



PY 2012 UNIFIED PLANNING WORK PROGRAM

JULY 1, 2011 - JUNE 30, 2012
SPRINGFIELD, ILLINOIS METROPOLITAN PLANNING AREA

April 2011

REVISED September 8, 2011

Prepared by:



For:



**Program Year 2012
UNIFIED PLANNING WORK PROGRAM
SPRINGFIELD AREA TRANSPORTATION STUDY**

PLANNING AND RELATED ACTIVITIES
TO BE PERFORMED BY
THE SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
and
THE SPRINGFIELD AREA TRANSPORTATION STUDY
IN COOPERATION WITH

LOCAL UNITS OF GOVERNMENT
AND
APPROPRIATE STATE AND FEDERAL AGENCIES

Adopted by MPO on **April 14 , 2011**
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Springfield Area Transportation Study Policy Committee

Andy Van Meter, Board Chairman, Sangamon County
Michael Houston, Mayor, City of Springfield
Thomas Gray, President, Village of Chatham
Larry Hamlin, Chairman, Springfield-Sangamon County
Regional Planning Commission (SSCRPC)
Frank Squires, Chairman, Springfield Mass Transit
District (SMTD) Board of Directors
Roger Driskell, Deputy Director of Highways, Region 4 Engineer,
Illinois Department of Transportation (IDOT) District 6

Springfield Area Transportation Study Technical Committee

Tim Zahrn, County Engineer, Sangamon County
Tim Sheehan, City Engineer, City of Springfield
Mike Williamsen, Planning Coordinator, Village of Chatham
Norm Sims, Executive Director, SSCRPC
Linda Tisdale, Managing Director, SMTD
Laura Mlacnik, Acting Program Development Engineer/Land Acquisition Engineer, IDOT
District 6

Springfield Area Transportation Study Technical Advisors

JD Stevenson, Planning, Environment and ROW Team Leader,
Federal Highway Administration (FHWA)
Thomas Caldwell, Metropolitan Planning Manager,
IDOT Office of Planning and Programming
Terry Fountain, Acting Project Implementation Engineer, IDOT District 6 Local Roads &
Streets
Mike Stead, Rail Safety Program Administrator, Illinois Commerce Commission
Mark Hanna, Executive Director, Abraham Lincoln Capital Airport

SSCRPC Staff

Norm Sims, Executive Director
Mary Jane Niemann, Account Technician
Jane Lewis, Clerk Typist
Linda Wheeland, Senior Planner, Transportation Planning
Dale Schultz, Principal Planner, Transportation Planning
Chris Benson, Associate Planner, Transportation Planning
Neha Soni Agarwal, Associate Planner, Transportation Planning
Kyle Phillips, Planning Aide, Transportation Planning
Joe Zeibert, Senior Planner, Development Planning & GIS Coordinator
Steve Keenan, Principal Planner, Development Planning
Molly Berns, Senior Planner, Land Use Planning
Abby Bybee, Associate Planner, Land Use Planning
Jeff Fulgenzi, Principal Planner, Comprehensive Planning

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INTRODUCTION

This document represents the Program Year 2012 Unified Planning Work Program (UPWP) for the Springfield Area Transportation Study (SATS), incorporating transportation planning and support activities within the Springfield Metropolitan Planning Area for the period of July 1, 2011, through June 30, 2012. Because the different partners in SATS use different fiscal years, this document addresses the work program in terms of a “program year”, and matches the State of Illinois’ fiscal year.

The UPWP is intended to be a guide for SATS, summarizing transportation planning activities and priorities for the various agencies in the planning area. It is intended to indicate planning activities to be undertaken, when the work will be completed, how it will be managed and coordinated, and what the final products and benefits will be.

The UPWP also serves as a management tool and program budget, addressing anticipated financial resources and expenditures for PY 2012.

The UPWP consists of two parts which are described below.

Part I: Work Program Description

Section 1: Background

SATS is the designated Metropolitan Planning Organization for the Springfield urbanized area. In this section the SATS planning area is defined, administration and oversight of SATS is discussed, and general planning activities are outlined.

Section 2: 2035 LRTP Goals

The PY 2012 UPWP supports the goals of the 2035 Long Range Transportation Plan which were developed after careful consideration of the critical transportation issues identified in the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU). These goals are listed and discussed.

Section 3: PY 2011 UPWP Activities Completed

Activities included in last year’s Unified Planning Work Program that have been completed or begun are listed.

Section 4: PY 2012 Work Elements

With the LRTP goals, LRTP objectives, regulatory requirements, and SATS support in mind, the Work Program provides a description of nine work elements which are identified by a goal and include activities to be undertaken. Work elements indicate general concepts and their goals may stretch over more than one year, so there may not be any activities

associated with them in the 2012 program year. We instead attempt to indicate a longer-range and more comprehensive planning approach for SATS planning efforts.

Part II: Work Program Financials

Funding for the activities performed under each Work Element is provided through several sources. The breakdown of funding and the integration of the transportation planning budget into the overall Regional Planning Commission budget is presented.

Costs that support all Planning Commission work are allocated based on a provisional indirect rate applied to the salary expenditures associated with each Work Element. Calculation of this provisional rate is also shown.

