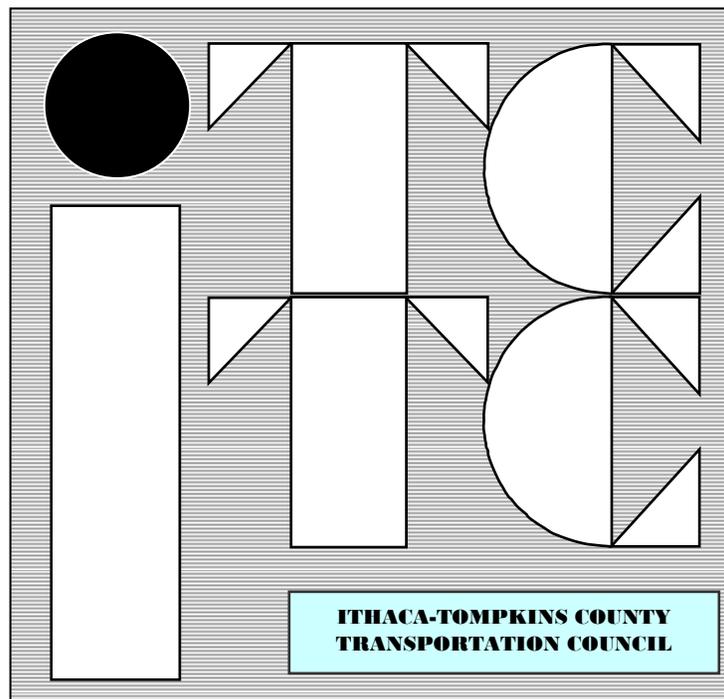




# ***ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL***



## ***UNIFIED OPERATIONS PLAN***

**May 2015**

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

**UNIFIED OPERATIONS PLAN**

**ADOPTION AND AMENDMENTS**

#	RESOLUTION NUMBER	DATE	ACTION
1.	1992-1	June 11, 1992	Interim Policy Committee Concurrence of the List of Highway and Transit Projects
2.	1992-2	June 11, 1992	Establishing A Metropolitan Planning Organization for Ithaca/Tompkins County
3.	1992-3	August 20, 1992	Initial Adoption by Policy Committee
4.	N/A	May 25, 1993	Review of Amendment No. 1 by Planning Committee: MAB & Membership Changes
5.	1994-9	December 13, 1994	Approval of Amendment No. 1 by Policy Committee: MAB & Membership Changes
6.	N/A	January 17, 1995	Consensus Amendment by Policy Committee: Terms of Officers and Elections (II.A.4)
7.	1995-9	November 21, 1995	Approval of Amendment No. 2 by Policy Committee: Add Section III - <u>Policies &amp; Procedures</u>
8.	1996-10	June 18, 1996	Approval of Amendment No. 3 by Policy Committee: Revise Section II.D and Add Section III.D
9.	1996-14	November 19, 1996	Incorporate Town of Dryden as a voting member of the Policy Committee
10.	2000-4	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”.
11.	2015-3	May 19, 2015	Amending The Unified Operations Plan of The Ithaca-Tompkins County Transportation Council
12.			

RESOLUTION  
ITHACA MPO  
INTERIM POLICY COMMITTEE  
JUNE 11, 1992

WHEREAS, the U.S. Census Bureau has determined that the Ithaca Urban Area has a 1990 population of over 50,000; and

WHEREAS, under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), an MPO must be designated by agreement between the Governor and local units of government representing 75% of the affected population for urbanized areas over 50,000 population; and

WHEREAS, an Interim Policy Committee for the Ithaca Urbanized Area has been formed which consists of the Chair of the Tompkins County Board of Representatives, the Mayor of the City of Ithaca, and the New York State Department of Transportation (NYSDOT) Region III Director until the MPO can be formally designated by the Governor and local officials; and

WHEREAS, this Interim Policy Committee consists of the New York State Department of Transportation plus local officials representing at least 75% of the affected population, including the central city; and

WHEREAS, formal concurrence of the MPO is required under 23 USC 134 and FTA Section 8 for project selection during the period July 1, 1992 to October 1, 1992; and

WHEREAS, the attached List of Highway (dated 6-8-92) and Transit (dated 6-11-92) Projects have been reviewed by the Interim Policy Committee;

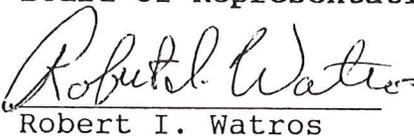
NOW THEREFORE BE IT RESOLVED, that the Interim Policy Committee concurs with the List of Highway and Transit Projects;

BE IT FURTHER RESOLVED, that the Committee directs the Region III Director of NYSDOT to submit this resolution and appropriate documentation to those federal and state agencies responsible for the implementation of these projects.

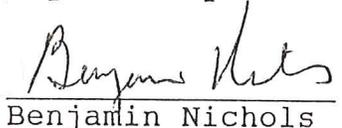
Region III Director  
NYSDOT:

Chairman, Tompkins County  
Board of Representatives:

  
Harry Carlson  
Date 11 June 92

  
Robert I. Watros  
Date 6-11-92

Mayor, City of Ithaca:

  
Benjamin Nichols  
Date 6/11/92

RESOLUTION ESTABLISHING A METROPOLITAN  
PLANNING ORGANIZATION FOR  
ITHACA/TOMPKINS COUNTY

WHEREAS, a Metropolitan Planning Organization (MPO) designated by agreement among the units of general purpose local governments and the Governor is required to carry out the transportation planning process required by Section 134 of Title 23, United States Code and Section 8 of the Federal Transit Act within an urbanized area; and

WHEREAS, Ithaca, New York and its surrounding suburban areas have been designated by the United States Bureau of the Census as an urbanized area; and

WHEREAS, it is essential to the local governments and transportation agencies in the Ithaca/Tompkins County area and the State of New York that an MPO for the Ithaca urbanized area be in place by October 1, 1992;

NOW, THEREFORE, Tompkins County, the City of Ithaca, the Town of Ithaca, the Village of Lansing, the Village of Cayuga Heights, and the New York State Department of Transportation agree that:

1. On June 11, 1992 a Ithaca/Tompkins County Transportation Council shall be formed to constitute the MPO for the Ithaca urbanized area and that it be designated as the MPO to the Federal Government; and
2. The Ithaca/Tompkins County Transportation Council shall consist of the following members: Chair of the Tompkins County Board of Representatives, Mayor of the City of Ithaca, Supervisor of the Town of Ithaca, Mayor of the Village of Lansing, Mayor of the Village of Cayuga Heights and Commissioner of the New York State Department of Transportation.
3. A Memorandum of Understanding shall be executed by the newly-created Council that details the roles, responsibilities, and administrative arrangements for the Council to carry out transportation planning to continue the area's qualification for federal transportation assistance.

