



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800, Sears Tower
Chicago, IL 60606

312-454-0400 (voice)
312-454-0411 (fax)
www.cmap.illinois.gov

REVISED

TO: CMAP Board

FROM: Randall S. Blankenhorn
Executive Director

Date: July 6, 2009

Subject: Revised FY 2010 Budget

A handwritten signature in blue ink, appearing to read 'Randall S. Blankenhorn', is written over the printed name of the Executive Director.

On July 1 a revised FY 2010 budget was forwarded to you with the assumption that no state funds would be provided to match the federal funds or for non-transportation planning purposes. The budget assumed revisions for the use of the UWP funds, reduction in contractual services, reduction in operating line items, implementation of a furlough program and a reduction in staff.

Last Thursday, July 2, IDOT committed to provide \$700,000 in the first quarter to match the federal funds. If a resolution is not reached by September for our state funds, IDOT is committed to work with CMAP to provide the remaining matching funds for this fiscal year. Based on this commitment from IDOT for the federal matching funds, we have revised the budget to reflect \$2,800,000 in state funds for the federal match and recommend that you approve this budget as we move forward in FY 2010. At this point, no additional non-transportation planning funds would be received from IDOT for FY 2010.

The revised budget with federal matching funds has been developed with the following assumptions:

- The budget will be conservatively implemented;
- The UWP (Unified Work Program) funds will be budgeted as approved in your original budget;
- The proposed furlough program will not be implemented;
- All proposed contracts will be reviewed and prioritized; and
- A permanent solution on matching funds must be in place for next year.

The contractual services line item has been adjusted from the adopted budget to reflect carry-over of prior year UWP contract funds. The amount of the carry-over is higher than was anticipated when the budget was developed at the beginning of the calendar year.

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The following table reflects a summary of the revenue and expenditures for the approved budget and the revised budgets with state matching funds and without the funds.

SUMMARY

| | Adopted Board 6/10/2009 | Revised With State Matching Funds | Revised Without State Matching Funds |
|-------------------------------------|--|--|---|
| Revenues | | | |
| Federal | 12,180,693 | 12,961,983 | 12,661,594 |
| State | 3,360,000 | 2,809,118 | 9,118 |
| Other Public Agencies | 62,436 | 62,304 | 57,980 |
| Foundations and Non-Public Agencies | 363,500 | 363,500 | 363,500 |
| Local Contributions | 200,000 | 300,000 | 300,000 |
| Fund Balance | 0 | 0 | 450,000 |
| Product Sales, Fees & Interest | 52,000 | 52,000 | 52,000 |
| | | | |
| Total Revenues | 16,218,629 | 16,548,904 | 13,894,192 |
| | | | |
| | | | |
| Expenditures | | | |
| Personnel | 9,541,942 | 9,314,981 | 8,707,113 |
| Commodities | 440,725 | 437,225 | 329,100 |
| Operating Expenses | 696,000 | 544,850 | 512,550 |
| Occupancy Expenses | 1,287,000 | 1,287,000 | 1,290,000 |
| Contractual Services | 3,957,804 | 4,613,845 | 2,975,195 |
| Capital Outlay | 240,000 | 240,000 | 70,000 |
| Non-Operating Expenses | 250,000 | 100,000 | 0 |
| | | | |
| Total Expenditures | 16,413,471 | 16,537,901 | 13,883,958 |

The following table reflects the detail of the revenue.

REVENUE DETAIL

| | Adopted Board 6/10/2009 | Revised With State Matching Funds | Revised Without State Matching Funds |
|---|-------------------------------|---|--|
| FEDERAL | | | |
| <u>U.S. Environmental Protection Agency</u> | | | |
| IEPA Sec 319 Fox/Des Plaines River, Ph III | 53,296 | 53,176 | 49,308 |
| IEPA Sec 319 Fox/Des Plaines River, Ph IV | 56,496 | 56,376 | 52,508 |
| IEPA, ARRA, Watershed Planning | 183,321 | 183,242 | 181,282 |
| USEPA Lake Michigan Watershed | 17,111 | 17,061 | 15,574 |
| IEPA VLMP | 75,262 | 75,073 | 69,186 |
| IEPA Water Quality Amendments | 76,821 | 76,634 | 71,114 |
| Total, US EPA | 462,307 | 461,563 | 438,972 |
| <u>U.S. Department of Transportation</u> | | | |
| UWP - Operating | 9,909,638 | 9,909,638 | 10,893,638 |
| UWP - Contracts | 1,573,843 | 2,355,876 | 1,104,956 |
| FTA Medewin Project | 234,905 | 234,906 | 224,028 |
| Total, US DOT | 11,718,386 | 12,500,420 | 12,222,622 |
| | | | |
| Total, Federal | 12,180,693 | 12,961,983 | 12,661,594 |
| | | | |
| STATE | | | |
| Comprehensive Regional Planning Funds | 3,360,000 | 0 | 0 |
| IDOT, Matching Funds | | 2,800,000 | 0 |
| IDOT, Local Data Collection | 0 | 9,118 | 9,118 |
| Total, State (IDOT) | 3,360,000 | 2,809,118 | 9,118 |
| | | | |
| OTHER PUBLIC AGENCIES | | | |
| Cook County FPD 0 Maple Lake ICLP | 62,436 | 62,304 | 57,980 |
| | | | |
| FOUNDATIONS AND NON-PUBLIC AGENCIES | | | |
| Chicago Community Trust | 363,500 | 363,500 | 363,500 |
| | | | |
| LOCAL ASSESSMENTS | 200,000 | 300,000 | 300,000 |
| | | | |
| FUND BALANCE | 0 | 0 | 450,000 |
| | | | |
| PRODUCT SALES, FEES AND INTEREST | 52,000 | 52,000 | 52,000 |
| | | | |
| TOTAL REVENUES | 16,218,629 | 16,548,904 | 13,894,192 |

The following table reflects projected expenditures.

