



# Chicago Metropolitan Agency for Planning

## Agenda Item No. 3.0

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## Chicago Metropolitan Agency for Planning (CMAP)

### Board Meeting Minutes

June 19, 2019

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

**Board Members Present:** Gerald Bennett, Chair-representing southwest Cook County, Rita Athas representing the City of Chicago, Frank Beal-representing the City of Chicago, Matt Brolley-representing Kane/Kendall Counties, Franco Coladipietro-representing DuPage County, Andrew Madigan-representing the City of Chicago (via tele-conference), Mike Montgomery-representing the City of Chicago, John Noak-representing Will County, Rick Reinbold-representing south suburban Cook County, Carolyn Schofield-representing McHenry County (via tele-conference), Anne Sheahan-representing the City of Chicago, Matthew Walsh-representing west central Cook County (via tele-conference), Diane Williams-representing Cook County, and non-voting member, Leanne Redden-representing the MPO Policy Committee

**Staff Present:** Joe Szabo, Melissa Porter, Jesse Elam, Angela Manning-Hardimon, Stephane Phifer, Gordon Smith, Jane Grover and Sherry Kane

**Others Present:** Stephanie Brown-Lake County Council, Jack Cruikshank-WCGL, Mike Klemens-Lake County Council, Josh Klingenstein-NWMC, Daniel Knickelbein-DMMC, Kelsey Mulhausen-Southwest Conference, Tom Rickert-Kane/Kendall Council, Dave Seglin-CDOT, and Cody Wolcott-Metra.

#### 1.0 Call to Order and Introductions

CMAP Board Chair Mayor Bennett called the meeting to order at approximately 9:36 a.m. and asked Board members to introduce themselves.

#### 2.0 Agenda Changes and Announcements

No need for a closed session, Agenda Items No. 2.0 adjourn to closed session and 3.0 reconvene open session were stricken from the Agenda.

Unable to attend the meeting today, Chairman recognized Mayor Al Larson, City of Schaumburg and thanked him personally and on behalf of the entire Board for his service. One of the founding members of the board who had served since the beginning, Mayor Larson was active and engaged through his entire term and had served numerous committees including the Executive Committee. Chairman wished that Mayor could have been present today (Larson had retired as Mayor of Schaumburg) and wished him the best.

Chairman also announced a change in leadership at CMAP, thanked the selection committee--Rita Athas, Frank Beal, Carolyn Schofield, Mayor John Noak, and President Rick Reinbold, and Heidi Voorhees-GovHR--for their time and effort (over 3 days) and who had reached a decision for a new Executive Director. A pool of over 70 candidates, narrowed down to screening 20, with 7 (one had dropped out from an original 8) very qualified individuals had been interviewed. A very tough decision, Chairman went on to say, Erin Aleman was chosen to fill the position. Originally from CMAP, Erin had gone on to IDOT, and moved up to a leadership position there within a short period of time. This is the recommendation from the selection committee, Chairman reported, adding that background info and an employment contract, similar to that of previous executive directors, had been forwarded to members of the Board.

A motion by Mayor John Noak, seconded by Diane Williams to appoint Erin Aleman as the new Executive Director of CMAP, with all in favor, carried.

Chairman also recognized the service of outgoing executive director, Joe Szabo, citing accomplishments over four years that included the following: involvement of the agency's second major plan; improving communications to the public; organizing staff to bring that about; remaining steadfast and maintaining relationship with the Counties, the CoGs, and other key stakeholders throughout the region; the face of the agency with many public speaking opportunities; and, establishing a funding relationship in the region through the very successful reintroduction of the dues program.

Szabo congratulated Erin Aleman and walked back over his 43 year career beginning as Plan Commissioner to and Mayor of the Village of Riverdale, his work at Metra, the Rail Workers Union, the FRA, and back to Chicago finishing up here at CMAP. It had been an honor, he said, to serve and thanked his Chief of Staff, Melissa Porter, who had followed him here from D.C.

### **3.0 Approval of Minutes**

A motion to approve the minutes of the CMAP Board meeting of May 8, 2019, as presented made by Frank Beal, was seconded by Rita Athas, and with all in favor, carried.

