



Watertown City Council
Tuesday, March 26, 2013
6:00 p.m.

Adjourned Council Meeting Agenda

Resolution No. 1 Metropolitan Planning Organization
Mark Frechette, Scott Docteur and Tom Vaughan of the
New York State Department of Transportation

March 21, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Watertown – Jefferson County Transportation Council Memorandum of Understanding

Attached for City Council consideration is the final draft of the Memorandum of Understanding establishing the Watertown – Jefferson County Transportation Council, between the City, Jefferson County, and the NYS Department of Transportation.

Representatives from the NYS Department of Transportation as well as City Staff will be available to answer any questions Council may have regarding the Memorandum of Understanding as well as the Metropolitan Planning Organization as a whole.

RESOLUTION

Approving Memorandum of Understanding
Establishing the Watertown – Jefferson
County Area Transportation Council

Page 1 of 2

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the United States Bureau of Census has designated Watertown and its environs as an “urbanized area” with a population over 50,000, and

WHEREAS, Federal Law, in order to ensure than cooperative planning and coordination shall be a normal and continuing process for all transportation projects, has directed, under the provisions of the Federal Highway Law, US Code Title 23, Section 134, that transportation projects in urbanized areas of more than 50,000 in population shall be based upon a continuing, comprehensive transportation planning process carried on cooperatively by the state and involved local communities therein, and

WHEREAS, further to the designation of Watertown and its environs as an “urbanized area” by the United States Bureau of the Census, the New York State Department of Transportation has delineated a boundary surrounding the aforementioned “urbanized area” that is henceforth referred to as the “Watertown FHWA Urban Area Boundary,” the location of which, upon final approval by the Federal Highway Administration (FHWA), may be obtained either through the Federal Highway Administration New York Division Office or the New York State Department of Transportation Region 7 Planning & Program Management Office, and

WHEREAS the “Watertown FHWA Urban Area Boundary” encompasses the area of Watertown and its environs that are designated by the United States Bureau of the Census as being an urbanized area as well as the contiguous areas that are anticipated to become urbanized within 20 years of the signing of this document, the “Watertown FHWA Urban Area Boundary” forms the boundary of the ‘Watertown-Jefferson County Area Transportation Council,’ and

RESOLUTION

Approving Memorandum of Understanding
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Page 2 of 2

Council Member BURNS, Roxanne M.
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 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

WHEREAS the Watertown-Jefferson County Area Transportation Council, in accordance with Federal and State law is hereby designated in accordance with New York State Transportation Law §15-a, by the Commissioner on behalf of the Governor, as the Metropolitan Planning Organization (MPO) within the “Watertown FHWA Urban Area Boundary”, and which will be responsible for the performance of the Federal transportation planning process and, in cooperation with the State, for the development of transportation plans and programs vital to the economic, social and civic well-being of the metropolitan area of Watertown and Jefferson County, and

WHEREAS local, city, county and state agencies participate in the Watertown-Jefferson County Area Transportation Council to integrate all federal transportation-related planning activities and effect transportation policy and programming consistent with local area objectives and federal and state directives,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves said Memorandum of Understanding, attached hereto and made part of this resolution, between the County of Jefferson; the City of Watertown; the New York State Department of Transportation (NYSDOT); and local government, whose representatives comprise the Council, in order to continue the cooperative metropolitan transportation planning and programming processes within the “Watertown FHWA Urban Area Boundary” that is required for Federal and State funding, and

BE IT FURTHER RESOLVED that Mayor Jeffrey E. Graham is hereby authorized and directed to sign said Memorandum of Understanding on behalf of the City of Watertown.

Seconded by

New York State Department of Transportation

MEMORANDUM OF UNDERSTANDING

March 8th, 2013 - Draft

MEMORANDUM OF UNDERSTANDING RELATING TO THE COMPREHENSIVE,
CONTINUING, COOPERATIVE TRANSPORTATION PLANNING AND
PROGRAMMING PROCESS FOR THE WATERTOWN-JEFFERSON COUNTY
REGION

By and Between the

New York State Department of Transportation
City of Watertown
And County of Jefferson

WATERTOWN-JEFFERSON COUNTY AREA TRANSPORTATION COUNCIL

WITNESSETH:

WHEREAS, it is in the national and local interest to encourage and promote development of transportation systems embracing various transportation modes, so as to efficiently maximize mobility of people and goods and minimize the needed resources in providing that mobility, and

WHEREAS, Federal Law, in order to ensure that cooperative planning and coordination shall be a normal and continuing process for all transportation modes, has directed, under the provisions of the Federal Highway Law, US Code Title 23, Section 134, that transportation projects in urbanized areas of more than 50,000 population shall be based upon a continuing, comprehensive transportation planning process carried on cooperatively by the state and involved, local communities therein, and

WHEREAS, the United States Bureau of the Census has designated Watertown and its environs as an "urbanized area" with a population over 50,000, and

WHEREAS, further to the designation of Watertown and its environs as an "urbanized area" by the United States Bureau of the Census, the New York State Department of Transportation has delineated a boundary surrounding the aforementioned "urbanized area" that is henceforth referred to as the "Watertown FHWA Urban Area Boundary", the location of which, upon final approval by the Federal Highway Administration (FHWA), may be obtained

either through the Federal Highway Administration New York Division Office or the New York State Department of Transportation Region 7 Planning & Program Management Office, and

WHEREAS, the “Watertown FHWA Urban Area Boundary” encompasses the area of Watertown and its environs that are designated by the United States Bureau of the Census as being an urbanized area as well as the contiguous areas that are anticipated to become urbanized within 20 years of the signing of this document, the “Watertown FHWA Urban Area Boundary” forms the boundary of the “Watertown-Jefferson County Area Transportation Council”, (hereinafter referred to as the “Council”), and

WHEREAS, the Council, in accordance with Federal and state law is hereby designated in accordance with New York State Transportation Law §15-a, by the Commissioner on behalf of the Governor, as the Metropolitan Planning Organization (MPO) within the “Watertown FHWA Urban Area Boundary”, and which will be responsible for the performance of the Federal transportation planning process and, in cooperation with the State, for the development of transportation plans and programs vital to the economic, social and civic well-being of the metropolitan area of Watertown and Jefferson County, and

WHEREAS, local, city, county and state agencies participate in the Council to integrate all federal transportation-related planning activities and effect transportation policy and programming consistent with local area objectives and federal and state directives, and

WHEREAS, comprehensive requirements for the transportation programming and planning processes have been reaffirmed and enhanced in the current Federal Highway Authorization, Moving Ahead for Progress in the 21st Century (MAP-21), and

WHEREAS, it is the purpose of this Memorandum of Understanding to formally affirm the continuing metropolitan transportation policy, planning and programming process and to set forth MPO responsibilities, in accordance with the most current federal and state regulations.

NOW THEREFORE, the County of Jefferson; the City of Watertown; the New York State Department of Transportation (NYSDOT); and local government, whose representatives comprise the Council, in order to continue the cooperative metropolitan transportation planning and programming processes within the “Watertown FHWA Urban Area Boundary” that is required for Federal and State funding,

AGREE AS FOLLOWS:

1. Policy Committee

A. Membership: The Council will include the following permanent voting members:

- City of Watertown – Two representatives as selected by the City Council
- Jefferson County – Two representatives as selected by Jefferson County

- NYSDOT – Two representatives as selected by NYSDOT
 - Local Government Representative – One representative selected as per the Unified Operations Plan (UOP).
- B. Leadership:** The Council shall elect a Chair and Vice Chair annually. The New York State Department of Transportation shall serve as Secretary.
- C. Delegation:** Council members may designate a representative to preside on their behalf; such designation shall be addressed in writing to the Chairperson.
- 2. Voting Process:** The Council’s transportation policy, planning and programming processes reside with the Council, which is composed of elected officials and administrative officers of the participating bodies. The Council will engage in a cooperative, majority-driven decision-making process conducted in a neutral forum. For the purposes of this document majority is defined as four yes votes. If the Technical Committee recommendations are not 100% consensus, then the Council will require a super majority vote defined as five yes votes.
- 3. Outreach:** The Council will conduct open planning and programming processes through which it will reach out to stakeholders, interest groups, and the general public, especially under-represented and under-served populations, as well as to the media. The Council will make every attempt to be responsive to the needs and requests of constituents within the MPO area and will communicate with and cooperate with other MPOs and transportation agencies and organizations within the state and nationally.
- 4. The Council’s MPO Responsibilities:** The Council will cooperate with the modal administrations of the United States Department of Transportation (and with the New York State Department of Transportation) in carrying out all responsibilities assigned to it as MPO including, but not limited to, consideration of the eight planning factors in MAP-21 which focus on the preservation and more efficient use of existing transportation systems; the enhancement of transit services; the consistency of transportation programs with land use plans; the increased safety and security of the transportation system; and an increased consideration of social, economic, and environmental effects. The Council shall submit its biennial Transportation Improvement Program (TIP) to NYSDOT for inclusion in its Statewide Transportation Improvement Program (STIP), in accordance with 23 U.S.C., 49 U.S.C., 23 CFR and MAP-21 requirements.
- 5. Technical Committee & Central Staff:**
- A. Technical Committee:** The Council shall appoint, by a method described in the UOP, a technical committee to oversee and coordinate the staff work of the transportation planning process and to accomplish such other work as directed by the Council.

