

**MEMORANDUM**

**TO:** Genesee Transportation Council Members & Alternates  
**FROM:** James Stack, Executive Director JS  
**DATE:** June 1, 2023  
**SUBJECT:** Amending the *FY 2023-2024 Unified Planning Work Program* to reflect the contribution of actual FY 2022-2023 rollover amounts / Proposed Resolution 23-10

The adopted *FY 2023-2024 Unified Planning Work Program* (UPWP) includes estimated rollover amounts for several projects that were not expected to be completed by March 31, 2023 (i.e., the end of FY 2022-2023). These estimated rollover amounts were based on actual expenses through the second quarter of FY 2022-2023 (i.e., September 30, 2022). Now that the accounting for FY 2022-2023 has been closed out, the budgets for these projects for FY 2023-2024 can be adjusted to reflect actual rollover amounts.

The following proposed project changes to the *FY 2023-2024 UPWP* have been recommended by the Planning Committee for your consideration:

- The UPWP Task #5421 Household Travel Data Collection is being significantly reduced. When contemplating the project, staff used the previous Household Travel Survey to estimate the budget. Traditionally, this activity uses a costly survey tool but staff has explored the use of "big data" in lieu of the survey. Through various affiliations, GTC has access to various data sets at low or no additional cost. Accordingly, we recommend reducing the Task budget from \$475,763 to \$200,000.

The GTC Executive Committee is currently considering the establishment of additional staff positions. It is proposed that a portion of the savings from Task #5421 be reserved to cover the costs of the new positions (\$225,763) if they are approved. The remainder (\$50,000) is proposed to be used to update the GTC website to current versions of various programming platforms.

- The UPWP Task #1100 GTC Administration is being increased, for Contractual only, to cover the anticipated cost of rent should GTC move offices later in the year and be required to pay monthly rent. The prior year budget experienced savings of salary, fringe, overhead, and as well as contractual savings on various projects that were completed. The remaining savings are being added to Task # 1600 Program Reserve.

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 Resolution 23-10** (Amending the *FY 2023-2024 UPWP* to reflect the contribution of FY 2022-2023 rollover amounts)
- 2. Exhibit 1** (Proposed revisions to the *FY 2023-2024 UPWP* budget)

RE: *FY 23-24 UPWP* Amendment  
June 1, 2023

***Recommended Action:***

*Approve proposed Resolution 23-10, amending the FY 2023-2024 UPWP to reflect the contribution of actual FY 2022-2023 rollover amounts.*

**GENESEE TRANSPORTATION COUNCIL**

**RESOLUTION**

**Resolution 23-10 Amending the *FY 2023-2024 Unified Planning Work Program* to reflect the contribution of actual *FY 2022-2023* rollover amounts**

**WHEREAS,**

1. The Genesee Transportation Council (GTC) *FY 2023-2024 Unified Planning Work Program* (UPWP) was programmed with estimated rollover amounts for several projects from the *FY 2022-2023 UPWP*;
2. GTC staff has completed its accounting of the *FY 2022-2023 UPWP* and determined the actual rollover amounts for all projects from the *FY 2022-2023 UPWP*; and
3. GTC wishes to amend the *FY 2023-2024 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 2023-2024 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 8, 2023.

Date \_\_\_\_\_

\_\_\_\_\_  
CHRISTOPHER T. REEVE, Secretary  
Genesee Transportation Council

**Proposed Revisions to FY 2023-2024 UPWP Budget  
Adjusting the Estimated Budgets to Reflect Actual Rollovers as of March 31, 2023  
(Federal Funds Only)**

