



Chicago Metropolitan  
Agency for Planning

233 S. Wacker Drive, Suite 800  
Chicago, IL 60606

[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

**Proposed**

**Fiscal Year 2010**

**Comprehensive Budget**

**\*Please note the final FY 2010 Comprehensive Budget will be considered for approval by the CMAP Board at its June 10, 2009 meeting.**

# **CMAP Board Members**

## **Executive Committee**

Gerald Bennett, chair

Joe Deal, vice chair

Elliott Hartstein, vice chair

Al Larson, at-large member

Rae Rupp Srch, at-large member

Nigel Telman, at-large member

## **City of Chicago Appointments**

Frank Beal, executive director, Chicago Metropolis 2020

Joe Deal, director of external affairs, Office of the Mayor, City of Chicago

Raul Raymundo, chief executive officer, Resurrection Project

Andre Rice, president, Muller and Monroe Asset Management

Nigel Telman, partner, Sidley Austin LLP

## **Cook County Appointments**

Alan Bennett, village trustee, Elmwood Park (Cook)

Gerald Bennett, mayor, Palos Hills (Southwest Cook)

Zenovia Evans, mayor, Riverdale (South Cook)

Russell Hartigan, supervisor, Lyons Township (West Central Cook)

Al Larson, mayor, Schaumburg (Northwest Cook)

## **Collar County Appointments**

Roger Claar, mayor, Bolingbrook (Will)

Elliott Hartstein, mayor, Buffalo Grove (Lake)

Marilyn Michelini, mayor, Montgomery (Kane/Kendall)

Rae Rupp Srch, former mayor, Villa Park (DuPage)

Dan Shea, McHenry County board member (McHenry)

## **Non-voting Members**

Ian Doughty, manager, Deloitte Consulting LLP (Governor's appointee)

Stephen Schlickman, executive director, Regional Transportation Authority (MPO Policy Committee)

# Table of Contents

Section 1: Overview .....	1
About CMAP .....	1
Staff .....	3
Section 2: Budget Components .....	6
Revenue .....	6
Budget and Work Program.....	10
Indirect Cost Budget.....	41
APPENDIX: Category and Line Item Definitions .....	42

# Section 1: Overview

## Introduction

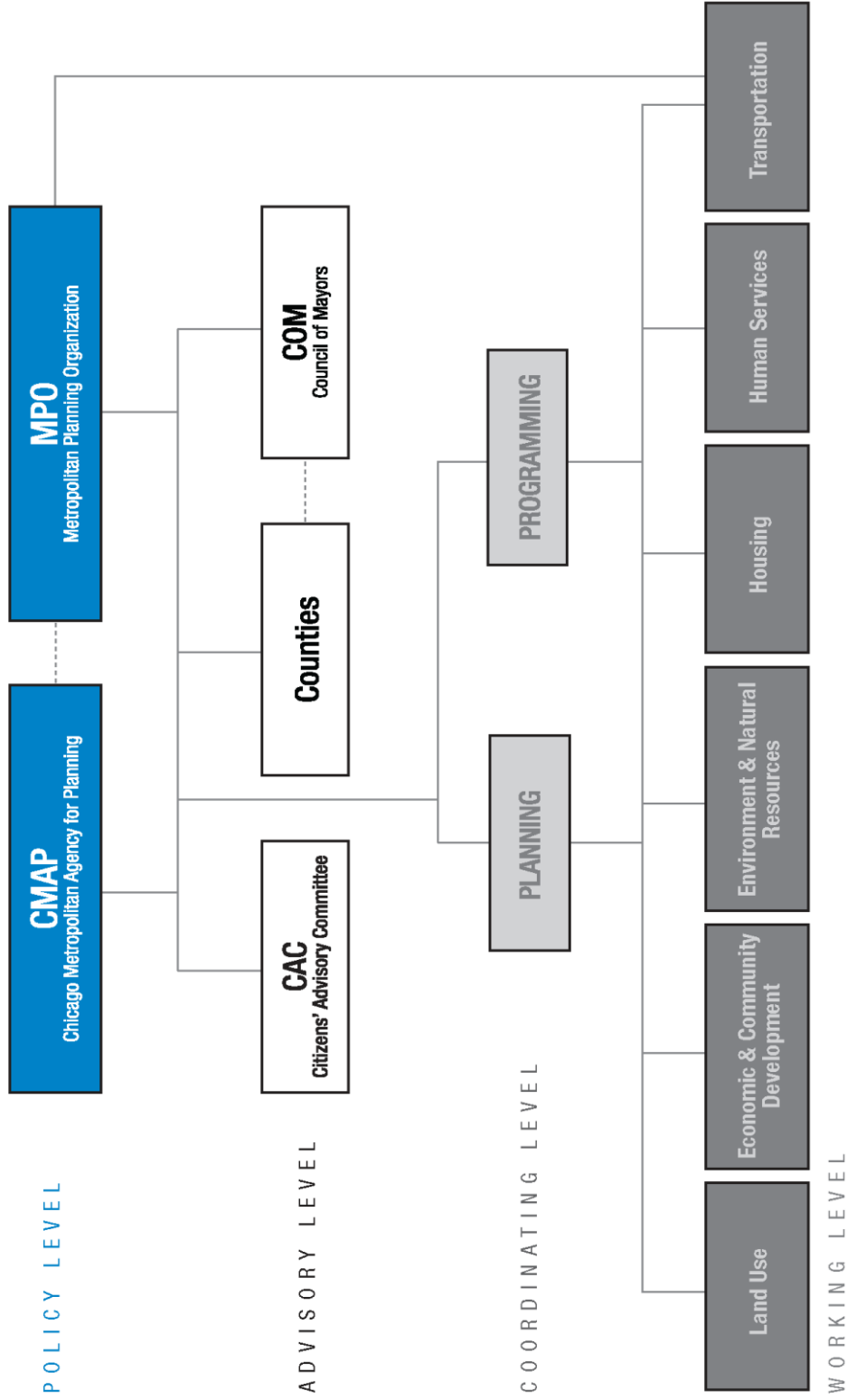
This document is the Chicago Metropolitan Agency for Planning (CMAP) comprehensive budget document. The program budget reflects the agency's activities and outcomes for FY 2010. It is a detail of the projects, staff, products and key dates and anticipated contracts.

## About CMAP

Formed in 2005, CMAP integrates planning for land use and transportation in the seven counties of northeastern Illinois. The new organization combined the region's two previously separate transportation and land-use planning organizations -- Chicago Area Transportation Study (CATS) and the Northeastern Illinois Planning Commission (NIPC) -- into a single agency. On September 1, 2006, the CMAP Board issued a strategic report on the agency's vision, governance, and funding. Metropolitan Chicago will have an additional 2.8 million residents and 1.8 million jobs by 2040, and CMAP is leading the *GO TO 2040* planning campaign (the region's first truly comprehensive plan for land use and transportation) to develop and implement strategies for addressing this growth's serious implications on quality of life -- including transportation, housing, economic development, open space, the environment, and natural resources.

CMAP operates under authorizing legislation known as Public Act 095-0677. The CMAP Board's membership reflects the regional consensus that led to creation of CMAP, featuring balanced representation from across the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. (The CMAP planning area also includes Aux Sable Township in Grundy County). The board is chaired by Gerald Bennett, mayor of Palos Hills.

The agency committee structure is comprised of policy, advisory, coordinating, and working levels that play integral roles in these planning processes.



## Staff

The executive director for CMAP is Randall Blankenhorn. The FY 2010 budget proposes staffing be reduced from 96.5 to 95.5 full-time positions. In addition, internships are provided in various areas of the organization. The intern programs are coordinated with the University of Illinois, University of Chicago, Northern Illinois University and Northwestern University. CMAP administers the Phillip D. Peters Fellowship program to provide high quality work and learning experiences in regional planning for the Chicago metropolitan area to well qualified graduate students in urban and regional planning and related fields.

## Budget Overview

CMAP receives most of its funding from Federal and State grants. The following table summarizes the revenue sources for Actual FY 2008, Projected FY 2009 and Proposed FY 2010.

### Summary CHICAGO METROPOLITAN AGENCY FOR PLANNING

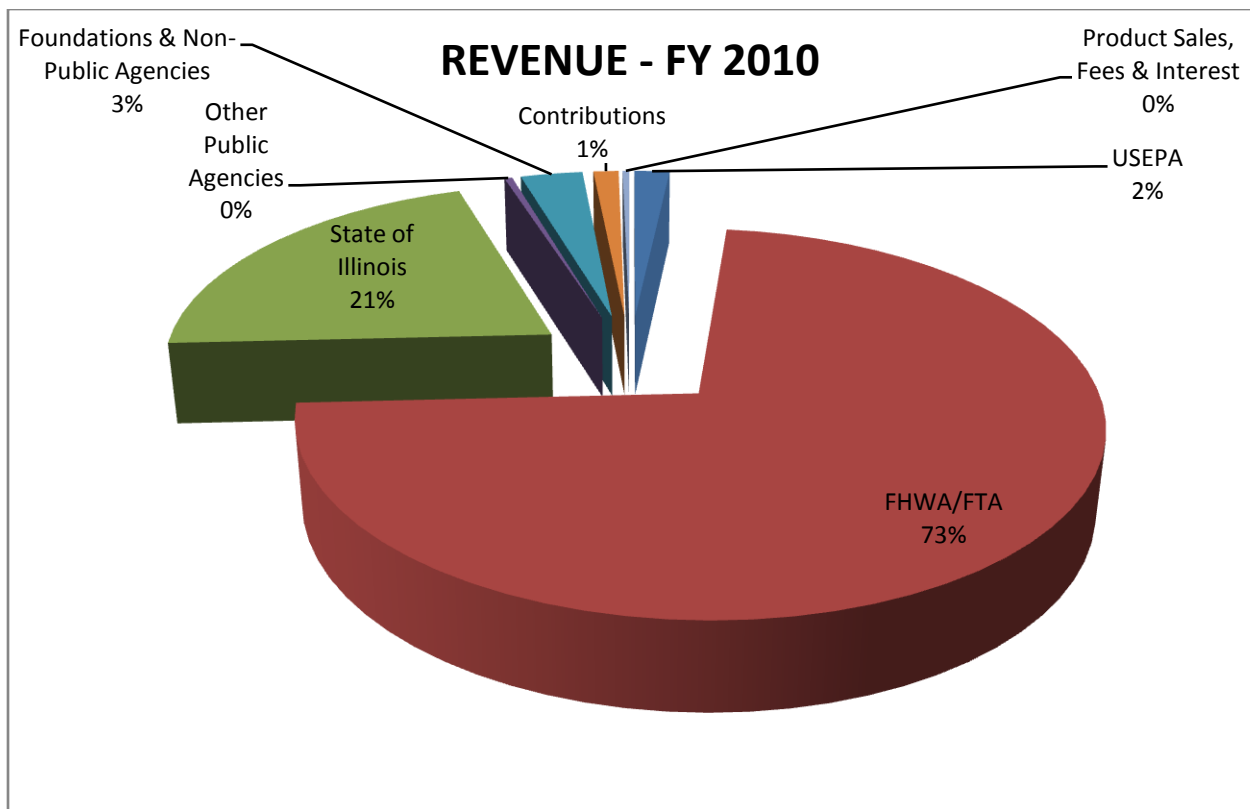
	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	<u>Proposed</u>
	FY 2008	FY 2009	FY 2009	FY 2010
<b>Revenues</b>				
Federal	10,486,896	12,063,742	11,804,320	11,997,664
State	4,036,420	4,047,389	3,497,685	3,360,000
Other Public Agencies	40,049	93,159	222,687	62,477
Foundations and Non-Public Agencies	200,000	742,227	781,874	491,539
Local Contributions	50,000	200,000	200,000	200,000
Product Sales, Fees & Interest	178,886	126,000	106,000	52,000
<b>Total Revenues</b>	14,992,251	17,272,517	16,612,566	16,163,680
<b>Expenditures</b>				
Personnel	7,816,028	9,088,986	8,605,742	9,488,573
Commodities	582,254	795,375	405,980	440,725
Operating Expenses	612,022	600,650	669,112	695,250
Occupancy Expenses	1,158,317	1,222,200	1,291,200	1,287,000

