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# CMAP Staff Quarterly Progress Report

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## 2nd Quarter

Fiscal Year 2008

# **CMAP Staff Quarterly Report**

**FY 2008**

**2nd Quarter**

With its work plan for FY08, CMAP has instituted significant changes to the way projects are managed internally. Each employee attended a full-day project management seminar and new policies establish consistent, efficient procedures for project managers and teams to effectively plan, execute, and monitor their respective projects. As CMAP transitions to a “matrix” organizational structure, project managers are expected to assume a greater level of authority and accountability over agency work, while simultaneously operating and communicating within their functional departments.

It is CMAP policy that project managers develop a scope document which defines the project’s general parameters, including overall goals, objectives, deliverables, and staff resources. When necessary, project managers also construct a work plan indicating tasks, work breakdown, and a timeline with clear start and end dates. Lastly, project managers are responsible for monitoring progress on work plans to compare to initial baselines.

On a monthly basis, every CMAP staff member submits a progress report. Project Managers also meet once every three months with executive staff to report on progress and near-term objectives. Lastly, this information is summarized into an overall quarterly progress report, which is published on behalf of the CMAP Board.

This quarterly report represents efforts toward increased accountability and more effective management of CMAP’s projects and operations. Please direct any comments or questions about the content of this document to Matt Maloney, Project Administrator at CMAP, (312) 386-8615 or [mmaloney@cmap.illinois.gov](mailto:mmaloney@cmap.illinois.gov).

**CMAP Staff Quarterly Report**  
**FY 2008 2nd Quarter**  
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## **POLICY DEVELOPMENT**

Core Program Oversight: Jill Leary

Team: R. Blankenhorn, B. Delano, L. Deuben, T. Garritano, J. Hardy, D. Kopec, G. Smith, M. Maloney

The overarching aim of this program is to provide research, analysis and development of policies to support, promote and integrate transportation and land use planning. Another vital goal is to improve CMAP's capacity to understand and communicate the significant impacts that land-use and transportation decisions have on each other and housing, economic and community development, natural resources, and human services. This project will also coordinate the policy development activities across all functions of the agency.

### **2<sup>nd</sup> Quarter Progress:**

State Legislation:

- SB 1201 became law in October following a vote to override the Governor's amendatory veto in the Senate (53-1) and then the House (105-7). It is now PA 95-0677.
- Worked with the Comptroller's office to set up the Regional Comprehensive Fund (RCF) and with IDOT to obtain our funds.
- Worked with members of Illinois Association of Regional Councils (ILARC) to discuss how the remainder of the funds in the RCF will be distributed statewide and the formation of statewide MPO organization.
- Worked with the Board and other partners to add support for the legislature to pass a bill to support operating funds to the RTA and the service boards.

Overall Agency:

- On September 26, 2007, CN announced an agreement under which CN will acquire the major portion of the Elgin, Joliet and Eastern Railway Company (EJ&E) for \$300 million. We will be analyzing the impacts on a regional level and using this as a test DRI case. The STB accepted the application as a minor transaction, but also stated that an EIS is warranted. Comments will be presented for consideration at the January Board and MPO Policy Committee meetings.
- USDOT announced a second version of the Urban Partnership Agreement (UPA) called Congestion Reduction Demonstration. Worked with IDOT, the Governor's office, Tollway, City of Chicago, RTA and Pace to decide if a viable program could be pursued that would warrant funding. The application was submitted at the end of December.
- Began internal discussions on transportation reauthorization.
- Held the second Innovation + Integration Summit on Climate Change.

- Met with a number of staff from RTA in order to better coordinate our work plans and efforts. This resulted in scheduling regular meetings among our staff and RTA and will be an ongoing effort.
- Participated and help to guide a number of other agency activities including: Regional Comprehensive Plan development, Facility Planning Area amendments, data exchange work program, housing initiatives and policy, Full Circle program, water supply and watershed planning, community and technical assistance activities and other core programs in the work plan.

#### Meetings and Speaking Engagements:

- Met with 11 members of the Illinois delegation and the U.S. Dept. of Transportation in Washington D.C.
- Participated in taping at ABC TV w/Joe DiJohn re: TTI report on congestion.
- Participated in a panel discussion at an event sponsored by MPC with Reid Ewing re: "Growing Cooler".
- Two telephone interviews with Rachel's Environment & Health News and Crain's Chicago were also completed.
- Accepted an award from Illinois Association of Regional Councils for efforts working with members of the General Assembly for statewide MPO funding and comprehensive planning resulting from SB1201.
- Other speaking engagements included: the Lipinski Symposium, West O'Hare Corridor Implementation Team, CIP Transportation & Logistics Conference, Rockford Transportation Study, Kankakee County ED annual meeting and Kendall County Growth Conference. Attended DuPage Mayors and Managers Conference, Barrington Area COG meeting, McHenry County COG and SW Conference of Mayors promoting CMAP and regional priorities.

#### 3<sup>rd</sup> Quarter Objectives:

- Seek to identify CMAP legislative initiatives.
- Develop a more strategic internal approach to addressing policy development initiatives throughout the agency.
- Continue to monitor ongoing policy initiatives.

### **Regional Impact Assessment Demonstration – Developments of Regional Importance (DRI)**

Team: R. Blankenhorn, J. Leary, D. Kopec, K. Wies, C. Bozic, J. Schaad

Products: Draft report on the regional impacts of a "project of regional significance".

Description: Establish a prototype regional review process that defines the regional context and implications of large scale land use and transportation proposals. This is a function of the regional planning agency explicitly called out in the legislation.

#### 2<sup>nd</sup> Quarter Progress:

- Established the structure to discuss the DRI process. At the Board's direction, a subcommittee was formed of the Programming Coordinating Committee members to form preliminary recommendations on how to define and develop the process. Upon approval by the committee of the preliminary recommendations, a larger task force comprised of stakeholders will be convened to assist in creating the scope and the process for review. The task force's recommendation will be submitted to the Programming Coordinating Committee for their recommended approval to the CMAP Board.
- Held DRI Subcommittee meetings to discuss the framework and process for reviewing and analyzing potential DRIs. As a result of the meetings, we are looking at other MPOs for examples of the process and using the CN acquisition of the EJ&E as a test case to assist in developing the criteria, thresholds and process.

### **3<sup>rd</sup> Quarter Objectives:**

- Develop thresholds for review.
- Convene the stakeholders' task force to begin to refine and develop the process.

## **Project Administration**

Project Manager: Matt Maloney

Description: Establishment of procedures for the initiation, planning, staffing, communication, and monitoring of projects across the agency. Implementation of these procedures is necessary to reach the overall goal of increasing efficiency and effectiveness agency-wide. Successful project administration should include coordination with executive staff and project managers to articulate the agency vision and establish target outcomes.

Products: Annual work plan and work plan updates, monthly progress reports and quarterly reports with a steadily evolving emphasis on the creation of a budget and work plan to mirror agency expectations.

### **2<sup>nd</sup> Quarter Progress:**

- Held quarterly meetings with every Core program in September.
- Completed 1<sup>st</sup> CMAP staff quarterly report for the 1<sup>st</sup> quarter FY 2008.
- Revised employee allocations for projects across the agency.
- Completed 1<sup>st</sup> round of outcome-oriented strategic planning with consultant.
- On an ongoing basis, met with various staff across the agency to develop work plans and monitor progress on projects.

### **3<sup>rd</sup> Quarter Objectives:**

- Hold 2<sup>nd</sup> quarter FY 2008 quarterly meetings (January).
- Complete 2<sup>nd</sup> Quarter CMAP staff quarterly report.
- Complete outcome-based strategic planning exercise with consultant.

- Use the results of the strategic planning and quarterly meetings to generate a FY 2009 work plan.
- Provide assistance in constructing a FY 2009 budget.
- On an ongoing basis, continue assisting staff across the agency to develop work plans and monitor progress on projects.

## **CMAP & MPO COMMITTEE SUPPORT**

Core Program Oversight: Jill Leary

Team: P. Berry, R. Blankenhorn, J. Bright, B. Delano, L. Deuben, T. Dixon, T. Garritano, D. Kopec, J. Allen, H. Morgan, Y. Pineyro, T. Loftus, K. Leigh, R. Pietrowiak, J. Schaad, G. Smith, D. Thompson, T. Warner, A. Weiskind

Provides staff support to the CMAP Board, the MPO and the committees that report to both policy boards.

### **2nd Quarter Progress:**

- Developed the agenda and materials for the CMAP Board, MPO Policy Committee and the advisory, coordinating, and working committees that report to both policy boards.
- Discussed board agenda topics or areas of focus for the remainder of the fiscal year.
- Provided updates throughout the quarter to the board members and other committee members as necessary regarding agency activities.
- Provided working committee summaries on a monthly basis.
- Met with the committee liaisons to discuss the working committee's mission, purpose, agenda setting, what it means to staff a committee and the committees' membership and representation.

### **3rd Quarter Objectives:**

- Continue to develop the agenda and materials and provide staff support to the CMAP Board, the MPO and the committees that report to both policy boards.

## **COORDINATED OUTREACH**

Core Program Oversight: Gordon Smith

Team: J. Allen, J. Bright, J. Hardy, L. Lawson, H. Morgan, A. Weiskind

Effectively communicate and engage elected officials, agency partners and the residents of northeast Illinois on CMAP and regional planning issues and initiatives to provide them with current, accurate information to make better informed decisions. This project

will facilitate the region's participation in the transportation and comprehensive planning process.

**2<sup>nd</sup> Quarter Progress:**

Kendall County Conference and Workshop:

The Conservation Foundation and the Coordinated Outreach program worked to design, develop, and sponsor the Foundation's annual conference in Kendall County. CMAP's goal was to communicate the agency's expertise in the relevant subject matter. Randy Blankenhorn was the keynote speaker, Tim Loftus was an expert presenter, and Erin Aleman provided technical support with keypad polling.

Kendall County requested CMAP's assistance to design and develop a workshop for their Mayors and Managers, to develop the Counties proposed Community and Intergovernmental Committee structure.

Youth Initiatives:

- Staff redesigned the initial Youth strategy (Grants for teachers to design curriculum) to a more CMAP centered and youth driven approach.
- Designed and planned a "Planning Field Trip" for the Whitney Young interns and the CMAP Youth Family (4<sup>th</sup> of January 08)

Outreach Database:

A complete download consisting of just over 11,000 records was made of the CATS database plus an additional 6100 records from the NIPC program. The records were merged and duplicates cast out.

Planning Commissioner/Elected Officials Workshops:

- Refined the scope of work with the Tech. Assistance Group.
- Refined workshop agenda, budget.
- Developed tentative schedule.

Hyde Park Visioning Session:

- Design and development of Vision Event
- Staff meetings with Chicago Planning Department & 53<sup>rd</sup> St. TIF District staff, Aldermanic Staff
- Site visit
- Content development
- Facilitator training
- Facilitated and Staffed Vision Event

### Regional Water Supply Project:

Staff has been working on the Regional Water Supply project team to provide expertise and identify Outreach opportunities.

### Regional Comprehensive Plan:

In consultation with the Citizen's Advisory Committee, the Coordinated Outreach program helped design the Community Conversations series which will be used as a guide to the Community Organizations holding community meetings.

- The Coordinated Outreach program has been responsible for the logistics of these meetings, and will provide staff coverage (along with Planning Staff), depending on the CAC members for residents contact information and location choices.
- Coordinated Outreach has scheduled a number of Community Conversations for the third quarter.
- ER will be working with the Planning Group to help facilitate and support the organizations in any way we can.

### RFQ – Micro Grants for Community Organizations:

Staff helped to design the work program to support the Grant recipients, design a selection process, and design and plan an orientation session.

### Other:

Staff meets regularly and attends standing meetings around the region: Council of Mayors/Government Meetings, County and Municipal Meetings, Community Groups

### **3<sup>rd</sup> Quarter Objectives:**

#### Kendall County Conference and Workshop:

Conduct/Facilitate a workshop for their Mayors and Managers with the objective of developing a mission statement for the Counties' proposed Community and Intergovernmental Committee structure.

### Youth Initiatives:

- Staff participated in a field trip with fourteen young people (WY HS student interns and CMAP Staff young people).
- Presentation of the renewed approach to involving youth.

### Outreach Database:

From this point forward, staff will begin developing procedures and instructions for use and will incorporate the assistance of CMAP Executive Staff to help enforce and educate staff on the proper use and maintenance of the system. The system should “go live” during this quarter. Staff is working with the Councils, Municipal Clerks Offices, and Counties to secure the names of the Planning Commissioners and Elected Officials at the municipal level. All attendees from the RFQ- Microgrants for Community Organizations and Planning Commissioner/Elected Officials Workshops will be included into the CMAP Outreach Database.

### Planning Commissioner/Elected Officials Workshops:

Staff plans to meet with Councils to determine the sessions are the most appropriate for each workshop. The basic question will be...CMAP offers a set of basic sessions (Roles & Responsibilities, Planning 123) and a menu of choices to the rest of sessions based on need.

### Regional Water Supply: Ylida

Staff will be assisting in the design and development to the DeKalb County Workshop.

### Comprehensive Plan:

Staff in Coordinated Outreach is working with the Citizens’ Advisory Committee to convene a series of “Community Conversations” around the region from January through March:

Confirmed dates – 15  
Still to be confirmed - 3

### RFQ – Micro Grants for Community Organizations:

Staff will select the winning application submittals, and conduct an orientation session for the winning submittals

### Planning Commissioner/Elected Officials Workshops:

- Staff assignments at CMAP
- Refine session content
- Meet with and develop an outreach strategy (Identifying mailing lists, save-the-date-cards, announcements) with each of the Councils (SWCOM, SSMMA, WCGL)

- Task assignments between CMAP and the COM/COG
- Develop session selection and speaker pool
- Logistics Plan

Hyde Park Visioning Session:

- Debriefing Meeting
- 53<sup>rd</sup> Street TIF Council Meeting Presentation
- Next Steps: Meeting with community leaders

Other:

Staff will continue to meet regularly and attend standing meetings around the region: Council of Mayors/Government Meetings, County and Municipal Meetings, Community Groups.

## **PLAN AND SCENARIO DEVELOPMENT**

Core Program Oversight: Don Kopec, Kermit Wies

Implements our mission to integrate transportation and land-use planning. Develop the methodology, data and information resources, modeling and planning tools and engagement process to create a Regional Comprehensive Plan.

