

# DUATS

Decatur Urbanized Area Transportation Study

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## **UNIFIED WORK PROGRAM (UWP) for Fiscal Year 2011**

**JULY 1, 2010 THROUGH JUNE 30, 2011**

### **Our Vision is:**

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

**May 2010**

**UNIFIED WORK PROGRAM  
(UWP)**

**FY 2011**

**TRANSPORTATION PLANNING AND RELATED ACTIVITIES  
TO BE PERFORMED WITHIN THE METROPOLITAN PLANNING AREA  
DURING FY 2011, BY THE FOLLOWING MEMBERS OF THE  
DECATUR URBANIZED AREA TRANSPORTATION STUDY (DUATS)**

**CITY OF DECATUR  
COUNTY OF MACON  
VILLAGE OF FORSYTH  
VILLAGE OF MT. ZION  
DECATUR PARK DISTRICT  
DECATUR PUBLIC TRANSIT SYSTEM  
ILLINOIS DEPARTMENT OF TRANSPORTATION**

This document was prepared by Mark L. Smith, DUATS Study Director, and Joselyn Stewart, Transportation Planner, City of Decatur. We 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.

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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 2011 (FY 2011), which covers the period July 1, 2010 through June 30, 2011. 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 and to meet the federal transportation planning guidelines contained in the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) and in the planning guidelines found in Volume 58, #207, 450.316 of the Federal Register.

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 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 Studies.

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. Generally, administration is an ongoing activity. 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 of the 2035 LRTP 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 2011 will include the following activities:

1. Staff will continue to work toward the goals and objectives of the Safe Routes to School program.
2. Staff will complete work to complete the update to the 1998 Decatur Metro Area Greenway Plan, consolidate it with the DUATS 1996 – 2016 Comprehensive Bicycle Plan and amend the 2035 LRTP to include the new document.
3. 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.
4. Staff will maintain associations and provide assistance to the Macon County Transportation Group Partnership.
5. Staff will work cooperatively with local entities and stakeholders in updating and amending the Macon County- Decatur Comprehensive Plan.
6. Staff will lead, facilitate and coordinate with a consulting team a comprehensive study of the freight rail, roadway and transportation network and interface as set forth in the February, 2010, RFP entitled *Decatur Metro Area Freight Rail Improvement Study*.

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 management, operation and implementation of transportation improvements.

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.

Special Studies include areas of specific interest. They are usually area or topic specific, of relatively short term duration and may involve one or more jurisdictions. Staffing varies as to the amount of time spent on such studies. Two Special Studies are included in this UWP for FY 2011. The first is the anticipated *Rail Improvement Study* and the second is the *Norfolk Southern and Brush College Road Study*.

The FY 2011 UWP does not include any funding above the contract amounts.