Contractual Services	2,392,562	4,219,521	4,038,582	3,797,804
Capital Outlay	613,300	867,000	799,900	240,000
Non-Operating Expenses	0	250,000	250,000	250,000
<b>Total Expenditures</b>	<b>13,174,483</b>	<b>17,043,732</b>	<b>16,060,516</b>	<b>16,199,352</b>

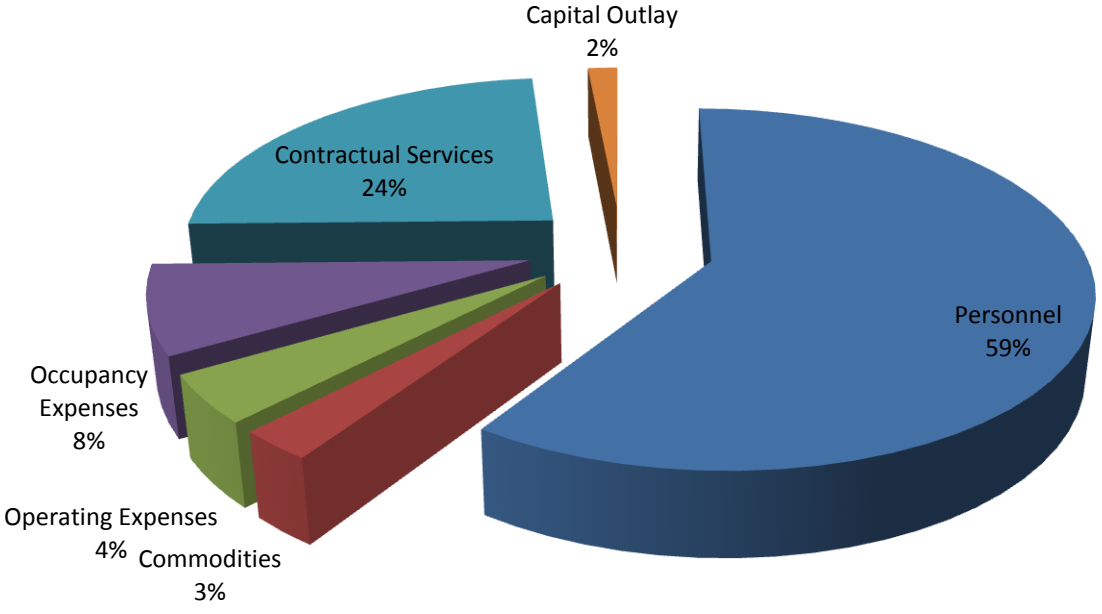
**Non-Operations Revenue**

Pass Through Grants	1,554,462	2,565,776	2,815,776	2,919,221
In-Kind Service	760,314	1,453,058	1,530,558	1,754,040

The following charts reflect proposed FY 2010 percentage of revenue from each source and expenditures from each category.



# EXPENDITURES - FY 2010





## Section 2: Budget Components

### Revenue

The primary funding for CMAP is from the Unified Work Program (UWP) for transportation planning for northeastern Illinois programs with metropolitan planning funds from the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), state and local sources. The revenues identified for the UWP (Unified Work Program) funds have been approved by the UWP Committee and the Transportation Committee, and will be forwarded to the Policy Committee and Board of Directors for approval in June. Public Act 095-0677 provides funding for regional comprehensive planning across the state, of which \$3.5 million is allocated to CMAP. The state comprehensive planning allocation is designated as the matching funds for the federal transportation dollars, as well as supporting other planning activities. It is anticipated for FY 2010 the comprehensive planning fund will be reduced by 4% because of state-wide budget constraints.

The following table reflects the revenue expected to be received in the fiscal years. Some of the revenue is received prior to expenditure; such as, the foundations normally provide funds at the time of the award even though the expenditures could be in future fiscal years. Other expenditures are on a reimbursable program; such as the federal revenue is not received until the expenditure has been made.

REVENUE	Actual FY 2008	Adopted FY 2009	Projected FY 2009	Proposed FY 2010
<b>FEDERAL</b>				
<u>U.S. Department of Agriculture</u>				
IL Conserv Foundation Green Infrastructure	16,149	0	0	0
<u>U.S. Department of Interior</u>				
IL Conserv Found Sustainability Team Coordination	27,802	0	0	0
<u>U.S. Environmental Protection Agency</u>				
IEPA Watershed Planning Guide	32,824	0	0	0
IEPA Watershed Basin Plan Upgrades	175,055	0	0	0
IEPA Kishwaukee River	82,474	46,232	54,275	0
IEPA Sec. 319 Shoreline Restoration	103,977	0	0	0
IEPA Sec 319 Fox River Ecosystem Partnership	236,926	0	0	0
IEPA Sec 319 Fox/Des Plaines River, Ph III	274,809	66,174	39,844	53,332
IEPA Sec 319 Fox/Des Plaines River, Ph IV		46,211	31,322	56,532

<b>REVENUE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2009</b>	<b>FY 2010</b>
IEPA Sec 319 Des Plaines Ecosystem Partnership	216,429	0	0	0
USEPA Lake Michigan Watershed	4,655	1,634	19,120	17,125
IEPA VLMP	0	0	43,867	75,317
IEPA Water Quality Amendments	137,600	83,000	83,611	76,872
<b>Total, US EPA</b>	<b>1,264,749</b>	<b>243,251</b>	<b>272,039</b>	<b>279,179</b>
<u><b>U.S. Department of Transportation</b></u>				
UWP - Operating	8,198,786	9,225,167	9,225,167	9,909,638
UWP - Contracts	979,410	2,500,000	2,249,000	1,573,843
FTA Midewin Project		95,324	58,114	235,004
<b>Total, US DOT</b>	<b>9,178,196</b>	<b>11,820,491</b>	<b>11,532,281</b>	<b>11,718,485</b>
<b>Total, Federal</b>	<b>10,486,896</b>	<b>12,063,742</b>	<b>11,804,320</b>	<b>11,997,664</b>
<b>STATE</b>				
<u><b>Illinois Department of Transportation</b></u>				
Comprehensive Regional Planning Funds	3,500,000	3,500,000	3,395,000	3,360,000
Local Data Collection	20,213	45,604	20,439	0
<b>Total, IDOT</b>	<b>3,520,213</b>	<b>3,545,604</b>	<b>3,415,439</b>	<b>3,360,000</b>
<u><b>Illinois Environmental Protection Agency</b></u>				
IEPA Volunteer Lake Monitoring Program	50,608	70,383	36,310	0
<b>Total, IEPA</b>	<b>50,608</b>	<b>70,383</b>	<b>36,310</b>	<b>0</b>
<u><b>Illinois Conservation Foundation</b></u>				
BMP Demonstration	3,253	0	0	0
<b>Total, ICF/US Forest Services</b>	<b>3,253</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u><b>Illinois Department of Natural Resources</b></u>				
IDNR Water Supply	450,000	390,000	0	0
IDNR Greenways Plan	6,089	0	0	0
IDNR Lake Biodiversity Pilot	6,257	41,402	45,936	0
<b>Total, IDNR</b>	<b>462,346</b>	<b>431,402</b>	<b>45,936</b>	<b>0</b>
<b>Total, State</b>	<b>4,036,420</b>	<b>4,047,389</b>	<b>3,497,685</b>	<b>3,360,000</b>
<b>OTHER PUBLIC AGENCIES</b>				
IIT Water Resources	75	16,661	18,358	0
Cook County FPD 0 Maple Lake ICLP, Phase 2	3,789	38,116	42,233	62,477
Water Supply Various Governments	0	0	122,000	0

<b>REVENUE</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2009</b>	<b>FY 2010</b>
Will County Watershed Plan	36,185	38,382	40,096	0
Total, Other Public Agencies	40,049	93,159	222,687	62,477
<b>FOUNDATIONS AND NON-PUBLIC AGENCIES</b>				
MacArthur Foundation - Full Circle	200,000	176,242	200,000	0
Donnelley Foundation	0	0	10,000	0
Wood Funds of Chicago	0	0	3,000	0
Harris Bank	0	0	7,500	0
Chicago Community Trust	0	565,985	561,374	491,539
Total, Foundations and Non-Public Agencies	200,000	742,227	781,874	491,539
<b>LOCAL CONTRIBUTIONS</b>	50,000	200,000	200,000	200,000
<b>PRODUCT SALES, FEES AND INTEREST</b>				
Publications Sales	7,499	8,000	5,000	2,000
ArcView Training	9,450	8,000	5,000	5,000
Interest Income	20,161	15,000	25,000	10,000
Facility Planning Area Fees	89,821	80,000	45,000	20,000
Conference and Sponsors	23,551	15,000	6,000	5,000
Miscellaneous	28,404	0	20,000	10,000
Total, Product Sales, Fees and Interest	178,886	126,000	106,000	52,000
<b>TOTAL REVENUES</b>	14,992,251	17,272,517	16,612,566	16,163,680

#### **NON-OPERATIONS REVENUE**

##### **PASS THROUGH**

IDOT Council of Mayors	979,410	1,103,976	1,103,976	1,211,131
County UWP Projects			250,000	260,000
USEPA Lake Michigan Watershed		90,000	90,000	0
IEPA Sec 319 Fox Riv, Ph. II	44,100	0	0	0
IEPA Sec 319 Fox/DesPl Riv, Ph III	204,519	915,500	915,500	638,000
IEPA Sec 319 Fox Riv Ecosystem Ptnshp, Ph IV		354,300	354,300	805,590
IEPA Sec 319 Long Lake Shoreline Restoration	86,514	0	0	0
IEPA Watershed Plan Upgrades	106,008	0	0	0
Northwestern Indiana Regional Planning Commission	133,361	0	0	0

REVENUE	Actual	Adopted	Projected	Proposed
	FY 2008	FY 2009	FY 2009	FY 2010
ICF Green Infrastructure	550	0	0	0
Midewin	0	102,000	102,000	4,500
Total, Pass Through	1,554,462	2,565,776	2,815,776	2,919,221
<b>IN-KIND SERVICE</b>				
IDOT Council of Mayors	368,649	412,348	412,348	452,300
County UWP Projects		0	62,500	75,000
IDOT/FHWA	14,437	0	0	0
Lake Michigan Academy	0	32,250	32,250	0
IEPA Section 319, Fox River, Ph II	1,749	0	0	0
IEPA Fox/Des Plaines River, Ph III	209,198	668,100	668,100	462,000
IEPA Sec 319 Fox River Ecosystem Ptnshp, Ph IV	0	321,000	321,000	764,740
IEPA Watershed Plan Upgrades	51,820	0	0	0
IEPA Section 319, Long Lake Shoreline Restoration	70,784	0	0	0
IEPA Sec. 429, Kishwaukee River Basin	43,677	0	15,000	0
IDNR Lake Biodiversity	0	19,360	19,360	0
Total, In-Kind Service	760,314	1,453,058	1,530,558	1,754,040

## Budget and Work Program

The following table reflects, line item by line item, but proposed budget for FY 2010. The structure of the categories and line items has been adjusted for FY 2010. The prior years have also been reallocated to reflect this new structure. A description of the line items is in the Appendix.