### **Regional Comprehensive Plan Development**

Project Manager: Bob Dean

**2<sup>nd</sup> Quarter Progress (Overall):**

- Continued to update committees and external groups on plan development progress at every opportunity.
- Presented Public Engagement Plan to CAC and Planning Coordinating Committee, and continued to modify and add to plan as new public engagement opportunities arose.
- Launched initial Regional Comprehensive Plan website. Began development of new graphics-heavy website, expected to be launched in January or February 2008.
- Selected outside consultants to give assistance in areas of public engagement, snapshot preparation, and strategy analysis.
- Developed brochure and general descriptive materials to support outreach efforts.
- Continued coordination with Burnham Centennial partners. Developed proposal for partnership with philanthropic organization on plan development.

### **3<sup>rd</sup> Quarter Objectives (Overall)**

- Continue to update committees and external groups on progress.
- Continue to modify public engagement plan based on comments from planning partners and new opportunities.
- Develop draft public engagement plan for FY 09.
- Launch new Regional Comprehensive Plan website, initiating blog feature and posting plan content as it is developed.
- Continue to seek outside consulting assistance on appropriate projects.
- Initiate partnership with philanthropic organization on plan development. Continue coordination with Burnham Centennial partners and build relationships with other civic organizations as opportunities arise.

### **Vision Development**

Project Manager: Bob Dean

Team: Erin Aleman, Lindsay Banks, Bob Dean, Lee Deuben, Hubert Morgan (other staff will be involved to a lesser degree)

Product: Regional vision document that describes the desired future state of the region in a narrative format. This is expected to be adopted in June 2008 after committee and public involvement processes.

Description: The regional vision will be included in the Regional Comprehensive Plan and will be the first interim work product in the development of the plan. It will also be the primary source for the development of indicators that will be used in the scenario evaluation process. The development process will involve several activities, listed below. Each of these will have different staff leadership.

- holding a visioning event on September 12 (Deuben)
- organizing a photography contest (Talbot/Banks)
- creating the draft regional vision (Dean/Garritano)
- coordinating committee involvement in vision development (Dean/Banks)
- planning and implementing a public involvement process to gather input (Morgan/Aleman)
- promoting the final regional vision (TBD)

### **2<sup>nd</sup> Quarter Progress:**

- Discussed draft vision statements with working committees to continue to refine and strengthen regional vision.
- Initiated and monitored results of online and paper survey to gather feedback from planning partners on vision statements.
- Developed short interactive process for use at workshops and other external meetings to gather feedback on vision. Used this process at several internal and external meetings.

- Hired public relations consulting firm to assist in development of public engagement approach to gather input from the general public.
- Initiated application process to provide community-based organizations with small grants to host meetings for the purpose of gathering input on the regional vision.

### **3<sup>rd</sup> Quarter Objectives:**

- Continue to review draft vision statements with working committees and external groups as requested. Review draft vision statements with Planning Coordinating Committee and receive guidance on conflicts between planning partners.
- Close out survey gathering feedback from planning partners.
- Through new website, initiate new survey/questionnaire focused on gathering input from the general public.
- Work with CAC members and community groups to hold meetings on vision development around the region.
- Hold story-writing contest or other open-ended input methods to gather visions of the region's potential future.
- Involve interested outside groups and funders in vision development.

## **Regional Snapshot Reports**

Project Manager: Bob Dean

Team: Lindsay Banks, Lee Deuben, Jesse Elam, Jon Hallas, Matt Maloney, Ross

Patronsky, plus additional staff as other topics are identified (other staff will be involved to a lesser degree)

Product: Quarterly snapshot reports on specific planning issues.

Description: These reports will study planning issues such as sustainability, jobs-housing balance, and others, which will need to be addressed in the Regional Comprehensive Plan. These provide baseline information concerning these planning issues and their relationships to CMAP's areas of focus. The preparation of each snapshot will be managed individually, though consistent results will be achieved.

Snapshots currently being prepared are listed below.

- sustainability (Elam)
- jobs-housing balance (Deuben)
- aging (Hallas)
- infill (Banks)
- Latino population (Hallas)
- economic development incentives (Maloney)
- air quality (Patronsky)
- other reports to be added as the year progresses

### **2<sup>nd</sup> Quarter Progress:**

- Presented implications of sustainability report to Planning Coordinating Committee for guidance. Prepared and distributed snapshot report on sustainability.
- Continued preparation of technical report on infill and presented initial findings to committees.
- Prepared initial findings on jobs-housing balance report
- Continued work on aging report.
- Hired external experts in Latino issues to assist with preparation of snapshot report on Latino population.
- Continued to identify topics of upcoming snapshot reports.

### **3<sup>rd</sup> Quarter Objectives:**

- Prepare snapshot report on infill and receive approval to release from Planning Committee.
- Present initial findings of jobs-housing report to committees.
- Present initial findings of aging report to committees.
- Initiate economic incentives report and present initial findings to committees.
- Develop initial findings for Latino population report.
- Initiate air quality report and develop initial findings.

## **Strategy Analysis**

Project Manager: Bob Dean

Team: Lindsay Banks, Matt Maloney (other staff will be involved to a lesser degree)

Product: Series of white papers on the strategies identified for potential inclusion in the Regional Comprehensive Plan.

Description: The strategy analysis will be a central piece of the scenario evaluation process. It will identify potential implementation strategies and analyze what would occur if these strategies were implemented, using sample indicators to guide the research process. Approximately 50 strategies are currently expected to be analyzed through this process. Each white paper will be led by a different staff person, though fairly consistent results will be achieved. The strategies can be grouped into several categories which correspond to the working committees. Listed below are the categories and the staff person who will be most involved in research in these categories, although many more staff than this will lead research projects.

- economic development (Rademacher)
- environment (Elam)
- housing (Deuben)
- human services (Pietrowiak)
- land use (Banks)

- transportation (Murtha)

Also, other activities, listed below, will support the strategy research.

- committee coordination (Dean)
- intern management (Deuben)
- public involvement, primarily through internet (Dean)

### **2<sup>nd</sup> Quarter Progress:**

- Prepared draft white papers and hypothesis statement documents for two strategies.
- Initiated strategy research projects for fifteen additional strategies.
- Contracted with consulting firm who is expected to research at least three strategies.
- Developed template timelines and mechanisms for reporting progress.
- Initiated regular meetings with modeling staff to discuss how strategy research results would inform model development.

### **3<sup>rd</sup> Quarter Objectives:**

- Release white papers on at least ten strategies in interactive website format.
- Develop hypotheses and begin white paper preparation for at least fifteen additional strategies.
- Assign staff and initiate work on at least fifteen additional strategies (including consulting work)
- Select consultant(s) to assist with additional strategy research.
- Promote availability of strategy research website to municipal officials and other planning partners, and continually review and update website.

## **Scenario Development (including Indicators Development)**

Project Manager: Bob Dean

Team: Jesse Elam, Kermit Wies, new planning staff (other staff will be involved to a lesser degree)

Product: Approximately five scenarios which combine complementary strategies to create a plausible set of future conditions.

Description: Scenario analysis will be the focus of the Regional Comprehensive Plan process. This work item will develop the content of the scenarios which will be analyzed. Scenario development will also include the finalization of indicators identified in the regional vision. Neither of these processes will be fully completed during FY 08. A few unique activities make up this effort. These and the staff leadership for them are listed below.

- scenario construction (Dean)

- indicator development (new staff)
- committee coordination (Dean)
- public involvement (TBD)

### **2<sup>nd</sup> Quarter Progress:**

- Developed detailed plans for partnership with philanthropic organization for indicators development.
- Selected outside consultant to assist in conceptualization of scenario construction.
- Began presentation of indicators concept to committees.

### **3<sup>rd</sup> Quarter Objectives:**

- Finalize details of partnership for indicators development, and hire staff and secure outside consultants as necessary.
- Work with outside consultant to develop themes for scenario construction.
- Continue presentation of indicators concept to committees, and initiate presentation of scenario construction.

### ***Staffing for Regional Comp Plan:***

- Hired two new assistant planners and filled one vacancy created by staff departure.
- Began interviews of interns for spring semester.
- For next quarter, fill indicator analyst position and other vacancies as they arise, and hire interns for spring semester.

## **COMMUNITY & TECHNICAL ASSISTANCE**

Core Program Oversight: Bola Delano

The Community and Technical Assistance program provides direct assistance to local agencies and officials to support coordination and consistency between local plans and regional planning efforts. Project teams work together to 1) develop stronger communication links with our region's units of government, 2) respond rapidly to inquiries, 3) provide technical expertise through an on-line clearinghouse and face-to-face meetings, and 4) document and monitor the nature of the requests. Staff members serve as the lead conveners for discussions among municipalities and encourage regional problem-solving, long-term visions, and informed decisions. The project list below describes the primary deliverables for this fiscal year, but it is not necessarily comprehensive in scope. The portfolio of projects may change

rapidly depending upon the quantity and nature of external technical assistance requests.

Team: T. Warner, J. Hallas, L. Heringa, B. Kiley, S. Okoth, S. Ostrander, B. Rademacher, D. Ferguson, J. Schaad, D. Morck, P. Reise, L. Lawson, H. Morgan, G. Smith, A. Weiskind, D. Clark, J. Pflingston, S. Perpignani, and other relevant staff from the areas of planning and programming, external relations, and research and analysis.

## **Local Community Planning Support**

Project Manager: Ty Warner

Staff: Sef Okoth, Stephen Ostrander, Brian Rademacher, Bill Kiley, Joy Schaad, Erin Aleman, Jon Hallas, Hubert Morgan, LynnToi Lawson, Paul Reise and other relevant planning officers.

Description: Help guide communities in determining their goals, their options, and the best course of subsequent action.

Products: Suite of Applied Resource tools, including Centers Toolkit, Plan Builder, Economic Impact Model, and expansion of Full Circle project. Conduct a series of leadership workshops across the region using the Centers Toolkit in a participatory framework. Develop plan commissioner training in tandem with members of the External Relations department. Convene County Planning Directors meetings to provide a forum for regional coordination of planning activities. Continue coordination on FRA "Swift Rail" Act and provide support to communities in understanding its implications.

### **2nd Quarter Progress:**

Completed final Leadership Workshops using Centers Toolkit and began analyzing results region-wide with workshops being held in Southwest Cook and Kendall County.

Presented Centers Toolkit and CMAP's implementation and workshop approach at a session at the 2007 Upper Midwest 4-state conference of the American Planning Association. Centers Toolkit also demonstrated to Village of Hampshire for their use.

Proposal for enhancements to Centers Toolkit was created to expand the usefulness and longevity of the Centers Toolkit product. The Centers Toolkit has received the "Communicating with John and Jane Public" award from the Transportation Research Board, to be presented in January.

County Planning Directors have continued to meet, providing a forum for regional coordination of planning activities and coalescing into an inter-cooperative entity that is sharing resources and experiences. Interfaced with Regional Planning Commissions of both Lake and Kankakee Counties at respective annual events.

Planning Commissioner Training outline developed with Outreach group, and with Outreach, C&TA assisted Hyde Park community in identifying development goals.

C&TA suite of tools demonstrated to Will County communities and agencies, and also to Technical Providers Group, which was re-established this quarter.

The Focus 5 Community Forum was held on December 5 for the communities of Dixmoor, Ford Heights, Harvey, Phoenix and Robbins. The event attracted key IL legislators and their representatives, local officials and community leaders, state and local economic development officials, key employers and representatives from community colleges.

### **3rd Quarter Objectives:**

Summarize, analyze, and highlight the successes of this round of regional leadership workshops and Centers Toolkit results. Wrap up efforts with reports to individual participants as well as an overall summary document comparing results across regional sub areas.

Establish staffing template for use of PlanBuilder tool and identify key resources needed for implementation.

Continue to provide support and facilitation for County Planning Directors.

Make responses to Focus 5 Community Forum available on the CMAP website

Respond to short-term actions listed by communities during the Focus 5 Community Forum held in December.

Use the administrative and functional frameworks of the Focus 5 Community Forum as a template for a forum in a different area of the region.

## **Technical Assistance Information Clearinghouse**

Project Manager: Stephen Ostrander

Team: Kermit Wies, Doug Ferguson, Jon Hallas, Erin Aleman, Brian Rademacher, David Morck and External Relations group.

Description: Clearinghouse to help communities utilize and have easy access to technical assistance services.

Products: Develop an interactive 'one stop shop' Technical Assistance website portal to include information dissemination, Web site tutorials, and provide structure for web-based resource guidance. Also, this project will produce a Technical Assistance Provider database, integrated with an interactive Web site, to provide an avenue of communication for technical assistance efforts across the region and among multiple providers.

**2<sup>nd</sup> Quarter Progress:**

Researched relevant, web-based T.A. information sources--both those highlighted by the MPC-led Technical Assistance Providers Group and others around the country (regional planning agencies, larger city planning departments, advocacy organizations, etc.).

Reconvened the technical assistance providers group for the first time since February 2007. The clearinghouse was the primary topic of discussion at the meeting, and staff specifically called for and enlisted the group's help in supplying the comprehensive information that will form the primary content of the clearinghouse. In addition, our partners in the providers group offered to help us identify other organizations/agencies to be contacted and included in the technical assistance clearinghouse.

In order to assist the development of the (additional) map-based interface, as well as the paper-based map of technical assistance services, staff began collecting detailed information from partners and web research on the geographic location of recent and ongoing technical assistance services.

Staff began preliminary discussions with CMAP's webmaster regarding technical requirements for the clearinghouse, which is expected to be a section within the existing CMAP website.

Helped design a needs assessment survey to our targeted audience throughout the region. (This survey will help guide both the development of the clearinghouse as well as the overall work of the new Community & Technical Assistance team.)

**3<sup>rd</sup> Quarter Objectives:**

Expand the team working on clearinghouse (currently 1) to include other staff from the Community & Technical Assistance team.

Once information is returned from partners in mid-January, along with information from other organizations/agencies soon after, prepare paper version of the local planning and technical assistance map before Community & Technical Assistance "road shows".

Coordinate efforts with the private providers to understand what T.A. resources/services are being/have recently been provided by members of the private industry, so that this information can be added to the clearing house resource.

Further pursue technical needs with webmaster and any other appropriate members of IT team, especially design and resource requirements for development of Web-based form for those inquiring about/requesting CMAP technical assistance services.

Begin advance development of innovative advertising strategy for clearinghouse to ensure its active use throughout the region.

