides a degree of liaison between state transportation agencies and regional federal modal agencies. The Division Office has representation on the Cleveland Area TCC.

2. Federal Transit Administration

The Federal Transit Administration, U.S. Department of Transportation, is responsible for administering all Federal-aid monies available through grant allocation for public transportation planning, capital improvement, demonstration and operations, pursuant to the provisions of Title 49, United States Code. The Federal Transit Administration, through the Regional Office, is responsible for issuing to all grant recipient agencies and public transportation operators regulations and guidelines relative to expenditure of Federal Transit funds, monitoring public transportation planning and demonstration projects, and exercising fiscal controls. A regional representative of the Federal Transit Administration serves on the Cleveland Area TCC.

3. Other Federal Agencies

Other federal agencies such as the Federal Aviation Administration, U.S. Army Corps of Engineers, Federal Railroad Administration, Coast Guard and

Environmental Protection Agency may provide the Cleveland Area MPO with review and advisory assistance on an as needed basis.

B. State

1. Tennessee Department of Transportation

The Tennessee Department of Transportation is responsible for preparation of long-range, coordinated, statewide transportation plans; development of data collection program relative to all transportation modes and needs; encouragement and promotion of the development of transportation systems embracing various modes of transportation in a manner that will serve the State and local communities effectively and efficiently; and cooperation with local government in the development of long-range transportation plans.

The MPO and the Tennessee Department of Transportation must cooperate and coordinate their respective actions and programs very closely.

TDOT discharges its legislated and delegated responsibility as follows:

TDOT Long Range Planning Division

The Long Range Planning Division is responsible for ensuring that any program or project involving state or federal funds or aid is based on a continuing and comprehensive transportation planning process carried on cooperatively by the state and local communities. The Long Range Planning Division is also responsible for the ongoing data collection program that provides inventories of all transportation modes and needs, development of transportation plans, needs, and programs, administering and conducting transportation research programs, and serving as liaison between TDOT and FHWA.

TDOT Project Planning Division

The Project Planning Division is one of four divisions under the Chief of Environment and Planning. This Division is comprised of three offices: Short Range Planning Office, Conceptual and National Environmental Policy Act (NEPA) Planning Office and Safety Planning and Travel Data Office. It is primarily responsible for the management, development and planning of all Travel Data Operations and Short Range Planning, Conceptual Planning, NEPA Planning Guidelines, and all statewide project planning studies for State, Federal and local federal aid highways and the Highway Rail Grade Crossing Program. The Project Planning Division is a vital component in achieving the mission of TDOT's Strategic Management Plan.

TDOT Multimodal Transportation Resources Division

The Multimodal Transportation Resources Division is responsible for formulating programs of financial and technical assistance for alternative transportation providers through grant management. This division includes the offices of Passenger and Freight & Rail Transportation. The Office of Passenger Transportation is responsible for public transportation, planning and promotion, research and technical assistance. The Office of Freight & Rail Transportation is responsible for funding of rail, track improvements, and waterways assistance.

TDOT Program Development and Project Management Division

The Program Development and Project Management Division is comprised of four offices.

Program Development and Scheduling is responsible for developing transportation programs and establishing project schedules.

Local Programs Development is responsible for the coordination of various state and federal programs with local governments.

Program Operations is responsible for establishing project funding authorizations and serves as the Liaison with the Federal Highway Administration.

Project Management is responsible for the development and delivery of selected transportation projects as well as administration of the State Industrial Access Program (SIA).

C. Regional

1. Southeast Tennessee Development District (SETDD) is a development district organization and the regional review clearinghouse. SETDD has the authority: (1) to prepare broad plans for the development of the region, including comprehensive land use plans, plans for transportation, schools, and other public facilities, and overall economic development programs; (2) to review and make recommendations on projects which affect regional development; (3) to prepare and disseminate data on the economic and community resources of the region; (4) to receive and expend funds for planning, research, coordination, and other activities of the work program; (5) to cooperate and coordinate activities with local and state planning agencies

and with Federal agencies responsible for planning; (6) to recommend projects which will enhance the development of regional resources; and (7) to contract with local planning agencies for preparation of specific documentation and plans.

Many of these functions and responsibilities require close coordination with transportation facilities and services. The district's role is to assist in the close coordination of their responsibilities and the transportation planning process.

D. Local

1. Chief Elected Official (Mayor or County Executive) of both MPO jurisdictions are concerned with a wide range of transportation policy decisions. These officials, because of their respective role, serve as the Executive Board of the Cleveland Urban Area Metropolitan Planning Organization ([Appendix A](#)).

