



Ithaca-Tompkins County Transportation Council

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AGENDA AND MEETING NOTICE

POLICY COMMITTEE MEETING

Date: Tuesday, March 4, 2014

Time: 2:00 P.M. – 4:00 P.M.

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

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|--------------|--|--------------------------|
| I. | Public Comment Period | |
| II. | Approval of Action Summary – December 17, 2013 | Policy Committee Chair |
| III. | Planning Committee Report | Planning Committee Chair |
| IV. | Personnel Actions
Note: An executive session may be convened for discussion purposes
Resolution 14-03: Modification of Director's Salary | Policy Committee Chair |
| V. | Review and Approval of the Unified Planning Work Program
Resolution 2014-01: <i>Approval of the 2014-2015 Ithaca-Tompkins County
Transportation Council Operating Budget</i>
Resolution 2014-02: <i>Approval of the 2014-2015 Unified Planning Work Program</i> | ITCTC Staff |
| VI. | NYSDOT TIP Amendment
New project: Centerline Audible Roadway Delineators (CARDS) | ITCTC and NYSDOT |
| VII. | FTA Amendment
Revised project funding | ITCTC and NYSDOT |
| VIII. | Director's Report
Transportation Alternatives Program
Long-Range Transportation Plan
MAP-21 Re-Authorization | Fernando de Aragón |
| IX. | Member Reports | Committee Members |
| X. | Adjournment | |

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

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

**ITEM I
ATTACHMENT**

Public Comment Period

Report: This agenda item is provided for the purpose of allowing members of the public to comment on issues of concern.

Action Requested: This item is for informational purposes.

**ITEM II
ATTACHMENT**

Approval of Joint Committee Action Summary – December 17, 2013

Report: The December 17, 2013 Action Summary is attached to the end of this meeting packet.

Action Requested: Motion to approve the December 17, 2013 Action Summary for the ITCTC Policy Committee.

**ITEM III
ATTACHMENT**

Planning Committee Report

Report: The following took place during the February 4, 2014 ITCTC Planning Committee meeting:

1. Approved the Action Summary of December 17, 2013.
2. Recommended Policy Committee approval of new TIP project: Centerline Audible Roadway Delineators (CARDS). This is a safety project sponsored by NYSDOT.
3. Reviewed and recommended Policy Committee approval of the Draft 2014/15 UPWP.
4. Heard a presentation from Karim Beers of the Cornell Cooperative Extension's Get Your Greenback Campaign. Mr. Beers' presentation stressed the need for coordinated transportation planning by municipalities, agencies and other providers. In particular he stressed the goal of reducing single occupancy vehicle travel as key shared goal with multiple social, economic and environmental benefits to the community.
5. Heard a presentation by Tom Knipe, Tourism Planner for Tompkins County. He presented the Tompkins Priority Trails Strategy. This project is work of an ad-hoc group of citizens seeking to leverage the momentum created by current trail construction (Black Diamond Trail, Cayuga Waterfront Trail, Gateway Trail) by identifying specific priority trails in Tompkins County and the steps needed to advance their development. This project furthers the ITCTC's trail development initiative and the work of the 1996 Trail Corridor Study.
6. Michael Thorne was introduced; he is the City of Ithaca Superintendent of Public Works and a new ITCTC Planning Committee member taking the place of Bill Gray.

Action Requested: This item is for informational purposes.

Personnel Actions

Report: The ITCTC Administrative Oversight Committee (AOC) met on January 29, 2014 and conducted an evaluation of the Director's performance in the last year.

In summary, the AOC recommends that the Staff Director receive the same salary increase negotiated between the County and its management employees, 2%. Based on this recommendation and the Tompkins County White Collar workers agreement, the draft UPWP budget includes a 2% salary increase for all ITCTC employees.

An executive session may be convened by the Policy Committee to discuss the results of the AOC review process. The details of the resulting Policy Committee recommendation will be incorporated in Resolution 2013-3 (attached) as needed.

Action Requested: Resolution 2013-03, *Modification of the Director's Salary*, is offered for consideration and vote by the Policy Committee.

