

**DSATS Unified Planning Work Program – FY 2008  
Year End Update and FY09 Goals (July 1, 2007 – June 30, 2008)**

***Element 1. DSATS Program Administration and Support***

**FY08 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).
  - a. The major portion of MPO staff time in FY08 was working with state and federal officials to ensure that DSATS was complying with all applicable regulations including submitting annual NTD reports, submitting DOAP grant information and audits, ensuring the annual update of the DSATS TIP and UPWP, and more.
  - b. Provided needed information for City and VAC auditors.
2. Revise the FY 2008 Unified Planning Work Program (UPWP) in response to the evolving priorities, needs, and requirements affecting the management of the DSATS program.
  - a. Staff worked on accomplishing the goals and products set forth in the FY2008 UPWP and document the accomplishments in this report.
3. Prepare the FY 2009 Unified Planning Work Program and the accompanying FHWA-PL / Section 5303 contract for IDOT, DSATS, and City of DeKalb approval.
  - a. The DSATS Policy Board approved the FY09 Unified Planning Work Program (UPWP) on June 23, 2008 after completion of a 45-day public comment period running from May 9, 2008 – June 23, 2008.
4. Prepare and submit financial program status reports for the use of PL and Section 5303 funds, as required.
  - a. All four quarterly MPO expenditure reports were sent to IDOT for review and reimbursement of MPO spending.
5. Prepare agendas, meeting summaries, and support materials for DSATS Policy and Technical Committees meetings.
  - a. MPO staff prepared and distributed meeting agendas and summaries, minutes, and supporting materials to the Technical Advisory and Policy committees each month. Staff also distributed a monthly newsletter each month and other information as needed.
6. Maintain contact information for Policy and Technical Committees, and for other local, state, and federal transportation agency representatives.
  - a. MPO staff updated contact information on the committees and updated the website with this information, as needed.
7. Acquire software, hardware, or other equipment needed for DSATS projects and activities, as required.

## **DSATS Unified Planning Work Program – FY 2008**

- a. MPO staff used grant funding for the purchase and installation of new computers, server, and RouteMatch software at the Voluntary Action Center (VAC). RouteMatch trip scheduling has now gone live and all transit trips are now scheduled by computer rather than manually.
  - b. MPO staff also purchased financial software in order to more accurately track all MPO funds and develop a more comprehensive budget when developing future UPWP's. Budget reports compiled for this report were developed from this software.
8. Attend meetings/training/educational opportunities that support the DSATS Staff's professional development and abilities to support the DSATS program.
- a. National Transit Database (NTD) Reporting Training in Atlanta, GA
  - b. Human Services Transportation Plan (HSTP) training in Springfield, IL
  - c. Regional Planning Conference in Dubuque, IA
  - d. IDOT Fall Planning Conference in Rockford
  - e. State Transportation Plan Public Outreach meeting in Chicago.
  - f. FTA Triennial Review Workshop in Chicago.
  - g. Online Web Conferencing on FTA reporting.
  - h. FTA Procurement Training (I – Initial training), in St. Louis, MO
  - i. IDOT Procurement Training in Chicago
  - j. Illinois MPO Advisory Council Meetings in Springfield and over phone.
  - k. FTA Ridership Symposium in Chicago
  - l. Safe Routes to School training in Aurora, IL
9. 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.
- a. 5307 grant status updates were submitted to FTA for existing grants. Due to many other projects and new staff learning the MPO processes, no new 5307 grants were applied for in FY08. Staff, however, intends to submit new grant requests in early FY09.
  - b. Submit VAC Monthly Ridership Statistics and an Annual Transit Operations Financial Report to the National Transit Database (NTD).
10. 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.
- a. During FY08, staff administered the FY08 DOAP grant, including submission of quarterly use reports, submission of FY09 grant application, and visiting the DOAP offices in Chicago on several occasions to discuss the City of DeKalb transit grant.

## **DSATS Unified Planning Work Program – FY 2008**

- b. DSATS website provides information on both VAC and Huskie Bus Lines. In FY09, MPO staff intends to work with Huskie and VAC in development of a complete transit system map for the DeKalb area.
11. Begin preparation for next FTA Triennial Review process.
    - a. FTA consultants visited DSATS in April to conduct the FTA Triennial Review for DeKalb. The review went well with only four minor issues identified.