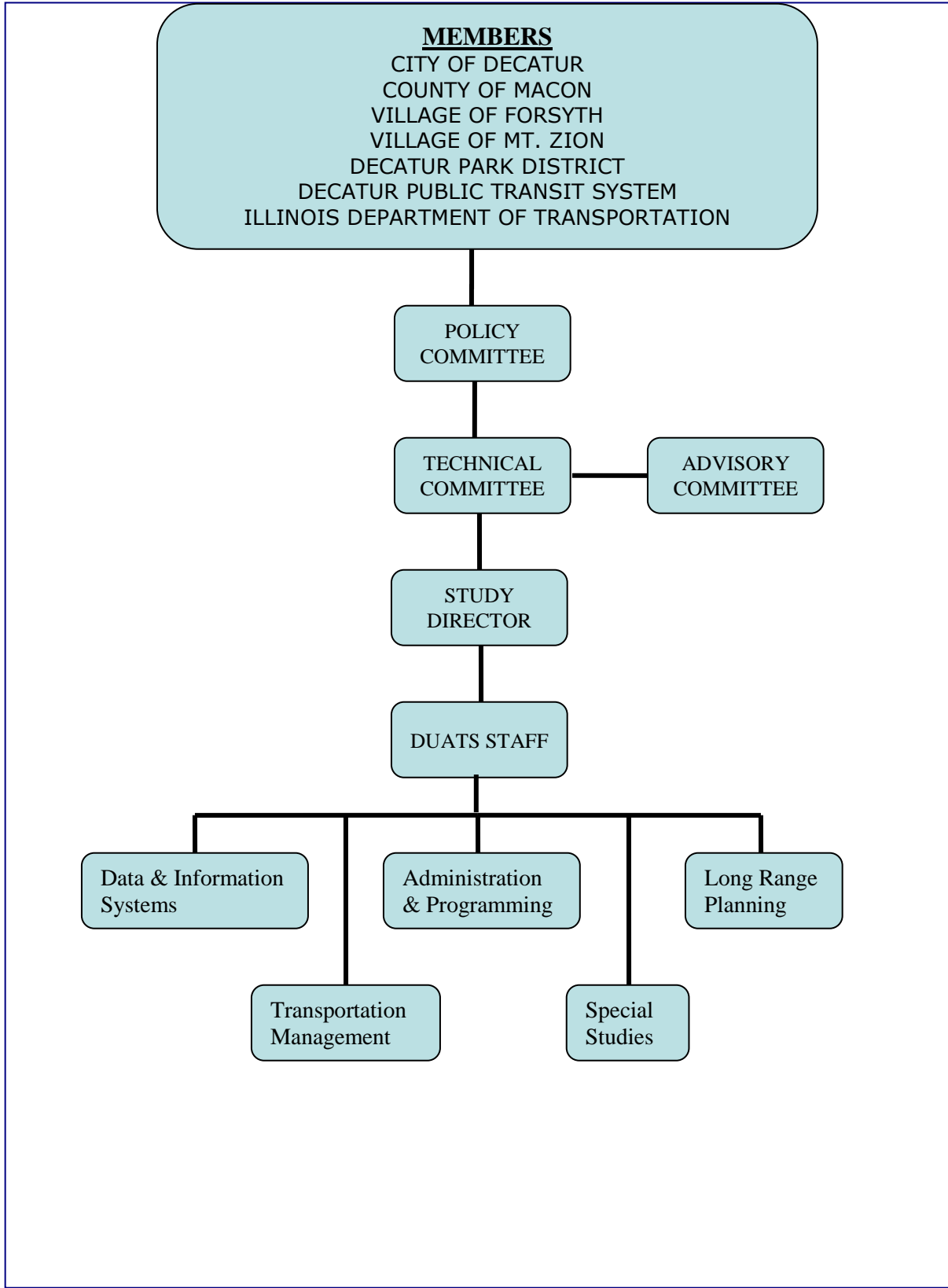
Funding for transportation and related planning and programming will come from a variety of sources. Federal transportation and transit funding for FY 2011, including PL and FTA, will total \$257,180. PL will amount to \$207,202 and FTA at \$49,978. The local match will be \$51,436. The FY 2010 UWP proposes a total budget of \$308,616. Local matching funds will be derived from several sources including Macon County, City of Decatur and Macon County Highway funds. An additional funding amount, not to exceed \$75,000 of FTA, 5303,

funds will be programmed to financially assist with the Decatur Metro Area Rail Improvement Study anticipated to commence during the first quarter of FY 2011.

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 determined the resources which were likely to be available in order to carry out the identified work activities. Once these steps were completed, estimated costs and a corresponding budget were developed. Subsequently, a determination of funding sources to be used to implement the work program was noted. Further evaluation, scheduling, probable expenditures and revenues was conducted and the draft UWP was compiled. At each step of the process, a review of the goals and objectives in the 2035 LRTP and current TIP 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 amendments and adoption of the UWP.

Tables showing the Line Item Budget, Source of Funds, Labor Distribution and Cost Allocation are included on pages 22-25 respectively. The UWP in its entirety will be submitted to the Illinois Department of Transportation.

