



Ithaca-Tompkins County Transportation Council

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AGENDA AND MEETING NOTICE **PLANNING COMMITTEE MEETING**

Date: Tuesday, March 19, 2024

Time: 10:00 A.M. – 12:00 P.M.

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

There is an option to attend this meeting remotely via Zoom;
quorum must be achieved by in-person attendees.

Zoom Meeting: <https://us02web.zoom.us/j/82141130085>
Meeting ID: 821 4113 0085; Passcode: 368101
Mobile: +1.929.436.2866, 82141130085#, *368101# US (NY)

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|------|---|--------------------------|
| I. | Public Comment Period | |
| II. | Approval of January 16, 2024 Action Summary | Planning Committee Chair |
| III. | 2023-27 TIP Actions | |
| | a. Amendment - Update of FTA 5307 Table-FFY 2024 | Frank Doldo & Staff |
| | b. Amendment – C. Ithaca, Hector St. Culvert Rehabilitation | City of Ithaca Staff |
| IV. | Bridge NY | NYSDOT and Staff |
| V. | Director's Report | Fernando de Aragón |
| VI. | Member Reports | Committee Members |
| VII. | Adjournment | |

Please allow two hours for this meeting
The meeting will be recorded.

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.

Action Requested: This item is for informational purposes.

ITEM II

Approval of Planning Committee Action Summary – January 16, 2024

Report: The January 16, 2024 Action Summary is attached to the end of this meeting packet.

Action Requested: Motion to approve the January 16, 2024 Action Summary.

ITEM III.

2023 – 2027 TIP Actions: Amendments

a. Update of FTA 5307 Table-FFY 2024

Report: This TIP action will amend the Section 5307 FTA Tables in FFY 23/24. The amendment allocates remaining balances from FTA Sec. 5307 funding from FFY 20/21 and 22/23 to FTA Sec. 5307 for FFY 23/24, on behalf of Tompkins Consolidated Area Transit, Inc. (TCAT).

More details on the proposed amendment are included in the TIP action form below.

Action Requested: Planning Committee motion recommending Policy Committee approval of proposed 2023-2027 TIP amendment of the FTA 5307 table.

2023-2027 TRANSPORTATION IMPROVEMENT PROGRAM

****Amendment****

Update of FTA 5307 Table-FFY 2024

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved an amendment to the 2023-2027 Transportation Improvement Program (TIP) on April 16, 2024, during a regularly scheduled meeting. The amendment was reviewed and approved by the ITCTC Planning Committee on March 19, 2024. The actions on the ITCTC's 2023-2027 TIP include amending six activities to the Section 5307 Urban Formula Program. The changes to the current State Transportation Improvement Program (2023-2027 STIP) affect Section 5307 activities to the FTA Tables for FFY 23/24, as described below and in the attached table.

Description:

Tompkins County, in coordination with TCAT and NYSDOT, requests the ITCTC approve the 2023-27 TIP/STIP amendment to the FTA Tables in FFY 23/24. The amendment allocates remaining balances from FTA Sec. 5307 funding from FFY 20/21 and 22/23 to FTA Sec. 5307 for FFY 23/24, on behalf of Tompkins Consolidated Area Transit, Inc. (TCAT). The funds will be allocated for five new projects and one existing project as shown below.

Five New Projects:

- Operating Assistance – TCAT.
- Transit Facility Parking lot rehab project
- TCAT office space project
- TCAT Boiler replacement project
- Bus transmission/ engine replacement

One Existing Project:

- TCAT replacement cars

Funds totaling \$251,982 from FFY 20/21 and \$1,126,856 from FFY 22/23 will be used, for a total of \$1,378,838 being allocated to the above six projects in FFY 23/24.

The proposed amendment to the 2023-2027 TIP and the 2024 STIP are shown in Attachment A table. The table shows the projects as they will appear in the TIP and STIP. The TIP and STIP will remain fiscally constrained.

Attachment A

2023-2027 TRANSPORTATION IMPROVEMENT PROGRAM					
FEDERAL TRANSIT ADMINISTRATION (FTA) PROGRAM SUMMARY TABLES				2024	
URBAN FORMULA (FTA 5307)	DESCRIPTION	PIN#	2024	Revised 2024	Difference
Boiler replacement project	This project will replace the TCAT facility boilers	382992	\$0	\$45,000	\$45,000
TCAT Office space project	Rehab TCAT facility offices and create new cubicles	382993	\$0	\$130,000	\$130,000
Engine/Transmission work TCAT	Replace three transmissions and one engine on four buses	382994	\$0	\$80,000	\$80,000
Operating Assistance - TCAT	Operating assistance for TCAT	382995	\$0	\$893,838	\$893,838
Transit Facility parking lot rehab	This project will repave and reline the parking lot	382996	\$0	\$140,000	\$140,000
TCAT Replacement Cars	This project will fund three replacement staff cars for TCAT	382978	\$0	\$90,000	\$90,000

b. City of Ithaca, Hector Street Culvert Rehabilitation

Report: The City of Ithaca, in coordination with NYSDOT, is requesting an amendment to increase funding for the Hector Street Culvert Rehabilitation-PIN 375701 project by utilizing STBG-FLEX funds from regional sources outside of Tompkins County, as well as 100% LOCAL city funds.

