

BMTS

2016-2017

UNIFIED PLANNING WORK PROGRAM and CENTRAL STAFF STAFFING PLAN



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.

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
POLICY COMMITTEE
RESOLUTION 2016-01**

Resolution approving the 2016-2017 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 Fixing America's Surface Transportation (FAST) Act, the Clean Air Act Amendments of 1990, Title VI of the Civil Rights Act of 1964, 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

WHEREAS there has been developed a Draft 2016-2017 Unified Planning Work Program which includes all transportation and transportation-related planning activities to be undertaken by BMTS Central Staff during the period April 1, 2016 through March 31, 2017, and a staffing plan and program budget for those activities, and

WHEREAS public comment has been solicited on the Draft 2016-2017 Unified Planning Work Program, and

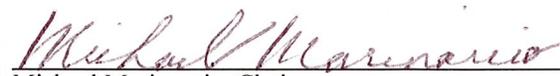
WHEREAS the BMTS Planning Committee on March 3rd, 2016 approved, by consensus, a resolution recommending approval of the Draft 2016-2017 Unified Planning Work Program and associated grant budgets, finding that it properly addresses the technical planning priorities of the region,

NOW THEREFORE BE IT RESOLVED that the BMTS Policy Committee approves the 2016-2017 Unified Planning Work Program, and

BE IT FURTHER RESOLVED that the BMTS Policy Committee approves the Federal Highway Administration PL Program 2016-2017 budget and the FTA §5303 Program 2016-2017 budget.

CERTIFICATION OF RESOLUTION 2016-01

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 2016-01, adopted by consensus this 10th day of March, 2016.



Michael Marinaccio, Chair
BMTS Policy Committee



Date

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
POLICY COMMITTEE
RESOLUTION 2016-02**

Resolution approving the 2016-2017 BMTS Central Staff Staffing Plan to carry out the 2016-2017 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 Fixing America's Surface Transportation (FAST) Act, the Clean Air Amendments of 1990, Title VI of the Civil Rights Act of 1964, 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 2016-2017 Unified Planning Work Program which includes all transportation and transportation-related planning activities to be undertaken by BMTS Central Staff during the period April 1, 2016 through March 31, 2017, 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 2016-2017 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

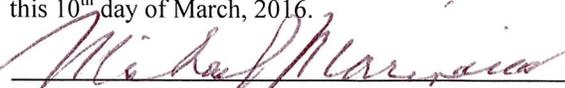
WHEREAS the BMTS Planning Committee on March 3rd, 2016 has approved by consensus a resolution recommending approval of the Draft 2016-2017 BMTS Central Staff Staffing Plan,

NOW THEREFORE BE IT RESOLVED that the BMTS Policy Committee approves the BMTS Central Staff Staffing Plan to carry out the 2016-2017 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 2016-02

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 2016-02, adopted by consensus this 10th day of March, 2016.



Michael Marinaccio, Chair
BMTS Policy Committee

3-10-16

Date

BMTS

2016-2017

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 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. An update is currently underway, carried over from the 2015-2016 UPWP and is expected to be completed by the first quarter of the 2016-2017 UPWP.

The 2016-2017 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. *Fixing America's Surface Transportation Act* was signed into law on December 4, 2015. Known as the FAST Act, it is the first Federal law in over ten years to provide long-term funding certainty for surface transportation. The FAST act maintained many of the provisions that were established in the previous transportation law, MAP-21.

Metropolitan Planning Organizations, (MPO's), will be required to establish and use a performance based approach to decision making and the development of transportation plans. BMTS will be required to establish performance targets soon after the State and public transportation provider establish performance targets.

MAP-21 included eight planning factors that are maintained 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.

In addition, the 2016-2017 UPWP addresses FHWA and FTA Planning Emphasis Areas for 2016 by advancing the implementation of MAP-21 requirements (namely, those related to performance based planning and programming), promoting cooperation and coordination across MPO boundaries, and identifying connectivity gaps in access to essential services to create Ladders of Opportunity.

FISCAL ISSUES

Because of conservative programming over the course of many years, as reflected by very limited use of either "pass-through" funding or hiring of consultants, BMTS has developed a backlog of FHWA PL funds. We were without a full staff for all of the 2014-15 fiscal year due to the loss of our Traffic Engineer and are currently without a full staff due to the retirement of the previous Director. These vacancies have added to our backlog of FHWA planning funds. These funds will be available for future years if there is a shortfall of funding or to program special studies which are beyond the capacity of staff resources. Most years we program a small percentage of these backlogged funds. BMTS anticipates adding additional tasks in the 2017-2018 UPWP to address the performance based planning requirements which will allow BMTS to program a larger amount of backlogged funds.

The amount of money that BMTS receives for funding Central Staff has remained relatively constant for the 2016-2017 fiscal year. Maintaining the current staff level as reflected in the Central Staff Staffing Plan will be possible with available/forecasted funding. As has been the case in recent years, the use of consultants for important projects that cannot be completed by Central Staff will still be considered.

I. OVERVIEW OF THE UNIFIED PLANNING WORK PROGRAM

The Unified Planning Work Program identifies the transportation planning activities that are to be undertaken in the BMTS metropolitan planning area in Broome and Tioga Counties in New York, and Susquehanna County in Pennsylvania during SFY 2016-2017. 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. Broome County GIS Planning Staff will be used 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.

