

**APPROVED**

**FINAL**

# **Unified Planning Work Program**

**for the**

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

**FY 2006**

**July 1, 2005 to June 30, 2006**

**Approved  
April 25, 2006**

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 2006**

**Approved by Technical Committee  
April 11, 2005**

**Approved by Policy Committee  
April 25, 2005**

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

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

**Prepared By:** Ray Keller, AICP, City Planner / MPO Director  
City of DeKalb Community Development Department  
223 South Fourth Street, Suite A  
DeKalb, IL 60115  
PH: (815) 748-2060 / FAX: (815) 748-2359

# DeKalb-Sycamore Area Transportation Study

## *Policy Committee*

### City of DeKalb

Mayor Greg Sparrow, *Committee Chair*  
Alderman Michael Knowlton  
Alderman James Barr  
Linda Wiggins, Assistant City Manager

### Northern Illinois University

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

### City of Sycamore

Mayor John Swedberg, *Committee Vice-Chair*

### Illinois Department of Transportation

Gregory Mounts, District Engineer  
Kristine Tobin, Programming Engineer (Alt.)

### DeKalb County

Eileen Dubin, County Board Member

## *Technical Committee*

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J.R. Perez, Director of Transportation  
Adam Novotney, Director of Govt. Affairs

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Paul Miller, County Planning Director  
Ray Bockman, County Administrator

### **Voluntary Action Center**

Tom Zucker, Executive Director  
Ellen Rogers, Assistant Director

### **Town of Cortland**

Tom Simmons, Consulting Engineer

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

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

### **City of DeKalb**

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

### **Illinois Dept. of Transportation – District 2**

Kristine Tobin, Programming Engineer  
Ross Monk, Program Development Engineer

### **Northern Illinois University**

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

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

Sharon Durbin

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

Dave Spacek, Program Manager

### **Federal Highway Administration**

John Donavan, Transportation Planning Specialist

## *DSATS Staff*

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

## Introduction

The purpose of the *Fiscal Year 2006 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, 2005 and ending June 30, 2006. 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.