More details on the proposed amendment are included in the TIP action form below.

Action Requested: Planning Committee motion recommending Policy Committee approval of proposed 2023-2027 TIP amendment of the Hector Street Culvert Project-PIN 375701.

2023-2027 TRANSPORTATION IMPROVEMENT PROGRAM

****Amendment****

Hector Street Culvert Project – Funding Increase

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved an amendment to the 2023-2027 Transportation Improvement Program (TIP) on **April 16, 2024**, during a regularly scheduled meeting. The amendment was reviewed and approved by the ITCTC Planning Committee on **March 19, 2024**. The action on the 2023-2027 TIP and the current State Transportation Improvement Program (STIP) affects one (1) project as described below.

Description:

The City of Ithaca, in coordination with NYSDOT, is requesting an amendment to increase funding for the Hector Street Culvert Rehabilitation-PIN 375701 project by utilizing STBG-FLEX funds from regional sources outside of Tompkins County, as well as 100% LOCAL city funds. The changes are as follows.

1. Increase funding for FFY 24/25 Construction phase by a total of \$800,000.
2. New FFY 24/25 ROW Acquisition phase composed of \$4,750 in 100% LOCAL funds.
3. New FFY 24/25 ROW Acquisition phase composed of \$13,250 in 100% LOCAL funds.

The tables in Attachment A include the project as it will appear in the TIP (note: changes shown in bold). This amendment will not affect the funding of projects within any other jurisdiction. The TIP and STIP will remain fiscally constrained.

EXISTING:

TIP date 2022 **PIN** 375701 **BIN**

Project Name Hector Street Culvert Rehabilitation

Sponsor City of Ithaca

Description Rehabilitate the Hector Street Culvert carrying Lindeman Creek. Extends the outlet half of the culvert's structure with a new pipe to increase the structure's lifespan, reduce erosion, and to make room for a new sidewalk. City of Ithaca, Tompkins CO.

Fund Source: STBG-FLEX

Project Element	Funding	Date	Obligated	Date	22/23	23/24	24/25	25/26	26/27	5 YR Total
A-1-Scoping	STBG-FLEX		\$0	11-22	\$30,000	\$0	\$0	\$0	\$0	\$30,000
B-4-Preliminary Design	STBG-FLEX		\$0	11-22	\$70,000	\$0	\$0	\$0	\$0	\$70,000
C-7-Detailed Design	STBG-FLEX		\$0	07-23	\$50,000	\$0	\$0	\$0	\$0	\$50,000
G-18-Construction	STBG-FLEX		\$0	10-24	\$0	\$0	\$550,000	\$0	\$0	\$550,000
H-22-Inspection	STBG-FLEX		\$0	10-24	\$0	\$0	\$66,000	\$0	\$0	\$66,000
Total:			\$0		\$150,000	\$0	\$616,000	\$0	\$0	\$766,000
Federal Funding:			\$0		\$120,000	\$0	\$492,800	\$0	\$0	\$612,800
State Funding:			\$0		\$0	\$0	\$0	\$0	\$0	\$0
Local Funding:			\$0		\$30,000	\$0	\$123,200	\$0	\$0	\$153,200

AMENDMENT:

Fund Source: STBG-FLEX/100% LOCAL

Project Element	Funding	Date	Obligated	Date	22/23	23/24	24/25	25/26	26/27	5 YR Total
A-1-Scoping	STBG-FLEX		\$0	11-22	\$30,000	\$0	\$0	\$0	\$0	\$30,000
B-4-Preliminary Design	STBG-FLEX		\$0	11-22	\$70,000	\$0	\$0	\$0	\$0	\$70,000
C-7-Detailed Design	STBG-FLEX		\$0	07-23	\$50,000	\$0	\$0	\$0	\$0	\$50,000
G-18-Construction	STBG-FLEX		\$0	10-24	\$0	\$0	\$1,350,000	\$0	\$0	\$1,350,000
H-22-Inspection	STBG-FLEX		\$0	10-24	\$0	\$0	\$66,000	\$0	\$0	\$66,000
D-10-Rt of Way Acq	100% LOCAL		\$0	10-24	\$0	\$0	\$4,750	\$0	\$0	\$4,750
E-13-Rt of Way Incd	100% LOCAL		\$0	10-24	\$0	\$0	\$13,250	\$0	\$0	\$13,250
Total:			\$0		\$150,000	\$0	\$1,434,000	\$0	\$0	\$1,584,000
Federal Funding:			\$0		\$120,000	\$0	\$1,132,800	\$0	\$0	\$1,252,800
State Funding:			\$0		\$0	\$0	\$0	\$0	\$0	\$0
Local Funding:			\$0		\$30,000	\$0	\$301,200	\$0	\$0	\$331,200

