DUATS

Decatur Urbanized Area Transportation Study

UNIFIED WORK PROGRAM (UWP) for Fiscal Year 2017

JULY 1, 2016 THROUGH JUNE 30, 2017

Our Vision is:

> The Decatur Urbanized Area will continue to develop a regionally integrated multi-modal transportation system to meet the values, needs, and goals of the area's citizens, businesses, industries, and the traveling public.

June 2016

TRANSPORTATION PLANNING AND RELATED ACTIVITIES TO BE PERFORMED WITHIN THE METROPOLITAN PLANNING AREA DURING FY 2017, BY THE FOLLOWING MEMBERS OF THE DECATUR URBANIZED AREA TRANSPORTATION STUDY (DUATS)

CITY OF DECATUR
COUNTY OF MACON
DECATUR PARK DISTRICT
DECATUR PUBLIC TRANSIT SYSTEM
VILLAGE OF FORSYTH
VILLAGE OF HARRISTOWN
VILLAGE OF MT. ZION
VILLAGE OF OREANA
MACON COUNTY CONSERVATION DISTRICT
ILLINOIS DEPARTMENT OF TRANSPORTATION
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION
FEDERAL TRANSIT ADMINISTRATION

This document was prepared by DUATS staff, who wish to acknowledge the substantial input and support provided by the member entities of DUATS and our transportation planning partners who include the Federal Highway Administration, Federal Transit Administration and Illinois Department of Transportation. Creation of the FY 2017 UWP was partially funded by the United States Department of Transportation, Federal Highway Administration, and Federal Transit Administration. Federal financial assistance is not to be construed as Federal approval of plans, policies, programs or projects contained herein.

The Decatur Urbanized Area Transportation Study (DUATS) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. DUATS does not discriminate on the basis of race, sex, color, national origin, religion or disability, in the admission, access to and treatment in programs, services or activities. Likewise DUATS does not discriminate in hiring or employment practices. Complaints of alleged discrimination and inquiries regarding nondiscrimination policies should be directed to Joselyn A. Stewart, DUATS Study Director, who can be contacted via U. S. Postal Service at #1 Gary K. Anderson Plaza, Decatur, IL, 62523, by phone at 217.424.2782 or by email, jstewart@decaturil.gov.

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EXECUTIVE SUMMARY

This Unified Work Program (UWP) identifies the scope of work activities and corresponding budget proposed for the Decatur Urban Area Transportation Study (DUATS) during Fiscal Year 2017 (FY 2017), which covers the period July 1, 2016 through June 30, 2017. The UWP is intended to serve as a guide for the efficient use of local, state and federal funds to carry out comprehensive planning, transportation planning, and related activities within the MPA and Macon County in general. The UWP was developed to support DUATS' goals and objectives contained in the 2040 Long Range Transportation Plan (LRTP) and to meet the federal transportation planning guidelines contained in Fixing America's Surface Transportation Act (FAST Act) and in the planning guidelines found in Public Law 114-94 – FAST Act.

The UWP is also intended to comply with Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-l) and Executive Order No. 12898 on environmental justice issued on February 11, 1994. Title VI of the Civil Rights Act (42 U.S.C. 2000-1) states that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, or activity receiving Federal financial assistance." The Executive Order on Environmental justice further amplifies Title VI by providing that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." These items are summarily addressed in this UWP under Element 100, Administration & Programming.

The UWP identifies five (5) planning activity areas. They are categorized as:

1) Administration & Programming,
2) Data & Information Systems,
3) Long Range Planning,
4) Transportation Management, and
5) Special Projects.

Administration & Programming includes activities related to the general matter of administering the DUATS organization, record keeping, creating the UWP, TIP and conducting public outreach and educational opportunities. Administration & Programming are ongoing activities. Items such as the UWP and TIP are seasonal and occupy a large amount of staff time and effort beginning in late February, culminating in its adoption in June. Public outreach and education are ongoing, but may be viewed as somewhat intermittent in nature. Chapter 9 was removed from the 2035 LRTP and adopted as a standalone document. It contains DUATS' public participation, involvement and outreach component. It is reviewed annually.

Data & Information Systems includes collecting and analyzing transportation, land use and other resource related data, maintaining various data sets, creation of GIS products (maps, charts, etc.), coordinating the flow and sharing of information between entities while providing technical assistance to members and the public. The efforts of building a coordinated, cooperative,

comprehensive, consistent and long term GIS program remains a high priority. These activities will be ongoing throughout the planning year.