## **Regional Greenways and Trail Plan Update**

Project Manager: Lori Heringa

Team: T. Murtha

Description and Products: The 2008 northeastern Illinois Regional Greenways and Trail Plan will consist of update and refinements to the 1997 regional greenways and trails map and accompanying text document. The greenways and trails map will be in brochure format with an executive summary on the reverse, inset maps of A, B, and C quality streams, the Grand Illinois Trail and the Northeastern Illinois Regional Water Trails Plan. The text document will include: objectives, actions, priority greenway and trail connections, other green- related maps and description, GIS analysis and discussion of the updated map, charts, and other relevant content.

### **2nd Quarter Progress:**

- Staff met to review and discuss GIS work on the existing and proposed trail alignments.
- Convened a joint meeting of the Bicycle and Pedestrian Task Force and the Greenway Plan Steering Committee to review and work on the trail element of the plan.
- Completed the draft digitized revisions from the workshop.
- Staff met to organize the development of draft maps to develop the open space and greenway component of the greenways plan (trail component is underway).
- Prepared a fact sheet on the Greenways and Trails Plan for the Will County C&TA road show.

### **3rd Quarter Objectives:**

- Revise timeline due to delay with digitizing, and adjust goals for next quarter.
- Establish priority greenways and review by fpds and conservation district and counties. Finalize digitizing of trails for final map.
- Develop draft maps of Open Space and Greenway component of greenways and trails plan for review by counties.
- Update natural areas and other coverages required for map.

## **Dissemination of Best Planning Practices and Local Plan Review**

Project Manager: Ty Warner

Staff: Sef Okoth, Jon Hallas, Lori Heringa, Erin Aleman, Stephen Ostrander and individuals in External relations and Planning teams.

Description: Adopt a set of best practices for regional planning and assist in evaluating local plans.

Products: Assess local planning area effectiveness, Update “compendium of plans” to encourage currency of local planning efforts, establish comprehensive plan reviews to assist in regional policy, create an inventory of Model Ordinances & Ordinance Resource database, urban design resource capacity.

### **2nd Quarter Progress:**

As co-chair for 2009 Upper Midwest American Planning Association conference in Chicago, have established connection with the American Institute of Architects and the American Society of Landscape Architects to coordinate professional association events and activities related to the Burnham Centennial event. Logistical groundwork for the conference itself has been laid in establishing a format, outline, and key components of conference framework.

Participated in American Planning Association Chicago Metro Section program planning session and taking lead on several sessions in 2008 to help meet training goals of professional planners in CMAP’s service area.

APA CD-ROM Training Package on Infrastructure Planning completed.

### **3rd Quarter Objectives:**

Continue to form the parameters of this project through results of Leadership Workshops and continued community contact.

Establish steps necessary to partner with NIU and using and supporting updates to digital comprehensive plan inventory.

Establish timeline and work teams for 2009 Upper Midwest American Planning Association conference.

## **Funding and Community Fiscal Tool Guidance**

Project Manager: Brian Rademacher

Team: Dave Morck, P. Reise

Products: Regional business park maps showing land availability, target industry reports, maps/diagrams and models showing impacts of economic development on transportation. Tool-kit linking economic development and transportation.

Description: Compile information on national programs, assisting communities as they seek grants and funding. Develop information on economic development tools and application, set up resource arm for communities to assist in finding funding resources including providing necessary technical information and census data. Provides economic development professionals and the private sector with tools and information to enable them to be more effective in their participation in the planning process

### **2<sup>nd</sup> Quarter Progress:**

#### Resource Directory:

- A database has been created to facilitate the creation of an on-line version of the guide that will allow users to find specific information quickly. Through this process the funding guide has been consistently updated.
- Definitions of the funding tools (i.e. grants, loans, incentives) have been defined with working draft recommendations for communities when to consider using this type of tool.

#### Outreach:

- Facilitated and successfully implemented How to Seal the Deal seminar at the ComEd Commercial Center in Oak Brook. The seminar hosted four panelists that discussed approaches to successful developments to a crowd of over 120 planners, developers, and city managers.

#### Economic Analysis:

- A base analysis of the cluster analysis has been written for the Chicago Metropolitan Region. It was submitted to a working group in the Economic and Community Development Committee for their expertise and feedback. Revisions to the working draft are currently underway.
- A beta-study on quality of life as it applies to economic and community development has been written under direction from the Committee has been initiated. Five indicators have been selected, researched, and expounded upon in a working draft. An indicator selection guideline has been created to guide the continued collection of quality of life indicators.

### **3<sup>rd</sup> Quarter Objectives:**

#### Resource Directory:

- Create a step by step 'how to' process in applying for certain types of funding and the required documents.
- Create maps of incentive areas in the region, have links to applicable data (i.e. workforce and census), and other technical information that can be anticipated.
- Complete input of funding resources into Access database and continue to move towards a web-friendly version.

#### Outreach:

- Work with steering committee from previous event to develop and provide another seminar on TIF's and/or impact fees.

#### Economic Analysis:

- Continue to re-draft the cluster analysis and develop next steps.
- Continue to collect indicators to be added to the Beta-study
- Work with Communications to have the indicators added to the Regional Indicators section of the CMAP web page to enhance understanding of the economic component of the region and planning process.

### **External Data Requests**

Project Manager: Jon Hallas

Team: David Clark, Sandy Perpignani, Sef Okoth, Jack Pfingston, Lori Heringa

Product: Documentation of technical assistance requests to the agency. Documentation of responses to data and information requests from public and planning partners, including responses to census-related inquiries. Provide municipalities with information and research assistance in areas such as demographics, socioeconomics and best practice models. The program is designed to build the capacity of the region and enable communities to make informed development choices

Description: Provide data, information, and analysis reports as a courtesy service to regional planning and other interested partners. Respond to Census-related data requests and refer whenever possible to other sources. Prepare special summary statistics and data in support of requests related to CMAP's mission.

#### **2<sup>nd</sup> Quarter Progress:**

- Prototype drafts of reports on external requests for information and data were produced
- A response was prepared to a request for information submitted under the Freedom of Information Act

#### **3<sup>rd</sup> Quarter Objectives:**

- Finalize and publicize to staff the process of tracking external requests
- Advance knowledge and proficiency in responding to FOIA requests

## **DATA COLLECTION**

Core Program Oversight: Kermit Wies

Includes tasks needed to prepare primary datasets that originate with CMAP as well as those developed by other sources. Data collection is an important aspect of CMAP's expanded planning responsibilities. It permits the integration of environmental,

transportation, housing, economic development, socio-economic and land use planning data. These efforts will be critical to establishing base datasets for evaluating projects of regional significance.

## **Data Collection Technology Demonstration**

Task Manager: Greg Sanders

Team: Solo with contractor assistance.

Products: Planning datasets resulting from data collection programs that employ wireless communication and internet technology to rapidly update content.

Description: This task is intended to expand the Full Circle mapping system to include a wider variety of data types, including transportation facility inventory. Technical enhancements include incorporating GPS capabilities into hand-held data recording devices. Data collection in new areas will be important to CMAP's expanded planning responsibilities.

### **2<sup>nd</sup> Quarter Progress:**

- Most Full Circle projects were wrapped up in time for the end of "mapping season" (before winter).
- Full Circle tools were included in CMAP outreach activities in suburban municipalities, and generated considerable interest.
- Parking Survey module was completed and is ready for use by any Cook community.

### **3<sup>rd</sup> Quarter Objectives:**

- Write a final report for the Seamless Web grant for submission to the MacArthur Foundation.
- Meet with MacArthur program officer and discuss Full Circle's potential and its short-term and long-term future.
- Issue an RFP inviting suburban municipalities to propose Data Collection projects

Documents of interest:

MacArthur Foundation report:

S:\Projects\FullCircle\Grants\Reports\FC\_Longterm\YearOneReport\_FullCircleLongterm.doc

Maps for this report are in S:\Projects\FullCircle\Grants\Reports\FC\_Longterm\Maps

## **Land Use Inventory**

Project Manager: David Clark

Team: J. Drennan, E. Pedersen,

Products: GIS-based dataset of observed land use categories regionwide. User documentation. Manager documentation.

Description: Informs environmental and land use planning work and is used in validating growth projections. Manual review of primary source materials such as aerial photographs. NIU currently provides contract support.

**2<sup>nd</sup> Quarter Progress:**

- Completed this quarter: north McHenry, south Lake, and west Cook.
- Begun this quarter: north Lake.
- Ongoing: Chicago, north Cook.

**3<sup>rd</sup> Quarter Objectives:**

- Production: completing all preliminary coding in the region (north Cook, north Lake, and Chicago).
- Increase public accessibility to 2001 Inventory through CMAP website (with Tom G.)
- Obtain input from staff on potential improvements to the Inventory for 2010.
- Start a proof-of-concept using satellite imagery provided by the IL Dept. of Agriculture to measure urbanization on an annual basis.

## **County and Municipal Socioeconomic Projections**

Project Manager: Jack Pfingston

Team: D. Clark, External relations support during fieldwork.

Products: Interactive GIS application (Paint-the-Town) and in-person interviews with municipal and county staff.

Description: Historically scheduled to correspond to long-range planning cycle, but is better suited to function as an ongoing generic data resource rather than being so strongly tied to plan development.

**2<sup>nd</sup> Quarter Progress:**

- Data collection associated with field interviews aspect of the projections program continued. The effort includes building a data base of recent municipal annexations and boundary agreements.
- Continued with assessment of additional and alternative sources of data for use by both the projections program and the agency, and met with representatives of NICOR regarding possible data exchange.
- RFP003 (GIS-based local forecast data collection tool), was floated by CMAP in November, 2007. Following review of proposals and interviews, a vendor was selected.
- With assistance from program manager, came up with the parameters for the

Less-Resource-Intensive (LRI) and More-Intensive-Resource (MRI) scenarios and provided relevant data to the SIU team in support of the IDNR Water Study Group.

- FPA—related work included follow-up meetings with representatives of or consultants working for Wilmington and Elwood.
- Dealt with several dozen inquiries regarding projections or projection-related data.

### **3rd Quarter Objectives:**

- Get the forecast data collection tool effort underway, from contract to development phase, with an eye toward a 4th quarter field test.
- Continue with data collection effort to update municipal files in preparation for field interviews.
- Begin to use GIS to contrast what municipalities “painted” in previous years with data from NDD and USBC.
- As time permits, to continue work on the 21-county PLSS base and 2050 projections file.
- With the assistance of External Affairs, we intend to meet with officials in Kendall County to discuss projections and data gaps.
- Provide input and any additional data support to the IDNR Water Study Group, the SIU research team, and the program manager.
- Assist CMAP staff in projection-related data and needs.

## **Household Travel and Activity Inventory**

Project Manager: Kermit Wies

Team: Bulk of work under consultant contract. A. Fijal, S. Perpignani,

Products: Tabular datasets of household travel behavior.

Description: Substantial one-time survey research effort being carried by a large consulting team. Travel inventory is critical to validating existing travel models and advancing travel model development.

### **2nd Quarter Progress:**

Data collection (i.e. in-person interviewing) is expected to end in January 2008. Aside from day-to-day management of the survey, this quarter focused on reconciling contract obligations in light of low response rate. Additional deliverables were identified to cover the agreed upon payment. The contract was also extended by 90 days to April 30, 2008 in order to permit an orderly close out.

### **3rd Quarter Objectives:**

Data Collection is expected to be complete by the end of January. A Public Use dataset will be prepared and an initial weighting protocol will be applied to expand the sample

to a full regional population. Additional consultant work includes preparing databases for use in updating existing travel model and preparing exploratory datasets for advanced practice modeling.

## **Transportation System Inventory**

Project Manager: Craig Heither

Team: Primarily interns working under contract with Argonne National Labs.

Products: Tabular datasets of transportation system infrastructure.

Description: These datasets are used to represent the transportation system when evaluating costs, benefits and environmental impacts under a variety of planning and investment scenarios. Tasks are driven by project applications and changes in required analysis formats.

### **2<sup>nd</sup> Quarter Progress:**

- Training of NIU interns on procedures for coding Master Highway Network (MHN) corrections/updates in ArcGIS was completed.
- Training of two CMAP staff to assist in quality assurance/quality control of interns' work was completed.
- MHN updates were completed, quality checked and finalized for all of Lake County, most of Will County and a portion of Cook County.
- Processing programs to automatically import approved changes into the MHN database were created and finalized.
- Training of two CMAP staff on ArcInfo-based rail transit coding procedures was completed.

### **3<sup>rd</sup> Quarter Objectives:**

- Train incoming NIU interns on MHN coding procedures.
- Complete MHN review and update for Cook County, Will County and half of DuPage County.
- Establish an up-to-date corrected MHN database each month with functioning highway project coding and bus transit coding that is available for agency modeling purposes.

## **Internal Data Library Management**

Project Manager: David Clark

Product: Organization of shared internal data library. Catalog and maintain metadata for agency base data and product.

Description: Development and organization of a dataset organization system. Ongoing

organization and management of data resources.

**2<sup>nd</sup> Quarter Progress:**

- Numerous GIS datasets loaded onto the Data Depot, with periodic updates sent out to staff GIS users to keep them up-to-date.
- Position posting for Data Librarian posted, resumes are rolling in
- Preliminary work plan drafted
- Metatopia Conference was **not** attended, due to the cancellation of said conference.

**3<sup>rd</sup> Quarter Progress:**

- Finalize work plan.
- Interview Data Librarian applicants.

## **Local Crash Data Collection**

Project Manager: Jan Drennan

Team: TBD

Product: GIS compatible data.

Description: Conversion of 2001-2004 fatality and Class A injury crash data to a coordinate format compatible with GIS system.

**2<sup>nd</sup> Quarter Progress:**

- Conference all with IDOT on 10/11/07 resulted in IDOT agreeing to us using our own methodology and to supplying us with data in the form we need to do this.
- Plan finalized for how to locate crash sites and flow chart for project completed.
- Set up databases, forms, and GIS files to be used in proof of concept.
- Wrote procedures for staff and trained one staff to work on project.
- Monitored staff work on DuPage crash reports and provided direction.
- Acquired Kane data from IDOT and requested additional counties.

**3<sup>rd</sup> Quarter Objectives:**

- Complete QC on DuPage data entry from crash reports.
- Set up GIS project and geocode addresses and intersections for DuPage & Kane.
- Use SAS process to locate crashes which are offset from an intersection for DuPage and Kane.
- Troubleshoot crash locations which do not locate using above methods.
- Acquire crash reports from IDOT for more counties so the same work can progress on these counties.

## DATA EXCHANGE AND DISSEMINATION

Core Program Oversight: Kermit Wies

Needed to facilitate the electronic exchange of raw data within and between CMAP and other agencies and organizations. Establishing strong and robust data exchange agreements and protocols between governments and organization is critical to maintaining current and credible planning data resources.