Note: modifications shown in **Bold**

Bridge NY

Report: BNY funds were allocated directly for use in Tompkins County. Applications from Tompkins County were evaluated by a scoring team. The ITCTC needs to recommend project(s) for BNY funding. Eventually, selected projects will be added to the TIP/STIP. The scoring team for BNY projects was made up of representatives from NYSDOT Structures, NYSDOT planning, the ITCTC, Tompkins County and municipal representative(s).

Regarding BNY funding for Tompkins County:

- Project funding will be structured as 95% federal and 5% local match.
- At least two thirds (2/3) of the 2023 BNY funding are to address Off-System Bridges (OSB), i.e. bridges not on a federally functional classified roadway. Bridges on rural minor collectors, and rural and urban local roads are eligible for OSB funds.
- The ITCTC area is receiving \$5.45 Million federal, which results in a total (federal 95% +5%local) of \$5.737 M.
- NYSDOT is retaining 10% of funds to help cover possible cost overruns.
- Construction is to be completed within 30 months.
- Existing Bridge NY projects currently in the TIP are not eligible for 2023 BNY funding.
- Existing bridge projects in the TIP funded by STBG-Flex or NHPP funds are eligible to apply for 2023 BNY funding to supplement project funding.

Five applications were received from Tompkins County applicants. The table below presents summary data from applications and the overall score from the evaluation process.

NYSDOT and ITCTC staff will present their recommendations for funding for Planning Committee consideration.

Action Requested: Consideration of proposed allocation of BNY funds.

2024 BNY SUMMARY APPLICATION DATA

Application Name	Sponsor	Feature Carried	Feature Crossed	Functional Class	AADT	Total Cost (\$M)	Total BNY Funds Requested (\$M)	Proposed Scope Category	Consensus Total Score (0-100)
B-R3 City of Ithaca #1 2210660 Route 79	City of Ithaca	SR-79	Relief Channel	16-minor arterial	13,463	2.052	1.950	MAINTENANCE (preventive or corrective)	76.17
B-R3 Tompkins County #1 3314450 Falls Road over Taughannock Creek	Tompkins County	Falls Road	Taughannock Creek	09-Local	788	5.158	4.750	REPLACEMENT	82.00
B-R3 Tompkins County #2 3209950 Hines Road	Tompkins County	Hines Road	Enfield Creek	09-Local	147	2.514	2.388	REPLACEMENT	81.00
B-R3 Tompkins County #3 3210010 Cemetery Lane	Tompkins County	Cemetery Lane	Fall Creek	09-Local	114	4.611	4.381	REPLACEMENT	76.00
B-R3 Town of Dryden #1 3209860 Mill Street	Town of Dryden	Mill Street	Fall Creek	09-Local	379	2.344	2.227	REPLACEMENT	85.00

Director's Report

Report:

- Transportation Equity Needs Assessment (TENA) Update
- Crash Report – article in Ithaca Voice, 3/6/24. Updated report online: [Summary Report High-crash Road Segments And Intersections In Tompkins County, NY 2018-2022](#).
- Ithaca Carshare update
- LRTP – web survey
- Bike Suitability map will be updated this year

Action Requested: This item is for information 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 information purposes.

Adjournment

The next ITCTC meeting:
ITCTC Policy Committee, April 16, 2024 at 1:00 p.m.
ITCTC Planning Committee, May 21, 2024 at 10:00 a.m.

*If you are unable to attend a meeting, please inform the ITCTC Office and arrange for your alternate 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 Planning Committee Action Summary –
January 16, 2024**
(See page 1 above)

Approval of Action Summary
January 16, 2024 Meeting

PLANNING COMMITTEE MEETING ACTION SUMMARY

January 16, 2024 - 10:00 a.m

Present: *In Person:* **Ray Burger, Chair** (Town of Dryden), **Brent Cross** (Village of Cayuga Heights), **C.J. Randall** (Town of Ithaca), **Ruth Groff** (Town of Lansing), **Curt Parrish** (TCAT), **Matthew Rosenbloom** (TCAT), **Dave Roth** (NYSDOT Reg.3), **Katrina Bergan** (NYSDOT Reg.3).

Remote: **Katie Borgella, Vice Chair** (Tompkins County), **Timothy Logue** (City of Ithaca), **Dan Thaete** (Town of Ithaca), **Joe Slater** (Town of Ithaca), **Reed Huegerich** (Cornell University), **Kate Kelley-MacKenzie** (Town of Caroline), **Greg Hutnik** (Town of Danby), **Michael Allinger** (Town of Newfield), **Niels Tyngesen** (Town of Ulysses).