<b>EXPENDITURES</b>	Actual	Adopted	Projected	Proposed
	FY 2008	FY 2009	FY 2009	FY 2010
<b>PERSONNEL</b>				
Salaries	5,986,002	6,712,792	6,196,104	6,621,074
Retirement & Social Security	1,254,078	1,369,852	1,363,025	1,809,871
Fringe Benefits	575,948	714,742	834,848	874,628
Interns		291,600	211,765	183,000
<b>Total, Personnel</b>	7,816,028	9,088,986	8,605,742	9,488,573
<b>Authorized Personnel</b>		97.50	96.50	95.50
<b>COMMODITIES</b>				
General Supplies				500
Publications	39,535	2,000	12,205	7,825
Software-Small Value	0	0	0	5,000
Data Acquisition	497,478	750,000	350,000	379,500
Office Supplies	30,588	25,375	28,775	31,900
Copy Room Supplies	14,653	18,000	15,000	16,000
<b>Total, Commodities</b>	582,254	795,375	405,980	440,725
<b>OPERATING EXPENSES</b>				
Workers' Compensation Insurance	24,640	30,000	35,000	35,000
Unemployment Compensation	4,205	5,000	50,000	15,000
Staff Assoc. Membership	2,759	20,550	11,300	18,600
CMAP Assoc. Membership	33,911	25,000	25,000	25,500
Postage/Postal Services	41,110	28,700	39,802	53,200
Storage	13,246	12,000	8,000	8,000
Legal/Bid Notices	13,526	1,500	5,000	5,500
Miscellaneous	149,812	74,550	79,484	43,600
Meeting Expenses	38,839	50,400	79,600	58,850
Recruitment Expenses	3,933	5,000	3,000	3,000
General Insurance	21,455	20,000	40,000	30,000

<b>EXPENDITURES</b>	Actual	Adopted	Projected	Proposed
	FY 2008	FY 2009	FY 2009	FY 2010
Legal Services	45,225	10,000	10,000	10,000
Printing Services	21,463	106,500	71,795	154,700
Bank Service Fees	0		0	2,000
Conference Registrations	21,656	30,900	25,000	32,350
Training & Education Reimbursement	54,256	51,000	57,000	44,000
Travel Expenses	121,986	129,550	129,131	155,950
<b>Total, Operating Expenses</b>	<b>612,022</b>	<b>600,650</b>	<b>669,112</b>	<b>695,250</b>
<b>OCCUPANCY EXPENSES</b>				
Office Maintenance	6,490	8,000	47,000	20,000
Rent	1,031,653	1,100,000	1,100,000	1,104,000
Telecommunications	74,984	64,200	94,200	103,000
Utilities	45,190	50,000	50,000	60,000
<b>Total, Occupancy Expenses</b>	<b>1,158,317</b>	<b>1,222,200</b>	<b>1,291,200</b>	<b>1,287,000</b>
<b>CONTRACTUAL SERVICES</b>				
Audit Services	51,999	37,000	37,000	40,000
Office Equipment Leases	22,715	16,000	13,000	8,000
Software Maintenance/Licenses	368,046	160,000	175,000	198,500
Fiscal Mgt. Maintenance/Licenses	11,766	30,000	4,000	80,000
Professional Services	1,587		0	113,500
Consulting Services	1,900,748	3,956,521	3,754,582	3,302,804
Office Equipment Maintenance	35,701	20,000	55,000	55,000
<b>Total, Contractual Services</b>	<b>2,392,562</b>	<b>4,219,521</b>	<b>4,038,582</b>	<b>3,797,804</b>
<b>CAPITAL OUTLAY</b>				
Equipment - Capital	327,204	827,000	749,900	200,000
Software - Capital	286,096	40,000	50,000	40,000
Furniture - Capital				0
<b>Total, Capital Outlay</b>	<b>613,300</b>	<b>867,000</b>	<b>799,900</b>	<b>240,000</b>
<b>NON-OPERATING EXPENDITURES</b>				
Interest Expense			0	
Fund Balance		250,000	250,000	250,000
<b>Total, Non-Operating</b>	<b>0</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>

<b>EXPENDITURES</b>	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Proposed</b>
	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2009</b>	<b>FY 2010</b>
<b>Expenditures</b>				
<b>TOTAL</b>	<b>13,174,483</b>	<b>17,043,732</b>	<b>16,060,516</b>	<b>16,199,352</b>

The work plan was developed to reflect the agency’s activities and outcomes for FY 2010. It is a detail of the projects, staff, products and key dates and anticipated contracts. The budget has been developed to assure that the work plan activities are supported with staff, operating costs and consultant services.

## **LONG RANGE PLANNING: GO TO 2040 DEVELOPMENT, VISUALIZATION AND PUBLIC PARTICIPATION**

This program implements our mission to integrate transportation and land use planning. Projects under this program will develop the methodology, data and information resources, modeling and planning tools and engagement process to create a Regional Comprehensive Plan. Included in this program is the publication of the Regional Water Supply Study final report.

Program Oversight: Management Staff, Bob Dean

### **Regional Snapshot Reports**

Project Manager: Bob Dean

Team (will lead or contribute to products listed below): Ahmed, Aleman, Alford, Banks, Byrne, Clark, Deuben, Elam, Elberts, Loftus, Murtha, O’Laughlin, Ostrander, Pietrowiak, Talbot, Thompson, Williams-Clark, Weiskind

Description: These reports will study planning issues 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. In addition to these topics, the Chicago Community Trust will be leading and funding snapshots on topics including education, health, food policy, arts and culture, safety, and human relations, and CMAP staff will be involved in supporting the preparation of these reports.

Products and Key Dates: Approximately quarterly snapshot reports on specific planning issues.

Scheduled snapshot releases include reports on business location decisions, residential location decisions, land use inventory, freight, green infrastructure, congestion, wastewater infrastructure, water supply, and support for reports led by CCT.

## **Strategy Analysis: New Report Preparation, Online Maintenance, and Continued Improvement**

Project Manager: Bob Dean

Team: Alford, Banks, Byrne, Elberts, Ferguson, Loftus, Pietrowiak, Schaad, Talbot, Thompson, Williams-Clark, Weiskind, Dryla-Gaca, Stratton, Heringa

Description: Strategy reports are meant to define potential implementation strategies and analyze what would occur if these strategies were implemented. Approximately 50 strategies are currently expected to be analyzed through this process, and draft reports for most of these have been posted. Three major sub-tasks within this overall task are identified:

- maintenance of online reports (responding to reader comments)
- continued improvement (adding local case studies where possible, updating reports based on new information, preparing new or improved maps or charts)
- completion of ongoing reports, or preparation of new reports on subjects not covered in FY 09

Products and Key Dates: Series of white papers on the strategies identified for potential inclusion in the *GO TO 2040* plan, to be maintained and continually improved throughout FY 10.

## **Scenario Public Engagement**

Project Manager: Erin Aleman

Team: Ahmed, Alford, Banks, Byrne, Dean, Deuben, Talbot, Williams-Clark, Allen, Bright, Hardy, Lawson, Morgan, Capriccioso, Torres, Weiskind, Dryla-Gaca, Ostrander, Warner, Garritano

Description: A public engagement campaign will occur during summer 2009 to allow the general public and stakeholder groups to contribute to the evaluation of alternative scenarios. Public engagement methods will include public meetings, an interactive website that will allow comments, a number of kiosks located in high-traffic places across the region, technical meetings with key stakeholder groups, attendance by CMAP staff at events and festivals, and other opportunities as requested.

Products and Key Dates: Summary of public engagement activities and results, including thorough documentation and analysis of input received. Complete by fall 2009.



## **Preferred Scenario Development**

Project Manager: Dean

Team: Ahmed, Alford, Byrne, Elam, Elberts, Loftus, Talbot, Thompson, Williams-Clark, Bozic, D. Clark, Dryla-Gaca, Heither, Stratton, Wies, Maloney, Baden

Description: Based on technical analysis, stakeholder involvement, and the results of the scenario public engagement, a preferred scenario will be developed. This scenario will include specific programs and will estimate the results of these programs on key indicators. A financial plan will also be developed for the preferred scenario.

Products and Key Dates: Endorsement of the preferred scenario will be sought in winter 2009-10.

## **Indicator Design**

Project Manager: Andrew Williams-Clark

Team: Ahmed, Dean, Elam, Elberts, Ferraro, Perpignani, Sanders, Wu, Zhang, Heringa

Description: Indicators will be used to assess the effectiveness of potential strategy recommendations and to track progress toward plan accomplishment in future years. This activity is being undertaken in partnership with the Chicago Community Trust. Collection of data to establish a baseline, which will be used to compare future scenarios against, will continue. The design of the indicators website will also occur in this fiscal year.

Products and Key Dates: No formal products will be produced in this fiscal year, although periodic updates on progress will be prepared.

## **Major Capital Projects**

Project Manager: Ross Patronskey

Team: Banks, Dean, Elam, Elberts, Rodriguez, Schaad, Weiskind, Bozic, Dryla-Gaca, Heither, Stratton, Wies, Maloney

Description: Per federal requirements, a fiscally constrained list of major transportation capital projects will be included in the *GO TO 2040* plan. Development of evaluation measures for these projects and also a preliminary list of potential projects under consideration will be complete in summer 2009, around the beginning of the fiscal year. The evaluation of major capital projects will occur in the context of the preferred scenario, described earlier in this work plan.

Products and Key Dates: In the fall of 2009, evaluations of major capital projects will be made public. A fiscally constrained list of major capital projects will be recommended for endorsement in early 2010.

## **Plan Preparation**

Project Manager: Dean

Team: Ahmed, Alford, Banks, Byrne, Deuben, Elam, Elberts, Ferguson, Loftus, Pietrowiak, Talbot, Williams-Clark, Stratton, Wies, Ostrander, Maloney

Description: This step involves preparing an initial draft of the *GO TO 2040* plan. Major activities include developing initial recommendations based on the preferred scenario, developing a financial plan with revenue assumptions, and writing the draft plan.

Products and Key Dates: An initial draft of the plan's recommendations (not the final, formatted plan) is scheduled to be available in spring 2010.

## **Plan Communication**

Project Manager: Dean

Team: Ahmed, Alford, Banks, Byrne, Deuben, Elam, Elberts, Ferguson, Loftus, Ostdick, Pietrowiak, Talbot, Williams-Clark, Allen, Bright, Hardy, Lawson, Morgan, Capriccioso, Torres, Weiskind, Stratton, Wies, Aleman, Ostrander, Maloney

Description: Possibly the most important step in the entire *GO TO 2040* process, this item involves communicating the plan's direction and preliminary recommendations to key stakeholders and implementing agencies. Because CMAP has limited implementation authority, it is critical that local, state, and other decision-makers be supportive of the direction and specific recommendations of the *GO TO 2040* plan. This task will involve extensive outreach to key stakeholders.

Products and Key Dates: Various publications and other documents will be produced to facilitate communication. Beginning in spring 2010 and coinciding with Plan preparation, staff will work to invite stakeholders from around the region to comment on the direction of the Plan.

## **REGIONAL WATER SUPPLY STUDY**

Program Oversight and Project Manager: Tim Loftus

Team: H. Ahmed, A. Talbot, M. Elberts, M. Schneemann, Y. Capriccioso, J. Elam

Description: The project fulfills Executive Order 2006-1 with CMAP leading an 11-county collaborative planning effort in conjunction with the Illinois Department of Natural Resources (IDNR) and Illinois State Water Survey (ISWS). CMAP will continue to convene and direct the NE IL Regional Water Supply Planning Group that has been charged with plan recommendations that reflect water-demand scenario impacts on the four water sources serving northeastern Illinois projected to 2050. CMAP will also lead promotion of plan implementation and a subsequent planning cycle to address ongoing and related issues.