*Robert J. Waters*

Chair, Tompkins County  
Board of Representatives

*Raymond H. ...*

Mayor, City of Ithaca

*Stanley A. Rappenecker*

Supervisor, Town of Ithaca

*Ted Wilson*

Mayor, Village of Lansing

*Ronald Anderson*

Mayor, Village of Cayuga  
Heights

*Harry Carlson*

NYS Department of  
Transportation



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



**RESOLUTION 92-3**

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***APPROVAL OF THE 1992 ITHACA-TOMPKINS COUNTY  
TRANSPORTATION COUNCIL UNIFIED OPERATIONS PLAN***

**WHEREAS,** the Ithaca-Tompkins County Transportation Council Policy Committee was designated by the Governor of the State of New York as the Metropolitan Planning Organization for the Ithaca Urban Area responsible for the comprehensive, continuous, cooperative transportation planning process as required by Section 134 of Title 23 United States Code and Section 8 of the Federal Transit Act of 1964 as amended; AND

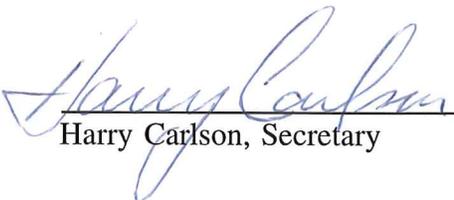
**WHEREAS,** the Ithaca-Tompkins County Transportation Council has created a Planning Committee of technical representatives to advise it on matters concerning the implementation of the urban transportation planning process; AND

**WHEREAS,** the Ithaca-Tompkins County Transportation Council Planning Committee developed and approved a Final Unified Operations Plan on August 20, 1992 and now recommends that the Ithaca-Tompkins County Transportation Council Policy Committee review and approve this document;

**NOW THEREFORE BE IT RESOLVED,** that the Ithaca-Tompkins County Transportation Council Policy Committee approves the 1992 Ithaca-Tompkins County Transportation Council Unified Operations Plan to govern the conduct of transportation planning in the study area.

This resolution having been considered and approved on November 3, 1992.

  
\_\_\_\_\_  
Benjamin Nichols, Chair

  
\_\_\_\_\_  
Harry Carlson, Secretary



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



**RESOLUTION 93-12**

***CREATING THE ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL  
ADMINISTRATIVE OVERSIGHT COMMITTEE***

**WHEREAS,** the Ithaca-Tompkins County Transportation Council has a professional staff who work for the Transportation Policy Committee of the Ithaca-Tompkins County Transportation Council; AND

**WHEREAS,** the Ithaca-Tompkins County Transportation Council finds it beneficial to create an Administrative Oversight Committee to provide administrative guidance to the staff of the Ithaca-Tompkins County Transportation Council;

**NOW THEREFORE BE IT RESOLVED,** that the Ithaca-Tompkins County Transportation Council does hereby create the Administrative Oversight Committee and that the membership of the Administrative Oversight Committee shall be composed as follows:

- Chair, Transportation Policy Committee
- Chair, Transportation Planning Committee
- Secretary, Transportation Policy Committee (NYSDOT Representative)
- Host Agency Administrator (County Planning Commissioner)

**BE IT FURTHER RESOLVED,** that the responsibility of the Administrative Oversight Committee is to provide guidance in the following areas:

- Budgetary Amendments and Revisions;
- Personnel Issues;
- The ITCTC Director Contract;
- Performance evaluations of the ITCTC Director;
- Travel Expenditure Procedures;
- Other Administrative Policies and Procedures as necessary;

**BE IT FURTHER RESOLVED,** that the Administrative Oversight Committee will report its recommendations to the Ithaca-Tompkins County Transportation Council Transportation Policy and Planning Committees.

This resolution having been considered and approved on July 7, 1993.

Benjamin Nichols, Chair

attest: David S. Boyd, AICP, Director



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



**RESOLUTION 94-9**

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***AMENDING THE METROPOLITAN PLANNING AREA BOUNDARY FOR  
THE ITHACA-TOMPKINS COUNTY TRANSPORTATION COUNCIL***

**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 metropolitan area; AND

**WHEREAS,** as the designated Metropolitan Planning Organization for the Ithaca Metropolitan Area the *Ithaca-Tompkins County Transportation Council* is charged with conducting transportation planning activities in a "continuing, cooperative, and comprehensive" manner; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* is mandated by the Intermodal Surface Transportation Efficiency Act with the responsibility of establishing a Metropolitan Planning Area Boundary as a necessary component of the metropolitan transportation planning process; AND

**WHEREAS,** the Policy Committee of the *Ithaca-Tompkins County Transportation Council* did on September 14, 1993 approve resolution 93-19 establishing the Urbanized Area Boundary as an interim Metropolitan Planning Area Boundary and requiring the re-examination of the interim boundary prior to September, 1994; AND

**WHEREAS,** the Policy Committee has fully re-examined the Metropolitan Planning Area Boundary issue, including geographic coverage and adjustments to the membership of the MPO in order to foster an effective planning process; AND

**NOW THEREFORE BE IT RESOLVED** that the *Ithaca-Tompkins County Transportation Council* does hereby amend the interim Metropolitan Planning Area Boundary and adopts a Metropolitan Planning Area Boundary contiguous with the geographical boundary of Tompkins County;

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby amend it adopted by-laws, the Unified Operations Plan, in order to accommodate the adjustments to membership and corresponding changes in operating procedures necessary to effectively implement the new boundary;

RESOLUTION 1994-9  
ITHACA-TOMPKINS COUNTY  
TRANSPORTATION COUNCIL

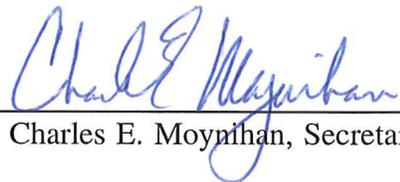
**BE IT FURTHER RESOLVED**, that the *Ithaca-Tompkins County Transportation Council* does hereby amend its adopted Unified Operations Plan by incorporating the changes identified in "ATTACHMENT A", which is attached to and hereby an integral part of this resolution;

**BE IT FURTHER RESOLVED**, that the *Ithaca-Tompkins County Transportation Council* does hereby direct and authorize its Director to provide the necessary information, documentation, and assistance to the affected Local, State and Federal entities involved in the implementation these amendments.