Excused: **Jim Morse** (Tompkins County Highway), **Jason Leifer** (Town of Dryden), **James Marshall** (Village of Cayuga Heights), **Joel Gagnon** (Town of Danby), **Erin Cuddihy** (City of Ithaca), **Ronny Hardaway** (Village of Lansing), **Michelle E. Wright** (Town of Ulysses), **Kate Supron** (Cornell University), **John Zepko** (Town of Lansing), **Stephanie Redmond** (Town of Enfield), **John Courtney** (Village of Lansing), **Ellard Keister** (Town of Groton), **Megan McDonald** (Tompkins County), **Richard Sawczak** (NYSDOT Reg. 3), **Adam Klein** (FTA), **Benjamin Fischer** (FHWA), **Nicole McGrath** (FHWA).

Staff: **Fernando de Aragón, Teresa Linde, Jay Lambrix.**

Guests: *In Person:* **Frank Doldo** (Chief Transportation Planner, T.C. Planning & Sustainability), **Tom Mank** (ITCTC Consultant), **Scot Vanderpool** (TCAT).

Remote: **Catherine Wilde** (Transportation Planner, T.C. Planning & Sustainability), **Jeff Boles** (Member of the public), **Chris Stephany** (Tompkins County Airport).

At approximately 10:08 a.m. Ray Burger assumed the Chair and asked for introductions to be made around the room and remotely.

I. Public Comment Period

Report: Jeff Boles, a member of the public, attended the meeting remotely and voiced his concerns and questions regarding TCAT services. Scot Vanderpool asked Mr. Boles to send him an email with his comments so he could answer him in writing and in detail; Mr. Boles agreed.

II. Approval of Joint Action Summary – December 19, 2023

Action: The Joint Action Summary from December 19, 2023 was Moved by Brent Cross, seconded by Ruth Groff, and unanimously approved by the ITCTC Planning Committee without modification.

III. Review of 2024-2025 UPWP and Resolutions 2024-01 and 2024-02

Report: Fernando de Aragón reviewed the draft 2024/2025 UPWP, adding that the ITCTC Policy Committee must approved the final draft during their February 13th meeting in order to meet the NYSDOT deadline of March 1st. He reported the total available funding for the 2.5% set aside for safe and accessible Transportation Options is \$9,469 for this UPWP and only one proposal was submitted, that was to expand the bike parking survey to include all municipalities in the county, plus Cornell, Ithaca College, and TC3.

Action: Moved by Brent Cross, seconded by Ruth Groff and unanimously approved to recommend Policy Committee formal approval of Resolution 2024-01 and 2024-02,

RESOLUTION 2024-01
APPROVAL OF THE 2024-2025 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 2024-2025 Operating Budget for the period of April 1, 2024 through March 31, 2025;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby adopt the 2024-2025 Operating Budget for the period April 1, 2024 through March 31, 2025 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, 2024.

This resolution having been considered and approved on February 13, 2024.

**ATTACHMENT A
RESOLUTION 2024-01**

2023-2024 ITCTC Operating Budget				
CODE	DESCRIPTION	2023-2024 FHWA	2023-2024 FTA	2023-2024 TOTAL
REVENUES:				
.4959	FEDERAL AID GRANT	\$364,206	\$51,599	\$415,805
	REPROGRAMMED FUNDS	\$28,060	\$0	\$28,060
	TOTAL REVENUES	\$392,266	\$51,599	\$443,865
EXPENSES:				
	COMBINED SALARIES	229,260	26,427	255,687
.8800	FRINGE	101,077	13,982	115,059
.2206	COMPUTER EQUIPMENT	1,600	900	2,500
.2210	OTHER EQUIPMENT	500	0	500
.2214	FURNITURE & FIXTURES	0	400	400
.2230	COMPUTER SOFTWARE	0	800	800
.4303	OFFICE SUPPLIES	0	500	500
.4330	PRINTING	7,000	0	7,000
.4332	BOOKS/PUBLICATIONS	200	0	200
.4342	FOOD	200	0	200
.4400	PROGRAM EXPENSE	41,919	0	41,919
.4402	LEGAL ADVERTISING	1,200	800	2,000
.4412	TRAVEL/TRAINING	2,500	1,500	4,000
.4414	LOCAL MILEAGE	700	500	1,200
.4416	PROFESSIONAL DUES	600	0	600
.4424	EQUIPMENT RENTAL	1,500	0	1,500
.4425	SERVICE CONTRACTS	1,200	0	1,200
.4432	RENT	500	0	500
.4442	PROFESSIONAL SERVICE FEES	500	1,500	2,000
.4452	POSTAGE SERVICES	0	800	800
.4472	TELEPHONE	0	800	800
.4618	INTERDEPARTMENTAL CHARGE	1,810	2,690	4,500
	TOTAL EXPENSES	392,266	51,599	\$443,865

RESOLUTION 2024-02
APPROVAL OF THE 2024-2025
UNIFIED PLANNING WORK PROGRAM

WHEREAS, federal transportation legislation 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 Metropolitan Planning Organizations are required 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 regulations (23 CFR §450.308(d)), has developed a Simplified Statement of Work for fiscal year 2024-2025 that serves as the Unified Planning Work Program; AND

WHEREAS, in order to support the elements of the 2023-2024 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 2023-2024 Unified Planning Work Program;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* hereby approves the 2024-2025 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 2024-2025 Unified Planning Work Program in cooperation with and with the assistance of the Transportation Planning Committee.

