

BINGHAMTON METROPOLITAN  
TRANSPORTATION STUDY

2010-2011  
UNIFIED PLANNING  
WORK PROGRAM  
and  
CENTRAL STAFF  
STAFFING PLAN

Approved by the BMTS Policy Committee  
March 10, 2010

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
POLICY COMMITTEE  
RESOLUTION 2010-01**

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Resolution approving the 2010-2011 BMTS Unified Planning Work Program.

WHEREAS the Binghamton Metropolitan Transportation Study Policy Committee has been designated by the Governor of the State of New York as the Metropolitan Planning Organization responsible, together with the State, for the comprehensive, continuing, and cooperative transportation planning process for the Binghamton Metropolitan Area, and

WHEREAS Federal regulations (23 CFR Chapter 1, Part 450, Subpart C, and 49 CFR Chapter VI, Part 613, Subpart B) require that the urban transportation planning process shall include development of a Unified Planning Work Program which shall annually describe all urban transportation and transportation related planning activities anticipated within the next one or two year period, and will document the work to be performed with technical assistance provided under the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users, Title VI, Section 5303 program, and

WHEREAS the BMTS Policy Committee has been designated as the organization of local elected officials responsible for meeting the planning requirements of the Clean Air Act Amendments of 1990, and

WHEREAS the BMTS Policy Committee has created a Planning Committee of technical representatives to advise it on matters concerning the implementation of the urban transportation planning process, and

WHEREAS there has been developed a Draft 2010-2011 Unified Planning Work Program which includes all transportation and air quality planning activities to be undertaken by BMTS Composite Staff during the period April 1, 2010 through March 31, 2011, and a staffing plan and program budget for those activities, and

WHEREAS public comment has been solicited on the Draft 2010-2011 Unified Planning Work Program, and

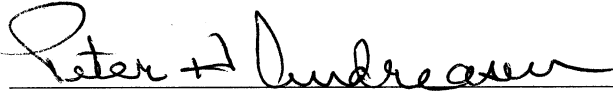
WHEREAS the BMTS Planning Committee on has approved by consensus a resolution recommending approval of the Draft 2010-2011 Unified Planning Work Program and associated grant budgets, finding that it properly addresses the technical planning priorities of the region,

NOW THEREFORE BE IT RESOLVED that the BMTS Policy Committee approves the 2010-2011 Unified Planning Work Program, and

BE IT FURTHER RESOLVED that the BMTS Policy Committee approves the Federal Highway Administration PL Program 2010-2011 budget and the FTA §5303 Program 2010-2011 budget.

**CERTIFICATION OF RESOLUTION 2010-01**

I, the undersigned, duly elected Chair of the Binghamton Metropolitan Transportation Study Policy Committee, do hereby certify that the foregoing is a true and correct copy of BMTS Policy Committee Resolution 2010-01, adopted by consensus this 10<sup>th</sup> day of March, 2010.



Peter Andreasen, Chair

3.10.10

Date

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
POLICY COMMITTEE  
RESOLUTION 2010-02**

Resolution approving the 2010-2011 BMTS Central Staff Staffing Plan to carry out the 2010-2011 BMTS Unified Planning Work Program

WHEREAS the Binghamton Metropolitan Transportation Study Policy Committee has been designated by the Governor of the State of New York as the Metropolitan Planning Organization responsible, together with the State, for the comprehensive, continuing, and cooperative transportation planning process for the Binghamton Urban Area, and

WHEREAS Federal regulations (23 CFR Chapter 1, Part 450, and 49 CFR Chapter VI, Part 613) require that the urban transportation planning process shall include development of a Unified Planning Work Program which shall annually describe all urban transportation and transportation related planning activities anticipated within the next one or two year period, and will document the work to be performed with technical assistance provided under the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users, Title VI, Section 5303 program, and

WHEREAS the BMTS Policy Committee has created a Planning Committee of technical representatives to advise it on matters concerning the implementation of the urban transportation planning process, and a Program & Finance Subcommittee thereof to advise on matters of program administration, and

WHEREAS there has been developed a 2010-2011 Unified Planning Work Program which includes all transportation and air quality planning activities to be undertaken by BMTS Composite Staff during the period April 1, 2010 through March 31, 2011, and a program budget for those activities, and

WHEREAS the BMTS Unified Operations Plan requires the adoption of a staffing plan to ensure that BMTS Central Staff has the appropriate positions and titles to accomplish the tasks assigned to it in the Unified Planning Work Program, and

WHEREAS a 2010-2011 BMTS Central Staff Staffing Plan has been developed and is fiscally constrained by available resources from the FHWA-PL and FTA §5303 grant programs, and


WHEREAS the BMTS Planning Committee on has approved by consensus a resolution recommending approval of the Draft 2010-2011 BMTS Central Staff Staffing Plan,

NOW THEREFORE BE IT RESOLVED that the BMTS Policy Committee approves the BMTS Central Staff Staffing Plan to carry out the 2010-2011 Unified Planning Work Program, and

BE IT FURTHER RESOLVED that under the terms of its host agency contract, Broome County be notified of the BMTS Central Staff Staffing Plan and the requirement to implement it.

**CERTIFICATION OF RESOLUTION 2010-02**

I, the undersigned, duly elected Chair of the Binghamton Metropolitan Transportation Study Policy Committee, do hereby certify that the foregoing is a true and correct copy of BMTS Policy Committee Resolution 2010-02, adopted by consensus this 10<sup>th</sup> day of March, 2010.

  
Peter Andreasen, Chair

3.10.10  
Date



BINGHAMTON METROPOLITAN  
TRANSPORTATION STUDY

2010-2011  
UNIFIED PLANNING  
WORK PROGRAM  
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Approved by the BMTS Policy Committee  
March 10, 2010

## **ORGANIZATION AND MANAGEMENT OF THE BINGHAMTON METROPOLITAN TRANSPORTATION STUDY**

The Binghamton Metropolitan Transportation Study Policy Committee is the Metropolitan Planning Organization (MPO) designated by the Governor of the State of New York and given the responsibility for carrying out the continuous, comprehensive, and cooperative transportation planning process for the Binghamton Metropolitan Area. Decision making authority is held by the BMTS Policy Committee, which includes elected officials of urban area municipalities and representatives of State and Federal transportation agencies. The BMTS Planning Committee provides technical oversight of the BMTS work program, both directly and through its subcommittees, and also acts as liaison between the Policy Committee and the BMTS Central Staff.

The BMTS Central Staff is composed of transportation planning and engineering professionals housed by Broome County government. The New York State Department of Transportation Region 9 Office of Planning and Program Management often plays a key role in advancing metropolitan planning tasks. Participation in the planning process is also extended to technical advisory committees, which involve municipal government officials, representatives of private industry, specialized agencies, and the general public. A more complete description of BMTS is contained in the *Unified Operations Plan*, which has been updated periodically, most recently in 2009.

The 2010-2011 Unified Planning Work Program is intended to be consistent with the *Unified Operations Plan* as well as the metropolitan planning requirements of federal law and regulation. The Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users was signed into law in August 2005. Known as SAFETEA-LU, this law reauthorizes federal surface transportation programs through the end of fiscal year 2009. While Congress has not yet acted to reauthorize the programs, the requirements which have been codified in a Final Rule on Statewide and Metropolitan Transportation Planning that was issued on February 14, 2007 remain in place and govern this UPWP.

Critical to the successful completion of the Unified Planning Work Program is the adequate financial support of BMTS Central Staff. SAFETEA-LU provided the first increase in the FHWA-PL funding formula since 1991. The takedown was increased from 1% to 1.25% of the FHWA core construction programs. A countervailing action is that none of the new categorical capital programs, nor the minimum guarantee program are considered core programs. As a result, while SAFETEA-LU provides substantial increases in overall funding, the core program base did not increase significantly. Nonetheless, New York's PL apportionment increases by over 20%. While FTA metropolitan planning funds remain an annual appropriation rather than a formula based program, the amount of these funds also increased.

### **FISCAL ISSUES**

In 2008, USDOT announced a rescission of unobligated FHWA funds. Consequently, NYSDOT applied a rescission of approximately \$2.9 million to PL funds, allocated on the same formula basis used for annual allocation. The BMTS share was \$35,620. In 2009, there was a legislatively imposed rescission of \$8.7 billion of unobligated FHWA funds that was written into SAFETEA-LU to meet budget targets. USDOT was required to impose this prior to the expiration of the authorization on

September 30, 2009. New York was forced to rescind over \$400 million, but only \$412,000 was applied to PL. The BMTS share is approximately \$5,000.

