



Ithaca-Tompkins County Transportation Council

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AGENDA AND MEETING NOTICE

PLANNING COMMITTEE MEETING

Date: Tuesday, April 19, 2016

Time: 10:00 A.M. – 12:00 P.M.

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

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|-------|---|-------------------------------------|
| I. | Public Comment Period | |
| II. | Approval of Action Summary – February 16, 2016 | Planning Committee Chair |
| III. | 2014-18 TIP Action
Amendment: Deletion of NYSDOT Overhead Sign Structure project | NYSDOT Staff,
Fernando de Aragón |
| IV. | 2017-2021 TIP Development Update | Fernando de Aragón |
| V. | 2016 Conformity Determination | Fernando de Aragón |
| VI. | Title VI Plan Draft | Fernando de Aragón |
| VII. | Work Flow Data Demonstration | Tom Mank |
| VIII. | Director’s Report | Fernando de Aragón |
| IX. | Member Reports | Committee Members |
| X. | Adjournment | |

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

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

ITEM I

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 – February 16, 2016

Report: The February 16, 2016 Action Summary is attached to the end of this meeting packet.

Action Requested: Motion to approve the February 16, 2016 Action Summary.

ITEM III

2014-18 TIP Action Amendment
Deletion of NYSDOT Overhead Sign Structure project

Report: NYSDOT has requested deletion of a regional project from the 2014-18 TIP - *Overhead Sign Structure & Panel Repair/Replace Contract*. This project is proposed for removal because not enough sign work was assigned during the 2015 construction season.

More information in the amendment form below.

Action Requested: Motion recommending Policy Committee approval of the 2014-18 TIP amendment deleting the NYSDOT *Overhead Sign Structure & Panel Repair/Replace Contract* project (PIN: 380695)

DRAFT FOR PLANNING COMMITTEE REVIEW
2014-2018 TRANSPORTATION IMPROVEMENT PROGRAM
****Amendment****

**New York State Dept. of Transportation
Deletion-Overhead Sign Structure Project**

The Policy Committee of the Ithaca-Tompkins County Transportation Council (ITCTC) approved a Transportation Improvement Program (TIP) Amendment on **May 17, 2016**, during a regularly scheduled meeting. This amendment was considered and approved by the Planning Committee during their meeting of April 19, 2016. The action on the 2014-2018 TIP and the current State Transportation Improvement Program (STIP) affects one project as described below.

Description:

NYS DOT has requested the deletion of one project, *Overhead Sign Structure & Panel Repair/Replace Contract* (PIN 380695), as shown in Attachment A. This project is proposed for removal because not enough sign work was assigned during the 2015 construction season.

This project, *Overhead Sign Structure & Panel Repair/Replace Contract* (PIN 380695), will be deleted from the ITCTC 2014-2018 TIP and STIP. The TIP and STIP will remain fiscally constrained.

TIP date	2013	PIN	380695	BIN
Project Name	<i>Overhead Sign Structure & Panel Repair/Replace Contract</i>			
Sponsor	NYS DOT			
Description	REPAIR/REPLACE CONTRACT			

Fund Source:

Project Element	Funding	Date	13/14	14/15	15/16	16/17	17/18	5 YR Total
C-7-Detailed Design	STP-FLEX	'9-14	\$250	\$0	\$0	\$0	\$0	\$250
C-8-Detailed Design_2	NHPP	'9-14	\$1,250	\$0	\$0	\$0	\$0	\$1,250
G-18-Construction	STP-FLEX	'4-15	\$0	\$2,500	\$0	\$0	\$0	\$2,500
G-19-Construction_2	NHPP	'4-15	\$0	\$12,500	\$0	\$0	\$0	\$12,500
H-22-Inspection	STP-FLEX	'4-15	\$0	\$250	\$0	\$0	\$0	\$250
H-23-Inspection_2	NHPP	'4-15	\$0	\$1,250	\$0	\$0	\$0	\$1,250
Total:			\$1,500	\$16,500	\$0	\$0	\$0	\$18,000
Federal Funding:			\$1,200	\$13,200	\$0	\$0	\$0	\$14,400
State Funding:			\$300	\$3,300	\$0	\$0	\$0	\$3,600
Local Funding:			\$0	\$0	\$0	\$0	\$0	\$0

ACTION: DELETE PROJECT

2017-2021 TIP Development Update

Report: 2017-21 TIP development continues on schedule. Final 2017-21 TIP approval will take place during the June 21, 2016 ITCTC Joint Meeting.

