



Ithaca-Tompkins County Transportation Council

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AGENDA AND MEETING NOTICE

JOINT PLANNING & POLICY COMMITTEE MEETING

Date: Tuesday, June 21, 2016

Time: 2:00 P.M. – 4:00 P.M.

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

I. Public Comment Period

Planning Committee Business Items:

II. Approval of Action Summary – April 19, 2016

Planning Committee Chair

**III. 2014-18 TIP Action – Modification
Tompkins County – Schedule Changes Two Projects**

IV. 2017-2021 TIP Approval

V. Coordinated Plan Amendment

Dwight Mengel, Fernando de Aragón

VI. UPWP FTA Amendment

Policy Committee Business Items:

VII. Approval of Action Summary – May 17, 2016

Policy Committee Chair

VIII. 2017-2021 TIP Approval

IX. Coordinated Plan Amendment

Dwight Mengel, Fernando de Aragón

X. UPWP FTA Amendment

Joint Meeting:

XI. Performance Measures Report

XII. Director's Report

Fernando de Aragón

XIII. Member Reports

Committee Members

XIV. 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

Public Comment Period

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

Planning Committee Business Items:

ITEM II

Approval of Action Summary – April 19, 2016

Report: The April 19, 2016 Action Summary is attached to the end of this meeting packet.

Action Requested: Motion to approve the April 19, 2016 Action Summary for the ITCTC Planning Committee.

ITEM III

2014-2018 TIP Action – Modification
Tompkins County – Schedule Changes Two Projects

Report: Tompkins County has requested that two projects be modified to ensure funds are properly programmed in the upcoming federal fiscal year 2017. The proposed modifications are described below and are reflected in the accompanying tables. The tables include the projects showing the current funding distribution in the TIP and the proposed administrative modifications.

- 375593 – CR110 Ellis Hollow Road - Move construction and construction inspection funds to FFY 16/17. The funding amounts will remain the unchanged.
- 375610 – Pine Tree Road - Move construction and construction inspection funds to FFY 16/17. The funding amounts will remain the unchanged.

Action Requested: Planning Committee motion approving the 2014-18 TIP modifications to two Tompkins County projects – PINs 375593 and 375610.

CR110, Ellis Hollow Road PIN: 375593 Sponsor: Tompkins County	BUDGET									
	Approved 2014-18 TIP					Proposed 2014-18 TIP Modification				
	Date	2014/15	15/16	16/17	Fund Source	Date	2014/15	15/16	16/17	Fund Source
Scoping	Oct-2015		\$15,000		FLEX	-		\$15,000		FLEX
Preliminary Design	Oct-2015		\$30,000		FLEX			\$30,000		FLEX
Detailed Design	Oct-2015		\$40,000		FLEX			\$40,000		FLEX
Construction	Jul-2016		\$630,000		FLEX	Oct-2016			\$630,000	FLEX
Construction Inspection	Jul-2016		\$65,000		FLEX	Oct-2016			\$65,000	FLEX
Subtotal			\$780,000					\$85,000	\$695,000	
Federal Funding:			\$624,000					68,000	\$556,000	
State Funding:			\$117,000					\$12,750	\$104,250	
Local Funding:			\$39,000					\$4,250	\$34,750	

Pine Tree Road-Two Intersections Safety Improvements PIN: 375610 Sponsor: Tompkins County	BUDGET									
	Approved 2014-18 TIP					Proposed 2014-18 TIP Modification				
	Date	2014/15	15/16	16/17	Fund Source	Date	2014/15	15/16	16/17	Fund Source
Scoping	Oct-2014	\$15,000			HSIP	Oct-2014	\$15,000			HSIP
Preliminary Design	Oct-2014	\$15,000			HSIP	Oct-2014	\$15,000			HSIP
Detailed Design	Oct-2014	\$30,000			HSIP	Oct-2014	\$30,000			HSIP
Construction	Oct-2015		\$203,000		HSIP	Oct-2016			\$203,000	HSIP
Construction Inspection	Oct-2015		\$23,000			Oct-2016			\$23,000	
Subtotal		\$60,000	\$226,000				\$60,000	\$0	\$226,000	
Federal Funding:		\$54,000	\$203,400				\$54,000	\$0	\$203,400	
State Funding:		\$0	\$0				\$0	\$0	\$0	
Local Funding:		\$6,000	\$22,600				\$6,000	\$0	\$22,600	

*Note: Modifications appear in **bold**.*

2017-2021 TIP Approval

Report:

The 2017-21 TIP has been under development since the fall of October 6, 2015.

The TIP includes projects that are continuing from the previous TIP and several new projects. The ITCTC announced a 30-day public comment period which ran through April 8. The draft 2017-21 tables have been posted on the ITCTC website. Along with the individual project tables there was a Project Summary Table for all projects and the TIP text section.

A public meeting was held March 15, 2016. No comments have been received from the public. All draft TIP information has been posted prominently on the ITCTC website through program adoption. NYSDOT has provided comments on the text that accompanies the project tables. This input has been incorporated into the text.

The ITCTC staff, project sponsors and NYSDOT met on three occasions (Nov. 2, 2015, Jan. 25, and February 2, 2016). In addition, there has been substantial coordination between ITCTC staff, NYSDOT and proposed local project sponsors. The result of all these deliberations is the program of projects considered by the Planning Committee in May and June.

TIP Development Process summary:

-NYSDOT Region 3 provided the ITCTC with federal funding sub-allocations that could be used to develop the 2014-18 TIP. These sub-allocations totaled \$17,383,000 but were restricted by funding type and year available. Since the first sub-allocations were announced the total has increased by \$1,836,800 in coordination with NYSDOT to accommodate certain projects and facilitate program development. See the attached sub-allocations table showing the sub-allocation, draft programmed funds and the unprogrammed/overprogrammed funds.

-On October 6, 2015 a message was sent initiating a review of existing projects that were expected to roll over to the new TIP.

-On November 24, 2015 a message was sent requesting initial project proposals (IPP) for new projects to be included in the 2017-21 TIP.

-Over the last seven months ITCTC staff, NYSDOT and local sponsors evaluated proposed projects, and developed a draft 2017-21 TIP.

Documentation for this agenda item-

- Draft 2017-21 TIP including (*Note: sent via email*) Including:
 - Text: process, performance measure evaluation, financial plan
 - Summary charts and tables,
 - TIP Project tables,
 - TIP FTA Tables and
 - TIP maps

Action Requested: Motion recommending Policy Committee formal approval of Resolution 16-06: *Adopting the 2017-2021 Transportation Improvement Program* (text below).