Because of conservative programming over the course of many years, as reflected by very limited use of either "pass-through" funding or hiring of consultants, BMTS has developed a backlog of FHWA PL funds. The rescission noted above is deducted from the available backlog.

Finally, the expiration of SAFETEA-LU creates uncertainty about the amount of both FHWA and FTA metropolitan planning funds that will be available for this UPWP. To date, there have been three short term extensions of SAFETEA-LU. New York State DOT has provided allocations of FHWA PL and FTA §5303 funds to the state's MPOs that are the same as the FY2009 allocations. This UPWP is based on those allocations. If Congressional action changes the state's apportionment, the UPWP may have to be amended.

Maintaining the current staff level as reflected in the Central Staff Staffing Plan will be possible with available/forecasted funding. As has been the case in recent years, the use of consultants for important projects that cannot be completed by Central Staff will still be considered; this UPWP includes the second year of a three year contract for the rideshare website.

## **I. OVERVIEW OF THE UNIFIED PLANNING WORK PROGRAM**

The Unified Planning Work Program identifies the transportation planning activities that are to be undertaken in the BMTS metropolitan planning area in Broome and Tioga Counties New York, and Susquehanna County Pennsylvania during SFY 2010-2011. It also details the administrative activities that are necessary to the completion of those planning tasks. The intent of developing a comprehensive work program is to insure that a coordinated transportation planning process occurs in the region. The planning activities which are undertaken by BMTS Central Staff are funded by the Federal Highway Administration PL program and the Federal Transit Administration §5303 Metropolitan Planning Program, with in-kind match provided by the New York State Department of Transportation and Broome County.

The work performed to complete each item in this Unified Planning Work Program is to be undertaken by either BMTS Central Staff or by a consultant under contract to Broome County and supervised by Central Staff. Included in this UPWP is a program budget, which details how the available funds will be utilized to support the planning activities. This permits the UPWP to act not only as a document to coordinate planning, but also both as a grant application for Federal funds and a management tool for directing staff throughout the year. The required local match to Federal funds is provided through in-kind services delivered by the BMTS Central Staff host agency, Broome County government. These services are primarily administrative, and include a broad range of financial, personnel, and information technology support services. Technical services are periodically provided by the Broome County Department of Planning and Economic Development and the Department of Public Transportation. The delivery of in-kind services as local match is documented in the Broome County Indirect Cost Plan.

The Unified Planning Work Program also includes projects of Statewide significance that are being undertaken under the Shared Cost Initiative Program of the New York State MPO Association, some of which are partially funded by the FHWA Statewide Planning & Research program.

Accompanying the Unified Planning Work Program is the BMTS Central Staff Staffing Plan. This plan demonstrates to the host agency the number of positions and titles that the BMTS Policy Committee finds necessary to provide the proper capacity and expertise to accomplish that portion of the UPWP assigned to Central Staff. The Staffing Plan is necessarily constrained by the available Federal funding. This UPWP reflects the maintenance of current staffing levels of five professional positions and one support position. The Staffing Plan also includes a financial analysis and five year forecast of available revenue and need.

## **II. ORGANIZATION AND OBJECTIVES OF THE UNIFIED PLANNING WORK PROGRAM**

Tasks contained in the Unified Planning Work Program are intended to support a planning effort which:

1. Implements national transportation policy by meeting the metropolitan planning requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), and the subsequent Final Rule on Statewide and Metropolitan Planning issued in March 2007. There is relevant guidance from those agencies as well as the U.S. Environmental Protection Agency and other Federal agencies. Although SAFETEA-LU expired on September 30, 2009, a new bill has not yet been passed; as a result, there is no new federal guidance.
2. Addresses the emphasis areas of the New York State Department of Transportation that are intended to implement the State's policies for metropolitan transportation planning, and other related policies including those of the New York State Energy Plan.
3. Addresses transportation issues specific to the Binghamton metropolitan area as identified by member governments, agencies, or staff. A request for UPWP projects was distributed to all BMTS member governments. Project requests were generally accommodated.
4. Ensures that projects conceived by BMTS to fulfill Federal or State policies or address local issues are progressed in an expeditious, coordinated, and cost-effective manner.

The Unified Planning Work Program is developed annually within the framework of the program established by the Unified Operations Plan. It is developed with the maximum participation of all local officials to insure that the manner in which it addresses local issues is consistent with the agenda of those officials. Tasks are organized into several major categories to facilitate review and management. These include:

1. Long Range Plan Development and Reappraisal
2. Transportation Systems Management and Plan Implementation
3. Project Programming and Development
4. Transportation Systems Monitoring and Information Management
5. Program Administration

Federal law for the past decade has placed a great emphasis on involving the community in the development of transportation plans and programs, and decisions about priorities of transportation investment. The requirement that long-range plans be reassessed on a relatively frequent basis ensures that these priorities can be modified to mirror changes in the community's demographics, economy, or development goals. Transportation plans and transportation improvement programs must be fiscally constrained by forecasts of reasonably available resources, so decisions about priorities do not become wish lists devised to satisfy all constituents, but rather discussions of realistic choices. The process

of choosing projects for inclusion in the Transportation Improvement Program must be based on a rigorous methodology. Management systems, both individually and together, provide a systematic way to identify needs and evaluate investment strategies across the metropolitan transportation system. With management and operation of transportation systems becoming a national emphasis area, the collection and analysis of data to evaluate system performance is an important task area.

A judiciously developed UPWP ensures that the transportation needs of the region are properly identified and addressed, and that public resources are invested as effectively as possible. A common thread throughout these task areas is community involvement. BMTS invests a good deal of effort and resource in outreach activities, and has seen its planning products become more responsive to the interests of the communities it serves.

### III. 2010-2011 UNIFIED PLANNING WORK PROGRAM TASKS

[NOTE: Task budgets are displayed as \$Federal share [\$Total]

#### A. Long Range Planning and Plan Reappraisal

1. **Long Range Plan Update** The current BMTS long range regional transportation plan, *TRANSPORTATION TOMORROW 2030~PLACEMAKING FOR PROSPERITY*, was adopted in September 2005. Federal law requires updates on a five year cycle. In order to meet the September 2010 deadline, much of the work on the plan update will occur during this program year, resulting in Plan completion and adoption.  
\$100,000 FHWA-PL; \$37,000 FTA §5303 [\$171,250 total]
2. **Pedestrian Plan.** The current BMTS Pedestrian and Bicycle Plan was done in 1996. The long range plan effort identified the need to update and separate these plans to reflect changing conditions and the fact that the needs of pedestrians and cyclists are significantly different.  
\$20,000 FHWA-PL; \$5,000 FTA §5303 [\$31,250]
3. **NYSDOT Regional Planning Assistance.** To provide assistance to NYSDOT Region 9 in regional comprehensive planning and travel forecasting, and other planning tasks where BMTS Central Staff's expertise in systems planning can be beneficial  
\$5,000 FHWA-PL [\$6,250]

#### B. Plan Implementation and Transportation System Management

1. **Coordinated Public Transit-Human Services Transportation Plan.** BMTS prepared the plan, to satisfy a new mandate in SAFETEA-LU. This task will provide for ongoing conduct of the advisory committee formed at that time, and the related activity of screening applications for FTA Job Access Reverse Commute and New Freedom funds.  
\$20,000 FTA §5303 [\$25,000]
2. **Village of Owego Truck Route Study.** Truck travel through the Village of Owego has been a longstanding concern. NY Route 96 provides a link between NY Route 17/I-86 and Ithaca and the Finger Lakes region, but also bisects the Village. While this issue has been studied previously, the location on NY Route 38 north of the village of Upstate Shredding, which describes itself as "the largest privately owned metal processing and recycling operation on the East Coast" has changed the volume of truck traffic. This study will review options for truck bypass routes and improved geometry.  
\$10,000 FHWA-PL [\$12,500]
3. **Routes 12 and 12A Traffic Operations and Safety Study.** There have been improvements to both NY Routes 12 and 12A over the past years, but there have also been new retail/commercial developments and the potential for more. This study will evaluate current operations, and provide the Town of Chenango information on how much additional development can be accommodated.  
\$10,000 FHWA-PL [\$12,500]
4. **Corridor Safety Assessments.** Performance of roadway safety assessments on arterial streets in the region has been demonstrated over the past UPWP to provide beneficial

information to municipal owners on potential safety improvements. It is the intent of this project to perform 2 to 3 assessments in the program year at locations identified by BMTS members.

