



*Ithaca-Tompkins County
Transportation Council*

RESOLUTION 00-4

***AMENDING THE UNIFIED OPERATIONS PLAN OF THE
ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL***

WHEREAS, the Memorandum of Understanding, jointly approved on September 30, 1992, directs that the *Ithaca-Tompkins County Transportation Council* adopt operating procedures governing their actions and the conduct of business; AND

WHEREAS, from time to time it is necessary to review, amend and supplement the Unified Operations Plan which is prepared and adopted under the requirements of section IX, Operating Procedures, of the approved Memorandum of Understanding; AND

WHEREAS, the Town of Dryden was granted voting member status as a primary member of the Ithaca-Tompkins County Transportation Council on November 19, 1996; AND

WHEREAS, the NYS Open Meetings Law raises serious questions as to the validity of any actions taken by governmental agency committees without a meeting;

WHEREAS, the *Ithaca-Tompkins County Transportation Council* has determined the need to amend its Unified Operations Plan in order to update the text and make corrections;

WHEREAS, the *Ithaca-Tompkins County Transportation Council* Planning Committee reviewed the proposed amendments to the Unified Operations Plan on April 18, 2000;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby formally amend its adopted Unified Operations Plan by adding the Town of Dryden to the list of Planning Committee member entities entitled to two voting seats and making related text changes;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby formally amend its adopted Unified Operations Plan by deleting any guidelines permitting Policy Committee or Planning Committee actions without a meeting;

BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby authorize the amendment of its adopted Unified Operations Plan to reflect the modifications indicated in "ATTACHMENT A", which is hereby made an integral part to this resolution;

**RESOLUTION 00-04
ITHACA-TOMPKINS COUNTY
TRANSPORTATION COUNCIL**

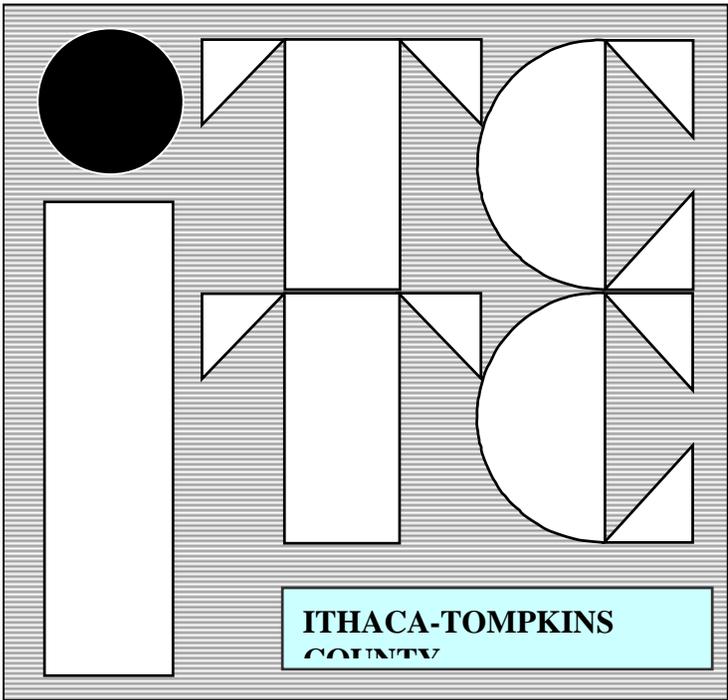
BE IT FURTHER RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby authorize and direct its Staff Director to take the administrative actions necessary to implement these revisions to the Unified Operations Plan.

This resolution having been considered and approved on May 16, 2000.

Stuart W. Stein, Chair

Jon P. Edinger, P.E., Secretary

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



UNIFIED OPERATIONS PLAN

UPDATE DRAFT

STRIKETHROUGH/UNDERLINE FORMAT IS USED TO INDICATE PROPOSED
CHANGES IN TEXT.

