

# FY 2025

## Unified Work Program

Bay City Area Transportation Study (BCATS)

Adopted by BCATS Policy Committee

May 22, 2024



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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, the Bay County Road Commission, the City of Bay City, 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 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) (representing the Metropolitan Planning Organization (MPO), the Bay Metropolitan Transportation Authority (BMTA), and MDOT) in a single document. The FY 2025 UWP describes the transportation planning tasks programmed for the time-period of October 1, 2024 to September 30, 2025. These planning activities are supported by federal, state, and local funds. The objective of the work program is to ensure that a continuing, cooperative, and comprehensive approach to transportation issues and needs is maintained and coordinated between all affected agencies.

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 associated budget. 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, and various other planning activities performed by the City of Bay City, the Bay County Road Commission, and the City of Essexville (see pages 34-39).

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

Transportation affects every person in the nation. Therefore, 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, created 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).

Recently, the Infrastructure Investment and Jobs Act (IIJA) was passed in November 2021. This legislation, also known as the Bipartisan Infrastructure Law or BIL, provides \$550 billion over a five year period to various modes of transportation infrastructure. Below is a table illustrating the revenue estimates for the 2023-2026 TIP Development, which includes Carbon Reduction Program funding.

On August 17, 2022, BCATS adopted a new 2045 Metropolitan Transportation Plan (MTP) Update. BCATS will continue to work towards addressing transportation issues identified in the MTP. In addition, BCATS will cooperatively work with MDOT to maintain a regional (Bay, Saginaw, Midland) traffic demand model. Accordingly, high volume capacity corridors that were identified in the 2045 Plan Update 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 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 the current Fiscal Year (FY) 2023-2026 TIP to reflect the overall transportation goals specified in the 2045 Metropolitan Transportation Plan (and the August 2022, 2045 MTP Update. 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 continue to work with MDOT and the Michigan Transportation Planning Association (MTPA) 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 IJA. 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.

IJA 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, the products that will be produced, its cost, and the source of its funding.

IJA 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 Update recently adopted. 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. This Plan is being updated in FY 2024 and will be implemented in FY 2025.

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. Currently, BCATS is drafting a new version of the Public Participation Plan.

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 Update, 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, bicycle and pedestrian facilities, and access management coordination. As well as participating in the Michigan Geographic Framework updates, RoadSoft data development, and Regional Summit meetings.

Other local issues include: maintenance and operation of two Bay City bridges, development of a comprehensive bicycle and pedestrian network, State Park Drive to the Bay City State Park, Lafayette Bridge Reconstruction, Mackinaw Rd/US-10 interchange, and congested corridors such as M-25, Wilder Rd and M-13/M-84 Salzburg Ave in Bay City. 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 provided access management plans on the City of Bay City's two most heavily trafficked commercial corridors. Coordination also occurred 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. Similarly, BCATS is willing to participate with other agencies in the planning processes that improve livability and sustainability in the transportation planning process. BCATS maintains lines of communication with both the Saginaw Area Transportation Authority (SATA) and the Midland Area Transportation Study (MATS) organizations and staff.

BCATS will continue to work towards the promotion of the East Michigan Council of Governments' (EMCOG) Comprehensive Economic Development Strategy (CEDS). BCATS will continue to actively support EMCOG in FY 2025 by being members of the EMCOG Regional Economic Development (RED) Team. 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.

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 2025, BCATS will continue efforts in three key 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, including bicyclist and pedestrian facilities. BCATS has participated in the Safe Routes to School grant implementation in both the Bay City and Bangor Township 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. BCATS is partnering with the City of Bay City to create a Safety Action Plan/Complete Streets Plan that will first begin development at the City of Bay City level. Then, it will expand to encompass the BCATS Planning Area once the Bay City portion is at or near completion.

Number two is asset management. Asset management is a significant aspect of the transportation infrastructure. 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 via P.A. 499 of 2002. The specific PASER rating data collection for Federal Aid roads (rating non-federal aid roads when time and budget allow), assisting in expenditure reporting,



helping local road agencies draft asset management plans, and setting up and using an asset management system are specific asset management tasks that will utilize separate authorized Transportation Asset Management Council funds for implementation. BCATS will also continue federal reporting for Model Inventory Roadway Elements (MIRE) data.

The third focus will be on improving public participation in the transportation planning process, with particular focus on public outreach, eliciting public comment, and Title VI of the Civil Rights Act of 1964. BCATS staff will be working on updating and maintaining their Title VI Plan during FY 2025. BCATS staff is currently working on updating their Public Participation Plan into a stand-alone document.

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 2020 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 segment” of the non-trunkline federal-aid roads within the BCATS area at least once every five years. New efforts were made in FY 2020 to create a better system of maintaining traffic count data, which continues. Coordination with the local MPOs and MDOT’s Traffic Monitoring Program will continue and develop through FY 2025. The collection of bike and pedestrian counts on non-motorized routes will be explored in FY 2025. BCATS anticipates continued efforts in non-motorized planning in FY 2025, specifically by encouraging other implementing agencies to embrace the updated 2021 BCATS Non-Motorized Transportation Plan. BCATS will stay engaged in Michigan initiatives and national training opportunities on Performance Based Planning and Programming, including engaging publications like the upcoming BCATS’ System Performance Report.

Bay County was an attainment/maintenance for air quality 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 2025 and into the future as it applies to planning and transportation infrastructure projects.

## TRANSIT ISSUES

Issues facing providers of local public transit to be addressed as part of the FY 2025 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.
- Re-evaluating system needs and re-instituting necessary service following the COVID-19 crisis.

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

The goal in FY 2025 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. BMTA will work with neighboring transit systems to add connectivity for regional services.

### **Working to develop better public communication**

The BMTA will be working to improve public communication in FY 2025. Route deviations because of bridge and street closings are 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.

## OVERALL TASKS FOR THIS UNIFIED WORK PROGRAM

As specified in the IIJA, MAP-21 and FAST Act, the BCATS staff will work towards addressing the following planning factors:

- Support the economic vitality of the metropolitan area (competitiveness, productivity and efficiency)
- Increase the safety and security of the transportation system for motorized and non-motorized users.
- Increase the accessibility and mobility options available to people and freight.
- Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- Enhance the integration and connectivity of the transportation system.
- Promote efficient system management and operation.
- Emphasize the preservation of the existing transportation system.
- Promote system resiliency and reliability.
- Reduce or mitigate storm-water impacts on surface transportation.

In addition, per recent FHWA/FTA directives, BCATS will work towards addressing the following planning emphasis areas:

### **A. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future**

1. Identification of barriers to opportunities for deployment of fueling charging infrastructure.
2. Work with local road and transit agencies to identify transportation system vulnerabilities to climate change impacts to evaluate potential solutions to issues such as reduction of greenhouse gas emissions.

