

NORTHWEST MUNICIPAL CONFERENCE

1600 East Golf Road, Suite 0700
Des Plaines, Illinois 60016
(847) 296-9200 • Fax (847) 296-9207
www.nwmc-cog.org



*A Regional Association of Illinois
Municipalities and Townships
Representing a Population of Over One Million*

MEMBERS

- Antioch
- Arlington Heights
- Bannockburn
- Barrington
- Bartlett
- Buffalo Grove
- Carpentersville
- Crystal Lake
- Deer Park
- Deerfield
- Des Plaines
- Elk Grove Village
- Evanston
- Fox Lake
- Glencoe
- Glenview
- Grayslake
- Hanover Park
- Highland Park
- Hoffman Estates
- Kenilworth
- Lake Bluff
- Lake Forest
- Lake Zurich
- Libertyville
- Lincolnshire
- Lincolnwood
- Morton Grove
- Mount Prospect
- Niles
- Northbrook
- Northfield
- Northfield Township
- Palatine
- Park Ridge
- Prospect Heights
- Rolling Meadows
- Schaumburg
- Skokie
- Streamwood
- Vernon Hills
- Wheeling
- Wilmette
- Winnetka

President
Arlene Juracek
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**Northwest Municipal Conference
Transportation Committee**

Agenda

May 23, 2019

8:30 a.m.

NWMC Offices

1600 East Golf Road, Suite 0700

Des Plaines, IL 60016

(map/parking permit attached)

- I. Call to Order/Introductions**
- II. Approval of April 25, 2019 Meeting Minutes (Attachment A)**
- III. Illinois Tollway Project Updates**
Rocco Zuccherro, Deputy Chief of Engineering for Planning at the Illinois Tollway, will provide an update on projects impacting the NWMC area. Projects to be discussed include the Elgin O'Hare Western Access project and the Central Tri-State reconstruction.
Action Requested: Informational
- IV. Council of Mayors Letter on Transportation Funding (Attachment B)**
At its May 14, 2019 meeting, the Council of Mayors Executive Committee unanimously agreed to approve a letter to the Illinois General Assembly advocating for adequate and sustainable transportation funding. Staff will review the letter's contents and provide an update on the status of a potential capital bill.
Action Requested: Informational/Discussion
- V. FY 2020 Planning Liaison Scope of Services and Budget (Attachment C)**
Each year, the Northwest and North Shore Councils of Mayors pass a resolution in order to secure UWP funding through CMAP for support of NWMC transportation planning services. These funds are utilized by the Conference for transportation-related salaries and expenses. Staff recommends approval of the attached resolution for the Northwest and North Shore Councils of Mayors Fiscal Year 2020 Planning Liaison Scope of Services and Budget.
Action Requested: Approval of Resolution
- VI. NWMC Multimodal Plan Update**
Staff will provide an update on the development of the NWMC Multimodal Plan.
Action Requested: Informational

VII. CMAP Update

An update on relevant activities from CMAP's committees will be provided.

Action requested: *Informational*

VIII. Agency Reports (Attachment D)

IX. Other Business

X. Next Meeting

The next meeting of the NWMC Transportation Committee will be held on September 26, 2019 at 8:30 a.m. at the NWMC Offices.

XI. Adjourn

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**Northwest Municipal Conference
Transportation Committee**

Minutes

April 25, 2019

8:30 a.m.

NWMC Offices

1600 E. Golf Road, Suite 0700

Des Plaines, IL 60016

MEMBERS

Antioch
Arlington Heights
Bannockburn
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Highland Park
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Schaumburg
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Vernon Hills
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Wilmette
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Treasurer

Ghida Neukirch
Highland Park

Executive Director

Mark L. Fowler

Members Present

Bill McLeod, Mayor, Village of Hoffman Estates, *Co-Chair*
Bob Benton, Trustee, Village of Deerfield
Jeff Berman, Trustee, Village of Buffalo Grove
Jeff Brady, Division of Community Development, Village of Glenview
Joan Frazier, Village President, Village of Northfield
Tim Frenzer, Village Manager, Village of Wilmette
Bill Grossi, Trustee, Village of Mount Prospect
Mark Janeck, Public Works Director, Village of Wheeling
Ray Keller, Village Manager, Village of Lake Zurich
Phil Kiraly, Village Manger, Village of Glencoe
Al Larson, Village President, Village of Schaumburg
Dan Randolph, Civil Engineer, Village of Niles
Matt Roan, Deputy Village Manager, Elk Grove Village
Karyn Robles, Division of Transportation, Village of Schaumburg
Greg Summers, Director of Development Services, Village of Barrington

Others Present

Steve Andrews, Community Relations, Pace
Mark Fowler, Executive Director, Northwest Municipal Conference
Josh Klingenstein, Program Associate for Transportation, Northwest Municipal Conference
Tom Murtha, Senior Planner, Chicago Metropolitan Agency for Planning
Charlotte Obodzinski, Rapid Transit Program Supervisor, Pace
Katie Renteria, Legislative Affairs Liaison, Metra
Jeff Wulbecker, Village Engineer, Village of Mount Prospect

I. Call to Order/Introductions

Mayor McLeod called the meeting to order at 8:30 a.m. and those present gave introductions.