RESOLUTION 2014-03

MODIFICATION OF THE DIRECTOR'S SALARY

WHEREAS, the *Ithaca-Tompkins County Transportation Council* has a responsibility to perform transportation planning services in accordance with the approved Unified Planning Work Program (UPWP) of the *ITCTC*; AND

WHEREAS, the *Ithaca-Tompkins County Transportation Council* has engaged the services of Fernando de Aragón, to serve as its Staff Director to manage and administer the performance of the aforementioned services on behalf of the *ITCTC*; AND

WHEREAS, the Administrative Oversight Committee has conducted an annual performance review of the Staff Director and, based upon that review, recommends an adjustment and appropriate increase in the salary of the incumbent be granted; AND

WHEREAS, the Transportation Policy Committee has considered the recommendation of the Administrative Oversight Committee, concurs in the evaluation as "outstanding", and has agreed to adjust the salary of the Staff Director, Fernando de Aragón by 2.0%.

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby approve the adjustment of the salary of the incumbent Staff Director by an increase of 2.0% this year to a total of \$81,960, effective retroactively to January 1, 2014;

BE IT FURTHER RESOLVED, the *ITCTC*, in accordance with the approved Memorandum of Understanding, does hereby direct the Host Agency, Tompkins County, to execute the necessary administrative procedures to implement this modification.

This resolution having been considered and approved on March 4, 2014.

Review of 2014/2015 Unified Planning Work Program (UPWP)

Report: A draft of the Simplified Statement of Work/UPWP for the April 1, 2014 – March 31, 2015 fiscal year is being emailed to committee members for review. The Planning Committee reviewed and recommended approval of the draft UPWP during their February 4, 2014 meeting. The Policy Committee must approve a final UPWP during their March 4, 2014 meeting. A copy of the draft UPWP was reviewed by NYSDOT's MPO Bureau and their comments were incorporated into the draft document.

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 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 activities areas for ITCTC staff in the coming year:

- Implement the LRTP update process. The deadline for LRTP update is December 2014.
- Coordinate the LRTP update with ongoing Tompkins County Comprehensive Plan update and City of Ithaca Comprehensive Plan development efforts.
- Monitor development of rules and guidelines associated with MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), which was signed into law on July 6, 2012, to ensure the ITCTC meets all federal requirements of the metropolitan planning process.
- Manage project activity in the 2014- 2018 Transportation Improvement Program.
- Continue to collaborate with community part to diversify transportation options in Tompkins County.
- Contribute to and support the transportation planning efforts of participating entities in the MPO process for the following efforts:
 - Enhance coordination between Tompkins County government, as designated recipient of FTA grants, and grant sub-recipients in Tompkins County.
 - Continued implementation of the Coordinated Public Transit-Human Services Transportation Plan.
 - Implementation of travel demand management strategies in cooperation with the Way2Go program and other community partners.
 - Cornell Community Investment Initiative.

Action Requested: Policy Committee approval of the draft 2014/15 UPWP and Operating Budget via formal resolutions (included below).

RESOLUTION 2014-01

***APPROVAL OF THE 2014-2015 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 2014-2015 Operating Budget for the period of April 1, 2014 through March 31, 2015;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby adopt the 2014-2015 Operating Budget for the period April 1, 2014 through March 31, 2015 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, 2014.

This resolution having been considered and approved on March 4, 2014.

**ATTACHMENT A
RESOLUTION 2014-01**

2014-2015 ITCTC Operating Budget				
CODE	DESCRIPTION	2013-2014 FHWA	2013-2014 FTA	2013-2014 TOTAL
REVENUES:				
.4959	FEDERAL AID	\$280,176	\$39,508	\$319,684
EXPENSES:				
	COMBINED SALARIES	168,837	22,805	191,642
.8800	FRINGE	96,068	12,976	109,044
.2206	COMPUTER EQUIPMENT	0	0	0
.2210	OTHER EQUIPMENT	0	0	0
.2214	FURNITURE & FIXTURES	300	200	500
.2230	COMPUTER SOFTWARE	300	200	500
.4303	OFFICE SUPPLIES	300	245	545
.4330	PRINTING	1,000	0	1,000
.4332	BOOKS/PUBLICATIONS	300	0	300
.4342	FOOD	200	0	200
.4400	PROGRAM EXPENSE	0	0	0
.4402	LEGAL ADVERTISING	1,250	500	1,750
.4412	TRAVEL/TRAINING	1,000	0	1,000
.4414	LOCAL MILAGE	869	332	1,201
.4416	PROFESSIONAL DUES	900	0	900
.4424	EQUIPMENT RENTAL	2,000	1,500	3,500
.4425	SERVICE CONTRACTS	1,000	0	1,000
.4432	RENT	1,000	0	1,000
.4442	PROFESSIONAL SERVICE FEES	1,852	0	1,852
.4452	POSTAGE SERVICES	1,000	250	1,250
.4472	TELEPHONE	1,000	250	1,250
.4618	INTERDEPARTMENTAL CHARGE	1,000	250	1,250
	TOTAL EXPENSES	280,176	39,508	319,684