The ITCTC announced a public comment period which ran through April 8. The draft 2017-21 tables have been posted on the ITCTC website: http://www.tompkinscountyny.gov/files/itctc/tip/17-21tip/DraftTables%26Directory_030816.pdf. Along with the individual project tables is a Project Summary Table for all projects: http://www.tompkinscountyny.gov/files/itctc/tip/17-21tip/TIP1721_ProjectSummaryInformation-031516.pdf.

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

Planning Committee members are invited to review the draft TIP in the ITCTC website and provide comments to ITCTC staff. More details will be presented at the meeting.

Action Requested: Review and comment on the draft 2017-21 TIP.

2016 Conformity Determination

Report: Along with the TIP update, the MPO is expected to complete a self-certification report that certifies that the metropolitan transportation planning process is being carried out in accordance with all applicable federal requirements. The format for this document is similar to ones used in the past, essentially a narrative answering a series of questions. The draft *ITCTC 2016 Self-Certification* needs to be approved by resolutions. Please review the attached draft Resolution 16-03 and its attachment and share any comments with Fernando de Aragón.

Action Requested: Motion recommending Policy Committee approval of Resolution 16-03: *Approving the Ithaca Tompkins County Transportation Council 2016 MPO Self-Certification*.

Title VI Plan Draft

Report: As a sub-recipient of federal transportation funds, the ITCTC must comply with federal Title VI non-discrimination and civil rights requirements. NYSDOT's Civil Rights office has contacted the ITCTC and its host, Tompkins County, to certify compliance with Title VI requirements. Other than answering a questionnaire, one of the principal requirements is to develop a Civil Rights Plan. A draft Civil Rights Plan for the ITCTC is attached to this agenda as an attachment to draft Resolution 16-04.

Currently, Tompkins County is on a longer timeline to develop its Civil Rights Plan. Once it is completed the ITCTC will fall under the County's umbrella. In the meantime, the ITCTC will be taking action to meet all the actions specified in its own Civil Rights Plan.

Action Requested: Motion recommending Policy Committee approval of Resolution 16-04: *Approving the Ithaca Tompkins County Transportation Council Civil Rights/Title VI Implementation Plan*.

Work Flow Data Demonstration

Report: ITCTC staff will demonstrate mapping analysis that is available for interested ITCTC partners. Work flow maps are useful to help identify travel patterns for work based trips.

Action Requested: This item is for information purposes only.

Director’s Report

Report:

- *Electric Vehicle Infrastructure Plan project is underway.*
- *2014-15 Traffic Count Report available online.*

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 meeting of the *ITCTC Policy Committee* will be held on:
Tuesday, May 17, 2016, 2:00 p.m.
At the Transit Center*****

***** A joint meeting of the *ITCTC Planning & Policy Committees* will be held on:
Tuesday, June 21, 2016, 2:00 p.m.
At the Transit Center*****

The 2016 Meeting Schedule can be viewed on the ITCTC website: <http://tompkinscountyny.gov/ITCTC/meetings>

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

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

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

- II. Approval of Planning Committee Action Summary – February 16, 2016**
(See page 1 above)

Approval of Action Summary
February 16, 2016 Meeting

PLANNING COMMITTEE MEETING ACTION SUMMARY

February 16, 2016 - Ithaca Tompkins Transit Center
10:00 a.m.

Present: **Jeffrey Smith, Chair** (Tompkins County Highway), **Timothy Logue, Vice Chair** (City of Ithaca), **Sue Ritter**, (Town of Ithaca), **Ed Marx** (Tompkins County), **Ray Burger** (Town of Dryden), **Reed Huegerich** (Cornell University), **Darby Kiley** (Town of Ulysses), **Kathleen O'Leary** (NYSDOT Region 3) via speaker phone, **John Reichert** (NYSDOT Region 3) via speaker phone.

Excused: **Brent Cross** (Village of Cayuga Heights), **Carl Martel** (Tompkins County Highway Dept.), **Jim Weber** (Town of Ithaca), **Michael Thorne** (City of Ithaca Public Works), **John Gutenberger** (Cornell University), **Bridgette Brady** (Cornell University), **Matt Yarrow** (TCAT), **John Courtney** (Village of Lansing), **Laura Shawley** (Town of Danby), **Barry Rollins** (Town of Enfield), **Richard C. Case Jr.** (Town of Groton), **Kevin Berggren** (Town of Newfield), **Mark Frechette** (NYSDOT Region 3), **James Goveia** (FTA), **Benjamin Fischer** (FHWA), **Teresa Linde** (ITCTC staff).

Staff: **Fernando de Aragón, Victor Jorrin, Tom Mank**

Guests: **Dwight Mengel** (Tompkins County DSS, Chief Transportation Planner), **Eric Hathaway** (City of Ithaca, Transportation Engineer).