May 2000

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**ITHACA-TOMPKINS COUNTY
TRANSPORTATION
COUNCIL**

UNIFIED OPERATIONS PLAN

ADOPTION AND AMENDMENTS

#	RESOLUTION NUMBER	DATE	ACTION
1.	92-3	August 20, 1992	Initial Adoption by Policy Committee
2.	N/A	May 25, 1993	Review of Amendment No. 1 by Planning Committee: MAB & Membership Changes
3.	94-9	December 13, 1994	Approval of Amendment No. 1 by Policy Committee: MAB & Membership Changes
4.	N/A	January 17, 1995	Consensus Amendment by Policy Committee: Terms of Officers and Elections (II.A.4)
5.	95-9	November 21, 1995	Approval of Amendment No. 2 by Policy Committee: Add Section III - Policies & Procedures
6.	96-10	June 18, 1996	Approval of Amendment No. 3 by Policy Committee: Revise Section IID and Add Section IILD
7.	96-14	November 19, 1996	Incorporate Town of Dryden as a voting member of the Policy Committee
8.	00-4	March 14, 2000	Approval of Amendment making text corrections, updating names, adding a second voting seat for the Town of Dryden in the Planning Committee, and deleting the provision for taking "actions without convening a meeting".
9.			
10.			
11.			
12.			

insert resolutions

1992-1

1992-2

1992-3

1993-12

1994-9

1995-9

1996-10

1996-14

2000-04



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I. PURPOSE OF THE METROPOLITAN PLANNING ORGANIZATION

Under Section 134 of Title 23, United States Code and Section 8 of the Federal Transit Act of 1964, as amended, the Congress of the United States has stated that

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

In accordance with this directive, Metropolitan Planning Organizations (MPOs) are designated for each urbanized area of more than 50,000 population by agreement among the Governor and units of general purpose local government. As a result of the 1990 Census, it was determined that the Ithaca area had achieved metropolitan status. On September 30, 1992, the Governor of the State of New York joined with the County of Tompkins, the City of Ithaca, the Town of Ithaca, the Village of Lansing, and the Village of Cayuga Heights to formally designate the Ithaca-Tompkins County Transportation Council (*ITCTC*) as the MPO for the Ithaca metropolitan area.

The formal designation agreement, referred to as the "*Memorandum of Understanding*", provides the foundation for the establishment of the MPO. This agreement specifies the membership composition and basic duties and responsibilities of the Ithaca-Tompkins County Transportation Council. The MPO is structured at three levels. At the first level is the "Council", hereafter referred to as the Policy Committee. This committee, which is the final decision making authority for transportation projects and programs within the metropolitan area, is composed primarily of elected representatives from the principal units of local government and the Commissioner of the New York State Department of Transportation. Additional advisory members represent Cornell University, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) and Tompkins Consolidated Area Transit (TCAT). There are provisions to add additional members if desired.

At the second level is the Planning Committee. This committee is responsible for coordinating transportation planning activities and providing technical advice to the Policy Committee. The Planning Committee is composed of professional/ technical staff representatives from each of the member governments. At the third level is the Central Staff. The Central Staff is charged with performing the administrative, technical, and other services necessary to carry out the program requirements of the MPO.

The MPO is responsible for fulfilling the federal and state transportation planning requirements specific to metropolitan/urbanized areas. These requirements have most recently been articulated in 1998 by the *Transportation Equity Act for the 21st Century (TEA-21)*, successor legislation to the groundbreaking *Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)*. Additional rules and implementation guidance are provided by the associated federal agencies. Under ~~ISTEA~~-TEA-21 there are three specific activities to be accomplished by the MPO. First is the creation of the *Transportation Improvement Program (TIP)*. The TIP is the prioritized program for federally funded transportation improvements within the metropolitan area over a minimum three-year period. Second is the *Long-Range Plan (LRP)*. The LRP is based on a twenty-year horizon, includes both short and long-range implementation strategies, and provides for an integrated future transportation system. The last major activity is the development of the *Unified Planning Work Program (UPWP)*. The UPWP, which is prepared annually, describes the planning activities to be conducted in support of the TIP, the LRP, and other activities associated with the operation of the MPO. The UPWP provides the contractual foundation for the use of federally funded transportation planning grants and serves as a management tool for the MPO.

II. ORGANIZATION BYLAWS

A. Policy Committee

The Federal and State mandates discussed in the previous section require the MPO to perform several varied and specific tasks. In order to fulfill these mandates, the Ithaca-Tompkins County Transportation Council Policy Committee, as the MPO, establishes a Planning Committee and Central Staff under a Director to perform the necessary professional and technical activities. The Planning Committee, in turn, appoints subcommittees and technical advisory committees to oversee specific tasks. The Director directly serves the Policy Committee by implementing *the Unified Planning Work Program* and coordinating the planning resources of the Planning Committee. An extensive community participation program ensures that the general public is represented in the planning process. The by-laws describe the structure and operating procedures for each element.

1. Membership

The diverse membership of the Policy Committee ensures that transportation improvements are consistent with the member agencies' development policies and objectives.