Long Range Planning in FY 2017 will include the following activities:

1. Staff will continue to update the 2040 LRTP as necessary.
2. Staff will work with our transportation partners in establishing performance standards for measuring compliance with MAP-21 and within the 2040 LRTP.
3. Staff will refine plans for provisions for alternative modes of transportation and propose updated priorities to be included in the 2040 LRTP.
4. Staff will continue to cooperate, coordinate and collaborate with regional and local agencies which are or may become involved in providing transportation services for challenged individuals and families through the Human Services Transportation Plan.
5. Staff will maintain associations and provide assistance to the Macon County Transportation Group Partnership, ShowBus and seek an amicable solution to the lack of public transit service in the "grey area," defined as outside the service boundary of Decatur Public Transit System and inside the "urbanized area."
6. Staff will continue processing traffic and related data to arrive at points that will provide a means of measuring performance of our processes and projects.

These projects are intended to achieve improve coordination, consistency and efficiency in planning for and providing transportation services, to provide a solid foundation of principles and policies to assist local governments when making land use and development decisions and to better manage, operate and implement the various transportation improvements in a cost effective and efficient manner.

Transportation Management includes pavement condition, preventative maintenance scheduling, transit ridership, operations and routing along with exploring inter-modal opportunities. These activities are year round and are expanding. City, Village, County Highway and Township road district engineering staff will conduct and manage the former, Decatur Public Transit System (DPTS) will handle transit related issues and DUATS staff will generally manage inter-modal opportunities as they materialize. DUATS intends to seek input, participation and expertise from local business, industry, Decatur-Macon County Economic Development Corporation and other interested parties and stakeholders. The completion of the DATES project will be a valuable resource to all facets of transportation management.

Special Projects are usually area or topic specific, of relatively short term duration and may involve one or more jurisdictions. Staff time varies depending on the project(s). Special Projects in FY 2017 will include continuation of the Phase II design of the Brush College Road Project over Faries Parkway (segment 2 of the 3 part Brush College Road Improvement Project) and increased usage of Cube 6, our Travel Demand Modeling software by our GIS Administrator.

The FY 2017 UWP does not include any funding above the contract amounts.

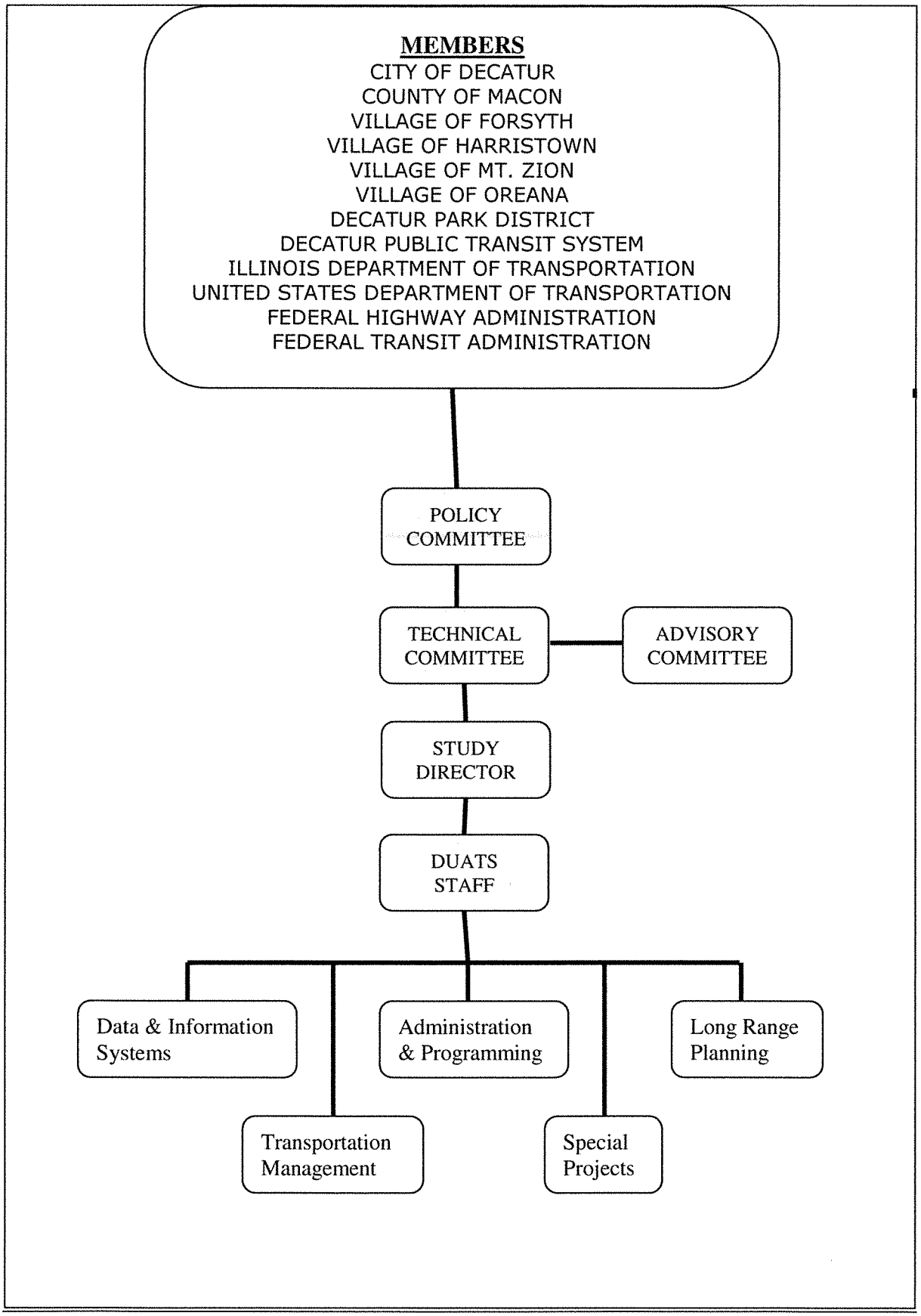
Funding for transportation and related planning and programming will include PL at $219,563.00, FTA at $47,767.00 and State Metro Planning funds at $66,833.00. The total funds available are $334,163.00, an increase from the funding available in FY 2016. The local match will be $66,833.00. Local matching funds will be derived from the State Metro Planning Funds.