### **B. Equity and Justice<sup>40</sup> in Transportation Planning**

1. Periodic evaluation and monitoring of the Climate and Economic Justice Screening Tool to track marginalized communities within the BCATS area of responsibility.

2. Continued efforts to provide a publicly involved, whole-of-government approach to advance environmental justice efforts and provide 40% of Federal investments to disadvantaged communities.

### **C. Complete Streets**

1. Work with local, state, and federal road agencies to review and create policies, rules, and procedures that impact safety for all road users. Emphasize analysis and review of arterial road networks for safe crossing and transit.
2. Ensure an equitable and safe environment exists for all road users, regardless of mode of transportation, age, or ability.

### **D. Public Involvement**

1. Continue efforts to improve public involvement early in the planning stages so we can incorporate new ideas from the community in person and through Virtual Public Involvement (VPI).
2. Engage with local municipalities and utilize their social media platforms to encourage VPI involvement with the community.

### **E. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination**

1. Engage with local DOD representatives to identify critical road networks that provide access to DOD facilities and tailor transportation planning efforts to bolster national and civil defenses.
2. Periodically monitor the STRAHNET interactive map to identify STRAHNET connectors within the BCATS region.

### **F. Federal Land Management Agency (FLMA) Coordination**

1. Explore opportunities to improve infrastructure and connectivity on Federal lands while leveraging transportation funding.
2. Continue to make sure to involve FLMAs in the development of the MTP and TIP.

### **G. Planning and Environment Linkages (PEL)**

1. Study the FHWA PEL Toolkit and MDOT PEL examples to determine when PEL is appropriate for local planning efforts.
2. If appropriate, incorporate a community focused PEL decision making process into the BCATS transportation planning cycle and bolster interagency relationships.

### **H. Data in Transportation Planning**

1. Identify resources and data that can be shared between MDOT and other MPOs to enhance the transportation planning process.
2. Collaborate with MDOT and other MPOs to incorporate data sharing principles to reduce the cost of transportation planning resources and reduce duplication of effort.

BCATS will work towards addressing MDOT's MPO planning emphasis areas for FY 2025:

- Maintaining FY 2023-2026 TIP in JobNet, while developing the new FY 2026-2029 TIP.
- Continued growth, expertise, involvement, and feedback in JobNet applications enhancements
- Improving the safety, connectivity, and environmental aspects of BCATS transportation systems
- Coordination with local transit agencies and MDOT OPT to ensure transit projects are accurately shown in the TIP and fiscally constrained.
- As needed, continue to review, evaluate, and update public participation plan to ensure the following:
  - Clear project map/data listing
  - Consideration of virtual options for public participation
  - Environmental justice and Title VI processes and connection to public involvement
  - Ensuring transparency and providing open access to the planning, decision making, and project evaluation & selection processes. These processes should be available to the public and easy to understand on the MPO website.
- Ensure compliance with Transportation Performance Measures (TPM) requirements, working with MDOT on identifying how MPO is meeting adopted targets.
- Enhanced Long Range Plan Coordination between MDOT and MPOs
  - Increased coordination and collaboration between MTPs and the SLRTP.
  - Discussion of the next series of MTPs and travel demand models being adopted in the next few years. Several MPOs have MTPs that will need to be adopted between November 2026 and June 2028.
  - SUTA would like to work with MPOs during the FY2025 program to review, approve base year socio-economic data for the models, review in road/transit network updates, etc. and have all these attributes ready for CY2025, when many of these models will begin development.
  - SUTA is coordinating model development for the MPOs with MTPs to be adopted

between November 2026 and June 2028 with the MTC4 household travel survey. This will require developing, reviewing, and approving base year socio-economic data in FY24 and FY25 depending on MTP due date.

- Continue to focus on partnerships utilizing a 3C approach to transportation planning.
- Participate in MDOT’s TAP TMA Lean Process Improvement (LPI) and facilitate outreach and implementation of the updated process for project selection and programming.

## PROGRAM STAFFING AND FUNDING

Staffing for the FY 2025 BCATS program will include one (.7 FTE) staff member as the BCATS Director, one (.7 FTE) staff member as a transportation planner, and one (.3117 FTE) administrative 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, to effectively and efficiently address the federal planning requirements as well as local issues and programs.

The BCATS FY 2025 Unified Work Program is set to receive a total of \$261,969 in Federal Highway Administration (FHWA) Planning (PL) funds. Out of this, \$217,230 is allocated for highway planning and \$44,739 for transit planning. Additionally, \$1,000 is designated for the yearly upkeep of a GIS web viewer that showcases BCATS projects and facilitates public engagement, along with \$5,000 allotted for an orthophotography project every four years. The funding from FHWA is divided between federal and local sources at 81.85% and 18.15%, respectively. The Asset Management work effort, which includes the rating of federal aid roads and the advocacy of asset management principles, is entirely financed by \$19,900 from the state of Michigan. The local matching funds required, totaling \$58,091, are sourced from direct cash contributions amounting to \$48,170 and a combination of transit fare revenues and millage totaling \$9,921. The cash contribution of \$48,170 towards the BCATS FY 2025 UWP’s annual allocation from FHWA funds is composed of contributions from local entities: \$12,230.36 from the City of Bay City, \$27,311.73 from the Bay County Road Commission, \$7,000 from the BMTA, and \$1,628.14 from the City of Essexville.

# BCATS UNIFIED WORK PROGRAM FLOW CHART

FLOW CHART FY 2025 UNIFIED WORK PROGRAM												
Activities	Oct. '24	Nov. '24	Dec. '24	Jan. '25	Feb. '25	Mar. '25	Apr. '25	May '25	June '25	July '25	Aug. '25	Sept. '25
<b>100.01 3C ADMINISTRATION/COORDINATION</b>												
Technical & Policy Committee Meetings												
MTPA Participation												
Monthly/Qtrly/Annual Progress Reports & Invoicing												
<b>100.02 UNIFIED WORK PROGRAM</b>												
Develop FY 2026 Unified Work Program												
<b>100.05 TRANSPORTATION IMPROVEMENT PROGRAM</b>												
TIP Amendments												
<b>101.01 DATABASE MONITORING &amp; MANAGEMENT</b>												
Update HPMS												
Traffic Counts												
Review and Approval of Capacity Projects												
Data Analysis & Reporting												
<b>101.02 ASSET MANAGEMENT</b>												
PASER Training & Collection												
<b>102.01 TRANSPORTATION PLAN ACTIVITIES</b>												
Maintain 2045 Long Range Plan Update												
<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												

PURPOSE and METHODOLOGY:

Continue to focus on partnerships utilizing a continuing, cooperative and comprehensive (3C) approach to transportation planning.