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 that were introduced in *MAP-21, Moving Ahead for Progress in the 21st Century Act (P.L.112-141)* and continued in *Fixing America's Surface Transportation (FAST) Act*.
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 were generally accommodated.
4. Ensures that projects conceived by BMTS to fulfill Federal or State policies or address local issues are progressed in an expeditious, coordinated, and cost-effective manner.

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

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

Federal law for the past two decades 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. BMTS has historically collected traffic count information, roadway conditions and crash information to use when planning and programming projects.

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. Staff is continually exploring new avenues of engaging the public in planning activities.

III. 2016 - 2017 UNIFIED PLANNING WORK PROGRAM TASKS

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

A. Long Range Planning and Plan Reappraisal

1. **Regional Smart Growth and Sustainability Planning.** BMTS Policy Committee approved the long range regional transportation plan, *Looking Forward 2040* in September, 2015. The regional plan is an update of the previous plan and contains the same goals. Creating a sustainable community that strives to provide safe accessibility and mobility for all users of the transportation system while preserving the existing transportation infrastructure is the basis of the plan. Realizing that the plan needs to be put into effect to be useful, staff will continue work to implement the goals and objectives that were outlined. BMTS will work with local governments to educate and encourage investments that work towards these goals and BMTS will continue support and promote concepts and help local governments implement these initiatives.

➤ Budget: \$20,000 FHWA-PL [\$ 25,000]

➤ Schedule: Ongoing

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: \$12,000 FHWA-PL [\$15,000]

➤ Schedule: Ongoing

B. Plan Implementation and Transportation System Management

1. **Coordinated Public Transit-Human Services.** The Coordinated Transportation Plan was completed in March of 2007 and updated and approved in the spring of 2013. BMTS staff will again update the plan to incorporate changes in the newly adopted transportation bill, FAST Act and other changes at the state level that affect transportation service providers. 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: \$46,200 FTA §5303 [\$57,750]

➤ Schedule: Ongoing

2. **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 project to perform 2 to 3 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: \$15,000 FHWA-PL [\$18,750]

➤ Schedule: Ongoing as requested

- 3. Pedestrian and Bicycle Advisory Committee/Safe Routes to School.** This committee meets on a regular basis to provide input to and review of BMTS plans and programs, and capital project design. 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 County Health Department and local school districts as requested.

 - Budget: \$15,000 FHWA PL [\$18,750]
 - Schedule: Ongoing, bimonthly meetings
- 4. Linking Planning and Operations: ITS Regional Architecture Maintenance.** The Binghamton ITS Regional Architecture will be updated this year to reflect changing conditions and deployments.

 - Budget: \$15,000 FHWA-PL [\$18,750]
 - Schedule: 1st, 2nd, and 3rd quarter
- 5. 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: \$53,965 FHWA PL [\$67,456]
 - Schedule: Ongoing as requested
- 6. Transit Planning Assistance.** BMTS Staff will provide assistance to BC Transit with planning tasks where BMTS Central Staff's expertise can be beneficial.

 - Budget: \$6,000 FTA §5303 [\$7,500]
 - Schedule: Ongoing as requested
- 7. 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 NYSMPO association.

 - Budget: \$7,000 FHWA PL [\$8,750]
 - Schedule: Ongoing
- 8. Local Arterial Signal Optimization Studies.** There are several local arterials in the urbanized area that have numerous signals that have not been optimized or retimed in many years. BMTS will work with local municipal representatives to identify candidate corridors and then develop new coordination plans using SYNCHRO and assist with implementation. Main Street in the City of Binghamton was started during the 3rd quarter of the 2013-2014 UPWP. Due to staff changes and recruitment issues this study was delayed. This project along with the Hooper Road arterial study will be completed once the Traffic Engineer position is filled.

 - Budget: \$12,000 FHWA PL [\$15,000]
 - Schedule: 1st & 3rd quarter

C. Program Development and Management

1. **Transportation Improvement Program.** The 2014-2018 Transportation Improvement Program was adopted in June, 2013. This task will provide for completion of work on the 2017-2021 TIP, oversight and monitoring of the current TIP, and processing any TIP amendments during the course of the year.
 - Budget: \$17,000 FHWA PL [\$21,250], \$3,000 FTA §5303 [\$3,750]
 - Schedule: Ongoing
2. **Program Monitoring.** This task provides for oversight of project implementation, and support for quarterly TIP Subcommittee meetings that oversee program management issues.
 - Budget: \$6,000 FHWA PL [\$7,500]
 - Schedule: Ongoing
3. **Annual Listing of Project Obligations.** This task is mandated in federal legislation, producing a useful list of project obligations that are compared to the TIP project schedules.
 - Budget: \$5,600 FHWA PL [\$7,000], \$1,400 FTA §5303 [\$1,750]
 - Schedule: 3rd quarter
4. **Project Development Assistance.** Provides for BMTS staff participation in NYSDOT project development activities for urbanized area projects, primarily including scoping and preliminary design, and public outreach. This task also provides for BMTS staff assistance to local governments that are federal aid project sponsors.
 - Budget: \$3,345 FHWA PL [\$4,181]
 - Schedule: Ongoing