RESOLUTION 2014-02

***APPROVAL OF THE 2014-2015
UNIFIED PLANNING WORK PROGRAM***

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (MAP-21) 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 Moving Ahead for Progress in the 21st Century Act 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 MAP-21 and its corresponding regulations (23 CFR §450.314), has developed a Simplified Statement of Work for fiscal year 2014-2015 that serves as the Unified Planning Work Program; AND

WHEREAS, in order to support the elements of the 2014-2015 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 program, under the Federal Transit Administration Section 5307 program, and under the Federal Highway Administration "PL" transportation planning program in amounts consistent with this approved 2014-2015 Unified Planning Work Program;

NOW THEREFORE BE IT RESOLVED, that the Ithaca-Tompkins County Transportation Council hereby approves the 2014-2015 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 2014-2015 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 4, 2014.

NYSDOT TIP Amendment

New project: Centerline Audible Roadway Delineators (CARDS)

Report: The New York State Department of Transportation has requested that a project be added to the 2014-18 TIP: *Centerline Audible Roadway Delineators* (CARDS) (PIN:380677). This regional project had been included in the TIP previously but was removed because no work was expected within Tompkins County. The latest project design shows that work will indeed take place in Tompkins County prompting the current TIP action.

This project will be funded with Highway Safety Improvement Program (HSIP) funds. The CARDS project is a regional project managed by NYSDOT. This amendment adds a project to the ITCTC TIP but does require an offset because funding comes from an existing regional project.

More details in the amendment form below.

Action Requested: Policy Committee approval of an amendment adding the *Centerline Audible Roadway Delineators* project (PIN:380677) to the 2014-18 TIP.

2014-2018 TRANSPORTATION IMPROVEMENT PROGRAM

Amendment

NYSDOT
Centerline Audible Roadway Delineators

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved a Transportation Improvement Program (TIP) Amendment on **March 4, 2014**, during a regular meeting. The action on the 2014-2018 TIP and the current State Transportation Improvement Program (STIP) adds one project to the TIP: *Centerline Audible Roadway Delineators* (PIN:380677).

Description:

The New York State Department of Transportation has requested that a project be added to the 2014-18 TIP: *Centerline Audible Roadway Delineators (CARDS)* (PIN:380677). This regional project had been included in the TIP previously but was removed because no work was expected within Tompkins County. The latest project design shows that work will indeed take place in Tompkins County prompting the current TIP action. This project will be funded with Highway Safety Improvement Program (HSIP) funds. The CARDS project is a regional project managed by NYSDOT.

This amendment adds a project to the ITCTC TIP but does require an offset because funding comes from an existing regional project. The new project, *Centerline Audible Roadway Delineators (CARDS)*, will appear in the 2014-2018 TIP as shown in the attached table. As an existing regional project it is already included in the STIP. The TIP and STIP will remain fiscally constrained.

ATTEST:

Kate Supron, *Chair, ITCTC Policy Committee*

Carl Ford, *Secretary, ITCTC Policy Committee*

Centerline Audible Roadway Delineators PIN: 380677 Sponsor: NYSDOT	BUDGET		
	Date	Total	Fund Source
Detailed Design	Jan. 2014	\$10,600	HSIP
Construction	Dec. 2013	\$159,000	HSIP
Construction Inspection	Dec. 2013	\$15,900	HSIP
TOTAL		\$185,500	
	Federal	\$148,400	
	State	\$37,100	
	Local	\$0	

FTA Amendment

Report: Tompkins County, as designated recipient of Federal Transit Administration grants, in coordination with TCAT is requesting a TIP amendment to update funding figures for one Section 5307 project, Facility Rehab (PIN: 382416).