PART I: WORK PROGRAM DESCRIPTION

SECTION 1: BACKGROUND

The SATS Planning Area

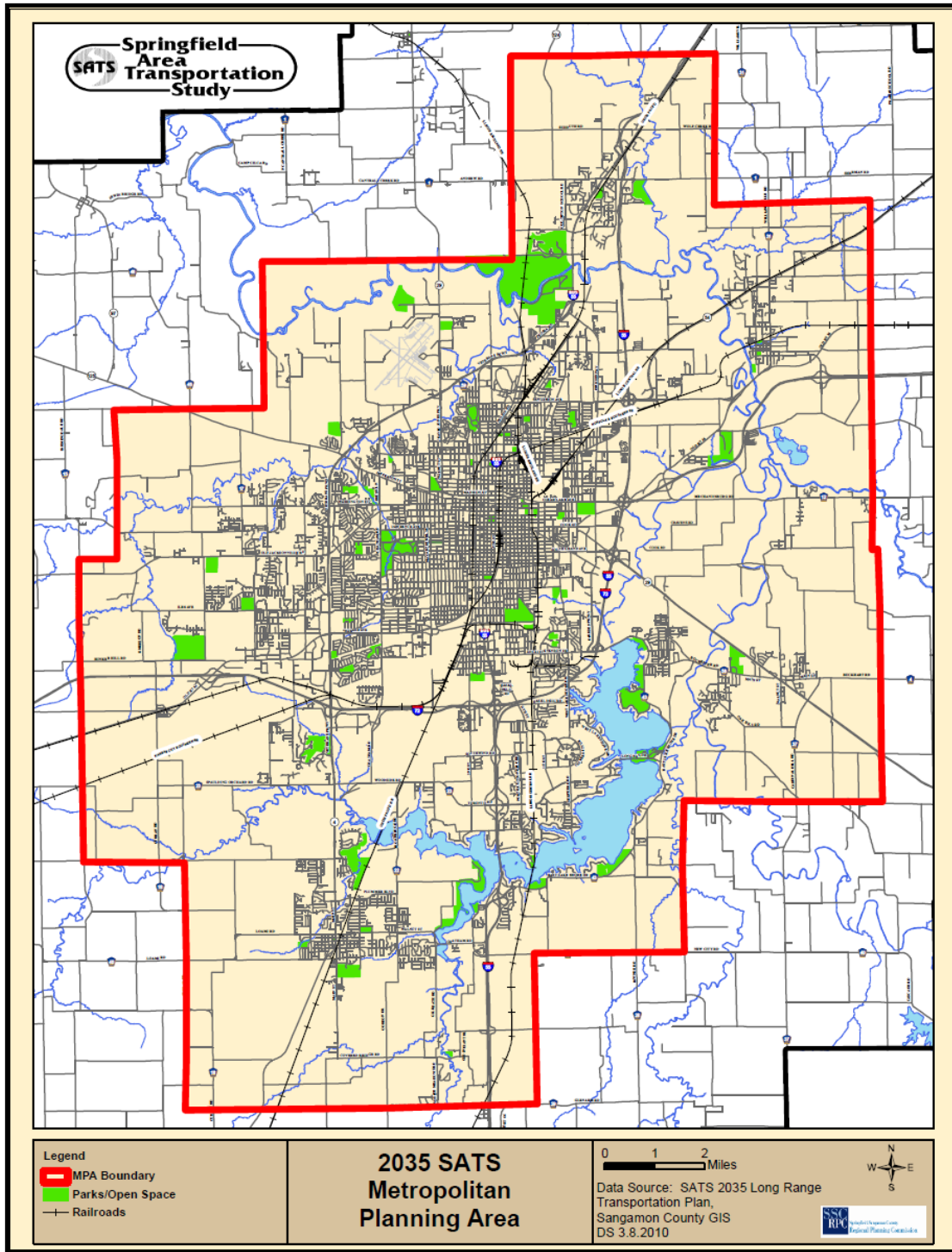
The SATS Metropolitan Planning Area (MPA) lies within Sangamon County and is comprised of Springfield, Chatham, Clear Lake, Curran, Grandview, Jerome, Leland Grove, Riverton, Rochester, Sherman, Southern View, Spaulding, and surrounding unincorporated areas.

The largest community in the MPA is the City of Springfield, which covers approximately 65 square miles and serves a population of almost 116,250 (2010 census). This population comprises almost 60% of the total county population. Springfield is a Home Rule community managed by a mayoral/aldermanic form of government. The city is served by three Federal and six State highways, including Interstates 55 and 72. It supports 41 freight terminals, 25 local carriers, 35 intrastate carriers and 74 interstate carriers, and is also home to the Abraham Lincoln Capital Airport. Passenger rail service is provided by Amtrak trains, which operate from Chicago to St. Louis and beyond, and freight service is provided by five rail lines with daily switching. Greyhound Lines also provides bus service to and from Springfield. The major employer is the State of Illinois, but the local economy is also dependent upon medical services, retail trade, financial services and tourism. Because of its tourism industry, Springfield supports a large number of non-resident travelers, most of whom arrive by auto, with a smaller number coming by bus, air and rail. A significant portion of Springfield's morning and evening vehicular traffic is made up of commuters from surrounding communities who work in the city. Public transportation in Springfield is provided through mainline bus routes and paratransit service of the Springfield Mass Transit District.

The Village of Chatham is the second largest community in the planning area, covering five square miles and serving a population of slightly more than 11,500 (2010 census). Chatham makes up approximately 6% of the county population. Chatham is managed by a President and Board of Trustees. The village is served by two Federal and one State highway, including Interstate 55. It supports 11 motor freight terminals, 25 local carriers and 69 interstate carriers. Rail and air service are available through facilities in neighboring Springfield. One freight rail line serves Chatham with switching as needed. The major employer in the village is the Ball Chatham School District, with the local economy predominately made up of local retail and service establishments as well as an air conditioning and refrigeration company.

Grandview, Jerome, Leland Grove and Southern View are small communities that have developed within the Springfield area and are adjacent to, or even surrounded by, the City of Springfield. The remaining villages of Clear Lake, Curran, Riverton, Rochester, Sherman and Spaulding developed as small mining or farm communities which have turned into "bedroom" communities of Springfield as the city has grown.

A map of the MPA is included on the next page.



SATS Administration and Oversight

Federal laws and regulations require the formation and designation by the Governor of a Metropolitan Planning Organization (MPO) for each urbanized area with a population of more than 50,000 to coordinate a comprehensive, cooperative and continuing transportation planning process. SATS is the designated MPO for the Springfield-Sangamon County area, and the Springfield-Sangamon County Regional Planning Commission (SSCRPC) serves as its staff. As the MPO, the SATS has the lead responsibility to ensure that the transportation planning process is carried out consistent with Federal and State regulations and mandates.

SATS currently operates through a cooperative agreement approved Sept. 21, 2007. The cooperative agreement is between and among six jurisdictional entities that are represented on the SATS Technical and Policy Committees:

- County of Sangamon;
- City of Springfield;
- Village of Chatham;
- Springfield Mass Transit District;
- Springfield-Sangamon County Regional Planning Commission;
- Illinois Department of Transportation, Region 4, District 6.

The SATS Policy Committee is responsible for direction, oversight and coordination of the transportation planning process for the region in a manner that will ensure that transportation planning and programming decisions are reflective of the needs and desires of its members and the general public. The work of the Policy Committee is supported by a Technical Committee responsible for providing technical advice and recommendations to the Policy Committee and MPO staff on all matters pertaining to the SATS planning function as well as other related matters referred to them by the Policy Committee. This responsibility includes reviewing and providing advice for the development of the annual Unified Planning Work Program as well as other planning documents, and the assignment of funding and prioritization of projects for the annual Transportation Improvement Program.

The SATS Policy and Technical Committees may establish subcommittees to provide advice on specific issues or projects, and have done so for such matters as revising the cooperative agreement and the by-laws (which was done in 2007) and developing a project prioritization system (which was done in 2008).