D. Special Issue Studies

1. **BC Transit Route Study.** Last year BC Transit worked with a consultant who performed a comprehensive route study of its Fixed Route System, Paratransit and Rural Demand Service operations. The study included a comprehensive operational transit system performance analysis of BC Transit's current fixed route system and rural demand service operations in Broome County, a market analysis of existing and potential transit customer markets, and a review of fare structures. The second phase of this study is part of this year's work program. It will include the measurement and fine tuning of the recommendations that are being implemented. It will benchmark and measure customer satisfaction after implemented changes and will provide communication, education and outreach to the public.
 - Budget: \$55,000 FTA §5303 [\$68,750]
 - Schedule: 1st – 4th quarters
2. **City of Binghamton Parking Study.** The CBD in Binghamton has seen a growth in the last few years of student housing associated with the increasing enrollment at Binghamton University. The increased student presence has spurred associated commercial business growth in the CBD. There is growing concern within the City and County governments and also the downtown business community that there is inadequate parking to accommodate the various demands, i.e.; employees, students, BC Arena. The aging infrastructure of the

three parking ramps located in downtown Binghamton also causes concern. The purpose of the study will be to inventory parking, determine demand based on land uses and walking distances, identify any perceived deficiencies and propose mitigations. It is anticipated that this project will be completed by a consultant with the cost shared by BMTS and the City of Binghamton. BMTS has contributed \$50,000 of FHWA PL funds towards the study. The City of Binghamton is paying the balance of the cost of the study. This study is being carried over from the 2015-2016 UPWP. Although completion was anticipated in September 2015, circumstances have pushed the completion date to early 2016.

- Budget: \$25,000 FHWA PL [\$31,250]
- Schedule: Completion 1st quarter.

3. **Village of Owego Parking Study.** The purpose of the study will be to inventory parking, determine demand based on land uses and walking distances, identify any perceived deficiencies and propose mitigations.

- Budget: \$16,500 FHWA PL [\$20,625]
- Schedule: 2nd & 3rd quarter

4. **Town of Kirkwood NYS Rt. 11 Corridor Study.** The study will look at access management, right of way encroachment, bicycle and pedestrian improvements, and aesthetic improvements along NYS Rt. 11 from the City of Binghamton line to Colesville Road.

- Budget: \$16,500 FHWA PL [\$20,625]
- Schedule: 1st quarter

5. **Complete Street Policy and Design Guidelines.** During 2011, the City of Binghamton adopted a Complete Streets Policy and New York State passed the Complete Street Act. 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, it would be helpful for municipalities to adopt similar guidelines when they undertake a reconstruction, paving or pavement striping project, i.e. bike lanes, sharrows, sidewalks. This project will develop a complete street policy and a set of engineering instructions. Work was started on this project in the 2014-2015 UPWP with municipal training on complete streets and the formation of a subcommittee of the Planning Committee to provide input to this project. BMTS staff will work with Region 9 RPPM staff and Region 9 Traffic & Safety staff.

- Budget: \$17,500 FHWA PL [\$21,875] and \$7,500 FTA \$5303 [\$9,375]
- Schedule: Completion 1st quarter.

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: \$25,000 FHWA PL [\$31,250]
- 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. BMTS staff will begin correlating municipal spending with pavement conditions.

- Budget: \$15,000 FHWA PL [\$18,750]
- Schedule: Ongoing, pavement scoring 2nd quarter

3. **Transit Monitoring System.** Provides for the maintenance of a database of transit ridership for BC Transit, utilizing electronic fare box data; and for BC Lift and BC Country, using available operator data sources.

- Budget: \$15,000 FTA \$5303 [\$18,750]
- Schedule: Ongoing

4. **Binghamton Regional Travel Model Update and 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 also add new procedures to the current model.

- Budget: \$50,000 FHWA PL [\$62,500]
- Schedule: Ongoing, Completion of the addition of the geographic area and new procedures 2nd quarter

5. **GIS Development.** Provides for the development of transportation related applications within the BMTS GIS platform.

- Budget: \$27,000 FHWA PL [\$33,750], \$3,000 FTA \$5303 [\$3,750]
- Schedule: Ongoing

F. Program Administration

1. **General Administration.** Perform administrative responsibilities associated with maintenance of BMTS Central Staff and the accomplishment of the Unified Planning Work Program.

- Support the activities of the BMTS Policy Committee and Planning Committee.
- Perform the administrative responsibilities associated with Federal grant requirements, including all fiscal actions.
- Facilitate the professional development of BMTS Central Staff.
 - Budget: \$58,656 FHWA PL [\$73,320]; \$16,697 FTA \$5303 [\$20,871]
 - Schedule: Ongoing

2. **Unified Planning Work Program Development.** Oversee the completion of the 2016-2017 UPWP and the development of the 2017-2018 UPWP.

- Budget: \$6,400 FHWA PL [\$8,000], \$1,600 FTA \$5303 [\$2,000]
- Schedule: Primarily 3rd and 4th quarter

3. **Public Participation.** Fulfill the BMTS Participation Plan. Conduct outreach activities and use visualization techniques as appropriate. BMTS will also completing a major update to its website as well as the usual maintenance of the BMTS website. BMTS will continue to improve outreach efforts using social networking opportunities as appropriate.