Coordination and communication with the appropriate local legislative body (City Council and County Commission) is the responsibility of the Executive Board Representatives from that jurisdiction.

2. Administrative and Technical Officials/Advisory Boards and Commissions

Chief Administrative and Technical positions i.e., City Manager, Planning Directors, Public Works Director, Traffic Engineers and regional service providers are directly concerned with the implementation of transportation policy decisions. These individuals are designated to serve as the Technical Coordinating Committee ([Appendix C](#)). Should any such positions become vacant and/or reclassified, the Executive Board Member for that respective MPO jurisdiction may designate, in writing, an alternate representative.

Coordination and communication with Advisory or Technical Boards and Commissions (Such as Planning Commissions) is the responsibility of the Administrative and Technical Officials serving on the Technical Coordination Committee. Insurance consistency between local planning and implementation documents (General Plan, Major Street Plan, Capital Improvements Program, etc.) and the plans, strategies and implementation by the MPO is the fundamental role of these administrative/technical representatives.

E. Other Governmental and Quasi-Governmental Agencies

Other transportation agencies or providers may also provide input to the MPO due to their technical expertise or unique role as transportation providers. Generally these organizations will be represented on the TCC and will provide input to the Executive Board through the TCC. This is especially true of transit service providers such as the Southeast Tennessee Human Resources Agency.

Chapter IV Planning Process

A. Transportation Planning Functions and Process

The MPO has the responsibility for ensuring long term continuing, comprehensive and coordinated transportation planning for the study area. To meet this requirement, the MPO is responsible for the following:

- Preparation of an annual Unified Planning Work Program (UPWP) identifying the tasks to be accomplished by the MPO that fiscal year.
- Development of the appropriate information and data base upon which transportation decisions can be made, including a regional transportation plan
- Preparation of a Transportation Improvement Program (TIP) identifying and prioritizing projects to be implemented during the time period of the Program and meeting federal and state requirements.
- Development and maintenance of a Long Range Transportation Plan and associated documents identifying needed transportation improvements and services in the study area. This plan shall meet the appropriate state and federal requirements.
- Support for the transportation planning efforts of the member jurisdictions and the Tennessee Department of Transportation, as identified in the work program.
- Other requirements as identified in the existing Surface Transportation Act as amended and other state and federal statutes.
- Development and maintenance of a transportation related air quality planning program to meet and maintain the national clean air standards, if or when required by law.

B. Study Area

The study area, or metropolitan area, for the Cleveland Area Metropolitan Planning Organization is identified in [Appendix D](#).

C. MPO Membership

Representation on the MPO Executive Board shall be afforded to the Chief elected official of Bradley County and the City of Cleveland.

D. Amendments to Prospectus

This prospectus may be amended by a majority vote of the Executive Board membership and approval of the Governor. Amendment proposals must be

presented in writing at a Board meeting for consideration and may be adopted at an ensuing meeting.

E. Administration

The Transportation Planning Coordinator, through direction of the Executive Board and Technical Coordination Committee is responsible for performing the administrative tasks required to maintain coordination of the transportation planning process, and the Technical Coordination Committee is responsible to the Executive Board for maintaining coordination of program implementation on a continuing basis. The Transportation Planning Coordinator and staff will be responsible for the following administrative functions:

- Documentation of all transportation meeting proceedings and dissemination thereof to all participants to the process.
- Monitoring of all MPO sponsored activities and studies including the preparation of minor amendments reflecting policy objectives and changing standards.
- Preparation of contracts, agreements and memoranda of understanding.
- Coordination with Executive Board to assure proper execution of all contracts, agreements and memoranda of understanding.
- Dissemination of relevant information to public officials and concerned citizens.
- Document performance of overall transportation planning program and specifically the elements as required to maintain certification.

Appendices

Appendix A

Executive Board Membership

<u>Member</u>	<u>Representing</u>
Governor	State of Tennessee
Mayor	City of Cleveland
Vice-Mayor	City of Cleveland
County Executive	Bradley County
Executive Director	Southeast TN Human Resources Agency (Transit Provider)

Appendix B

By-Laws of the Cleveland Urban Area MPO Executive Board

- Article I – Name/Study Area
- Article II – Composition
- Article III – Responsibilities
- Article IV – Organization
- Article V – Duties of Chair
- Article VI – Meetings
- Article VII – Rules Of Order
- Article VIII – Amendment To Bylaws

Article I – Name/Study Area

The name of the organization shall be the Cleveland Urban Area Metropolitan Planning Organization (MPO) Executive Board. The study area (planning area) of the MPO includes the Urbanized Area of Cleveland, Tennessee, as defined in the most recent US Decennial Census and those areas likely to be urbanized in the future, as defined and depicted in the MPO’s Prospectus for Transportation Planning.

