

APPROVED

FINAL

Unified Planning Work Program

for the

DeKalb-Sycamore Area Transportation Study (DSATS)

FY 2005

July 1, 2004 to June 30, 2005

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 2005

**As Approved by the
DSATS Policy Committee
On
April 26, 2004**

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

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Kishwaukee College/IL Employment Training Center

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Illinois Dept. of Transportation – District 2

Kristine Tobin, Programming Engineer
Ross Monk, Program Development Engineer

Illinois Dept. of Transportation – Planning & Programming

Bob Soltau

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 2005 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, 2004 and ending June 30, 2005. 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.

Study Area

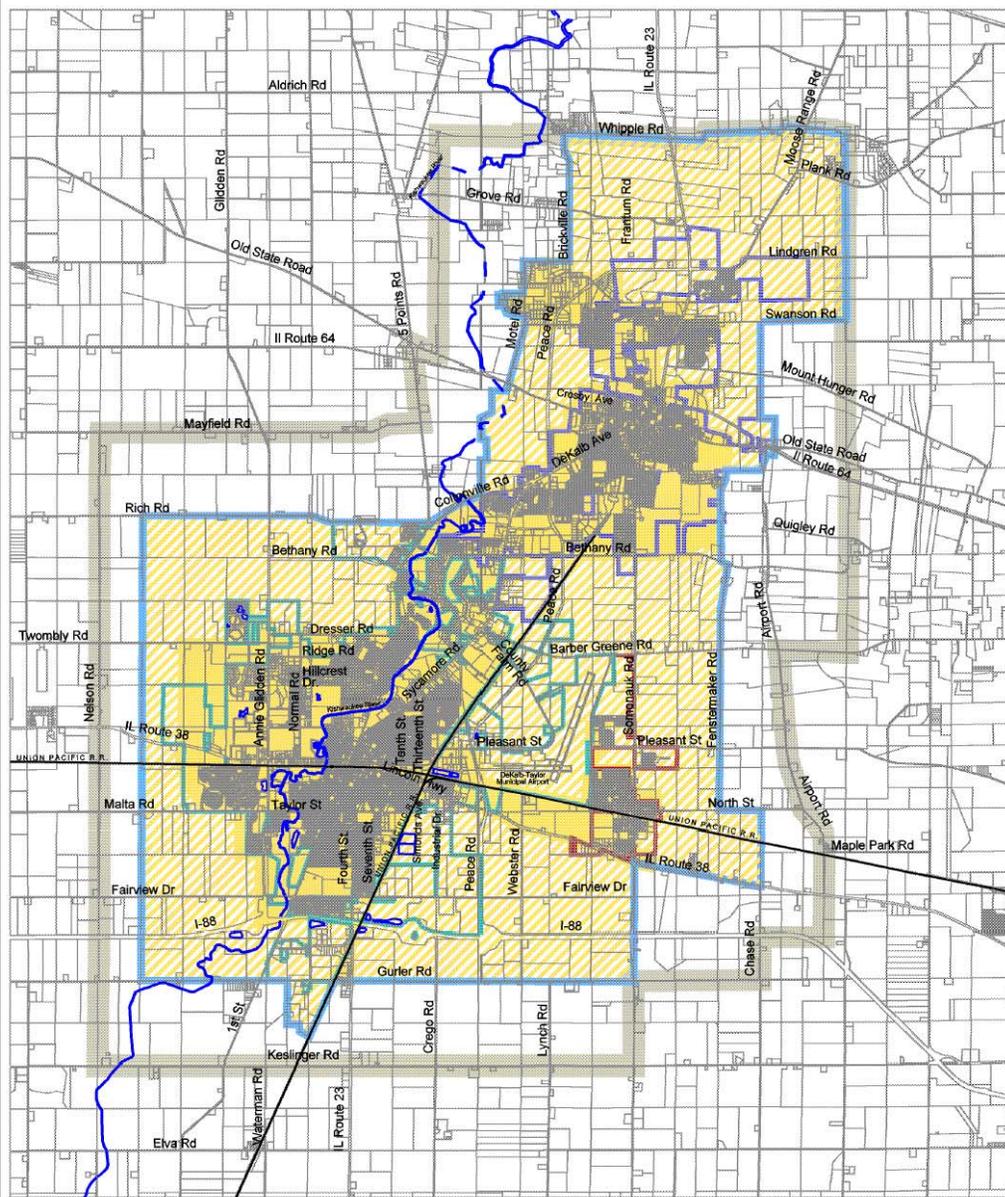
In determining whether the area met the threshold for creating a MPO, the Census Bureau designated an "**urbanized area**" ("**UZA**") based on a minimum population density threshold of 1,000 people per square mile. Because the total population enumerated in this area exceeded 50,000 (55,805 people in 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