RESOLUTION 16-06
ADOPTING THE 2017-2021 TRANSPORTATION IMPROVEMENT PROGRAM

- WHEREAS,** the United States Highway Code (23 USC §134) and Federal Transit Act (49 USC §8), as amended by the *Intermodal Surface Transportation Efficiency Act of 1991*, the *Transportation Equity Act for the 21st Century*, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, the *Moving Ahead for Progress in the 21st Century Act (MAP-21)* and the *Fixing America's Surface Transportation Act (FAST Act, Pub. L. No. 114-94)*, require the development of a Transportation Improvement Program; AND
- WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has been designated by the Governor and general units of local government as the Metropolitan Planning Organization for the Ithaca Metropolitan Area; AND
- WHEREAS,** the *Ithaca-Tompkins County Transportation Council*, in accordance with 23 CFR part 450 and 49 CFR part 613, the Final Metropolitan Planning Rules jointly promulgated by the Federal Highway Administration and Federal Transit Administration, has developed a Transportation Improvement Program in conformance with §450.324 et al. of the aforementioned rule; AND
- WHEREAS,** the proposed Transportation Improvement Program was developed in cooperation with the New York State Department of Transportation, local transit operators and other local transportation partners, and after consultation with local, State and Federal agencies and organizations in compliance with federal requirements; AND
- WHEREAS,** the proposed Transportation Improvement Program, contains a five-year integrated program of federally funded transportation projects for the Ithaca metropolitan planning area to be implemented between October 1, 2016 and September 30, 2021; AND
- WHEREAS,** the proposed Transportation Improvement Program has been developed to be financially constrained; AND
- WHEREAS,** the developmental process of the proposed Transportation Improvement Program included a project evaluation process in order to facilitate the review and prioritization of project proposals; AND
- WHEREAS,** the proposed Transportation Improvement Program includes a formal project selection process that constitutes an "agreed to" procedure for the selection of projects for implementation in conformance with §450.330 of the joint planning regulation; AND
- WHEREAS,** there is a need to efficiently administer and implement the projects contained in this program, it is also recognized that the project costs shown on the program at this time are only reasonable estimates that may change during the course of project development; AND
- WHEREAS,** all projects in the previous year's element that have not been implemented in part or in whole are considered to be in the current year's; AND
- WHEREAS,** the proposed Transportation Improvement Program is consistent with all plans, goals, and objectives of the *Ithaca-Tompkins County Transportation Council* and shall be updated at least biennially with revisions to reflect changes in program emphasis and funding availability; AND
- WHEREAS,** such agreement and consistency determinations are taken to satisfy the annual State Implementation Plan consistency requirements; AND
- WHEREAS,** all Federal planning requirements relative to Title VI are being met and documented; AND

WHEREAS, the *Ithaca-Tompkins County Transportation Council* attests and certifies that the metropolitan transportation planning process is being carried out in conformance with the requirements of the 23 CFR part 450 and 49 CFR part 613;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* hereby adopts the five-year Transportation Improvement Program for the period October 1, 2016 through September 30, 2021;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* certifies the annual Transportation Program of Projects to be consistent with all current plans, and recommends the initiation of those projects and plans so specified;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* agrees to use the Transportation Improvement Program as the project selection document for implementation to satisfy the project selection requirements of the *Fixing America's Surface Transportation Act*;

BE IT FURTHER RESOLVED, that the Transportation Policy Committee directs the Staff Director to submit this resolution and appropriate documentation of the program to those Federal and State agencies responsible for assuring its early implementation.

This resolution having been considered and approved on June 21, 2016.

2016-1 Coordinated Plan Amendment

Report: The ITCTC adopted the Coordinated Public Transit–Human Service Transportation Plan (Coordinated Plan) in October 2007 and has amended the plan annually from 2009-2015 to identify a list of priority projects for funding. The purpose of this amendment is to update the Coordinated Plan list of priority projects to reflect Gadabouts actual application for FTA Section 5310 Program projects and budget for 2016.

The amendment includes awards of Capital and Operating Assistance Projects awarded by NYSDOT though the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program shown in the Plan’s Table C (below).

This amendment was reviewed and recommended through the Coordinated Transportation Planning program on June 15, 2016.

Table C: Priority Projects for FTA Section 5310 Program in 2016

FTA Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities				
GADABOUT Projects:	Federal Sec 5310	State	Gadabout	Total
New Freedom Operating Assistance	\$ 40,000	\$ 20,000	\$ 20,000	\$ 80,000
Purchase (2) Buses	\$ 110,000	\$ -	\$ 27,500	\$ 137,500
Total	\$ 150,000	\$ 20,000	\$ 47,500	\$ 217,500

Action Requested: Planning Committee recommendation for Policy Committee approval of the proposed 2016-1 Amendment to the Tompkins County Coordinated Public Transit–Human Service Transportation Plan to revise the Plan’s priority projects for 2016 as shown in Table C.

UPWP FTA Amendment

Report: The FTA Carry-Over Funds included in the UPWP are based on an estimate of remaining funds as of March 31, 2016. When preparing reports to NYSDOT staff identified a difference between the estimated and the actual 15/16 FTA MPP (Section 5303) funds which resulted in a \$518 increase in the amount of FTA Carry-Over Funds. Staff recommends amending the UPWP to increase the 2015/2016 FTA Auditable Budget by \$518 to be included in the “Supplies/Reproduction” and “Other” budget lines and to be reflected in the 2016/2017 ITCTC Operating Budget in the “Supplies, Printing, Food, Professional Service Fees, and Postage” budget lines.

The current tables are included below followed by the resolution under consideration. Proposed changes are shown in bold in the resolution attachment tables.

Action Requested: Motion recommending Policy Committee formal approval of Resolution 16-07: *Approving Amendments to the Unified Planning Work Program.*

2015-2016 FTA Section 5303 AUDITABLE BUDGET
GRANT # NY-80-0025/ PIN # P215-15-80A
As of March 31, 2016 (estimated & unaudited)

TABLE 5

CURRENT UPWP TABLE 5:

TASK BUDGET					
CODE	DESCRIPTION	FED. (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT ADMINISTRATION	903	507	22	1,432
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	903			903
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	903			903
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	903			903
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	90			90
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	585	254		839
44.26.12	COORD OF HUMAN SVC TRANS	226	85		311
44.27.00	OTHER ACTIVITIES				
TOTAL		4,513	846	22	5,381
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
442001	PERSONNEL		270		270
442002	FRINGE/LEAVE		254		254
442003	TRAVEL	1,665			1,665
442004	EQUIPMENT	0			0
442005	SUPPLIES/REPRODUCTION	48			48
442006	CONTRACTUAL				
442007	OTHER	2,800	322	22	3,144
442008	INDIRECT CHARGES				
XX.XX.XX	Toll Credits				0
TOTAL		4,513	846	22	5,381