The City of Ithaca is a participant because of its large population, its position as the hub of the Study Metropolitan Area and its legislated authority over transportation projects within its jurisdiction.

The Towns of Ithaca and Dryden, and Villages of Lansing and Cayuga Heights provide the representation of the major developed areas within the Study Area but apart from the City of Ithaca, and ensure coordination of community needs in the Ithaca-Tompkins County Transportation Council transportation planning process.

Participation by Tompkins County and eight rural towns ensure that the entire County is involved in the development of the regional transportation plan and other activities that require coordination with municipalities within its jurisdiction.

Membership by the New York State Department of Transportation (NYSDOT) fulfills several purposes: NYSDOT is the implementing agency for many highway-related projects, its policy is formulated to administration of multi-level programs, and it ensures that all relevant statutory and regulatory requirements are met for federal and state transportation funding.

Cornell University, is the largest employer in the County, ~~as well as the largest public transit operator.~~ The University is located in the Ithaca urbanized area and engages in planning activities and policy decisions which significantly impact transportation demand in the urbanized area. Cornell University is also one of the partners in Tompkins Consolidated Area Transit. Therefore, Cornell University will serve as an ex officio non-voting Policy Committee member.

Tompkins Consolidated Area Transit (TCAT) sits on the Policy Committee to represent the principal public transit provider in Tompkins County. TCAT is recipient of substantial federal and state transit funding that gets distributed through the Ithaca-Tompkins County Transportation Council. TCAT is a non-voting member of the Policy Committee.

As the principal source of transportation planning and implementation of funds, as well as being the instrument of national transportation policy, the U.S. Department of Transportation is represented by the Federal Highway Administration and the Federal Transit Administration, who serve as non-voting advisory Policy Committee members.

Thus, the Policy Committee consists of the following individuals or such alternates as they may designate to serve as members in their stead:

Voting Members:

- Chair, Tompkins County Board of Representatives
- Mayor, City of Ithaca
- Supervisor, Town of Ithaca
- Supervisor, Town of Dryden
- Mayor, Village of Lansing
- Mayor, Village of Cayuga Heights
- Regional Director, New York State Department of Transportation

Non-Voting Representatives of:

- Cornell University
- Federal Highway Administration
- Federal Transit Administration
- TCAT, Board Chair
- One representative from each of the following groupings, selected jointly on a

biennial and rotating basis:

- a) the Towns of Ulysses, Enfield, and Newfield
- b) the Towns of Danby and Caroline
- ~~c) the Town of Dryden~~
- c) the Towns of Lansing and Groton

Recording of appointments to the Policy Committee will be made by the Chairperson. Members may designate alternates to represent them in their absence. Policy Committee membership must adapt to changes in governmental or organizational structures within the region. It must also be ensured that the socially, economically, and physically disadvantaged have their views adequately represented in the planning process.

New organizations may be nominated for membership by current members and approved by the unanimous vote of all voting members. New voting members must become signatories to the *Memorandum of Understanding* to establish responsibilities and cooperative procedures of the Ithaca-Tompkins County Transportation Council.

2. Meetings

Meetings are to be held no less than twice a year, subject to needs and priorities as they develop. Special meetings may be called by the Chairperson at the request of any member. Written notice of each meeting, with its place, time and tentative agenda will be sent to each Committee member no less than two weeks prior to the meeting unless agreed to by the Policy Committee members. Briefing of the Policy Committee members will be the responsibility of the Director. Meetings are open to the public, but may be closed following the rules of the Open Meeting Law.

3. Decision Making

Actions taken by the Policy Committee requires a consensus of the affected voting members of the Policy Committee. As detailed in the *Memorandum of Understanding*, the New York State Department of Transportation, City of Ithaca, Town of Ithaca and Tompkins County are defined as affected parties for all Ithaca-Tompkins County Transportation Council decisions. The Chairperson and Secretary will determine if the other voting members are affected parties on a case-by-case basis.

Consensus means no negative vote is cast by an affected voting member present at the meeting. An abstention is not counted as a negative vote.

For actions to be taken by the Policy Committee during the scheduled meeting, a quorum consisting of at least four voting members or their officially designated representatives must be present. Designation of official representatives must be made in writing to the Policy Committee Chairperson, and may be made either on a standing basis or for specific meetings.