\$15,000 FHWA-PL [\$18,750]

5. **Safe Routes to School.** This has become an ongoing program to work with local school districts to develop Safe Routes programs. Schools will be added upon response to communication from BMTS staff.  
\$6,000 FHWA PL [\$7,500]
  6. **Pedestrian and Bicycle Advisory Committee.** This committee meets on a regular basis to provide input to and review of BMTS plans and programs, and capital project design. The committee will play a key role of input and review for Task A.2 , the new Pedestrian Plan.  
\$10,000 FHWA PL [\$12,500]
  7. **Linking Planning and Operations: ITS Regional Architecture Maintenance.** A modest effort is required to keep the Binghamton ITS Regional Architecture up to date as conditions change and deployments occur.  
\$5,000 FHWA-PL [\$6,250]
  8. **Local Traffic Engineering Assistance.** This longstanding program provides for professional traffic engineering assistance to local governments, including safety analyses, traffic operations studies, site development traffic impact review, and participation in the Binghamton Traffic Board, the Broome County Traffic Safety Board, and the NYSDOT Region 9 Site Impact Committee.  
\$32,000 FHWA PL [\$41,250]
- 8a. **Village of Endicott Traffic Signal Study.** Evaluate traffic signals on McKinley Ave and other locations defined by the Village. Study will include safety, operations, and need for new signal equipment.  
\$3,000 FHWA-PL [\$3,750]
- 8b. **Traffic Signal Maintenance Consolidation Study.** Among municipalities, only the City of Binghamton employs its own signal technicians. Evaluate the benefits of a single regional signal maintenance contract.  
\$3,000 FHWA-PL [\$3,750]

#### C. Program Development and Management

1. **Transportation Improvement Program.** Work on the 2011-2015 Transportation Improvement will be substantially complete by April 1, expect for final public review and Policy Committee action. This task will also provide for oversight of the TIP, and processing any TIP amendments during the course of the year.  
\$25,000 FHWA-PL, \$8,000 FTA §5303 [\$41,250]
2. **Program Monitoring.** This task provides for oversight of project implementation, and support for quarterly TIP Subcommittee meetings that oversee program management issues.  
\$5,000 FHWA PL [\$6,250]

3. **Annual Listing of Project Obligations.** This task is mandated in Federal law, producing a useful list of project obligations that are compared to the TIP project schedules.  
\$5,000 FHWA PL, \$2,000 FTA §5303 [\$8,750]
4. **Project Development Assistance.** Provides for BMTS staff participation in NYSDOT project development activities for urbanized area projects, primarily including scoping and preliminary design, and public outreach. This task also provides for BMTS staff assistance to local governments that are Federal aid project sponsors.  
\$5,000 FHWA PL

D. Special Issue Studies

**None programmed**

E. Transportation Systems Monitoring and Information Management

1. **Traffic Monitoring System.** Provides for collection of traffic related data, including traffic counts and geometric and operational information.  
\$20,000 FHWA PL [\$25,000]
  2. **Transportation Infrastructure Management System.** Provides for collection and analysis of pavement sufficiency data, including visual scoring of non-State Federal aid roadways in the BMTS planning area. BMTS receives bridge sufficiency data from NYSDOT, as well as crash record data. All are used as input for identifying TIP projects.  
\$10,000 FHWA PL [\$12,500]
  3. **Transit Monitoring System.** Provides for the maintenance of a database of transit ridership for BC Transit, utilizing electronic farebox data; and for BC Lift, BC Country, and Tioga Public Transit using available operator data sources. A financial database will also be developed.  
\$15,000 FTA §5303 [\$18,750]
  4. **Binghamton Regional Travel Model Maintenance.** Provides for ongoing maintenance of the model, including updating with new land use, demographic, or transportation data. Initial data from the US Census' American Community Survey will be come available and used to further calibrate the model's demographic information.  
\$50,000 FHWA PL [\$62,500]
  5. **GIS Development.** Provides for the development of transportation related applications within the BMTS GIS platform.  
\$25,000 FHWA PL [\$31,250]
- 5a. **BC Transit Mapping.** Develop GIS for Broome County Department of Public Transportation for Google Transit™ and NY511.com  
\$5,000 FTA §5303 [\$6,250]

## F. Program Administration

1. **General Administration.** Perform administrative responsibilities associated with maintenance of BMTS Central Staff and the accomplishment of the Unified Planning Work Program. Support the activities of the BMTS Policy Committee and Planning Committee.
  - ♦ Perform the administrative responsibilities associated with Federal grant requirements, including all fiscal actions.
  - ♦ Facilitate the professional development of BMTS Central Staff.
  - ♦ Enhance the BMTS planning program through participation in the New York State Association of MPOs and the national Association of Metropolitan Planning Organizations (AMPO).\$40,000 FHWA PL; \$23,056 FTA §5303 [\$78,820]
  
2. **Unified Planning Work Program Development.** Oversee the completion of the 2010-2011 UPWP and the development of the 2011-2012UPWP.  
\$4,000 FHWA PL, \$1,000 FTA §5303 [\$6,250]
  
3. **Public Participation.** Fulfill the recently adopted BMTS Participation Plan. Conduct outreach activities, maintain the BMTS website, use visualization techniques as appropriate. The NYSMPO Association will be providing training on visualization. BMTS will create an improved web site, using these techniques as appropriate.  
\$10,000 FHWA PL, \$3,000 FTA §5303 [\$16,250]  
  
3a. **Limited English Proficiency.** Federal regulation requires that all BMTS outreach activities be accessible to residents of the region who have limited English language proficiency, typically those for whom English is a second language. This task will use Census data to identify LEP populations, and then develop programmatic responses.  
\$10,000 FHWA PL; \$2,000 FTA §5303 [\$15,000]
- 3b. **Rideshare Program Administration.** BMTS has contracted with a vendor to create and maintain a public rideshare matching website. This task will provide for staff program administration and oversight.  
\$7,000 FHWA-PL [\$8,750]
  
4. **Civil Rights Compliance Activities.** Create and submit necessary reports to comply with Title VI of the Civil Rights Act and the Americans with Disabilities Act. Analyze the Transportation Plan and Transportation Improvement Program with respect to Environment Justice requirements.  
\$4,000 FHWA-PL, \$10,000 FTA §5303 [\$17,500]

## **FTA §5303: STATUS AND REPROGRAMMING OF ACTIVE PREVIOUS GRANTS**

The Federal Transit Administration grants provide funding for the tasks specified in the UPWP, and remain active until all of the work is completed and the funds expended, even if doing so extends into subsequent years. In order to provide a full picture of the work being undertaken by BMTS Central Staff, this section documents any FTA §5303 grants from previous years that are still active and will be reprogrammed in 2010-2011. BMTS has been successful in drawing down old FTA grants. However, due to an accounting error that was realized in the fourth quarter of 2009-2010, there is a balance in the 2005-2006 grant. The attached table shows the budget status of all active grants.

These reports represent a forecast of budget and work remaining as of March 31, 2010.

### **Grant: NY-80-X014**

Remaining balance (estimated): \$7,000

Remaining tasks:

A.1 Long Range Plan development.

### **Grant: NY-80-X017**

Remaining balance (estimated): \$10,000

Remaining tasks:

E.3 Transit Monitoring System

The remaining funds in this grant will be used to support this ongoing task to collect transit data.

Budget: \$10,000

### **Grant: NY-80-X018**

Remaining balance (estimated): \$30,000

Remaining tasks:

B.1 Coordinated Public Transit-Human Services Planning

This is an ongoing task, which includes quarterly meetings of the advisory committee to monitor accomplishment of the adopted plan, consider modifications to the plan, and review applications for JARC and New Freedom grants.

F Program Administration

This is an ongoing task. This grant will support the development of the Limited English Proficiency Plan, civil rights compliance, and public participation.