In February, NYSDOT notified Tompkins County of Sec 5311 Rural Transit funds to be transferred to Sec 5307 Urban Formula program. These funds will be used to replace two bus lifts & bus washer. Both are urgent TCAT capital projects. The funds need to be obligated before 10/1/2014, therefore the County and TCAT are asking for Policy Committee action at this meeting even though there has not been Planning Committee review.

Amendment details are shown below.

Action Requested: Policy Committee approval of an amendment to the 2014-18 TIP Section 5307 FTA table adding funding for the Facility Rehab project (PIN:382416).

2014-2018 TRANSPORTATION IMPROVEMENT PROGRAM

Amendment

**Update of Federal Transit Administration Program Summary Tables – Section 5307
Urban Formula**

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC), approved a Transportation Improvement Program (TIP) amendment on **March 4, 2014** during a regularly scheduled meeting. Tompkins County as FTA designated recipient, in coordination with Tompkins Consolidated Area Transit (TCAT), requested an amendment to the 2014-2018 TIP and 2014-2017 STIP to update the Federal Transit Administration program summary tables.

Amendment Description:

Tompkins County, in coordination with Tompkins Consolidated Area Transit, has requested an amendment to the Section 5307 Urban Formula program table in the 2014-2018 TIP to add \$821,423 to the Facility Rehab project (PIN:382416) in FFY 2014 resulting in a total of \$950,000, as shown in the attached table. These funds are available as the result of Section 5311 Rural Transit funds being transferred to Sec 5307 Urban Formula program.

This amendment will not affect the funding of projects within any other jurisdiction. The tables in Attachment A show the proposed updated tables. The TIP and STIP will remain fiscally constrained.

Federal Transit Administration TIP Tables – March 2014 Amendment						
Urban Formula FTA 5307		PIN	Fund	Original FFY 2014	Amended FFY 2014	Difference
Facility Rehab	This project will replace two bus lifts & replace one bus washer in 2014. The project will replace or upgrade HVAC, roof, air-handling & rehab kitchen & locker room space.	382416	C09	\$128,577	\$950,000	\$821,423

Director's Report

Report:

- Transportation Alternatives Program
- Long-Range Transportation Plan
- MAP-21 Re-Authorization – Highway Trust Fund – see email attachment with a briefing paper from NYSMPO.

Action Requested: This item is for informational purposes

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 informational purposes.

Adjournment

***** The next meeting of the *ITCTC Planning Committee* will be held on:
Tuesday, April 15, 2014, 10:00 a.m.
At the Transit Center*****

***** The next meeting of the *ITCTC Policy Committee* will be held on:
Tuesday, May 20, 2014, 2:00 p.m.
At the Transit Center*****

The 2014 Meeting Schedule can be viewed on the ITCTC website: <http://tompkinscountyny.gov/ITCTC/meetings>

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.

**THE FOLLOWING PAGES CONTAIN THE ATTACHMENT FOR
AGENDA ITEM II**

II. Approval of Joint Committee Action Summary – December 17, 2013
(See page 1 above)

Approval of Action Summary
December 17, 2013 Meeting

JOINT COMMITTEE MEETING ACTION SUMMARY

December 17, 2013 - Ithaca Tompkins Transit Center
2:00 p.m.

Present: ***Policy Committee:*** **Kate Supron, Chair** (Village of Cayuga Heights), **Dooley Kiefer, Vice Chair** (Tompkins County Legislature), **Carl Ford, Policy Secretary** (NYSDOT) *attended via conference phone*, **Don Hartill** (Village of Lansing), **Timothy Logue** (City of Ithaca proxy), **Bill Goodman** (Town of Ithaca proxy), **Darby Kiley** (Town of Ulysses), **Tanya Husick** (Cornell University).

Planning Committee: **Sue Ritter, Chair** (Town of Ithaca), **Timothy Logue** (City of Ithaca), **Bill Gray**, (City of Ithaca), **Jim Weber** (Town of Ithaca), **Brent Cross** (Village of Cayuga Heights), **John Lampman** (Tompkins County), **Tanya Husick** (Cornell University), **Darby Kiley** (Town of Ulysses), **Darby Kiley** (Town of Ulysses), **Joseph Turcotte** (TCAT), **Doug Swarts** (TCAT), **Rick Andrascik** (TCAT), **Joe Flint** (NYSDOT) *attended via conference phone*.

