

# **BMTS**

## UNIFIED PLANNING WORK PROGRAM and CENTRAL STAFF STAFFING PLAN



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## 2019 – 2020

*(April 1, 2019 – March 31, 2020)*

*Amended August 14, 2019*

The preparation of this report was funded in part through grants from the Federal Highway Administration (FHWA) Metropolitan Planning Program and from the Federal Transit Administration (FTA) Metropolitan Planning Program. The views expressed herein are solely those of the Binghamton Metropolitan Transportation Study, and do not represent an official position of the FHWA or FTA.

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# 1. INTRODUCTION

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## ***Binghamton Metropolitan Transportation Study (BMTS)***

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 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 are comprised of municipal government officials, representatives of private industry, specialized agencies, and the general public. A more complete description of BMTS can be found in the [Unified Operations Plan](#), which has been updated periodically, most recently amended in 2017.

Current Federal transportation legislation, Fixing America's Surface Transportation Act or "FAST Act", authorizes funding for transportation improvements across the nation. To be eligible to use this funding, metropolitan regions must undertake the metropolitan transportation planning process specified in related federal planning regulations. Under these regulations, metropolitan planning organizations (MPOs) work in cooperation with their states and operators of publicly-owned transit services to annually develop and adopt UPWPs to carry out mandated planning activities.

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## 2. UNIFIED PLANNING WORK PROGRAM

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### ***Unified Planning Work Program (UPWP) Priorities***

BMTS' 2019-2020 Unified Planning Work Program identifies transportation planning activities that will be undertaken that support and further accomplish the goals, objectives and performance measures established in its Long Range Plan, [\*Looking Forward 2040\*](#).

The 2019-2020 UPWP also supports the planning factors set forth in the FAST Act. They provide a framework for transportation planning and development of the MPO Planning area. These factors strive to:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
- (2) Increase the safety of the transportation system for motorized and non-motorized users.
- (3) Increase the security of the transportation system for all users.
- (4) Increase accessibility and mobility options available to people for freight.
- (5) Protect and enhance the environment, promote energy conservation, and improve quality of life.
- (6) Enhance integration and connectivity of the transportation system, across and between modes throughout the state, for people and freight.
- (7) Promote efficient system management and operation.
- (8) Emphasize the preservation of the existing transportation system.
- (9) Improve system resiliency and reliability and reduce or mitigate stormwater impacts on surface transportation.
- (10) Enhance travel and tourism.

In addition, the 2019-2020 UPWP addresses USDOT Planning Emphasis Areas by advancing the implementation of the FAST Act requirements. BMTS will continue to coordinate with NYSDOT and support NYSDOT's targets for performance measures as required under the FAST Act.

BMTS is an active participant in the New York State Association of Metropolitan Planning Organizations (NYSAMPO). NYSAMPO is a coalition of the 14 MPOs in New York State which have committed to working together towards common goals. NYSDOT, FHWA and FTA are also active participants in the Association. Through this organization, several working groups have been developed that work in partnership to share best practices. BMTS staff participates in the following working groups: Bicycle & Pedestrian, Freight, Geographic Information Systems, Modeling, Safety, and Transit.

Task	Economic Vitality	Safety	Security	Accessibility & Mobility	Environment, Energy Conservation & Quality of Life	Integration & Connectivity	System Management and Operation	Preservation	Resiliency & Reliability	Travel & Tourism
A.1 General Administration	-	-	-	-	-	-	-	-	-	-
A.2 Public Participation	-	-	-	-	-	-	-	-	-	-
B.1 Traffic Monitoring System**	A	A	A	A	A	A	A	A	A	A
Transportation Infrastructure Monitoring System		X		X	X			X		
B.2 Geographic Information Systems (GIS)**	A	A	A	A	A	A	A	A	A	A
B.3 Binghamton Regional Travel Model Maintenance**	A	A	A	A	A	A	A	A	A	A
B.4 Long Range Transportation Plan Guidelines/Implementation	X	X	X	X	X	X	X	X	X	X
C.1 Pedestrian and Bicycle Planning	X	X		X	X	X				X
C.2 Services Plan Implementation	X			X	X	X				
C.3 Regional Smart Growth and Sustainability Planning	X			X	X	X			X	
C.4 NYSDOT Regional Planning Assistance							X			
C.5 Hooper Road Corridor Study Assistance	X	X		X			X			
D.1 NYS MPO Working Groups	A	A	A	A	A	A	A	A	A	A
D.2 Road Safety Assessments		X		X						
D.3 ITS Regional Architecture Update/Maintenance		X	X			X	X		X	X
D.4 Transit Planning Assistance	X			X	X	X				
D.5 Transportation Planning Assistance	X	X	X		X	X			X	
D.6 Transportation Improvement Program	X	X		X	X	X	X	X	X	X
E.1 Project Development Assistance		X		X			X	X		

Relationship between 2019-2020 UPWP

\*\*A – Supports all tasks

## **UPWP Revenues**

As stated above, the Unified Planning Work Program identifies the transportation planning activities that are to be undertaken in the BMTS metropolitan planning area during SFY 2019-2020. It also details the administrative activities that are necessary for the completion of those planning tasks. The intent of developing a comprehensive work program is to ensure 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 with Broome County and supervised by Central Staff. Broome County GIS Planning Staff will be utilized for some activities as needed. This is noted in the budget table. 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.

## **Organization**

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 in *Fixing America's Surface Transportation (FAST) Act (P.L.114-94)*
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 relevant to transportation as they emerge.
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 are 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 ensure 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. Program Administration**

This category includes general administration, UPWP development and maintenance, and public participation. Funding is also included to allow staff to participate in professional organizations and attend various workshops and conferences to keep informed and up to date on federal legislation and requirements.

**2. Transportation Systems Management and Plan Implementation**

This category includes data collection and analysis for use for our traffic count program, pavement monitoring system, and transit database. This category also includes Geographic Information Systems (GIS) activities and the maintenance and development of the Binghamton Regional Travel Model.

**3. Long Range Transportation Planning**

The tasks under this category include activities that support the development and revision of the Long Range Transportation Plan (LRTP) and the implementation of projects to help accomplish its goals and objectives. Most tasks are either annual/ongoing activities or projects that tend to take longer to complete.

**4. Short Range Planning/Special Issue Studies**

This category contains projects that can be completed in a shorter timeframe.

**5. Project Programming and Development**

The tasks under this category allow for the development and administration of the Transportation Improvement Program (TIP). Assistance to local municipalities for project development is also included in this category.

## ***Public Participation***

Federal law for the past two decades has placed a great emphasis on involving the public in the development of transportation plans and programs, and decisions about priorities of transportation investment.

BMTS' Public Participation Plan stipulates a 30-day public review period for the development of the UPWP. The draft UPWP was posted on BMTS' website and sent electronically to all of BMTS' Planning and Policy Committee members on January 28<sup>th</sup> for review.

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## 3. 2019 – 2020 UPWP TASKS

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

### **A. PROGRAM SUPPORT AND 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.
  - Oversee the completion of the 2019-2020 UPWP and the development of the 2020-2021 UPWP.
  - 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: \$166,250 FHWA PL [\$201,250]; \$8,750 FTA \$5303 [\$10,938]
    - Schedule: Ongoing, development of 2020 -2021 UPWP will take place during the 3<sup>rd</sup> (Oct. - Dec.) and 4<sup>th</sup> (Jan. - March) quarters.
2. **Public Participation.** Fulfill the BMTS Participation Plan. Conduct outreach activities and use visualization techniques as appropriate. This task also includes maintenance of the BMTS website and Facebook pages. BMTS will continue to improve outreach efforts using social networking opportunities as appropriate.
  - Budget: \$2,615 FHWA PL [\$3,166], \$137 FTA \$5303 [\$171]
  - Schedule: Ongoing

### **B. 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. This task also includes an adaptive signal study to determine if any corridors within the BMTS Planning Area would be a suitable for adaptive signal technology.
  - Budget: \$115,000 FHWA PL [\$139,211]
  - Schedule: Ongoing, primary data collection will take place during the 1<sup>st</sup> (April - June) and 3<sup>rd</sup> (Oct. - Dec.) quarters. Adaptive signal study will begin during the 3<sup>rd</sup> quarter.
2. **Transportation Infrastructure Management System.** Provides for collection and analysis of pavement sufficiency data, including visual scoring of non-State Federal aid eligible 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. This task has been reduced in scope from previous years due to NYSDOT now undertaking the analysis of pavement on non -State Federal aid eligible roadways and providing it to the MPOs.
  - Budget: \$6,000 FHWA PL [\$7,263]
  - Schedule: Ongoing

3. **GIS Development.** Provides for the development of transportation related applications within the BMTS GIS platform, including the maintenance of existing BMTS GIS databases, and the development of new GIS files and applications as additional data is collected by staff or becomes available from other sources. In turn, this GIS data is used as a tool for geospatial analysis to assist in the completion of other UPWP tasks. Additionally, staff provides similar GIS assistance to local municipalities for their transportation planning related projects.
  - Budget: \$71,250 FHWA PL [\$86,250], \$3,750 FTA §5303 [\$4,688]
  - Schedule: Ongoing
  
4. **Binghamton Regional Travel Model Maintenance.** Provides ongoing maintenance of the model, including updating with new land use, demographic, or transportation data. Staff will continue to update of the Travel Model to include the entire area of Broome and Tioga Counties and add new procedures to the current model.
  - Budget: \$32,485 FHWA PL [\$39,324]
  - Schedule: Ongoing

### **C. LONG RANGE TRANSPORTATION PLANNING**

1. **Long Range Transportation Plan.** (Carryover project) The current BMTS long range transportation plan, *Looking Forward 2040*, was adopted in September 2015. Federal law requires updates on a five-year cycle. To meet the September 2020 deadline, work on the plan update began during the previous program year (2018-2019). A consultant was selected and will be working through this program year to update the plan.
  - Budget: \$250,000 (consultant), \$76,000 (staff) FHWA-PL [\$ 394,632]  
\$4,000 (staff) FTA §5303 [\$5,000]
  - Schedule: Ongoing during the 2019-2020 UPWP, with completion during the 2<sup>nd</sup> (July – Sept.) quarter of the 2020-2021 UPWP.
  
2. **Complete Street Policy and Design Guidelines.** BMTS adopted a Complete Streets Policy in 2016. BMTS will continue to educate, as well as assist local municipalities in developing and implementing Complete Streets Policies. The goal of these initiatives is to provide a seamless transportation system for all users regardless of age, mobility or mode of transportation. In order to provide a consistent traveling experience, municipalities are encouraged to adopt similar policies to guide design decisions when undertaking a new construction, reconstruction, paving or pavement striping project by adding multi-modal treatments such as bike lanes, sharrows, sidewalks, or shoulders. BMTS staff will also work with Region 9 Planning staff and Region 9 Traffic & Safety staff.
  - Budget: \$8,000 FHWA PL [\$9,684]
  - Schedule: Ongoing
  
3. **Pedestrian and Bicycle Planning.** BMTS staff facilitates and promotes local efforts to develop and implement bicycle and pedestrian activities and promote increased mobility. Continue to provide assistance to NYSDOT and local governments in trail development efforts as indicated in the BMTS Greenway Study. Continue to staff the Bicycle and Pedestrian Advisory Committee. This committee meets monthly to provide input and review BMTS plans and programs, and capital project designs. Safe Routes to School is an ongoing program to work with local school districts to develop Safe Routes programs. The Safe Routes to School funding is now part of the

Transportation Alternatives funding. BMTS will work with the Broome and Tioga County Health Departments and local school districts as requested. This task includes the initiation of a feasibility study for a segment of the Two Rivers Greenway and a multimodal trail in the village and town of Windsor.

➤ Budget: \$212,598 FHWA PL [\$257,355]

➤ Schedule: Ongoing, monthly meetings. The Two Rivers Greenway trail segment feasibility study will be initiated during the 2<sup>nd</sup> quarter and the Windsor trail feasibility study will be initiated during the 4<sup>th</sup> quarter.

- 4. Coordinated Public Transit-Human Services Plan/Implementation.** The Coordinated Transportation Plan was completed in March of 2007, updated in 2013 and most recently updated in December of 2018. Staff will also continue working to determine if there is a cost savings that can be realized by the current transportation providers sharing of 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 Section 5310 funds and evaluating use of Section 5307 and 5311 funds in relation to the Coordinated Transportation Plan recommendations. BMTS will also participate on a Mobility Management Planning Team to plan and carry out the Mobility Management Program.

➤ Budget: \$22,372 FTA §5303 [\$27,965]

➤ Schedule: Ongoing, bimonthly meetings

- 5. Regional Smart Growth and Sustainability Planning.** Assist local municipalities with implementing projects and activities that help accomplish the sustainability goals and objectives in the long range plan, Looking Forward 2040. BMTS staff created a green infrastructure best practices pamphlet in December of 2018, and will help guide local municipalities on how to best incorporate green infrastructure into their transportation projects.

➤ Budget: \$6,000 FHWA-PL [\$7,263]

➤ Schedule: Ongoing

- 6. 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 [\$6,053]

➤ Schedule: Ongoing

- 7. Hooper Road Corridor Study.** (Carryover project) The objective of this corridor study is to develop an overall plan for Hooper Road in the Town of Union, focused on multimodal operations, safety improvements, and system performance. Capital projects, operating strategies, and design elements will be identified. Potential traffic impacts of a new river crossing to the town of Vestal will also be investigated.

➤ Budget: \$10,000 FHWA-PL [\$12,105]

➤ Schedule: Study 50% complete. Anticipated completion during 2<sup>nd</sup> (July - Sept.) quarter.

## **D. PLAN IMPLEMENTATION AND TRANSPORTATION SYSTEM MANAGEMENT**

- 1. 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. This task will also include the completion of the *Isbell Street Traffic/Pedestrian Safety Study*. BMTS has analyzed traffic patterns and has identified safety issues along Isbell Street in the city of Binghamton. Improvements to traffic circulation, delivery access, and pedestrian accommodations will all be investigated, and recommendations will be made.

  - Budget: \$60,000 FHWA PL [\$72,632]
  - Schedule: Ongoing as requested, expected completion of Isbell St. study during 2<sup>nd</sup> (July - Sept.) quarter.
- 2. NYS MPO Working Groups.** BMTS staff is represented on NYS working groups for safety, GIS, modeling, freight, 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 role with these groups through the NYSAMPO association.

  - Budget: \$10,000 FHWA PL [\$12,105]
  - Schedule: Ongoing
- 3. Road Safety Assessments.** Performance of roadway safety assessments on arterial streets in the region provides beneficial information to municipal owners on potential safety improvements. It is the intent of this task to perform 1 to 2 assessments in the program year at locations identified by BMTS members. In addition, BMTS staff will identify locations for safety assessments based on high accident locations that have been calculated on the local road system.

  - Budget: \$5,000 FHWA-PL [\$6,053]
  - Schedule: Ongoing as requested
- 4. ITS Regional Architecture Maintenance.** Plan will be updated as conditions change, and deployments occur.

  - Budget: \$1,702 FHWA-PL [\$2,060]
  - Schedule: As needed
- 5. Transit Planning Assistance.** BMTS Staff will provide assistance to BC Transit with planning tasks where BMTS Central Staff's expertise can be beneficial. BMTS will conduct a rider satisfaction survey and will also conduct a bus stop improvement plan and sign design guide for BC Transit.

  - Budget: \$60,000 FHWA-PL [\$72,632], \$85,000 FTA §5303 [\$106,250]
  - Schedule: Ongoing as requested, the bus stop improvement plan will be initiated during the 3<sup>rd</sup> (October - December) quarter. The rider satisfaction survey will also be initiated during the 3<sup>rd</sup> quarter.
- 6. Transportation Planning Assistance.** BMTS Staff will provide assistance to local municipalities with planning tasks/studies where BMTS Central Staff's expertise can be beneficial. This task will include a corridor study for Route 26 in the Town of Maine that will make recommendations for bicycle and pedestrian improvements.

This task will also include a traffic calming study for a corridor in the city of Binghamton.

- Budget: \$79,013 FHWA-PL [\$95,647]
- Schedule: Ongoing as requested. Route 26 study will begin during the 2<sup>nd</sup> quarter (July - September) quarter with completion during 3<sup>rd</sup> (Oct. - Dec.) quarter. The traffic calming study will begin during the 2<sup>nd</sup> quarter (July - September).

## **E. PROGRAM DEVELOPMENT AND MANAGEMENT**

- 1. Transportation Improvement Program.** The 2017-2021 Transportation Improvement Program was adopted in June 2016. This task will provide for oversight and monitoring of the current TIP and processing of any TIP amendments during the 1<sup>st</sup> and 2<sup>nd</sup> quarters. This task will also provide for the development of the 2020-2024 TIP and its adoption in June 2019 (carryover project). During the 3<sup>rd</sup> and 4<sup>th</sup> quarters, this task will include the monitoring of the 2020-2024 TIP and processing of any TIP amendments during the course of the year, including support for quarterly TIP Subcommittee meetings that oversee program management issues. The creation of the Annual Listing of Obligated Projects is also included under this task as required by federal legislation.
  - Budget: \$23,158 FHWA PL [\$28,034], \$1,218 FTA §5303 [\$1,523]
  - Schedule: Ongoing, development of the 2020-2024 TIP complete during 1<sup>st</sup> (April - June) quarter, annual list 3<sup>rd</sup> (Oct. - Dec.) quarter.
  
- 2. 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: \$12,000 FHWA PL [\$14,526]
  - Schedule: Ongoing

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

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The Federal Transit Administration grants provide funding for the tasks specified in the UPWP and remain active until all the work is completed and the funds expended, even if doing so extends into subsequent years. 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 2019-2020.

The report below represents a forecast of remaining balances and work to be completed beginning April 1, 2019.

**Grant: NY-80-0028 - \$43,000 remaining**

- A.1 General Administration.  
\$8,000 will be reprogrammed for this task.
  
- C.1 Long Range Transportation Plan.  
\$4,000 will be reprogrammed for this task
  
- C.4 Coordinated Public Transit/Human Services Plan Implementation  
\$22,372 will be reprogrammed for this task
  
- D.5 Transit Planning Assistance.  
\$7,410 will be reprogrammed for this task
  
- E.1 Transportation Improvement Program  
\$1,218 will be reprogrammed for this task

## V. 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.

SPR #	Project Title	Begin/Projected End Date	SPR Funding	Short Description
<b>C-10-54</b>	National Household Travel Survey (NHTS), Census Transportation Planning Program (CTPP), Intercity Travel (ATS) and Travel Patterns for NYS	Sept 2017 - Sept 2023	\$6,500,000	The goal of this project is to provide research and analysis of national data sets to highlight New York State data.
<b>C-13-57</b>	Highway Oversize/Overweight Credentialing System (HOOCS)	Jan 2015 - Sept 2021	\$5,000,000	The goal is to implement a Commercial Off-the-Shelf (COTS) HOOCS software solution and obtain the accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements.
<b>C-14-53</b>	Program & Project Management Software and Training	Aug 2014 - May 2019	\$1,850,000	The goal of this project is to provide support services for the ongoing configuration and implementation of a Department-wide enhanced and improved enterprise level program and project management system to facilitate improvements to the capital program delivery.
<b>C-14-61</b>	Technical Support for Use of National Performance Management Research Data (NPMRDS)	Jan 2015 - Sept 2019	\$884,068	The goal of this project is to develop and make accessible to NYSDOT and partner planning agencies a hosted National Performance Management Research Data Set (NPMRDS) geodatabase and analytic framework for performance analysis and visualization of congestion, mobility and reliability.
<b>C-14-63</b>	Short Count Traffic Count Program (2015-2019)	Aug 2015 - Sep 2020	\$7,650,308	The project goal is to provide for the collection of traffic data in NYSDOT Regions 1 through 11 (divided into Zones). This will be achieved by contracting for the collection of that data.

<b>C-15-52</b>	Statewide Planning, Policy & Technical Research Tasks in Support of ATDM (Active Transportation Demand Management)	Aug 2015 - June 2019	\$3,000,000	This project will progress and support specific task-order based assignments related to planning, policy, technical assistance, and research needs that may be inter-regional, or statewide in scope and aim to reduce congestion, energy consumption, greenhouse gas emissions, improve mobility, increase transportation efficiency through multimodal measures, and promote or foster a sustainable transportation system.
<b>C-15-54</b>	Bus Safety Inspection System (BusNET)	Sept 2015 - Oct 2019	\$2,000,000	The goal of this project is to replace the existing 25+ year old mainframe with a new modern server-based IT system.
<b>C-16-51</b>	Continuous Count Traffic Count Program Zone 1	Dec 2016 - June 2021	\$2,525,000	This initiative is the Continuous Count (CC) Traffic Count Program for Zone 1 with full performance-based maintenance and upgrade services in Zone 1 to provide better coverage, distribution, and differentiation by functional classification of roadway, geographic area, and seasonality of traffic patterns.
<b>C-16-52</b>	Continuous Count Traffic Count Program Zone 2	Feb 2017 - June 2021	\$2,225,000	This initiative is the Continuous Count (CC) Traffic Count Program for Zone 2 with full performance based maintenance and upgrade services in Zone 2 to provide better coverage, distribution, and differentiation by functional classification of roadway, geographic area, and seasonality of traffic patterns.
<b>C-17-52</b>	Improvement of Safety Management System Planning and Implementation	Nov 2017 - Nov 2019	\$3,500,000	The goal of this project is to assess the Department's safety analysis methods and safety programs and implement new strategies using updated technologies and enterprise platforms.
<b>C-17-53</b>	Pavement Condition Data Collection Services	Feb 2018 - Dec 2024	\$20,500,000	The goal of this project is to collect pavement condition data as necessary to comply with annual state and federal requirements and NYS DOT pavement management practices and to develop and maintain a system by which to track location, dimension and condition of other highway related assets
<b>C-17-56</b>	Statewide Coordination of Metropolitan Planning Programs	Apr 2019 - Mar 2020	\$100,000	The goal of this project is to support and maintain the ongoing coordination of the metropolitan planning programs in NYS for statewide benefit; the ongoing collaboration of the fourteen (14) metropolitan planning organizations (MPOs); and the on-going coordination of metropolitan and statewide planning programs.

<b>C-18-51</b>	Statewide Analysis of All Horizontal Curves and Associated Curve Warning Signs	Sept 2018 - Sept 2019	\$2,000,000	The goal of this project is to determine sign changes required to meet 2009 Manual of Uniform Traffic Control Devices (MUTCD) requirements. The objective is to hire a consultant to collect information required to inform the design and construction steps necessary to bring horizontal curve warning signs into compliance with the 2009 MUTCD. These sign changes are expected to reduce accidents within horizontal curves on the New York State (NYS) highway system.
<b>C-18-53</b>	Probe Data: Floating Car (GPS-based)	Aug 2018 - Aug 2019	\$337,500	The goal of this project is to purchase floating car probe data to establish performance targets to assess travel reliability, congestion and emissions, and to perform other analyses and visualizations of road performance for both passenger cars and trucks. This data will be utilized by the Department and its fourteen-partner Metropolitan Planning Organizations (MPOs). Currently, the Federal Highway Administration provides (no fee) floating car probe data collected by INRIX as a single, consistent source of data for all states to utilize.
<b>C-18-54</b>	Statewide Small Culvert Inventory & Inspection System Improvements	Jan 2019 - May 2022	\$4,000,000	The goal of this project is to expand the number of small culverts contained within the Department's AgileAssets Maintenance Management System (MMS) to create a complete statewide inventory and inspection of small culverts. The consultant will go into the field to locate small culverts and collect data related to physical attributes and inventory and inspection information.

There are also transportation planning and research tasks that can benefit many or all the metropolitan planning organizations in New York State. The fourteen 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 Planning 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.

## ONGOING PROJECTS:

- **NYSAMPO Staff Support**

Objective: Provide administrative and technical support for NYSAMPO efforts, including working groups.

Cost: \$250,000 (\$150,000 FHWA PL and \$100,000 NYSDOT SPR)

Lead Agency: Capital District Transportation Committee

- **NYSAMPO Staff Training**

Objective: Provide relevant training and professional development opportunities for the staffs and member agencies of MPOs.

Cost: \$92,513 FHWA PL and \$11,096 FTA MPP/\$2,774 NYSDOT IKS

Lead Agency: Genesee Transportation Council

- **AMPO Dues**

Objective: Ensure that MPOs are aware of and considered in the development of national transportation policy.

Cost: \$41,292 FHWA PL

Lead Agency: Binghamton Metropolitan Transportation Study

TASK	BINGHAMTON METROPOLITAN TRANSPORTATION STUDY 2019-2020 UNIFIED PLANNING WORK PROGRAM														
	FHWA-PL				FTA								AGENCY TOTALS		
	Central Staff (\$)	Local Match (IKS)	NYS DOT Match (IKS)	Program Total	Central Staff NY-80-X028	Local Match (IKS)	NYS DOT Match (IKS)	Central Staff NY-80-X029	Local Match (IKS)	NYS DOT Match (IKS)	Program Total	Central Staff (\$)	Local Match (IKS)	NYS DOT Match (IKS)	Program Total
<b>A. Administration</b>	<b>168,865</b>	<b>8,888</b>	<b>26,663</b>	<b>204,416</b>	<b>8,000</b>	<b>500</b>	<b>1,500</b>	<b>887</b>	<b>55</b>	<b>166</b>	<b>11,109</b>	<b>177,752</b>	<b>9,443</b>	<b>28,329</b>	<b>215,524</b>
1 General Administration	166,250	8,750	26,250	201,250	8,000	500	1,500	750	47	141	10,938	175,000	9,297	27,891	212,188
2 Public Participation	2,615	138	413	3,166				137	9	26	171	2,752	146	439	3,337
<b>B. Transportation Systems Monitoring and Information Mgmt.</b>	<b>224,735</b>	<b>11,828</b>	<b>35,484</b>	<b>272,048</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>234</b>	<b>703</b>	<b>4,688</b>	<b>228,485</b>	<b>12,063</b>	<b>36,188</b>	<b>276,735</b>
1 Traffic Monitoring System	115,000	6,053	18,158	139,211							0	115,000	6,053	18,158	139,211
2 Transportation Infrastructure Monitoring System	6,000	316	947	7,263							0	6,000	316	947	7,263
3 Geographic Information Systems (GIS)	71,250	3,750	11,250	86,250				3,750	234	703	4,688	75,000	3,984	11,953	90,938
4 Binghamton Regional Travel Model Maintenance	32,485	1,710	5,129	39,324							0	32,485	1,710	5,129	39,324
<b>C. Long Range Transportation Planning</b>	<b>567,598</b>	<b>29,874</b>	<b>89,621</b>	<b>687,092</b>	<b>26,372</b>	<b>1,648</b>	<b>4,945</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,965</b>	<b>593,970</b>	<b>31,522</b>	<b>94,565</b>	<b>720,057</b>
1 Long Range Transportation Plan	326,000	17,158	51,474	394,632	4,000	250	750				5,000	330,000	17,408	52,224	399,632
2 Complete Street Policy Guidelines/Implementation	8,000	421	1,263	9,684							0	8,000	421	1,263	9,684
3 Pedestrian and Bicycle Planning	212,598	11,189	33,568	257,355							0	212,598	11,189	33,568	257,355
4 Coord. Public Transit/Human Services Plan Implemmentation				0	22,372	1,398	4,195				27,965	22,372	1,398	4,195	27,965
5 Regional Smart Growth and Sustainability Planning	6,000	316	947	7,263							0	6,000	316	947	7,263
6 NYSDOT Regional Planning Assistance	5,000	263	789	6,053							0	5,000	263	789	6,053
7 Hooper Road Corridor Study	10,000	526	1,579	12,105							0	10,000	526	1,579	12,105
<b>D. Short Range Planning/Special Issue Studies</b>	<b>215,715</b>	<b>11,353</b>	<b>34,060</b>	<b>261,129</b>	<b>7,410</b>	<b>463</b>	<b>1,389</b>	<b>77,590</b>	<b>4,849</b>	<b>14,548</b>	<b>106,250</b>	<b>300,715</b>	<b>16,666</b>	<b>49,998</b>	<b>367,379</b>
1 Local Traffic Engineering Assistance	60,000	3,158	9,474	72,632							0	60,000	3,158	9,474	72,632
2 NYS MPO Working Groups	10,000	526	1,579	12,105							0	10,000	526	1,579	12,105
3 Road Safety Assessments	5,000	263	789	6,053							0	5,000	263	789	6,053
4 ITS Regional Architecture Update/Maintenance	1,702	90	269	2,060							0	1,702	90	269	2,060
5 Transit Planning Assistance	60,000	3,158	9,474	72,632	7,410	463	1,389	77,590	4,849	14,548	106,250	145,000	8,470	25,411	178,882
6 Transportation Planning Assistance	79,013	4,159	95,647	178,819							0	79,013	4,159	95,647	178,819
<b>E. Project Programming and Development</b>	<b>35,158</b>	<b>1,850</b>	<b>5,551</b>	<b>42,560</b>	<b>1,218</b>	<b>76</b>	<b>228</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,523</b>	<b>36,377</b>	<b>1,927</b>	<b>5,780</b>	<b>44,083</b>
1 Transportation Improvement Program	23,158	1,219	3,657	28,034	1,218	76	228				1,523	24,377	1,295	3,885	29,557
2 Project Development Assistance	12,000	632	1,895	14,526							0	12,000	632	1,895	14,526
<b>TOTALS</b>	<b>\$1,212,071</b>	<b>\$63,793</b>	<b>\$191,380</b>	<b>\$1,467,244</b>	<b>\$43,000</b>	<b>\$2,688</b>	<b>\$8,063</b>	<b>\$82,227</b>	<b>\$5,139</b>	<b>\$15,418</b>	<b>\$156,534</b>	<b>1,337,299</b>	<b>71,620</b>	<b>214,860</b>	<b>1,623,779</b>

# BINGHAMTON METROPOLITAN TRANSPORTATION STUDY 2019-2020 UNIFIED PLANNING WORK PROGRAM

## FHWA PL BUDGET

### AUDITABLE BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
4610	PERSONNEL	369,918	19,469	0	389,387
4620	FRINGE BENEFITS	156,956	8,261	0	165,217
4660	CONTRACTUAL	618,723	32,564	0	651,287
4680	INDIRECT COSTS	66,474	3,499	0	69,973
	TOLL CREDITS			191,380	191,380
	<b>TOTAL</b>	<b>\$1,212,071</b>	<b>\$63,793</b>	<b>\$191,380</b>	<b>\$1,467,244</b>

### TASK BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
0	ADMINISTRATION	168,865	8,888	0	177,753
10	MONITORING	224,735	11,828	0	236,563
	a. Central Staff	214,735			
	b. Broome County Planning Staff	10,000			
20	LONG RANGE PLANNING	567,598	29,874	0	597,472
30	SHORT RANGE PLANNING	215,715	11,353	0	227,068
40	PROJECT PROGRAMMING	35,158	1,850	0	37,008
	TOLL CREDITS			191,380	191,380
	<b>TOTAL</b>	<b>1,212,071</b>	<b>\$63,793</b>	<b>\$191,380</b>	<b>\$1,467,244</b>

### STATEWIDE & SHARED COST BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
	AMPO DUES	41,292	0	8,258	49,550
	<b>TOTAL</b>	<b>\$41,292</b>	<b>\$0</b>	<b>\$8,258</b>	<b>\$49,550</b>

<b>FEDERAL</b>	<b>\$1,253,363</b>
<b>STATE</b>	<b>\$199,638</b>
<b>LOCAL</b>	<b>\$63,793</b>
<b>TOTAL</b>	<b>\$1,516,794</b>

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2019-2020 UNIFIED PLANNING WORK PROGRAM**

**FTA SECTION 5303 BUDGET  
NY-80-0028 (ROLLOVER)**

**AUDITABLE BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	26,808	1,676	5,027	33,510
44.20.02	FRINGE BENEFITS	11,374	711	2,133	14,218
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	4,818	301	903	6,023
<b>TOTAL</b>		<b>\$43,000</b>	<b>\$2,688</b>	<b>\$8,063</b>	<b>\$53,750</b>

**TASK BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	8,000	500	1,500	10,000
44.23.00	LONG RANGE PLANNING	4,000	250	750	5,000
44.24.00	SHORT RANGE PLANNING	7,410	463	1,389	9,263
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	1,218	76	228	1,523
44.26.12	PLANNING EMPHASIS AREA: COORDINATION OF NON_EMERGENCY HUMAN SERVICE TRANSPORTATION	22,372	1,398	4,195	27,965
<b>TOTAL</b>		<b>\$43,000</b>	<b>\$2,688</b>	<b>\$8,063</b>	<b>\$53,750</b>

<b>FEDERAL</b>	<b>\$43,000</b>
<b>STATE</b>	<b>\$8,063</b>
<b>LOCAL</b>	<b>\$2,688</b>
<b>TOTAL</b>	<b>\$53,750</b>

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
2019-2020 UNIFIED PLANNING WORK PROGRAM**

**FTA SECTION 5303 BUDGET**

**NY-80-0029 (NEW)**

**AUDITABLE BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	4,506	3,204	5,151	12,861
44.20.02	FRINGE BENEFITS	1,911	1,359	3,984	7,254
44.20.06	CONTRACTUAL	75,000			75,000
44.20.08	INDIRECT COSTS	810	576	6,282	7,668
<b>TOTAL</b>		<b>\$82,227</b>	<b>\$5,139</b>	<b>\$15,418</b>	<b>\$102,784</b>

**TASK BUDGET**

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	887	55	166	1,109
44.23.00	LONG RANGE PLANNING	0	0	0	0
44.24.00	SHORT RANGE PLANNING	81,340	5,084	15,251	101,675
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	0	0	0	0
44.26.12	PLANNING EMPHASIS AREA: COORDINATION OF NON_EMERGENCY HUMAN SERVICE TRANSPORTATION	0	0	0	0
<b>TOTAL</b>		<b>\$82,227</b>	<b>\$5,139</b>	<b>\$15,418</b>	<b>\$102,784</b>

<b>FEDERAL</b>	<b>\$82,227</b>
<b>STATE</b>	<b>\$15,418</b>
<b>LOCAL</b>	<b>\$5,139</b>
<b>TOTAL</b>	<b>\$102,784</b>



2019-2020

April 1, 2019 – March 31, 2020

Central Staff  
Staffing Plan

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY  
CENTRAL STAFF**

2019-2020 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.

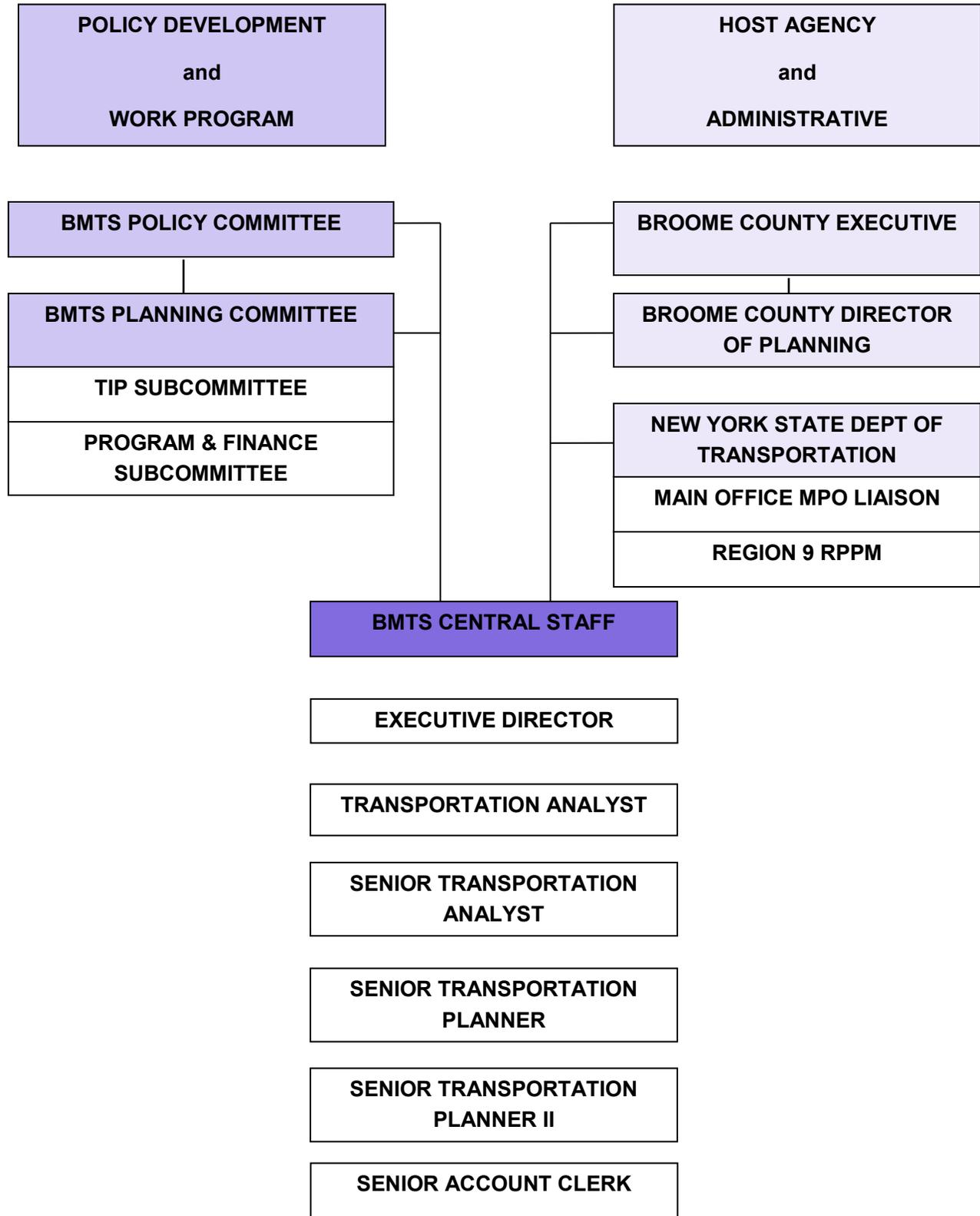
2. Role of the Host Agency

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 chart on the following page.

# Binghamton Metropolitan Transportation Study Organizational Chart



## B. JOB TITLES AND DESCRIPTIONS

### TITLE: EXECUTIVE DIRECTOR OF BMTS CENTRAL STAFF

[DIRECTOR OF TRANSPORTATION PLANNING]

Grade: 26 [BAPA] (2019/2020 Salary Range: \$ 71,043 – \$78,437)

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 Senior Account Clerk. 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 ensure 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: TRANSPORTATION ANALYST** [1 position]

Grade: 19 [CSEA] (2019/2020 Salary range: \$ 44,195 - \$48,794)

This position involves collecting and analyzing transportation and land use data. This position is also responsible for the analysis of traffic operations for existing and proposed roads, streets, and highways. This position may assist in the development, maintenance, and operation of computer models necessary for the performance of BMTS metropolitan transportation plans, including travel demand/traffic forecasting modeling, geographic information systems, and economic analysis. The work is performed under the administrative supervision of the Executive Director of BMTS Central Staff and other Senior 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.
- ♦ Assist in the 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.
- ♦ Preparation of corridor and subarea studies, including analysis of congestion, travel demand management strategies, mode splits, and recommendations for corrective actions.
- ♦ Assist in the development, maintenance, and operation of a geographic information system that is compatible with the Binghamton Regional Traffic Model; Analyze accident statistics and recommend remedial measures;
- ♦ Analyze data to find means to improve transportation safety and minimize environmental impact
- ♦ Prepare traffic or usage estimates for proposed projects;
- ♦ 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:

- ♦ Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in transportation planning, transportation engineering, urban planning, geography, or closely related field which shall have involved 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 transportation planning, transportation engineering, urban planning, economics, geography, statistics or closely related field and one year of experience in transportation planning which shall have involved 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 ANALYST [1 position]**

Grade: 24 [CSEA] (2019/2020 Salary range: \$ 57,090 - \$63,032)

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 modeling, geographic information systems, and economic analysis. The work is performed under the administrative supervision of the Executive Director of BMTS Central Staff. This position may oversee the work of subordinate 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:

- ♦ Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master'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 transportation planning, transportation engineering, urban planning, economics, geography, statistics or closely related field and four 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 [ 1 position]**  
Grade: 21 [CSEA] (2019/2020 Salary Range: \$48,931- \$54,024)

This position is responsible for much of the primary planning functions of BMTS, especially those across the range of modes of transportation. The position develops plans for transit, freight, bicycle, and pedestrian movement. The position also leads corridor and subarea studies, utilizing the expertise of the traffic engineer and senior transportation analyst, and is a participant 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 in the NYSDOT Region 9 Site Impact Review Committee.
- ♦ Participation, with staff of the Broome County Department of Public Transportation 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.
- ♦ 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; OR
- ♦ An equivalent combination of training and experience as defined by the limits of A) and B) above.

**TITLE: SENIOR TRANSPORTATION PLANNER II [1 position]**

Grade: 23 [CSEA] (2019/2020 Salary Range: \$ 54,206 - \$59,847)

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.
- ♦ Make information and plan presentations before community organizations, institutions and other groups.
- ♦ Collection of operating and financial statistics from the Broome and Tioga Counties public transit systems.
- ♦ Participation in the NYSDOT Region 9 Site Impact Review Committee.
- ♦ Participation, with staff of the Broome County Department of Public Transportation 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 five years experience in transportation planning; 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; OR
- ♦ An equivalent combination of training and experience as defined by the limits of A) and B) above.

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

Grade: 9 (CSEA) (2019/2020 Salary range: \$26,780 - \$29,568)

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 a New York State registered or regionally accredited college or university with an Associate's Degree or higher in accounting, business, or a closely related field; OR
- ♦ Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve credit hours in accounting or bookkeeping; OR
- ♦ Graduation from high school or possession of a high school equivalency diploma and two years of experience maintaining financial accounts and records; OR
- ♦ An equivalent combination of training and experience.

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

### 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 December 2019. Fringe benefit expense is based on the Broome County 2019 budget preparation instructions, with projected increases for the first quarter of 2020.

Statement of available funds:

FTA §5303	2019 - 2020 Allocation (FTA X029)	\$82,227
	Unexpended balance (FTA028) (estimated as of 01/21/19)	\$43,000
	<b>TOTAL §5303 AVAILABLE</b>	<b>\$125,227</b>
FHWA PL	2019 -2020 Allocation (Includes \$40,488 AMPO Dues pass through)	\$502,734
	Unprogrammed and Unexpended balance (est. as of 12/26/2018 does not reflect unexpended balance from 2018-2019)	\$643,928
	Estimated unexpended balance (2018-2019)	\$225,000
	<b>TOTAL FHWA-PL AVAILABLE</b>	<b>\$1,371,662</b>
<b>TOTAL FUNDS AVAILABLE FOR PROGRAMMING</b>		<b>\$1,496,889</b>
<b>TOTAL FUNDS PROGRAMMED, 2019-2020 UPWP</b>		<b>\$ 1,069,868</b> <b>(includes pass- through AMPO dues)</b>
<b>Estimated Unprogrammed Funds</b>		<b>\$427,021</b>

The statement of available funds shows funds programmed and cost estimates of unobligated FHWA PL formula funds and a plan and schedule to spend down the funds, as required by FHWA and NYSDOT. BMTS will process a UPWP amendment if additional FHWA PL funds are programmed during the 2019-20 UPWP period.

**BMTS Policy Committee**

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Michael Roberts, Vice-Chair	Legislature, Tioga County
Jason Garnar	County Executive, Broome County
Richard David	Mayor, City of Binghamton
John Bertoni	Mayor, Village of Endicott
Gregory Deemie	Mayor, Village of Johnson City
Mike Baratta	Mayor, Village of Owego
Jo Anne Klenovic	Supervisor, Town of Chenango
Gordon Kniffen	Supervisor, Town of Kirkwood
Donald Castellucci, Jr.	Supervisor, Town of Owego
Rick Materese	Supervisor, Town of Union
John Schaffer	Supervisor, Town of Vestal
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Donna Howell	Regional Director, New York State Dept. of Economic Development
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Louis Caforio	Town of Union, Commissioner of Public Works
Pamela Eshbaugh, P.E.	NYSDOT Region 9, Planning and Program Manager

**BMTS Central Staff**

Executive Director	Jennifer Yonkoski, PTP
Senior Transportation Analyst	John Sterbentz, PTP
Senior Transportation Planner II	Scott Reigle, PTP
Senior Transportation Planner	Leigh McCullen
Traffic Engineer	Cyndi Paddick
Senior Account Clerk	Vivian Wu