

BINGHAMTON METROPOLITAN  
TRANSPORTATION STUDY

2011-2012  
UNIFIED PLANNING  
WORK PROGRAM  
and  
CENTRAL STAFF  
STAFFING PLAN

Approved by the BMTS Policy Committee  
March 3, 2011

### **BINGHAMTON METROPOLITAN TRANSPORTATION STUDY POLICY COMMITTEE**

#### **RESOLUTION 2011-02** Resolution approving the 2011-2012 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 2011-2012 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, 2011 through March 31, 2012, and a staffing plan and program budget for those activities, and

WHEREAS public comment has been solicited on the Draft 2011-2012 Unified Planning Work Program, and


WHEREAS the BMTS Planning Committee on has approved by consensus a resolution recommending approval of the Draft 2011-2012 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 2011-2012 Unified Planning Work Program, and

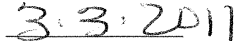
BE IT FURTHER RESOLVED that the BMTS Policy Committee approves the Federal Highway Administration PL Program 2011-2012 budget and the FTA §5303 Program 2011-2012 budget.

**CERTIFICATION OF RESOLUTION 2011-02**

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 2011-02, adopted by consensus this 3rd day of March, 2011.



Peter Andreasen, Chair



Date

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
POLICY COMMITTEE  
RESOLUTION 2011-03**

Resolution approving the 2011-2012 BMTS Central Staff Staffing Plan to carry out the 2011-2012 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 2011-2012 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, 2011 through March 31, 2012, 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 2011-2012 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

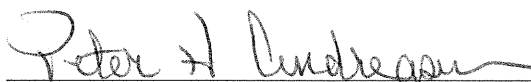
WHEREAS the BMTS Planning Committee on has approved by consensus a resolution recommending approval of the Draft 2011-2012 BMTS Central Staff Staffing Plan,

NOW THEREFORE BE IT RESOLVED that the BMTS Policy Committee approves the BMTS Central Staff Staffing Plan to carry out the 2011-2012 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 2011-03**

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 2011-03, adopted by consensus this 3rd day of March, 2011.

  
Peter Andreasen, Chair

3-3-2011  
Date



## **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 2011-2012 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**

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.

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. The last extension is set to expire on March 31, 2011. 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 FY2010 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 contract for the rideshare website. A consultant contract is also planned for the completion of the Greenway Sign Plan and Design Guide.

## **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 2011-2012. 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.

## **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. Regional Smart Growth and Sustainability Planning.** BMTS Policy Committee approved the long range regional transportation plan, *TRANSPORTATION TOMMORROW:2035~CREATING A SUSTAINABLE FUTURE* in September, 2010. The regional plan is based on creating a sustainable community that strives to provide safe accessibility and mobility for all users of the transportation system while preserving the existing transportation infrastructure. Realizing that the plan needs to be put into affect to be useful, staff will work to implement the goals and objectives that were outlined. BMTS will work with the Livable Community Alliance and local governments to educate and encourage investments that work towards the common goals.  
Budget: \$15,000 FHWA-PL; \$10,000 FTA §5303 [\$ 31,250]  
Schedule: Ongoing
- 2. Pedestrian Plan.** The current BMTS Pedestrian and Bicycle Plan was completed 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. This project is carried over from the 2010 -2011 UPWP. Preliminary work began in the fourth quarter, and is anticipated to be completed in the 2011- 2012 UPWP.  
Budget: \$30,000 FHWA-PL [\$37,500]  
Schedule: 2<sup>nd</sup> quarter
- 3. Bicycle Plan.** As mentioned in the item above, during the development of the long range plan, it was identified that there was a need to update the BMTS Pedestrian and Bicycle Plan that was developed in 1996. Recognizing that there are unique needs and changing needs of this mode of transportation, the update will be completed separately.  
Budget: \$25,000 FHWA-PL [\$31,250]  
Schedule: 4<sup>th</sup> quarter
- 4. 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  
Budget: \$5,000 FHWA-PL [\$6,250]  
Schedule: Ongoing