Excused: **Herb Engman** (Town of Ithaca), **Svante Myrick**, (City of Ithaca), **Mary Ann Sumner** (Town of Dryden), **Lynn Leopold** (Village of Lansing proxy), **John Gutenberger** (Cornell University), **Jeffrey Smith** (Tompkins County Highway), **Ed Marx** (Tompkins County), **Ray Benjamin** (City of Ithaca Public Works), **Jane Nicholson** (Town of Dryden), **Frank Proto** (Tompkins County TCAT Board), **Jennifer Dotson** (TCAT Board alternate representative), **Don Barber** (Town of Caroline), **Laura Shawley** (Town of Danby), **Ann Rider** (Town of Enfield), **Glenn Morey** (Town of Groton), **Maureen Cowen** (Town of Lansing), **Richard Driscoll** (Town of Newfield), **John Courtney** (Village of Lansing), **Cindy Whitaker** (Town of Caroline), **Barry Rollins** (Town of Enfield), **Richard C. Case Jr.** (Town of Groton), **Kevin Berggren** (Town of Newfield), **John Reichert** (NYSDOT), **Leah Flax** (FTA), **Benjamin Fischer** (FHWA).

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

Guests: **Dwight Mengel** (Tompkins County DSS, Chief Transportation Planner), **Ben Kuo** (Cornell University Transportation), **Chris Georgaroudakis** (George Co.), **David Nutter** (City of Ithaca BPAC).

Sue Ritter assumed the Chair at approximately 2:10 PM and called the meeting to order.

I. Public Comment Period

Report: The following members of the public attended the meeting and submitted comments:

1. David Nutter (BPAC):
 - Asked for a re-design at the entrance/exit for Borg Warner on Warren Road; it is hazardous for cyclists and pedestrians, as proven when a woman on a bicycle was killed there last year due to the nature of the design for cars accessing Warren Road southbound.
 - There is a left-turn signal on Route 13S at the Dey Street intersection. The Bicycle Pedestrian Advisory Council (BPAC) asked the State to install similar signals at the other Route 13 intersections but it refused.
 - There is a serious disparity between the attention given to the needs of cars and the safety of pedestrians; BPAC is asking for more signals at crosswalks that delay a car's ability to turn left and give pedestrian's an interval of time to cross the street when all traffic is stopped.

Dooley Kiefer asked Mr. Nutter how long ago NYSDOT was asked about the signals; he replied that he thought it was about two years ago and that Tim Logue sent a letter and NYSDOT said no. (*Mr. Logue had not yet arrived to the meeting at the time of this discussion*).

Sue Ritter thanked Mr. Nutter for his comments; she suggested that the group (ITCTC Planning Committee) should discuss this issue whenever addressing intersection projects in the future.

Planning Committee Business Items:

II. Approval of Planning Committee Action Summary – November 19, 2013

Action: The Action Summary from November 19, 2013 was Moved by Brent Cross, seconded by Darby Kiley, and unanimously approved without modification.

III. Planning Committee Report

Report: Sue Ritter reviewed the information as presented in the meeting packet. She reported that two items reviewed and approved during the November 19th meeting would be re-visited today due to changes. The Planning Committee would be reviewing, and deciding whether to recommend Policy Committee approval of, the plan amendment of the Tompkins County Coordinated Public Transit-Human Service Transportation Plan and the 2013 FTA Grant amendment resolution and related TIP Amendment.

IV. Forest Home Bridge TIP Amendment

Report: John Lampman reported that money was programmed for the Forest Home Bridge inspection, but was never obligated; this TIP amendment replaces that with STP-Flex funds. Brent Cross asked if these STP-Flex funds were new money; Mr. Lampman replied that they were and that no money was being moved out of other local projects. Dooley Kiefer asked where the lapse was; Mr. Lampman said it was unknown. The TIP amendment was unanimously recommended for Policy Committee approval.

Action: Moved by Jim Weber, seconded by John Lampman and unanimously approved to recommend Policy Committee approval of the 2014-2018 TIP amendment to the Forest Home Bridge project (PIN: 395041).