### Data Exchange Technology Demonstration

Project Manager: Greg Sanders

Products: Planning datasets resulting from interagency data exchange programs that provide the foundation data used in wireless and internet data collection efforts.

Description: This project is intended to demonstrate the IDEA (Illinois Data Exchange Affiliates) objective of expanding and institutionalizing data sharing agreements between governments and organizations. An example might include the Partnership for New Communities need for a liaison with city and county agencies for housing and neighborhood base data.

#### **2<sup>nd</sup> Quarter Progress:**

CMAP has reached agreements with both City of Chicago and Cook County for ongoing, real-time, server-to-server data linkages. City of Chicago will establish a data warehouse server so that external data requests do not directly hit the City's operational databases. The City will create ETL (extract, transform and load) routines to update the data warehouse frequently (every day for some data sets, once per month for others). CMAP has issued an RFP to systems development vendors for creation of web-based data services to link CMAP and others to the data warehouse in real time. Building permits, as our highest priority, will serve as the prototype for future data services.

The Cook County Assessor's office has agreed to provide real-time access not only on a single-record basis (which we already had in place), but on a batch basis queried by update data. In other words, we can download the latest updates each week (about 13,000 properties re-assessed each week), to keep our own database current and send up red flags if significant activity is detected in any location (for example, extensive changes in land use).

We have also resumed data exchange meetings, but now the meetings are focused on one or two partners at a time. We find that specific needs (such as an important project undertaken by one of the partners) motivate action better than sweeping imperatives. For example, Metropolitan Planning Council (MPC) has specific needs for suburban municipal GIS data. MPC's needs happen to coincide with CMAP needs in the technical assistance realm. We were able to broker an agreement with Cook County to allow

CMAP and MPC to proceed with local GIS data work without violating the terms of Cook's standard data terms of use (under which we are not permitted to provide the data to municipal partners).

The Regional Indicators project, a collaborative effort by CMAP and the Chicago Community Trust (CCT), is proceeding on the assumption that CCT's board will approve the proposed investment (grant to CMAP and other forms of collaboration). The Regional Indicators project, if done well, will be a powerful demonstration of how real-time data linkages can benefit all partners and extract the maximum value from scarce resources.

### **3<sup>rd</sup> Quarter Objectives:**

We expect to select a provider for establishing server-to-server linkages between CMAP and the City of Chicago (RFP has been posted).

We expect to formalize an agreement with the Cook County Assessor to establish server-to-server linkages and to allow CMAP and partners to freely disseminate Assessor data to Cook County municipalities.

We expect to integrate data exchange components into CMAP's metadata management (which will be handled by a new staff person--position has been posted).

#### *Documents of interest:*

Overview:

S:\Projects\EnterpriseDataArchitecture\DataExchange\CMAPDataExchangeProjects\_Background.doc

RFP for City data services:

S:\Projects\EnterpriseDataArchitecture\DataExchange\RFP\_CityWebSvcs\_20080109.pdf

URISA presentation slide show:

[http://www.chidataexchange.net/IDEA\\_BusinessCaseForDataSharing\\_URISA2007\\_files/frame.htm](http://www.chidataexchange.net/IDEA_BusinessCaseForDataSharing_URISA2007_files/frame.htm)

Proposal for City of Chicago linkages:

S:\Projects\IDEA\Data linkages between CMAP and Chicago\_200709.doc

## **Housing and Employment Data Exchange**

Project Manager: Dave Morck

Team: D. Clark, E. Pederson, J. Pfingston

Product: Catalog of regional employment (primarily IDES, but possible Dept. of Revenue) employment data sources. Catalog of regional household unit (primarily ComEd) data sources. Management documentation.

Description: Provides information for planning baseline analysis. Also provides interesting outreach and agency promotional opportunities. Receipt of IDES, Revenue, ComEd or other employment data records. Preparation of summary statistics and data formats usable in socioeconomic forecasting.

### **2nd Quarter Progress:**

2005 Employment Estimates, Version 2:

- 100% finished looking up addresses and geocoding employers with 100 or more employees region wide.
- Located and geocoded employers with 10 or more employees in Will County.
- Developed preliminary methodology for replacing missing records in 2005 ES-202.

NAICS Retrofit of 2000 Employment Estimates:

- Completed all records with 50 or more employees, covering 98% of ES-202 employment.

Housing Estimates:

- As expected, no activity this quarter

NIPC Development Database (This project moved from Data Collection)

- Resumed data entry into existing database.
- Resumed active collection of data.
- Preliminary determination of staffing needs.
- Began conversations about design of new CMAP database

### **3rd Quarter Objectives:**

2005 Employment Estimates, Version2:

- Finalize work plan and staffing needs (this remains from last quarter).
- Look up and geocode employers with 10 or more employees in Kane and Lake Counties (Kane county remains from last quarter).
- Test methodology for replacing missing data records in the 2005 file.

NAICS Retrofit of 2000 Employment Estimates:

- Assign NAICS codes to records with 25-50 employees.

Housing Estimates:

- Obtain list of electric meters from electric utilities in St. Charles, Geneva, Batavia and Winnetka (This remains from last quarter). Obtain 2008 meter file from ComEd.

NIPC Development Database:

- Finalize work plan and staffing structure.
- Train data entry staff.
- Preliminary design work on new CMAP database.

## **Data Dissemination Technology Demonstration**

Project Manager: Greg Sanders

Team: R. Krell

Description: This project is intended to demonstrate the IDEA (Illinois Data Exchange Affiliates) objective of providing real-time availability of rapidly changing data points. Examples include building permits, real estate transactions and vehicle crashes. Rapid turnaround of baseline planning data provides unprecedented currency to planning problem identification.

### **2<sup>nd</sup> Quarter Progress:**

Prototype application for end-user retrieval of relevant data sets was presented to and vetted by selected R&A staff on December 6<sup>th</sup> 2007. The interface offers multiple views of data query results, and three interfaces for user query inputs. It draws on core data access components that are now stable and can be deployed agency-wide.

Metadata documentation is now on hold until CMAP hires a metadata librarian. The position has been posted and a number of apparently qualified candidates have applied.

Additionally, a Data Systems Programmer position has been posted. This position should greatly increase our capacity to generate sophisticated, flexible, high-performance data dissemination applications over the web.

### **3<sup>rd</sup> Quarter Objectives:**

- We expect to hire a Data Systems Programmer to support data exchange and dissemination (position has been posted).
- We expect to select a provider for Business Intelligence software (RFP has been posted).
- We expect to beta-test a new interface for retrieving data and data representations based on the nascent CMAP Enterprise Architecture.
- We expect to begin defining indicators for the CMAP/CCT Regional Indicators project.
- We expect to digitize archival data found in paper documents from the NIPC archives.

## **Internet Mapping Service**

Project Manager: Greg Sanders

Team: R. Krell

Product: Internet data display and delivery application. User documentation. Management documentation.

Description: Valuable asset to communicating plan and program data to public. Design and development of product. Maintenance.

## **2<sup>nd</sup> Quarter Progress:**

- Based on input from end-users and staff, we upgraded the prototype IMS by integrating ASP.NET components and a more sophisticated Help system. We also expanded the system documentation.
- Integration with the new TIP database is on hold while that database development project is underway.
- Installation under new CMAP web hosting environment is on hold until procurement of new web servers is complete.

## **3<sup>rd</sup> Quarter Objectives:**

We hope to expand ArcIms capacity to support CMAP Enterprise Data Architecture.

We expect to contract with a GIS systems development vendor to create applications that CMAP staff could build upon:

- (a) Publish Time-series ArcIms maps showing change in land use, markets, demographics, etc. using latest tools such as AJAX, XML;
- (b) Expand ArcIms capacity to support core CMAP data components
- (c) Publish selected CMAP GIS layers as web-accessible WMS/WFS layers using Geospatial Markup Language
- (d) Publish place-based data as GeoRss feeds (such that CMAP staff can maintain and expand this application)

*Documents of interest:*

*Slide show about TIP-IMS HTML viewer:*

S:\Projects\TIP\IMS\Documentation\TIP Presentation.ppt

<S:\Projects\TIP\IMS\TIP IMS Site Layout.doc>.

## **URBAN SYSTEM MODELING**

Core Program Oversight: Kermit Wies

Maintains and advances industry practice of mathematically simulating and forecasting the interaction of public policy decisions and private behavior. State-of-the-practice travel demand modeling is maintained in order to effectively predict the outcome of transportation investment decisions. Expanding the scope of modeling to predict land use outcomes is part of a larger effort to establish a set of policy responsive modeling and forecasting tools for regional planning. Specific applications of advanced practice transportation modeling to management and operations planning and evacuation scenario planning are being pursued. The current travel models are “state-of-the-practice” but must be maintained and improved for use in demonstrating air quality conformity. The models are also a reliable and trusted source for transportation

project planning and engineering work.

## **Land Use Model Development**

Project Manager: Kermit Wies

Product: Demonstrate successful transfer of data between regional travel demand models and prototype regional land use model.

Description: Part of a larger effort to establish a set of policy responsive modeling and forecasting tools for regional planning.

### **2nd Quarter Progress:**

Work continued on establishing a Land Use Evolution Assessment Model (LEAM) application for use in regional planning in northeastern Illinois as part of NIPC's Common Ground Planning process in 2004. Integration of the LEAM application with the CATS travel demands models began under the auspices of CMAP in 2006. CMAP provided UIUC's LEAM Laboratory with \$60,000 in funds to accomplish two tasks during FY07-8.

These two tasks involved conducting model runs with existing datasets and re-establishing model units of analyses for eventual integration.

Test existing LEAM Common Ground datasets within the existing CATS travel model framework.

Three data products resulted from the LEAM scenarios evaluated under (04-C-556): a generic LEAM simulation (i.e. "Base") and "Full" and "Partial" Common Ground scenario. The defining assumptions of these scenarios are included in Common project documentation. The original contract deliverables specified socioeconomic variables consistent with NIPC's traditional contribution to the CATS travel models.

A short re-evaluation of these specifications was conducted to ensure that historical CATS/NIPC forecasting and modeling protocols would not undermine this assessment of LEAM and the CMAP travel models' compatibility.

This task was completed by cycling through the CMAP travel models in an iterative fashion for the purpose of examining the exogenous sensitivity of the two models to each other's influences.

Reconcile Generic LEAM simulation and CMAP travel demand model data specification  
The geographic unit(s) of analysis employed by LEAM was to be reconciled against the transportation geographies used in the CMAP model.

Because the LEAM unit of geographic analysis is more refined, it was anticipated that modifications to the CMAP model geography would be proposed in order to integrate

data flow between CATS model and LEAM protocols. Because the current LEAM application is already configured to generate results at the CMAP geography, this question is being deferred.

The transportation drivers of the generic LEAM simulation were to be reconciled against transportation drivers found in the CMAP model. This was not accomplished. Because the CMAP treatment of the transportation system is more refined, modifications to LEAM's transportation drivers were proposed in order to integrate data flow between CMAP model and LEAM protocols. It was concluded, however, that this would require significant re-design of the LEAM code. While the benefits would be substantial in terms of model consistency, the level of effort at this point would significantly delay usable product in the near term.

### **3<sup>rd</sup> Quarter Objectives:**

These tasks are being scoped as an extension to UIUC's contract with CMAP.

- Integrate population synthesis product into LEAM household driver stream.
- Define in the LEAM context, the determinant relationships between specific land use and socioeconomic variables.
- Establish data communication between output of UIC population synthesis tool and LEAM household input.
- Establish scenario forecasting mechanisms.
- Coordinate with continued work on population synthesizer to incorporate household demographic driver based on job availability.
- Proposed redefinition of travel model geography.
- Investigate potential to establish point- (i.e. address/parcel) based household and business specification. This is consistent with population synthesis and micro-simulation objectives.

## **Advanced Travel Model Development**

Project Manager: Craig Heither

Team: Staff data assistance resources.

Product: Demonstrate successful transfer of data between regional travel demand models and prototype traffic microsimulation model.

Description: Part of a larger effort to establish a set of policy responsive modeling and forecasting tools for regional planning. Specific applications to management and operations planning and evacuation scenario planning have been proposed.

Establish data transfer methods and identify enhanced data needs of microsimulation procedures.

### **2<sup>nd</sup> Quarter Progress:**

- Completed model runs shifting 20, 30 and 50 percent of peak period auto trips

- into the shoulders and off-peak times to analyze the impact on assigned freeway volumes. Also completed a model run shifting all non-work auto trips out of the peak periods.
- Began using validation analysis to identify congested ramps and verify coding accuracy. Completed a model run with corrected ramp coding.
  - Organized and scheduled on-site Emme 3 training for CMAP staff in Spring 2008.

### **3<sup>rd</sup> Quarter Objectives:**

- Incorporate current Master Highway Network with corrections from Transportation System Inventory update into peak spreading analysis.
- Continue peak spreading analysis validation exercises to identify other network coding errors.
- Adjust procedures to create TRANSIMS input files for Argonne using CMAP's expanded Master Highway Network and 2007 zone system.
- Begin work verifying roadway attributes synthetically generated in a TRANSIMS network.
- Generate new TRANSIMS input files at Argonne's request.

## **Regional Travel Demand Model Maintenance**

Project Manager: Claire Bozic

Product: Regional travel demand forecasts and documentation using current set of approved regional travel demand models.

Description: The current models are "state-of-the-practice" and approved for use in demonstrating air quality conformity. They are also a reliable and trusted source for small area traffic projections and provide critical inputs to transit project modeling work.

### **2nd Quarter Progress:**

- Ran the zone07 regional model and provided ridership projections for the Kankakee rail extension
- Learned to run the New Starts Model and provided a no-build forecast to Metra's consultant
- Supervises coding of transit networks for the current New Starts projects

### **3rd Quarter Objectives:**

- Complete forecasts for Metra Southeast Alternatives
- Complete forecasts for all STAR Line Alternatives

## **Regional Growth Forecasting**

Project Manager: Kermit Wies

Team: Jack Pfingston (inventory), David Morck, Sandy Perpignani, Regional Comprehensive Plan staff

Product: Dataset that quantifies baseline assumptions of future levels and distribution household and employment change.

Description: The forecasts provide the baseline (“do-nothing”) assessment of future regional socioeconomic patterns. They provide a “point of departure” for testing any planning or policy scenarios intended to steer the region toward a different future socioeconomic distribution.

## **2<sup>nd</sup> Quarter Progress:**

### ***Population Synthesis***

University of Illinois at Chicago Department of Civil Engineering is completing work on an initial scope of work to develop a population synthesis tool for use in statistical modeling and forecasting at CMAP.

