

BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
PLANNING COMMITTEE

February 2, 2012

1:30 PM

Broome County Office Building, 6th floor Legislative conference room

AGENDA

1. OPENING

- Roll Call
Approval of minutes of December 8, 2011 meeting

2. OPPORTUNITY FOR PUBLIC COMMENT

3. ACTION ITEMS

- 2012-2013 Unified Planning Work Program
[Resolution 2011-01, recommending Policy Committee approval of the Draft 2012-2013 Unified Planning Work Program and associated grant budgets]
[Resolution 2011-02, Recommended Policy Committee approval of the Draft 2012-2013 Unified Planning Work Program Staffing Plan]
- TIP Amendment
Resolution 2012-03, recommending Policy Committee approval of the amendment to the TIP as presented

4. DISCUSSION ITEMS

- Staff Briefings
Traffic Signal Maintenance Study
Main Street Corridor Plan
- NYSDOT/ Local update on the Transportation Improvement Program Projects

5. BUSINESS OFFERED FROM THE FLOOR

BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
PLANNING COMMITTEE
December 8, 2011
MINUTES

The meeting was called to order by Chair Phil Krey at 10:00 AM

ROLL CALL

Members present:

Phil Krey, Chair, City of Binghamton Engineer
Pamela Eshbaugh, RPPM, NYSDOT Region 9
Luke Day, City of Binghamton Department of Public Works
Ed Gent, Town of Chenango
Frank Evangelisti, Broome County Planning and Economic Development
Kent Rapp, Village of Endicott
Ron Lake, Town of Dickinson
Louis Caforio, Town of Union

Advisory members present:

Dick McCormick, STERPDB

Others present:

Cyndi Paddick, BMTS Central Staff
John Sterbentz, BMTS Central Staff
Scott Reigle, BMTS Central Staff
Jennifer Yonkoski, BMTS Central Staff
Rich Rooney, McFarland Johnson Engineering

- Approval of minutes from October 6,, 2011 minutes. Motion Gent, second Day. Approved by consensus.

OPPORTUNITY FOR PUBLIC COMMENT

No public comment.

ACTION ITEM

No action items.

**DISCUSSION ITEM: NYSDOT and LOCAL SPONSOR TIP PROJECT
UPDATES/PROJECT SCHEDULES**

Pam Eshbaugh reviewed the current status of the projects on the TIP. The status of both local projects and NYSDOT projects were reviewed. Local project sponsors provided information on their projects.

Lou Caforio said that the Town of Union was hoping to bid their signal project (PIN975335) with the Johnson City signal project (PIN975362) in order to get a better price.

Phil Krey gave an update on the City of Binghamton projects. The Court St. Gateway project has been let and construction will begin in the spring. PIN 975310, the Exchange St. Bridge is waiting for an update from the consultant on preliminary design. There has been no work done on either of the City signal projects: Hawley St. /Collier St. and Riverside Dr. / Beethoven St. The Susquehanna River Trail project is waiting for DEC and Corp approval on the hydraulic study and the Chenango River

trail to Cheri Lindsay Park is waiting for the consultant to complete the final design report. The April 2013 let date is probably optimistic. The consultant has been delayed on the Front St. Gateway project. The City is hoping for design approval in the 1st quarter of 2012.

There were no updates available on the Town of Vestal projects.

Cyndi Paddick told the members that now would be a good time for them to submit an IPP for a signal project if they were interested.

DISCUSSION ITEM: PROGRAM UPDATE

Pam Eshbaugh explained the NYSDOT program update to the committee. She explained that Region 9 had presented their program to Main Office DOT and that they were told that they had not allocated enough money towards the preservation goal. The Region is working on revisions to resubmit the update.

At the February Planning Committee meeting there will be a TIP amendment to address any changes that need to be made as a result of the program update.

DISCUSSION ITEM: UPWP UPDATE

Cyndi Paddick explained that work was starting on the 2012-2013 UPWP. A call letter was sent out to everyone. If anyone is interested in having BMTS do a study for them, please let her know. There will be money budgeted for safety audits. If anyone has a location where they would like to see one completed, please let her know. Approving the UPWP will be on the February Planning Committee agenda.