#### IV. TASKS OF STATEWIDE SIGNIFICANCE

The New York State Department of Transportation receives funds from the Federal Highway Administration under the Statewide Planning and Research (SPR) program. NYSDOT has full authority to develop the SPR work program, selecting appropriate planning projects. When the project is in a metropolitan area, it is included for information on the MPO's UPWP.

##### **NYSDOT Region 9 Small Culvert Inventory**

To identify, inspect, and inventory small culverts within NYSDOT Regions 2 and 9 on designated State highways. All data will be transferred by the consultant into a small culvert ESRI format GIS dataset that will be provided by NYSDOT. The estimated number of culverts for Region 2 is 13,000 , and for Region 9 is 16,000  
Budget: \$1.500 million FHWA-SPR

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There are also transportation planning and research tasks that can benefit many or all of the metropolitan planning organizations in New York State. The thirteen MPOs in New York State and the New York State Department of Transportation have recognized the efficiency of pooling a portion of their Federal metropolitan planning funds to undertake these tasks. NYSDOT has agreed to support the program with SPR funds where appropriate to the task. The MPO Directors and the NYSDOT Policy and Strategy Division and MPO Liaison collaborate to identify potential tasks, reach consensus on those that are proposed for the year, and develop a scope of work for each. In general, these projects are undertaken by a consultant under contract to one of the MPOs or NYSDOT.

Because of fiscal pressures on the metropolitan planning program, exacerbated by a significant rescissions of FHWA funds, the MPO Association has chosen to limit the program for 2010-2011 to the tasks shown below. Deferred tasks will be reconsidered based on funding availability.

##### **ONGOING PROJECTS:**

- ♦ **New York State MPO Association Staff Services.** Provides, on a contractual basis, a staff presence for the joint activities of the New York State MPOs. Work includes the administrative tasks of establishing meeting sites and agendas, development of scopes of works for the shared cost initiatives and management of the projects, support for NYSMPOs working groups, and organization of conferences and training sessions. In response to fiscal constraints, the scope of services has been reduced.  
Budget: \$130,000 FHWA-PL  
MPO Manager: Capital District Transportation Committee
- ♦ **MPO Staff Training:** This ongoing task will provide for training as needs are determined, either through hosting courses of the National Highway Institute and National Transit Institute, or through independent contracts.  
Budget: \$130,231 FTA MPP  
MPO Manager: Genesee Transportation Council
- ♦ **AMPO Dues.** The Association of Metropolitan Planning Organizations provides a discounted dues structure with a single statewide payment. AMPO is a national association providing

technical services and advocacy for MPOs. *Any lobbying performed by AMPO is paid through a separate fund that does not include dues paid with Federal funds.*

Budget: \$40,988

MPO Manager: BMTS

**All of these projects have been put in deferred status.**

- ♦ **Project Data System.** To develop a consistent project information and data system (including safety data, project data, and air quality conformity data) that is needed for TIPs, the STIP, safety planning and air quality planning.  
Budget: \$92,500 (\$37,500 FHWA-PL, \$42,500 FHWA-SPR, \$3,500 FTA-MPP)  
MPO Manager: New York Metropolitan Transportation Council
- ♦ **Mitigation Cost Sharing.** To assist the MPOs by exploring better ways to integrate transportation and land uses through the exploration of mitigation cost sharing possibilities and their application to private development. Traffic impact fees are not enabled in New York, but some communities have used the GEIS as a mechanism for cost sharing of improvements. The project will compile good practice and create a training program.  
Budget: \$90,000 (\$45,000 FHWA-PL, \$45,000 FHWA-SPR)  
MPO Manager: Capital District Transportation Committee
- ♦ **Software Standardization for Visualization and Desktop Publishing.** Federal planning regulations require MPOs to use the Internet and visualization techniques as part of their public outreach efforts. The purpose of this project is to review available software that can accomplish the objective while recognizing the capacity of MPO staffs. The outcome will include review, recommendation, and purchase of software; and training to enable use.  
Budget: \$100,000 (\$50,000 FHWA-PL, \$50,000 FHWA SPR)  
MPO Manager: Adirondack Glens Falls Transportation Council and Syracuse Metropolitan Transportation Council
- ♦ **Future Transportation Revenue Sources: Beyond State and Federal.** Traditional revenue sources for project finance are becoming more limited in comparison to system needs. There is increasing interest in public/private finance, innovative bonding techniques, value capture, and other methods. MPOs often know little about finance. This project examine a variety of potential revenue sources, describe legal and institutional needs, and analyze the gaps between way New York's MPOs are currently structured and their ability to implement new finance techniques.  
Budget: \$100,000 (\$50,000 FTA MPP, \$50,000 FHWA SPR)  
MPO Manager: Greater Buffalo-Niagara Regional Transportation Council

# BINGHAMTON METROPOLITAN TRANSPORTATION STUDY

## 2009-2010 UNIFIED PLANNING WORK PROGRAM

### FHWA PL BUDGET

#### AUDITABLE BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
4610	PERSONNEL	265,000	16,563	49,688	331,250
4620	FRINGE BENEFITS	98,000	6,125	18,375	122,500
	TRAVEL	15,000	938	2,813	18,750
	CONTRACTUAL	16,000	1,000	3,000	20,000
4680	INDIRECT COSTS	46,000	2,875	8,625	57,500
	<b>TOTAL</b>	<b>\$440,000</b>	<b>\$27,500</b>	<b>\$82,500</b>	<b>\$550,000</b>

#### TASK BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
0	ADMINISTRATION	75,000	4,688	14,063	93,750
10	MONITORING	105,000	6,563	19,688	131,250
20	PLAN REAPPRAISAL	125,000	7,813	23,438	156,250
30	SHORT RANGE PLANNING	95,000	5,938	17,813	118,750
40	PROJECT PROGRAMMING	40,000	2,500	7,500	50,000
50	SPECIAL STUDIES	0	0	0	0
	<b>TOTAL</b>	<b>\$440,000</b>	<b>\$27,500</b>	<b>\$82,500</b>	<b>\$550,000</b>

#### STATEWIDE & SHARED COST BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
	AMPO DUES (see note)	39,949	0	0	39,949
	<b>TOTAL</b>	<b>\$39,949</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,949</b>

<b>FEDERAL</b>	<b>\$479,949</b>
<b>STATE</b>	<b>\$82,500</b>
<b>LOCAL</b>	<b>\$27,500</b>
<b>TOTAL</b>	<b>\$589,949</b>

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2010-2011 UNIFIED PLANNING WORK PROGRAM**

**FTA SECTION 5303 BUDGET**

**NY-80-X014 [ROLLOVER]**

**AUDITABLE BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	4,000	250	750	5,000
44.20.02	FRINGE BENEFITS	2,000	125	375	2,500
44.20.03	TRAVEL	0	0	0	0
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	1,000	63	188	1,250
<b>TOTAL</b>		<b>\$7,000</b>	<b>\$438</b>	<b>\$1,313</b>	<b>\$8,750</b>

**TASK BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	0	0	0	0
44.22.00	GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING	7,000	438	1,313	8,750
44.24.00	SHORT RANGE PLANNING	0	0	0	0
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	0	0	0	0
44.26.12	PLANNING EMPHASIS AREA - COORDINATION OF NON- EMERGENCY HUMAN SERVICES TRANSP	0	0	0	0
44.26.88	TRANSPORTATION & EQUITY ENVIRONMENTAL JUSTICE	0	0	0	0
44.27.00	OTHER ACTIVITIES: PUBLIC PARTICIPATION	0	0	0	0
<b>TOTAL</b>		<b>\$7,000</b>	<b>\$438</b>	<b>\$1,313</b>	<b>\$8,750</b>

<b>FEDERAL</b>	<b>\$7,000</b>
<b>STATE</b>	<b>\$1,313</b>
<b>LOCAL</b>	<b>\$438</b>
<b>TOTAL</b>	<b>\$8,750</b>

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2010-2011 UNIFIED PLANNING WORK PROGRAM**

**FTA SECTION 5303 BUDGET**

**NY-80-X017 [ROLLOVER]**

**AUDITABLE BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	6,000	375	1,125	7,500
44.20.02	FRINGE BENEFITS	2,250	141	422	2,813
44.20.03	TRAVEL	0	0	0	0
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	1,750	109	328	2,188
<b>TOTAL</b>		<b>\$10,000</b>	<b>\$625</b>	<b>\$1,875</b>	<b>\$12,500</b>

