

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
POLICY COMMITTEE
RESOLUTION 2009-01**

Resolution approving the 2009-2010 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 2009-2010 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, 2009 through March 31, 2010, and a staffing plan and program budget for those activities, and

WHEREAS public comment has been solicited on the Draft 2009-2010 Unified Planning Work Program, and

WHEREAS the BMTS Planning Committee on January 29, 2009 approved by consensus a resolution recommending approval of the Draft 2009-2010 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 2009-2010 Unified Planning Work Program, and

BE IT FURTHER RESOLVED that the BMTS Policy Committee approves the Federal Highway Administration PL Program 2009-2010 budget and the FTA §5303 Program 2009-2010 budget.

CERTIFICATION OF RESOLUTION 2009-01

I, the undersigned, duly elected Chair of the Binghamton Metropolitan Transportation Study Policy Committee, do hereby certify that the foregoing is a true and correct copy of BMTS Policy Committee Resolution 2009-01, adopted by consensus this 11th day of February, 2009.

Carol D. Sweeney _____ *2/11/09*
Carol Sweeney, Chair Date

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
POLICY COMMITTEE
RESOLUTION 2009-02**

Resolution approving the 2009-2010 BMTS Central Staff Staffing Plan to carry out the 2009-2010 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 2009-2010 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, 2009 through March 31, 2010, 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 2009-2010 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

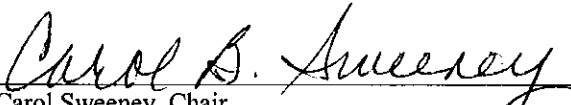
WHEREAS the BMTS Planning Committee on January 29, 2009 approved by consensus a resolution recommending approval of the Draft 2009-2010 BMTS Central Staff Staffing Plan,

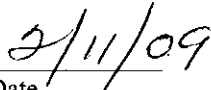
NOW THEREFORE BE IT RESOLVED that the BMTS Policy Committee approves the BMTS Central Staff Staffing Plan to carry out the 2009-2010 Unified Planning Work Program, and

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 2009-02

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 2009-02, adopted by consensus this 11th day of February, 2009.


Carol Sweeney, Chair


Date

BINGHAMTON METROPOLITAN
TRANSPORTATION STUDY

2009-2010
UNIFIED PLANNING
WORK PROGRAM

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 executive 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 2009-2010 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. SAFETEA-LU includes some modest changes to the metropolitan planning process, which have been codified in a Final Rule on Statewide and Metropolitan Transportation Planning that was issued on February 14, 2007. This program is responsive to the metropolitan planning requirements expressed in the rule.

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.

In 2008, USDOT announced a rescission of unobligated FHWA funds. Because of language in the 2007 Energy Independence and Security Act, states were required to apply the rescission across all core programs, including FHWA-PL. Consequently, NYSDOT applied a rescission of approximately \$2.9 million to PL funds, allocated on the same formula basis used for annual allocation. The BMTS share was \$35,620.

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. As a result, maintaining the current staff level as reflected in the Central Staff Staffing Plan will be possible despite the rescission. 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, although none is proposed in this UPWP.

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 study area in Broome and Tioga Counties New York, and Susquehanna County Pennsylvania during SFY 2009-2010. 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 and personnel support services. Technical services are periodically provided by the Broome County Department of Planning and Economic Development and the Department of Public Transportation. The delivery of in-kind services as local match is documented in the Broome County Indirect Cost Plan.

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

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

II. ORGANIZATION AND OBJECTIVES OF THE UNIFIED PLANNING WORK PROGRAM

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

1. Implements national transportation policy by meeting the metropolitan planning requirements of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU). There is relevant guidance from those agencies as well as the U.S. Environmental Protection Agency and other Federal agencies.
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. NYSDOT has proposed that MPOs conduct work in the areas of advancing the transportation-land use connection, and coordination with the ongoing updates to the Statewide Strategic Highway Safety Plan. This UPWP includes tasks in each of these areas.
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. 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. 2009-2010 UNIFIED PLANNING WORK PROGRAM TASKS

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

A. Long Range Planning and Plan Reappraisal

1. Long Range Plan Update

The current BMTS long range regional transportation plan, *TRANSPORTATION TOMORROW 2030~PLACEMAKING FOR PROSPERITY*, was adopted in September 2005. Federal law requires updates on a five year cycle. In order to meet the September 2010 deadline, much of the work on the plan update will occur during this program year. This will begin with substantial outreach, which will help guide the Policy Committee in a determination of the direction this update should take.