DISCUSSION ITEM: UPWP UPDATES: Traffic Signal Maintenance Study

JenniferYonkoski reported that the report is almost complete and will be sent out to the Planning Committee for their review before the February meeting. If approved at that meeting it will be sent to the Policy Committee for approval in March.

DISCUSSION ITEM: UPWP UPDATES: BC Transit On-Board Survey

Jennifer Yonkoski reported that BMTS with the help of Binghamton University had completed the 3rd biennial On-Board Transit survey. 460 surveys were completed. The report is being finalized and will be available for the Committee to review before the February Meeting.

DISCUSSION ITEM: UPWP UPDATES: Greenway Sign Plan and Design Guide

Scott Reigle gave the committee a briefing on what the project would entail. The RFP has been reviewed internally and will be advertised soon.

DISCUSSION ITEM: UPWP UPDATES: Mobility Management Program

Scott Reigle provided an overview to the committee on the work that is being done with the AmeriCorps employees that have been hired to provide a “one-stop” shop for transportation information. The employees are housed at the United Way and will be working with clients beginning in January 2012, to match them with transportation options that meet their travel needs. The mobility managers will also be promoting the BMTS Greenride Program.

MAP-21 FEDERAL FUNDING UPDATE

Cyndi Paddick explained the new funding categories that are being proposed as part of the new proposed transportation bill MAP-21. She also explained to the committee the proposal to eliminate

MPO's with populations under 200,000; and what that would mean to BMTS. She will continue to update the committee on this subject as information becomes available. The extended transportation bill is scheduled to expire at the end of March 2012.

BUSINESS OFFERED FROM THE FLOOR

Cyndi Paddick handed out a meeting schedule for 2012. The committee agreed to meeting on the 1st Thursday of the month at 1:30PM. (Feb., April, June, Oct., Dec.)

There was no other business offered from the floor. Motion to adjourn was moved by Luke Day, seconded by Lou Caforio. Approved by consensus.

The meeting was adjourned at 10:42 AM.

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
PLANNING COMMITTEE**

RESOLUTION 2012-01

Resolution recommending BMTS Policy Committee approval of the Draft 2012-2013 BMTS Unified Planning Work Program and associated grant budgets.

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, 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 Federal Highway Administration metropolitan planning (PL) program and the Federal Transit Administration 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 a Program & Finance Subcommittee thereof, and

WHEREAS there has been developed a Draft 2012-2013 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, 2012 through March 31, 2013, and a staffing plan and program budget for those activities, and

WHEREAS the BMTS Planning Committee has reviewed the Draft 2012-2013 Unified Planning Work Program,

NOW BE IT RESOLVED that the BMTS Planning Committee recommends that the BMTS Policy Committee approve the 2012-2013 Unified Planning Work Program and associated grant budgets as presented herein.

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
PLANNING COMMITTEE**

RESOLUTION 2012-02

Resolution recommending BMTS Policy Committee approval of the 2012-2013 BMTS Central Staff Staffing Plan to carry out the 2012-2013 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, 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 Federal Highway Administration metropolitan planning (PL) program and the Federal Transit Administration 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 Draft 2012-2013 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, 2012 through March 31, 2013, 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 2012-2013 BMTS Central Staff Staffing Plan has been developed and is fiscally constrained by available resources from the FHWA-PL and FTA Section 5303 grant programs,

NOW THEREFORE BE IT RESOLVED that the BMTS Planning Committee endorses the BMTS Central Staff Staffing Plan to carry out the 2012-2013 Unified Planning Work Program, and

BE IT FURTHER RESOLVED that the BMTS Planning Committee recommends that the BMTS Policy Committee approve the 2012-2013 BMTS Central Staff Staffing Plan as presented herein.

BINGHAMTON METROPOLITAN
TRANSPORTATION STUDY

2012-2013
UNIFIED PLANNING
WORK PROGRAM
and
CENTRAL STAFF
STAFFING PLAN

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 2012-2013 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.

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 eight short term extensions of SAFETEA-LU. The last extension is set to expire on March 31, 2013. New York State DOT has provided estimated allocations of FHWA PL and FTA §5303 funds to the State's MPO's. 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 and also consultant services for the Greenway Sign and Design Guide.

DRAFT

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 2012-2013. 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.

