

**CMAP Embedded Staff Planner Program
Memorandum of Understanding between the
Chicago Metropolitan Agency for Planning and
the Village of Calumet Park
January 31, 2019**

The purpose of this Memorandum of Understanding ("MOU") is to establish the terms by which the Village of Calumet Park ("VILLAGE") and the Chicago Metropolitan Agency for Planning ("CMAP") will partner under the Embedded Staff Planner Program.

A. CMAP/VILLAGE Relationship

1. A CMAP staff member will be placed in the VILLAGE as an Embedded Staff Planner (herein after "ESP Staff") to serve as a temporary, part-time staff planner providing flexible support for existing VILLAGE staff. Over a two-year period, the assigned ESP Staff will spend an average of two days per week embedded on-site. In addition, other CMAP staff with supplemental areas of expertise will provide necessary support.
2. The VILLAGE shall assign a person to be the main point of contact for ESP Staff.
3. ESP Staff will serve as a staff planner for the VILLAGE completing activities and tasks consistent with the Embedded Staff Planner Job Description attached as **Exhibit A**. All work performed by ESP Staff must be related to the Job Description. ESP Staff will report on day-to-day activities and project updates to the VILLAGE.
4. ESP Staff will be assigned to the VILLAGE for a period of time not to exceed twenty-four (24) months from the mutually agreed upon start date.
5. ESP Staff are CMAP employees, are compensated solely in accordance with CMAP's policies, and CMAP is responsible for evaluating their performance. ESP Staff remain subject to all CMAP policies and practices. To the extent that CMAP's policies and practices may conflict with the VILLAGE policies and practices, the employee is expected to comply with CMAP's policies and practices. If a question arises about a potential conflict, CMAP and the VILLAGE will discuss a mutually agreeable resolution.
6. CMAP management, in addition to the ESP Staff assigned to the program, may periodically request meetings or phone calls for updates (frequency to be determined based on need) with the VILLAGE.
7. The VILLAGE understands that CMAP assistance is provided as a means of advancing the implementation of the ON TO 2050 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties.

B. Access to Resources

1. The VILLAGE leadership (key staff, board members, other elected officials, other decision-makers) commits to participate in the program and allocate sufficient time at meetings (program check-in meetings, board meetings, etc.) to ensure the program is successful. The VILLAGE will provide access to relevant staff who will need to be involved in the program, and will ensure that the staff allocate sufficient time to the program.
2. The VILLAGE shall provide the ESP Staff with a workspace, desktop/laptop computer, internet access, desk phone, and general office supplies. The VILLAGE will provide sufficient training on VILLAGE systems, practices, or protocols, for ESP Staff to be able complete their responsibilities.

3. ESP Staff will have full access to CMAP data and other resources, including specialized CMAP staff (for advanced mapping, data, outreach, communications, or topic-specific expertise).
4. The VILLAGE will provide access to all relevant internal data, reports, and other information necessary to successfully complete the program.

C. Demonstration of Local Support

1. The VILLAGE governing board shall pass a resolution supporting the program before work will begin.
2. The VILLAGE agrees to participate in public outreach and engagement efforts, including providing key stakeholder contact information.
3. The VILLAGE agrees to provide an inclusive, open, safe and welcoming work environment in which CMAP staff can conduct the necessary activities to achieve the program goals.

D. Program Management and Review

1. Prior to and following enacting this MOU, CMAP and the VILLAGE will mutually agree to and document the ESP Staff action plan and other activities determined necessary to achieve program goals. CMAP may also request assistance from the VILLAGE to establish expectations and performance goals for the program and process.
2. CMAP and the VILLAGE may by mutual consent agree to changes to the Job Description or terms of the partnership; CMAP may discontinue the program if major deviations or changes from this agreement occur.
3. To maintain program progress, the VILLAGE agrees to respond to CMAP requests for data and input in a timely manner, attend program meetings requested by ESP Staff, and facilitate broad participation by VILLAGE staff and officials across all departments.

The undersigned parties agree to the terms listed above.

CMAP Representative:


Melissa Porter, Chief of Staff

3/4/19
Date

VILLAGE:


Mayor Ronald Denson, Village President

Date