2016-2017 AVAILABLE FUNDING FOR ITCTC OPERATION

TABLE 2

CURRENT UPWP TABLE 2

2016-2017 ITCTC Operating Budget					FTA Carry-Over Funds				Total Funds Available For Operations
<i>CODE</i>	<i>DESCRIPTION</i>	<i>FHWA</i>	<i>FTA</i>	<i>TOTAL</i>	<i>2013-2014 FTA</i>	<i>2014-2015 FTA</i>	<i>2015-2016 FTA</i>	<i>FTA Sub-TOTAL</i>	<i>GRAND TOTAL</i>
REVENUES:									
.4959	FEDERAL AID GRANT	\$282,796	\$40,131	\$322,927	\$462	\$2,816	\$4,513	\$7,791	\$330,718
	REPROGRAMMED FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL REVENUES	\$282,796	\$40,131	\$322,927	\$462	\$2,816	\$4,513	\$7,791	\$330,718
EXPENSES:									
	COMBINED SALARIES	174,686	23,595	198,281	0	0	0	0	198,281
.8800	FRINGE	79,849	10,785	90,634	0	0	0	0	90,634
.2206	COMPUTER EQUIPMENT	2,246	0	2,246	0	0	0	0	2,246
.2210	OTHER EQUIPMENT	0	0	0	0	0	0	0	0
.2214	FURNITURE & FIXTURES	375	225	600	0	1,865	0	1,865	2,465
.2230	COMPUTER SOFTWARE	1,300	200	1,500	0	0	0	0	1,500
.4303	OFFICE SUPPLIES	350	150	500	152	100	0	252	752
.4330	PRINTING	4,700	0	4,700	0	0	0	0	4,700
.4332	BOOKS/PUBLICATIONS	100	100	200	0	150	0	150	350
.4342	FOOD	500	0	500	0	106	48	154	654
.4400	PROGRAM EXPENSE	0	0	0	0	0	0	0	0
.4402	LEGAL ADVERTISING	1,205	296	1,501	0	0	100	100	1,601
.4412	TRAVEL/TRAINING	1,200	1,300	2,500	210	135	1,465	1,810	4,310
.4414	LOCAL MILEAGE	1,420	580	2,000	100	160	200	460	2,460
.4416	PROFESSIONAL DUES	600	0	600	0	0	0	0	600
.4424	EQUIPMENT RENTAL	2,000	1,000	3,000	0	0	100	100	3,100
.4425	SERVICE CONTRACTS	1,500	500	2,000	0	0	1,200	1,200	3,200
.4432	RENT	765	0	765	0	0	100	100	865
.4442	PROFESSIONAL SERVICE FEES	7,200	0	7,200	0	0	1,000	1,000	8,200
.4452	POSTAGE SERVICES	1,000	500	1,500	0	100	100	200	1,700
.4472	TELEPHONE	800	700	1,500	0	200	200	400	1,900
.4618	INTERDEPARTMENTAL CHARGE	1,000	200	1,200	0	0	0	0	1,200
	TOTAL EXPENSES	\$282,796	\$40,131	\$322,927	\$462	\$2,816	\$4,513	\$7,791	\$330,718

RESOLUTION 2016-07

APPROVING AMENDMENTS TO THE 2016-2017 UNIFIED PLANNING WORK PROGRAM

- WHEREAS,** federal legislation, the *Fixing America's Surface Transportation Act (FAST Act, Pub. L. No. 114-94)*, 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 *Fixing America's Surface Transportation 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 the *FAST Act* and its corresponding regulations (23 CFR §450.308(d), has developed a Simplified Statement of Work that serves as the Unified Planning Work Program; AND
- WHEREAS,** the FTA Carry-Over Funds are based on an estimate of remaining funds as of March 31, 2016; AND
- WHEREAS,** the difference between the estimated and the actual 15/16 FTA MPP (Section 5303) funds resulted in a \$518 increase in the amount of FTA Carry-Over Funds;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby amend the 2015/2016 FTA Auditable Budget with an increase of \$518 in the "Supplies/Reproduction" and "Other" budget lines to be reflected in the 2016/2017 ITCTC Operating Budget in the "Supplies, Printing, Food, Professional Service Fees, and Postage" budget lines. These changes are shown in bold in the attachment to this resolution.

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* hereby authorizes and directs its Central Staff Director to submit the necessary copies of this amendment and any necessary revisions to the 2016-2017 Unified Planning Work Program document to the pertinent State and Federal Agencies.

This resolution having been considered and approved on June 21, 2016.

Resolution Attachments:

2016-2017 AVAILABLE FUNDING FOR ITCTC OPERATION

TABLE 2

2016-2017 ITCTC Operating Budget					FTA Carry-Over Funds				Total Funds Available For Operations
CODE	DESCRIPTION	FHWA	FTA	TOTAL	2013-2014 FTA	2014-2015 FTA	2015-2016 FTA	FTA Sub-TOTAL	GRAND TOTAL
REVENUES:									
.4959	FEDERAL AID GRANT	\$282,796	\$40,131	\$322,927	\$462	\$2,816	\$5,031	\$8,309	\$331,236
	REPROGRAMMED FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL REVENUES	\$282,796	\$40,131	\$322,927	\$462	\$2,816	\$5,031	\$8,309	\$331,236
EXPENSES:									
	COMBINED SALARIES	174,686	23,595	198,281	0	0	0	0	198,281
.8800	FRINGE	79,849	10,785	90,634	0	0	0	0	90,634
.2206	COMPUTER EQUIPMENT	2,246	0	2,246	0	0	0	0	2,246
.2210	OTHER EQUIPMENT	0	0	0	0	0	0	0	0
.2214	FURNITURE & FIXTURES	375	225	600	0	1,865	0	1,865	2,465
.2230	COMPUTER SOFTWARE	1,300	200	1,500	0	0	0	0	1,500
.4303	OFFICE SUPPLIES	350	150	500	152	100	100	352	852
.4330	PRINTING	4,700	0	4,700	0	0	100	100	4,800
.4332	BOOKS/PUBLICATIONS	100	100	200	0	150	0	150	350
.4342	FOOD	500	0	500	0	106	100	206	706
.4400	PROGRAM EXPENSE	0	0	0	0	0	0	0	0
.4402	LEGAL ADVERTISING	1,205	296	1,501	0	0	100	100	1,601
.4412	TRAVEL/TRAINING	1,200	1,300	2,500	210	135	1,465	1,810	4,310
.4414	LOCAL MILEAGE	1,420	580	2,000	100	160	200	460	2,460
.4416	PROFESSIONAL DUES	600	0	600	0	0	0	0	600
.4424	EQUIPMENT RENTAL	2,000	1,000	3,000	0	0	100	100	3,100
.4425	SERVICE CONTRACTS	1,500	500	2,000	0	0	1,200	1,200	3,200
.4432	RENT	765	0	765	0	0	100	100	865
.4442	PROFESSIONAL SERVICE FEES	7,200	0	7,200	0	0	1,200	1,200	8,400
.4452	POSTAGE SERVICES	1,000	500	1,500	0	100	166	266	1,766
.4472	TELEPHONE	800	700	1,500	0	200	200	400	1,900
.4618	INTERDEPARTMENTAL CHARGE	1,000	200	1,200	0	0	0	0	1,200
	TOTAL EXPENSES	\$282,796	\$40,131	\$322,927	\$462	\$2,816	\$5,031	\$8,309	\$331,236

Note: Figures in bold indicate changes.