Deliverables from the initial contract including documentation and computer code have been received and are being used by CMAP staff. A new scope of work has been drafted to continue refinement of this population synthesis tool including more diverse forecasting capabilities allowing for refined specification of future population profiles.

### ***Regional Economic Modeling***

A contract is being executed with the University of Illinois Regional Economics Application Laboratory (REAL) to prepare baseline and scenario-based future population and employment estimates for the CMAP region based on their regional economic model of the Chicago metro area.

## **3rd Quarter Objectives:**

Initial results are expected that include a “Reference” forecast of baseline population, employment and economic activity. REAL will also begin modeling the effects of proposed regional economic policies to produce “Scenario” forecasts for use in RCP development.

## **INFORMATION TECHNOLOGY MANAGEMENT**

Core Program Oversight: Matt Rogus

Information Technology Management refers to the design, acquisition, deployment and management of computing, telecommunications and data resources at CMAP. We will enhance our local area network, Web services and telecommunication links to function

effectively and efficiently.

## **Web Server Management**

Project Manager: Lance Tiedemann

Team: M. Rogus, Consultants

Product: Functional interface between internal network and Internet.

Description: Daily management and monitoring of internet protocols and processes.

### **2nd Quarter Progress:**

During this quarter we spent quite a bit of time on the new CMAP website, cleaning up migrated content, regularizing formatting, troubleshooting (mostly minor) technical problems, and performing day-to-day updates. Seven staff members received one-on-one training on editing the web site with the new Ektron tools. And in-house documentation was started as we became more familiar with the Ektron software and the Ektron manuals. We also began implementing some of the web site's data-gathering features, including web forms tied to our database. Planning for the expansion of the web site (Regional Comprehensive Plan) and the addition of advanced application (ITS Architecture, Centers Toolkit) got under way this quarter as well. We built a web server test environment for data exchange project, tip database update project and web mapping project. We also began working on a proposed equipment list for a web server production environment.

### **3rd Quarter Objectives:**

- to train more staff members on the Ektron web-editing tools
- to work with CMAP staff and consultants to move the RCP expansion as well as the ITS and Centers additions towards completion
- to implement several data-gathering forms requested by CMAP staff
- to finalize production web server environment equipment proposal for data exchange project and web mapping project
- to build tape backup server for backing up old NIPC web servers

## **Internal Server Management**

Project Manager: Matt Rogus

Team: P. Dubernat, Consultants

Product: Functional interface between agency workstations and storage area network.

Description: Daily management and monitoring of internal workstation and server protocols and processes.

### **2nd Quarter Progress:**

IT Infrastructure:

During this quarter, we expanded on our implementation of Microsoft's System Management Server (SMS). This tool allows us to inventory, update and manage computer hardware and software. We successfully used SMS to continue creating automated software installs from our software library. We continued to respond to requests for IT support in each month of this quarter. We deployed the new PCs and monitors we recently purchased and began reconfiguring older models and redistributing them to staff. We reconfigured the wireless guest network and we also created three new user guides for staff.

#### IT Staffing Management:

During this quarter, staff began reviewing and evaluating proposals from the RFP for IT support services. We hired an IT intern to assist with lower level IT support.

#### Copier and Printer Management:

During this quarter, we implemented three new color copiers and added the Lanier BW copier to our network. We also added seventeen new black and white printers throughout the office. We also conducted copier training for staff.

### **3rd Quarter Objectives:**

#### *IT Infrastructure:*

- to document wireless network system and create a simple guest user guide
- to implement Web content filtering server and software
- to use SMS to continue creating standardized desktop installations and rebuild old workstations and redistribute to staff
- to surplus and dispose of old computer equipment
- to purchase new laptops for general staff use
- to develop laptop and projector checkout system
- to have all laptops, projectors in the new inventory system

#### IT Staffing Management:

- to select vendor for IT support services

#### Copier and Printer Management:

- to recommend and phase out Ricoh B/W copiers with new Xerox color copiers,
- To implement PDF network print driver

## **Application software management**

Project Manager: Matt Rogus

Team: P. Dubernat, Consultants

Product: Maintained software applications.

Description: Periodic assessment of software needs and oversight of license agreements.

### **2nd Quarter Progress:**

During this quarter, we continued inventorying all Microsoft software products. We continued acquiring prices for software upgrades and new licenses. We purchased programming software suite for web developers.

### **3rd Quarter Objectives:**

to complete Microsoft software inventory and purchase necessary licenses to bring agency in compliance with software licensing agreements

## **Office Systems Management**

Project Manager: Matt Rogus

Team: P. Dubernat, L. Tiedemann

Product: Maintained telephone, entry security, digital recording systems

Description: Daily monitoring of office systems, principal contact with vendor maintenance contractors.

### **2nd Quarter Progress:**

Asset Management System:

During this quarter, a procedure has been established for the recording of new assets. This procedure was written in coordination with the Finance and Administration staff. All new assets have been recorded into the Asset Management database and annual database management has begun but has not yet been completed due to some changes the auditors wanted to make in the depreciated value of some assets.

Telecommunications Management:

At the end of the last meeting two directives had been issued. The first was to inform Doriene Preer of the paging code to be added to the Emergency Manual, this was completed. Also Jill Leary asked to have the status of the Directory Assistance listing

investigated. The process to change the Agency's name with Directory Assistance had been initiated but due to the bureaucracy that comprises the telecommunications industry this task actually required several additional weeks of repeated contacts with AT & T and GlobalCom to resolve. The telephone software upgrade became more complex expected and as a result, it was necessary to reshuffle the Mid-year and Long-Term Goals for this category. In order to facilitate the software upgrade in the most cost effective manner possible, I promoted the Long-Term goal of evaluating the future needs of the phone system to a Mid-year goal. Also a Process document for telephone installation was written by George Rivera for the installation of telephones. We purchased two replacement blackberries this quarter.

### **3rd Quarter Objectives:**

#### Asset Management:

- to have all software and hardware transferred to George Rivera's machine
- to continue to record all new assets into the Asset Management System
- to incorporate software licenses into the Asset Management System
- to complete the annual database management

#### Telecommunications Management:

- to continue to evaluate new Blackberry devices and make recommendations to replace existing units.
- to complete the upgrade the telephone software, install new telephones and resolve outstanding maintenance issues.
- to complete the database reconciliation and resolve discrepancies.
- to evaluate the current Internet Service Provider and research other providers to establish if another vendor could provide a superior service at a more competitive rate.

## **TRANSPORTATION IMPROVEMENT PROGRAM**

Core Program Oversight: Don Kopec

Develops the region's Transportation Improvement Program (TIP). The region, through the MPO, is required to develop and maintain a fiscally constrained TIP which is conformed to the State's Implementation Plan to attain national air quality standards. In addition to the fiscal and air quality considerations, other federal and good planning elements are addressed within the TIP. An important element of the TIP is the programming of the Congestion Mitigation and Air Quality Improvement Program.

## **TIP Development and Amendments**

Project Manager: Teri Dixon

Team: P. Berry, P. Frank, G. Johnson, D. Kopec, L. Kos, R. Patronsky, H. Ostdick, J. Allen, J. Bright, L. Lawson, G. Smith

Products: New Transportation Improvement Program as needed; amendments to the TIP including required air quality conformity analysis and public comment.

Description: Level of effort dependent upon the number and nature of program amendments requested.

### **2nd Quarter Progress:**

- Completed original I-355 South extension 127<sup>th</sup> to I-80 discussion, project now modeled and amended into TIP with public comment period completed and all necessary approvals

### **3rd Quarter Objectives:**

- Stay abreast of projects that may trigger a TIP amendment down the road
- Re-evaluate timing of next TIP and conformity updates in light of Comprehensive Plan development, SIP submissions, and state transportation funding changes.

## **TIP Changes / Database Management**

Project Manager: Teri Dixon

Team: P. Berry, P. Frank, G. Johnson, D. Kopec, L. Kos, R. Patronsky, H. Ostdick, D. Ferguson

Products: TIP update with changes as required by project implementers, excluding changes defined as an amendment; a database of TIP projects containing information required by both programming partners and the public.

Description: Ongoing effort driven by number of changes required by project sponsors, historically numbering in the range of two to three thousand per year.

### **2nd Quarter Progress:**

- Performed day-to-day activities for TIP, including TIP changes
- Updated TIP database for FFY 08, which included making and checking changes in 1300 projects.
- Assisting programmers with issues involving TIP changes
- Writing memos on various transportation regulation issues explaining staff and CMAP position for Transportation Committee
- Performed GIS updates
- Updating maps as new projects are added and correcting mapped project as issues are identified – Leroy Kos
- Discussing with Metro office staff are ongoing regarding the implementation of the federal planning rules
- Prepared and disseminated agendas and attachments for Transportation

- Committee meetings
- Updated TIP brochure
  - Updated the TIP web page on the CMAP website
  - Updated various reference tools and lists
  - Worked with Topiary consultants who are revising and update the TIP database - Ross Patronskey is the lead on this endeavor
  - Met with Topiary individually and as a group to discuss the requirement of the improved database
  - Participated (TIP staff and other individuals who work with the TIP) in evaluating the proposal and examining the template for TIP database improvements
  - Debugged program errors in existing TIP database
  - Created summary of HPP projects that is now at IDOT for review
  - Modification of Transportation Committee website as appropriate

### **3rd Quarter Objectives:**

- Moving into the Phase II of the Database Development
- Beginning of Beta testing for TIP Database
- Continue to monitor amendment process and update database of projects
- Complete discuss and present amendment TIP change and grouping procedure to Transportation and Policy Committees.
- Complete resolutions funding splits between IL/IN?WI and Service Boards appropriation for FFY2008 5307/5340 funding
- Complete Schedule for next TIP development cycle

### **Programming Local Projects**

Project Manager: Holly Ostdick

Team: P. Berry, T. Dixon, G. Johnson, D. Kopec, A. Nicholas, T. Palzer, H. Ostdick

Product: The initial year will require extensive procedural development. Subsequent years will require monitoring of projects through the process established. Also, an additional deliverable of this project is a federally required financial statement indicating both the RTP and TIP meet the regulatory requirements.

Description: Beginning with the CMAQ program, the agency will take a much greater role in the tracking of projects from inclusion in the TIP through implementation. Significant amounts of unobligated funds in the CMAQ program have generated a directive from the Policy Committee to develop procedures that will improve the obligation rate of this program. Conversations with Council of Mayors Executive Committee members have indicated an interest in expanding this effort to include the STP program. Track legislation for federal, state and local transportation funding initiatives.

### **2nd Quarter Progress:**

- Approved STP Marks
- Receive more information on local and state program obligation levels
- Used that information to continually update quarterly SFY reports
- Completed 2006 obligation report
- Began to collect data on SFY07 obligation report
- Developed STP – C (STR) marks
- Provided obligation and programming information to counties in regards to STR
- Worked with Counties to make their STR program accurate in the TIP
- Assist counties in creating a balanced STR program
- Met with various Exec. Committee Mayors to discuss Active Program Management initiative

### **3rd Quarter Objectives:**

- Continue to collect information regarding obligation amounts
- Continue to work with programmers to ensure:
  - Accurate programs in the TIP
  - Fiscal Constraint
  - Maximum obligation of Federal dollars
  - Understand issues with transportation bill reauthorization and transportation bill rescissions
- Finalize 05, 06 and 07 obligation reports
- Begin development on funding source one-pager
- Respond to special requests for data from partner agencies

## **CMAQ Program Development**

Project Manager: Doug Ferguson

Team: R. Patronsky, P. Berry, B. Dekic, T. Fifer, G. Johnson, L. Kos, A. Nicolas, R.

Patronsky, J. Rodriguez, D. Rice

Products: Annual CMAQ program

Description: Annual process involving the solicitation of projects proposals; evaluation of the air quality benefits of approximately 200 proposals in terms of the reduction in VOCs, NOX, vehicle trips and vehicle miles traveled. Will also include work on the process improvement, monitoring and database management and post implementation evaluation of emission benefits.

### **2nd Quarter Progress:**

- Processed five project change requests from sponsors of existing projects.
- Discussions on revisions to CMAQ project evaluation proposal with UIC were held and a general agreement was reached.
- Obtained CMAP Board and Policy Committee approval of proposed FY 2008 CMAQ program.
- Obtained FHWA/FTA eligibility determination of adopted program.

- Notified project sponsors that they may proceed with projects and projects were added to the TIP.
- Developed a recommended FY2009 CMAQ program development schedule which was approved by the PSC.
- Developed application materials for FY 2009 CMAQ proposals which included additional requirements for traffic flow improvements, a new process that will help coordinate outreach/marketing projects, a financial information section and a new project category for diesel emission reduction projects.
- Open FY 2009 CMAQ call for projects.
- Updated the completion status of selected projects; updated database.
- Began the review of projects that were programmed as part of the FY2007 multi-year program which included receiving 'Project Milestone Schedules' from major sponsors.
- Investigated methods to evaluate PM<sub>2.5</sub> benefits of CMAQ proposals and found that the current emissions model, MOBILE6, is not flexible to speed changes and can not be used. Will not be able to evaluate projects for PM<sub>2.5</sub> until new emissions model is released.
- Gave a presentation on the CMAQ application process to a group of 55 municipalities and consultants on December 13<sup>th</sup>. The event was hosted by the West Central Municipal Conference.
- Press release materials on the FY2008 program were prepared in conjuncture with External Relations, however it was decided that the release should be held off until after the holiday season.
- Efforts were begun on contacting major project sponsors to determine which projects may be reprogrammed to future fiscal years but delayed due to confusion with the effort to follow-up with FY2007 projects.

### **3<sup>rd</sup> Quarter Objectives:**

- Contact major project sponsors to determine which projects may be reprogrammed to future fiscal years and make recommendations to the PSC.
- Prepare the database for the new FY2009 applications.
- Process the FY2009 applications; includes entering them into the database and contacting sponsors for missing information.
- Assemble the applications into the Project Application Booklet which will be printed and burned to CDs for distribution to PSC members and interested parties.
- Begin the evaluation of FY2009 applications.
- Continue efforts to monitor and track projects.
- Looking to have UIC contract on post-evaluations of CMAQ projects approved in February.

