



***Ithaca-Tompkins County
Transportation Council***



RESOLUTION 95-9

***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 *Ithaca-Tompkins County Transportation Council* has determined the need to amend its Unified Operations Plan in order to include a section governing various Policies and Procedures governing the conduct of certain Council activities;

NOW THEREFORE BE IT RESOLVED, that the *Ithaca-Tompkins County Transportation Council* does hereby formally amend its adopted Unified Operations Plan by incorporating "ATTACHMENT A", which is attached to and hereby an integral part of this resolution.

This resolution having been considered and approved on November 21, 1995.

Benjamin Nichols, Chair

Charles E. Moynihan, Secretary

UNIFIED OPERATIONS PLAN

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.

"ATTACHMENT A"
RESOLUTION 1995-9
Page 2

- 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 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.

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