2015-2016 FTA Section 5303 AUDITABLE BUDGET
GRANT # NY-80-X025/ PIN # P215-15-80A

TABLE 4

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT ADMINISTRATION	1,006	566	57	1,629
44.22.00	GENERAL DEVELOPMENT/COMPREHENSIVE PLANNING	1,006			1,006
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	1,006			1,006
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	1,006			1,006
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	101			101
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	654	283		937
44.26.12	COORD OF HUMAN SVC TRANS	252	94		346
44.27.00	OTHER ACTIVITIES				
TOTAL		5,031	943	57	6,031
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL	0	302	0	302
44.20.02	FRINGE/LEAVE	0	283	0	283
44.20.03	TRAVEL	1,665			1,665
44.20.04	EQUIPMENT	0			0
44.20.05	SUPPLIES/REPRODUCTION	300			300
44.20.06	CONTRACTUAL	0			0
44.20.07	OTHER	3,066	358	57	3,481
44.20.08	INDIRECT CHARGES				
XX.XX.XX	Toll Credits				
TOTAL		5,031	943	57	6,031

Note: Figures in bold indicate changes.

Policy Committee Business Items:

ITEM VII

Approval of Action Summary – May 17, 2016

Report: The May 17, 2016 Action Summary is attached to the end of this meeting packet.

Action Requested: Motion to approve the May 17, 2016 Action Summary for the ITCTC Policy Committee.

ITEM VIII

2017-2021 TIP Approval

Report: Refer to Item IV in the agenda packet.

Action Requested: Policy Committee approval of Resolution 16-06: *Adopting the 2017-2021 Transportation Improvement Program.*

ITEM IX

2016-1 Coordinated Plan Amendment

Report: Refer to Item V in the agenda packet.

Action Requested: Policy Committee motion approving the proposed 2016-1 Amendment to the Tompkins County Coordinated Public Transit–Human Service Transportation Plan to revise the Plan’s priority projects for 2016 as shown in the Plan’s Table C.

ITEM X

UPWP FTA Amendment

Report: Refer to Item VI in the agenda packet.

Action Requested: Policy Committee approval of Resolution 16-07: *Approving Amendments to the Unified Planning Work Program.*

Joint Committee Business Items:

ITEM XI

Performance Measures Report

Report: The FAST Act places further emphasis in performance based planning by MPOs and others in the transportation sector. Federal regulations require that the MPOs have a system of performance reports and updates evaluating progress towards meeting performance targets. The ITCTC, in its Long Range Transportation Plan, identified a series of objectives and accompanying performance measures. This is the first evaluation report since the LRTP was approved in Dec. 2014. The table below shows the baseline values plus trends derived from new data. More information will be provided at the meeting.

Action Requested: This item is for information purposes only.

FACTOR / OBJECTIVES	MEASURE	DATA SOURCE	BASELINE	DATA TREND 1	DATA TREND 2	TREND*	next update
Safety (and Security)							
1. Progressively reduce the number of motor vehicle crash fatalities and serious injuries in Tompkins County.							
Crash Fatalities	Number of average annual crash fatalities in the last five years	FARS	2009-2013 = 48; 5 year avg = 9.4	- - 2010-2014 = 9.8 fatalities	- -		Dec 2016
Crash Fatality Rate	Number of average annual crash fatalities per 100MVMT in the last five years	FARS	2009-2013 = 1.44 fatalities	2010-2014 = 1.57 fatalities			Dec 2016
Crash Severe Injuries	Number of average annual serious injuries in the last five years	ALIS	Serious Injuries: 2009--2013 = 562; 5 year avg = 112.8	2010-2014 = 121.0 ser inj			Sep 2016
Crash Severe Injury Rate	Number of average annual serious injuries per 100MVMT in the last five years	ALIS	2009-2013 = 17.23 ser inj	2010-2014 = 19.35 ser inj			Dec 2016
2. Progressively reduce the number of annual bicycle and pedestrian crashes and the number of crashes with serious injuries in Tompkins County.							
Bicycle / Pedestrian	Number of average annual bicycle / pedestrian crashes in the last five years	ALIS	2009-2013 = 289; 5 year avg = 57.8 bike/ped	2010-2014 = 58.2 bike/ped			Sep 2016
Bicycle / Pedestrian	Number of average annual bicycle / pedestrian crashes with serious injuries in the last five years	ALIS	Bike-Ped serious Injuries: 2009-2013 = 55; 5 year avg = 11.0	2010-2014 = 10.6 bike/ped			Sep 2016
3. Progressively reduce the number of annual bicycle and/or pedestrian fatalities to zero in 2025.							
Bicycle / Pedestrian	Number of average annual bicycle / pedestrian fatalities	ALIS	Bike-Ped fatalities: 2009-2013 = 2; 5 year avg = 0.4	2010-2014 = 0.8 bike/ped			Sep 2016
Infrastructure Condition (System Condition)							
4. Progressively reduce the number of structurally deficient bridges in Tompkins County.							
Bridge Condition	Number of structurally deficient bridges	NYSDOT	2014 = 80 bridges	2015 = 78 bridges	2016 = 83 bridges		Apr 2017
5. Progressively reduce the miles of state roads in 'poor' condition in Tompkins County.							
State Road Pavement Condition	Number of miles of State roads in Tompkins County in 'poor' condition	NYSDOT	2012 = 87.7 lane miles	- - 2013 = 76.9 lane miles	- - 2014 = 62.3 lane miles		April 2017