#### 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 JARC and New Freedom funds. BMTS will also participate on a Mobility Management Planning Team to plan and carry out the Mobility Management Program. The Rural Health Network (RHN) of South Central New York has been awarded a grant from the Harriet Ford Dickenson Fund to create a Mobility Management Program for Broome County. RHN AmeriCorps employees will be trained

to be a transportation information source and provide trip planning assistance to the public. Essentially, they will provide a one-stop source for transportation information. This represents the implementation of a recommendation from the BMTS *Coordinated Public Transit – Human Services Transportation Plan*. The AmeriCorps employees will also work with BMTS to promote increased participation in the Broome-Tioga Greenride internet-based rideshare program ([www.broometioga.greenride.com](http://www.broometioga.greenride.com))

Budget: \$18,000 FTA §5303 [\$22,500]

Schedule: Ongoing

2. **Broome County Transit: Fixed Route On-Board Survey.** An on-board survey was completed in 2009-2010. In order to monitor transit rider demographics and develop trend analysis, BMTS intends to repeat the survey every two years. The previous effort was conducted for BMTS by Binghamton University; it is the intent that the University be used again.  
Budget: \$7,000 FTA §5303 [\$8,750]  
Schedule: 3<sup>rd</sup> quarter
3. **City of Binghamton Traffic Signal Warrants Study.** The City of Binghamton has 82 traffic signals, most of which were installed over 30 years ago. Recognizing that demographic and development changes have occurred and impacted traffic volumes and patterns, BMTS staff will evaluate traffic counts, accident data and other relevant data to determine if there are signals that are no longer warranted in accordance with the MUTCD. Staff will work with the City of Binghamton in recommending signals for removal and develop a process for removal in accordance with recommended practice.  
Budget: \$30,000 FHWA –PL [\$37,500]  
Schedule: 3<sup>rd</sup> quarter
4. **Village of Endicott Traffic Signal Study.** Evaluate traffic signals on McKinley Avenue and other locations identified by the Village. The study will include safety, operations, and need for new equipment. This project is being carried over from the 2010 -2011 UPWP.  
Budget \$7,500 FHWA-PL [\$9,375]  
Schedule: 3<sup>rd</sup> quarter
5. **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.  
Budget: \$15,250 FHWA-PL [\$19,063]  
Schedule: Ongoing as requested
6. **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.  
Budget: \$5,000 FHWA PL [\$6,250]  
Schedule: Ongoing

7. **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 Tasks A.2 and A.3, the new Pedestrian and Bicycle plans.  
Budget: \$10,000 FHWA PL [\$12,500]  
Schedule: Ongoing, bimonthly meetings
8. **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.  
Budget: \$5,000 FHWA-PL [\$6,250]  
Schedule: Ongoing as needed
9. **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.  
Budget: \$35,000 FHWA PL [\$43,750]  
Schedule: Ongoing as requested
10. **Greenway Sign Plan and Design Guide.**  
Significant progress has been made in funding and constructing portions of the Greater Binghamton Greenway (GBG) multi-use trail system. As the trail pieces begin to connect, especially across municipal boundaries, there is need to articulate how the visiting public will be introduced to the GBG, and how orientation and direction-giving will be provided. To have this trail system recognized as a regional, contiguous system, as well as facilitate user access to and circulation throughout the GBG, it is necessary to create a uniform design & plan for wayfinding, regulatory, warning, and interpretive signing. It is anticipated that this task will be completed by a consultant with staff management of the contract.  
Budget: \$50,000 FHWA PL [\$62,500]  
Schedule: 3<sup>rd</sup> quarter

### C. Program Development and Management

1. **Transportation Improvement Program.** The 2011-2015 transportation Improvement Program was adopted in July, 2010. This task will provide for oversight and monitoring of the current TIP, and processing any TIP amendments during the course of the year.  
Budget: \$12,000 FHWA PL, \$5,000 FTA §5303 [\$17,000]  
Schedule: Ongoing
2. **Program Monitoring.** This task provides for oversight of project implementation, and support for quarterly TIP Subcommittee meetings that oversee program management issues.  
Budget: \$5,000 FHWA PL [\$6,250]  
Schedule: Ongoing

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.  
Budget: \$5,000 FHWA PL, [\$6,250]  
Schedule: 2<sup>nd</sup> quarter
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.  
Budget: \$5,000 FHWA PL [\$6,250]  
Schedule: Ongoing

