

# FY-2009 Unified Work Program

## Bay City Area Transportation Study (BCATS)

*Final Report*

*Approved By BCATS June 18, 2008*



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## **DISCLAIMER**

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

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

## **INTRODUCTION**

The transportation planning Unified Work Program (UWP) integrates work to be performed by the Bay County Transportation Planning Division (BCTPD) which represents the Metropolitan Planning Organization (MPO), the Bay Metro Transit Authority (BMTA) and the Michigan Department of Transportation (MDOT) into a single document. The 2009 UWP describes the transportation planning tasks scheduled for the period from October 1, 2008 to September 30, 2009. These planning activities are supported by federal, state, and local funds.

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

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

## **TRANSPORTATION ISSUES FACING THE BAY CITY AREA**

### **OVERALL**

Transportation affects every person in our country. A safe, accessible, affordable, and reliable transportation system is vital to everyone. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy For Users (SAFETEA-LU) which was signed into law by the President on August 10, 2005, provides the resources for the continuation and improvement of current programs with new initiatives to meet future transportation challenges. These challenges are addressed through efficient and flexible transportation plans and programs.

On June 20, 2007, BCATS adopted its new Metropolitan Transportation Plan reflecting a horizon date of 2035. BCATS will continue to work towards addressing transportation issues identified in the plan. BCATS will cooperatively work with the state to maintain a regional (Bay, Saginaw, Midland) traffic demand model. In addition, high volume to capacity corridors that were identified in the 2035 plan will be reviewed for further study. Activities related to these issues will be addressed by work item 102.01.

Projects that are identified through the planning process are next prioritized in the BCATS Transportation Improvement Program (TIP) for the metropolitan planning area. During 2006 and 2007, BCATS, in cooperation with the MDOT, BCATS 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 (Bay Metro), developed a new fiscal year 2008/09/10/11 TIP which reflects the overall transportation goals specified in the existing 2035 Transportation Plan. The TIP identifies realistic federal, state and local financial resources available to implement the programmed projects. Monitoring the progress of projects that are part of the TIP is very important so that the public is aware of project status, timeliness and completion. Any amendments or administrative changes that are necessary will also be addressed. BCATS will also prepare an annual listing of projects as required by SAFETEA-LU. 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. A new fiscal years 2010/11/12/13 TIP will be developed during FY 2009. Additionally, BCATS staff has agreed to participate in the new TIP/STIP development workgroup. This will be accomplished under work item 100.05.

SAFETEA-LU planning regulations require the development of an annual Unified Work Program (UWP). The UWP will discuss the planning area and describe the major transportation issues facing the area, including the corridor and sub area studies anticipated within the area over the next year, regardless of funding sources or agencies conducting activities. The UWP will contain sufficient detail to indicate who will perform the work, the schedule for completing it and the products that will be produced. This activity will be addressed in work item 100.02.

SAFETEA-LU requires the involvement of the general public in transportation investment decision-making. The BCATS public participation plan was reviewed and updated as part of the 2035 Transportation Plan creation in progress through June of 2007. 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/update process. Public participation is a proactive process which guarantees timely notice, full access to key decisions, and an opportunity for early and continued involvement in the development of Plans and TIPs.

Public participation principles are also a high priority and are addressed in the updated plan. BCATS will continue to locate the affected populations and will work to engage them in discussions and input. Project development maps have been completed for social and economic impact analysis and will be updated as needed. Public participation procedures will be addressed in work item 100.01.

Other general work associated with administration, program coordination, and certification such as 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 is undertaken in work item 100.01.

BCATS will continue to provide technical planning assistance to the Michigan Department of Transportation, the Bay County Road Commission, the city of Bay City, the city of Essexville, and other local units of government regarding the implementation of studies and projects identified in the BCATS 2035 Transportation Plan, to provide for a safe and efficient transportation system.

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

Other local issues include: the North Henry Street project, the Harrison Street project, and the M-25/Center Avenue project; along with congested corridors such as Trumbull Avenue and M-84 between Bay City and Saginaw. Intersection issues include Monitor/Wilder, as well as, Vermont / Walnut, Henry / Vermont, Two-Mile / Wilder, and Center / Trumbull.

BCATS will continue discussions with MDOT and local township officials to facilitate the development of access management plans for any high traffic corridors within the BCATS study area. Coordination will also occur on other local MDOT trunkline projects, such as the M-25/Center 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 Category A and F, the local STP safety program and activities of the STP rural taskforce.

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. BCATS will continue to review the benefits of pursuing a Port Vitalization Study in efforts to maximize the efficiency and economic viability of the ports located in the BCATS area. Intermodal connectors on the National Highway System (NHS) are also a priority and may be analyzed for congestion and maintenance deficiencies. These activities are covered under work item 103.01 (TSM).

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, program delivery, monitoring and reporting. BCATS anticipates continued participation with MSU Extension and Bay Metro Transit, as well as, other Bay County Agencies in a planning process called Communities for a Lifetime. These activities are covered under work item 103.01 (TSM) with the data collection and maintenance falling within 101.01 (Data Base Monitoring and Management). 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 Asset Management Council funds up to the amount authorized.