### **4.0 Executive Director's Report**

The Local Technical Assistance (LTA) program update was included in the packet, Executive Director Joe Szabo reported. Szabo also reported on the following: CMAP's new Deputy Executive Director for Communications and Outreach, Kathy Lane; the end of session in Springfield that had made important progress on implementing ON TO 2050 recommendation for sustainable transportation funding through an increase in the Motor Fuel Tax (MFT); and, work with implementers and CMAP's Transportation

Committee to consider the FAST Act's rescissions in July 2020 to ensure funding (at the end of the current federal fiscal year—September 30) is fully obligated.

## **5.0 Committee Reports**

Chair of the Coordinating Committee, Frank Beal, reported the activities of the early morning meeting that included: the presentation of the South Cook County Mobility Study Pilot to improve transit service on the south side of the city and in the south suburbs by the County, the RTA, and the CTA, who will back stop the 3-year program; and, the FY 2019 Local Technical Assistance (LTA) program call for projects covering promotion strategies and selection criteria. A written summary of the working committees and the Council of Mayors Executive Committee was distributed.

## **6.0 Procurements and Contract Approvals**

Deputy Executive Director for Finance and Administration Angela Manning-Hardimon presented the following for approval: a 2-year contract (with three 1-year renewals) to Bang the Table at an annual cost not to exceed \$47,900 for on-line public engagement tools for regional and local planning; a 3-year contract (with 2 1-year renewal options) to Thirst at an annual cost not to exceed \$250,000 for a broad range of design related services (including branding and naming, facilitation and trainings to further CMAP communications initiatives, development of design tools, event design, and digital and print product design; a contract amendment to Pangaea Information Technologies, Ltd., for an additional 1-year contract extension in the amount of \$35,000 for the FY 2020 Regional Transportation Data Archive Project; a subcontract to CMAP in the amount of \$35,975 to assist Enterprise Community Partners in completing the Cook County Regional Assessment of Fair Housing; and, contract preapproval for a western Will County truck route and communities study and Local Technical Assistance (LTA) comprehensive freight land use plan--in the essence of timing (the Board likely will not meet again until September)--that would allow the Executive Director to execute a contract.

A motion by Mayor John Noak, seconded by Rita Athas to approve the procurements and contract awards as presented, and with all in favor, carried.

## **7.0 FY 2020 Unified Work Program (UWP)**

Referring to the Board memo included in the packet, Deputy Executive Director for Finance and Administration Angela Manning-Hardimon presented the FY 2020 Unified Work Program (UWP), reporting the following: the UWP budget allows CMAP to remain operational and provides for the core transportation planning dollars for the City of Chicago, the Council of Mayors, Will County, and the transit agencies; the funding also provides competitive funding for committee-selected programs; federal funding is estimated at \$18,137,725 (up just over \$190,000 from last year), and with the local match the budget totals \$22,672,156; of that amount, \$21,355,956 covers core programming and \$1,316,200 is allocated to competitive programming; the FY 2020 has been considered and approved by the UWP Committee, the Transportation Committee, and CMAP's Coordinating Committee. When queried, Hardimon reported that there would be no increase to the Council of Mayors allocation.

A motion by Mayor John Noak, seconded by Rita Athas, to approve the program as presented, and with all in favor, carried.

## **8.0 DRAFT FY 2020 Budget and Work Plan**

Having been considered at its last meeting in draft form, Deputy Executive Director for Finance and Administration Angela Manning-Hardimon presented CMAP's FY 2020 budget and work plan, highlighting the following: the budget reflects CMAP funding requirements to conduct its core MPO activities, coordinate projects that implement the plan recommendations of ON TO 2050, provide funding for non-transportation planning work, and to provide funding to CMAP partners in the form of operational and competitive funding; total revenues are projected at \$19,847,155 (up \$1.4 million from FY 2019) and expenditures at \$19,548,088 (up \$1,227,261 from FY 2019); there is no increase in local dues seen in FY 20; CMAP, RTA, CDOT, and CTA were awarded 100% of their funding requests at \$1,316,200 for competitive projects under the Unified Work Program (UWP); there is a 5% decrease in personnel costs due to a new salary calculation based on average turnover rate and average full time employee on payroll. There is an 8.5% increase in operating expenses, primarily due to CMAP's relocation to the Post Office; a 3.5% increase under occupancy expenses; and a 37% increase in contractual services related to year one implementation activities for ON TO 2050, recent state awards where we are required to meet the local match, completion of MPO required projects such as the Travel Survey that will continued in FY 20. When queried, Hardimon reported that following the presentation of the draft budget, there was a conversation regarding CMAP's compliance with MBE/WBE participation. Currently, Hardimon went on to say, because our funding is passed through IDOT, we are not required to have a compliance program. CMAP does not actively go out and select contracts on that basis. However, one of our largest single vendors that we do business with is a Minority-Owned Company—SLG provides IT services at a cost of roughly \$800,000 annually—that has been on board for the past 6, or 7 years. Executive staff will look into developing an MBE/WBE program that will include outreach efforts in the vendor component of the RFP. RTA Executive Director Leanne Redden added that they are required to comply with MBE/WBE and conducts outreach efforts in vendor selection and the staff of CMAP is invited to connect with the RTA staff responsible for the program.