## **Conformity**

Project Manager: Ross Patronsky

Team: P. Berry, B. Dekic, P. Frank, D. Kopec, C. Heither, K. Wies

Products: Conformity Analysis

Description: Northeastern Illinois does not attain national ambient air quality standards for certain pollutants. It is classified as a moderate non-attainment area for the 8-hour ozone standard, and a non-attainment area for the annual fine particulate matter (PM<sub>2.5</sub>) standard. It must implement a transportation program which will help to reduce levels of these pollutants to national standards by 2010. As part of the transportation planning and programming process, the impact of proposed transportation activities on the region's air quality is evaluated. This evaluation, called a conformity analysis, is submitted to the Illinois Environmental Protection Agency and US Environmental Protection Agency for their review before a long-range regional transportation plan or Transportation Improvement Program (TIP) is approved. The conformity analysis must demonstrate that the emissions resulting from the plan or TIP meet the requirements of ("conform with") the regulations governing air quality.

### **2<sup>nd</sup> Quarter Progress:**

- Submitted comment letter to USEPA on proposed revisions to ozone standards
- Attended LADCO (Lake Michigan Air Directors Consortium) workshop
- Participated in Midwest Clean Diesel Initiative leadership meeting
- Presented at Midwest Peer Exchange on hot spot analyses
- Reviewed IEPA inputs to MOBILE model for ozone inventory for 8-hour ozone SIP. Provided IEPA with updated speed and hourly VMT distribution files.
- Developed and implemented adjustment factors to convert transportation demand model VMT (annual average daily traffic) to average summer weekday VMT
- Generated estimates of FY 2009 and 2010 emissions to test for ability to conform to proposed IEPA budgets.
- Performed ad hoc conformity analysis for TIP amendment (TIP ID 08-08-0012, I-355 add lanes from I-88 to 75<sup>th</sup>)
- Presented CMAP air quality planning and conformity efforts to delegation of Chinese Planners
- Submitted comment letter to IEPA regarding boundaries for proposed PM<sub>2.5</sub> non-attainment area (for revised daily PM<sub>2.5</sub> standard)
- Discussed PM<sub>2.5</sub> hot spot analysis methods at consultation; obtained agreement to not generate emissions estimates and to not estimate VMT in vicinity of air quality monitors.

### **3<sup>rd</sup> Quarter Objectives:**

- Complete coordination with IEPA to develop conformable budgets for 8-hour ozone SIP

- Discuss data needed for PM<sub>2.5</sub> SIP inventory with IEPA

## **STRATEGIC TRANSPORTATION INITIATIVES**

Core Program Oversight: Don Kopec

This core program addresses the need to effectively manage the region's transportation system. The management and operational strategies developed will include intelligent transportation systems and bicycle and pedestrian policies. Tasks within this project will also provide highway and transit assistance to project implementers, including support for transit New Starts projects. Efforts to improve the safety of the transportation system will be included in this project.

### **Intelligent Transportation Systems (ITS)**

Project Manager: Claire Bozic

Team: D. Kopec, T. Murtha, D. Rice

Products: Final review of the consultant products is underway. All products have been received. The CMAP IT department is investigating how the website material will be added to the CMAP website.

#### **2<sup>nd</sup> Quarter Progress:**

- We held an Advanced Technology Task Force Meeting in December.
- We reviewed consultant's products for the Northeastern Illinois ITS Architecture update.
- We represented CMAP at meetings of the Regional Data Archive Steering Committee, and reviewed and commented on materials developed by the consultant on that project.
- Received and reviewed the ITS Architecture Website materials
- Scheduled training for Turbo Architecture for February 20-21 and began collecting the names of interested parties
- We did not develop more extensive website material for the CMAP ITS webpage. We intended to be one of the "test cases" of using the new CMAP website maintenance software, but that did not occur.

#### **3<sup>rd</sup> Quarter Objectives:**

- Participate in Turbo Architecture Training and continue making needed changes to the regional ITS architecture database as needed.

- Get the new regional ITS Architecture approved by all committees and the MPO so it becomes the new official architecture.
- Investigate evaluation measures to measure the effectiveness of ITS project.

## **Congestion Management Process**

Project Manager: Tom Murtha

Team: C. Bozic, B. Dekic, T. Fifer, P. Frank, D. Kopec, L. Kos, T. Murtha, A. Nicholas, J. O'Neal, T. Palzer, J. Rodriguez, D. Rice, T. Vick

Products: Federally required Congestion Management Process.

Description: SAFETEA-LU instituted the replacement of the Congestion Management System with the Congestion Management Process. Developmental work will be required to identify those elements of a CMP that are not currently part of the region's CMS. Includes management and operations, non-central city park and ride, major incident management, ramp HOV, signal inventory, congestion safety and monitoring, and energy analysis.

### **2<sup>nd</sup> Quarter Progress:**

*Transportation Management Strategies:* The primary 2<sup>nd</sup> Quarter product was a Congestion Reduction Demonstration Proposal in response to a federal call for proposals.<sup>1</sup> The region proposed a demonstration in the Northwest Corridor focused on roadway pricing and supporting strategies to reduce congestion, in keeping with the federal program requirements. Cosponsors along with CMAP included the Regional Transportation Authority, the Illinois Department of Transportation, the Illinois Tollway, and Pace Suburban Bus Service.

The I-90/Jane Addams Memorial Tollway, the focus of the demonstration, is proposed to be variably priced by time of day to eliminate recurring congestion. In order to assure that the proposal does not simply move congestion from toll roads to regional arterials, supportive strategies were also proposed, including substantial new point-to-point express bus service operating at free-flow highway speeds (made so by congestion pricing), arterial highway and transit service improvements, and intelligent transportation systems projects to assure efficient use of transportation resources by the traveling public. In addition, improvements are proposed for Interstate Highway 190, the primary access road to O'Hare.

Progress was also made on specific strategic papers. However, these are still in draft stage. Papers in progress include parking management (by Art Nicholas,<sup>2</sup> expected to be presented to the Transportation Committee in February) and managed lane strategies, including road pricing<sup>3</sup> presented to the Transportation Committee in October).

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<sup>1</sup> [http://www.cmap.illinois.gov/uploadedFiles/policy\\_areas/transportation/CongestionReductionDemonstration\\_final.pdf](http://www.cmap.illinois.gov/uploadedFiles/policy_areas/transportation/CongestionReductionDemonstration_final.pdf)

<sup>2</sup> S:\Projects\CMP\ParkingManagement

<sup>3</sup> S:\Projects\CMP\Managed Lanes

Work on papers regarding highway traffic signal operations and safety, two areas where we have spent substantial efforts collecting and analyzing information, has been delayed. However, substantial new information was collected for both projects. New local community signal inventories were integrated into the regional inventory. In addition, a new year of crash data was received from IDOT and is now being analyzed for regional and local community purposes.

Freight system analysis included preparation of materials supporting the identification of intermodal connectors as part of the National Highway System. These connectors provide access from BNSF's Logistics Park Chicago intermodal facility (on the site of the former Joliet Arsenal) to both I-55 and I-80. The process for approval began in January, when the material was presented to the Transportation Committee. A freight planning position was posted in December to assist with these and other freight planning efforts.

*Performance Monitoring.* Staff spent substantial amounts of time collecting congestion data for area tollways and freeways. Access databases have been completed for five months for each detector system (IDOT and Mobility Technologies). These databases are an interim product pending a regional data archive being spec'd by UIUC, but are necessary to keep the process moving.

In order to get this process moving, a position was posted in December to help complete these analyses.

Staff proceeded with on-going regular efforts to implement summer data collection, incident management, and expressway atlas processes. The summer data collection project involves a substantial amount of work, overseeing a process involving numerous municipalities, summer workers, and internal coordination.

*Special Studies.* The following special studies have been completed:

- Chicago Region Airport Trip Generation (Murtha)<sup>4</sup>

**3<sup>rd</sup> Quarter Objectives:**

- Complete reports of good practices for "parking management" and "managed lanes" and preparation of community-oriented materials. (Nicholas and Rodriguez)
- Begin an overview of the CMAP congestion management process (Fifer)
- Begin preparations of "good practices guides" for community traffic safety and highway traffic signal operations (Frank and Rice)
- Prepare information supporting development of a managed lane project for I-55.
- Continue development of databases in support of regional performance

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<sup>4</sup> [http://www.cmap.illinois.gov/uploadedFiles/policy\\_areas/transportation/AirportsTripGeneration.pdf](http://www.cmap.illinois.gov/uploadedFiles/policy_areas/transportation/AirportsTripGeneration.pdf)

- measures.
- Begin performance measurement for regional expressways
  - Continue expressway atlas, incident management, and summer data collection activities.
  - Complete HOV work.

## **Highway and Transit Assistance**

Project Manager: Claire Bozic

Team: B. Dekic, D. Kopec, D. Rice,

Products & Description: Traffic projects for state, county and municipal partners needed to design improvements; provide assistance to the transit agencies for their New Starts applications.

### **2nd Quarter Progress:**

- We met with consultant teams for O'Hare Bypass/Western Access and IL 120 Bypass studies a number of times.
- We completed projections for 7 alternatives combinations of I-55 interchanges.
- We completed ridership forecast for Kankakee rail service using regional model.
- We produced modeled trip tables for IL 120 corridor planning for two alternatives.
- Trip tables were not produced for the O'Hare Bypass/Western Access project because they were not yet requested.
- We produced a set of 2010 GIS based files, am peak, pm peak, and daily assigned traffic volumes for ISTHA.
- We completed the Metra Southeast Service no-build projections.

### **3rd Quarter Objectives:**

- We should produce ridership estimate and Summit input files for Metra Southeast Service project remaining alternatives using the new starts transit model.
- We should coordinate providing traffic projections for grade crossings for all parties involved in the acquisition of the EJE Railroad study.
- We should produce modeled trip tables for IL 120 corridor planning study using the regional model for the remaining alternative
- We should produce modeled trip tables for the O'Hare Bypass/Western Access study using the regional model.
- We should continue providing traffic projections to requestors within 3 weeks.

- We should produce an official traffic projection process document for people who request it.

## **Bicycle and Pedestrian Plan Implementation**

Project Manager: Tom Murtha

Team: D. Kopec, J. O'Neal

Products & Description: Task force support; pedestrian safety initiative; provide support for bike-ped planning workshops; provide assistance to local communities with the implementation of bike-ped plans; completion of Soles and Spokes Plan.

### **2<sup>nd</sup> Quarter Progress:**

#### *Project Assistance*

Staff assisted with project development in the following corridors:

- I-355, including preparation of a flyer that was handed out to thousands of participants at the "Roll the Tollway" bike ride event at the opening of the I-355 extension.

#### *Pedestrian Safety Initiative*

Staff and consultants continued Pedestrian Safety Initiative community assistance for the following communities, mostly focusing on crash data analysis and crash site inspections:

- Austin
- Berwyn
- Waukegan
- Chicago Heights

Community meetings were held in Austin and in Berwyn. Meetings for Chicago Heights and Waukegan were held after January 1.

Staff met with IDOT regarding Pedestrian Safety Initiative to facilitate adoption of pedestrian safety strategies into IDOT procedures during the implementation of recently passed "complete streets" legislation.

Murtha also worked as subcommittee chairman of the data subcommittee of the Mayor's Pedestrian Advisory Council.

#### *Greenways and Trails Plan*

Staff completed an initial draft of the trails update to the regional Greenways and Trails Plan. A workshop was held to review the draft map, with substantial amounts of feedback being offered by participants. John O'Neal worked to integrate the feedback into a revision ready for new reviews by stakeholders in advance of public meetings. This draft was also displayed at the Mid-America Greenways and Trails Conference, held in Chicago during December.

### *Soles and Spokes Plan*

The plan effort was revived in November. The steering committee met, and new direction was given to staff in document preparation. Prior documents were among the materials updated to the new CMAP bicycle and pedestrian transportation planning page at <http://www.cmap.illinois.gov/bikeped/solesandspokesplan.aspx> (see also the links on the right of that page; this was among the first technical staff efforts implementing the new Ektron web development software).

Staff also continued managing subregional bicycle and pedestrian plan contracts. The West Central plan was completed, while the DuPage and South Suburban plan efforts were given additional contract extensions.

### **3<sup>rd</sup> Quarter Objectives:**

- Prepare four highway safety grants for Pedestrian Safety Initiative
- Make substantial progress integrating pedestrian safety into IDOT procedures.
- Continue Soles and Spokes Plan effort; introduce transition plan element; address funding issue.
- Hold bikeway planning Soles and Spokes Workshop.
- Assist in resolving funding issues.
- Continue to provide local community information.
- Continue to provide bike-ped strategic guidance in response to IDOT inquiries.

## **WATERSHED AND ENVIRONMENT PLANS**

Core Program Oversight: Don Kopec

CMAP coordinates community –based watershed planning initiatives that seek to conserve and/or remediate water quality and other natural resources. Watershed planning is increasingly being used to support other State programs that are designed to either promote resource stewardship or comply with federal and state environmental laws or both.

### **Water Supply Study**

Project Manager: Tim Loftus

Team: J. Elam, S. Perpignani, A. Talbot, Y. Pineyro, H. Ahmed

Product & Description: The project fulfills Governor Blagojevich’s Executive Order 2006-1 with CMAP working in conjunction with the Illinois Department of Natural Resources, Office of Water. CMAP will convene, lead, and support a Regional Water Supply Planning Group (RWSPG) that is responsible for plan recommendations, develop water-demand scenarios to 2050 using expanded population projections,

facilitate outreach and education, and ultimately produce a regional water supply plan in coordination with the RWSPG for the eleven-county water planning region.

### **2<sup>nd</sup> Quarter Progress:**

Monthly RWSPG meetings were held during both October and November. The RWSPG received an update on the status of the water-demand scenarios modeling work that included a presentation by Dr. Ben Dziegielewski and was followed by ample discussion. The results of the five-year study conducted by Kane County were also summarized and placed in a context designed to be useful to the regional planning effort. Additional presentations during the November meeting were designed to further explain “sustainability” in the context of regional water supply planning. The RWSPG also received a presentation of the role of water-use conservation in achieving demand/supply management objectives. Several members of the RWSPG voiced appreciation and approval for the presentation and discussion regarding conservation.

### **3<sup>rd</sup> Quarter Objectives:**

The conversation is expected to shift to more detailed discussions of practices and measures that could ultimately find their way into the nascent regional plan as recommendations. Third quarter objectives will center on developing an understanding of several conservation practices such that a planning decision can be made about their appropriateness / efficacy as plan recommendations. The RWSPG will also begin discussion of the preliminary findings of the water demand scenarios modeling effort.