~~On those occasions when action may be sought without convening a meeting, the Policy Committee Chairperson will review the issue at hand, determine the appropriateness of a mail or fax poll of members or any means of electronic conferencing, and indicate in writing their decision and the method to be used. A notice of the vote to be conducted~~

~~will be sent to all members of the Policy Committee at least one week or a shorter mutually agreed to period before the Committee is polled. The Director is responsible for making briefings available to members before the poll.~~

~~All voting members must be polled. The results of mail or fax polls will not be considered valid if the responses from two or more voting members have not been obtained, or if one negative vote has been cast. Upon completion of the poll, the Chairperson will notify all Policy Committee members of the result.~~

4. Officers

The officers of the Policy Committee will be a Chairperson, Vice-Chairperson, and a Secretary. The Chairperson and Vice-Chairperson of the Policy Committee will be elected by the Committee from among the voting members. The terms of these offices shall be one year. There shall be no limit on the number of terms a member may hold an office. Elections should be held at the last meeting of the calendar year. If the Chairperson position becomes vacant, the Vice-Chairperson will assume the office of Chairperson. The Chairperson will delegate their function to the Vice-Chairperson in the event of their absence, or at any other time of their choosing.

The Secretary will be appointed by the New York State Department of Transportation.

5. Public Information

The Chairperson, or Director, if designated, will be the official spokesperson of the Policy Committee as a whole in reporting action taken by the Committee to the general public and to public and private agencies. Individual members represent the viewpoints of their respective agencies.

6. Subcommittees

The Policy Committee may establish and abolish subcommittees as needed. The Chairperson will make subcommittee appointments.

An Administrative Oversight Committee (AOC), created per Resolution 93-12, meets periodically to provide guidance to staff in the areas of budgetary amendments and revisions, personnel issues, staff director evaluations and salary recommendations, review of travel expenditures and other administrative policies and procedures as needed. The AOC is composed of the chairs of the Policy and Planning Committees, the secretary of the Policy Committee (NYSDOT representative) and the host agency administrator (County Planning Commissioner).

7. Other Procedures

Other procedures necessary to conduct the business of the Policy Committee or its subcommittees shall be determined by Robert's Rules of Order or by the Policy Committee.

8. Non-Discrimination

The Ithaca-Tompkins County Transportation Council, in accordance with the Civil Rights Law of 1991, encourages all people regardless of sex, age, color, nationality, ethnicity, mental or physical ability, political or religious beliefs, affection preference, or sexual

orientation to participate in all of the Ithaca-Tompkins County Transportation Council's planning and policy-making activities and in reaching the Ithaca-Tompkins County Transportation Council's transportation goals.

B. Planning Committee

1. Membership

The Planning Committee provides professional expertise in the development of regional transportation plans and programs and in making policy recommendations to the Policy Committee. Thus, the Planning Committee is composed of up to two representatives of each Policy Committee member (usually planning and public works administrators), as well as representatives of other agencies whose participation is deemed appropriate by the Policy Committee. Planning Committee members are appointed by each Policy Committee member.

The following member entities shall be entitled to two voting seats each on the Planning Committee: Tompkins County, City of Ithaca, Town of Ithaca, Town of Dryden, Village of Cayuga Heights, Village of Lansing, New York State Department of Transportation, TCAT Operations Committee of the Ithaca Tompkins Transit Center, and Cornell University.

The following member entities shall be entitled to one voting seat each on the Planning Committee: Town of Caroline, Town of Danby, Town of Dryden, Town of Enfield, Town of Groton, Town of Lansing, Town of Newfield, Town of Ulysses.

Although the appointments of individuals to the Planning Committee are made at the discretion of the respective Policy Committee members and parent agencies, the Planning Committee membership will typically consist of representatives of:

- Tompkins County Department of Public Works
- Tompkins County Department of Planning
- City of Ithaca Planning Department
- City of Ithaca Department of Public Works
- Town Planning, Town of Ithaca
- Town Engineering, Town of Ithaca
- Department of Public Works, Village of Cayuga Heights
- Department of Public Works, Village of Lansing
- Cornell University
- TCAT
- ~~-Operations Committee, Ithaca-Tompkins Transit Center~~
- New York State Department of Transportation
- Federal Highway Administration
- Federal Transit Administration
- Town of Caroline
- Town of Danby
- Town of Dryden
- Town of Enfield

- Town of Groton
- Town of Lansing
- Town of Newfield
- Town of Ulysses

The voting and non-voting members are listed below.