Finally, a motion to approve the FY 2020 Comprehensive Budget and Work Plan made by Frank Beal was seconded by Mike Montgomery, and with all in favor, carried.

## **9.0 CMAP-MPO Policy Committee Memorandum of Understanding (MOU)**

Chief of Staff/General Counsel Melissa Porter presented a red-lined version of the CMAP-MPO Policy Committee Memorandum of Understanding (MOU) that was presented in draft form at the last meeting. Porter reported that the edits were largely focused on minimal substantive, grammatical, and stylistic changes intended to capture the changes that the Board made to the committee structure last November. The MPO Policy Committee approved the changes at their recent meeting, Porter concluded.

A motion to approve the Memorandum of Understanding between the CMAP Board and the MPO Policy Committee as presented, made by Mayor John Noak, seconded by Frank Beal, and with all in favor, carried.

## **10.0 Public Participation Plan**

CMAP Principal Jane Grover presented the final draft of CMAP's Public Participation Plan for Board review and approval. The federally-required Public Participation Plan is

CMAP's documented plan for meaningful, inclusive, proactive, and compliant public engagement to guide development of long-range plans and amendments, as well as the Transportation Improvement Program and other agency initiatives. The draft Plan builds on the 2013 version, includes a lot of regulatory language, was published for 45 days for public comment, was considered by the Citizens' Advisory Committee in March and again last month. One public comment was received related to expansion of bike facilities, the RTA reviewed the plan, and regulatory language was included that allows the RTA to use our public participation plan to satisfy its regulatory requirement. The final draft was approved by the Transportation Committee in June, earlier this month by the Citizens' Advisory Committee, and last week by the MPO Policy Committee.

A motion by Frank Beal to approve the CMAP Public Participation Plan, as was presented, seconded by Diane Williams, and with all in favor, carried.

#### **11.0 Legislative Update**

CMAP staff Gordon Smith reported that the state legislative report had been included in the board packet. In terms of the Capital Bill, while not yet signed, made for a good session. The miss that appears to have happened (or rather near miss)—performance based programming—because ongoing conversations of the partners of all 4 caucuses, as well as members of the Governor's staff, can still be done administratively. Board members discussed the spring session in terms of indexing the gas tax, performance-based initiatives, the significant park and recreation funding that will come back to the community, the significance to the transit agencies in the traditional funding allocation as well as the pay-as-you-go component, the nuance in the gas tax and vehicle registration cut the transit agencies into the gas tax pie, the additional MFT going to locals will allow flexibility in funding to some other projects, non home-rule, and finally, funding for CMAP.

#### **12.0 Appointing a Nominating Committee**

Chairman Mayor Bennett appointed the following members to serve as a nominating committee recommend the positions of Vice Chairs and members of the Executive Committee: Frank Beal-representing the City of Chicago, Matt Brolley-representing the Collar Counties, and Matt Walsh-representing Suburban Cook County, to be brought back to the Board in September for approval.

#### **13.0 Other Business**

There was no other business before the CMAP Board, although Chairman Mayor Bennett once again thanked the search committee for their work, members were reminded about the event for Joe on June 26, and announced that two vacancies now exist on the CMAP Board—northwest Cook, and Lake County.

#### **14.0 Public Comment**

There were no comments from the public.

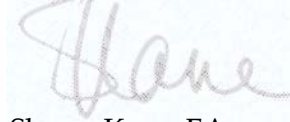
#### **15.0 Next Meeting**

Chairman announced that the Board would not meet in July and August, rather will meet next in September.

**16.0 Adjournment**

At 10:28 a.m., a motion to adjourn by Mike Montgomery, seconded by Frank Beal, and with all in favor, carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sherry Kane", is written in blue ink on a light blue rectangular background.

Sherry Kane, EA

08-30-2019

/stk

*Approved as presented by unanimous vote, September 11, 2019*