

## ***Ithaca-Tompkins County Transportation Council***

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### **AGENDA AND MEETING NOTICE**

#### **PLANNING COMMITTEE MEETING**

**Date:** Tuesday, February 21, 2012

**Time:** 10:00 A.M. – 12:00 P.M.

**Location:** Ithaca-Tompkins Transit Center  
737 Willow Ave., Ithaca N.Y

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|--------------|--|--------------------------|
| <b>I.</b>    | <b>Public Comment Period</b>                                   |                          |
| <b>II.</b>   | <b>Approval of Action Summary – December 20, 2011</b>          | Planning Committee Chair |
| <b>III.</b>  | <b>Review of Draft 2012/2013 Unified Planning Work Program</b> | Staff                    |
| <b>IV.</b>   | <b>TIP Amendment</b><br>Cayuga Waterfront Trail Project        | Staff                    |
| <b>V.</b>    | <b>Hosting Agreement Resolution</b>                            | Staff                    |
| <b>VI.</b>   | <b>Discussion of ITCTC Communications Protocols</b>            | Staff                    |
| <b>VII.</b>  | <b>Director's Report</b>                                       | Fernando de Aragón       |
| <b>VIII.</b> | <b>Member Reports</b>  | Committee Members        |
| <b>IX.</b>   | <b>Adjournment</b>   |                          |

**\*\* Please allow two hours for this meeting\*\***

All meetings of the ITCTC are open to the public and held in accessible facilities

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Approval of Action Summary  
*December 20, 2011 Meeting*

## JOINT COMMITTEE MEETING ACTION SUMMARY

December 20, 2011 - Ithaca Tompkins Transit Center  
2:00 p.m.

**Present:** *Policy Committee:* **Herb Engman, Chair** (Town of Ithaca), **Dooley Kiefer, Vice Chair** (Tompkins County), **Carl Ford, Policy Secretary** (NYSDOT), **Carolyn K. Peterson,** (City of Ithaca), **Brent Cross** (Village of Cayuga Heights proxy), **Hank Dullea** (TCAT Board)  
*Planning Committee:* **Sue Poelvoorde, Chair** (Town of Ulysses), **Dan Kwasnowski, Vice Chair** (Town of Dryden), **Bill Gray,** (City of Ithaca), **Timothy Logue** (City of Ithaca), **Sue Ritter** (Town of Ithaca), **Ed Marx** (Tompkins County), **Cheryl Nelson** (Interim County Highway Manager), **Jim Weber** (Town of Ithaca), **John Gutenberger** (Cornell University), **Tanya Husick** (Cornell University), **John Lampman** (Tompkins County), **Joe Flint** (NYSDOT), **Brent Cross** (Village of Cayuga Heights), **Doug Swarts** (TCAT)

**Excused:** **Don Hartill** (Village of Lansing), **Ron Anderson,** (Village of Cayuga Heights), **Kate Supron** (Village of Cayuga Heights), **Mary Ann Sumner** (Town of Dryden), **Joe Lalley** (Cornell University), **Laura Shawley** (Town of Danby), **Roy Barriere** (Town of Enfield), **Glenn Morey** (Town of Groton), **Scott Pinney** (Town of Lansing), **Richard Driscoll** (Town of Newfield), **Roxanne Marino** (Town of Ulysses), **Joseph Turcotte** (TCAT), **Rick Andrascik** (TCAT), **John Courtney** (Village of Lansing), **Cindy Whitaker** (Town of Caroline), **Jack Bush** (Town of Dryden), **Barry Rollins** (Town of Enfield), **Richard C. Case Jr.** (Town of Groton), **Maureen Cowen** (Town of Lansing), **Kevin Berggren** (Town of Newfield), **John Reichert** (NYSDOT), **Leah Flax** (FTA), **Richard F. Beers, Jr.** (FHWA)

**Staff:** **Fernando de Aragón, Teresa Linde, Tom Mank, Victor Jorin**

**Guests:** **Chris Georgaroudakis** (George Corporation), **Bill Goodman** (Town of Ithaca Town Board), **Stan Birchenough** (NYSDOT, Resident Engineer, Cortland & Tompkins County).

*Sue Poelvoorde assumed the Chair for the Planning Committee portion of the meeting at approximately 2:10 p.m.*

### **I. Public Comment Period**

There were no comments from the public.

**Planning Committee Business Items:**

**II. Approval of Planning Committee Action Summary – November 15, 2011**

**Action:** The Action Summary from November 15, 2011 was Moved by Brent Cross, seconded by Sue Ritter, and unanimously approved without modification.

**III. Election of Officers for 2012**

**Report:** Sue Poelvoorde turned the meeting over to the Vice Chair, Dan Kwasnowski, to preside over the election of the Chair. Fernando de Aragón nominated Dan Kwasnowski for Chair and Sue Ritter for Vice Chair of the ITCTC Planning Committee for 2012. The nomination was moved by Brent Cross, seconded by Bill Gray, and unanimously approved by the committee. Mr. Kwasnowski asked if there were other nominations or any objections to moving and voting on both seats with one vote; hearing none he called for a vote. The elections of Dan Kwasnowski and Sue Ritter for 2012 ITCTC Planning Committee Chair and Vice Chair, respectively, were moved by Bill Gray, seconded by Brent Cross and unanimously agreed.

Dan Kwasnowski turned the Chair back over to Sue Poelvoorde for the remainder of the Planning Committee portion of the meeting.

**Action:** Moved by Bill Gray, seconded by Brent Cross, and unanimously agreed to elect Dan Kwasnowski and Sue Ritter as ITCTC Planning Committee Chair and Vice Chair, respectively, for 2012.

**IV. TIP Revision - Update**

**Report:** Fernando de Aragón reported that committee members reviewed a list of proposed TIP revisions during its November 15<sup>th</sup> meeting; the expectation was that a series of TIP amendments and modifications would be presented at the December meeting for approval. He announced that NYSDOT requested extending the process timeline because it needed more time to update the draft regional program. Members were told to expect TIP revisions at the February 21, 2012 meeting.

Joe Flint explained that NYSDOT thought their program would be in place by December, but now approval isn't expected until January. They want to wait for the program approval before asking the ITCTC to do adjustments.

Bill Gray asked if there was an update on the federal transportation bill. Fernando de Aragón replied that he would be talking about that during his Director's report.

**Action:** This item was for informational purposes only.

*The Planning Committee portion of the meeting concluded at approximately 2:15 p.m.*

## **Policy Committee Business Items**

Herb Engman assumed the Chair for the Policy Committee portion of the meeting at approximately 2:15 p.m.

### **V. Approval of Policy Committee portion of Action Summary – October 18, 2011**

**Report:** Herb Engman asked committee members if there were any modifications to the October 18, 2011 Action Summary.

Dooley Kiefer requested clarification on page 16, the second paragraph, in Fernando de Aragón's answer to her question about whether or not it counts as meeting construction deadlines if some easements and right-of-ways (ROW) are in place (on the Hanshaw Road project). Fernando de Aragón, Carl Ford, and John Lampman explained that the construction funding needed to be authorized by the end of the federal fiscal year, however the project missed the obligation deadline. ROW acquisition is one phase, separate from construction. The ROW contributed to the delay in the project but the ROW did not need to be secured in order to get the funding in place; the ROW had to be fully secured before construction could be started but the construction funding could have been authorized without the ROW being secured. Herb Engman suggested deleting the following words in the last sentence of the second paragraph on page 16 "*the whole right-of-way must be secure*" and simply putting a period after "*Fernando de Aragón replied that is correct*". There were no objections.

On page 10, Planning Committee Report, TIP modification, Carolyn Peterson asked that *Prospect Avenue* be corrected to read *Prospect Street, City of Ithaca*.

On page 16, last paragraph, Bill Gray reported that the funding explanation was incorrect and he asked that it be corrected. There was a brief discussion among members. The description was re-written to read: *The pedestrian bridge near Columbia Street that connects east hill with south hill will cost approximately \$2.4 million to complete the project; 1.1 million federal dollars and 1.3 million local dollars are in place.*

Policy Committee members voted to approve the October 18, 2011 Action Summary with the modifications requested.

**Action:** The Action Summary from October 18, 2011 was Moved by Dooley Kiefer, seconded by Carl Ford, and approved by consensus with modifications.

### **VI. Election of Officers for 2012**

**Report:** Herb Engman turned the meeting over to Dooley Kiefer; she asked for a motion to open the floor for nominations for the ITCTC Policy Chair for 2012; Carolyn Peterson moved and Carl Ford seconded. Fernando de Aragón nominated Herb Engman to serve as Policy Chair. Hearing no further nominations and no objections, Ms. Kiefer called for a motion to close; Carolyn Peterson moved, Carl Ford seconded and the committee approved by consensus. Ms. Kiefer called for a vote, it was moved by Carl Ford, seconded by Carolyn Peterson and approved by consensus to elect Herb Engman as ITCTC Policy Committee Chair for 2012.

The Chair was turned back over to Herb Engman who asked for nominations for the ITCTC Policy Vice-Chair for 2012. Fernando de Aragón nominated Dooley Kiefer to serve as Policy Vice-Chair for another year; Carolyn Peterson moved, Carl Ford seconded. Hearing no further nominations and no objections, Mr. Engman asked for a motion to close the nominating process; Carolyn Peterson moved, Carl Ford seconded. A vote was called and the committee members approved by consensus to elect Dooley Kiefer to be Policy Vice-Chair for 2012.

**Action:** Moved by Carl Ford, seconded by Carolyn Peterson, and approved by consensus to elect Herb Engman as ITCTC Policy Committee Chair for 2012.

**Action:** Moved by Carolyn Peterson, seconded by Carl Ford and approved by consensus to elect Dooley Kiefer as ITCTC Policy Committee Vice-Chair for 2012.

**VII. 2011-2015 TIP Amendment: Newfield Depot Road Rail Road (RR) Crossing Project – Rail – PIN393270**

**Report:** Fernando de Aragón reported that the ITCTC Planning Committee reviewed this TIP Amendment during its November 15, 2011 meeting and voted to recommend Policy Committee approval. He asked members to correct the following typo on the budget table on page 20 in their agendas: the construction date for the proposed 2011-2015 TIP Revision should be *June 2012* (not January 2012).

Joe Flint explained that NYSDOT wants to defer and use the funds from the Lansing Road and Milliken Road RR Crossing projects in order to add the higher priority Newfield Depot Road RR Crossing project.

Dooley Kiefer noted that \$236,000 is being moved out of the two other projects but only \$210,000 of it is being obligated for the Newfield Depot Road RR Crossing. She asked where the rest of the money is going. Fernando de Aragón replied that, since the entire amount was not requested for the project, the balance of it goes back into the general funding “pot”.

A vote was called and the TIP Amendment was approved.

**Action:** The 2011-2015 Transportation Improvement Program Amendment, NYSDOT, Newfield Depot Road Rail Road Crossing, was Moved by Dooley Kiefer, seconded by Carolyn Peterson and approved by consensus.

