

**FY-2018**  
**Unified Work Program**  
Bay City Area Transportation Study (BCATS)  
Adopted by BCATS Policy Committee  
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## **Disclaimer**

This document was prepared by the Bay County Transportation Planning Division in cooperation with the Michigan Department of Transportation, the Bay Metropolitan Transportation Authority and other local agencies. Preparation of this document was financed in part by funds from the United States Department of Transportation, the Michigan Department of Transportation (MDOT) and the Bay County Board of Commissioners. The opinions, findings, and conclusions in this document are the author's and are not necessarily those of the aforementioned government departments or entities. Bay County is an Equal Opportunity/Affirmative Action Employer. Hiring and service to program recipients is done without discrimination as provided by law.

Arrangements have been made for the required financial and compliance audit and the audit will be made within the prescribed audit reporting cycle. Failure to furnish an acceptable audit, as determined by the cognizant federal agency, may be a basis for denial and/or the refunding of federal funds.

## **Introduction**

The transportation planning Unified Work Program (UWP) integrates work to be performed by the Bay County Transportation Planning Division (BCTPD) which represents the Metropolitan Planning Organization (MPO), the Bay Metropolitan Transportation Authority (BMTA), and MDOT into a single document. The FY 2018 UWP describes the transportation planning tasks scheduled for the period from October 1, 2017 to September 30, 2018. These planning activities are supported by federal, state, and local funds.

The UWP identifies transportation issues and problems facing the Bay City metropolitan area. It then identifies specific work tasks to address these issues and a proposed budget associated with those issues. Also, included in the UWP is information relevant to funding sources, budget summaries, completion schedules and indirect costs.

The Bay City Area Transportation Study (BCATS), utilizes and reimburses for the cost of traffic counts, various other planning activities from the City of Bay City, the Bay County Road Commission, and the City of Essexville (see pages 34-42).

The UWP covers transportation planning activities within the BCATS area which includes the following two cities and six townships: City of Bay City, City of Essexville, Bangor Township, Monitor Township, Hampton Township, Frankenlust Township, Portsmouth Township, and Kawkawlin Township.

## **Transportation Issues Facing the Bay City Urbanized Area**

### **Overall**

Transportation affects every person in our country. A safe, accessible, affordable, and reliable transportation system is vital to everyone. The Fixing America's Surface Transportation (FAST) Act (P.L. 114-94), which was signed into law by President Obama on December 4, 2015, creates a streamlined performance-based surface transportation program, which builds on many of the highway, transit, bike, and pedestrian programs and policies previously established in the 2012 law, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).

On February 22, 2017, BCATS adopted a new 2045 Metropolitan Transportation Plan (MTP). BCATS will continue to work towards addressing transportation issues identified in the MTP. BCATS will cooperatively work with the state to maintain a regional (Bay, Saginaw, Midland) traffic demand model. In addition, high volume capacity corridors that were identified in the 2045 plan will be reviewed for further study.

Projects that are identified through the planning process are next prioritized in the BCATS Transportation Improvement Program (TIP) for the metropolitan planning area. BCATS, in cooperation with the MDOT, local implementing agencies comprised of the City of Bay City, the City of Essexville, and the Bay County Road Commission and the public transit operator BMTA, developed a new Fiscal Year (FY) 2017-2020 TIP which reflects the overall transportation goals specified in the 2045 Transportation Plan. The TIP identifies realistic federal, state and local financial resources available to implement the programmed projects. Monitoring the progress of projects that are part of the TIP is very important so that the public is aware of project status, timeliness and completion. Any amendments or administrative changes that are necessary will also be addressed. BCATS will work with MDOT and the Michigan Transportation Planners Association to develop methods to streamline TIP development, project prioritization, amendment processes, and ways to reduce the number of amendments. The BCATS Bylaws were amended in FY 2014 to change the cost increase limit from 10% to 25% to trigger a TIP amendment. BCATS will also prepare an annual listing of projects as required by the FAST Act. BCATS will continue to work with the state and public transit provider to cooperatively develop estimates of funds that are reasonably expected to be available to support TIP implementation. BCATS will work with local implementing agencies to review their Surface Transportation Program (STP) street project contracts with the MDOT to ensure compliance with capping of project costs.

FAST Act planning regulations require the development of an annual Unified Work Program (UWP). The UWP will discuss the planning area and describe the major transportation issues facing the area, including the corridor and sub area studies anticipated within the area over the next year, regardless of funding sources or agencies conducting activities. The UWP will contain sufficient detail to indicate who will perform the work, the schedule for completing it and the products that will be produced.

FAST Act requires the involvement of the general public in transportation investment decision-making. The BCATS public participation plan was reviewed and is included in the BCATS 2045 Metropolitan

Transportation Plan adopted in 2017 (chapter 10). However in 2014 BCATS staff created a standalone public participation plan that was adopted on October 23, 2014 by the BCATS Policy Committee. The plan provides opportunities for interested parties (including citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit and other interested parties) to be involved in various stages of the plan development and amendment process. Public participation is a proactive process which guarantees timely notice, full access to key decisions, and an opportunity for early and continued involvement in the development of Plans and TIPs.

Public participation principles are also a high priority and are addressed in the updated plan. BCATS will continue to locate the affected populations and will work to engage them in discussions and input. Project development maps have been completed for social and economic impact analysis and will be updated as needed.

Other general work associated with administration, program coordination, and certification involves: attending BCATS technical and policy meetings, other community meetings which impact the transportation network, involvement in the Michigan Transportation Planning Association, and providing for a timely program audit and review of transportation related legislation.

BCATS will continue to provide technical planning assistance to the MDOT, the Bay County Road Commission, the City of Bay City, the City of Essexville, BMTA, and other local units of government regarding the implementation of studies and projects identified in the 2045 Transportation Plan, to provide for a safe and efficient transportation system.

Work activities with MDOT may include: a comprehensive travel survey, ride-sharing, asset management, Regional Economic Models, Inc. (REMI) data review, land-use issues, non-motorized, and access management coordination. As well as participating in the Michigan Geographic Framework updates and RoadSoft data development and Regional Summit meetings.

Other local issues include: maintenance and operation of two Bay City bridges, development of a comprehensive non-motorized network, Mackinaw Rd/US-10 interchange along with congested corridors such as Trumbull St, Wilder Rd and M-13/M-84 Salzburg Ave in Bay City. Intersection issues include Monitor Rd/Wilder Rd, as well as, Center Ave/ Trumbull St. While the Garfield Rd/US-10 interchange and the Garfield Rd Corridor between MBS Airport and US-10 is outside of the BCATS study area, it is of prime economic importance to the urbanized area and BCATS will assist any interested party in the development of said corridor.

In FY 2015 BCATS participated with MDOT and local township officials to create an Access Management Plan along the M-13/Euclid Avenue and Wilder Road corridors. BCATS in conjunction with the Bay County Road Commission has partnered with MDOT and their consultant on the Euclid Avenue Access Management Plan by including the Wilder Road Corridor in the Access Management Plan process. This was a cooperative project which was completed in FY 2015 and will provide access management plans on the City of Bay City's two most heavily trafficked commercial corridors. Coordination will also occur on other local MDOT trunk-line projects, such as the M-84/Salzburg Ave corridor.

Other transportation system management concerns include: interconnection of various traffic signals along corridors, access management, incident management, environmental stewardship, land use impacts on the transportation system, bridge issues including the operation and maintenance of moveable bridges, and rails-to-trails issues. Furthermore, BCATS is actively involved in the Saginaw River Port and dredge disposal, rail issues, and transportation enhancement activities. Intelligent Transportation Systems (ITS) architecture will continue to be reviewed to determine its role as an effective tool in the development of an intermodal transportation system. In addition, BCATS has involvement in the TEDF program, especially Categories A and F, the local STP Safety Program and activities of the STP Rural Taskforce Program.

BCATS will continue its ongoing involvement with port shippers to ensure their participation in freight issues. BCATS will seek perspectives and long term outlooks from the shipping community and promote linkages of the freight movement community. Intermodal connectors on the National Highway System (NHS) are also a priority and may be analyzed for congestion and maintenance deficiencies.

BCATS will work with the implementing agencies to identify and ensure the proper use and performance of our transportation assets. We will strive to manage those transportation assets in an effective, efficient, and reliable manner. Asset management is an ongoing process that includes policies, data collection, planning, and program delivery, monitoring, and reporting. BCATS remains available to participate with MSU Extension and BMTA, as well as, other Bay County Agencies in a planning process called Communities for a Lifetime, or any similar multi agency planning processes that improve livability and sustainability in the transportation planning process. BCATS maintains lines of communication with both the Saginaw Metropolitan Area Transportation Study (SMATS) and the Midland Area Transportation Study (MATS) organizations and staff. BCATS continues its support of the East Michigan Council of Governments' (EMCOG) Region 5 Prosperity Plan process and will continue to actively support EMCOG in FY 2018. BCATS will continue to promote cooperation and coordination across MPO boundaries and across State boundaries, where appropriate, to ensure a regional approach to transportation planning. Most recently the BCATS staff participated in a joint regional MPO meeting between SMATS, MATS, and BCATS that consisted of MPO staff at MBS International Airport.

The specific PASER rating data collection for Federal Aid roads, rating local roads, and expenditure reporting, and technical assistance specific to asset management will be covered under Asset Management using Transportation Asset Management Council funds up to the amount authorized.

For FY 2018 BCATS will continue efforts in three very important program areas. Number one is safety conscious planning (SCP). SCP is a proactive approach to the prevention of accidents and unsafe transportation conditions by establishing inherently safe transportation networks. SCP achieves road safety improvements through small but measurable changes, targeted at the whole network. BCATS has participated in the Safe Routes to School grant implementation in both the Bay City and Bangor Twp school districts. BCATS will continue to be a resource to school districts interested in the Safe Routes to School program. Assistance by BCATS to school districts under the Safe Routes to School program is viewed as SCP activity. Number two is asset management. Asset management is an emerging concept

in the transportation industry. It is based on managing our infrastructure by focusing on performance, not ownership of roads. BCATS will work very closely with the Michigan Asset Management Council which was created by P.A. 499 of 2002. The specific PASER rating data collection for Federal Aid roads, and when time and budget allows, rating local roads, assisting in expenditure reporting, and setting up and using an asset management system, which are specific asset management tasks that will utilize separate authorized Transportation Asset Management Council funds for implementation. The third focus will be on improving public participation in the transportation planning process, with particular focus on Title VI of the Civil Rights Act of 1964.

Extensive work continues with the Highway Performance Monitoring System (HPMS), traffic count, and accident data collection. This work item also includes the collection of employment, housing, population, auto availability, and other data. Considerable time will be spent on maintaining the socio-economic (SE) data that has been obtained to the Traffic Analysis Zone (TAZ) level. Various software and other analytical tools needed to evaluate and prioritize projects will continue to be explored. BCATS will participate in REMI review efforts, as well as, transportation related Census 2010 processes. BCATS will facilitate the maintenance and enhancement of the traffic count program which has been established to provide a count-based Average Annual Daily Traffic (AADT) for each homogeneous “traffic segments” of the non-trunkline federal-aid roads within the BCATS area at least once every five years. The collection of bike and pedestrian counts on non-motorized routes will be explored in FY 2018. BCATS anticipates continued efforts in non-motorized planning in FY 2018, particularly by encouraging other implementing agencies to adopt the updated BCATS non-motorized plan. BCATS will begin the transition to Performance Based Planning and Programming as outlined in the Federal Highway Administration and Federal Transit Administration’s Planning Emphasis Areas.

Bay County was an attainment/maintenance area operating under minimal maintenance requirements under EPA’s 1 hour Ozone Standard. Since EPA has revoked the 1 hour Ozone Standard and replaced it with a newer standard, the former minimal maintenance requirements for the County under the 1 hour Ozone Standard have been removed with that action. Bay County is in attainment for Ozone under USEPA’s 8 hour .080 Ozone Standard. There is no requirement to conduct a conformity analysis for the County under this designation.

In 2012 USEPA issued designations for a new 8 Hour .075 Ozone standard. Bay County is designated in attainment of the .075 Ozone Standard. There is no requirement to conduct a conformity analysis for the County under this designation.

Bay Metropolitan Transportation Authority (BMTA) has been a leader in planning for and implementing energy savings improvements such as the proposed installation of solar panels, and the installation of diesel hybrid conversion kits on their buses. BCATS has and will support all such efforts that impact reduction of greenhouse gas emissions and assist in addressing climate change issues. The BMTA has for many years coordinated a Specialized Services Coordinating Committee monthly meeting with local service groups, taxi services, health providers, etc. to identify and address transportation connectivity gaps in access to essential services. BCATS will assist with this ongoing process in any way possible in FY 2018 and into the future as it applies to planning and transportation infrastructure projects.

## **Program Staffing and Funding**

Staffing for the FY 2018 BCATS program will include one (.7 FTE) staff member as the BCATS Director, one (.7 FTE) staff member as a transportation planner, one (.25 FTE) secretarial staff. The BCATS program will continue to utilize the assistance and efforts of local agency staffs, including the City of Bay City, the Bay County Road Commission, the City of Essexville and the BMTA, in order to effectively and efficiently address the federal planning requirements as well as local issues and programs.

The projected funding for the BCATS FY 2018 Unified Work Program activities includes \$204,375 of Federal Highway Administration (FHWA) Planning (PL) funds. This includes \$162,838 for highway planning activities and \$41,537 for transit planning activities. Of the total, \$1,000 is utilized for annual maintenance on a GIS web viewer that will display BCATS projects and activities such as projects from the TIP, PASER data, and traffic counts. The federal/local match split for the FHWA PL funds is 81.85% federal and 18.15% local. The Asset Management work item of rating federal aid roads and promoting asset management principals is funded entirely with \$21,100 in MDOT funds. The required local match of \$45,320 comes from a combination of cash contributions (\$36,109) and transit fare collections and local millage (\$9,211). The \$ 36,109 cash match contributed to the BCATS FY 2018 UWP for the normal allocation of the FHWA portion is comprised of \$8,733 from the City of Bay City, \$19,212 from the Bay County Road Commission, \$7,000 from the BMTA, and \$1,164 from the City of Essexville.

## **Transit Issues**

Issues facing providers of local public transit to be addressed as part of the FY 2018 BCATS Unified Works Program:

- Promote fixed route service with public outreach in travel training and distribution of service description materials
- Working with regional stakeholders to develop services which may lead to local funding sources
- Working to develop better public communication

### **Promote fixed route service with public outreach**

The goal in FY 2018 is to increase ridership on fixed route service through the promotion of a travel training program and by improving our distribution of service description materials.

### **Working with regional stakeholders to develop services**

The BMTA intends to support and work with EMCOG in its Prosperity Initiative efforts to survey stakeholders and find priorities and best practices in regionalization.

**Working to develop better public communication**

The BMTA will be working to improve public communication in FY 2018. Route deviations because of bridge and street closings is routine for the Bay City metropolitan area, therefore, BMTA must find more effective ways to get route change information out to the public. Developing an effective dialogue with the public is an important part of gaining local support.

FLOW CHART FY 2018 UNIFIED WORK PROGRAM												
Activities	Oct. '17	Nov. '17	Dec. '17	Jan. '18	Feb. '18	Mar. '18	Apr. '18	May '18	June '18	July '18	Aug. '18	Sept. '18
<b>100.01 3C ADMINISTRATION/COORDINATION</b>												
Technical & Policy Committee Meetings	→	→	→	→	→	→	→	→	→	→	→	→
MTPA Participation	→	→	→	→	→	→	→	→	→	→	→	→
<b>100.02 UNIFIED WORK PROGRAM</b>												
Develop Unified Work Program									→			
<b>100.05 TRANSPORTATION IMPROVEMENT PROGRAM</b>												
TIP Amendments	→	→	→	→	→	→	→	→	→	→	→	→
<b>101.01 DATABASE MONITORING &amp; MANAGEMENT</b>												
Update HPMS	→	→	→	→	→	→	→	→	→	→	→	→
Traffic Counts	→	→	→	→	→	→	→	→	→	→	→	→
Data Analysis & Reporting	→	→	→	→	→	→	→	→	→	→	→	→
<b>101.02 ASSET MANAGEMENT</b>												
PASER Training & Collection	→	→	→	→	→	→	→	→	→	→	→	→
<b>102.01 TRANSPORTATION PLAN ACTIVITIES</b>												
Maintain 2045 Long Range Plan	→	→	→	→	→	→	→	→	→	→	→	→
<b>103.01 TRANSPORTATION SYSTEM MANAGEMENT</b>												
TSM Coordination	→	→	→	→	→	→	→	→	→	→	→	→
<b>103.02 SAFETY CONSCIOUS PLANNING</b>												
SCP Coordination	→	→	→	→	→	→	→	→	→	→	→	→
Review/Adopt Safety Performance Targets	→	→	→	→	→	→	→	→	→	→	→	→
<b>104.01 TRANSIT - 3C ADMINISTRATION/ PUBLIC INVOLVEMENT</b>												
Transit Planning Coordination	→	→	→	→	→	→	→	→	→	→	→	→
<b>104.02 TRANSIT - DATA DEVELOPMENT AND MANAGEMENT</b>												
Transit Surveys and Reporting	→	→	→	→	→	→	→	→	→	→	→	→
<b>104.04 TRANSIT - TRANSPORTATION SYSTEMS MANAGEMENT</b>												
Transit TSM Coordination	→	→	→	→	→	→	→	→	→	→	→	→

## **Work Item: 100.01 3C Administration/Coordination**

### **PURPOSE and METHODOLOGY:**

Preparation and distribution of BCATS Policy and Technical Committee meeting agendas, minutes, resolutions and other relevant reports for each meeting.

Attend technical training seminars and professional workshops and participate in the Michigan Transportation Planning Association.

Perform all duties associated with the financial administration of the BCATS, including submission of progress reports, financial acceptance reports and monthly billings. Assist outside auditors to conduct an annual financial and compliance audit by providing accurate and timely information.

Maintain contact with local media, citizens district councils, business associations and various public interest groups to keep the public informed of transportation related issues. Distribute meeting announcements and news releases to all interested parties. Provide a forum for feedback to the planning program through open discussions and presentations to all interested groups in accordance with the BCATS public participation plan.

As a *Planning Emphasis Area*, BCATS will keep up on the Performance-Based Planning and Programming Rule Making and Target Setting. BCATS will participate in the MTPA subcommittee for Small-MPOs regarding performance measures and targets. BCATS will also coordinate with MDOT and FHWA on target setting.

BCATS will also promote another *Planning Emphasis Area*, Models of Regional Cooperation, by working with neighboring MPOs to ensure a regional approach to transportation planning. This will include collaboration on data collection, coordination of transportation plans and programs, corridor studies, and projects across adjacent MPOs.

Review federal and state legislation and perform clearinghouse review of projects. Retain professional contact with governmental agencies.

### **PRODUCTS:**

1. Regular Technical and Policy Committee meetings.
2. Agendas, minutes and necessary support for each BCATS meeting and other general staff meetings.
3. Participate in the Michigan Transportation Planning Association, local Railtrail Committee, Road Commission, Regional Planning Commission, Chamber of Commerce, and other organizations where transportation issues are commonly discussed.
4. Coordinate planning activities with various MDOT Sections and other local units of government,

including but not limited to access management plan development, the Bay Region Non-motorized Plan project, the implementation of traffic safety recommendations contained in two intersection safety audit studies and the ongoing Bay Regional Non-Motorized Plan.

5. Review federal and state laws, policies, guidelines, and technical studies as required. Produce legislative and technical summaries. Brief other agencies on impacts of proposed changes in transportation laws.
6. Prepare monthly progress reports (submitted quarterly) and invoices for payment to Bay County as per project agreements.
7. Prepare final Acceptance Report on Work Program elements.
8. Assist in carrying out general and specific audits of programs.
9. Program correspondence, files and records.
10. Publish the FY 2017 BCATS Annual Report in a local news publication of general circulation within the Bay City metropolitan area including a list of completed projects.
11. Administer and coordinate activities regarding implementation of the MPO/MDOT transportation planning process. Update existing Memorandums of Understanding where necessary.
12. Maintain and review metropolitan area boundary.
13. Maintain certified metropolitan transportation planning program.
14. Review all planning activities for conformance with adopted Goals and Objectives.
15. Review FAST Act legislation and implement any new activities as needed. Continue working with MDOT on target setting and implementation of Performance-Based Planning and Programming.

**100.01 FUNDING**

	<b>FHWA</b>	<b>BCTPD</b>	<b>LOCAL</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$82,000		\$18,183	\$10,563
<b>Expenditures</b>		\$100,183		\$10,563
<b>Staff Time (days)</b>		191		30

**Work Item: 100.02 Unified Work Program**

**PURPOSE and METHODOLOGY:**

Meet with federal and state officials in pre-UWP meetings to determine any new directions in policy and program content, paying particular attention to the metropolitan planning regulations. Review FHWA and FTA Planning (PL) history and funding balance. Review master agreement and project agreement information. Develop and adopt program certification resolution.

Coordinate planning activities with BMTA staff to assure that transit related work program elements are responsive to federal, state, and local priorities.

Describe the major transportation issues facing the Bay City metropolitan area.

Prepare a draft FY 2019 UWP for submission to the BCATS Technical Committee. Review and revise the FY 2019 UWP based on Technical Committee comments. Federal and state agency comments are also considered and any deficiencies are addressed to maintain certification of the planning process.

Finalize the draft Unified Work Program including costs, agency funding responsibilities, estimated staff requirements and products of work efforts. The completed draft UWP is submitted to the BCATS Policy Committee for approval. The final FY 2019 UWP is transmitted to the Michigan Department of Transportation. Periodic review of the work program insures its timely completion.

**PRODUCTS:**

1. Various correspondence and meetings.
2. Draft Unified Work Program for FY 2019.
3. Adopt and monitor final Unified Work Program for FY 2019.

**100.02 FUNDING**

	<b>FHWA</b>	<b>BCTPD</b>	<b>LOCAL</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$4,000		\$887	\$1,697
<b>Expenditures</b>		\$4,887		\$1,697
<b>Staff Time (days)</b>		10		5

## **Work Item: 100.05 Transportation Improvement Program**

### **PURPOSE and METHODOLOGY:**

BCATS staff will monitor the new BCATS FY 2017-2020 Transportation Improvement Program for any project or funding changes and amend as required for maximum utilization of available funding.

The TIP shall include all transportation projects, or identified phases of a project within the metropolitan planning area funded under Title 23 and the Federal Transit Act. It will only contain projects that are consistent with the 2045 BCATS Metropolitan Transportation Plan. For informational purposes, all regionally significant projects to be funded with non-federal funds will be included. The TIP shall cover a period of four years and shall be financially constrained. Only projects for which construction and operating funds can reasonably be expected to be available may be included in the TIP.

All transportation projects, or identified phases of a project (including pedestrian walkways, bicycle transportation facilities and transportation enhancement projects and para-transit plans and those projects that implement the plans) shall include descriptive material to identify the project or phase, estimated total cost, the amount of federal funds to be obligated during each program year, proposed source of federal and non-federal funds, identification of the recipient/sub-recipient and state and local agencies responsible for carrying out the project.

If needed, projects included shall be specified in sufficient detail to permit air quality analysis in accordance with the U.S. EPA conformity requirements.

BCATS will inform eligible governmental implementing agencies of the TIP process, including time schedules and review process.

Request updated project lists from all implementing agencies, including the MDOT, the Bay County Road Commission, the City of Bay City, the City of Essexville, and the BMTA.

Analyze all project submittals using adopted BCATS guidelines and project priority criteria from the Surface Transportation Program (STP) or other eligible network. Determine project relationship to locally adopted plans as well as goals and objectives. Maintain the TIP as a priority list of projects including a financial plan. Recently BCATS has populated an illustrative list, which includes projects that have been identified as priority projects, however funding is not currently available to complete these projects.

As a ***Planning Emphasis Area*** BCATS staff will continue to work with MDOT and FHWA on streamlining the TIP development process. Review all projects for the potential of adoption as part of a General Program Account (GPA). Use of GPA projects would help reduce the number of amendments during the fiscal year. Continue use of the new JobNet portal and work with MDOT to improve the functionality of JobNet. Staff will also coordinate with BMTA staff on the population and edits to the Transit Candidate list in the TIP as part of this process.

Submit staff recommendation to BCATS Technical Committee for review and recommendation to the Policy Committee.

Provide an opportunity for public comment on any changes to the TIP in accordance with the BCATS public participation plan. The Policy Committee of BCATS approves any necessary TIP amendments and transmits it to MDOT.

**PRODUCTS:**

1. Amendments or other administrative changes to the BCATS Transportation Improvement Program for FY 2017-2020.
2. Continue Bay County Road Commission, City of Bay City, and City of Essexville prioritization of Federal-Aid Eligible Roads in the BCATS study area to assist in requests for STP funding.
3. Utilize and monitor the new online TIP submittal process, while maintaining the existing eTIP file process.
4. Monitor TIP projects and manage changes in a timely manner.
5. Develop the required Annual Listing of Obligated Projects.
6. Attend available training on the new JobNet program.

**100.05 FUNDING**

	<b>FHWA</b>	<b>BCTPD</b>	<b>LOCAL</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$9,000		\$1,996	\$4,526
<b>Expenditures</b>		\$10,996		\$4,526
<b>Staff Time (days)</b>		20		21

## **Work Item: 101.01 Database Monitoring and Management**

### **PURPOSE and METHODOLOGY:**

Further develop a local traffic count program by requesting specific traffic counts and collecting all traffic counts from local jurisdictions and the MDOT. The existing traffic count program will be reviewed and enhanced by reviewing the current count program, and adjusting the location and number of counts to fulfill HPMS efforts with the Non Trunk-line Federal Aid Program (NTFA) as well as maintain sufficient traffic counts for maintenance and ongoing calibration of the travel demand model. A traffic count report and map will be created and posted to the BCATS website. Staff will also explore avenues to begin the collection of bike and pedestrian counts on Bay County non-motorized routes.

Evaluate the effectiveness of the various management systems that were developed as part of the 2045 Transportation Plan. This would include coordination on management techniques in the following areas: pavements, congestion, safety, transit and intermodal. Coordinate with the MDOT and local implementing agencies and jurisdictions.

Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT supplied spreadsheet that contain only the data items needing to be updated for each sample in the format provided.

Provide support to MDOT in the a-cross agency coordination effort to plan for, gather, and report roadway characteristics on the non MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of Highway Performance Monitoring System (HPMS), Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP21), and Fixing America's Surface Transportation Act (FAST).

Support is defined as (but not limited to):

- Outreach
- Training and education
- Data coordination with Local agencies
- Data compilation
- Data load, transfer, and/or reporting (Conduit between local agencies and MDOT/FHWA)

MAP21 and Fast are transitioning transportation agencies to be more performance oriented which means additional requirements to collect data and to standardize data to support national performance measures. An element of the legislation is the Model Inventory Roadway Elements (MIRE), which is a required inventory of extensive roadway features and traffic data elements important to safety management, analysis, and decision making.

Continue to assist the MDOT in their efforts to maintain the Bay Region Bike Map. This assistance will include supplying relevant road data that is readily available through current data collection efforts for the maintenance of the map. BCATS will continue updating and promotion of the BCATS Non-motorized Plan through continued discussions with the local implementing agencies.

The collection of information on rail, air, truck, port and non-motorized systems will be updated as necessary. The MPO staff will incorporate an increased emphasis on obtaining data relative to freight issues in order to further integrate freight planning into the transportation planning process.

Collect current information and maintain historical files on economic development, demographics and land use and zoning.

Compare current master plans and zoning plans to the transportation plan and evaluate for conditions that will lead to sprawl. Encourage policies that recommend the principles of sustainable development, including education on the Complete Streets Concept.

Continue technical assistance in the use of the 2015 digital orthophotography. Work cooperatively with other Bay County Departments and Bay County cities and townships towards full utilization of the 2015 digital orthophotography.

Continue utilizing the new Bay Area GIS web viewer as means for public notification of BCATS road projects. Work cooperatively with the City of Bay City, Bay County Road Commission, City of Essexville, and BMTA to display their projects on the Bay Area GIS web viewer.

Update as needed, using Census 2010, REMI, Claritas, or other data sources, SE data for all traffic analysis zones (TAZs). This includes Census Transportation Planning Package (CTPP) update efforts. BCATS will be involved in the Urban Area/NFC Post-2010 Census Statewide review process. The MPO will work with the State on collecting or reviewing data for freight planning or modeling purposes. BCATS staff plan on contacting the cities and townships to update the building and demolition permit data and coordinating an annual data exchange process if possible. These updates include locations of parks and other recreational areas that enhance livability for use in multi-modal planning efforts.

Update software such as spreadsheet, database, and GIS programs to enable BCATS to more efficiently maintain the database monitoring structure.

Participate in the initial meetings with the MDOT, the Saginaw MPO, and the Midland MPO regarding the updating of the BCATS 2045 Metropolitan Transportation Plan (MTP).

#### PRODUCTS:

1. Updated Highway Performance Monitoring System (HPMS) data files.
2. Update/maintain future socio-economic and future changes to household, employment and population data by traffic analysis zone for base, future and interim years. This includes the use of Claritas and other data sets obtained from the state or other sources.
3. City of Bay City, City of Essexville and Bay County Road Commission traffic counts.
4. Analysis of Crash/Safety data by the Bay County Road Commission.

5. Data input and maintenance in regards to signs and road markings by Bay County Road Commission on Federal Aid Eligible Roads within the study area (Asset Management).
6. Compile the 2016/2017 BCATS traffic count report.
7. Other technical data base files regarding the various management systems.
8. Participate with MDOT, Saginaw and Midland MPOs regarding MTP updates.
9. Update Bay Area GIS web viewer with BCATS project data.

**101.01 FUNDING**

	<b>FHWA</b>	<b>BCTPD</b>	<b>LOCAL</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$49,838		\$11,051	\$3,735
<b>Expenditures</b>		\$60,889		\$3,735
<b>Staff Time (days)</b>		110		11

## **Work Item: 101.02 Asset Management**

### **PURPOSE and METHODOLOGY:**

The resources allocated to BCATS from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. BCATS shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). BCATS will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

Activities to be undertaken as part of this task include:

1. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
2. Represent BCATS at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
3. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
4. Attend TAMC-sponsored Asset Management Plan Development training seminars.
5. Organize schedules with Public Act 51 agencies within BCATS boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
6. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
7. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.
8. BCATS may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.
9. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an

emphasis on the top 125 agencies.

10. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
11. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.
12. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
13. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.
14. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
15. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
16. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
17. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.
18. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
19. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
20. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.
21. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.

22. Integrate PASER ratings and asset management into project selection criteria: a.) Analyze data and develop road preservation scenarios; b.) Analyze performance of implemented projects.

**PRODUCTS:**

1. PASER data for Federal Aid System submitted to TAMC via the IRT.
2. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
3. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
4. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
5. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within BCATS boundary by September 30 of each year.

**101.02 FUNDING**

	<b>FHWA</b>	<b>AMC</b>	<b>CBC</b>	<b>BCRC</b>	<b>Essexville</b>	<b>BCTPD</b>	<b>MDOT/SPR</b>
<b>Source</b>	0	\$21,100	0	0	0	0	\$1,698
<b>Expenditures</b>			\$5,250	\$6,500	\$1,050	\$8,300	\$1,698
<b>Staff Time (days)</b>			10	16	2	17	5

## **Work Item: 102.01 Transportation Plan Activities**

### **PURPOSE and METHODOLOGY:**

Identify transportation facilities (including but not limited to major roadways, transit, and multimodal and intermodal facilities) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions. In formulating the long range plan, BCATS incorporated the planning items necessary to comply with SAFETEA-LU and MAP-21, and will continue to review any new requirements due to the passage of the FAST Act.

The MTP must have a 20 year planning horizon, contain both short and long range strategies, be updated periodically, and identify demand for travel and identify adopted congestion management strategies. The plan will reflect results from the various management systems to preserve the existing system. The new 2045 MTP continues to use the Great Lakes Bay Region travel demand model which is synchronized with the same 2045 horizon year as the Saginaw Metropolitan Area Transportation Study's (SMATS) and Midland Area Transportation Study's (MATS) Transportation Plans.

The MTP includes a financial plan that demonstrates funds reasonably expected to be available to fully implement the plan by the forecast year. It compares estimated revenues from existing and proposed sources to proposed investments. If necessary, the plan shall also meet the air quality conformity requirements of the Clean Air Act Amendments.

During the update of the MTP, BCATS will focus on the *Planning Emphasis Area*, Long Range Transportation Planning, by looking for ways to create better linkages between land use and transportation. BCATS will explore using the INVEST Tool as well as coordinate with MDOT's Statewide Freight Plan.

BCATS will continue to work with MDOT on the development, maintenance, and use of the Great Lakes Bay Region travel demand model. Other activities may include specific traffic demand modeling for truck and commercial vehicles.

MPO staff will work closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.

MPO staff will work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area.

MPO staff will work closely with local officials and stakeholders to monitor freight related issues within the metropolitan area.

Input from freight stakeholders will be sought by MPO staff if efforts to successfully integrate freight planning into the existing transportation planning processes.

**PRODUCTS:**

1. Maintenance of the Great Lakes Bay Region travel demand model (data collection covered under 101.01).
2. Ongoing review and maintenance of the 2045 Long Range Plan, including advancement of any immediate or important issue from the list of projects.
3. Incorporation of asset management practices into 2045 Metropolitan Transportation Plan (MTP) by using the financial estimates obtained from RoadSoft for maintenance of the Federal Aid Eligible Transportation System within the BCATS.
4. Continue monitoring of the MTPA Financial Planning Working group to maintain the best estimate of available funding.

**102.01 FUNDING**

	<b>FHWA</b>	<b>BCTPD</b>	<b>LOCAL</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$4,000		\$887	\$5,461
<b>Expenditures</b>		\$4,877		\$5,461
<b>Staff Time (days)</b>		8		10

## **Work Item: 103.01 Transportation System Management (TSM)**

### **PURPOSE and METHODOLOGY:**

Provide technical planning assistance to various BCATS agency members (the Bay County Road Commission, the City of Bay City, the City of Essexville and MDOT) regarding TSM issues at congested intersections and selected roadway segments or corridors identified in the Transportation Plan such as Trumbull Avenue Corridor, M-13/M-84 Corridor, Wilder Road Corridor, and the Center Avenue Corridor. Also, assist local units in applying for TEDF Categories A and F funding, STP Safety and Enhancement funding.

BCATS will jointly work with MDOT on implementing their M-13/Euclid Ave & Wilder Rd Access Management Plan and ordinance that was completed in FY 2015.

Analyze TSM related problems identified in the BCATS 2045 MTP, the BCATS Non-Motorized Plan and the ongoing monitoring program, such as removal of various traffic signals, railroad crossing issues and moveable bridge signalization. Utilize computer assisted techniques to evaluate projects including highway capacity software, signal optimization, network simulation and other transportation packages. Staff will address non-motorized, enhancement and inter-modal needs and assist local jurisdictions with any project requests.

BCATS will monitor freight related issues regarding impacts of Saginaw River port shipping as well as rail and highway inter-modal connections while seeking perspectives from the freight movement community. BCATS will continue coordination with MBS International Airport and James Clements Airport in regard to transportation issues.

BCATS will continue to assist the Bay Area Chamber's Community Beautification Committee and support their efforts to conduct a planning study for the M-25 Corridor between I-75 and the Saginaw River.

MPO staff will work to assist the City of Bay City in the development of a Non-motorized Plan as a part of the City of Bay City's update to their Master Plan.

BCATS will promote the Ladders of Opportunity *Planning Emphasis Area* by working with BMTA, EMCOG, and MDOT on an updated Coordinated Transit Plan. Staff will also work with EMCOG, BMTA, and MDOT on implementing the Regional Transit Mobility Study that analyzed gaps to essential services in the region based on the current transit services available.

**PRODUCTS:**

1. Various TSM studies addressing specific problems.
2. BCATS staff will continue to focus on Non-Motorized planning integration.
3. Bay County Road Commission, Bay City, and Essexville Non-Motorized efforts.

**103.01 FUNDING**

	<b>FHWA</b>	<b>BCTPD</b>	<b>LOCAL</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$7,000		\$1,552	\$1,820
<b>Expenditures</b>		\$8,552		\$1,820
<b>Staff Time (days)</b>		12		8

## **Work Item: 103.02 Safety Conscious Planning**

### **PURPOSE and METHODOLOGY:**

The FAST Act requires the metropolitan planning process to provide for the consideration of projects and strategies that will increase the safety and security of the transportation system for the motorized and non-motorized users.

Safety Conscious Planning (SCP) implies a proactive approach to the prevention of accidents and unsafe transportation conditions by establishing inherently safe transportation networks. SCP achieved road safety improvements through small, but measurable changes, targeted at the whole network. The short-term objective is to integrate safety considerations into transportation planning processes at all levels, such as Transportation Improvement Programs (TIP) developed by the MPOs. There should also be consideration of safety objectives in the longer range, 20-year MTP that the MPO prepares.

BCATS will update its safety profile and hold a safety forum if time allows continuing the process of integrating safety conscious planning into the metropolitan planning process. The next phase is to actually identify the best method for area wide integrations.

1. Attendance at a one day training seminar on the systematic and organized approach to safety conscious planning, when available and staff time allows.
2. Work with member agencies to identify goals and performance measures.
3. Develop the process and timetable for integrating the goals and performance measures into the project identification and selection process.
4. Assist schools in the understanding and utilization of Safe Routes to School funding.

An intersection safety audit study was completed in 2005. The Office of Highway Safety Planning utilizing Wayne State University concluded a study in late calendar year 2004 which studied 36 intersections mostly along the M-13/Euclid Ave and the M-25/Center Ave corridors. AAA Michigan through its Road Improvement Demonstration Program was to have studied seven (7) intersections mostly along the Wilder Road corridor. The individual performing the study has left AAA, and the study of those seven (7) intersections was never completed. BCATS will pursue funding opportunities to implement the recommendations contained in completed study.

Safety Conscious Planning is an emerging concept in the transportation industry. It provides an additional basis for managing our infrastructure by focusing on the safety performance of the system in addition to other factors. It is a process predicated on stewardship or public resources, accountability to the users of the system, and continuous improvement.

BCATS anticipates a collaborative effort with the Bay County Road Commission to identify funding for a Wilder Road Corridor traffic signal synchronization project.

BCATS will continue to participate in the Regional Traffic Safety Plan through EMCOG and the MDOT Bay Region Office.

Staff will work with MDOT and FHWA on developing Safety Performance Targets to comply with the Safety Performance Measures adopted by FHWA. Targets will be adopted by BCATS committees in FY 2018.

**PRODUCTS:**

1. Identification and mapping of high crash locations.
2. Adoption of Safety goals and safety performance measure targets.
3. Increase coordination with the Saginaw Valley Traffic Safety Committee.
4. Coordinate a safety forum during FY 2018 if time allows.
5. Coordinate and assist schools in the utilization of the Safe Routes to School program.

**103.02 FUNDING**

	<b>FHWA</b>	<b>BCTPD</b>	<b>LOCAL</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$7,000		\$1,552	\$2,716
<b>Expenditures</b>		\$8,552		\$2,716
<b>Staff Time (days)</b>		11		8

**Work Item: 104.01 Transit – 3C Administration/Public Involvement**

**METHODOLOGY:**

Administration of operating and capital grants.

Coordination of various committees to include a local advisory group and ADA advocacy group.

Meet with area citizen groups and agencies concerning disabled and elderly transportation needs and other transit issues.

Coordinating shared administrative responsibilities with Arenac Opportunities for Federal reporting requirements.

**PRODUCTS:**

1. Capital and operating grant applications.
2. Various administrative reports.
3. Committee agendas and minutes.
4. Visual aids and various informational products for citizen group meetings.

**104.01 FUNDING**

	<b>FHWA</b>	<b>BMTA</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$4,611	\$1,022	\$ 0
<b>Expenditures</b>		\$5,633	\$ 0
<b>Staff Time (days)</b>		29	\$ 0

**Work Item: 104.02 Transit – Data Development and Management**

**METHODOLOGY:**

Accumulation of daily ridership data on all routes which are compiled into monthly ridership and efficiency comparison reports.

Maintain updated inventory of transit vehicles.

Compile operating data on route mileage and hours.

Conduct transit user surveys.

**PRODUCTS:**

1. Monthly and yearly ridership and efficiency comparison reports.
2. Revenue vehicle roster.
3. Annual transit user survey summary.

**104.02 FUNDING**

	<b>FHWA</b>	<b>BMTA</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$17,155	\$3,804	\$0
<b>Expenditures</b>		\$20,959	\$0
<b>Staff Time (days)</b>		119	0

**Work Item: 104.04 Transit – Transportation Systems Management**

**METHODOLOGY:**

Work to see that local transit needs are satisfied as efficiently as possible.

Monitor route performance to identify deficiencies.

Monitor community changes to determine where transit services should be expanded or reduced.

Continue to improve the flow of transit information to the community to make it aware of transit’s contribution to a healthy economic and social environment.

Work to increase amenities which make transit usage more viable (shelters, signage, benches, etc.)

Continue working with willing and able local, private transportation providers to include them in the provision of transit services. Review and update local privatization plan. Continue involvement in Specialized Services Coordinating Committee, which serves elderly and disabled population, as well as other related committees and groups.

**PRODUCTS:**

1. Updated route guides and schedules.
2. Various TSM reports as needed.
3. Annual specialized services plan and grant application.
4. Coordination of local privatization efforts.
5. Updated routing when necessary.

**104.04 FUNDING**

	<b>FHWA</b>	<b>BMTA</b>	<b>MDOT/SPR</b>
<b>Source</b>	\$19,771	\$4,385	\$0
<b>Expenditures</b>		\$24,156	\$0
<b>Staff Time (days)</b>		74	0

UNIFIED WORK PROGRAM FUNDING SOURCES							
WORK ITEM	FHWA	FTA	MDOT/SPR	BCTPD	BMTA	AMC	LOCAL
100.01 ADMIN	82,000	0	10,563	0	0	0	18,183
100.02 UWP	4,000	0	1,697	0	0	0	887
100.05 TIP	9,000	0	4,526	0	0	0	1,996
101.01 DATA	49,838	0	3,735	0	0	0	11,051
101.02 ASSET MG	0	0	1,698	0	0	21,100	
102.01 LR PLAN	4,000	0	5,461	0	0	0	887
103.01 TSM	7,000	0	1,820	0	0	0	1,552
103.02 SCP	7,000	0	2,716	0	0	0	1,552
104.01 T-ADM	4,611	0	0	0	1,022	0	0
104.02 T-DATA	17,155	0	3,666	0	3,804	0	0
104.04 T-TSM	19,771	0	3,158	0	4,385	0	0
MDOT Travel	0	0	1,893	0	0	0	0
<b>TOTAL</b>	<b>204,375</b>	<b>0</b>	<b>40,933</b>	<b>0</b>	<b>9,211</b>	<b>21,100</b>	<b>36,109</b>

UWP FEDERAL FUNDING ALLOCATIONS		
WORK ITEM	FHWA	FTA
100.01 ADMIN	82,000	0
100.02 UWP	4,000	0
100.05 TIP	9,000	0
101.01 DATA	49,838	0
101.02 ASSET MG	0	0
102.01 LR PLAN	4,000	0
103.01 TSM	7,000	0
103.02 SCP	7,000	0
104.01 T-ADM	4,611	0
104.02 T-DATA	17,155	0
104.04 T-TSM	19,771	0
<b>TOTAL</b>	<b>204,375</b>	<b>0</b>

UWP STAFF TIME REQUIREMENTS (days)				
WORK ITEM	FHWA BCTPD	FHWA BMTA	MDOT	Local
100.01 ADMIN	191	0	30	0
100.02 UWP	10	0	5	0
100.05 TIP	20	0	21	0
101.01 DATA	110	0	11	0
101.02 ASSET MG	17	0	5	27
102.01 PLAN	8	0	10	0
103.01 TSM	12	0	8	0
103.02 SCP	11	0	8	0
104.01 T-ADM	0	29	0	0
104.02 T-DATA	0	119	8	0
104.04 T-TSM	0	74	7	0
<b>TOTAL</b>	<b>379</b>	<b>222</b>	<b>113</b>	<b>27</b>

FHWA: Federal Highway Administration, FTA: Federal Transit Administration  
BCTPD: Bay County Transportation Planning Division, BMTA: Bay Metro Transit Authority  
MDOT/SPR: Michigan Dept of Transportation; State Planning and Research  
AMC: Asset Management Council  
CBC: City of Bay City  
BCRC: Bay County Road Commission  
BMTA: Bay Metro Transit Authority  
ESSEX: City of Essexville

**BCATS 2018 Unified Work Program**

BCATS FY 2018 Unified Work Program - Summary Budget by Program Activity				
[non-FTA and non-SPR only]				
Work Item	Program and Program Activities	MPO Budget	"Local Exp Prorated"	Total Cost
100.01	Administration	\$82,000	\$1,259	\$83,259
100.02	Unified Work Program	\$4,000	\$0	\$4,000
100.05	Transportation Improvement Program (TIP)	\$9,000	\$3,268	\$12,268
101.01	Data Base Management (Data)	\$49,838	\$19,190	\$69,028
101.02	Asset Management***	\$21,100	\$0	\$21,100
102.01	Metropolitan Transportation Plan	\$4,000	\$0	\$4,000
103.01	Transportation System Management (TSM)	\$7,000	\$12,392	\$19,392
103.02	Safety Conscious Planning	\$7,000	\$0	\$7,000
	<b>Total MPO Budget</b>	\$183,938	\$36,109	\$220,047
	Difference: MPO Budget minus non-participating items	-\$21,100		-\$21,100
		\$162,838	\$36,109	\$198,947
	<b>Federal Share</b>			\$162,838
	<b>Local Share</b>			\$36,109
NOTES:				
* The estimated local expenses by the various agencies have been prorated down to an amount equal to their cash contributions within the given eligible work activities.				
*** Non-participating item				
Federal reimbursement is limited to \$162,838				



### Certificate of Indirect Costs

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated June 21, 2017 to establish billing or final indirect costs rates for fiscal year 2018 October 1, 2017 through September 30, 2018 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Bay County

Signature: 

Name of Official: Jay D. Anderson

Title: Director, Bay City Area Transportation Study (BCATS)

Date of Execution: 5/17/2017

# Cost Tables and Documentation

## City of Bay City

<b>Estimated Expenses for FY 2018</b>					
For Fiscal Year 2018					
City of Bay City in Michigan					
Construction Services Department Staff					
Hourly Rates and fringes based on past wage history - Prior Year					
Employee	Hourly Rate	Fringe N/A	Hourly Rate w/Fringes	Prorated by Work Activity	
				Data	\$3,936
Engineering Technician	\$24.44	\$5.85	\$30.29	TSM	\$2,474
				TIP	\$2,323
Construction Services Manager	\$38.17	\$10.92	\$49.09	Total	\$8,733
Hours estimated based on comparable activities in prior years					
Planning Activities			Engineering Technician	C.S. Manager	TOTAL ESTIMATED VALUE
Traffic Counts (Data)		0	130		\$3,937.70
Non Motorized (TSM)		0	25	0 35	\$2,475.40
TIP Planning & Development (TIP)		0	20	0 35	\$2,323.95
	<b>Total Hours</b>	<b>0</b>	<b>175</b>	<b>0 70</b>	
	<b>Cost per person</b>	<b>\$0.00</b>	<b>\$5,300.75</b>	<b>\$0.00</b>	<b>\$3,436.30</b>
					<b>\$8,737.05</b>

## City of Essexville

<b>FY 2018 Expense Estimates</b>						
For Fiscal Year 2018						
City of Essexville in Michigan						
Public Works Department						
Hourly Rates and fringes based on past wage history - Prior Year						
Employee	Hourly Rate	Fringe N/A	Hourly Rate w/Fringes	Prorated by work activity		
				DATA	\$465	
Public Works Director	\$59.00	Incl	\$59.00	ADMIN	\$699	
				Total	\$1,164	
Hours estimated based on comparable activities in prior years						
Planning Activities				P W Director	TOTAL ESTIMATED VALUE	
Traffic Counts (Data)	3-5 Traffic Counts taken by Bay County Road Commission					\$535.00
Review of Network (Data)				6	\$354.00	
Administrative (ADMIN)				5	\$295.00	
	<b>Total Hours</b>			<b>11</b>		
	<b>Total Cost</b>				<b>\$1,184.00</b>	

## Bay County Road Commission

<b>Estimated Expenses for FISCAL YEAR 2018</b>											
Bay County Road Commission, Bay County, Michigan											
Engineering Department Staff											
Hourly Rates per current Union Contracts and Fringes based on past wage history - Prior Year											
Employee	Hourly Rate	Fringe Rate	Total Rate								
Engineer - Manager	\$55.29	126%	\$124.96								
Finance Director	\$31.25	126%	\$70.63								
Assistant Engineer	\$37.05	126%	\$83.73								
Civil Technician I	\$29.42	126%	\$66.49								
IT Manager	\$29.58	126%	\$66.85								
Computer Clerk	\$17.50	126%	\$39.55								
College Intern/Summer Employee	\$12.50	0%	\$12.50								
Hours estimated based on comparable activities in prior years											
Planning Activities	Engineer-Manager	Finance Director	IT Manager	Assistant Engineer	Civil Technician I	Computer Clerk	College Intern Summer Employee	Labor Cost with Fringe	Administration (10%)	Overhead (9%)	
Non-Motorized (TSM)	16			16				\$3,063.11	\$306.31	\$275.68	
Asset Management (Data)			32	24			40	\$4,775.20	\$477.52	\$429.77	
Crash Data/Safety (Data)			32	16				\$3,743.28	\$374.33	\$336.90	
Traffic Counts (Data)			52	16	16	16	180	\$9,370.36	\$937.04	\$843.33	
TIP Planning & Development (TIP)	16	8		32				\$4,691.94	\$469.19	\$422.27	
<b>Total Hours:</b>	<b>32</b>	<b>8</b>	<b>116</b>	<b>104</b>	<b>16</b>	<b>16</b>	<b>220</b>				
<b>Cost per person:</b>	\$3,998.57	\$565.00	\$9,713.03	\$6,914.88	\$1,069.61	\$632.80	\$2,750.00	\$25,643.89	\$2,564.39	\$2,307.95	
Planning Activities	APPROVED PERCENTAGE	ESTIMATED REIMBURSABLE EXPENSE	Prorated by Work Activity				2018 BCRC Contribution:		2018 Estimated Eligible Expenses:		
Non-Motorized (TSM)	100.00%	\$3,645.11 (TSM)	(TSM)	\$3,645.11					\$19,212.00		
Asset Management (Data)	17.75%	\$5,682.48 (DATA1)	(DATA1)	\$1,008.64					\$20,136.41		
Crash Data/Safety (Data)	75.00%	\$4,454.51 (DATA2)	(DATA2)	\$3,340.88						(\$924.41)	
Traffic Counts (Data)	100.00%	\$11,150.72 (DATA3)	(DATA3)	\$11,150.72							
TIP Planning & Development (TIP)	17.75%	\$5,583.41 (TIP)	(TIP)	\$991.06							
<b>2017 Estimated Eligible Expenses:</b>		<b>\$30,516.23</b>	<b>TOTAL:</b>	<b>\$20,136.41</b>						JCL:05/17/2017	

## Bay Metro Transit Authority

<b>FY-2018 Expense Estimates</b>						
Fiscal Year 2018						
Bay Metro Transit Authority						
(Billable amount capped at \$7,000 for Fiscal Year 2018 as per Local Funding Resolution between BMTA and BCATS)						
Hourly Rates and fringes based on past wage history - Prior Year						
Employee	Hourly Rate	Fringe Rate	Hourly Rate w/Fringes	Prorated by Work Activity		
General Manager	\$36.87	\$39.08	\$75.95	ADMIN	\$560	
Serv. Dev. Planner	\$24.27	\$25.73	\$50.00	TSM	\$6,440	
				Total	\$7,000	
Hours estimated based on comparable activities in prior years						
Planning Activities	Gen Mgr	Planner	VALUE	TOTAL ESTIMATED		
Work Item #1 (ADMIN) 100.01	6	0	456			
Work Item #2 (TSM) 103.01	8	120	6607			
<b>Total Hours/Cost</b>	<b>14</b>	<b>120</b>	<b>7063</b>			
<b>Cost per person</b>	<b>\$1,063.33</b>	<b>\$5,999.54</b>	<b>7063</b>			

## **2018 Eligible Expense Descriptions Documentation**

### **City of Bay City**

1. Traffic Counts – Traffic counts requested by BCATS and MDOT for maintenance of the travel demand model, HPMS reporting requirements and data collection at railroad crossings are taken during the fiscal year. (Work Item 101.01 Database Monitoring and Management)
2. Non-Motorized – Yearly planning efforts include the evaluation of the non-motorized network to determine design and maintenance deficiencies to be addressed. Staff also attends planning sessions for those agencies/organizations that are pursuing construction of a non-motorized trail that has been proposed to be linked with the Bay City /Riverwalk Railtrail System. Staff also assists with updates to the BCATS non-motorized plan. (Work Item 103.01 Transportation System Management (TSM))
3. Access Management Project – Staff will be involved in the Euclid Avenue and Wilder Road Access Management project (Work Item 103.1 Transportation System Management (TSM))
4. TIP Planning & Development – Staff and our consulting engineer will rate and identify and prioritize federal aid eligible streets in order of need, utilizing the PASER rating method. This information leads to development of the Bay City 5-year Capital Improvement Plan and determines when the City will make requests from BCATS to include projects in the TIP. (Work Item 100.05 Transportation Improvement Program)

### **City of Essexville Work Elements**

1. Traffic Counts – Traffic Counts requested by BCATS and MDOT for maintenance of the travel demand model, HPMS reporting requirements and data collection at railroad crossings are taken during the fiscal year. These counts will likely be taken by the Bay County Road Commission and the costs associated with that effort will be submitted for reimbursement. (Work Item 101.01 Database Monitoring and Management)
2. Review of the Federal Aid Eligible Road network for project selection and to determine which projects should be funded and completed next. (Work Item 101.01 Database Monitoring and Management)
3. Administrative – Attending the various BCATS Technical and Policy Committee meetings. (Work Item 100.01 Administration)

### **Bay County Road Commission**

1. Non-Motorized – Yearly planning efforts include attendance at planning sessions for those agencies/organizations that are pursuing construction of a non-motorized facility. Currently two such agencies have begun work planning new trailways within Bay County and the BCATS area. We are invited and attend their meetings as invariably the non-motorized facility will cross our roadways or be located within our right-of-way. Every year the BCRC also assesses whether a road warrants a non-motorized component as part of a Federal-Aid road project. In summary, staff members completing work in this category include the Engineer-Manager, Assistant Engineer, Civil Technicians, and Surveyors.

2. Asset Management\*– In addition to rating the Federal-Aid roadways, we review other roadways within the BCATS study area to determine need and plan for appropriate repair. Our time is spent planning for future projects and entering those completed into our GIS/RoadSoft inventory. We use the information in this system to identify future projects to our Asset Management Road Plan. Staff completing work under this item also includes our Finance Director. This staff person keeps track of work items as defined herein and invoiced as eligible reimbursable expenses. In summary, staff members completing work in this category include the Engineer-Manager, Assistant-Engineer, Finance Director, Civil Technicians and IT Manager.
3. Crash Data/Safety \*\*– Each week the Assistant Engineer and IT Manager review Accident Reports to determine if there is a need to install or change traffic control on a roadway. Each accident is incorporated into the GIS/RoadSoft inventory, which allows us to plan and apply for Safety Grant related funding. Past reviews have lead to upgrades at intersections in the way of right/left turn lanes, traffic signals and other safety improvements. By identifying problem areas through review of the Accident Reports allows us to identify future projects and include them in our five-year road plan. The hours included for eligible expenses under this category reflect reviewing those accidents and whether additional traffic control items are necessary. If further action is necessary, the Engineer-Manager is consulted to determine the scope of the needed improvements and is involved during the design and construction phase of any improvement project. In summary, staff members completing work in this category include the Engineer-Manager, Assistant-Engineer, Civil Technicians and IT Manager.
4. Traffic Counts – Throughout the weather permitting months our staff collects and records traffic counts for roads within the county. These counts allow us to determine changes in traffic patterns due to development and plan for road upgrades needed to accommodate those changes. The counts are vital to the overall Bay County Traffic Demand Model (which is used to identify problem areas), our yearly required HPMS reporting, and allows our agency to plan/budget for improvements. This task is completed by our College Intern, Summer Help or Survey staff (traffic data collection), Assistant Engineer who schedules where and when the traffic counts are to be taken and also reviews the results, the IT Manager who oversees/checks the input, and College Intern who enters the data.
5. TIP Planning & Development\*– The Engineer-Manager, Finance Director, and Assistant Engineer, in concert with the foreman and General Superintendent, identify and prioritize roadways in order of need throughout the year. Recorded hours for labor and equipment are within the BCATS area for reviewing Federal-Aid eligible roadways. Maintaining and improving these roads is vital to the economic success of our area. Gathering and assembly of the information contributes to the development of our Five-Year Road Plan, which is part of our Asset Management Plan that determines which roads to add to the TIP. A substantial amount of work goes into “balancing” and best utilizing the funds available from our different funding sources. What finally goes into the TIP is a direct result of these efforts.

\*Eligible Costs for Asset Management and TIP Planning & Development will be prorated based on the number of Federal-Aid eligible roads located in the BCATS study area (17.75%) relative the total

number of Bay County Road Commission roads in the county.

\*\*Based on an analysis of several years worth of total crashes within the county relative to crashes occurring within the BCATS study area only 75% of expenses in the Crash Data/Safety Activity is deemed as eligible expense in this category.

## **FY 2018 Bay Metro Transit Work Elements**

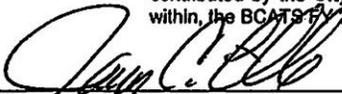
1. Preparation of annual TIP programs, Unified Work Program elements, and Long Range Plan updates: This element will involve BMTA development of capital and operating programs as part of the identification of Federally-funded projects for the Transportation Improvement Plan. It also identifies BMTA's contribution to the development of the current and future fiscal year UWP and the Long Range Plan. The individuals involved will include the General Manager and the Service Development Planner. BCATS UWP Work Item: 100.01 3C Administration/Coordination.
2. Public Transportation Capital and Operational Needs Assessment: BMTA staff will be developing assessment products for capital condition assessment and inventory controls. Comprehensive Routing Analysis and various other operational assessments will take place and will involve such products as NTD reports and Rider and Stakeholder surveys. The current computerized trip generation model developed by MDOT for BCATS is to be expanded to incorporate data regarding local public transit service. The impact of increased transit usage on roadway congestion is one issue to be analyzed. The staff involved will include the General Manager and the Service Development Planner. BCATS UWP Work Item: 103.01 Transportation Systems Management (TSM).

**BAY CITY AREA TRANSPORTATION STUDY (BCATS)  
 FY 2018 UNIFIED WORK PROGRAM  
 LOCAL FUNDING RESOLUTION  
 Resolution with the City of Bay City**

- WHEREAS, the urban transportation planning regulations implementing sections of the Fixing Americas Surface Transportation (FAST) Act require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized areas; and
- WHEREAS, the Bay City Area Transportation Study (BCATS), as the state designated Metropolitan Planning Organization (MPO) for the Bay City urbanized area, conducts the continuing, cooperative, and comprehensive planning process through the Bay City Area Transportation Study (BCATS), a forum for cooperative transportation decision-making developed under federal guidelines for the purposes of urban transportation planning conduct; and
- WHEREAS, BCATS annually develops an urban transportation Unified Work Program (UWP) which identifies activities and costs necessary for the conduct of the urban transportation planning process; and
- WHEREAS, transportation planning funds provided by the U.S. Department of Transportation to the Michigan Department of Transportation and are passed through to BCATS to carry out the activities defined in the UWP; and
- WHEREAS, these funds, available under the FAST Act as Federal Highway Administration (FHWA) PL require a local matching contribution of 18.15 percent; and
- WHEREAS, the Bay City Area Transportation Study (BCATS) has recommended that the local match contribution required to assure the timely conduct of BCATS activities be divided and contributed equitably by the Bay County Road Commission, the City of Bay City, the City of Essexville, and the Bay Metropolitan Transportation Authority (BMTA); and
- WHEREAS, It has been determined that the total local share costs for the BCATS Unified Work Program for FY 2018 (October 1, 2017 – September 30, 2018) is \$36,109.00;

**NOW, THEREFORE BE IT RESOLVED,**  
 That the City of Bay City, City of Essexville, Bay Metropolitan Transportation Authority and the Bay County Road Commission agree to participate in the funding of the local share costs by providing \$8,733.00 (City of Bay City), \$1,164.00 (City of Essexville), \$7,000.00 (Bay Metropolitan Transportation Authority), and \$19,212.00 (Bay County Road Commission) to the Bay City Area Transportation Study (BCATS) by October 1, 2017;

**BE IT FURTHER RESOLVED,**  
 That the Bay City Area Transportation Study (BCATS) agrees to reimburse, up to the original cash amount contributed by the City of Bay City for planning activities necessary for the completion of, and identified within, the BCATS FY 2018 Unified Work Program.

  
 \_\_\_\_\_  
 Jim Lillo, Chairperson  
 Bay City Area Transportation Study (BCATS)

\_\_\_\_\_ 5/17/2017  
 Date

  
 \_\_\_\_\_  
 Jay Anderson, Director  
 Bay City Area Transportation Study (BCATS)

\_\_\_\_\_ 5/17/17  
 Date

  
 \_\_\_\_\_  
 William Bohlen  
 City of Bay City

\_\_\_\_\_ 6/1/17  
 Date

**BAY CITY AREA TRANSPORTATION STUDY (BCATS)  
 FY 2018 UNIFIED WORK PROGRAM  
 LOCAL FUNDING RESOLUTION  
 Resolution with the Bay County Road Commission**

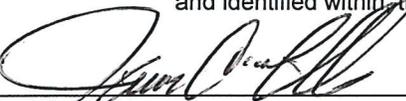
- WHEREAS, the urban transportation planning regulations implementing sections of the Fixing America's Surface Transportation (FAST) Act require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized areas; and
- WHEREAS, the Bay City Area Transportation Study (BCATS), as the state designated Metropolitan Planning Organization (MPO) for the Bay City urbanized area, conducts the continuing, cooperative, and comprehensive planning process through the Bay City Area Transportation Study (BCATS), a forum for cooperative transportation decision-making developed under federal guidelines for the purposes of urban transportation planning conduct; and
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- WHEREAS, transportation planning funds provided by the U.S. Department of Transportation to the Michigan Department of Transportation and are passed through to BCATS to carry out the activities defined in the UWP; and
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That the **City of Bay City, City of Essexville, Bay Metropolitan Transportation Authority** and the **Bay County Road Commission** agree to participate in the funding of the local share costs by providing **\$8,733.00 (City of Bay City), \$1,164.00 (City of Essexville), \$7,000.00 (Bay Metropolitan Transportation Authority), and \$19,212.00 (Bay County Road Commission)** to the Bay City Area Transportation Study (BCATS) by October 1, 2017;

BE IT FURTHER RESOLVED,

That the Bay City Area Transportation Study (BCATS) agrees to reimburse, up to the original cash amount contributed by the **Bay County Road Commission** for planning activities necessary for the completion of, and identified within, the BCATS FY 2018 Unified Work Program.

  
 \_\_\_\_\_  
 Jim Lillo, Chairperson

\_\_\_\_\_ 5/17/2017  
 Date

Bay City Area Transportation Study (BCATS)

  
 \_\_\_\_\_  
 Jay Anderson, Director

\_\_\_\_\_ 5/17/17  
 Date

Bay City Area Transportation Study (BCATS)

  
 \_\_\_\_\_  
 Richard S. Gromaski  
 Chairman Bay County Road Commission

\_\_\_\_\_ 5/24/2017  
 Date

**BAY CITY AREA TRANSPORTATION STUDY (BCATS)  
 FY 2018 UNIFIED WORK PROGRAM  
 LOCAL FUNDING RESOLUTION  
 Resolution with the City of Essexville**

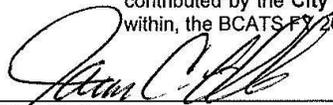
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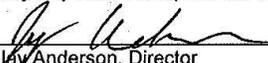
That the City of Bay City, City of Essexville, Bay Metropolitan Transportation Authority and the Bay County Road Commission agree to participate in the funding of the local share costs by providing \$8,733.00 (City of Bay City), \$1,164.00 (City of Essexville), \$7,000.00 (Bay Metropolitan Transportation Authority), and \$19,212.00 (Bay County Road Commission) to the Bay City Area Transportation Study (BCATS) by October 1, 2017;

BE IT FURTHER RESOLVED,

That the Bay City Area Transportation Study (BCATS) agrees to reimburse, up to the original cash amount contributed by the City of Essexville for planning activities necessary for the completion of, and identified within, the BCATS FY 2018 Unified Work Program.

  
 \_\_\_\_\_  
 Jim Lillo, Chairperson  
 Bay City Area Transportation Study (BCATS)

\_\_\_\_\_ 5/17/2017  
 Date

  
 \_\_\_\_\_  
 Jay Anderson, Director  
 Bay City Area Transportation Study (BCATS)

\_\_\_\_\_ 5/17/17  
 Date

Daniel J. Hansford  
 \_\_\_\_\_  
 Dan Hansford  
 City of Essexville

\_\_\_\_\_ 6/1/2017  
 Date

**BAY CITY AREA TRANSPORTATION STUDY (BCATS)  
FY 2018 UNIFIED WORK PROGRAM  
LOCAL FUNDING RESOLUTION**  
Resolution with the Bay Metropolitan Transportation Authority

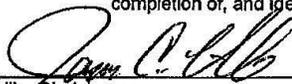
- WHEREAS, the urban transportation planning regulations implementing sections of the Fixing America's Surface Transportation (FAST) Act require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized areas; and
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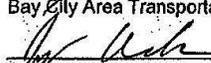
BE IT FURTHER RESOLVED,

That the Bay City Area Transportation Study (BCATS) agrees to reimburse, up to the original cash amount contributed by the Bay Metropolitan Transportation Authority for planning activities necessary for the completion of, and identified within, the BCATS FY 2018 Unified Work Program.

  
\_\_\_\_\_  
Jim Lillo, Chairperson  
Bay City Area Transportation Study (BCATS)

\_\_\_\_\_  
Date

5/17/2017

  
\_\_\_\_\_  
Jay Anderson, Director  
Bay City Area Transportation Study (BCATS)

\_\_\_\_\_  
Date

5/17/17

  
\_\_\_\_\_  
Eric Sprague  
Bay Metropolitan Transportation Authority

\_\_\_\_\_  
Date

6/1/17