### **Tasks carried forward to FY09**

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. *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).*
4. *Plan Updates:*
  - a. *FY10-14 Transportation Improvement Program (TIP) update*
  - b. *FY10 Unified Planning Work Program (UPWP)*
  - c. *FY10 Human Services Transportation Plan (HSTP) update.*
  - d. *2010 Long Range Transportation Plan (LRTP) update – Final draft must be submitted by July 2010.*
5. *Identify new project that could be eligible for Section 5307 funding for FY07, FY08, and FY09.*
6. *Manage FY09 DOAP Grant*
7. *Submit FY09 transit information to the National Transit Database.*

## **Element 2. Program Development and Information Management**

### **FY08 Activities**

1. Collect, analyze and prepare demographic and transportation statistics, as they relate to the ongoing maintenance of the Long Range Transportation Plan, other planning efforts, or the DSATS website content.
  - a. Demographic and transportation data pertaining to the DSATS Human Services Transportation Plan were collected and integrated into the report.
  - b. Transit and other demographic information were also made available on the DSATS website.
2. Gather existing transportation data (e.g. traffic counts, accident information, etc.); identify and collect (if possible) new data needed to support the planning and/or programming functions.

## **DSATS Unified Planning Work Program – FY 2008**

- a. All crash data since 2002 has been input into an IDOT crash data database. Much of this information should be available to DSATS for analyzing and planning purposes.
- b. Hired consultant to perform ADT counts throughout the DSATS region.
3. Maintenance of the DSATS website.
  - a. The DSATS website was created in early 2007. Since that time, the site has continued to evolve with more information such as all the planning reports and meeting agendas and minutes added to the website.
4. Preparation of the FY 2009-2013 Transportation Improvement Program, including an updated list of state and local transportation projects planned or programmed for the area over the same period.
  - a. The FY09-FY13 Transportation Improvement Program was approved by the DSATS Policy Board on June 23, 2008 after completion of a 45-day public comment period running from May 9, 2008 – June 23, 2008.
5. Other Program Development activities completed:
  - a. Work with the Illinois MPO Advisory Council. DSATS is a member organization of the Advisory Council, which is made up of all MPO's in the State of Illinois. This organization works to keep all MPO's up to date on issues coming up at the state and federal level which will affect the MPO's, and when needed use the voice of the member MPO's when new legislation or issues are arising.
  - b. The FY09 Public Participation Plan was approved by the DSATS Policy Board on June 23, 2008 after completion of a 45-day public comment period running from May 9, 2008 – June 23, 2008.
  - c. In late FY07 the SAFETEA-LU updated plan was submitted to IDOT and FHWA

## **Tasks carried forward to FY09**

1. *The DSATS Long Range Transportation Plan must be updated in FY10 with the Final Draft submitted to FTA by July 2010. DSATS staff will develop a timeline for completing the LRTP update in FY09 along with starting initial data collection, review of current plan, and public outreach.*
2. *Continued upgrading of the DSATS website.*
3. *Continue to do public outreach to people and organizations throughout the urbanized area and DeKalb County.*
4. *Continue working with the Illinois MPO Advisory Council.*
5. *As part of the Long Range Transportation Plan development, look at updating the DSATS Public Participation Plan, ITS Architecture Plan, HSTP Plan, and Bikeways Plan.*

**DSATS Unified Planning Work Program – FY 2008**  
**Element 3. Long Range Transportation Planning**

**FY08 Activities**

1. Periodic reports on the SAFETEA-LU federal transportation legislation and its potential impacts on local planning and programming efforts.
  - a. Completion of SAFETEA-LU – compliant LRTP update. Update has been approved by DSATS and sent to IDOT. Staff is still awaiting comments from the State.
  - b. Modify Public Involvement Policy to comply with SAFETEA-LU Public Participation Plan requirements.
2. Incorporate travel demand models into the Long Range Transportation Plan.
  - a. DSATS staff identified that the Champaign / Urbana was awarded a grant to assist small MPO's in Illinois in developing their own Travel Demand Models. As this was unknown when developing the FY08 UPWP, DSATS decided they would allocate funds into FY09 to participate in this project.
  - b. DSATS funded a couple of corridor studies to look at future traffic levels, which will be used in the development of an area Travel Demand Model.

**Tasks carried forward to FY09**

1. *DSATS will participate in the Champagne / Urbana MPO grant to look at how they can help DSATS in creating its own Travel Demand Model.*
2. *DSATS will continue to fund corridor studies and ADT counts to create the base for any Travel Demand Model, which may be implemented.*
3. *DSATS staff will work with the DSATS Committees to set goal and objectives for the 2009 update of the Long Range Transportation Plan. As part of the update, staff will also look to update and integrate other sub-plans including:*
  - a. *The Public Participation Plan*
  - b. *The Human Services Transportation Plan*
  - c. *The Bikeway Plan (focusing on both bikers and pedestrians)*
  - d. *ITS Plan*

**Element 4: Short-Range Transportation Planning and Special Studies**

**FY08 Activities**

1. With consultant assistance, examine further possible improvements to the movement of freight traffic through the DeKalb-Sycamore area.
  - a. DSATS has approved several transportation corridor studies that look into long-term traffic flow through the area, including freight traffic.
2. Participate in regional tourism meetings or planning efforts, as needed.

## **DSATS Unified Planning Work Program – FY 2008**

- a. When possible, staff attended regional tourism and economic development meetings in the region.
- b. The Illinois Lincoln Highway Coalition (ILHC) Gazebo and streetscape project started construction in late FY08 with a completion expected in FY09.
3. Implementation of completed ITS plan.
  - a. DeKalb-Sycamore Area Regional Intelligent Transportation System (ITS) Architecture as completed in FY07.
  - b. DeKalb, Sycamore, county engineering staff began looking into updating the traffic signal coordination equipment, and emergency and bus priority signaling equipment in the DSATS region.
4. Start corridor study for Airport Road Extension.
  - a. DSATS hired Baxter and Woodman to perform an Eastern DSATS Corridor Study to look at alternative new traffic corridors in the Eastern DSATS region for future development.
5. Start Human Service Transportation Plan.
  - a. The FY09 Human Services Transportation Plan (HSTP) was approved by the DSATS Policy Board on June 23, 2008 after completion of a 45-day public comment period running from May 9, 2008 – June 23, 2008.
6. Start to save Section 5303 planning money for a Commuter Rail Study to be conducted in a future year.
  - a. Attended initial meeting of MPO's looking at the development of regional rail from Kankakee to Rockford, initially known as "The Ring around the Collar" and provided information to consultants for this study. This has been a slow process and final reports will most likely not be available for a number of years.
7. Other Tasks Completed:
  - a. Submitted an Illinois Transportation Enhancement Program (ITEP) grant to IDOT. The submitted project looks to complete the link between the NIU Lagoon and Prairie Park along the Kishwaukee River.

## **Tasks carried forward to FY09**

1. *The DSATS Eastern Corridor Study Plan was started in FY08 and is expected to be completed in Mid FY09.*
2. *Participate in regional tourism meetings or planning efforts, as needed. Outreach to municipalities within DeKalb County, human services organizations, as well as 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 has adopted a policy that regional traffic and freight counts will be performed yearly. Counts will be performed each spring before NIU students leave for the summer.*
6. *Update of DSATS Human Services Transportation Plan, if needed.*

## **DSATS Unified Planning Work Program – FY 2008**

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.*
11. *Should the Kishwaukee River Bikeway grant application be approved, work with IDOT and city officials in order to install bikeway. Should grant be denied, begin work on development of new ITEP grant.*
12. *Completion of the Illinois Lincoln Highway Coalition (ILHC) Gazebo and streetscape project.*

## DSATS Unified Planning Work Program – FY 2008

### Element 5. Budget Information

| UPWP Fund            | City Budget                                   | Breakout Funds                   | Actual              | Budgeted            | % over Budget |
|----------------------|---|----------------------------------|---------------------|---------------------|---------------|
| <b>UPWP-PA</b>       |   |                                  | <b>\$138,320.06</b> | <b>\$97,200.00</b>  | <b>42.3%</b>  |
|                      | 8100-Personnel                                |                                  | \$97,358.58         |                     |               |
|                      |   | 8101 Regular Salary              | \$84,730.88         |                     |               |
|                      |   | 8103 Part-time Salary            | \$12,627.70         |                     |               |
|                      | 8170 Payroll Benefits                         |                                  | \$40,350.69         |                     |               |
|                      |   | 8171 FICA                        | \$12,368.76         |                     |               |
|                      |   | 8173 IMRF                        | \$10,581.34         |                     |               |
|                      |   | 8175 Health Ins.                 | \$17,207.28         |                     |               |
|                      |   | 8176 Life Ins                    | \$176.11            |                     |               |
|                      |   | 8178 Workers Comp                | \$17.20             |                     |               |
|                      | 8200-Commodities                              |                                  | \$478.06            |                     |               |
|                      |   | 8204 Supplies                    | \$297.07            |                     |               |
|                      |   | 8245 Vehicle Gas & Maintenance   | \$180.99            |                     |               |
|                      | 8300-Contractual Services                     |                                  | \$132.73            |                     |               |
|                      |   | 8366 Legal Notices & Expenses    | \$132.73            |                     |               |
| <b>UPWP-PD</b>       |   |                                  | <b>\$6,691.78</b>   | <b>\$6,481.00</b>   | <b>3.3%</b>   |
|                      | 8200-Commodities                              |                                  | \$214.45            |                     |               |
|                      |   | 8202 Printed Materials           | \$118.95            |                     |               |
|                      |   | 8245 Vehicle Gas & Maintenance   | \$35.51             |                     |               |
|                      |   | 8285 EDP Supplies                | \$59.99             |                     |               |
|                      | 8300-Contractual Services                     |                                  | \$6,437.89          |                     |               |
|                      |   | 8305 Freight & Postage           | \$167.31            |                     |               |
|                      |   | 8366 Legal Notices & Expenses    | \$1,271.88          |                     |               |
|                      |   | 8373 Marketing - Public Outreach | \$180.94            |                     |               |
|                      |   | 8375 Professional Orgs           | \$925.00            |                     |               |
|                      |   | 8376 Education                   | \$3,892.76          |                     |               |
|                      | 8400-Other Services                           |                                  | \$39.44             |                     |               |
|                      |   | 8401 MPO Administration          | \$39.44             |                     |               |
| <b>UWPW-LRTP</b>     |   |                                  | <b>\$22,778.43</b>  | <b>\$21,604.00</b>  | <b>5.4%</b>   |
|                      | 8300-Contractual Services                     |                                  | \$18,700.00         |                     |               |
|                      |   | 8399 Contractual Obligations     | \$18,700.00         |                     |               |
|                      | Travel Demand Study Funds (allocated to FY09) |                                  | \$4,078.43          |                     |               |
| <b>UPWP-SRTP</b>     |   |                                  | <b>\$48,233.73</b>  | <b>\$90,739.00</b>  | <b>-46.8%</b> |
|                      | 8300-Contractual Services                     |                                  | \$48,233.73         |                     |               |
|                      |   | 8399 Contractual Obligations     | \$48,233.73         |                     |               |
| <b>Total Budget*</b> |   |                                  | <b>\$216,024.00</b> | <b>\$216,024.00</b> | <b>0.0%</b>   |

\*\*Note: In Actual totals, all staff time was allocated to Program Administration (PA), thereby inflating actual totals higher than was allocated in budget.



## **DSATS Unified Planning Work Program – FY 2008**

### ***Summary***

FY08 was a year to assess where we have been and where we are going. With an entire new staff, there was a very high learning curve in learning the DSATS and MPO processes and as a result, some projects did not move forward as quickly as they would have under normal circumstances.

In the past year, DSATS completed many major projects including:

- Development of a regional Human Services Transportation Plan (HSTP) that will be the basis for future transit grant applications.
- Completion of an FTA Triennial Review of the Public Transportation services provided for the region.
- Started a transportation corridor study of the eastern DSATS area.
- Updates of the DSATS TIP, UPWP, Public Participation Plan, and HSTP.
- Attending by staff, of several training workshops and seminars.
- Participation in the development of an Illinois Metropolitan Planning Organization (MPO) Advisory Council, which is made up of all the MPO's in Illinois to provide information on Federal and State regulations affecting MPO's and providing a voice for the MPO's on issues affecting everyone.
- Transportation Corridor Study of the Southern Peace Road Corridor.
- Truck and Traffic Counts throughout the Region.
- Outreach to various community organizations and agencies in the DeKalb area.
- Management of all the public transit-funding sources for the DeKalb area.
- Development of more defined procedures to guide all DSATS operations and better control over the budgetary process.

DSATS staff was able to complete most of the projects it set forth to accomplish in FY08. One of the areas where staff intends to improve in FY09 is a more comprehensive look at its budget processes to try to keep the planning sections more in line with estimates.

As staff planner, I enjoyed working with DSATS officials in ensuring we develop a comprehensive transportation system throughout the DSATS area and thank you for this chance to update you on the progress we made in 2008.

Sincerely,

Brian Dickson  
DSATS MPO Coordinator