MEETING SYNOPSIS OF THE JULY 16, 2020
PROGRAM, FINANCE, AND ADMINISTRATION COMMITTEE MEETING

A. CALL TO ORDER AND ROLL CALL

The New York Metropolitan Transportation Council’s (NYMTC’s) Program, Finance, and Administration Committee (PFAC) meeting was called to order by Mr. Ron Epstein, PFAC Chair and Executive Deputy Commissioner for the New York State Department of Transportation. After he completed a roll call of the PFAC members, he declared a quorum under the NYMTC operating procedures.

Ron Epstein welcomed everyone to the meeting. He thanked the members and praised their efforts for maintaining safety for their employees during the public health emergency.

B. PRESENTATION

"PLAN 2050 VIRTUAL PUBLIC OUTREACH PROGRAM LAUNCH" – JAN KHAN NYMTC PROJECT MANAGER; LESLIE BLACK & RYAN WALSH, FITZGERALD & HOLLIDAY INC.

Jan Khan, Project Manager, gave a presentation along with the consultant team, Leslie Black and Ryan Walsh of Fitzgerald & Halliday, Inc about NYMTC’s next Regional Transportation Plan titled, Moving Forward, Your Region Connected, the Next Regional Transportation Plan for New York City, Long Island, and the lower Hudson Valley. A video that was developed to launch the public outreach program was presented and can be viewed at https://www.nymtc.org/planmovingforward. Mr. Khan provided an overview of NYMTC’s Regional Transportation Plan update. Leslie Black talked about the public outreach process and noted as part of the New York State’s efforts to address COVID-19, virtual platforms were developed; six online focus groups throughout the NYMTC region were conducted on topics of Environmental Justice and Coordinated human Services Transportation; and seven virtual interactive workshops were conducted region-wide using polling technology to provide additional opportunities for input. Ryan Walsh presented the online Engagement Platform, using MetroQuest, where five interactive modules with opportunities for on-line input on the future of transportation planning in the region were developed and used traditional social media as well as paid social media advertisements to draw visitors to the on-line Engagement Platform. The full presentation and video can be found at www.NYMTC.org.

C. PUBLIC PARTICIPATION

There were no registered speakers.

D. ACTION ITEMS

1. ACCEPT: JUNE 4, 2020 MEETING SYNOPSIS

A motion to accept the June 4, 2020 Meeting Synopsis was made by Patrick Gerdin, representing the Mid-Hudson South Transportation Coordinating Committee, and seconded by Jack Schmidt, representing the New York City Transportation Coordinating Committee. There was no discussion. The meeting synopsis was unanimously accepted.

2. ADOPT: RESOLUTION #507 – AMENDMENTS TO THE STATE FISCAL YEARS 2019-2020 & 2020-2021 UNIFIED PLANNING WORK PROGRAMS

Mr. Seitu Allen of NYMTC staff reported that requests were made to reprogrammed planning studies to the State Fiscal Year (SFY) 2019-2020 and to the current SFY 2020-2021 Unified
Planning Work Programs. He noted that no new funds were required and that the changes were consistent with NYMTC’s regional goals and desired outcomes as presented in the current Regional Transportation Plan.

A motion to adopt Resolution #507, Amendments to the State Fiscal Years 2019-2020 & 2020-2021 Unified Planning Work Programs was made by Ann McGrane, representing the New York City Transportation Coordinating Committee, and seconded by Sandra Fusco, representing the Mid-Hudson South Transportation Coordinating Committee. There was no discussion. The resolution unanimously passed.

3. ADOPT: RESOLUTION #508 – MINOR AMENDMENT TO THE NYMTC PUBLIC INVOLVEMENT PLAN

Gerry Bogacz, Assistant Director, said the purpose of the resolution was to address the need to focus on virtual public outreach because of the public health emergency and that adjustments had been made in the plan to note that virtual public outreach would be more prominent for NYMTC’s public meetings moving forward.