- | | | |
|------------------------|-----------------------------|-----------------------------|
| PLANNING AREA BOUNDARY | Urbanized Boundary | Municipal Boundaries |
| | Adjusted Urbanized Boundary | Cortland |
| | | DeKalb |
| | | Sycamore |



DRAFT: DECEMBER 15, 2003

NORTH

City of DeKalb GIS
Prepared by: Community
Development Department
11/17/03 CMG
REVISED 12/15/03 DJE
MPO BOUNDARIES 36 X 42

Organization

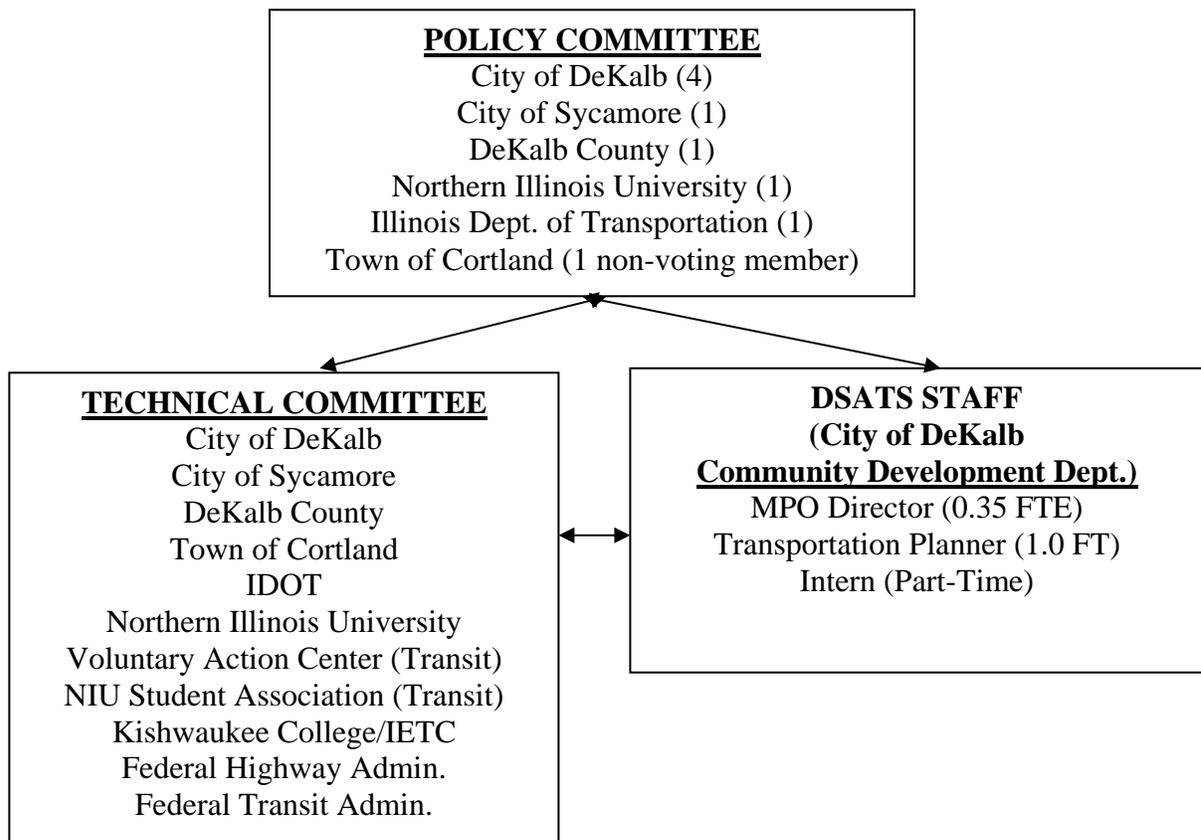
The DSATS organization includes three primary components: the Policy Committee, the Technical Committee, and the Staff:

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:

In FY 2004 (July 1, 2003 to June 30, 2004), the Illinois Department of Transportation provided planning funds roughly equivalent to the anticipated FY 2005 funding level. The purpose of this grant was to establish the DSATS program, to purchase needed equipment, and to provide staffing to the program. Initial set-up purchases included a 42-inch plotter; GIS software, and office furniture and computers for three workstations. The grant provided funding for a part-time (0.3 FTE) Study Director and a full time (1.0 FTE) Transportation Planner, with additional funds available to support a part-time intern (0.5 FTE), if needed. With the approval of the DSATS Policy Committee, the City of DeKalb, as the Lead Agency, appointed its City Planner as the Study Director. The hiring process for the Transportation Planner position has not been concluded.

In FY 2005, the DSATS Program will be eligible for Planning (PL) funds from the Federal Highway Administration and transit planning funds (Section 5303) from the Federal Transit Administration for the first time. The funds provided through these sources will provide 80% of the DSATS' planning budget for the upcoming fiscal year, and will require a 20% match by the City of DeKalb, which serves as the Lead Agency and Fiscal Agent for the DSATS program. The DSATS program will continue to be eligible for these two funding sources in subsequent fiscal years.

FY 2005 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 2005 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 2006 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. Develop a Public Participation Policy and produce an accompanying document/plan, including strategies for disseminating information to the media and the public.
8. Create initial DSATS website format and content, and identifying and/or securing possible website hosting and maintenance options.
9. Acquire software, hardware or other equipment needed for DSATS projects and activities, as required.
10. Attend meetings/training/educational opportunities that support the DSATS Staff's professional development and abilities to support the DSATS program.

FY 2005 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 2005 Unified Planning Work Program, if needed.
4. FY 2006 Unified Planning Work Program (UPWP).
5. Draft content for the DSATS website, and recommendations for possible hosting and maintenance options.
6. Public Participation Policy document/plan, reproduced for public use.

Element 2. General 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 3-C Long Range Transportation Plan and other related efforts. DSATS Staff will assemble and interpret demographic and transportation statistics in an effort to making the information relevant and accessible to staff, decision-makers and the public. With the pending adoption of new federal transportation legislation (i.e. SAFETEA or TEA-3), DSATS Staff will monitor changes to transportation funding and policies, and attempt to assess impacts to the DSATS' future planning and programming activities.

Status:

Considerable information from the 2000 U.S. Census is available and will be of great use as the first Long Range Transportation Plan is being developed. The 2000 Census information is available, but has not yet been applied to the transportation planning environment. The Transportation Equity Act for the 21st Century (TEA-21), the current federal transportation legislation, officially expired on September 30, 2003 and has been subsequently extended on a limited basis. Different versions of the new transportation legislation exist, and it remains to be seen which version will be approved and how it may impact funding made available for DSATS planning or programming activities.

FY 2005 Activities:

1. Collect, analyze and prepare demographic and transportation statistics, as they relate to the development 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. Monitor the pending federal transportation legislation, and report on its potential impacts on local planning and/or programming efforts.

FY 2005 Products:

1. Demographics and transportation statistics report for the DSATS area, to be incorporated as an element of the Long Range Transportation Plan.
2. Periodic reports on the pending federal transportation legislation and its local/regional impacts.

Element 3. Long Range Transportation Planning

Objective:

To develop the first 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 will include 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. Once adopted, the Plan will provide 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 Long Range Transportation Plan will start under the FY 2004 budget and will be completed with FY 2005 PL and Section 5303 funds. DSATS Staff and the Technical Committee evaluated responses to a Request For Proposals for consultant assistance, and the selected consultant will be expected to work toward identified project elements within three benchmark deadlines: June 30, 2004 (the end of the FY 2004), October 30, 2004 (draft document due), and January 31, 2005 (final document due). DSATS Staff will work closely with the selected consultant, and will be directly responsible for the completion of identified project elements. The delineation of responsibilities between DSATS Staff and the consultant will be primarily impacted by their respective budgetary and staffing abilities to complete the Plan's elements by the noted benchmark deadlines.

