

**AN ORDINANCE
REVISING THE ANNUAL BUDGET ORDINANCE**

(Route 130/HighCross Road Corridor Study)

WHEREAS, the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2003, and ending June 30, 2004, (the "Annual Budget Ordinance") has been duly adopted according to sections 8-2-9.1 et seq. of the Illinois Municipal Code (the "Municipal Code") and Division 2, entitled "Budget", of Article VI, entitled "Finances and Purchases", of Chapter 2, entitled "Administration", of the Code of Ordinances, City of Urbana, Illinois (the "City Code"); and

WHEREAS, the City Council of the said City of Urbana finds it necessary to revise said Annual Budget Ordinance by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves; and

WHEREAS, funds are available to effectuate the purpose of such revision; and

WHEREAS, such revision is not one that may be made by the Budget Director under the authority so delegated to the Budget Director pursuant to section 8-2-9.6 of the Municipal Code and section 2-133 of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Annual Budget be and the same is hereby revised to provide as follows:

FUND:	General Reserve	
ADD EXPENSE:	Land Use Study, Rt. 130	\$150,000
ADD REVENUE:	State Grant	\$135,000
	Local Match	\$ 15,000

Section 2. This Ordinance shall be effective immediately upon passage and approval and shall not be published.

Section 3. This Ordinance is hereby passed by the affirmative vote of two-thirds of the members of the corporate authorities then holding office, the "ayes" and "nays" being called at a regular meeting of said Council.

PASSED by the City Council this 4th day of October, 2004.

AYES: Hayes, Huth, Otto, Patt, Wyman, and Mayor Satterthwaite

NAYS:

ABSTAINS:

APPROVED by the Mayor this 13th day of October, 2004.

Phyllis D. Clark
Phyllis D. Clark, City Clerk
by [Signature] Deputy Clerk

Tod Satterthwaite
Tod Satterthwaite, Mayor



Illinois Department of Transportation

Intergovernmental Agreement

Governmental Body Name
City of Urbana

Address
400 South Vine Street

City, State, Zip
Urbana, Illinois 61801

Remittance Address (if different from above)

City, State, Zip

Telephone Number
217/384-2440

Fax Number
217/384-2367

FEIN/TIN
37-6000524

Brief Description of Service (full description specified in Part 5)

The funds for this project will be used to study land use as it relates to transportation issues in the south central part of Champaign County, with the primary goal being to promote interconnectivity.

Compensation Method (full details specified in Part 6)

Travel Expense Yes
 No

Agreement Term
From: Execution

Flat Rate

Total Compensation Amount
\$135,000

Travel Amount
\$0

Advance Pay Yes
 No

To: June 30, 2007

REQUIRED SIGNATURES

By signing below, GOVERNMENTAL BODY and DEPARTMENT agree to comply with and abide by all provisions set forth in Parts 1-6 herein and any Appendices thereto.

FOR THE GOVERNMENTAL BODY:

Signature of Authorized Representative

Type or Print Name of Authorized Representative

Date

FOR THE DEPARTMENT:

Randall S. Blankenhorn, Bureau Chief, Urban Program Planning

Samuel W. Ach, Chief Counsel (Approved as to form)

Richard J. Smith, Director, Planning and Programming

Robert J. Millette, Director, Finance & Administration

Timothy W. Martin, Secretary of Transportation *RJS*
Date

IL130/Highcross Road Corridor Study INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement is, hereby, made, pursuant to Article VII, Section 10 of the Illinois Constitution (Ill. Const. 1970, Art. VII, Sec. 10) and the Intergovernmental Agreement Act (5 ILCS 220/1, et seq.) by and between the City of Urbana, County of Champaign, Urbana Township and Somer Township all located in Champaign County, Illinois (hereafter collectively called the “Study Participants”). In consideration of the mutual promises and covenants contained herein, the Study Participants agree as follows:

Section 1. Agreement to Conduct Joint Planning Study

1. The Study Participants agree to jointly conduct a study of the issues related to growth, development and transportation in the Illinois 130/Highcross Road Corridor Area, as described in Attachment A, with the intent of developing recommendations for joint, multiparty, bi-lateral, and individual actions. This project shall be formally titled the *“IL130/Highcross Road Corridor Study Intergovernmental Agreement”* and may be referred to as the “IL130 Corridor Plan”. The time frames given in Appendix A are subject to revision upon approval by the Steering Committee. This approval will not be unreasonably withheld. As an independent contractor, CCRPC is free to make substitutions in the “Responsible Staff” listed in Appendix A.

2. Any party may withdraw from this agreement 30 days after delivering written notice to the other Study Participants but shall remain obligated for the payment specified in Section 3 regardless.

3. The Study Participants agree to engage the services of the Champaign County Regional Planning Commission (hereafter CCRPC) for an amount not to exceed \$150,000 to perform work including the work described in Attachment “A”.

Section 2. Contracting Agency

The Study Participants agree that the City of Urbana shall act as the contracting agency for purposes of entering into the consulting agreement described in Section 1.3.

Section 3. Payment

The Study Participants agree to individually pay the City of Urbana an amount not to exceed the amount specified in the following schedule:

City of Urbana	\$5,000
County of Champaign	\$5,000
Urbana Township	\$500
Somer Township	\$500
CCRPC	\$4,000

Such payments shall be made within thirty (30) days of a written request of the City of Urbana. This payment shall be the limit of the liability of the above parties arising under this agreement, except the obligations of the City of Urbana and CCRPC under the consulting agreement.

The City of Urbana agrees to disburse such funds, together with its own contribution of \$5,000 and Federal and State grant funds pursuant to the consulting agreement with the CCRPC less a credit of \$4,000 to be extended to the City of Urbana by the CCRPC. The City of Urbana shall be solely responsible for ensuring compliance with any and all terms and conditions of Federal or State grants issued to the City of Urbana for work to be performed under this agreement.

Section 4. Project Governance

The Study Participants agree that a steering committee will be established to guide the development of the study. The purpose of this committee is to provide overall policy

guidance for the study to enable development of a plan which can be adopted or endorsed by each individual party.

Steering Committee powers:

- Alter the scope of work contained in ATTACHMENT A, if:
 - upon the request of two or more members of the Steering Committee, written notice is mailed, first class, postage prepaid, to the chair of the governing body of each of the members, and the change shall not go into effect if, within forty-five (45) days after the notice mailed, the governing body of one of the Study Participants passes a resolution objecting to the change; and
 - Notwithstanding whether objections have been filed by Study Participants, no change, individually or cumulatively with other approved changes, will increase:
 - the contribution of any party, or
 - the sum of costs above \$150,000;
- Give such direction to the CCRPC or decide such questions as may be required by the terms of the contract between CCRPC and the City of Urbana, and
- Determine the final content of the master plan and any other documents.