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III. 2012 – 2013 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 continue 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. The City of Binghamton received a Community Challenge grant for 2012. BMTS staff will assist them with transportation planning, as it relates to the completion of their plan.
Budget: \$15,000 FHWA-PL; \$10,000 FTA §5303 [\$ 31,250]
Schedule: Ongoing
- 2. Pedestrian Plan.** The current BMTS Pedestrian and Bicycle Plan was originally 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. The majority of the update project was completed in the fourth quarter of the 2011 -2012 UPWP. However, the review process and final completion will be carried over to the first quarter of the 2012-2013 UPWP.
Budget: \$10,000 FHWA-PL [\$12,500]
Schedule: 1st 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. This task is being carried over from the 2011-2012 UPWP.
Budget: \$35,000 FHWA-PL [\$43,750]
Schedule: 2nd 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.** This task will include an update to the Coordinated Transportation Plan completed in March of 2007. An analysis will be done to determine if there is a cost savings that can be realized by the current transportation providers sharing services. Staff will continue participation with the advisory committee formed at the time of the initial study, 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 have been 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). Budget: \$38,000 FTA §5303 [\$47,500]
Schedule: 3rd quarter
2. **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. This study is being carried over from the 2011-2012 UPWP. Budget: \$30,000 FHWA –PL [\$37,500]
Schedule: 2nd quarter
3. **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 2011-2012 UPWP. Budget: \$13,500 FHWA-PL [\$16,875]
Schedule: 1st quarter
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. Budget: \$13,500 FHWA-PL [\$16,875]
Schedule: Ongoing as requested
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.

Budget: \$5,000 FHWA PL [\$6,250]

Schedule: Ongoing

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 Tasks A.2 and A.3, the new Pedestrian and Bicycle plans.

Budget: \$15,000 FHWA PL [\$18,750]

Schedule: Ongoing, bimonthly meetings

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.

Budget: \$5,000 FHWA-PL [\$6,250]

Schedule: Ongoing as needed

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.

Budget: \$35,000 FHWA PL [\$43,750]

Schedule: Ongoing as requested

9. **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 way finding, regulatory, warning, and interpretive signing. This task is being carried over from the 2011-2012 UPWP. The RFP for the project was advertised during the fourth quarter of the 2011-2012 UPWP. The consultant work will be completed during the 2012-2013 UPWP. This task will be completed by a consultant with staff management of the contract.

Budget: \$50,000 FHWA PL [\$62,500]

Schedule: Late 3rd quarter early 4th quarter

10. **NYS MPO Working Groups.**

BMTS staff is represented on NYS working groups for safety, GIS modeling, transit, pedestrian and bicycle and climate change. Significant work has been accomplished by these groups through the sharing of information and completion of activities. BMTS staff will continue to have an active roll with these groups through the NYSMPO association.

Budget: \$7,015 FHWA PL [\$8,769]

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. and will include the development of the 2013-2017 TIP.
Budget: \$15,000 FHWA PL, \$5,000 FTA §5303 [\$25,000]
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: 3rd 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

1. **Municipal Preventive Maintenance Study.** With the uncertainty of transportation funding and the continuing decay of the infrastructure, it is becoming increasingly important that the investments that are made in the transportation system are the best information. Sound preventive maintenance practices can extend the life expectancy of a bridge or pavement. This study will inventory the preventive maintenance practices employed by the local municipalities and also attempt to quantify the amount of money that they typically spend on these activities on an annual basis.

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 2nd 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 2nd quarter

3. **Transit Monitoring System.** Provides for the maintenance of a database of transit ridership for BC Transit, utilizing electronic fare box data; and for BC Lift, BC Country, and Tioga Public Transit using available operator data sources. The development of a financial database was begun during the third and fourth quarter of the 2011-2012 UPWP. Work will continue on this during the 2012-2013 UPWP
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. Census data will be used to further calibrate the model's demographic information.
Budget: \$40,000 FHWA PL [\$50,000]
Schedule: Ongoing
5. **GIS Development.** Provides for the development of transportation related applications within the BMTS GIS platform.
Budget: \$40,000 FHWA PL [\$50,000]
Schedule: Ongoing

