



MEMORANDUM

To: CMAP Board

From: Melissa Porter

Date: May 1, 2019

Re: CMAP-MPO Policy Committee

Per the Memorandum of Understanding (MOU) between CMAP and the MPO Policy Committee, it is to be updated periodically but no less than every four years. It was last updated in October 2017.

Since that time, the CMAP Board has approved the committee changes that are not reflected in the MOU. The attached proposed edits update the Committee Reporting section. They also make other minimal substantive, grammatical, and stylistic changes, which are summarized below.

- Amend references to the “Policy Committee” to be the “MPO Policy Committee”, which is consistent with the MPO Policy Committee By-Laws, CMAP’s website, and CMAP practice.
- Revise the title of the top level of the committee structure to be called the “governing” level rather than the “policy” level, which more accurately reflects the CMAP Board and the MPO Policy Committee functions and avoids confusion with the use of the word policy in the MPO Policy Committee title.
- Provide descriptions for the coordinating and working committee levels that are more flexible to allow the CMAP Board to change their composition without requiring an MOU update.
- Clarify that the Transportation Committee is a working committee and its relation the MPO Policy Committee, as stated in the MPO Policy Committee By-Laws.
- Capitalize “Board” when referring to the CMAP Board.

- Include a reference to the “Regional Planning Act” and deletes an historical reference to the “Regional Planning Board”.

CMAP staff has consulted some members of the MPO Policy Committee on the proposed changes and feedback is included in this draft. The CMAP Board and any additional MPO Policy Committee feedback will be included in a final version of the MOU, which CMAP staff will bring to both in June 2019 for approval.

ACTION REQUESTED: Discussion

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Memorandum of Understanding
Between the Chicago Metropolitan Agency for Planning
and the [MPO Policy Committee](#)
Encompassing Transportation Planning and Programming in
Northeastern Illinois

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This agreement is entered into by the Chicago Metropolitan Agency for Planning (CMAP) as the state-designated comprehensive regional planning agency and the Policy Committee serving as the federally designated metropolitan planning organization ([MPO Policy Committee](#)) for northeastern Illinois.

The Chicago Metropolitan Agency for Planning and the region's [MPO Policy Committee](#) recognize the desirability and absolute necessity of the region's planning for land use and transportation to remain integrated in an open and collaborative process in which socioeconomic and environmental objectives are appropriately considered. Furthermore, the entities affirm their intent to continue and strengthen the cooperative and productive relationship, which currently exists between them.

The two bodies wish to provide a framework that will help our region connect its land use to the transportation system, preserve its environment and sustain its economic prosperity. Both the CMAP [Board](#) and the [MPO Policy Committee](#) must be responsive to the region's residents, working cooperatively with municipalities and counties that maintain authority for local land-use decisions.

INTENT

The ~~signatory CMAP Board and the MPO Policy Committees~~, by adopting this agreement, recognize the ~~appropriateness and~~ necessity to coordinate and integrate the region's planning for land use and transportation in an open and collaborative process.

The agreement covers the metropolitan planning area as defined by the U.S. Department of Transportation planning regulations and the region defined by the Regional Planning Act. ~~Currently, the~~ region includes the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry and Will. The metropolitan planning area includes the region and Aux Sable township in Grundy County and Sandwich and Somonauk townships in DeKalb County. —The agreement covers the working relationship between the two boards, whose responsibilities are defined in the Regional Planning Act and federal legislation.

OVERALL RESPONSIBILITIES

CMAP – as stated in the Regional Planning Act, the [Board](#) shall be responsible for developing and adopting a funding and implementation strategy for an integrated land use and transportation planning process for the northeastern Illinois region. CMAP is also responsible for the development of an integrated comprehensive regional plan.

[MPO Policy Committee](#) – as stated in federal legislation, the metropolitan planning organization, in cooperation with the state and public transportation operators, shall develop

long-range transportation plans and transportation improvement programs for the metropolitan area.

COMMITTEE REPORTING

CMAP has established a four-level committee structure: policygoverning, advisory, coordinating, and working. At the policy-governing level, the CMAP Bboard and the MPO Policy Committee will review staff and committee work to ensure that consistency and consensus are achieved.

The Citizens' Advisory Committee (CAC), the Council of Mayors, and a committee made up of county officials will together comprise the advisory level. The Council of Mayors will continue its current relationship to consider and assist in making recommendations on transportation funding allocations –that fall within with the MPO Policy Committee's responsibilities, while at the same time and also serve as a municipal advisory body to the CMAP board.