For FY-2009 BCATS will continue efforts in three very important program areas. Two of these areas now have separate work items to address each of them rather than having their work activities embedded within existing work items. Number one is safety conscious planning (SCP). SCP is a proactive approach to the prevention of accidents and unsafe transportation conditions by establishing inherently safe transportation networks. SCP achieves road safety improvements through small but measurable changes, targeted at the whole network. BCATS has participated in the Safe Routes to School grant implementation in both the Bay City and Bangor Twp school districts. BCATS will continue to be a resource to school districts interested in the Safe Routes to School program. Assistance by BCATS to school districts under the Safe Routes to School program is viewed as SCP activity. SCP activities will be conducted under newer work item 103.02. Number two is asset management. Asset management is an emerging concept in the transportation industry. It is based on managing our infrastructure by focusing on performance, not ownership of roads. The work item for asset management is 101.02 and BCATS will work very closely with the Michigan Asset Management Council which was created by P.A. 499 of 2002. The specific PASER rating data collection for Federal Aid roads,

and when time and budget allows, rating local roads, assisting in expenditure reporting, and setting up and using an asset management system, which are specific asset management tasks that will utilize separate authorized Asset Management Council funds for implementation. The third focus will be on improving public participation in the transportation planning process, with particular focus on Title VI of the Civil Rights Act of 1964. This work falls under the public participation efforts that are funded in work item 100.01.

Extensive work continues in the data base related work item 101.01, 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 Social and 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. Work on issues regarding the 2000 Census Transportation Planning Package and its integration with other GIS databases will continue to be explored. BCATS will participate in any TAZ-UP efforts and REMI review efforts, as well as, transportation related Census 2010 processes. BCATS will facilitate the maintenance and enhancement of the traffic count program which has been established to provide a count-based AADT for each homogeneous "traffic segments" of the non-trunkline federal-aid roads within the BCATS area at least once every five years. BCATS anticipates further efforts in non-motorized planning efforts in FY-2009, particularly the finalization of the BCATS non-motorized plan.

Bay County was an attainment/maintenance area operating under limited 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 recently implemented 8 hour Ozone Standard. There is no requirement to conduct a conformity analysis for the County under this designation.

## **PROGRAM STAFFING AND FUNDING**

Staffing for the FY 2009 BCATS program staff will include one (.9 FTE) staff member as the BCATS Director, one (.5 FTE) staff member as a transportation planner, one (.56 FTE) staff member as an intern, one (.1 FTE) secretarial staff, and (.05 FTE) administrator oversight staff. The BCATS program will continue to utilize the assistance and efforts of local agency staffs, including the City of Bay City Engineering Department, the Bay County Road Commission staff and the Bay Metropolitan Transportation Authority, in order to effectively and efficiently address the federal planning requirements as well as local issues and programs.

The projected funding for the BCATS FY 2009 Unified Work Program activities includes \$157,125 in Federal Highway Administration (FHWA) Planning (PL) funds and \$47,374 in Federal Transit Administration (FTA) Section 5303 funds. The federal/local match split for the

FHWA PL funds is 81.85% federal and 18.15% local and for the Section 5303 the federal/local split is 80%/20%. The Asset Management work item of rating federal aid roads and promoting asset management principals is funded entirely with \$20,000 in MDOT funds. The required local matching funds for the FHWA and FTA grant programs consists of the value of local agency work efforts and services (soft match) contributed to the Unified Work Program activities by the City of Bay City Engineering Department and the Bay County Road Commission. The flexible match contributed to the BCATS FY 2009 UWP is projected to be \$13,500 from the City of Bay City Engineering Department and \$30,840 from the Bay County Road Commission, which exceeds the local match requirements. Local supplemental expenditures, which are the value of local contributed efforts in excess of what is needed for the BCATS program match, is shown in Program Summary Table 1. The flexible match provided by the City of Bay City Engineering Department and the Bay County Road Commission is applied to the UWP as a whole and is not assigned to specific line items.

## **TRANSIT ISSUES**

Issues facing providers of local public transit to be addressed as part of the FY-2009 BCATS Unified Work Program:

Financial stress due to increasing demand for paratransit service.

Long Range Planning

### **Financial stress due to increasing demand for paratransit services.**

FY-2009, the goal for the paratransit service will be to increase efficiency. As of FY-2006, the paratransit service accounted for 34% of the miles, 36% of the hours, and 35% of the direct operating costs of BMTA's operations as a whole. Yet, the paratransit service transported only 10% of the overall ridership. With demand on the rise, the expense for the service will increase proportionally. The strategies that will be used to improve efficiency will be:

- A) Relaxing guidelines for scheduling. BMTA has been meeting the ADA guidelines for scheduling for all passengers on the paratransit service, although, the majority of the passengers are not ADA eligible. By relaxing the scheduling requirements for non-ADA passengers, BMTA may look for more group trip possibilities, extend trip lengths, and negotiate trip times which do not necessarily fall within ADA requirements.
- B) Improving Fixed Route Service to reduce demand on the paratransit service. By making the fixed-route service more attractive, BMTA should be able to draw non-ADA passengers from the paratransit service. Also, while trip denials may be more common place on the paratransit service, a fixed-route service which is comparable to the paratransit service in ride lengths and service area coverage will present the passenger with a satisfying alternative.
- C) Upgrading Scheduling Software. BMTA is continually looking for scheduling software which will assist with efficient scheduling/dispatching decision-making.