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: \$63,330 FHWA PL [\$79,166]; \$47,917 FTA §5303 [\$59,896]
Schedule: Ongoing
2. **Unified Planning Work Program Development.** Oversee the completion of the 2011-2012 UPWP and the development of the 2012-2013 UPWP.
Budget: \$4,000 FHWA PL [\$5,000], \$1,000 FTA §5303 [\$1,250]
Schedule: Primarily 3rd and 4th 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: \$5,000[\$6,250] FHWA PL, \$5,000 FTA §5303 [\$6,250]

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; \$10,000 FHWA-PL [\$12,500]
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: \$2,000 FHWA-PL [\$2,500], \$2,000 FTA § 5303 [\$2,500]
Schedule: Per NYSDOT

DRAFT

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 2012-2013. BMTS has been successful in drawing down old FTA grants.

These reports represent a forecast of budget and work remaining as of March 31, 2012.

Grant: NY-80-X018

Remaining balance (estimated): \$10,000

Remaining tasks:

- F Program Administration
This is an ongoing task and will support general administration.

Grant: NY-80-X019

Remaining Balance (estimated): \$10,000

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. (\$5,000)
- F Program Administration
This is an ongoing task. This grant will support general administration. (\$5,000)

Grant: NY-80-X020

Remaining balance (estimated): \$30,000

Remaining tasks:

- A Regional Smart Growth and Sustainability
This is an ongoing task to carry out the proposals of the long range plan *Transportation Tomorrow 2035: Creating a Sustainable Future*. (\$10,000)
- 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. (\$5,000)

F Program Administration

This is an ongoing task. This grant will support general administration. (\$15,000)

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

NYSDOT Zone 1, Short Term Traffic Data Collection Program (2012-2016)

The short term traffic data collection program is comprised of inventory counts taken on federal, state and local owned roads, both on and off the federal aid highway system (FAHS). Principal arterial system (PAS) ramps and special counts. This project is to provide for the collection of traffic data in Zone 1, Regions 1 and 9.

Budget: \$2.750 million FHWA-SPR.

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 2012-2013 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: \$175,000 (FHWA PL and FTA MPP)

MPO Manager: Capital District Transportation Committee

New York State MPO Staff Training. Provide relevant training and professional development opportunities for the staffs and member agencies of MPOs.

Budget: \$25,000 (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: \$40,987(FHWA PL)