CMAP Staff objectives include:

1. develop water-utility and general public surveys for data collection
2. prepare presentations for approx. 10-12 water-use conservation practices
3. meet with Wastewater Treatment delegates to the RWSPG to outline a menu of practices that should be researched and discussed for possible plan recommendations
4. present, discuss, and finalize the water-demand scenarios report (Southern Illinois University- Carbondale)

## **Water Quality Review – Facilities Planning Area (FPA) Process**

Project Manager: Dawn Thompson

Team: David Clark, Tina Garrett, Belinda King

Products: To provide recommendations to the IEPA of support or non-support for proposed amendments to the Illinois Areawide Water Quality Management Plan.

Products also include: quarterly progress reports on area-wide water quality activities; an annual water quality activities report; updates to the Designated Management Agency tabular file; and annual updates to FPA boundary maps.

Description: An FPA is defined as "a centralized sewer service area to be considered for

possible wastewater treatment facilities within a 20-year planning horizon." CMAP is the designated water-quality management agency for the seven-county region, with responsibility for reviewing wastewater permits, facility plans, and boundary amendments to ensure consistency with the Illinois Water Quality Management Plan. CMAP's Wastewater Committee conducts reviews of requested amendments to the Plan and makes recommendations to the Illinois EPA, which maintains decision-making authority for amendments to the plan.

### **2nd Quarter Progress:**

During the second quarter, Staff completed the following:

- Prepared the meeting agenda, minutes, maps, sign off letters, additional needs letters, public notices, newspaper notices, and staff's review for several FPA amendment applications for the Wastewater Committee Meeting.
- Contacted Committee members to address any issues members may have had with staff's recommendations for the Village of Beecher, the City of Wilmington, the Village of Elwood, the Village of Grayslake, the Village of Elburn, the City of McHenry and the Thorn Creek Basin Sanitary District FPA amendment applications.
- Initiated and responded to requests for additional information from potential applicants, the general public, Wastewater Committee Members, and petitioners regarding aforementioned amendments to the Illinois Water Quality Management Plan.
- Facility Planning Area map updates from the IEPA were made and custom maps for members of the general public on proposed and future FPA amendment requests were completed.
- Trained CMAP administrative staff to complete sign off letters, update the DMA FPA Database, etc.
- Completed the interview process for the RFQ to secure an engineering firm to provide technical expertise on FPA related matters.
- Incorporated corrections from the IEPA for the Water Quality Activities Report.
- Staff met with members of the IEPA in Springfield to discuss CMAP's upcoming contract. In particular, the discussion centered on production of the FPA Boundary maps.

### **3rd Quarter Objectives:**

During the third quarter, staff plans to undertake the following tasks:

- Create custom GIS maps outlining FPA boundaries for members of the general public and members of the Wastewater Committee.
- Conduct consistency reviews for upcoming FPA amendment applications. This

- includes preparation of the review, preparing letters for the applicant outlining additional items that are needed to complete our review, and initiating contact with the public and applicants concerning issues at hand.
- Prepare Public Notices for Level I, II, and III FPA amendment applications.
  - Prepare an agenda, minutes, maps, and any additional documentation needed for the Wastewater Meeting.
  - To conduct one additional educational session with members of the Wastewater Committee on the FPA process. This objective was not met in the month of November since staff was directed to conduct such a session after approval had been received from members of the CMAP management team.
  - The Designated Management Agency Table will be updated for review by the IEPA. Staff members involved in updating the subject table have been away from the office for several weeks; therefore, the DMA table has not been updated.

## **Volunteer Lake Monitoring Program (VLMP)**

Project Manager: Holly Hudson

Product: Technical assistance, training, lake maps, fact sheets and data management.

Description: Coordinate Illinois EPA's VLMP for the seven-county region, including over 100 volunteers at more than 80 lakes.

### **2<sup>nd</sup> Quarter Progress:**

A copy of the fully executed signature page for the VLMP contract was received in the mail from Illinois EPA on October 10. During this quarter, CMAP staff conducted the following project activities:

- finalized an invoice form acceptable to Illinois EPA and provided the template to CMAP's Accounting group;
- fulfilled a request for several copies of *A Guide for Illinois Lake Management* for the volunteers at Lake Minear/Lake Co. and offered assistance in their lake management planning efforts;
- fulfilled a request for a chlorophyll bottle for the volunteers at Lake Charles/DuPage Co.;
- prepared for and then met with the Lake Campton (Kane Co.) Property Owners Association Funding Committee and the volunteer monitor to begin to assist them with their lake management planning efforts; preparation included poster- and a tabloid-size maps of the Lake Campton area showing the Ferson Creek watershed boundary upstream of the lake;
- notified Illinois EPA of a missing *Lake Notes* link (for "Monitoring Lake Quality") on their website;
- inventoried VLMP *Training Manual* supplies (i.e., aquatic nuisance species ID cards, invasive aquatic plants fact sheets, business card holders, CD holders), requested missing Ruffe ID cards from U of I, prepared a transmittal letter, and shipped 80% of these supplies to the Statewide VLMP Coordinator at Illinois

- EPA (kept 20% at CMAP);
- prepared for the annual VLMP Coordinators meeting including inventory of the number of participating lakes in the 2007 program, review of the draft DVD, and review of the draft *Training Manual*;
- attended and participated in the VLMP Coordinators meeting on Dec. 5 at Illinois EPA in Springfield;
- reviewed the draft DVD together with the Statewide Coordinator on Dec. 5 and prepared notes for following up with the DVD producer;
- contacted the DVD producer to set a date to meet, but the producer was unable to meet before year's end;
- reviewed and approved CMAP's first, second, and third invoices to Illinois EPA prepared by CMAP's Accounting group;
- reviewed Secchi monitoring forms received to date for the 2007 season and called volunteers as necessary regarding missing or unclear data; and
- conducted CMAP and Illinois EPA reporting requirements.

### **3<sup>rd</sup> Quarter Objectives:**

- Finish reviewing Secchi forms received for the 2007 season and prepare an inventory spreadsheet;
- provide copies of the Secchi monitoring forms to the VLMP Statewide Coordinator;
- provide copies of requested Secchi monitoring forms to the Lake County Health Department—Lakes Management Unit;
- send volunteers a 2007 summary letter;
- meet with the VLMP DVD producer to discuss CMAP's and Illinois EPA's comments and to capture images needed for the *Training Manual*;
- finish revising the *Training Manual* and provide copy to Illinois EPA for review and publication;
- continue to assist the Lake Campton Property Owners Association Lake Management Committee with lake management planning; and
- prepare for and participate in the annual VLMP session at the Illinois Lake Management Association conference.

## **Watershed Plan Upgrades**

Project Manager: Tim Loftus

Team: H. Ahmed

Product: Six watershed plans

Description: The watershed plans will achieve USEPA/IEPA compliance as they address numerous causes and sources of water quality impairment throughout the region.

Funding is from a Section 319 Grant of the Clean Water Act and distributed through

the IEPA Bureau of Water.

**2<sup>nd</sup> Quarter Progress:**

Four watershed plans were reviewed and review comments were submitted to IEPA. A combination of CMAP/IEPA review comments were forwarded to the subgrantees responsible for these four plans.

The seven watershed plan upgrades and status are as follows:

1. Lake County Stormwater Management Commission (SMC)
  - a) Indian Creek – reviewed and accepted by IEPA
  - b) North Branch of Chicago River – under review by IEPA
  - c) Fish Lake Drain – SMC incorporating review comments
  - d) Bull Creek / Bull’s Brook – SMC incorporating review comments
2. The Conservation Foundation (TCF)
  - a) Tyler Creek – TCF incorporating review comments
  - b) East and West Branch of the DuPage River – under review by CMAP
3. The McHenry County Defenders (MCD)

**3<sup>rd</sup> Quarter Objectives:**

There are two objectives for this quarter: Review and submit comments to IEPA for the last two watershed plans (i.e., North Branch of the Chicago River, Upper DuPage River), and work with the parties responsible for the six plans to address edit requests and complete final plan reports that IEPA will accept.

- a) Nippersink Creek – MCD incorporating review comments

**Kishwaukee River Basin Planning**

Project Manager: Tim Loftus

Team: J. Elam, K. Heery

Product: Three watershed plans.

Description: In partnership with the Kishwaukee River Ecosystem Partnership members, the plan is expected to address the nine components of a watershed-based plan that are required with funding through Section 319 and IEPA, utilizing the Basin-wide Management Advisory Group (B-MAG) framework. These plans will be the first to be considered for incorporation into areawide water quality management plans.

**2<sup>nd</sup> Quarter Progress:**

Estimates of future wastewater flow have been prepared for one of the watersheds and partly completed for another; the third (Lawrence Creek) does not have a wastewater

discharge and is not expected to in the future. Estimates of current nonpoint source loads have nearly been completed for one watershed and are partly complete for another; work has not begun on the last. An open space analysis has also begun, as well as partial development of an overall preventive framework for nonpoint source pollution management.

### **3<sup>rd</sup> Quarter Objectives:**

Objectives for the next three months include (1) completing the water quality section of the plan, (2) coordinating with communications staff to develop an executive summary outline and template, (3) ordinance and policy review, (4) completing the open space analysis, and (5) presenting draft recommendations to local elected officials (likely in March).

## **Fox River Watershed Planning, Restoration, and Protection (Ph 2)**

Project Manager: Holly Hudson

Team: K. Leigh

Product: Each subgrantee is responsible for design plans and specifications, permits and landowner agreements, signage, photographic documentation, operation and maintenance plans, progress and final reports. CMAP provides technical review, administrative assistance, project evaluation, progress and final reports.

Description: Serving as the central lead agency, CMAP shall direct and review the individual nonpoint source pollution control projects under this Illinois EPA Agreement for consistency with the goals of the Integrated Management Plan for the Fox River Watershed and the Illinois Nonpoint Source Management Program report. CMAP shall provide financial and technical assistance to Kane County Department of Environmental Management, St. Charles Park District, City of St. Charles, Elgin Chapter Izaak Walton League Home Corporation, Friends of Lake Antioch Association, Prestbury Citizens' Association, Village of Lake in the Hills, Lake County Forest Preserve District, and other project participants during design and implementation of the various best management practices (BMPs) proposed under this Agreement for nonpoint source pollution control.

### **2<sup>nd</sup> Quarter Progress:**

During this quarter, CMAP staff:

- inspected a dock/platform installed by the Turtle Cove sub association over a portion of the wetland planting shelf of the Prestbury Citizens Association's Prestbury Lake Shoreline Stabilization Project without prior approvals of CMAP and Illinois EPA, conferred with the project's designers, Watershed Resource Consultants, and then provided an assessment and recommended remedial approach to Illinois EPA, to which Illinois EPA agreed;
- provided CMAP's assessment of and instructions for remediation of the Prestbury Citizens Association (PCA) Turtle Cove dock situation to PCA's

- reviewed the draft fourth and final invoice from the Friends of Lake Anitoch Association (FOLA) for their 319 project and instructed FOLA to submit the supporting documentation; and
- continued to prepare the final project report and final invoicing.

**3<sup>rd</sup> Quarter Objectives:**

Finish the project report and submit final invoicing to Illinois EPA.

**Fox and Des Plaines River Watershed Protection, Restoration and Education (Ph 3)**

Project Manager: Holly Hudson

Team: K. Leigh

Product: Each subgrantee is responsible for design plans and specifications, permits and landowner agreements, signage, photographic documentation, operation and maintenance plans, progress and final reports. CMAP provides technical review, administrative assistance, project evaluation, progress and final reports.

Description: Serving as the central lead agency, CMAP shall direct and review the individual nonpoint source pollution control projects under this Illinois EPA Agreement for consistency with the goals of the Integrated Management Plan for the Fox River Watershed (where applicable), the Watershed Restoration Action Strategy for the Upper Des Plaines River (where applicable), and the Illinois Nonpoint Source Management Program report. CMAP shall provide financial and technical assistance to Kane County, Geneva Park District, City of Aurora, Village of Wheeling, and other project participants during design and implementation of the various best management practices (BMPs) proposed under this Agreement for nonpoint source pollution control.

**2<sup>nd</sup> Quarter Progress:**

During this quarter, CMAP staff:

- e-mailed reminders for quarterly progress reports to the four subgrantees;
- prepared a transmittal letter and shipped the revised Dixie Briggs Fromm Stream Corridor Restoration Project plans as well as Wheeling's Buffalo Creek Streambank Stabilization Project "permit plans" and USACE and IDNR-OWR permit applications to Illinois EPA;
- provided to Hey and Associates for their review and comment the Dixie Briggs Fromm Stream Corridor Restoration Project revised design plans and supporting information submitted by Living Waters Consultants, as well as the Buffalo Creek Streambank Stabilization project draft design ("permit") plans, USACE Joint Permit Application package, and IDNR Floodway Permit application package submitted by Christopher B. Burke Engineering;

- finished reviewing and provided comments to Kane County and Dundee Township on a draft landowners agreement to be executed between the County and Township for the Dixie Briggs Fromm Stream Corridor Restoration Project;
- reviewed the revised Dixie Briggs Fromm plans along with the replies to our draft plan comments, prepared and sent a memo to Illinois EPA with CMAP's and Hey and Associates' comments and questions regarding the revised plans, finalized the memo after receiving Illinois EPA's input, and sent the memo to Kane County, Dundee Township, and Living Waters Consultants for their review and reply;
- met with Kane County staff on Dec. 10 to go over the review comments/questions and Living Waters Consultants' replies, and compare them to the revised "bid plans" to ensure all necessary changes were addressed prior to advertisement for construction bids;
- reviewed Kane County's draft bid announcement and special provisions and provided comments;
- conducted a post-construction site visit at the Park District's White's Creek Stabilization Project;
- prepared and provided to the City of Aurora several documents and forms they will need to fulfill 319 project requirements;
- prepared for and attended a site visit and meeting with the City of Aurora and their engineering consultant, Shaw Environmental & Infrastructure, held Nov. 1 in Aurora regarding the status of the various tasks under the City's Green Infrastructure Implementation project;
- prepared a draft memo summarizing the Aurora meeting and agreed-to task due dates, provided the draft to CMAP, City, and Shaw staff for review and comment, finalized the memo and provided it to Illinois EPA with copies to City of Aurora, Shaw, CMAP, and Hey and Associates staff;
- provided the three draft landowners agreement documents for Wheeling's Buffalo Creek Streambank Stabilization Project to Illinois EPA for their review and comment, then finished reviewing these documents and discussed CMAPs' comments and questions with Wheeling staff;
- began review of the Buffalo Creek Streambank Stabilization Project draft design ("permit") plans and USACE Joint Permit Application package;
- provided 319-related information and technical assistance at the Fox River Ecosystem Partnership's Fox River Summit and C2000 grant ideas meeting, as well as to members of the Flint Creek Watershed Partnership, Thorn Creek Ecosystem Partnership, and Integrated Lakes Management;
- prepared and advertised a request for qualifications (RFQ) for water resource engineering technical support;
- reviewed and evaluated eleven statements of qualifications received in response to the RFQ for water resource engineering technical support, interviewed and evaluated the top five firms, and drafted a recommendation memo for CMAP Board approval; and

- conducted CMAP and Illinois EPA reporting requirements.

