

Unified Planning Work Program

for the

DeKalb-Sycamore Area Transportation Study (DSATS)

FY 2009

July 1, 2008 to June 30, 2009

DeKalb-Sycamore Area Transportation Study
City of DeKalb Community Development Department
223 South Fourth Street, Suite A
DeKalb, IL 60115
(815) 748-2060

**Unified Planning Work Program
for the
DeKalb-Sycamore Area Transportation Study
(DSATS)**

FY 2009

Approved by Technical Committee

June 11, 2008

Approved by Policy Committee

June 25, 2008

Prepared For: DeKalb-Sycamore Area Transportation Study

In Cooperation With: Illinois Department of Transportation
Federal Highway Administration
Federal Transit Administration

Prepared By: Russ Farnum, AICP, Community Development Director /
Acting MPO Director
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DeKalb-Sycamore Area Transportation Study

Policy Committee

City of DeKalb (4 votes)

Mayor Frank Van Buer, *Committee Chair*
Alderman Brent Keller
Alderman Ron Naylor
Mark Biernacki, City Manager

City of Sycamore (1 vote)

Mayor Ken Mundy, *Committee Vice-Chair*

DeKalb County (1 vote)

Pat Lavigne, County Board Member

Northern Illinois University (1 vote)

Dr. John Peters, President
Rena Cotsones, Exec. Director of
Community Relations (Alt.)

Illinois Dept. of Transportation (1 vote)

George Ryan, Deputy Director of Highways
Lou Paukovitz, District Planner

Town of Cortland (Non-voting)

Mayor Bob Seyller

Technical Committee

City of Sycamore (1 vote)

Bill Nicklas, City Manager
John Laskowski, Asst. City Engineer

DeKalb County (1 vote)

Bill Lorence, County Engineer
Paul Miller, County Planning Director
Ray Bockman, County Administrator

Town of Cortland (1 vote)

Tom Simmons, Consulting Engineer

City of DeKalb (1 vote)

Joel Maurer, City Engineer
Russ Farnum, Community Development Director; *Vice-Chair*
Mark Biernacki, City Manager

Northern Illinois University (1 vote)

Bob Albanese, Assoc. Vice President –
Finance & Facilities
Ken Pugh, Director –Management Materials Dept.

NIU Student Association (1 vote)

Brent Keller, Director of Transportation

Voluntary Action Center (1 vote)

Tom Zucker, Executive Director, *Committee-Vice Chair*
Ellen Rogers, Assistant Director

Kishwaukee College/IL Employment Training Center (1 vote)

Elaine Cozort, IETC Coordinator
Larry Apperson, Vice President of Student Service

Illinois Dept. of Transportation – District 3 (1 vote)

Lou Paukovitz, District Planner

Illinois Dept. of Transportation – Planning & Programming

Curtis Jones, Acting Bureau Chief

Illinois Dept. of Transportation – Public Transportation

Dave Spacek, Program Manager

Federal Highway Administration

John Donovan, Transportation Planning Specialist

DSATS Staff

Russ Farnum, *Community Development Director / MPO Director*

Brian Dickson, *MPO Coordinator / Transportation Planner*

Paul LaLonde, *DSATS Intern*

Introduction

The purpose of the *Fiscal Year 2009 Unified Planning Work Program (UPWP)* is to establish the activities and projects that the DeKalb-Sycamore Area Transportation Study (DSATS) intends to accomplish during the fiscal year beginning July 1, 2008 and ending June 30, 2009. The Program outlines the activities to be undertaken to advance the cooperative, comprehensive and continuing planning efforts for the DeKalb-Sycamore region's transportation systems. The Program identifies the budget and work activities to be undertaken by DSATS Staff, its Committees, and its consultants as required by the Federal Aid Highway Act of 1962 and as governed by the Transportation Equity Act for the 21st Century (TEA-21).

On May 1, 2002, the U.S. Census Bureau designated the DeKalb-Sycamore area as an "Urbanized Area," with a total population of 55,805. This designation was based on a combination of total population and contiguous areas of "urban" population exceeding 1,000 people per square mile. This designation triggered the federal requirement that a Metropolitan Planning Organization (MPO) was to serve the urbanized area. The primary purposes of the MPO are to establish the policy direction for prioritizing federal transportation investments in the region, and to provide mechanism for regional planning and cooperation for addressing the area's transportation issues.