V. Town of Ithaca Safe Routes To School (SRTS) TIP Amendment

Report: Sue Ritter reported that the Town of Ithaca decided to rescind its acceptance of the SRTS grant for the N.E. Ithaca Speed Enforcement project. NYSDOT was asking for an expanded project to make it more competitive, which would require, among other things, a re-application. The Town of Ithaca decided to purchase the speed indicator signs themselves and will install them over the holidays. This TIP amendment deletes the project: SRTS-North East Ithaca Speed Enforcement (PIN: 375566).

Brent Cross asked if this results in funding to the area that isn't being used. Fernando de Aragón replied that the \$50,000 grant must go back to the SRTS pot of money to be used in that NYS competitive process.

Action: Moved by Jim Weber, seconded by Tanya Husick and unanimously approved to recommend Policy Committee approval of a 2014-2018 TIP amendment deleting the North East Ithaca Speed Enforcement Project (PIN: 375566).

The next two Planning Committee agenda items were added during the meeting. They addressed actions previously recommended by the committee during its November 2013 meeting but had to be revisited due to recent changes in funding. The Policy Committee portion of this meeting reviewed and voted on these issues in agenda item #s X and XI, for that reason the Planning Committee revisit will be labeled "X a." and "XI a."

X a. Tompkins County Coordinated Public Transit-Human Service Transportation Plan

Report: Dwight Mengel reported the following:

- This item was brought back for review because of an increase in federal funds for Way 2 Go.
- Way 2 Go federal funds were increased from \$200,000 to \$241,000, necessitating a change in the dollar amounts in the tables of priority projects originally presented to the Planning Committee in November 2013.
- The ITCTC Planning Committee was asked to review the new information and recommend Policy Committee approval of the proposed amendment to the Tompkins County Coordinated Public Transit-Human Service Transportation Plan.

Action: Moved by Tanya Husick, seconded by Tim Logue and unanimously approved to recommend Policy Committee approval of the proposed amendment to the Tompkins County Coordinated Public Transit-Human Service Transportation Plan.

XI a. 2013 FTA Grant Amendment Resolution and related TIP Amendment

Report: Dwight Mengel reported the following:

- These items were brought back for Planning Committee review because the final numbers for the grant were just received from Albany.
- A handout was distributed showing the correct numbers on the required resolution and TIP amendment.
- Resolution 2013-11, *Approving and Amendment to 2013 FTA Section 5307 Grant NY-90-X709-01*, requests an amendment to the 2013 FTA Section 5307 Grant NY-90-X709-01 to add \$2,815,778 in Federal funds and to revise budgets of capital, mobility management and operating assistance projects.
- 2014-2018 TIP Amendment, *Update of Federal Transit Administration Program Tables – Section 5307 Urban Formula and Section 5339 Bus and Bus Facilities Programs*, requests to add \$4,223,737 to nine projects (FTA 5307), \$289,288 for a bus replacement project (FTA 5339), and \$191,250 for a mobility management project (FTA 5317), all in FFY 2014.
- The ITCTC Planning Committee was asked to review the new information and recommend Policy Committee approval of Resolution 2013-11, and the corresponding 2014-2018 TIP Amendment.

Action: Moved by Jim Weber, seconded by Tim Logue and unanimously approved to recommend Policy Committee approval of Resolution 2013-11, *Approving and Amendment to 2013 FTA Section 5307 Grant NY-90-X709-01*.

Action: Moved by John Lampman, seconded by Tanya Husick and unanimously approved to recommend Policy Committee approval of the 2014-2018 TIP Amendment, *Update of federal Transit Administration Program Tables – Section 5307 Urban Formula and Section 5339 Bus and Bus Facilities Programs*.

The Planning Committee portion of the meeting concluded at approximately 2:45 p.m.

Policy Committee Business Items:

Kate Supron assumed the Chair for the Policy Committee portion of the meeting at approximately 2:45 p.m.

VI. Approval of Action Summary – October 8, 2013

Report: Kate Supron asked the Policy Committee members to review and comment on the October 8, 2013 action summary. Dooley Kiefer pointed out that, on page 25, the second bullet of Item VII Member Reports seemed to be missing a word where it says “state of good –“. Upon review, Teresa Linde acknowledged the error and said that it would be corrected to read “state of good repair”.

Action: The Action Summary from October 8, 2013 was Moved by Don Hartill, seconded by Dooley Kiefer, and approved by consensus, with modification.

