



**Metropolitan Planning Organization**

Decatur Urbanized Area Transportation Study

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## **UNIFIED WORK PROGRAM (UWP) for Fiscal Year 2024**

**JULY 1, 2023 THROUGH JUNE 30, 2024**

### **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.**

**May 16, 2023**

*Decatur Urbanized Area Transportation Study – UWP for FY 2024*

**TRANSPORTATION PLANNING AND RELATED ACTIVITIES  
TO BE PERFORMED WITHIN THE METROPOLITAN PLANNING AREA  
DURING FY 2024, 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 2024 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 David Silver, DUATS Study Director, who can be contacted via U. S. Postal Service at #1 Gary K. Anderson Plaza, Decatur, IL, 62523, by phone at 217.424.2786 or by email, [dsilver@decaturil.gov](mailto:dsilver@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 2024 (FY 2024), which covers the period July 1, 2023 through December 31, 2024. 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 2045 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-1) 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 four (4) planning activity areas. They are categorized as:

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

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 January, culminating in its adoption in July. 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 2024 will include the following activities:

1. Staff will continue to update the 2045 LRTP as necessary.
2. Staff will work with our transportation partners in establishing performance standards for measuring compliance with MAP-21 and within the 2045 LRTP.
3. Staff will refine plans for provisions for alternative modes of transportation and propose updated priorities to be included in the 2045 LRTP.
4. Staff will finalize work on the 2045 LRTP update along with their selected consultant.
5. 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.
6. 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.”
7. 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.

The FY 2023 UWP does not include any funding above the contract amounts.

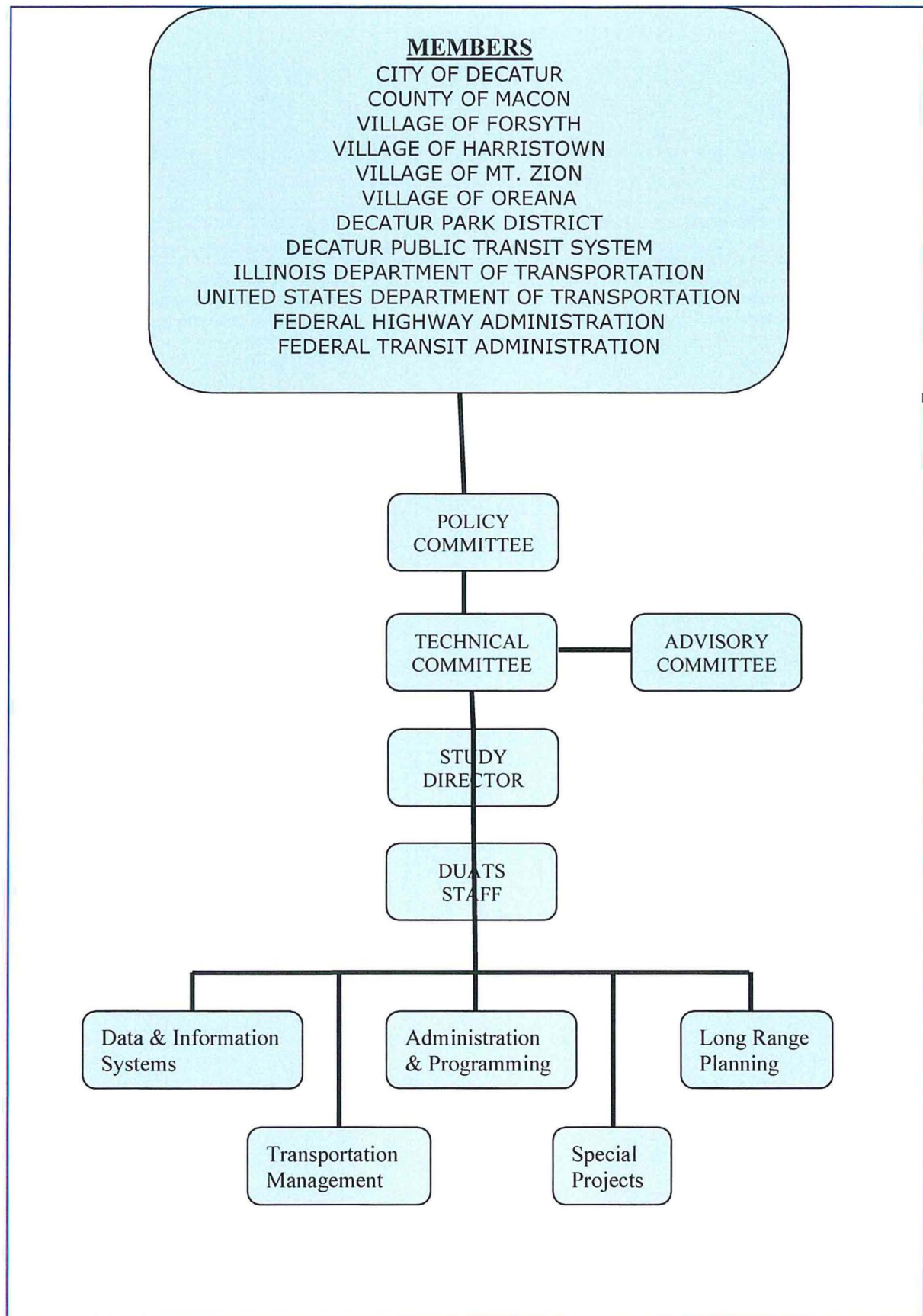
Funding for transportation and related planning and programming will include PL at \$344,041.61 and State Metro Planning funds of \$86,010.40. The total funds available are \$430,052.01, which is an increase in the funding that was received in FY 2023. The local match will be \$86,010.40. Local matching 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 2045 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 2024 is shown on Page 20. Upon adoption, the UWP is submitted to the Illinois Department of Transportation.

DUATS ARCHITECTURE



## DECATUR URBANIZED AREA TRANSPORTATION STUDY

### POLICY COMMITTEE

Lucas Williams	<i>Mayor, Village of Mt. Zion (Chair)</i>
Julie Moore Wolfe	<i>Mayor, City of Decatur</i>
Jim Peck	<i>Mayor, Village of Forsyth (Vice Chair)</i>
Kevin Greenfield	<i>Chairman, Macon County Board</i>
Jeffrey P. Myers	<i>Regional Engineer, IDOT, Region 4</i>

### TECHNICAL COMMITTEE

Matt Newell	<i>Director, Decatur Department of Public Works (Vice Chair)</i>
Vacant	<i>Study Director, Planning and Development Manager, ECD</i>
Vacant	<i>County Engineer, Macon County Highway Department (Chair)</i>
Clay Gerhard	<i>Executive Director, Decatur Park District</i>
Kristi Sandschafer	<i>Programming Engineer, IDOT, District 7</i>
Joselyn Stewart	<i>Planner, Economic &amp; Community Development</i>
Tamara Wilcox	<i>Administrator, Macon County</i>
Lacie Elzy	<i>Transit Administrator, Decatur Public Transit System</i>
Julie Miller	<i>Village Administrator, Village of Mt. Zion</i>
Matt Foster	<i>Village Administrator, Village of Forsyth (proxy)</i>

### ADVISORY COMMITTEE

Bob Innis	<i>IDOT, Metropolitan Planning Manager</i>
Betsy Tracy	<i>FHWA, Illinois Division</i>
Tony Greep	<i>FTA, Program Development Officer</i>

### STAFF

Vacant	<i>Study Director, Planning and Development Manager</i>
Joselyn Stewart	<i>Planner</i>
Kasey Wright	<i>Planner</i>
Lacie Elzy	<i>Transit Administrator</i>
Seth Stark	<i>Chief Data Officer</i>



## 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**

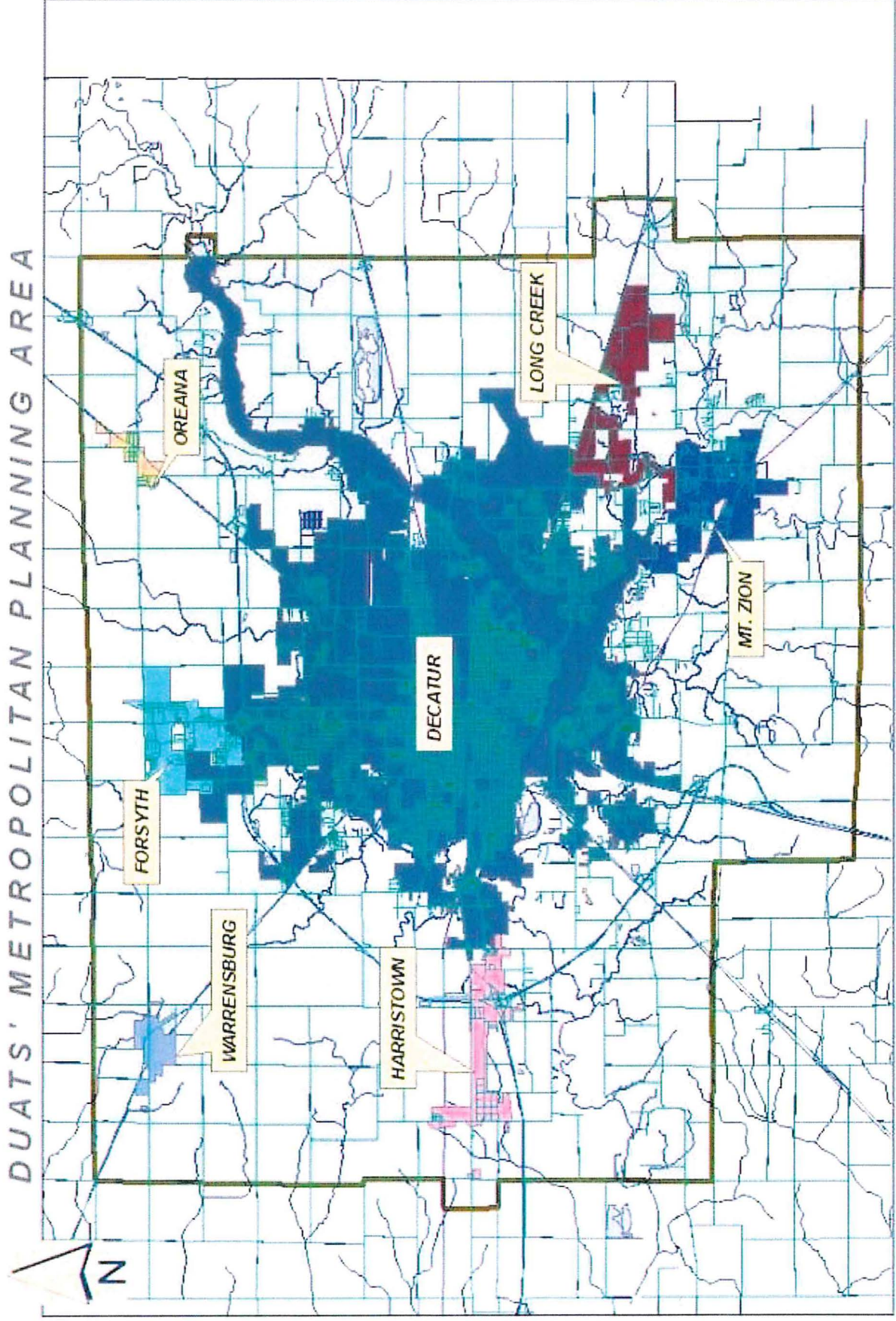
The Unified Work Program (UWP) is intended to guide the transportation planning work during the fiscal year. It identifies planning priorities, assigns staff to accomplish the work and identifies the funding allocated to the projects. Decatur Urbanized Area Transportation Study (DUATS) is required to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



## 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 Community Development, 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.



## POPULATION

According to U.S. Census data, the 2015 population of Macon County was 109,193, which is approximately 1,500 fewer people than in 2010 and 5,500 fewer than in the year 2000. Since 1980, the overall population trend in Macon County has been steadily declining; from 1980 to 2015, the population dropped by about 17 percent, or approximately 22,200 people. The vast majority of Macon County residents live in the MPA, which is estimated at approximately 107,200 residents in 2015, or 98 percent of the county population.

However, not all parts of the MPA are declining in population, as observed by growth in Forsyth and Mt. Zion. Forsyth has increased from just over 1,000 residents in 1980 to nearly 3,500 residents in 2015. Mt. Zion has added nearly 1,600 residents since 1980 to reach over 6,100 residents in 2015. Table 3-1, and Figure 3-1 and Figure 3-2, summarize the historic population for the incorporated areas within the MPA, as well as the total population for Macon County.

Table 3-1: Historic Population, for Macon County and MPA Communities (1980 – 2015)

Community	1980	1990	2000	2010	2015	% Change (1980–2015)	% Change (2010–2015)
Decatur	94,081	83,885	81,860	76,122	74,654	-21%	-2%
Forsyth	1,072	1,275	2,434	3,490	3,493	226%	0%
Harristown	1,456	1,379	1,338	1,367	1,330	-9%	-3%
Long Creek	N / A	1,250	1,364	1,328	1,528	22%*	15%
Mt. Zion	4,563	4,522	4,845	5,833	6,118	34%	5%
Oreana	999	N / A	892	875	885	-11%	1%
Warrensburg	1,372	1,274	1,289	1,210	1,217	-11%	1%
<b>Macon County</b>	<b>131,375</b>	<b>117,206</b>	<b>114,706</b>	<b>110,768</b>	<b>109,193</b>	<b>-17%</b>	<b>-1%</b>

\* Percent change for Long Creek is for 1990 to 2015.

Figure 3-1: Macon County and Decatur Population

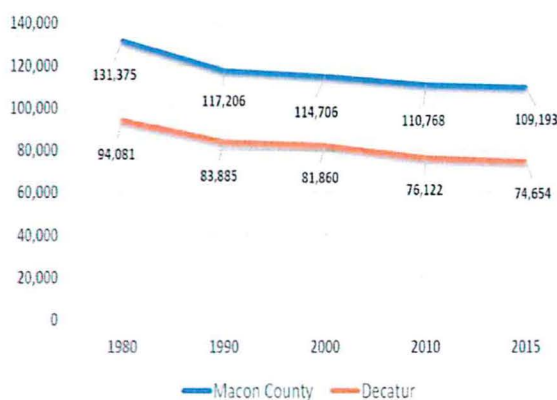
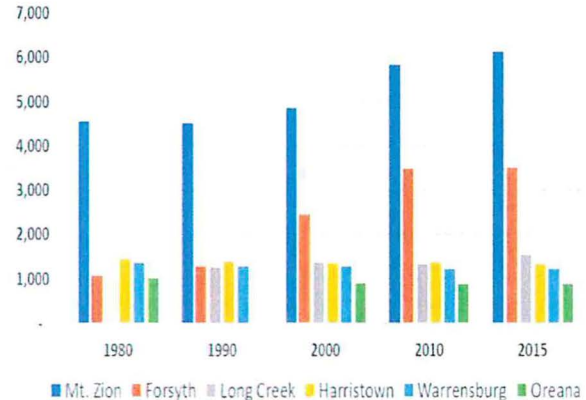


Figure 3-2: Community Population



Source: US Census Bureau, Census of Population and Housing 1980, 1990, 2000, and 2010, American Community Survey 5-year estimates 2015. (2019)

## **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 five (5) part time positions. They include the Study, Director/Planning and Development Manager, Planner, GIS Administrator, Special Projects Planner, and Grants Procurement Manager. The 2045 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 Community Development and Public Works, Macon County Highway Department, Macon County Planning & Zoning Department, Villages of Forsyth, Harriestown 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. Develop brochures, flyers and other materials to promote transportation planning, provide information to the public and assist local entities with the decision making process,
30. Stay abreast of community attitudes and functions which may influence the transportation planning process,
31. Continue to keep a record of public and private inquiries regarding transportation issues,
32. Attend training classes related to GIS and transportation planning,
33. Interact with other planning and development staff members to improve communication, avoid conflicting agendas and facilitate a cooperative and fostering working environment,
34. Continually assess the existing street network and transportation delivery system in order to determine changes or improvements which would assist redevelopment efforts,
35. 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
36. 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.
10. Update hardware, software, and licenses as needed to complete transportation activities.

**300     LONG RANGE PLANNING**

1. Staff will continue to update the 2045 LRTP as needed,
2. Staff will work with our transportation partners in establishing performance standards for measuring compliance with MAP-21 and within the 2045 LRTP,
3. Staff will refine plans for provisions for alternative modes of transportation and propose updated priorities to be included in the 2045 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 along with their consultant updated the 2045 Long Range Transportation Plan,
6. 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”,
7. 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.

#### 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.

**DUATS INCOME & EXPENSES**  
FY 2024 Unified Work Program

	<u>INCOME</u>	
	<u>AMOUNT</u>	
<u>TYPE</u>		
Transportation Planning Funds (PL)	344,041.61	
State Metro Planning Funds Match	<u>85,996.79</u>	
<b>Total Income</b>	<b>430,038.40</b>	
		<u>EXPENSES</u>
<b>Staff Costs <sup>(1)</sup></b>		
Study Director/Planning and Development Manager (DS)	70,500.00	
Planner (JS)	55,633.50	
Planner (KW)	38,812.50	
Transit Administrator (LE)	40,950.00	
Chief Data Officer (SS)	21,362.40	
Office Expenses, Supplies, Furniture, etc.	17,500.00	
Contractual Services (Advertising, Software, Licensing)	16,500.00	
Consultant Services and Expenses	159,780.00	
Other or Miscellaneous Costs (Training, Education, Conferences, etc.)	9,000.00	
<b>Total Expense</b>		<b>\$430,038.40</b>

<sup>(1)</sup> Percent time X Labor Base + Benefits = Base w/Fringes = Amount

**BUDGET BY COST ITEM:**

<b>Cost Item</b>	<b>Federal Funding</b>	<b>State Funds</b>	<b>Total Amount</b>
	PL	MATCH	
	80%	20%	100%
<b>A. DIRECT COSTS</b>			
<b>Staff Costs <sup>(1)</sup> (Salary Plus Fringe Benefits):</b>			
SD/ Planning/ Develop Manager (DS)	56,400.00	14,100.00	70,500.00
Planner (JS)	44,506.80	11,126.70	55,633.50
Planner (KW)	31,050.00	7,762.50	38,812.50
Transit Administrator (LE)	32,760.00	8,190.00	40,950.00
Chief Data Officer (SS)	17,089.92	4,272.48	21,362.40
<b>Total Compensation For Personal Services</b>	<b>\$181,806.72</b>	<b>\$45,451.68</b>	<b>\$227,258.40</b>
<b>OTHER DIRECT COSTS</b>			
Office Expenses, Supplies, Furniture	14,000.00	3,500.00	17,500.00
Contractual Services	13,200.00	3,300.00	16,500.00
Consultant Services	127,824.00	31,956.00	159,780.00
Other or Miscellaneous Costs	7,200.00	1,800.00	9,000.00
<b>TOTAL "OTHER"</b>	<b>\$162,224.00</b>	<b>\$40,556.00</b>	<b>\$202,780.00</b>
<b>SUBTOTAL</b>	<b>\$344,030.72</b>	<b>\$86,007.68</b>	<b>\$430,038.40</b>
<b>B. INDIRECT COST***</b>	NA	NA	NA
(NA for Decatur FY23)	NA	NA	NA
<b>C. TOTAL COST</b>	<b>\$344,030.72</b>	<b>\$86,007.68</b>	<b>\$430,038.40</b>

**BUDGET BY WORK ELEMENT:**

WORK ELEMENT	DESCRIPTION	FEDERAL FUNDING		STATE FUNDS		TOTAL AMOUNT
		PL		FOR PL		
100	ADMINISTRATION & PROGRAMMING	172,015.36		43,003.84		215,019.20
200	DATA & ADMINISTRATION SYSTEMS	51,604.61		12,901.15		64,505.76
300	LONG RANGE TRANSPORTATION PLANNING	51,604.61		12,901.15		64,505.76
400	TRANSPORTATION MANAGEMENT	68,806.14		17,201.54		86,007.68
ALL	TOTAL	\$344,030.72		\$86,007.68		\$430,038.40

**POLICY COMMITTEE RESOLUTION  
APPROVING THE FY 2024 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, 2023, and ending December 31, 2024, which support the 3C process, and

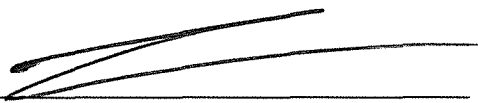
**WHEREAS**, on March 21, 2023 the DUATS Technical Committee reviewed the proposed work program contained in the Draft FY 2024 Unified Work Program (UWP), tentatively approved it and recommended to the Policy Committee that said Draft be placed on file for public review and comment, and

**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 May 16, 2023, 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 2024 Unified Work Program is hereby approved as presented and attached.

Approved and Adopted on May 16, 2023.

  
\_\_\_\_\_  
Lucas Williams, Chair  
DUATS Policy Committee