The process of developing this UWP involved completing a series of steps. The first step involved input from the member entities on their needs regarding the broad program areas within which DUATS' work activities are to be directed. The next step was to identify projects and related tasks to be completed in support of those programs. Third, staff determines the amount of staff time and financial resources which were likely to be available in order to carry out the identified work activities. Next, estimated costs and a corresponding budget were developed. Further evaluation, scheduling, anticipated expenditures and revenues is finalized and the draft UWP was completed.

At each step of the process, a review of the goals and objectives in the 2040 LRTP and current and pending TIP's were taken into consideration. Public input was consistently sought throughout development of the UWP, through the local media, legal notices, email lists and the DUATS website. Culmination of the public review process is the required minimum thirty (30) day comment period. After the comment period the DUATS Technical Committee makes recommendations to the Policy Committee regarding amendment and/or adoption of the draft UWP. The Policy Committee has the final authority on adoption of the UWP.

The Budget for FY 2017 is shown on Page 21. Upon adoption, the UWP is submitted to the Illinois Department of Transportation.

DUATS ARCHITECTURE



DECATUR URBANIZED AREA TRANSPORTATION STUDY

POLICY COMMITTEE

Mark Wells	*Mayor, Village of Mt. Zion* **(Chair)**
Julie Moore Wolfe	*Mayor, City of Decatur* **(Vice Chair)**
Marilyn J. Johnson	*Mayor, Village of Forsyth*
Kevin Greenfield	*Chairman, Macon County Board*
Jeff South	*Regional Engineer, IDOT, Region 4*

TECHNICAL COMMITTEE

Richard Marley	*Director, Decatur Department of Public Works* **(Chair)**
Bruce Bird	*County Engineer, Macon County Highway Department* **(Vice Chair)**
William Clevenger	*Executive Director, Decatur Park District*
Kristi Sandschafer	*Programming Engineer, IDOT, District 7*
Jennifer Hoffman	*Director, Macon County Department of Planning & Zoning*
Aaron Keathley	*Mayor, Village of Oreana*
John Williams	*Transit Administrator, Decatur Public Transit System*
Julie Miller	*Village Administrator, Village of Mt. Zion*
David Strohl	*Village Administrator, Village of Forsyth*
Matt Newell	*City Engineer, Decatur Department of Public Works*
Rose Marie Ross	*Mayor, Village of Harristown*
Joselyn Stewart	*Transportation Planner, Decatur Dept. of Planning & Building Services*
Griffin Enyart	*Civil Engineer II, Decatur Department of Public Works*
Kevin Meachum	*Chairman, Transportation Committee, Macon County Board*

ADVISORY COMMITTEE

Tom Caldwell	*IDOT, Office of Planning & Programming, MPO Manager*
J. D. Stevenson	*FHWA, Illinois Division, Planning and Environment Team Leader*
Tony Greep	*FTA, Program Development Officer*

STAFF

Joselyn Stewart	*Transportation Planner/Study Director*
Seth Stark	*GIS Administrator*
Suzan Stickle	*Senior Planner*

ACRONYMS

AGENCIES

COUNTY ..... Macon County
DEC ..... City of Decatur
DPD ..... Decatur Park District
DPTS ..... Decatur Public Transit System
DUATS ..... Decatur Urbanized Area Transportation Study
FHWA ..... Federal Highway Administration
FOR..... Village of Forsyth
FTA ..... Federal Transit Administration
HAR..... Village of Harristown
IDNR ..... Illinois Department of Natural Resources
IDOT ..... Illinois Department of Transportation
IEPA ..... Illinois Environmental Protection Agency
MCHD ..... Macon County Highway Department
MPO ..... Metropolitan Planning Organization
MTZ..... Village of Mt. Zion
ORN..... Village of Oreana
RPC ..... Macon County Regional Planning Commission