II. Approval of March 21, 2019 Meeting Minutes (Attachment A)

The Committee voted to approve the minutes on a motion by Trustee Benton, seconded by Mr. Summers.

III. CMAP Expressway Vision

Tom Murtha, Senior Planner at the Chicago Metropolitan Agency for Planning (CMAP), introduced himself and provided background on the agency's

Expressway Vision plan. He noted that the Vision's goal is to create a system that is modern, performs well for all users, and is financially sustainable. He reviewed the ages of the various expressways in Illinois, noting that Tollway roads and bridges were generally newer and in better condition than those owned by IDOT. He also noted that the plan suggested reconstructing, tolling, and adding capacity to all IDOT expressways by 2050, and he reviewed the benefits of doing so.

Mr. Murtha next discussed a proposal to add managed lanes to expressways to help manage travel demand and pay for reconstruction. He also reviewed the potential for adding more "smart road" systems to Illinois expressways, similar to what has been installed on the Jane Addams Tollway. Mr. Murtha then reviewed how the plan would benefit all users, highlighting projected improvements to arterial congestion, transit service, and freight movement. He also provided proposals for assisting low-income users of the system.

Finally, Mr. Murtha reviewed how the plan would help create a financially sustainable expressway network. He discussed the proposed toll schedule and the overall cost of the program, as well as the capital that would be needed in the near-term to implement the plan's proposals. He also outlined three proposals for how the expressways could be managed.

Mr. Roan asked why it would make sense for IDOT to handle the tolling for its expressways when a toll authority already exists in Illinois. Mr. Murtha responded that IDOT may have some advantages in running its system that the Tollway does not. Mr. Frenzer asked about limiting pursuit for low-income users. Mr. Murtha said that the Tollway spends a good deal of time and money seeking out users who owe toll fees for a relatively limited return. Mr. Frenzer asked how low-income users would be differentiated from high-income users. Mr. Murtha said that the plan proposes using federal guidelines for food stamps to identify low-income users, and that some rideshare vehicles would receive discounts on tolls from having two or more passengers. Ms. Obodzinski asked about indexing tolls to inflation over time. Mr. Murtha said that all estimates were made using real 2015 prices. Ms. Robles mentioned that when IL 390 changed from IDOT to Tollway jurisdiction, there were a number of unintended consequences for the Village. She noted that, in particular, the Village became responsible for frontage roads and traffic signals which had previously been maintained by IDOT. Mr. Murtha said that a number of strategies can be employed to mitigate impacts to municipalities and other local agencies. Mr. Randolph asked about next steps. Mr. Murtha said that CMAP staff has been in touch with leadership at IDOT and the Tollway, and noted that the final document would be released in June. Ms. Obodzinski asked if the start-up capital needed for the plan would be used to install tolling equipment. Mr. Murtha responded that about \$2 billion was needed for the equipment. Ms. Obodzinski also asked if any of the projects mentioned in the presentation were candidates for inclusion in a state capital bill. Mr. Murtha responded that aside from the reconstruction of I-80, most were not.

Mr. Klingenstein reported that the first NWMC Multimodal Plan Steering Committee was held on April 23. He reviewed the committee membership and provided a summary of the discussions held at the meeting. He also noted that the next steering committee would be held in June, and that three more meetings had been scheduled.

V. CMAP Update

Mr. Murtha reviewed the CMAQ, TAP, and STP-Shared Fund calls for projects and provided summary statistics to the group. He also noted upcoming deadlines for a number of funding programs, including the Regional Transit Authority's (RTA) 5310 program, the IDOT Local Highway-Rail Grade Crossing program, ITEP, State Planning and Research funds, and the Highway Safety Improvement Program (HSIP). He noted that CMAP was updating its public participation plan, and that public comments would be open until May 21. Finally, he reported that applications for the Future Leaders in Planning (FLiP) program were due May 20.