#### 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.  
Budget: \$20,000 FHWA PL [\$25,000]  
Schedule: ongoing, primary data collection 2<sup>nd</sup> quarter
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.  
Budget: \$15,000 FHWA PL [\$18,750]  
Schedule: Ongoing, pavement scoring 2<sup>nd</sup> quarter
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.  
Budget: \$25,000 FTA §5303 [\$31,250]  
Schedule: Ongoing
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 available in late spring and will be used to further calibrate the model's demographic information.  
Budget: \$50,000 FHWA PL [\$62,500]  
Schedule: Ongoing
5. **GIS Development.** Provides for the development of transportation related applications within the BMTS GIS platform.  
Budget: \$25,000 FHWA PL [\$31,250]  
Schedule: Ongoing

**5a. BC Transit Mapping.** Develop GIS for Broome County Department of Public Transportation for Google Transit™ and NY511.com  
Budget: \$10,000 FTA §5303 [\$12,500]  
Schedule: 3<sup>rd</sup> quarter

## 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).  
Budget: \$37,939 FHWA PL; \$28,076 FTA §5303 [\$82,519]  
Schedule: Ongoing
- 2. Unified Planning Work Program Development.** Oversee the completion of the 2011-2012 UPWP and the development of the 2012-2013UPWP.  
Budget: \$4,000 FHWA PL, \$1,000 FTA §5303 [\$6,250]  
Schedule: Primarily 3<sup>rd</sup> and 4<sup>th</sup> quarter
- 3. Public Participation.** Fulfill the BMTS Participation Plan. Conduct outreach activities, maintain the BMTS website, and use visualization techniques as appropriate. BMTS will continue to improve outreach efforts using social networking opportunities (Facebook and Twitter) as appropriate.  
Budget: \$10,000 FHWA PL, \$3,000 FTA §5303 [\$18,750]  
Schedule: Ongoing
- 4. 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 as well as the contract with the vendor.  
Budget: \$18,000 FHWA-PL [\$22,500]  
Schedule: Ongoing
- 5. 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.  
Budget: \$4,000 FHWA-PL, \$15,000 FTA § 5303 [\$23,750]  
Schedule: Per NYSDOT

## **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 2011-2012. BMTS has been successful in drawing down old FTA grants. 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, 2011.

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

Remaining balance (estimated): \$10,000

Remaining tasks:

#### **F Program Administration**

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

### **Grant: NY-90-X019**

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.

#### **E.3 Transit Monitoring System**

This is an ongoing task of maintaining the database of transit ridership for BC Transit, BC Lift, BC Country and Tioga Public Transit. Work is continuing on developing a financial database.

#### **F Program Administration**

This is an ongoing task. This grant will support 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 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.

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, the MPO Association has chosen to limit the program for 2011-2012 to the task 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: \$42,500  
MPO Manager: Capital District Transportation Committee
- **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: \$40,987  
MPO Manager: BMTS

**SHARED COST INITIATIVE STATUS - 2009\10**

Expenditures and obligations of federal funds only

2/8/2011

TASK	PROGRAM YEAR----->	2011/12		TOTAL FUNDING		FUNDS EXPENDED		AVAILABLE BALANCE		PROJECT SPONSOR
		PL	SPR	PL	SPR	PL	SPR	PL	SPR	
NYS MPO Association Staff		\$0	\$0	\$1,357,500	\$0	\$1,357,500	\$0	\$0	\$0	CDTC
NYS MPO Association Working Group Support		\$0	\$42,500	\$0	\$42,500	\$0	\$0	\$0	\$42,500	
Attitudinal & Preference Survey		\$0	\$0	\$105,000	\$0	\$105,000	\$0	\$0	\$0	GBNRTC
Long Term Funding Needs		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	GTC
Transportation & Community Design - Phase I		\$0	\$0	\$121,090	\$0	\$121,090	\$0	\$0	\$0	CDTC
	Phase II	\$0	\$0	\$17,218	\$0	\$17,218	\$0	\$0	\$0	
Statewide Data Collection (high tech) - Phase I		\$0	\$0	\$51,542	\$0	\$51,542	\$0	\$0	\$0	BMTS
Technical Services \ Speed Data Contract		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	A/GFTC
Travel Behavior Factors		\$0	\$0	\$94,197	\$0	\$94,197	\$0	\$0	\$0	CDTC
Transit Supportive Development		\$0	\$0	\$153,896	\$0	\$153,896	\$0	(\$0)	\$0	PDCTC
CMS Research		\$0	\$0	\$79,655	\$0	\$79,655	\$0	\$0	\$0	SMTC
Staff Training (See Table on Page 2)		\$0	\$0	\$102,179	\$42,500	\$102,179	\$42,500	\$0	\$0	xxxxx
Innovative Approaches to Plan Implementation		\$0	\$0	\$74,203	\$0	\$74,203	\$0	\$0	\$0	GBNRTC
Dev. Of Post Procs. For Travel Demand Modeling		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	CDTC
RTP Financial Planning		\$0	\$0	\$2,500	\$13,745	\$2,500	\$13,745	\$0	\$0	ITCTC
Public Transit-Human Services Transp. Plan		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	OCTC
NYS Metropolitan Planning Self Assessment		\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$0	BMTS
Project Data System		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NYMTC
Mitigation Cost Sharing		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	CDTC
Software Standardization for Visualization\Publishing		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	A/GFTC
Future Transp. Revenues: Beyond State\Federal		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	GBNRTC
	Programmed	\$0	\$42,500	\$2,208,980	\$148,745	\$2,208,980	\$106,245	\$0	\$42,500	
	Unprogrammed	\$0	\$0	(\$0)	\$0	XXXXX	XXXXX	(\$0)	\$0	
<b>TOTAL</b>		\$0	\$42,500	\$2,208,980	\$148,745	\$2,208,980	\$106,245	\$0	\$42,500	