*The Policy Committee portion of the meeting concluded at approximately 2:30 p.m.*

**2011-2015 TRANSPORTATION IMPROVEMENT PROGRAM**

**\*\*Amendment\*\***

**New York State Dept. of Transportation  
Newfield Depot Rd. RR Crossing**

The Planning and Policy Committees of the Ithaca-Tompkins County Transportation Council (ITCTC) approved a Transportation Improvement Program (TIP) Amendment on December 20, 2011, during a regularly scheduled joint meeting. The action on the 2011-2015 TIP and the current State Transportation Improvement Program (STIP) affects three rail crossing projects: Lansing Rd. RR Crossing (PIN: 393260); Milliken Rd. RR Crossing (PIN: 393261) and Newfield Depot Rd. RR Crossing (PIN: 393270).

***Description***

We are requesting that the ITCTC 2011-2015 TIP be amended to add Preliminary Design and Construction to PIN 393270 as a new TIP Project. The funds will come from PIN 393260 (Lansing Road RR Crossing Project) and PIN 393261 (Milliken Road RR Crossing Project). The match for this project will come from NY state.

**The proposed amendment is shown in the attached table. The table shows the project as it will appear in the TIP and STIP. The TIP and STIP will remain fiscally constrained.**

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ATTEST:

\_\_\_\_\_  
Herb Engman, *Chair, ITCTC Policy Committee*

\_\_\_\_\_  
Carl Ford, *Secretary, ITCTC Policy Committee*

Newfield Depot Rd. RR Crossing (PIN:393270) Sponsor: NYSDOT	BUDGET					
	Approved 2011-15 TIP			Proposed 2011-15 TIP Revision		
	Date	2011/12	Fund Source	Date	2011/12	Fund Source
Preliminary Design		\$0		<b>January 2012</b>	<b>\$10,000</b>	STP-RAIL
Construction		\$0		<b>June 2012</b>	<b>\$200,000</b>	STP-RAIL
Subtotal		\$0			<b>\$210,000</b>	
Federal Funding:					<b>\$189,000</b>	
State Funding:		\$0			<b>\$21,000</b>	
Local Funding:					<b>\$0</b>	

Lansing Rd RR Crossing (PIN:393260) Sponsor: NYSDOT	BUDGET					
	Approved 2011-15 TIP			Proposed 2011-15 TIP Revision		
	Date	2010/11	Fund Source	Date	2010/11	Fund Source
Construction	Aug-2011	\$93,000	STP-RAIL		<b>\$0</b>	STP-RAIL
Subtotal		\$93,000			<b>\$0</b>	
Federal Funding:		\$83,700			<b>\$0</b>	
State Funding:		\$9,300			<b>\$0</b>	
Local Funding:		\$0			<b>\$0</b>	

Milliken Rd RR Crossing (PIN:393261) Sponsor: NYSDOT	BUDGET					
	Approved 2011-15 TIP			Proposed 2011-15 TIP Revision		
	Date	2010/11	Fund Source	Date	2010/11	Fund Source
Construction	Aug-2011	\$143,000	STP-RAIL		<b>\$0</b>	
Subtotal		\$143,000			<b>\$0</b>	
Federal Funding:		\$114,400			<b>\$0</b>	
State Funding:		\$28,600			<b>\$0</b>	
Local Funding:		\$0			<b>\$0</b>	

Text in **bold** highlights changes.

## **Joint Meeting Business Items:**

*The joint portion of the meeting commenced at approximately 2:30 p.m.*

### **VIII. 2012 Meeting Schedule**

**Report:** Fernando de Aragón reported that the proposed meeting schedule for 2012 follows the same pattern the ITCTC has used in the past, with two exceptions. The March meeting will be earlier in the month, on the 6<sup>th</sup>, in order to meet UPWP approval deadlines. The September meeting will be earlier, on the 4<sup>th</sup>, to allow time for any issues that need to be addressed before the end of the federal fiscal year on September 30<sup>th</sup>. He asked if there were any questions or comments on the proposed schedule.

Carol Chock noted that no meetings have been scheduled in January; she asked if this meant the TIP revisions would not be addressed until February. Fernando de Aragón replied that is correct; the committee is kept informed of any changes or updates and a special meeting can always be called if the need arises. Joe Flint added that a lot of work will need to be done on the TIP in January and it won't be ready for review until February.

A vote was called and the ITCTC 2012 Meeting Schedule was approved. The schedule will be posted on the ITCTC website at: [www.tompkins-co.org/itctc/meetings.html](http://www.tompkins-co.org/itctc/meetings.html)

**Action:** The 2012 ITCTC Meeting Schedule was Moved by Sue Poelvoorde, seconded by Bill Gray and unanimously approved.

### **IX. Draft Unified Planning Work Program (UPWP)**

**Report:** Fernando de Aragón reported that the draft work program would be forwarded to committee members, in January, for review and comment. It will go before the ITCTC Planning Committee in February for their recommendation and to the ITCTC Policy Committee for final approval in March. He asked the committee members to review the emphasis areas, as shown in the bullet points in the agenda packet; of particular focus for the ITCTC will be the Regional Transportation Study, the TIP update, and monitoring the federal transportation legislation and the direction of Washington, D.C.

Ed Marx noted that the last bullet was incomplete. Fernando de Aragón asked members to delete the words "*In particular:*" in the last bullet point. Mr. Marx suggested adding a bullet for *participation in the sustainability effort of the eight counties in the southern tier.*

**Action:** This item was for informational purposes only.

### **X. TCAT Update**

**Report:** Doug Swarts, TCAT Service & Development Manager, gave the following update on TCAT operations and what lies ahead for 2012:

- Thirteen new buses were put into service this year; they were purchased with ARRA stimulus funds.
- The TCAT Board approved fare increases and route reductions. A zone map was put on the TCAT website; fares will be raised from \$1.50 to \$2.50 for riders traveling from zone 2 into zone 1. There will no longer be a route 52 to Tioga County, route 14 will change from every 30 minutes to every 60 minutes, route 83 was eliminated and route 68 will cover the southwest shopping area. Numerous other changes will be announced soon.
- It was brought up at a previous ITCTC meeting that the transit center was not accessible by bus. Route 13 has been changed so that it will now provide bus service to the TCAT building.

Dooley Kiefer asked if the base fare for non-rural riders was going to be raised. Doug Swarts replied that the 2012 budget was just approved; further increases for 2012 are not anticipated at this time. The 2013 budget has not yet been addressed or considered.

**Action:** This item was for informational purposes only.

**XI. Resolution 2011-05, Resolution of Appreciation for Carolyn K. Peterson**

**Report:** Fernando de Aragón presented a resolution of appreciation for Carolyn Peterson, whose participation on the ITCTC Policy Committee will be ending on December 31, 2012. It was moved by Dooley Kiefer and seconded by Bill Gray.

Herb Engman thanked Carolyn Peterson for her direct involvement, participation, and contributions over the years.

Bill Gray cited her eight years as mayor and ten years on Common Council as proof of her true dedication to the city and the community-at-large.

Tim Logue noticed a typo in the resolution and asked that the word “Planning” be changed to “Policy” in its references to the ITCTC committee that Carolyn Peterson served on. Fernando de Aragón so noted the change.

The resolution was unanimously approved.

**Action:** Moved by Dooley Kiefer, seconded by Bill Gray and unanimously approved with the correction noted, Resolution 2011-05, *Commending Mayor Carolyn K. Peterson For Contributions To And Services Performed On Behalf Of The Ithaca-Tompkins County Transportation Council.*



*Ithaca-Tompkins County  
Transportation Council*

**RESOLUTION 2011-05**

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***COMMENDING MAYOR CAROLYN K. PETERSON FOR CONTRIBUTIONS TO AND SERVICES PERFORMED ON BEHALF OF THE ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL***

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized and approved Metropolitan Planning Areas; AND

**WHEREAS,** Mayor Carolyn K. Peterson, acting in her capacity as Mayor of the City of Ithaca, is a long time member of the *Ithaca-Tompkins County Transportation Council*; AND

**WHEREAS,** Mayor Peterson has dutifully served on the *Transportation Policy Committee* of the *Ithaca-Tompkins County Transportation Council* since 2004; AND

**WHEREAS,** Mayor Peterson is stepping down from her position as Mayor of the City of Ithaca and thus retiring from the *Transportation Policy Committee* of the *Ithaca-Tompkins County Transportation Council*; AND

**WHEREAS,** as a member of the *Transportation Policy Committee* Mayor Peterson has made numerous significant contributions to the “*continuing, cooperative and comprehensive*” metropolitan transportation planning process in the greater Ithaca-Tompkins County Metropolitan Area and has offered unfailing support of the Ithaca-Tompkins County Transportation Council and its mission;

**NOW THEREFORE BE IT RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby formally and officially offer its heart-felt thanks to Mayor Carolyn K. Peterson for her years of public service and invaluable contributions to the *Ithaca-Tompkins County Transportation Council*.

This resolution having been considered and approved on December 20, 2011.

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Herbert J. Engman, Chair

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Carl Ford, P.E., Secretary

## **XII. Director's Report**

**Report:** Fernando de Aragón reported the following:

1. **MAP-21:** The Senate committee unanimously approved a proposal for MAP21; it has been sent to the House for consideration. There may be some action in Washington, D.C. in the spring; he will continue to monitor and report on this bill. A component of MAP21 proposes changes to the status of MPOs and creates a Tier 1 and 2. Current MPOs in areas with a population less than 200,000 will be eliminated unless they go through a certification process. A letter about this, from the NYS Association of Metropolitan Planning Organizations (NYSAMPO), was distributed to committee members; it outlines the importance of retaining small MPOs in NYS. He encouraged committee members to contact their representatives for support of small MPOs, while he is confident of the ITCTC's being able to be certified, support is needed in order to keep that option open and it needs to be sent to the representatives as soon as possible.

Carol Chock asked Fernando de Aragón if he would draft a sample resolution for the municipalities. He replied that because the agency is funded by federal dollars he cannot lobby or write the resolution, but he can suggest that members do so. The federal transportation law is being considered now; letters or resolutions of support should be sent to federal representatives and the members of federal committees.

Herb Engman asked where our Senators and Representatives stand. Fernando de Aragón replied that they are supportive of the small MPOs but need to show Washington that they have the backing of their community municipalities.

John Gutenberger asked if there could be a resolution at the next Planning Committee meeting to encourage support at the state level, since all the local representatives will be gathered together at that time. Fernando de Aragón replied that it could constitute lobbying on his part, which is prohibited. Sue Poelvoorde suggested that members could just develop the language to take back to their municipality. Herb Engman offered to work on a template of a resolution and send it out through the ITCTC (committee member) mailing list.

Bill Gray suggested putting together a packet for the Tompkins County Legislature and/or the state representatives. He reported that the City of Ithaca received over \$20 million in bridge funds alone through the ITCTC. If the legislators knew how much money flows through this program locally it could be very persuasive; they may not realize the impact and benefits of having the MPO here.

2. **Census commuter information:** Tom Mank reported that 5-years of data representing 1 in 8 households has been released. A table of mode changes over the years and a pie chart for each municipality and census area can be viewed on the ITCTC website; they are in pdf format so viewers have the option of printing hard copies for themselves.
3. **Host Agreement:** Every seven years Tompkins County has to enter into an agreement with NYSDOT in order to host the ITCTC. The agreement has been reviewed by both parties and signed by the county; it has been sent to NYSDOT for signatures. No problems are anticipated. There will be a resolution presented to the ITCTC Planning and Policy Committees in February and March, respectively.

**Action:** This item for informational purposes only

### **XIII. Member Reports**

#### ***Report:***

1. Sue Poelvoorde (*F.L. State Parks and Town of Ulysses*):
  - Regarding the Black Diamond Trail, the Glenwood Creek Bridge has been put out to bid. Initial funding was made possible by a bequest received from the Treman family; she is now waiting to hear from Albany on the matching funding. The hope is that the bridge will be under construction next year. The regional heavy equipment crew has been out on the trail between Cass Park and Glenwood Heights Road repairing some badly-failing culverts and prepping the area in Cass Park for the Town and City of Ithaca to be able to get in there safely. Bill Gray reported that they needed an all-weather transition at the end of the parking lot that wraps around the ball fields and over to the old railroad bed. He asked if there has been any planned community work on the trail. Sue Poelvoorde replied that the Town of Ulysses put in culverts on Agard and Glenwood Heights Roads; the Black Diamond Trail community group has been out clearing corridors between Agard and Kraft Road. There will be another meeting in the future between the state and the municipalities to talk about the work that needs to be done. Herb Engman reported that the Cayuga Medical Center and the Museum of the Earth have expressed strong interest in building a spur trail to connect to the Black Diamond Trail. Sue Poelvoorde added that the Holochuck right-of-way acquisition is also moving along.
2. Carl Ford (*NYSDOT Region 3*):
  - NYSDOT staff spent the majority of this past fall preparing the capital program update. He, Joe Flint, and some of the group directors from Region 3 went to Albany in November to make a presentation of the regional program before the Commissioner and Assistant Commissioners; it was well received.
  - A week ago, on December 13, the Commissioner hosted a meeting for NYSDOT Regional Directors and MPO Directors; he thanked Fernando de Aragón for traveling to Albany and participating. It was a full afternoon about the program update and what it means for the regional DOT and for the local programs. His best guess is that the NYSDOT Region 3 program will be approved in January, which will put them in a position to be able to talk in more detail about the local programs.
3. Herb Engman (*Town of Ithaca*): Two big recent improvements:
  - NYSDOT paved the Route 13 ramp from Triphammer Road to Route 13 south.
  - Tompkins County paved a part of Hanshaw Road that was very deteriorated.
4. Carolyn Peterson (*City of Ithaca*):
  - The Columbia Street footbridge has been opened. It is a beautiful bridge with little plazas on each end, a unique decorative protective fence replacing the old chain link one, and a walkway that goes from the street, under the bridge, and down to the stream.
5. Fernando de Aragón (*ITCTC*):
  - The NYS Association of Metropolitan Planning Organizations (NYSAMPO) is trying to re-energize its series of work groups that deal with topics such as safety, transit, pedestrian issues, etc. One of the products to come out of this initiative is a fact sheet called “Designing Signalized Intersections To Accommodate All Users”. (*Mr. de Aragón passed around copies to committee members.*) There will be more fact sheets published, on various topics; they will be made available to ITCTC members as they are released.

6. Herb Engman (*Town of Ithaca*):
  - Thanked Sue Poelvoorde for her contributions and hard work as Chair of the ITCTC Planning Committee over the past year.
  
7. Bill Gray (*City of Ithaca*):
  - He asked if there was any mention in the NYSAMPO fact sheet about the use of an advanced light to get the mass transit away from the curb. Fernando de Aragón replied that there is no mention of that in this document, it focuses more on pedestrian and bike friendliness of signalizing intersections. However, the ITCTC, Tompkins County Planning Department (TCPD), TCAT, and the Downtown Ithaca Alliance (DIA) are working with a consultant to review potential improvements to transit routes in the downtown area and there have been discussions about transit priority signalization. Bill Gray added that, if the system is smart enough to be tripped by a bus but then get back into synchronization for traffic when there are no buses, it is something that the City of Ithaca should be making room for in the planning when upgrading traffic signals. Fernando de Aragón encouraged the city to do whatever is necessary to be ready to accept the new technology.
  
8. John Gutenberger (*Cornell University*):
  - He announced to the group that Fernando de Aragón is now a published author and he suggested buying copies of the book as gifts when Christmas shopping. Committee members congratulated Fernando de Aragón and asked about the book. Mr. de Aragón gave a brief summary of his book, *Dos Santos*.
  
9. Victor Jorin (*ITCTC*):
  - He encouraged members to go to the ITCTC website and review the two recently posted tables of obligated projects; there is one for highway and one for transit projects. He reported that this would give a sense of how many dollars have been obligated between the years 2009, 2010, and 2011 TIP cycles.

**Action:** This item for informational purposes only

#### **XIV. Adjournment**

**Action:** Motion to adjourn was Moved by Carolyn Peterson, seconded by Sue Poelvoorde and unanimously approved. The meeting was adjourned at approximately 3:30 PM.

Planning Committee Action: February 21, 2012

Approved with/without modifications: Motion:

Second:

Vote:

Policy Committee Action: March 6, 2012

By

ATTEST: \_\_\_\_\_

Carl Ford, Secretary

**ITEM III  
ATTACHMENT**

**Review of Draft 2012/2013 Unified Planning Work Program**

**Report:** A draft of the Simplified Statement of Work/UPWP for the April 1, 2012 – March 31, 2013 fiscal year was emailed to committee members for review. The Policy Committee must approve a final UPWP during their March 6, 2012 meeting. A copy of the draft UPWP was sent to NYSDOT's MPO Bureau resulting in no substantial comments.

The draft UPWP is a "simplified statement of work" prepared in accordance with 23 CFR §450.308(d), which reads as follows:

*(d) In areas not designated as TMAs, the MPO in cooperation with the State and transit operators, with the approval of the FHWA and the FTA, may prepare a simplified statement of work, in lieu of a UPWP, that describes who will perform the work and the work that will be accomplished using Federal funds. If a simplified statement of work is used, it may be submitted as part of the Statewide planning work program, in accordance with 23 CFR part 420.*

The purposes of simplifying the UPWP are to: (a) reduce the administrative complexities and burdens on the Staff to a level commensurate with the scope of the ITCTC, its funding and function; (b) meet the requirements of NYSDOT and USDOT for the use of Federal planning funds; (c) meet the needs of the local participants for planning products.

The following will be among the major project specific activities for ITCTC staff in the coming year:

- Monitor development of federal transportation legislation and any associated rules and guidelines and ensure the ITCTC meets all federal requirements of the metropolitan planning process.
- Manage project activity in the Transportation Improvement Program.
- Review/update the TIP amendment and administrative modification request process.
- Assemble, collect and/or distribute necessary data to support the transportation infrastructure decision-making processes. This effort will include work assembling and/or distributing accident and traffic count data.
- Manage implementation of the Regional Transportation Planning project.
- Manage implementation of the NYSERDA funded project to provide online ridesharing services in Tompkins County
- Work with other local partners to attract Automated Transit Network systems research to the Ithaca-Tompkins County area.
- *Contribute to and support the transportation planning efforts of participating entities in the MPO process for the following efforts:*
  - Implementation of transportation related federal legislation
  - Continued implementation of the Coordinated Public Transit-Human Services Transportation Plan
  - Implementation of travel demand management strategies in cooperation with the Way2Go program.
  - Cornell Community Investment Initiative
- Provide continued emphasis and support for the development of transportation modes and programs that provide alternatives to the private automobile:

The latest draft of the UPWP will be sent to you electronically. Please contact the ITCTC if you'd prefer a hardcopy.

**Action Requested:** A motion of the Planning Committee recommending Policy Committee approval of the *draft* 2012/13 UPWP and Operating Budget via formal resolutions.



***Ithaca-Tompkins County  
Transportation Council***

**RESOLUTION 2012-03**

---

***APPROVAL OF THE 2012-2013  
UNIFIED PLANNING WORK PROGRAM***

- WHEREAS,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) requires that Metropolitan Planning Organizations be established in each urbanized area of over 50,000 in population; AND
- WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized and approved Metropolitan Planning Areas; AND
- WHEREAS,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* requires Metropolitan Planning Organizations to carry out a "*continuing, cooperative, and comprehensive*" urban transportation planning process that addresses all modes of transportation; AND
- WHEREAS,** in order to implement a continuous, cooperative and comprehensive transportation planning process in the Ithaca-Tompkins County Metropolitan Area, it is a requirement to develop an annual Unified Planning Work Program (UPWP); AND
- WHEREAS,** the Ithaca-Tompkins County Transportation Council, in accordance with the requirements of *SAFETEA-LU* and its corresponding regulations (23 CFR §450.314), has developed a Simplified Statement of Work that serves as the Unified Planning Work Program; AND
- WHEREAS,** in order to support the elements of the 2012-2013 Unified Planning Work Program, the *Ithaca-Tompkins County Transportation Council* continues its designation of the New York State Department of Transportation to be the grant applicant on its behalf; AND
- WHEREAS,** the New York State Department of Transportation has agreed to apply for necessary regular program funding under the Federal Transit Administration Section 5303 (formerly Section 8) program, under the Federal Transit Administration Section 5307 (formerly Section 9) program, and under the Federal Highway Administration "PL" transportation planning program in amounts consistent with this approved 2012-2013 Unified Planning Work Program;

**NOW THEREFORE BE IT RESOLVED**, that the *Ithaca-Tompkins County Transportation Council* hereby approves the 2012-2013 Unified Planning Work Program and directs the submission thereof to the appropriate Federal and State agencies and directs the filing of the appropriate grant applications to support the program;

**BE IT FURTHER RESOLVED**, that the Transportation Policy Committee of the *Ithaca-Tompkins County Transportation Council* hereby authorizes and directs its Staff Director to execute and administer the 2012-2013 Unified Planning Work Program in cooperation with and with the assistance of the Transportation Planning Committee.

This resolution having been considered and approved on March 6, 2012.

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Herbert J. Engman, Chair

---

Carl Ford, Secretary



*Ithaca-Tompkins County  
Transportation Council*

**RESOLUTION 2012-02**

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***APPROVAL OF THE 2012-2013 ITHACA-TOMPKINS COUNTY  
TRANSPORTATION COUNCIL OPERATING BUDGET***

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* was designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Metropolitan Area; AND

**WHEREAS,** as the designated Metropolitan Planning Organization for the Ithaca-Tompkins County Metropolitan Area the *Ithaca-Tompkins County Transportation Council* receives certain federal and state grants for the purpose of conducting transportation planning activities in a “*comprehensive, continuing, and cooperative*” manner; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* is provided with administrative services, including budget and financial services, by its Host Agency, Tompkins County; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has reviewed its proposed 2012-2013 Operating Budget for the period of April 1, 2012 through March 31, 2013;

**NOW THEREFORE BE IT RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby adopt the 2012-2013 Operating Budget for the period April 1, 2012 through March 31, 2013 and directs the Host Agency to implement said budget;

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby authorize its Staff Director to take the necessary administrative actions to implement and administer said budget, as represented in “ATTACHMENT A”, which is hereby made an integral part of this resolution;

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby request that the Host Agency take the appropriate actions necessary to cause this adopted budget to be fully implemented without interruption prior to March 31, 2012.

This resolution having been considered and approved on March 6, 2012.

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Herbert J. Engman, Chair

---

Carl Ford, P.E., Secretary

**ATTACHMENT A  
RESOLUTION 2012-02**

<b>2012/13 ITCTC Operating Budget</b>				
<b>CODE</b>	<b>DESCRIPTION</b>	<b>12/13 FHWA</b>	<b>12/13 FTA</b>	<b>12/13 TOTAL</b>
<b>REVENUES:</b>				
.4959	FEDERAL AID	300,175	41,987	342,162
<b>EXPENSES:</b>				
	COMBINED SALARIES	184,691	23,080	207,771
.8800	FRINGE	104,351	13,040	117,391
.2206	COMPUTER EQUIPMENT	0	500	500
.2210	OTHER EQUIPMENT	0	0	0
.2214	FURNITURE & FIXTURES	0	400	400
.2230	COMPUTER SOFTWARE	0	300	300
.4302	OFFICE SUPPLIES	500	0	500
.4330	PRINTING	383	317	700
.4332	BOOKS/PUBLICATIONS	0	200	200
.4342	FOOD	200	0	200
.4400	PROGRAM EXPENSE	0	0	0
.4402	LEGAL ADVERTISING	250	500	750
.4412	TRAVEL/TRAINING	750	250	1,000
.4414	LOCAL MILAGE	700	500	1,200
.4416	PROFESSIONAL DUES	300	300	600
.4424	EQUIPMENT RENTAL	3,500	0	3,500
.4425	SERVICE CONTRACTS	800	200	1,000
.4432	RENT	250	250	500
.4442	PROFESSIONAL SERVICE FEES	1,200	650	1,850
.4452	POSTAGE SERVICES	1,000	500	1,500
.4472	TELEPHONE	1,000	500	1,500
.4618	INTERDEPARTMENTAL CHARGE	300	500	800
	<b>TOTAL EXPENSES</b>	<b>300,175</b>	<b>41,987</b>	<b>342,162</b>

**ITEM IV  
ATTACHMENT**

**TIP Amendment  
Cayuga Waterfront Trail Project**

**Report:** The Cayuga Waterfront Trail Phase 2 and 3 project was part of the previous (2007-2012) TIP. The funds for the project have been obligated. For a number of reasons Phase 3 of the project was implemented first, which required having right-of-way (ROW) certificates issued at that time. The City of Ithaca is working to bring Phase 2 to construction but federal rules indicate that you cannot have two ROW certificates issued in one project. Therefore, the City is required to ‘split’ the project’s funding scheduled for Phase 2 and place it in a newly created project. This amendment moves Phase 2 funding into a newly created project (PIN: TBD). This action deals with previously obligated projects and does not affect the current 2011-15 TIP, nor does it require any offsets.

**Action Requested:** Motion recommending Policy Committee approval of the amendment of the Cayuga Waterfront Trail – Phase 2 and 3 project (PIN 395024).

**ITEM V  
ATTACHMENT**

**Hosting Agreement Resolution**

**Report:** Tompkins County is the designate hosting agency for the Ithaca-Tompkins County Transportation Council. Every seven years the State of New York and Tompkins County execute a Host Agency Agreement. The last such agreement was signed in 2005. NYSDOT has requested that the MPO pass a resolution in support of the current hosting arrangement and the next proposed agreement – see attached resolution.

**Action Requested:** Motion recommending Policy Committee approval of Resolution 2012-01 *Support Of A New Host Agency Agreement Between NYSDOT And Tompkins County*.

**ITEM VI  
ATTACHMENT**

**Discussion of ITCTC Communications Protocols**

**Report:** In order to save staff time and supplies ITCTC staff wishes to discuss with Planning Committee members options for the preparation and dissemination of information (i.e. agendas, reports, plans, etc.) between staff and the committee members.

**Action Requested:** Discussion and possible agreement on internal communications protocols for the ITCTC.



# Ithaca-Tompkins County Transportation Council

121 East Court Street, Ithaca, New York 14850 • Phone: (607) 274-5570 • Fax: (607) 274 5578 • e-mail: [ITCTC@tom-pkins-co.org](mailto:ITCTC@tom-pkins-co.org)  
On the web at: [www.tom-pkins-co.org/itctc](http://www.tom-pkins-co.org/itctc)

Policy Committee:  
Herb Engman, Chair  
Dooley Kiefer, Vice Chair  
Carl Ford, Secretary

Executive Director:  
Fernando de Aragón, AICP

Planning Committee:  
Dan Kwasnowski, Chair  
Sue Ritter, Vice Chair

## 2011-2015 TRANSPORTATION IMPROVEMENT PROGRAM

**\*\*Amendment\*\***

### **City of Ithaca**

### **Cayuga Waterfront Trail – Phase 2 New PIN**

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved a Transportation Improvement Program (TIP) Amendment on **March 6, 2012**, during a regularly scheduled meeting. The action on the 2011-2015 TIP and the current State Transportation Improvement Program (STIP) affects one TIP project: Cayuga Waterfront Trail - Phase 2 and 3 (PIN:395024).

**Description:**

The City of Ithaca and the New York State Department of Transportation have requested that the Cayuga Waterfront Trail – Phase 2 and Phase 3 (PIN 395024) be split into two separate projects. PIN 395024 would remain as Phase 3 of the trail, while PIN \_\_\_\_\_ would be created for Phase 2 of the trail. Funding for each PIN would come from the existing PIN 395024 (Phase 2 monies would be pulled out of PIN 395024), all of which has been obligated and which appears on page 21 of the 2011-2015 TIP in the table entitled “Status of Projects From Previous TIP – 2007-2012).”

This amendment adds a new project number to the TIP and the STIP, but does not change the funding in either because the source of funds for the new PIN come from the existing PIN; the amendment divides the existing project into two projects. Changes to the *Cayuga Waterfront Trail* projects in the 2011-2015 TIP and the STIP as shown in the attached table. The table shows the affected phases of the project as they will appear in the TIP and STIP. Total project costs will remain unchanged. The TIP and STIP will remain fiscally constrained.

ATTEST:

\_\_\_\_\_  
Herb Engman, *Chair, ITCTC Policy Committee*

\_\_\_\_\_  
Carl Ford, *Secretary, ITCTC Policy Committee*

EXISTING

Cayuga Waterfront Trail-Phase 2&3 PIN: 395024 Sponsor: City of Ithaca	BUDGET		
	Currently Obligated Funds		
	Date	Total	Fund Source
Detailed Design	Feb-2004	\$160,724	V05
Detailed Design_2	Oct-2006	\$150,000	Sect. 1702
Rt of Way Acq	Feb-2006	\$250,000	Sect.1702
Construction	Feb-2006	\$230,000	Sect. 1702
Construction_2	Feb-2004	\$517,000	V05
Construction_3	Feb-2006	\$570,000	Sect. 1702
Construction_4	Jan-2010	\$1,071,250	STP-Flex
<b>TOTAL</b>		<b>\$2,948,974</b>	

PROPOSED

Cayuga Waterfront Trail-Phase 2 PIN: _____ Sponsor: City of Ithaca	BUDGET		
	Currently Obligated Funds		
	Date	Total	Fund Source
Detailed Design	Feb-2004	\$137,830	V05
Rt of Way Acq	Feb-2006	\$291,610	Sect.1702
Construction_2	Feb-2004	\$352,041	V05
Construction_4	Jan-2010	\$856,272	STP-Flex
<b>TOTAL</b>		<b>\$1,637,753</b>	

Cayuga Waterfront Trail-Phase 3 PIN: 395024 Sponsor: City of Ithaca	BUDGET		
	Currently Obligated Funds		
	Date	Total	Fund Source
Detailed Design	Feb-2004	\$187,853	V05
Detailed Design_2	Oct-2006	\$150,000	Sect. 1702
Construction	Feb-2006	\$230,000	Sect. 1702
Construction_3	Feb-2006	\$528,390	Sect. 1702
Construction_4	Jan-2010	\$214,978	STP-Flex
<b>TOTAL</b>		<b>\$1,311,221</b>	



**RESOLUTION 2012-01**

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***SUPPORT OF A NEW HOST AGENCY AGREEMENT BETWEEN  
NYSDOT AND TOMPKINS COUNTY***

- WHEREAS,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) requires that Metropolitan Planning Organizations be established in each urbanized area of over 50,000 in population; AND
- WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized and approved Metropolitan Planning Areas; AND
- WHEREAS,** the September 30, 1992 Memorandum of Understanding delineating roles and responsibilities of the parties associated with the establishment of the *Ithaca-Tompkins County Transportation Council* as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized Area, designates Tompkins County to be the host agency for the *Ithaca-Tompkins County Transportation Council*; AND,
- WHEREAS,** the Ithaca-Tompkins County Transportation Council will undertake certain transportation planning activities as described in the annual Unified Planning Work Program and thereafter seek reimbursement from NYSDOT for work performed, by or through the Host Agency; AND,
- WHEREAS,** Tompkins County serves as MPO Host Agency to staff, contract, and otherwise provide administration for the Ithaca-Tompkins County Transportation Council as established in the September 30, 1992 Memorandum of Understanding; AND,
- WHEREAS,** the State of New York and Tompkins County executed a Host Agency Agreement in 2005; AND,
- WHEREAS,** the State of New York is desirous of executing a new Host Agency Agreement with the Tompkins County to update references to Federal transportation laws and regulations, provide consistency in host agency agreements across the state, and otherwise update the language and understandings of the agreement; AND,

**WHEREAS**, it is the wish of the Ithaca-Tompkins County Transportation Council that Tompkins County continues to serve as the MPO Host Agency,

**NOW, THEREFORE, BE IT RESOLVED**, that the Ithaca-Tompkins County Transportation Council hereby acknowledges and supports the execution of a new MPO Host Agency Agreement between Tompkins County and the State of New York in 2012; AND,

**BE IT FURTHER RESOLVED**, that the Ithaca-Tompkins County Transportation Council hereby extends its appreciation to Tompkins County for acting as the MPO Host Agency.

This resolution having been considered and approved on March 6, 2012.

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Herbert J. Engman, Chair

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Carl Ford, P.E., Secretary

**ITEM VII  
ATTACHMENT**

**Director's Report**

***Report:***

- Federal legislation update
- Traffic Count report
- Regional Transportation Study update

***Action Requested:*** This item for information purposes only.

**ITEM VIII  
ATTACHMENT**

**Member Reports**

***Report:*** This agenda item is provided for the purpose of allowing members to discuss issues of common concern. Examples might include: UPWP-related activities, local implementation of actions identified in the LRTP, or construction updates.