A motion to adopt Resolution #508, Minor Amendment to the NYMTC Public Involvement Plan, was made by Jack Schmidt, representing the New York City Transportation Coordinating Committee, and seconded by Christopher Chatterton, representing the Nassau/Suffolk Transportation Coordinating Committee. There was no discussion. The resolution unanimously passed.

E. CONFIRMATION OF NEXT PFAC MEETING

The next PFAC Meeting is scheduled for October 22, 2020.

F. ADJOURN - The meeting was adjourned.
ATTENDANCE

**Voting Members/Alternatives**
Christopher Chatterton, Suffolk County Department of Public Works
Stephanie DeLisle, Metropolitan Transportation Authority
Ron Epstein, New York State Department of Transportation (*Chair*)
Sandra Fusco, Putnam County Planning Department
Patrick Gerdin, Rockland County Department of Planning & Public Transportation
Naomi Klein, Westchester County Department of Public Works & Transportation
Ann McGrane, New York City Department of Transportation
Sean Sallie, Nassau County Department of Public Works
Jack Schmidt, New York City Department of City Planning

**Advisory (Non-Voting) Members**
Steve Brown, Port Authority of New York & New Jersey
Hannah Greenburg, US Environment Protection Agency
Gautam Mani, Federal Highway Administration
Daniel Moser, Federal Transit Administration
David Behrend, North Jersey Transportation Planning Authority

**NYMTC Staff and (Contractors*)**
Ali Afshar
Afolabi Aiyedun
Olayinka Alamu*
Seitu Allen
Gerry Bogacz
Mary Byrne
Michael Chiune
David Drits
Daniel Etkin
Maura Fitzpatrick *
Leslie Fordjour
Fidel Garcia *
Leokadia Glogowsk
Chris Hardej
Gerald Jonassen
Jan Khan
Andrea Miles-Cole
Ali Mohseni
Larisa Morozovskaya’
Robert Mortell
Debra Nelson
Jessica Ortiz*
Munnes Patel
John Simpson
Lynne Thisse

**OTHERS**
Leslie Black, FHI
Stephen Bauman
Joy Britton
Cynthia Danza, NYCDOT
Emily Dozier
Melisa Duchan
John Martin
Vincent Grella
Eileen Downing
Ian Francis, NYSDOT
Michael Flynn, NYSDOT*
Melissa Hayes
Randolph Hunt, NYSDOT
Harriet Lewis, NYSDOT
Alexa Peredo
Lizy Philip, NYSDOT
Jay Shuffield, PANYNJ
RayTomczak
Ryan Walsh, FHI

Respectfully Submitted,

Andréa Miles-Cole
Administrative Specialist
WHEREAS, the New York Metropolitan Transportation Council (NYMTC) is a regional council of governments which is the metropolitan planning organization (MPO) for New York City, Long Island, and the lower Hudson Valley; and

WHEREAS, pursuant to 23 CFR 450.308, NYMTC, in cooperation with the State and operators of publicly owned transit, is responsible for developing UPWPs which document planning activities to be performed with funds provided under Title 23 U.S.C., and Title 49 U.S.C. Chapter 53, and

WHEREAS, NYMTC’s SFY 2019-2020 UPWP which was adopted by NYMTC on March 6, 2019 and SFY 2020-2021 UPWP, which was adopted by NYMTC on February 27, 2020 identify federally funded planning programs and projects to be undertaken by NYMTC’s staff and its member agencies; and

WHEREAS, NYMTC’s staff and member agencies are now carrying out their SFY 2020-2021 UPWP projects and need to amend projects as noted in the attached Amendments Actions Summary; and

WHEREAS, the requested actions also impact the use of funds previously programmed in the SFY 2019-2020 UPWP or earlier; and

WHEREAS, NYMTC staff has determined that the funds are available to be reprogrammed through these amendments in the SFY 2019-2020 UPWP (retroactively) and SFY 2020-2021 UPWP; and

WHEREAS, NYMTC staff has reviewed the proposed revisions and determines that they are consistent with NYMTC’s regional goals and desired outcomes as presented in the Federal Fiscal Years 2018-2045 Regional Transportation Plan.

