



Chicago Metropolitan Agency for Planning

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MEMORANDUM

TO: CMAP Board

FROM: Dolores Dowdle
Deputy Executive Director for Finance and Administration

Date: May 7, 2008

Subject: Preliminary FY 2009 CMAP Budget

The FY 2009 budget has been developed to support next year's work plan and it reflects grants that have been awarded to CMAP and will be available in FY 2009. The budget report is separated into four sections:

Section One: Summary of Revenue and Expenditures

Section Two: Detailed Revenue Sources

Section Three: Detailed Expenditures

Section Four: Detailed budget, staff requirements and revenue sources for the core projects

The tables reflect the FY 2008 budget as it was approved by the Board of Directors in June, 2007 and the current projection of revenue and expenditures for the budget. The proposed FY 2009 budget assumes the UWP funds at the level approved by the UWP Committee, receipt of \$3.5 million from the State Regional Comprehensive Planning Funds and other awarded grants.

The 2009 budget proposes full funding for the activities of the core projects. It is projected that the total staff will increase from 92.5 to 96.5. Two planning and two data analyst positions are proposed in the budget. The projected indirect rate will change from 46% to 37.26%.

SECTION ONE: SUMMARY OF REVENUE AND EXPENDITURES

	CMAP FY 08	CMAP FY 08	CMAP FY 09
	Approved Budget	Projected	Proposed
Revenues			
Federal	9,777,000	10,524,000	10,668,417
State	4,040,000	4,067,000	4,047,389
Other Public Agencies	89,000	74,000	93,159
Foundations and Non-Public Agencies	180,500	180,000	742,227
Carryover from Prior Year	0	0	1,560,000
Local Contributions	0	0	200,000
Product Sales, Fees & Interest	291,000	118,000	126,000
Total Revenues	14,377,500	14,963,000	17,437,192
Expenditures			
Personnel	8,257,673	7,671,000	9,123,986
Operating Expenses	2,028,928	1,944,600	1,972,450
Commodities	1,617,199	1,767,000	1,990,775
Contractors	2,663,500	2,012,000	3,956,521
Total Expenditures	14,567,300	13,394,600	17,043,732
Non-Operations Revenue and Expenditures			
In-Kind Services	1,157,672	958,372	1,347,685
Pass Through Grants	2,467,428	1,988,849	2,689,700

SECTION TWO: DETAILED REVENUE SOURCES

	CMAP FY 08 Approved Budget	CMAP FY 08 Projected Revenue	CMAP FY 09 Proposed
FEDERAL			
<u>U.S. Department of Agriculture</u>			
IL Conservation Foundation, Green Infrastructure	16,000	12,000	0
<u>U.S. Department of Interior</u>			
IL Conservation Found., Sustainability Team Coordination	25,000	28,000	0
<u>U.s. Environmental Protection Agency</u>			
IEPA Watershed Planning Guide	3,000	13,000	0
EIPA Watershed Basin Plan Upgrades	3,000	10,000	0
IEPA Kishwaukee River	98,000	64,000	46,232
IEPA Sec. 319 Shoreline Restoration	5,000	11,000	0
IEPA Sec 319 Fox River Ecosystem Partnership	20,000	16,000	0
IEPA Sec 319 Fox/DesPI River, Ph III	68,000	70,000	66,174
IEPA Sec 319 Fox/DesPI River, Ph IV	0	0	46,211
IEPA FY 07 Poplar Creek Watershed Plan	0	4,100	0
USEPA Lake Michigan Watershed	0	26,100	1,634
IEPA Water Quality Amendments	60,000	139,000	83,000
Total, US EPA	257,000	353,200	243,250
<u>U.S. Department of Transportation</u>			
Unified Work Program Funds (UWP)	8,199,000	8,199,000	9,225,167
UWP Contracts FY 09			1,200,000
UWP Contracts FY 08	1,280,000	1,280,000	0
UWP Contracts FY 07	0	651,800	0
FTA Midewin Project	0	0	95,324
Total, US DOT	9,479,000	10,130,800	10,425,167
Total, Federal	9,777,000	10,524,000	10,668,417
STATE			
<u>Illinois Department of Transportation</u>			
Regional Comprehensive Planning Fund (RCPF)	3,500,000	3,500,000	3,500,000
Local Data Collection	0	28,000	45,604
Total, IDOT	3,500,000	3,528,000	3,545,604
<u>Illinois Environmental Protection Agency</u>			
IEPA Volunteer Lake Monitoring Program	75,000	71,000	70,383
Total, IEPA	75,000	71,000	70,383
<u>Illinois Conservation Foundation</u>			
BMP Demonstration		6,000	0
Total, ICF/US Forest Services	0	6,000	0

