



Chicago Metropolitan Agency for Planning (CMAP) Board

Annotated Agenda

Wednesday, February 10, 2016

Cook County Conference Room
233 S. Wacker Drive, Suite 800
Chicago, Illinois

- 1.0 Call to Order and Introductions** 9:30 a.m.
- 2.0 Agenda Changes and Announcements**
- 3.0 Approval of Minutes—January 13, 2016**
ACTION REQUESTED: Approval
- 4.0 Executive Director's Report**
- 4.1 CMAP Financial Update
 - 4.2 Plan Launch Event
 - 4.3 Local Technical Assistance (LTA) Update
 - 4.4 Chief of Staff Selection
 - 4.5 Other Announcements
- 5.0 Procurements and Contract Approvals**
Engineering Support for Transit Needs Analysis
ACTION REQUESTED: Approval
- 6.0 Committee Reports**
The chair of the Local Coordinating Committee will provide an update from the meeting held prior to the Board meeting. A written summary of the working committees and the Council of Mayors Executive Committee will also be distributed.
ACTION REQUESTED: Information
- 7.0 Future Leaders in Planning (FLIP) Update**
Staff will announce the 2016 FLIP summer program application, and will also showcase students' work by showing the recently released [video](#), which was prepared to promote FLIP to potential student participants.
ACTION REQUESTED: Information

8.0 Public Engagement for Long-Range Plan

Public engagement will be a critical component of the next long-range plan, as it was in GO TO 2040. Staff will discuss current plans for stakeholder and public engagement, and will request the Board's involvement in reaching key community groups.

ACTION REQUESTED: Discussion

9.0 State Legislative Framework and Agenda

Staff will present the draft 2016 State Legislative Framework and Agenda. The [State Legislative Framework](#) lists CMAP's legislative principles based on GO TO 2040. The [State Agenda](#) highlights the policy priorities for CMAP in the upcoming legislative session.

ACTION REQUESTED: Approval

10.0 Long-Term Funding Alternatives

Following the Board's introductory discussion of this topic in November and deeper discussion in January, staff has prepared further thoughts on options for long-term funding. Board discussion is requested.

ACTION REQUESTED: Discussion

11.0 Other Business

12.0 Next Meeting

The Board meets next on March 9, 2016.

13.0 Public Comment

This is an opportunity for comments from members of the audience. The amount of time available to speak will be at the chair's discretion. It should be noted that the exact time for the public comment period will immediately follow the last item on the agenda.

14.0 Closed Session

The Board will adjourn to a closed session for the purpose of reviewing prior closed session minutes, under IOMA Section 2(c)(21).

15.0 Adjournment

Chicago Metropolitan Agency for Planning Board Members:

___ Gerald Bennett, Chair

___ Rita Athas

___ Frank Beal

___ Franco Coladipietro

___ Elliott Hartstein

___ Al Larson

___ Lisa Laws

___ Andrew Madigan

___ John Noak

___ Rick Reinbold

___ William Rodeghier

___ Carolyn Schofield

___ Peter Silvestri

___ Peter Skosey

___ Thomas Weisner

___ Sean McCarthy

___ Brian Oszakiewski

___ Leanne Redden



Chicago Metropolitan Agency for Planning

Agenda Item No. 3.0

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312 454 0400
www.cmap.illinois.gov

Chicago Metropolitan Agency for Planning (CMAP) DRAFT Board Meeting Minutes January 13, 2016

Offices of the Chicago Metropolitan Agency for Planning (CMAP)
Cook County Conference Room
Suite 800, 233 S. Wacker Drive, Chicago, Illinois

**Board Members
Present:**

Gerald Bennett, CMAP Board Chair-representing southwest Cook County, Rita Athas-representing the City of Chicago, Frank Beal-representing the City of Chicago, Franco Coladipietro-representing DuPage County, Elliott Hartstein-representing Lake County, Andrew Madigan-representing the City of Chicago, John Noak-representing Will County, William Rodeghier-representing suburban Cook County, Carolyn Schofield-representing McHenry County, Peter Silvestri-representing Cook County (via tele-conference) Peter Skosey-representing the City of Chicago, Tom Weisner-representing Kane and Kendall Counties, and non-voting members Sean McCarthy-representing the Governor's Office and Leanne Redden-representing the MPO Policy Committee.

Members Absent:

Al Larson-representing northwest Cook County, Lisa Laws-representing the City of Chicago, and Rick Reinbold-representing South Cook County

Staff Present:

Joe Szabo, Angela Manning-Hardimon, Bob Dean, Tom Garritano, Tom Kotarac, Elizabeth Schuh, Kristin Ihnchak, and Sherry Kane

Others Present:

James Savio-Skikich LLC, Mike Albin-DMMC, Heather & Garland Armstrong-Access Living, Elaine Bottomley-WCGL, Leonard Cannata-WCMC, Bruce Carmitchel-IDOT, Bruce Christensen-Lake County Council, John Donovan-FHWA, Jackie Forbes-Kane/ Kendall Council of Mayors, Janell Jensen-McHenry Council of Mayors, Mike Klemens-WCGL, Patrick Knapp- Kane/Kendall Council of Mayors, Ed Paesel-SSMMA, Brian Pigeon-NWMC, Mark Pitstick-RTA, Dave Seglin-CDOT, Vicky Smith-SW Conference, Mike Walczak-NWMC, Tammy Wierciak-WCMC, and Barbara Zubek-Southwest Conference

1.0 Call to Order and Introductions

CMAP Board Chair Mayor Gerald Bennett called the meeting to order at 9:33 a.m., and asked Board members to introduce themselves.