**TASK BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	0	0	0	0
44.22.00	GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING	10,000	625	1,875	12,500
44.24.00	SHORT RANGE PLANNING	0	0	0	0
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	0	0	0	0
44.26.12	PLANNING EMPHASIS AREA - COORDINATION OF NON- EMERGENCY HUMAN SERVICES TRANSP	0	0	0	0
44.26.88	TRANSPORTATION & EQUITY ENVIRONMENTAL JUSTICE	0	0	0	0
44.27.00	OTHER ACTIVITIES: PUBLIC PARTICIPATION	0	0	0	0
<b>TOTAL</b>		<b>\$10,000</b>	<b>\$625</b>	<b>\$1,875</b>	<b>\$12,500</b>

<b>FEDERAL</b>	<b>\$10,000</b>
<b>STATE</b>	<b>\$1,875</b>
<b>LOCAL</b>	<b>\$625</b>
<b>TOTAL</b>	<b>\$12,500</b>

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2010-2011 UNIFIED PLANNING WORK PROGRAM**

**FTA SECTION 5303 BUDGET**

**NY-80-X018 [ROLL-OVER]**

**AUDITABLE BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	18,000	1,125	3,375	22,500
44.20.02	FRINGE BENEFITS	6,750	422	1,266	8,438
44.20.03	TRAVEL	0	0	0	0
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	3,450	216	647	4,313
<b>TOTAL</b>		<b>\$28,200</b>	<b>\$1,763</b>	<b>\$5,288</b>	<b>\$35,250</b>

**TASK BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	5,000	313	938	6,250
44.23.01	LONG RANGE PLANNING-SYSTEM LEVEL	0	0	0	0
44.24.00	SHORT RANGE PLANNING	15,000	938	2,813	18,750
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	0	0	0	0
44.26.88	TRANSPORTATION & EQUITY ENVIRONMENTAL JUSTICE	0	0	0	0
44.27.00	OTHER ACTIVITIES: PUBLIC PARTICIPATION	3,000	188	563	3,750
<b>TOTAL</b>		<b>\$23,000</b>	<b>\$1,438</b>	<b>\$4,313</b>	<b>\$28,750</b>

<b>FEDERAL</b>	<b>\$23,000</b>
<b>STATE</b>	<b>\$4,313</b>
<b>LOCAL</b>	<b>\$1,438</b>
<b>TOTAL</b>	<b>\$28,750</b>

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2010-2011 UNIFIED PLANNING WORK PROGRAM**

**FTA SECTION 5303 BUDGET**

**NY-80-X019**

**AUDITABLE BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	47,000	2,938	8,813	58,750
44.20.02	FRINGE BENEFITS	20,000	1,250	3,750	25,000
44.20.03	TRAVEL	5,000	313	938	6,250
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	12,056	754	2,261	15,070
<b>TOTAL</b>		<b>\$84,056</b>	<b>\$5,254</b>	<b>\$15,761</b>	<b>\$105,070</b>

**TASK BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	19,056	1,191	3,573	23,820
44.23.01	LONG RANGE PLANNING- SYSTEM LEVEL	35,000	2,188	6,563	43,750
44.24.00	SHORT RANGE PLANNING	15,000	938	2,813	18,750
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	10,000	625	1,875	12,500
44.26.88	TRANSPORTATION & EQUITY ENVIRONMENTAL JUSTICE	0	0	0	0
44.27.00	OTHER ACTIVITIES: PUBLIC PARTICIPATION	5,000	313	938	6,250
<b>TOTAL</b>		<b>\$84,056</b>	<b>\$5,254</b>	<b>\$15,761</b>	<b>\$105,070</b>

<b>FEDERAL</b>	<b>\$84,056</b>
<b>STATE</b>	<b>\$15,761</b>
<b>LOCAL</b>	<b>\$5,254</b>
<b>TOTAL</b>	<b>\$105,070</b>

**DETAILED TASK BUDGET**

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2010-2011 UNIFIED PLANNING WORK PROGRAM**

TASK	FHWA-PL											AGENCY TOTALS			
	Central Staff	Local Match	NYSDOT Match	Program Total	Central Staff	Central Staff	Central Staff	Central Staff	Total Local Match	Total NYSDOT Match	Program Total	Central Staff	Local Match	NYSDOT Match	Program Total
	(\$)	(IKS)	(IKS)		NY-80-X014	NY-80-X017	NY-80-X018	NY-80-X019	(IKS)	(IKS)		(\$)	(IKS)	(IKS)	
<b>A. Plan Reappraisal</b>	<b>125,000</b>	<b>7,813</b>	<b>23,438</b>	<b>156,250</b>	<b>7,000</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>2,625</b>	<b>7,875</b>	<b>52,500</b>	<b>167,000</b>	<b>10,438</b>	<b>31,313</b>	<b>208,750</b>
1 Transportation Tomorrow 2035 - plan update	100,000	6,250	18,750	125,000	7,000			30,000	2,313	6,938	46,250	137,000	8,563	25,688	171,250
2 Pedestrian Plan	20,000	1,250	3,750	25,000				5,000	313	938	6,250	25,000	1,563	4,688	31,250
3 NYSDOT Regional Systems Planning Assistance	5,000	313	938	6,250				0	0	0	0	5,000	313	938	6,250
<b>B. Transportation Systems Management/Plan Implementation</b>	<b>95,000</b>	<b>5,938</b>	<b>17,813</b>	<b>118,750</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>5,000</b>	<b>1,250</b>	<b>3,750</b>	<b>25,000</b>	<b>115,000</b>	<b>7,188</b>	<b>21,563</b>	<b>143,750</b>
1 Coordinated Public Transit-Human Services Plan				0			15,000	5,000	1,250	3,750	25,000	20,000	1,250	3,750	25,000
2 Village of Owego Truck Routing Study	10,000	625	1,875	12,500							0	10,000	625	1,875	12,500
3 Routes 12 & a12A Traffic Operations and Safety Study	10,000	625	1,875	12,500							0	10,000	625	1,875	12,500
4 Corridor Safety Assessments	15,000	938	2,813	18,750							0	15,000	938	2,813	18,750
5 Safe Routes to School	6,000	375	1,125	7,500							0	6,000	375	1,125	7,500
6 Pedestrian and Bicycle Advisory Committee	10,000	625	1,875	12,500							0	10,000	625	1,875	12,500
7 ITS Regional Architecture Maintenance	5,000	313	938	6,250							0	5,000	313	938	6,250
8 Local Traffic Engineering Assistance	33,000	2,063	6,188	41,250							0	33,000	2,063	6,188	41,250
a. Village of Endicott Traffic Signal Study	3,000	188	563	3,750							0	3,000	188	563	3,750
b. Traffic Signal Maintenance Consolidation Study	3,000	188	563	3,750							0	3,000	188	563	3,750
<b>C. Project Programming &amp; Development</b>	<b>40,000</b>	<b>2,500</b>	<b>7,500</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>625</b>	<b>1,875</b>	<b>12,500</b>	<b>50,000</b>	<b>3,125</b>	<b>9,375</b>	<b>62,500</b>
1 Transportation Improvement Program	25,000	1,563	4,688	31,250				8,000	500	1,500	10,000	33,000	2,063	6,188	41,250
2 Program Monitoring	5,000	313	938	6,250				0	0	0	0	5,000	313	938	6,250
3 Annual Listing of Project Obligations	5,000	313	938	6,250				2,000	125	375	2,500	7,000	438	1,313	8,750
4 Project Development Assistance	5,000	313	938	6,250				0	0	0	0	5,000	313	938	6,250
<b>D. Special Issue Studies</b>															
<b>E. Monitoring and Information Management</b>	<b>105,000</b>	<b>6,563</b>	<b>19,688</b>	<b>131,250</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>1,250</b>	<b>3,750</b>	<b>25,000</b>	<b>125,000</b>	<b>7,813</b>	<b>23,438</b>	<b>156,250</b>
1 Traffic Monitoring System	20,000	1,250	3,750	25,000							0	20,000	1,250	3,750	25,000
2 Transportation Infrastructure Management Systems	10,000	625	1,875	12,500							0	10,000	625	1,875	12,500
3 Transit Monitoring System				0	0	10,000	0	5,000	938	2,813	18,750	15,000	938	2,813	18,750
4 Binghamton Regional Transportation Model Maintenance	50,000	3,125	9,375	62,500							0	50,000	3,125	9,375	62,500
5 GIS Development and Utilization	25,000	1,563	4,688	31,250							0	25,000	1,563	4,688	31,250
a. BC Transit Mapping				0	0	0	0	5,000	313	938	6,250	5,000	313	938	6,250
<b>F. Administration</b>	<b>75,000</b>	<b>4,688</b>	<b>14,063</b>	<b>93,750</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>24,056</b>	<b>2,441</b>	<b>7,323</b>	<b>47,570</b>	<b>114,056</b>	<b>7,129</b>	<b>21,386</b>	<b>142,570</b>
1 General Administration	40,000	2,500	7,500	50,000			5,000	18,056	1,441	4,323	28,820	63,056	3,941	11,823	78,820
2 UPWP Development	4,000	250	750	5,000			0	1,000	63	188	1,250	5,000	313	938	6,250
3 Public Participation	10,000	625	1,875	12,500			3,000	0	188	563	3,750	13,000	813	2,438	16,250
a. Limited English Proficiency Plan	10,000	625	1,875	12,500			2,000	0	125	375	2,500	12,000	563	1,688	14,250
b. Rideshare Program Administration	7,000	438	1,313	8,750			0	0	0	0	0	10,000	625	1,875	12,500
4 Civil Rights Compliance activities	4,000	250	750	5,000			5,000	5,000	625	1,875	12,500	14,000	875	2,625	17,500
<b>TOTALS</b>	<b>\$440,000</b>	<b>\$27,500</b>	<b>\$82,500</b>	<b>\$550,000</b>	<b>\$7,000</b>	<b>\$10,000</b>	<b>\$30,000</b>	<b>\$84,056</b>	<b>\$8,191</b>	<b>\$24,573</b>	<b>\$163,820</b>	<b>571,056</b>	<b>35,691</b>	<b>107,073</b>	<b>713,820</b>