Voting Members:

Tompkins County	Cornell University
City of Ithaca	Village of Cayuga Heights
Town of Ithaca	Village of Lansing
NYSDOT	TCAT Operations Committee, Transit Center
Town of Caroline	Town of Danby
Town of Dryden	Town of Enfield
Town of Groton	Town of Lansing
Town of Newfield	Town of Ulysses

Non-Voting Members:

Federal Highway Administration
Federal Transit Administration

Planning Committee membership should adapt to changing conditions within the region. New organizations may be granted Planning Committee membership by the Policy Committee.

2. Meetings

Meetings are to be held at least quarterly, subject to needs and priorities as they develop. Other meetings may be called by the Chairperson at the request of any member. Written notice of each meeting, with its place, time, and tentative agenda will be sent to each committee member no less than two weeks prior to the meeting or at a time convenient to the membership. Individuals or agencies placing items on the agenda are responsible for making written briefings on those items available to all members in advance of the meeting. Meetings will be open to the public but may be closed per the regulations and guidelines in the Open Meetings Law.

3. Decision Making

~~The following member entities shall be entitled to two voting seats each on the Planning Committee: Tompkins County, City of Ithaca, Town of Ithaca, Town of Dryden, Village of Cayuga Heights, Village of Lansing, New York State Department of Transportation, TCAT Operations Committee of the Ithaca Tompkins Transit Center, and Cornell University.~~

~~The following member entities shall be entitled to one voting seat each on the Planning Committee: Town of Caroline, Town of Danby, Town of Dryden, Town of Enfield, Town of Groton, Town of Lansing, Town of Newfield, Town of Ulysses.~~

Recommendations to the Policy Committee will require a simple affirmative majority of all votes cast. Actions taken pursuant to Sections 7.2 and 7.4 to make minor changes in the

Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), and Central Staff budget, will require a two-thirds majority of all votes cast.

A quorum, consisting of eight voting members or their officially designated representatives, must be present in order for the Planning Committee to take formal action. Designation of official representatives must be made in writing to the Planning Committee Chairperson and may be made on either a standing basis or for specific meetings. Voting by proxy is permitted with written documentation.

~~On those occasions when action may be sought without convening a meeting, the Planning Committee Chairperson will review the issue at hand and determine the appropriateness of mail, fax or electronic conferencing. Upon completion of polling, the Chairperson will notify all Planning Committee members of the result.~~

4. Officers

The Chairperson of the Planning Committee will be elected by simple majority of all votes cast. The Chairperson will serve a term of one year. The Director will provide administrative support for the Planning Committee including notification of members and recording minutes.

5. Public Information

The Chairperson, or Director, if designated, will be the official spokesperson of the Planning Committee as a whole in reporting actions taken by the Committee to the general public and to public and private agencies. Individual members represent the viewpoints of their respective agencies.

6. Subcommittees

The Planning Committee may establish and abolish subcommittees as needed. Subcommittee appointments shall be made by the Chairperson.

7. Planning Committee Responsibilities

- a. Prepare and administer *Unified Planning Work Program (UPWP)*.
- b. Exercise authority to make and approve the UPWP budget revisions for the Ithaca-Tompkins County Transportation Council if the revisions total no more than 10% of the total UPWP budget. The Ithaca-Tompkins County Transportation Council Policy Committee shall be notified of such budget revisions within one week. (An amendment is defined as an amount greater than 10% of the budget and requires Policy Committee approval. Adding a new task to the UPWP is an amendment.).
- c. Oversee the fiscal status of the Ithaca-Tompkins County Transportation Council by reviewing grant close-outs and applications, final audit statements, or other special fiscal assignments with the host agency.
- d. Develop the 5-year *Transportation Improvement Program* for submission to the Policy Committee. This document will be developed in close cooperation with

NYSDOT (for highway and bridge projects) and Tompkins County (for transit projects). Any municipality may submit potential projects for consideration. Decisions on placing projects on the TIP will be constrained by available funding as well as Ithaca-Tompkins County Transportation Council Policy Committee policies on project programming.

Exercise authority to make and approve minor revisions to the TIP during the program year. Minor revisions are defined as changes that impact less than 10% of an individual project or less than 5% of available funding for the TIP, whichever is greater.

- e. Coordinate planning for preliminary project development for TIP project selection. Monitor progress on TIP project implementation.
- f. Develop the *Long-Range Comprehensive Transportation Plan*. Coordinate planning resources of Policy Committee members.
- g. Make minor revisions to the *Transportation Improvement Program* during the year.