FY 2005 Activities:

1. Collect data, conduct analyses, develop recommendations, and prepare documentation for the completion of the Long Range Transportation Plan.
2. Facilitate goal- and objective-setting sessions with Policy and Technical Committees members for future DSATA planning and programming activities.
3. Conduct public participation and information dissemination processes to encourage discussion and involvement of future transportation issues.
4. Coordinate Plan development activities between DSATS Staff, consultants, Policy and Technical Committees members, and other participating agencies.
5. Begin implementation of Plan recommendations, including follow-up studies and/or new programming priorities.

FY 2005 Products:

1. Final version of the *2030 Long Range Transportation Plan* for the DeKalb-Sycamore metropolitan area, as adopted by the DSATS Policy Committee and IDOT.
2. Supporting documentation for the completed Long Range Transportation Plan.

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 first 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 includes the development of the Transportation Improvement Program, which reflects the priorities for federal transportation investments in the region. DSATS Staff will apply for federal and state funds for transit operations and capital, and will provide the monitoring/documentation required by the Federal Transit Administration and IDOT for these programs, possibly including route analyses and ridership counts. As opportunities arise, DSATS Staff may also pursue Transportation Enhancements, Illinois Tomorrow, or other grant opportunities on the behalf of the region. This element also provides for Staff and Committee involvement with the completion and implementation of the Transit Study, the initial development of a bikeways/greenways plan for the urban area, and an analysis or plan for the future placement of bus stop shelters.

Status:

The FY 2007-2009 TIP will be the first for the DeKalb-Sycamore area, and implementation of the Long Range Transportation Plan will begin after the Plan's adoption, most likely Spring 2005. DSATS Staff have spent considerable time in FY 2004 on the application process, reporting, and submitting reimbursement requests for the Section 5307 federal transit grant, which to date has been used for operating expenses. With the possible access to Illinois' Downstate Operating Assistance Program for transit services, considerable state funds will be available for transit operations, accompanied by additional application and reporting requirements. This transition to the state operating funds will allow the application of federal funds to capital needs, which will require additional administrative work.

In addition, there has been growing interest for new bus shelters to be built in both the Huskie Bus and VAC services areas. DSATS Staff intend on developing a bus shelter plan that builds upon the recommendations of the Transit Study, which is to be completed by December 2004, and upon the possibly coordination of services between the two transit agencies.

With the pending approval of the federal transportation legislation (i.e. SAFETEA), a new round of Transportation Enhancements grants may be made available. DSATS Staff may be able to provide technical assistance in preparing applications from the DeKalb-Sycamore area. A bikeways plan is being developed for DeKalb County, in anticipation that a complimentary study would be developed for the DeKalb-Sycamore area. With considerable, growing interest in planning for bikeways/greenways, and with the possibility of securing Enhancements grants to construct new segments, DSATS Staff will

initiate a bikeways plan for the urbanized area. Depending on budget and staff time available, the bikeways plan may be completed in FY 2006.

Another round of Illinois Tomorrow grants, which provide funding for special planning studies, will be made available in FY 2005. DSATS Staff may pursue an Illinois Tomorrow grant to study a particular modal component or transportation issue in greater detail. DSATS Staff may also provide occasional support to regional tourism planning efforts, particularly as it relates to the Lincoln Highway, an FHWA-designated National Byway, and to transportation-related economic development activity in the region.

FY 2005 Activities:

1. Develop the region's first Transportation Improvement Program (TIP) for FY 2007-2009.
2. Coordinate with the selected consultant to complete the Transit Study, and begin implementation of its recommendations.
3. Prepare a bus stop shelter plan for the DeKalb-Sycamore area, focusing on possible locations for improved service coordination between VAC and Huskie Bus.
4. Begin development of a bikeways/greenways plan for the region, which will compliment a similar countywide effort.
5. Provide technical assistance with Enhancements grant applications, as needed.
6. Pursue opportunities for an Illinois Tomorrow planning grant, to be applied to a transportation issue, corridor or mode identified as needing further study in the Long Range Transportation Plan.
7. Apply for and manage Section 5307 and State transit operating grants, including providing grant monitoring, drawdowns, and reports, as required.
8. Prepare documentation for Triennial Review process by Federal Transit Administration.
9. Participate in regional tourism meetings or planning efforts, as needed.