MPO Manager: Binghamton Metropolitan transportation Study

BINGHAMTON METROPOLITAN
TRANSPORTATION STUDY

2012-2013
UNIFIED PLANNING
WORK PROGRAM

CENTRAL STAFF
STAFFING PLAN

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
CENTRAL STAFF**

2012-2013 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

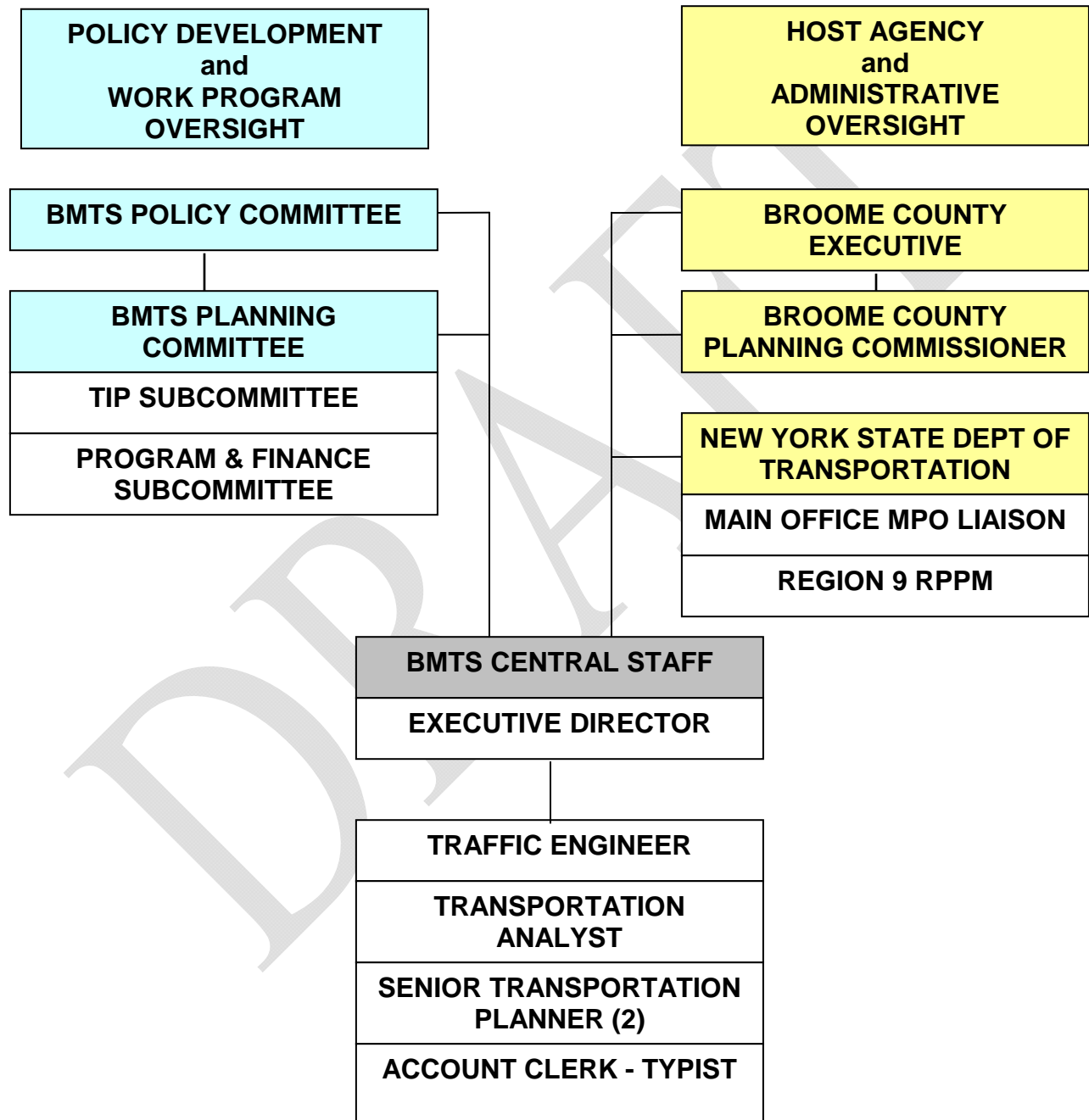
The role of the host agency is important, but strictly circumscribed. The relationship of Central Staff and the host agency shall be an administrative, rather than a reporting one. The primary responsibility of the host agency is to facilitate the accomplishment of that portion of the approved Unified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

(2013 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]

Grade: 23 [CSEA] (2012 Salary range: \$51,080 - \$56,933)
(2013 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.
- ♦ 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] (2012: \$51,080 - \$56,933)
(2013: \$52,612 - \$58,641)

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 system wide 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] (2012: \$45,662 - \$51,393)

(2013:\$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:

- ♦ 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) (2012 Salary range: \$22,680 - \$25,527)
(2013 Salary range: \$23,361 - \$26,293)

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.

*** (Salary Ranges represent minimum salary of the grades.)**

DRAFT

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 2012 budget preparation instructions, with projected increases for the first quarter of 2013. Estimated overhead expense is based on the historical ratio of overhead to direct wages.

Statement of available funds:

FTA §5303	2012 -2013 Allocation	\$83,917	
	Unexpended balance (est.)	\$50,000	
	TOTAL §5303 AVAILABLE		\$133,917
FHWA PL	2012 -2013 Allocation	\$477,361	
	Unprogrammed and Unexpended balance (est.)	\$579,855	
	TOTAL FHWA-PL AVAILABLE		\$1,057,216
TOTAL FUNDS AVAILABLE FOR PROGRAMMING			\$1,191,133
TOTAL FUNDS PROGRAMMED, 2012-2013 UPWP			\$ 622,775