	CMAP FY 08 Approved Budget	CMAP FY 08 Projected Revenue	CMAP FY 09 Proposed
<u>Illinois Department of Natural Resources</u>			
IDNR Water Supply	450,000	450,000	390,000
IDNR Greenways Plan		1,000	0
IDNR Lake Biodiversity Pilot	15,000	11,000	41,402
Total, IDNR	465,000	462,000	431,402
Total, State	4,040,000	4,067,000	4,047,389
OTHER PUBLIC AGENCIES			
IIT Water Resources	19,000	19,000	16,661
Cook County FPD Maple Lake ICLP, Phase 2	70,000	23,000	38,116
Will County Watershed Plan, Jackson Lake	0	32,000	38,382
Total, Other Public Agencies	89,000	74,000	93,159
FOUNDATIONS AND NON-PUBLIC AGENCIES			
MacArthur Foundation - Seamless Web	33,500	3,000	0
MacArthur Foundation - Full Circle	147,000	177,000	176,242
Chicago Community Trust	0	0	565,985
Total, Foundations and Non-Public Agencies	180,500	180,000	742,227
CARRYOVER FROM PRIOR YEAR			1,560,000
LOCAL CONTRIBUTIONS	0	0	200,000
PRODUCT SALES, FEES AND INTEREST			
Publications Sales	10,000	10,000	8,000
ArcView Training	5,000	8,000	8,000
Interest Income	25,000	5,000	15,000
Facility Planning Area Fees	250,000	80,000	80,000
Conference and Sponsors	1,000	15,000	15,000
Total, Product Sales, Fees and Interest	291,000	118,000	126,000
TOTAL REVENUES	14,377,500	15,338,513	17,437,192

CMAP FY 08 Approved Budget	CMAP FY 08 Projected Revenue	CMAP FY 09 Proposed
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NON-OPERATIONS REVENUE

PASS THROUGH

IDOT Council of Mayors	1,169,428	1,169,428	1,227,900
USEPA Lake Michigan Watershed		0	90,000
IEPA Sec 319 Fox River, Ph. II	100,000	61,000	0
IEPA Sec 319 Fox/DesPI River, Ph III	1,100,000	389,060	915,500
IEPA Sec 319 Fox River Ecosystem, Ph IV		0	354,300
IEPA Sec 319 Long Lake Shoreline Restoration	10,000	87,000	0
IEPA Watershed Plan Upgrades		119,000	0
Northwestern Indiana Regional Planning Commission		133,361	0
Midewin			102,000
MacArthur Foundation - Seamless Web	88,000	30,000	0
Total, Pass Through	2,467,428	1,988,849	2,689,700

IN-KIND SERVICE

IDOT Council of Mayors	292,372	292,372	306,975
Lake Michigan Academy			32,250
IEPA Section 319, Fox River, Ph II	42,000	21,000	0
IEPA Fox/DesPI River, Ph III	816,000	509,000	668,100
IEPA Sec 319 Fox River Ecosystem, Ph IV		0	321,000
IEPA Watershed Plan Upgrades		57,000	0
IEPA Section 319, Long Lake Shoreline Restoration	4,000	71,000	0
IDNR Lake Biodiversity	3,300	8,000	19,360
Total, In-Kind Service	1,157,672	958,372	1,347,685