The steering committee shall consist of one member from each party. A party's steering committee member shall be appointed and may be replaced at any time by the party at its sole discretion. Each party's steering committee representative, shall be identified in writing by the party's chief elected or chief administrative officer.

The steering committee may elect its own Chair and Vice Chair and may make rules for the conduct of its business, so long as they do not conflict with the terms of this agreement.

The steering committee shall endeavor to make decisions by consensus but in the event consensus can not be established decisions shall be made by the concurrence of four non-

abstaining votes. A steering committee quorum shall consist of duly authorized representatives of no less than three of the Study Participants.

A study participant may designate an alternate for the purpose of making any decisions by providing notice in writing from the regular representative in advance of the decision.

The steering committee shall exist so long as this agreement remains in effect.

Section 5. Information Collection

The Study Participants agree to provide to the CCRPC, upon request and at no charge, such information currently in its possession, in whatever forms available for purposes of completing the study, to the extent allowed by law, and to the extent doing so would not compromise a claim of privilege.

The Study Participants shall have no obligation to incur costs to obtain additional information to comply with this Section. The Study Participants shall be entitled, at no additional charge, to:

- a. a copy of the completed study and a reasonable number of additional copies to be determined by the steering committee; and
- b. upon written request, copies of any of the completed Task Products stated in Attachment A, and copies of any of the deliverables to be provided to the Department of Transportation in conjunction with grant funding.

Section 6. Term

This agreement shall be effective as of the latest date that all of the Study Participants shall have executed it.

The agreement shall remain in full force and effect until the Steering Committee transmits a final

copy of the completed study to the individual Study Participants and the Illinois Department of Transportation, and the Illinois Department of Transportation releases the final grant payments to the City of Urbana.

Section 7. Complete Agreement

This writing, and the attachments incorporated herein by reference, constitutes the entire agreement, and there are no oral understandings other than as set forth herein. Any and all amendments to this agreement must be in writing and, except for changes in the scope of work approved by the Steering Committee under Section 4, approved by the governing body of each of the parties.

Section 8. Severability

The invalidity or unenforceability of any one or more provisions in this agreement shall not affect the validity or enforceability of any other provision.

Section 9. Notices

For purposes of this agreement, notices shall be deemed given as of the date notices are deposited by first class mail addressed to the other Study Participants at the addresses specified below or such other addresses subsequently specified in writing by a party.

City of Urbana:
Rob Kowalski
400 South Vine Street
Urbana, IL 61801

Somer Township:

Champaign County:

Urbana Township:

Section 10

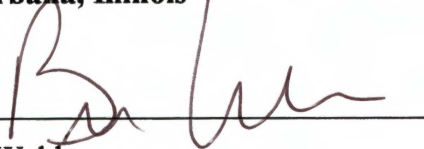
This agreement may be signed in several counterparts, each of which shall be considered an originally executed agreement for all purposes.

Section 11

The parties hereby agree to take any official action necessary to accomplish their respective obligations as set forth in this agreement, including the passage of legally sufficient resolutions or ordinances, the appropriation or budgeting of money, and any and all other undertakings set forth in this agreement.

IN WITNESS WHEREOF, the City of Urbana, County of Champaign, Urbana Township and Somer Township, have caused this agreement to be executed and delivered.

City of Urbana, Illinois

BY: 

Bruce K. Walden

Chief Administrative Officer

DATE: 12/11/03

ATTEST: 

Phyllis D. Clark

City Clerk

Urbana Township, Illinois

BY: 

Champaign County, Illinois

BY: 

County Board Chair

DATE: November 17, 2003

ATTEST: 

County Clerk

Somer Township, Illinois

BY: 

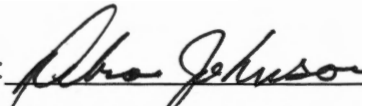
Township Supervisor

DATE: 11/25/03

Township Supervisor

DATE: 11-20-03

ATTEST: 
Township Clerk

ATTEST: 
Township Clerk

ATTACHMENT A
Tasks & Timetable for Completion

Task 1.0 Draft IL-130 Corridor vision, study scope of work, tasks, and timetable.

Responsible Staff: Rita Morocoima-Black, IL-130 Corridor Study Project Manager

Start Date / End Date: September 1, 2003 -September 15, 2003

Task 1.1 Contact District 5, City of Urbana staff, Urbana and Somer townships staff, and Champaign County staff; to develop a study scope for the IL-130 study. Detail the tasks and timetable.

Task 2.0 Present draft scope and timetable, make needed changes, and seek approval for study vision, scope and approach by steering committee and the City of Urbana.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria

Start Date / End Date: September 1, 2003 – September 15, 2003

Task 2.1 Meet with District 5, City of Urbana staff, Champaign County staff, and Urbana and Somer townships staff to review final draft scope of work approach, responsibilities for tasks, and timetable - adjust as requested.

Task 2.2 Staff presents draft vision, scope and approach to CCRPC senior staff, for general approval and approval to meet with City of Urbana. Request their input on details of conducting public involvement within the study area. Revise scope and tasks as needed. Write final scope.

Task 2.3 Present final scope, approach, tasks and timetable to City of Urbana and steering committee for approval.

Products: Final Scope of Services

Task 3.0 Staff organizes and holds first Study Committee meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: September 1, 2003 – September 15, 2003

Task 3.1 Call the first meeting.

Role and Purpose: This meeting will establish an IL-130 Study Committee which will meet approximately six times with staff conducting this study.

Composition: Representatives from the City of Urbana, IDOT District 5, Champaign County Highway Department and Urbana and Somer Townships.

Task 3.2 Hold first meeting.

Present the scope of the study, emphasizing its purpose, the vision for IL-130, and the overall public involvement plan. Explain how the study compliments any other efforts taking place along the corridor.

Task 4.0 Public Involvement Plan - (elected officials, developers, large property owners, general public and special interest groups, resource agencies, business community, media).

Responsible Staff: Rita Morocoima-Black, Susan Chavarria, Eunah Kang and other CCRPC staff as appropriate.

Start Date / End Date: September 1, 2003 – September 15, 2003

Purpose: The first public meeting is intended to kick-off the project by discussing the study's process and schedule, as well as by informing Elected Officials, General Public, Business Community and special interest groups about the study's Public Involvement Process.

Task 4.1 Elected Officials, General Public, Business Community and special interest groups

- Ask City of Urbana, Champaign County Highway Department, township supervisors, Champaign Urbana Urbanized Area Transportation Study (CUUATS), and other agencies to identify members of their communities, business and economic development agencies and groups interested in the corridor study.
- Send direct notice of general public meetings.
- Set up open house, prepare and distribute survey questionnaires and solicit comments during an open house format.

Task 4.2 Media

- Prepare and distribute press releases and schedule the public meeting.
- Invite the media to all public meetings.