This resolution having been considered and approved on December 13, 1994.



Benjamin Nichols, Chair



Charles E. Moynihan, Secretary

*Amendment 1)*

**Section II.A.1, "Policy Committee Membership":** The following will added to the section regarding "Non-Voting Members" at the bottom of page 3.

- **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**
  - d) **the Towns of Lansing and Groton**

*Amendment 2)*

**Section II.B.1, "Planning Committee Membership":** The following will added to the section regarding "Typical Members" beginning on the bottom of page 6 and continued at the top of page 7.

**Town of Caroline**  
**Town of Danby**  
**Town of Dryden**  
**Town of Enfield**  
**Town of Groton**  
**Town of Lansing**  
**Town of Newfield**  
**Town of Ulysses**

*Amendment 3)*

**Section II.B.1, "Planning Committee Membership":** The following will added to the section regarding "Voting Members" beginning near the middle of page 7.

<b>Town of Caroline</b>	<b>Town of Danby</b>
<b>Town of Dryden</b>	<b>Town of Enfield</b>
<b>Town of Groton</b>	<b>Town of Lansing</b>
<b>Town of Newfield</b>	<b>Town of Ulysses</b>

*Amendment 4)*

**Section II.B.3, "Decision Making":** The following will replace the section beginning at the bottom of page 7.

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

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.

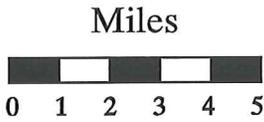
A quorum, consisting of eight voting members or their officially designated representatives, must be present in order for the Planning Committee to take formal action. Designation of official representatives must be made in writing to the Planning Committee Chairperson and may be made on either a standing 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.

# Ithaca-Tompkins County, New York

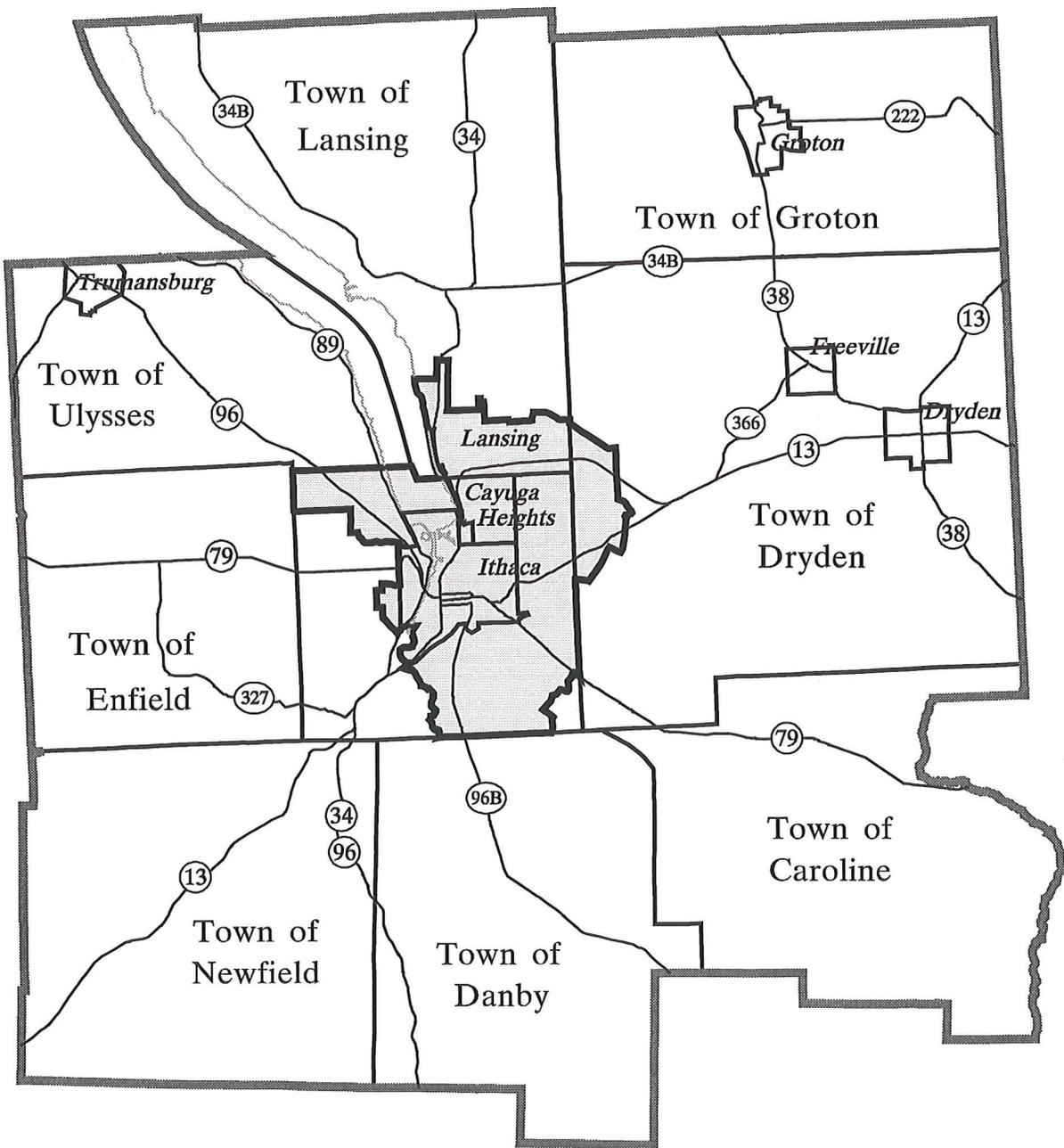
## Metropolitan Area Planning Boundary

Resolution 94-9, Approved December 13, 1994



### Legend

- Urbanized Area
- MPO Boundary
- Municipal Boundaries
- State Highways





***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.

- 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

**"ATTACHMENT A"**  
**RESOLUTION 1995-9**  
**Page 4**

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.