DOCUMENTS

STIP ..... Statewide Transportation Improvement Program
TDP ..... Transit Development Program
TIP ..... Transportation Improvement Program
LRTP ..... Long Range Transportation Plan
UWP ..... Unified Work Program

GENERAL

ADA ..... Americans with Disabilities Act
CDBG ..... Community Development Block Grant
CH ..... County Highway
FY ..... Fiscal Year
GIS ..... Geographic Information Systems
HBP..... Highway Bridge Program
ITEP ..... Illinois Transportation Enhancement Program
FAST Act..... Fixing America's Surface Transportation Act
MFT ..... Motor Fuel Tax
MPA ..... Metropolitan Planning Area
STR ..... Surface Transportation Program Rural (local or state)
STU ..... Surface Transportation Program Urban (local or state)
TARP..... Truck Access Route Program
TAZ ..... Traffic Analysis Zones

OUR PURPOSE

The Unified Work Program (UWP) is intended to guide the transportation planning work during the fiscal year. It identifies planning priorities, assigns staff to accomplish the work and identifies the funding allocated to the projects. Decatur Urbanized Area Transportation Study (DUATS) is required to conduct its work and comply with the following factors:

1. To support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency,

2. To increase the safety and security of the transportation system for motorized and non-motorized users,

3. Provide for the availability of accessibility and mobility options for people and for the movement of goods and freight,

4. To ensure protection is afforded to the environment, to conserve energy and strive to improve the quality of life in the area,

5. To integrate and connect various transportation modes and systems for both people and goods and freight,

6. Endeavor to increase efficiency of systems management and operations,

7. To maintain the existing transportation system and networks.

OUR GOALS

1. Create a safe transportation system that balances the travel needs of all users including the general public and area businesses.

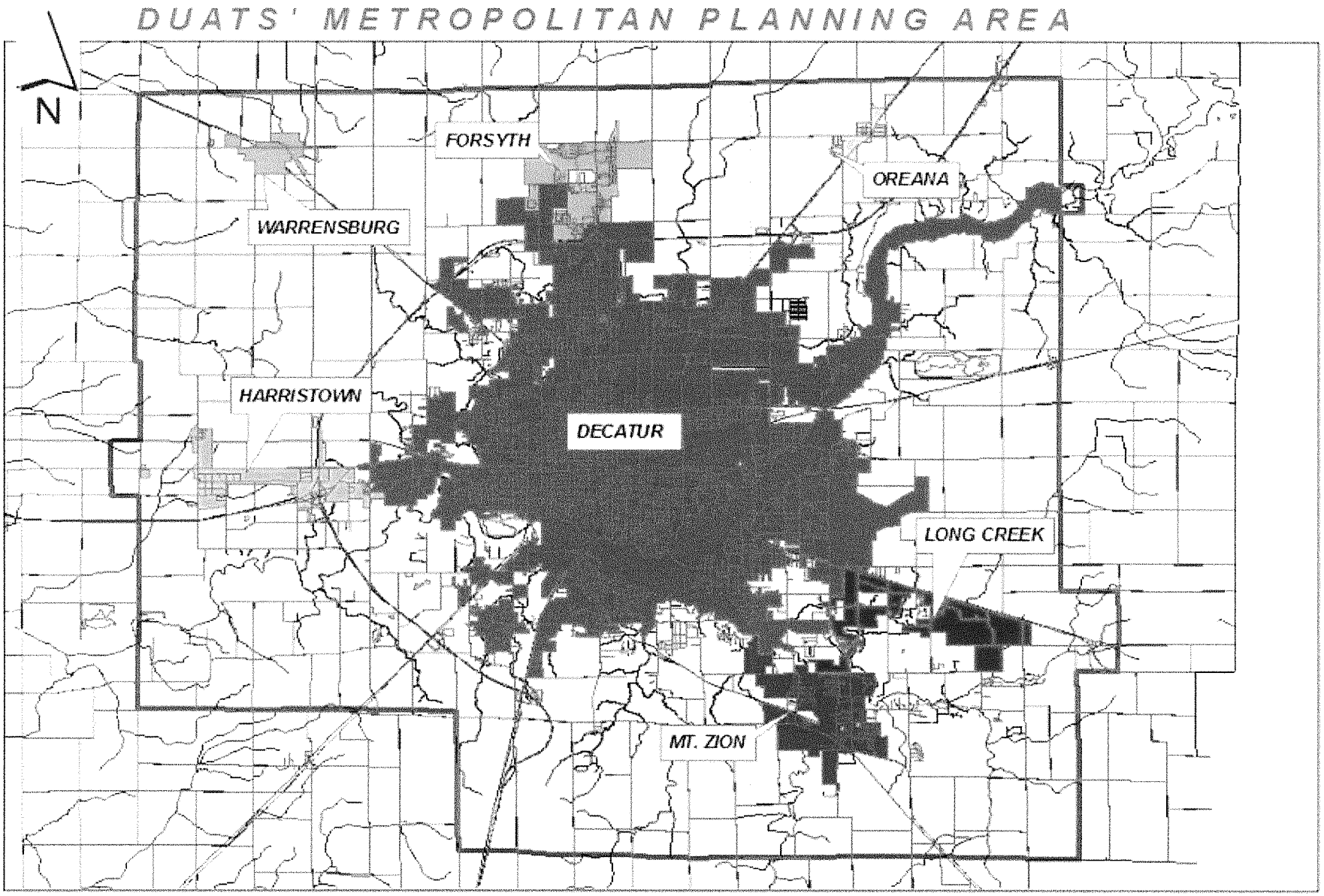
2. Preserve and maintain the existing transportation system to make the most efficient and most cost-effective use of existing infrastructure investments.

3. Promote and expand the utilization of the regional multimodal transportation system to move people and goods to, from, within, and through the MPA to support the growth of the local and regional economy.

4. Improve and promote a countywide Public Transit System that provides area citizens with a safe, competitive alternative to the private automobile.

5. Promote alternative modes of transportation and develop transportation facilities to accommodate alternative modes.

6. Coordinate land use and transportation improvements to insure compatibility and sensitivity with the social, economic, and ecological environments.


DUATS' METROPOLITAN PLANNING AREA
N
FORSYTH
OREANA
WARRENSBURG
HARRISTOWN
DECATUR
LONG CREEK
MT. ZION

OUR HISTORY

In the early 1960's, Federal legislation was passed requiring all urbanized areas of 50,000 or more to plan and program Federal Aid Highway projects using a continuing, comprehensive and cooperative process. As a result of this legislation a new organization, the Decatur Urbanized Area Transportation Study was created through an intergovernmental agreement (IGA). The agreement was signed by the County of Macon, the Macon County Regional Planning Commission (RPC), City of Decatur, Village of Forsyth, Village of Mt. Zion, Decatur Public Transit System and the Decatur Park District, has continued the Three 'C' (*comprehensive, coordinated, continuing*) transportation planning process. Reauthorization of the IGA occurred in 2002 and 2011. The villages of Harristown and Oreana requested and were granted a seat on the Technical Committee during the 2011 reauthorization process.

DUATS, through the City of Decatur's Department of Planning and Building Services, has responsibility for the following documents and transportation programming.

1. Provide a means of efficient communication between several Federal and State agencies and various units of local government within the Metropolitan Planning Area,

2. To encourage effective cooperation between Federal Highway Administration (FHWA), Illinois Department of Transportation (IDOT), Illinois Department of Natural Resources (IDNR) and the various agencies and units of local government regarding implementation of the plans and provisions of the Long Range Transportation Plan (LRTP), Transportation Improvement Plan (TIP) and Unified Work Program (UWP),

3. Review and provide recommendations and comments regarding developments planned or proposed within the MPA,

4. Annually review and comprehensively update the LRTP at least every five (5) years to ensure it contains the priorities, goals, objectives, programming and projects of importance, relevance and timeliness to DUATS members, programming and the public.

5. Prepare an annual UWP setting forth transportation related activities and programming to be accomplished in a given year,

6. Annually update the TIP which shows the four (4) year plan for transportation improvements within the MPA,

7. To foster and encourage greater awareness of DUATS and its role in promoting and meeting the transportation needs as set forth in the Vision Statement and the LRTP.

8. Be involved in, support and provide assistance for Human Services Transportation Planning activities in the urban and rural areas of the County.

OUR AREA, POPULATION & INFRASTRUCTURE

The Urbanized Area, as currently defined by the U.S. Census Bureau, includes approximately 103 square miles, containing the municipalities of Decatur, Forsyth, Harristown, Long Creek, Mt. Zion and Oreana. Between 2000 and 2010, the Urbanized Area population decreased 7,737 or 7.6% from 101,600 to 93,863.

The 20 year Metropolitan Planning Area (MPA) contained a 2000 population of 105,420 and encompassed 219 square miles. DUATS estimates the 2010 MPA population at 98,040. The projected 2030 population within the MPA is 105,678.

The MPA includes over 1,000 miles of streets, highways, roads and Interstate.

Population & Change by Municipality

Municipalities	*2000*	*2010*	*No. Change*	*% Change*
Decatur	81,860	76,122	(5,738)	(7.0)
Forsyth	2,434	3,490	1,056	30.3
Harristown	1,338	1,367	29	2.1
Long Creek	1,364	1,328	(36)	(2.6)
Mt. Zion	4,845	5,833	988	16.9
Oreana	892	875	(17)	(1.9)
Warrensburg	1,289	1,210	(79)	(6.1)

Source: U.S. Census Bureau

Figures in parenthesis ( ) reflect population loss between 2000 and 2010.

Although population showed a decrease, vehicle miles traveled, frequency of trips and truck and rail freight movement remained stable to increasing. At this time, indicators reveal that the surface transportation network will continue to experience general and segment specific demands and stress.

The 2040 LRTP prioritizes projects planned to be completed during the 20 year planning horizon. These projects are intended to accommodate the expected growth in demand for surface transportation and maintenance and improvements to the network. The TIP targets specific transportation improvements during the next 1-4 years. Staff intends to monitor traffic statistics, investigate local travel behavior and recommend actions to assist local decision makers in understanding the needs and creating plans to address traffic and pedestrian safety, congestion, capital improvements and operations and maintenance.

ADMINISTRATION and STAFFING

The graphic representation shown on Page 7 identifies the framework and governance of DUATS. Final decision making authority rests with the Policy Committee. The Technical Committee makes recommendations for action to the Policy Committee. Staff conducts the day to day administration, handles operations and makes recommendations to the Technical Committee as needed. The Advisory Committee meets on an as needed basis and makes its recommendations to the Policy Committee. Special committees are created by the Policy Committee to address specific issues or assist with particular projects.

Direct staffing of DUATS consists of one (1) full time position and two (2) part time positions. They include the Study Director/Transportation Planner, GIS Administrator and Senior Planner. The 2040 LRTP encourages DUATS' staff to become more proactive and diligent in its assigned tasks and roles in order to enhance its relevance, expand transportation planning support services and become more assertive in seeking public input while creating working relationships with associates and partners in local and regional transportation and transportation related matters. Assistance to the County and other DUATS member entities is readily provided in the interest of cooperation, coordination and collaboration as it relates to eligible transportation planning activities.

Support and assistance is provided to DUATS staff by the Decatur Public Transit System (DPTS), Decatur's Departments of Planning & Building Services and Public Works, Macon County Highway Department, Macon County Planning & Zoning Department, Villages of Forsyth, Harristown and Mt. Zion, Decatur Park District and interested individuals, agencies and, business and industry. Staff acknowledges and expresses its gratitude to all of our partners that so graciously provide input, comments, suggestions and data for our planning efforts.

100 ADMINISTRATION & PROGRAMMING

1. Prepare program and project status reports for IDOT and others, as appropriate,

2. Seek public outreach opportunities within the MPA in order to inform various audiences about transportation, land use and related topics and to use the meetings as an opportunity to obtain suggestions and feedback regarding transportation issues. These groups may include elected officials, public officials, public interest groups, neighborhood groups, the media and the general public including minority, low income, handicapped, and the elderly populations,

3. Administer transportation planning contracts, preparing documentation, invoices and detailed costs chargeable to accounts for eligible programming activities,

4. Provide staff support to the Policy, Technical, and Advisory Committees, member entities and other committees as may be assigned,

5. Prepare the technical reports and resolutions as appropriate,

6. Provide clerical support to the planning process and administration of DUATS,

7. Impart continuity to the transportation planning process,

8. Monitor compliance with Environmental Justice standards,

9. Identify minority and low-income populations and strive to develop project improvements which increase awareness in public involvement, and which increase the public sectors that have access to the transportation planning process,

10. Administer all aspects of the Decatur Public Transit System (DPTS) including budgeting, financial oversight, capital acquisitions, staff coordination, oversight of operations and documentation,

11. Prepare and submit funding applications,

12. Prepare all agendas, minutes, meeting notices and resolutions,

13. Serve as liaison between the Federal, State, local units' government and the public,

14. Maintain all required documentation and fiscally pertinent records,

15. Attend Technical and Policy Committee meetings,

16. Coordinate activities with the Transit Administrator of DPTS staff,

17. Administer all aspects of DPTS' state and federal grants including grant applications, certification, documentation, billings, and quarterly progress reports,

18. Attend and represent DUATS at various workshops, seminars and conferences, such as the IDOT Fall Planning Conference,

19. Work to improve the Public Participation Plan as deemed necessary,

20. Participate in transportation related public meetings,

21. Prepare news releases as warranted,

22. Make information and data accessible to the public,

23. Improve and maintain the transportation portion of the City's web site,

24. Develop the annual Unified Work Plan,

25. Propose revisions to the UWP, to address changing conditions, needs, and funding,

26. Maintain and update the 4 year, multi-modal TIP, including capital and operating costs of DPTS,

27. Make revisions to the TIP as necessary, to address changing conditions, needs, and funding,

28. Annually review and update the adopted project selection criteria,

29. Recruiting and hiring staff and interns, as needed,

30. Develop brochures, flyers and other materials to promote transportation planning, provide information to the public and assist local entities with the decision making process,

31. Stay abreast of community attitudes and functions which may influence the transportation planning process,

32. Continue to keep a record of public and private inquiries regarding transportation issues,

33. Attend training classes related to GIS and transportation planning,

34. Interact with other planning and development staff members to improve communication, avoid conflicting agendas and facilitate a cooperative and fostering working environment,

35. Continually assess the existing street network and transportation delivery system in order to determine changes or improvements which would assist redevelopment efforts,

36. Participate in special instances which may include map preparation for the Zoning Board of Appeals, the Plan Commission, Parking and Traffic Studies, and the Parking and Traffic Commission, and

37. Plan and mitigate if necessary various transportation projects, studies and issues with a focus and emphasis on safety, security, environmental mitigation, operations and management.

200 DATA & INFORMATION SYSTEMS

1. Provide continued assistance and support to the GIS Administrator in enhancing GIS for expanded use in studying and evaluating land use, transportation systems, route networks and properties, growth and development patterns, inter-modal needs and opportunities and their interactions and dependencies,

2. Begin analyzing traffic volumes, crash data and access management to improve safety,

3. Improve and develop new internet applications for use by and education of the public,

4. Provide data support and recommendation to DUATS members regarding traffic, land use and other transportation related impacts.

5. Maintain monthly assessment of DPTS operations including ridership by mode and by rider type, routes and services, revenues and expenditures, and grant funds available,

6. Improve, expand and update GIS data and resources that results in a more complete understanding of the transportation system within the MPA and the region,

7. Continue the implementation and data sharing by the member entities with the goal of ensuring its congruency, integrity and timeliness,

8. Collect, update, process, analyze and share information on traffic counts, transportation modes, systems, safety, security, socio-economic characteristics and land use,

9. Work with the other MPO's in the State with the final development stage and implementation of the statewide transportation model.

300 LONG RANGE PLANNING

1. Staff will continue to update the 2040 LRTP as needed,

2. Staff will work with our transportation partners in establishing performance standards for measuring compliance with MAP-21 and within the 2040 LRTP,
3. Staff will refine plans for provisions for alternative modes of transportation and propose updated priorities to be included in the 2040 LRTP,

4. Staff will continue to cooperate, coordinate and collaborate with regional and local agencies which are or may become involved in providing transportation services for challenged individuals and families through the Human Services Transportation Plan,

5. Staff will maintain associations and provide assistance to the Macon County Transportation Group Partnership, ShowBus and seek an amicable solution to the lack of public transit service in the "grey area," defined as outside the service boundary of Decatur Public Transit System and inside the "urbanized area",

6. Staff will continue processing traffic and related data to arrive at points that will provide a means of measuring performance of our processes and projects, and

400 TRANSPORTATION MANAGEMENT

1. Review and recommend short term transportation goals and objectives,

2. Analyze and recommend short term, low cost improvements to enhance multi-modal system efficiency,

3. Develop and implement system management practices and programs to improve transportation system performance and to reduce operating and maintenance costs,

4. Revise annual transportation goals and objectives,

5. Develop transportation system management programs, including the pavement management system and the safety management system, consistent with Federal regulations.

6. Review and update DPTS performance standards, and analyze DPTS' performance relative to other similar transit systems,

7. Conduct on/off board transit passenger counts and surveys to assist with creating new routes and designing more efficient routes and schedules,

8. Carry out studies on transit fares, scheduling, routing, service for the disabled and the elderly, DBE/WBE/MBE participation, private enterprise involvement in transit, and other areas as needed,
9. Analyze paratransit and fixed route vehicle needs and plan for transit fleet replacement,

10. Prepare the annual year-end operating data report, including salaries and wages, vehicle use, ridership, and operating data,

11. Review the performance of DPTS' paratransit services for the disabled and update the paratransit program as necessary,

12. Conduct transit security inspections to determine quality of service and take action to correct deficiencies,

13. Identify any problems in the operational, maintenance or administrative areas of the transit system, analyze them, develop alternative solutions, and select and implement the best solution(s),

14. Maintain a financial contingency plan for DPTS in the event that state or federal funds are reduced or eliminated,

15. Continue to monitor transit service to the Hickory Point Mall in Forsyth and prepare monthly and annual reports on service to the Mall,

16. Monitor the use of the fixed route bus system by people with disabilities during the year, and identify ways to improve service,

17. Make transit route and schedule changes as needed and monitor the changes,

18. Continue to explore the possibility of extended transit services to areas such as Forsyth, Mt. Zion, Harristown, and Long Creek,

19. Analyze the consultant's trolley utilization recommendations and implement the best options.

500 SPECIAL PROJECTS

Special Projects are usually area or topic specific, of relatively short term duration and may involve one or more jurisdictions. Staff time varies depending on the project(s). Special Projects in FY 2017 will include continuation of the Phase II design of the Brush College Road Project over Faries Parkway (segment 2 of the 3 part Brush College Road Improvement Project) and increased usage of Cube 6, our Travel Demand Modeling software by our GIS Administrator.

INLAND PORT TRANSPORTATION STUDY

This is a Transportation Study that covers Decatur and Macon County that will examine how to increase and better handle freight moving through the region. The study will look for ways to capitalize on Growth of multi-modal shipping at the region's Midwest Inland Port and at the operations of Archer Daniels Midland Co.

DUATS INCOME & EXPENSES
FY 2017 Unified Work Program

INCOME

TYPE	AMOUNT
Transportation Planning Funds (PL)	219,563.00
FTA Administration Funds (5303)	47,767.00
State Metro Planning Funds Match	66,833.00
Total Income	334,163.00

EXPENSES

Staff Costs [1]	
Transportation Planner (JS)	93,704.00
GIS Administrator (SS) 70%	74,796.00
Senior Planner (SS) 20%	20,653.00
Transit Planning Activities (FTA)	47,767.00
Office Expenses	10,000.00
Training, Education, Conferences	6,000.00
Dues & Memberships	2,000.00
Hardware & Equipment	11,000.00
Software [2]	12,000.00
Consultant	10,000.00
Other, Unassigned [3]	46,243.00
Total Expense	$334,163.00

[1] Percent time X Labor Base + Benefits = Base w/Fringes = Amount
[2] For County Highway Transportation & DUATS Cube TDM Software Maintenance
[3] Other, Unassigned includes, Bicycle and Pedestrian Study and Transit Study

BUDGET BY COST ITEM:

Cost Item	**Federal Funding**	**State Funds**	**Total Amount**
	PL/FTA	MATCH	
	80%	20%	100%
A. *DIRECT COSTS*			
Staff Costs [1] (Salary Plus Fringe Benefits):			
Transportation Planner (JS)	74,963.00	18,741.00	93,704.00
GIS Administrator (SS) 70%	59,837.00	14,959.00	74,796.00
Senior Planner (SS) 20%	16,522.00	4,131.00	20,653.00
Total Compensation For Personal Services	**$151,322.00**	**$37,831.00**	**$189,153.00**
OTHER DIRECT COSTS			
Transit Planning Activities (FTA)	38,214.00	9,553.00	47,767.00
Office Expenses	8,000.00	2,000.00	10,000.00
Training, Education, Conferences	4,800.00	1,200.00	6,000.00
Dues & Memberships	1,600.00	400.00	2,000.00
Hardware & Equipment	8,800.00	2,200.00	11,000.00
Software [2]	9,600.00	2,400.00	12,000.00
Contractual (Consultant)	8,000.00	2,000.00	10,000.00
Other, Unassigned[3]	36,994.00	9,249.00	46,243.00
TOTAL "OTHER"	$116,008.00	$29,002.00	$145,010.00
SUBTOTAL	**$267,330.00**	**$66,833.00**	**$334,163.00**
B. *INDIRECT COST****	NA	NA	NA
(NA for Decatur FY17)	NA	NA	NA
C. *TOTAL COST*	**$267,330.00**	**$66,833.00**	**$334,163.00**

BUDGET BY WORK ELEMENT:

WORK ELEMENT	DESCRIPTION	FEDERAL FUNDING		STATE FUNDS		TOTAL AMOUNT
		PL	FTA	FOR PL	FOR FTA	
100	ADMINISTRATION & PROGRAMMING	153,695	--	40,100	--	193,795
200	DATA & ADMINISTRATION SYSTEMS	32,934	--	6,683	--	39,617
300	LONG RANGE TRANSPORTATION PLANNING	32,934	--	6,683	--	39,617
400	TRANSPORTATION MANAGEMENT	--	47,767	--	13,367	61,134
ALL	TOTAL	219,563	47,767	53,466	13,367	334,163

POLICY COMMITTEE RESOLUTION
APPROVING THE FY 2017 UNIFIED WORK PROGRAM
FOR THE DECATUR METROPOLITAN PLANNING AREA

WHEREAS, the Decatur Urbanized Area Transportation Study (DUATS) in cooperation with the Illinois Department of Transportation (IDOT), embraces and employs a continuing, comprehensive and cooperation (3C) transportation planning process which is in compliance with Federal regulations for the Urbanized and Metropolitan Planning Areas, and

WHEREAS, staff and the member entities intend to undertake various transportation and related planning activities during the program year beginning July 1, 2016, and ending June 30, 2017, which support the 3C process, and

WHEREAS, on April 12, 2016 the DUATS Technical Committee reviewed the proposed work program contained in the Draft FY 2017 Unified Work Program (UWP), tentatively approved it and recommended to the Policy Committee that said Draft be placed on file for public review and comment, and

WHEREAS, public notice was provided and the Draft was placed on file for public review and comment in accordance with the approved By-Laws and Public Participation Plan, and

WHEREAS, no public comment was received during the public review period and on June 14, 2016, said Technical Committee unanimously recommended that the DUATS Policy Committee approve and adopt said UWP as attached herewith,

NOW THEREFORE BE IT RESOLVED, by said Policy Committee that the FY 2017 Unified Work Program is hereby approved as presented and attached.

Approved and Adopted on June 14, 2016

Mark Wells

Mark Wells, Chair
DUATS Policy Committee