Task 5.0 IL-130 Current Conditions Analysis

Responsible Staff: Rita Morocoima-Black, Susan Chavarria, Eunah Kang and others as identified.

Start Date / End Date: September 15, 2003 - December 15, 2003

Task 5.1 Staff will begin collecting traffic count information for the corridor. This effort will include updating volume surveys for main links as determined by CUUATS. Staff will develop project base maps.

Task 5.2. Using existing data, staff will begin analysis of general traffic conditions in the IL-130 corridor. These conditions will include traffic flow/serviceability, safety, and geometric/physical considerations.

Data sets to include: current traffic volume/classification for roadway links, and cross-routes as available; crash data for a minimum 3-year period (location/crash patterns); physical roadway inventory and conditions; structure inventory data; freight movements on IL-130 and within the corridor including rail lines; current land uses (agricultural, residential, manufacturing/major commerce/major generators).

Analysis to include: Traffic operations/travel mobility by travel mode - effectiveness of the existing infrastructure in terms of capacity and Level of Service (LOS), crashes, and geometrics;
Accessibility - interchange access, roadway access, corridor connectivity for all modes of transportation and freight/rail flows both locally and regionally;
Future needs/related issues - land use changes, farmland preservation, economic development, environmental justice, access management, and transportation enhancements/aesthetics.

The technical analysis of traffic flows will be formulated using Highway Capacity Manual procedures. Using existing physical characteristics of the highway, maximum service flows for each Level of Service will be calculated. As existing traffic volume information becomes available, the actual operating conditions of the corridor will be determined. Daily and peak hour characteristics will be examined. Factors for peak hour analysis will be derived from ADT data or other acceptable sources. The identification of link segments for analysis will be determined based upon the availability of data and logical considerations as identified by staff.

Where data for interchanges (ramps and cross-routes) is incomplete or not generally available, staff will determine the most feasible approach for developing appropriate data sets for interchange analysis.

Existing data will be used to evaluate accessibility and land use issues commensurate with highway capacity analysis.

Identification of corridor characteristics and patterns will be done for all modes of transportation.

Task 5.3 Identify Critical Environmental Factors.

- Review and assess applicable state, local, and federal environmental laws, regulations, and policies;
- Review any existing environmental studies or other studies that include geotechnical data, hydrological information, soils, or subsurface geology;
- Review major geologic and general terrain features (for example, slopes, fault lines, outcroppings, soil types) available from USGS topographic maps, Natural Resource Conservation Service Soil Surveys, city or county comprehensive plans, or existing studies prepared for the area;
- Contact agencies to identify environmental resources in the corridor, and issues associated with those resources.

Task 5.4 Conduct an environmental scan and list of critical environmental issues within the corridor that include the following tasks:

- Map environmental resources and prepare a list of environmental issues. Include, at a minimum: floodways and 100-year flood plain boundaries; wetland boundaries; archaeological sites; hazardous waste sites; community

or public wells; historical buildings, sites, and districts; rivers and lakes (identifying any designated wild and scenic rivers); state and national forests; wildlife reserves; critical wildlife habitats; threatened and endangered species (locations); public parks; prime agricultural land; barrier effects; pedestrian and bicycle access; noise; neighborhood/business displacement;

- Identify those areas expected to require further analysis for NEPA purposes;
- Prepare an environmental report.

Task 5.5 Prepare a generalized representation of traffic-related performance measures to be used in committee and public meetings. Aerial photos and maps will illustrate present conditions. As data becomes available and analysis is completed, displays for public meetings will be updated.

Task 5.6 Prepare an environmental map of key socio-economic and environmental resources. The map would also show environmental issues within the corridor, and identification of areas that require further analysis.

Task 5.7 Develop a “base year 2003” scenario (assessment of conditions in 2003) based on current study area conditions.

Task 5.8 Call a meeting with CU-MTD, Urbana Park District, School District 116, University of Illinois, and property owners. At this meeting staff will learn their issues and plans for the study area.

Products: Project base maps;

Capacity and Level of Service tables for main intersections in the study area;

Number of crashes and crash rates tables;

Current land uses map;

Environmental resources map;

Environmental report;

Present conditions map;

Task 6.0 Staff organizes and holds second Study Committee meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: December 15, 2003 – December 30, 2003

Task 6.1 Call the second meeting.

Role and Purpose The committee will review the analysis and findings and ensure that staff did not omit any problems or overlook any potential solutions. They will review and comment on the draft recommendations and products of the study.

Task 6.2 Hold second meeting.

Meeting set up will include display boards, base maps, and hand-outs including existing conditions based on Task 5.0 findings.

- Ask members for input and comments on the data presented. (Distribute survey form for them to complete and return at the end of the meeting - or in the mail - so we are certain we have their comments.)
- Explain that during their third meeting the results from the Public Involvement (Task 7.0) will be presented to them. If possible, give an approximate meeting date.
- Explain how staff will use the public involvement results and the products the committee should expect from the IL-130 report at the end of the study.

Task 6.3 Write meeting summary and submit as a status report to the City of Urbana.

Products: Meeting summary document

Task 7.0 Public Involvement Plan - (elected officials, general public and special interest groups, resource agencies, business community, media).

Responsible Staff: Rita Morocoima-Black (Lead for Task 6.0), Susan Chavarria, Eunah Kang and other CCRPC staff as appropriate.

Start Date / End Date: September 15, 2003 – December 30, 2003

Purpose: The second public meeting will intend to discuss the study's preliminary data collection findings, traffic crash data, land use conditions, and current traffic operations and LOS. Input received at this meeting will be helpful in organizing the presentation of this information at other Steering Committee meeting.

Task 7.1 Elected Officials, General Public, Business Community and special interest groups

- Ask City of Urbana, Champaign County Highway Department, township supervisors, CUUATS and other agencies to identify members of their communities, business and economic development agencies and groups interested in the corridor study.
- Send direct notice of general public meetings.
- Set up open house, prepare and distribute survey questionnaires and solicit comments during an open house format.

Task 7.2 Media

- Prepare and distribute press releases and a press package containing data from Task 5.0 and schedule the public meeting.
- Invite the media to all public meetings.

Task 8.0 Compile Summary of information from Public Involvement Task.

Responsible Staff: Susan Chavarria, Rita Morocoima-Black, Eunah Kang

Start Date / End Date: December 01, 2003 – January 15, 2003

Task 8.1 Write summary of survey responses, public meetings and focus group comments, ideas, and recommendations.

Task 8.2 Provide draft for review and verification to the rest of project team.

Task 8.3 Make changes as appropriate. Write summary and create "presentation" boards and report based on summary for second committee meeting.

Products: Summary report of the comments from the public meeting.

Task 9.0 Mail Comments Summary to Committee and Hold Third Study Committee Meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: January 15, 2003 – January 30, 2004

Task 9.1 Mail Public Involvement findings summary to committee; send notice for third committee meeting.