TASK	PROGRAM YEAR----->	2011/12		TOTAL FUNDING		FUNDS EXPENDED		AVAILABLE BALANCE		PROJECT SPONSOR
		MPP	SPR	MPP	SPR	MPP	SPR	MPP	SPR	
NYS MPO Association Staff		\$0	\$0	\$222,475	\$0	\$102,126		\$120,349	\$0	CDTC
NYS MPO Association Working Group Support		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Attitudinal & Preference Survey		\$0	\$0	\$0	\$0	\$0		\$0	\$0	GBNRTC
Long Term Funding Needs		\$0	\$0	\$149,997	\$0	\$149,997		\$0	\$0	GTC
Transportation & Community Design - Phase I		\$0	\$0	\$0	\$0	\$0		\$0	\$0	CDTC
	Phase II	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
Statewide Data Collection (high tech) - Phase I		\$0	\$0	\$86,985	\$0	\$86,985		\$0	\$0	GTC
Technical Services \ Speed Data Contract		\$0	\$0	\$0	\$0	\$0		\$0	\$0	A/GFTC
Travel Behavior Factors		\$0	\$0	\$0	\$0	\$0		\$0	\$0	CDTC
Transit Supportive Development		\$0	\$0	\$0	\$0	\$0		\$0	\$0	PDCTC
CMS Research		\$0	\$0	\$0	\$0	\$0		\$0	\$0	SMTC
Staff Training (See Table on Page 2)		\$0	\$0	\$279,298	\$0	\$233,850	\$0	\$45,448	\$0	xxxxx
Innovative Approaches to Plan Implementation		\$0	\$0	\$0	\$0	\$0		\$0	\$0	GBNRTC
Dev. Of Post Procs. For Travel Demand Modeling		\$0	\$0	\$0	\$0	\$0		\$0	\$0	CDTC
RTP Financial Planning		\$0	\$0	\$31,600	\$0	\$31,600		\$0	\$0	ITCTC
Public Transit-Human Services Transp. Plan		\$0	\$0	\$0	\$0	\$0		\$0	\$0	OCTC
NYS Metropolitan Planning Self Assessment		\$0	\$0	\$0	\$0	\$0		\$0	\$0	BMTS
Project Data System		\$0	\$0	\$0	\$0	\$0		\$0	\$0	NYMTC
Mitigation Cost Sharing		\$0	\$0	\$0	\$0	\$0		\$0	\$0	CDTC
Software Standardization for Visualization\Publishing		\$0	\$0	\$0	\$0	\$0		\$0	\$0	A/GFTC
Future Transp. Revenues: Beyond State\Federal		\$0	\$0	\$0	\$0	\$0		\$0	\$0	GBNRTC
	Programmed	\$0	\$0	\$770,355	\$0	\$585,007	\$0	\$185,348	\$0	
	Unprogrammed	\$0	\$0	(\$0)	\$0	XXXXX	XXXXX	(\$0)	\$0	
<b>TOTAL</b>		\$0	\$0	\$770,355	\$0	\$585,007	\$0	\$185,348	\$0	