Fiscal Year

When dealing with transportation, many of the grants and timelines are based on fiscal, rather than calendar years. The planning process for DSATS is based on the Fiscal Year of its host organization, the City of DeKalb, which is currently based on a July 1 – June 30 Fiscal Year. For planning purposes, DSATS looks at the following fiscal years:

- DSATS / City of DeKalb: July 1 to June 30
- State of Illinois: July 1 to June 30
- US Federal Government: October 1 to September 30

As a result of varying fiscal years, some of the projects identified in a DSATS fiscal year may cover multiple fiscal years when dealing with Federal deadlines and requirements.

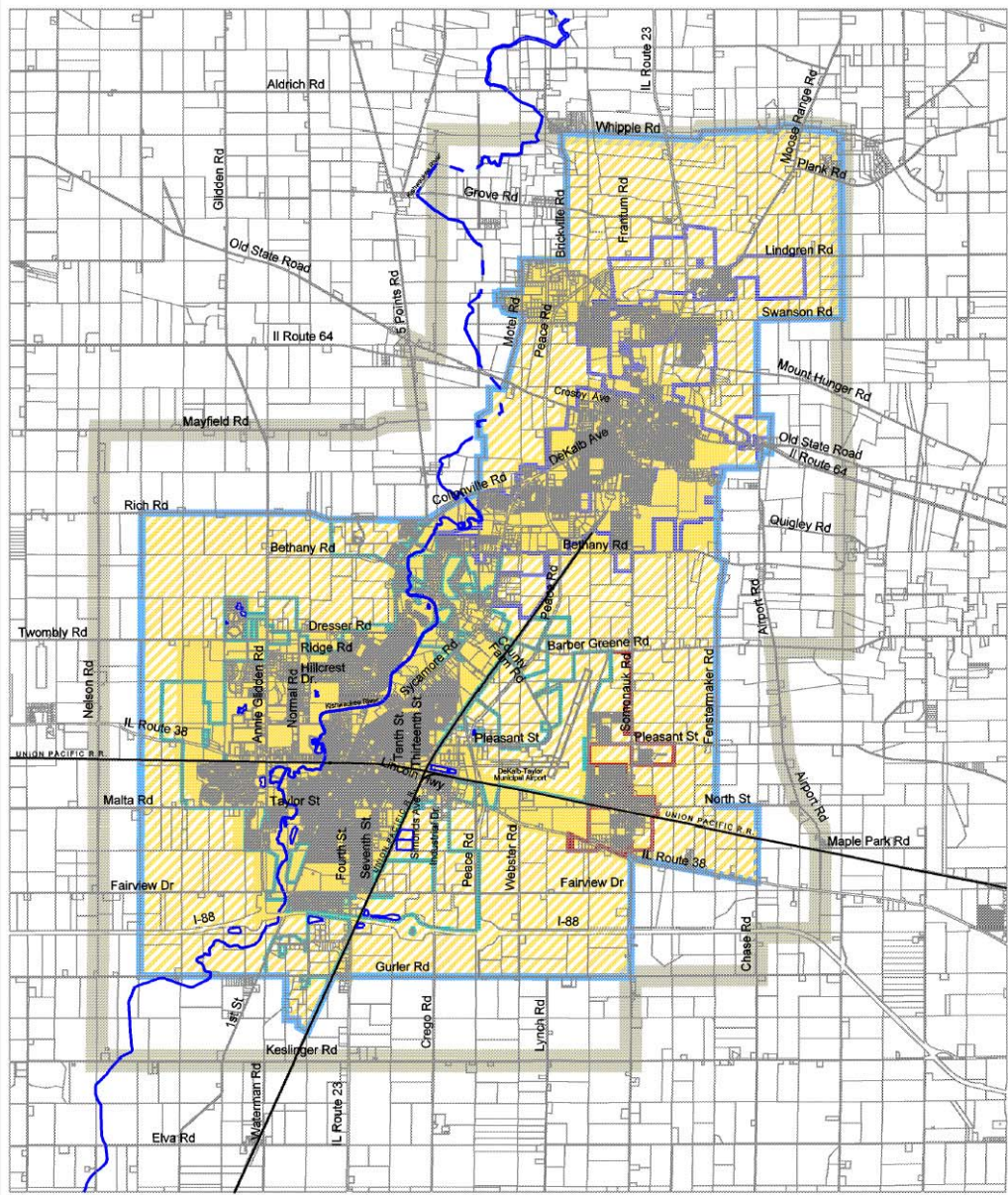
Study Area

In determining whether the area met the threshold for creating a MPO, the Census Bureau designated an **“urbanized area” (“UZA”)** based on a minimum population density threshold of 1,000 people per square mile. Because the total population enumerated in this area exceeded 50,000 (55,805 people in 2000), the DeKalb-Sycamore area was certified as an urbanized area. This designation triggered the federal requirements for the creation of a Metropolitan Planning Organization (MPO) to provide transportation planning for the area.

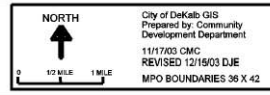
The “urbanized area” delineation includes most of the area’s residential developments but omits nonresidential areas and those subdivisions that were developed or occupied after 2000. Recognizing that these areas have urban characteristics and have impacts on the urbanized area’s transportation system, **adjusted urbanized area boundary (“A-UZA”)** is shown on the map as well. This area was modified to include the parcels that may be developed within the next five years. Roadways included in the adjusted urbanized area are eligible for both Surface Transportation Program-Urban (STU) and rural transportation funding.

The adjusted urbanized area is encircled by the proposed **“Planning Area Boundary,”** which generally includes all of the areas shown on the municipalities’ comprehensive plans. This boundary identifies the areas where development activity and accompanying transportation improvements may be anticipated within the next 20 years. The Planning Area, once established, and all of the parcels and roadways included therein will be considered in future planning studies, including the DSATS’ Long Range Transportation Plan. This area also serves as the extent to which STU funds can be expended; rural transportation funds may also be applied to any project within the planning area so long as it is outside of the urbanized area (solid yellow area on the map).

DEKALB SYCAMORE AREA TRANSPORTATION STUDY URBANIZED BOUNDARY



DRAFT: DECEMBER 15, 2003



UPWP Elements