FACTOR / OBJECTIVES	MEASURE	DATA SOURCE	BASELINE	DATA TREND 1	DATA TREND 2	TREND*	next update
6. Manage congestion to maintain adequate system performance on the National Highway System (NHS) roads (SR-13 and SR-79).							
Congestion	Number of miles of congested NHS roads -- miles >60% volume-to-capacity (VOC)	TDM + Census CTPP	2012 = 10.44 miles				Mar 2018
System Reliability (Accessibility/Place Making)							
7. Progressively increase the provision and access to multiple transportation options.							
Transit Service	TCAT: total revenue service hours	TCAT	2013 = 120,663 hours	2014 = 120,657 hours	2015 = 121,192.5 hours		Feb 2016
	TCAT: rides per revenue hour	TCAT	2013 = 36.4 rides/rev hr	2014 = 35.6 rides/rev hr	2015 = 34.54 rides/ rev hr		Feb 2016
	TCAT: annual number of bicycles on buses	TCAT	2013 = 33,543 bikes	2014 = 34,024 bikes	2015 = 34,990 bikes		Feb 2016
Bicycle/Pedestrian Facilities	Miles of multi-use trails	ITCTC + Municipalities	2014 = 14.03 miles	2015 = 17.14 miles			Oct 2016
Bicycle/Pedestrian Facilities	Miles of on-road bicycle travel dedicated facilities	ITCTC + City + Cornell	2014 = 4.21 miles	2015 = 5.99 miles			Oct 2016
Transit Proximity	% of population living within 1/2 mile of transit	ITCTC + Census CTPP	2012 = 52.11%				Mar 2018
Multimodal Options	% of work trips using non-drive alone modes (transit, bicycling, walking, rideshare, etc)	Census ACS	2012 = 36.8%	2014 = 30.5%			Dec 2016
Complete Streets	Miles of "complete streets" (bus, bike and pedestrian facilities)	ITCTC + Municipalities	2014 = 9.99 miles	2015 = 10.78 miles			Oct 2016
Environmental Sustainability (Climate Change / Energy Use)							
8. Progressively reduce the environmental impact associated with the transportation sector.							
Vehicle Miles Traveled	Annual Vehicle Miles Traveled (VMT) per capita	TDM + Census CTPP	2012 = 6,626.7 miles traveled per capita	2014 = 6,448.0 miles traveled per capita			Mar 2018
Carbon dioxide	Metric Tons of system-wide carbon dioxide emitted	TDM + MOVES 2014	2014 = 334,000 CO2 Equivalent				Mar 2018
Land Use / redevelopment	% of population growth located in the ITCTC urbanized area and villages	ITCTC + Census CTPP	2000-2010 = approx 58.7%; pop growth = 3.2%				Mar 2018

Vehicles per household	Number of personal vehicles per household / number of households	DMV + Census ACS	2012 = 1.36 vehicles / household	2013 = 1.38 vehicles/HH	Dec 2016
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Reduced Project Delivery Delays

9. Working with Federal, State and local partners, reduce the amount of time it takes for projects to advance to implementation.

Years from TIP inclusion to Project Final Phase Obligation	Average number of years between first inclusion in the TIP and funds obligated for the final phase of the project - usually construction and construction inspection - for previous 5 year period	ITCTC, NYSDOT & Local Project Sponsors	2010-2014 = 53 months (4.4 years)	2014-2016= 32 months (2.6 years)	Sep 2018
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*TREND - compared to baseline.

Red/Striped = not trending as desired in policy.

Solid/Grey = trending as desired in policy.

ITEM XII

Director's Report

Report:

- Electric Vehicle Infrastructure Plan
- Rideshare program update

Action Requested: This item is for information purposes only.

ITEM XIII

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 XIV

Adjournment

***** The next meeting of the *ITCTC Planning Committee* will be held on:
Tuesday, July 19, 2016, 10:00 a.m.
At the Transit Center*****

***** The next meeting of the *ITCTC Policy Committee* will be held on:
Tuesday, August 16, 2016, 2:00 p.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.*

**THE FOLLOWING PAGES CONTAIN THE ATTACHMENT FOR
AGENDA ITEMS III and VIII above.**

III. Approval of Planning Committee Action Summary – April 19, 2016

VIII. Approval of Policy Committee Action Summary – May 17, 2016

Approval of Action Summary
April 19, 2016 Meeting

PLANNING COMMITTEE MEETING ACTION SUMMARY

April 19, 2016 - Ithaca Tompkins Transit Center
10:00 a.m.

Present: *Planning Committee: Jeffrey Smith, Chair* (Tompkins County), **Tim Logue, Vice Chair** (City of Ithaca), **Ed Marx** (Tompkins County), **Sue Ritter** (Town of Ithaca), **Brent Cross** (Village of Cayuga Heights), **Darby Kiley** (Town of Ulysses), **Reed Huegerich** (Cornell University), **Eric Hathaway** (City of Ithaca), **Matt Yarrow** (TCAT), **Mark Frechette** (NYSDOT), **Diana Miller** (NYSDOT).

ITCTC Staff: Fernando de Aragón, Teresa Linde, Victor Jorrin

Guests: Xavier Rusk (Tompkins County Office of Human Rights)

Excused: **Ray Burger** (Town of Dryden), **Michael Thorne** (City of Ithaca), **Jim Weber** (Town of Ithaca), **John Gutenberger** (Cornell University), **Bridgette Brady** (Cornell University), **Carl Martel** (Tompkins County Highway), **Doug Swarts** (TCAT), **John Courtney** (Village of Lansing), **Laura Shawley** (Town of Danby), **Barry Rollins, Sr.** (Town of Enfield), **Richard Case, Jr.** (Town of Groton), **Kevin Berggren** (Town of Newfield), **Kathleen O’Leary** (NYSDOT), **John Reichert** (NYSDOT), **James Goveia** (FTA), **Benjamin Fischer** (FHWA), **Tom Mank** (ITCTC).

Jeffrey Smith, ITCTC Planning Committee Chair, called the meeting to order at approximately 10:10 AM.

I. Public Comment Period

Report: There were no public comments.

II. Approval of Action Summary – February 16, 2016

Action: The February 16, 2016 ITCTC Planning Committee Action Summary was Moved by Darby Kiley, seconded by Sue Ritter and approved without modification.

IV. 2017-2021 TIP Development Update

Report: Fernando de Aragón provided the following update:

- There have been few changes to the document since the last report and no project changes.
- The text will be finished by next week and emailed to members for review.
- Final approval will take place in June.
- TIP is constrained by the funding source year, similar to last year.
- The TIP is constrained at a five-year level.
- All of the draft tables can be viewed on the ITCTC website.
- No comments from the public have been received during the 30-day comment period.
- Committee members were encouraged to contact Fernando with any questions.

Action: Members were asked to review and comment on the 2017-2021 Draft TIP.

V. 2016 Conformity Determination

Report: Fernando de Aragón reported:

- The ITCTC is required to complete a self-certification every four years.
- The format is the same as used in the past; the narrative has been included as an attachment to the agenda.
- The draft report has been sent to Albany for review.
- Planning Committee members are being asked to recommend the report to the Policy Committee for final approval by June.

Action: Resolution 2016-03, *Approving The Ithaca-Tompkins County Transportation Council 2016 MPO Self-Certification*, Moved by Mark Frechette, seconded by Brent Cross and unanimously approved to recommend ITCTC Policy Committee formal approval.