*--- end ---*



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



**RESOLUTION 96-10**

---

***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 incorporate and codify existing policies into a single document; AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has previously adopted a uniform set of "Public Involvement Procedures" in accordance with the Metropolitan Planning Rule (23 CFR Part 450/49 CFR Part 613, §450.316); AND

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* has previously adopted and amended a "Staffing Plan" for the Central Staff of the MPO;

**NOW THEREFORE BE IT RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby formally amend its adopted Unified Operations Plan by revising section II.D in order to incorporate and codify the Public Involvement Procedures which were originally adopted under resolution 1993-27;

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby formally amend its adopted Unified Operations Plan by adding a new section III.D in order to incorporate and codify the Staffing Plan that was adopted under resolution 1993-14, and as amended by resolution 1996-6;

**BE IT FURTHER RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby authorize the amendment of its Staffing Plan by substituting the title, description, and grade of "Secretary" for that of "Administrative Assistant" so as to more accurately reflect the findings of the reclassification study conducted by the Host Agency Commissioner of Personnel;

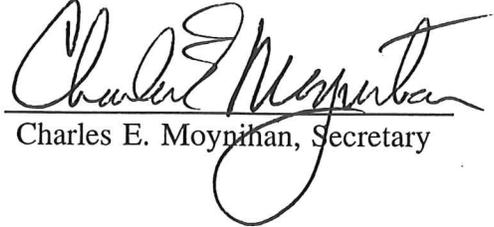
RESOLUTION 1996-10  
ITHACA-TOMPKINS COUNTY  
TRANSPORTATION COUNCIL

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

This resolution having been considered and approved on June 18, 1996.



Stuart W. Stein, Chair



Charles E. Moynihan, Secretary



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



**RESOLUTION 96-14**

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***AMENDING THE UNIFIED OPERATIONS PLAN TO  
INCORPORATE THE TOWN OF DRYDEN AS A VOTING  
MEMBER OF THE TRANSPORTATION POLICY COMMITTEE***

**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 Metropolitan Area; AND

**WHEREAS,** as the designated Metropolitan Planning Organization for the Ithaca Metropolitan Area the *Ithaca-Tompkins County Transportation Council* is charged with conducting transportation planning activities in a "*continuing, cooperative, and comprehensive*" manner; AND

**WHEREAS,** in accordance with the Metropolitan Planning Rule, part 23 CFR §450.306, the Transportation Policy Committee of the *Ithaca-Tompkins County Transportation Council* desires to enhance the involvement and representation of municipalities within the designated Urbanized Area; AND

**WHEREAS,** the Policy Committee of the *Ithaca-Tompkins County Transportation Council* has reviewed its voting membership and concluded that the Town of Dryden, being partially located within the designated Urbanized Area, should attain "Voting Member" status on the Policy Committee; AND

**WHEREAS,** the Policy Committee of the *Ithaca-Tompkins County Transportation Council* finds it necessary to amend its Unified Operations Plan in order to modify the Town of Dryden's membership status from "Non-Voting Representative" to "Voting Member";

**NOW THEREFORE BE IT RESOLVED** that the *Ithaca-Tompkins County Transportation Council* does hereby amend its adopted by-laws, the Unified Operations Plan, in order to change the status of the Town of Dryden from "Non-Voting Representative" to "Voting Member" of the Transportation Policy Committee as defined in section II.A.1, with the Town to be represented by its duly elected Supervisor;

**BE IT FURTHER RESOLVED,** that in accordance with the Unified Operations Plan, and as a prerequisite to attaining "Voting Member" status, the Town of Dryden must become a signatory to the Memorandum of Understanding between the State of New York and the units of general purpose local government within the designated Urbanized Area;

RESOLUTION 1996-14  
ITHACA-TOMPKINS COUNTY  
TRANSPORTATION COUNCIL

**BE IT FURTHER RESOLVED**, that the in accordance with the Memorandum of Understanding, as appears under section I. "Council Membership", the Transportation Policy Committee does hereby request the approval of the Commissioner of Transportation, acting in his capacity as the designee of the Governor, of this change in voting membership as an amendment or addendum to the Memorandum of Understanding;

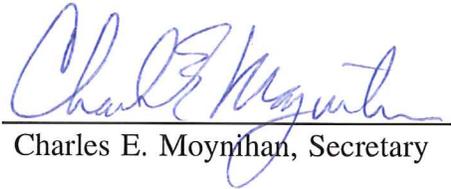
**BE IT FURTHER RESOLVED**, that the *Ithaca-Tompkins County Transportation Council* does hereby direct and authorize its Executive Director to take the necessary actions to implement this amendment.

This resolution having been considered and approved on November 19, 1996.



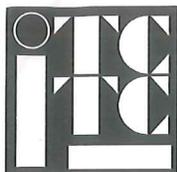
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Stuart W. Stein, Chair



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Charles E. Moynihan, Secretary



*Ithaca-Tompkins County  
Transportation Council*

RESOLUTION 00-4

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***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;

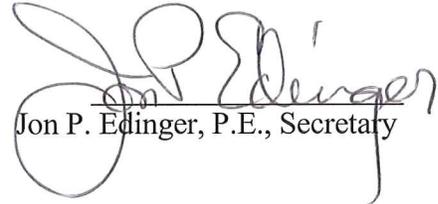
RESOLUTION 00-04  
ITHACA-TOMPKINS COUNTY  
TRANSPORTATION COUNCIL

**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.

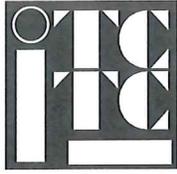
This resolution having been considered and approved on May 16, 2000.



Stuart W. Stein, Chair



Jon P. Edinger, P.E., Secretary



*Ithaca-Tompkins County  
Transportation Council*

**RESOLUTION 15-3**

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***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 Unified Operation Plan was last updated on May 2000; AND

**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 that improve the efficiency of agency operations;

**WHEREAS,** the *Ithaca-Tompkins County Transportation Council* Planning Committee reviewed the proposed amendments to the Unified Operations Plan on April 21, 2015;

**NOW THEREFORE BE IT RESOLVED,** that the *Ithaca-Tompkins County Transportation Council* does hereby formally amend its adopted Unified Operations Plan by making the changes described as follows:

1. Correct typos and update references.
2. Update the document preamble.
3. Specify that designated alternates may vote at meetings.
4. Change the term for Policy Committee chair to two years to match MOU requirements.
5. Update the process for TIP Amendments vs. Administrative Modifications based on current ITCTC policy and procedures.
6. Amend travel approval requirement and specify a travel expenditure reporting requirement.
7. Adjust funding level signature requirement levels for budget revisions.
8. Increase purchasing cost levels requiring signatures by \$500.
9. Remove Appendix A: ITCTC membership.