8. Other Procedures

Other procedures necessary to conduct the business of the Planning Committee shall be determined by *Robert's Rules of Order* or as determined by the Committee.

C. Central Staff

The professional planning and support services needed to execute the Ithaca-Tompkins County Transportation Council *Unified Planning Work Program* (UPWP) shall be provided by a Central Staff plus New York State Department of Transportation Regional staff, and other members of the Planning and Policy Committees. Services to be provided by NYSDOT and local agencies are specified in the Ithaca-Tompkins County Transportation Council annual *Unified Planning Work Program*. The following discussion addresses issues of the Central Staff.

The New York State Department of Transportation is the direct recipient and administrator of FHWA-PL and FTA-Section 8 5303 planning funds. Since the Ithaca-Tompkins County Transportation Council is not a corporate entity, it cannot contract with NYSDOT to receive federal funds. Therefore, Tompkins County, as the Ithaca-Tompkins County Transportation Council host agency, will contract with NYSDOT to receive federal transportation planning funds.

The role of the host agency is important but strictly circumscribed. The Ithaca-Tompkins County Transportation Council Policy Committee adopts the annual *Unified Planning Work Program* (UPWP) to specify the program tasks and budget using the federal transportation planning funds. The host will create and maintain staff positions necessary to accomplish the work within UPWP budgetary constraints. The primary responsibility of the host agency is to insure that all monies spent in support of Central Staff are reimbursable and are reimbursed under the terms of the Ithaca-Tompkins County Transportation Council grants. The host will exercise the degree of

administrative oversight necessary to carry out these responsibilities.

~~The Policy Committee shall determine which job descriptions, classifications, salary grading, and candidate qualifications are necessary in order to ensure staffing levels, titles, and salaries appropriate for accomplishment of the UPWP. It is understood that Central Staff will fall under the purview of the host agency's personnel rules, labor contracts, and so forth, but will be subject to the following job classification and recruitment procedures. The Policy Committee shall establish job descriptions, classifications, salary grading, and candidate qualifications in order to insure staffing levels, titles, and salaries are appropriate for accomplishment of the UPWP. However, the Staff Director's salary shall be reviewed and modified periodically by the Ithaca-Tompkins County Transportation Council Policy Committee.~~ Personnel decisions of the Policy Committee will be reported directly to the County Board of Representatives. The fringe benefits of the Central Staff will be those of the host agency.

It is understood that the Ithaca-Tompkins County Transportation Council Policy Committee and Tompkins County, as host agency, share the same objective in regard to staff; that is, the timely completion of the UPWP in a highly professional manner within the constraints imposed by the grant budgets.

Any disciplinary action regarding the Staff Director, including dismissal, shall be initiated either by the Policy Committee or the Planning Committee. Final determination of such disciplinary action shall be vested in the Policy Committee.

Civil rights and affirmative action objectives shall be pursued in all personnel matters.

Day-to-day administration and supervision of the Central Staff will be the responsibility of the Staff Director. The Director will periodically report to the Planning Committee on task completion for the *Unified Planning Work Program* and funding matters. The Planning Committee shall be responsible for reviewing all final reports for UPWP tasks on which Central Staff is designated lead agency.

D. Public Participation

The citizens of the Ithaca metropolitan area have a substantial interest in the transportation facilities and services provided. The transportation planning process must be responsive to these interests. Therefore, the Ithaca-Tompkins County Transportation Council is committed to the establishment and maintenance of a program of meaningful and timely public participation in the transportation planning process as required by federal law, and federal, state, and local regulations.

The Ithaca-Tompkins County Transportation Council's public participation program will have two basic objectives: 1) to disseminate the maximum amount of information about the transportation planning process to as many interested members of the general public as possible; 2) to actively seek informed responses from the community regarding transportation problems and priorities and elicit potential solutions to provide a variety of ways for various community interest groups and individuals to participate in the transportation planning process with the degrees of involvement they desire.

III. POLICIES AND PROCEDURES

A. Travel Policy:

This section pertains to the costs associated with official business conducted on behalf of the Ithaca-Tompkins County Transportation Council. All expenditures, including conference registration, travel expense, lodging and meals, shall be applicable to these requirements.

1. Authorizations

- a. The Staff of the Ithaca-Tompkins County Transportation Council must receive prior approval from the Staff Director before undertaking preparations for travel outside the boundaries of Tompkins County.
- b. The Staff Director must receive prior approval from the Chair of the Transportation Policy Committee before undertaking preparations for travel that may involve expenditure of more than \$500. In the absence of the Policy Committee Chair, such travel may be approved by any member of the Administrative Oversight Committee. Members of the Administrative Oversight Committee shall be informed of all approvals granted under this section.