New scientific studies reveal a likely mismatch between population projections and groundwater availability in areas of the region that are experiencing the most robust growth. New demand for Lake Michigan water, from both within and without the current

lake water service region, will require new thinking and compliance with the new conservation program provisions of the Great Lakes Compact. Water rates must be examined to support conservation and meet considerable needs to upgrade infrastructure. A Public Information campaign must be launched and coordinated with regional partners. With no state agency providing regional oversight to ensure that water supplies will keep pace with growing demand, CMAP is positioned to fill a critical role and use water supply planning to complement other agency planning efforts to achieve integrated regional planning.

The first half of FY '10 will be devoted to facilitating the regional discussion necessary for completing the regional water plan. Staff will continue to research, write, and respond to feedback as the plan evolves to reflect 21st century water issues that are new to Chicagoland, but now commonplace across the country. The second half of the fiscal year will be devoted to promoting the plan and assisting decisionmakers with plan implementation. CMAP staff expertise will continue to grow to meet near-certain demand for ongoing guidance as the region moves aggressively towards demand management and increased efficiency. To support this effort, CMAP will take advantage of its charter membership in the Alliance for Water Efficiency and participation in the US EPA's WaterSense Partnership program. CMAP also expects to be relied upon by both IDNR and ISWS as the regional conduit for new information and the regional link in a newly emerging state administrative framework of implementing state and regional water supply planning and management.

**Products and Key Dates:**

- Four RWSPG meetings: July, September, October, and December,
- Revised and expanded drafts of the regional water plan to be discussed at each of the monthly meetings,
- The Northeast Illinois Water Demand/Supply Plan published in December 2009,
- Integration with the *GO TO 2040* Plan, and
- Reconstitution of the NE IL Water Planning Group – the deliberative body for regional plan refinement and ongoing implementation; 3<sup>rd</sup> Quarter with first meeting in 4<sup>th</sup> Quarter.

**Long-Range Planning** Proposed FY 2010

**Employee Months** 297

**EXPENDITURE**

Personnel	2,343,804
Indirect Charge	834,890
Commodities	42,100
Operating Expense	257,700
Contractual Services	1,415,500

**Total, Expenditure** 4,893,994

**REVENUE**

UWP - Operating 2,658,889  
 UWP - Contracts FY 10 520,000  
 UWP - Contracts FY 09 80,000  
 CRPF - Match 814,722  
 CRPF 318,644  
 CCT 491,539  
 General Fund 10,200  
 Total, Revenue 4,893,994

**Consultant Services Detail:**

<u>PROPOSED</u> SUBCONTRACTS	<u>ESTIMATED</u> AMOUNT	<u>FUNDING SOURCE</u>
Research Assistants (UIC)	\$85,000	UWP 2010 - Operating
FLIP Curriculum	\$10,000	UWP 2010 - Operating
Snapshot Report	\$25,000	UWP 2010 - Contract
Financial Plan Assistance	\$75,000	UWP 2010 - Contract
Plan Policy Development	\$50,000	UWP 2010 - Contract
Capital Project Evaluation	\$100,000	UWP 2010 - Contract
Public Comment Preparation	\$100,000	UWP 2010 - Contract
Strategic Communication	\$187,500	UWP 2010 - Contract and Chicago Community Trust
Indicator Survey	\$250,000	UWP 2010 - Contract and Chicago Community Trust
Mico-Viz Consortium	\$112,500	Chicago Community Trust
Scenario Development	\$87,500	UWP 2010 - Contract and Chicago Community Trust
Public Financing Planning	\$100,000	UWP 2009 - Contract
UI Consortium (Water Supply Study)	\$33,000	Comprehensive Regional Plan Fund
Water Supply Study	\$200,000	Comprehensive Regional Plan Fund
<b>TOTAL</b>	<b>\$1,415,500</b>	

## **TRANSPORTATION IMPROVEMENT PLAN (TIP)**

This program develops the region's TIP. Federal, state, local legislation and regulations must be analyzed and influenced to assure CMAP's TIP addresses regional priorities identified through existing Plans and the evolving *GO TO 2040 Plan*. The region is required to develop and maintain a fiscally constrained TIP which, together with the region's Plan, is conformed to the State's Implementation Plan to attain national ambient air quality standards. In addition to the regional priorities, fiscal issues, air quality considerations, and regulatory elements must be addressed in the TIP. With the anticipated approval of the *GO TO 2040 Plan* in early FY2011, preliminary work on developing a new TIP document, conformity analysis, and call for projects will need to be conducted. Additionally, to ensure the region's efficient use of all federal funds, active program management for all funding sources will be completed. CMAP must provide the best available technical assistance and analysis to maintain the system in as good a state of repair as possible with extremely limited funds, at the same time preparing to implement priority programs and projects consistent with the region's vision if and when the federal, state and regional resources allow.

Program Oversight: Management Staff, Patricia Berry

### **TIP Development and Implementation**

Project Manager: Teri Dixon

Team: Berry, Frank, Johnson, Kos, Ostdick, Patronskey, Pietrowiak, *Asst Planner*, Allen, Bright, Hardy, Lawson, Weiskind

Description: Work with local, county, state and national partners to assure regional priorities are addressed and all available funding is used efficiently. Continually assess and influence capital and operational status of the transportation program to assure land use connection, preservation and improvement of our environment and sustainability of economic prosperity. Assure consideration of regional priorities regardless of fund source or implementing agency.

Products: TIP with updates or amendments (ongoing); Active program management reports (ongoing); obligation reports (ongoing); Expenditure reports (ongoing); Fiscal marks (as needed).

### **CMAQ Program Development**

Project Manager: tba

Team: Berry, Johnson, Kos, Ostdick, Patronskey, Pietrowiak, Schaad, *Asst Planner*, Allen

Description: The CMAQ Program involves the annual solicitation and selection of surface transportation projects for the Congestion Mitigation and Air Quality Improvement (CMAQ) Program for northeastern Illinois. Once CMAQ project proposals have been submitted they must be evaluated for potential air quality benefits, including the reduction

of volatile organic compounds, nitrogen oxides, fine particulate matter, single occupancy vehicle trips and vehicle miles traveled. The methods used to evaluate proposals must be continually reviewed and improved. Using the proposals' cost per benefit rankings, a proposed program is vetted through the committee structure for approval and finally sent to the USDOT for eligibility determination. The monitoring of projects programmed with CMAQ funding involves active program management which is an ongoing process involving communication with mayors, other municipal and county representatives, transit implementers, the Planning Liaisons and IDOT to assure efficient expenditure of funds. The project includes database management, continued updating of process improvements and post implementation evaluation of emission benefits.

Products and Key Dates: FY 2010 proposed CMAQ program (July 2009); FY 2010 final CMAQ program (November 2009); FY 2011 application forms and instructions (December 2009); FY 2011 Project Application Proposal Book (March 2010); FY 2011 Project Application Rankings (June 2010)

## **Conformity of Plans and Program**

Project Manager: Ross Patronsky

Team: Berry, Ostidick, Patronsky, Rodriguez, Bozic, Heither, Wies

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 (*GO TO 2040 Plan*) or Transportation Improvement Program (TIP) is approved. The conformity analysis must demonstrate that the emissions resulting from the *GO TO 2040 Plan* and TIP meet the requirements of ("conform with") the regulations governing air quality.

Products: Semi-Annual Conformity Determinations (October 2009 and March 2010); Findings from consultation meetings (ongoing); updated conformity documentation (October 2009); implementation of MOVES model (March 2010)

**TIP** Proposed FY 2010

**Employee Months** 108.80

**EXPENDITURE**

Personnel 943,136  
 Indirect Charge 342,187  
 Commodities 0  
 Operating Expenses 17,000  
 Contractual Services 232,304  
**Total, Expenditure 1,534,627**

**REVENUE**

UWP - Operating 1,055,223  
 UWP - Contracts FY 10 152,000  
 UWP - Contracts FY 09 17,843  
 CRPF - Match 306,266  
 CRPF 3,295  
**Total, Revenue 1,534,627**

**Consultant Services Detail:**

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
TIP Database, Phase III	\$40,000	UWP 2010 – Contract
CMAQ Analysis	\$150,000	UWP 2010 – Contract
CMAQ Evaluation	\$22,304	UWP 2009 – Contract
TIP Database Software Maintenance	\$20,000	UWP 2010 - Operating
<b>TOTAL</b>	<b>\$232,304</b>	

**CONGESTION MANAGEMENT PROCESS**

This program addresses the need to effectively manage the region’s transportation system. The management and operational strategies developed will include intelligent transportation systems, bicycle and pedestrian policies, managed lanes, transit enhancements and improvements to the freight system. Efforts to improve the safety of the transportation system will be a special focus within this project.

Program Oversight: Management Staff, Thomas Murtha



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

Project Manager: Claire Bozic

Description: This project supports regional Intelligent Transportation Systems (ITS) implementation within the metropolitan transportation planning process. ITS facilitates more efficient use of transportation resources by providing information on incidents, congestion, and other operations characteristics. ITS is used for both transportation planning and daily operations.

Products and Key Dates: Regional ITS Plan; Regional ITS Infrastructure

## **Performance Monitoring**

Project Manager: Tom Murtha

Team: P. Frank, A. Nicholas, D. Rice, J. Rodriguez, T. Schmidt

Description: This project supports regional transportation system data collection and analysis in support of the Congestion Management Process. The project also provides data input for regional transportation indicators included in the Indicators Project.

Products and Key Dates: Update of Highway Safety Overview (September 2009); Update of Freeway Congestion Data and Scans (October 2009); Update of VMT Report (December 2009); On-time Performance (January 2010); System Accessibility Report (March 2010); Minimum of 6 Additional Performance Measures (June 2010)

## **Congestion Management Strategy**

Project Manager: Tom Murtha

Team: P. Frank, A. Nicholas, D. Rice, J. Rodriguez

Description: In cooperation with our partners, this project identifies, evaluates, and implements, as appropriate, strategies to address regional congestion. The project provides primary input for the Congestion Management Process.

Products and Key Dates: Green Lanes Highway Transit Coordination (January 2010); Congestion Management Process (On-Going); Congestion Management Strategies (On-Going)

## **Freight Analysis**

Project Manager: Roseann O'Laughlin

Description: In cooperation with our partners, this project identifies, evaluates, and implements, as appropriate, strategies to address regional freight needs. The project also addresses the impact of freight on regional communities.

Products and Key Dates: Regional Freight Plan Recommendations (January 2010); Freight Indicators (On-Going); Recommended Intermodal Freight Connectors (January 2010)



## Bicycle and Pedestrian Plan Implementation

Project Manager: Tom Murtha

Team: J. O'Neal

Description: In cooperation with our partners, this project identifies, evaluates, and implements, as appropriate, strategies to facilitate walking and bicycling in the region, including for access to transit.

Products and Key Dates: Soles and Spokes workshops (on-going); walking and cycling strategies (on-going); public right-of-way accessibility (on-going); facility and plan inventories (on-going)

## Highway and Transit Project Analysis

Project Manager: Claire Bozic

Team: J. Drennan, T. Fifer, J. Rodriguez

Description: Provide traffic projections for state, county and municipal partners in support of project implementation. Provide modeling assistance for major highway and transit project studies. Provide regional model information and user support for implementer planning studies. Represent CMAP on technical advisory Committees established to support project and corridor studies. Review and comment on transportation planning studies.

Products and Key Dates: Traffic projections, datasets, support and written comments on an ongoing basis.

### Congestion Management Process Proposed FY 2010

Employee Months 92.00

#### EXPENDITURE

Personnel	708,221
Indirect Charge	250,496
Commodities	1,000
Operating Expense	33,500
Contractual Services	300,000
<b>Total, Expenditures</b>	<b>1,293,217</b>

#### REVENUE

UWP - Operating	790,537
UWP - Contracts FY 09	240,000
CRPF - Match	257,634
CPRF	5,046
<b>Total, Revenue</b>	<b>1,293,217</b>

### Consultant Services Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Freight Snapshot	\$300,000	UWP 2009 – Contract
TOTAL	\$300,000	

## **TECHNICAL ASSISTANCE**

This program offers direct assistance to local agencies and officials to help them prepare comprehensive plans, address land use, planning, zoning and development issues and use geographic information system tools and data in decision making. All activities are designed to build both local and regional capacity efforts in land use and transportation planning.