VII. Election of Officers for 2014

Action: Fernando de Aragón reported that, after being assured that no other members expressed interest in holding office, both Kate Supron and Dooley Kiefer agreed to continue as Chair and Vice Chair, respectively, for another year. He asked if there were any new nominations; hearing none he asked for a motion to close the nomination process and it was so moved by Dooley Kiefer, seconded by Don Hartill. A vote was called; it was approved by consensus to elect Kate Supron as Chair and Dooley Kiefer as Vice-Chair of the ITCTC Policy Committee for the year 2014.

VIII. Forest Home Bridge TIP Amendment

Report: This item was presented and discussed during the Planning Committee portion of the meeting (Item IV). Tompkins County requested that funding for the Construction Inspection phase of the Forest Home Bridge over Fall Creek project be added in the 2014-2018 TIP during FFY 2014. There was no further discussion.

Action: 2014-2018 TIP Amendment, *Forest Home Bridge Inspection*, was Moved by Don Hartill and approved by consensus.

IX. Town of Ithaca Safe Routes To School (SRTS) TIP Amendment

Report: This item was presented and discussed during the Planning Committee portion of the meeting (Item V). The Town of Ithaca decided to rescind its acceptance of the SRTS grant for the North East Ithaca Speed Enforcement project.

Dooley Kiefer asked why NYSDOT was urging for the installation of these devices. Jim Weber replied that it wasn't; the Town of Ithaca wanted to install them but NYSDOT thought the project wasn't competitive enough at the low amount of money needed and suggested expanding the scope. The Town of Ithaca decided to use its own funds to buy the equipment and install it themselves.

Action: 2014-2018 TIP Amendment deleting the North East Ithaca Speed Enforcement Project (PIN: 375566) was Moved by Bill Goodman, seconded by Don Hartill and approved by consensus.

X. Tompkins County Coordinated Public Transit-Human Service Transportation Plan

Report: This item was presented and discussed during the Planning Committee portion of the meeting (Item X a.). There were no further questions by the Policy Committee.

Action: Moved by Don Hartill, seconded by Tim Logue and approved by consensus, the 2013 amendment to the Tompkins County Coordinated Public Transit-Human Service Transportation Plan to revise the plan's priority projects.

XI. 2013 FTA Grant Amendment Resolution and related TIP Amendment

Report: This item was presented and discussed during the Planning Committee portion of the meeting (Item XI a.). Dooley Kiefer asked two questions: 1. for whose use are the 30-foot buses, and, 2. is the software and hardware for Gadabout for a new scheduling system. Dwight Mengel replied that TCAT would be using the four (4) under-30 foot buses; the software is for a new scheduling system for Gadabout but he did not know when it would become effective.

There were no further questions. The ITCTC Policy Committee was asked to approve Resolution 2013-11 and the corresponding 2014-2018 TIP Amendment.

Action: Moved by Don Hartill, seconded by Bill Goodman and approved by consensus, Resolution 2013-11, *Approving and Amendment to 2013 FTA Section 5307 Grant NY-90-X709-01.*

Action: Moved by Don Hartill, seconded by Dooley Kiefer and approved by consensus, 2014-2018 TIP Amendment, *Update of federal Transit Administration Program Tables – Section 5307 Urban Formula and Section 5339 Bus and Bus Facilities Programs.*

XII. Report on End of Fiscal Year TIP Actions

Report: Fernando de Aragón reported the following:

- The Newfield Covered Wooden Bridge Preservation project existed in the 2011-2015 TIP but was not obligated in federal fiscal year (FFY) 2013 so it was moved to the 2014-2018 TIP. The project had dedicated funding so the action did not affect any other project or require an offset. This action was considered a TIP amendment because it added a new project to the 2014-2018 TIP.
- The Coddington Road Phase I project in the 2014-2018 TIP had two right-of-way acquisition fund lines changed to ensure that funding would be available for implementation in FFY 2014. The action deleted the STP-Flex funded phase and increased Highway Safety (HSIP) funds by an equivalent amount. This action was considered an administrative modification to the 2014-2018 TIP because it did not add a new project nor change the level of funding.

Action: This item was for informational purposes only.

The Policy Committee portion of the meeting concluded at approximately 2:55 p.m.