NOW, THEREFORE, BE IT RESOLVED that PFAC hereby adopts the amendments described above to the SFY 2019-2020 UPWP (retroactively) and SFY 2020-2021 UPWP as summarized in the attached table.

This resolution shall take effect on the sixteenth day of July of two thousand and twenty.

ADOPTED: July 16, 2020

“I hereby certify that the above is a true copy of Resolution #507, Recommendation of the State Fiscal Years 2019-2020 & 2020-2021 Unified Planning Work Programs, and was motioned by Ms. Ann McGrane, representing the New York City Transportation Coordinating Committee and seconded by Ms. Sandra Fusco, representing the Mid-Hudson South Transportation Coordinating Committee. This Resolution was adopted and passed unanimously.”

Ron Epstein, PFAC Chair
PROGRAM, FINANCE AND ADMINISTRATION COMMITTEE (PFAC)

RESOLUTION #508
MINOR AMENDMENT TO NYMTC’S 2019 PUBLIC INVOLVEMENT PLAN

WHEREAS, the New York Metropolitan Transportation Council (NYMTC) is the metropolitan planning organization (MPO) for New York City, Long Island and the lower Hudson Valley; and

WHEREAS, in accordance with the federal metropolitan planning regulations 23 CFR 450.316(a)(1), each MPO is required to develop and employ a detailed Public Involvement Plan and must periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process; and

WHEREAS, NYMTC’s current Public Involvement Plan was adopted by PFAC on May 16, 2019 and is guided by specific public involvement goals and presents outreach practices and enhanced strategies to accomplish those goals; and

WHEREAS, the public health emergency caused by the COVID-19 pandemic has necessitated use of virtual, online public outreach webinars, webcasts and surveys as primary mechanisms for NYMTC’s public outreach during the emergency; and

WHEREAS, the continued evolution of online platforms for virtual public outreach will provide new opportunities for NYMTC to expand the reach and accessibility of its public outreach efforts; and

WHEREAS, these emerging needs and opportunities should be better reflected in the NYMTC Public Involvement Plan as described in the attachment to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that PFAC adopts a minor amendment to NYMTC’s 2019 Public Involvement Plan as described in the attachment to this resolution.

This resolution shall take effect on the sixteenth day of July two thousand and twenty.

ADOPTED: July 16, 2020

“I hereby certify that the above is a true copy of Resolution #508, Minor Amendment to NYMTC’s 2019 Public Involvement Plan, and was motioned by Mr. Jack Schmidt, representing the New York City Transportation Coordinating Committee and seconded by Mr. Christopher Chatterton, representing the Nassau/Suffolk Transportation Coordinating Committee. This Resolution was adopted and passed unanimously.”