SECTION THREE: DETAILED EXPENDITURES

	CMAP FY 08 Approved Budget	CMAP FY 08 Projected Expenditure	CMAP FY 09 Proposed
Personnel			
Salaries	6,274,423	5,600,000	6,712,792
IMRF and Social Security	1,193,040	1,176,000	1,369,852
Fringe Benefits	690,210	616,000	714,742
Interns	50,000	250,000	291,600
Unemployment compensation insurance	25,000	4,000	5,000
Worker's compensation insurance	25,000	25,000	30,000
TOTAL, PERSONNEL	8,257,673	7,671,000	9,123,986
Operating Expenses			
Auditing Services	25,000	44,000	37,000
Agency association dues	20,000	20,000	25,000
Staff association memberships	42,000	20,000	20,550
Employment expenses	25,000	5,000	5,000
General insurance	20,000	20,000	20,000
Legal services	30,000	34,000	10,000
Office equipment leases	30,000	32,000	16,000
Office equipment maintenance	10,000	20,000	20,000
Software maintenance/licenses	65,000	160,000	160,000
Office maintenance	10,000	8,000	8,000
Printing & Copier supplies	12,000	8,000	8,000
Outside reproduction	180,000	42,000	106,500
Fiscal management expense	10,000	7,000	30,000
Postage	75,000	36,000	28,700
Office Lease	1,103,491	1,104,000	1,100,000
Storage	13,000	13,000	12,000
Telecommunications & data communications	80,000	64,000	64,200
Temporary personnel services	1,600	1,600	0
Utilities	45,000	41,000	50,000
Legal and bid notices	8,000	15,000	1,500
Fund Balance	223,837	250,000	250,000
TOTAL, OPERATING EXPENSES	2,028,928	1,944,600	1,972,450
COMMODITIES			
Miscellaneous	39,199	43,000	74,550
Meeting expenses	92,000	50,000	50,400
Publications	10,000	2,000	2,000
Hardware and Software	414,000	870,000	867,000
Data Acquisition	650,000	552,000	750,000
Conference Registrations	59,000	30,000	30,900
Supplies, Office	88,000	23,000	25,375
Copy Center Supplies	15,000	6,000	10,000
Non-Capitalized Equipment	43,000	5,000	0
Staff Training	79,000	56,000	51,000
Travel	128,000	130,000	129,550
TOTAL, COMMODITIES	1,617,199	1,767,000	1,990,775

	CMAP FY 08	CMAP FY 08	CMAP FY 09
	Approved Budget	Projected Expenditure	Proposed
SUBCONTRACTS			
Overhead		3,000	0
UWP Contracts		980,000	2,698,021
UWP Operations		771,000	540,800
RCPF			85,000
General Fund		115,000	35,000
Other Grants		143,000	597,700
TOTAL, SUBCONTRACTS	2,663,500	2,012,000	3,956,521
TOTAL EXPENDITURES	14,567,300	13,394,600	17,043,732

NON-OPERATIONS EXPENDITURES

PASS THROUGH

IDOT Council of Mayors	1,461,800	1,169,428	1,227,900
IEPA Sec 319 Fox River Ecosystem Partnership	100,000	61,000	0
IEPA Sec 319 Fox River Ecosystem, Ph III	1,100,000	594,000	915,500
IEPA Sec 319 Fox River Ecosystem, Ph IV		0	354,300
IEPA Shoreline Restoration	10,000	87,000	0
IEPA Watershed Plan Upgrades		119,000	0
Lake Michigan Academy			90,000
Northwestern Indiana Regional Planning Commission		133,361	0
Midwin	0	0	102,000
MacArthur Foundation - Seamless Web	88,000	30,000	0
Total, Pass Through	2,759,800	2,193,789	2,689,700

IN-KIND SERVICES

IDOT Council of Mayors		292,372	306,975
Lake Michigan Academy			32,250
IEPA Sec 319 Fox River Ecosystem Partnership	42,000	21,000	
IEPA Sec 319 Fox River Ecosystem, Ph III	816,000	509,000	668,100
IEPA Sec 319 Fox River Ecosystem, Ph IV			321,000
IEPA Watershed Plan Upgrades	0	57,000	0
IEPA Shoreline Restoration	4,000	71,000	0
Lake Biodiversity Pilot	3,300	11,000	19,360
Total, In-Kind Services	865,300	961,372	1,347,685

**SECTION FOUR: DETAILED BUDGET, STAFF REQUIREMENTS
AND REVENUE SOURCES FOR THE CORE PROJECTS**

**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.

Personnel Months	FY 09 Proposed 318.3
 EXPENDITURE	
Personnel	2,483,584
Indirect Charge	925,481
Operating expenses	17,000
Commodities	107,000
Subcontracts	1,394,100
Total, Go To 2040	<hr/> 4,927,164
 REVENUE	
UWP	2,512,943
UWP - Contracts FY 09	600,000
UWP - Contracts FY 08	68,000
UWP Match -RCPF	795,236
RCPF	385,000
Chicago Community Trust	565,985
Total, Revenue	<hr/> 4,927,164