The activities to be undertaken by the DSATS Committees and Staff have been categorized under four general Elements, as detailed below. These Elements are coordinated to the budget information found on pages 12-14 of this Program.

Element 1. DSATS Program Administration and Support

Objective:

To fund the administrative functions associated with managing the DSATS program and providing support to the DSATS Policy and Technical Committees. This program element includes administering and coordinating the transportation planning activities between local, state and federal agencies and other transportation interests that serve the region. DSATS Staff are responsible for preparing the Unified Planning Work Programs for subsequent fiscal years, which will establish the priorities using federal planning funds to address identified transportation initiatives or problems. A primary focus of this element will be to make transportation-related information relevant and accessible to decision-makers, and to provide opportunities for informed public participation in the planning processes undertaken.

Status:

Starting in FY 2005, the DSATS program started receiving Planning (PL) funds from the Federal Highway Administration and transit planning funds (Section 5303) from the Federal Transit Administration for MPO planning activities. The grants, administered through the Illinois Department of Transportation, provide funding for a part-time (0.35 FTE) MPO Director and a full time (1.0 FTE) Transportation Planner to serve as DSATS staff. Additional funds are set aside for a part-time intern (1.0 FTE)

In FY 2009, DSATS anticipates applying 55% of its resources toward the administration of the program, including management of the PL and Section 5303 grants. The activities and products proposed for FY 2009 are similar to or complete those undertaken in FY 2008, reflecting the ongoing, consistent management of the program.

Management of the Section 5307 and Downstate Operating Assistance Program (DOAP) transit grants are included in this Program Element to reflect the administrative nature of this responsibility. These programs will require considerable DSATS Staff time in FY 2009. Via FTA Section 5307 funds, 16-20 rolling-stock vehicles will be purchased in FY08 and receipt of vehicles is anticipated in FY09. In addition, several more rolling-stock vehicles will be purchased in FY09, as well as implementing a transit facility study, as well as other transit related projects that will be identified. Trip dispatch software was purchased for VAC in FY08. Staff and VAC officials will be looking at ways to further enhance the use of this new software in FY09 as well as providing more accurate data for DSATS required transit data reporting to the National Transit Database (NTD).

FY 2008 activities and products included:

1. Preparation of agendas, meeting summaries, and support materials for DSATS Policy and Technical Committees;
2. Status reports to IDOT regarding the use of PL and Section 5303 funds;
3. Preparation of the FY 2009 Unified Planning Work Program (UPWP),
4. Reporting of transit statistics to the National Transit Database (NTD), and
5. Continuous update of content on the DSATS website.
6. Implementation of policies and procedures identified as needing improvement in the FTA Triennial Review performed in April 2008.

FY 2009 Activities:

1. Coordinate the transportation planning and programming functions among the municipal, county, state and federal transportation agencies including the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Illinois Department of Transportation (IDOT).
2. Prepare the FY 2010 Unified Planning Work Program and the accompanying FHWA-PL/Section 5303 contract for IDOT, DSATS, and City of DeKalb approval.
3. Prepare and submit financial program status reports for the use of PL and Section 5303 funds, as required.
4. Prepare agendas, meeting summaries, and support materials for DSATS Policy and Technical Committees meetings.
5. Maintain contact information for Policy and Technical Committees, and for other local, state and federal transportation agency representatives.
6. Acquire software, hardware or other equipment needed for DSATS projects and activities, as required.
7. Attend meetings/training/educational opportunities that support the DSATS Staff's professional development and abilities to support the DSATS program.
8. Apply for and manage Section 5307, including providing grant monitoring, drawdowns, and reports, as required; also includes vehicle acquisition, scheduling system upgrade, facility study, and completion of RFP process for transit provider.
9. Apply for and manage Downstate Operating Assistance Funds (state transit grant), including grant monitoring, drawdowns, and reports, as required; also include coordination and planned service expansion between City/VAC and Huskie Bus services.
10. Submit all required monthly and annual National Transit Database reports.

FY 2009 Products:

1. Agendas, meeting summaries, and support materials for DSATS Committee meetings; Committee member and contact listings, updated periodically.
2. Financial status reports required for the use of PL and Section 5303 funds for DSATS planning activities.
3. Revised FY 2009 Unified Planning Work Program, if needed.
4. FY 2009 Unified Planning Work Program (UPWP)
5. Applications and quarterly reports for Section 5307 transit grants and Downstate Operating Assistance Program, as appropriate.
6. Monthly and Annual reports to NTD.

Element 2. Program Development and Information Management**Objective:**

To obtain and prepare information relevant to the transportation planning, programming and decision-making to occur in the DSATS region. Information acquired through this task will be used to support the 2030 Long Range Transportation Plan, which was completed under the FY 2005 grant. A SAFETEA-LU update of 2030 Long Range Transportation Plan was completed in FY 2008. During the calendar year 2009, DSATS will do an update of its 2030 Long Range Transportation Plan. Much of the data gathering and public input done by staff will be performed during FY09. The writing and adoption of the actual plan is anticipated to occur during the first half of FY10. As part of the LRTP process, updating of the Public Participation Plan, the Human Services Transportation Plan, the Bike and Pedestrian Plans, as well as the ITS Architecture Plan will be looked at further.

Status:

With the adoption of the new federal transportation SAFETEA-LU, DSATS Staff will continue to monitor changes to transportation funding and policies, and attempt to assess impacts to the DSATS' future planning and programming activities.

This program element also includes the annual update to DSATS' Transportation Improvement Program (TIP), which establishes the project priorities for federal transportation investments in the area. The FY 2009-2013 TIP for the DeKalb-Sycamore area identifies priorities for projects to be funded with federal Surface Transportation-Urban (STU) funds. The TIP also includes a running list of other transportation-related improvements and investments initiated at the state or local levels, as well as the Transit TIP.

FY 2008 Activities and Products included:

1. Further updates of the DSATS website.
2. Periodic reports on the SAFETEA-LU federal transportation legislation and its potential impacts on local planning and programming efforts.
3. Preparation of the FY 2009-2013 Transportation Improvement Program (TIP).

FY 2009 Activities and Products:

1. Develop timeline to do 4-year update of the 2030 Long Range Transportation Plan. Projects will include gathering of needed data and initial public outreach activities to identify goals of the update plan.
2. Further expansion of the DSATS website as well as implementing a new website for VAC.
3. Preparation of the FY 2010-2014 Transportation Improvement Program, including an updated list of state and local transportation projects planned or programmed for the area over the same period.

Element 3. Long Range Transportation Planning**Objective:**

To develop and update the Long Range Transportation Plan for the DSATS region, the foundation for transportation planning and programming activities for the next 20-25 years. The Long Range Transportation Plan includes population, development and travel demand forecasts; analyses of the current system's ability to meet future demands; priorities for future transportation investments, and recommendations for short- and long-range planning and programming activities. The Plan also provides guidance on future federal and state transportation investments, project priorities, and strategies for *continuing, cooperative and comprehensive* ("3-C") transportation planning and programming.

Status:

The first Long Range Transportation Plan for the DSATS area was completed with the assistance of URS Corp. staff under the FY 2005 planning grant. In FY08 the plan was amended to comply with new with new SAFETEA-LU requirements. The first update to the 2030 LRTP will be worked on in FY09 with its implementation in FY10. The current LRTP has a limited Travel Demand Model for the region. The goal for future updates is to develop a more comprehensive Travel Demand Model as resources allow.

FY 2009 Activities and Products:

1. Begin process of developing first update of the 2030 Long Range Transportation Plan.
2. Incorporate travel demand models into the Long Range Transportation Plan as resources allow.

Element 4: Short-Range Transportation Planning and Special Studies

Objective:

To provide short- and intermediate range transportation planning and programming support to the DeKalb-Sycamore area. This program element focuses on developing and implementing plans that have a more immediate impact than, but are consistent with, the Long Range Transportation Plan. This element also includes planning efforts for specific modes (e.g. transit) or areas (e.g. corridor studies).

Status:

In FY 2005, DSATS Staff focused on studies and activities that addressed specific modes of transportation, locations, or issues. DSATS retained a traffic consultant to conduct truck counts to determine the origination and destination of travel. In FY07 a more comprehensive Truck Traffic Study was performed to get a more in depth view of the impact of truck traffic in the region. In order to develop a comprehensive database of traffic trends in the region, the Policy Committee has made the policy that traffic counts will be performed each year. Major intersections have been identified that will be looked at every year, with a number of random locations chosen each year. In addition, an additional truck traffic study should be performed every 3-5 years to identify any changes in traffic patterns in the region.

In FY 2006, DSATS retained a consultant to prepare an Intelligent Transportation Systems (ITS) plan to comply with FHWA and FTA requirements. In FY 2007, the ITS plan was completed and adopted by the DSATS Policy Committee. Without this plan, DSATS would not be permitted to use federal funds for the purchase of the new transit scheduling system, new traffic signals, etc. As part of the LRTP development, the ITS plan will be reviewed and possibly updated as part of the process.

DSATS Staff will continue to participate in and provide occasional support to the region's tourism development activities. DSATS will also look at ways to further promote the use of public transit in the region including providing more information on the websites and compiling a regional public transportation map.

A Corridor Study for the Eastern DSATS region was started in FY08 and will continue into FY09. This study will look at identifying up to 3 possible transportation corridors connecting the northern and southern sections of the Eastern DSATS region.

FY 2008 Activities and Products:

1. Updated Transportation Improvement Program (FY 2009-2013).
2. Completion of updated total and truck traffic counts for the area.

3. Completion of the DSATS Human Services Transportation Plan.
4. Start the Eastern DSATS Transportation Corridor Study, which will continue into FY09.

FY 2009 Activities:

1. Completion of the Eastern DSATS Transportation Corridor Study.
2. Participate in regional tourism meetings or planning efforts, as needed. Outreach to municipalities within DeKalb County, human services organizations, as well of area Chambers of Commerce and other Economic Development organizations.
3. Review of existing plans to identify needs for updates.
4. Regional streetscape and road diet planning.
5. DSATS Regional Traffic Counts.
6. Update of DSATS Human Services Transportation Plan, if needed.
7. General Transportation Studies as needed.
8. Attend meetings looking at expansion of rail transportation in the communities surrounding the Metropolitan Chicago area.
9. Participating in meetings and activities of the Illinois MPO Caucus, when possible.
10. Attend other transit, transportation, and planning organization conferences and activities, where possible.

FY 2009 Products:

1. Completion of Eastern DSATS Transportation Corridor Study.
2. Marketing and informational products to promote public transportation, including maps and website information.
3. Traffic Counts report for FY09.
4. Greater awareness of DSATS activities in planning and transportation circles.

Element 5. Budget Information

The activities and products identified in the FY 2009 Unified Planning Work are based on a projected total budget of \$219,828, which is an increase of \$3,784 (1.3%) increase in funding from FY08. The sources for the DSATS' planning activities are:

Federal Highway Administration PL funds:	\$147,905
Federal Transit Administration Section 5303 funds:	\$27,957
<i>Subtotal Federal Funds (80%):</i>	<i>\$175,862</i>
<i>City of DeKalb Local Match (20%):</i>	<i>\$43,966</i>
Total Budget (100%):	\$219,828

The following pages show the budget breakdowns of how the federal and local funding sources will be applied to the four primary work elements, and how the funding sources will be applied to particular budget cost categories. This information will be included in the City of DeKalb's Fund 61 "Transportation Fund" for FY 2009.

Approximately 66% of the total UPWP budget will be used to cover personnel costs. In FY 2009, Staff anticipates focusing most of their time and effort on the "Program Administration" and "Special Studies". The budgeted "contractual services" includes approximately \$78,000 that may be used to retain consultant assistance with the truck-route study, the Travel Demand Model Study, and/or the Airport Road extension corridor study.

**DSATS FY 2009 Unified Planning Work Program:
Cost Distribution by Funding Source and Program Element**

Budget Category	PL Funds (85%)		5303 Funds (15%)		Total Share	Percent
	Fed (80%)	Local (20%)	Fed (80%)	Local (20%)		
Program Administration FY 2009 UPWP Admin. For PL and 5303 funds Manage DOAP transit grant Manage Sec. 5307 transit grants Meeting/Committees support	\$81,348	\$20,337	\$15,376	\$3,844	\$120,905	55%
Program Development & Information Management TIP updates Demographic/transportation statistics Website maintenance SAFETEA-LU dissemination/applications 2030 LRTP Update Preparation	\$16,270	\$4,067	\$3,075	\$769	\$24,181	11%
Long Range Transportation Planning Travel Demand Modeling	\$16,270	\$4,067	\$3,075	\$769	\$24,181	11%
Short-Range Transportation Planning & Special Studies Tourism & Public Transit Promotion Road Diet and Traffic Calming Planning Eastern DSATS Corridor Study (continuation from FY08) Human Service Transportation Plan Updates (as needed) Participation in Future Commuter Rail Corridor Studies DSATS Region Traffic Counts General Transportation Studies	\$34,018	\$8,505	\$6,430	\$1,608	\$50,560	23%
Program Totals	\$147,905.00	\$36,976.25	\$27,957.00	\$6,989.25	\$219,827.50	100%

**DSATS FY 2009 Unified Planning Work Program:
Cost Distribution by Funding Source and Budget Category**

Budget Category	Total Budget		Budget Distribution	
	\$	%	Fed (80%)	Local (20%)
Personnel	\$ 142,366.00	64.8%	\$ 113,892.80	\$ 28,473.20
Direct Salaries	\$ 100,397.00	45.7%	\$ 80,317.60	\$ 20,079.40
MPO Director (0.35 FTE)				
MPO Coordinator (1.0 FTE)				
MPO Intern (1.0 FTE)				
Benefits / FICA	\$ 41,969.00	19.1%	\$ 33,575.20	\$ 8,393.80
Commodities	\$ -		\$ -	\$ -
8202 Printed Materials			\$ -	\$ -
8204 Office & Library Supplies			\$ -	\$ -
8285 EDP Supplies			\$ -	\$ -
Contractual Services	\$ -		\$ -	\$ -
8305 Freight & Postage			\$ -	\$ -
8373 Marketing & Public Participation			\$ -	\$ -
8375 Dues & Subscriptions			\$ -	\$ -
8376 Training, Education, & Prof Devel			\$ -	\$ -
8399 Consulting / Engineering Services			\$ -	\$ -
Business Equipment	\$ -		\$ -	\$ -
8510 Office Furniture			\$ -	\$ -
8515 Computer Software and Hardware			\$ -	\$ -
8521 Vehicles			\$ -	\$ -
Program Totals	\$ 219,827.50	100.0%	\$ 175,862.00	\$ 43,965.50

*budget figures incomplete at the moment