FY 2005 Products:

1. FY 2007-2009 Transportation Improvement Program.
2. Applications and quarterly reports for Section 5307 transit grants, Downstate Operating Assistance Program, or Illinois Tomorrow grants, as appropriate.
3. Bus stop shelter plan.

Element 5: Budget Information

The activities and products identified in the FY 2005 Unified Planning Work are based on a projected total budget of \$157,014.00. The sources for the DSATS' planning activities are:

Federal Highway Administration PL funds:	\$100,489
Federal Transit Administration Section 5303 funds:	\$25,122
<i>Subtotal Federal Funds (80%):</i>	<i>\$125,611</i>
<i>City of DeKalb Local Match (20%):</i>	<i>\$31,403</i>
Total Budget (100%):	\$157,014

As outlined in the Unified Planning Work Program narrative, DSATS Staff anticipate focusing their efforts on the four primary Elements as shown below:

UPWP Element	% Staff Time Allocated
Element 1. DSATS Program Administration and Support	15%
Element 2. General Program Development and Information Management	15%
Element 3. Long Range Transportation Planning	30%
Element 4. Short-Range Transportation Planning and Special Studies	40%

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 2005.

**DSATS FY 2005 Unified Planning Work Program:
Cost Distribution by Funding Source and Program Element**

	MPO PL (Federal - 80%)	City of DeKalb (Local Match - 20%)	FTA Section 5303 (Federal - 80%)	City of DeKalb (Local Match - 20%)	Total Element Funding	Percent (%) of Total Budget
Program Administration <i>FY 2005 UPWP Admin. For PL and 5303 funds Public Participation Policy Meeting/Committees support</i>	\$15,073	\$3,768	\$3,768	\$942	\$23,552	15%
Program Development & Information management <i>Demographic/transportation statistics Monitor TEA-21 reauthorization</i>	\$15,073	\$3,768	\$3,768	\$942	\$23,552	15%
Long Range Transportation Planning <i>LRTP data collection & analysis LRTP public participation process Goal-setting with Committees LRTP coordination/implementation</i>	\$30,147	\$7,537	\$7,537	\$1,884	\$47,104	30%
Short-Range Transportation Planning and Special Studies <i>TIP updates Transit Study (staff) Bus shelter plan Manage Sec. 5307 & State transit grants Regional planning & tourism efforts</i>	\$40,196	\$10,049	\$10,049	\$2,512	\$62,806	40%
Total	\$100,489	\$25,122	\$25,122	\$6,281	\$157,014	100%

**DSATS FY 2005 Unified Planning Work Program:
Cost Distribution by Funding Source and Budget Category**

	MPO PL (Federal - 80%)	City of DeKalb (Local Match - 20%)	FTA Section 5303 (Federal - 80%)	City of DeKalb (Local Match - 20%)	Total Element Funding	Percent (%) of Total Budget
Personnel - Direct <i>MPO Director (0.35 FTE)</i> <i>Transportation Planner (1.0 FTE)</i> <i>Planning Intern (1000 hours)</i>	\$41,766	\$10,441	\$10,441	\$2,610	\$65,259	
Personnel - Benefits/FICA	\$20,216	\$5,054	\$5,054	\$1,263	\$31,587	
Total Personnel	\$61,981	\$15,495	\$15,495	\$3,874	\$96,846	62%
Commodities <i>Printed materials</i> <i>Office Supplies</i>	\$1,760	\$440	\$440	\$110	\$2,750	2%
Contractual Services <i>L RTP Consultant</i> <i>Travel/Meetings</i> <i>Training/Education</i> <i>Marketing/Public Information</i>	\$32,268	\$8,067	\$8,067	\$2,017	\$50,418	32%
Office Equipment/ Computer Software & Hardware	\$4,480	\$1,120	\$1,120	\$280	\$7,000	4%
Total	\$100,489	\$25,122	\$25,122	\$6,281	\$157,014	100%