### **Long Range Planning.**

BMTA is currently involved in a project to determine the transit needs of the community and its financial ability to meet those needs over the next 10 years and beyond. BMTA is in a community that excels in providing for the needs of seniors and disabled individuals. Because of that fact, the population of these individuals will continue to grow at a rate higher than most other communities. It is, therefore, important for BMTA to excel in providing for the transportation needs of these individuals. Over the next 10yrs, BMTA must continue to adapt its service with this goal in mind. Fixed-routes will have to be made more user-friendly in terms of frequency, stop locations, accessibility, and ease-of-use. The paratransit service will need to be more efficient in terms of meeting demand and its overall financial impact on the rest of the system. The flexed-route system should be further developed to fill the gaps in service left by the fixed-route and paratransit service. The ability of BMTA to turnover the fleet is not a flexible process. As vehicles are being replaced, generally, as State and Federal funding allows, BMTA must anticipate these vehicles being in service for the next 7-15 years. Vehicles put into operation today cannot become inadequate in providing needed service over that time frame. The workforce is also being evaluated to determine BMTA needs in the future. Almost a third of the workforce will be of retirement age with the next 10 years. Workforce levels, skills, and training needed, will all be considerations

## **WORK ITEM: 100.01 3C ADMINISTRATION/COORDINATION**

### PURPOSE and METHODOLOGY:

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

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

Perform all duties associated with the financial administration of the Bay City Area Transportation Study, 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 adopted in 2006.

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

### **PRODUCTS:**

1. Regular Technical and Policy Committee meetings.
2. Agendas, minutes and necessary support for each BCATS meeting and other general staff meetings.
3. Participate in the Michigan Transportation Planning Association, local Railtrail Committee, Road Commission, Regional Planning Commission, Chamber of Commerce, and other organizations where transportation issues are commonly discussed.
4. Coordinate planning activities with various MDOT Sections and other local units of government, including but not limited to access management plan development, the Bay Region Non-motorized Plan project, the implementation of traffic safety recommendations contained in two intersection safety audit studies and the proposed Bay Regional Non-Motorized Plan.
5. Review federal and state laws, policies, guidelines, and technical studies as required. Produce legislative and technical summaries. Brief other agencies on impacts of proposed changes in transportation laws.

6. Prepare monthly progress reports and invoices for payment to Bay County as per project agreements.
7. Prepare final Acceptance Report on Work Program elements.
8. Assist in carrying out general and specific audits of programs.
9. Program correspondence, files and records.
10. Publish the 2008 BCATS Annual Report in The Bay City Times including a list of completed projects.
11. Administer and coordinate activities regarding implementation of the MPO/MDOT transportation planning process.
12. Maintain and review metropolitan area boundary.
13. Maintain certified Urban Transportation Planning Program.
14. Review all planning activities for conformance with adopted Goals and Objectives.

<b>100.01 FUNDING</b>			
	<b>FHWA</b>	<b>BCTPD</b>	<b>MDOT/SPR</b>
<b>Source</b>	56,000		10,563
<b>Expenditures</b>		56,000	10,563
<b>Staff Time (days)</b>		124	30

## **WORK ITEM: 100.02 UNIFIED WORK PROGRAM**

### PURPOSE and METHODOLOGY:

Meet with federal and state officials in pre-UWP meetings to determine any new directions in policy and program content, paying particular attention to the metropolitan planning regulations. Review PL (planning) and section 5303 history and funding balance. Review master agreement and project agreement information. Develop and adopt program certification resolution.

Coordinate planning activities with Bay Metro Transit 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 Area.

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

### **PRODUCTS:**

1. Various correspondence and meetings.
2. Draft Unified Work Program.
3. Final Unified Work Program for FY-2010.

<b>100.02 FUNDING</b>			
	<b>FHWA</b>	<b>BCTPD</b>	<b>MDOT/SPR</b>
<b>Source</b>	3,000		1,697
<b>Expenditures</b>		3,000	1,697
<b>Staff Time (days)</b>		7	5

## **WORK ITEM: 100.05 TRANSPORTATION IMPROVEMENT PROGRAM**

### PURPOSE and METHODOLOGY:

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 2035 Transportation Plan. For informational purposes, all regionally significant projects to be funded with non-federal funds will be included. The TIP shall cover a period of not less than the new SAFETEA-LU four year period and shall be financially constrained. Only projects for which construction and operating funds can reasonably be expected to be available may be included in the TIP.

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

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

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

Request project list from all implementing agencies, including the MDOT, the Bay County Road Commission, the city of Bay City, the city of Essexville and Bay Metro Transit.

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. Develop the TIP as a priority list of projects including a financial plan.

