

MEMORANDUM

TO: GTC Planning Committee Members & Alternates
FROM: James Stack, Executive Director JS
DATE: May 16, 2024
SUBJECT: Amending the *FY 2024-2025 UPWP* to reflect the contribution of actual FY 2023-2024 rollover amounts / Proposed Council Resolution 24-09

The adopted *FY 2024-2025 Unified Planning Work Program* (UPWP) includes estimated rollover amounts for several projects that were not expected to be completed by March 31, 2024 (i.e., the end of FY 2023-2024). These estimated rollover amounts were based on actual expenses through the second quarter of FY 2023-2024 (i.e., September 30, 2023). Now that the accounting for FY 2023-2024 has been closed out, the budgets for these projects for FY 2024-2025 can be adjusted to reflect actual rollover amounts.

You will notice an exceptional increase in Task 1600 – Program Reserve as noted in Column B. This is a function of the actual GTC staff Salary, Fringe, & Overhead coming in significantly under budget. When the FY 2023-24 budget was developed, GTC was fully staffed and new positions were anticipated. The GTC Executive Committee approved creating new positions and a staff reorganization in mid-October, or a little more than halfway through the fiscal year. Of the new positions, only one was filled before the end of the fiscal year and that happened in the fourth quarter. GTC also experienced turnover with a Program Manager position staying vacant for about five months. After the departure of the Assistant Director in the second quarter, the position was altered as part of the mid-October reorganization. The position remained unfilled for eight months through the end of the fiscal year. Of the \$473,132 identified in Column B, the staff savings account for \$452,696 (96%) with the remaining \$20,436 coming from savings on completed projects.

Given the significant savings, staff recommends working with member agencies to identify potential projects for consideration and recommendation by the UPWP Development Committee such that new projects may be considered for adding to the UPWP in August (i.e., off-cycle) rather than waiting until the FY 2025-26 UPWP to program the funds.

Individual projects for which adjustments between estimated and actual rollover amounts are required are presented in Exhibit 1 of the attached Proposed Council Resolution.

The following items are provided for your consideration:

- 1. Proposed Council Resolution 24-09** (Amending the *FY 2024-2025 UPWP* to reflect the contribution of FY 2023-2024 rollover amounts)
- 2. Exhibit 1** (Proposed revisions to the *FY 2024-2025 UPWP* budget)

Recommended Action:

Recommend action by GTC Board on proposed Council Resolution 24-09, amending the FY 2024-2025 UPWP to reflect the contribution of actual FY 2023-2024 rollover amounts.

GENESEE TRANSPORTATION COUNCIL

RESOLUTION

Resolution 24-09 **Amending the *FY 2024-2025 Unified Planning Work Program* to reflect the contribution of actual **FY 2023-2024** rollover amounts**

WHEREAS,

1. The Genesee Transportation Council (GTC) *FY 2024-2025 Unified Planning Work Program* (UPWP) was programmed with estimated rollover amounts for several projects from the *FY 2023-2024 UPWP*;
2. GTC staff has completed its accounting of the *FY 2023-2024 UPWP* and determined the actual rollover amounts for all projects from the *FY 2023-2024 UPWP*; and
3. GTC wishes to amend the *FY 2024-2025 UPWP* to reflect these actual rollover amounts for select projects and reprogram funds between tasks as detailed in Exhibit 1.

NOW, THEREFORE, BE IT RESOLVED

1. That the *FY 2024-2025 Unified Planning Work Program* and its Work Program Financial Detail and the budget portion of the affected Project Descriptions be hereby amended to reflect the actual rollover amounts and the reprogramming of funds between tasks as detailed in Exhibit 1; and
2. That this resolution takes effect immediately.

CERTIFICATION

The undersigned duly qualified Chairman of the Genesee Transportation Council certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Genesee Transportation Council held on June 13, 2024.