2. Reimbursements

- a. Mileage reimbursement for the use of a personal vehicle on Council business shall be made at the same rate as established by the Host Agency. This rate will automatically be adjusted in conjunction with the Host Agency's rate.
- b. Reimbursement for authorized costs personally incurred by Council Staff or Members shall be made based upon Host Agency policies and are subject to appropriate documentation; however, reimbursement for amounts exceeding Host Agency limits but within the limits established by the New York State Department of Transportation Travel Policy may be made. Such requests must be approved in writing by the Policy Committee Chair.

B. Financial Procedures

1. Budget

- a. The Ithaca-Tompkins County Transportation Council shall be advised, through the Chair of the Transportation Policy Committee, of the Staff's intent to make application for grants or to seek funds prior to said application to the proposed grantor. All such requests will require prior affirmative action on the part of the Ithaca-Tompkins County Transportation Council to adopt any necessary amendments to the operating budget and/or the Unified Planning Work Program.
- b. "Revisions" and "Amendments" to the *Unified Planning Work Program* are defined in section II.B.7.2 of this document.
- c. The following sections pertain to the Operating Budget of the Ithaca-Tompkins County

Transportation Council.

- i. The Ithaca-Tompkins County Transportation Council shall annually prepare an Operating Budget to be utilized by the Host Agency to govern the revenues and expenditures associated with the operation of the Council.
 - ii. The Operating Budget shall initially be prepared by the Director and submitted to and approved by the Transportation Policy Committee via formal resolution prior to April 1. The Operating Budget should be prepared and adopted in conjunction with the annual *Unified Planning Work Program*.
 - iii. The fiscal year governing the Operating Budget will coincide with the fiscal year of New York State, commencing April 1, and ending on March 31. Recognizing that the Host Agency operates on a different fiscal year (i.e., currently a calendar year), the Director is authorized to take all necessary actions to ensure that the Council has access to its remaining operating funds at the commencement of each Host Agency fiscal year.
 - iv. Budgetary amendments that do not affect the overall expenditure level of the approved Operating Budget shall be referred to as "*budgetary revisions*". The implementation of budgetary revisions are subject to the following provisions:
 - Less than \$500: Approval and signature of the Director. A Budget Administrator, designated in writing by the Director, may make such approvals in the absence of the Director. All such transactions will be reflected in the financial reports to the Transportation Policy Committee.
 - Greater than \$500 and less than \$2,500: Approval of the Director and the Planning Committee Chair. All such transactions will be reported to the Transportation Policy Committee at the next regular meeting subsequent to final processing of said revision.
 - Greater than \$2,500: The formal approval of the Transportation Policy Committee is required prior to processing. The signatures of the Director and the Chair of the Transportation Policy Committee will be required on the appropriate processing documents. All such transactions will be reported to the Transportation Policy Committee at the next regular meeting subsequent to final processing of said revision.
 - v. Budgetary amendments that affect the overall expenditure level of the approved Operating Budget shall be referred to as "*budgetary amendments*" and require the approval of the Ithaca-Tompkins County Transportation Council Policy Committee by formal resolution.
- d. The Director is authorized and will be responsible for representing the Council's budgetary information and requests to the Host Agency, its various Committees and to the appropriate staff. While the Ithaca-Tompkins County Transportation Council will make every effort to conform to the Host Agency's fiscal and budgetary processes, it is understood and agreed that final decision-making authority regarding the affairs of the Ithaca-Tompkins County Transportation Council rests with the Transportation Policy Committee.

2. Purchasing

- a. All purchases of materials, services, or goods shall be made in accordance with the following provisions:
 - Less than \$500: Approval and signature of the Director. A Budget Administrator, designated in writing by the Director, may make such approvals in the absence of the Director.
 - Greater than \$500 and less than \$2,500: Approval of the Director and Planning Committee Chair. All such transactions will be reported to the Transportation Policy Committee at its next regular meeting.
 - Greater than \$2,500: The formal approval of the Transportation Policy Committee is required. Such approval must be granted through a specific authorizing resolution or must be specifically identified in the *approved Unified Planning Work Program*. The signatures of the Director and the Chair of the Transportation Policy Committee will be required on the appropriate processing documents.
- b. Requests for purchasing shall be submitted to the appropriate Host Agency representative in the Host Agency's format. The Host Agency will ensure compliance with all applicable state laws and goals pertaining to the use of Minority Business/Disadvantaged Business Enterprises.