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

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

**PRODUCTS:**

1. Draft new FY-1010/11/12/13 Transportation Improvement Program
2. Adapt and finalize Transportation Improvement Program for FY-2010/11/12/13
3. Amendments or other administrative changes to the BCATS Transportation Improvement Program for FY-2008/09/10/11.
4. Bay County Road Commission prioritization of Federal Aid Eligible Roads in the BCATS study area to assist in requests for STP funding (flexible match contribution).

<b>100.05 FUNDING</b>				
	<b>FHWA</b>	<b>BCRC</b>	<b>BCTPD</b>	<b>MDOT/SPR</b>
<b>Source</b>	7,750	1,624		4,526
<b>Expenditures</b>			9,374	4,526
<b>Staff Time (days)</b>		3	17	21

## **WORK ITEM: 101.01 DATA BASE MONITORING AND MANAGEMENT**

### PURPOSE and METHODOLOGY:

Further develop a local traffic count program by requesting specific traffic counts and collecting all traffic counts from local jurisdictions and the MDOT. The existing traffic count program will be reviewed and enhanced by reviewing the current count program, and adjusting the location and number of counts to fulfill HPMS efforts as well as maintain sufficient traffic counts for maintenance and ongoing calibration of the newly created travel demand model. Providing sufficient staff and funding is available, this traffic count program will provide a count-based AADT for each “uniform traffic segment” of all non-trunkline federal-aid roads within the BCATS area. Prepare a traffic count report and/or traffic flow map.

Evaluate the effectiveness of the various management systems that were developed as part of the 2035 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.

Request and collect roadway data on sample segments for the Highway Performance Monitoring System (HPMS) in the Bay City metropolitan area.

Continue to assist the MDOT in their efforts to maintain the newly created Bay Region Bike Map. This assistance will include supplying relevant road data that is readily available through current data collection efforts for the maintenance of the map. Assist the MDOT in their efforts to develop a regional non-motorized plan which was started in FY-2008. BCATS plans on finishing the updating of the BCATS Non-motorized Plan started in FY-2008.

The collection of information on rail, air, truck, port and non-motorized systems will be updated as necessary.

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.

Continue technical assistance in the use of the new 2005 digital orthophotography.

Update as needed, using Census 2000, REMI, Claritas, or other data sources, socio-economic data for all traffic analysis zones (TAZ's). This will include Census Transportation Planning Package (CTPP) Tax Update efforts. 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 and updating the building and demolition permit data and coordinating an

annual data exchange process if possible. BCATS anticipates considerable effort in this area in 2009.

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

**PRODUCTS:**

1. Updated Highway Performance Monitoring System (HPMS) data files.
2. Update/maintain future socio-economic and future changes to household, employment and population data by traffic analysis zone for 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 and Bay County Road Commission traffic counts (flexible match)
4. Analysis of Crash/Safety data by the Bay County Road Commission (flexible match)
5. Data input and maintenance in regards to signs and road markings by Bay County Road Commission on Federal Aid Eligible Roads within BCATS study area (Asset Management - flexible match).
6. 2009 BCATS traffic count report.
7. Other technical data base files regarding the various management systems.
8. Participate in the Census Transportation Planning Package (CTPP) Tax Update process.

<b>101.01 FUNDING</b>					
	<b>FHWA</b>	<b>CBC</b>	<b>BCRC</b>	<b>BCTPD</b>	<b>MDOT/SPR</b>
<b>Source</b>	77,375	13,500	26,837		3,735
<b>Expenditures</b>				117,712	3,735
<b>Staff Time (days)</b>		38	80	154	11



## **Work Item: 101.02 ASSET MANAGEMENT**

### PURPOSE and METHODOLOGY:

The purpose of this task is to help satisfy the requirements of P.A. 499 of 2002, which establishes the Asset Management Council and charges it to develop an Asset Management Process for the State of Michigan. Metropolitan Planning Organizations, such as BCATS, play a significant role in this process as outlined in the task assignments below.

The Asset Management Council has developed a statewide process that will result in all 39,000 miles of federal aid eligible roads in the state to be rated using the PASER system. Data will likely be collected during the summer months or early fall of 2009.

Activities to be undertaken as part of this task include:

1. Attendance at a one day training seminar on the use of PASER, and or other asset management training sessions as time allows;
2. Participation as part of a three person team that will rate the federal aid eligible roads in the region;
3. Providing the results of the PASER ratings to local agencies for review and revision where appropriate;
4. Public display of PASER rating on web site or through other public means so it is available for public review and use in project and plan development activities;
5. Transmit PASER ratings along with other roadway data (i.e. traffic counts) on a form to be developed by the Asset Management council;
6. Monitor and assist implementing agencies in reporting to the Asset Management Council the status of projects awarded funding in the past calendar year, and for future years, in their jurisdiction on a form or internet reporting site developed by the Council.
7. Assist other implementing agencies within the BCATS area to obtain PASER ratings on local roads implementing and maintaining an approved asset management system as staff time and budget allows.
8. Assist in the education of the benefits of implementing an asset management system for the best utilization of funding available for the maintenance of the existing roadway system.

Asset Management is an emerging concept in the transportation industry. It is based on managing our infrastructure by focusing on performance, not ownership of roads. It is a process

predicated on stewardship of public resources, accountability to the users of the system, and continuous improvement.

**PRODUCTS:**

1. Road network loaded in ROADSOFIT
2. PASER data collected on federal-aid eligible roads in region
3. Web based or other public display of PASER road ratings on network
4. Report to the Asset Management council with PASER and other roadway data and transportation project completion information for the region.
5. Assist other implementing agencies within the BCATS area to obtain PASER ratings on local roads implementing an approvable asset management system as staff time and budget allows.
6. Education and promotion of using asset management principals.

<b>101.02 FUNDING</b>						
	<b>FHWA</b>	<b>AMC</b>	<b>CBC</b>	<b>BCRC</b>	<b>BCTPD</b>	<b>MDOT/SPR</b>
<b>Source</b>	0	20,000	0	0	0	1,698
<b>Expenditures</b>			3000	5000	12,000	1,698
<b>Staff Time (days)</b>			4	6	22	5

## **WORK ITEM: 102.01 TRANSPORTATION PLAN ACTIVITIES**

### PURPOSE and METHODOLOGY:

Identify transportation facilities (including but not limited to major roadways, transit, and multimodal and intermodal facilities) that should function as an integrated metropolitan transportation system, giving emphasis to those facilities that serve important national and regional transportation functions. In formulating the long range plan, BCATS will incorporate the planning items necessary to comply with SAFETEA-LU.

The Transportation Plan must have a 20 year planning horizon, contain both short and long range strategies, be updated periodically, 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 next adopted plan which will utilize the newly created tri-county travel demand model should coincide with the Saginaw Metropolitan Area Transportation Study's (SMATS) next Transportation Plan.

The Transportation Plan shall include a financial plan that demonstrates that funds are reasonably available to fully implement the plan by the forecast year. It will compare 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 will continue to work with MDOT on the development, maintenance, and use of a Bay/Saginaw/Midland county traffic demand model. Other activities may include specific traffic demand modeling for truck and commercial vehicles.

### PRODUCTS:

1. Maintenance of the tri-county traffic demand model (data collection covered under 101.01).
2. Ongoing review and maintenance of the 2035 Long Range Plan, including advancement of any immediate or important issue from the list of projects.

<b>102.01 FUNDING</b>			
	<b>FHWA</b>	<b>BCTPD</b>	<b>MDOT/SPR</b>
<b>Source</b>	3,000		5,461
<b>Expenditures</b>		3,000	5,461
<b>Staff Time (days)</b>		7	10

## **WORK ITEM: 103.01 TRANSPORTATION SYSTEMS MANAGEMENT (TSM)**

### PURPOSE and METHODOLOGY:

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

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

BCATS will monitor freight related issues regarding impacts of Saginaw River port shipping as well as rail and highway inter-modal connections while seeking perspectives from the freight movement community.

BCATS will continue coordination with MBS airport and James Clements airport in regard to transportation issues.

BCATS will assist MSU Extension and Bay Metro Transit in promoting Communities for a Lifetime.

BCATS will continue discussions and analysis of various options to mitigate the anticipated increased traffic volumes impact of the proposed new Consumers coal generation plant.

### **PRODUCTs:**

1. Various TSM studies addressing specific problems
2. Bay County Road Commission Non-Motorized efforts (flexible match)

<b>103.01 FUNDING</b>				
	<b>FHWA</b>	<b>BCRC</b>	<b>BCTPD</b>	<b>MDOT/SPR</b>
<b>Source</b>	6,000	2,379		1,820
<b>Expenditures</b>			8,379	1,820
<b>Staff Time</b>		4	13	8

## **Work Item: 103.02 SAFETY CONSCIOUS PLANNING**

### PURPOSE and METHODOLOGY:

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

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

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

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

An intersection safety audit study was completed in 2005. The Office of Highway Safety Planning utilizing Wayne State University concluded a study in late calendar year 2004 which studied 36 intersections mostly along the M-13/Euclid Ave and the M-25/Center Ave corridors. AAA Michigan through its Road Improvement Demonstration Program was to have studied 7 intersections mostly along the Wilder Road corridor. The individual performing the study has left AAA, and BCATS is still working on obtaining that study. BCATS will pursue funding opportunities to implement the recommendations contained in these studies.

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. Safety Profile
2. Identification and mapping of high crash locations
3. Safety goal(s) and safety performance measure(s)
4. Coordinate a safety forum during fiscal year 2009 if time allows
5. Coordinate and assist schools in the utilization of the Safe Routes to School program

<b>103.02 FUNDING</b>			
	<b>FHWA</b>	<b>BCTPD</b>	<b>MDOT/SPR</b>
<b>Source</b>	4,000		2,716
<b>Expenditures</b>		4,000	2,716
<b>Staff Time</b>		9	8

## 104.01 TRANSIT - 3C ADMINISTRATION/PUBLIC INVOLVEMENT

### METHODOLOGY:

Preparation of the transit elements of the Unified Work Program and the Transportation Improvement Program.

Prepare material and reports for BCATS and make presentations at the Technical and Policy Committee meetings.

Attend local and state transportation meetings relative to items in the UWP and TIP.

Monitor operating and capital transit grants.

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

### PRODUCTS:

1. Unified Work Program
2. Transportation Improvement Program
3. Capital and operating grant applications
4. Various administrative reports

### FUNDING

	<b>FTA</b>	<b>BMTA</b>	<b>MDOT/SPR</b>
<b>Source</b>	4,363	1,091	0
<b>Expenditures</b>		5,454	0
<b>Staff Time(days)</b>		22	

## 104.02 TRANSIT - DATA DEVELOPMENT AND MANAGEMENT

### METHODOLOGY:

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

Maintain updated inventory of bus stop signs and transit vehicles.

Compile operating data on route mileage and hours.

Collect and tally National Transit Database (NTD) sampling data.

Conduct transit user surveys.

### PRODUCTS:

1. Monthly and yearly ridership and efficiency comparison reports
2. Section NTD Annual Report
3. Replacement of bus stop signs as necessary
4. Annual transit user survey summary

### FUNDING

	<b>FTA</b>	<b>BMTA</b>	<b>MDOT/SPR</b>
<b>Source</b>	19,350	4,838	3666
<b>Expenditures</b>		24,188	3666
<b>Staff Time(days)</b>		221	8



## 104.04 TRANSIT - TRANSPORTATION SYSTEMS MANAGEMENT

### METHODOLOGY:

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

Monitor route performance to identify deficiencies.

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

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

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

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

### PRODUCTS:

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

### FUNDING

	<b>FTA</b>	<b>BMTA</b>	<b>MDOT/SPR</b>
<b>Source</b>	23,661	5,915	3158
<b>Expenditures</b>		29,576	3158
<b>Staff Time(days)</b>		139	7

**UNIFIED WORK PROGRAM FUNDING SOURCES**

	FHWA	FTA	MDOT/SPR	BCTPD	BMTA	AMC CBC	BCRC	
100.01 ADMIN	56000	0	10563	0	0	0		
100.02 UWP	3000	0	1697	0	0	0		
100.05 TIP	7750	0	4526	0	0	0	1624	
101.01 DATA	77375	0	3735	0	0	0	13500	
101.02 ASSET MG	0	0	1698	0	0	20000	26837	
102.01 LR PLAN	3000	0	5461	0	0	0		
103.01 TSM	6000	0	1820	0	0	0	2379	
103.02 SCP	4000	0	2716	0	0	0		
104.01 T-ADM	0	4363	0	0	1091	0		
104.02 T-DATA	0	19350	3666	0	4838	0		
104.04 T-TSM	0	23661	3158	0	5915	0		
MDOT Travel	0	0	1893	0	0	0		
<b>TOTAL</b>	<b>157125</b>	<b>47374</b>	<b>40933</b>	<b>0</b>	<b>11844</b>	<b>20000</b>	<b>13500</b>	<b>30840</b>

**UWP FEDERAL FUNDING ALLOCATIONS**

	FHWA	BCTPD	FTA	BMTA
100.01 ADMIN	56000	0	0	0
100.02 UWP	3000	0	0	0
100.05 TIP	7750	0	0	0
101.01 DATA	77375	0	0	0
101.02 ASSET MG	0	0		
102.01 LR PLAN	3000	0	0	0
103.01 TSM	6000	0	0	0
103.02 SCP	4000	0		
104.01 T-ADM	0	0	4363	1091
104.02 T-DATA	0	0	19350	4838
104.04 T-TSM	0	0	23661	5915
<b>TOTAL</b>	<b>157125</b>	<b>0</b>	<b>47374</b>	<b>11844</b>

**UWP STAFF TIME REQUIREMENTS (days)**

	FHWA BCTPD	FTA BMTA	MDOT	AMC BCTPD	AMC CBC	AMC BCRC
100.01 ADMIN	124	0	30			
100.02 UWP	7	0	5			
100.05 TIP	17	0	21			3
101.01 DATA	170	0	11		38	80
101.02 ASSET MG	0	0	5	22	4	6
102.01 PLAN	7	0	10			
103.01 TSM	13	0	8			4
103.02 SCP	9	0	8			
104.01 T-ADM	0	22	0			
104.02 T-DATA	0	221	8			
104.04 T-TSM	0	139	7			
<b>TOTAL</b>	<b>347</b>	<b>382</b>	<b>113</b>		<b>42</b>	<b>93</b>

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

INDIRECT WAGES	2925.00		PERIODICALS	100.00	0.00
INDIRECT OTHER	26069.00		COPIES	50.00	0.00
INDIRECT FRINGES	<u>1649.34</u>		EQUIP RENT (copy)	750.00	0.00
TOTAL	30643.34		SOFTWARE	250.00	0.00
			TELEPHONE	50.00	0.00
			MILEAGE	2000.00	0.00
Provisional FY-2009	30643.34 =		CONFERENCE	1500.00	0.00
INDIRECT COST RATE	126482.66	0.242273	OFFICE EQUIP	50.00	0.00
			AUDIT FEES	0.00	0.00
Provisional FY-2009	46389.00 =		DUES	150.00	0.00
FRINGE RATE	82268.00	0.5638766	GAS,OIL	0.00	0.00
			BOOKS	0.00	0.00
			COMPUTER SUP	200.00	0.00
			ADVERTISING	1200.00	2400.00
			COMPUTER HARD	200.00	0.00
			FOOD SUP	75.00	0.00
			SUB-TOTAL	26069.00	2400.00
			FRINGE INDIRECT	1649.34	0.00
			FRINGE DIRECT	0.00	44739.66
			TOTAL	27718.34	47139.66

FRINGE COSTS

VACATION	6352.00	HEALTH	17426.00
SICK	3913.00	LIFE	202.00
HOLIDAY	3913.00	RETIRE HC	3858.00
OTHER**	0.00	FICA	7378.00
TOTAL	14178.00	W. COMP	1900.00
		S&A	1032.00
		UNEMPL	415.00
		DEF COMP	0.00
TOTAL FRINGES	46389.00	TOTAL	32211.00

DIRECT FRINGE	<u>44739.66</u>
INDIRECT FRINGE	1649.34

Estimated FY 2009 Unified Work Program includes Planning Dollars (PL) in the following amounts:

FHWA: 81.85% in the amount of \$157,125

Local: 18.15% in the amount of \$36,566

BCATS utilizes flexible match of the cost of traffic counts, various other planning activities from the city of Bay City and the Bay County Road Commission (see Pages 27-29). BCATS estimates approximately \$44,340 of flexible match which will be applied to the entire program. Any additional match requirements are covered by money budgeted by Bay County. Flexible Match amounts vary annually depending on available staff and budgets of each implementing agency.

Additional FY 2009 funding in the amount of \$20,000 is approved through the Michigan Transportation Funds (MTF) via the Transportation Asset Management Council. The \$20,000 Authorized amount covers efforts by BCATS, the city of Bay City and the Bay County Road Commission.

## **Certification of Indirect Costs**

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

(1) All costs included in this proposal dated June 18, 2008 to establish billing or final indirect costs rates for fiscal year 2009 October 1, 2008 through September 30, 2009 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: David L. Engelhardt

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

Date of Execution: 06/18/2008

## City of Bay City

### Flexible Match Methodology

Methodology for arriving at total estimated value of services contributed in lieu of cash, that is, soft match.

For Fiscal Year 2009

City of Bay City in Michigan

Engineering Department Staff

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

Employee	Hourly Rate	Fringe	Hourly Rate w/Fringes
Engineering Tech 1	\$24.18	\$21.54	\$45.72
Engineering Tech 2	\$23.42	\$20.86	\$44.28

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

Planning Activities			TOTAL ESTIMATED VALUE
	Eng. Tech 1	Eng. Tech 2	
Traffic Counts (Data)	150	150	\$13,500.00
<b>Total Hours</b>	<b>150</b>	<b>150</b>	
<b>Cost per person</b>	<b>\$6,858.00</b>	<b>\$6,642.00</b>	<b>\$13,500.00</b>

## Bay County Road Commission

### Flexible Match Methodology

Methodology for arriving at total estimated value of services contributed in lieu of cash, that is, soft match.

For Fiscal Year 2009

Bay County Road Commission in Michigan

Engineering Department Staff

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

Employee	Hourly Rate	% Hourly Rate added as Fringe Benefits	Hourly Rate w/Fringes
Engineer - Manager	\$42.63	100%	\$85.26
Finance Director	\$28.80	100%	\$57.60
Engineering Staff	\$31.72	100%	\$63.44
Survey (Traffic Count) Staff	\$22.72	100%	\$45.44
Computer Administrator	\$20.72	100%	\$41.44
Summer Temp.	\$8.00	30%	\$10.40

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

Planning Activities	Eng-Mgr	Fin Dir	Com Adm	Eng Staff	Survey	SumTemp	TOTAL EST VALUE	FLEXIBLE EST (Rounded)
Non-Motorized (TSM)	16			16			\$2,379.20	\$2,379.00
Asset Management (Data) *	12	6	52	16			\$4,538.64	\$806.00
Crash Data/Safety (Data) **	26		112				\$6,858.04	\$5,144.00
Traffic Counts (Data)	8		36	24	360	80	\$20,886.88	\$20,887.00
TIP Planning & Development (TIP) *	24			112			\$9,151.52	\$1,624.00
<b>Total Hours:</b>	<b>86</b>	<b>6</b>	<b>200</b>	<b>168</b>	<b>360</b>	<b>80</b>		
<b>Cost per person:</b>	<b>\$7,332.36</b>	<b>\$345.60</b>	<b>\$8,288.00</b>	<b>\$10,657.92</b>	<b>\$16,358.40</b>	<b>\$832.00</b>	<b>\$43,814.28</b>	<b>\$30,840.00</b>

\*The estimated values in the Asset Management (Data) and TIP Planning & Development (TIP) program areas by the Bay County Road Commission include staff time spent on the complete road system owned by the Bay County Road Commission. Eligible flexible match expenditures would only apply to the Federal-Aid Eligible Road system within the BCATS study area (17.75%). Only 17.75% of reported expenses in these two program categories will be estimated and billed for flexible match in the BCATS FY 2009 UWP. \*\* 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.

## BCATS FY-2008 Program Summary Table 1

**Table 1**

BCATS FY 2009 Unified Work Program - Summary Budget by Program Activity  
 [non-FTA and non-SPR only]

"A"	"B"	"C"	"D"
Work Item Program and Program Activities	MPO Budget	"Flexible Match" *	Total Cost
100.01 Administration	\$56,000		\$56,000
100.02 Unified Work Program	\$3,000		\$3,000
100.05 Transportation Improvement Program (TIP)	\$7,750	\$1,624	\$9,374
101.01 Data Base Management (Data)	\$77,375	\$40,337	\$117,712
101.02 Asset Management**	\$20,000		\$20,000
102.01 Metropolitan Transportation Plan	\$3,000		\$3,000
103.01 Transportation System Management (TSM)	\$6,000	\$2,379	\$8,379
103.02 Safety Conscious Planning	\$4,000		\$4,000
Total MPO Budget	\$177,125	\$44,340	\$221,465
Difference: MPO Budget minus non-participating items	-\$20,000		
	\$157,125	\$44,340	\$201,465
Federal Share (.8185 of Total "D")			\$164,899
Local Share (.1815 of Total "D")			\$36,566
"Flexible Match"			\$44,340
Overmatch: \$44,340 - \$36,958			\$7,774

**NOTES:**

\* The total flexible match value of \$44,340 has been distributed among the work items where the hours are estimated to be earned, but are to be applied to the UWP as a total program.

\*\* Non-participating item

\*\*\* Federal reimbursement is limited to \$157,125

## **2009 “Flexible Match” Support Documentation**

### **City of Bay City**

1. Traffic Counts – Traffic counts requested by BCATS for maintenance of the travel demand model and for HPMS reporting requirements are taken during the fiscal year.

### **Bay County Road Commission**

1. Non-Motorized – Yearly planning efforts include attendance at planning sessions for those agencies/organizations that are pursuing construction of a non-motorized trailway. Currently two such agencies have begun work planning new trailways within Bay County and the BCATS area. We are invited and attend as invariably the non-motorized trailway will cross our roadways or be located within our right-of-way. Every year the BCRC also assesses whether a road warrants a non-motorized path next to the roadway as part of our County-wide and Township paving program. Those involved are the Engineer-Manager and Civil Technician. (Reported in the 103.01 TSM work item category)
2. Asset Management \* – In addition to rating the Federal-Aid roadways, we review other roadways within the BCATS study area to determine need and thus plan for appropriate repair. Our time is spent planning for future projects and recording those completed into our GIS/RoadSoft inventory. We use the information in this system to identify future projects, thus develop our 5-year road plan. Work completed also includes our Finance Director who keeps track of and invoices Asset Management reimbursements and Soft Match. Those involved are the Engineer-Manager, Finance Director, Civil Technician and Computer Administrator. (Reported in the 101.01 Data Base Management work item category)
3. Crash Data/Safety\*\* – Each week the Engineer-Manager and Computer Administrator review Accident Reports to determine if there is a need to install or change traffic control on a roadway. Each accident is incorporated into the GIS/RoadSoft inventory, which allows us to plan and apply for Safety Grants and High Risk Rural Road funding. Past reviews have lead to upgrades at intersections in the way of right/left turn lanes, traffic signals and other safety improvements. By identifying problem areas through review of the Accident Reports allows us to identify future projects and include them in our 5-year road plan. Since the majority of the traffic, thus accidents are within the BCATS area, the hours included reflect reviewing those accidents and whether additional traffic control items are necessary.
4. Traffic Counts – Throughout the weather permitting months our staff is collecting traffic counts for all roads within the county. These counts allow us to determine changes in traffic patterns due to development and plan for road upgrades needed to accommodate the change. The counts are also vital to the overall Bay County Traffic Demand Model, which is used to identify problem areas, the HPMS reporting, and allow our agency to plan/budget for improvements. This task is completed by our Survey crew who collects the data, Computer Administrator who oversees/checks the input, and Summer Temp’s who enter the data.
5. TIP Planning & Development\* – The Engineer-Manager and Civil Technician, in concert with the foreman and Superintendent, identify and prioritize roadways in order of need throughout the year. We have instituted a Local Road rating program, which includes using the PASER rating method to rate all Local Roads and report the results to the Townships. Since most of the traffic is within the BCATS area and our limited amount of funding, our planning hours/efforts are primarily within the BCATS area. Improving these roads tend to give us more return on the dollar. Assembly of the information gathered leads to development of our 5-year road plan, the Township’s 5-year road plan, and determines which roads to add to the TIP. A substantial amount of work goes into “balancing” and best utilizing the funds available from our different funding sources. What finally goes into the TIP is a direct result of these efforts.

\* Flexible Match costs for Asset Management and TIP Planning & Development will be prorated based on the number of Federal Aid Eligible Roads located in the BCATS study area(17.75%) relative the total number of Bay County Road Commission roads in the county. \*\*Based on an analysis of several years worth of total crashes within the county relative to crashes occurring within the BCATS study area only 75% of expenses in the Crash Data/Safety Activity is deemed as eligible expense in this category.