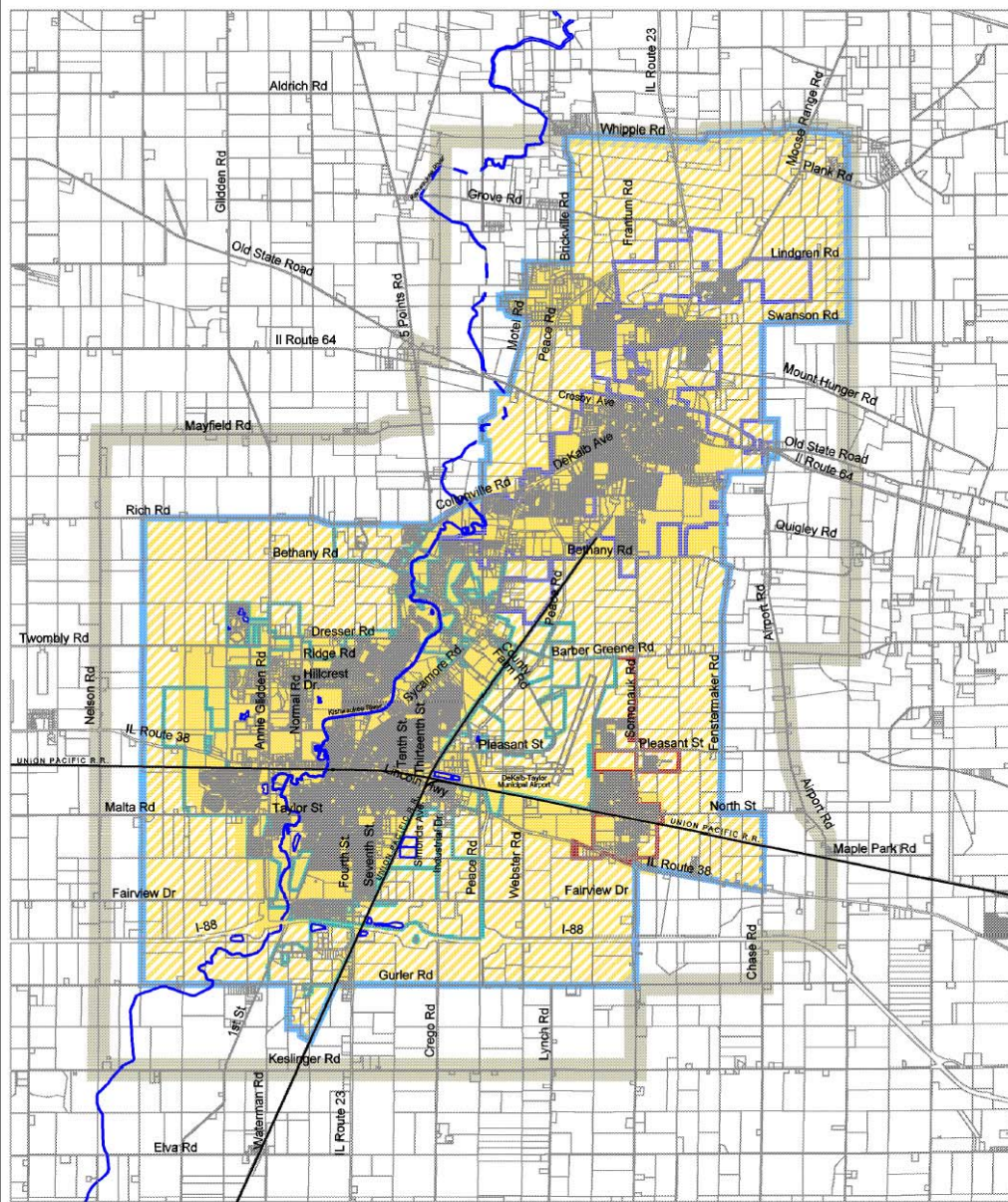
### Study Area

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.

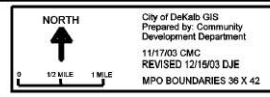
The "urbanized area" delineation includes most of the area's residential developments but omits nonresidential areas and those subdivisions that were developed or occupied after 2000. Recognizing that these areas have urban characteristics and have impacts on the urbanized area's transportation system,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

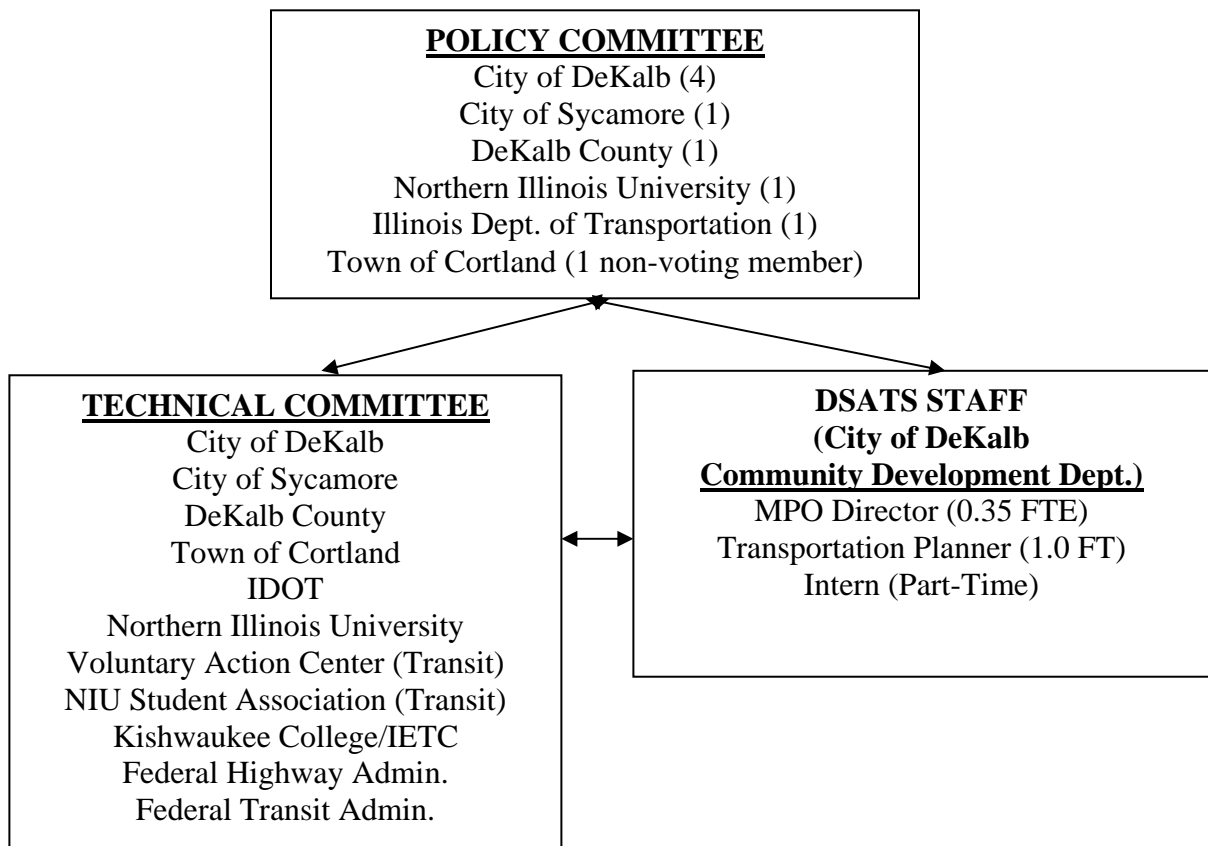
The DSATS organization includes three primary components: the Policy Committee, the Technical Committee, and the Staff:

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:**

In FY 2005 (July 1, 2004 to June 30, 2005), the DSATS program received Planning (PL) funds from the Federal Highway Administration and transit planning funds (Section 5303) from the Federal Transit Administration for the first time. The grants, administered through the Illinois Department of Transportation, provided funding for a part-time (0.35 FTE) Study Director and a full time (1.0 FTE) Transportation Planner. Additional funds were set aside, but not used, for a part-time intern (0.5 FTE).

In FY 2006, DSATS anticipates applying 30% of its personnel and financial resources toward the administration of the program, including management of the PL and Section 5303 grants. The activities and products proposed for FY 2006 are similar to or complete those undertaken in FY 2005, reflecting the ongoing, consistent management of the program. Management of the Section 5307 transit grants, which provide federal funds for transit operation and/or capital, has been moved to this Program Element to reflect the administrative nature of this responsibility.

#### **FY 2005 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. Completion of the Public Participation Policy.

**FY 2006 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 2006 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 2007 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. Implement the recommendations of the Public Participation Policy, including the launch of a DSATS website.
8. Acquire software, hardware or other equipment needed for DSATS projects and activities, as required.
9. Attend meetings/training/educational opportunities that support the DSATS Staff's professional development and abilities to support the DSATS program.
10. Apply for and manage Section 5307 and State transit operating grants, including providing grant monitoring, drawdowns, and reports, as required.
11. Prepare documentation for and complete the Triennial Review process by the Federal Transit Administration.

**FY 2006 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 2006 Unified Planning Work Program, if needed.
4. FY 2007 Unified Planning Work Program (UPWP)
5. Applications and quarterly reports for Section 5307 transit grants, Downstate Operating Assistance Program, or Illinois Tomorrow grants, 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 3-C Long Range Transportation Plan, which was completed under the FY 2005 grant. 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 pending adoption of new federal transportation legislation (i.e. TEA-LU or equivalent legislation), DSATS Staff will 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 is the first for the DeKalb-Sycamore area, which 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.

To date, the DSATS area has not been able to access the Illinois' Downstate Operating Assistance Program (DOAP) for transit operations. DSATS staff and committees will continue to work toward securing the state operating funds, which will allow the transition of the federal (Section 5307) funds to capital needs instead of supporting operations.

### **FY 2005 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 pending federal transportation legislation and its potential impacts on local planning and programming efforts.
3. Preparation of the FY 2007-2009 Transportation Improvement Program (TIP).

### **FY 2006 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 of the DSATS website, including preparing accommodations for hosting and maintenance of the website.
4. Monitor the pending federal transportation legislation, and report on its potential impacts on local planning and/or programming efforts.
5. Preparation of the FY 2008-2010 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 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 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. DSATS Staff and the Technical Committee worked with URS to provide ongoing input and direction regarding potential recommendations and strategies. With the completion of the LRTP, DSATS anticipates less emphasis will be placed on this program element in FY 2006, with activity focusing on periodic updates of the LRTP, and consideration and evaluation of recommended strategies.