Article II – Composition

The Executive Board shall be composed of the following elected officials:

- Governor, State of Tennessee
- Mayor, City of Cleveland
- Vice Mayor, City of Cleveland
- County Executive, Bradley County
- Executive Director, South East Tennessee Human Resources Agency (SETHRA Transit Provider)

Article III – Responsibilities

The Executive Board constitutes the forum for cooperative transportation decision making in the Cleveland Urban Area with responsibilities as follows:

1. Provide administrative and fiscal control.
2. Review and approval of all transportation planning and programming.

3. Establish study committees as required ensure cooperative, comprehensive and continuing transportation planning.
4. Ensure proper allocation of planning and Surface Transportation Program funds.
5. Carry out the provisions of 23 CFR 450 and 500 and 49 CFR 613 which calls for a continuing, comprehensive and coordinated transportation planning and programming process in metropolitan areas.
6. Any cost overruns of projects in the TIP shall be paid from local funds of the respective jurisdictions or any remaining STP funds allocated to that jurisdiction for other projects. The express purpose of the requirement is to ensure that undesignated funds or funds designated for projects of other jurisdictions not be used to fund the cost overrun.
7. Unobligated funds that would otherwise be subject for forfeiture will be released by the local MPO for redistribution e.g., STP funds have a viable expenditure period of four (4) years. If a project listed in the TIP cannot be contracted for in the eligible time frame, due to unforeseen circumstances, that money will be returned to the MPO for redistribution. The Executive Board shall give notice to the MPO committees when 36 months have passed from the time of the original allocation.
8. The Executive Board shall verify proper allocation of planning and Surface Transportation Program funds in accordance to items # 6 and # 7 listed above.

Article IV – Organization

1. The Executive Board shall elect a Chair and Vice Chair from its membership. Such election shall be by a majority vote of that membership.
2. Election of officers shall take place on the first meeting of the calendar year, and the term of office shall be for two years or until such time as new officers are elected.
3. An officer may succeed him/herself, with no limitation of the number of terms, contingent on eligibility as a result of being a principal elected official.
4. The MPO Coordinator shall serve as the secretary (non-voting) for the Executive Board.

Article V - Duties of Chair

1. The Chair, or in his/her absence, the Vice Chair, shall preside at all meetings of the Executive Board.
2. The Chair shall authenticate, by his/her signature, all resolutions adopted by the Executive Board.
3. The Chair, or his/her designated representative, may represent the Executive Board of hearings, conferences or other events as required.

Article VI – Meetings

1. The Executive Board shall meet at least quarterly as required to accomplish administrative control of the planning process and maintain certification.
2. Each Executive Board member may designate, in writing, a representative to serve a meetings during said member's absence.
3. The presence of a simple majority of the Executive Board membership or designated representatives at Board meetings shall constitute a quorum for business transaction.
4. Each Executive Board member shall have one vote.
5. Special Meetings may be called by the MPO Coordinator or any member. Written notification of the time, place and purpose of the meeting shall be mailed to each member at least three (3) days prior to the meeting. At a special meeting, only the business designated as the purpose of the meeting may be transacted.

Article VII – Rules of Order

1. The Executive Board shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these By-Laws.

Article VIII – Amendment to By-Laws

1. These By-Laws can be amended at any regular meeting of the Board by a majority vote of the voting membership, provided that the amendment has been submitted in writing at the previous regular meeting.

Appendix C

Technical Coordinating Committee Membership

<u>Member</u>	<u>Representing</u>
Director of Public Works	City of Cleveland
Executive Director	Southeast TN. Human Resources Agency
Traffic Engineer	City of Cleveland
Finance Director	City of Cleveland
Director of Community Development	City of Cleveland
Senior Planner	City of Cleveland
County Engineer	Bradley County
City Engineer	City of Cleveland
City Manager	City of Cleveland
County Executive Designee	Bradley County
County Planner	Bradley County
Road Superintendent	Bradley County
Executive Director	Southeast TN Development District
Chief of Environment and Planning	Bureau of Planning and Environment Tennessee Department of Transportation
Chief Engineer	Bureau of Engineering Tennessee Department of Transportation
Vice President/EDC	Chamber of Commerce
*Division Administrator	Federal Highway Administration
* Director, Region IV	Federal Transit Administration
* Nonvoting Members	

Appendix D

Cleveland Urban Area MPO Planning Area Boundary