BMTS POLICY COMMITTEE

John Schaffer
Supervisor, Town of Vestal

Michael Marinaccio
Supervisor, Town of Dickinson

Debra Preston
County Executive, Broome County

Michael Roberts
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

Harold Snopeck
Supervisor, Town of Chenango

Donald Castellucci, Jr.
Supervisor, Town of Owego

Rose Sotak
Deputy 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

Michael Davies
Assistant Division Administrator, Federal Highway Administration

Brigid Hynes-Cherin
Regional Administrator, Federal Transit Administration

BMTS PLANNING COMMITTEE

Luke Day
City of Binghamton Commissioner of Public Works

Elaine Miller
Broome County Commissioner of Planning and Economic Development

Daniel Schofield
Acting 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

James Finch
Deputy Supervisor, Town of Conklin

Ron Lake
Town of Dickinson Engineer

David Hamlin
Supervisor, Town of Fenton

Gordon Kniffen
Supervisor, Town of Kirkwood

Debra Standinger
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
Erik Miller
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
Leah Flax
FTA Region 2

BMTS CENTRAL STAFF

Executive Director
Cynthia Paddick
Traffic Engineer

Transportation Analyst
John Sterbentz, PTP
Senior Transportation Planner
Scott Reigle, PTP
Senior Transportation Planner
Jennifer Yonkoski
Account Clerk
David Galindez

DETAILED TASK BUDGET

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2012-2013 UNIFIED PLANNING WORK PROGRAM**

TASK	FHWA-PL				FTA							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-X018	NY-80-X019	NY-80-X020	NY-80-X021	(IKS)	(IKS)		(\$)	(IKS)	(IKS)	
A. Plan Reappraisal	65,000	4,063	12,188	81,250	0	0	10,000		625	1,875	12,500	75,000	4,688	14,063	93,750
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 Plan Update	10,000	625	1,875	12,500							0	10,000	625	1,875	12,500
3 Bicycle Plan Update	35,000	2,188	6,563	43,750							0	35,000	2,188	6,563	43,750
4 NYSDOT Regional Systems Planning Assistance	5,000	313	938	6,250							0	5,000	313	938	6,250
B. Transportation Systems Management/Plan Implementation	174,015	10,876	32,628	217,519	0	5,000	5,000	28,000	2,375	7,125	47,500	212,015	13,251	39,753	265,019
1 Coordinated Public Transit-Human Services Plan				0		5,000	5,000	28,000	2,375	7,125	47,500	38,000	2,375	7,125	47,500
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	13,500	844	2,531	16,875							0	13,500	844	2,531	16,875
5 Road Safety Assessments	13,500	844	2,531	16,875							0	13,500	844	2,531	16,875
6 Safe Routes to School	5,000	313	938	6,250							0	5,000	313	938	6,250
7 Pedestrian and Bicycle Advisory Committee	15,000	938	2,813	18,750							0	15,000	938	2,813	18,750
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
11 NYS MPO Working Groups	7,015	438	1,315	8,769								7,015	438	1,315	8,769
C. Project Programming & Development	30,000	1,875	5,625	37,500	0	0	0	5,000	313	938	6,250	35,000	2,188	6,563	43,750
1 Transportation Improvement Program	15,000	938	2,813	18,750			0	5,000	313	938	6,250	20,000	1,250	3,750	25,000
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
D. Special Issue Studies	20,510	1,282	3,846	25,638							20,510	20,510	1,282	3,846	25,638
1 Municipal Preventive Maintenance Study	20,510	1,282	3,846	25,638							20,510	20,510	1,282	3,846	25,638
E. Monitoring and Information Management	115,000	7,188	21,563	143,750	0	0	0	25,000	1,563	4,688	31,250	140,000	8,750	26,250	175,000
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	0	0	25,000	1,563	4,688	31,250	25,000	1,563	4,688	31,250
4 Binghamton Regional Transportation Model Maintenance	40,000	2,500	7,500	50,000							0	40,000	2,500	7,500	50,000
5 GIS Development and Utilization	40,000	2,500	7,500	50,000							0	40,000	2,500	7,500	50,000
F. Administration	84,333	5,271	15,812	105,416	10,000	5,000	15,000	25,917	3,495	10,484	69,896	140,250	8,766	26,297	175,313
1 General Administration	63,333	3,958	11,875	79,166	10,000	5,000	15,000	17,917	2,995	8,984	59,896	111,250	6,953	20,859	139,063
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	5,000	313	938	6,250			0	5,000	313	938	6,250	10,000	625	1,875	12,500
4 Greenride Program and Administration	10,000	625	1,875	12,500			0		0	0	0	10,000	625	1,875	12,500
5 Civil Rights Compliance activities	2,000	125	375	2,500	0	0	0	2,000	125	375	2,500	4,000	250	750	5,000
TOTALS	\$488,858	\$30,554	\$91,661	\$611,073	\$10,000	\$10,000	\$30,000	\$83,917	\$8,370	\$25,109	\$167,396	\$622,775	\$38,923	\$116,770	\$778,469