This resolution having been considered and approved on February 13, 2024.

IV. 2023-2027 TIP Amendments

a. Update of FTA 5307 Table – FFY2024. .

Report: Frank Doldo reviewed the information in the meeting packet. He reported that this action puts the budget into the TIP and that it would take 12 to 18 months for delivery of the buses included in the amendment.

Action: Moved by Curt Parrish, seconded by Ruth Groff and unanimously recommended for Policy Committee formal approval, 2023-2027 TIP Amendment, *Update of FTA 5307 Table – FFY 2024.*

2023-2027 TRANSPORTATION IMPROVEMENT PROGRAM

****Amendment****

Update of FTA 5307 Table-FFY 2024

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved an amendment to the 2023-2027 Transportation Improvement Program (TIP) on February 13, 2024, during a regularly scheduled meeting. The amendment was reviewed and approved by the ITCTC Planning Committee on January 16, 2024. The actions on the ITCTC’s 2023-2027 TIP include amending eight activities to the Section 5307 Urban Formula Program. The changes to the current State Transportation Improvement Program (2023-2027 STIP) affect Section 5307 activities to the FTA Tables for FFY 2024, as described below and in the attached table.

Description:

Tompkins County requests the ITCTC approve a 2023-27 TIP/STIP amendment to the FTA Tables in FFY 2024. The amendment allocates FTA Sec. 5307 funding from FFY 22/23 to FTA Sec. 5307 for FFY 23/24, on behalf of Tompkins Consolidated Area Transit, Inc. (TCAT), Gadabout Transportation Service, Inc. (Gadabout), and Tompkins County.

Eight project budgets are amended:

- Operating Assistance – TCAT
- Transit Facility Rehab Project
- Low or No Vehicle emissions Program
- Tompkins County Project Administration
- Tompkins County Mobility Management
- Tompkins County SCMP Mobility Management
- Gadabout Acquire ADP Software
- Gadabout replacement Buses

A total of \$31,114,255 in federal funding is being used from the 2023 Section 5307 Urban Formula Program for the above eight projects in FFY 23/24.

The proposed amendment to the 2023-2027 TIP and STIP are shown in the Attachment A table. The table shows the projects as they will appear in the TIP and STIP. The TIP and STIP will remain fiscally constrained.

2023-2027 TRANSPORTATION IMPROVEMENT PROGRAM**FEDERAL TRANSIT ADMINISTRATION (FTA) PROGRAM SUMMARY TABLES - FFY 23/24**

URBAN FORMULA (FTA 5307)	DESCRIPTION	PIN#	2024	Revised 2024	Difference
Project Administration - County	This project reimburses county project administration costs of FTA grant-funded projects.	382099	\$188,750	\$1,449,618	\$1,260,868
Mobility Management - County	This project provides County planning management and technical assistance to coordinated transportation, mobility management, SCMP, and Sec. 5310 projects.	382278	\$68,000	\$264,096	\$196,096
Mobility Management - Non-County (SCMP & Gadabout)	This project supports SCMP-eligible mobility management projects identified in the Coordinated Plan and local solicitation review process 2023-2027.	382417	\$100,000	\$438,684	\$338,684
Gadabout ITS Capital Project – Non-County-SCMP	ADP Software project – trip scheduling and dispatch platform	382980		\$25,972	\$25,972
Gadabout replacement Buses (12)	Purchase (12) replacement Paratransit Buses for gadabout includes Transfer from 5311	382925	\$412,221	\$1,437,221	\$1,025,000
Operating Assistance - TCAT	Operating assistance for TCAT, includes Sec 5311 transfer.	382404	\$1,117,878	\$15,718,168	\$14,600,290
Transit Facility Rehabilitation Project	This project includes multiple renovation projects for the TCAT Transit Facility.	382940	\$0	\$1,539,630	\$1,539,630
Low or No Vehicle Emission Program	This project purchases six battery-electric 40-ft. transit buses; four battery-electric under 30-ft. transit buses; two battery charging systems & workforce development activities. Sect. 5339(c) funding.	382966	\$0	\$10,240,866	\$10,240,866
Total Section 5307 Program			\$1,886,849	\$31,114,255	(\$29,227,406)

b. Update of FTA 5339 Table.