Task 9.2 Hold third Study Committee meeting.

- Present findings and ask for comments and recommendations for final report.
- Explain that staff is now using these comments and incorporating them into the technical findings and draft report.
- Explain that draft report (Actual Conditions) will be mailed to all Study Committee members and presented at the next meeting.
- Explain that the purpose of this meeting is to get their reaction to the comments and to solicit their recommendations for future scenarios, creative programs, policies, and major projects that can address a vision for the corridor.

Products: Meeting summary document

Task 10.0 IL-130 Future Conditions Analysis

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: Jan. 30, 2004 – April 30, 2004

Task 10.1 Analyze future year projections of traffic in the study area based on projected socioeconomic conditions and projected future developments provided by City of Urbana's staff.

- Staff will prepare planning-level traffic volume projections for the year 2025.

Task 10.2 Analyze different scenarios based on future conditions and transportation model analysis.

- The existing infrastructure will be evaluated and projected traffic characteristics will be applied using a transportation model. Existing traffic data will be from actual counts and projected data (planning level) will be for the year 2025.

Data sets to include: current traffic volume/classification for roadway links, and cross-routes as available; planning level traffic volume projections for year 2025; freight movements on IL-130 and within the corridor including rail lines; projected land uses (agricultural, residential, manufacturing/major commerce/major generators).

Analysis to include:

Traffic operations/travel mobility by travel mode - effectiveness of the existing infrastructure in terms of capacity and Level of Service based on 2025 volumes. Population and employment - Horizon year estimates of population will be based on “best fit” regression analyses using historic census data from 1970 to 2000, including the release of new 2000 Census data. Forecasts representing both the “best fit” regression curve (the “high correlation” to the historic data) and the forecast having the second-highest correlation (a “moderate correlation”) will be considered significant.

Accessibility - interchange access, corridor connectivity for all modes of transportation and freight/rail flows both locally- and regionally based on 2025 volumes.

Future needs/related issues - land use changes, farmland preservation, economic development, environmental justice, access management, transportation enhancements/aesthetics and other issues that need to be considered based on 2025 volumes.

The technical analysis of traffic flow will be formulated using Highway Capacity Manual procedures. Using existing physical characteristics of the highway, maximum service flows for each Level of Service will be calculated for the year 2025. As projected traffic volume information becomes available, projected operating conditions of the corridor will be determined. Daily and peak hour characteristics will be examined. Factors for peak hour analysis will be derived from ADT data or other acceptable sources. The identification of link segments for analysis will be determined based upon the availability of data and logical termini as identified by staff.

Where data for interchanges (ramps and cross-routes) is incomplete or not generally available, staff will determine the most feasible approach for developing appropriate data sets for interchange analysis.

Existing data will be used to evaluate accessibility and land use issues commensurate with highway capacity analysis.

In general, identification of future corridor characteristics and patterns will be done for all modes of transportation based upon approximate locations.

Task 10.3 Develop short-term and long-term recommendations for transportation improvements in the IL 130 corridor considering the projected socioeconomic conditions, land uses, and forecasted travel patterns in the study area.

- Summaries of the horizon year projections for population and total employment along with forecasts of daily traffic volumes and future travel patterns.
- Maps showing socioeconomic projections using the same format used for the existing conditions analysis as the base year data maps.
- Base maps for different scenarios evaluated showing alignments and cross-section examples.

Task 10.4 Prepare a generalized representation of traffic-related performance measures to be used in committee and public meetings. Aerial photos and maps will illustrate different future scenario conditions.

Task 10.5 Prepare a map of locations within the corridor where transportation system deficiencies are likely to occur with the 20-year demand.

Products: 2025 Capacity and LOS tables for main intersections in the study area;
Population and employment projections for 2025;
Traffic volume projections for 2025;
Future land uses map;
Base maps for different alternates evaluated;
Future conditions map;

Task 11.0 CUUATS staff organizes and holds fourth Study Committee meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: May 1, 2004 – May 15, 2004

Task 11.1 Call the fourth meeting.

Task 11.2 Hold fourth meeting.

Meeting set up will include display boards, base maps, and hand-outs including existing conditions based on Task 8.0 findings of future conditions.

- Ask members for input and comments on the data presented. (Distribute survey form for completion and return at the end of the meeting - or in the mail – to be certain to receive comments.)
- Explain that during their fifth meeting the results from the Public Involvement (Task 12.0) will be presented. If possible, give an approximate meeting date.
- Explain how staff/Urbana will use the public involvement results and the products the committee should expect from the IL-130 report at the end of the study.
- Explain that their fifth meeting will be to present the draft report for their comments and changes before it is finalized.

Task 11.3 Write meeting summary and submit as a status report to the City of Urbana.

Products: Meeting summary document

Task 12.0 Public Involvement Plan - (elected officials, general public and special interest groups, resource agencies, business community, media).

Responsible Staff: Rita Morocoima-Black, Susan Chavarria, Eunah Kang and other CCRPC staff as appropriate.

Start Date / End Date: May 15, 2004 – June 15, 2004

Purpose: The third Public meeting. At this meeting, the study's draft strategies and alternative recommendations will be discussed.

Task 12.1 Elected Officials, General Public, Business Community and special interest groups

- Update mailing list from first public meeting.
- Send direct notice of general public meetings.
- Set up open houses, prepare and distribute survey questionnaires and solicit comments during an open house format.

Task 12.2 Media

- Prepare and distribute press releases and a press package containing data from Task 10.0 and schedule for all public meetings.
- Invite the media to all public meetings.

Task 13.0 Compile summary of information from Public Involvement Task.

Responsible Staff: Susan Chavarria (lead for Task 12.0), Rita Morocoima-Black, Eunah Kang.

June 15, 2004 – June 30, 2004

Start Date / End Date

Task 13.1 Write summary of survey responses, public meeting and focus group comments, ideas, and recommendations.

Task 13.2 Provide draft for review and verification to the rest of the staff team.

Task 13.3 Make changes as appropriate. Write summary and create "presentation" boards and report based on summary for fourth committee meeting.

Products: Summary report of the comments from the public meeting.

Task 14.0 Mail Comments Summary to Committee and Hold Fifth Committee Meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: July 01, 2004 – July 30, 2004

Task 14.1 Mail Public Involvement findings summary to committee; send notice for fifth committee meeting.

Task 14.2 Hold fifth committee meeting.

- Present findings and ask for comments and recommendations for final report.
- Explain that staff is now using these comments and incorporating them into the technical findings and draft report.
- Explain that draft report (Current and Future Conditions Analyses) will be mailed to all committee members and presented at the next meeting.
- Explain that the purpose of this meeting is to obtain their reaction to the comments and to solicit their recommendations for other possible creative programs, policies, and major projects that can address a vision for the corridor.
- Explain that the draft report will be presented at their fifth committee meeting and revised afterward to reflect comments. The revised draft will be used in the final round of public involvement meetings.