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
PLANNING COMMITTEE
RESOLUTION 2012-03**

Resolution recommending Policy Committee approval of an amendment to the 2011-2015 Binghamton Metropolitan Transportation Study Transportation Improvement 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, Subpart C, and 49 CFR Chapter VI, Part 613, Subpart B) require that the urban transportation planning process shall include development of a Transportation Improvement Program, a staged multi-year program of projects consistent with the Transportation Plan, and

WHEREAS the BMTS Policy Committee approved in July 2010 the 2011-2015 BMTS Transportation Improvement Program, and

WHEREAS the Transportation Improvement Program may be amended at any time to add, delete, or reflect significant changes in the scope of projects, 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 TIP Subcommittee thereof to monitor the Transportation Improvement Program, and

WHEREAS the project sponsors (NYSDOT and the City of Binghamton) have requested action to amend the 2011-2015 Transportation Improvement Program, as detailed in Attachment A

WHEREAS the New York State Department of Transportation has confirmed that these actions will not violate the fiscal constraint requirement

NOW THEREFORE BE IT RESOLVED that the BMTS Planning Committee recommends Policy Committee approval of an amendment to the 2011-2015 Transportation Improvement Program, as detailed in Attachment A(2012-01) to this resolution.

PROGRAM CHANGES

1/25/2012 Rev #1

Amounts shown below are "Federal Aid " portion only

				FFY 12		FFY 13		STIP Last Year FFY 14	
PIN	Description	PHASE	Fund Type	Current	Proposed	Current	Proposed	Current	Proposed
980559	5-7 BRIDGE REPAIRS, RTE'S 201 & 363 FA switched to 100% SDF - used some for offsets -on TIP in 2011	C	NHS	3.272	0.000				
		CI	NHS	0.327	0.000				
906744	RTE. 17, EXIT 67 TO THE BINGHAMTON CITY LN FA switched to 100% SDF	C	NHS	3.816	0.000				
		CI	NHS	0.382	0.000				
904702	RTE 96 OVER CATATONK CK. (CANDOR) ROW353 received. Increase from \$0.016m to \$0.032m Cost decreased from \$5.607m to \$4.560m	R	HBRR	0.013	0.026				
		C	HBRR			4.584	3.648		
		CI	HBRR			0.458	0.365		
950097	I-81 GATEWAY REST AREA SEWER IMPROVEMENTS Letting moved from FFY 2012 to FFY 2013 (11/22/2013)	C	IM	0.923	0.000	0.000	0.923		
		CI	IM	0.092	0.000	0.000	0.092		
975310	EXCHANGE ST. OVER SUSQUEHANNA RIVER (REHAB) Letting moved from FFY 2012 to FFY 2013 (3/21/2013)	C	HBRR	1.050	0.000	0.000	1.050		
		CI	HBRR	0.120	0.000	0.000	0.120		
980583	FA SIGNAL REQUIREMENTS (CHENANGO & SULLIVAN CO.'S) Letting moved from FFY 2012 to FFY 2013 (4/4/2013)	C	STP Flex	0.586	0.000	0.000	0.586		
		CI	STP Flex	0.070	0.000	0.000	0.070		
980638	CULVERT REPAIR: ROUTES 17 AND I88 \$1.050m STP Flex split from PIN 9TCR13 - Block now "0" \$1.450m IM added during Program update	C	STP Flex			0.000	0.840		
		CI	STP Flex			0.000	0.084		
		C	IM			0.000	1.305		
		CI	IM			0.000	0.131		
906747 NEW	I86 Signing Urban Area - Phase 1 (SWS) Carving out Urban signs from 980441 (use 980441 as offset)	C	NHS			0.000	2.400		
		CI	NHS			0.000	0.240		
900710	ROUTE 38B OVER CROCKER CREEK Letting moved from FFY 2013 to FFY 2014 (12/17/2013)	C	HBRR			1.286	0.000	0.000	1.286
		CI	HBRR			0.154	0.000	0.000	0.154
950107	I-81 WHITNEY POINT REST AREA SEWER IMPROVEMENTS IPP approved	C	IM					0.000	0.548
		CI	IM					0.000	0.066
950100	I81 OVER US RTE 11 AND PEASE HILL RD Letting moved out to FFY 2018	C	IM					11.029	0.000
		CI	IM					1.103	0.000
904132	ROUTE 17C OVER CAMPVILLE CREEK increase PE & move out accordingly Letting moved out to FFY 2017	P	HBRR	0.095	0.000	0.000	0.132		
		D	HBRR	0.051	0.000				
		R Inc.	HBRR	0.006	0.006	0.000	0.006		
		R Acq.	HBRR			0.013	0.000		
		C	HBRR						
935800	I88 SANITARIA SPRINGS TO MARTIN HILL RD Detailed Design moving to FFY 2016 (Prelim. already obligated) Letting moved out to FFY 2018	D	IM	0.696	0.000				
		C	IM						
		CI	IM						
975361	HAWLEY ST./COLLIER ST. SIGNAL UPGRADE LETTING MOVED TO 2014	C	STP			0.078	0.000	0.000	0.078
		CI				0.008	0.000	0.000	0.008