**DUATS ARCHITECTURE**



## **DECATUR URBANIZED AREA TRANSPORTATION STUDY**

### **POLICY COMMITTEE**

Michael McElroy	<i>Mayor, City of Decatur (Chair)</i>
Don Robinson	<i>Mayor, Village of Mt. Zion (Vice Chair)</i>
Harold Gilbert	<i>Mayor, Village of Forsyth</i>
Jay Dunn	<i>Chairman, Macon County Board</i>
Roger Driskell	<i>Regional Engineer, IDOT, Region 4</i>

### **TECHNICAL COMMITTEE**

Bruce Bird	<i>County Engineer, Macon County Highway Department (Chair)</i>
William Clevenger	<i>Executive Director, Decatur Park District</i>
Tim Hemman	<i>Programming Engineer, IDOT, District 7</i>
Tim Jackson	<i>Program Development Engineer, IDOT, District 7</i>
Heather Kimmons	<i>Village Administrator, Village of Forsyth</i>
Paul McChancy	<i>Transit Administrator, Decatur Public Transit System</i>
Richard Marley	<i>Director, Decatur Department of Public Works (Vice Chair)</i>
Matt Newell	<i>City Engineer, Decatur Department of Public Works</i>
J. L. Potts	<i>Village Administrator, Village of Mt. Zion</i>
Mark Smith	<i>Senior Planner, Decatur Dept. of Planning &amp; Building Services</i>
Joselyn Stewart	<i>Transportation Planner, Decatur Dept. of Planning &amp; Building Services</i>
Tony Van Natta	<i>Director, Macon County Department of Planning &amp; Zoning</i>
Jerry Potts	<i>Chairman, Transportation Committee, Macon County Board</i>

### **ADVISORY COMMITTEE**

Tom Kelso	<i>IDOT, Office of Planning &amp; Programming, MPO Manager</i>
J. D. Stevenson	<i>FHWA, Illinois Division, Planning and Environment Team Leader</i>
Vanessa Adams	<i>FTA, Program Development Officer</i>

### **STAFF**

Mark Smith	<i>Study Director</i>
Joselyn Stewart	<i>Transportation Planner</i>
Vasu Pinnamaraju	<i>Environmental Planner</i>
Brad Boesdorfer	<i>GIS Coordinator</i>

## **ACRONYMS**

### **AGENCIES**

CHD .....	Macon County Highway Department
CITY .....	City of Decatur
COUNTY .....	Macon County
IDNR .....	Illinois Department of Natural Resources
DPD .....	Decatur Park District
DPTS .....	Decatur Public Transit System
DUATS .....	Decatur Urbanized Area Transportation Study
FHWA .....	Federal Highway Administration
FTA .....	Federal Transit Administration
IDOT .....	Illinois Department of Transportation
IEPA .....	Illinois Environmental Protection Agency
MPO .....	Metropolitan Planning Organization
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
ITEP .....	Illinois Transportation Enhancement Program
MFT .....	Motor Fuel Tax
MPA .....	Metropolitan Planning Area
STP R .....	Surface Transportation Program Rural (local or state)
STP U .....	Surface Transportation Program Urban (local or state)
TAZ .....	Traffic Analysis Zones
SAFETEA-LU .....	Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users

## **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:

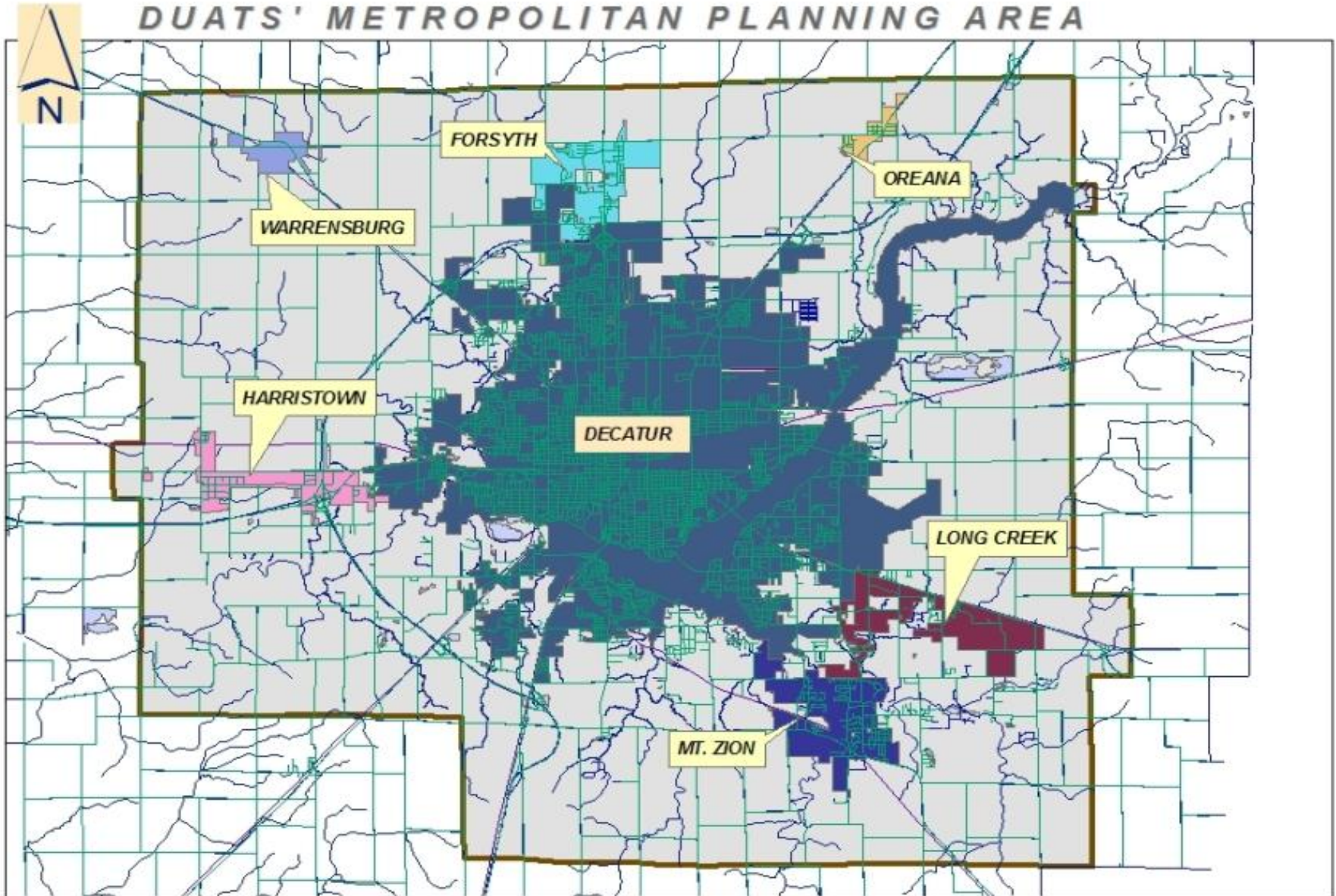
1. To support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency,
2. To increase the safety and security of the transportation system for motorized and non-motorized users,
3. Provide for the availability of accessibility and mobility 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<sup>1</sup>**

1. Develop a coordinated multi-modal transportation system that facilitates the safe, secure, and efficient movement of people and goods to, from, within, and through the Decatur Urbanized Area and fosters the growth of the economy.
2. Improve and maintain the transportation system to make the most efficient and cost-effective use of existing infrastructure investments.
3. Promote and expand utilization of regional facilities.
4. Develop and promote a regional Public Transit System that provides area citizens with a competitive alternative to the private automobile.
5. Promote alternative modes of transportation and related facilities including pedestrians and bicycles.
6. Coordinate transportation improvements to insure compatibility and sensitivity with the social, economic, and ecological environments.

<sup>1</sup> Pages 12 - 17, DUATS 2035 LRTP

# 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. 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. Minor amendments to the original Intergovernmental Agreement were made and it was reaffirmed by the DUATS membership in early 2002.

From the early 1960's to early 2006, the Macon County RPC was the Lead Agency for DUATS. In early 2006, Macon County requested the City of Decatur to assume the Lead Role of providing planning and programming for DUATS. The City agreed and on March 21, 2006, the Intergovernmental Agreement was amended. The amendments adopted moved the Lead Agency role from the County to the City of Decatur's Dept. of Economic and Urban Development, reflected the transfer of Macon County from IDOT District 5 to District 7 and made a few representative changes to the Policy and Technical Committees. Consolidation of staff operations and transportation planning services were completed on May 1, 2006.

In early 2010, the City of Decatur's Dept. of Economic & Urban Development became the Department of Planning & Building Services, by action of the Decatur City Council. As a result, future DUATS documents will reflect the name change and refer to the Lead Agency as Dept. of Planning & Building Services.

DUATS, through the City of Decatur's Dept. of Planning & 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 the transportation and 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 in Human Services Transportation Planning activities in the urban and rural areas of the County.

### **OUR AREA, POPULATION & INFRASTRUCTURE**

The Urbanized Area, as defined by the U.S. Census Bureau, covers approximately 103 square miles. The defined area includes the municipalities of Decatur, Forsyth, Harristown, Long Creek, Mt. Zion and Oreana. The combined 2000 population within the Urbanized Area was 101,600. This represents a 1.1% decrease in population from 1990 to 2000.

The 20 year Metropolitan Planning Area (MPA) contained a 2000 population of 105,420 people and encompasses 219 square miles. The MPA experienced a similar 1.1% population decrease between 1990 and 2000.

Population figures released by the Census Bureau for July 1, 2008, shows a continued loss of population both in and outside the MPA from the 2000 figures. Staff calculates the MPA includes 6,848 fewer individuals in 2008 than in 2000.

### **Population by Municipality, 2000 Census & 2005 and 2008 Estimates**

<b>Municipalities</b>	<b>2000</b>	<b>2005</b>	<b>2008</b>	<b>Change (00-08)</b>	<b>Change % (00-08)</b>
<b>Decatur</b>	<b>81,860</b>	<b>77,836</b>	<b>76,647</b>	<b>-5,213</b>	<b>-6.4</b>
Forsyth	2,434	2,762	3,284*	+850	+25.9
Harristown	1,338	1,259	1,241	-97	-7.3
Long Creek	1,364	1,319	1,316	-48	-3.6
Mt. Zion	4,845	5,032	5,097	+252	+5.1
Oreana	892	951	930	+38	+4.9

\* Forsyth conducted a special census in 2008.

Although population showed a slight decrease, vehicle miles traveled, frequency of trips and truck and rail freight movement indicate that the surface transportation network will continue to experience general and segment specific demands and stress.

The TIP targets specific transportation improvements during the next 1-4 years. The LRTP prioritizes projects planned to be completed during the next 1-4 and 5-25 year and 25 plus

years out to accommodate the expected growth in demand for surface transportation, maintenance and improvement. Staff intends to monitor traffic statistics, investigate local travel behavior and recommend actions to assist local decision makers in understanding the needs and how best to address traffic and pedestrian safety, congestion, safety capital improvements and maintenance.

### **ADMINISTRATION and STAFFING**

The graphic representation shown on Page 7 identifies the framework and governance as set forth in the 2006 DUATS Intergovernmental Agreement, as amended. 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 and 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 may be created by the Policy Committee to address specific issues or projects.

Direct staffing of DUATS consists of four positions. They include the Study Director, Transportation Planner, a Environmental Planner and GIS Coordinator. The 2035 LRTP intends that staff and DUATS in general 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 entity be provided in the interest of cooperation, coordination and collaboration as it relates to eligible transportation planning activities.

Assistance is provided to DUATS staff by the Decatur Public Transit System (DPTS), Decatur's Development Services Department and Department of Public Works, Macon County Highway Department, Macon County Planning & Zoning Department, Villages of Forsyth and Mt. Zion, Decatur Park District and a host of special interest individuals, agencies and entities. 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. Keep a continual 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 Coordinator 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 study, development and implementation of a transportation model which would be of benefit to DUATS.

### **300 LONG RANGE PLANNING**

#### **DECATUR SAFE ROUTES TO SCHOOL PROGRAM**

Staff will continue to work with school districts with projects and programs that enable and encourage walking and bicycling to and from school. The program was initiated with Harris Elementary School in Decatur District #61. Staff intends to expand the number of participating schools and seek to provide safe routes to school for more children in grades Kindergarten through 8th grade in Decatur and possibly other districts located in the planning area.

#### **DECATUR METRO AREA GREENWAY PLAN**

The Greenway Plan was developed in March 1998. A number of trails have been constructed along corridors that were identified in the Plan. Community surveys and public opinion consistently rank bike and pedestrian ways as high priorities projects. Decatur Park District, Macon County Conservation District, County Highway Department, Forsyth and Mt. Zion all have constructed trails or have Enhancement Grant Applications pending for the addition of miles of trails within the MPA. The League of Illinois Bicyclists has also provided much needed assistance in our trail planning endeavors.

Staff will continue to partner with the previously mentioned entities as the comprehensive update to the Greenway Plan continues into the FY 2011 planning year.

#### **HUMAN SERVICES TRANSPORTATION**

Staff has been working with local social service agencies and units of local government to create, enhance and improve transportation services for individuals and families in areas of the County which are underserved or which have no public transportation available. Staff will work with the Region 8 coordinator, the Macon County Transportation Partnership and representatives of local, rural and urban areas, social service providers and other interested persons and parties on providing service to those individuals and families who have limited or no public transportation options.

## **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 STUDIES**

### **DECATUR METRO AREA FREIGHT RAIL IMPROVEMENT STUDY**

The purpose of the Study is to describe the movement of goods, to identify the obstacles to a safer and more efficient flow of goods and to propose strategies to create and grow an economical, safe, and efficient rail transportation system that will enhance regional mobility, provide economic opportunity, increase train velocity, improve service to shippers, increase safety and security, reduce roadway congestion and traffic delays, provide new opportunities for economic development and improve the quality of life.

Funding for this study will be derived from public and private sources. 5303 funds not to exceed \$75,000 have been allocated to help pay the consultant's costs. DUATS staff will lead, facilitate and be integrally involved in this study. RFP's solicited in late January 2010, with receipt of proposals on or before March 4, 2010. Twelve proposals were submitted. Each has been reviewed. It is anticipated that a final decision and commencement of the Study will occur in the first quarter of the fiscal year.

### **NORFOLK-SOUTHERN / BRUSH COLLEGE ROAD STUDY**

This is a City of Decatur project to study and recommend the best alternative for addressing the safety, security and general inadequacies of the existing rail overpass over Brush College Road between William Street and Fairies Parkway. DUATS staff will provide data and assistance as needed or requested.

Funding of this Study will not involve any DUATS funds. It will be paid through City of Decatur and the Illinois State Capital Bill.

**FY 2011 LINE ITEM BUDGET** *(Local Match Not Included)*

<i>Salaries (FT)</i>	<i>Percent of Time</i>	<i>Labor Base</i>	<i>Benefits</i>	<i>Base w/Fringes</i>	<i>Direct Labor Base</i>	<i>Operations</i>
Study Director (MS)	80	68,775	11,826	80,601	64,481	
Transportation Planner (JS)	50	55,097	17,369	72,466	36,233	
GIS Coordinator (BB)	80	51,159	16,378	67,536	54,029	
GIS Planner (VP)	50	52,902	10,416	63,318	31,659	
<b>TOTAL LABOR</b>						<b>186,402</b>
<i>Operations</i>						
Office Expenses <sup>1</sup>						7,800
Travel & Conferences						3,000
Dues & Memberships						1,000
Hardware & Equipment						1,000
Software <sup>2</sup>						8,000
DPTS Administration						49,978
5303 Supplemental Funds <sup>3</sup>						75,000
<b>TOTAL PL &amp; 5303</b>						<b>332,180</b>

<sup>1</sup> Office Supplies include phone charges, postage, legal notices, copies, etc.

<sup>2</sup> \$8,000 for County Highway Transportation Software Maintenance.

<sup>3</sup> Up to \$75,000 may be used as partial funding of the pending Rail Improvement Study.

**PL & FTA - SOURCE OF FUNDS FOR TRANSPORTATION PLANNING ACTIVITIES – FY 2011**

Description	Federal (PL & FTA) - 80%	Local - 20%	Total
<b>Federal – PL Fiscal Year Allocation</b>	\$207,202	\$51,800	<b>\$259,002</b>
<b>FTA (5303) Supplemental Funds</b>	\$75,000	\$18,750	<b>\$93,750</b>
<b>FTA (5303) Fiscal Year Allocation</b>	\$ 49,978	\$12,495	<b>\$ 62,473</b>
<b>Total Funds Available</b>	\$332,180	\$83,046	<b>\$415,225</b>
<b>Cost Allocation by %</b>			<b>FTA = 37.6%</b> <b>PL = 62.4%</b> <b>100.0%</b>

**PL & FTA - STAFF LABOR DISTRIBUTION – FY 2011**  
**Number of Work Weeks Programmed per UWP Element**

<u>Catagory</u>	<u>Description</u>	<u>Study Director</u>	<u>Trans. Planner</u>	<u>GIS Coordinator</u>	<u>GIS Tech.</u>	<u>Transit Admin</u>	<u>Total</u>	<u>Percent</u>
100	Administration & Programming	13	8	2	1	5	29	15.4%
200	Data & Information Services	6	4	25	22	2	59	31.4%
300	Long Range Planning	20	17	10	11	1	59	31.4%
400	Transportation Management	3	7	5	2	24 <sup>1</sup>	41	21.8%
500	Special Studies <sup>2</sup>	0	0	0	0	0	0	0
								100 %
<b>TOTAL</b>		<b>42</b>	<b>36</b>	<b>42</b>	<b>36</b>	<b>32 *</b>	<b>188</b>	

<sup>1</sup> Includes DPTS Transit Administrator, Operations & Management Personnel.

<sup>2</sup> Staff Labor was Not Separately Included in the Special Studies Category. It was felt that services provided should be included in categories 100 – 400.

**PL & FTA - COST ALLOCATION BY ELEMENT (in dollars) - FY 2011 \***

<b>UWP Element</b>	<b><u>1</u> IDOT Reimbursement 80%</b>	<b><u>2</u> Local Match 20%</b>	<b><u>3</u> Total IDOT &amp; Match 100%</b>	<b><u>4</u> FTA Reimbursement 80%</b>	<b><u>5</u> Local Match 20%</b>	<b><u>6</u> Total FTA &amp; Match 100%</b>	<b><u>7</u> Total Costs Columns <u>3</u> &amp; <u>6</u></b>
100 Admin. & Programming	31,909	7,977	39,886	7,697	1,924	9,622	49,508
200 Data & Info. Systems	65,061	16,265	81,326	15,693	3,923	19,616	100,942
300 Long Range Planning	65,061	16,265	81,326	15,693	3,923	19,616	100,942
400 Trans. Management	45,170	11,293	56,463	10,895	2,724	13,619	70,082
500 Special Studies	0	0	0	75,000	18,750	93,750	93,750
<b>Total</b>	207,202	51,800	<b>259,002</b>	124,978	31,245	<b>156,223</b>	<b>415,225</b>
Total Percent	80%	20%	100%	80%	20%	100%	100%

\* Figures not exact due to rounding.