Ms. Robles said that municipalities have been having significant issues with IDOT agreement review times, and that she urged CMAP to push IDOT to improve the agency's processes. She noted that this is especially important as obligation deadlines for various funding programs become stricter. Mr. Murtha said that he would relay the message to CMAP programming staff.

VI. Agency Reports

Metra – Ms. Renteria noted that she had brought copies of the agency's newsletter, but that she had nothing additional to report.

RTA – Mr. Klingenstein noted that RTA staff could not attend due to the "Get on Board" day rally at Union Station.

Pace – Mr. Andrews noted that Pace was in the process of hiring mechanics and bus operators, and reviewed upcoming testing sessions. Mr. Andrews also reported that construction of the Pulse Milwaukee Avenue line had resumed.

VII. Other Business

Mr. Klingenstein noted that Cole Jackson had left the conference to take another position, and that he would handle agreement processing for North Shore communities until a replacement was hired.

VIII. Adjourn

The committee voted to adjourn on a motion by Mr. Roan, seconded by President Frazier.



Chicago Metropolitan Agency for Planning

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Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Jeffery Schielke, Chairman
Mayor, City of Batavia
Kane/Kendall Council

**Leon Rockingham, Jr., 1st Vice
Chair**
Mayor, City of North Chicago
Lake Council

Eugene Williams, 2nd Vice Chair
Mayor, Village of Lynwood
South Council

Lawrence Levin
President, Village of Glencoe
North Shore Council

George Van Dusen
Mayor, Village of Skokie
North Shore Council

Karen Darch
President, Village of Barrington
Northwest Council

Al Larson
President, Village of Schaumburg
Northwest Council

Jeffrey Sherwin
Mayor, City of Northlake
North Central Council

Joseph Tamburino
Mayor, Village of Hillside
North Central Council

James Discipio
President, Village of LaGrange Park
Central Council

Alice Gallagher
President, Village of Western
Springs
Central Council

Dave Brady
President, Village of Bedford Park
Southwest Council

Mary Werner
President, Village of Worth
Southwest Council

Michael Einhorn
President, Village of Crete
South Council

Len Austin
President, Village of Clarendon Hills
DuPage Council

Erik Spande
President, Village of Winfield
DuPage Council

John Skillman
President, Village of Carpentersville
Kane/Kendall Council

Glenn Ryback
President, Village of Wadsworth
Lake Council

Richard Mack
President, Village of Ringwood
McHenry Council

Robert Nunamaker
President, Village of Fox River Grove
McHenry Council

Roger Claar
Mayor, Village of Bolingbrook
Will Council

Jim Holland
Mayor, Village of Frankfort
Will Council

May 14, 2019

Dear Members of the Illinois General Assembly:

The Council of Mayors of metropolitan Chicago is joining the growing statewide call for sustainable transportation revenues for Illinois, enacted with reforms that earn the public's confidence that funding will be spent wisely.

The Council serves as a vital link between our region's local elected officials and its transportation agencies. Our public is demanding – and deserves – a safe and reliable transportation system, and our regional and state economy depend on it.

Yet across the region, roads, bridges, and transit have been starved of adequate funding for far too long. Nine years have passed since Springfield last passed a capital bill – one that ultimately was inadequate. Across the region, we experience frequent reminders of this lagging investment: falling concrete at Union Station, frequent breakdowns and delays on transit, emergency repairs closing parts of I-80 and Lake Shore Drive in Chicago, crumbling bridges, and thousands of potholes. Nearly a quarter of our region's National Highway System (NHS), almost 10 percent of NHS bridges, and a full third of our transit system is in poor condition.

We must do better. The time for Illinois to invest in transportation in a sustainable consistent way, including local highways and bridges, is now. This requires a more thoughtful approach to adequate and sustainable funding than has been used in the past.

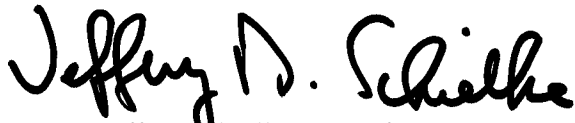
To break the feast-or-famine cycle of transportation funding, the 101st General Assembly must pass a new kind of capital bill this session. It should start with adequate, reliable, and sustainable funding sources and a pay-as-you-go program. We need a genuine fix, with real revenues, not funding gimmicks. It must be coupled with a transparent, data-driven process to select high-performing projects that provide the most public benefit. Everyone who buys groceries, for example, benefits from the transportation system that provides them. But we should not forget that those who use the system most directly derive the most benefit and should pay their fair share of its costs. And the capital bill needs to encourage raising local revenues to invest along with state revenues.