BLOCKS				FFY 12		FFY 13		FFY 14	
9PM012	PAV'T. MARKING PROG. 11/12 3/8/12 Let FA switched to 100% SDF	C&CI	IM	0.106	0.000				
		C&CI	NHS	0.106	0.000				
		C&CI	STP Flex	0.496	0.000				
9T7313	PAVING BY CONTRACT BLOCK 12/13 (add \$6.000 NHS)	C	NHS	0.000	4.880				
		CI	NHS	0.000	0.480				
9PM013	PAV'T. MARKING PROG. 12/13 Added \$0.300m in Safety work (rumble strips)	C	HSIP			0.000	0.270		
		CI	HSIP			0.000	0.032		
9T7314	PAVING BY CONTRACT BLOCK 13/14 increase block \$2.50m to \$16.50m (add \$5.000 NHS, add \$3.000m in STP Flex, increase STP rural from \$1.500m to \$4.500m)	C	NHS			0.000	4.000		
		CI	NHS			0.000	0.400		
		C	STP Rural			1.200	3.600		
		CI	STP Rural			0.120	0.360		
		C	STP Flex			0.000	2.400		
		CI	STP Flex			0.000	0.240		
9TGR14	BRIDGE GENERAL REPAIRS BLOCK 13/14 increase IM block total from \$2.290 to \$4.790.	C	IM			2.061	4.311		
		CI	IM			0.194	0.431		
9TCR14	CULVERT REPAIR BLOCK 13/14 decrease cost from \$6.200m to \$3.000m	C	STP Flex					4.960	2.400
		CI	STP Flex					0.496	0.288
9T7315	PAVING BY CONTRACT BLOCK 14/15 Remove \$1.250m of IM then add \$2.000m SDF from 9T7316 new cost = \$10.750	C	IM					1.125	0.000
		CI	IM					0.090	0.000
9FAS14	F.A. SIGNAL REQ'MTS CONTRACT 13/14 "delete" block - design cannot produce	C	STP Flex					1.120	0.000
		CI	STP Flex					0.134	0.000
9TGR15	BRIDGE GENERAL REPAIRS BLOCK 14/15 Change funding from NHS to HBRR and increase from \$3.000m to \$6.000m	C	NHS/HBRR					2.400	4.800
		CI	NHS/HBRR					0.240	0.480
9TCR15	CULVERT REPAIR BLOCK 14/15 decrease cost from \$6.000m to \$4.000m Increase PE numbers to 20% of Construction cost to more accurately program what historically is being spent.	R INC	STP Flex	0.074	0.092				
		P	STP Flex	0.106	0.384				
		D	STP Flex			0.070	0.256		
		R ACQ	STP Flex			0.147	0.212		
		C	STP Flex					4.960	3.200
		CI	STP Flex					0.496	0.320
				12.387	5.868	10.373	28.504	28.153	13.628