2.0 Agenda Changes and Announcements

There were no agenda changes.

3.0 Approval of Minutes

A motion to approve the minutes of the November 18, 2015, meeting of the CMAP Board as presented was made by Peter Skosey and seconded by Frank Beal. All in favor, the motion carried.

4.0 Executive Director's Report

Executive Director Joe Szabo gave an update of the agency's financial situation reporting that the agreement that had been reached with IDOT and FHWA resulted in the agency having received highway moneys on a regular cycle and transit funding had also begun to come in. There are continued challenges, Szabo continued, because these total only 80% of our funding. The lack of a state budget continues to affect activities. We are not being reimbursed for any contract expenses and have paused a number that support the LTA program. New hires continue to be scrutinized as are travel and other expenses. Szabo also announced the Next Plan launch event is scheduled for Wednesday, February 24 (9:00 a.m. – Noon) here at CMAP. If necessary, March 2 is scheduled as an alternate date for the event. Registration is being taken on-line. Concluding his report, Szabo stated that the Local Technical Assistance (LTA) report had been included in the Board packet, and went on to say that staff-led projects will continue, but consultant-led projects may experience delays.

5.0 Annual Financial Report for the Year Ended June 30, 2015

James Savio, partner of the accounting firm of Sikich LLC, thanked the Board for the invitation to present the annual financial report for the year ended June 30, 2015 and thanked members of the staff for assistance during the audit process. From the annual financial report and board communication, Savio highlighted the following. The independent auditor's report which, again, was unmodified; changes in accounting principles in the adoption of GASB statements 68 and 71 which addressed pension liabilities; the Management Discussion and Analysis (MDA), prepared by staff, which gives an overview of the agency's financial condition; the statement of net position, explaining the relationship to the GASB statements related to SERS and IMRF and the associated net pension liabilities; the statement of revenue, expenses and changes in net position; and the single audit report. Savio presented the summary of findings that shows an unmodified opinion, there were no material weaknesses, no significant deficiencies and no instances of non-compliance and no audit findings. Turning to the auditors' communication, Savio went on to say that there were no audit adjusting journal entries, no necessary adjustments were found, and no past adjustments either. He emphasized that the audit reflected a great job by the staff of CMAP.

A motion by Frank Beal was seconded by Elliott Hartstein to accept the annual financial report for the year ended June 30, 2015, as had been presented. All in favor, the motion carried.

6.0 Procurements and Contract Approvals

The following contract approvals were submitted for approval: to S.B. Friedman to provide an assessment of multijurisdictional transportation impacts of retail agglomerations in the amount of \$83,650; to Ratio Architects, Inc., to provide a comprehensive plan for the Village of Brookfield, at a base cost of \$99,880 and an option priced at \$4,670 for a total of \$104,550. Both contracts would likely see a delayed start due to fiscal constraints. A motion by Peter Skosey was seconded by Mayor Tom Weisner to approve the contract awards as had been presented. A question was raised regarding Ratio cost that was higher than the second placed proposal, with staff's explanation that the quality of Ratio's proposal raised them above the others, and that cost had been taken into consideration in the scoring. All in favor, the motion carried.

7.0 Committee Reports

A written summary of the working committees and the Citizens' Advisory Committee was provided. Elliott Hartstein, Chair of the Regional Coordinating Committee, reported that the committee had met earlier in the morning and had reviewed the draft state legislative agenda, which allowed for discussion and staff had been asked to provide additional detail in light of the state's budget situation and more specificity on the tax policy work and recommendations of the task force that was headed by Frank Beal. A second draft will be circulated to the committee before it is considered by the full Board. The committee also discussed the next comprehensive plan and its roll-out over the next three years and considered place-based approaches that some peer MPOs utilize to provide local detail on plan recommendations. Finally, Hartstein reported, staff gave an update on U.S. census data related to diversity across the region, increases in income in the region and commute times.

8.0 Unified Work Program (UWP)

Deputy Executive Director for Finance and Administration Angela Manning-Hardimon, gave a brief overview of the FY2017 UWP process, reporting that FY2017 funding allocation had not yet been received, so FY2016 federal funding level of \$16.7 million is being used, and that with matching funding of approximately \$4 million, for a total project cost of over \$21 million. Projects and proposals are due in January, Manning-Hardimon continued, then proposal presentation and selection will be completed in February. The UWP committee adopts the program in March, followed by committee approvals in April and June, with the final FY2017 document released on June 30, 2016.

9.0 Interim Products for Long-Range Plan

CMAAP staff Kristin Ihnchak reported that three major deliverables are planned for approval throughout the course of developing the next long-range plan at the joint meeting of the CMAAP Board and MPO Policy Committee in the coming three years, as well as the Transportation committee and appropriate coordinating committee, while the working committees will see these as they arise prior to any voting that occurs. Ihnchak continued that the first is an interim report on regional priorities due in fall 2016 which

will summarize our initial outreach activities – the launch event on February 24, followed by a series of workshops on regional opportunities and challenges, and then topical forums starting in late spring to dive into more detail on planning topics – along with a vision and broad priorities for the next plan. A second deliverable, an interim product on plan directions, is planned for 2017 through scenario planning activities in tandem with the development of the financial plan and criteria for evaluating regionally significant projects, all of which will be brought for approval in fall 2017. Finally, for adoption of the full plan, we will collect feedback on the draft over the summer of 2018, incorporating feedback from the public and stakeholders prior to asking for approval of the actual plan in October 2018. Staff was asked to take steps for including groups that often get overlooked, and the Board asked to be actively involved in outreach.