\* - From Fin 421 reimbursements requests received by NYSDOT through August 2010

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2011 -2012 UNIFIED PLANNING WORK PROGRAM**

**FHWA PL BUDGET**

**AUDITABLE BUDGET**

ITEM	FEDERAL	LOCAL	STATE	TOTAL
4610 PERSONNEL	227,566	14,223	42,669	284,458
4620 FRINGE BENEFITS	97,853	6,116	18,348	122,317
CONTRACTUAL	50,000	3,125	9,375	62,500
4680 INDIRECT COSTS	68,270	4,267	12,801	85,337
<b>TOTAL</b>	<b>\$443,689</b>	<b>\$27,731</b>	<b>\$83,192</b>	<b>\$554,611</b>

**TASK BUDGET**

ITEM	FEDERAL	LOCAL	STATE	TOTAL
0 ADMINISTRATION	73,939	4,621	13,864	92,424
10 MONITORING	110,000	6,875	20,625	137,500
20 PLAN REAPPRAISAL	75,000	4,688	14,063	93,750
30 SHORT RANGE PLANNING	157,750	9,859	29,578	197,188
40 PROJECT PROGRAMMING	27,000	1,688	5,063	33,750
50 SPECIAL STUDIES	0	0	0	0
<b>TOTAL</b>	<b>\$443,689</b>	<b>\$27,731</b>	<b>\$83,192</b>	<b>\$554,611</b>

**STATEWIDE & SHARED COST BUDGET**

ITEM	FEDERAL	LOCAL	STATE	TOTAL
AMPO DUES (see note)	40,987	0	9,987	50,974
<b>TOTAL</b>	<b>\$40,987</b>	<b>\$0</b>	<b>\$10,246</b>	<b>\$51,233</b>

<b>FEDERAL</b>	<b>\$484,676</b>
<b>STATE</b>	<b>\$93,438</b>
<b>LOCAL</b>	<b>\$27,731</b>
<b>TOTAL</b>	<b>\$605,844</b>

BINGHAMTON METROPOLITAN TRANSPORTATION STUDY 2011 -2012 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	5,780	361	1,084	7,225
44.20.02	FRINGE BENEFITS	2,485	155	466	3,106
44.20.03	TRAVEL	0	0	0	0
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	1,735	108	325	2,169
<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	10,000	625	1,875	12,500
44.23.01	LONG RANGE PLANNING- SYSTEM LEVEL	0	0	0	0
44.24.00	SHORT RANGE PLANNING	0	0	0	0
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	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 2011 -2012 UNIFIED PLANNING WORK PROGRAM					
FTA SECTION 5303 BUDGET					
NY - 80-X019 [Rollover]					
AUDITABLE BUDGET					
CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	17,341	1,084	3,251	21,676
44.20.02	FRINGE BENEFITS	7,457	466	1,398	9,321
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	5,202	325	975	6,503
<b>TOTAL</b>		<b>\$30,000</b>	<b>\$1,875</b>	<b>\$5,625</b>	<b>\$37,500</b>
TASK BUDGET					
CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	10,000	625	1,875	12,500
44.22.00	GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING	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
44.26.12	PLANNING EMPHASIS AREA - COORDINATION OF NON- EMERGENCY HUMAN SERVICES TRANSP	5,000	313	938	6,250
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>\$30,000</b>	<b>\$1,875</b>	<b>\$5,625</b>	<b>\$37,500</b>

<b>FEDERAL</b>	<b>\$30,000</b>
<b>STATE</b>	<b>\$5,625</b>
<b>LOCAL</b>	<b>\$1,875</b>
<b>TOTAL</b>	<b>\$37,500</b>

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2011 - 2012 UNIFIED PLANNING WORK PROGRAM**

**FTA SECTION 5303 BUDGET**

**NY-80-X020**

**AUDITABLE BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	48,598	3,037	9,112	60,748
44.20.02	FRINGE BENEFITS	20,898	1,306	3,918	26,123
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	14,580	911	2,734	18,225
<b>TOTAL</b>		<b>\$84,076</b>	<b>\$5,255</b>	<b>\$15,764</b>	<b>\$105,095</b>