Jeff Smith assumed the chair at approximately 10:12 AM and called the meeting to order.

I. Public Comment Period

Report: There were no public comments.

II. Approval of Action Summary – December 15, 2015

Action: The Action Summary from December 15, 2015 was Moved by Darby Kiley, seconded by Sue Ritter, and unanimously approved without modification.

III. Review of 2016-2017 UPWP, resolutions 2016-01 and 2016-02

Report: Fernando de Aragón presented the 2016/2017 Unified Planning Work Program (UPWP); it was included with the meeting packet as an attachment but there were last minute changes to discuss.

- NYSDOT-Albany had some minor editing suggestions for expanding the descriptions.
- NYSDOT-Albany's record of the total FHWA carryover funds is higher than the ITCTC's records; staff suspects that the state figures do not reflect vouchers submitted but not yet finalized; the difference will be discussed with Lisa Cataldo (NYSDOT Albany) in order to clear up the discrepancy before the Policy Committee votes on the final UPWP in March.
- Tompkins County notified the ITCTC of a reduction in the 2016 fringe rate, from 54.1% to 45.71%, resulting in more funds to distribute throughout the 16/17 FHWA and FTA operating budgets.
- NYSDOT announced increases in the 2016/2017 FHWA and FTA allocations in the amounts of \$4,300 and \$296, respectively.
- No carryover funds are being reprogrammed in 2016/2017; the budgets are very conservative.
- The UPWP being shown to the committee during the meeting is the most recent, updated version.
- The Planning Committee was asked to vote to recommend Policy Committee final approval on two resolutions, one for the 2016/2017 operating budget and the other for the UPWP.

Action: Moved by Ed Marx, seconded by Darby Kiley and unanimously approved to recommend Policy Committee formal approval of Resolution 2016-01, *Approval of the 2016-2017 Ithaca-Tompkins County Transportation Council Operating Budget.*

Action: Moved by Sue Ritter, seconded by Tim Logue and unanimously approved to recommend Policy Committee formal approval of Resolution 2016-02, *Approval of the 2016-2017 Unified Planning Work Program.*

RESOLUTION 2016-01

APPROVAL OF THE 2016-2017 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 2016-2017 Operating Budget for the period of April 1, 2016 through March 31, 2017;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby adopt the 2016-2017 Operating Budget for the period April 1, 2016 through March 31, 2017 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, 2016.

This resolution having been considered and approved on March 8, 2016.

**ATTACHMENT A
RESOLUTION 2016-01**

CODE	DESCRIPTION	2016-2017 FHWA	2016-2017 FTA	2016-2017 TOTAL
REVENUES:				
.4959	FEDERAL AID GRANT	\$282,796	\$40,131	\$322,927
	REPROGRAMMED FUNDS	\$0	\$0	\$0
	TOTAL REVENUES	\$282,796	\$40,131	\$322,927
EXPENSES:				
	COMBINED SALARIES	174,686	23,595	198,281
.8800	FRINGE	79,849	10,785	90,634
.2206	COMPUTER EQUIPMENT	2,246	0	2,246
.2210	OTHER EQUIPMENT	0	0	0
.2214	FURNITURE & FIXTURES	375	225	600
.2230	COMPUTER SOFTWARE	1,300	200	1,500
.4303	OFFICE SUPPLIES	350	150	500
.4330	PRINTING	4,700	0	4,700
.4332	BOOKS/PUBLICATIONS	100	100	200
.4342	FOOD	500	0	500
.4400	PROGRAM EXPENSE	0	0	0
.4402	LEGAL ADVERTISING	1,205	296	1,501
.4412	TRAVEL/TRAINING	1,200	1,300	2,500
.4414	LOCAL MILEAGE	1,420	580	2,000
.4416	PROFESSIONAL DUES	600	0	600
.4424	EQUIPMENT RENTAL	2,000	1,000	3,000
.4425	SERVICE CONTRACTS	1,500	500	2,000
.4432	RENT	765	0	765
.4442	PROFESSIONAL SERVICE FEES	7,200	0	7,200
.4452	POSTAGE SERVICES	1,000	500	1,500
.4472	TELEPHONE	800	700	1,500
.4618	INTERDEPARTMENTAL CHARGE	1,000	200	1,200
	TOTAL EXPENSES	\$282,796	\$40,131	\$322,927

RESOLUTION 2016-02

APPROVAL OF THE 2016-2017 **UNIFIED PLANNING WORK PROGRAM**

WHEREAS, the *Fixing America's Surface Transportation Act* (FAST) 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 for fiscal year 2016-2017 that serves as the Unified Planning Work Program; AND

WHEREAS, in order to support the elements of the 2016-2017 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 2016-2017 Unified Planning Work Program;

NOW THEREFORE BE IT RESOLVED, that the Ithaca-Tompkins County Transportation Council hereby approves the 2016-2017 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 2016-2017 Unified Planning Work Program in cooperation with and with the assistance of the Transportation Planning Committee.