10.0 Federal Legislative Framework and Agenda

Deputy Executive Director for Policy and Programming, Tom Kotarac, reported that a long-term transportation bill passed overwhelmingly by Congress (359-65 in the House, 83-16 in the Senate) supported by almost all of the Illinois delegation. The Fixing America's Surface Transportation Act or the FAST Act, is paid for with \$70 billion in general fund transfers to the Highway Trust Fund, there were no new user fees related to transportation used to offset the five years of spending guaranteed in the bill. Kotarac detailed what funding levels will be under the new bill for Illinois state wide: a 10% increase in funding for highways and transit statewide over the next five years. The bill is also the first truly multimodal federal transportation bill because Congress included an Amtrak reauthorization and rail safety legislation in addition to the traditional highway and transit titles in these bills. Kotarac highlighted provisions dealing with positive train control and rail tank car safety upgrades. The most significant provisions in the bill deal with the new FHWA freight program, which is the first new federal formula program in decades. The freight program will provide \$10.7 billion nationwide for freight projects over 5 years in two different types of programs, one of which is a competitive grant program at about \$900 million annually as well as a formula-based program that will provide Illinois with \$45 million in freight funding annually. It is expected that within the next few months, the competitive program will likely be open for proposals by DOT with \$800 million available this year to a host of stakeholders. CMAP is interested in playing a central role in ensuring the Northeastern Illinois region is successful in this upcoming grant competition. Congress also passed an appropriations bill that includes another TIGER round at \$500 million which should be available concurrently with the new freight program.

When queried about the freight program and the CREATE project, Executive Director Joe Szabo reported that CMAP is working aggressively with IDOT, CDOT and the County and have begun spreading the conversation to the rail industry and laying out next steps for projects, and cost allocations. It was suggested that Congressman Lipinski be invited to help promote the effort.

Kotarac moved on to the presentation of the Federal Agenda, a document that is approved each year aligning with the core principles and recommendations of GO TO 2040, which has now been updated to remind our federal partners of the parts we need to continue to

work on that did not get approved along with the FAST Act, first and foremost user fees for transportation and getting off reliance on the General Fund. Second is performance-based funding approach based on goals, targets and performance and we want to make sure the federal program continues to evolve. Third is direct allocation to the region. CMAP and its implementers have proven that it can program funding in a transparent, data-driven way. Part 2, Kotarac continued, is the implementation of the freight provisions. The coming months will dictate how the law is interpreted, for instance, "freight/rail projects need to have a significant, direct impact on the highway network" and we should be engaged in that discussion and engaging the congressional delegation to make sure the DOT recommendations are crafted to meet our needs. Finally, the State will have to come up with a freight plan that is fiscally constrained, likely to have projects and we need to make sure those projects are here. A motion by Frank Beal was seconded by Mayor Tom Weisner to accept the Federal Agenda as presented. All in favor, the motion carried.

11.0 Alternative Long-Term Funding Options

Deputy Executive Director for Policy and Programming Tom Kotarac reported that in 2005, the agency's enabling legislation contained a non-binding provision committing the state to funding CMAP. Two years after CATS and NIPC merged, in 2007 additional legislation was passed that created the Comprehensive Regional Planning Fund. Kotarac said that staff recently began thinking of a state-focused strategy to address three big issues: a) that we actually could shut down; b) that not paying CMAP and other MPOs could actually put in jeopardy \$2 billion in annual federal highway and transit funding which would be devastating to the state; c) what is out there for CMAP to comprehensively plan, which right now 90% is highway trust fund or state road fund which restricts our planning activities toward transportation. We would ask that the Comprehensive Regional Planning Fund be reinstated at \$5 million, to be given out by the state regardless of whether there is an annual budget and that the pass-through funds go directly to the MPOs, which would satisfy the federal guidelines. If it's a state-focused proposal, this will solve the problem, has precedence and state-wide appeal since the original CRPF was not solely intended for CMAP, rather distributed for all the state MPOs. This is familiar to the General Assembly, it's an aggressive ask for continuing appropriations, and in light of jeopardizing federal funding, feel like it's a way the state can do it.

Important to note is CMAP's improved efficiency, which should be presented as an argument to support the funding. Equally important are the accomplishments of CMAP in a short period of time and a model to others. Kotarac concluded that the recommendation would be folded into the State Legislative Agenda and Framework and brought back next month for approval by the Board.

Deputy Executive Director of Planning Bob Dean reported that the State component is a priority for solving our funding problems, but staff also recommends developing a backup plan in the event the legislative approach doesn't work. Dean reviewed the material that had been provided in the Board packet that included: comparing CMAP's overall budget to that of 11 other MPOs; budget source comparisons, i.e., federal and state

transportation funding, local dues, fees-for-service and other grants; comparisons to other Illinois MPOs; historical funding levels; and, conclusions, stating that continued financial problems are due in large part to overreliance on the state and that most peer agencies were more diversified than we are in terms of funding.