- Budget: \$13,000 FHWA PL [\$16,250], \$2,000 FTA \$5303 [\$2,500]
- Schedule: Ongoing

4. **Civil Rights Compliance Activities.** Create and submit necessary reports to comply with Title VI of the Civil Rights Act and the Americans with Disabilities Act. Analyze the Transportation Plan and Transportation Improvement Program with respect to Environment Justice Requirements. BMTS will also be updating its Public Participation Plan, Limited English Proficiency Plan, and assisting local government agencies with their ADA Transition Plans.

➤ Budget: \$34,000 FHWA-PL [\$42,500], \$4,000 FTA § 5303 [\$5,000]

➤ Schedule: 2nd & 3rd quarter

IV. 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 2016-2017. BMTS has been trying to draw down old FTA grants.

The reports below represent a forecast of remaining balances and work to be completed beginning April 1, 2016.

Grant: NY-80-X024 - \$15,000 remaining

B.1 Coordinated Public Transit Human Services.
\$13,000 will be reprogrammed for this task.

F.4 Civil Rights Compliance Activities.
\$2,000 will be reprogrammed for this task.

Grant: NY-80-X025 - \$70,000 remaining

B.1 Coordinated Public Transit Human Services.
\$8,200 will be reprogrammed for this task.

B.6 Transit Planning Assistance.
\$5,400 will be reprogrammed for this task

C.3 Annual Listing of Project Obligations
\$1,400 will be reprogrammed for this task

D.1 BC Transit Route Study
\$55,000 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.

Statewide Planning, Policy & Technical Research Tasks in Support of ATDM (Active Transportation Demand Management) (C-15-52)

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.

Transearch & Related Freight Data Procurement (C-09-61)

To obtain Transearch and related freight data on a continual subscription basis: to be able to address regular and ad hoc needs in support of ongoing planning activities and major investment studies.

NYSDOT Traffic Count Program Zone 1 (Regions 1, 2, 7, 8, 9) (C-11-51)

Continuous count programs with full performance based maintenance and upgrade services to provide better coverage, distribution, and differentiation by functional classification of roadway, geographic area, and seasonality of traffic patterns.

Budget: \$1,964,172 FHWA-SPR

NYSDOT Zone 1, Short Term Traffic Data Collection Program (2012-2016) (C-11-55)

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

Budget: \$900,000 FHWA-SPR.

VMT Base-line Traffic Count Project (C-12-52)

The goal of this project is to collect a sampling of geographically-distributed traffic count data on lower level (non- Federal aid eligible) streets and roads to facilitate the development of accurate VMT estimates for these roads at reasonably low levels of stratification.

Statewide Coordination of Metropolitan Planning Programs(C-13-54)

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 14 MPO's and metropolitan and statewide planning.

RIS Modifications in support of the Statewide GIS Network Project (C-13-55)

Update the Roadway Inventory System (RIS) Computer Application to be fully functional as required for its interaction and support of the completed Statewide Geographic Information System (GIS) Network. This project is an integral part of the NYSDOT effort to meet the FHWA mandate to submit an intelligent Statewide GIS Network for all public roads in New York State.

Statewide GIS Network Creation(C-13-56)

The goal of this project is to construct an intelligent GIS Roadway Network for all public roads in NYS. This project is a result of the FWHA 2012 directive mandating the statewide submittal of a Statewide GIS Network file.

Highway Oversize/Overweight Credentialing System (HOOCS) (C-13-57)

The goal is to implement a commercial off the shelf HOOCS software solution and obtain the accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureaus' business requirements.

AASHTO Census Transportation Planning Products Technical Services(C-13-58)

The goal of this AASHTO CTPP program is the delivery of special transportation data from the US Bureau on journey to work data to benefit State DOT's and MPO's in meeting their planning requirements as outlined in MAP-21.

Program & Project Management Software and Training (C-13-59)

The goal of this project is to provide enhanced and improved enterprise level program and project management software and hardware to facilitate improvements to the capital program delivery. Partner with the consultant, Oracle, on development of Primavera Critical Path Method scheduling software, and Oracle Primavera Portfolio Manager Programming software.

New York State Freight Transportation Plan (C-14-51)

The goal of this project is to develop a New York State freight transportation plan that provides a comprehensive plan for the immediate and long range planning activities and investments of the State with respect to freight.

Program & Project Management Software and Training(C-14-53)

The goal of this project is to provide support services for the ongoing configuration and implementation of a department-wide enhanced and improved program and project management system to facilitate project delivery.

Global Inc. Trend Data, Analysis and Forecasts (C-14-54)

The goal of this project is to update the socio-demographic and business economic projections, VMT model and forecasts.

EVSE Implementation Plans for Upstate New York (C-14-59)

The goal of this project is to develop five regional EVSE Implementation plans that identify gaps where public EVSE is not available to support EV drivers and suggest further EVSE deployments in key locations to establish a comprehensive charging network.

Technical Support for Use of National Performance Management and Research Data (C-14-61)

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).

Short Count Traffic Count Program (2015-2019) (C-14-63)

The project goal is to provide for the collection of traffic data in NYSDOT Regions 1 through 11 (divided into Zones as described below). This will be achieved by contracting for the collection of that data.

There are also transportation planning and research tasks that can benefit many or all of 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 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.