Report: Frank Doldo reported that the TIP Amendment adds two projects and that the totals include local, state, and federal funding in the dollar amounts:

- Facilities upgrades: security fobs, security cameras, and carbon monoxide detectors
- Computer software upgrades: server & computer upgrades, and route planning software replacement

Action: Moved by C.J. Randall, seconded by Curt Parrish and unanimously recommended for Policy Committee formal approval, 2023-2027 TIP Amendment, *Update of FTA 5339 Table – FFY 2024*

2023-2027 TRANSPORTATION IMPROVEMENT PROGRAM

****Amendment****

Update of FTA 5339 Table-FFY 2024

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved an amendment to the 2023-2027 Transportation Improvement Program (TIP) on February 13, 2024, during a regularly scheduled meeting. The amendment was reviewed and approved by the ITCTC Planning Committee on January 16, 2024. This amendment to the ITCTC's 2023-2027 TIP adds two projects utilizing Section 5339 funds and apportionments of small Urbanized Areas (SUZA) and State/Territory allocation to Tompkins County. The changes to the current TIP and State Transportation Improvement Program (2023-2026 STIP) affect Section 5339 SUZA and State Territory activities in the FTA Tables for FFY 2024, as described below and in the attached table.

Description:

Tompkins County requests the ITCTC approve a 2023-27 TIP/STIP amendment to the FTA Tables in FFY 2024. The amendment adds two new projects allocating FTA Sec. 5339 SUZA and State/Territory funding from FFY 23 to FFY 24, on behalf of Tompkins Consolidated Area Transit, Inc. (TCAT) and Tompkins County. The actions on the ITCTC's 2023-2027 TIP include two projects with a total of five activities. The two projects with associated activities are as follows:

Project 1-Transit Facilities Upgrades

- Security Fobs for entrance doors
- Facility Security Cameras
- CO Detectors for our facility

Project 2- Computer software upgrades and replacement

- Server and Computer Upgrades
- Route Planning Software Replacement

A total of \$545,208 (\$436,167 federal) in Section 5339 Formula Program funding is being used for the two new projects. The proposed amendment to the 2023-2027 TIP and STIP are shown in Attachment A table. The table shows the projects as they will appear in the TIP and STIP. The TIP and STIP will remain fiscally constrained.

2023-2027 TRANSPORTATION IMPROVEMENT PROGRAM

FEDERAL TRANSIT ADMINISTRATION (FTA) PROGRAM SUMMARY TABLES - FFY 24/25

URBAN FORMULA (FTA 5339)	DESCRIPTION	PIN#	2024	Revised 2024	Difference
Transit Facilities Upgrades	This project activities includes Security Fobs for entrance doors, Facility Security Cameras, and CO Detectors.	*	\$0	\$197,181	\$197,181
Computer software upgrades and replacement	This project activities includes Server and Computer Upgrades and Route Planning Software Replacement.	*	\$0	\$348,027	\$348,027
Total Section 5339 Program			\$0	\$545,208	\$545,208

*** Project Identification Numbers have been requested.**

V. 2023-2024 UPWP Amendment – Resolution 2024-03

Report: Fernando de Aragón reported that when he formally retired from the NY State Local Retirement System, in August 2023, Tompkins County, as the ITCTC host agency, was required to pay for the accumulated fringe time (vacation & personal) as of the retirement date. This UPWP amendment reprograms \$8,000 in carry-over funds to accommodate this unanticipated expense.

Brent Cross asked if this comes out of the county payroll fund. Fernando de Aragón replied that all ITCTC expenses come out of federal grant money. Katie Borgella commented that although this lump sum was due at this time, it is something that the ITCTC would have had to pay out eventually.

Action: Resolution 2024-03, *Approving Amendments to the 2023-2024 UPWP*, was Moved by Reed Huegerich, seconded by Brent Cross and unanimously recommended for Policy Committee approval.

RESOLUTION 2024-03

***APPROVING AMENDMENTS TO THE
2023-2024 UNIFIED PLANNING WORK PROGRAM***

WHEREAS, federal transportation legislation 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, in order to implement a continuous, cooperative, and comprehensive transportation-planning process in the Ithaca-Tompkins County Metropolitan Area, the *Ithaca-Tompkins County Transportation Council* has developed and adopted the 2023-2024 Unified Planning Work Program, which is in accordance with federal requirements; AND

WHEREAS, Fernando de Aragón, Staff Director of the *Ithaca-Tompkins County Transportation Council*, formally retired from the NY State Local Retirement System on August 19, 2023; AND

WHEREAS, to complete the retirement process, Tompkins County, as the *Ithaca-Tompkins County Transportation Council* host agency, was required to pay for the accumulated fringe time (vacation & personal) as of the retirement date, an amount totaling \$8,835.12; AND