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

Through the Michigan Transportation Planners Association (MTPA), BCATS will stay engaged in Michigan initiatives and national training opportunities.

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 prior Planning Emphasis Area, BCATS will incorporate performance measures and targets into goals and objectives. BCATS will continue meeting the requirements of new performance measure and planning regulations in the TIP and Metropolitan Transportation Plan. BCATS will review and update Title VI and ADA procedures as needed. BCATS will increase public involvement efforts as a new Planning Emphasis Area to ensure the accuracy and deployment of the performance measures and targets.

BCATS will also promote 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. 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.
5. Prepare monthly progress reports (submitted quarterly) and invoices for payment to Bay County as per project agreements.
6. Prepare final Acceptance Report on Work Program elements.
7. Assist in carrying out general and specific audits of programs.
8. Program correspondence, files and records.
9. Publish the FY 2023 BCATS Annual Report in a local news publication of general circulation within the Bay City metropolitan area including a list of completed projects.
  
10. Administer and coordinate activities regarding implementation of the MPO/MDOT transportation planning process. Update existing Memorandums of Understanding where necessary.
11. Maintain and review metropolitan area boundary.
12. Maintain certified metropolitan transportation planning program.
13. Review all planning activities for conformance with adopted Goals and Objectives.
14. Review IJA Act legislation and implement any new activities as needed. Continue working with MDOT on target setting and implementation of Performance-Based Planning and Programming.
15. Evaluate and update the BCATS Public Participation Plan.

**100.01 FUNDING and EXPENDITURES**

	FHWA	LOCAL	BC Staff
Source	\$106,749	\$23,671	
Expenditures			\$130,420
Staff Time (days)			187

**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.

Create new work tasks for the December 2024 FHWA Federal Planning Emphasis Areas.

Prepare a draft FY 2026 UWP for submission to the BCATS Technical Committee. Review and revise the FY 2025 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 2025 UWP is transmitted to the Michigan Department of Transportation. Periodic review of the work program ensures its timely completion.

**PRODUCTS:**

1. Various correspondence and meetings.
2. Draft Unified Work Program for FY 2026.
3. Adopt and monitor final Unified Work Program for FY 2025.

**100.02 FUNDING and EXPENDITURES**

	<b>FHWA</b>	<b>LOCAL</b>	<b>BC Staff</b>
<b>Source</b>	\$8,800	\$1,951	
<b>Expenditures</b>			\$10,751
<b>Staff Time (days)</b>			14

PURPOSE and METHODOLOGY:

BCATS staff will maintain the BCATS FY 2023-2026 Transportation Improvement Program in JobNet including: 1) four years of projects listed in the TIP; 2) fiscal constraint for local and transit program areas; 3) correct utilization of GPAs in alignment with the guidance document. In addition, staff will develop the new BCATS FY 2026-2029 TIP in accordance with the above principles.

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 Update. 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. BCATS will continue to incorporate BMTA into the TIP process by coordinating with BMTA and MDOT Office of Passenger Transportation and ensuring BMTA projects are accurately listed in JobNet and fiscally constrained. Older Planning Emphasis Area project selection criteria for the TIP calls for alignment with current adopted performance measure targets. This will still occur as BCATS will meet the requirements of new performance measure and planning regulations. Updated Planning Emphasis Area criteria will include increased Public involvement efforts for the TIP.

All transportation projects or identified phases of a project (including pedestrian walkways, bicycle transportation facilities, transportation enhancement projects, para-transit plans, and those projects that implement the plans) shall include descriptive material to identify the project or phase. This includes 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.

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

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. BCATS has populated an illustrative list, which includes projects that have been identified as priority projects.

As a Planning Emphasis Area BCATS staff will continue working cooperatively towards improving upon JobNet and streamline STIP/TIP processes. This includes taking advantage of new JobNet features for mapping capabilities that can be viewed on the BCATS website.

A continued effort to improve public involvement by providing 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.

As a Planning Emphasis Area BCATS will document and evaluate the expected benefits and performance of projects in the TIP and LRTP and how they will contribute to the adopted performance targets.

#### PRODUCTS:

1. Amendments or other administrative changes to the BCATS Transportation Improvement Program for FY 2023-2026.
2. Development of new BCATS FY 2026-2029 TIP report and project lists, including programming in JobNet.
3. 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.
4. Program TIP projects and manage changes in a timely manner utilizing JobNet.
5. Develop the required Annual Listing of Obligated Projects.
6. Attend available training on the new JobNet program, or any new features introduced.
7. Continue involvement in the MTPA JobNet Technical Committee as needed.

**100.05 FUNDING and EXPENDITURES**

	<b>FHWA</b>	<b>LOCAL</b>	<b>BC Staff</b>
<b>Source</b>	\$23,300	\$5,167	
<b>Expenditures</b>			\$28,467
<b>Staff Time (days)</b>			26

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 Metropolitan Transportation Plan Update. 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.

As a prior Planning Emphasis Area BCATS will work on tracking and maintaining compliance with Federal Transportation Performance Measures. This will involve working with MDOT and MPOs across the state on data needed to track performance measures. Model Inventory Roadway Elements (MIRE) Fundamental Data Elements (FDE) is a federal reporting requirement for safety roadway data. Work on implementation by MDOT and its vendors (CSS, Roadsoft, and ESRI) of the MIRE FDE data repository schema in MDOT Roads & Highways should be completed. Beginning in FY22, MPO and local agency participation in the MIRE data collection process has been considered part of the requirements in fulfilling Data Collection responsibilities to MDOT. This will continue for FY25 and beyond. Agencies will be asked to review the MIRE data using the tools in Roadsoft and may export outputs to CSS. The five (5) data items that MPO staff will be requested to review will be: Surface type, number of through lanes, access control, median type, and junction traffic control. MPO and MDOT staff will begin the process of meeting to discuss and plan for annual maintenance and validating (5) going forward. The end goal will be to draft a plan to fill 100% of the (5) MIRE data items and submit to MDOT by August of 2025. In addition to the prior Planning Emphasis Area, BCATS will also strengthen efforts for the new Data in Transportation Planning Emphasis Area to identify resources and data that can be shared between MDOT and other MPOs to enhance the transportation planning process.