Task 15.0 Complete Research and Write Draft Report and Recommendations.

Responsible Staff: Rita Morocoima-Black & Susan Chavarria

Start Date / End Date: August 01, 2004 - Oct 30, 2004

Task 15.1 Research other corridor studies, freight, transit, bike and pedestrian issues and innovative policies such as ITS practices and policies to improve mobility throughout the corridor.

Task 15.2 Combine data from Tasks 5, 10.1, 10.2, and public involvement and committee comments from Tasks 6, 7, 11 and 12 into draft report. The draft report should address or provide the products as stated on page one of this scope.

Task 15.3 Provide/present draft summary report to RPC Executive Director and Urbana's Community Development Director for approval to release to committee and City of Urbana.

Products: Draft report document

Task 16.0 With approval - Mail Draft Study Report and Hold Sixth Committee Meeting.

Responsible Staff: Rita Morocoima-Black and Susan Chavarria

Start Date / End Date: Nov. 01, 2004 – Nov. 30, 2004

Task 16.1 Mail draft report to committee and announce sixth meeting.

Task 16.2 Hold sixth committee meeting. Present draft report with findings and recommendations to the committee. Ask for their comments and recommendations for corrections, improvements or changes.

Task 16.3 Make changes to draft report as per committee comments and public comments.

Task 17.0 Make final changes, prepare and submit final report. Make presentations of final report.

Responsible Staff: Rita Morocoima-Black and Susan Chavarria

Start Date / End Date: Jan.01, 05 – Jan. 30, 05 and beyond.

Task 17.1 Write final report and Executive Summary identifying alternative programs, policies and projects that should be implemented or further evaluated as potential ways to achieve Urbana’s vision for IL-130 corridor together with the ideas and opinions gathered through the public involvement process.

Task 17.2 Present the final report to RPC Executive Director and committee members and make all requested changes and proceed as advised by them.

Task 17.3 Hold seventh committee meeting (if necessary).

- Present final report.
- Discuss next step - how Urbana intends to implement or act on the findings and ideas in the report.

Task 17.4 Present final report to boards for integration into regional transportation plans.

Task 17.5 Make other presentations as requested and approved by Urbana leadership.

Products: Final and Executive Summary report documents.

Environmental map with corridor alternates map (11*17)

Preferred Corridor Alternative map (11*17)

IL130/HIGHCROSS ROAD CORRIDOR STUDY
CONTRACT FOR TECHNICAL AND PLANNING SERVICES

September 9, 2003

THIS AGREEMENT entered into this 15th day of Sept, 2003 by and between the City of Urbana herein called the City and the Champaign County Regional Planning Commission, herein called the Commission.

WITNESSETH

WHEREAS, the City desires to engage the Commission to provide certain technical and planning services in reviewing and making recommendations to create a plan for the IL130/Highcross Road Corridor Area on behalf of the parties to the *IL130/Highcross Road Corridor Study Intergovernmental Agreement* (hereafter "Study Participants"):

NOW, THEREFORE, the parties do mutually agree as follows:

- 1. Employment of the Commission:** The City hereby agrees to engage the Commission, and the Commission, hereby agrees to perform the services set forth in this contract.
- 2. Cooperation of the City:** The City will make available at no cost to the Commission any information and data in the possession of the City and will cooperate with the Commission in the course of the work specified.
- 3. Personnel:** The Commission represents that it has, or will secure at its own expense, all personnel required to perform the services specified under this contract.

4. **Scope of Services:** The Commission will perform the services identified in ATTACHMENT A for the compensation set forth in Paragraph 5.

5. **Compensation:** The City agrees to pay the Commission the sum of \$150,000.00 for the services as set forth in ATTACHMENT A which is attached hereto and made a part hereof. The Commission agrees to apply a credit to its first payment requisition reducing the amount due from the City by an amount equal to the Commission's contribution to the study as specified in Section 3A of the *IL130/Highcross Road Corridor Area Intergovernmental Agreement*.

6. **Billing:** Such sum will be paid monthly, upon requisition for payment from the Commission, specifying that it has performed the work under this contract in conformance with the covenants, agreements, or stipulations of the contract and that it is entitled to receive the amount requisitioned under the terms hereof. Requisitions for partial payment may be submitted and paid as the work progresses. All payment shall be due and payable within 45 days of the requisition for payment.

7. **Period Covered:** This contract shall cover the period 9/15, 2003 through December 31, 2006.

8. **Termination of Contract for Cause:** If through any cause, the Commission shall fail to fulfill, in a timely manner, the obligations under this contract, or if the Commission shall violate any of the covenants, agreements, or stipulations of this contract, the City, with the agreement of a majority of the Study Participants, may terminate this contract by giving written notice to the Commission of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Commission under this contract shall, at the option of the

Study Participants, become their joint property and the Commission shall be reimbursed for the actual cost incurred in completing such documents.

9. Termination of Contract for Convenience: This agreement may be terminated by the City with the agreement of a majority of the Study Participants or by the Commission at any time by a notice in writing to the other party at least 30 days before such terminations. Once the contract is terminated as provided herein, a determination of what proportion of the services contracted for has been completed shall be made. An identical proportion of the maximum fee of the actual cost incurred less any previous payments shall be paid the Commission; provided, however, that if less than 60 percent of the services covered by the contract have been performed upon the effective date of such termination, the Commission shall, in addition to the proportionate of fees provided for above, also receive any reimbursements for any reasonable out-of-pocket expenses directly attributable to the uncompleted portion of services covered under this contract; provided further, however, that in no case shall the amount paid the Commission under this paragraph exceed the actual cost as defined in paragraph five hereof. (If this contract is terminated due to the fault of the Commission, paragraph eight hereof relative to termination shall apply).

10. Changes: The City, with the agreement of a majority of the Study Participants, may, from time to time, request changes in the Scope of the Services of the Commission to be performed hereunder. Such changes, including any increase or decrease in the amount of the Commission compensation, which are mutually agreed upon by and between the Study Participants and the Commission, shall be incorporated in written amendments to this contract.

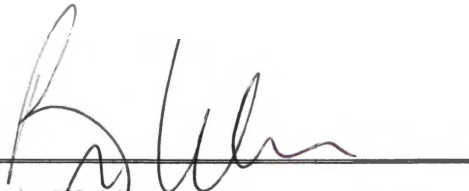
11. Findings Confidential: Any reports, information, data, etc., given to or assembled by the Commission under this contract which a Study Participant requests to be kept as confidential shall, to the extent permitted by law, not be made available to any individual or organization by the Commission without

prior written approval of that Study Participant.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by its officers as of the date first written above.