***Action Requested:*** This item is for information purposes only.

**ITEM IX  
ATTACHMENT**

**Adjournment**

**\*\*\* The next meeting of the *ITCTC Policy* Committee will be held on:  
Tuesday, March 6, 2012, 2:00 p.m.  
At the Transit Center\*\*\***

**\*\*\* The next meeting of the *ITCTC Planning* Committee will be held on:  
Tuesday, April 17, 2012, 10:00 a.m.  
At the Transit Center\*\*\***

*If you are unable to attend a meeting please inform the ITCTC Office and arrange for your proxy to be in attendance.*

*Meetings may be cancelled in advance due to a lack of sufficient action items on the agenda.*



# Ithaca-Tompkins County Transportation Council

121 East Court Street, Ithaca, New York 14850. Phone: (607) 274-5570 / Fax: (607) 274 5578 /  
e-mail: [itctc@tompkins-co.org](mailto:itctc@tompkins-co.org) / web page: [www.tompkins-co.org/itctc](http://www.tompkins-co.org/itctc)

**Policy Committee:**

Herb Engman, Chair  
Dooley Kiefer, Vice Chair  
Carl Ford, Secretary

**Executive Director:**

Fernando de Aragón, AICP

**Planning Committee:**

Dan Kwasnowski, Chair  
Sue Ritter, Vice Chair

## \*\*\* 2012 ITCTC MEETING SCHEDULE \*\*\*

*(Approved December 20, 2011)*

*Unless otherwise noted, all meetings will be held at the  
Transit Center, 737 Willow Ave., Ithaca, N.Y.*

**Planning Committee**

*Time: 10:00 a.m. – 12:00 p.m.  
(except for joint meetings)*

**Policy Committee**

*Time: 2:00 – 4:00 p.m.*

*(No Meeting Scheduled for January)*

February 21, 2012

April 17, 2012

**June 19, 2012**\*\*\*

July 17, 2012

September 4, 2012

November 20, 2012

**December 18, 2012**\*\*\*

**Joint Meeting**

**Joint Meeting**

March 6, 2012

May 15, 2012

**June 19, 2012**\*\*\*

August 21, 2012

October 16, 2012

**December 18, 2012**\*\*\*

*Meetings may be cancelled in advance due to a lack of sufficient action items on the agenda. Additional meetings may be convened by the appropriate Chair on an "as-needed" basis. Committee members should always contact the ITCTC office prior to any meeting date that they will be unable to attend.*

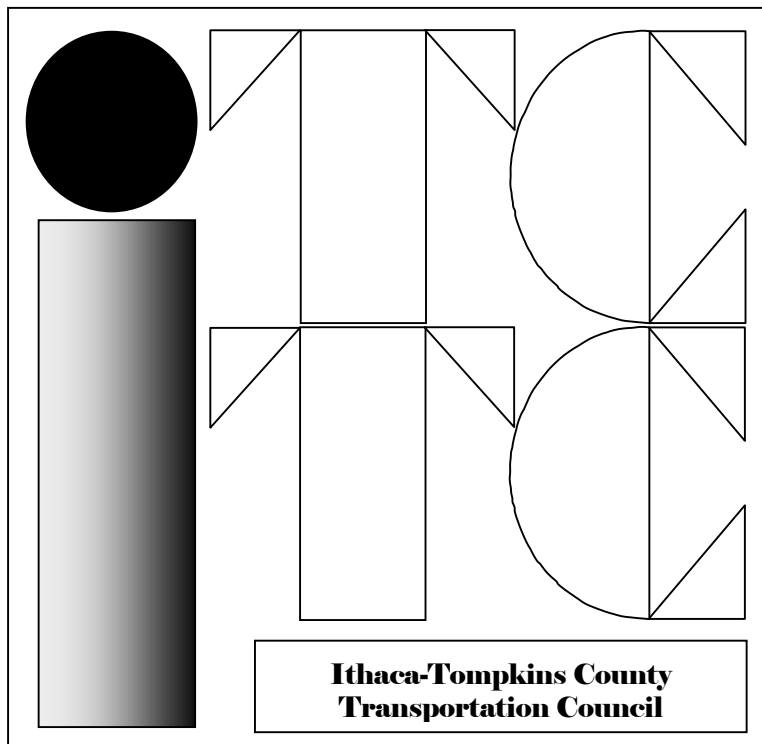
\*\*\* **Joint meetings of the Policy and Planning Committees are held at 2:00 p.m.**

**DRAFT FOR PLANNING COMMITTEE**  
**REVIEW 2-21-12**

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**ITHACA-TOMPKINS COUNTY**  
**TRANSPORTATION**  
**COUNCIL**



**2012/2013**  
**SIMPLIFIED STATEMENT OF WORK**  
***(Unified Planning Work Program)***

March 6, 2012





*Ithaca-Tompkins County  
Transportation Council*

**RESOLUTION 2012-02**

---

***APPROVAL OF THE 2012-2013 ITHACA-TOMPKINS COUNTY  
TRANSPORTATION COUNCIL OPERATING BUDGET***

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* was designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Metropolitan Area; AND

**WHEREAS,** as the designated Metropolitan Planning Organization for the Ithaca-Tompkins County Metropolitan Area the *Ithaca-Tompkins County Transportation Council* receives certain federal and state grants for the purpose of conducting transportation planning activities in a “*comprehensive, continuing, and cooperative*” manner; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* is provided with administrative services, including budget and financial services, by its Host Agency, Tompkins County; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has reviewed its proposed 2012-2013 Operating Budget for the period of April 1, 2012 through March 31, 2013;

**NOW THEREFORE BE IT RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby adopt the 2012-2013 Operating Budget for the period April 1, 2012 through March 31, 2013 and directs the Host Agency to implement said budget;

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby authorize its Staff Director to take the necessary administrative actions to implement and administer said budget, as represented in “ATTACHMENT A”, which is hereby made an integral part of this resolution;

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby request that the Host Agency take the appropriate actions necessary to cause this adopted budget to be fully implemented without interruption prior to March 31, 2012.

This resolution having been considered and approved on March 6, 2012.

---

Herbert J. Engman, Chair

---

Carl Ford, P.E., Secretary

**ATTACHMENT A  
RESOLUTION 2012-02**

<b>2012/13 ITCTC Operating Budget</b>				
<b>CODE</b>	<b>DESCRIPTION</b>	<i><b>12/13 FHWA</b></i>	<i><b>12/13 FTA</b></i>	<b>12/13 TOTAL</b>
<b>REVENUES:</b>				
.4959	FEDERAL AID	300,175	41,987	342,162
<b>EXPENSES:</b>				
	COMBINED SALARIES	184,691	23,080	207,771
.8800	FRINGE	104,351	13,040	117,391
.2206	COMPUTER EQUIPMENT	0	500	500
.2210	OTHER EQUIPMENT	0	0	0
.2214	FURNITURE & FIXTURES	0	400	400
.2230	COMPUTER SOFTWARE	0	300	300
.4302	OFFICE SUPPLIES	500	0	500
.4330	PRINTING	383	317	700
.4332	BOOKS/PUBLICATIONS	0	200	200
.4342	FOOD	200	0	200
.4400	PROGRAM EXPENSE	0	0	0
.4402	LEGAL ADVERTISING	250	500	750
.4412	TRAVEL/TRAINING	750	250	1,000
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.4416	PROFESSIONAL DUES	300	300	600
.4424	EQUIPMENT RENTAL	3,500	0	3,500
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.4472	TELEPHONE	1,000	500	1,500
.4618	INTERDEPARTMENTAL CHARGE	300	500	800
	<b>TOTAL EXPENSES</b>	<b>300,175</b>	<b>41,987</b>	<b>342,162</b>



***Ithaca-Tompkins County  
Transportation Council***

**RESOLUTION 2012-03**

---

***APPROVAL OF THE 2012-2013  
UNIFIED PLANNING WORK PROGRAM***

- WHEREAS,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU) requires that Metropolitan Planning Organizations be established in each urbanized area of over 50,000 in population; AND
- WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca-Tompkins County Urbanized and approved Metropolitan Planning Areas; AND
- WHEREAS,** the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* requires Metropolitan Planning Organizations to carry out a "*continuing, cooperative, and comprehensive*" urban transportation planning process that addresses all modes of transportation; AND
- WHEREAS,** in order to implement a continuous, cooperative and comprehensive transportation planning process in the Ithaca-Tompkins County Metropolitan Area, it is a requirement to develop an annual Unified Planning Work Program (UPWP); AND
- WHEREAS,** the Ithaca-Tompkins County Transportation Council, in accordance with the requirements of *SAFETEA-LU* and its corresponding regulations (23 CFR §450.314), has developed a Simplified Statement of Work that serves as the Unified Planning Work Program; AND
- WHEREAS,** in order to support the elements of the 2012-2013 Unified Planning Work Program, the *Ithaca-Tompkins County Transportation Council* continues its designation of the New York State Department of Transportation to be the grant applicant on its behalf; AND
- WHEREAS,** the New York State Department of Transportation has agreed to apply for necessary regular program funding under the Federal Transit Administration Section 5303 (formerly Section 8) program, under the Federal Transit Administration Section 5307 (formerly Section 9) program, and under the Federal Highway Administration "PL" transportation planning program in amounts consistent with this approved 2012-2013 Unified Planning Work Program;

**NOW THEREFORE BE IT RESOLVED**, that the *Ithaca-Tompkins County Transportation Council* hereby approves the 2012-2013 Unified Planning Work Program and directs the submission thereof to the appropriate Federal and State agencies and directs the filing of the appropriate grant applications to support the program;

**BE IT FURTHER RESOLVED**, that the Transportation Policy Committee of the *Ithaca-Tompkins County Transportation Council* hereby authorizes and directs its Staff Director to execute and administer the 2012-2013 Unified Planning Work Program in cooperation with and with the assistance of the Transportation Planning Committee.

This resolution having been considered and approved on March 6, 2012.

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Herbert J. Engman, Chair

---

Carl Ford, Secretary

*2012/13*  
**SIMPLIFIED STATEMENT OF WORK**  
**UNIFIED PLANNING WORK PROGRAM**

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*"This document was funded in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation.*

# OVERVIEW

## FEDERAL REQUIREMENTS

Under Section 134 of Title 23, United States Code and Section 5303 of the Federal Transit Act of 1964, as amended by the *Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)*, the *Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)*, and the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, the Congress of the United States has stated that:

*"It is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through urbanized areas and minimize transportation-related fuel consumption and air pollution. To accomplish this objective, metropolitan planning organizations, in cooperation with the State, shall develop transportation plans and programs for urbanized areas of the State. Such plans and programs shall provide for the development of transportation facilities (including pedestrian walkways and bicycle transportation facilities), which will function as an intermodal transportation system for the State, the metropolitan areas, and the Nation. The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall be **continuing, cooperative, and comprehensive** to the degree appropriate, based on the complexity of the transportation problems."*

In accordance with this directive, Metropolitan Planning Organizations (MPOs) are designated for each urbanized area of more than 50,000 population by agreement between the Governor and units of general-purpose local government. This threshold was reached in Ithaca after the 1990 Census. On September 30, 1992, the Governor of the State of New York joined with the County of Tompkins, the City of Ithaca, the Town of Ithaca, the Villages of Lansing and Cayuga Heights in executing the Memorandum of Agreement formally designating the *Ithaca-Tompkins County Transportation Council (ITCTC)* as the MPO for the Ithaca-Tompkins County Urbanized Area. In December of 1994, the *ITCTC* expanded its Metropolitan Planning Area Boundary to cover all of Tompkins County. In conjunction with this geographic expansion, the membership of the *ITCTC* was expanded to include the remaining eight Towns in the County. In November 1996 the Memorandum of Agreement was amended to include the Town of Dryden as a voting member of the *ITCTC* Policy Committee.