VI. Title VI Plan Draft

Report: Fernando de Aragón reported the following:

- As a sub-recipient of federal transportation funds, the ITCTC is required to develop a Civil Rights Plan.
- Ordinarily, the ITCTC would fall under the umbrella of Tompkins County's plan; the county has a longer timeline to develop their plan so the ITCTC is putting together its own in order to comply with federal requirements.
- There is an enhanced emphasis on accommodating limited English proficiency; the analysis for Tompkins County shows the only language meeting the criteria is Chinese.
- Portions of the Title VI Plan will be translated into Chinese.
- All pages of the county website, including the ITCTC, include Google Translate in the footer.

Sue Ritter asked if Towns also have to develop a plan. Jeff Smith replied that it is a requirement for all recipients of federal funds. Fernando de Aragón added that he is unsure if this applies to municipality that is a sponsor of a project receives federal transportation funds.

Action: Resolution 2016-04, *Approving the Ithaca-Tompkins County Transportation Council Civil Rights/Title VI Implementation Plan*, Moved by Darby Kiley, seconded by Ed Marx and unanimously approved to recommend ITCTC Policy Committee formal approval.

VII. Work Flow Data Demonstration

Report: Tom Mank was unable to attend today's meeting; this item will be postponed to a future meeting. Reed Huegerich reported that Cornell would be forwarding its information to Tom soon.

Action: This item was for informational purposes only.

VIII. Director's Report

Report: Fernando de Aragón reported the following:

1. Transportation snapshots have been developed by Tom Mank and are now up on the ITCTC website (www.tompkinscountyny.gov/itctc). The maps show consolidated transportation data, in a quick and visible form, for each municipality.
2. The updated 2014-2015 Traffic Count Report has been posted to the ITCTC web site.
3. **Electric Vehicle Plan.**
 - The project is now underway; there have been several Steering Committee meetings.
 - The consultant has prepared its first report for NYSERDA.
 - Outreach will be done soon.
 - We will be looking for five potential sites for charging stations.
 - The project is expected to go through March 2017.
 - Contact Fernando de Aragón with any questions or comments.
4. Dwight Mengel found unused FTA funds for use in regional rideshare projects. There should be an agreement between Zimride and Enterprise by the end of the week. With the changes in bus scheduling, renewed interest in rideshare programs is to be expected.

Action: This item was for informational purposes only.

IX. Member Reports

Report:

1. **Jeff Smith:**
 - **Pine Tree Road.**
 - Legislature approved the shortage; the project can now move forward.
 - It will take place from mid-June to mid-August.
 - The road will be shut down and detours will be in place.
 - Completion is projected for September.
2. **Mark Frechette:**
 - **State Budget.**
 - The new budget became effective April 1st.
 - It is approximately \$27 billion, significantly more than in the past.
 - NYSDOT staff is working to understand all that the new budget includes, such as new initiatives and grant programs.
 - More information will be reported to the ITCTC as it becomes available.
3. **Tim Logue:**
 - The Lake Street Bridge will be closed all summer, starting May 16th; traffic will be detoured to Cayuga Street.
 - Public Works will be working on South Aurora Street from Hillview Place to the city line. 96B will be closed starting this Monday; all traffic will be detoured to Hudson.
 - Streets Alive! is taking place on May 1st from 1:00 to 5:00 pm. Most of Cayuga Street, up to and including parts of W. Court Street, will be closed to vehicular traffic for the event.
 - The enhancement project for the Martin Luther King Jr./W. State Street corridor is on-going. The City is currently collecting data using a free-download on phones that enables you to look at real-time travel congestion. Contact Tim Logue for more information.

4. **Darby Kiley:**

- The Town of Ulysses sidewalk project is undergoing preliminary design; there will be a public meeting on April 21st at 6:30 p.m.

5. **Matt Yarrow:**

- TCAT is cutting summer service due to an operator short-fall.
- They are down to twelve drivers; contract drivers are being used but it is expensive.
- There are fewer riders in the summer so there should be less impact from service cuts.
- TCAT is hiring and training new drivers for the fall service; possession of a commercial driver's license (CDL) is not a requirement for being hired as TCAT will train new hires so they can get a CDL.
- Maintenance is fine; the new mechanics are almost fully trained now.
- Five new buses were acquired in March.

Brent Cross asked if the bus stop project was still on-going. Matt Yarrow replied that it is, they have a draft list of stops; rural ones will remain as flag stops and village and hamlets will have fixed stops. It is still a work-in-progress; Doug Swartz is the lead person at TCAT to contact about it.

Ed Marx asked if there was an infrastructure component to the project. Matt Yarrow said there is, but it needs to be addressed. Fernando de Aragón added that there is a project in the new TIP for bus stop upgrade plans.

Action: This item was for informational purposes only.

X. **Adjournment**

Moved by Brent Cross, seconded by Sue Ritter and unanimously agreed to adjourn the meeting at approximately 11:05 a.m.

Planning Committee Action:

4/19/2016 Action Summary

Approved without modification:

June 21, 2016

Motion: Darby Kiley

Second: Mark Frechette

Vote: unanimously approved

Approval of Action Summary
May 17, 2016 Meeting

POLICY COMMITTEE MEETING ACTION SUMMARY

May 17, 2016 - Ithaca Tompkins Transit Center
2:00 p.m.

Present: *Policy Committee:* **Kate Supron, Chair** (Village of Cayuga Heights), **Bill Goodman, Vice Chair** (Town of Ithaca), **David Smith, Policy Secretary** (NYSDOT), **Dooley Kiefer** (Tompkins County Legislature), **Ray Burger** (Town of Dryden), **Don Hartill** (Village of Lansing), **Bill Gray** (TCAT Board Chair), **Diana Miller** (NYSDOT).

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

Guests: **Linda Woodard** (Village of Cayuga Heights), **Xavier Rusk** (Tompkins County Office of Human Rights).

Excused: *Policy Committee:* **Brent Cross** (Village of Cayuga Heights), **Svante Myrick** (City of Ithaca), **John Gutenberger** (Cornell University), **Bridgette Brady** (Cornell University), **Mark Witmer** (Town of Caroline), **Laura Shawley** (Town of Danby), **Ann Rider** (Town of Enfield), **Glenn Morey** (Town of Groton), **Ed LaVigne** (Town of Lansing), **Jeffrey Hart** (Town of Newfield), **Darby Kiley** (Town of Ulysses), **Gerry Monaghan** (Village of Lansing), **Tim Logue** (City of Ithaca), **Rob Howe** (Town of Ithaca), **Mike Lane** (Tompkins County Legislature), **Jason Leifer** (Town of Dryden), **Mark Frechette** (NYSDOT), **James Goveia** (FTA), **Benjamin Fischer** (FHWA).

Kate Supron, ITCTC Policy Chair, called the meeting to order at approximately 2:10 PM.