**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 15-03  
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 19, 2015.

  
for Kate Supron, Chair

  
for Carl Ford, P.E., Secretary

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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 census-defined 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 in the urbanized area, Tompkins County 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 are articulated in successor federal transportation 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 federal transportation legislation there are three fundamental activities to be accomplished by the MPO. First is the preparation of the *Long-Range Transportation Plan* (LRTP), also referred to as the Metropolitan Transportation Plan (MRP). The LRTP covers a twenty-year horizon, includes both short- and long-range implementation strategies, and provides for an integrated future transportation system. Second is assembling a *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. The TIP is usually updated every two years. 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 LRTP, 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 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, the largest employer in the County, is located in the Ithaca urbanized area and engages in planning activities and policy decisions that 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 (an updated membership list can be found at the ITCTC website):

**Voting Members:**

- Chair, Tompkins County Legislature
- 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 Towns of Lansing and Groton

Recording of appointments to the Policy Committee will be made by the Chairperson. Members may designate alternates to represent and vote for 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. The Chairperson, at the request of any member, may call special meetings. 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. 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. 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.

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.

## **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 officers shall be two years. 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 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 Enfield, Town of Groton, Town of Lansing, Town of Newfield, and 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
- 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                      |
| 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. An updated membership list can be found at the ITCTC website.

**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**

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.

### **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 closeouts 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 local project sponsors, NYSDOT, TCAT, and other interested parties. Any municipality and eligible agency 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.
- e. Exercise authority to make and approve administrative modifications to the TIP during the program year. Administrative modifications have a cost threshold 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 (refer to the *TIP Amendment and Administrative Modification Process* description for more information).
- f. Review and recommend amendments to the TIP during the program year. Amendments have a cost threshold defined as changes that impact more than 10% of an individual project or more than 5% of available funding for the TIP (refer to the *TIP Amendment and Administrative Modification Process* description for more information).
- g. Coordinate planning for preliminary project development for TIP project selection. Monitor progress on TIP project implementation.
- h. Develop the *Long-Range Comprehensive Transportation Plan*. Coordinate planning resources of Policy Committee members.

### **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 New York State Department of Transportation is the direct recipient and administrator of

FHWA-PL and FTA-Section 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, serves as the contract agent 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. 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 Tompkins County Legislature. 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 the 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 ITCTC has

approved *Public Involvement Procedures* that help guide public participation in transportation planning.

The Ithaca-Tompkins County Transportation Council's Public Involvement Procedures 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.
- b. The Staff Director will report to the Administrative Oversight Committee on all travel which involves expenditures of more than \$500.

##### **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.

#### **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.b 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

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 implementations of budgetary revisions are subject to the following provisions:
    - Less than \$1,000: Approval and signature of the Director. All such transactions will be reflected in the financial reports to the Transportation Policy Committee.
    - \$1,000 or more: Approval and signature of the Director and the Policy Committee Chair. All such transactions will be reported to the Transportation Policy Committee.
  - 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 \$1,000: 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.
  - Between \$1,000 and \$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.

# APPENDICES

## **A. MEMORANDUM OF UNDERSTANDING**

(Including Addendum No.1, adding the Town of Dryden as a signatory)

FILE COPY

MEMORANDUM OF UNDERSTANDING  
METROPOLITAN PLANNING ORGANIZATION  
ITHACA/TOMPKINS COUNTY

This agreement is entered into this 30th day of September, 1992 by and between the County of Tompkins, the City of Ithaca, the Town of Ithaca, the Village of Lansing, Village of Cayuga Heights, the New York State Department of Transportation, and the Governor of New York through his designee, the Commissioner of Transportation.

W I T N E S S E T H

WHEREAS, the United States Bureau of the Census has designated Ithaca and its environs as an urbanized area; and

WHEREAS, transportation of people and goods is vital to the economic and social well-being of the Ithaca urbanized area; and

WHEREAS, general purpose local governments of the area, the State of New York and local, regional, State, and federal agencies have a strong common interest in coordinating and cooperating in performing transportation planning to meet local, regional, state, and federal goals and objectives; and

WHEREAS, the transportation, land use and economic planning and development activities of public and private agencies within the area are of such magnitude and complexity and of such potential degrees of mutual impact, as to make necessary a formal, coordinated, comprehensive and continuing transportation planning process carried on cooperatively by local governments and agencies and the State; and

WHEREAS, Title 23 of the United States Code and Section 8 of the Federal Transit Act require such a transportation planning and programming process for the urbanized area; and

WHEREAS, the parties to this Memorandum of Understanding have agreed to join together to form the Ithaca-Tompkins County Transportation Council as an appropriate and effective forum to address comprehensive transportation planning and to promote cooperative transportation decision-making within their respective jurisdiction by principal elected officials of general purpose local governments and local, regional, and State transportation agencies; and

WHEREAS, pursuant to federal regulations, the Ithaca-Tompkins County Transportation Council is hereby designated by agreement among the units of general purpose local government and the Governor as the Metropolitan Planning Organization (MPO) responsible for developing and carrying out the urban transportation planning process specified in Title 23 of the United States Code and Section 8 of the Federal Transit Act; and

WHEREAS, it is the purpose of this Memorandum of Understanding to delineate the roles and responsibilities of the various parties to this agreement for the Council to carry out transportation planning and programming to continue the Ithaca Urbanized Area's qualification for federal transportation assistance and to exercise their respective authority in transportation matters in a manner consistent with plans of the council;

NOW, THEREFORE, the parties do hereby agree to the following:

I. Council Membership

The Ithaca-Tompkins County Transportation Council shall have as primary members: Chair of the Tompkins County Board of Representatives, Mayor of the City of Ithaca, Supervisor of the Town of Ithaca, Mayor of the Village of Lansing, Mayor of the Village of Cayuga Heights, and Commissioner of the New York State Department of Transportation and other agencies or individuals as the council may from time to time decide with the approval of the Commissioner of Transportation as designee of the Governor. Advisory membership on the Council shall include the Federal Highway Administration, the Federal Transit Agency, Cornell University, and other agencies or individuals as the Council may decide. Members of the Council may be represented by designated substitutes. Such designation shall be in writing to the Chairperson.