Joint Meeting Business Item:

The joint portion of the meeting commenced at approximately 2:55 p.m.

XIII. 2014 Meeting Schedule

Action: The proposed 2014 ITCTC Meeting Schedule was reviewed by both the ITCTC Planning and Policy Committee members. It was Moved by Don Hartill, seconded by Dooley Kiefer and approved by consensus. The approved 2014 meeting schedule will be posted on the ITCTC website at <http://tompkinscountyny.gov/itctc/meetings>.

XIV. Long Range Transportation Plan Update

Report: Fernando de Aragón reviewed the information as presented in the meeting packet.

- Staff is working on the Long Range Transportation Plan (LRTP) update; deadline for approval is December 2014.
- The first public meeting was held on Wednesday, November 20; additional public meetings are planned for late spring and late summer/early fall.
- A draft copy of the Vision Statement chapter was distributed to committee members for their review and comment.
- A group has been meeting regularly for the past year on trail initiatives, putting together a strategic plan for implementation. Their work will be incorporated into the LRTP update.
- Focus will be on the reduction of drive-alone trips.
- The ITCTC Planning Committee has a Complete Streets sub-committee to identify connectivity.

The following members had questions/comments:

1. Dooley Kiefer:
 - Is Complete Streets being looked at countywide? Fernando de Aragón replied that, currently, only connectivity within the urbanized area is being identified.
 - Within the Goals and Sub-Goals component of the LRTP update is there any place to address David Nutter's concerns? Would it be under Mobility? Dwight Mengel suggested that making right-of-ways safe for all users might be addressed under Traffic Control Management.

Action: This item was for informational purposes only.

XV. TCAT Update

Report: Joe Turcotte, General Manager of TCAT, prepared a PowerPoint presentation and reported the following:

- Ridership has been rising since 2005; 4.3 million rides are expected this year.
- A new vendor has been secured for the Green Street station, locally-owned Bonjour Coffee Shop.
- TCAT participated in the FTA's National Fuel Cell Project. With funding through this program, TCAT will be given an American-made hydrogen fuel cell bus to add to its fleet within the next two years; TCAT's role will be to demonstrate the technology's many attributes, such as zero tailpipe emissions as well as a smooth, quiet ride.
- TCAT reached a 95% inspection rate level with NYSDOT.
- The past year has seen a low number of road calls, low accident rates, and low turnover rate among volunteers (Gadabout drivers).
- Currently, TCAT is working on and Ithaca City School District pass program, and ITS project, the Hydrogen Fuel Cell project, addressing increased demand without additional funding, and the "What's a bus stop?" project where TCAT markers would be put in urbanized area rural "flag" spots. Contact TCAT for more information on its current projects.

The following members and visitors had questions/comments:

1. Don Hartill:
 - How many miles per year does a typical bus travel? Joe Turcotte replied that the average is 2,000 miles per month, or 24,000 per year.
 - How many buses does TCAT have? Joe Turcotte reported that TCAT has 48 big, 4 small, 1 mid-size, and 1 trolley bus in its fleet.
2. Dwight Mengel:
 - The Federal Rural Program replaces rural buses; there is a 2-year grant cycle. The urban side is underfunded on the federal level, especially now without earmarks.
3. David Nutter:
 - How often do bikes get left behind because the bike rack on the bus is full? Doug Swarts replied there is no separate record of bike riders from other riders that are left behind due to full buses; there are no easy answers but TCAT is looking into how to (afford to) accommodate more bikes on buses.

Action: This item was for informational purposes only.

XVI. Member Reports

Report.

1. Fernando de Aragón (*ITCTC*):
 - NPR (National Public Radio) is running an interesting series this week on transportation that includes land use and adapting lifestyles to transportation.

Action: This item for informational purposes only

XVII. Adjournment

Action: Moved by Don Hartill, seconded by Darby Kiley and unanimously agreed to adjourn the December 17, 2013 Joint Planning & Policy Committee meeting at approximately 3:35 p.m.

Planning Committee Action: February 4, 2014
Approval of 12/17/13 Action Summary: Motion: Jim Weber
Second: John Lampman
Vote: Unanimous, without modification

Policy Committee Action: March 4, 2014
Approval of 12/17/13 Action Summary: Motion:
Second:
Vote:

ATTEST: _____
Carl Ford, Secretary