BINGHAMTON METROPOLITAN  
TRANSPORTATION STUDY

2010-2011  
UNIFIED PLANNING  
WORK PROGRAM

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CENTRAL STAFF  
STAFFING PLAN

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
CENTRAL STAFF**

# 2010-2011 STAFFING PLAN

## **A. OVERVIEW**

The members of the Binghamton Metropolitan Transportation Study Policy Committee have agreed to a Resolution and Memorandum of Understanding To Establish Responsibilities and Cooperative Procedures of the Binghamton Metropolitan Transportation Study. This resolution confirms the designation of the BMTS Policy Committee as the metropolitan planning organization responsible for the continuing, comprehensive, cooperative transportation planning process for the Binghamton metropolitan area. It further binds all signatories to the policies and procedures contained in the BMTS Unified Operations Plan (UOP). Among these is the establishment of a BMTS Central Staff to develop required transportation plans, programs, and policies; and the adoption of a Staffing Plan as a part of the annual Unified Planning Work Program.

As detailed in the UOP:

1.     Requirement for Host Agency

The New York State Department of Transportation is the direct recipient of and administrator of Federal Highway Administration PL funds, and Federal Transit Administration §5303 funds. These are dedicated fund sources to support metropolitan planning activities. Because BMTS is not a corporate entity, it cannot contract with NYSDOT to be a sub-recipient of these funds to support Central Staff. BMTS must therefore rely on a host agency to do so. Broome County has fulfilled this role since April 1, 1981.

2.     Role of the Host Agency

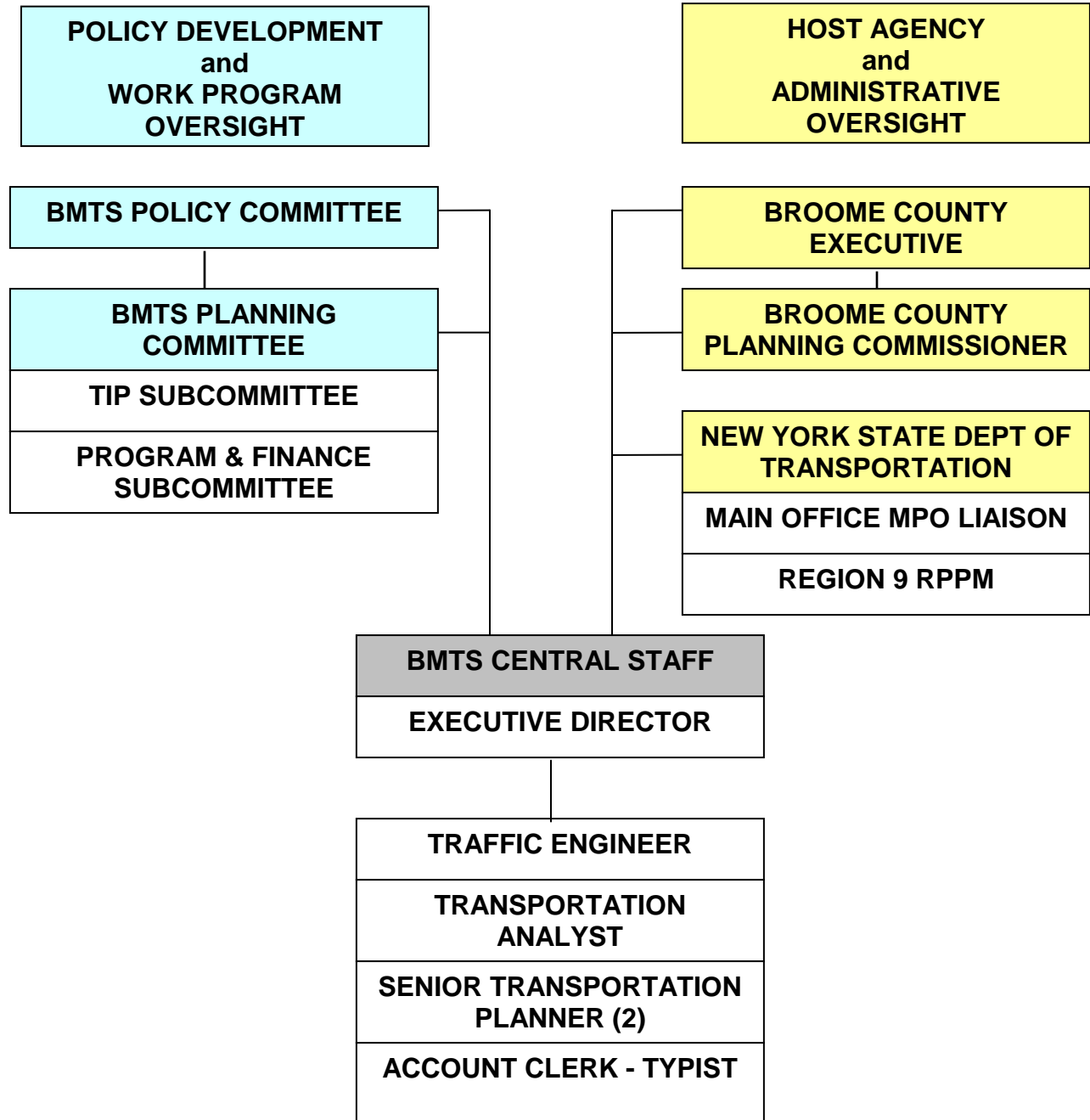
The role of the host agency is important, but strictly circumscribed. The relationship of Central Staff and the host agency shall be an administrative, rather than a reporting one. The primary responsibility of the host agency is to facilitate the accomplishment of that portion of the approved Unified Planning Work Program assigned to Central Staff. This is done through the implementation of the Staffing Plan, adopted by the Policy Committee with the UPWP; and through the provision of adequate office space and facilities for the Central Staff.

BMTS Unified Operations Plan, §II.D

Thus, while Central Staff is administered by Broome County, it reports on the accomplishment of UPWP tasks to the BMTS Policy Committee. This organizational structure is illustrated in the following chart.