II. Officers

The Ithaca-Tompkins County Transportation Council shall elect a Chairperson for a two year term. The New York State Department of Transportation shall serve as Secretary.

III. Agreement to Act by Consensus

All actions taken by the Council shall be by the consensus of its primary members. Consensus is defined to be unanimity of affected parties. Affected parties shall include NYSDOT, the City of Ithaca, Town of Ithaca, Tompkins County and other primary members judged by the Chairperson and Secretary to be affected by proposed Council actions. The Chairperson and Secretary shall declare consensus or the lack thereof of affected parties. At least four primary members are required for any action to be taken.

IV. Planning Committee

The Council shall establish a Planning Committee to be composed of professional/technical staff representatives of each member. Each Council member may appoint up to two (2) persons to the Planning Committee. Additional professional/technical representatives may participate as necessary for proper technical input to specific issues.

VIII. The Planning Committee shall be responsible for overseeing the day-to-day operations of the MPO, including the following activities:

1. Monitoring and coordinating progress of the Unified Planning Work Program (UPWP) to assure timely completion of the work program and adherence to budgets and consistency with federal regulations and local, State and federal objectives.
2. Minor revisions to budgets and other aspects of the work program as necessary during the program year.
3. Minor revisions to the Transportation Improvement Program (TIP) as necessary during the program year.

The Planning Committee shall annually develop a draft UPWP and TIP for recommendation to the Council for endorsement.

#### V. Staff

Staff to accomplish area wide transportation planning needs and to perform administrative, technical, and other services to the Council shall be selected by the Council. The staff shall be accountable to the Council for results of that portion of the planning program assigned to it.

The staff will be hosted by Tompkins County. This is solely an administrative rather than a reporting arrangement. Staff is responsible and accountable to the Council for its activities and undertakes tasks as defined in the UPWP. Changes to task and priorities must have prior approval by the Planning Committee and/or Council before being undertaken by staff.

Staff is selected by the Council. The staffing plan, staff qualifications and salary schedule are established by the Council. Fringe benefits will be those of the host agency.

An agreement will be established between the host agency and NYSDOT. This agreement will detail administrative procedures, accounting, record-keeping requirements, and other applicable federal and state regulations.

The host agency will provide suitable office space. Reasonable rent, as agreed to by the Council, can be charged. The host will be required to pay in the first instance all staff charges and then apply for reimbursement from the NYS Department of Transportation. All requests for reimbursement will require detailed documentation of all costs. The operation of the staff and equipment shall be separate, clear and auditable and in conformance with OMB Circular A-128 and applicable state and federal regulations.

## VI. Transportation Plans and Programs

The staff shall be responsible for drafting the following documents:

Unified Planning Work Program

Long-Range Transportation Plan

Transportation Improvement Program

The UPWP shall be drafted annually, consistent with the requirements of Title 23 and the Federal Transit Act, for recommendation to the Council for endorsement. The UPWP describes all the transportation-related planning activities anticipated to be carried out within the area during the next year. It delineates responsibilities and procedures for carrying out a cooperative transportation planning process.

The Long-Range Transportation Plan shall be drafted consistent with national and state policies and requirements and area wide transportation goals and objectives. It must: identify all transportation facilities that should function as an integrated metropolitan transportation system; include a financial plan that demonstrates how the long-range plan can be implemented; assess capital investment and other measures necessary to preserve the existing transportation system and to make the most efficient use of existing transportation facilities to relieve congestion; and indicate appropriate transportation enhancement activities.

The TIP shall be drafted in cooperation with the State and transit operators. The TIP shall include all projects to be funded under Title 23 and the Federal Transit Act. There must be reasonable opportunity for public comment prior to approval. The TIP must include a priority list of projects to be carried out after initial adoption of the TIP and a financial plan that demonstrates how it can be implemented. It must be consistent with funding reasonably expected to be available during the relevant period, and projects in the TIP must be consistent with the long-range plan.

## VII. Council Responsibility

The Council shall meet as necessary and shall review, update, and approve the technical documents prepared by the Council staff.

C. USDOT DESIGNATION LETTERS

VIII. Federal Transportation Planning Funds

The New York State Department of Transportation shall make application annually to the Federal Transit-Administration, on behalf of the Council, for funds to support the Council's planning program. These funds, as well as funds received from the Federal Highway Administration and other federal funds for transportation planning purposes, shall be programmed by the Council to enable the MPO to fulfill federal and state MPO planning requirements. These decisions are to be defined annually in the UPWP.

IX. Operating Procedures

The Council Staff shall prepare for Council adoption a set of Operating Procedures specifying how the various Council activities shall be conducted. Activities included in these Operating Procedures may include, but are not limited to, procedures and other decision-making, membership, public participation and media coverage, parliamentary procedures, and any other matters which may be agreed to be the Council. The Operating Procedures shall be formally adopted by the Council prior to their implementation.

*Robert D. Watros*  
Chair, Tompkins County Board of Representatives

*Benjamin Huls*  
Mayor, City of Ithaca

*Amelia C. Rappeneberger*  
Supervisor, Town of Ithaca

*Theodore C. Wilson*  
Mayor, Village of Lansing

*Ronald E. Henderson*  
Mayor, Village of Cayuga Heights

*Ray Carlson*  
NYS Department of Transportation

*Franklin White*  
Commissioner of Transportation as Designee of the Governor of New York

ADDENDUM NO. 1

METROPOLITAN PLANNING ORGANIZATION

ITHACA/TOMPKINS COUNTY

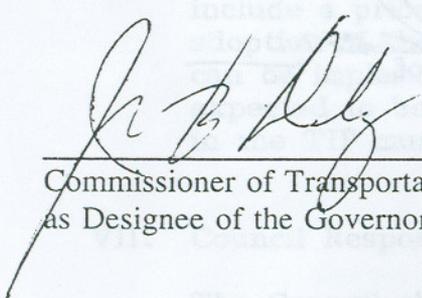
WHEREAS, on September 30, 1992 the Governor of the State of New York, acting through his designee, the Commissioner of Transportation, did enter into an agreement with the County of Tompkins, the City of Ithaca, the Town of Ithaca, the Village of Lansing, the Village of Cayuga Heights, and the New York State Department of Transportation for the purpose of forming the Ithaca-Tompkins County Transportation Council; and