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 across 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 21st Century Act (MAP21), Fixing America's Surface Transportation (FAST) Act, and the Infrastructure Investment and Jobs Act (IIJA). MPO will aggregate, compile and store Non-Trunkline and Local Roads traffic count data collected throughout the year by Local Agencies under the MPO's jurisdiction in preparation for said data to be submitted to MDOT on an annual basis for HPMS Reporting to FHWA. MPO will notify MDOT where the MPO plans to collect traffic counts and will be prepared to submit them timely.

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 (between local agencies and MDOT/FHWA)

MAP21, FAST, and IIJA have been 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 MDOT Road and Trail Cycling Guide and the MDOT Bay Region Non-Motorized Plan. This assistance will include supplying relevant road data that is readily available through current data collection efforts for the maintenance of the map and guide. BCATS will continue updating and promotion of the BCATS Non-Motorized Transportation Plan through continued discussions with the local implementing agencies and regional MPOs.

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 new 2020 and expected 2025 digital orthophotography. Work cooperatively with other Bay County Departments and Bay County cities and townships towards full utilization of digital orthophotography.

Continue utilizing the Bay Area GIS web viewer (Fetch 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. This process will involve the newly expanded mapping capability features in JobNet. BCATS staff will also continue to take advantage of ArcGIS Online mapping capabilities to promote BCATS activities.

Update as needed, using Census 2010 & 2020, 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-2020 Census Statewide review process. Utilizing the U.S. Census Bureau release of 2020 Urban Area data, MDOT staff will prepare informational materials and meet with each MPO in the state. These meetings will consist of member agencies reviewing the urban area boundaries created by the U.S. Census Bureau. The boundaries will be smoothed and adjusted to identify urban roads for transportation planning purposes. The proposed adjustments to the U.S. Census Urban Areas will then be submitted to FHWA for approval. The final result will be an Adjusted Census Urbanized Boundary or "ACUB." 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.

**PRODUCTS:**

1. Update 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 2023/2024 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.
10. Update the BCATS Non-Motorized Plan if necessary.

**101.01 FUNDING and EXPENDITURES**

	<b>FHWA</b>	<b>LOCAL</b>	<b>BC Staff</b>
<b>Source</b>	\$50,000	\$11,087	
<b>Expenditures</b>			\$61,087
<b>Staff Time (days)</b>			85

**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 (<https://www.mcgi.state.mi.us/mitrp/tamcDashboards>). 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 (time and resource permitting) include:

**I. Training Activities**

- A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER), and Inventory-based Rating System for unpaved roadways.
- B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- D. Attend TAMC-sponsored Asset Management Plan Development training seminars.

**II. Data Collection Participation and Coordination**

**A. Federal Aid System:**

- 1. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
- 2. 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.

3. 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.

B. Non-Federal Aid System:

1. It is required that the RPO/MPO make a formal call for interest for NFA data collection reimbursements to their respective PA 51 agencies annually, and that requests by PA 51 agencies are submitted to their respective RPO/MPO by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The RPO/MPO 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.
2. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
3. 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.
4. 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.

C. Bridge and Culvert Inventory and Condition Data Collection

1. Provide administrative and technical assistance to PA 51 agencies and MDOT for reimbursement of TAMC funds for participation in data collection efforts for culvert inventory, condition assessment, and data submission.
2. PA 51 agencies must submit a written request for reimbursement; the request should include a total estimate of costs (actual costs claimed must not exceed the estimated costs) for the data gathering, trained/certified team members time, and vehicle use. It is required that BCATS make a formal call for interest for bridge and culvert collection reimbursements to the respective PA 51 agencies annually, and that requests by those PA 51 agencies are submitted to BCATS by October 1 each year to assist in the coordination of data collection priorities of the following data collection season. The BCATS decision on which requests for reimbursement are approved may consider available budget, absence or age of bridge data to be collected, and the last year of reimbursement to the agency for that bridge data set.

### **III. Equipment**

- A. 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.
- B. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

### **IV. Data Submission**

- A. 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.
- B. 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.
- C. 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.
- D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

### **V. Asset Management Planning**

- A. Participate and attend TAMC-sponsored training and workshops to provide technical support for Asset Management Plan development activities.
- B. 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.
- C. 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.

### **VI. Technical Assistance**

- A. 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.
- B. Integrate PASER ratings and asset management into project selection criteria:
  - 1. Analyze data and develop road preservation scenarios.
  - 2. 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 and EXPENDITURES**

	<b>FHWA</b>	<b>MTF</b>	<b>CoBC</b>	<b>BCRC</b>	<b>Essexville</b>	<b>BC Staff</b>
<b>Source</b>	\$0	\$19,900	0	0	0	0
<b>Expenditures</b>			\$4,900	\$6,000	\$1,000	\$8,000
<b>Staff Time (Days)</b>			10	15	2	17



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 IIJA.

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 2045 MTP Update continues to use the Great Lakes Bay Region travel demand model which is synchronized with the same 2045 horizon year as the Saginaw Area Transportation Authority's (SATA) 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.

BCATS finalized its 2045 Metropolitan Transportation Plan Update (otherwise known as the Long-Range Plan) in FY 2022 (August). Within FY 2024, BCATS will continue work on maintaining the 2045 MTP Update.

BCATS will meet any requirements of new performance measure and planning regulations to keep the MTP compliant.

Evaluation of the current BCATS Public Participation Plan including the advancement of Environmental Justice and Title VI analysis, as needed, such as the inclusion of accessibility measures and use of GIS data from JobNet. BCATS is planning on beginning preliminary work and development of a new Public Participation Plan. Connecting public involvement to Environmental Justice and Title VI processes is very important to BCATS. BCATS will continue to ensure open access to decision making as well as project evaluation and selection information is accessible to the public. BCATS will review options to improve documentation and consideration of environmental consultation with outside environmental agencies including, federal, state, and local partners as a **Planning Emphasis Area**.

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 improve the integration of freight planning into the transportation planning process. This includes inventorying and monitoring freight routes, intermodal facilities, and freight related issues within the BCATS area. Input from freight stakeholders will be sought by MPO staff in efforts to successfully integrate freight planning into the existing transportation planning processes.

BCATS staff will continue to support and work with MDOT on development of the Michigan Mobility 2045 State Long Range Transportation Plan.

**PRODUCTS:**

1. Maintenance of the BCATS 2045 Metropolitan Transportation Plan (MTP) Update, which was completed in August 2022.
2. Maintenance of the Great Lakes Bay Region travel demand model (data collection covered under 101.01).
3. Maintenance of the System Performance Report component of the BCATS 2045 MTP Update.
4. Ongoing review and maintenance of the 2045 Metropolitan Transportation Plan Update, including advancement of any immediate or important issue from the list of projects.
5. Incorporation of asset management practices into 2045 Metropolitan Transportation Plan (MTP) Update by using the financial estimates obtained from RoadSoft for maintenance of the Federal Aid Eligible Transportation System within the BCATS area.
6. Creation of a preliminary inventory of various factors related to rail freight planning and safety, such as hazardous materials moved via rail, plans for emergency response to accidents, rail speed limits, crossings, and signage.
7. Continue monitoring of the MTPA Financial Planning Working group to maintain the best estimate of available funding.

**102.01 FUNDING and EXPENDITURES**

	<b>FHWA</b>	<b>LOCAL</b>	<b>BC Staff</b>
<b>Source</b>	\$13,250	\$2,938	
<b>Expenditures</b>			\$16,188
<b>Staff Time (days)</b>			36

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 the 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 Update, 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. Connections in the *Complete Streets Planning Emphasis Area* will assist in expanding transportation quality and diversification efforts. This will help create a safe transportation system for everyone.

BCATS will improve freight planning efforts by continuing to 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 regarding transportation issues.

BCATS will promote the Ladders of Opportunity 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.
4. Collaboration and development of Safe Streets for All/Complete Streets Plan with the City of Bay City.

**103.01 FUNDING and EXPENDITURES**

	FHWA	LOCAL	BC Staff
Source	\$9,700	\$2,151	
Expenditures			\$11,851
Staff Time (days)			15

**WORK ITEM: 103.02 SAFETY CONSCIOUS PLANNING**

PURPOSE and METHODOLOGY:

The IJA 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 motorized, pedestrian and bicyclist users alike.

Safety Conscious Planning (SCP) implies 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. 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. These two plans mention increasing bicyclist and pedestrian safety through project designs, intersection crossings, shoulders, and other treatments to be considered. The Complete Streets Federal Planning Emphasis area will be emphasized here to expand safety protocol and procedures in the BCATS Urbanized Area. For FY 2025, BCATS must spend 2.5% of the planning funds, equaling \$5,431, on Complete Streets planning. Any Complete Streets planning completed will be identified as part of the invoices for both 103.01 and 103.02 work tasks in order to document the work requirement for FHWA.

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

- Attendance at a one-day training seminar on the systematic and organized approach to safety conscious planning, when available and staff time allows.
- Work with member agencies to identify goals and performance measures.

- Develop the process and timetable for integrating the goals and performance measures into the project identification and selection process.
- 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.

**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 2025 if time allows.
5. Coordinate and assist schools in the utilization of the Safe Routes to School program.
6. Coordination and development of the Safe Streets for All/Complete Streets Plan with The City of Bay City.

**103.02 FUNDING and EXPENDITURES**

	<b>FHWA</b>	<b>LOCAL</b>	<b>BC Staff</b>
<b>Source</b>	\$5,431	\$1,204	
<b>Expenditures</b>			\$6,635
<b>Staff Time (days)</b>			11

**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.

**BAY METROPOLITAN TRANSPORTATION AUTHORITY 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>Source</b>	\$5,325	\$1,181
<b>Expenditures</b>		\$6,506
<b>Staff Time (days)</b>		29

**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.

**BAY METROPOLITAN TRANSPORTATION AUTHORITY PRODUCTS:**

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

**104.02 FUNDING**

	FHWA	BMTA
Source	\$18,747	\$4,157
Expenditures		\$22,904
Staff Time (days)		119

**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, and benches).

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.

**BAY METROPOLITAN TRANSPORTATION AUTHORITY 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>Source</b>	\$20,667	\$5,583
<b>Expenditures</b>		\$26,250
<b>Staff Time (days)</b>		74



UNIFIED WORK PROGRAM FUNDING

**UNIFIED WORK PROGRAM FUNDING SOURCES**

<i>Funding Source</i>	<i>FHWA/FTA</i>	<i>BCTPD</i>	<i>BMTA</i>	<i>MTF/TAMC</i>	<i>Local Match</i>
<b>WORK ITEM</b>					
<b>100.01 ADMIN</b>	106,749				23,671
<b>100.02 UWP</b>	8,800				1,951
<b>100.05 TIP</b>	23,300				5,167
<b>101.01 DATA</b>	50,000				11,087
<b>101.02 ASSET MG</b>				19,900	
<b>102.01 LR PLAN</b>	13,250				2,938
<b>103.01 TSM</b>	9,700				2,151
<b>103.02 SCP</b>	5,431				1,204
<b>104.01 T-ADM</b>	5,325		1,181		0
<b>104.02 T-DATA</b>	18,747		4,157		0
<b>104.04 T-TSM</b>	20,667		4,583		0
<b>TOTAL</b>	<b>261,969</b>		<b>9,921</b>	<b>19,900</b>	<b>48,170</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**

**TAMC: Transportation Asset Management Council**

**CBC: City of Bay City**

**BCRC: Bay County Road Commission**

**BMTA: Bay Metro Transit Authority**

**ESSEX: City of Essexville**

SUMMARY BUDGET BY PROGRAM ACTIVITY

**BCATS FY 2025 Unified Work Program - Summary Budget by Program Activity**  
**[non-FTA and non-SPR only]**

Work Item	Program and Program Activities	MPO Budget	Local Expense Prorated	Total Cost
100.01	Administration	\$106,749	\$1,266.08	\$108,015
100.02	Unified Work Program	\$8,800	\$0	\$8,800
100.05	Transportation Improvement Program (TIP)	\$23,300	\$10,477	\$33,777
101.01	Data Base Management (Data)	\$50,000	\$19,283	\$69,283
101.02	Asset Management***	\$19,900	\$0	\$19,900
102.01	Metropolitan Transportation Plan	\$13,250	\$0	\$13,250
103.01	Transportation System Management (TSM)	\$9,700	\$17,033	\$26,733
103.02	Safety Conscious Planning	\$5,431	\$0	\$5,431
	<b>Total MPO Budget</b>	\$237,130	\$48,059	\$285,189
	Difference: MPO Budget minus non-participating items	-\$19,900		-\$19,900
		\$217,230	\$48,059	\$265,289
	<b>Federal Share</b>			\$217,230
	<b>Local Share</b>			\$48,059

**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 \$217,230

## COMPUTATION OF INDIRECT COST

**PROJECTED COSTS, BAY COUNTY TRANS/PLANNING DEPT.  
FOR FY 2025 (Based on actual indirect and direct  
costs in 2023)**

**NON-WAGE COSTS**

				<u>INDIRECT</u>	<u>DIRECT</u>
DIRECT WAGES	72138.80		COUNTY INDIRECT	17914.00	0.00
DIRECT OTHER	54920.00		OFFICE SUPPLIES	500.00	0.00
DIRECT FRINGE	<u>51809.40</u>		PRINTING	50.00	0.00
<b>TOTAL</b>	<b>178868.20</b>		POSTAGE	50.00	0.00
			PERIODICALS	100.00	0.00
INDIRECT WAGES	14275.44		COPIES	50.00	0.00
INDIRECT OTHER	33374.00		EQUIP RENT (copy)	150.00	0.00
INDIRECT FRINGES	<u>10252.48</u>		SOFTWARE	150.00	0.00
<b>TOTAL</b>	<b>57901.92</b>		TELEPHONE	25.00	0.00
			MILEAGE	1500.00	0.00
Provisional FY-2025	57901.92 =		CONFERENCE	1500.00	0.00
<b>INDIRECT COST RATE</b>	<b>178868.20</b>	<b>0.3237128</b>	OFFICE EQUIP	50.00	0.00
			AUDIT FEES	0.00	0.00
Provisional FY-2025	62061.88 =		DUES	235.00	0.00
<b>FRINGE RATE</b>	<b>86414.24</b>	<b>0.7181905</b>	GIS SERVICES	9000.00	1000.00
			AERIAL PHOTOGRAPHY	0.00	5000.00
			COMPUTER SUP	700.00	0.00
			ADVERTISING	1000.00	750.00
			REIMBURSEMENT FOR SERVICES	0.00	48170.00
			COMPUTER HARD	300.00	0.00
			FOOD SUP	100.00	0.00
			SUB-TOTAL	33374.00	54920.00
			FRINGE INDIRECT	10252.48	0.00
			FRINGE DIRECT	<u>0.00</u>	<u>51809.40</u>
			<b>TOTAL</b>	<b>43626.48</b>	<b>106729.40</b>
<b>FRINGE COSTS</b>					
VACATION	6498.21		HEALTH	32902.24	
SICK	4002.90		LIFE	258.80	
HOLIDAY	4002.90		RETIRE HC	1681.93	
OTHER	<u>0.00</u>		FICA	6628.17	
<b>TOTAL</b>	<b>14504.01</b>		W. COMP	1238.99	
			S&A	485.20	
			UNEMPL	126.53	
			DEF COMP	0.00	
			RETIREMENT	4036.73	
			SIF Administration	<u>199.28</u>	
<b>TOTAL FRINGES</b>	<b>62061.88</b>		<b>TOTAL</b>	<b>47557.88</b>	
DIRECT FRINGE	<u>51809.40</u>				
INDIRECT FRINGE	10252.48				

Estimated FY 2025 Unified Work Program includes Planning Dollars (PL) in the following amounts:  
 FHWA: 81.85% in the amount of \$217,230  
 Local: 18.15% in the amount of \$48,170

Additional FY 2025 funding in the amount of \$19,900 is approved through the Michigan Transportation Funds (MTF) via the Transportation Asset Management Council. The \$19,900 Authorized amount covers efforts by BCATS, the city of Bay City and the Bay County Road Commission. BCATS utilization of this funding is approximately \$8,000 in total billings inclusive of indirect and fringe charges.

### Certificate of Indirect Costs

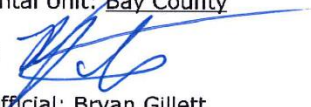
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated May 22, 2024 to establish billing or final indirect costs rates for fiscal year 2025 October 1, 2024 through September 30, 2025 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: Bryan Gillett

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

Date of Execution: 05/22/2024

## COST TABLES AND WORK TASK DOCUMENTATION

### CITY OF BAY CITY

**Estimated Expenses for FY 2024**

For Fiscal Year 2025  
City of Bay City

**Hourly Rates and fringes based on past wage history - Prior Year**

Employee	Hourly Rate	Fringe	Hourly Rate w/Fringes	Prorated by Work Activity	
				Activity	Value
Engineering Manager	\$49.30	\$23.70	\$73.00	Data	\$4,361.95
Engineering Technician	\$28.92	\$9.08	\$38.00	TSM	\$929.92
DPW Senior Admin. Asst.	\$24.82	\$10.76	\$35.58	TIP	\$6,938.49
Asset Management Coordinator	\$31.21	\$12.34	\$43.55		
Planning Services Manager	\$40.37	\$46.69	\$87.06		
GIS Coordinator	\$31.21	\$16.76	\$47.97		
				<b>Total</b>	<b>\$12,230</b>

**Hours estimated based on comparable activities in prior years**

Planning Activities	Engineering Mngr	Engineering Technician	DPW Senior Admin. Asst.	Asset Management Coord.	Planning Services Mngr	GIS Coordinator	TOTAL ESTIMATED	
							Hours	VALUE
Traffic Counts (Data)	25	20	12	20	10	10		\$4,361.95
Non Motorized (TSM)	5	5		2		6		\$929.92
TIP Planning & Development (TIP)	48	5		10	24	15		\$6,938.49
<b>Total Hours</b>	<b>78</b>	<b>30</b>	<b>12</b>	<b>32</b>	<b>24</b>	<b>31</b>		
<b>Cost per person</b>	<b>\$5,694.00</b>	<b>\$1,140.00</b>	<b>\$426.25</b>	<b>\$1,393.60</b>	<b>\$2,089.44</b>	<b>\$1,487.07</b>		<b>\$12,230.36</b>

### CITY OF ESSEXVILLE

**FY 2024 Expense Estimates**

For Fiscal Year 2024  
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	
Public Works Director	\$68.00	Incl	\$68.00	DATA	\$994
				ADMIN	\$544
				<b>Total</b>	<b>\$1,538</b>

**Hours estimated based on comparable activities in prior years**

Planning Activities	Description	P W Director	TOTAL ESTIMATED	
			Hours	VALUE
Traffic Counts (Data)	3-5 Traffic Counts taken by Bay County Road Commission			\$620.00
Review of Network (Data)		5.5		\$374.00
Administrative (ADMIN)		8		\$544.00
	<b>Total Hours</b>	<b>13.5</b>		
	<b>Total Cost</b>			<b>\$1,538.00</b>

# BAY COUNTY ROAD COMMISSION

## Estimated Expenses for FISCAL YEAR 2025

Bay County Road Commission, Bay County, Michigan  
Engineering Department Staff

Date: 04/12/2024

Hourly Rates per current Union Contracts and Fringes based on the current SAPA Contract, expiring December 31, 2024

Employee	Hourly Rate	Fringe Rate	Total Rate
Engineer-Manager	\$67.70	122%	\$150.29
Finance Director	\$49.05	122%	\$108.89
Director of Engineering	\$56.40	122%	\$125.21
Civil Technician II	\$37.51	122%	\$83.27
Engineering and Technology Specialist (ETS)	\$45.75	122%	\$101.57
GIS/Engineering Technician	\$26.05	122%	\$57.83
Summer Temporary	\$16.00	0%	\$16.00

Planning Activities	BCRC Account Code Number	BCATS Account Number	Engineer-Manager	Finance Director	Director of Engineering	Civil Technician II	Engineering and Technology Specialist (ETS)	GIS Engineering Technician	Summer Temporary	Labor Cost with Fringe (122%)	Labor Cost with NO Fringe (0%)
Asset Management (100% Reimbursable)	514 705 013	101.02 Asset				24		24		\$3,386.48	
Asset Management-Database Maintenance	514 705 013	101.01 Data			24			40		\$5,318.23	\$0.00
Non-Motorized	514 705 131	103.01 TSM	40		24					\$9,016.75	
Traffic Counts (Fed-Aid Only with Data Input)	514 705 132	101.01 Data					12	64		\$4,919.96	
Crash History/Crash Analysis	514 705 133	101.01 Data			24		12			\$4,223.77	
TIP Planning & Development	514 705 134	100.05 TIP	40	12	80					\$17,335.09	
		<b>Hours:</b>	<b>80</b>	<b>12</b>	<b>152</b>	<b>24</b>	<b>24</b>	<b>104</b>	<b>0</b>		
								<b>Total Hours:</b>	<b>396</b>		

Planning Activities	Labor Cost	Administration & Overhead (15%)	Total Eligible Expense w/o Equipment
Asset Management (100% Reimbursable)	\$3,386.48	\$507.97	\$3,894.45
Asset Management-Database Maintenance	\$5,318.23	\$797.73	\$6,115.97
Non-Motorized	\$9,016.75	\$1,352.51	\$10,369.26
Traffic Counts (Fed-Aid Only with Data Input)	\$4,919.96	\$737.99	\$5,657.96
Crash History/Crash Analysis	\$4,223.77	\$633.57	\$4,857.34
TIP Planning & Development	\$17,335.09	\$2,600.26	\$19,935.36
			<b>\$46,935.88</b>

PASER Training & Collection - NOT INCLUDED IN TOTAL BELOW

Planning Activities	Approved Percentage	Reimbursable Expense	Eligible Expense
Asset Management (100% Reimbursable)	100.00%	\$3,894.45	\$3,894.45
Database Monitoring & Management	33.00%	\$6,115.97	\$2,018.27
Non-Motorized	100.00%	\$10,369.26	\$10,369.26
Traffic Counts (Fed-Aid Only with Data Input)	100.00%	\$5,657.96	\$5,657.96
Crash History/Crash Analysis	75.00%	\$4,857.34	\$3,643.00
TIP Planning & Development	17.75%	\$19,935.36	\$3,538.53
			<b>\$25,227.02</b>

Total Eligible Expenses	
Database Monitoring & Management	\$2,018.27
Non-Motorized	\$10,369.26
Traffic Counts (Fed-Aid Only with Data Input)	\$5,657.96
Crash History/Crash Analysis	\$3,643.00
TIP Planning & Development	\$3,538.53
Equipment (See below Left)	\$2,608.20
<b>TOTAL ELIGIBLE EXPENSE:</b>	<b>\$27,835.22</b>

Equipment	APPROVED PERCENTAGE	HOURLY COST	HOURS	EXPENSE	OVERHEAD (15%)	TOTAL ELIGIBLE EXPENSE
Vehicle (Traffic Counts - Vehicle, Counters)	75.00%	\$2.10	1440	\$2,268.00	\$340.20	\$2,608.20

2025 BCRC Contribution: \$27,311.50  
2025 Estimated Eligible Expenses: \$27,835.22  
**(\$523.72)**

# BAY METRO TRANSIT AUTHORITY

## **FY-2025 Professional Services Expense Estimates**

### **Bay Metro Transit Authority**

(Billable amount capped at \$7,000 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
General Manager	\$48.82	\$34.13	\$82.95
Serv. Dev. Planner	\$34.13	\$16.48	\$50.61

Prorated by Work Activity

ADMIN	\$1,266.08
TSM	\$5,733.92
<b>Total</b>	<b>\$7,000</b>

Planning Activities	Hours estimated based on comparable activities in prior years			TOTAL ESTIMATED
	Gen Mgr	Planner	VALUE	
Work Item #1 (ADMIN) 100.01	20	15	2418	
Work Item #2 (TSM) 103.01	10	200	10952	
<b>Total Hours/Cost</b>	<b>30</b>	<b>215</b>	<b>13370</b>	
<b>Cost per person</b>	<b>\$2,488.50</b>	<b>\$10,881.15</b>	<b>13370</b>	



## 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. Asset Management-Database Maintenance - (BCATS #101.01 Data, BCRC # 514 705 013)\* In addition to rating the Federal-Aid roadways, we review other roadways within the BCATS study area to determine needs and plan for appropriate repair. Time is spent planning future projects and entering completed projects into our GIS/RoadSoft inventory. We use the information contained in this system, to identify future projects for inclusion in our Road Asset Management Plan. Our GIS/Engineering Technician and Engineering and Technology Specialist (ETS) are proficient using the Road Soft and GIS software, thus we rely heavily on them to assist with updating our Road Asset Management Plan. Staff members completing work in this category include the Engineer-Manager, Director of Engineering, GIS/Engineering Support Technician and ETS.
2. Non-Motorized - (BCATS #103.01 TSM, BCRC # 514 705 131) Yearly planning efforts include attendance at planning sessions for those agencies/organizations that are pursuing construction of non-motorized facilities. Currently, several agencies complete work planning new and maintaining existing trailways within Bay County and the BCATS area. We are invited to and frequently attend their meetings, as many non-motorized facilities end up paralleling and/or crossing BCRC road right-of-way. The BCRC also assesses each of its road projects, in the design phase, to determine if a non-motorized component is warranted. Staff members completing work in this category include the Engineer-Manager and Director of Engineering.
3. Traffic Counts, Fed-Aid Only with Data Input -(BCATS #101.01 Data, BCRC # 514 705 132) Throughout the weather-permitting months, our staff collects and records traffic counts for Primary and Local roads. The counts allow the BCRC to determine changes in traffic patterns due to development and plan for needed road upgrades. The counts are vital to the overall Bay County Traffic Demand Model, our yearly required HPMS reporting, and allows our agency to plan/budget for improvements. This task is completed by GIS/Engineering Technician, scheduling where and when the traffic counts are to be taken. The BCRC Director of Engineering monitors traffic trends.
4. Crash History/Crash Analysis - (BCATS #101.01 Data, BCRC # 514 705 133)\*\*

The Director of Engineering and ETS review RoadSoft crash data to determine if there is a need to install or change traffic control on a roadway. The crash inventory allows us to plan safety improvements and apply for safety-related funding. The hours included for eligible expenses under this category reflect; reviewing crash reports and determining 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 the project. In summary, staff members completing work in this category include the Engineer-Manager, Director of Engineering and ETS.

5. TIP Planning & Development (BCATS #100.05 TIP, BCRC # 514 705 134)\*

The Engineer-Manager, Finance Director, Director of Engineering, ETS, along with our three (3) Foreman and the BCRC General Superintendent, identify and prioritize roadways in order of need throughout the year. We include hours for staff to review the Federal-Aid eligible roadways within the BCATS area. Maintaining and improving these roads is vital to the economic success of our area. Gathering and assembly of the information contributes to the continuation of our Road Asset Management Road and Bridge Plan. These all contribute to which roads will be added to the TIP. A substantial amount of work goes into “balancing” and determining the best use of available BCRC/MTF funds. Projects included in the TIP are 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 to 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.

## 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 2025 UNIFIED WORK PROGRAM  
 LOCAL FUNDING RESOLUTION  
 Resolution with the Bay County Road Commission**


- WHEREAS, the urban transportation planning regulations implementing sections of the Infrastructure Investment and Jobs Act (IIJA) 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 IIJA Act as Federal Highway Administration (FHWA) Planning dollars 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 2025 (October 1, 2024 – September 30, 2025) is \$48,170.00;

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 **\$12,230.36 (City of Bay City), \$1,628.14 (City of Essexville), \$7,000.00 (Bay Metropolitan Transportation Authority), and \$27,311.50 (Bay County Road Commission)** to the Bay City Area Transportation Study (BCATS) by October 1, 2024;

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 2025 Unified Work Program.

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

\_\_\_\_\_  
 Date 4/17/2024

  
 \_\_\_\_\_  
 Bryan Gillett, Director  
 Bay City Area Transportation Study (BCATS)

\_\_\_\_\_  
 Date 4-17-2024

  
 \_\_\_\_\_  
 William E. Schumacher, Chairman  
 Bay County Road Commission

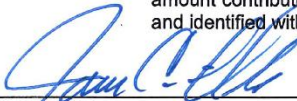
\_\_\_\_\_  
 Date 4-17-2024

**BAY CITY AREA TRANSPORTATION STUDY (BCATS)  
FY 2025 UNIFIED WORK PROGRAM  
LOCAL FUNDING RESOLUTION  
Resolution with the City of Bay City**

- WHEREAS, the urban transportation planning regulations implementing sections of the Infrastructure Investment and Jobs Act (IIJA) 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 IIJA Act as Federal Highway Administration (FHWA) Planning dollars 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 2025 (October 1, 2024 – September 30, 2025) is \$48,170.00;

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 **\$12,230.36 (City of Bay City), \$1,628.14 (City of Essexville), \$7,000.00 (Bay Metropolitan Transportation Authority), and \$27,311.50 (Bay County Road Commission)** to the Bay City Area Transportation Study (BCATS) by October 1, 2024;


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 2025 Unified Work Program.

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

5/22/2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Bryan Gillett, Director  
Bay City Area Transportation Study (BCATS)

5-22-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kathleen Newsham, Mayor  
City of Bay City

MAY 6, 2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tema Lucero, City Clerk  
City of Bay City

MAY 6, 2024  
\_\_\_\_\_  
Date



**BAY CITY AREA TRANSPORTATION STUDY (BCATS)  
FY 2025 UNIFIED WORK PROGRAM  
LOCAL FUNDING RESOLUTION  
Resolution with the City of Essexville**

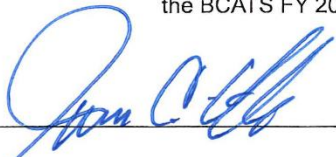
- WHEREAS, the urban transportation planning regulations implementing sections of the Infrastructure Investment and Jobs Act (IIJA) Act require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation 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 IIJA Act as Federal Highway Administration (FHWA) Planning dollars 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 2025 (October 1, 2024 – September 30, 2025) is \$48,170.00;

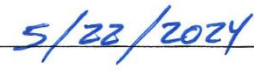
NOW, THEREFORE BE IT RESOLVED,

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 **\$12,230.36 (City of Bay City), \$1,628.14 (City of Essexville), \$7,000.00 (Bay Metropolitan Transportation Authority), and \$27,311.50 (Bay County Road Commission)** to the Bay City Area Transportation Study (BCATS) by October 1, 2024;


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 2025 Unified Work Program.

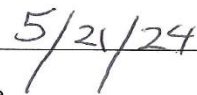
  
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Jim Lillo, Chairperson  
Bay City Area Transportation Study (BCATS)

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Bryan Gillett, Director  
Bay City Area Transportation Study (BCATS)

  
\_\_\_\_\_  
Date

  
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Scott Wittbrodt, Mayor  
City of Essexville

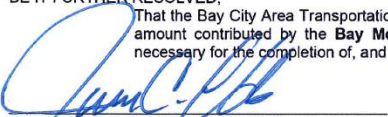
  
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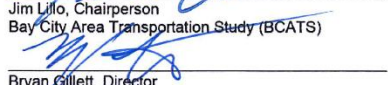
**BAY CITY AREA TRANSPORTATION STUDY (BCATS)  
FY 2025 UNIFIED WORK PROGRAM  
LOCAL FUNDING RESOLUTION  
Resolution with the Bay Metropolitan Transportation Authority**

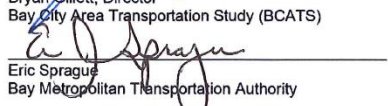
- WHEREAS, the urban transportation planning regulations implementing sections of the Infrastructure Investment and Jobs Act (IIJA) Act require that each urbanized area, as a condition of receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive urban transportation 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
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- WHEREAS, these funds, available under the IIJA Act as Federal Highway Administration (FHWA) Planning dollars 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 2025 (October 1, 2024 – September 30, 2025) is \$48,170.00;

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 **\$12,230.36 (City of Bay City), \$1,628.14 (City of Essexville), \$7,000.00 (Bay Metropolitan Transportation Authority), and \$27,311.50 (Bay County Road Commission)** to the Bay City Area Transportation Study (BCATS) by October 1, 2024;

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 2025 Unified Work Program.

  
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Jim Liljo, Chairperson  
Bay City Area Transportation Study (BCATS)

  
\_\_\_\_\_  
Bryan Gillett, Director  
Bay City Area Transportation Study (BCATS)

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

5/22/2024  
Date

5-22-24  
Date

5/22/2024  
Date