# BINGHAMTON METROPOLITAN TRANSPORTATION STUDY

## ORGANIZATION CHART



## B. JOB TITLES AND DESCRIPTIONS

Title: **EXECUTIVE DIRECTOR OF BMTS CENTRAL STAFF**  
[DIRECTOR OF TRANSPORTATION PLANNING]

Grade: 25 [BAPA] (2009 Salary range [for reference]: \$64,839 - \$74,710)  
(2010 and 2011 Salary range: To be determined upon contract settlement)

Responsible for the planning, organization and direction of BMTS Central Staff. Directs development of metropolitan transportation plans, programs, and policies. Supervises the Traffic Engineer, Transportation Analyst, Senior Transportation Planners, and Account Clerk-Typist. Acts as direct liaison to the New York State Department of Transportation Regional Director, the Federal Highway Administration Division Office and Federal Transit Administration Regional Office on issues of metropolitan transportation planning. Reports to the BMTS Planning and Policy Committee. Administrative oversight provided by the Broome County Commissioner of Planning and Economic Development.

Duties include:

- ♦ Preparation of annual Unified Planning Work Program for review and approval by BMTS Policy Committee.
- ♦ Preparation of annual Federal grant budgets for review and approval by BMTS Policy Committee.
- ♦ Preparation of annual operating budget for review and approval by the Broome County Budget Office and Broome County Legislature.
- ♦ Planning, scheduling and assignment of work to staff; establishing work program priorities.
- ♦ Oversight of the accomplishment of Unified Planning Work Program tasks by staff to insure adherence to objectives, policy, and guidelines.
- ♦ Oversight of and participation in the development of the biannual Transportation Improvement Program update.
- ♦ Oversight of and participation in the development of periodic updates to the long-range regional transportation plan.
- ♦ Preparation of recommendations to BMTS Planning and Policy Committees on metropolitan transportation plans, programs, and policies.
- ♦ Development and application of procedures and methods to identify and quantify metropolitan transportation system needs, including pavement and bridge infrastructure, safety, public transit, bicycle, and pedestrian modes.
- ♦ Design of transportation plans and studies, including scope of work, data collection and analysis, alternatives development and analysis, priority setting, and report writing.
- ♦ Supervision and performance of complex studies of multi- and inter-modal transportation plans and projects.
- ♦ Supervision of regional travel demand forecasting and modeling
- ♦ Regular consultation with staff and elected officials of local, State, and Federal governments and regulatory authorities concerning transportation policies, plans, programs, and projects.
- ♦ Regular consultation with the general public per the BMTS Participation Plan to elicit their views of community development goals and transportation needs and priorities.
- ♦ Attendance at hearings, conferences, and meetings; including making presentations about transportation plans, studies, and issues.
- ♦ Direct oversight of the preparation of payroll reports, purchase requisitions, vouchers, and county accounts; and grant billings and financial reports.
- ♦ Certification that the BMTS program meets all Federal requirements.

Minimum Qualifications:

- ♦ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; and a minimum of five years experience in transportation planning, of which at least one must have been in a supervisory capacity; OR

- ♦ Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; and a minimum of three years experience in transportation planning, of which at least one must have been in a supervisory capacity; OR
- ♦ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in economics, public administration, geography, or government; or a closely related field; and a minimum of six years experience in transportation planning, of which at least one must have been in a supervisory capacity.

TITLE: **TRAFFIC ENGINEER** [1 position]

Grade: 23 [CSEA] (2009 Salary range [for reference]: \$52,099 - \$63,893)

(2010 and 2011 Salary range: To be determined upon contract settlement)

The engineering position requires thorough professional knowledge of traffic engineering.

The incumbent primarily conducts short range traffic operations studies, reviews project documents for the New York State Department of Transportation for capital projects located in the Binghamton metropolitan area, participates in long-range corridor and subarea plans, provides traffic engineering services to local governments through the conduct of the BMTS Local Engineering Assistance Program, leads the development of the Transportation Improvement Program, and supervises employees responsible for traffic data collection.

The work is performed under the administrative supervision of the Executive Director of BMTS Central Staff.

Duties include:

- ♦ Conduct of traffic operations studies involving analysis of highway and intersection capacity, geometrics, and traffic control devices and strategies; and development of recommended alternative solutions.
- ♦ Preparation and review of highway project development reports for the New York State Department of Transportation for metropolitan area capital projects, including Initial Project Proposals, Project Scoping reports, Expanded Project Proposals, and Draft Design reports.
- ♦ Participation in long-range corridor and subarea plans, focusing on traffic operations and safety issues
- ♦ Conduct of highway safety investigations and corridor safety assessments on streets and roads under local jurisdiction, including accident and conflict analysis, development of appropriate countermeasures, and application of accident reduction techniques.
- ♦ Responsibility for the implementation of the safety management system.
- ♦ Review of consultant prepared traffic impact studies for site development, with report to governing municipality.
- ♦ Preparation of highway and bridge elements of Transportation Improvement Program, including review of candidate projects, screening and scoring of projects, and determination of project priorities; development of recommended five year capital program of Federal aid projects.
- ♦ Oversight of collection of data describing the metropolitan area highway network, including traffic counts, intersection geometrics, signal timings.
- ♦ Participation as an ex-officio member of the City of Binghamton Traffic Board, providing traffic engineering review and support of board actions.
- ♦ Participation in the NYSDOT Region 9 Site Impact Review Committee.
- ♦ Participation in meetings of local governments and the New York State Department of Transportation, advising on matters of traffic engineering, including incident management and intelligent transportation systems.
- ♦ Review of Maintenance and Protection of Traffic Plans for metropolitan area construction projects.
- ♦ Review of consultant prepared traffic impact studies for site development, with objective report to governing municipality.

- ♦ Analysis of traffic signals, signs, pavement markings, and traffic control schemes.
- ♦ Participation in meetings of local governments and the New York State Department of Transportation, advising on matters of traffic engineering, including incident management and intelligent transportation systems.

Minimum Qualifications:

- ♦ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil engineering, traffic engineering, or transportation engineering; or a closely related field; and a minimum of two years experience in transportation engineering which included conduct of traffic operations and safety studies, traffic impact studies, or street and highway design; OR
- ♦ Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in civil engineering, traffic engineering, or transportation engineering; or a closely related field; and a minimum of one year experience in transportation engineering which included conduct of traffic operations and safety studies, traffic impact studies, or street and highway design; OR
- ♦ Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in civil engineering technology, engineering science; or a closely related field; and a minimum of five years experience in transportation engineering which included conduct of traffic operations and safety studies, traffic impact studies, or street and highway design.

TITLE: **TRANSPORTATION ANALYST** [1 position]

Grade: 23 [CSEA]

(2009 Salary range [for reference: \$52,099 - \$63,893])

(2010 and 2011 Salary range: To be determined upon contract settlement)

This position is primarily responsible for development, maintenance, and operation of computer models necessary for the performance of BMTS metropolitan transportation plans, including travel demand/traffic forecasting model, geographic information systems, and economic analysis. The work is performed under the administrative supervision of the Executive Director of BMTS Central Staff.

Duties include:

- ♦ Operation of the Binghamton Regional Traffic Model to produce traffic forecasts necessary for the BMTS long range plan, and New York State Department of Transportation project development activities.
- ♦ Maintenance of the Binghamton Regional Traffic Model, including updating of baseline demographic and travel data, and periodic recalibration to ensure acceptable replication of travel behavior patterns.
- ♦ Participation in the development and updating of the BMTS long range metropolitan transportation plan, including data analysis, development and analysis of alternatives, and recommendation of preferred actions.
- ♦ Participation as requested by the U.S. Census Bureau in the development of census related transportation planning data products.
- ♦ Preparation of corridor and subarea studies, including analysis of congestion, travel demand management strategies, mode splits, and recommendations for corrective actions.
- ♦ Development, maintenance, and operation of a geographic information system that is compatible with the Binghamton Regional Traffic Model; participation in the development of a Broome County countywide GIS.
- ♦ Performance of economic analysis of proposed metropolitan area transportation system improvements, including modeling the highway user benefits.
- ♦ Advising on the enhancement of computer hardware and software required to perform these tasks.
- ♦ Review of Draft Design Reports and similar project documents prepared by the New York State Department of Transportation concerning traffic forecasts and systemwide impacts.
- ♦ Presentation of findings and recommendations to agency staff and/or officials of local, State, and Federal governments and authorities.

Minimum Qualifications:

**MINIMUM QUALIFICATIONS:**

- ♦ Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in transportation planning, transportation engineering or closely related field and two years of transportation planning experience which shall have involved travel forecasting, operating a computer-based travel demand model and the use of Geographic Information System software (GIS); OR
- ♦ Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in economics, geography, government, public administration, statistics or closely related field and three years of experience in transportation planning which shall have involved travel forecasting, operating a computer-based travel demand model and the use of Geographic Information System software (GIS); OR
- ♦ An equivalent combination of training and experience as defined by the limits above.