By and on behalf of the City of Urbana:

**By and on behalf of the Champaign
County Regional Planning Commission:**



Bruce Walden

Chief Administrative Officer



John Dimit

Executive Director

Attested to:

Date: 9/15/03



Phyllis D. Clark

Phyllis D. Clark
City Clerk

Date:

ATTACHMENT A

September 9, 2003

The Champaign County Regional Planning Commission shall perform and carry out, in a professional manner, the following:

1. Provide administrative and professional support to the *IL130/Highcross Road Corridor Study* Committee including the preparation of agendas and minutes, record keeping, correspondence and preparation and dissemination of notices and public information and maintenance of website.
2. Complete the tasks identified in the attached document entitled “Tasks & Timetable for Completion” including but not limited to the following:
 - Organize, promote and conduct public meetings and record and disseminate public comments.
 - Inventory Existing Conditions in the study area.
 - Review current plans, policies and regulations that bear on the subject of the study.
 - Analyze land use and transportation interactions including extension of the Champaign-Urbana-Savoy Urbanized Area Transportation Model to outlying areas of the corridor if necessary.
 - Prepare a Master Plan for the study area including specific recommendations to the participating governments.
3. Produce plan documents for Study Participant’s use and for public dissemination in the following quantities:
 - i. Full sets of all documents: 15 copies;
 - ii. Summary documents for public dissemination: 100 copies.
4. Assist participating governments in developing new or amended intergovernmental agreements respecting annexation, subdivision and related subjects.
5. Prepare invoice vouchers (Form C-13) and supporting documentation for submission to the Illinois Department of Transportation and maintain all financial records are required by state and federal regulations.
6. Perform such other work to which the Commission and the *IL130/Highcross Road Corridor Study* Participants may agree.

IL130/High Cross Road Corridor Study

Tasks & Timetable for Completion

Task 1.0 Draft IL-130 Corridor vision, study scope of work, tasks, and timetable.

Responsible Staff: Rita Morocoima-Black, IL-130 Corridor Study Project Manager

Start Date / End Date: September 1, 03 -September 15, 03

Task 1.1 Contact District 5, City of Urbana staff, Urbana and Somer townships staff, and Champaign County staff; to develop a study scope for the IL-130 study. Detail the tasks and timetable.

Task 2.0 Present draft scope and timetable, make needed changes, and seek approval for study vision, scope and approach by City of Urbana.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria

Start Date / End Date: September 1, 03 – September 15, 03

Task 2.1 Meet with District 5, City of Urbana staff, Champaign County staff, and Urbana and Somer townships staff to review final draft scope of work approach, responsibilities for tasks, and timetable - adjust as requested.

Task 2.2 Staff presents draft vision, scope and approach to CCRPC senior staff, for general approval and OK to meet with City of Urbana. Request their input on details of conducting public involvement within the study area. Revise scope and tasks as needed. Write final scope.

Task 2.3 Present final scope, approach, tasks and timetable to City of Urbana for approval.

Products: Final Scope of Services

Task 3.0 Staff organizes and holds first Study Committee meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: September 1, 03 – September 15, 03

Task 3.1 Call the first meeting.

Role and Purpose This meeting will establish an IL-130 Study Committee which will meet approximately six times with staff conducting this study.

Composition – Representatives from the City of Urbana, IDOT District 5, Champaign County Highway Department and Urbana and Somer Townships.

Task 3.2 Hold first meeting.

Present this scope emphasizing the purpose for the study, the vision for IL-130, and the overall public involvement plan. Explain how the study compliments any other efforts taking place along the corridor.

Task 4.0 Public Involvement Plan - (elected officials, general public and special interest groups, resource agencies, business community, media).

Responsible Staff: Rita Morocoima-Black, Susan Chavarria, Eunah Kang and other CCRPC staff as appropriate.

Start Date / End Date: September 1, 03 – September 15, 03

Purpose: The first Public meeting is indented to kick-off the project by discussing the study's process and schedule, as well as informing Elected Officials, General Public, Business Community and special interest groups about the study's Public Involvement Process.

Task 4.1 Elected Officials, General Public, Business Community and special interest groups

- Ask City of Urbana, Champaign County Highway Department, township supervisors, CUUATS and other agencies to identify members of their communities, business and economic development agencies and groups interested in the corridor study.
- Send direct notice of general public meetings.
- Set up open house, prepare and distribute survey questionnaires and solicit comments during an open house format.

Task 4.2 Media

- Prepare and distribute press releases and schedule the public meeting.
- Invite the media to all public meetings.

Task 5.0 IL-130 Current Conditions Analysis

Responsible Staff: Rita Morocoima-Black, Susan Chavarria, Eunah Kang and others as identified.

Start Date / End Date: September 15, 03 - December 15, 03

Task 5.1 Staff will begin collecting traffic count information for the corridor. This effort will include updating volume surveys for main links as determined by CUUATS. Staff will develop project base maps.

Task 5.2. Using existing data, staff will begin analysis of general traffic conditions in the IL-130 corridor. These conditions will include traffic flow/serviceability, safety, and geometric/physical considerations.

Data sets to include: current traffic volume/classification for roadway links, and cross-routes as available; crash data for a minimum 3-year period (location/crash patterns); physical roadway inventory and conditions; structure inventory data; freight movements on IL-130 and within the corridor including rail lines; current land uses (agricultural, residential, manufacturing/major commerce/major generators).

Analysis to include:

Traffic operations/travel mobility by travel mode - effectiveness of the existing infrastructure in terms of capacity and Level of Service, crashes, and geometrics;
Accessibility - interchange access, roadway access, corridor connectivity for all modes of transportation and freight/rail flows both locally and regionally;
Future needs/related issues - land use changes, farmland preservation, economic development, environmental justice, access management, and transportation enhancements/aesthetics.

The technical analysis of traffic flows will be formulated using *Highway Capacity Manual* procedures. Using existing physical characteristics of the highway, maximum service flows for each Level of Service will be calculated. As existing traffic volume information becomes available, the actual operating conditions of the corridor will be determined. Daily and peak hour characteristics will be examined. Factors for peak hour analysis will be derived from ADT data or other acceptable sources. The identification of link segments for analysis will be determined based upon the availability of data and logical considerations as identified by staff.

Where data for interchanges (ramps and cross-routes) is incomplete or not generally available, staff will determine the most feasible approach for developing appropriate data sets for interchange analysis.

Existing data will be used to evaluate accessibility and land use issues commensurate with highway capacity analysis.

Identification of corridor characteristics and patterns will be done for all modes of transportation.

Task 5.3 *Identify Critical Environmental Factors..*

- Review and assess applicable state, local, and federal environmental laws, regulations, and policies;
- Review any existing environmental studies or other studies that include geotechnical data, hydrological information, soils, or subsurface geology;
- Review major geologic and general terrain features (for example, slopes, fault lines, outcroppings, soil types) available from USGS topographic maps, Natural Resource Conservation Service Soil Surveys, city or county comprehensive plans, or existing studies prepared for the area;
- Contact agencies to identify environmental resources in the corridor, and issues associated with those resources.

Task 5.4 Conduct an environmental scan and list of critical environmental issues within the corridor that include the following tasks:

- Map environmental resources and prepare a list of environmental issues. Include, at a minimum: floodways and 100-year flood plain boundaries; wetland boundaries; archaeological sites; hazardous waste sites; community or public wells; historical buildings, sites, and districts; rivers and lakes (identifying any designated wild and scenic rivers); state and national forests; wildlife reserves; critical wildlife habitats; threatened and endangered species

(locations); public parks; prime agricultural land; barrier effects; pedestrian and bicycle access; noise; neighborhood/business displacement;

- Identify those areas expected to require further analysis for NEPA purposes;
- Prepare an environmental report.

Task 5.5 Prepare a generalized representation of traffic-related performance measures to be used in committee and public meetings. Aerial photos and maps will illustrate present conditions. As data becomes available and analysis is completed, displays for public meetings will be updated.

Task 5.6 Prepare an environmental map of key socio-economic and environmental resources. The map would also show environmental issues within the corridor, and identification of areas that require further analysis.

Task 5.7 Develop a “base year 2003 ” scenario based on current study area conditions.

Task 5.8 Call a meeting with CU-MTD, Urbana Park District, School District 116, University of Illinois, and property owners. At this meeting staff will learn their issues and plans for the study area.

Products: Project base maps;

Capacity and LOS tables for main intersections in the study area;

of crashes and crash rates tables;

Current land uses map;

Environmental resources map;

Environmental report;

Present conditions map;

Task 6.0 Staff organizes and holds second Study Committee meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: December 15, 03 – December 30, 03

Task 6.1 Call the second meeting.

Role and Purpose The committee will review the analysis and findings and ensure that staff did not omit any problems or overlook any potential solutions. They will review and comment on the draft recommendations and products of the study.

Task 6.2 Hold second meeting.

Meeting set up will include display boards, base maps, and hand-outs including existing conditions based on Task 5.0 findings.

- Ask members for input and comments on the data presented. (Distribute survey form for them to complete and return at the end of the meeting - or in the mail - so we are certain we have their comments.)
- Explain that during their third meeting the results from the Public Involvement (Task 7.0) will be presented to them. If possible, give an approximate meeting date.
- Explain how staff will use the public involvement results and the products the committee should expect from the IL-130 report at the end of the study.

Task 6.3 Write meeting summary and submit as a status report to the City of Urbana.

Products: *Meeting summary document*

Task 7.0 Public Involvement Plan - (elected officials, general public and special interest groups, resource agencies, business community, media).

Responsible Staff: Rita Morocoima-Black (Lead for Task 6.0), Susan Chavarria, Eunah Kang and other CCRPC staff as appropriate.

Start Date / End Date: September 15, 03 – December 30, 03

Purpose: The second Public meeting will intend to discuss the study's preliminary data collection findings, traffic crash data, land use conditions, and current traffic operations and LOS. Input received at this meeting will be helpful in organizing the presentation of this information at other Steering Committee meeting.

Task 7.1 Elected Officials, General Public, Business Community and special interest groups

- Ask City of Urbana, Champaign County Highway Department, township supervisors, CUUATS and other agencies to identify members of their communities, business and economic development agencies and groups interested in the corridor study.
- Send direct notice of general public meetings.
- Set up open house, prepare and distribute survey questionnaires and solicit comments during an open house format.

Task 7.2 Media

- Prepare and distribute press releases and a press package containing data from Task 5.0 and schedule the public meeting.
- Invite the media to all public meetings.

Task 8.0 Compile Summary of information from Public Involvement Task.

Responsible Staff: Susan Chavarria, Rita Morocoima-Black, Eunah Kang

Start Date / End Date: December 01, 03 – January 15, 03

Task 8.1 Write summary of survey responses, public meetings and focus group comments, ideas, and recommendations.

Task 8.2 Provide draft for review and verification to the rest of project team.

Task 8.3 Make changes as appropriate. Write summary and create "presentation" boards and report based on summary for second committee meeting.

Products: *Summary report of the comments from the public meeting.*

Task 9.0 Mail Comments Summary to Committee and Hold Third Study Committee Meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: January 15, 03 – January 30, 04

Task 9.1 Mail Public Involvement findings summary to committee; send notice for third committee meeting.

Task 9.2 Hold third Study Committee meeting.

- Present findings and ask for comments and recommendations for final report.
- Explain that staff is now using these comments and incorporating them into the technical findings and draft report.
- Explain that draft report (Actual Conditions) will be mailed to all Study Committee members and presented at the next meeting.
- Explain that the purpose of this meeting is to get their reaction to the comments and to solicit their recommendations for future scenarios, creative programs, policies, and major projects that can address a vision for the corridor.

Products: *Meeting summary document*

Task 10.0 IL-130 Future Conditions Analysis

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: Jan. 30, 04 – April 30, 04

Task 10.1 Analyze future year projections of traffic in the study area based on projected socioeconomic conditions and projected future developments provided by City of Urbana's staff.

- Staff will prepare planning-level traffic volume projections for the year 2025.

Task 10.2 Analyze different scenarios based on future conditions and transportation model analysis.

- The existing infrastructure will be evaluated and projected traffic characteristics will be applied using a transportation model. Existing traffic data will be from actual counts and projected data (planning level) will be for the year 2025.

Data sets to include: current traffic volume/classification for roadway links, and cross-routes as available; planning level traffic volume projections for year 2025; freight movements on IL-130 and within the corridor including rail lines; projected

land uses (agricultural, residential, manufacturing/major commerce/major generators).

Analysis to include:

Traffic operations/travel mobility by travel mode - effectiveness of the existing infrastructure in terms of capacity and Level of Service based on 2025 volumes.

Population and employment - Horizon year estimates of population will be based on “best fit” regression analyses using historic census data from 1970 to 2000, including the release of new 2000 Census data. Forecasts representing both the “best fit” regression curve (the “high correlation” to the historic data) and the forecast having the second-highest correlation (a “moderate correlation”) will be considered significant.

Accessibility - interchange access, corridor connectivity for all modes of transportation and freight/rail flows both locally- and regionally based on 2025 volumes.

Future needs/related issues - land use changes, farmland preservation, economic development, environmental justice, access management, transportation enhancements/aesthetics and other issues that need to be considered based on 2025 volumes.

The technical analysis of traffic flow will be formulated using *Highway Capacity Manual* procedures. Using existing physical characteristics of the highway, maximum service flows for each Level of Service will be calculated for the year 2025. As projected traffic volume information becomes available, projected operating conditions of the corridor will be determined. Daily and peak hour characteristics will be examined. Factors for peak hour analysis will be derived from ADT data or other acceptable sources. The identification of link segments for analysis will be determined based upon the availability of data and logical termini as identified by staff.

Where data for interchanges (ramps and cross-routes) is incomplete or not generally available, staff will determine the most feasible approach for developing appropriate data sets for interchange analysis.

Existing data will be used to evaluate accessibility and land use issues commensurate with highway capacity analysis.

In general, identification of future corridor characteristics and patterns will be done for all modes of transportation based upon approximate locations.

Task 10.3 Develop short-term and long-term recommendations for transportation improvements in the IL 130 corridor considering the projected socioeconomic conditions, land uses, and forecasted travel patterns in the study area.

- Summaries of the horizon year projections for population and total employment along with forecasts of daily traffic volumes and future travel patterns.
- Maps showing socioeconomic projections using the same format used for the existing conditions analysis as the base year data maps.

- Base maps for different scenarios evaluated showing alignments and cross-section examples.

Task 10.4 Prepare a generalized representation of traffic-related performance measures to be used in committee and public meetings. Aerial photos and maps will illustrate different future scenario conditions.

Task 10.5 *Prepare a map of locations within the corridor where transportation system deficiencies are likely to occur with the 20-year demand.*

Products: *2025 Capacity and LOS tables for main intersections in the study area;
Population and employment projections for 2025;
Traffic volume projections for 2025;
Future land uses map;
Base maps for different alternates evaluated;
Future conditions map;*

Task 11.0 CUUATS staff organizes and holds fourth Study Committee meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: May 1, 04 – May 15, 04

Task 11.1 Call the fourth meeting.

Task 11.2 Hold fourth meeting.

Meeting set up will include display boards, base maps, and hand-outs including existing conditions based on Task 8.0 findings of future conditions.

- Ask members for input and comments on the data presented. (Distribute survey form for completion and return at the end of the meeting - or in the mail – to be certain to receive comments.)
- Explain that during their fifth meeting the results from the Public Involvement (Task 12.0) will be presented. If possible, give an approximate meeting date.
- Explain how staff/Urbana will use the public involvement results and the products the committee should expect from the IL-130 report at the end of the study.
- Explain that their fifth meeting will be to present the draft report for their comments and changes before it is finalized.

Task 11.3 Write meeting summary and submit as a status report to the City of Urbana.

Products: *Meeting summary document*

Task 12.0 **Public Involvement Plan - (elected officials, general public and special interest groups, resource agencies, business community, media).**

Responsible Staff: Rita Morocoima-Black, Susan Chavarria, Eunah Kang and other CCRPC staff as appropriate.

Start Date / End Date: May 15, 04 – June 15, 04

Purpose: The third Public meeting. At this meeting, the study's draft strategies and alternative recommendations will be discussed.

Task 12.1 Elected Officials, General Public, Business Community and special interest groups

- Update mailing list from first public meeting.
- Send direct notice of general public meetings.
- Set up open houses, prepare and distribute survey questionnaires and solicit comments during an open house format.

Task 12.2 Media

- Prepare and distribute press releases and a press package containing data from Task 10.0 and schedule for all public meetings.
- Invite the media to all public meetings.

Task 13.0 Compile summary of information from Public Involvement Task.

Responsible Staff: Susan Chavarria (lead for Task 12.0), Rita Morocoima-Black, Eunah Kang.

Start Date / End Date: June 15, 04 – June 30, 04

Task 13.1 Write summary of survey responses, public meeting and focus group comments, ideas, and recommendations.

Task 13.2 Provide draft for review and verification to the rest of the staff team.

Task 13.3 Make changes as appropriate. Write summary and create "presentation" boards and report based on summary for fourth committee meeting.

Products: *Summary report of the comments from the public meeting.*

Task 14.0 Mail Comments Summary to Committee and Hold Fifth Committee Meeting.

Responsible Staff: Rita Morocoima-Black, Susan Chavarria and Eunah Kang

Start Date / End Date: July 01, 04 – July 30, 04

Task 14.1 Mail Public Involvement findings summary to committee; send notice for fifth committee meeting.

Task 14.2 Hold fifth committee meeting.

- Present findings and ask for comments and recommendations for final report.
- Explain that staff is now using these comments and incorporating them into the technical findings and draft report.
- Explain that draft report (Current and Future Conditions Analyses) will be mailed to all committee members and presented at the next meeting.

- Explain that the purpose of this meeting is to obtain their reaction to the comments and to solicit their recommendations for other possible creative programs, policies, and major projects that can address a vision for the corridor.
- Explain that the draft report will be presented at their fifth committee meeting and revised afterward to reflect comments. The revised draft will be used in the final round of public involvement meetings.

Task 15.0 Complete Research and Write Draft Report and Recommendations.

Responsible Staff: Rita Morocoima-Black & Susan Chavarria

Start Date / End Date: August 01, 04 - Oct 30, 04

Task 15.1 Research other corridor studies, freight, transit, bike and pedestrian issues and innovative policies such as ITS practices and policies to improve mobility throughout the corridor.

Task 15.2 Combine data from Tasks 5., 10.1, 10.2, and public involvement and committee comments from Tasks 6, 7, 11 and 12 into draft report. The draft report should address or provide the products as stated on page one of this scope.

Task 15.3 Provide/present draft summary report to RPC Executive Director and Urbana's Community Development Director for approval to release to committee and City of Urbana.

Products: Draft report document

Task 16.0 With approval - Mail Draft Study Report and Hold Sixth Committee Meeting.

Responsible Staff: Rita Morocoima-Black and Susan Chavarria

Start Date / End Date: Nov. 01, 04 – Nov. 30, 04

Task 16.1 Mail draft report to committee and announce sixth meeting.

Task 16.2 Hold sixth committee meeting. Present draft report with findings and recommendations to the committee. Ask for their comments and recommendations for corrections, improvements or changes.

Task 16.3 Make changes to draft report as per committee comments and public comments.

Task 17.0 Make final changes, prepare and submit final report. Make presentations of final report.

Responsible Staff: Rita Morocoima-Black and Susan Chavarria

Start Date / End Date: Jan.01, 05 – Jan. 30, 05 *and beyond.*

Task 17.1 Write final report and Executive Summary identifying alternative programs, policies and projects that should be implemented or further evaluated as potential ways to achieve Urbana's vision for IL-130 corridor together with the ideas and opinions gathered through the public involvement process.

Task 17.2 Present the final report to RPC Executive Director and committee members and make all requested changes and proceed as advised by them.

Task 17.3 Hold seventh committee meeting (if necessary).

- Present final report.
- Discuss next step - how Urbana intends to implement or act on the findings and ideas in the report.

Task 17.4 Present final report to boards for integration into regional transportation plans.

Task 17.5 Make other presentations as requested and approved by Urbana leadership.

Products: Final and Executive Summary report documents.

Environmental map with corridor alternates map (11*17)

Preferred Corridor Alternative map (11*17)