Program Oversight: Management Staff

### **External Data Request Coordination**

Project Manager: Jon Hallas

Team: S. Okoth, B. Rademacher, other relevant staff from other administrative groups

Description: This project will document all technical assistance and data requests to the agency.

Staff members regularly receive requests from local/county governments and a wider audience. All responses to data and information requests received are documented. These responses provide municipalities with information and research assistance in areas such as demographics, socioeconomics and economic data.

Products and Key Dates: Responses to requests and quarterly reports on staff activity (ongoing and quarterly); Census data reports on Web site (ongoing); responses to FOIA requests (as needed)

### **Corridor Development Initiative**

Project Manager: Erin Aleman

Team: S. Ostrander

Description: The CDI tool helps communities understand how density, affordability, and proximity to transit, can make new development feasible for developers. The tool will be targeted to communities that have a need for housing development but are facing greater challenges than they can overcome alone.

Products and Key Dates: Release of an application process for select CDI communities; in partnership with MPC implement this program in two- three communities

### **Return on Investment Model**

Project Manager: Stephen Ostrander

Team: L. Deuben, other staff from Planning and Community and Technical Assistance

Description: Municipalities often lack the tools to determine the financial feasibility of development projects, especially within confines of specific land use regulations. This may result in development and planning that is not based on the realities of the area and will have limited long-term success. CMAP is in a position to provide municipalities with the information needed to improve their planning process and ideally their choices, through the use of the Return on Investment (ROI) tool. This will allow CMAP to support housing development that will better meet the needs of the region's residents, strengthen our relationship with municipal planners, and better integrate housing into CMAP work. While FY 2009 work focused primarily on development of the model and the training manual, FY 2010 work will focus primarily on monthly trainings

Products and Key Dates: Monthly trainings for municipalities.

## **Economic Impact Analysis**

Project Manager: Brian Rademacher

Team: Okoth, Reise

Description: The impact analysis is used to assist economic developers and planners in making informed decisions as it relates to economic development activity in their area.

Products and Key Dates: Reports and presentations to local officials who have requested an analysis for a project, including specific impacts studies on theme related issues such as Cargo-Oriented Development, major interchange constructions, and other major projects that have requested assistance.

## **Summits and Roundtables**

Project Manager: Bola Delano

Team: Rademacher, Reise

Description: CMAP facilitates and coordinates leadership meetings, summits, and roundtables with private and community sectors throughout the region. These events bring together economic and community development practitioners, transportation and land use planners, private businessmen and women, and public officials to discuss and coordinate efforts in economic and community development.

Products and Key Dates: 4 workshops a year and 3 partnership events

## **Green Initiatives**

Project Manager: Lori Heringa

Team: Rademacher, Reise

Description: The purpose of this project is to build upon and expand the green practices for local governments' initiative on energy and green buildings and green jobs. A series of workshops will be convened for the purpose of local governments to share best practices,

mitigation strategies and other experiences regarding energy with an emphasis on green buildings and green jobs. A handbook for local governments on energy and green building best practices will be produced. A secondary deliverable of this project will be to feature spotlights on green communities and their strategies to attract green jobs. All products will be highlighted on the CMAP Web site. A panel session will be held on green jobs to kick off an initiative to educate and promote the industry in the region.

Products and Key Dates: Workshops for local governments on best practices on energy efficiency and green buildings; handbook for local handbook on energy and green buildings; a panel session on green jobs; and 6 write-ups for CMAP Web site based on interviews with communities conducting selected green practices.

## **Midewin Alternative Transportation Study**

Project Manager: Ty Warner

Team: S. Ostrander, Heringa, O'Neal

Description: The Midewin Alternative Transportation project utilizes the FTA's Alternative Transportation in the Parks and Public Lands program to create a plan for linking the Midewin National Tallgrass Prairie to the Chicago metropolitan region. The plan will review and evaluate options for bringing residents from metropolitan Chicago to and within Midewin, and address the greater challenges of carrying metropolitan visitors from an urban context to a native prairie environment.

Products and Key Dates: An Alternative Transportation Plan for Midewin Tallgrass Prairie.

## **Regional Brownfield Inventory**

Project Manager: Paul Reise

Description: To implement and sustain a collaborative relationship with US EPA, IL EPA, and local jurisdictions to coordinate a program of activities encouraging sustainable solutions for brownfield and other development within Northeastern Illinois.

Products and Key Dates: Regional Brownfield inventory- develop a comprehensive list of sites with potential environmental remediation needs; Convene stakeholder workshops in each county; Develop application instructions and provide technical assistance on grant submission; Brownfield workshops and webcasts promoting best practices; Co-Host a Regional Brownfield Conference and assist communities to prioritize sites in line with the *GO TO 2040* regional planning process.

## **Regional Partners/Planning Profession Support**

Project Manager: Ty Warner

Team: All C&TA staff, Morgan

Description: This project involves coordination with elected officials, counties, municipalities, planning officials and outside associations and groups to identify and addressing areas of

mutual concern, coordinate planning technical activities and raise the profile of CMAP as a regional coordinator and valuable contributor to the knowledge base of municipal and county planning staff.

Products and Key Dates: Planning Commissioners Training (on-going); monthly or bi-monthly county planning meetings (on-going); Staff planning support to the Upper Midwest American Planning Association Conference (September 2009), support for Chicago Metro Section monthly programs, CMAP professional contribution to the Municipal Design Network and CNU Illinois symposiums, municipal and county plan inventory and review Updating of Compendium of Plans (includes assessment of plan strengths, comparative study, and identification of exemplary references, and review and feedback on draft plan submissions), community assistance with comprehensive planning using Centers Toolkit and other participatory tools, CMAP representation for subarea planning studies, partner with RTA on TOD promotion and implementation, and similar professional and community-building programs.

### **Public Private Partnership Development**

Project Manager: Bola Delano

Team: P. Reise, Lawson

Description: To develop a public private partnership taskforce for transit providers in the region and to develop an Industry advisory group to work directly with the Executive Director.

Products and Key Dates: 4 meetings a year with Industrialists and transit companies focusing on developing a working strategy to promote private sector involvement in regional planning.

### **Full Circle Expansion and Enhancements**

Project Manager: Sef Okoth

Team: J. Hallas, S. Ostrander, Rademacher,

Description: This initiative involves working with the Council of Governments (COGs) and Council of Mayors (COMs) to expand Full Circle mapping and planning activities outside the city of Chicago into the suburbs. The project will work with newly identified Full Circle partners to develop their data collection programs to ensure that they provide relevant information and assistance to support local planning activities.

Products and Key Dates: A pool of local datasets and maps to support planning activities; Training sessions on the Full Circle system based on participants needs; Public planning and discussion forum (at least one in each participating community) monthly meetings with project participants (COG ,COM and partner agency) and Project closeout reports.

### **Cargo Oriented Development**

Project Manager: Sef Okoth

Team: J. Hallas, Rademacher, Lawson

Description: This project involves working with South Suburban Mayors and Managers Association (SSMMA) through its not-for-profit development arm, the Chicago Southland Economic Development Corporation (CSEDC), and the Center for Neighborhood Technology (CNT) to assess industrial site opportunities in the south Suburbs with the objective of promoting the planning for sites with potential for industrial/distribution activities. A similar project is also being developed in McHenry County. This could also be a precursor of information for the regional freight plan.

Products and Key Dates: A base of information about industrial sites with high development potential, so that partners can readily present it in a compatible format on web sites and in extensive files for communities and investors that are interested in developing sites of this nature.

### Technical Assistance Providers Coordination

Project Manager: Stephen Ostrander

Description: Coordination of all technical assistance providers' efforts in the region to build regional capacity by providing a regional database of service and products designed to assist communities and organizations in their community development efforts.

Products and Key Dates: Technical Assistance Providers Network: bi-monthly meetings (6 per year); Technical Assistance Providers Directory: Continue to populate Directory with technical assistance resources/projects carried out by CMAP as well as partner agencies/organizations in the region; Solicit additional information from CMAP colleagues and outside organizations as needed.

**Technical Assistance** Proposed FY 2010

**Employee Months** 121.5

#### EXPENDITURES

Personnel	1,031,913
Indirect Charge	370,132
Commodities	6,500
Operating Expenses	55,350
Occupancy Expenses	3,000
Contractual Services	293,500
Pass Through Funds	4,500
<b>Total, Expenditures</b>	<b>1,764,894</b>

#### REVENUE

UWP - Operating	1,046,696
-----------------	-----------

UWP - Contracts FY 10	100,000
UWP - Contracts FY 08	40,000
CPRF - Match	296,674
CPRF	4,707
MacArthur	37,314
Midewin	239,504
<b>Total, Revenue</b>	<b>1,764,894</b>

**Consultant Services Detail:**

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Research Assistants (UIC)	\$28,500	UWP 2010 - Operating
Midewin Plan	\$90,000	FTA Midewin Grant
Planning Law Brochure	\$50,000	UWP 2010 – Contract
Cluster Analysis	\$75,000	UWP 2010 – Contract
Full Circle Grants	\$50,000	UWP 2008 - Contract
<b>TOTAL</b>	<b>293,500</b>	

**POLICY DEVELOPMENT AND STRATEGIC INITIATIVE**

The overarching aim of CMAP’s Policy Development 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.

Program Oversight: Management Staff

**CMAP and MPO Committee Support**

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

Team: J. Allen, P. Berry, J. Bright, L. Deuben, T. Dixon, J. Leary, J. Elam, H. Morgan, B. Rademacher, T. Warner, R. Pietrowiak

**Policy Development for CMAP Regional Focus Areas**

Team: A. Byrne, L. Deuben, J. Elam, J. Leary, D. Ferguson, M. Maloney, Baden, T. Garritano



Description: While much of CMAP's policy development activities will occur through the *GO TO 2040* planning process, the purpose of this task is for the deployment of communication tools, principles and/or initiatives which can be undertaken by staff in FY '10 alongside the Plan's development. In FY '09, this team undertook a variety of tasks, including 1) finalizing a "federal-metro framework" for the CMAP Board's endorsement; and 2) developing CMAP's approach to the American Recovery and Reinvestment Act. In FY 2010, this team will structure its work around the major upcoming legislative initiatives at the State and Federal level, including federal transportation reauthorization, energy and climate change bills, a State capital bill, and other State legislation.

Products and Key Dates: Deliverables are as-needed and typically take the form of policy briefs or press releases to the CMAP Board or other committees, regional media outlets, or other regional stakeholders.

## Housing Policy & Initiatives

Project Manager: Lee Deuben

Description: CMAP's initiatives seek to integrate housing into the long range comprehensive planning processes as well as to be responsive to current housing market conditions. The CMAP Board calls for the agency to address housing issues as part of the overall comprehensive plan, particularly addressing housing conditions, type, affordability, and location. To meet regional priorities, the location, availability, and affordability of housing needs to balance with that of jobs, access to transportation, and protection of open space and natural resources. CMAP seeks to explore sound policy decisions that assure residents of northeastern Illinois safe, decent and affordable places to live.