TITLE: **SENIOR TRANSPORTATION PLANNER** [2 positions]

Grade: 21 [CSEA] (2009 Salary range [for reference]: \$47,027 - \$54,523)

(2010 and 2011 Salary range: To be determined upon contract settlement)

These positions are responsible for much of the primary planning functions of BMTS, especially those across the range of modes of transportation. They develop plans for transit, freight, bicycle, and pedestrian movement. They lead corridor and subarea studies, utilizing the expertise of the traffic engineer and transportation analyst, and are key participants in the periodic update of the BMTS long range transportation plan.

Duties include:

- ♦ Preparation of transportation planning reports.
- ♦ Performance of research and data collection as necessary to prepare assigned reports.
- ♦ Participation in the data collection and maintenance phases of the BMTS Transportation Infrastructure Management System.
- ♦ Participation in the development and periodic updating of the Transit Plan of the BMTS long range metropolitan transportation plan, including operational and financial forecasts of transit operations and recommendations on policy issues.
- ♦ Collection of operating and financial statistics from the Broome and Tioga Counties public transit systems.
- ♦ Participation, with staff of the Broome County Department of Public Transportation and Tioga County Public Transit, in the development of the Transit Element of the Federal aid Transportation Improvement Program.
- ♦ Participation in the planning and implementation activities related to the Pedestrian and Bicycle Plan of the BMTS long range plan.
- ♦ Staff liaison to the BMTS Pedestrian and Bicycle Advisory Committee.
- ♦ Collection of demographic data used in the BMTS long range metropolitan transportation plan.

Minimum Qualifications:

- ♦ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; and a minimum of two years experience in transportation planning or modeling; OR
- ♦ Graduation from a regionally accredited or New York State registered college or university with a

Master's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; and a minimum of one year experience in transportation planning; OR

- ♦ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in economics, public administration, geography, or computer science; or a closely related field; and a minimum of three years experience in transportation planning.

**TITLE: ACCOUNT CLERK [PART-TIME]**

Grade: 7 (CSEA) (2009 Salary range [for reference]: \$23,354 - \$27,061)  
(2010 and 2011 Salary range: To be determined upon contract settlement)

Primary responsibilities of this position include clerical duties, including maintaining grant and related financial records; and receptionist duties. The work is performed under the direct supervision of the Director of BMTS Central Staff. The position is part-time (19.75 hours/week).

Duties include:

- ♦ Preparation of payroll reports based on staff timesheets.
- ♦ Preparation of purchase requisitions and claim vouchers; verifies eligibility of payment and accuracy of information; verifies all codes and calculations on documents.
- ♦ Maintenance of cash disbursements and cash receipts ledgers, including posting.
- ♦ Reconciliation of ledgers to Broome County ERP accounts on a monthly basis.
- ♦ Preparation of quarterly Federal grant claims for review by Director; submission of approved claims for payment.
- ♦ Preparation of annual Federal grant reconciliation and closeout for review by Director.
- ♦ Preparation of quarterly progress reports for grant agencies.
- ♦ Preparation of correspondence, reports, forms.
- ♦ Maintenance of mailing lists and production of mailing labels.
- ♦ Maintenance of files of all financial records
- ♦ Maintenance of files of BMTS documents
- ♦ Answering telephone and greeting visitors.

Minimum Qualifications:

- ♦ Graduation from high school (or possession of an equivalency diploma) and one year of clerical experience which must have included six months experience in financial record keeping; OR
- ♦ Graduation from high school (or possession of an equivalency diploma), including or supplemented by coursework in accounting or bookkeeping; OR
- ♦ Two years clerical experience which must have included six months experience in financial record keeping; OR
- ♦ An equivalent combination of training and experience.

### C. FINANCIAL CERTIFICATION

Adoption of the Staffing Plan is contingent upon certification of the availability of adequate Federal Highway Administration PL funds and Federal Transit Administration §5303 funds to support salaries, fringe benefits, and overhead expense. Personal service costs are based on contractual agreements, all of which are in place through 2010. Fringe benefit expense is based on the Broome County 2009 budget preparation instructions, with projected increases for the first quarter of 2010. Estimated overhead expense is based on the historical ratio of overhead to direct wages.

Statement of available funds:

FTA §5303	2010-2011 Allocation	\$84,056
	Unexpended balance (est)	\$40,000
	<b>TOTAL §5303 AVAILABLE</b>	<b>\$124,056</b>
FHWA PL	2010-2011 Allocation	\$445,499
	Unprogrammed and Unexpended balance (est)	\$577,669
	<b>TOTAL FHWA-PL AVAILABLE</b>	<b>\$1,023,168</b>
<b>TOTAL FUNDS AVAILABLE FOR PROGRAMMING</b>		<b>\$1,147,224</b>
<b>TOTAL FUNDS PROGRAMMED, 2010-2011 UPWP</b>		<b>\$ 564,056</b>

## **BMTS POLICY COMMITTEE**

Peter Andreasen, Chair  
Supervisor, Town of Vestal

Michael Marinaccio, Vice-Chair  
Supervisor, Town of Dickinson

Barbara Fiala  
County Executive, Broome County

Dale Weston  
Chair of the Legislature, Tioga County

Matthew Ryan  
Mayor, City of Binghamton

John Bertoni  
Mayor, Village of Endicott

Dennis Hannon  
Mayor, Village of Johnson City

Edward Arrington  
Mayor, Village of Owego

Margaret Turna  
Supervisor, Town of Chenango

Donald Castellucci, Jr.  
Supervisor, Town of Owego

John Bernardo  
Supervisor, Town of Union

Stan Gee  
Acting Commissioner, New York State Dept of Transportation

Kevin McLaughlin  
Regional Director, New York State Dept of Economic Development

Elaine Jardine  
Representative, Southern Tier East Regional Planning Development Board

### *ADVISORY*

Jack Williams, Secretary  
Regional Director, New York State Dept of Transportation

James Ritzman  
Deputy Secretary for Planning, Pennsylvania Dept of Transportation

Jeffrey Kolb  
Division Administrator, Federal Highway Administration

Brigid Hynes-Cherin  
Regional Administrator, Federal Transit Administration

## **BMTS PLANNING COMMITTEE**

Luke Day, Chair  
City of Binghamton Commissioner of Public Works

Frank Evangelisti  
Broome County Acting Commissioner of Planning and Economic Development

Pat Brennan  
Broome County Commissioner of Public Works

George Bagnetto  
Broome County Commissioner of Public Transportation

Elaine Jardine  
Tioga County Planning Director

Ken DelBianco  
Tioga County Commissioner of Public Works

Phillip Krey  
City of Binghamton Engineer

Kent Rapp  
Village of Endicott Engineering

Robert Bennett  
Village of Johnson City Commissioner of Public Works

Ed Gent  
Town of Chenango Engineer

Debra Preston  
Supervisor, Town of Conklin

Ron Lake  
Town of Dickinson Engineer

David Hamlin  
Supervisor, Town of Fenton

Gordon Kniffen  
Supervisor, Town of Kirkwood

Debra Standing  
Town of Owego Planning Director

Louis Caforio  
Town of Union Commissioner of Public Works

Gary Campo  
Town of Vestal Engineer

Pamela Eshbaugh  
NYSDOT Region 9 Planning and Program Manager

Richard Biery  
Northern Tier Regional Planning & Development Commission

## **BMTS PLANNING COMMITTEE**

### ADVISORY MEMBERS

Stacy Merola

Director, Broome County Environmental Management Council

Robert Augenstern

Executive Director, Southern Tier East Regional Planning Development Board

Kevin McLaughlin

Regional Director, Empire State Development

Lou Santoni

President, Great Binghamton Chamber

James Ritzman

Deputy Secretary for Planning, Pennsylvania Department of Transportation

Richard Beers

FHWA NY Division Office

Nina Chung

FTA Region 2

## **BMTS CENTRAL STAFF**

Executive Director

Steven Gayle, PTP

Traffic Engineer

Cyndi Paddick

Transportation Analyst

John Sterbentz, PTP

Senior Transportation Planner

Scott Reigle, PTP

Senior Transportation Planner

Jennifer Yonkoski

Account Clerk

David Galindez