Date _____

CHRISTOPHER T. REEVE, Secretary
Genesee Transportation Council

**Proposed Revisions to FY 2024-2025 UPWP Budget
Adjusting the Estimated Budgets to Reflect Actual Rollovers as of March 31, 2024
(Federal Funds Only)**

Exhibit 1

Agency	Task No.	Project	Column A	+	Column B	=	Column C
			Estimated FY 2024-2025 UPWP Budget		Actual Adjustment to FY 2024-2025 UPWP Budget		Revised FY 2024-2025 UPWP Budget Amount Pending Action
G/FLRPC	4220	Regional Land Use Monitoring	29,000		13,525		42,525
	5362	The Last Mile (or less): Site Plan Review for Multimodal Transportation	25,476		-25,476		0
	8554	Regional Alternative Fuel Vehicle Infrastructure Tools	19,354		-3,219		16,135
		Net Total Adjustment - G/FLRPC	<u>73,830</u>		<u>-15,170</u>		<u>58,660</u>
Monroe County	4210	Monroe County Land Use Monitoring	26,548		-11,548		15,000
	5904	Monroe County Traffic Signal Preemption Study	81,000		-32,544		48,456
	6230	Monroe County High Accident Location Program	68,640		-23,640		45,000
		Net Total Adjustment - Monroe County	<u>176,188</u>		<u>-67,732</u>		<u>108,456</u>
RGRTA	8534	Origin & Destination Study	238,500		-173,661		64,839
	8538	Service Performance Monitoring and Refinement	310,999		-131,488		179,511
	8544	Rural On Demand Transit Study	64,435		-50,213		14,222
		Net Total Adjustment - RGRTA	<u>613,934</u>		<u>-355,362</u>		<u>258,572</u>
NYSDOT	6216	City of Rochester Downtown Sign Assessment	4,616		-4,616		0
		Net Total Adjustment - NYSDOT	<u>4,616</u>		<u>-4,616</u>		<u>0</u>
Livingston County	7578	Lakeville Corridor Strategic Plan	24,091		-24,091		0
		Net Total Adjustment - Livingston County	<u>24,091</u>		<u>-24,091</u>		<u>0</u>
Ontario County	8622	Ontario County Freight Rail Corridor Development Plan: Area 2	111,097		-49,963		61,134
		Net Total Adjustment - Ontario County	<u>111,097</u>		<u>-49,963</u>		<u>61,134</u>
Town of Greece	6632	Canal Ponds Business Park Connectivity Study	21,250		-21,250		0
		Net Total Adjustment - Town of Greece	<u>21,250</u>		<u>-21,250</u>		<u>0</u>
Town of Rush	8753	Town of Rush Pedestrian/Bicycle Safety and Connectivity Plan	58,000		-9,229		48,771
		Net Total Adjustment - Town of Rush	<u>58,000</u>		<u>-9,229</u>		<u>48,771</u>
Village of Warsaw	8752	Village of Warsaw Active Transportation Plan	29,537		-29,537		0
		Net Total Adjustment - Village of Warsaw	<u>29,537</u>		<u>-29,537</u>		<u>0</u>
		Net Total Adjustment - Other Member Agencies	1,112,543		-576,950		535,593
GTC	1600	Program Reserve	50,000		473,132		523,132
	5400	Regional Travel Demand Modeling	95,165		-3,163		92,002
	5500	Bicycle and Pedestrian Transportation Program	90,076		-4,335		85,741
	5540	Complete Streets Program	10,575		33,520		44,095
	6100	TIP Development and Management	222,682		-33,328		189,354
	7213	Rt. 96 over Rt. 14 Strategic Divestment Analysis	88,450		-51,236		37,214
	8542	Greater Rochester Transportation Management Assoc Feasibility Study	75,000		-12,700		62,300
	8611	Genesee-Finger Lakes Regional Freight Plan Update	165,000		-68,466		96,534
	9310	NYSAMPO Shared Cost Initiative	140,636		-28,000		112,636
		Net Total Adjustment - GTC	<u>937,584</u>		<u>305,424</u>		<u>1,243,008</u>
		Net Total Adjustment - FY 2024-2025 UPWP	<u>2,050,127</u>		<u>-271,526</u>		<u>1,778,601</u>