#### **FY 2005 Activities and Products included:**

1. Collection and analysis of data, development of recommendations, and the completion of the Long Range Transportation Plan.
2. Establishment of goal and objectives by the Policy and Technical Committees members for future DSATA planning and programming activities.
3. Completed public participation process and information dissemination to solicit discussion and involvement of future transportation issues.
4. Publication of the final *2030 Long Range Transportation Plan* for the DeKalb-Sycamore metropolitan area, as adopted by the DSATS Policy Committee and IDOT.

**FY 2006 Activities and Products:**

1. Ongoing review/maintenance of the Long Range Transportation Plan document, including continued consideration of the recommended strategies.

**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. As opportunities arise, DSATS Staff will pursue Transportation Enhancements or other grant opportunities on the behalf of the region. This element also includes planning efforts for specific modes (e.g. transit) or areas (e.g. corridor studies).

**Status:**

With the completion of the Long Range Transportation Plan, DSATS activities will focus on more specific studies and activities that address specific modes of transportation, locations or issues. In FY 2005, DSATS staff were asked to research and respond to toll increases proposed by the Illinois Tollway Authority, with particular consideration given to identifying potential shifts in truck traffic from Interstate 88 to either Routes 38 or 64. Subsequent to this initial study, DSATS retained a traffic consultant to conduct truck traffic counts and a license plate tracking survey in the DeKalb-Sycamore area. The information from the consultant's work will be used as a foundation for further study of the area's freight movements in a follow-up study in FY 2006.

DSATS staff started work in FY 2005 on a bikeways plan, which will be completed during this fiscal year. DSATS staff is taking the lead on the development of this plan, though consultant assistance may be retained to address a particular bikeways problem should one be needed. With the pending approval of the federal transportation legislation, 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.

Through a grant from the IDOT Division of Public Transportation, DSATS and RLS Associates completed a Transit Study, which identifies strategies for expanding the area's transit services while maximizing the available resources. The study's recommendations primarily require the availability of Illinois Downstate Operating Assistance Program funds, for which the DeKalb-Sycamore area is eligible but has not been appropriated. Staff will continue to work toward securing these funds, while also exploring further the study's recommended strategies in anticipation of a future appropriation.

As an offshoot to the Transit Study, the City of DeKalb, on the behalf of the DSATS, entered into an agreement with Illinois Convenience and Shelter Corporation (IC&SC) to provide 10-20 new bus shelters on both Green Line and Huskie Bus routes. Staff will continue to work closely with IC&SC representatives to facilitate the installation of the shelters.

After completing the bikeways plan and any needed follow-up study of freight activity in the region, DSATS may begin development of a corridor plan for the future West Side Arterial corridor and/or the proposed Airport Road extension. Either undertaking may require resources beyond what is available through FY 2006 PL funds, depending on the final scopes of work. Though Staff will likely initiate either project, consultant assistance may be required. Should this be the case, DSATS staff will work with IDOT to secure additional planning funds that may potentially be needed to complete the corridor study. Alternately, the project(s) may be structured so that both FY 2006 and future FY 2007 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 2005 Activities and Products:**

1. Development of the DSATS area's first Transportation Improvement Program (FY 2007-2009).
2. Completion of the Transit Study.
3. Preparation of a bus shelter plan and approval of an agreement with IC&SC to provide bus shelters along Green Line and Huskie Bus routes.
4. Initial work on a regional bikeways plan.
5. Completion of staff report prepared in response to the Illinois Tollway Authority's proposed toll fare increases.
6. Completion of total and truck traffic counts for the area, and completion of a truck license plate tracking survey.
7. Participation in regional tourism efforts, including Illinois Lincoln Highway Coalition, Illinois Governor's Conference on Tourism, and the DeKalb Area Convention and Visitors Bureau.

**FY 2006 Activities:**

1. Begin implementation of the Transit Study recommendations and continue efforts to secure Illinois Downstate Operating Assistance Program funds.
2. Coordinate and oversee the installation of bus shelters on Green Line and Huskie Bus routes by IC&SC.
3. Continue development of a bikeways/greenways plan for the region, which will compliment a similar countywide effort completed in FY 2005.
4. Provide technical assistance with Enhancements grant applications, as needed.
5. Pursue opportunities for additional planning grant funds, to be applied to the development of corridor studies for the West Side Arterial and/or the Airport Road Extension.
6. With potential consultant assistance, examine further possible improvements to the movement of freight traffic through the DeKalb-Sycamore area.
7. Participate in regional tourism meetings or planning efforts, as needed.