Subcontract Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Research Assistants (UIC)	81,600	UWP - FY 09 Operating
Scenario Planning (USDOT/Volpe Center)	10,000	UWP - FY 08 Contract
Public Relations	135,000	UWP - FY 09 Contract RCPF
Public Involvement for scenario evaluation	92,500	UWP - FY 09 Contract Chicago Community Trust
Assistance on Snapshot reports	75,000	UWP - FY 09 Contract UWP - FY 08 Contract
Refinement/continuation of strategy research	125,000	UWP - FY 09 Contract UWP - FY 08 Contract
Indicators measurement and projection	350,000	UWP - FY 09 Contract Chicago Community Trust
Assistance with scenario construction	200,000	UWP - FY 09 Contract
Assistance with Development of Capital Project Evaluation Process Financial Scenarios	200,000	UWP - FY 09 Contract
State of the Region Report (Economic Issue Paper)	100,000	UWP - FY 09 Contract
TOTAL	1,394,100	

REGIONAL WATER SUPPLY STUDY

This project fulfills Governor Blagojevich’s Executive Order 2006-1, with CMAP working in conjunction with the Illinois Department of Natural Resources, Office of Water. CMAP will convene, lead, and support a Regional Water Supply Planning Group (RWSPG) that is responsible for plan recommendations; develop water-demand scenarios to 2050 using expanded population projections; facilitate outreach and education; and produce a regional water supply plan, in coordination with the RWSPG, for the eleven-county water planning region.

Personnel Months	FY 09 Proposed
	32.10
 EXPENDITURE	
Personnel	256,005
Indirect Charge	95,397
Operating expenses	65,800
Commodities	27,800
Subcontracts	75,000
Total, Water Supply Study	520,002
 REVENUE	
IDNR - Water Supply Study	520,002
Total, Revenue	520,002

Subcontract Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
UI Extension Outreach Associate	75,000	IDNR Water Supply Study
TOTAL	75,000	

TRANSPORTATION IMPROVEMENT PLAN (TIP)

This program develops the region’s TIP. 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 and fiscal and air quality considerations, regulatory elements must be addressed in the TIP.

Personnel Months	FY 09 Proposed
	98.70
 EXPENDITURE	
Personnel	824,300
Indirect Charge	307,166
Operating Expenses	3,000
Commodities	11,500
Subcontracts	162,500
Total, TIP	1,308,466
 REVENUE	
UWP	916,773
CMAQ Match - RCPF	229,193
UWP - Contracts FY 07	162,500
Total, Revenue	1,308,466

Subcontract Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
TIP Database Update (Topiary)	40,000	UWP - FY 07 Contract
CMAQ Evaluation (University of Illinois at Chicago, Urban Transportation Center)	122,500	UWP - FY 07 Contract
TOTAL	162,500	

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.

Personnel Months	FY 09 Proposed 87.50
 EXPENDITURE	
Personnel	645,609
Indirect Charge	240,579
Operating Expenses	6,000
Commodities	11,600
Subcontracts	360,000
Total, Congestion Management Process	1,263,788
 REVENUE	
UWP	723,031
UWP - Contracts FY 09	80,000
UWP - Contracts FY 08	190,000
UWP - Contracts FY 07	30,000
UWP Match - RCPF	240,758
Total, Revenue	1,263,788

Subcontract Detail:

PROPOSED SUBCONTRACTS	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Strategic Initiatives	360,000	UWP - FY 07, FY 08, FY 09 Contracts
TOTAL	360,000	

PLAN IMPLEMENTATION

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.

Personnel Months	FY 09 Proposed
	103.50
 EXPENDITURE	
Personnel	866,462
Indirect Charge	322,878
Operating Expenses	8,450
Commodities	49,300
Subcontracts	172,200
Total, Plan Implementation	1,419,290
 REVENUE	
UWP	625,504
UWP - Contracts FY 08	21,600
UWP - Contracts FY 09	80,000
CMAP Match - RCPF	181,776
RCP Fund	238,843
Midwin	95,324
MacArthur	176,242
Total, Revenue	1,419,290

Subcontract Detail:

PROPOSED SUBCONTRACTS	<u>ESTIMATED AMOUNT</u>	FUNDING SOURCE
Research Assistants (UIC)	27,200	MacArthur Foundation
Full Circle Technical Assistance	18,000	MacArthur Foundation
Centers Toolkit Enhancements (HNTB)	27,000	UWP - FY 08 Contract
Technical Data Development	100,000	UWP - FY 09 Contract
TOTAL	172,200	

WATERSHED PLANNING

This program covers the agency’s activities in the areas of watershed planning: the study of the region’s water supply, 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.