The coordinating level will provide an opportunity for CMAP Board members and working committee members to provide input on CMAP staff work products, recommendations, and policy proposals. The CMAP Board may change the number and structure of committees at the coordinating level depending on the agency's needs.

Working committees will provide input on CMAP staff work products, recommendations, and policy proposals.

The Transportation Committee for CMAP, will serve as a working committee for both ~~continue its current reporting relationship to the~~ CMAP Board and the MPO Policy Committee. Per the MPO Policy Committee by-laws, unless otherwise directed, the Transportation Committee will consider recommendations and policy decisions prior to MPO Policy Committee action. —The MPO Policy Committee and the CMAP Bboard will jointly determine the structure and member organizations of the Transportation Committee. ~~The Transportation Committee will also provide input to the two coordinating level committees of the CMAP board: Planning and Programming.~~—The MPO Policy Committee will appoint the chair and vice-chair of the Transportation Committee. ~~The chair and vice chair will each serve on one of the coordinating committees.~~—

The MPO Policy Committee will establish such committees and task forces as it may deem necessary to effectively carry out the region's transportation planning and programming activities.

STAFF SUPPORT

It is the intent of both the CMAP Bboard and the MPO Policy Committee that the staff of CMAP be responsible for the region's work program that addresses planning for both transportation and land use in northeastern Illinois. The Executive Director of CMAP will ensure that adequate staff support is provided to carry out the transportation planning and programming activities as described in the annual Unified Work Program (UWP) and approved by the CMAP-Bboard and the MPO Policy Committee. CMAP staff will interact with support the MPO Policy Committee to ensure that the MPO Policy Committee is fully and meaningfully involved in the development of at least those matters designated by federal law as within the MPO's purview.

FINANCIAL SUPPORT

The CMAP ~~b~~Board and the MPO Policy Committee recognize the need for CMAP to have a diversified, sustainable match for its federal transportation funds, and they acknowledge the necessity for CMAP to charge dues to transportation agencies and local governments in the region. The CMAP ~~b~~Board will adopt a dues schedule each year as part of its budget, and also indicate other potential sources of revenue to help match transportation funds and support non-UWP eligible work that aligns with CMAP's statutory responsibilities and its mission.

CROSS COMMITTEE MEMBERSHIP

Recognizing the need for effective communication, the ~~legislation creating the Regional Planning Board, now known as CMAP Regional Planning Act,~~ established a non-voting position for the MPO Policy Committee on the CMAP board. To ensure ~~policy level~~ communication between ~~the signatory bodies~~ the CMAP Board and the MPO Policy Committee, the MPO Policy Committee will add two designated members from the CMAP ~~b~~Board to its Committee.

APPROVAL PROCESS

Federal regulations require the MPO to approve various plans, programs and related documents. ~~CMAP staff will develop~~ ~~Such plans, programs and related documents will be developed by CMAP staff~~ utilizing the committee structure established by the CMAP ~~b~~Board and the MPO Policy Committee. Recommendations made by the Transportation Committee will be forwarded to the MPO Policy Committee and ~~either the Planning or Programming a-~~ coordinating committee as appropriate. Recommendations from these committees will be forwarded to the CMAP ~~b~~Board, which will also receive input from the Citizens' Advisory Committee, a county officials committee, and the Council of Mayors, as relevant and appropriate. The CMAP ~~b~~Board will then forward its recommendation with comments to the MPO Policy Committee, which will act upon that recommendation. The MPO Policy Committee will take final action as required by federal law.

The ~~signatory boards~~ CMAP Board and the MPO Policy Committee recognize the need to meet certain federal requirements within established timeframes. Both boards commit to taking action in a timely fashion such that deadlines will not be jeopardized.

TERM

This Memorandum of Understanding will be reviewed periodically but no less than every four years. The current version of the MOU remains in effect until a new version is approved by both ~~signatory boards~~ the CMAP Board and the MPO Policy Committee.

Adopted March 14, 2007

Reaffirmed March 12, 2009 and March 11, 2010

Revised and affirmed March 10, 2011

Reaffirmed March 8, 2012, March 14, 2013, and March 13, 2014

Revised and affirmed March 11, 2015

~~Pending revision and reaffirmation~~ Revised and affirmed October 11, 2017