Ron Epstein, PFAC Chair
### UPWP Amendment Actions Summary

<table>
<thead>
<tr>
<th>PIN</th>
<th>Project Name</th>
<th>Action Requested</th>
<th>$# Amount Associated with Action (matched dollars)</th>
<th>Total Project Cost for Current Program Year (matched dollars)</th>
<th>Total Project Cost for Current Program Year after Amendment (matched dollars)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTDT19D00.E02</td>
<td>Data Management</td>
<td>Reprogram Funds Within the Project</td>
<td>$0</td>
<td>$801,499</td>
<td>$801,499</td>
<td>Staff funding ($13,197) will be reprogrammed to cover higher than expected professional services costs.</td>
</tr>
<tr>
<td>PTDT19D00.G01</td>
<td>Springfield Gardens South Jamaica Transportation Study</td>
<td>Add Funds</td>
<td>$43,172</td>
<td>$98,433</td>
<td>$141,605</td>
<td>Funds from the Bloomfield Area Transportation Study SI project (PTDT19D00.G07) will be reprogrammed to these projects to cover higher than expected staff costs.</td>
</tr>
<tr>
<td>PTDT19D00.G05</td>
<td>Senior Pedestrian Safety Study</td>
<td>Add Funds</td>
<td>$8,674</td>
<td>$194,922</td>
<td>$203,596</td>
<td></td>
</tr>
<tr>
<td>PTDT19D00.G07</td>
<td>Bloomfield Area Transportation Study SI</td>
<td>Reduce Funding</td>
<td>($77,342)</td>
<td>$158,556</td>
<td>$81,214</td>
<td>This study is not proceeding and the funding will be allocated to other discretionary studies that have higher than expected staff costs.</td>
</tr>
<tr>
<td>PTDT19D00.G08</td>
<td>NYC Freight Routes Study</td>
<td>Reprogram Funds Within the Project</td>
<td>$0</td>
<td>$206,096</td>
<td>$206,096</td>
<td>Funding for professional services ($4,094) will be reprogrammed to cover higher than expected staff costs.</td>
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<tr>
<td>PTDT19D00.G10</td>
<td>Travel Survey of People Experiencing Barriers to Transportation Access Phase II</td>
<td>Add Funds</td>
<td>$7,164</td>
<td>$521,051</td>
<td>$528,215</td>
<td>Funds from the Bloomfield Area Transportation Study SI project (PTDT19D00.G07) will be reprogrammed to these projects to cover higher than expected staff costs.</td>
</tr>
<tr>
<td>PTDT19D00.G12</td>
<td>Morris Park East Bronx Transportation Study</td>
<td>Add Funds</td>
<td>$18,331</td>
<td>$347,986</td>
<td>$366,317</td>
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</tr>
</tbody>
</table>

### Amendments to the 2019-2020 UPWP (Retroactive)

#### Actions Requested by New York City Department of Transportation

- **PTDT19D00.E02** Data Management: Reprogram Funds Within the Project ($0) / $801,499 / $801,499.
  - Staff funding ($13,197) will be reprogrammed to cover higher than expected professional services costs.

- **PTDT19D00.G01** Springfield Gardens South Jamaica Transportation Study: Add Funds / $43,172 / $98,433 / $141,605.
  - Funds from the Bloomfield Area Transportation Study SI project (PTDT19D00.G07) will be reprogrammed to these projects to cover higher than expected staff costs.

- **PTDT19D00.G05** Senior Pedestrian Safety Study: Add Funds / $8,674 / $194,922 / $203,596.

- **PTDT19D00.G07** Bloomfield Area Transportation Study SI: Reduce Funding ($77,342) / $158,556 / $81,214.
  - This study is not proceeding and the funding will be allocated to other discretionary studies that have higher than expected staff costs.

- **PTDT19D00.G08** NYC Freight Routes Study: Reprogram Funds Within the Project ($0) / $206,096 / $206,096.
  - Funding for professional services ($4,094) will be reprogrammed to cover higher than expected staff costs.

- **PTDT19D00.G10** Travel Survey of People Experiencing Barriers to Transportation Access Phase II: Add Funds / $7,164 / $521,051 / $528,215.
  - Funds from the Bloomfield Area Transportation Study SI project (PTDT19D00.G07) will be reprogrammed to these projects to cover higher than expected staff costs.

- **PTDT19D00.G12** Morris Park East Bronx Transportation Study: Add Funds / $18,331 / $347,986 / $366,317.

### Amendments to the 2020-2021 UPWP

#### Actions Requested by NYMTC Staff

- **PTCS20D00.D01** Model Development, Enhancement, and Applications: Remove Funds ($150,000) / $4,002,537 / $4,895,537.
  - NYMTC staff has determined that the level of work effort required to complete professional services task "NYBPM 2017 Base Year Update" can be accomplished with less funding.