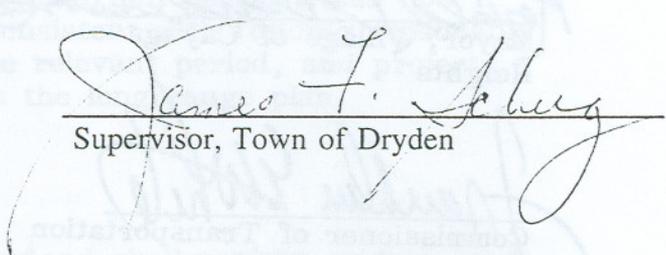
WHEREAS, the purpose of the Ithaca-Tompkins County Transportation Council is to develop and carry out the metropolitan transportation planning process specified in Titles 23 and 49 of the United States Code; and

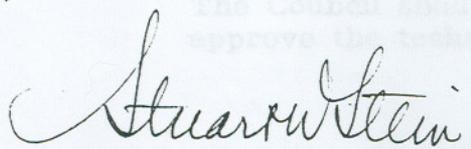
WHEREAS, in accordance with the adopted Unified Operations Plan of the Ithaca-Tompkins County Transportation Council, as a condition of voting member status the Town of Dryden must become a signatory to this Memorandum of Understanding; and

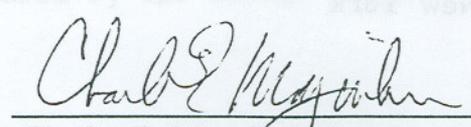
WHEREAS, in accordance with the Memorandum of Understanding the "primary members" of the Ithaca-Tompkins County Transportation Council are requesting the approval of the Governor in implementing a change in its membership so as to include the Town of Dryden, represented by its Supervisor, as a voting member of the Ithaca-Tompkins County Transportation Council;

NOW BE IT RESOLVED, that the Town of Dryden be granted voting member status as a "primary member" of the Ithaca-Tompkins County Transportation Council. This agreement entered into this 19 day of November, 1996.

  
\_\_\_\_\_  
Commissioner of Transportation  
as Designee of the Governor of New York

  
\_\_\_\_\_  
Supervisor, Town of Dryden

  
\_\_\_\_\_  
Stuart W. Stein, Chair  
ITCTC Policy Committee

  
\_\_\_\_\_  
Charles E. Moynihan, Secretary  
ITCTC Policy Committee

## **B. USDOT DESIGNATION LETTERS**



STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
ALBANY, N.Y. 12232

FRANKLIN E. WHITE  
COMMISSIONER

September 30, 1992

Mr. John G. Bestgen, Jr.  
Administrator, Region One  
Federal Highway Administration  
United States Department  
of Transportation  
Leo W. O'Brien Federal Bldg., Room 729  
Albany, NY 12207

Dear Mr. Bestgen:

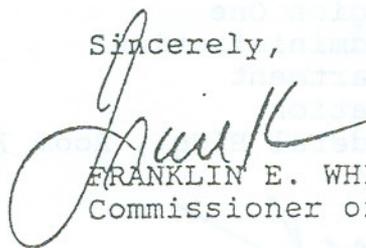
This is to inform you, in accordance with the provisions of 23 U.S.C.A. Section 134(b)(1), and in my capacity as the Designee of Governor Mario M. Cuomo, that the Governor and units of general purpose local government have agreed to designate the Ithaca-Tompkins County Transportation Council as the Metropolitan Planning Organization (MPO) for the Ithaca, New York, urbanized area.

The Governor, the New York State Department of Transportation, and officials of the units of general purpose local government in the Ithaca urbanized area, including the Mayor of the City of Ithaca, the Chair of the Tompkins County Board of Representatives, the Supervisor of the Town of Ithaca, the Mayor of the Village of Lansing, and the Mayor of the Village of Cayuga Heights, have, by Memorandum of Understanding, established the Council as an appropriate and effective forum to address comprehensive transportation planning, and to promote cooperative transportation decision-making within their respective jurisdictions. The Council will be responsible, together with the State of New York, for carrying out the continuing, cooperative, and comprehensive transportation planning process, pursuant to the provisions of 23 U.S.C.A. Sections 105 and 134, other applicable provisions of Titles 23 and 49 of the United States Code, 23 C.F.R. Part 450, and other applicable Federal Highway Administration (FHWA), Urban Mass Transit Administration (UMTA), and U.S. Department of Transportation (USDOT) regulations, upon which the receipt of Federal transportation capital and operating assistance within the Ithaca urbanized area depends.

Transportation planning funds apportioned to the State under Title 23, as amended by the Intermodal Surface Transportation Efficiency Act of 1991, that are allocated to the Ithaca urbanized area will be made available to the Council for its decision on the appropriate use and distribution of these funds in carrying out this planning process.

Enclosed is a copy of the Memorandum of Understanding establishing the Council and its members for carrying out transportation planning and programming. One copy of the Memorandum of Understanding with original signatures has been sent to Harold Brown, Division Administrator of FHWA, and a copy of the Memorandum of Understanding has been sent to Leonard Braun, Regional Administrator of UMTA.

Sincerely,

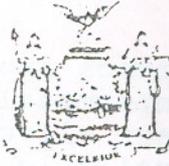


FRANKLIN E. WHITE  
Commissioner of Transportation

PBS:lc  
PBS0451

Enclosures

cc: Brad Johnson, State Office of Federal Affairs



STATE OF NEW YORK  
DEPARTMENT OF TRANSPORTATION  
ALBANY, N.Y. 12232

FRANKLIN E. WHITE  
COMMISSIONER

September 30, 1992

Mr. Leonard Braun  
Administrator, Region II  
Urban Mass Transit Administration  
U.S. Department of Transportation  
26 Federal Plaza, Suite 14-110  
New York, NY 10278

Dear Mr. Braun:

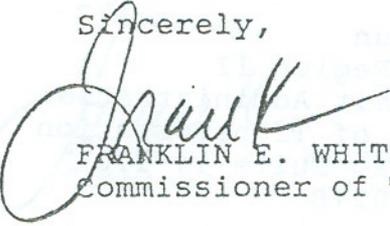
This is to inform you, in accordance with the provisions of 23 U.S.C.A. Section 134(b)(1), and in my capacity as the Designee of Governor Mario M. Cuomo, that the Governor and units of general purpose local government have agreed to designate the Ithaca-Tompkins County Transportation Council as the Metropolitan Planning Organization (MPO) for the Ithaca, New York, urbanized area.