**TASK BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	24,076	1,505	4,514	30,095
44.23.01	LONG RANGE PLANNING- SYSTEM LEVEL	10,000	625	1,875	12,500
44.24.00	SHORT RANGE PLANNING	40,000	2,500	7,500	50,000
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	5,000	313	938	6,250
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>\$84,076</b>	<b>\$5,255</b>	<b>\$15,764</b>	<b>\$105,095</b>

<b>FEDERAL</b>	<b>\$84,076</b>
<b>STATE</b>	<b>\$15,764</b>
<b>LOCAL</b>	<b>\$5,255</b>
<b>TOTAL</b>	<b>\$105,095</b>

**DETAILED TASK BUDGET**

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2011 - 2012 UNIFIED PLANNING WORK PROGRAM**

TASK	FHWA-PL				FTA						AGENCY TOTALS			
	Central Staff	Local Match	NYSDOT Match	Program Total	Central Staff	Central Staff	Central Staff	Total Local Match	Total NYSDOT Match	Program Total	Central Staff	Local Match	NYSDOT Match	Program Total
	(\$)	(K\$)	(K\$)		NY-80-X018	NY-80-X019	NY-80-X020	(K\$)	(K\$)		(\$)	(K\$)	(K\$)	
<b>A. Plan Reappraisal</b>	<b>75,000</b>	<b>4,688</b>	<b>14,063</b>	<b>93,750</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>625</b>	<b>1,875</b>	<b>12,500</b>	<b>85,000</b>	<b>5,313</b>	<b>15,938</b>	<b>106,250</b>
1 Regional Smart Growth and Sustainability	15,000	938	2,813	18,750			10,000	625	1,875	12,500	25,000	1,563	4,688	31,250
2 Pedestrian and Bicycle Advisory Committee	30,000	1,875	5,625	37,500						0	30,000	1,875	5,625	37,500
3 Bicycle Plan Update	25,000	1,563	4,688	31,250						0				
4 NYSDOT Regional Systems Planning Assistance	5,000	313	938	6,250						0	5,000	313	938	6,250
<b>B. Transportation Systems Management/Plan Implementation</b>	<b>157,750</b>	<b>9,859</b>	<b>29,578</b>	<b>197,188</b>	<b>0</b>	<b>5,000</b>	<b>20,000</b>	<b>1,563</b>	<b>4,688</b>	<b>31,250</b>	<b>182,750</b>	<b>11,422</b>	<b>34,266</b>	<b>228,438</b>
1 Coordinated Public Transit-Human Services Plan				0		5,000	13,000	1,125	3,375	22,500	18,000	1,125	3,375	22,500
2 Broome County Transit: fixed Route On-Board Survey				0			7,000	438	1,313	8,750	7,000	438	1,313	8,750
3 City of Binghamton Unwarranted Signal Study	30,000	1,875	5,625	37,500						0	30,000	1,875	5,625	37,500
4 Village of Endicott Signal Study	7,500	469	1,406	9,375						0				
5 Corridor Safety Assessments	15,250	953	2,859	19,063						0	15,250	953	2,859	19,063
6 Safe Routes to School	5,000	313	938	6,250						0	5,000	313	938	6,250
7 Pedestrian and Bicycle Advisory Committee	10,000	625	1,875	12,500						0	10,000	625	1,875	12,500
8 ITS Regional Architecture Maintenance	5,000	313	938	6,250						0	5,000	313	938	6,250
9 Local Traffic Engineering Assistance	35,000	2,188	6,563	43,750						0	35,000	2,188	6,563	43,750
10 Greenway Sign Plan and Design Guide	50,000	3,125	9,375	62,500						0	50,000	3,125	9,375	62,500
<b>C. Project Programming &amp; Development</b>	<b>27,000</b>	<b>1,688</b>	<b>5,063</b>	<b>33,750</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>313</b>	<b>938</b>	<b>6,250</b>	<b>32,000</b>	<b>2,000</b>	<b>6,000</b>	<b>40,000</b>
1 Transportation Improvement Program	12,000	750	2,250	15,000			5,000	313	938	6,250	17,000	1,063	3,188	21,250
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				0	0	0	5,000	313	938	6,250
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>110,000</b>	<b>6,875</b>	<b>20,625</b>	<b>137,500</b>	<b>0</b>	<b>15,000</b>	<b>20,000</b>	<b>2,188</b>	<b>6,563</b>	<b>43,750</b>	<b>145,000</b>	<b>9,063</b>	<b>27,188</b>	<b>181,250</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	15,000	938	2,813	18,750						0	15,000	938	2,813	18,750
3 Transit Monitoring System				0	0	15,000	10,000	1,563	4,688	31,250	25,000	1,563	4,688	31,250
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	10,000	625	1,875	12,500	10,000	625	1,875	12,500
<b>F. Administration</b>	<b>73,939</b>	<b>4,621</b>	<b>13,864</b>	<b>92,424</b>	<b>10,000</b>	<b>10,000</b>	<b>29,076</b>	<b>3,067</b>	<b>9,202</b>	<b>61,345</b>	<b>123,015</b>	<b>7,688</b>	<b>23,065</b>	<b>153,769</b>
1 General Administration	37,939	2,371	7,114	47,424	5,000	5,000	18,076	1,755	5,264	35,095	66,015	4,126	12,378	82,519
2 UPWP Development	4,000	250	750	5,000			1,000	63	188	1,250	5,000	313	938	6,250
3 Public Participation	10,000	625	1,875	12,500			5,000	313	938	6,250	15,000	938	2,813	18,750
4 Greenride Program and Administration	18,000	1,125	3,375	22,500			0	0	0	0	18,000	1,125	3,375	22,500
5 Civil Rights Compliance activities	4,000	250	750	5,000	5,000	5,000	5,000	938	2,813	18,750	19,000	1,188	3,563	23,750
<b>TOTALS</b>	<b>\$443,689</b>	<b>\$27,731</b>	<b>\$83,192</b>	<b>\$554,611</b>	<b>\$10,000</b>	<b>\$30,000</b>	<b>\$84,076</b>	<b>\$7,755</b>	<b>\$23,264</b>	<b>\$155,095</b>	<b>\$67,765</b>	<b>\$35,485</b>	<b>\$106,456</b>	<b>\$709,706</b>