C. Federal Certifications

1. Regulatory Compliance

Reference Resolution 93-7. Also note that the Ithaca-Tompkins County Transportation Council conducts an annual Self-Certification process in conformance with 23 CFR part 450.334. Annual resolutions are available.

2. Drug Free Work Place

Reference Resolution 93-8.

3. Restrictions on Federal Lobbying

Reference Resolution 93-9.

4. Title VI Compliance

Reference Resolution 93-10. The Ithaca-Tompkins County Transportation Council, in accordance with the Civil Rights Law of 1964, encourages all people regardless of sex, age, color, nationality, ethnicity, mental or physical ability, political or religious beliefs, affection preference, or sexual orientation to participate in all Ithaca-Tompkins County Transportation Council's planning and policy-making activities and in reaching Ithaca-Tompkins County Transportation Council's transportation goals.

APPENDICES

A. ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL MEMBERSHIP

March 1, 2000

TRANSPORTATION POLICY COMMITTEE

Stuart W. Stein, AICP, Chair
 Ronald Anderson, Vice Chair
 Jon P. Edinger, P.E., Secretary
 Donald Hartill
 Deborah Grantham
 Catherine Valentino
 Alan J. Cohen
 Douglas Austic
 Don Barber
 Charles Berggren
 Steve Farkas
 Edward Inman
 Glenn Morey
 Jean Owens
 Hal Craft
 Henrik Dullea
 James A. Goveia
 Jonathan D. McDade

Chair, Tompkins County Board of Representatives
 Mayor, Village of Cayuga Heights
 New York State Department of Transportation
 Mayor, Village of Lansing
 Town Council, Town of Dryden
 Supervisor, Town of Ithaca
 Mayor, City of Ithaca
 Supervisor, Town of Ulysses
 Supervisor, Town of Caroline
 Supervisor, Town of Newfield
 Supervisor, Town of Lansing
 Supervisor, Town of Danby
 Supervisor, Town of Groton
 Supervisor, Town of Enfield
 Board Chair, TCAT
 Vice President, University Relations, Cornell University
 Federal Transit Administration
 Chief, Planning and Program Management, Federal Highway Administration

TRANSPORTATION PLANNING COMMITTEE

John Gutenberger, Chair
 James W. Hanson, Jr., Vice Chair
 Brent A. Cross, P.E.
 Michael Zona
 David Herrick
 Dennis Reinhart
 Jonathan Kanter, AICP
 Fred Noteboom
 Kate Kelley-MacKenzie
 Edward Inman
 Susan Ashdown
 Ronald Updike
 Donald Palmer
 Steve Farkas
 Charles Berggren
 Sue Poelvorde
 William Gray, P.E.
 H. Matthys Van Cort
 Ward Hungerford
 Rod Ghearing
 William Wendt
 Albert S. Vetter, P.E.
 Janis Gross
 Alicia Nolan
 James A. Goveia
 To be named
 To be named

Assistant Director of Community Relations, Cornell University
 Commissioner of Planning, Tompkins County
 Superintendent of Public Works, Village of Cayuga Heights
 Public Works Supervisor, Village of Cayuga Heights
 Village of Lansing
 Superintendent of Public Works, Village of Lansing
 Town Planner, Town of Ithaca
 Highway Superintendent, Town of Ithaca
 Representative, Town of Caroline
 Supervisor, Town of Danby
 Representative, Town of Dryden
 Superintendent of Highways, Town of Enfield
 Town of Groton
 Supervisor, Town of Lansing
 Town of Newfield
 Town of Ulysses
 Superintendent of Public Works, City of Ithaca
 Director of Planning, City of Ithaca
 Public Works Department, Tompkins County
 General Manager, TCAT
 Director of Transportation Services, Cornell University
 Regional Planning and Program Manager, NYSDOT
 Associate Transportation Analyst, NYSDOT
 Federal Highway Administration
 Federal Transit Administration
 Town of Dryden
 TCAT

STAFF

Fernando de Aragón, AICP, Director
 Teresa L. Linde, Administrative Assistant

Victor A. Jorin, Transportation Analyst
 Kimberley L. Triggs, Transportation Analyst

B. MEMORANDUM OF UNDERSTANDING

(Including Addendum A, adding the Town of Dryden as a signatory)

C. USDOT DESIGNATION LETTERS