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.
Budget: \$150,000 (FHWA PL); \$100,000 (SPR)
MPO Manager: Capital District Transportation Committee
- ♦ **AMPO Dues.** The Association of Metropolitan Planning Organizations provides a discounted dues structure with a single statewide payment. AMPO is a national association providing technical services and advocacy for MPOs. *Any lobbying performed by AMPO is paid through a separate fund that does not include dues paid with Federal funds.*
Budget: \$39,870(FHWA PL)
MPO Manager: Binghamton Metropolitan Transportation Study
- ♦ **Training.** Training provided to the NYS MPO Association membership. Training will be ongoing as needed. \$31,562 FHWA PL (\$7,891 toll credit match)

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2016-2017 UNIFIED PLANNING WORK PROGRAM**

FHWA PL BUDGET

AUDITABLE BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
4610	PERSONNEL	245,731.40	15,358.21	0.00	261,089.61
4620	FRINGE BENEFITS	119,658.00	7,478.63	0.00	127,136.63
	CONTRACTUAL	25,000.00	1,562.50	0.00	26,562.50
4680	INDIRECT COSTS	96,077.00	6,004.81	0.00	102,081.81
	TOLL CREDITS			91,212	91,212
	TOTAL	\$486,466	\$30,404	\$91,212	\$608,083

TASK BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
0	ADMINISTRATION	112,056	7,004	0	119,060
10	MONITORING	117,000	7,313	0	124,313
	a. Central Staff	107,000			
	b. Broome County Planning Staff	10,000			
20	PLAN REAPPRAISAL	32,000	2,000	0	34,000
30	SHORT RANGE PLANNING	117,965	7,373	0	125,338
40	PROJECT PROGRAMMING	31,945	1,997	0	33,942
50	SPECIAL STUDIES	75,500	4,719	0	80,219
	TOLL CREDITS			91,212	91,212
	TOTAL	486,466	\$30,404	\$91,212	\$608,083

STATEWIDE & SHARED COST BUDGET

	ITEM	FEDERAL	LOCAL	STATE	TOTAL
	AMPO DUES (see note)	39,870	0	9,968	49,838
	TOTAL	\$39,870	\$0	\$9,968	\$49,838
	FEDERAL	\$526,336			
	STATE	\$101,180			
	LOCAL	\$30,404			
	TOTAL	\$657,920			

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2016-2017 UNIFIED PLANNING WORK PROGRAM**

FTA SECTION 5303 BUDGET

NY-80-X026 (NEW)

AUDITABLE BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	41,747	2,609	7,828	52,184
44.20.02	FRINGE BENEFITS	20,328	1,271	3,812	25,410
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	16,322	1,020	3,060	20,403
TOTAL		\$78,397	\$4,900	\$14,699	\$97,996

TASK BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	24,297	1,518	4,555	30,370
44.23.00	LONG RANGE PLANNING- SYSTEM LEVEL	7,500	469	1,406	9,375
44.24.00	SHORT RANGE PLANNING	18,000	1,125	3,375	22,501
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	3,000	188	563	3,750
44.26.12	PLANNING EMPHASIS AREA - COORDINATION OF NON- EMERGENCY HUMAN SERVICES TRANSP	25,600	1,600	4,800	32,000
TOTAL		\$78,397	\$4,900	\$14,699	\$97,996

FEDERAL	\$78,397
STATE	\$14,699
LOCAL	\$4,900
TOTAL	\$97,996

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2016-2017 UNIFIED PLANNING WORK PROGRAM**

FTA SECTION 5303 BUDGET

NY-80-X025[ROLLOVER]

AUDITABLE BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	10,650	666	1,997	13,313
44.20.02	FRINGE BENEFITS	5,186	324	972	6,483
44.20.06	CONTRACTUAL	50,000	3,125	9,375	62,500
44.20.08	INDIRECT COSTS	4,164	260	781	5,205
TOTAL		\$70,000	\$4,375	\$13,125	\$87,500

TASK BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	0	0	0	0
44.22.00	GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING	1,400	88	263	1,750
44.23.00	LONG RANGE PLANNING	0	0	0	0
44.24.00	SHORT RANGE PLANNING	55,000	3,438	10,313	68,750
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	0	0	0	0
44.26.12	PLANNING EMPHASIS AREA - COORDINATION OF NON- EMERGENCY HUMAN SERVICES TRANSP	13,600	850	2,550	17,000
44.27.00	OTHER ACTIVITIES: PUBLIC PARTICIPATION	0	0	0	0
TOTAL		\$70,000	\$4,375	\$13,125	\$87,500

FEDERAL	\$70,000
STATE	\$13,125
LOCAL	\$4,375
TOTAL	\$87,500

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2016-2017 UNIFIED PLANNING WORK PROGRAM**

FTA SECTION 5303 BUDGET

NY - 80-X024 [ROLLOVER]

AUDITABLE BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	7,988	499	1,498	9,984
44.20.02	FRINGE BENEFITS	3,890	243	729	4,862
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	3,123	195	586	3,904
	TOTAL	\$15,000	\$938	\$2,813	\$18,750

TASK BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	2,000	125	375	2,500
44.22.00	GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING	0	0	0	0
44.23.00	LONG RANGE PLANNING	0	0	0	0
44.24.00	SHORT RANGE PLANNING	0	0	0	0
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	0	0	0	0
44.26.12	PLANNING EMPHASIS AREA - COORDINATION OF NON- EMERGENCY HUMAN SERVICES TRANSP	13,000	813	2,438	16,250
44.26.88	OTHER ACTIVITIES: PUBLIC PARTICIPATION	0	0	0	0
44.27.00	TOTAL	\$15,000	\$938	\$2,813	\$18,750

FEDERAL	\$15,000
STATE	\$2,813
LOCAL	\$938
TOTAL	\$18,750

TASK	BINGHAMTON METROPOLITAN TRANSPORTATION STUDY 2016-2017 UNIFIED PLANNING WORK PROGRAM													
	FHWA-PL				FTA						AGENCY TOTALS			
	Central Staff (\$)	Local Match (IKS)	NYS DOT Match (IKS)	Program Total	Central Staff NY-80-X026	Central Staff NY-80-X025	Central Staff NY-80-X024	Local Match (IKS)	NYS DOT Match (IKS)	Program Total	Central Staff (\$)	Local Match (IKS)	NYS DOT Match (IKS)	Program Total
A. Plan Reappraisal	32,000	2,000	6,000	40,000	0	0	0	0	0	0	32,000	2,000	6,000	40,000
1 Regional Smart Growth and Sustainability	20,000	1,250	3,750	25,000						0	20,000	1,250	3,750	25,000
2 NYSDOT Regional Systems Planning Assistance	12,000	750	2,250	15,000						0	12,000	750	2,250	15,000
B. Transportation Systems Management/Plan Implementation	117,965	7,373	22,118	132,456	25,600	13,600	13,000	3,263	9,788	65,250	170,165	10,635	31,906	212,706
1 Coordinated Public Transit-Human Services				0	25,000	8,200	13,000	2,888	8,663	57,750	46,200	2,888	8,663	57,750
2 Road Safety Assessments	15,000	938	2,813	18,750						0	15,000	938	2,813	18,750
3 Ped. & Bicycle Advisory Committee/Safe Routes to School	15,000	938	2,813	18,750						0	15,000	938	2,813	18,750
4 ITS Regional Architecture Maintenance	15,000	938	2,813	18,750						0	15,000	938	2,813	18,750
5 Local Traffic Engineering Assistance	31,965	1,998	5,993	39,956						0	31,965	1,998	5,993	39,956
a. Village of Endicott Traffic Signal Study	7,000	438	1,313	8,750						0	7,000	438	1,313	8,750
b. Isbell Street Traffic/Pedestrian Safety Study	7,000	438	1,313	8,750						0	7,000	438	1,313	8,750
c. Old Vestal Road/N. Jensen Road Intersection Study	8,000	500	1,500	10,000						0	8,000	500	1,500	10,000
6 Transit Planning Assistance				0	600	5,400		375	1,125	7,500	6,000	375	1,125	7,500
7 NYS MPO Working Groups	7,000	438	1,313	8,750						0	7,000	438	1,313	8,750
8 Local Arterial Signal Optimization Studies	12,000	750	2,250	15,000						0	12,000	750	2,250	15,000
C. Project Programming & Development	31,945	1,997	5,990	39,931	3,000	1,400	0	275	825	5,500	36,345	2,272	6,815	45,431
1 Transportation Improvement Program	17,000	1,063	3,188	21,250	3,000			188	563	3,750	20,000	1,250	3,750	25,000
2 Program Monitoring	6,000	375	1,125	7,500						0	6,000	375	1,125	7,500
3 Annual Listing of Project Obligations	5,600	350	1,050	7,000		1,400		88	263	1,750	7,000	438	1,313	8,750
4 Project Development Assistance	3,345	209	627	4,181						0	3,345	209	627	4,181
D. Special Issue Studies	75,500	4,719	14,156	94,375	7,500	55,000	0	3,906	11,719	78,125	138,000	8,625	25,875	172,500
1 BC Transit Route Study				0		55,000		3,438	10,313	68,750	55,000	3,438	3,438	61,875
2 City of Binghamton Parking Study	25,000	1,563	4,688	31,250						0	25,000	1,563	4,688	31,250
3 Village of Owego Parking Study	16,500	1,031	3,094	20,625						0	16,500	1,031	3,094	20,625
4 Town of Kirkwood NYS Rt. 11 Corridor Study	16,500	1,031	3,094	20,625						0	16,500	1,031	3,094	20,625
5 Complete Street Policy & Design Guidelines/Implementation	17,500	1,094	3,281	21,875	7,500			469	1,406	9,375	25,000	1,563	3,750	30,313
E. Monitoring and Information Management	117,000	7,313	21,938	146,250	18,000	0	0	1,125	3,375	22,500	135,000	8,438	25,313	168,750
1 Traffic Monitoring System	25,000	1,563	4,688	31,250						0	25,000	1,563	4,688	31,250
2 Transportation Infrastructure Management Systems	15,000	938	2,813	18,750						0	15,000	938	2,813	18,750
3 Transit Monitoring System				0	15,000			938	2,813	18,750	15,000	938	2,813	18,750
4 Binghamton Regional Travel Model Maintenance	50,000	3,125	9,375	62,500						0	50,000	3,125	9,375	62,500
5 GIS Development and Utilization	27,000	1,688	5,063	33,750	3,000			188	563	3,750	30,000	1,875	5,625	37,500
F. Administration	112,056	7,004	21,011	140,070	24,297	0	2,000	1,644	4,931	32,871	118,353	8,647	22,191	149,191
1 General Administration	58,656	3,666	10,998	73,320	16,697			1,044	3,131	20,871	75,353	4,710	14,129	94,191
2 UPWP Development	6,400	400	1,200	8,000	1,600			100	300	2,000	8,000	500	1,500	10,000
3 Public Participation	13,000	813	2,438	16,250	2,000			125	375	2,500	15,000	938	2,813	18,750
4 Civil Rights Compliance activities	5,400	338	1,013	6,750			600	38	113	750	6,000	375	1,125	7,500
a. Public Participation Plan Update	6,300	394	1,181	7,875			700	44	131	875	7,000	438	1,313	8,750
b. Limited English Proficiency Plan Update	6,300	394	1,181	7,875			700	44	131	875	7,000	438	1,313	8,750
c. ADA Transition Plan Assistance	16,000	1,000	3,000	20,000	4,000			250	750	5,000	20,000	1,250	3,750	25,000
TOTALS	\$486,466	\$30,404	\$91,212	\$608,083	\$78,397	\$70,000	\$15,000	\$10,212	\$30,637	\$204,246	649,863	40,616	121,849	812,329

BMTS

2016-2017
Central Staff
Staffing Plan

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
CENTRAL STAFF**

2016-2017 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.

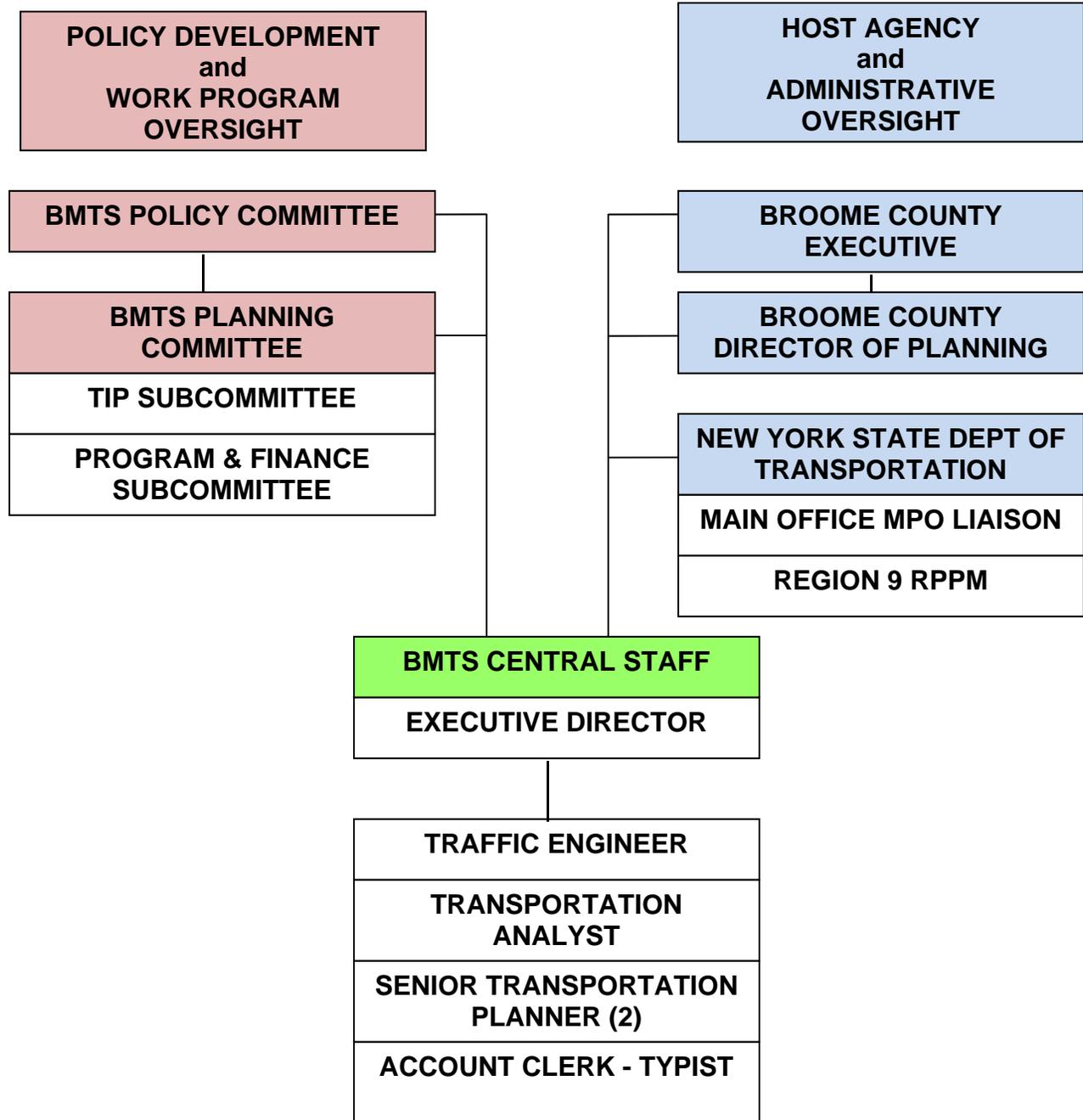
2. Role of the Host Agency

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 Organizational Chart



B. JOB TITLES AND DESCRIPTIONS

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

Grade: 25 [BAPA] (2016/2017 Salary range: \$64,852 - \$75,182)

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] (2016/2017 Salary range: \$52,302 - \$60,632)

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, and leads the development of the Transportation Improvement Program.

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.
- ♦ 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 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] (2016/2017 Salary range: \$52,302 - \$60,632)

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 position also 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:

- ♦ 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 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] (2016/2017 Salary Range: \$47,213- \$54,732)

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

TITLE: ACCOUNT CLERK [PART-TIME]

Grade: 7 (CSEA) (2016/2017 Salary range: \$23,451 - \$27,186)

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

Duties include:

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

Minimum Qualifications:

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

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

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 2016 budget preparation instructions, with projected increases for the first quarter of 2016. Estimated overhead expense is based on the historical ratio of overhead to direct wages.

Statement of available funds:

FTA §5303	2016 - 2017 Allocation (FTA X026)	\$78,397
	Unexpended balance (FTA024, X025) (estimated as of 02/26/16)	\$85,000
	TOTAL §5303 AVAILABLE	\$163,397
FHWA PL	2016 -2017 Allocation (Includes \$39,870 AMPO Dues pass through)	\$515,557
	Unprogrammed and Unexpended balance (est. as of 1/13/16 does not reflect unexpended balance from 2015-2016)	\$850,268
	TOTAL FHWA-PL AVAILABLE	\$1,365,825
TOTAL FUNDS AVAILABLE FOR PROGRAMMING		\$1,529,222
TOTAL FUNDS PROGRAMMED, 2016-2017 UPWP		\$ 689,733 (includes \$39,870 pass-through AMPO dues)

BMTS Policy Committee

Michael Marinaccio, Chair	Supervisor, Town of Dickinson
Michael Roberts, Vice-Chair	Legislature, Tioga County
Debra Preston	County Executive, Broome County
Richard David	Mayor, City of Binghamton
John Bertoni	Mayor, Village of Endicott
Gregory Deemie	Mayor, Village of Johnson City
Kevin Millar	Mayor, Village of Owego
Harold Snopeck	Supervisor, Town of Chenango
Donald Castellucci, Jr.	Supervisor, Town of Owego
Rose Sotak	Supervisor, Town of Union
John Schaffer	Supervisor, Town of Vestal
Matthew Driscoll	Commissioner, New York State Dept. of Transportation
Donna Howell	Regional Director, New York State Dept. of Economic Development
Erik Miller	Representative, Southern Tier East Regional Planning Development Board

Policy Committee Advisory Members

Jack Williams, P.E.	Regional Director, New York State Dept. of Transportation Region 9
James Goveia	Community Planner, FTA Region II
Benjamin Fischer	Transportation Specialist, Federal Highway Administration
James Ritzman	Deputy Secretary for Planning, Pennsylvania Dept. of Transportation

BMTS Planning Committee

Robert Bennett, P.E., Chair	Village of Johnson, City Director of Public Services
Vern Myers, P.E., Vice-Chair	Town of Vestal, Engineer
Terry Kellogg	City of Binghamton, Commissioner of Public Works
Frank Evangelisti	Broome County, Director of Planning and Economic Development
Daniel Schofield	Broome County, Commissioner of Public Works
Gregory Kilmer	Broome County, Commissioner of Public Transportation
Elaine Jardine	Tioga County, Planning Director
Gary Hammond, P.E.	Tioga County, Commissioner of Public Works
Ray Standish, P.E.	City of Binghamton, Engineer
Kent Rapp	Village of Endicott, Engineering
Alexander Urda, P.E.	Town of Chenango, Engineer
James Finch	Town of Conklin, Supervisor
Ron Lake, P.E.	Town of Dickinson, Engineer
David Hamlin	Town of Fenton, Supervisor
Gordon Kniffen	Town of Kirkwood, Supervisor
Debra Standinger	Town of Owego, Planning and Zoning Administrator
Louis Caforio	Town of Union, Commissioner of Public Works
Pamela Eshbaugh, P.E.	NYS DOT Region 9, Planning and Program Manager
Brian Baker	Northern Tier Regional Planning & Development Commission

Planning Committee Advisory Members

Caroline Quidort	Representative, Southern Tier East Regional Planning Development Board
Donna Howell	Regional Director, Empire State Development
David Hickling	Broome County Commissioner of Aviation
Lou Santoni	President, Great Binghamton Chamber of Commerce
James Ritzman	Deputy Secretary for Planning, Pennsylvania Dept. of Transportation
Benjamin Fischer	Transportation Specialist, Federal Highway Administration
James Goveia	Community Planner, FTA Region II

BMTS Central Staff

Executive Director	Jennifer Yonkoski, PTP
Traffic Engineer	Tom Sullivan, P.E.
Transportation Analyst	John Sterbentz, PTP
Senior Transportation Planner	Scott Reigle, PTP
Account Clerk	Cindy Micholychak