BINGHAMTON METROPOLITAN  
TRANSPORTATION STUDY

2011-2012  
UNIFIED PLANNING  
WORK PROGRAM

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CENTRAL STAFF  
STAFFING PLAN

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
CENTRAL STAFF**

# 2011-2012 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

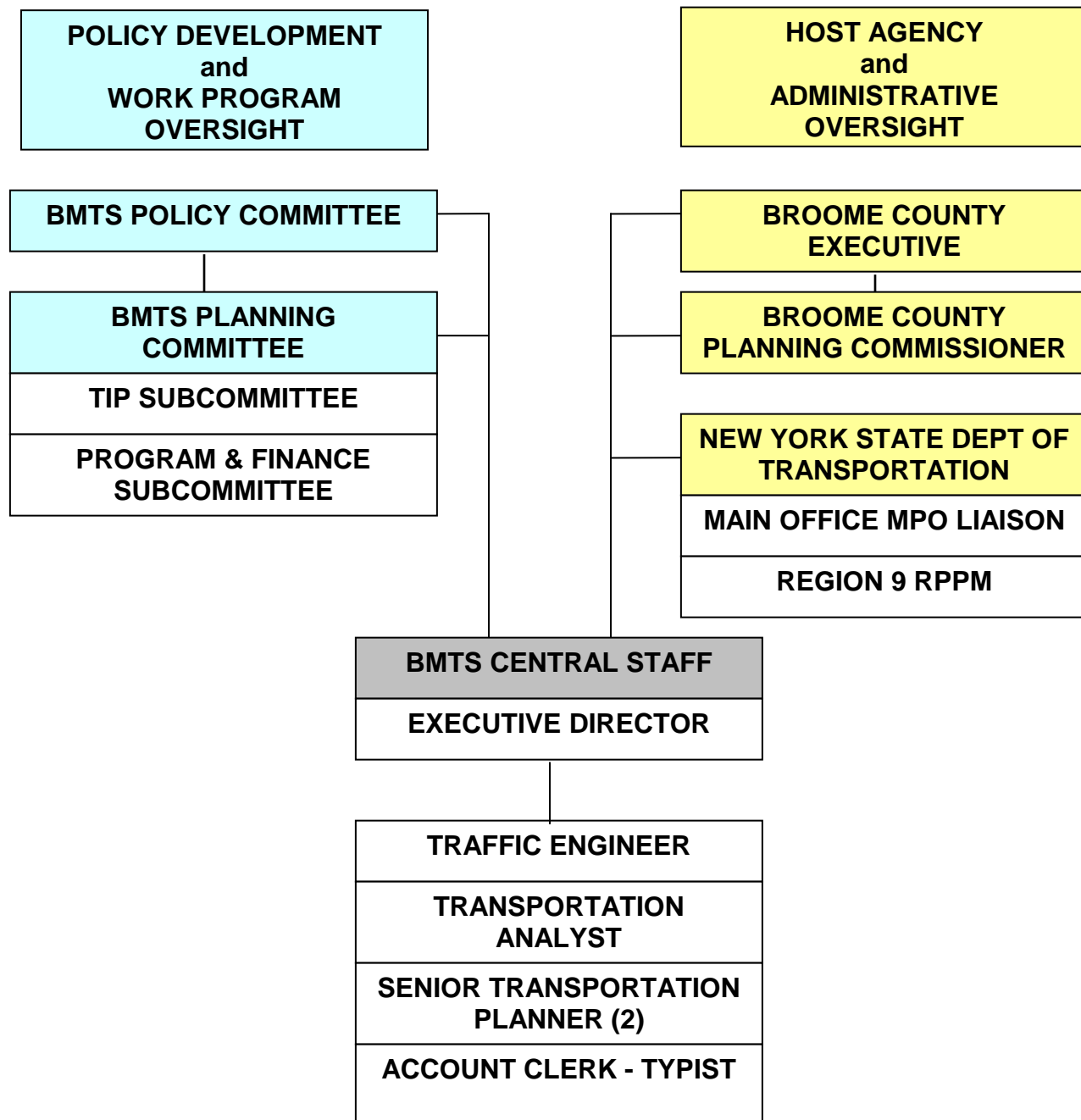
The role of the host agency is important, but strictly circumscribed. The relationship of Central Staff and the host agency shall be an administrative, rather than a reporting one. The primary responsibility of the host agency is to facilitate the accomplishment of that portion of the approved Unified 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] \*(2011 Salary Range: \$62,962 - \$70,865)  
(2012 Salary Range: \$64,851-\$72,991)