EXPENDITURES

| | Adopted Board 6/10/2009 | Revised With State Matching Funds | Percent Change | Revised Without State Matching Funds | Percent Change |
|---------------------------------|-------------------------------|--|-------------------|--|-------------------|
| PERSONNEL | | | | | |
| Salaries | 6,657,090 | 6,478,199 | | 6,104,207 | |
| Retirement & Social Security | 1,825,789 | 1,777,561 | | 1,674,000 | |
| Fringe Benefits | 875,903 | 851,221 | | 810,906 | |
| Interns | 183,160 | 208,000 | | 118,000 | |
| | | | | | |
| Total, Personnel | 9,541,942 | 9,314,981 | -2% | 8,707,113 | -9% |
| Authorized Personnel | 95.56 | 93.56 | -2% | 89.56 | -6% |
| | | | | | |
| COMMODITIES | | | | | |
| General Supplies | 500 | 500 | | 500 | |
| Publications | 7,825 | 7,325 | | 3,000 | |
| Software-Small Value | 5,000 | 5,000 | | 5,000 | |
| Data Acquisition | 379,500 | 379,500 | | 279,500 | |
| Office Supplies | 31,900 | 28,900 | | 25,100 | |
| Copy Room Supplies | 16,000 | 16,000 | | 16,000 | |
| | | | | | |
| Total, Commodities | 440,725 | 437,225 | -1% | 329,100 | -25% |
| | | | | | |
| OPERATING EXPENSES | | | | | |
| Workers' Compensation Insurance | 35,000 | 30,000 | | 30,000 | |
| Unemployment Compensation | 15,000 | 15,000 | | 100,000 | |
| Staff Assoc. Membership | 18,600 | 10,300 | | 0 | |
| CMAA Assoc. Membership | 25,500 | 25,000 | | 10,000 | |
| Postage/Postal Services | 53,200 | 39,450 | | 32,950 | |
| Storage | 8,000 | 8,000 | | 6,000 | |
| Legal/Bid Notices | 5,500 | 5,500 | | 5,500 | |
| Miscellaneous | 43,600 | 31,100 | | 23,100 | |
| Meeting Expenses | 58,850 | 46,350 | | 39,350 | |
| Recruitment Expenses | 3,000 | 1,000 | | 1,000 | |
| General Insurance | 30,000 | 30,000 | | 30,000 | |
| Legal Services | 10,000 | 10,000 | | 10,000 | |
| Printing Services | 154,700 | 108,700 | | 103,700 | |
| Bank Service Fees | 2,000 | 2,000 | | 2,000 | |

| | Adopted Board 6/10/2009 | Revised With State Matching Funds | Percent Change | Revised Without State Matching Funds | Percent Change |
|--|----------------------------|-----------------------------------|----------------|--------------------------------------|----------------|
| Conference Registrations | 32,350 | 22,350 | | 9,350 | |
| Training & Education Reimbursement | 44,000 | 24,500 | | 5,500 | |
| Travel Expenses | 156,700 | 135,600 | | 104,100 | |
| | | | | | |
| Total, Operating Expenses | 696,000 | 544,850 | -22% | 512,550 | -26% |
| | | | | | |
| OCCUPANCY EXPENSES | | | | | |
| Office Maintenance | 20,000 | 20,000 | | 20,000 | |
| Rent | 1,104,000 | 1,104,000 | | 1,104,000 | |
| Telecommunications | 103,000 | 103,000 | | 106,000 | |
| Utilities | 60,000 | 60,000 | | 60,000 | |
| | | | | | |
| Total, Occupancy Expenses | 1,287,000 | 1,287,000 | 0% | 1,290,000 | 0% |
| | | | | | |
| CONTRACTUAL SERVICES | | | | | |
| Audit Services | 40,000 | 40,000 | | 40,000 | |
| Office Equipment Leases | 8,000 | 8,000 | | 8,000 | |
| Software Maintenance/Licenses | 198,500 | 192,000 | | 182,000 | |
| Fiscal Mgt. Maintenance/Licenses | 80,000 | 80,000 | | 80,000 | |
| Professional Services | 113,500 | 113,500 | | 113,500 | |
| Consulting Services | 1,495,500 | 1,295,500 | | 1,230,500 | |
| UWP Contracts | 1,967,304 | 2,829,845 | | 1,266,195 | |
| Office Equipment Maintenance | 55,000 | 55,000 | | 55,000 | |
| | | | | | |
| Total, Contractual Services | 3,957,804 | 4,613,845 | 17% | 2,975,195 | -25% |
| | | | | | |
| CAPITAL OUTLAY | | | | | |
| Equipment - Capital | 200,000 | 200,000 | | 50,000 | |
| Software - Capital | 40,000 | 40,000 | | 20,000 | |
| | | | | | |
| Total, Capital Outlay | 240,000 | 240,000 | 0% | 70,000 | -71% |
| | | | | | |
| NON-OPERATING EXPENDITURES | | | | | |
| Fund Balance | 250,000 | 100,000 | | 0 | |
| | | | | | |
| Total, Non-Operating Expenditures | 250,000 | 100,000 | -60% | 0 | -100% |
| | | | | | |
| | | | | | |
| TOTAL | 16,413,471 | 16,537,901 | 1% | 13,883,958 | -15% |