Products and Key Dates:

- Regional Homeownership Preservation Initiative (RHOP): meets on a monthly basis to share information and assure that strategies are aligned. CMAP, MMC, MPC and CM2020 continue to lead the efforts in addressing vacant and foreclosed properties in the Chicago region. CMAP will continue moving the vacant and foreclosed property initiatives of the RHOP action plan forward through FY2010.
- Municipal Best Practices on Mitigating the Impact of Foreclosures: CMAP, in partnership with the MMC and BPI, is developing a best practice manual for addressing foreclosures. The manual will include model ordinances and case studies from around the region of communities taking measures to address vacant buildings as a result of foreclosures. This information will be updated on a regular basis as new information and best practices emerge.
- Neighborhood Stabilization Program Initiatives: CMAP has facilitated information sharing among the NSP grantees from ARRA, which is key to leveraging additional assistance and maximizing impact. CMAP currently maintains a group NSP list serve and coordinates information sessions for the recipients of NSP. CMAP will continue coordinating NSP efforts through FY2010.



- CMAP will offer a range of assistance to state and local agencies in helping to coordinate efforts that will strengthen the region’s competitive advantage, especially in regards to ARRA and other federal funds. This assistance includes measuring the economic impact of proposals and coordination with key stakeholders that can implement a successful program.

**Legislative Analysis**

Project Manager: Jock Hardy

Team: Allen, Pineyro, other relevant staff

Description: This project informs the policy development and agency initiatives by monitoring the state legislative process and performing analysis of bills that impact CMAP and or regional issues and developing the appropriate agency position to legislative matters. Information will be provided to the Illinois General Assembly on CMAP and regional issues.

Products and Key Dates: Weekly legislative committee report (Ongoing during Session);  
Legislative recap (Due two months after session ends).

**CMAP Annual Report**

Team: J. Leary, T. Garritano

Description: Annual report describing overall CMAP progress toward key milestones.

Product and Key Dates: FY '08 CMAP Annual Report

**Policy Development and Strategic Initiatives**

Proposed FY 2010

**Employee Months** 123

**EXPENDITURE**

Personnel	1,388,037
Indirect Charge	499,752
Commodities	2,000
Operating Expenses	97,000
Contractual Services	85,000
<b>Total, Expenditures</b>	<b>2,071,789</b>

**REVENUE**

UWP - Operating	1,522,584
UWP - Contracts FY 10	40,000
CRPF - Match	390,646

CPRF	83,559
General Fund	35,000
<b>Total, Revenue</b>	<b>2,071,789</b>

**Consultant Services Detail:**

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Federal Government Legislative Outreach Services	\$35,000	General Fund
Local Government Liaison	\$50,000	UWP 2010 – Contract
<b>TOTAL</b>	<b>\$85,000</b>	

**DATA DEVELOPMENT AND ANALYSIS**

This program 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. This program is also critical 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.

Program Oversight: Management Staff

**Urban System Model Development**

Project Manager: Kermit Wies

Team: Bozic, Clark, Heither, Stratton

Brief Description: This is a multi-year effort to advance the practice of land use and modeling in the Chicago region. FY09 included hosting a symposium on activity-based modeling and a consultant contract to design a long-term modeling work program for CMAP. FY10 will focus on development and implementation of advanced travel flow microsimulation and enhanced econometric modeling of urban activity.

Products and Key Dates: Executable model code, documentation and staff training (ongoing). Strategic Plan for Advanced Model Practice (January).

## **Travel and Activity Survey Program**

Project Manager: Sandy Perpignani

Team: Fifer, Fijal

Brief Description: Development of in-house survey instruments and evaluation techniques.

Limit strategic survey deployment on behalf of CMAP partners. Develop a community of users around existing Travel Tracker and Water Supply Survey products. Continued quality assurance and control of Travel Tracker and Water Supply datasets.

Products and Key Dates: Three sample In-house survey instruments (January). Report on qa/qc efforts posted to CMAP Wiki (June).

## **Land Use Inventory**

Project Manager: David Clark

Team: J. Drennan, Fijal, Morck

Description: Development of a new method for gathering information for future Land Use

Inventory products. FY09 included completion of the 2005 inventory, a heavily labor-intensive effort. FY10 will focus on developing the tools and techniques needed to automate data interpretation and to introduce a system for posting regular updates.

Products and Key Dates: Design documentation, work plan for ongoing management and staffing, schedule for product development, ongoing data collection. Design document for new Land Use Inventory System (January). Work Plan for implementation of new system (June).

## **County and Municipal Socioeconomic Inventory**

Project Manager: Jack Pflingston

Team: Dryla-Gaca, Fifer, Fijal, Morck, Pedersen, Perpignani

Description: Field deployment of Future View tool for gathering growth and development at the local level. FY09 included completion and testing of the new software application and its initial deployment in the field. FY10 will focus on continued field deployment and dissemination of results.

Products and Key Dates: Full documentation of field results for internal use, systematic comparison of results with *GO TO 2040* strategies and scenario modeling results, summary results posted for public review (January). Ongoing inventory of communities (avg. 6 per month).

## **Transportation System Inventory**

Project Manager: Craig Heither

Team: Dryla-Gaca, Fifer, Pedersen

Description: Continued management and maintenance of transportation datasets used for



**Consultant Services Detail:**

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Modeling Research	\$200,000	UWP 2009 – Contract
Modeling Research	\$100,000	UWP 2010 – Contract
Regional Data Archive Demonstration	\$100,000	UWP 2010 – Contract
Data Dissemination and Visualization	\$65,000	UWP 2010 – Contract
Population Synthesis	\$15,000	UWP 2009 - Contract
TOTAL	\$480,000	

**INFORMATION TECHNOLOGY MANAGEMENT**

This program provides the design, acquisition, deployment and management of computing, telecommunications and data resources at CMAP. The program also facilitates the electronic exchange of raw data within and between CMAP and other agencies and organizations.

Program Oversight: Management Staff, Rogus

**Internal Computer Infrastructure**

Project Manager: Matt Rogus

Team: Tiedemann, *New IT Asst*

Description: Perform daily management and monitoring of internal network performance.

Purchase and maintain server hardware systems, as well as any other equipment that supports the use of servers.

Product: Functional and robust interface between internal network and Internet.

**Web Environment Management**

Project Manager: Lance Tiedemann

Team: Sanders

Description: Daily management and monitoring of Web-based network performance. Purchase and maintenance of server hardware systems, as well as any other equipment that supports the use of servers. Perform daily management, maintenance and monitoring of all Web-based network and communications equipment.

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

## **Application Software Management**

Project Manager: Matt Rogus

Team: P. DuBernat

Description: Purchase, maintenance and management of application software including daily monitoring of all CMAP network and communications software and periodic assessment of software needs and oversight of license agreements.

Product: Legal and operational software applications.

## **Office Systems Management**

Project Manager: Penny DuBernat

Team: Finance and Administration staff

Description: Daily management and monitoring of office technology systems including telephone system and agency financial and personnel management software system

Product: Functional and robust office technology systems.

## **User Support**

Project Manager: New IT Assistant

Description: Serve as training and instructional resource for internal users. Serve as technical intermediary in resolving IT related problems encountered by CMAP staff.

Products: Documentation of training and instructional resources. Documentation of IT-related problems encountered by CMAP staff.

## **Regional Data Archive Demonstration**

Project Manager: Greg Sanders

Team: Bozic, Wu, Zhang

Brief Description: Design and implement a Web-based data exchange medium for archived transportation data. This is intended to consolidate the archive objectives of the region's ITS and RTAMS program with the objective to offer partner agencies a Web-based data exchange medium for archived transportation data.

Products and Key Dates: A high-capacity storage area network housing archived transportation data sets. A content management system (CMS) allowing users to quickly find and evaluate archived transportation datasets. A query interface permitting basic analysis and visualization of database content. A file transfer protocol for uploading and downloading datasets to local systems. Design Document (January). Multi-year work plan (June).

## **Internal Wiki/Content Management System Development**

Project Manager: Penny Dubernat

Team: Fijal, Perpignani, Rogus

Brief Description: A Wiki allows users to collaboratively create, edit, link and organize their research. FY09 included establishment of a Web-based wiki for CMAP staff. FY10 will expand wiki functionality to include a Content Management System (CMS) servicing CMAP's internal network.

Products and Key Dates: A robust and functional Wiki/CMS to servicing the internal computer network. (Design Document (January). Multi-Year Work Plan (June). Deployment of CMS/Wiki tools to CMAP staff (ongoing).

## Internal Data Library Management

Project Manager: Greg Sanders

Team: D. Clark, Fifer, Sanders, Zhang

Brief Description: Manage and maintain CMAP data library. Acquire and catalog new data. Retire obsolete datasets. Establish protocols for meta-data and attribution. Enforce proprietary dissemination and license agreements.

Products and Key Dates: Documentation of data library management practices. A well-organized and easy-to-use catalog of CMAP data assets for internal use and public review. (Implementation documentation (ongoing).

## Data Dissemination and Visualization

Project Manager: Greg Sanders

Team: R. Krell, Wu. Other project managers from the TIP, FPA, and *GO TO 2040* projects are also involved in these efforts. Staff from External Relations and C&TA departments should help promote individual applications from this effort.

Brief Description: Develop Web data systems for display and dissemination of CMAP data. Create and manage Web-based mapping applications.

Products and Key Dates: Robust and reliable Web-based data dissemination applications.

### Information Technology Management Proposed FY 2010

Employee Months 95.50

#### EXPENDITURES

Personnel	815,203
Indirect Charge	296,714
Commodities	1,500
Operating Expenses	26,500
Contractual Services	796,500
Capital Outlay	240,000
<b>Total, Expenditures</b>	<b>2,176,417</b>

**REVENUE**

UWP - Operating	1,736,551
CRPF - Match	434,138
CPRF	5,728
<b>Total, Revenue</b>	<b>2,176,417</b>

**Consultant Services Detail:**

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Software Maintenance/License	\$206,500	UWP 2010 – Operating
IT Consulting Service Support	\$440,000	UWP 2010 – Operating
Web Services	\$150,000	UWP 2010 - Operating
<b>TOTAL</b>	<b>\$796,500</b>	

**WATERSHED PLANNING**

This program covers the agency’s activities in the area of watershed planning: analyzing and making recommendations on proposed amendments to facility planning areas, providing technical assistance and project oversight to various USEPA and IEPA grant programs and participating in various stakeholder groups throughout northeastern Illinois.

Program Oversight: Management Staff

**Volunteer Lake Monitoring Program (VLMP)**

Project Manager: Holly Hudson

Description: Coordinate Illinois EPA’s VLMP for the seven county region, including over 100 volunteers at approximately 80 lakes.

Products and Key Dates:

- Quarterly progress reports due to Illinois EPA.
- While not a specific line item in the current Agreement, the revision of old Lake Notes fact sheets and/or development of new Lake Notes may be included under the new Agreement.

**Maple Lake Phase 2 Rehabilitation and Protection Program**

Project Manager: Holly Hudson

Team: Elberts

Description: Technical advisor to the Forest Preserve District of Cook County for an Illinois



Clean Lakes Program Phase 2 rehabilitation and protection project at Maple Lake.  
Products and Key Dates: Quarterly progress reports due to FPD of Cook County (cc: Illinois EPA).

### **Facilities Planning Area (FPA) Process**

Project Manager: Dawn Thompson

Description: FPA is defined as "a centralized sewer service area to be considered for possible wastewater treatment facilities within a 20-year planning period." CMAP is the designated water-quality planning agency for the six-county region, with responsibility for reviewing wastewater permits and facility plans to ensure consistency with the federally approved Illinois Water Quality Management Plan. CMAP's Wastewater Committee conducts reviews of requested changes to the plan's current water-treatment boundaries and makes recommendations to the Illinois EPA, which maintains decision-making authority for amendments to the plan.

Products and Key Dates: Reviews as needed.

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

Project Manager: Dawn Thompson

Team: Hudson, Elberts

Description: Serve as the grant administrator and technical advisor through a Clean Water Act Section 319 Nonpoint Source Pollution Control Program grant from Illinois EPA for three implementation projects within the Fox River watershed and one implementation project within the Des Plaines River watershed.