A fairly lengthy discussion followed related to: degree of reliance on state funding, which is 20% of CMAP's budget; the source of contributions and how those amounts were determined; and the degree to which the agency should pursue external grants. Board members noted that external grants were beneficial to support the agency, but also could divert CMAP from its mission or cause the agency to compete with other grant seekers.

Dean went on to say that the state legislative solution is the top priority, but should that not succeed a backup plan that does not require legislation would be prudent. Three elements of this backup plan would include an increase in local contributions, an increase of fee-for-service arrangements and external grants. Dean explained the structure for each element, suggesting that the discussion would guide the development of a full proposal in the coming months. Dean also presented supporting arguments for each of the elements and concluded that our current funding situation is not sustainable, that the top priority is a legislative solution, and that a backup plan is recommended to be implemented by July 1 if a legislative solution is not successful. Board members weighed in on the various elements, suggesting that an approach like FUND 2040 is the best option presented. Other suggestions included: continued work on the elements during the upcoming budget years; using caution with local municipalities for additional contributions; continuing the fee-for-service with the LTA program; exploring fee-for-service for data or modeling outside transportation and municipal agencies (i.e., private sector); and finally, with recent talk of a capital plan, approaching the General Assembly for funding.

Finally, a motion by Frank Beal was seconded by Mayor John Noak to move forward with developing a more robust backup plan that has some numbers and ideas in case the legislative solutions do not materialize. All in favor the motion carried.

12.0 Other Business

Peter Skosey announced that MPC would host former U.S. DOT Secretary (former Congressman) Ray LaHood, who will be talking about his new book "Seeking Bipartisanship" at its think and drink series on March 3, from 5:00-7:00 p.m. Jeanette Sadik-Khan will be featured on March 29, Skosey also reported.

13.0 Public Comment

Garland Armstrong-Access Living, asked that the CMAP Board do what it could to see if the state could help with the railroad crossing at street level in Elmwood Park.

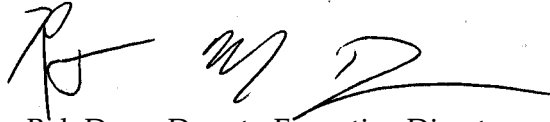
14.0 Next Meeting

The CMAP Board is scheduled to meet next on February 10, 2016.

15.0 Adjournment

A motion by Mayor John Noak was seconded by President Franco Coladipietro to adjourn the regular meeting at 11:10 a.m. All in favor, the motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Bob Dean', written over a horizontal line.

Bob Dean, Deputy Executive Director
for Planning

01-29-2016

/stk



Chicago Metropolitan Agency for Planning

Agenda Item No. 4.3

233 South Wacker Drive
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MEMORANDUM

To: CMAP Board and Committees

From: CMAP Staff

Date: February 3, 2016

Re: Local Technical Assistance Program Update

The CMAP Board and committees receive regular updates on the projects being undertaken through the Local Technical Assistance (LTA) program, including those receiving staff assistance and grants. To date, 183 local projects have been initiated. Of these, 123 projects have been completed, 44 are fully underway, and 16 will get actively underway in the near future.

Several consultant-led projects have been paused due to contract reimbursement issues caused by the lack of a state budget. These projects will continue to be listed in this report, and their contract status will be noted.

Further detail on LTA project status can be found in the attached project status table. Projects that appear in this document for the first time, or that were recently completed, are noted and highlighted in italics.

ACTION REQUESTED: Discussion

Projects Currently Underway

Project	CMAP lead	Timeline	Assistance type	Status and notes
Algonquin-Carpentersville Fox River corridor plan (see website)	Brian Daly	May 2014-Feb. 2016	Staff assistance	The Village of Carpentersville Board of Trustees will vote on adopting the plan on February 16. The Village of Algonquin adopted the plan in December.
Arlington Heights bicycle-pedestrian plan (see website)	John O'Neal	May 2014-May 2016	Staff assistance	Work continues on draft plan, focusing on core chapter (text and illustrations) of recommendations for potential infrastructure improvements.
Aurora downtown plan (see website)	Lindsay Bayley	May 2015-Sept. 2016	Staff assistance	Existing conditions report drafting underway. The first public workshop was held on January 21, with over 160 in attendance. The MetroQuest interactive survey is now available online.
Beach Park planning priorities report	Ricardo Lopez	Jan.-Oct. 2016	Staff assistance	Scope of services, MOU, and resolution approved by Village Board. Project kick-off meeting with staff in late January.
Bensenville zoning update (see website)	Jake Seid	Oct. 2015-Dec. 2016	Staff assistance	Stakeholder interviews took place in late January. CMAP will coordinate the content of the project's MetroQuest site with Village staff in February and launch the site in late February to early March to commence the community outreach process.
Berwyn parking study (see website)	Lindsay Bayley	Nov. 2013-Jan. 2016	Staff assistance	Final Plan formatting still underway, expected to be sent to the City of Berwyn and Steering Committee in February.
<i>Berwyn stormwater management plan</i>	<i>Nora Beck</i>	<i>Mar.-Nov. 2016</i>	<i>Consultant assistance</i>	<i>Newly added to monthly report. Scoping underway.</i>
Berwyn zoning revisions (see website)	Kristin Ihnchak	Jan. 2013-Mar. 2016	Staff and consultant assistance	CMAP is scheduling a review meeting with the Steering Committee.
Blue Island capital improvement plan (see website)	Evy Zwiebach	Apr. 2015-Feb. 2016	Staff assistance	CMAP staff is working on the draft report. The draft will be submitted to the Steering Committee for review in early February.
Brookfield comprehensive plan	Nora Beck	TBD	Consultant assistance	Consultant selection was completed in January. Project on hold due to contract reimbursement issues.
Calumet Park planning priorities report	Sam Shenbaga	May 2015-Mar. 2016	Staff assistance	Draft underway. Internal draft for review expected by end of February.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Campton Hills zoning and subdivision regulations	Kristin Ihnchak	Jul. 2014-TBD	Consultant assistance	Project on hold due to contract reimbursement issues.
Carol Stream comprehensive plan (see website)	John Carlisle	Feb. 2014-Apr. 2016	Staff assistance	The steering committee is reviewing the draft plan at a meeting February 3 and a public open house will be scheduled for March.
Chicago Albany Park neighborhood plan	Brian Daly	Nov. 2015-Mar. 2017	Staff assistance	CMAP staff has held an internal project kickoff meeting and is working with the North River Commission to compose a steering committee. The steering committee hopes to hold its first meeting in mid-February.
Chicago Pilsen-Little Village neighborhood plan (see website)	Evy Zwiebach	Dec. 2013-June 2016	Staff assistance	No update.
Chicago Pullman National Historic Park transportation plan	Lindsay Bayley	June 2015-TBD	Consultant assistance	No update. Project on hold due to contract reimbursement issues.
Chicago Riverdale Area Transportation Plan	Tony Manno	TBD	Consultant assistance	Draft scope of work completed. Project on hold due to contract reimbursement issues.
Chicago West Pullman neighborhood plan (see website)	Evy Zwiebach	Oct. 2014-Feb. 2016	Consultant assistance	No update.
Cicero comprehensive plan (see website)	Jonathan Burch	Apr. 2014-TBD	Consultant assistance	Project on hold due to contract reimbursement issues.
Cook County unincorporated areas plan	John Carlisle	Apr. 2016-June 2017	Staff assistance	Initial scoping meeting with Cook County is being scheduled.
<i>Crete comprehensive plan</i>	<i>Sam Shenbaga</i>	<i>May 2014-Jan. 2016</i>	<i>Consultant assistance</i>	<i>Newly completed. Plan adopted in January.</i>
Crystal Lake transportation plan (see website)	Nora Beck	Mar. 2014-Apr. 2016	Staff assistance	CMAP staff currently drafting plan and City staff are reviewing components, including network improvement maps, street types, and thoroughfare classification.
DuPage County / Hanover Park Homes for a Changing Region (see website)	Jonathan Burch	Nov. 2014-Mar. 2016	Consultant assistance	Glendale Heights is working with the consultant to set a public meeting for February.

Project	CMAP lead	Timeline	Assistance type	Status and notes
DuPage County Elgin-O'Hare Corridor Bicycle and Pedestrian Plan (see website)	John O'Neal	May 2015-TBD	Consultant assistance	Review of draft initial sections of plan (ECR and summary of public outreach to-date) completed and forwarded to consultant for incorporation. Outreach/public engagement continues. Project on hold due to contract reimbursement issues.
Elmwood Park zoning assessment	Patrick Day	Nov. 2014-Mar. 2016	Staff assistance	Updated zoning map has been created by CMAP staff, drafting of assessment memo is currently underway.
Endeleo Institute planning priorities report (see website)	Ashleigh Johnson	Feb. 2015-Feb. 2016	Staff assistance	Draft planning priorities report under internal review. CMAP staff planning for February 17 open house.
Franklin Park comprehensive plan (see website)	John Carlisle	Apr. 2015-Sept. 2016	Staff assistance	The existing conditions report was delivered to the Village, who is now reviewing it. Steering committee review and meeting will likely occur at the end of February.
Governors State University green infrastructure plan	Holly Hudson	June 2015-TBD	Consultant assistance	The consultant is completing the existing conditions stormwater model and preliminary analyses for proposed stormwater management improvements. They will be preparing a status report to document work completed to date before placing the project on hold due to contract reimbursement issues.
Hampshire planning priorities report	Tony Manno	Feb.-Nov. 2016	Staff assistance	Scoping underway.
<i>Harvard comprehensive plan (see website)</i>	<i>Nora Beck</i>	<i>May 2014-Jan. 2016</i>	<i>Staff assistance</i>	<i>Newly completed. The Comprehensive Plan was adopted by the City in January.</i>
Homer Glen plan commissioner training	Patrick Day	Feb.-Sept. 2016	Staff assistance	Initial training session will occur February 1.
Huntley zoning update	Patrick Day	May 2015-TBD	Consultant assistance	Draft Recommendations Memo was submitted by CodaMetrics for review. Project on hold due to contract reimbursement issues.
Impact DuPage affordable housing strategy	Jonathan Burch	Feb.-Dec. 2016	Staff assistance	Scoping underway.
Joliet Chicago Street plan	Stephen Ostrander	TBD	Consultant assistance	No update (project on hold).
Kendall County industrial market study	Don Hughes	Aug. 2015-Mar. 2016	Staff and consultant assistance	Attended KEDA board meeting to update county staff on the status of the study. CMAP and VSKA staff revising draft. Draft of report is expected to be sent to county staff in early February.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Lake County Route 53/120 land use plan (see CMAP website and project website)	Jason Navota	Nov. 2013- June 2016	Staff and consultant assistance	The land use planning effort is 95% complete. The Land Use Strategy was approved by the Land Use Committee on November 12. Next steps include presenting the plan to municipalities in 2016.
Lake County / Round Lake Homes for a Changing Region (see website)	Stephen Ostrander	July 2014- Mar. 2016	Staff assistance	Draft plan undergoing review by CMAP staff and the full project team (including MMC, MPC, and the Lake County Community Foundation). Next steps include presenting the draft plan to municipalities, Lake County, and non-profit partners.
<i>Lemont development review process analysis</i>	<i>Jake Seid</i>	<i>Jan. 2015 - Jan. 2016</i>	<i>Consultant assistance</i>	<i>Newly completed. This report was finalized and presented to the Village Board in January.</i>
Lisle downtown parking plan	Lindsay Bayley	Mar. 2016- Feb. 2017	Staff assistance	Scope of work developed and reviewed by Village staff. Preliminary meeting to go over the scope was held in January.
Lower Salt Creek Watershed-based Plan	Holly Hudson	Jan. 2016- Dec. 2017	Staff assistance	Resolution and MOU have been signed and the project is underway.
McHenry County Comprehensive Economic Development Strategy (website)	Jonathan Burch	Jan. 2015- Feb. 2016	Staff and consultant assistance	The plan has been adopted by Boone and Winnebago counties. McHenry County will consider adopting the plan at its February 2 meeting.
Metropolitan Planning Council Great Rivers project	Louise Yeung	Dec. 2015- Dec. 2016	Staff assistance	Kicked off project. Project team is working with MPC to design neighborhood charrettes.
Midlothian 147 th Street Corridor Improvements	Tony Manno	TBD	Staff and consultant assistance	Scoping underway. Project may be delayed due to contract reimbursement issues.
North Chicago comprehensive plan (see website)	Jake Seid	May 2014- May 2016	Staff assistance	Drafting of the Comprehensive Plan was completed in December. The document will be reviewed by City staff in February and will be revised prior to meeting with the project Steering Committee and presentation at a public open house.
North Lawndale community plan	Brandon Nolin	Feb. 2016- July 2017	Staff assistance	Scoping underway. Project steering committee kick-off being scheduled for February.
O'Hare area truck route coordination	Bob Dean	TBD	Consultant assistance	Consultant selection is underway, with a recommendation expected at the February Board meeting. However, after selection, project will be on hold due to contract reimbursement issues.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Palos Park trails plan	John O'Neal	TBD	Consultant assistance	Draft scope/RFP completed; currently in internal review. Project on hold due to contract reimbursement issues.
Park Forest zoning revisions (see website)	Kristin Ihnchak	June 2013- June 2016	Staff and consultant assistance	Two final staff review meetings to review the draft UDO were held in January. CMAP staff are editing the document based on Village staff and steering committee feedback.
Regional truck permitting project	Alex Beata	Jan. 2015- June 2016	Consultant assistance	Held a visioning session on January 26 with the Steering Committee and other stakeholders. Began developing draft recommendations.
Richmond planning priorities report	Maggie Jarr	Feb.-Nov. 2016	Staff assistance	Scope of services, MOU, and resolution approved by Village Board. Project kick-off meeting is scheduled for February 2.
Richton Park capital improvement plan (see website)	Brian Daly	June 2015- Dec. 2016	Staff assistance	Completion of the CIP has been rescheduled to incorporate results of stormwater management plan (described below).
Richton Park stormwater management plan	Kate Evasic	Feb.-Oct. 2016	Consultant assistance	Scoping underway.
Romeoville comprehensive plan	Brandon Nolin	Apr. 2016- June 2017	Consultant assistance	RFP to be released in early February, with consultant selection in April.
Roselle comprehensive plan (see website)	Dan Olson	Feb. 2015- TBD	Consultant assistance	Consultant continuing work on a draft of the comprehensive plan. A draft version is due to CMAP and the Village for review on February 12. The Steering Committee will meet next on February 29 and will discuss the draft version of the plan. Project delays expected due to contract reimbursement issues.
South Elgin zoning update (see website)	Patrick Day	Oct. 2014- Dec. 2016	Staff assistance	Draft Recommendations Memo has been completed and is currently undergoing internal review, with subsequent distribution to Village and Steering Committee.
South Holland comprehensive plan (see website)	Stephen Ostrander	Apr. 2015- Sept. 2016	Staff assistance	Draft Existing Conditions Report being reviewed by Village staff. Next step will be review of the draft report by project Steering Committee.
SSMMA Complete Streets plan (see website)	John O'Neal	July 2014- Sept. 2016	Staff assistance	Key recommendations memo has been drafted. Internal review comments are currently being incorporated, including comments of Programming staff on STP recommendations.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Sugar Run Creek area plan (see website)	Brandon Nolin	May 2015-Oct. 2016	Staff assistance	Draft Existing Conditions Report will be delivered to community in early February ahead of Steering Committee meeting on February 23. Community Vision Workshop scheduled for March 22.
Villa Park zoning ordinance	Patrick Day	July 2015-TBD	Consultant assistance	Steering Committee met to review Module 1 of the draft ordinance on January 19. Project on hold due to contract reimbursement issues.
<i>West Suburban Chamber of Comm. and Industry cargo-oriented development plan</i>	<i>Evy Zwiebach</i>	<i>June 2014-Jan. 2016</i>	<i>Staff assistance and contract</i>	<i>Newly completed. CMAP staff, ULI, and WSCCI hosted a Developers Dialogue on best practices in industrial development on January 21. This event concludes the project.</i>
Westchester zoning ordinance	Kristin Ihnchak	Nov. 2014-May 2016	Consultant assistance	The consultant has been coordinating with the Village on edits to the draft ordinance and is scheduling a steering committee meeting.
Winthrop Harbor comprehensive plan (see website)	Sam Shenbaga	Sept. 2014-Apr. 2016	Staff assistance	Planning and Zoning Board provided comments on initial chapters. Edits being incorporated. Full draft review to be completed by PZB in mid-March.

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MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: February 3, 2016

Re: Intergovernmental Agreement Approval for Transit Needs Analysis

The GO TO 2040 plan includes goals to significantly increase public transit ridership over the next 25 years. However, this increase in ridership could strain the existing transit system. Understanding the physical and operational capacity limits of the current transit infrastructure will improve travel demand forecasting and help inform the process of setting targets for ridership growth in the region. It will also enable the next long-range plan to better reflect agency priorities and document expansion needs on the existing system. CMAP is seeking the cooperation of the RTA and the transit service boards in completing this project.

The Chicago Transit Authority (CTA) recently released a Letters of Interest and Qualifications (LIQ) seeking a vendor to provide a detailed planning study for the Brown Line that would include some elements of a capacity study. The CTA has selected CDM Smith for this work. In light of the fact that a system-wide capacity study would benefit both agencies, and the CTA has already selected a vendor by means of the same competitive process CMAP would employ to select a vendor for similar work, CMAP and the CTA feel that it is logical and economically advantageous to both parties to enter into an intergovernmental agreement to expand the current Brown Line study to include a system-wide capacity study.

It is recommended that the Board approve an intergovernmental agreement allowing the CTA and CMAP to leverage their collective resources for the completion of this expanded project. The cost to CMAP of the system-wide capacity study will not exceed \$100,000.00. The system-wide capacity study is expected to be completed no later than October 31, 2016. Support for this project is included in the FY14 Contracts Budget.

ACTION REQUESTED: Approval

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MEMORANDUM

To: CMAP Board
From: CMAP Staff
Date: February 3, 2016
Re: Alternative Long-Term Funding Options

This memo continues the discussion of alternative long-term funding options for the agency that began in November and continued through January. In January, the Board discussed initial thoughts prepared by staff and directed staff to continue to explore possible **legislative solutions**, as well as **non-legislative solutions** that could be exercised as a backup plan in the absence of state legislation.

The legislative solutions will be considered by the Board as part of the 2016 State Legislative Framework and Agenda. The conclusions of the January presentation on non-legislative solutions included the following:

- CMAP's overall budget is lower than its peers, meaning that CMAP provides its services more efficiently than other comparable regional agencies.
- The low reliance of the agency on local funding is unusual. No other comparable agency, either nationwide or within Illinois, has such a low reliance on local funding. CMAP is unique in relying nearly entirely on the state for its local match.
- Many other comparable agencies are more aggressive at seeking competitive grants. While CMAP should pursue these more actively, these sources are typically not appropriate to provide the required local match for federal transportation funds.
- CMAP's predecessor agencies -- NIPC and CATS -- had significantly larger shares of local funding in their budget than our agency currently does.

As discussed in January, a backup option is likely to be made up of local dues, fee-for-service arrangements, and external grants. All of these are already employed by CMAP, but are small in scale. Staff recommends that the backup option consist of increased funding through these sources, with the goal of reducing, but not eliminating, reliance on the state.

Target funding levels

Table 1 shows FY16 budget amounts and proposed approximate targets for future budgets.

Table 1. Proposed long-term budget adjustments

Revenue source	FY16 budget	Proposed long-term adjustments
FHWA and FTA	\$12,725,455	Maintain, with growth over time as federal spending increases
IDOT	\$3,601,364	Reduce to \$2 million annually
Local dues	\$250,000	Increase to \$1.5 million annually
Fee-for-service	\$100,000*	Increase to \$500,000 annually
Other	\$1,009,300	Increase to \$2 million annually
Total	\$17,586,119	

* Fee-for-service revenue was not initially included in the 2016 budget because the LTA local match requirement, which took effect in fall 2015, had not yet been implemented. Approximately \$200,000 annually is expected to be generated through this requirement, with a smaller amount (\$100,000) in the initial year.

As this table shows, the proposed changes seek to raise approximately \$1.6 million additional annually through local dues and fee-for-service arrangements. This amount is half of the \$3.2 million that is required to match CMAP's federal funding. Correspondingly, funding from IDOT, which currently contributes all of the required match plus an additional \$400,000, is proposed to be cut by \$1.6 million. In other words, this proposal evenly splits the required match between IDOT and other local sources. On top of this, CMAP also intends to pursue external grants more aggressively, with the target of doubling the amount received through such sources.

These increases in dues and fee-for-service are significant, and may not be feasible to implement within one year. It may be desirable to phase in these increases over a two-year period. Table 2 shows a proposed stepped increase in FY17 and FY18 to reach the proposed long-term levels. Further future increases to accommodate inflation will also be necessary, but these details will be worked out at a later point.

Table 2. Future Budget Proposal

Revenue source	FY16 budget	FY17 proposal	FY18 proposal
Local dues	\$250,000	\$1,000,000	\$1,500,000
Fee-for-service	\$100,000	\$300,000	\$500,000

The remainder of this memo walks through the local dues and fee-for-service elements in some additional detail, but it does not present a full proposal. The process for continuing to add detail to the funding proposal is described in the next steps section at the end of this memo.

Local dues

As noted in the January memo to the Board, CMAP charges far less in local dues than any comparable regional agency, and also considerably less than its predecessor agencies did in 2006. A reconsideration of dues levels is a central part of the backup plan described in this memo.

The FY17 proposed target of \$1 million in local dues is essentially the same as the amount raised from dues on 2006. However, staff are not proposing simply returning to the 2006 distribution. Staff proposes dividing dues between the three types of agencies that support and govern CMAP: Counties, municipalities (including Councils of Government and Councils of Mayors), and transportation agencies. While a split remains to be determined, staff recommends each of these groups should contribute, because all receive value from CMAP's operations, and no single one of these groups should pay more than half of all local dues.

Distribution of local dues within these three agency types also needs to be determined, but staff's initial thoughts are as follows:

- For Counties, the distribution of dues should reflect the large difference in County size, but also acknowledge that each County receives the same number of votes on the MPO Policy Committee. A potential distribution would involve a base level for each County, plus a portion based on population.
- For municipalities including Chicago, assessing dues based on population is a likely solution, mirroring how municipal dues are currently collected. It is likely desirable to use the Council of Mayors system to aggregate dues by subregion, rather than charging individual municipal dues. This reflects one of the main purposes of the Council of Mayors system, which is to serve as a link between CMAP and municipalities.
- For transportation agencies, a potential measure of ability and interest to support CMAP may be the amount of funding contained in the TIP for each agency. This corresponds to both agency size, as well as the amount of service that CMAP provides to each agency to maintain the TIP. Please note that funding from IDOT is treated separately, and IDOT is not grouped with the other transportation agencies for the purposes of this discussion.

Staff believes it is important for local dues to be mandatory rather than voluntary. Some support for this position was expressed at the Board meeting in January. However, staff is not yet certain what types of penalties for non-payment (or, more positively, incentives for payment) can be offered while continuing to comply with federal law. Discussions with FHWA on this matter are underway.

Fee-for-service arrangements

Local dues are only one way that additional revenue for CMAP's activities can be generated. Another method is through charging for services that CMAP offers. This was recently initiated for the LTA program, and there may be opportunities to charge fees for other services as well. However, as noted above, CMAP and FHWA are still discussing what activities are eligible for fee-for-service requirements, so staff is not yet able to provide much detail on this element of the backup plan.

As discussed earlier, the proposal for fee-for-service revenue is \$500,000 annually, with somewhat lower expectations in FY17. However, this amount is entirely contingent on the legality of charging for various services, and it may actually be much lower or much higher. Any changes in the assumption of \$500,000 in fee-for-service revenue would require corresponding changes in the amount of local dues.

External grantseeking

Staff recommends increasing CMAP's efforts to seek external grants, doubling the annual target from \$1 million to \$2 million. However, funds raised through external grantseeking are likely not appropriate to contribute to the required local match for federal transportation funding. Therefore, this element of the backup plan is not extensively explored in this memo.

Next steps

To further develop the ideas in this memo, CMAP staff recommends convening a small group of representatives of relevant agencies. This is envisioned as a non-voting, advisory group, meant to provide input to CMAP in a more informal setting. Members are proposed to include representation from Counties, the Council of Mayors, the City of Chicago, transportation agencies (including but not limited to IDOT), and FHWA. This group will be asked to meet at least twice in the next month to assist CMAP with preparing a more detailed proposal that can be presented to the Board and MPO Policy Committee in March.

Additionally, CMAP will begin working on short, one-page documents, customized to each agency that will be asked to contribute local dues, explaining the reasons why CMAP must request a higher dues contribution, describing the work that CMAP has done with each agency, and enumerating the reasons why funding CMAP is directly beneficial to them. Individualized and highly specific documents will be created for each agency.

Ultimately, in the absence of a successful state legislative approach, the elements of this backup plan will be included within the CMAP budget, to be presented to the Board in May and approved in June. There may also be a need to modify the Memorandum of Understanding between the CMAP Board and MPO Policy Committee, which would require action by both bodies in June.

Further timing considerations

While the solutions in this memo are proposed to be implemented in FY17, it is not reasonable to expect that the proposed funding will be received early in the fiscal year. Most agencies will require time to find space in their budgets for a higher dues contribution. Even if the backup plan described in this memo is successfully put into place, CMAP will still experience significant cash flow issues in early FY17. Staff are developing options to address this, and will report on progress at a future Board meeting.

ACTION REQUESTED: Discussion

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