- **PTCS20D00.D01** Model Development, Enhancement, and Applications: Add Funds / $1,043,000 / $4,895,537.
  - Funding is being added to support the development of a new Project Information Management System and for onsite professional services support.
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<tr>
<th>PIN</th>
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<tbody>
<tr>
<td>PTCS20D00.E01</td>
<td>Regional Surveys</td>
<td>Remove Funds</td>
<td>($825,000)</td>
<td>$3,928,421</td>
<td>$3,103,421</td>
<td>Professional services funding is being reprogrammed towards higher priority professional services support tasks.</td>
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<tr>
<td>PTCS20D00.E02</td>
<td>Data Management</td>
<td>Add Funds</td>
<td>$382,000</td>
<td>$2,048,160</td>
<td>$2,430,160</td>
<td>Professional services funding is being added for onsite professional services support.</td>
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<tr>
<td>PTCS20D00.F01</td>
<td>MPO Operations and Management</td>
<td>Remove Funds</td>
<td>($350,000)</td>
<td>$3,157,375</td>
<td>$2,807,375</td>
<td>Professional services funding is being reprogrammed towards higher priority professional services support tasks.</td>
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<tr>
<td>PTCS20D00.G05</td>
<td>Community Planning Workshops</td>
<td>Remove Funds</td>
<td>($100,000)</td>
<td>$223,838</td>
<td>$123,838</td>
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<tr>
<td>PTDT20D00.G02</td>
<td>Nassau-Queens Interface Transportation Study</td>
<td></td>
<td>$13,236</td>
<td>$42,860</td>
<td>$56,096</td>
<td>Previously programmed but unspent funds for these projects are being carried over to the SFY 2020-2021 UPWP.</td>
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<td>PTDT20D00.G03</td>
<td>Lindenwood/ Spring Creek Transportation Study</td>
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<td>$14,806</td>
<td>$38,540</td>
<td>$53,346</td>
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<tr>
<td>PTDT20D00.G08</td>
<td>NYC Freight Routes Study</td>
<td>Add Funds</td>
<td>$100,931</td>
<td>$50,084</td>
<td>$151,015</td>
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<td>PTDT20D00.G11</td>
<td>Coney Island Alternative Access - Congestion Study</td>
<td></td>
<td>$86,249</td>
<td>$279,203</td>
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<tr>
<td>PTDT20D00.G12</td>
<td>Morris Park East Bronx Transportation Study</td>
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<td>$30,000</td>
<td>$196,478</td>
<td>$226,478</td>
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<tr>
<td>PTDT20D00.Gxx</td>
<td>Springfield Gardens South Jamaica Transportation Study</td>
<td>PTDT20D00.Gxx</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>PTDT20D00.Gxx</td>
<td>Bridge Strike Reduction Study</td>
<td>PTDT20D00.Gxx</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>Add continuing study to program.</td>
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<tr>
<td>PTDT20D00.Gxx</td>
<td>NYC Private Transportation and Shuttle Bus Study</td>
<td>PTDT20D00.Gxx</td>
<td>$146,325</td>
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<td>$146,325</td>
<td>Add continuing study to program. In addition, unspent funds from the Bloomfield Area Transportation Study SI (PTDT19D00.G07) will be reprogrammed to this study to cover higher than expected costs.</td>
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<tr>
<td>PTDT20D00.Gxx</td>
<td>Travel Survey of People Experiencing Barriers to Transportation Access Phase II</td>
<td>PTDT20D00.Gxx</td>
<td>$460,006</td>
<td>$0</td>
<td>$460,006</td>
<td>Add continuing study to program. In addition, unspent funds from the Bloomfield Area Transportation Study SI (PTDT19D00.G07) will be reprogrammed to this study to cover higher than expected costs.</td>
</tr>
</tbody>
</table>
Amendment to Strategy 1(b) - Accessibility

The following statement in strategy 1(b) –

Whenever possible, webcasting and/or webinars are also used to further expand reach.

Will be amended as follows --

To increase the reach of NYMTC’s public outreach efforts over its large planning area, online virtual webinars, webcasts and surveys will be used. In emergency situations when in-person meetings and events are not possible or practicable, virtual techniques will take precedence.

There will be flexibility in selecting online, in-person, or some combination, based on the context of the setting and/or audience in order to increase the efficiency and effectiveness of the overall public outreach program. NYMTC will make every effort to ensure that people and groups are not disadvantaged by their level of access to online outreach platforms.