WHEREAS, the Ithaca-Tompkins County Transportation Council has access to Federal Highway Administration (FHWA) carry-over funds that can be reprogrammed to cover agency operation expenses;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby amend the 2023/2024 Unified Planning Work program by increasing the FHWA Auditable Budget by \$8,000 for the PERSONNEL budget line. These fund transfers are to be reflected in the 2023/2024 *Ithaca-Tompkins County Transportation Council* Operating Budget with an increase of \$8,000 to the “Combined Salaries” budget line under ‘Expenses’, and an increase of \$8,000 to the “Reprogrammed Funds” budget line under ‘Revenues’; and an increase of \$8,000 to federal FHWA P.L. funds and corresponding state and local match adjustment in the 2023/2024 Programmatic Funding Summary table. 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 2023-2024 Unified Planning Work Program document to the pertinent State and Federal Agencies.

This resolution having been considered and approved on February 13, 2024.

Rod Howe, Chair

David Smith, Secretary

2023-2024 PROGRAMMATIC FUNDING SUMMARY

TABLE 1

PROGRAM	FEDERAL	STATE	LOCAL	TOTAL
FHWA "P.L."	\$383,218	\$60,508	\$20,169	\$463,895
FTA 5303	\$49,468	\$9,275	\$3,092	\$61,835
<i>ITCTC Subtotal</i>	\$432,686	\$69,783	\$23,261	\$525,730
FTA 5307 (TCAT)	\$0	\$0	\$0	\$0
TOTAL	\$432,686	\$69,783	\$23,261	\$525,730

2023-2024 AVAILABLE FUNDING FOR ITCTC OPERATION

TABLE 2

2023-2024 ITCTC Operating Budget					FTA Carry-Over Funds				Total Funds Available For Operations
CODE	DESCRIPTION	FHWA	FTA	TOTAL	2020-2021 FTA	2021-2022 FTA	2022-2023 FTA	FTA Sub-TOTAL	GRAND TOTAL
REVENUES:					REVENUES:				
.4959	FEDERAL AID GRANT	\$360,218	\$49,468	\$409,686	\$1,600	\$1,300	\$7,000	\$9,900	\$419,586
	REPROGRAMMED FUNDS	\$23,000	\$0	\$23,000	\$0	\$0	\$0	\$0	\$23,000
	TOTAL REVENUES	\$383,218	\$49,468	\$432,686	\$1,600	\$1,300	\$7,000	\$9,900	\$442,586
EXPENSES:					EXPENSES:				
	COMBINED SALARIES	209,698	27,244	236,942	0	0	0	0	236,942
.8800	FRINGE	98,549	13,632	112,182	0	0	0	0	112,182
.2206	COMPUTER EQUIPMENT	500	500	1,000	0	0	0	0	1,000
.2210	OTHER EQUIPMENT	1,000	0	1,000	0	0	0	0	1,000
.2214	FURNITURE & FIXTURES	241	259	500	0	0	0	0	500
.2230	COMPUTER SOFTWARE	400	0	400	0	400	0	400	800
.4303	OFFICE SUPPLIES	200	550	750	0	300	0	300	1,050
.4330	PRINTING	500	0	500	0	0	500	500	1,000
.4332	BOOKS/PUBLICATIONS	500	0	500	100	0	0	100	600
.4342	FOOD	500	0	500	0	0	0	0	500
.4400	PROGRAM EXPENSE	58,304	0	58,304	0	0	2,000	2,000	60,304
.4402	LEGAL ADVERTISING	250	500	750	0	0	0	0	750
.4412	TRAVEL/TRAINING	4,392	1,608	6,000	0	0	1,000	1,000	7,000
.4414	LOCAL MILEAGE	583	800	1,383	0	0	1,000	1,000	2,383
.4416	PROFESSIONAL DUES	600	0	600	0	0	0	0	600
.4424	EQUIPMENT RENTAL	1,500	0	1,500	0	300		300	1,800
.4425	SERVICE CONTRACTS	1,200	0	1,200	1,500		0	1,500	2,700
.4432	RENT	500	0	500	0	0	1,000	1,000	1,500
.4442	PROFESSIONAL SERVICE FEES	0	1,875	1,875	0	0	600	600	2,475
.4452	POSTAGE SERVICES	50	750	800	0	0	450	450	1,250
.4472	TELEPHONE	250	750	1,000	0	300	450	750	1,750
.4618	INTERDEPARTMENTAL CHARGE	3,500	1,000	4,500	0	0		0	4,500
	TOTAL EXPENSES	383,218	49,468	\$432,686	\$1,600	\$1,300	\$7,000	\$9,900	\$442,586