Personnel Months	FY 09 Proposed
	38.8
 EXPENDITURE	
Personnel	298,235
Indirect Charge	111,134
Operating Expenses	33,200
Commodities	21,575
Subcontracts	85,000
Total, Watershed Planning	548,644
 REVENUE	
Cook County Maple Lake	38,116
Fox River, Phase III	66,174
Fox River, Phase IV	46,211
ITT Water Resources	16,661
Jackson Creek	38,382
Kishwaukee River	46,232
Lake Biodiversity	41,402
Lake Michigan Academy	6,910
VLMP	70,383
Water Quality	83,000
General Fund	95,174
Total, Revenue	548,644

Subcontract Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Water Resource Engineering Technical Support (Hey and Associates)	65,000	Various Watershed Grants
Non-Engineering Level I and II Wastewater FPA Review (Clark Dietz)	20,000	IEPA Water Quality Grant
TOTAL	85,000	

POLICY DEVELOPMENT AND STRATEGIC INITIATIVE

This program provides research, analysis and development of polices 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.

	FY 09 Proposed
Personnel Months	122.8
 EXPENDITURES	
Personnel	1,173,715
Indirect Charge	437,372
Operating Expenses	35,000
Commodities	77,000
Subcontracts	85,000
Total, Policy Development & Strategic Initiatives	1,808,088
 REVENUE	
UWP	1,338,470
UWP FY 09 Contracts	40,000
UWP Match RCPF	344,618
RCP Fund	50,000
General Fund	35,000
Total, Revenue	1,808,088

Subcontract Detail:

PROPOSED SUBCONTRACTS	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Federal Governmental Legislative Outreach Services (Wilkison Consulting)	35,000	General Fund
Strategic Planning	50,000	UWP - FY 09 Contract
TOTAL	85,000	

DATA DEVELOPMENT AND ANALYSIS

This program prepares primary datasets which originate with CMAP, as well as those developed by other sources. Data collection permits the integration of environmental, transportation, housing, economic development, socio-economic and land use planning data. These efforts will establish base datasets for evaluating projects of regional significance. This program also facilitates the electronic exchange of raw data within and between CMAP and other agencies and organizations. The Information Technology Management provides the design, acquisition, deployment and management of computing, telecommunications and data resources at CMAP.

Personnel Months	FY 09 Proposed
	163.5
 EXPENDITURE	
Personnel	1,269,789
Indirect Charge	473,173
Operating Expenses	163,000
Commodities	1,566,000
Subcontracts	1,622,721
Total, Data Development and Analysis	5,094,683
 REVENUE	
UWP	3,108,446
UWP FY 09 Contracts	400,000
UWP FY 08 Contracts	530,817
UWP Match RCPF	1,009,816
IDOT Local Crash Data	45,604
Total, Revenue	5,094,683

Subcontract Detail:

<u>PROPOSED SUBCONTRACTS</u>	<u>ESTIMATED AMOUNT</u>	<u>FUNDING SOURCE</u>
Regional Economic Modeling (U of I, Regional Economics Application Laboratory)	178,521	UWP - FY 08 Contract
Population Synthesis in Support of Regional Travel Demand Modeling (University of Illinois at Chicago)	105,000	UWP - FY 08 Contract
Land Use Modeling (UIUC/LEAM)	150,000	UWP - FY 08 Contract
Development of Household Travel Sample Enumeration Model (Parsons Brinckerhoff)	50,000	UWP - FY 08 Contract
(Parsons Brinckerhoff)	30,000	UWP - FY 08 Contract
GIS-Based Technical Support	100,000	UWP - FY 08 Contract
Data Exchange Technology	50,000	UWP - FY 08 Contract
Real Time Data Dissemination	250,000	UWP - FY 09 Contract
Modeling Research	250,000	UWP - FY 09 Contract
IT Consulting Service Support (Falkor Group)	360,000	UWP - FY 09 Operating
Research Assistants (UIC)	27,200	UWP - FY 09 Operating
Web Services	72,000	UWP - FY 09 Operating
TOTAL	1,622,721	

OVERHEAD

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 46% and for FY 2009 is 37.26%

Personnel Months	FY 09 Proposed 192
EXPENDITURE	
Personnel	1,306,288
Operation Expenses	1,396,000
Commodities	119,000
Total, Overhead	<hr/> 2,821,288
Overhead Rate	37.264%