I. Public Comment Period

Report: Kate Supron asked if any members of the public wanted to address the committee; hearing none, she used the time to make her own announcement. Ms. Supron told the committee that she was stepping down as Mayor of the Village of Cayuga Heights and, by association, as a member and the Chair of the ITCTC Policy Committee, as of May 31, 2016. She explained that this transition is necessary because she has accepted a full-time appointment with Cornell University. Ms. Supron then introduced Linda Woodard, Village of Cayuga Heights Trustee, who is expected to be appointed as Mayor by the Board of Trustees at their next meeting, and hold the office until the election in 2017.

II. Approval of Action Summary – March 8, 2016

Action: The Action Summary from March 8, 2016 was Moved by Don Hartill seconded by Dooley Kiefer and approved by consensus without modification.

III. Election of Officers

Report: Fernando de Aragón reported that, with the departure of Kate Supron from the Policy Committee, a new Chairperson is needed. According to the Unified Operations Plan, the Vice-Chairperson assumes the office of Chairperson; Bill Goodman has agreed to assume the role of Chairperson as of June 1, 2016. This means a new Vice-Chairperson has to be nominated and elected; Ray Burger has agreed to be nominated for the position. Kate Supron asked if there were any other nominations, hearing none she asked someone to move to close the nomination process; Don Hartill so moved and Bill Goodman seconded.

A vote was called to elect Ray Burger as Vice-Chairperson of the ITCTC Policy Committee; Don Hartill so moved, Kate Supron seconded and the committee approved by consensus with no objections or abstentions. The ITCTC Policy Committee Chairperson shall be Bill Goodman, and the Vice-Chairperson shall be Ray Burger for the term ending December 31, 2016.

Bill Goodman introduced Resolution 2016-05, *Commending Mayor Kate Supron For Contributions To And Services Performed On Behalf Of The Ithaca-Tompkins County Transportation Council*. The resolution was moved by Bill Goodman, seconded by Don Hartill and approved by consensus. Policy Committee members thanked Kate Supron for her time with the ITCTC Policy Committee and wished her well in her new position with Cornell University. Ms. Supron thanked ITCTC staff and committee members for their support and work to improve transportation in the county.

Action: Moved by Don Hartill, seconded by Kate Supron and approved by consensus to elect Ray Burger as ITCTC Policy Committee Vice-Chair for the remainder of 2016.

Action: Resolution 2016-05, *Commending Mayor Kate Supron For Contributions To And Services Performed On Behalf Of The Ithaca-Tompkins County Transportation Council*, Moved by Bill Goodman, seconded by Don Hartill and approved by consensus.

IV. Planning Committee Report

Report: Fernando de Aragón reported that the following took place during the April 19, 2016 ITCTC Planning Committee meeting; all of these items are included in today's agenda for Policy Committee formal approval:

1. Unanimously recommended Policy Committee approval of the 2014-2018 TIP Amendment: *Deletion-Overhead Sign Structure Project*.
2. Unanimously recommended Policy Committee approval of Resolution 2016-03: *Approving the Ithaca-Tompkins County Transportation Council 2016 MPO Self-Certification*.
3. Unanimously recommended Policy Committee approval of Resolution 2016-04: *Approving the Ithaca-Tompkins County Transportation Council Civil Rights/Title VI Implementation Plan*.

Action: This item is for informational purposes only.

VI. 2017-2021 TIP Development Update

Report: Fernando de Aragón reported the following:

- The TIP is in its near-final form and can be reviewed on the [ITCTC website](#).
- The public comment period was advertised and a public meeting was held.
- The TIP will contain new and continuing projects
- We expect to hear by Friday from TCAT on the FTA tables.
- The final 2017-2021 TIP will be voted on during the ITCTC joint meeting in June.
- It becomes effective October 1, 2016

Bill Gray commented that the best news is that there is finally a 5-year federal transportation bill after nearly a decade.

Action: This item was for informational purposes; Committee members were asked to review and comment on the draft 2017-2021 TIP.

VII. 2016 Conformity Determination – Resolution 2016-03

Report: Fernando de Aragón reported:

- Along with the TIP update, the ITCTC must complete a self-certification.
- A draft was sent to NYSDOT Albany for comments.
- The updated version is attached to the agenda for review.
- The self-certification and Resolution 2016-03 were reviewed by the ITCTC Planning Committee during its April 19, 2016 meeting; Policy Committee approval was unanimously recommended.

Action: Resolution 2016-03, *Approving The ITCTC 2016 MPO Self-Certification*, was Moved by Don Hartill, seconded by Bill Goodman and approved by consensus.

RESOLUTION 2016-03

APPROVING THE ITCTC 2016 MPO SELF-CERTIFICATION

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

WHEREAS, as the designated MPO, the *Ithaca-Tompkins County Transportation Council* is charged with conducting a "*continuing, cooperative, and comprehensive*" transportation planning process; AND

WHEREAS, in accordance with the joint Metropolitan Planning Rule, 23 CFR part 450/23 CFR part 613, the *Ithaca-Tompkins County Transportation Council* has conducted an MPO self-certification covering its 2015-2016 program year; AND

WHEREAS, the Transportation Policy Committee has reviewed the 2016 Self-Certification narrative prepared and recommended by its Staff Director and Planning Committee;

NOW THEREFORE BE IT RESOLVED, that in accordance with 23 CFR 450.334, the *Ithaca-Tompkins County Transportation Council*, the designated Metropolitan Planning Organization for the Ithaca-Tompkins County, New York, Metropolitan Area, hereby certifies that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. Section 5303 and 23 CFR 450 Subpart C.
- (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 200d-1) and 49 CFR part 21;
- (3) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (4) Section 1101(b) of the Fixing America's Surface Transportation Act (FAST Act - P.L. 114-94) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded planning project;
- (5) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-Aid highway construction contracts;
- (6) The provisions of the American with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27,37 and 38;
- (7) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal finance assistance;
- (8) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (9) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) AND 49 CFR part 27 regarding discrimination against individuals with disabilities;

BE IT FURTHER RESOLVED, that the 2016 MPO Self-Certification Narrative, labeled as "ATTACHMENT A" is hereby made an integral part of this resolution;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* hereby instructs and authorizes its Staff Director to submit this resolution and all necessary documentation to the appropriate State and Federal agencies to ensure timely approval of this certification.

This resolution having been considered and approved on May 17, 2016.

VIII. Title VI Plan – Resolution 2016-04

Report: Fernando de Aragón reported:

- As a sub-recipient of federal transportation funds, the ITCTC is required to have a Civil Rights/Title VI Plan.
- Ordinarily the ITCTC would fall under Tompkins County’s plan; however the County has a longer time-line for development so the ITCTC developed its own plan and will fall under the County’s umbrella once that Title VI/Civil Rights Plan is completed.
- The ITCTC plan was sent to NYSDOT Albany for review; the comments have been incorporated.
- In Tompkins County, only Chinese meets the Safe Harbor threshold of at least 1,000 or 5% of the population. The ITCTC Plan will be translated into Chinese as well as several other languages where there is a population in Tompkins County of people who speak English “Less Than Very Well”.
- Translation services are being performed by volunteers at [Cornell Translator-Interpreter Program](#).