**2023-2024 FHWA AUDITABLE BUDGET
PIN # PH24.15.881**

TASK BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.21.00	PROGRAM SUPPORT AND ADMINISTRATION	76,644	27,834	20,169	124,647
44.22.00	GENERAL DEVELOPMENT AND COMPREHENSIVE PLANNING	76,644			76,644
44.23.01	LONG RANGE PLANNING – SYSTEM LEVEL	76,644	8,471		85,115
44.23.02	LONG RANGE PLANNING – PROJECT LEVEL	76,644			76,644
44.24.00	SHORT RANGE TRANSPORTATION PLANNING	7,664			7,664
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	49,817	24,203		74,020
44.27.00	OTHER ACTIVITIES	19,161			19,161
TOTAL		383,218	60,508	20,169	463,895
AUDITABLE BUDGET					
CODE	DESCRIPTION	FEDERAL (\$)	STATE (\$)	LOCAL (\$)	TOTAL (\$)
44.20.01	PERSONNEL	209,698		12,102	221,800
44.20.02	FRINGE /LEAVE	98,549		5,042	103,591
44.20.03	TRAVEL	4,976			4,976
44.20.04	EQUIPMENT	2,141			2,141
44.20.05	SUPPLIES/REPRODUCTION	700			700
44.20.06	CONTRACTUAL	58,304			58,304
44.20.07	OTHER	8,850		3,025	11,875
44.20.08	INDIRECT CHARGES	0			0
XX.XX.XX	TOLL CREDITS	0	60,508		60,508
TOTAL		383,218	60,508	20,169	463,895

VI. Director's Report

Report: Fernando de Aragón reported the following:

- **Priority Trails Strategy.**
 - The document has been completed, reviewed, and accepted by the county legislature; it will be in the updated LRTP.
 - It is a good vision for achieving a countywide trail system and is critical for securing funding.
- **LRTP.**
 - Staff continues to work on the update.
 - The recent press release garnered some feedback; more public outreach will take place in the spring.
 - A presentation will be given to TC3 for comments.
 - Contact the ITCTC for more information or to schedule a presentation.
 - <https://www.tompkinscountyny.gov/itctc/lrtpupdate>
- **Bridge NY and Culvert NY Grant Program.**
 - Ongoing; the next meeting may have results to report on applications.
 - Thank you to members who volunteered to assist in the Bridge NY applications review process.
 - Brent Cross asked if the group could review a Culvert NY application. Fernando de Aragón replied that the culvert program is statewide while the local review is only on bridge applications. Dave Roth advised Mr. Cross to contact Richard Sawczak at NYSDOT Region 3 for assistance with the culvert application.

Action: This item was for informational purposes only.

VII. Member Reports

Report:

1. **Brent Cross (Village of Cayuga Heights).**
 - Awarded the contract for the TAP walking safer project for sidewalk construction.
 - Awarded the contract for the TAP Cayuga Heights Road sidewalk project.
 - The village is working on a Culvert NY application, as well as looking for other sources of funding, for a major culvert replacement project.
 - Fernando de Aragón congratulated Mr. Cross for moving those projects along.
 - Mr. Cross reported that the ITCTC had a presentation in the past by Bike Share on the "white bikes" and he asked if this program was still ongoing. Mr. de Aragón replied that it is still operating and expects more bikes to be added this spring or summer. Mr. Cross asked if it is going to expand beyond the city and, if so, will they negotiate with affected municipalities first. Mr. de Aragón said that Bike Share should be contacting municipalities pro-actively and he would remind them to do that.
 - Mr. Cross noted that he had a hard time finding a parking spot and wondered if any other members had parking problems when attending meetings at the TCAT facility. Curt Parrish reported that Guthrie has agreed to allow TCAT's overflow to park in their lot across the street.
2. **C.J. Randall (Town of Ithaca).**
 - The Bridge NY, Townline Road, project is progressing.
 - The town is hopeful about a TAP application for improvements to the area of East Shore Drive by the Boynton Middle School.
 - The town hosted a meeting on the Black Diamond Trail extension from Treman Park to the city and northern portions of the trail; the project would be complementary to economic development in the west end.
3. **Ray Burger (Town of Dryden).**
 - The town has a TAP application for sidewalks; this is in anticipation of increased housing in the north side of the village.
 - The Varna sewer project is starting up; no pavement is being dug up but future water work on route 366 may require that.

4. Tim Logue (City of Ithaca).

- Regarding the Build grant for the redesign of Route 13: The first draft of the plan will be reviewed internally; a public review will occur in February. Final design approval is expected in May.
- The Black Diamond Trail bridge over the flood control channel: is temporarily open for the winter; the finish work of lights, landscaping, etc. will be done in the spring.
- Trails to Buttermilk Falls park are in design.

Action: This item was for informational purposes only.

VIII. Adjournment

Action: Moved by Brent Cross, seconded by Curt Parrish and unanimously agreed to adjourn the January 16, 2024 ITCTC Planning Committee meeting at approximately 10:50 a.m.

Planning Committee Action:	March 19, 2024
Approval of 1/16/2024 Action Summary:	Motion:
	Second:
	Vote: