Unified Operations Plan
August 2018

Adopted by ECTC Policy Committee, August 2018
ELMIRA-CHEMUNG TRANSPORTATION COUNCIL
POLICY COMMITTEE ENDORSEMENT

NUMBER: 18-P13
DATE: July 19, 2018
SUBJECT: Resolution Approving ECTC Unified Operations Plan as Revised

MOVED BY: B. Kelly SECONDED BY: T. Santulli

CONSENSUS: YES 4 NO 0
ABSTENTIONS: 0
ABSENT: 2

WHEREAS, the Elmira-Chemung Transportation Council (ECTC) has been designated by the Governor of the State of New York as the Metropolitan Planning Organization (MPO) responsible, together with the State, for the comprehensive, continuing, and cooperative transportation planning process for the Elmira-Chemung area, and

WHEREAS, in 2009 ECTC adopted Unified Staffing and Operations Plan in consultation with all interested parties, and

WHEREAS, the 2018 update to the Unified Operations Plan has been developed to more effectively meet ECTC’s responsibilities for the MPO, and

WHEREAS, the ECTC Policy Committee has created a Planning Committee of technical representatives to advise it on matters concerning the implementation of the urban transportation planning process, and a TIP-Subcommittee thereof to advise on matters of program administration, and

NOW THEREFORE BE IT RESOLVED, that the Elmira Chemung Transportation Council Policy Committee hereby approves the ECTC Unified Operation Plan, to be dated for reference June 2018.

ELMIRA-CHEMUNG TRANSPORTATION COUNCIL

I, the undersigned, Secretariat of the Elmira-Chemung Transportation Council (ECTC), DO HEREBY CERTIFY, that the foregoing is a copy of the resolution adopted by said Elmira-Chemung Transportation Council (ECTC) on 8/30/18, 2018 that it is a correct transcript therefrom and of the whole of said original.

IN WITNESS WHEREOF, I have hereunto set my hand August 30, 2018.

[Signature]

Brian C. Kelly, Secretariat
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Funding for this Operations Plan comes, in part, through grants from the Federal Highway Administration, the Federal Transit Administration and the U.S. Department of Transportation. The views and opinions of the ECTC expressed herein do not necessarily state or reflect those of the US Department of Transportation.

Prepared by:
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I. Purpose of the Metropolitan Planning Organization

Under Section 134 of Title 23, United States Code and Section 8 of the Federal Transit Act of 1964, as amended, the Congress of the United States declares:

*It is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through urbanized areas and minimize transportation-related fuel consumption and air pollution. To accomplish this objective, metropolitan planning organizations, in cooperation with the State, shall develop transportation plans and programs for urbanized areas of the State. Such plans and programs shall provide for the development of transportation facilities (including pedestrian walkways and bicycle transportation facilities) which will function as an intermodal transportation system for the State, the metropolitan areas, and the Nation. The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems.*

In accordance with this directive, the Governor and units of local government designate by agreement Metropolitan Planning Organizations (MPOs) for each urbanized area of more than 50,000 population. In December 1974, the Governor of the State of New York joined with Chemung County and the City of Elmira to designate the Elmira-Chemung Transportation Council (ECTC) as the MPO for the Elmira metropolitan area.

The formal designation agreement, in the form of a Memorandum of Understanding, provides the foundation for the MPO’s establishment. This agreement—included as Appendix A of this Operations Plan—specifies the membership composition and basic duties and responsibilities of the ECTC.

The MPO is responsible for fulfilling the federal and state transportation planning requirements specific to metropolitan or urbanized areas as stated in the most recent federal legislation. The associated federal agencies, Federal Highway Administration and Federal Transit Administration, provide additional rules and implementation guidance.

Under federal legislation, the MPO shall accomplish three specific activities: first, create the Transportation Improvement Program (TIP); second, develop the Long-Range Transportation Plan (LRTP), and third, develop the Unified Planning Work Program (UPWP). The TIP is the prioritized program for federally funded transportation improvements within the metropolitan area over a minimum three-year period. The LRTP is a twenty-year plan that includes both short and long-range implementation strategies, and provides for an integrated future transportation system. The UPWP is an annual report that describes the planning activities to support of the TIP, the LRTP, and other activities associated with the MPO’s operation. The UPWP provides the contractual foundation for the use of federally funded transportation planning grants and serves as a management tool for the MPO. Detailed descriptions of these documents are in Section II.

The MPO structure includes a Policy Committee, Planning Committee and Central Staff. Each group has a specific set of roles and responsibilities, as summarized below in Section III.
II. Required MPO Planning Documents

ECTC provides a forum for conversation and decision-making among state and local officials, transit and the public. The MPO develops the following documents to guide funding and operating decisions on a regular basis, as described below.

A. Long Range Transportation Plan (LRTP)

MPOs must prepare and adopt a long-range transportation plan (LRTP) at a minimum of every five years that looks at least 20 years into the future. The LRTP must cover the same geographic area as the MPO’s Metropolitan Planning Area, which the federal government adjusts using the US Census urbanized area boundary. The LRTP planning process provides local officials, stakeholders and the public with a structured means to be thoughtful about the future, and the role played by transportation. Transportation facilities and infrastructure can require a significant amount of time to move from idea to plan to design to construction. While the MPO can modify bus routes relatively quickly in response to changes in demand, the built environment of roads, railroads, sidewalks, trails, and airports has permanence. The LRTP is a long-term investment plan that, in an era of limited financial resources, states how the MPO and its partners can best use available funds to meet regional priorities. Federal law requires that the sum of LRTP investments be constrained by an agreed-upon estimate of reasonably available revenue. This policy results in a plan that is comprised of a realistic and implementable list of projects, programs, and strategies.

B. Unified Planning Work Program (UPWP)

ECTC prepares an annual work program known as the Unified Planning Work Program (UPWP). The UPWP includes a variety of planning activities that address ongoing and emerging issues related to maintaining and improving the region’s transportation system and the overall quality of life. The United States Department of Transportation (USDOT) requires the UPWP to function as the basis for all federal funding assistance for transportation planning to state, local, and regional agencies. This plan helps to coordinate various planning activities and relate transportation planning concerns to comprehensive planning in the region. Funds to carry out the work program come from Federal Highway Administration (FHWA) Planning Funds and Federal Transit Administration (FTA) Section 5303 Funds.

C. Transportation Improvement Program (TIP)

The TIP is an intermediate-range planning document that ECTC and its TIP Subcommittee (see Section B.6, below) develop annually. ECTC, NYS DOT and the transit operator (C TRAN) cooperatively develop estimates of funds anticipated to support TIP implementation. The TIP will include project listings for a period of no less than four years; will include a financial plan as well as resources from the likely available public and private sources for TIP implementation. In developing the financial plan, ECTC shall take into account all projects and strategies funded under title 23 U.S.C., title 49 U.S.C. Chapter 53\(^1\) and other Federal funds; and regionally significant projects that are not federally funded. The TIP reflects priorities of the NYS Department of Transportation through the four-year Statewide Transportation Improvement Program (STIP), a list of highway, transit and non-motorized projects in urban and rural areas proposed to receive Federal funding. The TIP expires when the FHWA/FTA approval of the STIP expires.

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Please see Appendix B for the Adopted TIP Screening Process.

The TIP process timeline is included in the ECTC Public Participation Plan, and updated as needed.

D. Public Participation Plan

Federal legislation requires MPOs to develop and implement a continuing, cooperative, and comprehensive transportation planning process that includes a proactive public involvement process for planning and programming. ECTC adopted its last Public Participation Plan in 2013 based on requirements from the SAFETEA-LU and MAP-21 federal transportation laws. In 2018, ECTC updated the plan to conform to the current FHWA/FTA regulations as stated in 23 CFA 450.316.

E. Annual Listing of Obligated Projects

The list of obligated projects were obligated during the prior State fiscal year (April 1 to March 31) will be available for review at the ECTC and NYSDOT offices and on the ECTC website following the end of each fiscal year. If appropriate, ECTC staff will provide a summary of public comments, questions, and responses to comments and questions received regarding the list of obligated projects.

F. Other Documents

ECTC develops other planning documents such as traffic studies, data collection and safety promotion on an as-needed basis. The MPO works with local officials and the public to develop its annual work plan and prioritize specific planning efforts for the various municipalities within Chemung County.
III. Organization By-Laws

The Federal and State mandates discussed above require the MPO’s committees and staff to perform several varied and specific tasks. The Central Staff, working under the Director, performs the necessary professional and technical activities to support the objectives of the Policy and Planning Committees. The Planning Committee, in turn, appoints subcommittees and technical advisory committees to oversee specific tasks. The Director directly serves the Policy Committee by implementing the Unified Planning Work Program and coordinating the planning resources of the Planning Committee. This section describes the structure and operating procedures for each.

In addition to the groups described below, ECTC may designate subcommittees to address specific issues or areas of concern, as needed.

The Policy Committee may amend this section of the Unified Operations Plan by a majority vote of the entire voting membership at a meeting called for such a purpose.

A. Policy Committee

The Policy Committee is the final decision-making authority for transportation projects and programs within the metropolitan area. Its members include representatives from the principal units of local government; specifically—the County Executive, the Mayor of the City of Elmira, the Chemung County Legislative Chair, Chemung County Council of Governments, the Southern Tier Central Regional Planning and Development Board, the Commissioner of the New York State Department of Transportation, and the Empire State Development Commissioner.

1. Membership

The diverse membership of the Policy Committee ensures that transportation improvements are consistent with the member agencies’ development policies and objectives:

- The City of Elmira is a participant because of its stature as the primary urban area in Chemung County, its relatively substantial population, its position as the central hub of the Metropolitan Area and its legislated authority over transportation projects within its jurisdiction.
- Chemung County and the Chemung County Highway Services Board ensure representation of the County in the development of the regional transportation plan and other activities that require coordination with its municipalities.
- Membership by the New York State Department of Transportation (NYSDOT) is key, as NYSDOT is the implementing agency for many transportation-related projects. NYSDOT also ensures that the participating agencies meet all relevant statutory and regulatory requirements for federal and state transportation funding.
- Empire State Development Corporation is an important participant due to the close relationship between the quality of the transportation system and the opportunities for economic development.
- A Chemung County representative of the Southern Tier Central Regional Planning Development Board provides for coordination of transportation plans with broader regional development plans.
- The Federal Highway Administration and the Federal Transit Administration, who serve as non-voting, advisory Policy Committee members, represent the U.S. Department of Transportation, which is the principal source of transportation planning and implementation of funds, as well as
the source of national transportation policy. Non-voting Policy Board members from Chemung Transit, Norfolk Southern and the Elmira-Corning Regional Airport represent the region’s transit, rail and airport, respectively.

Thus, the Policy Committee consists of the following individuals or such alternates as they may designate to serve in their place:

**Voting Members**
Chemung County Executive
Mayor, City of Elmira
Chemung County Legislative Chair
Chemung County Representative of the Southern Tier Central Regional Planning and Development Board
Commissioner, New York State Department of Transportation
Commissioner, New York State Department of Economic Development

**Non-Voting/Advisory Members:**
Chemung County Transit System
Elmira-Corning Regional Airport
Federal Transit Administration Regional Director
Federal Highway Administration Division Administrator
Federal Aviation Administration Area Manager Norfolk Southern Corporation

Members may designate alternates to represent them in their absence. Policy Committee membership must adapt to changes in governmental or organizational structures within the region. The Policy Committee should also represent the views of socially, economically, and physically disadvantaged members of the community in the planning process. The Policy Committee may vote to add additional members if desired.

2. Meetings
The Policy Committee should hold meetings no less than twice a year, subject to needs and priorities as they develop. The Chair may call special meetings at the request of any member by sending each member written notice of the meeting, including location, time and tentative agenda no less than two weeks prior to the meeting (unless otherwise agreed to by the Policy Committee members). The Director will be responsible for the briefing of the Policy Committee members. Meetings are open to the public, but the Chair may close them following the rules of Section 103 of the Open Meeting Law.

3. Decision-Making
Actions by the Policy Committee require a consensus of the affected voting members of the Policy Committee. The Chair and Secretary will determine if the other voting members are affected parties on a case-by-case basis. Consensus means that all of the affected voting members, as defined by the members, voted in favor of the action. An abstention is not a negative vote.

For the Policy Committee to take action during the scheduled meeting, a quorum consisting of at least four voting members or their officially designated representatives must be present. Members must
provide in writing designation of official representatives to the Policy Committee Chair, either on a standing basis or for specific meetings.

The Policy Committee may occasionally seek action without convening a meeting. This option is limited to routine actions that will not, in the judgment of the Chair or his/her designee, benefit from in-person conversation. The Chair or his/her designee shall make the determination in this regard and consult the primary members by email, mail or telephone. In the event of a telephone consultation, the Chair will send a notice to the members at least one week before the consultation. In making such determinations, the Chair or his/her designee shall make all reasonable efforts to contact and consult all primary members or their authorized representatives. Upon completion of the consultation, the Chair or his/her designee will notify all members of the result.

4. Officers
The officers of the Policy Committee will be a Chair, Vice-Chair, and a Secretary. At the last meeting of the calendar year, the voting members of the Committee will elect the Chair and Vice-Chair of the Policy Committee for one-year terms. There shall be no limit on the number of terms a member may hold an office. If the Chair position becomes vacant, the Vice-Chair will assume the office of Chair. The Chair will delegate their function to the Vice-Chair in the event of their absence, or at any other time of their choosing. The New York State Department of Transportation will appoint the Secretary.

5. Public Information
The Chair, or Director, if designated, will be the official spokesperson of the Policy Committee as a whole in reporting action taken by the Committee to the public and to public and private agencies. Individual members represent the viewpoints of their respective agencies.

6. Subcommittees
The Policy Committee may establish and abolish subcommittees as needed. The Chair will make subcommittee appointments.

7. Other Procedures
The Policy Committee will reference Robert’s Rules of Order regarding other procedures necessary to conduct the business of the Policy Committee or its subcommittees.

8. Non-Discrimination
The ECTC, in accordance with the Civil Rights Law of 1991, encourages all people regardless of sex, age, color, nationality, ethnicity, mental or physical ability, political or religious beliefs, or sexual orientation to participate in all of the ECTC’s planning and policy-making activities and in reaching the ECTC’s transportation goals.

B. Planning Committee
This committee coordinates transportation planning activities and provides technical advice to the Policy Committee. Members of the Planning Committee are professional and technical staff representatives from each of the member governments. The private transit operator also has a representative on the Planning Committee.
1. Membership
Each member of the ECTC Policy Committee appoints a representative to the Planning Committee to provide technical coordination, implementation of ECTC policy decisions, and the development of recommendations for ECTC consideration. Assisting the ECTC in advisory capacities are the Federal Highway Administration, the Federal Transit Administration and the Empire State Development Corporation, as well as representatives of other agencies whose participation the Policy Committee deems appropriate.

Chemung County oversees the Chemung County Transit System (C TRAN), and a private company operates the system. The operator serves on the ECTC Planning Committee and is involved in TIP development and UPWP tasks.

Although the Policy Committee members and parent agencies makes appointments of individuals to the Planning Committee at their discretion, the Planning Committee membership will typically consist of representatives from:

**Voting/Primary Members:**
City of Elmira Department of Public Works
Chemung County Planning Department
Chemung County Department of Public Works
Chemung County Transit System
Empire State Development Corporation
NYSDOT Region 6
Southern Tier Central Regional Planning and Development Board

**Non-Voting/Advisory Members:**
Federal Highway Administration
Federal Transit Administration

Planning Committee membership should adapt to changing conditions within the region. The Policy Committee may grant membership the Planning Committee to new organizations.

2. Meetings
The Planning Committee shall hold meetings at least quarterly, subject to needs and priorities. The Chair may call other meetings Chair at the request of any member by sending each committee member written notice of each meeting, including location, time, and tentative agenda no less than two weeks prior to the meeting or at a time convenient to the membership. Individuals or agencies placing items on the agenda are responsible for making written briefings on those items available to all members.

Meetings will be open to the public but the Chair may close them per the regulations and guidelines in Section 103 of the Open Meetings Law.

3. Decision-Making
Actions by the Planning Committee require a consensus of the affected voting members of the Planning Committee. Consensus means that all of the affected voting members, as defined by the members, vote in favor of a recommendation. An abstention is not a negative vote.
A quorum, consisting of four voting members or their officially designated representatives, must be present in order for the Planning Committee to take formal action. Members must provide written designation of official representatives to the Planning Committee Chair, either on a standing basis or for specific meetings. The Committee allows voting by proxy with written documentation.

The Chair may occasionally seek the Planning Committee’s action without convening a meeting. This option is limited to routine actions that will not, in the Chair’s judgment, benefit from in-person conversation. The Chair shall make the determination in this regard and shall consult the primary members with respect to a proposed action by email, mail or telephone. In the event of a telephone consultation, the Chair will send written notice to the members at least one week before the consultation. In making such determinations, the Chair shall make all reasonable efforts to contact and consult all primary members or their authorized representatives. Upon completion of the consultation, the Chair shall notify all members of the result.

4. Officers
The Planning Committee members elect a Chair by simple majority vote. The Chair serves a one-year term. The New York State Department of Transportation provides administrative support for the Planning Committee. Administrative tasks include the notification of members and recording of minutes.

5. Public Information
The Chair (or Director, if designated) is the Planning Committee’s official spokesperson in reporting actions taken by the Committee to the public and to public and private agencies. Individual members may represent the viewpoints of their respective agencies.

6. Subcommittees
The Planning Committee may establish and abolish subcommittees as needed. The Chair has the authority to make subcommittee appointments.

7. Responsibilities
   a. Prepare and administer Unified Planning Work Program (UPWP).
   b. Make and approve the UPWP budget revisions for the ECTC if the revisions total no more than 10% of the total UPWP budget. Notify the ECTC Policy Committee of such budget revisions within one week. (The Policy Committee must approve an amendment, which is an amount greater than 10% of the budget. Adding a task to the UPWP is also an amendment.).
   c. Oversee the fiscal status of the ECTC by reviewing grant closeouts and applications, final audit statements, or other special fiscal assignments with the host agency.
   d. Develop the Transportation Improvement Program (TIP) for submission to the Policy Committee. Any municipality may submit potential projects for consideration. Available funding and ECTC policies on project programming may affect decisions regarding the placement of projects on the TIP.
   e. Coordinate planning for preliminary project development for TIP project selection. NYSDOT will provide quarterly updates on the TIP program. The Planning Committee will monitor progress on TIP project implementation.
   f. Make minor revisions to the Transportation Improvement Program during the year. The MPO Planning Committee may exercise authority to make and approve minor revisions to the TIP.
during the program year. Minor revisions are changes that affect less than 10% of an individual project or $250,000, whichever is less.

g. Develop the LRTP.

8. Other Procedures
The Planning Committee will reference Robert’s Rules of Order regarding other procedures necessary to conduct the business of the committee or its subcommittees.

C. Central Staff
The Central Staff, New York State Department of Transportation Regional staff, and other members of the Planning and Policy Committees provide professional planning and support services needed to execute the ECTC Unified Planning Work Program (UPWP). The ECTC annual Unified Planning Work Program specifies a list of services that NYSDOT and local agencies will provide. The following section describes Central Staff roles and responsibilities.

1. Role of the Host Agency
Chemung County is the Host Agency for the ECTC. The role of the host agency is important and strictly defined. 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 implementation of the approved Unified Planning Work Program assigned to Central Staff. ECTC accomplishes this through the implementation of the Staffing Plan (adopted by the Policy Committee with the UPWP) and the provision of adequate office space and facilities for the Central Staff.

Local officials in the Elmira urbanized area have long recognized the critical link between economic development and transportation planning. The ECTC office is located in the Chemung County Commerce Center. The various development agencies in the area that have co-located at the Center to facilitate interagency cooperation and regional economic development include the Chemung County Planning Department, Southern Tier Economic Growth, Chemung County Industrial Development Agency, Chamber of Commerce, Empire State Development Corporation, and Elmira Downtown Development.

2. Financing of Central Staff
Funds for ECTC staff originate in the federal MPO process. The County subsequently directs the funds and serves as the vehicle for payroll.

The County also facilitates all purchasing for ECTC.

3. Staffing Plan
The Staffing Plan is part of the UPWP (as of 2018). As indicated in the most current plan, the ECTC Director oversees the staff and reviews the staffing plan each year during UPWP development.

4. Extended Staff and Partner Agencies
It is in the best interest of the Central Staff to work cooperatively with the other agencies to accomplish approved UPWP tasks and thereby achieving a high-quality metropolitan transportation planning process. Chemung County Planning Department staff support some administrative functions for ECTC; however, the MPO staff generally perform their own administrative tasks. Additional administrative assistance related to record keeping, reporting and billing would make better use of the current staff time. When appropriate, staff of cooperating agencies and consultants supplement the Central Staff. In
the past, ECTC has relied on consultants for specific tasks. Future use of consultants will be dependent upon future funding levels, MPO needs and potential staff cooperation with the NYSAMPO Organization.

NYSDOT Main Office and Region 6 act as extended staff to the ECTC in a variety of ways. NYSDOT maintains the financial management of the ECTC’s Transportation Improvement Program (TIP). The regional office provides meeting notifications to the public for ECTC events and meetings. NYSDOT staff also perform a significant function as the Secretary of the ECTC’s Policy Committee. In the development of the annual UPWP, the Director of Central Staff and the NYSDOT Regional Office should confer and determine how to best utilize the Composite Staff resources.
Appendix A: ECTC Memorandum of Understanding

RESOLUTION

AND

MEMORANDUM OF UNDERSTANDING

TO ESTABLISH AN

EXECUTIVE TRANSPORTATION COMMITTEE FOR CHEMUNG COUNTY

December 1974

WHEREAS, transportation of people and goods is vital to the economic, social, and civic well-being of the metropolitan area in Chemung County, and

WHEREAS, local, county, regional, and state agencies have a history of coordination and cooperation in performing transportation planning with local area objectives, and

WHEREAS, the transportation and land use planning and development activities of public and private agencies within the metropolitan area have grown in such magnitude and complexity that a more advanced and formalized transportation planning process is now required, and

WHEREAS, the Congress of the United States, in order to ensure that cooperative planning and coordination shall be a normal and continuing process for all transportation modes, has directed, under the provisions of the Federal Highway Law, US Code Title 23, section 134, that transportation projects in urban areas of more than 50,000 population shall be based upon a continuing, comprehensive transportation planning process carried on cooperatively by the State involved and the local communities therein, in order for them to be approved by the Secretary of Transportation, and

WHEREAS, the Urban Mass Transportation Administration and the Federal Aviation Administration also require such a formal planning process for their approval of urban public transit and aviation planning and capital programs, and

WHEREAS, the United States Bureau of the Census has designated Elmira and its environs as an "Urbanized Area," which designation requires that transportation planning in and for the Elmira area be conducted in accordance with 23 USC 134, and

WHEREAS, it is the purpose of this Resolution and Memorandum of Understanding to formally establish a comprehensive and continuing cooperative effort directed toward effective transportation planning in and for Chemung County (the Elmira S.M.S.A.) in order to meet the needs of Chemung County and to demonstrate qualification for continued Federal Aid for transportation projects within Chemung County,
THEREFORE BE IT RESOLVED, that the County of Chemung, the City of Elmira, the
Chemung County Council of Governments, the Southern Tier Central Regional
Planning and Development Board, the New York State Department of Transportation,
the New York State Department of Commerce, and the New York State Office of
Planning Services, do hereby desire to establish a continuing comprehensive
transportation planning process in and for Chemung County in accordance with
23 USC 134 and appropriate United States Department of Transportation admin-
istrative procedures, and

BE IT FURTHER RESOLVED, that the responsibility for overall policy governing
the conduct of such transportation planning shall be placed with the Executive
Transportation Committee for Chemung County (ETCCC) composed of the chief
elected officials and principal heads of the cooperating units of government
and agencies that are signatory to this Resolution, and

BE IT FURTHER RESOLVED, that the ETCCC does desire to cooperate with the
Federal Highway Administration, the Urban Mass Transportation Administration,
the Federal Aviation Administration, all of the United States Department of
Transportation and the Department of Housing and Urban Development, and

BE IT FURTHER RESOLVED, that the ETCCC be established as the metropolitan
planning organization for the performance of the transportation planning
process as required by the modal administrations of the United States
Department of Transportation, and

BE IT FURTHER RESOLVED, that the ETCCC be responsible for the development of an
annual Unified Planning Work Program (UPWP), a Transit Development Program,
an Operation Plan, and such other plans and programs as may be required by
the United States Department of Transportation, and

BE IT FURTHER RESOLVED, that the ETCCC establish a Planning and Coordinating
Committee (PCC) composed of a staff representative for each ETCCC member, and
other appropriate appointments to conduct and coordinate the staff needs of
the ETCCC and to accomplish such other work as directed by the ETCCC, and

BE IT FURTHER RESOLVED, that Chemung County will take appropriate action to
ensure that the goals and concerns of its component political units that are
not directly represented on the Executive Transportation Committee for
Chemung County are adequately considered in the transportation planning
process, and

BE IT FURTHER RESOLVED, that Chemung County, the present public transportation
agency, will cooperatively and jointly plan and program public transit
operations through the Unified Planning Work Program, a Transit Development
Program and other federal transit requirements and applications necessary
for submission by ETCCC, and

BE IT FURTHER RESOLVED, that the Chemung County Council of Governments' meetings
will serve to further coordinate the concerns and views of member governments
on transportation issues, and

BE IT FURTHER RESOLVED, that Southern Tier Central Regional Planning and
Development Board, the area-wide A-95 review agency, coordinate related
activities in the multi-jurisdictional area of Chemung County with the ETCC by joint and complementary transportation planning and development studies for major regional facilities according to the annual UPWP, by the common ETCCC policy and PCG staff memberships, by shared staff and/or resources according to the annual UPWP, and by common use of appropriate base data, statistics, and projections for ETCC planning, and

BE IT FURTHER RESOLVED, that the New York State Department of Transportation shall make application to the United States Department of Transportation, in accordance with procedures established by the latter, to secure funding for transportation planning available under section 104(f) of USC Title 23, section 9 of the Urban Mass Transportation Act, and such other funds as may become available, and to make these funds available to the ETCC for its decision on the appropriate use and distribution of such funds in accordance with its Unified Planning Work Program, and

→ BE IT FURTHER RESOLVED, that the New York State Department of Transportation stands prepared to assist with the requisite technical staff, direction, facilities, and administrative services as may be required to supplement, as appropriate and feasible, the planning programs to be funded with Federal monies that are available to metropolitan planning organizations, and

BE IT FURTHER RESOLVED, that the undersigned be, and are hereby, authorized and directed to implement this Resolution, and

BE IT FURTHER RESOLVED, that this Resolution shall constitute a Memorandum of Understanding that shall be binding upon the organizations represented on the Executive Transportation Committee for Chemung County to effect the provisions set forth herein.

[Signatures]

County Executive
County of Chemung
Date: 12/18/1974

Mayor
City of Elmira
Date: 12/18/1974

Chairman
Chemung County Council of Governments
Date: 1/3/18/75

Commissioner
New York State Department of Transportation
Date: December 20, 1974

Commissioner
New York State Department of Commerce
Date: December 27, 1974

Deputy Director & Acting Director
New York State Office of Planning Services
Date: January 6, 1975
Appendix B: ECTC Adopted TIP Screening Process

The ECTC TIP screening process ensures that funded projects are consistent with the goals of the *ECTC Elmira-Chemung Transportation Plan 2035, Opportunities and Challenges Long Range Plan*. The process ranks potential projects according to their relevance to each of the seven goals from the Plan. The screening process assigns each goal with weighted points, up to 100 total potential points. ECTC uses the criteria (listed in the form of questions below each goal) to evaluate how well each project meets that goal. As shown, each criterion has a maximum point value indicated in parentheses. A criterion considered “not applicable” does not negatively affect the score if the project meets the overall goal. ECTC ranks the projects primarily according to the number of total points received by the committee scoring the proposed projects; however, it will consider other factors as appropriate and select projects based upon the federal funds available in comparison to the project rank and estimated cost.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>30</td>
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**Goals**

The following broad goal statements are guiding the Long Range Plan implementation. ECTC uses a system-driven approach to achieve the following:

1. **Ensure the safety and security of the transportation system for all users.** Safety is fundamental to all transportation agencies, and to all users of the transportation system.
   a. Does this project address an identified safety problem or hazard location? (10)
   b. Does the project address an issue that could become a safety problem if not addressed under this project? (5)
   c. Does this project support developed and adopted emergency response plans? (5)

   **Total maximum points for question 1 = 20**

2. **Invest in the transportation system infrastructure to bring all facilities and modes into a state of good repair.**
   a. What is the condition of the existing asset being addressed by this project? (15)
   b. Is the proposed project a preservation project and does it ensure the maintenance of the infrastructure consistent with a “preservation first” philosophy? (15)
   c. Were one or more asset systems (bridge, pavement, transit, other highway assets, or safety) used to develop this project? (5)

   **Total maximum points for question 2 = 30**
3. **Actively operate the transportation system to maximize efficiency and reliability of travel.** Projects receiving consideration under this goal must describe how the capital project will improve the efficiency and reliability of travel.
   a. Will this project improve the efficiency and reliability of travel within the County or region? If yes, describe how. (4)
   b. What is the vehicle usage (traffic count) compared to the other projects submitted? (8)
   c. What are the truck traffic volumes for this facility? (6)
   d. Does this project involve the use of advanced technologies or an Intelligent Transportation System feature? (2)

   **Total maximum points for question 3 = 20**

4. **Promote connectivity among all modes of transportation to meet the region’s mobility and accessibility needs.** In order to have a vibrant community, people and goods need access to their destinations. ECTC recognizes that a well-connected multimodal transportation system serves vital needs.
   a. Does this project support intermodal linkages in the transportation system, especially for bicycles and pedestrians? (4)
   b. Does this project contribute to quality or increased awareness of transit service? (2)
   c. Does this project improve access to the airport? (2)
   d. Does this project improve rail access to or through the region? (2)

   **Total maximum points for question 4 = 10**

5. **Ensure the efficiency of freight movement throughout the region to maximize support of the economy.**
   a. Does the project maintain or support freight and/or agriculture movement in the County? If so, describe how. (3)
   b. Does the project involve a designated or heavily used truck route? (2)

   **Total maximum points for question 5 = 5**

6. **Integrate transportation and land use planning to promote economic development, sustainability, and enhanced livability.** ECTC supports the close collaboration of land use and transportation planning as the means to take mutual actions that enhance the prosperity and quality of life throughout the planning area.
   a. Does this project focus economic development or retention near an existing economic center and/or population center? (2)
   b. Is this project part of or enhancement to a Regional Economic Development Council project? (3)
   c. Have opportunities to improve the quality of life been considered? (2)
   d. Does the project have benefits in both the long- and short-terms? (2)
Total maximum points for question 6 = 9

7. Protect and enhance the natural environment, reducing energy consumption and greenhouse gas emissions.
   a. Does this project improve, protect, or preserve environmental assets? (2)
   b. Does this project support walking and biking? (2)
   c. Is the project likely to improve air quality in the region? (2)

Total maximum points for question 7 = 6