General Planning Activities

Much of the planning activities of SATS is directed toward developing, implementing and updating the MPA's Long-Range Transportation Plan. The Long-Range Plan is intended to identify the MPO's priorities and how it intends to invest in the area's transportation system. It involves several elements:

- Assessment of regional land use, development, housing and employment goals and plans, and the effect that they might have on the transportation system.
- Policies, strategies and priorities for the future.
- Determination of what anticipated project demand will be over a 25 year period.
- Assessment of the various components of the transportation system, such as roadways, public transit, bikeways, pedestrian ways, and intermodal connections.
- Identification of estimated costs and reasonably available financial sources for operation, maintenance and capital investments.
- Strategies to preserve existing roads and transportation facilities in order to increase transportation efficiency and cost-effectiveness.
- Efforts to increase consistency with statewide transportation plans.

The Long-Range Transportation Plan is updated by SATS every five years with the most recent Plan adopted in March 2010.

The MPO is also responsible for the development and maintenance of the Transportation Improvement Program (TIP). The TIP is a “financially constrained” four-year program covering the most immediate implementation priorities for transportation projects and strategies generated by the Long-Range Plan. Since it is fiscally constrained – meaning that the projects approved must not total more than the funds available – it is the MPO’s means of prioritizing and allocating limited resources among the area’s identified capital and operating needs. According to Federal Law, the TIP must:

- Cover a minimum four-year period of investments.
- Be up-dated at least every four years.
- Be realistic in terms of available funding rather than a “wish list”.
- Conform with the Statewide Transportation Improvement Program (STIP) if the region is designated as an air quality nonattainment or maintenance area (the SATS MPA is not such an area).
- Be approved by the MPO and the Governor for air quality.
- Be incorporated into the STIP.

These efforts involve data collection, analysis and the formulation of studies and forecasts, as well as the prioritization of projects for funding and implementation. Planning activities of the MPO often require forecasting population and employment growth, assessing projected land uses, forecasting future travel demand, identifying major growth corridors (as well as areas that would benefit from redevelopment), estimating the impact of the transportation system on the environment, and developing financial plans to cover system capital, operating, maintenance and preservation costs and investments.

They may also require the development of special plans, such as the Human Services Transportation Plan, involvement in targeted studies, such as the preparation and inputting of data for crash analysis, and responding to requests for assistance from other levels of government and jurisdictions, such as providing information and comment on the State

Transportation Plan, that are necessary for effective and coordinated long-range transportation planning.

In all such planning the involvement of the general public and affected interests is required and desired.

SECTION 2: 2035 LRTP GOALS

Although the UPWP is a document covering a one year period, it was developed in the context of a long range, comprehensive approach to planning. The 2035 Long Range Transportation Plan established goals that lay the ground work for a unified planning program. These goals are discussed below. (The goal numbers do not reflect a prioritization.)

GOAL #1 To support the businesses and workers in the area by providing a continuous, efficient, well maintained, and affordable transportation network within the MPA.

A solid transportation network is one of the most important factors in maintaining and promoting economic vitality as it allows goods and supplies to be delivered; employees to commute to work; customers to reach retail and wholesale establishments, services, and attractions; and business to be conducted. The economic roles of the Springfield Metropolitan Planning Area are many and include state capitol, tourist destination, medical center, and commercial center. Additionally agriculture, higher education, services, and industry contribute to the economic base. Therefore, people are not only traveling within the MPA but are also attracted to the area from rural Sangamon County, nearby counties, other parts of the state, and other states and countries. Meeting the travel needs of all these users requires connectivity and an inter-modal approach.

GOAL #2 To improve safety for all users of the transportation network.

A safe transportation network is of utmost importance in development of the Long Range Transportation Plan. Users expect the transportation network to provide safe means of travel regardless of the mode chosen. SATS is dedicated to increasing transportation related safety along corridors, at intersections, and where shared facilities exist.

GOAL #3 To increase security of the various aspects of the transportation system.

Security of transportation infrastructure and operation is vital to maintaining the area's economy and way of life and is the network that facilitates evacuation of citizens from an area and provides access for emergency response personnel to an area in the event of a disaster (man-made or natural). Each community and agency has an emergency response or security plan. The transportation related portions of these can be implemented through the coordination and cooperation of SATS members.

GOAL #4 To create an integrated transportation network that includes improved interconnectivity within the MPA as well as with major corridors outside the MPA, and better coordination of all modes of transportation.

The multi-modal aspect of travel in the area is a theme throughout the Long Range Transportation Plan goals. The interconnectivity within modes and between modes provides a more efficient system for users. This benefits communities in many ways as was emphasized in the public input activities conducted in development of this Plan.

Viewing the system as a whole rather than as parts leads to better coordination of all modes of travel. A multi-modal hub has also long been desired.

GOAL #5 To encourage the use of non-motorized travel and public transportation as a means to improve the quality of life and health of our citizens and to reduce the impact of travel on the environment.

There is a strong link between planning and public health. The design of a community has a direct impact on how much exercise people get, the connection they have with others in the community, and the quality of the environment. Providing safe, accessible, complete, and interconnected options for non-motorized travel and public transportation encourages people to leave their cars at home leading to greater health of our citizens, our communities, and our environment.

GOAL #6 To assure that transportation plans are consistent with both development and redevelopment potential of the area.

The coordination of the Long Range Transportation Plan with local development plans is essential to creating communities with adequate transportation infrastructure. If these two processes do not work together logical and cost-effective growth will be forsaken.

GOAL #7 To explore best management practices to promote efficiency through innovative, cost-effective means.

There are measures that can be explored to improve the transportation network within cost-effective means. These measures can solve operational problems, improve system performance, and improve communication across transportation-related agencies. Working individually and together at the regional level, best management practices can be implemented to benefit the area's residents, businesses, and travelers.

GOAL #8 To preserve the existing transportation system to maintain the vitality of the entire area.

Maintaining, connecting, and expanding the existing transportation network is essential to preserving the vitality of the region and assuring that older areas of our communities are not abandoned. Preservation of all modes of transportation needs to be considered.

GOAL #9 To ensure that all jurisdictions responsible for transportation planning in the area engage transparently in a comprehensive, continuing and cooperative planning effort.

With fewer financial resources available, the multi-modal aspect of the transportation network, development of a multi-modal transportation facility, and an ever growing list of needed projects, the 3-C planning process has never been more important. It is imperative that the many jurisdictions within the Springfield Metropolitan Planning Area communicate openly, cooperate fully, and work together to implement the vision proposed in this Long Range Transportation Plan in a cost-effective manner.

SECTION 3: PY 2011 UPWP ACTIVITIES COMPLETED

Activities were completed or undertaken at the time the 2012 UPWP was prepared and are listed by the goal they addressed.

Goal: To provide governance through which public officials and other transportation stakeholders can come together in a collaborative process to address transportation issues in the planning area, and to provide for the management and administration of SATS in an effective and efficient working environment.