The Governor, the New York State Department of Transportation, and officials of the units of general purpose local government in the Ithaca urbanized area, including the Mayor of the City of Ithaca, the Chair of the Tompkins County Board of Representatives, the Supervisor of the Town of Ithaca, the Mayor of the Village of Lansing, and the Mayor of the Village of Cayuga Heights, have, by Memorandum of Understanding, established the Council as an appropriate and effective forum to address comprehensive transportation planning, and to promote cooperative transportation decision-making within their respective jurisdictions. The Council will be responsible, together with the State of New York, for carrying out the continuing, cooperative, and comprehensive transportation planning process, pursuant to the provisions of 23 U.S.C.A. Sections 105 and 134, other applicable provisions of Titles 23 and 49 of the United States Code, 23 C.F.R. Part 450, and other applicable Federal Highway Administration (FHWA), Urban Mass Transit Administration (UMTA), and U.S. Department of Transportation (USDOT) regulations, upon which the receipt of Federal transportation capital and operating assistance within the Ithaca urbanized area depends.

Transportation planning funds apportioned to the State under Title 23, as amended by the Intermodal Surface Transportation Efficiency Act of 1991, that are allocated to the Ithaca urbanized area will be made available to the Council for its decision on the appropriate use and distribution of these funds in carrying out this planning process.

Enclosed is a copy of the Memorandum of Understanding establishing the Council and its members for carrying out transportation planning and programming. One copy of the Memorandum of Understanding with original signatures has been sent to Mr. Harold Brown, Division Administration of FHWA, and a copy of the Memorandum of Understanding has been sent to Mr. John G. Bestgen, Jr., Regional Administrator of FHWA.

Sincerely,



FRANKLIN E. WHITE  
Commissioner of Transportation

PBS:lc  
PBS0452

Enclosures

cc: Brad Johnson, State Office of Federal Affairs

**C. TIP AMENDMENT & ADMINISTRATIVE MODIFICATION PROCESS**

## **TIP AMENDMENT AND ADMINISTRATIVE MODIFICATION PROCESS**

Approved by Policy Committee on May 17, 2011

The following definitions are based on Federal transportation legislation and its regulations. The regulations allow for either amendments or administrative modifications as described under the provisions for changes to the Transportation Improvement Program (TIP).

### **AMENDMENTS**

- TIP amendments are defined as revisions to a Transportation Improvement Program that involve a major change to a project. These changes include the addition or deletion of a project, or a major change in project cost (as defined below under the bulleted item ‘Cost Threshold’). Changes in a project phase or action dates that fall outside the State Transportation Improvement Program (STIP) planning period, or a major change in design concept or design scope (see matrix table) are considered as amendments.
- Amendments are considered as a revision that requires public review and comment and a re-demonstration of fiscal constraint.
- The NYSDOT reports Transportation Improvement Program (TIP) information using an Electronic Statewide Transportation Improvement database (eSTIP). The eSTIP database process requires that a “Ballot” be submitted for each amendment after approval by the MPO and the NYSDOT Program Supervisor (PS).
- The Cost Threshold for amendments is defined as changes that impact a portion greater than 10% of an individual project or more than 5% of available funding for the TIP.
- The Planning Committee reviews and recommends TIP amendments to the Policy Committee.
- The Policy Committee has authority to make and approve amendments to the TIP that have gone through the appropriate public review process.

### **ADMINISTRATIVE MODIFICATION**

- Administrative modifications are defined as minor revisions to the TIP. Changes to project phase costs (as defined), changes to funding sources of previously included projects, and changes to project phase action dates that remain within the STIP planning period are considered as administrative modifications (see matrix table).
- An administrative modification is a change to a Transportation Improvement Program that does not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination (in non-attainment and maintenance areas).
- The Cost Threshold for administrative modifications is defined as changes that impact a portion less than 10% of an individual project or less than 5% of available funding for the TIP.
- The ITCTC Planning Committee has the authority to make and approve administrative modifications to the TIP during the program year.
- Administrative modifications require a Ballot to be submitted through the eSTIP Database after approval by the MPO and the NYSDOT Program Supervisor.

### **PUBLIC REVIEW**

Public review for TIP amendments and administrative modifications will follow the steps indicated in the ITCTC’s Public Involvement Procedures. The public is invited to review and comment on TIP actions during ITCTC Planning and Policy Committee meetings. The public can also comment by contacting the ITCTC offices. TIP amendments and administrative modifications will be included as individual items in the agendas for Planning and Policy Committee meetings which are widely advertised two weeks in advance of the meetings. Planning and Policy Committee meetings are open to the public and include public comment periods. The full agenda for each Planning and Policy Committee meeting is posted on the ITCTC website – [www.tompkins-co.org/itctc](http://www.tompkins-co.org/itctc).

**TIP AMENDMENT AND ADMINISTRATIVE MODIFICATIONS MATRIX**

<b>Change of Project Status; Procedures</b>	<b>Amendments</b>	<b><i>Administrative</i> Modifications</b>	<b>Required ITCTC Committee Approval</b>
<b>Project Cost</b>			
▪ Below Threshold		√	Planning
▪ Above Threshold	√		Planning/Policy
<b>Project Phase/Initiation Date</b>			
▪ Within 4- year STIP		√	Planning
▪ Outside 4 year of the STIP	√		Planning/Policy
<b>Rollover</b>			
▪ Within Funding Resources		√	Planning
▪ When re-demonstration of fiscal constraint is needed	√		Planning/Policy
<b>Addition or Deletion</b>			
▪ Addition of a project	√		Planning/Policy
▪ Addition of phase	√		Planning/Policy
▪ Deletion of a project	√		Planning/Policy
<b>Block Projects: Recreational Trails, Scenic Byways, RR Crossings, TEP, TCSP, etc.</b>		√	Planning
▪ Project splits into multiple PINs	√		Planning/Policy
▪ Separate project combined into one PIN	√		Planning/Policy
▪ Addition of a withdrawn project	√		Planning/Policy