Budget: \$100,000 FHWA-PL, \$35,000 FTA §5303 [\$168,750 total]

Schedule: Initiate 1st quarter

2. 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: \$10,000 FHWA-PL [\$12,500 total]

Schedule: Ongoing

B. Plan Implementation and Transportation System Management

1. BC Transit ~ OCC-Transport Consolidation Study [carried over from 2008-2009 UPWP]

The BMTS long range plan identified consolidation of public transit operations as a high priority, noting that having three operators in a metropolitan area the size of Binghamton is inefficient. OCC-Transport is a student run bus service at Binghamton University which operates routes in the metropolitan area that often duplicate Broome County's BC Transit routes. This study will examine all aspects of consolidation, including capital, operations, and finance. The consolidation of Cornell University's transit service in to the Tompkins Consolidated Area Transit system has proven a useful role model.

Budget: \$30,000 FTA §5303 [\$37,500 total]

Schedule: Initiated 2008-09; complete by 2nd quarter

2. BC Transit On-Board Survey

An on-board survey was completed in 2007-2008, the first in over twenty years. In order to monitor transit rider demographics and opinions 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: \$15,000 FTA §5303 [\$18,750 total]

Schedule: TBD, pending discussion with University

- 3. 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 monitoring of the extent to which coordination of transportation services is being implemented, including support of an advisory committee that meets quarterly. Staff time includes screening applications for FTA Job Access-Reverse Commute (JARC) and New Freedom funds.
Budget: \$5,000 FTA §5303 [\$6,250 total]
Schedule: Ongoing
- 4. Bus Stop Accessibility Database Development.**
BMTS plans have long identified accessibility to BC Transit bus stops as an important pedestrian safety issue and transit utilization issue. A database of transit stops is incorporated in the BMTS GIS, as is a great deal of pedestrian infrastructure information. A missing piece is the identification of which bus stops have no sidewalk access, or lack proper infrastructure to deploy wheelchair ramps. In addition to safety concerns, an inaccessible bus stop can make a disabled person eligible for paratransit, which is more costly. It is anticipated this task will be completed by an intern.
Budget: \$5,000 FTA §5303 [\$6,250 total]
Schedule: Initiate 2nd quarter
- 5. Corridor Safety Assessments.** BMTS performed its first roadway safety assessment in the Village of Jonson City in 2008, after the completion of a statewide project by the NYS MPO Association to establish appropriate process. It is the intent of this project to perform 4 to 6 assessments in the program year at locations identified by BMTS members.
Budget: \$30,000 FHWA-PL [\$37,500 total]
- 6. Pedestrian and Bicycle Planning: Safe Routes to School.**
This has become an ongoing program. Each year, additional school districts will be added. This task also provides for BMTS' involvement in the SAFETEA-LU Safe Routes to School program, as administered by NYSDOT.
Budget: \$6,000 FHWA PL [\$7,500 total]
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.
Budget: \$12,000 FHWA PL [\$15,000 total]
Schedule: Ongoing, bimonthly meetings
- 8. Linking Planning and Operations: ITS Regional Architecture Maintenance.**
NYSDOT is completing its ITS Statewide Strategic Plan. The recommended actions and strategies in this plan will provide the basis for revisiting the Binghamton ITS Regional Architecture.
Budget: \$7,000 FHWA-PL [\$8,750 total]
Schedule: Ongoing

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: \$40,000 FHWA PL [\$50,000 total]

C. Program Development and Management

1. Transportation Improvement Program.

The 2008-2012 Transportation Improvement was adopted in May, 2007. This task will provide for completion of work on the 2010-2014 TIP, oversight of the current TIP, and processing any TIP amendments during the course of the year.

Budget: \$8,000 FHWA PL, \$2,000 FTA §5303 [\$12,500 total]

Schedule: Ongoing

2. Project Monitoring.

This task provides for oversight of project implementation, and support for quarterly TIP Subcommittee meetings that oversee program management issues.

Budget: \$2,000 FHWA PL [\$2,500 total]

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: \$4,000 FHWA PL, \$1,000 FTA §5303 [\$6,250 total]

Schedule: 2nd 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: \$2,000 FHWA PL [\$2,500 total]

Schedule: Ongoing

D. Special Issue Studies

No Special Issue studies are 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 total]

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: \$10,000 FHWA PL [\$12,500 total]

Schedule: Ongoing; pavement scoring 2nd quarter

3. Transit Monitoring System.

Provides for the development 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: \$10,000 FTA §5303 [\$12,500 total]

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. This program will include a major calibration effort based on household travel data gleaned from the completed Binghamton Regional Household Travel Survey.

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

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 total]

Schedule: Ongoing

F. Program Administration

1. General Administration.

Provides for the performance of 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 MPO Association and the Association of Metropolitan Planning Organizations

Budget: \$50,000 FHWA PL, \$12,907 FTA §5303 [\$78,634 total]

Schedule: Ongoing

2. **Unified Planning Work Program Development.**

Oversee the completion of the 2009-2010 UPWP and the development of the 2010-2011 UPWP.

Budget: \$3,000 FHWA PL, \$1,000 FTA §5303 [\$5,000 total]

Schedule: Primarily 3rd and 4th quarters

3. **Public Participation.**

Fulfill the BMTS Participation Plan. Conduct outreach activities, maintain the BMTS website, use visualization techniques as appropriate. BMTS has created an improved web site, using these techniques as appropriate. Includes purchase of planning visualization software.

Budget: \$12,000 FHWA PL, \$8,000 FTA §5303 [\$25,000 total]

Schedule: Ongoing

Rideshare Program Administration

BMTS has contracted with a vendor, *ecology & environment, inc.*, to develop a web-based rideshare matching program. BMTS staff will provide oversight and program administration.

Budget: \$5,000 FHWA-PL, \$4,000 FTA §5303 [\$11,250 total]

4. **Title VI and Environmental Justice Compliance.**

File necessary reports to comply with Title VI of the Civil Rights Act. Analyze the Transportation Improvement Program with respect to environment justice concerns.

Budget: \$3,000 FTA §5303 [\$3,750 total]

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 2009-2010. BMTS has been successful in drawing down old FTA grants, and only the 2008-2009 grant remains active, in addition to the 2009-2010 grant. The attached table shows the remaining budget status.

These reports represent a forecast of budget and work remaining as of March 31, 2007.

Grant: NY-80-X017

Remaining balance (estimated): \$50,000

Remaining tasks:

- B.1 BC Transit ~ OCC-Transport Consolidation Study
This plan has been initiated and is scheduled for completion in the 2nd quarter.
Budget: \$30,000

- B.3 Coordinated Public Transit-Human Services Transportation Plan
The remaining funds in the grant will be used for the ongoing activities in support of this plan, includes advisory committee meetings.
Budget: \$5,000

- E.3 Transit Monitoring System
The remaining funds in this grant will be used to support this ongoing task to collect transit data.
Budget: \$10,000

- F.1 General Administration
The remaining funds in this grant will be used to support program administration.
Budget: \$5,000

IV. TASKS OF STATEWIDE SIGNIFICANCE

There are 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. Beginning last year, NYSDOT has agreed to support the program with FHWA Statewide Planning & Research 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.

Projects are summarized below, with the budget details on the chart on the following page.

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. A new contract was awarded this year.
Budget: \$230,000 FHWA-PL
MPO Manager: Capital District Transportation Committee
- ♦ **MPO Staff Training:** This ongoing task will provide for training as needs are determined, either through hosting courses of the National Highway Institute and National Transit Institute, or through independent contracts. It may also include a capacity building conference and associated costs for staff and Board members of New York State MPOs to be held as part of an annual meeting of the NYSMPOs.
Budget: \$130,231 FTA MPP
MPO Manager: Genesee Transportation Council
- ♦ **AMPO Dues.** The Association of Metropolitan Planning Organizations provides a discounted dues structure with a single statewide payment. AMPO is a national association providing technical services and advocacy for MPOs.
Budget: \$40,200
MPO Manager: BMTS

NEW PROJECTS – FY 2009-2010 All of these projects have been put in deferred status by the NYSMPOs as a consequence of the FFY 2008 rescission of PL funds.

- ♦ **Project Data System.** To develop a consistent project information and data system (including safety data, project data, and air quality conformity data) that is needed for TIPs, the STIP, safety planning and air quality planning.
Budget: \$92,500 (\$37,500 FHWA-PL, \$42,500 FHWA-SPR, \$3,50 FTA-MPP)

MPO Manager: New York Metropolitan Transportation Council

- ♦ **Mitigation Cost Sharing.** To assist the MPOs by exploring better ways to integrate transportation and land uses through the exploration of mitigation cost sharing possibilities and their application to private development. Traffic impact fees are not enabled in New York, but some communities have used the GEIS as a mechanism for cost sharing of improvements. The project will compile good practice and create a training program.

Budget: \$90,000 (\$45,000 FHWA-PL, \$45,000 FHWA-SPR)

MPO Manager: Capital District Transportation Committee

- ♦ **Software Standardization for Visualization and Desktop Publishing.** Federal planning regulations require MPOs to use the Internet and visualization techniques as part of their public outreach efforts. The purpose of this project is to review available software that can accomplish the objective while recognizing the capacity of MPO staffs. The outcome will include review, recommendation, and purchase of software; and training to enable use.

Budget: \$100,000 (\$50,000 FHWA-PL, \$50,000 FHWA SPR)

MPO Manager: Adirondack Glens Falls Transportation Council and Syracuse Metropolitan Transportation Council

- ♦ **Future Transportation Revenue Sources: Beyond State and Federal.** Traditional revenue sources for project finance are becoming more limited in comparison to system needs. There is increasing interest in public/private finance, innovative bonding techniques, value capture, and other methods. MPOs often know little about finance. This project examine a variety of potential revenue sources, describe legal and institutional needs, and analyze the gaps between way New York's MPOs are currently structured and their ability to implement new finance techniques.

Budget: \$100,000 (\$50,000 FTA MPP, \$50,000 FHWA SPR)

MPO Manager: Greater Buffalo-Niagara Regional Transportation Council

Previously Programmed Projects

- ♦ **Integrating Transportation and Community Design PHASE 2.** Scope: Phase 1 of this project identified numerous examples of good practices in the integration of transportation and community design throughout New York State. This Phase will include training and information sharing on good practices for MPO staffs, local governments, and NYSDOT staff.

Budget: \$82,522 FHWA-PL

MPO Manager: Capital District Transportation Committee

Status: Scope prepared

- ♦ **Transit Supportive Development.** Scope: To investigate how strong connections between transportation, particularly transit services (bus and rail), and planned land use development can be created and carried out within the metropolitan transportation planning framework.

Budget: \$165,000

MPO Manager: New York Metropolitan Transportation Council and Poughkeepsie-Dutchess County Transportation Council

Status: Work in progress, will be completed this year.

- ♦ **Financial Planning for the Regional Transportation Plan:** Because Congress, In SAFETEA-LU-LU, and USDOT in subsequent regulations, have refined and proposed strengthening the fiscal constraint and financial planning requirements related to the periodic update of the long range regional transportation plan, NYSMPO finds it prudent to do a national scan of good practice and create a guide with recommendations for fiscal plan development.
Budget: \$85,000 (\$40,000 FHWA-SPR, \$2,500 FHWA-PL, \$42,500 FTA MPP)
MPO Manager: Ithaca Tompkins County Transportation Council
Status: Work in progress, completion 4th quarter 2008-2009
- ♦ **Technical Services Contract/Speed Data Collection:** This is a pilot project to determine the value in contracting efficiency for services that many of the state's MPOs contract for, such as collection of speed data or survey data.
Budget: \$100,000 (\$50,000 FHWA-PL, \$50,000 FHWA-SPR)
Status: Deferred
- ♦ **NYS MPO Self Assessment:** In looking ahead to the Federal transportation authorization, MPOs may reasonably be asked "what have you accomplished in the 'TEA era' (that period beginning with ISTEA in 1991 and extending through TEA-21 and SAFETEA-LU)"? In an assessment that will be managed with the help of consultant services, each MPO will examine how its planning process and products responded to the flexibility and new rules of ISTEA, and whether the investment outcomes were different.
Budget: \$100,000 (\$50,000 FHWA-PL, \$50,000 FHWA-SPR)
MPO Manager: BMTS
Status: Completion 4th quarter 2008-2009

SHARED COST INITIATIVE STATUS - 2009-2010							
FEDERAL HIGHWAY ADMINISTRATION PROGRAMS							
* No new funds are programmed for 2009-2010							
Task	Program to Date	Total Funding		Funds Expended		Balance Available	
		PL	SPR	PL	SPR	PL	SPR
NYSMPO Assoc staff	\$1,225,000	\$1,225,000	\$0	\$1,033,480	\$0	\$191,520	\$0
Attitudinal Survey	\$105,000	\$105,000	\$0	\$105,000	\$0	\$0	\$0
Transp & Community Design I	\$125,000	\$125,000	\$0	\$121,090	\$0	\$3,910	\$0
Transp & Community Design II	\$100,000	\$100,000	\$0	\$17,478	\$0	\$82,522	\$0
Data Collection	\$51,542	\$51,542	\$0	\$51,542	\$0	\$0	\$0
Tech Services – Speed data	\$50,000	\$50,000	\$0	\$0	\$0	\$50,000	\$0
Travel Behavior Factors	\$100,000	\$100,000	\$0	\$94,197	\$0	\$5,803	\$0
Transit Oriented Development	\$190,000	\$190,000	\$0	\$0	\$0	\$190,000	\$0
CMS Research	\$80,000	\$80,000	\$0	\$79,655	\$0	\$345	\$0
MPO Staff Training	\$102,179	\$102,179	\$42,500	\$102,179	\$12,240	\$0	\$30,260
Improving TIP Implementation	\$75,000	\$75,000	\$0	\$52,696	\$0	\$22,304	\$0
LRTP Financial Planning	\$2,500	\$2,500	\$42,500	\$0	\$0	\$2,500	\$42,500
MPO TEA Era Self Assessment	\$50,000	\$50,000	\$50,000	\$0	\$0	\$50,000	\$50,000
TOTAL >>	\$2,081,221	\$2,338,721	\$135,000	\$1,796,095	\$12,240	\$542,626	\$122,760

SHARED COST INITIATIVE STATUS - 2009-2010							
FEDERAL TRANSIT ADMINISTRATION PROGRAMS							
* No new funds are programmed for 2009-2010							
Task	Program to Date	Total Funding		Funds Expended		Balance Available	
		MPP	SPR	MPP	SPR	MPP	SPR
Long Term Funding Needs	\$149,997	\$149,997	\$0	\$149,997	\$0	\$0	\$0
Applying Technology to Data Collection	\$86,985	\$86,985	\$0	\$86,985	\$0	\$0	\$0
Tech Services – Speed data	\$50,000	\$50,000	\$0	\$0	\$0	\$50,000	\$0
MPO Staff Training	\$354,957	\$354,957	\$0	\$224,726	\$0	\$130,231	\$0
L RTP Financial Planning	\$40,000	\$40,000	\$0	\$0	\$0	\$40,000	\$0
Future Program Revenue Source	\$50,000	\$50,000	\$0	\$0	\$0	\$50,000	\$0
Available for Reprogramming	\$17,500	\$17,500	\$0	\$0	\$0	\$17,500	\$0
TOTAL >>	\$635,126	\$749,439	\$0	\$461,708	\$0	\$287,734	\$0

BINGHAMTON METROPOLITAN TRANSPORTATION STUDY					
2009-2010 UNIFIED PLANNING WORK PROGRAM					
FHWA – PL BUDGET					
AUDITABLE BUDGET					
	ITEM	FEDERAL	LOCAL	STATE	TOTAL
4610	PERSONNEL	255,000	15,938	47,813	318,750
4620	FRINGE BENEFITS	89,000	5,563	16,688	111,250
	TRAVEL	10,000	625	1,875	12,500
	CONTRACTUAL	50,000	3,125	9,375	62,500
4680	INDIRECT COSTS	53,000	3,313	9,938	66,250
	TOTAL	\$407,000	\$25,438	\$76,313	\$508,750
TASK BUDGET					
	ITEM	FEDERAL	LOCAL	STATE	TOTAL
0	ADMINISTRATION	70,000	4,375	13,125	87,500
10	MONITORING	105,000	6,563	19,688	131,250
20	PLAN REAPPRAISAL	110,000	6,875	20,625	137,500
30	SHORT RANGE PLAN	95,000	5,938	17,813	118,750
40	PROJECT PROGRAMMING	27,000	1,688	5,063	33,750
50	SPECIAL STUDIES	0	0	0	0
	TOTAL	\$407,000	\$25,438	\$76,313	\$508,750
STATEWIDE & SHARED COST BUDGET					
	ITEM	FEDERAL	LOCAL	STATE	TOTAL
	AMPO DUES	40,988	0	0	40,988
	TOTAL	\$40,988	\$0	\$0	\$40,988
	GRAND TOTAL	\$447,988	\$25,438	\$76,313	\$549,738

2009-2010 UNIFIED PLANNING WORK PROGRAM

FTA §5303 BUDGET

NY-80-X017 [ROLLOVER]

AUDITABLE BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	31,000	1,938	5,813	38,750
44.20.02	FRINGE BENEFITS	9,000	560	1,690	11,250
44.20.03	TRAVEL	0	0	0	0
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	10,000	625	1,875	12,500
TOTAL		\$50,000	\$3,125	\$9,375	\$62,500

TASK BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	5,000	310	940	6,250
44.23.01	LONG RANGE PLANNING - SYSTEM	10,000	625	1,875	12,500
44.24.00	SHORT RANGE PLAN	35,000	2,190	6,560	43,750
44.25.00	PROJECT PROGRAMMING	0	0	0	0
44.26.88	TRANSPORTATION EQUITY ENVIRONMENTAL JUSTICE	0	0	0	0
44.27.00	PUBLIC PARTICIPATION	0	0	0	0
TOTAL		\$50,000	\$3,125	\$9,375	\$62,500

2009-2010 UNIFIED PLANNING WORK PROGRAM

FTA §5303 BUDGET

NY-80-X018

AUDITABLE BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	52,500	3,281	9,844	65,625
44.20.02	FRINGE BENEFITS	18,350	1,147	3,441	22,938
44.20.03	TRAVEL	2,500	155	470	3,125
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	10,557	660	1,979	13,196
	TOTAL	\$83,907	\$5,244	\$15,733	\$104,844

TASK BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	8,907	557	1,670	11,134
44.23.01	LONG RANGE PLANNING - SYSTEM	35,000	2,190	6,560	43,750
44.24.00	SHORT RANGE PLAN	20,000	1,250	3,750	25,000
44.25.00	PROJECT PROGRAMMING	5,000	310	940	6,250
44.26.88	TRANSPORTATION EQUITY ENVIRONMENTAL JUSTICE	3,000	190	560	3,750
44.27.00	PUBLIC PARTICIPATION	12,000	750	2,250	15,000
	TOTAL	\$83,907	\$5,244	\$15,733	\$104,844

DETAILED TASK BUDGET

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2009-2010 UNIFIED PLANNING WORK PROGRAM**

TASK	FHWA-PL				AGENCY TOTALS								
	Central Staff (\$)	Local Match (IKS)	NYS DOT Match (IKS)	Program Total	Central Staff NY-80-X017	Central Staff NY-80-X018	Total Local Match (IKS)	Total NYS DOT Match (IKS)	Program Total	Central Staff (\$)	Local Match (IKS)	NYS DOT Match (IKS)	Program Total
A. Plan Reappraisal													
1 Long Range Plan Update	110,000	6,875	20,625	137,500	0	35,000	2,188	6,563	43,750	145,000	9,063	27,188	181,250
2 NYS DOT Regional Systems Planning Assistance	100,000	6,250	18,750	125,000	0	35,000	2,188	6,563	43,750	135,000	8,438	25,313	168,750
	10,000	625	1,875	12,500	0	0	0	0	0	10,000	625	1,875	12,500
B. Transportation Systems Management/Plan Implementation													
1 BC Transit OCT Consolidation Study	95,000	5,938	17,813	118,750	35,000	20,000	3,438	10,313	68,750	150,000	9,375	28,125	187,500
2 BC Transit On-Board Survey				0	30,000	0	1,875	5,625	37,500	30,000	1,875	5,625	37,500
3 Coordinated Public Transit-Human Services Plan				0	0	15,000	938	2,813	18,750	15,000	938	2,813	18,750
4 Bus Stop Accessibility Database Development				0	5,000	0	313	938	6,250	5,000	313	938	6,250
5 Corridor Safety Assessments				0	0	5,000	313	938	6,250	5,000	313	938	6,250
6 Safe Routes to School	30,000	1,875	5,625	37,500					0	30,000	1,875	5,625	37,500
7 Pedestrian and Bicycle Advisory Committee	6,000	375	1,125	7,500					0	6,000	375	1,125	7,500
8 ITS Regional Architecture Maintenance	12,000	750	2,250	15,000					0	12,000	750	2,250	15,000
9 Local Traffic Engineering Assistance	7,000	438	1,313	8,750					0	7,000	438	1,313	8,750
	40,000	2,500	7,500	50,000					0	40,000	2,500	7,500	50,000
C. Project Programming & Development													
1 Transportation Improvement Program	27,000	1,688	5,063	33,750	0	5,000	313	938	6,250	32,000	1,625	4,875	32,500
2 Program Monitoring	15,000	938	2,813	18,750		4,000	250	750	5,000	19,000	1,188	3,563	23,750
3 Annual Listing of Project Obligations	2,000	125	375	2,500		0	0	0	0	2,000	125	375	2,500
4 Project Development Assistance	4,000	250	750	5,000		1,000	63	188	1,250	5,000	313	938	6,250
	6,000	375	1,125	7,500		0	0	0	0	6,000	375	1,125	7,500
D. Special Issue Studies													
E. Monitoring and Information Management													
1 Traffic Monitoring System	105,000	6,563	19,688	131,250	10,000	0	625	1,875	12,500	115,000	7,188	21,563	143,750
2 Transportation Infrastructure Management Systems	20,000	1,250	3,750	25,000					0	20,000	1,250	3,750	25,000
3 Transit Monitoring System	10,000	625	1,875	12,500					0	10,000	625	1,875	12,500
4 Binghamton Regional Transportation Model Maintenance				0	10,000	0	625	1,875	12,500	10,000	625	1,875	12,500
5 GIS Development and Utilization	50,000	3,125	9,375	62,500					0	50,000	3,125	9,375	62,500
	25,000	1,563	4,688	31,250					0	25,000	1,563	4,688	31,250
F. Administration													
1 General Administration	70,000	4,375	13,125	87,500	5,000	23,907	1,807	5,420	34,884	98,907	6,182	18,545	123,634
2 UPWP Development	50,000	3,125	9,375	62,500	5,000	7,907	807	2,420	16,134	62,907	3,932	11,795	78,634
3 Public Participation	3,000	188	563	3,750	0	1,000	63	188	1,250	4,000	250	750	5,000
a. Rideshare Program Administration	12,000	750	2,250	15,000	0	8,000	500	1,500	10,000	20,000	1,250	3,750	25,000
4 Title VI/Environmental Justice Compliance	5,000	313	938	6,250	0	4,000	250	750	5,000	9,000	563	1,688	11,250
	0	0	0	0	0	3,000	188	563	3,750	3,000	188	563	3,750
TOTALS	\$407,000	\$25,438	\$76,313	\$508,750	\$50,000	\$83,907	\$8,369	\$25,108	\$167,384	\$40,907	\$33,432	\$101,420	\$675,759

BINGHAMTON METROPOLITAN
TRANSPORTATION STUDY

2009-2010
UNIFIED PLANNING
WORK PROGRAM

CENTRAL STAFF
STAFFING PLAN

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
CENTRAL STAFF**

2009-2010 STAFFING PLAN

A. OVERVIEW

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

As detailed in the UOP:

1. Requirement for Host Agency

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

2. Role of the Host Agency

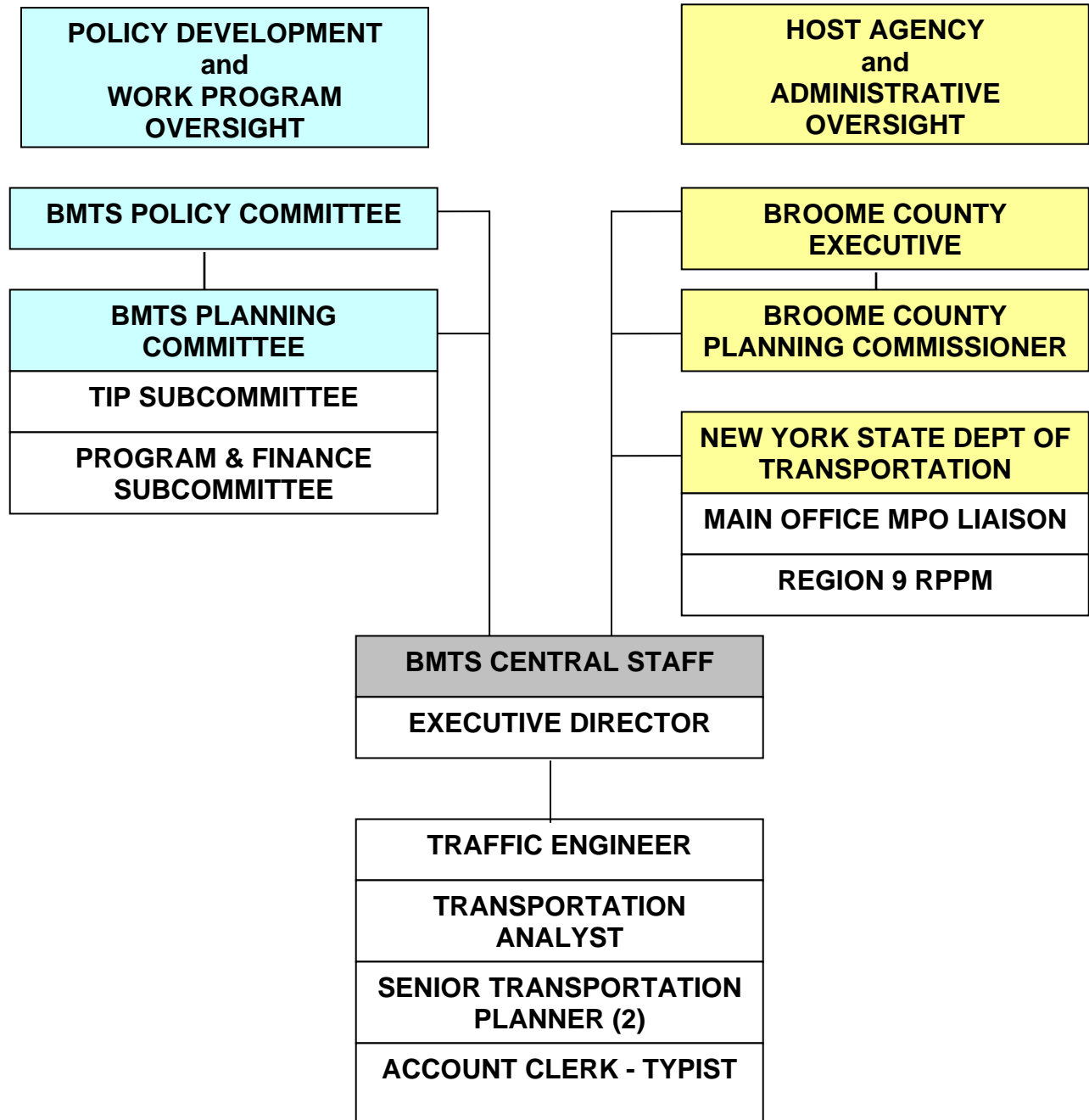
The role of the host agency is important, but strictly circumscribed. The relationship of Central Staff and the host agency shall be an administrative, rather than a reporting one. The primary responsibility of the host agency is to facilitate the accomplishment of that portion of the approved Unified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

BMTS Unified Operations Plan, §II.D

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

BINGHAMTON METROPOLITAN TRANSPORTATION STUDY

ORGANIZATION CHART



B. JOB TITLES AND DESCRIPTIONS

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

Grade: 25 [BAPA] (2009 Salary range: \$64,839 - \$74,710)
(2010 Salary range: \$66,784 - \$76,951)

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

Duties include:

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

Minimum Qualifications:

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

planning, of which at least one must have been in a supervisory capacity; OR

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

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

Grade: 23 [CSEA] (2009 Salary range: \$52,099 - \$63,893)
(2010 Salary range: \$53,662 - \$65,810)

The engineering position requires thorough professional knowledge of traffic engineering.

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

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

Duties include:

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

- ♦ Review of Maintenance and Protection of Traffic Plans for metropolitan area construction projects.
- ♦ Review of consultant prepared traffic impact studies for site development, with objective report to governing municipality.
- ♦ Analysis of traffic signals, signs, pavement markings, and traffic control schemes.
- ♦ Participation in meetings of local governments and the New York State Department of Transportation, advising on matters of traffic engineering, including incident management and intelligent transportation systems.

Minimum Qualifications:

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

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

Grade: 23 [CSEA] (2009 Salary range: \$52,099 - \$63,893)
(2010 Salary range: \$53,662 - \$65,810)

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

Duties include:

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

- ♦ Review of Draft Design Reports and similar project documents prepared by the New York State Department of Transportation concerning traffic forecasts and systemwide impacts.
- ♦ Presentation of findings and recommendations to agency staff and/or officials of local, State, and Federal governments and authorities.

Minimum Qualifications:

MINIMUM QUALIFICATIONS:

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

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

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

(2010 Salary range: \$48,348 - \$56,159)

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-TYPIST [PART-TIME]

Grade: 7 (CSEA) (2009 Salary range: \$23,354 - \$27,061)
(2010 Salary range: \$24,055 - \$27,873)

Primary responsibilities of this position include clerical duties, including maintaining grant and related financial records; typing reports and correspondence produced by Central Staff; 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 or FAMIS accounts on a monthly basis.
- ♦ Preparation of quarterly Federal grant claims for review by Director; submission of approved claims for payment.
- ♦ Preparation of annual Federal grant reconciliation and closeout for review by Director.
- ♦ Preparation of quarterly progress reports for grant agencies.
- ♦ Preparation of correspondence, reports, forms.
- ♦ Maintenance of mailing lists and production of mailing labels.
- ♦ Maintenance of files of all financial records
- ♦ Maintenance of files of BMTS documents
- ♦ Answering telephone and greeting visitors.

Minimum Qualifications:

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

C. FINANCIAL CERTIFICATION

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

Statement of available funds:

FTA §5303	2009-2010 Allocation	\$83,907
	Unexpended balance (est)	\$50,000
	TOTAL §5303 AVAILABLE	\$133,907
FHWA PL	2009-2010 Allocation	\$445,499
	Unprogrammed and Unexpended balance (est)	\$594,547
	TOTAL FHWA-PL AVAILABLE	\$1,040,046
TOTAL FUNDS AVAILABLE FOR PROGRAMMING		\$1,173,953
TOTAL FUNDS PROGRAMMED, 2009-2010 UPWP		\$ 540,907

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