Exhibit 1

Agency	Task No.	Project	Column A	+	Column B	=	Column C
			Estimated FY 2023-2024 UPWP Budget		Actual Adjustment to FY 2023-2024 UPWP Budget		Revised FY 2023-2024 UPWP Budget Amount Pending Action
<b>G/FLRPC</b>	4220	Regional Land Use Monitoring	32,800		-5,173		<b>27,627</b>
	5362	The Last Mile (or less): Site Plan Review for Multimodal Transportation	45,000		-11,068		<b>33,932</b>
		<b>Net Total Adjustment - G/FLRPC</b>	<u>77,800</u>		<u>-16,241</u>		<u><b>61,559</b></u>
<b>Monroe County</b>	4210	Monroe County Land Use Monitoring	25,853		-10,853		<b>15,000</b>
	6230	Monroe County High Accident Location Program	60,341		-24,341		<b>36,000</b>
	8768	Monroe County Comprehensive Active Transportation Plan	106,080		-81,267		<b>24,813</b>
		<b>Net Total Adjustment - Monroe County</b>	<u>192,274</u>		<u>-116,461</u>		<u><b>75,813</b></u>
<b>RGRTA</b>	8538	Service Performance Monitoring and Refinement	233,441		-98,492		<b>134,949</b>
	8543	Regional Village Local Service Study	58,145		-50,104		<b>8,041</b>
	8553	On Route Charging Feasibility Study	79,007		-79,007		<b>0</b>
		<b>Net Total Adjustment - RGRTA</b>	<u>370,593</u>		<u>-227,603</u>		<u><b>142,990</b></u>
<b>City of Rochester</b>	8769	City of Rochester Active Transportation Master Plan	64,547		-64,547		<b>0</b>
		<b>Net Total Adjustment - City of Rochester</b>	<u>64,547</u>		<u>-64,547</u>		<u><b>0</b></u>
<b>NYS DOT</b>	5903	Regional Traffic Operations Center (RTOC) Strategic Plan	53,834		-53,834		<b>0</b>
	6216	City of Rochester Downtown Sign Assessment	40,000		-18,485		<b>21,515</b>
		<b>Net Total Adjustment - NYS DOT</b>	<u>93,834</u>		<u>-72,319</u>		<u><b>21,515</b></u>
<b>Livingston County</b>	7578	Lakeville Corridor Strategic Plan	76,500		-34,309		<b>42,191</b>
		<b>Net Total Adjustment - Livingston County</b>	<u>76,500</u>		<u>-34,309</u>		<u><b>42,191</b></u>
<b>Town of Greece</b>	6632	Canal Ponds Business Park Connectivity Study	50,000		-5,115		<b>44,885</b>
		<b>Net Total Adjustment - Town of Greece</b>	<u>50,000</u>		<u>-5,115</u>		<u><b>44,885</b></u>
<b>Town of Webster</b>	7706	West Webster Hamlet Revitalization Plan	51,242		-45,881		<b>5,361</b>
		<b>Net Total Adjustment - Town of Webster</b>	<u>51,242</u>		<u>-45,881</u>		<u><b>5,361</b></u>
<b>Village of Arcade</b>	6550	Arcade Multi-Use Trail Feasibility Study	58,000		-13,638		<b>44,362</b>
		<b>Net Total Adjustment - Village of Arcade</b>	<u>58,000</u>		<u>-13,638</u>		<u><b>44,362</b></u>
<b>Village of Warsaw</b>	8752	Village of Warsaw Active Transportation Plan	70,000		-12,158		<b>57,842</b>
		<b>Net Total Adjustment - Village of Warsaw</b>	<u>70,000</u>		<u>-12,158</u>		<u><b>57,842</b></u>
		<b>Net Total Adjustment - Other Member Agencies</b>	<b>1,104,790</b>		<b>-608,272</b>		<b>496,518</b>
<b>GTC</b>	1100	GTC Administration (Contractual only)	40,199		21,875		<b>62,074</b>
	1600	Program Reserve	53,094		99,431		<b>152,525</b>
	1600	Program Reserve*	0		225,763		<b>225,763</b>
	2100	Community Relations (Contractual only)	107,708		50,000		<b>157,708</b>
	5400	Regional Travel Demand Modeling	99,682		-30,000		<b>69,682</b>
	5421	Household Travel Data Collection	475,763		-275,763		<b>200,000</b>
	5500	Bicycle and Pedestrian Transportation Program	79,880		-1,037		<b>78,843</b>
	5540	Complete Streets Program	112,130		-8,610		<b>103,520</b>
	9310	NYSAMPO Shared Cost Initiative	159,960		-19,325		<b>140,635</b>
		<b>Net Total Adjustment - GTC</b>	<u>1,088,217</u>		<u>62,334</u>		<u><b>1,128,676</b></u>
		<b>Net Total Adjustment - FY 2023-2024 UPWP</b>	<u><b>2,193,007</b></u>		<u><b>-545,938</b></u>		<u><b>1,625,194</b></u>

\*Program Reserve to be available for S,F,O for two new positions, once approved by Executive Committee