The latest final Metropolitan Planning Rule (23 CFR Part 450 and 49 CFR Part 613, Federal Register Volume 72, No.30, Thursday, February 14, 2007) requires that each MPO annually develop a Unified Planning Work Program (UPWP) (23 CFR §450.308). The rule regarding UPWP development includes a section (23 CFR §450.308(d)) that allows MPOs not designated as *Transportation Management Areas* (non-TMA MPOs have urbanized areas with population less than 200,000 persons), to "*prepare a **simplified statement of work**,..... in lieu of an UPWP.*" The *ITCTC*, in developing this Simplified Statement of Work, is exercising this regulatory mechanism. The Simplified Statement Of Work describes the work to be accomplished using federal funds, who will perform the work, and a summary of total available Federal and matching funds. For purposes of continuity and to reduce confusion, the term UPWP will continue to be used in the text below when referring to the Simplified Statement of Work/UPWP.

The intent of this work plan is to coordinate all transportation and related planning activities within the metropolitan area. The UPWP provides details of the transportation-related planning activities that the MPO intends to accomplish during the program year utilizing federal, state and local resources. It delineates activities to be implemented to carry out the cooperative transportation planning process. Included in the UPWP are operating and auditable budgets, which details how each fund source will be utilized. This permits the UPWP to act as a grant application for federal funds and also as a management tool for directing the staff activities throughout the year.



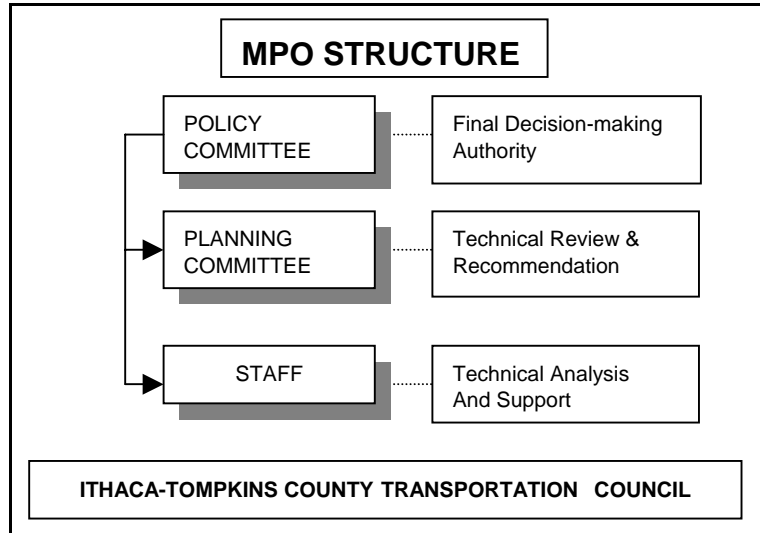
## MPO STRUCTURE

As the designated MPO for the Ithaca metropolitan area, the *ITCTC* is responsible for conducting a transportation planning process that is "*continuing, cooperative, and comprehensive*". In order to achieve this objective, the *ITCTC* is structured at three levels.

The **Transportation Policy Committee** is the final MPO decision-making authority and is composed of the primary elected official from each urbanized area member government and a representative of the New York State Department of Transportation (which represents the Governor). Cornell University, Tompkins Consolidated Area Transit (TCAT), the Towns of Caroline, Danby, Enfield, Groton, Lansing, Newfield, and Ulysses, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are also represented as non-voting members. The voting members of the Policy Committee have agreed to act by "consensus". [*Consensus means no negative vote is cast by an affected voting member present at the meeting. An abstention is not counted as a negative vote.*] Section II.A.3 of the Unified Operations Plan.]

The **Transportation Planning Committee** is responsible for coordinating and managing the area's transportation planning activities and providing technical advice to the Policy Committee. The Planning Committee is composed primarily of lead technical staff members from the member entities and local transit operators.

The **Central Staff** is responsible for performing the administrative and technical services necessary to operate the MPO. The efforts of the Central Staff are supplemented by the "in-kind services" of various participants in the MPO process.



The operations and procedures of the *ITCTC* are guided by the Unified Operations Plan, initially adopted by formal resolution in August of 1992 and updated May 2000. This document specifies that the Transportation Planning Committee has the principal responsibility for the preparation and administration of the Unified Planning Work Program (Section II.B.7.1 of the Unified Operations Plan), subject to final Policy Committee approval.



## **EMPHASIS AREAS FOR THE 2012/13 UPWP**

The 2012/13-program year is the twentieth year (April 1, 2012- March 31, 2013) for which federal planning funds are available to the Ithaca area under the metropolitan planning program. This UPWP will continue to focus on the general goal of preserving and sustaining the core MPO activities and requirements with a focus on the following emphasis areas for 2012/13:

- Implement selected recommendations from the 2030 Long-Range Transportation Plan (LRTP).
- Monitor development of federal transportation legislation and any associated rules and guidelines and ensure the ITCTC meets all federal requirements of the metropolitan planning process.
- Manage project activity in the Transportation Improvement Program. Coordinate with NYSDOT and local project sponsors regarding TIP maintenance activities and a possible TIP update in the fall of 2012.
- Assemble, collect and/or distribute necessary data to support the transportation infrastructure decision-making processes. This effort will include work assembling and/or distributing accident and traffic count data.
- Manage implementation of the Regional Transportation Study project.
- Manage implementation of the NYSERDA funded project to provide online ridesharing services in Tompkins County
- Contribute to and support the transportation planning efforts of participating entities in the MPO process for the following efforts:
  - Continued implementation of the Coordinated Public Transit-Human Services Transportation Plan
  - Implementation of travel demand management strategies in cooperation with the Way2Go program.
  - Cornell Community Investment Initiative
- Participate in efforts to address issues of "community livability" and "social justice". In particular:
  - Cooperate with the Tompkins County Planning Department in implementation of action items from the Tompkins County Countywide Comprehensive Plan.
  - Cooperate with local municipalities and community groups in development of transportation plans and other efforts that support the goals and objectives in the LRTP.
  - Provide continued emphasis and support for the development of transportation modes and programs that provide alternatives to the private automobile:
    - trail development
    - public transportation
    - bicycling initiatives
    - pedestrian initiatives
    - car sharing
    - ride sharing
    - van pooling
    - guaranteed ride home
    - others
  - Coordinate with appropriate agencies to ensure that transportation services are seamless, comprehensive and accessible to all citizens.



# 2012/13 WORK TASKS

ITCTC staff will be primarily responsible for implementation of the work tasks described in this UPWP. The work tasks are divided into four sub-areas as described and defined in the following sections. The work will be performed in coordination and with support from ITCTC Committee members, the staff of member agencies, and interested community partners and organizations. At times ITCTC staff will pay for specialized services, i.e. printing, binding, data analysis, map production, surveys, meeting facilitation, etc., in support of its responsibilities. Any project where implementation is primarily consultant based will be clearly identified. The only such projects planned for 2012-13 are: 1. Implementation of the NYSERDA grant for online ridesharing services in Tompkins County; 2. Managing implementation of the Regional Transportation Study TIP project. In both these cases the projects are funded from sources outside UPWP planning funds, but will require ITCTC staff time and effort for implementation.

## **1.0 PROGRAM COORDINATION**

Purpose: Facilitate the administrative tasks and financing associated with the general operation of the MPO.

- Activities:
- Perform basic grant administration functions, including contract management and reimbursement requests.
  - Facilitate day-to-day administrative operations (e.g., purchasing, bookkeeping, budgeting).
  - Provide support for the timely renewal and implementation of the host agency agreement between Tompkins County and NYDOT.
  - Monitor evolving federal transportation legislation, rules and guidelines and ensure the ITCTC meets all federal requirements of the metropolitan planning process.
  - Assist and cooperate with Tompkins County, as host agency for the ITCTC, in fulfilling the requirement of its Hosting Agreement with NYSDOT. This includes assisting with implementation of the annual single audit performed by Tompkins County.
  - Provide clerical and administrative support to the ITCTC Committees and Sub-committees. Specifically, finalize work Complete Streets Ad Hoc committee.
  - Develop and administer the Unified Planning Work Program (2012/13 and 2013/14).
  - Administer and manage the Unified Operations Plan as necessary.
  - Review and, where necessary, respond to various regulations, guidance, and correspondence from Federal, State, and Local agencies and organizations. This includes: preparing semi-annual FTA and FHWA Reports; and meeting requirements for MPO Self Certification.
  - Participate in various professional organizations for the benefit of the ITCTC, including the New York State Association of MPOs (NYSMPO), the Association of Metropolitan Planning Organizations (AMPO), the American Planning Association, and the Institute of Transportation Engineers. [Note: The ITCTC acknowledges that it has contributed \$429 for AMPO membership dues through a revision in the FHWA PL allocation that allows the Binghamton Metropolitan Transportation Study MPO to pay the dues on behalf of all MPOs in New York State including the ITCTC.]
  - Attend various meetings, workshops, and conferences associated with implementing the MPO planning process.
  - Conduct training and orientation for MPO participants, as necessary.



## **2.0 DATA MANAGEMENT**

Purpose: To implement data collection, analysis and maintenance activities that are of a continuous and technical nature.

- Activities:
- Collect and/or assemble, maintain, and analyze socio-economic, land use, and travel pattern data.
  - Participate in local GIS planning projects in order to create and maintain necessary geographic-based data sets.
  - Conduct and analyze special transportation studies as necessary.
  - Collect, maintain and analyze traffic data and facility condition information in cooperation and conjunction with participating local and state entities.
  - Compile available existing traffic count data from municipal, state and private sources. Prepare annual traffic volume reports that track traffic volumes across a sample of roadways in Tompkins County.
  - Assist Tompkins County in the maintenance of a computerized highway inventory.
  - Collect and maintain data needed to update the bicycling suitability map for Tompkins County and explore web-based opportunities to improve access to related data by the general public.
  - Participate in various data collection and analysis training activities as conducted by NYSDOT, USDOT, the Cornell Local Roads Program, the NY State Association of MPOs and/or other pertinent organizations.
  - Maintain an address database to assure the inclusion of Title VI and Environmental Justice (EJ) constituencies in the transportation planning decision-making process.
  - Under the Title VI and EJ initiatives use Census data to identify geographic areas and populations that may be impacted by transportation projects.
  - Work with the US Census bureau, NYSDOT and other appropriate agencies and local partners to define the Ithaca Urbanized Area and Traffic Analysis Zones in Tompkins County.
  - Work with the, NYSDOT, FHWA, US Census bureau and other appropriate agencies and local partners to review the Tompkins County Highway Federal Classification System.
  - Maintain and operate the existing ITCTC TransCAD travel demand model. This effort includes updating the model input data, calibrating the model using the latest available traffic counts, expanding the model capabilities (i.e. adding additional modes, such as transit, to the model) and providing for continuing training for staff in the maintenance and operation of the TransCAD software.
  - Research and evaluate other travel demand model platforms and perform a comparative analysis related to the TransCAD platform currently used by ITCTC.