**FY 2006 Products:**

1. Installed bus shelters along Green Line and Huskie Bus routes.
2. Completed bikeways plan for DSATS area.
3. Truck traffic movement report.
4. Initial work on a corridor study for West Side Arterial or Airport Road Extension.
5. Completed Transportation Enhancements grant applications, should fund be made available in FY 2006.

## **Element 5. Budget Information**

The activities and products identified in the FY 2006 Unified Planning Work are based on a projected total budget of \$162,551.00. The sources for the DSATS' planning activities are:

Federal Highway Administration PL funds:	\$110,737
Federal Transit Administration Section 5303 funds:	\$19,304
<i>Subtotal Federal Funds (80%):</i>	<i>\$130,041</i>
<i>City of DeKalb Local Match (20%):</i>	<i>\$32,510</i>
<b>Total Budget (100%):</b>	<b>\$162,551</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 2005.

Approximately 65% of the total UPWP budget will be used to cover personnel costs. In FY 2006, Staff anticipate focusing most of their time and effort on the "Program Administration" and "Special Studies" elements. To reflect this emphasis, 86% of the budgeted personnel costs were assigned to these two program elements. The budgeted "contractual services" includes approximately \$34,000 that may be used to retain consultant assistance with either the follow-up freight study, the corridor plan initiated in this fiscal year, or other priority project that may emerge.

**DSATS FY 2006 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 2006 UPWP Admin. For PL and 5303 funds Public Participation Policy Manage Sec. 5307 transit grants Meeting/Committees support</i>	\$41,355	\$10,339	\$10,339	\$2,585	<b>\$64,617</b>	<b>40%</b>
<b>Program Development &amp; Information management</b> <i>TIP updates Demographic/transportation statistics Website implementation TEA-LU dissemination/applications</i>	\$6,763	\$1,691	\$1,691	\$423	<b>\$10,567</b>	<b>7%</b>
<b>Long Range Transportation Planning</b> <i>LRTP ongoing data analysis LRTP coordination/implementation</i>	\$6,763	\$1,691	\$1,691	\$423	<b>\$10,567</b>	<b>7%</b>
<b>Short-Range Transportation Planning and Special Studies</b> <i>Transit Study implementation Bus shelter plan implementation Regional planning &amp; tourism efforts Freight Study follow-up Bikeways Plan Corridor Study - West Side Arterial and/or Airport Road extension</i>	\$49,152	\$12,288	\$12,288	\$3,072	<b>\$76,800</b>	<b>46%</b>
<b>Total</b>	<b>\$104,033</b>	<b>\$26,008</b>	<b>\$26,008</b>	<b>\$6,502</b>	<b>\$162,551</b>	<b>100%</b>

**DSATS FY 2006 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>	\$44,337	\$11,084	\$11,084	\$2,771	\$69,276	
Personnel - Benefits/FICA	\$23,291	\$5,823	\$5,823	\$1,456	\$36,392	
<b>Total Personnel</b>	<b>\$67,628</b>	<b>\$16,907</b>	<b>\$16,907</b>	<b>\$4,227</b>	<b>\$105,668</b>	<b>65%</b>
<b>Commodities</b> <i>Printed materials</i> <i>Office Supplies</i>	<b>\$1,440</b>	<b>\$360</b>	<b>\$360</b>	<b>\$90</b>	<b>\$2,250</b>	<b>1%</b>
<b>Contractual Services</b> <i>Consultant - corridor/freight</i> <i>Travel/Meetings</i> <i>Training/Education</i> <i>Marketing/Public Information</i>	<b>\$32,405</b>	<b>\$8,101</b>	<b>\$8,101</b>	<b>\$2,025</b>	<b>\$50,633</b>	<b>31%</b>
<b>Office Equipment/ Computer Software &amp; Hardware</b>	<b>\$2,560</b>	<b>\$640</b>	<b>\$640</b>	<b>\$160</b>	<b>\$4,000</b>	<b>2%</b>
<b>Total</b>	<b>\$104,033</b>	<b>\$26,008</b>	<b>\$26,008</b>	<b>\$6,502</b>	<b>\$162,551</b>	<b>100%</b>