Products and Key Dates:

- Quarterly Progress Reports due to the Illinois EPA
- Draft Operation and Maintenance Plan – April 1, 2010
- Project Sign Installation – June 1, 2010
- Draft Project Report – June 1, 2010

### **Fox River Watershed Restoration and Education (Phase 4)**

Project Manager: Dawn Thompson

Team: Elberts, Hudson

Description: Serve as the grant administrator and technical advisor through a Clean Water Act Section 319 Nonpoint Source Pollution Control Program grant from Illinois EPA for four implementation projects within the Fox River watershed.

Products and Key Dates:

- Quarterly Progress Reports due to the Illinois EPA
- Draft Operation and Maintenance Plan – February 1, 2010

## ARRA Watershed Project Assistance

Project Manager: Jesse Elam

Description: Using funding from Illinois EPA under Clean Water Act Section 604(b), as authorized by the American Recovery and Reinvestment Act of 2009, CMAP is providing assistance for four watershed planning or monitoring projects in northeastern Illinois: (1) watershed planning in Hickory Creek, (2) watershed planning in the Lower DuPage watershed, (3) monitoring in the Fox River, conducted by the Fox River Study Group, and (4) monitoring on the Kishwaukee River, carried out by a consultant to CMAP. Almost all of the funding passes through to other organizations. CMAP's responsibilities include guiding plan development by advising the project teams, helping develop consultant scopes of work, attending stakeholder meetings, reviewing plan documents, and administering the grant.

Watershed Planning Employee Months	Proposed FY 2010
	27.7
<b>EXPENDITURES</b>	
Personnel	210,657
Indirect Charge	76,674
Commodities	625
Operating Expense	23,700
Contractual Services	40,000
In-kind Services	1,226,740
Pass Through	1,443,590
<b>Total, Expenditures</b>	<b>3,021,986</b>
<b>REVENUE</b>	
Cook Co. Maple Lake	62,477
Fox River III	1,153,332
Fox River IV	1,626,862
IEPA - VLMP 2009	75,317
IEPA - Water Quality	76,872
Lake Michigan	
Academy	17,125
General Fund	10,000

**Total, Revenue**

**3,021,986**

**Consultant Services Detail:**

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Engineering Support	\$40,000	Various Grants
TOTAL	\$40,000	

## Indirect Cost Budget

The overhead provides the administrative support for CMAP. The costs are distributed to the projects based on a percentage of direct personnel costs. The projected indirect cost for FY 2008 is 37.26% and for FY 2010 is 36.49%.

	Proposed FY 2010
<b>Employee Months</b>	180.0
<b>EXPENDITURES</b>	
Personnel	1,285,758
Commodities	37,000
Operating Expenses	170,000
Occupancy Expenses	1,284,000
Contractual Services	155,000
<b>Total Expenditures</b>	<b>2,931,758</b>
<b>Overhead Charged to Programs</b>	<b>2,931,758</b>

# APPENDIX: Category and Line Item Definitions

## OBJECT CODE CATEGORIES

### 5000 SERIES – PERSONNEL OBJECT CODES

Personnel expenses for salaries and wages provided for all persons employed by CMAP are included in this category. The personnel services accounts can be used only for employees of CMAP and must be reported on payroll time documents. Leave hours taken such as vacation, sick, personal days, parental and family & medical leaves will be included in this series. These object codes cannot be used on payment vouchers or purchase orders.

Fees and expenses for personal services rendered CMAP by non-employees should not be charged to the 5000 object codes, but to the appropriate “5400 – Contractual Services” object code. Services rendered by CMAP employees must be charged to a 5000 object code.

### 5100 SERIES – FRINGE BENEFIT OBJECT CODES

Fringe benefit expenses provided by CMAP are included in this category. Employee benefits include employer contributions to FICA/Medicare, retirement systems (IMRF, SERS), insurance and other similar benefits. These object codes are used for payments generated through both the payroll process and on payment vouchers.

### 5200 SERIES – COMMODITIES OBJECT CODES

Commodities are supplies, materials and articles which are consumed during their use or are materially altered when used. These items have a unit cost under \$3,000.00, a limited life and are not subject to depreciation. Commodities are materials and supplies purchased by CMAP for use by CMAP employees. Do not charge commodity object codes for materials and supplies used by a vendor in the performance of his/her services. Such items should be charged to appropriate “5300 – Professional Services” object code.

Commodity object codes must be charged with any freight or delivery charges incidental to delivering these items to CMAP. Note that some items such as chairs, equipment, computers, etc., may be either commodities or capital items depending on their unit values.

## CONTRACTUAL SERVICES

Contractual services are expenditures for services performed by non-employees which are required by a division or the board in the execution of its assigned function. Contractual services are further broken down into three sections: Professional Services; General Operating; and Rent/Utilities. These are described below in detail.

### 5300 SERIES – PROFESSIONAL SERVICES OBJECT CODES

Professional services are expenditures for services performed by non-employees which are required by CMAP to carry out its function. Many of the services paid for using these object codes were formally paid under the heading "Subcontracts". Included under this category of object codes will be consulting contracts, professional services, Council of Mayors contracts, audit services, etc. Office equipment leases and maintenance are included in this category. Delivery, installation and removal charges involved in the rental or lease of an item are charged to the lease object code.

Office Equipment Maintenance object code refers to those contractual services which tend to preserve or restore the original value of real or personal property, but which do not increase the original value. This includes any parts or materials used by the vendor in the course of the repair or maintenance activity. However, if these parts or materials are purchased separately by CMAP, they should be charged to the proper commodities account.

### 5400 SERIES– GENERAL OPERATING OBJECT CODES

General operating expenses include payments for services provided to CMAP in the normal operations of a business. These include postage, meeting expenses, memberships, conferences, etc. Employee travel reimbursements are also under this category of expenditure including both in-region and out-of-region travel and related training expenses. These object codes are not to be used for the purchase of tangible items. Direct purchases of tangible items should be charged to the proper commodity or capital object code.

### 5500 SERIES – RENT/OFFICE MAINTENANCE OBJECT CODES

Rent/office maintenance expenses include payment of utility costs, office lease, telephone charges, monthly parking fees related to the leases and office maintenance provided by the building operations. This would include all costs paid by CMAP to occupy the physical office space.

### 5600 SERIES – CAPITAL OBJECT CODES

Capital expenses include payments for the acquisition, replacement or substantial increase in value of assets which are not expendable in first use, with a life expectancy exceeding one year, subject to depreciation and with a unit cost greater than \$3,000.00. Capital object codes should be charged with any freight or delivery costs incidental to delivering these items to CMAP.

Supplies and materials used in the normal day to day operation of machines and equipment should be charged to the proper commodities account. Contractual services or commodities used in the repair and maintenance of real or personal property are not capital items. Repair and maintenance only restores the item to its original state or operating condition and is not, therefore, a capital item.

### 5700 SERIES – IN-KIND SERVICES OBJECT CODES

In-Kind expenses include the reporting of expenditures made by various agencies as a part of a contractual or grant agreement entered into with CMAP. These do not represent actual cash outlays on

the part of CMAP but are tracked for reporting to state or federal agencies by CMAP.

5900 SERIES – NON-OPERATING EXPENSE OBJECT CODES

Non-operating expenses include financial costs of doing business such as interest expense, depreciation, loss of the disposal of assets, amortization, etc. These object codes will be used by the Finance and Administration Division only.

5000 SERIES – PERSONNEL OBJECT CODES

5001	REGULAR SALARIES
5002	TEMPORARY SALARIES
5003	CAR ALLOWANCE
5004	ICMA – ER CONTRIBUTION
5005	BONUS
5006	HOLIDAY LEAVE
5007	SICK LEAVE
5008	VACATION LEAVE
5009	JURY DUTY
5010	PERSONAL DAY
5011	FAMILY & MEDICAL LEAVE
5012	PARENTAL LEAVE

5001 – Regular Salaries – includes expenditures to all permanent CMAP employees paid on a bi-weekly basis for the entire budget year. This includes both full time and permanent part time employees.

5002 – Temporary Salaries – includes expenditures for all non-permanent employees paid on a bi-weekly basis during the budget year. This includes all interns and staff hired on a temporary basis with a set termination date.

5003 – Car Allowance – includes payments authorized by the CMAP Board for the Executive Director to receive a monthly stipend for use of his/her own vehicle.

5004 – ICMA – ER Contribution – includes CMAP Board authorized contribution for the Executive Director to his/her deferred compensation plan account.

5005 – Bonus – includes payments made to CMAP employees for one-time payments in excess of their normal annual salary amount.

5006 – Holiday Leave – includes payments to personnel for approved holidays. A formal holiday schedule is adopted prior to the beginning of each year designating the annual holidays to be paid from this object code.

5007 – Sick Leave – includes payments to personnel for approved use of sick leave hours accumulated. Employees earn sick leave hours each pay period based on longevity which may be used when the employee is sick with approval of their supervisor.

5008 – Vacation Leave – includes payments to personnel for approved use of vacation hours accumulated. Employees earn vacation hours each pay period based on longevity which may be used during the year with prior approval of their supervisor.

5009 – Jury Duty – includes payments to personnel for time spent serving jury duty

5010 – Personal Day – includes payments to personnel for approved use of personal hours awarded. Employees are given three personal days a year for use whenever the employees want, with prior approval of their supervisor. These hours do not rollover from year to year and are prorated based on the employees hire date during their first year of employment. Human Resources will determine the number of hours an employee will be able to use.

5011 – Family & Medical Leave – includes payments made to personnel for approved use of family and medical leave time in accordance with the Personnel Policy. Employees must meet certain established criteria to be able to use this object code.

5012 – Parental Leave – includes payment made to personnel for approved use of parental leave time as detailed in the Employee Personnel Handbook. Employees must meet certain established criteria to be eligible to use this object code.

#### 5100 SERIES – FRINGE BENEFIT OBJECT CODES

5101	MEDICARE – ER CONTRIBUTION
5102	FICA – ER CONTRIBUTION
5103	IMRF – ER CONTRIBUTION
5104	ICMA – ER CONTRIBUTION
5105	SERS – ER CONTRIBUTION
5106	LIFE INSURANCE – ER CONTRIBUTION
5107	MEDICAL/DENTAL/VISION – ER CONTRIBUTION
5108	OTHER BENEFITS – ER CONTRIBUTION

5101 – Medicare – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of Medicare taxes related to payroll costs paid. Employee share of these taxes are charged to object code 2105.

5102 – FICA – ER Contribution – includes all payments made to the IRS by CMAP for the employer share of FICA taxes related to payroll costs paid. Employee share of these taxes are charged to object code 2104.

5103 – IMRF – ER Contribution – includes all payments made to the Illinois Municipal Retirement System Fund (IMRF) for the employer share of pension costs. These payments are a percentage of salary costs for all regular employees covered under the IMRF pension plan. Employee contributions to IMRF are charged to object code 2201.

5104 – ICMA – ER Contribution – includes payments made to the ICMA Retirement Corporation for the employer share of costs related to the Executive Director’s employment contract. Employee ICMA contributions are charged to object code 2203.



5105 – SERS – ER Contribution – includes all payments made to the State Employee Retirement System Fund (SERS) for the employer share of pension costs. These payments are a percentage of salary costs for all regular employees covered under the SERS pension plan. New employees are not eligible for inclusion under the SERS pension plan but are covered under the IMRF pension plan. Employee contributions to SERS are charged to object code 2202.

5106 – Life Insurance – ER Contribution – includes the employer share of life insurance benefits paid for all regular employees. Additional life insurance costs paid for by the employee are charged to object code 2302.

5107 – Medical/Dental/Vision – ER Contribution – includes the employer share of medical, dental and vision insurance benefits paid for all regular employees. Employee share of insurance costs are charged to object code 2303.