## **3.0 PLAN APPRAISAL**

Purpose: To implement activities that support the monitoring, revision, implementation and update of the 2030 Long Range Transportation Plan (LRTP) and its goals, objectives, and other recommended actions.

- Activities:
- Prepare and process amendments to the 2030 LRTP in accordance with the principles and rules of SAFETEA-LU and the policies and procedures of the ITCTC.
  - Monitor the authorization activities for Federal transportation legislation. As appropriate, amend the LRTP and other ITCTC operating documents to meet new Federal requirements.
  - Facilitate and promote local government efforts to develop and implement bicycle/pedestrian and multi-use trail plans that promote increased mobility.



- Where possible, assist community and participating entities implementing projects and activities that support LRTP goals and objectives (e.g., trail development, transit improvements, enhanced transportation safety, use of information technologies in support of improved mobility, support for alternatives to single occupancy vehicle use, scenic byways, consideration of new technologies, etc.).
- Assist and facilitate the efforts of community and participating entities to undertake projects and activities that are in accordance with the principles of SAFETEA-LU (e.g., land use/transportation planning, transit accessibility, safety, etc.).
- Support efforts to assess the transportation, land use, and community development issues related to the metropolitan transportation system.

#### **4.0 IMPLEMENTATION PLANNING AND PROGRAMMING**

Purpose: To provide technical support to specific transportation planning and capital projects.

- Activities:
- Participate in transportation planning efforts conducted by ITCTC partners, as appropriate.
  - Continue coordination and assistance to local governments in trail development efforts as indicated in the ITCTC Transportation Trail/Corridor Study and the 2030 LRTP.
  - Work cooperatively with Tompkins County, Tompkins Consolidated Area Transit, Inc. (TCAT), Gadabout and other involved parties in the implementation of the Coordinated Public Transit-Human Services Transportation Plan in accordance with SAFETEA-LU Requirements.
  - Work cooperatively with local agencies to address the needs of transportation-disadvantaged populations, specifically the elderly, youth, disabled and those with low income.
  - Work cooperatively with TCAT and its partners in advancing service and operational improvements to the transit system.
  - Assist TCAT and other interested agencies in conducting technical analyses associated with transit system planning activities.
  - Assist NYSDOT and participating entities in managing the 2011-2015 ITCTC TIP and the State TIP.
  - Participate in the development and approval of the 2014-2019 ITCTC Transportation Improvement Program (TIP) and the State TIP in coordination with NYSDOT and other participating agencies and local partners.
  - Provide a reasonable level of on-call technical assistance to ITCTC partners and the general public.
  - Cooperate with the Tompkins County Planning Department efforts to implement actions items found in the Tompkins County Comprehensive Plan.
  - Cooperate with Tompkins County, the City of Ithaca, the Towns of Ithaca and Ulysses, the NY State Office of Parks, Recreation and Historic Preservation (OPRHP) and other local community support groups in advancing development and constructions of the Black Diamond Trail.
  - Continue to maintain and enhance the Regional ITS Architecture for Tompkins County.
  - Serve as project manager for the TIP funded Regional Transportation Study.
  - Participate actively in New York State Association of MPOs programs and initiatives.
  - Participate in the development and implementation of Cayuga Lake Scenic Byway and the Blue Way Trail initiatives and programs.
  - Continue to work cooperatively with local interested parties in enhancing the car share program in the Ithaca urbanized area.
  - Continue to work cooperatively with local and state partners to increase the modal share of the bicycle in the Ithaca urbanized area and Tompkins County.
  - Continue to work cooperatively with local interested parties in enhancing the web based ride



share program to serve Tompkins County. The ITCTC serves as project manager for a NYSEDA grant to provide online rideshare services in Tompkins County.

- Continue to work cooperatively with local interested parties in developing a vanpool program to serve Tompkins County.
- Continue to work cooperatively with local interested parties in supporting the mission and programs of the Way2Go transportation information initiative housed at Cornell Cooperative Extension.
- Work with NYSDOT and other New York MPOs to address transportation safety issues. Continue participation in the NYSMPO Safety Working Group, a group of MPO and NYSDOT staff members who work to identify ways to better coordinate statewide safety planning efforts.
- Continue to work cooperatively with Tompkins County Area Development and other local interested parties in an ongoing effort to attract Automated Transit Network systems research and development activities to the Ithaca-Tompkins County area.
- Work cooperatively with Way2Go, Cornell Cooperative Extension and other participating agencies in the “Get Your Greenback” program, which promotes sustainable practices in the areas of transportation, food production, waste management, building heat and lighting for residents and businesses in the Ithaca-Tompkins County area.

## **PLAN FOR USE OF CARRY-OVER FUNDS**

### **FHWA P.L. FUNDS**

Over the years the ITCTC, like other MPOs statewide, has accumulated a backlog of unused FHWA P.L. funds. As of January 2012 the carry-over funds available for reprogramming total approximately **\$75,200**. The Transportation Planning and Policy Committees, following review and approval, may reprogram carry-over funds in an as-needed basis to fulfill the implementation of the UPWP and further the goals and objectives of the Long Range Transportation Plan.

Use of carry-over funds are planned as follows:

- Reprogrammed funds to help meet shortfalls of the 2012-2013 FHWA P.L. grant = **\$28,404**. These funds are distributed through the operating budget.

Carry-over funds available for reprogramming after deducting funds for the above-listed use equal **\$46,796**. Because of the fiscal uncertainty of transportation programs at the Federal level it is prudent that the carry-over balance be kept in reserve to meet possible budget shortfalls in 2013-2014. Therefore, no additional projects are recommended for use of these funds during the current fiscal year.

### **FTA FUNDS**

Unlike FHWA P.L. funds, which need to be reprogrammed into the operating budget before being used, carry-over FTA grant funds remain available for use for up to four years without the need for reprogramming. The FTA carry-over funds are generally used to supplement the agency’s operating budget in support of primary transit related work tasks in the UPWP. For the 2012/13 fiscal year the FTA carry over funds will be used to supplement the supplies, equipment, travel expenses and other budget areas in support of implementation of UPWP work tasks. FTA carry-over is shown as part of **TABLE 2: 2012-2013 Available Funding for ITCTC Operations**; and the carry-over budgets in **TABLES 5** through **7**.



# STATEWIDE SHARED COST INITIATIVES

## SUMMARY

As part of UPWP development each year, the 13 MPOs in New York State, working as the NY State Association of MPOs (NYSAMPO), collectively reserve a limited amount of federal transportation planning funds to fund a series of statewide shared cost initiatives (SCIs) and pay annual dues to the Association of Metropolitan Planning Organizations (AMPO). As available, NYSDOT has made FHWA Statewide Planning and Research (SPR) funds available to NYSAMPO to supplement SCIs funded with FHWA PL and FTA MPP funds. The SCI program has been in operation since FY 99/00.

Over the years different MPOs in New York State have hosted SCI projects. The host MPOs provide the financial infrastructure to manage projects funds. Project funds are included in each host's operating budget. Host MPOs manage each project's budget line, receiving invoices and making payments in coordination with the project's client committee. Host MPOs are reimbursed for administrative costs and other incidental expenses (i.e. photocopying, room rentals, etc.) with up to 15% of budgeted project funds.

The following are ongoing SCI activities:

### **NYSAMPO Staff Support**

Objective: Provide administrative and technical support for NYSAMPO efforts, including working groups.

Cost: \$175,000 (FHWA PL and FTA MPP)

Lead Agency: Capital District Transportation Committee

### **NYSAMPO Staff Training**

Objective: Provide relevant training and professional development opportunities for the staffs and member agencies of MPOs.

Cost: \$25,000 (FTA MPP)

Lead Agency: Genesee Transportation Council

### **AMPO Dues**

Objective: Ensure that MPOs are aware of and considered in the development of national transportation policy.

Cost: \$40,236 (FHWA PL)

Lead Agency: Binghamton Metropolitan Transportation Study



# FUNDING SUMMARY

## **FEDERAL AID**

The Unified Planning Work Program currently addresses planning funds administered by U.S. Department of Transportation agencies under the following programs:

***Federal Highway Administration "P.L." program:*** Federal legislation stipulates that 1% of the Surface Transportation Program (STP) funds shall be used to support metropolitan transportation planning efforts (Title 23 USC, Section 104(f)). These funds, which are administered on a statewide basis by NYSDOT, require a 20% non-federal match.

For the period April 1, 2012 - March 31, 2013, a total of \$272,199 in P.L. funds have been allocated to the Ithaca-Tompkins County Transportation Council; however, the ITCTC acknowledges and concurs with a \$429 takedown for the purposes of paying one year of membership dues to the Association of Metropolitan Planning Organizations (AMPO). This revision in the FHWA PL allocation allows the Binghamton Metropolitan Transportation Study (BMTS), the MPO for the Binghamton, NY area, to pay the dues on behalf of all the NYS MPOs. After this adjustment the P.L. allocation for the 2012/13 ITCTC Operating Budget is **\$271,771**.

A total of **\$28,404** in FHWA funds are being reprogrammed as described in the *Plan For Use Of Carry-Over Funds* section above. This total is distributed across budget lines to help cover expenses.

In summary, after the adjustments indicated above, the total FHWA P.L. allocation to the 2012/13 ITCTC Operating Budget is **\$300,175** (see **TABLES 1,2 and 3**)

***Federal Transit Administration Section 5303 program*** (formerly referred to as "Section 8"): The Federal Transit Act provides that an amount equal to approximately 0.135% of FTA capital/operating programs will be provided for metropolitan transportation planning efforts (Title 49 USC). These funds, which are administered on a statewide basis by NYSDOT, require a 20% non-federal match. For the period April 1, 2012 - March 31, 2013 a total of **\$41,987** in Section 5303 funds are allocated to the *Ithaca-Tompkins County Transportation Council*. In addition, as described in the *Plan For Use Of Carry-Over Funds* section above, prior year funds are available until expended (see **TABLES 2 and 4**; and the carry-over budgets in **TABLES 5 through 7**).

***Federal Transit Administration Section 5307 program*** (formerly referred to as "Section 9"): The Federal Transit Act provides for an annual distribution of General Funds for the operation, planning, and capital acquisition/rehabilitation of transit services in urbanized areas (Title 49 USC, Section 5307). Section 5307 funds for small urban areas are administered by NYSDOT on behalf of the Governor and are distributed directly to Designated Recipients within the urbanized areas on a formula basis. The use of Section 5307 funds for planning activities requires a 20% non-federal match. For the period January 1, 2012 – December 31, 2013 the local transit operators have programmed **\$16,000** from Section 5307 for short-term transit planning activities. This amount and is associated non-federal match totaling **\$20,000**, is listed as part of the total program funding summary in **TABLE 1**.