### **3<sup>rd</sup> Quarter Objectives:**

Attend the Dixie Briggs Fromm Stream Corridor Restoration Project pre-bid meeting on January 9, prepare and submit quarterly reports to CMAP and Illinois EPA, finish review of the Buffalo Creek Streambank Stabilization Project permit plans, review and comment on draft educational signs to be submitted by the Geneva Park District, and finalize the recommendation to the CMAP Board for water resource engineering technical support.

## **Long Lake Shoreline Stabilization**

Project Manager: Holly Hudson

Team: K. Leigh

Product: The subgrantee is responsible for design plans and specifications, permits and landowner agreements, signage, photographic documentation, operation and maintenance plan, progress and final reports. CMAP provides technical review, administrative assistance, project evaluation, progress and final reports.

Description: Serving as the central lead agency, CMAP shall direct and review the nonpoint source pollution control project under this Agreement for consistency with the goals of the Integrated Management Plan for the Fox River Watershed and the Illinois Nonpoint Source Management Program report. CMAP shall provide financial and technical assistance to the Round Lake Area Park District during design and implementation of the various best management practices (BMPs) proposed under this Agreement for nonpoint source pollution control.

### **2<sup>nd</sup> Quarter Progress:**

During this quarter, CMAP staff:

- worked with the Round Lake Area Park District to finalize their last invoice for the Long Lake Shoreline Stabilization Project;
- received a project report from the Park District;
- discussed the final project budget and CMAP's final invoicing with Illinois EPA;
- reviewed and approved CMAP's final invoice to Illinois EPA prepared by CMAP's Accounting group, and then mailed it; and
- began preparing the final project report.

### **3<sup>rd</sup> Quarter Objectives:**

Request an operation and maintenance plan from the Park District. Finalize the project report and submit it to Illinois EPA.

## **Maple Lake Phase 2 Clean Lakes Program**

Project Manager: Holly Hudson

Product: Water quality monitoring data, aquatic macrophyte surveys, progress and final reports.

Description: Serve as technical advisor to the Forest Preserve District of Cook County for an Illinois Clean Lakes Program rehabilitation and protection project at Maple Lake, located in the District's Palos Preserves in southern Cook County.

### **2<sup>nd</sup> Quarter Progress:**

CMAP continued to serve as technical advisor to the Forest Preserve District of Cook County (District) for an Illinois Clean Lakes Program Phase 2 rehabilitation and protection implementation project at Maple Lake. During this quarter, CMAP staff:

- reviewed the electronic and paper files associated with the aquatic plant surveys and the sedimentation survey, and then met with a CMAP GIS staff person to inquire about potential assistance in mapping the survey data and calculating accumulated sediment volumes;
- inquired with CMAP's Information Technology staff whether we have a license for 3-D Analyst and if any CMAP staff person would be able to provide assistance in mapping and calculating accumulated sediment volumes;
- spoke with District staff regarding amending their Intergovernmental Agreement to change all references from the Northeastern Illinois Planning Commission (NIPC) to the Chicago Metropolitan Agency for Planning (CMAP), as well as to change the end date to Dec. 31, 2009;
- prepared a draft Amendment which was reviewed by other CMAP staff prior to its submittal to the District for their review;
- discussed with the District Illinois EPA's need for a revised overall project schedule accompanied by a letter from the District noting the reasons for the request;
- recreated the original Phase 2 project schedule in Excel format, then continued with revisions;
- discussed potential nuisance aquatic plant management actions for spring 2008 with the District's Fisheries Biologist;
- reviewed and approved an invoice to the District prepared by CMAP's Accounting group; and
- conducted CMAP reporting requirements.

### **3<sup>rd</sup> Quarter Objectives:**

Finish revising the project schedule and provide it along with example language for a transmittal letter that the District can use in their correspondence to Illinois EPA, and follow up with the District on the status of CMAP's amendment request.

## **Lake Biodiversity Protection Plan Development Pilot Project**

Project Manager: Holly Hudson

Product: Lake biodiversity database, lake management questionnaire/survey, two lake-specific biodiversity protection and recovery plans, summary project report.

Description: This project will complete two lake-specific biodiversity protection and recovery plans, targeting one “exceptional” and either an “important” or “restorable” lake. Lake County is the pilot project area. CMAP and project partner Lake County Health Department – Lakes Management Unit (LCHD-LMU) will identify, gather, update, and centralize existing lake data from various sources; develop a database; and work with local stakeholders to develop the plans.

**2<sup>nd</sup> Quarter Progress:**

A contract amendment was received from Illinois DNR on October 1. Edits were made and a revised contract amendment was received from Illinois DNR on November 5. CMAP-signed originals were shipped back to Illinois DNR on November 6. A fully executed original had not been returned to CMAP as of the end of December. Additionally during this quarter, CMAP staff met with project partner Lake County Health Department-Lakes Management Unit (LCHD-LMU) to review project status and outline next steps, provided LCHD-LMU with the latest versions of the Lake Assessment and Management Questionnaire and draft transmittal letter that they will be mailing to a subset of lake owners and managers in the county, prepared and submitted an invoice to Illinois DNR for FY07 costs that exceeded the first advance, attended the Chicago Wilderness Aquatic Task Force meeting in early December and gave a project update, and conducted CMAP reporting requirements.

**3<sup>rd</sup> Quarter Objectives:**

Follow up with Illinois DNR regarding the status of the contract amendment; run database queries, and adjust the definitions of the lake classifications if necessary, in consultation with LCHD-LMU. Additionally, LCHD-LMU is to mail the Lake Assessment and Management Questionnaire to a subset of lake owners and managers in Lake County, dependent on the database query.

**Jackson Creek Watershed Plan**

Project Manager: Jesse Elam

Team: A. Talbot, H. Ahmed

Products: Watershed resource inventory, executive summary, full plan, full color poster documenting existing conditions and plan recommendations.

Description: Develop watershed based plan for Jackson Creek.

**2<sup>nd</sup> Quarter Progress:**

Work began on the watershed resource inventory, mainly focusing on available water quality data. Goals and objectives were produced that focus on addressing impairments to the streams in the watershed and on gathering information on other water resource problems for later study.

### **3<sup>rd</sup> Quarter Objectives:**

The main objective for the next three months is to complete the watershed resource inventory for the plan and to determine needs for additional data collection, such as a household survey or systematic field investigations.

## **IIT Water Re-Use Opportunities**

Project Manager: Jesse Elam

Team: T. Loftus, D. Clark

Product & Description: The Principal Investigator (PI) at the Illinois Institute of Technology will develop an optimization model to guide decision-making for water reuse by agencies in charge of wastewater (WW) treatment and industrial end users. The main role for CMAP in the project will be to identify and organize stakeholders to provide advice on the development of the water reuse decision model and to disseminate the results of the study through communication with representatives of wastewater agencies and potential users. CMAP also proposes to “regionalize” the PI’s reuse model within the eleven-county regional water supply planning area in northeastern Illinois to help identify areas where the construction of a separate distribution system for treated WW is economically advantageous.

### **2<sup>nd</sup> Quarter Progress:**

None, as expected.

### **3<sup>rd</sup> Quarter Objectives:**

Work to begin.

## **ENVIRONMENTAL INITIATIVES**

Core Program Oversight: Don Kopec

Addresses the multitude of issues our region faces in protecting and enhancing our natural resources. This includes increased emphasis of the environmental impacts of transportation planning decisions as well as more robust analysis of environmental issues.

### **Project Review**

Project Manager: Dawn Thompson

Team: T. Garrett, B. King

Products: Monthly Project Notification Document

Description: As a service to local governments, the Chicago Metropolitan Agency for Planning (CMAP) issues this monthly project notification to apprise state legislators, local governmental officials, and other interested parties of applications for federal and state grants that may have an impact on their communities. The notification summarizes project descriptions submitted to CMAP. This project notification process affords local governments and others an opportunity to identify and address conflicts, duplications or weaknesses in a proposed project. The purpose is to promote the effective use of federal and state grants to further local and regional objectives.

**2nd Quarter Progress:**

Staff developed a monthly Project Notification document for each month of the last quarter. During the past quarter, the document was placed on the CMAP website and distributed to various public agencies including Mayors and Presidents, Park Districts, Legislators, and transportation organizations via email. The documents included a detailed description of both transportation and non-transportation projects that were submitted to CMAP for review. The documents for this quarter were not placed on the Land Use Consent Agenda or discussed at the recent CMAP Board meeting. Staff met to discuss incorporation of the Project Notification into the TIP process.

Staff assisted various applicants in completing the Standard 424 form which is used when summarizing reports for the Project Notification. Staff responded to requests for information regarding specific Standard 424 Forms.

**3rd Quarter Objectives:**

The Project Notification will continue to be placed on the website and distributed to local units of government. Following direction from management, staff will place the document on the appropriate agendas (i.e. Land Use and CMAP Board)

Staff will further explore potential opportunities to incorporate of the Project Notification into the TIP process.

**Implementing a Green Infrastructure Vision**

Project Manager: J. Elam

Team: D. Clark, D. Morck, A. Talbot

Products: Planning and facilitating 3 roundtables and preparation of a summary document of the roundtables with recommendations for implementation.

Description: Develop a cohesive implementation plan within the Chicago Wilderness membership.

**2nd Quarter Progress:**

A workshop was held at the November 7 Environment and Natural Resources Committee to fulfill grant obligations, introduce the Green Infrastructure Vision to the E&NR Committee, and introduce a wider range of Chicago Wilderness members to the CMAP committee process. Initial findings from the connectivity analysis were presented, along with a potential means of “operationalizing” the Green Infrastructure Vision.

**3<sup>rd</sup> Quarter Objectives:**

The CW grant ended in December 2007. However, the final report will be completed in the next few weeks. Based on meetings with CW leadership, CMAP will work with a group of CW members to incorporate the Green Infrastructure Vision into the CMAP comprehensive plan, and that work should take place over the third and fourth quarters of FY08.

**Regional Climate Change Strategy and Outreach**

Project Manager: Kerry Leigh

Products: Integration & Innovations Summit II and a Climate Change Regional Program Strategy

Description: The summit and strategy will be based on the creation of an educational and outreach program to assist communities in the region with understanding the issues that climate change may bring to their communities and to connect with the larger Great Lakes region on issues of broader regional significance that will impact northeastern Illinois.

**2<sup>nd</sup> Quarter Progress:**

The regional baseline information was prepared by CNT for the Summit on December 11<sup>th</sup>. Meetings were held with the external advisory group, and the internal planning group. Invitations were designed, prepared and sent out; a spreadsheet for notification of the event was prepared, met with venue staff and catering, liaised with speakers and resource booth providers, prepared conference packet and speaker bio material, designed Summit registration strategy and worked with internal team to hold a successful and smoothly run Summit. Over 185 people attended with many CMAP staff also attending and assisting at the summit.

**3<sup>rd</sup> Quarter Objectives:**

Final report on the summit will be written and printed, and a draft strategy and policies document for the comprehensive plan will be submitted for internal review.

**Sustainability Team Coordination**

Project Manager: Lori Heringa

Team: Amy Talbot

Products: Ongoing direction and oversight of the Sustainability Team; strategies and project development; public meetings; and interface with CW members and other

teams.

Description: The primary role of the Team Coordinator is to provide strategic leadership support to the Sustainability Team co-chairs and team members working to promote sustainable development and best management practices in the region. Functions include providing direction and oversight for the Sustainability Team in employing their key strategies for planning and development that will lead to reaching the consortium's goals in protecting and enhancing biodiversity in the region; development of strategies and projects; managing task forces of the team; participation in the work plan process for Chicago Wilderness; and interfacing with CW members, teams, other stakeholders, and CMAP.

### **2<sup>nd</sup> Quarter Progress:**

- 2 meetings with the CWST transportation task force; numerous conference calls, emails exchanged resulting in a refined proposal; 2 CW Coordinating Group meetings; 2 full day Chicago Wilderness staff retreats to strategize on consortium issues new staff; 2 half day CW staff meetings to update and coordinate team activities and other consortium issues; ½ day meeting CW executive director and communication; 1 CW Sustainability Team meeting (developed 2 agendas, produced meeting and task force notes and materials); 2 CMAP ENR Committee meetings for discussion of CWST transportation project and green infrastructure vision workshop
- Collected, summarized, and circulated announcements of events, seminars, deadlines and other items related to biodiversity and sustainable development - approximately 2-3 per month
- Assisted CW members with information, documents, strategizing, etc; and coordinated with other CW staff members - typically 200-250 emails per month
- Conference calls to discuss CW role in the Burnham Centennial project selection
- Resolved extensive problems with ICF contract
- Produced new welcome letter for new Sustainability Team members
- Attended IDOT open house on Elgin O'Hare west extension (related to CW membership involvement in the process)

### **3<sup>rd</sup> Quarter Objectives:**

- Work with Loyola to begin project notification mailing list
- Meet with Delta Institute to develop work plan for transportation proposal role
- Attend CW staff retreats and meetings; Attend Coordinating Group, Steering Committee, and Executive Council meetings.
- Continue with activities noted above in ongoing Sustainability Team.

## **Lake Michigan Academy**

Project Manager: Kerry Leigh

Products and Description: The Lake Michigan Academy model invites regional planning organizations to share their work and receive training on watershed issues so that they can conduct outreach to their constituents. CMAP will convene a conference, aimed at regional planning organizations around Lake Michigan but open to others as well, to deliver additional training and to consolidate the experience staff have had in working with their constituents on Lake Michigan issues over the past few years. Regional planning organizations will conduct implementation projects in their sub watersheds using techniques learned through the training.

**2nd Quarter Progress:**

The LMA III three day conference will be held in the spring and contact with the other regional planning agencies was initiated to begin to set up the training meeting. A venue was decided upon at The Center, Purdue University Calumet. It was decided that there will be training in on-line tools for watershed planning, training on water quality issues and a policy component to the training meeting.

**3rd Quarter Objectives:**

Conference preparation will be initiated for the training to be held at the end of April or in May. Staff will also attend the Lake Michigan Ecosystem Partnership meetings as the CMAP representative and will be on the grants review committee.