5108 – Other Benefits – ER Contribution – includes any other miscellaneous employer paid costs related to employee benefits provided. An example of this type of costs would be administrative fees paid to the financial services company that monitors the ICMA accounts or the firm that process the employee flexible spending accounts

#### 5200 SERIES – COMMODITIES OBJECT CODES

5201	GENERAL SUPPLIES
5202	PUBLICATIONS
5203	SOFTWARE – SMALL VALUE
5204	EQUIPMENT – SMALL VALUE
5205	DATA ACQUISITION
5206	OFFICE SUPPLIES
5207	COPY ROOM SUPPLIES
5208	FURNITURE – SMALL VALUE

5201 – General Supplies – includes supplies used in the break room and at various coffee stations throughout the CMAP office. This includes coffee, tea, soda, sugar/sugar substitutes, paper supplies, and cleaning supplies.

5202 – Publications – includes the costs of books, subscriptions, journals, newspapers, etc.

5203 – Software – Small Value – purchase of computer software that has a unit cost of under \$3,000 in value. Items with a unit cost in excess of \$3,000 should be purchased from a Capital object code of 5602 - Software. These purchases will need approval of IT personnel to assure that it is compatible with CMAP equipment.

5204 – Equipment – Small Value – includes office machines, furnishings and equipment with a unit cost under \$3,000; such as, adding machines, printers, calculators, computers, etc. Items with a unit value in excess of \$3,000 should be purchased from the proper Capital object code, either 5601 – Equipment.

5205 – Data Acquisition – this object code is used for the acquisition of data sets used by CMAP staff in the completion of the work.

5206 – Office Supplies – includes supplies and materials necessary for the general operation of the CMAP office; such as, pens, pencils, folders, files, adding machine paper and ribbons. These would be items ordered by the Administrative Assistance from the office supply catalogs. Does not include purchase of paper.

5207 – Copy Room Supplies – includes the purchase of paper, toner, ink used in the operations of the copy room and the related copy machines.

5208 – Furniture – Small Value – includes the purchase of any office furniture or office furnishings with a unit cost under \$3,000; such as file cabinets, desks, chairs, etc. Items with a unit value in excess of \$3,000 should be purchased for the proper Capital object code, 5601 – Furniture.

5300 SERIES – PROFESSION SERVICES OBJECT CODES

5301	Audit Services
5302	Office Equipment Leases
5303	Software Maintenance/Licenses
5304	Fiscal Management Maintenance/Licenses
5305	Council of Mayors
5306	Professional Services
5307	Consulting Services
5308	IEPA Pass Thru Services
5309	Office Equipment Maintenance
5310	Web-based Software Licenses

5301 – Audit Services – includes charges for the performance of the annual CMAP audit.

5302 – Office Equipment Leases – includes the rental of office and data processing equipment used in the CMAP offices.

5303 – Software Maintenance/Licenses – includes payments for software maintenance and the purchase of licenses for software used by CMAP. Licenses and annual renewals for Web-based software will be paid from object code 5310.

5304 – Fiscal Management Maintenance/Licenses – includes payments for the maintenance and licenses related to the use of the fiscal management software used by CMAP.

5305 – Council of Mayors – includes payments made to the various Counties and Councils of Mayors for agreements under the Unified Work Program (UWP) Contract Grant. This is for the federal share of both the 50/50 federal/local split and the 80/20 federal/local split agreements. The local share will be reported as in-kind costs using object code 5701 – In-Kind expenses.

5306 – Professional Services – this object code will be used for contracts with various vendors who provide professional services to CMAP in the completion of grant work. Examples would be contracts with the universities to collect and analyze data, vendors doing survey work, data development, etc. This will also be used for contract services which do not meet the definition of any other Professional Services object code description, such as an honorarium paid to a speaker at a conference or training session.

5307 – Consulting Services – this object code will be used for contracts entered into with vendors to provide consulting services to CMAP staff.

5308 – IEPA Pass Thru Services – this object code will be used for contracts entered into with units of local government or vendors as part of IEPA grant work to be completed. Amounts to be paid by CMAP and reimbursed by the grant will be charged to this line item. Matching amounts incurred by the contractor and to be reported to the granting agency will be charged to 5701 – In-Kind Expenses.

5309 – Office Equipment Maintenance – includes service charges associated with the repair and maintenance of office equipment and machinery used by CMAP.

5310 – Web-based Software Licenses – this object code is used for the purchases and renewal of licenses of web-based software used by CMAP staff. Software purchases from a vendor that is not Web-based will be paid from object code 5303.

#### 5400 SERIES – GENERAL OPERATING OBJECT CODES

5401	Workers' Compensation Insurance
5402	Unemployment Compensation
5403	Staff Association Memberships
5404	CMAP Association Memberships
5405	Postage/Postal Services
5406	Storage
5407	Moving Expenses
5408	Legal/Bid Notices
5409	Miscellaneous
5410	Meeting Expenses
5411	Recruitment Expenses
5412	General Insurance
5413	Legal Services
5414	Printing Services
5415	Employment Agency Fees
5416	Bank Service Fees
5417	Conference Registrations
5418	Training and Education Reimbursement
5419	Travel Expenses
5420	Refunds

5401 – Workers’ Compensation Insurance – this object code is for premiums and/or related workers’ compensation expenses. Use of this object code is determined by the Finance and Human Resources staff.

5402 – Unemployment Compensation – this object code is for premiums and/or claims for the payment of unemployment related costs as billed by the State of Illinois. Use of this object code is determined by the Finance and Human Resources staff.

5403 – Staff Association Memberships – includes payments for dues and memberships to professional organizations by individual CMAP staff members. This is limited to a maximum of \$250 per year at the discretion of the employee’s deputy executive director. The employee will be reimbursed for the cost incurred.

5404 – CMAP Association Memberships – includes the payment of dues and memberships to professional organizations for the agency, these are not individual memberships.

5405 – Postage/Postal Services – includes stamps, stamped envelopes, stamped postal cards, postage meter settings, postal permit deposits, and charges for couriers such as FedEx, UPS, etc.

5406 – Storage – includes payment of monthly fees for the use of off-site facilities for the storage of CMAP materials and documents.

5407 – Moving Expenses – includes the payment of fees incurred for the moving of CMAP materials and equipment from one location to another. These would be relocation costs not the costs of moving documents in storage back to the CMAP office.

5408 – Legal/Bid Notices – include costs related to the posting of required legal and/or bid notices.

5409 – Miscellaneous – this object code will be used for various operating costs incurred that do not meet the definition of any other operating cost object code. This object code should be rarely used as most expenditures should be covered by other object codes.

5410 – Meeting Expenses – this object code will be used for expenses incurred to conduct various meeting held by CMAP.

5411 – Recruitment Expenses – includes the costs related to the recruitment of CMAP staff; such as, posting of employment ads, job fair costs, etc. This object code will only be used by Human Resources staff.

5412 – General Insurance – this object code is for premiums and/or related liability insurance expenses paid by CMAP.

5413 – Legal Services – includes payments to attorneys or law firms for legal services rendered to CMAP.

5414 – Printing Services – includes printing services, microfilm services, photographic services and survey maps prepared by non-employees.

5415 – Employment Agency Fees – this object code would be used for fees paid to an employment agency for temporary staff used by CMAP. This object code will be used at the discretion of the Deputy Director of Finance and Administration.

5416 – Bank Service Fees – this object code will be used to record service fees paid related to CMAP’s checking accounts and merchant service fees charged by credit card companies for the collection of payments made to CMAP.

5417 – Conference Registrations – this object code will be used for the payment of registration fees for attendance at conferences by CMAP staff and board members.

5418 – Training and Education Reimbursement – this includes payments made to employees for tuition reimbursement or non-credit classes taken at the direction of their deputy director. Related covered expenses such as books and/or fees would also be paid from this object code.

5419 – Travel Expenses – includes all expenses related to both in and out of region travel by CMAP staff and board members; such as, hotel, mileage, car rental, per diem, gas, tolls, parking, etc. Amounts requested for reimbursement must be in compliance with the CMAP travel policy.

5420 - Refunds – includes refunds or forfeits paid by CMAP, an example would be the return of disallowed costs previously reimbursed by a grant.

5500 SERIES – RENT/OFFICE MAINTENANCE OBJECT CODES

5501	Office Maintenance
5502	Rent
5503	Abated Rent
5504	Telecommunications
5505	Utilities
5506	Sears Tower Parking

5501 – Office Maintenance – includes all office maintenance costs billed to CMAP by the landlord. This would include replacement of light bulbs, repair work completed, employee access cards, office construction/remodeling performed by the landlord, etc.

5502 – Rent – includes the monthly rental fee for the office space occupied in the Sears Tower.

5503 – Abated Rent – this object code is used to record the abated rent due to the free months given to CMAP when the initial lease was signed. This object code will only be used by Finance staff.

5504 – Telecommunications – includes all payments made to vendors for telecommunication monthly charges; such as payments made to Version, A T & T, etc.

5505 – Utilities – includes all payments made to vendors for the various utility costs; such as, electricity, heat, water, etc.

5506 – Sears Tower Parking – includes payments made to the landlord for a parking space in the Sears Tower garage for the Executive Director included as part of the lease agreement.

5600 SERIES – CAPITAL OBJECT CODES

- 5601 Equipment – Capital
- 5602 Software – Capital
- 5603 Furniture – Capita

5601 – Equipment – Capital – includes the purchase of any office and/or data processing equipment with a unit value larger than \$3,000. Items with a unit value of less than \$3,000 should be charged to the appropriate Commodity object code 5204 Equipment – Small Value.

5602 – Software – Capital – includes the purchase of any software with a unit value greater than \$3,000; purchase must be approved by IT staff. Items with a unit value of under \$3,000 would be made from object code 5203 – Software – Small Value.

5603 – Furniture – Capital – includes the purchase of furniture and furnishings with a unit value larger than \$3,000; such as chairs, tables, desks, file cabinets, etc. Items with a unit value under \$3,000 would be made from object code 5208 – Furniture – Small Value

5700 SERIES – IN-KIND SERVICES OBJECT CODES

- 5701 In-Kind Expenses

5701 – In-Kind Expenses – includes match amounts incurred by various contractors with CMAP. This is used to report in-kind costs required of the contractor by the grants. In-Kind Expenses will be offset by an entry to 4701 – In-Kind Service Revenues by Finance staff. Both of these object codes will be used by Finance staff only.

5900 SERIES – NON-OPERATING EXPENSE OBJECT CODES

(FOR USE BY FINANCE STAFF ONLY)

- 5901 Interest Expense
- 5902 Depreciation – Equipment
- 5903 Depreciation – Software
- 5904 Depreciation – Furniture
- 5905 Bad Debt Expense
- 5906 Loss on Disposal of Assets
- 5907 Amortization

5901 – Interest Expense – includes interest payments made by CMAP on any loans taken during the fiscal year. This object code is only used by Finance staff.

5902 – Depreciation – Equipment – used to record the annual depreciation expense on all CMAP capitalized equipment. This object code is only used by Finance staff.

5903 – Depreciation – Software – used to record the annual depreciation expense on all CMAP capitalized software. This object code is only used by Finance staff.

5904 – Depreciation – Furniture – used to record the annual depreciation expense on all CMAP capitalized furniture, included donated furniture. This object code is only used by Finance staff.

5905 – Bad Debt Expense – used to record bad debt expense for any accounts receivable written off as uncollectible during the fiscal year. This object code is only used by Finance staff.

5906 – Loss on Disposal of Assets – this object code would be used to report any loss incurred on the disposal of any fixed asset. This object code is only used by Finance staff.

5907 – Amortization – this object code is used to record the amortization of the abated rent costs over the life of the lease. This object code is only used by Finance staff.