## **MATCHFUNDS**

**New York State Department of Transportation:** NYSDOT provides a share of the non-federal match funds for the "P.L." and "Section 5303" programs. NYSDOT provides a 15% (or 75% of the non-federal 20% share) match in the form of "in-kind services" for both the "P.L." and "Section 5303" programs. The amounts allocated for *ITCTC* programs are **\$56,283** for the "P.L." program and **\$7,873** for the "Section 5303" program, making the total State contribution for the 2012/13 UPWP **\$64,155** (see **TABLE 1**).

**Local Participants:** The local government participants, particularly the "Host" agency (Tompkins County), also provide a share of the non-federal match funds for the "P.L." and "Section 5303" programs. The Local Participants provide a 5% match (or 25% of the non-federal 20% share), usually in the form of "in-kind" goods and services. These amounts are **\$18,761** for the "P.L." program and **\$2,624** for the "Section 5303" program. Therefore, the total local support for the 2012/13 UPWP is **\$21,385** (see **TABLE 1**).

## **PROGRAM SUMMARY**

The total value of the 2012/13 Unified Planning Work Program is **\$447,703**. Of this amount, **\$358,162** (80%) comes from the various Federal programs; **\$67,155** (15%) comes from the New York State Department of Transportation; and Local Participants provide **\$22,385** (5%). **TABLE 1** presents the overall resources for the 2012/13 UPWP by funding program including State and Local match contributions.

## **OPERATING BUDGET**

The staff and operations of the *ITCTC* are administratively "hosted" by Tompkins County. Under a formal agreement with the State of New York, Tompkins County provides "first instance" funding to the *ITCTC*, which is reimbursed by NYSDOT on an invoice basis. As such, the "Operating Budgets" of the *ITCTC* are incorporated as a single "budgeting unit" in the County's budget. Only federal dollars are represented in the operating budgets. The UPWP includes the *ITCTC*'s 2012/13 Operating Budget in **TABLE 2: 2012-2013 Available Funding for ITCTC Operations**. All costs identified in the budget are direct costs. *MPO approval of the Operating Budget is implicit in the adoption of this UPWP document.*



**2012/13 PROGRAMMATIC FUNDING SUMMARY**

**TABLE 1**

PROGRAM	FEDERAL	STATE	LOCAL	TOTAL
<b>FHWA "P.L."</b>	\$300,175	\$56,283	\$18,761	\$375,219
<b>FTA 5303</b>	\$41,987	\$7,873	\$2,624	\$52,483
<i><b>ITCTC Subtotal</b></i>	\$342,162	\$64,155	\$21,385	\$427,703
<b>FTA 5307 (TCAT)</b>	\$16,000	\$3,000	\$1,000	\$20,000
<b>TOTAL</b>	\$358,162	\$67,155	\$22,385	\$447,703

**2012-2013 AVAILABLE FUNDING FOR ITCTC OPERATION**

**TABLE 2**

2012/13 ITCTC Operating Budget					FTA Carry-Over Funds				Total Funds Available For Operations
CODE	DESCRIPTION	12/13 FHWA	12/13 FTA	12/13 TOTAL	09/10 FTA	10/11 FTA	11/12 FTA	FTA Sub-Total	GRAND TOTAL
<b>REVENUES:</b>									
.4959	FEDERAL AID	\$300,175	\$41,987	\$342,162	\$7,218	\$8,000	\$5,827	\$21,045	\$362,003
<b>EXPENSES:</b>									
	COMBINED SALARIES	184,691	23,080	207,771	0	0	0	0	207,771
.8800	FRINGE	104,351	13,040	117,391	0	0	0	0	117,391
.2206	COMPUTER EQUIPMENT	0	500	500	0	1,500	1,000	2,500	3,000
.2210	OTHER EQUIPMENT	0	0	0	300	500	0	800	800
.2214	FURNITURE & FIXTURES	0	400	400	0	0	0	0	400
.2230	COMPUTER SOFTWARE	0	300	300	0	1,000	300	1,300	1,600
.4302	OFFICE SUPPLIES	500	0	500	1,000	0	477	1,477	1,977
.4330	PRINTING	383	317	700	0	0	200	200	900
.4332	BOOKS/PUBLICATIONS	0	200	200	218	100	200	518	718
.4342	FOOD	200	0	200	300	0	100	400	600
.4400	PROGRAM EXPENSE	0	0	0	0	0	0	0	0
.4402	LEGAL ADVERTISING	250	500	750	0	100	300	400	1,150
.4412	TRAVEL/TRAINING	750	250	1,000	2,000	1,200	750	3,950	4,950
.4414	LOCAL MILAGE	700	500	1,200	500	1,000	500	2,000	3,200
.4416	PROFESSIONAL DUES	300	300	600	0	0	300	300	900
.4424	EQUIPMENT RENTAL	3,500	0	3,500	0	0	400	400	3,900
.4425	SERVICE CONTRACTS	800	200	1,000	0	0	300	300	1,300
.4432	RENT	250	250	500	0	0	300	300	800
.4442	PROFESSIONAL SERVICE FEES	1,200	650	1,850	1,500	1,500	0	3,000	4,850
.4452	POSTAGE SERVICES	1,000	500	1,500	600	500	250	1,350	2,850
.4472	TELEPHONE	1,000	500	1,500	600	500	250	1,350	2,850
.4618	INTERDEPARTMENTAL CHARGE	300	500	800	200	100	200	500	1,300
	<b>TOTAL EXPENSES</b>	<b>300,175</b>	<b>41,987</b>	<b>342,162</b>	<b>\$7,218</b>	<b>\$8,000</b>	<b>\$5,827</b>	<b>\$21,045</b>	<b>\$363,207</b>



**2012/13 FHWA AUDITABLE BUDGET**  
**PIN # P212-15-881**

**TABLE 3**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	59,796	33,635	18,686	112,118
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	59,796			59,796
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	59,796			59,796
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	59,796			59,796
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	5,980			5,980
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	14,949	16,818		31,767
44.26.14	PLANNING EMPHASIS AREA	38,867	5,606		44,473
44.27.00	OTHER ACTIVITIES				
<b>TOTAL</b>		<b>298,980</b>	<b>56,059</b>	<b>18,686</b>	<b>373,725</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL	184,007	30,832		214,839
44.20.02	FRINGE/LEAVE	103,964	16,818		120,782
44.20.03	TRAVEL	1,450			1,450
44.20.04	EQUIPMENT	0			0
44.20.05	SUPPLIES/REPRODUCTION	759			759
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	8,800	8,409	18,686	35,895
44.20.08	INDIRECT CHARGES				
<b>TOTAL</b>		<b>298,980</b>	<b>56,059</b>	<b>18,686</b>	<b>373,725</b>



**2012/13 FTA Section 5303 AUDITABLE BUDGET**  
**GRANT # NY-80-X021/ PIN # P212-15-80A**

**TABLE 4**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT ADMINISTRATION	8,396	4,723	2,624	15,742
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	8,396			8,396
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	8,396			8,396
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	8,396			8,396
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	840			840
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	2,099	2,361		4,460
44.26.14	PLANNING EMPHASIS AREA	5,456	787		6,243
44.27.00	OTHER ACTIVITIES				
<b>TOTAL</b>		<b>41,978</b>	<b>7,871</b>	<b>2,624</b>	<b>52,473</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL	22,994	4,329		27,323
44.20.02	FRINGE/LEAVE	12,992	2,361		15,353
44.20.03	TRAVEL	750			750
44.20.04	EQUIPMENT	1,200			1,200
44.20.05	SUPPLIES/REPRODUCTION	442			442
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	3,600	1,181	2,624	7,405
44.20.08	INDIRECT CHARGES				
<b>TOTAL</b>		<b>41,978</b>	<b>7,871</b>	<b>2,624</b>	<b>52,473</b>



**2011/12 FTA Section 5303 AUDITABLE BUDGET**

**TABLE 5**

**GRANT # NY-80-X020/ PIN # P211-15-80A**

**As of March 31, 2012(estimated & unaudited)**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT ADMINISTRATION	1,165	656	100	1,921
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	1,165			1,165
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,165			1,165
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,165			1,165
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	118			118
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	291	328		619
44.26.14	PLANNING EMPHASIS AREA	758	109		867
44.27.00	OTHER ACTIVITIES				
<b>TOTAL</b>		<b>5,827</b>	<b>1,093</b>	<b>100</b>	<b>7,020</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL		601		601
44.20.02	FRINGE/LEAVE		328		328
44.20.03	TRAVEL	1,250			1,250
44.20.04	EQUIPMENT	1,300			1,300
44.20.05	SUPPLIES/REPRODUCTION	677			677
44.20.06	CONTRACTUAL				
44.20.07	OTHER	2,600	164	100	2,864
44.20.08	INDIRECT CHARGES				
<b>TOTAL</b>		<b>5,827</b>	<b>1,093</b>	<b>100</b>	<b>7,020</b>



**2010/11 ETA Section 5303 AUDITABLE BUDGET**  
**GRANT # NY-80-X019/ PIN # P210-15-80A**  
**As of March 31, 2012(estimated & unaudited)**

**TABLE 6**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	1,600	900	0	2,500
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	1,600			1,600
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,600			1,600
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,600			1,600
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	160			160
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	400	450		850
44.26.14	PLANNING EMPHASIS AREA	1,040	150		1,190
44.27.00	OTHER ACTIVITIES				0
<b>TOTAL</b>		<b>8,000</b>	<b>1,500</b>	<b>0</b>	<b>9,500</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL	0	825		825
44.20.02	FRINGE/LEAVE	0	450		450
44.20.03	TRAVEL	2,200			2,200
44.20.04	EQUIPMENT	3,000			3,000
44.20.05	SUPPLIES/REPRODUCTION	0			0
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	2,800	225	0	3,025
44.20.08	INDIRECT CHARGES				
<b>TOTAL</b>		<b>8,000</b>	<b>1,500</b>	<b>0</b>	<b>9,500</b>



**2009/10 FTA Section 5303 AUDITABLE BUDGET**

**TABLE 7**

**GRANT # NY-80-X018/ PIN # P209-15-80A**

**As of March 31, 2012(estimated & unaudited)**

<b>TASK BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	1,444	812		2,256
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	1,444			1,444
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,444			1,444
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,444			1,444
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	145			145
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	360	406		766
44.26.14	PLANNING EMPHASIS AREA	937	135		1,072
44.27.00	OTHER ACTIVITIES				
<b>TOTAL</b>		<b>7,218</b>	<b>1,353</b>	<b>0</b>	<b>8,571</b>
<b>AUDITABLE BUDGET</b>					
<b>CODE</b>	<b>DESCRIPTION</b>	<b>FEDERAL (\$)</b>	<b>STATE (\$)</b>	<b>LOCAL (\$)</b>	<b>TOTAL (\$)</b>
44.20.01	PERSONNEL		744		744
44.20.02	FRINGE/LEAVE		406		406
44.20.03	TRAVEL	2,500			2,500
44.20.04	EQUIPMENT	300			300
44.20.05	SUPPLIES/REPRODUCTION	1,000			1,000
44.20.06	CONTRACTUAL				
44.20.07	OTHER	3,418	203		3,621
44.20.08	INDIRECT CHARGES				
<b>TOTAL</b>		<b>7,218</b>	<b>1,353</b>	<b>0</b>	<b>8,571</b>