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] [**Part-Time for 2 years to meet NYS Retirement Incentive savings**]

Grade: 23 [CSEA]      \*(2011 Salary Range: (\$51,080 - \$56,933)  
(2012 Salary Range: (\$52,612 - \$58,641))

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.



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]      \*(2011 Salary Range: \$45,662 -\$51,393)  
(2012 Salary Range: \$47,032-\$52,935)

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:



## 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 2014. Fringe benefit expense is based on the Broome County 2011 budget preparation instructions, with projected increases for the first quarter of 2012. Estimated overhead expense is based on the historical ratio of overhead to direct wages.

Statement of available funds:

FTA §5303	2011-2012 Allocation	\$84,076
	Unexpended balance (est)	\$40,000
	<b>TOTAL §5303 AVAILABLE</b>	<b>\$124,076</b>
FHWA PL	2011-2012 Allocation	\$445,499
	Unprogrammed and Unexpended balance (est)	\$619,455
	<b>TOTAL FHWA-PL AVAILABLE</b>	<b>\$1,064,954</b>
<b>TOTAL FUNDS AVAILABLE FOR PROGRAMMING</b>		<b>\$1,189,030</b>
<b>TOTAL FUNDS PROGRAMMED, 2011-2012 UPWP</b>		<b>\$ 567,765</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

Michael Roberts  
Tioga County Legislature

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

Harold Snopek  
Supervisor, Town of Chenango

Donald Castellucci, Jr.  
Supervisor, Town of Owego

John Bernardo  
Supervisor, Town of Union

Joan McDonald  
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**

Philip Krey, Chair  
City of Binghamton Engineer

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

Luke Day  
City of Binghamton Commissioner of Public Works

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

Brian Baker  
Northern Tier Regional Planning & Development Commission

## **BMTS PLANNING COMMITTEE**

### ADVISORY MEMBERS

Broome County Environmental Management Council  
Richard McCormick  
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  
Cynthia Paddick  
Traffic Engineer  
Vacant  
Transportation Analyst  
John Sterbentz, PTP  
Senior Transportation Planner  
Scott Reigle, PTP  
Senior Transportation Planner  
Jennifer Yonkoski  
Account Clerk  
David Galindez