This resolution having been considered and approved on March 8, 2016.

IV. **2017-2021 TIP Development Update**

Report: Fernando de Aragón reviewed the detailed information on the 2017-2021 TIP development, as presented in the agenda packet and attachments. He reported that they were able to include every sponsor's top priority project.

- On November 2, 2015 TIP project sponsors reviewed change requests; at the end of the meeting there was approximately \$275,000 in un-programmed STP-Flex money. NYSDOT has requested some of that money be used for an additional project for bridge cleaning. This is a project that was cut before the ITCTC knew how much money would be needed for existing and proposed projects. When NYSDOT saw there were funds remaining, it asked to reintroduce bridge cleaning. Cleaning often exposes bridge issues that inspectors can't see due to dirt build-up so NYSDOT considers this an important project. This is a region-wide project and \$200,000 is the estimated value for the share that Tompkins County would require. ITCTC Committee members accepted including NYSDOT's bridge wash project in the TIP.

Members made the following comments:

- Tim Logue (City of Ithaca). The Stewart Avenue Bridge painting project is being shown in the "delete" category, this is incorrect, as the project is being continued. Mr. de Aragón noted the correction.
- Ed Marx (Tompkins County). A high priority that is not in the TIP is a traffic signal synchronization study for the City of Ithaca, especially on Route 13 and the west end. This is the biggest traffic problem and affects the ability for development in certain areas that may become desirable in the future. He stressed the need to get ahead of this now and find funding to study Route 13. Fernando de Aragón added that this is a need that was discussed at the February stakeholders meeting.
- Tim Logue (City of Ithaca). Suggested the ITCTC coordinate a scoping meeting where the stakeholders would discuss what a Route 13 study would entail. Fernando de Aragón agreed that the ITCTC could take the lead in getting stakeholders together for a preliminary meeting.

Action: Moved by Ray Burger, seconded by Tim Logue and unanimously approved to accept the draft 2017-2021 Transportation Improvement Program list of projects and direct ITCTC staff to engage in public outreach.

V. **Report on corrections to LRTP Performance Measures**

Report: Fernando de Aragón reported that a number of errors were discovered in the baseline figures for the LRTP performance Measures. They have been corrected; the corrections and the reasons for the errors are listed in the agenda packet.

Action: This item was for informational purposes.

VI. **Director's Report**

Report: Fernando de Aragón reported the following:

1. **Electric Vehicle Infrastructure Plan**
 - The project is underway and the committee is meeting regularly.
 - A consultant is being interviewed on Wednesday.

Action: This item was for informational purposes.

VII. Member Reports

Report:

1. **Tom Mank (ITCTC).**
 - 2014/2015 traffic counts have been collected from the state and the county and a request was made to the city. A new traffic count report will be produced this spring.
 - The bike suitability map will be updated. All roads within two miles to park-and-rides have been completed; the rest of the county will be done this summer.
2. **Tim Logue (City of Ithaca, Director of Engineering Services).**
 - This Thursday, 6:00 pm at LACS, will be a public meeting for the MLK Jr. Street Corridor Enhancement Project.
 - The city is considering implementing portions of the bicycle boulevard plan in to the downtown area along Tioga Street, which may include the removal of parking. Public comment in writing will be for the next thirty days and a hearing in front of the Board of Public Works will take place on March 14th; it is hoped a decision will be made by April.
 - Eric Hathaway was introduced. He is the City of Ithaca's new transportation engineer and the new representative for the ITCTC Planning Committee.
3. **Jeff Smith (Tompkins County, Highway Dept. Director).**
 - Bids opened on February 4th for Pine Tree Road. Unfortunately the lowest bid was \$188,000 over the project's budget. The county is trying to find more money from the partners, Cornell and the Town of Ithaca, with the hopes of fully funding the project. The alternative is for Tompkins County to ask for approval to use its highway reserve funding to make up the entire shortfall. He will provide an updated report at the next meeting.

Action: This item for informational purposes only.

VIII. Adjournment

Action: Moved by Sue Ritter, seconded by Ray Burger and unanimously agreed to adjourn the February 16, 2016 Planning Committee meeting at approximately 11:00 a.m.

Planning Committee Action:	April 19, 2016
Approval of 2/16/2016 Action Summary:	Motion:
	Second:
	Vote: