

**APPROVED**

**FINAL**

# **Unified Planning Work Program**

**for the**

## **DeKalb-Sycamore Area Transportation Study (DSATS)**

**FY 2007**

**July 1, 2006 to June 30, 2007**

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 2007**

**Approved by Technical Committee  
May 8, 2006**

**Approved by Policy Committee  
May 22, 2006**

**Prepared For:** DeKalb-Sycamore Area Transportation Study

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

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# DeKalb-Sycamore Area Transportation Study

## *Policy Committee*

### City of DeKalb

Mayor Frank Van Buer, *Committee Chair*  
Alderman James Barr  
Alderman Steve Kapitan  
Mark Biernacki, City Manager

### City of Sycamore

Mayor Ken Mundy, *Committee Vice-Chair*

### DeKalb County

Eileen Dubin, County Board Member

### Northern Illinois University

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

### Illinois Department of Transportation

Gregory Mounts, District Engineer  
Lou Paukovitz, District Planner (Alt.)

### Town of Cortland (Non-voting)

Mayor Bob Seyller

## *Technical Committee*

### **City of Sycamore**

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

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

### **Town of Cortland**

Tom Simmons, Consulting Engineer

### **City of DeKalb**

Joel Maurer, City Engineer  
Russ Farnum, Community Development Director  
Mark Biernacki, City Manager

### **Northern Illinois University**

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

### **NIU Student Association**

Andre Ramsey, Director of Transportation  
Paulette Tolene, Director of Govt. Affairs

### **Voluntary Action Center**

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

### **Kishwaukee College/IL Employment Training Center**

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

### **Illinois Dept. of Transportation – District 3**

Lou Paukovitz, District Planner

### **Illinois Dept. of Transportation – Planning & Programming**

Sharon Durbin

### **Illinois Dept. of Transportation – Public Transportation**

Dave Spacek, Program Manager

### **Federal Highway Administration**

John Donovan, Transportation Planning Specialist

## *DSATS Staff*

Ray Keller, *MPO Director*  
Laurie Hoogeveen, *Transportation Planner*

## Introduction

The purpose of the *Fiscal Year 2007 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, 2006 and ending June 30, 2007. 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 21<sup>st</sup> 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.

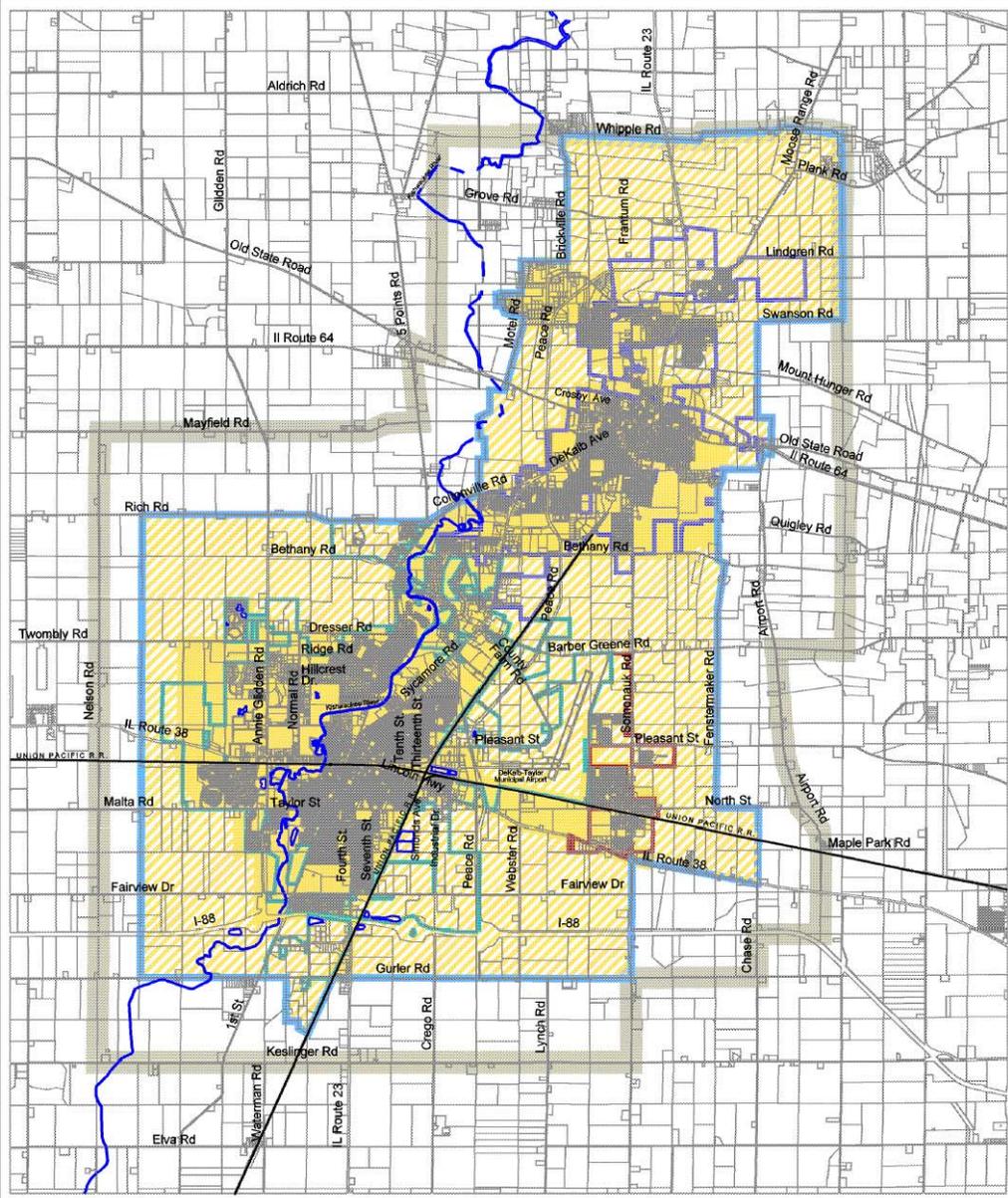
### Study Area

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.

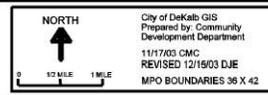
The "urbanized area" delineation includes most of the area's residential developments but omits nonresidential areas and those subdivisions that were developed or occupied after 2000. Recognizing that these areas have urban characteristics and have impacts on the urbanized area's transportation system, **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 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



## Organization

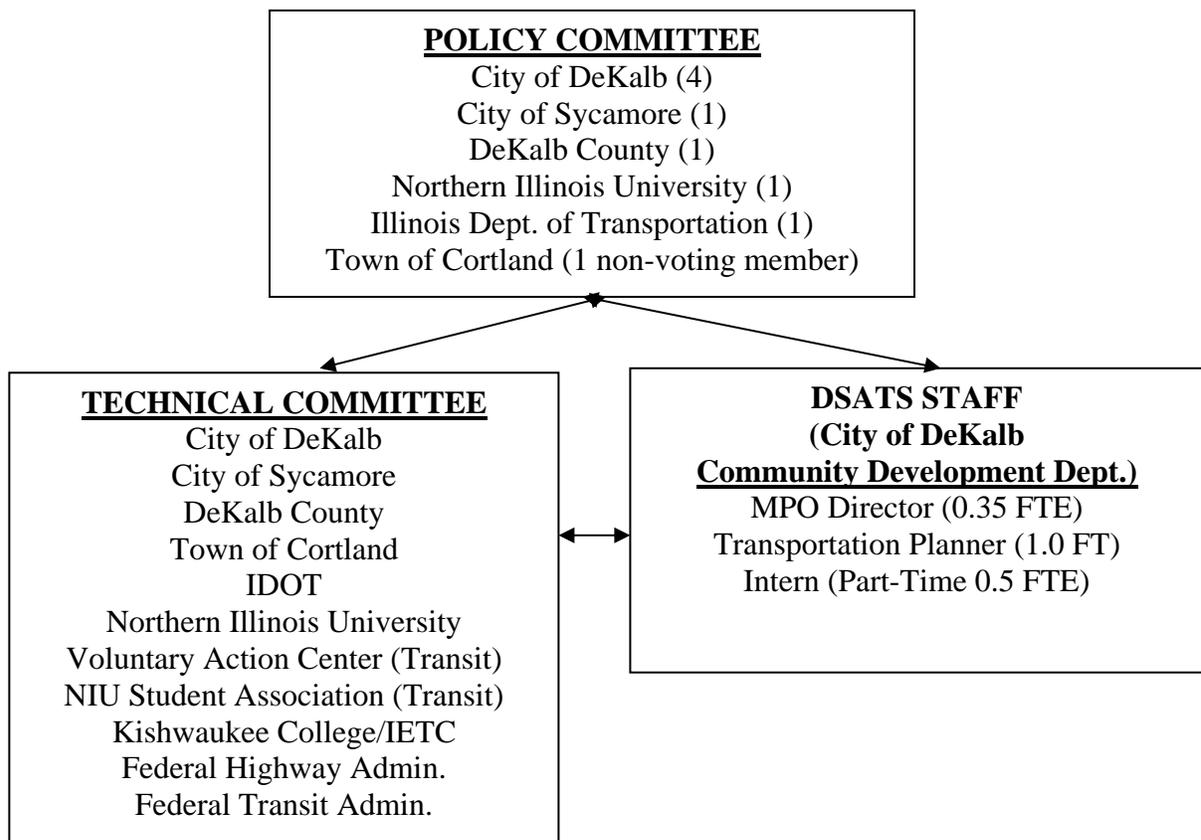
The DSATS organization includes three primary components: the Policy Committee, the Technical Committee, and the Staff:

The Policy Committee is the governing body for the MPO, and is primarily responsible for approving programs that direct federal transportation investments in the urbanized area. Each Policy Committee member is entitled to one vote; a quorum of the Policy Committee consists of a simple majority of the voting members of the Committee.

The Technical Committee provides professional technical advice and recommendations to the Policy Committee, and conducting or overseeing the technical planning functions and duties of DSATS.

The City of DeKalb serves as the fiscal agent for the DSATS Program. On the behalf of the region, the City provides the local match to the federal planning funds. The City's Community Development Department also houses the DSATS' staff, who are charged with implementing the activities established in this Program.

### DSATS Structure



## **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 (0.5 FTE)

In FY 2007, DSATS anticipates applying 45% 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 2007 are similar to or complete those undertaken in FY 2006, reflecting the ongoing, consistent management of the program.

Management of the Section 5307 and 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 2007. A total of \$1.2 million in Section 5307 funds will be applied toward the purchase of 16-20 vehicles, the selection and implementation of a new scheduling system, and the completion of a needs assessment for a new transit facility. Staff will also work with Huskie Bus and the NIU Student Association to establish expanded transit services to start in FY 2008. The management of the grants will also require the completion of the RFP process for selecting a third-party transit provider and preparation for the next FTA Triennial Review.

**FY 2006 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 2006 Unified Planning Work Program (UPWP);
4. Collection of information content to be used for a DSATS website, and
5. Update to the Public Involvement Policy.

**FY 2007 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. Revise the FY 2007 Unified Planning Work Program (UPWP) in response to the evolving priorities, needs and requirements affecting the management of the DSATS program.
3. Prepare the FY 2008 Unified Planning Work Program and the accompanying FHWA-PL/Section 5303 contract for IDOT, DSATS, and City of DeKalb approval.
4. Prepare and submit financial program status reports for the use of PL and Section 5303 funds, as required.
5. Prepare agendas, meeting summaries, and support materials for DSATS Policy and Technical Committees meetings.
6. Maintain contact information for Policy and Technical Committees, and for other local, state and federal transportation agency representatives.
7. Acquire software, hardware or other equipment needed for DSATS projects and activities, as required.
8. Attend meetings/training/educational opportunities that support the DSATS Staff's professional development and abilities to support the DSATS program.
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.
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.
11. Begin preparation for next FTA Triennial Review process.
12. Establish ADA certification process for transit riders.

**FY 2007 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 2007 Unified Planning Work Program, if needed.
4. FY 2008 Unified Planning Work Program (UPWP)
5. Applications and quarterly reports for Section 5307 transit grants and Downstate Operating Assistance Program, as appropriate.

**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 and will be updated in FY 2007. DSATS Staff will continue to monitor, collect and interpret demographic and transportation statistics in an effort to making the information relevant and accessible to staff, decision-makers and the public.

**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 2007-2009 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.

**FY 2006 Activities and Products included:**

1. Collection and analysis of demographic and transportation statistics for the DSATS region, including content for the creation of a 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 2007-2010 Transportation Improvement Program (TIP).

**FY 2007 Activities and Products:**

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 future DSATS website content.
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.
3. Launch and maintenance of the DSATS website.
4. Preparation of the FY 2008-2011 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. With the adoption of SAFETEA-LU, the Federal Highway Administration and the Federal Transit Administration have issued new guidance regarding required elements for Long Range Transportation Plans. DSATS anticipates retaining consultant assistance with completing the LRTP update in compliance with new SAFETEA-LU requirements.

**FY 2006 Activities and Products included:**

1. Updated public participation process and information dissemination to solicit discussion and involvement of future transportation issues.

**FY 2007 Activities and Products:**

1. Completion of SAFETEA-LU – compliant LRTP update.
2. Modify Public Involvement Policy to comply with SAFETEA-LU Public Participation Plan requirements.

#### **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*, including the initial implementation of the Long Range Transportation Plan. 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 2006, DSATS Staff focused on studies and activities that addressed specific modes of transportation, locations, or issues. Staff completed the Bikeways Plan, which identifies recommended locations for future bikeway facilities. DSATS retained a traffic consultant to conduct truck counts to echo the truck counts taken the previous year. The information from the two truck counts will be used as a foundation for the further study of the area's truck movements.

DSATS also applied some of its Section 5303 transit planning funds toward the development of a Transit Financial Plan. RLS Associates was again retained to provide assistance with the document, which will facilitate compliance with FTA requirements and provide strategies for maximizing the use of the Section 5307 and DOAP grants. Staff also oversaw the installation of the last bus shelters to be provided through the contract with the Illinois Convenience and Shelter Corporation (IC&SC). DSATS also retained a consultant to prepare an Intelligent Transportation Systems (ITS) plan to comply with FHWA and FTA requirements. 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.

DSATS also awaits the outcome of two pending Enhancements grants and two Illinois Tomorrow planning grants, one of which is for a comprehensive truck route study. Should any of these grants be awarded, DSATS Staff will be expected to take a lead role in executing the project. DSATS staff will work with IDOT to secure additional planning funds that may potentially be needed to complete the truck study. Alternately, the project may be structured so that both FY 2007 and future FY 2008 funds may be applied to the project(s).

DSATS Staff will continue to participate in and provide occasional support to the region's tourism development activities. This activity will focus on working with the Lincoln Highway, an FHWA-designated National Byway, and other entities and efforts related to transportation-related economic development activity in the region.

**FY 2006 Activities and Products:**

1. Updated Transportation Improvement Program (FY 2007-2010).
2. Completion of the Transit Financial Plan.
3. Completed implementation of the agreement with IC&SC to provide bus shelters along Green Line and Huskie Bus routes.
4. Completion of a regional bikeways plan.
5. Completion of updated total and truck traffic counts for the area.
6. Participation in regional tourism efforts, including Illinois Lincoln Highway Coalition and the DeKalb Area Convention and Visitors Bureau.
7. Started development of an ITS plan to comply with FHWA/FTA requirements.

**FY 2007 Activities:**

1. With consultant assistance, examine further possible improvements to the movement of freight traffic through the DeKalb-Sycamore area.
2. Participate in regional tourism meetings or planning efforts, as needed.
3. Distribution and implementation of completed Bikeways and ITS plans.
4. Time and funds permitting, start corridor study for Airport Road Extension and/or West Side Arterial.

**FY 2007 Products:**

1. Completed Truck Route Study and/or Airport Road Extension Corridor Plan, pending the outcome of the Illinois Tomorrow grants.
2. Begin implementation of Transportation Enhancements grants, should the pending applications be approved.
3. Completed ITS Plan.

## **Element 5. Budget Information**

The activities and products identified in the FY 2007 Unified Planning Work are based on a projected total budget of \$211,708.00. The sources for the DSATS' planning activities are:

Federal Highway Administration PL funds:	\$135,492
Federal Transit Administration Section 5303 funds:	\$33,873
<i>Subtotal Federal Funds (80%):</i>	<i>\$169,366</i>
<i>City of DeKalb Local Match (20%):</i>	<i>\$42,342</i>
<b>Total Budget (100%):</b>	<b>\$211,708</b>

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 2007.

Approximately 58% of the total UPWP budget will be used to cover personnel costs. In FY 2007, Staff anticipate focusing most of their time and effort on the "Program Administration" and "Special Studies" elements, though considerable amount of time may also be required to complete the LRTP update. The budgeted "contractual services" includes approximately \$55,000 that may be used to retain consultant assistance with the truck-route study, the SAFETEA-LU LRTP Update, the completion of the ITS Plan, and/or the Airport Road extension corridor study.

**DSATS FY 2007 Unified Planning Work Program:  
Cost Distribution by Funding Source and Program Element**

	<b>MPO PL (Federal - 80%)</b>	<b>City of DeKalb (Local Match - 20%)</b>	<b>FTA Section 5303 (Federal - 80%)</b>	<b>City of DeKalb (Local Match - 20%)</b>	<b>Total Element Funding</b>	<b>Percent (%) of Total Budget</b>
<b>Program Administration</b> <i>FY 2008 UPWP Admin. For PL and 5303 funds Manage DOAP transit grant Manage Sec. 5307 transit grants Meeting/Committees support</i>	\$60,720	\$15,180	\$15,180	\$3,795	<b>\$94,875</b>	<b>45%</b>
<b>Program Development &amp; Information management</b> <i>TIP updates Demographic/transportation statistics Website implementation TEA-LU dissemination/applications</i>	\$3,947	\$987	\$987	\$247	<b>\$6,168</b>	<b>3%</b>
<b>Long Range Transportation Planning</b> <i>LRTP SAFETEA-LU update</i>	\$24,642	\$6,160	\$6,160	\$1,540	<b>\$38,503</b>	<b>18%</b>
<b>Short-Range Transportation Planning and Special Studies</b> <i>Transit Study implementation Truck Route Study Regional planning &amp; tourism efforts Corridor Study - Airport Road or West Side Arterial ITS Plan - completion</i>	\$46,184	\$11,546	\$11,546	\$2,887	<b>\$72,163</b>	<b>34%</b>
<b>Total</b>	<b>\$135,493</b>	<b>\$33,873</b>	<b>\$33,873</b>	<b>\$8,468</b>	<b>\$211,708</b>	<b>100%</b>

**DSATS FY 2007 Unified Planning Work Program:  
Cost Distribution by Funding Source and Budget Category**

	<b>MPO PL (Federal - 80%)</b>	<b>City of DeKalb (Local Match - 20%)</b>	<b>FTA Section 5303 (Federal - 80%)</b>	<b>City of DeKalb (Local Match - 20%)</b>	<b>Total Element Funding</b>	<b>Percent (%) of Total Budget</b>
Personnel - Direct <i>MPO Director (0.35 FTE)</i> <i>Transportation Planner (1.0 FTE)</i> <i>Intern (0.5 FTE)</i>	\$55,272	\$13,818	\$13,818	\$3,455	\$86,363	
Personnel - Benefits/FICA	\$23,672	\$5,918	\$5,918	\$1,479	\$36,987	
<b>Total Personnel</b>	<b>\$78,944</b>	<b>\$19,736</b>	<b>\$19,736</b>	<b>\$4,934</b>	<b>\$123,350</b>	<b>59%</b>
<b>Commodities</b> <i>Printed materials</i> <i>Office Supplies</i>	<b>\$1,472</b>	<b>\$368</b>	<b>\$368</b>	<b>\$92</b>	<b>\$2,300</b>	<b>1%</b>
<b>Contractual Services</b> <i>Consultant assistance</i> <i>Travel/Meetings</i> <i>Training/Education</i> <i>Marketing/Public Information</i>	<b>\$49,317</b>	<b>\$12,329</b>	<b>\$12,329</b>	<b>\$3,082</b>	<b>\$77,058</b>	<b>36%</b>
<b>Office Equipment/ Computer Software &amp; Hardware</b>	<b>\$5,760</b>	<b>\$1,440</b>	<b>\$1,440</b>	<b>\$360</b>	<b>\$9,000</b>	<b>4%</b>
<b>Total</b>	<b>\$135,493</b>	<b>\$33,873</b>	<b>\$33,873</b>	<b>\$8,468</b>	<b>\$211,708</b>	<b>100%</b>