- B. Central Staff:** The Council may be supported by the MPO Director/staff, consultant, transportation planning and engineering professionals, and staff resources from the New York State Department of Transportation, by a method described in the UOP. The Central Staff shall perform the tasks required to progress the development of plans, programs, and other activities as prescribed in the annually adopted Unified Planning Work Program (UPWP).
- 6. Planning Documents:** The Council shall adopt and update a Long Range Transportation Plan (LRP) periodically, as required by Federal Law and Regulation, or more frequently as it may deem appropriate. The LRP will present a long-term vision for transportation within the MPO area. The vision delineated in the LRP will drive the short-range planning activities described in the annual Unified Planning Work Program (UPWP), and project implementation described in the Transportation Improvement Program (TIP), which documents are also adopted by the Council. The LRP, UPWP and TIP shall be developed on a cooperative basis.
- 7. Host Agency:** The NYSDOT will serve as the interim host of the MPO Central Staff until March 31, 2015 at which time the Council will decide whether to extend NYSDOT or select a new host. The NYSDOT shall assist with legal and financial advice and administrative services as may be required to supplement, as appropriate and feasible, the planning programs to be funded with Federal monies that are available to MPO's.
- 8. Equal Employment Opportunities and Affirmative Action:** In carrying out the described cooperative transportation planning and programming process and in conjunction with Title VI of the Civil Rights Act of 1964 and the President's Executive Orders 11246 and 11375, equal employment opportunities/affirmative action programs shall be pursued in the spirit of the laws provided herein.
- 9. Funding:** The NYSDOT, on behalf of the Council, shall make application to the United States Department of Transportation, in accordance with procedures established by the latter, to secure funding for transportation planning available under MAP-21, and such other Federal and State funds as may become available, for transportation planning as programmed through the annual UPWP. Participating members of the Council shall not be precluded from applying for other Federal funds pursuant to present and/or future Federal Laws and Regulations.
- 10. Unified Operations Plan (UOP):** The MPO Central Staff shall prepare for Council adoption, a UOP specifying how various Council activities shall be conducted. Activities included in the UOP may include procedures and other decision-making, membership, public participation and media coverage, parliamentary procedures, and any other matters which may be agreed to by the Council. The UOP shall be adopted by approval of the initial members of the Council prior to their implementation. They may be thereafter revised only by majority approval of such members of the Council.

Watertown-Jefferson County Transportation Council MOU

11. Amendments: This agreement may be amended by the majority vote of the Council. Any member that wishes to amend this agreement must notify by written notice to the Council no later than 60 days prior to the anniversary date hereof.

12. Term of Agreement: Council shall review and amend, as necessary, this agreement biennially, beginning April 1, 2013.

IN WITNESS WHEREOF the participating members have caused this agreement to be executed by their authorized officials as of the date first above written.

PARTICIPATING MEMBERS

By: _____

Carolyn D. Fitzpatrick, Chairwoman of the Board of Legislators

Jefferson County
County Office Building
175 Arsenal St.
Watertown, NY 13601

By: _____

Honorable Jeffrey E. Graham, Mayor

City of Watertown City Hall
245 Washington St., Room 302A
Watertown, NY 13601

By: _____

Joan McDonald

Commissioner of Transportation, as
Designee of the Governor of New York
NYS Department of Transportation
50 Wolf Road
Albany, NY