- Agency administration and financial management was performed including the preparation of agreements, billings, progress reports, and fiscal reports.
- Clerical and staff support was provided to SATS including the preparation of agendas, meeting minutes, correspondence, and technical reports.
- Research began into identifying ways non-member communities can participate more directly in SATS.
- Conferences and workshops were attended by SATS staff.

Goal: To provide SATS members, the State of Illinois, the Federal Government, citizens and other stakeholders with informational, technical, and planning services for transportation planning and related community development activities.

- Socio-economic data, crash data, and SMTD operational data was collected.
- Local planning assistance and coordination was provided to numerous entities in the planning area.
- The SATS website was modified to include a section for the posting of special events, meetings and projects sponsored by SATS members. Members will email the Planning Commission staff with details which will be sent to SATS members and the SATS Contact List as well as being posted on the website.
- SATS adopted a Complete Streets Policy Statement in January 2011.
- Presentations on Complete Streets and Air Quality Conformity were arranged for SATS members.
- A detailed assessment was performed of the MPA related to the needs of the aging population with extensive data collected in four census tracts. A report was prepared for SATS and the Area Agency on Aging for Lincolnland to support their Maturing of Illinois Initiative.

Goal: To enhance the reliability of plans and forecasts by establishing the systems and products necessary for improved decision making.

- The PY 2012 Unified Planning Work Program was adopted in April 2011.
- The GIS transportation database was expanded and maintained.
- Locations were identified and new bus stops were added to the GIS database for the reconfigured SMTD bus route structure.
- The travel demand model was maintained and utilized to evaluate projects.
- A network of road and bridges central to the distribution of agricultural products was identified in collaboration with the Sangamon County Farm Bureau and structural deficiencies were identified.
- Locations with high numbers of crashes were identified.
- Work began to identify areas where infrastructure is in place to support development.

Goal: To ensure that the policies, plans and programs of SATS are coordinated with local and regional comprehensive plans.

- 2035 Long Range Transportation Plan Six Month and One Year Progress Reports were prepared.
- The regional comprehensive planning process has continued throughout the year.
- The Williamsville Comprehensive Plan was completed.
- Work has begun on a comprehensive plan for the Village of Curran.
- All development plans submitted were reviewed for conformity with transportation network plans.
- The MacArthur Boulevard Redevelopment Study was completed.

Goal: To efficiently and effectively allocate, program, monitor and keep current Federal funds for transportation improvements in the SATS planning area.

- The FY 2012-2015 Transportation Improvement Program is scheduled for completion by July 2011.
- The FY 2011-2014 TIP has been kept updated with amendments and the most current version is posted on the SATS website.
- The Transportation Improvement Program Project Tracking System has been maintained.
- The PY 2010 Annual Listing of Federally Obligated Projects was prepared.

Goal: To develop, monitor, maintain and keep current long range plans for multimodal transportation.

- A transit-oriented development (TOD) planning project is underway.
- Coordination and support services were provided to the Springfield Area Human Services Transportation Plan Advisory Committee.
- Staff continued to serve on the Region 7 Rural Human Services Transportation Planning Committee.
- Work began to create a coordinated rural transit system in Sangamon County in the summer of 2010.
- Work began on development of the bike/pedestrian ways plan in the Fall of 2010.
- A "Curb Your Car" promotion is being planned in collaboration with several community partners for Bike to Work week in May 2011.
- Plans are underway to participate in the Earth Awareness Fair on May 7, 2011.
- The Springfield Area Parking Study is scheduled to be completed by June 30, 2011.

Goal: To include all of the citizens of the region in the development of transportation plans, programs and projects, and to provide information to all sectors of the community about SATS and its activities.

- Besides the core public engagement activities outlined in the SATS Public Participation Plan, several additional activities were conducted to encourage public involvement including media interviews, presentations, a Rate Your Neighborhood Survey, and a Public Engagement Workshop to receive input on development of a Bicycle/Pedestrian Way Plan.
- The 2011 Public Participation Plan was prepared and is scheduled to be adopted in May, 2011.
- Communications were active between SATS and local governmental bodies, public agencies, private groups, and citizens. Meeting notices, information, and documents were sent to interested parties on the SATS email list.
- All SMTD marketing materials were updated to reflect the restructuring of the SMTD mainline system.
- Work to create a database needed to have SMTD bus route information available on Google Transit.

SECTION 4: PY-2012 WORK ELEMENTS

The PY-2012 Work Program contemplates nine work elements as being critical to the ongoing work of the MPO in addressing the goals and objectives outlined in the 2035 Long Range Transportation Plan, federal and state requirements related to transportation planning, and support of the Springfield Area Transportation Study. These work elements are described in terms of a Work Program goal they are intended to address and activities to be undertaken to meet that goal.

Activities are identified as three types -

Core tasks: Committed activities to be undertaken during the 2012 program year. Core tasks that continue from year to year are identified as “ongoing” or “as needed”. Core task activities are in bold. The core task work products are listed at the end of each Work Element description.

Stretch efforts: Additional activities that may be taken up once core tasks are addressed and should resources allow.

Future initiatives: Activities not anticipated to be addressed in this program year but which should be considered in future Work Program development.

This section of the UPWP has a new look from previous work programs and combines Sections 3 and 4 from last year’s document to focus on Work Elements that reflect the intent of the transportation planning process and does away with Work Tasks categories that were based solely on the products of the process. Core task work products are listed at the bottom of each Work Element description. The nine Work Elements are:

- 200 SATS Management
- 210 Municipal and Regional Service
- 220 Transportation Planning Decision Support Systems
- 230 Planning Coordination
- 240 Transportation Programming
- 250 Multimodal Transportation Planning
- 260 Transportation Safety Planning
- 270 Public Involvement and Communications
- 314 SMTD Materials and Support

Work Element 200: SATS Management

Goal: To provide governance through which public officials and other transportation stakeholders can come together in a collaborative process to address transportation issues in the planning area, and to provide for the management and administration of SATS in an effective and efficient working environment.

200.1 Coordination and Staff Support of Committee Activities.

Core Tasks:

- Provide staff clerical and support services to the SATS Policy and Technical committees for which SSCRPC serves as the secretariat. *(ongoing)*
- Review and prepare amendments for SATS Bylaws. *(as needed)*
- Review and prepare annual service agreements with SATS members. *(ongoing)*
- Identify ways non-member communities can participate more directly in SATS.

Stretch Efforts:

- Research planning funding opportunities available to SATS.

200.2 Maintenance of SATS Operating Processes and Procedures.

Core Tasks:

- Review and update the boundaries for the SATS Urban Area and MPA. *(as needed)*
- Review and update roadway functional classifications. *(as needed)*
- Monitor current plans, programs and processes, preparing amendments as necessary. *(ongoing)*
- Seek a process for handling future federal programs and requirements that are not part of current federal law.

200.3 Training and staff development.

Core Tasks:

- Survey SATS partners and SSCRPC staff to determine significant training needs. *(ongoing)*
- Provide opportunities for meeting identified training needs by attendance at conferences and training workshops. *(ongoing)*

Stretch Efforts:

- Provide opportunities for SSCRPC staff to visit MPOs that have been recognized for their transportation planning efforts.

WORK ELEMENT 200

SATS Management

CORE TASKS WORK PRODUCTS:

- **SATS meeting notices, agendas, minutes, correspondence, technical reports, etc.**
- **Maintained SATS Bylaws**
- **Annual service agreements**
- **Maintained MPA boundary map**
- **Maintained functional classifications and functional classification map**
- **Plan amendments**
- **Process for handling future transportation laws**
- **Staff training**

Work Element 210: Municipal and Regional Service

Goal: To provide SATS members, the State of Illinois, the Federal Government, citizens and other stakeholders with informational, technical, and planning services for transportation planning and related community development activities.

210.1 Data Collection and Maintenance.

Core Tasks:

- Collect socio-economic and land use data for Springfield and Sangamon County, including up-to-date census data and traffic analysis zone data. *(ongoing)*
- Collect and maintain crash and traffic data. *(ongoing)*
- Review and update, as necessary, information and data concerning Springfield Mass Transit District operations. *(ongoing)*
- Conduct and publish parking survey of the Springfield Central Area.

210.2 Local Planning Assistance and Coordination.

Core Tasks:

- Process A-95 reviews of local programs and projects to determine conformance with area-wide planning activities. *(as needed)*
- Assure road right-of-way is dedicated when tract surveys are approved for Grandview, Riverton, Rochester, Springfield and unincorporated Sangamon County, *(ongoing)*
- Provide expertise to entities within the SATS jurisdiction such as: Springfield Historic Sites Commission, Sangamon County Historic Preservation Commission, Downtown Springfield Inc., Greater Springfield Chamber of Commerce. *(ongoing)*
- Provide technical planning assistance to SATS member agencies, local municipalities, and other entities seeking guidance on transportation issues, project development, and/or coordination. *(ongoing)*
- Provide municipalities in service area with access to supplemental staff resources for planning purposes. *(ongoing)*
- Assist as requested with the Capitol Complex planning effort. *(as needed)*
- Assist with Mid-Illinois Medical District related planning efforts. *(as needed)*
- Participate on the Housing/Transportation/Employment Linkages Working Group organized by the Illinois Housing Development Authority. *(ongoing)*
- Participate in and provide expertise to - SMTD Disabled Persons Advisory Committee, ILMPO Advisory Council and Technical Committee, Sangamon Valley Local Emergency Planning Committee, IDNR Greenways and Trails Committee, and Route 66 Trail South Region Committee.
- Present reports and updates to the SMTD Board of Trustees.
- Provide competitive transportation planning grants to smaller communities in the SATS planning area.
- Assist older, urban neighborhoods involved in redevelopment planning efforts with transportation planning associated with sustainability concepts and the

transportation enhancement planning and conceptual design necessary to achieve them.

- **Assist smaller communities in the MPA with transportation planning associated with sustainability concepts and the enhancement planning and conceptual design necessary to achieve them.**

210.3 Traffic Alert Efforts.

Future Initiatives:

- Establish a common internet presence for SATS members where current road projects are listed.

210.4 Transportation For Livable Communities Activities.

Core Tasks:

- **Assist the Quantum 5 Partnership Infrastructure Committee. (as needed)**

Stretch Efforts

- Conduct survey of similar-size MPOs to determine how they assess linkages between transportation infrastructure investments and community needs.
- Research the relationship of public health and transportation in the SATS planning area.

210.5 Best Practices Identification

Core Tasks:

- **Provide presentations on operations and management best practices to SATS Technical Committee members to generate new ideas that promote efficiency through innovative, cost-effective means. (ongoing)**

Stretch Efforts:

- Organize, develop and maintain a vertical file system pertaining to local transportation best practices.

210.6 Preserving existing transportation infrastructure.

Core Tasks:

- **Develop a pavement management system (PMS) for the MPA.**

WORK ELEMENT 210

Municipal and Regional Service

CORE TASKS WORK PRODUCTS:

- **Maintained databases containing socio-economic, land-use, crash, and transit data**
- **A-95 reviews**
- **Staff expertise provided to area communities, agencies, groups, and individuals**
- **Transit reports**
- **Presentations provided to SATS**
- **2012 Springfield Area Parking Study**
- **Pavement Management System**

Work Element 220: Transportation Planning Decision Support Systems

Goal: To enhance the reliability of plans and forecasts by establishing the systems and products necessary for improved decision making.

220.1 Preparation of the UPWP.

Core Tasks:

- Prepare the PY-2013 Unified Planning Work Program.
- Survey SATS partners to identify future UPWP program element activities and recommended tasks. *(ongoing)*
- Survey local transportation stakeholders to identify future UPWP program element activities and recommended tasks. *(ongoing)*

220.2 Mapping and Graphics Support of MPO Operations.

Core Tasks:

- Incorporate transportation data in the county GIS system. *(ongoing)*
- Continue housekeeping of GIS data library. *(ongoing)*
- Document any new bus stops and bus stop signs as bus routes are added or changed and add to GIS system. *(ongoing)*
- Maintain crash data. *(ongoing)*

Stretch Efforts:

- Assist in the updating of various GIS data layers, particularly service areas, natural resource data, commercial/industrial data base, and utilities and facilities.

220.3 Transportation Modeling.

Core Tasks:

- Maintain TransCad travel demand computer model (TDM). *(ongoing)*
- Utilize TDM in transportation planning and project evaluation. *(ongoing)*
- Create a format for maintaining the TDM that allows SATS members and other jurisdictions in the County to provide periodic updates of socioeconomic data and transportation infrastructure to the Regional Planning Commission for consideration in the assessment of both local and regional projects.

Stretch Efforts:

- Survey SATS partners to identify desired enhancements to TDM.

220.4 Project Definition, Scoping and Other Special Studies.

Core Tasks:

- **Maintain an inventory of physical and operational characteristics of the SMTD fixed route system and Access Springfield, the complementary paratransit system. (*ongoing*)**
- **Evaluate ITS applications to determine applicability for SMTD multi-modal facility and system operation.**

Stretch Efforts:

- Research municipal air-rights ordinances and their application to construction over highways.

WORK ELEMENT 220

Transportation Planning Decision Support Systems

CORE TASKS WORK PRODUCTS:

- **Planning Year 2013 Unified Planning Work Program**
- **Maintained GIS database**
- **Maintained Travel Demand Model**
- **Project evaluations using TDM**
- **Maintained inventory of SMTD characteristics**
- **Evaluation of ITS applications available for transit facilities and systems**

Work Element 230: Planning Coordination

Goal: To ensure that the policies, plans and programs of SATS are coordinated with local and regional comprehensive plans.

230.1 Long-range transportation planning.

Core Tasks:

- Implement goals and objectives of the 2035 Long Range Transportation Plan. (*ongoing*)
- Identify corridors and nodes where economic activity is occurring or likely to occur over the next ten years, including redevelopment areas, and create a working map of these.
- Create a system for identifying locations with high numbers of accidents and to prioritize needed improvements.
- Identify areas where adequate transportation infrastructure is in place to support future development and also where adequate transportation infrastructure is not available to support existing development.
- Identify “missing links” in the transportation network.
- Provide information to communities on how to establish parameters to prioritize needed improvements to existing Roadways.
- Prepare six month progress reports on implementation of the 2035 Long Range Transportation Plan.

230.2 Regional Comprehensive Planning.

Core Tasks:

- Develop comprehensive regional plan. (*currently underway*)
- Conduct public engagement sessions for input to the regional comprehensive planning effort.

230.3 Local Comprehensive Planning.

Core Tasks:

- Create a comprehensive plan for the Village of Curran. (*currently underway*)
- Coordinate SATS planning actions with the plans of all communities in the MPA.

Future Initiatives:

- Prepare comprehensive plans for interested communities.

230.4 Development Review.

Core Tasks:

- Provide objective reviews of transportation matters on City of Springfield and Sangamon County development proposals under the established land subdivision and large-scale development review processes. (*ongoing*)
- Develop a policy statement supporting the coordination of development with the Long Range Transportation Plan.

Stretch Efforts:

- Review and update Planned Unit Development ordinances.
- Promote innovative designs in new developments.

230.5 Corridor Development and Transportation Planning.

Core Tasks:

- Provide planning assistance as needed for Route 66 Heritage Corridor Project.
- Identify corridors in need of redevelopment including gateways to the City of Springfield.

230.6 Freight Transportation Planning.

Core Tasks:

- Provide planning assistance concerning rail line consolidation in Springfield. (*as needed*)

WORK ELEMENT 230

Planning Coordination

CORE TASKS WORK PRODUCTS:

- Working maps of economic corridors and nodes in potential development areas, crash locations, and transportation “missing links”
- Regional comprehensive planning documents
- Curran Comprehensive Plan
- Coordination activities
- Policy statement supporting the coordination of development with the Long Range Transportation Plan.
- Railroad planning assistance.
- 2035 Long Range Transportation Plan Progress Reports.

Work Element 240: Transportation Programming

Goal: To efficiently and effectively allocate, program, monitor and keep current Federal funds for transportation improvements in the SATS planning area.

240.1 Transportation Improvement Program (TIP) Development.

Core Tasks:

- Develop a 4-year (FY 2013-2016) TIP document.
- Conduct public involvement process for the TIP.
- Use the prioritization procedure adopted in PY 2009 to evaluate STU projects to be included in the TIP. *(as needed)*

240.2 TIP Project Tracking and Management.

Core Tasks:

- Maintain an updated 4-year (FY 2012 – 2015) TIP.
- Continue using reporting system that allows longitudinal tracking of transportation project completion. *(ongoing)*
- Prepare Annual Listing of Federally Obligated Projects.

WORK ELEMENT 240

Transportation Programming

CORE TASKS WORK PRODUCTS:

- FY 2013-2016 Transportation Improvement Program
- Updated FY 2012-2015 Transportation Improvement Program
- Updated Project Tracking Document
- PY 2011 Annual Listing of Federally Obligated Projects

Work Element 250: Multimodal Transportation Planning

Goal: To develop, monitor, maintain and keep current long range plans for multimodal transportation.

250.1 Public Transportation Planning.

Core Tasks:

- Provide staff services and coordination assistance to SMTD to improve public transit in the Springfield area. *(as needed)*
- Provide assistance to SMTD regarding annexation issues. *(as needed)*
- Assist SMTD as requested in the development of a strategic plan. *(as needed)*
- Assist SMTD with planning pertaining to development of multi-modal transportation center. *(as needed)*
- Provide staff services in support of grant applications. *(as needed)*

250.2 Human Services Transportation Planning.

Core Tasks:

- Coordinate and provide support services for the Springfield Urbanized Area Human Services Transportation Plan Advisory Committee. *(ongoing)*
- Facilitate update of the Springfield Urbanized Area Human Services Transportation Plan.
- Communicate with municipalities and other interested groups the needs and benefits of public transportation and coordinated transportation efforts. *(as needed)*
- Facilitate development of a rural transit system to serve rural areas of Sangamon County as well as areas of the MPA outside of the SMTD boundaries.
- Participate on the Region 7 Rural Human Services Transportation Planning Committee.

Future Initiatives:

- Explore the demand and define opportunities for coordinated public transportation to the Airport.

250.3 Environmental Planning.

Core Tasks:

- Conduct activities to increase the awareness of decision-makers, planners and the public about the relationship between transportation choices and air quality.
- Work with SATS partners on strategies to reduce emissions of Clean Air Act criteria pollutants.

250.4 Non-motorized Transportation Planning.

Core Tasks:

- Finalize a bicycle/pedestrian ways plan that will guide interconnectivity and development of these corridors and integrate them in the overall transportation network.
- Implement the bicycle/pedestrian ways plan. (*ongoing*)
- Prepare annual progress report on implementation of the bicycle/pedestrian ways plan.
- Conduct a “Curb Your Car” promotion in conjunction with Bike to Work week. (*May 2012*)
- Work with local jurisdictions to help identify funding opportunities for existing and needed bikeway and pedestrian way routes. (*ongoing*)
- Promote non-motorized connection of neighborhoods through the land subdivision process. (*ongoing*)
- Promote use of non-motorized transportation and mass transit in connection with the “Earth Awareness Fair”. (*Spring 2012*)
- Create a plan to provide non-motorized travel to Southwind Park.
- Attend meetings of the Springfield Bicycle Advisory Council.
- Develop a long range multimodal transportation plan.

250.5 Ride-share Planning.

Stretch Efforts:

- Assess the viability of a ride-sharing or joint transit program that would allow those in communities outside the MPA but working in the MPA to “park-and-ride”.

WORK ELEMENT 250

Multimodal Transportation Planning

CORE TASKS WORK PRODUCTS:

Assistance provided to the Springfield Mass Transit District as needed

Transit-Oriented Development planning documents

Updated Human Services Transportation Plan for the urbanized area

Development of a rural transit service in Sangamon County

Coordination with the rural transit network in Region 7

Activities to increase awareness of the relationship between transportation choices and air quality

Strategies to reduce emissions of Clean Air Act criteria pollutants.

Bicycle/Pedestrian Ways Plan including non-motorized travel to Southwind Park

Progress Report on Bicycle/Pedestrian Ways Plan

“Curb Your Car” event

Booth at the 2012 Earth Awareness Fair to promote mass transit, biking, and walking

Work Element 260: Transportation Safety Planning

Goal: To increase the safety of the transportation system for motorized and non-motorized users.

260.1 Safe Routes to Schools.

Stretch Efforts:

- Work with local school districts to seek completion of Safe Routes to School projects.

260.2 Congestion management processes.

Core Tasks:

- Identify components of a congestion management system, data needs, and examples from other jurisdictions.
- Develop a congestion management system planning framework for the MPA.

260.3 Highway Planning Performance Monitoring.

Future Initiatives:

- SATS staff will develop a system to verify and update roadway inventory and performance of SATS planning efforts leading to road construction/improvement.

260.4 Safety By Design Review.

Core Tasks:

- Research low-cost methods that could be implemented to improve safety and efficiency of the transportation network.

Future Initiatives:

Begin to collect information on safety by design criteria for public transit stops.

260.5 Emergency Transportation Planning.

Core Tasks:

- Map routes most often used for emergency transport or most likely to be used in the event of a disaster.
- Identify the need for LED and battery backup for traffic signals on all evacuation routes.

WORK ELEMENT 260

Transportation Safety Planning

CORE TASKS WORK PRODUCTS:

Congestion management system planning framework

Report on low-cost methods to improve safety and efficiency of the transportation network

Map of emergency transportation routes

Report identifying need for LED and battery backup for traffic signals on evacuation routes

Work Element 270: Public Involvement and Communications

Goal: To include all of the citizens of the region in the development of transportation plans, programs and projects, and to provide information to all sectors of the community about SATS and its activities.

270.1 Public Involvement.

Core Tasks:

- Provide opportunities for public participation in the planning process and the development of transportation plans as laid out in the 2011 Public Participation Plan. *(ongoing)*
- Research ways to increase public participation in development of the 2040 Long Range Transportation Plan.

270.2 Communications.

Core Tasks:

- Provide information and services to local governments, public agencies, private groups, and individuals that will assist them in making planning and development decisions. *(ongoing)*
- Provide expertise as members of such entities as: Downtown Springfield, Inc. and Quantum 5 Partnership. *(ongoing)*
- Provide TrendLines component related to transportation. *(ongoing)*
- Assist organizations such as Citizens Club of Springfield in holding public sessions on transportation issues and infrastructure needs in MPA. *(as needed)*
- Maintain and continue development of the SATS Transportation segment of the SSCRPC website. *(ongoing)*
- Prepare Transportation Fact Sheets that provide insight to the transportation planning process.
- Coordinate social media activities for SATS and other relevant transportation projects.

270.3 Legislative Monitoring.

Core Tasks:

- Provide MPO members with ongoing information pertaining to pending legislative and regulatory actions relevant to SATS. *(ongoing)*

WORK ELEMENT 270

Public Involvement and Communications

CORE TASKS WORK PRODUCTS:

- **Public participation activities**
- **Information and services provided to local governments, agencies, groups, and individuals**
- **Maintenance of SATS website**
- **Transportation Fact Sheets**
- **Establishment of social media activities**

Work Element 314: SMTD Materials and Support

Goal: To provide support to the Springfield Mass Transit District by creating public information materials and by performing special activities as requested.

314.1 Passenger Information Materials

Core Tasks:

- Develop and maintain up-to-date marketing materials for SMTD, including the main route and schedule brochure, individual route brochures, State Fair schedule brochure, and special requests. (*ongoing*)

314.2 Additional Transit Support

Core Tasks:

- Provide additional support to the Springfield Mass Transit District when requested.
- Provide data needed to have SMTD bus route information available on Google Transit for passenger route planning capability.

WORK ELEMENT 314

SMTD Materials and Support

CORE TASKS WORK PRODUCTS:

- Updated main route schedule brochure
- Updated individual route brochures
- State Fair schedule brochure
- Google Transit data

PART II: WORK PROGRAM FINANCIALS

SATS planning funds are administered by the Springfield Sangamon County Regional Planning Commission which has established an accounting system based on the work element activities undertaken by staff members. All expenses (salaries and non-salaries) are assigned to a specific work element or to the indirect costs account. Reports are then run to document work element costs for quarterly billing cycles. The assignment process is discussed below.

DIRECT costs are allocated as follows:

Salaries are staff time applied directly to an individual work element. Salaries include base wages plus fringe benefits authorized by the Sangamon County Board including FICA; Medicare; Illinois Municipal Retirement Fund; Worker's Compensation Insurance; Health, Dental and Life Insurance; and Employee Assistance Program.

Contractual services related to a specific work element will be treated as a direct cost.

Other costs that support a specific work element, such as supplies, meetings & dues, travel, publications, and equipment purchases, are also considered a direct cost.

INDIRECT COSTS are as follows:

Salaries spent on the overall operation of the Commission and allocated to indirect costs are estimated at 30% of the Executive Director, 80% of the Clerk Typist, and 80% of the Accounting Technician. (These percentages have changed from previous years based on the evolution of the Planning Commission organizational structure and current work responsibilities of staff members.) The balance of their time will be spent on specific work elements. Paid leave authorized by the Sangamon County Board (sick, vacation, holidays, and personal days) of all staff is also included in indirect salaries.

Non-salary Overhead relating to the overall operation including office supplies, printing, meetings & dues, travel, publications, postage, building rent & utilities, new equipment and contractual services will be a part of a provisional indirect rate.

Indirect costs are billed by applying the provisional indirect cost rate of **54.2%** (see page 39) to the total direct salary cost attributed to each work element for the reporting period. The resulting amounts are billed and reported under Work Element 121. When the contract period closes (June 30, 2012), actual indirect charges will be determined and compared to the indirect charges which were billed based on the provisional rate. Adjustments will be made if needed to insure that the actual indirect charges align with the indirect charges billed.

(Arrangements will be made for the FY-2011 financial and compliance audit to be prepared within the prescribed audit reporting cycle during FY-2012.)

**PY 2012 AGENCY BUDGET
SPRINGFIELD SANGAMON COUNTY REGIONAL PLANNING COMMISSION**

WORK ELEMENT #	WORK ELEMENT DESCRIPTION	WORK ELEMENT COST BREAKDOWN	STREET & HIGHWAY Program**	TRANSIT Program**	LOCAL PROGRAMS	TOTAL BUDGET
200	SATS Management	Direct Salaries	28,698	7,916		59,960
		Indirect Costs*	15,555	4,291		
		Direct Non-salary Costs	2,743	757		
210	Municipal & Regional Service	Direct Salaries	37,895	7,419		79,875
		Indirect Costs*	20,540	4,021		
		Direct Non-salary Costs	10,000	0		
220	Transportation Support	Direct Salaries	29,523	8,144		67,784
		Indirect Costs*	16,003	4,414		
		Direct Non-salary Costs	7,603	2,097		
230	Planning Coordination	Direct Salaries	62,674	14,701		139,315
		Indirect Costs*	33,971	7,969		
		Direct Non-salary Costs	16,200	3,800		
240	Transportation Programming	Direct Salaries	18,008	4,967		35,428
		Indirect Costs*	9,761	2,692		
250	Multimodal Transportation Planning	Direct Salaries	41,891	8,610		78,875
		Indirect Costs*	22,706	4,667		
		Direct Non-salary Costs	830	171		
260	Transportation Safety Planning	Direct Salaries	6,115	1,687		12,031
		Indirect Costs*	3,315	914		
270	Public Involvement & Communications	Direct Salaries	20,739	5,721		46,802
		Indirect Costs*	11,241	3,101		
		Direct Non-salary Costs	4,703	1,297		
314	SMTD Materials & Support	Direct Salaries			16,213	25,000
		Indirect Costs*			8,787	
132	Sangamon County Projects	Direct Salaries			145,743	332,652
		Indirect Costs*			78,998	
		Direct Non-salary Costs			107,911	
133	City of Springfield Projects	Direct Salaries			103,110	159,000
		Indirect Costs*			55,890	
430	Reg. Comprehensive Planning	Direct Salaries			22,961	150,407
		Indirect Costs*			12,446	
		Direct Non-salary Costs			115,000	
480	SMSD	Direct Salaries			10,054	17,005
		Indirect Costs*			5,451	
		Direct Non-salary Costs			1,500	
490	Curran Comp. Plan	Direct Salaries			5,541	8,544
		Indirect Costs*			3,003	
	Leland Grove	Direct Salaries			3,867	6,000
		Indirect Costs*			2,097	
		Direct Non-salary Costs			36	
	RCRPF	Direct Salaries			7,565	14,665
		Indirect Costs*			4,100	
		Direct Non-salary Costs			3,000	
Total Direct Salaries			245,543	59,165	315,054	619,762
Total Indirect Costs*			133,093	32,069	170,772	335,934
Total Direct Non-salary Costs			\$42,078	\$8,122	227,447	277,647
TOTAL COST			\$420,714	\$99,356	\$713,273	\$1,233,343

* Indirect Costs = 54.2% of Direct Salaries

** Includes federal funding and local match. See next page for breakdown.

**PY 2012
 SPRINGFIELD AREA TRANSPORTATION STUDY
 TRANSPORTATION PLANNING BUDGET
 BREAKDOWN BY FUNDING SOURCE**

WORK ELEMENT		STREET AND HIGHWAY						TRANSIT			STREET & HIGHWAY and TRANSIT
		FHWA/PL	LOCAL 20%				TOTAL	LOCAL		TOTAL	
			SPRINGFIELD motor fuel tax	SANGAMON COUNTY motor fuel tax	CHATHAM motor fuel tax	CRPF Funds		FTA Sec. 5303	SMTD		
#	DESCRIPTION	(80%)	(9%)	(9%)	(2%)	(0%)	(100%)	(80%)	(20%)	(100%)	TOTAL
200	SATS Management	37,597	4,230	4,230	940	0	46,996	10,371	2,593	12,964	59,960
220	Transportation Support	42,503	4,782	4,782	1,063	0	53,129	11,724	2,931	14,655	67,784
240	Transportation Programming	22,215	2,499	2,499	555	0	27,769	6,127	1,532	7,659	35,428
260	Transportation Safety Planning	7,544	849	849	189	0	9,430	2,081	520	2,601	12,031
270	Public Involvement and Communications	29,346	3,301	3,301	734	0	36,683	8,095	2,024	10,119	46,802
	SUBTOTAL	\$139,205	\$15,661	\$15,661	\$3,480	\$0	\$174,007	\$38,398	\$9,600	\$47,998	\$222,005
		(80%)	(6.8%)	(6.8%)	(1.5%)	(4.9%)					
210	Municipal & Regional Service	54,748	4,649	4,649	1,036	3,353	68,435	9,152	2,288	11,440	79,875
230	Planning Coordination	90,276	7,669	7,669	1,700	5,531	112,845	21,176	5,294	26,470	139,315
250	Multimodal Transportation Planning	52,342	4,444	4,444	989	3,208	65,427	10,758	2,690	13,448	78,875
	SUBTOTAL	\$197,366	\$16,762	\$16,762	\$3,725	\$12,092	\$246,707	\$41,086	\$10,272	\$51,358	\$298,065
	GRAND TOTAL	\$336,571	\$32,423	\$32,423	\$7,205	\$12,092	\$420,714	\$79,485	\$19,871	\$99,356	\$520,070

**PY 2012
 SPRINGFIELD SANGAMON COUNTY REGIONAL PLANNING COMMISSION
 PROJECTED EXPENSES AND COST ALLOCATION**

ACCOUNT	STREET & HIGHWAY	TRANSIT	OTHER	TOTAL DIRECT	INDIRECT	TOTAL
Salaries	245,543	59,165	\$315,054	\$619,762	\$244,610	\$864,372
Office Supplies	2,351	649		\$3,000	1,800	4,800
Printing					750	750
Meetings & Dues	1,960	540		\$2,500	6,000	8,500
Travel	784	216	36	\$1,036	1,000	2,036
Publications	2,350	650		\$3,000	1,500	4,500
Postage			1,500	\$1,500	3,000	4,500
Building Rental & Utilities					59,569	59,569
Equipment Maintenance	3,919	1,081		\$5,000	800	5,800
New Equipment	3,135	865		\$4,000	2,000	6,000
Contractual	27,579	4,121	119,500	\$151,200	14,905	166,105
County Services Cost Allocation			96,811	\$96,811		96,811
Other County Direct (SCHPC, VSP)			9,600	\$9,600		9,600
TOTAL DIRECT COST	287,621	67,287	542,501	\$897,409		
INDIRECT COST	133,093	32,069	170,772		\$335,934	
TOTAL PROGRAM COST	\$420,714	\$99,356	\$713,273			\$1,233,343

Total Indirect Costs ÷ Direct Salaries = **INDIRECT RATE**
 \$ 335,934 ÷ \$ 619,762 = **54.2 %**