Dooley Kiefer asked Fernando if he contacted Paula Younger (*Deputy County Administrator and County Compliance Officer*) while developing this plan; he replied that he worked with both Ms. Younger and Dwight Mengel, who was instrumental in writing the Title VI Plan. She also asked if the plan shouldn’t be more specific on page 9 as to which Chinese dialect falls under the Safe Harbor threshold. Xavier Rusk (*Tompkins County Office of Human Rights*) replied that, as far as Title VI is concerned, the word “Chinese” works as a language group and there is no need to specify Mandarin, Cantonese, etc. Ms. Kiefer announced that the County will be contracting with certified translators to provide services for the County departments.

Action: Resolution 2016-04, *Approving The ITCTC Civil Rights/Title VI Implementation Plan*, was Moved by Don Hartill, seconded by Dooley Kiefer and approved by consensus.

RESOLUTION 2016-04

APPROVING THE ITCTC CIVIL RIGHTS/TITLE VI IMPLEMENTATION PLAN

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

WHEREAS, as the designated MPO, the *Ithaca-Tompkins County Transportation Council* is charged with conducting a "continuing, cooperative, and comprehensive" transportation planning process; AND

WHEREAS, the *Ithaca-Tompkins County Transportation Council* operations are funded with Federal Highway Administration P.L. and Federal Transit Administration Section 5303 program funds; AND

WHEREAS, Title VI of the Civil Rights Act of 1964 and subsequent Federal statutes, regulations and executive orders protect individuals and groups from discrimination in programs and activities that receive Federal financial assistance.

WHEREAS, Discrimination on the basis of race, color, national origin, sex, age, disability, low income or Limited English Proficiency status is prohibited and unlawful; AND

WHEREAS, NYSDOT encourages the development of a Civil Rights/Title VI Plan as a means of documenting Title VI activities and processes; AND

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council*, the designated Metropolitan Planning Organization for the Ithaca-Tompkins County, New York, Metropolitan Area, hereby approves the Ithaca-Tompkins County Transportation Council Civil Rights/Title VI Implementation Plan;

BE IT FURTHER RESOLVED, that the Ithaca-Tompkins County Transportation Council Civil Rights/Title VI Implementation Plan, labeled as "ATTACHMENT A" is hereby made an integral part of this resolution;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* hereby instructs and authorizes its Staff Director to submit this resolution and all necessary documentation to the appropriate State and/or Federal agencies as required.

This resolution having been considered and approved on May 17, 2016.

IX. Director's Report

Report: Fernando de Aragón reported the following:

Electric Vehicle Infrastructure Plan.

- This NYSERDA funded project is underway.
- Outreach is being done to community groups.
- An advisory group is being formed; he asked committee members to let him know if they are interested in joining.
- Committee members will be receiving a survey from the consultant, via email, to find out where and what kind of use county residents and workers envision for electric vehicle charging stations.

Don Hartill asked if there was a standard plug that fits all electric vehicles. Fernando de Aragón replied that he knows the Tesla has a different plug from most other electric vehicles. Ray Burger added that he believes they require different plugs and amperage.

Bill Gray asked where they were planning on installing the charging stations and whether there would be a web app to help find them. Fernando de Aragón replied that the sites will be identified in the study; there will be approximately 20 locations.

Bill Goodman added that Eco Village is interested in adding charging stations within their community.

Rideshare Project.

- Zimride is now owned by Enterprise.
- Funding has been secured from the FTA for year one to energize and regionalize.
- A meeting was held last week; there will be more to come.
- There will be one community portal; Cornell University and Ithaca College each have their own portals.

Don Hartill asked how many cars Ithaca Car Share has in its fleet. Fernando de Aragón reported that there are twenty-five cars and approximately 1,700 members. Both Ithaca CarShare and TCAT have seen reductions in their use and are searching for the reasons.

Action: This item for informational purposes only.

X. Member Reports

Report:

1. **Ray Burger** (*Town of Dryden*).

- A task force was formed for the rail/trail from the Village of Dryden, through Freeville and to Ithaca. There are eleven miles for connections.

2. **Don Hartill** (*Village of Lansing*).

- Triphammer Road will be milled and paved this summer.
- He asked NYSDOT why “no turn on red” signs have shown up around the Village of Lansing; they are causing more traffic problems. David Smith replied that he will find out from his staff.
- He asked NYSDOT to look at the intersection of Route 34 and Cayuga Heights Road. There have been accidents because of the extreme angle cars have to negotiate when turning onto Cayuga Heights Road. David Smith said he would speak with Mr. Hartill to understand the intersection in detail; Don Hartill said he would send sketches of the road to clarify.

3. **Kate Supron** (*Village of Cayuga Heights*).
 - The sight-lines for cars entering Cayuga Heights Road from Route 13 are very bad due to the design of the new bridge; a mirror might help see on-coming traffic. She added that the stop sign was moved, in an attempt to improve the situation, but the sight-line is still bad for south-bound traffic. David Smith replied that Diana Miller would look into it.
4. **Tom Mank** (*ITCTC*).
 - The bike map is being updated and the ITCTC hopes to have it ready for distribution by late June.
 - He has received the origin/destination data for 2010 and can do the analysis now.
5. **Don Hartill** (*Village of Lansing*).
 - Cinema Drive will be paved and bikeways will be added.
 - Bush Lane will be redone with bikeways added.
6. **Bill Gray** (*TCAT Board*).
 - TCAT has been losing drivers and is finding it hard to find new hires. Part of the problem is the driver schedules being part-time or needed in the mornings and in the evenings but not in the middle of the day. The trucking industry and school bus hires are having the same problems. TCAT hired contract drivers to fill in but it is expensive. A brief discussion among committee members ensued regarding the hiring and training of bus drivers.
 - TCAT is meeting with Cornell University regarding contributions and the transit needs of the university.
 - TCAT is mourning the loss of Joe Turcotte, General Manager. He was widely liked and made immeasurable contributions to TCAT and will be greatly missed. It will probably take at least six or seven months to find another general manager.

Action: This item for informational purposes only.

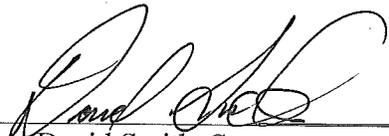
XI. Adjournment

Action: Moved by Don Hartill, seconded by Ray Burger and approved by consensus to adjourn the May 17, 2016 ITCTC Policy Committee meeting at approximately 3:15 p.m.

Policy Committee Action:
5/17/2016 Action Summary
Approved with modification

June 21, 2016
By: Consensus

ATTEST: _____


David Smith, Secretary