And finally, funding must go to the most urgent priorities, regardless of mode. In metropolitan Chicago, it is just as vital to bring our transit system to a state of

good repair, to continue to serve some 2 million rides each day as it is to insure that our roads and bridge can serve those who must reach areas not served by mass transit. Continuing to allow our trains and busses to become obsolete will not only hurt millions of residents, in particular those who depend on transit to get to jobs, school, and doctor's appointments, but also will negatively affect the region's and state's ability to attract new businesses and jobs. It is, therefore, incumbent upon you to create funding mechanisms and programs that will sustain fully both our mass-transit and our inter-municipality roads and bridges.

We ask you for your leadership in addressing this statewide crisis, and we stand ready to work with you to move the state forward.

Sincerely,



Mayor Jeffery Schielke, City of Batavia
Chair, Council of Mayors Executive Committee



Mayor Leon Rockingham, City of North Chicago
Vice Chair, Council of Mayors Executive Committee



Mayor Eugene Williams, Village of Lynwood
Vice Chair, Council of Mayors Executive Committee

TD:JS/stk

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Attachment C

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- Vernon Hills
- Wheeling
- Wilmette
- Winnetka

TO: NWMC Transportation Committee

FROM: Josh Klingenstein, Program Associate for Transportation

RE: Resolution to Approve Planning Liaison Scope of Services and Budget

DATE: May 14, 2019

Recommendation: Approve resolution for Northwest and North Shore Councils of Mayors Fiscal Year 2020 Planning Liaison Scope of Services and Budget.

Issue: An annual resolution must be passed to secure UWP funding through CMAP for support of NWMC transportation planning services. These funds are utilized by the Conference for transportation-related salaries and expenses.

Background: The CMAP Council of Mayors Executive Committee approved the Planning Liaison Scope of Services at their January 15, 2019 meeting, and the UWP funding distribution was recommended for approval by the CMAP Transportation Committee at its April 26, 2019 meeting. The FY 2020 Scope of Services is similar to previous versions, with the most significant difference being the inclusion of quarterly performance measures as required by the Grant Accountability and Transparency Act (GATA).

Funding for the CMAP Council of Mayors Planning Liaison program remained consistent compared to last year. The NWMC will receive \$213,328.40 in federal funding for the Northwest and North Shore Councils of Mayors. NWMC is responsible for a 20 percent local match, totaling \$53,332.11. This brings the total budget for the Planning Liaison program to \$266,660.51.

The 2020 Planning Liaison Scope of Services is included with the meeting agenda as a separate attachment.

President
Arlene Juracek
Mount Prospect

Vice-President
Daniel DiMaria
Morton Grove

Secretary
Kathleen O'Hara
Lake Bluff

Treasurer
Ghida Neukirch
Highland Park

Executive Director
Mark L. Fowler



**NORTHWEST MUNICIPAL CONFERENCE
RESOLUTION 2019-XX**

**A RESOLUTION TO APPROVE NORTH SHORE AND NORTHWEST
COUNCIL OF MAYORS FISCAL YEAR 2020 PLANNING LIAISON
SCOPE OF SERVICES AND BUDGET**

WHEREAS, the Northwest Municipal Conference (NWMC) is a corporate organization representing municipalities and townships chartered within the State of Illinois and the Counties of Cook, DuPage, Kane, Lake and McHenry; and

WHEREAS, Article VII, Section 10, of the Constitution of the State of Illinois and Chapter 5, Act 220 paragraphs 1 through 8 of the Illinois Compiled Statutes, authorize and encourage intergovernmental association and cooperation; and

WHEREAS, the public officials of the Northwest Municipal Conference represent forty-five local governmental bodies and a population of over 1.2 million residents; and

WHEREAS, the Northwest Municipal Conference holds the transportation planning contract for the North Shore and Northwest Councils of Mayors, providing staff support and other contractual services; and

WHEREAS, each year as a part of its contractual obligations, the North Shore and Northwest Council of Mayors reviews and approves a Scope of Services and Planning Liaison Budget to be used by the Northwest Municipal Conference for administering the planning contract.

NOW, THEREFORE BE IT RESOLVED, that the North Shore and Northwest Council of Mayors, via the Northwest Municipal Conference, approves the Fiscal Year 2020 Planning Liaison Scope of Services and budget.

BE IT FURTHER RESOLVED that the Northwest Municipal Conference will transmit copies of this resolution to the appropriate officials at the Chicago Metropolitan Agency for Planning.

Passed this 5th day of June, 2019

Approved this 5th day of June, 2019

Daniel DiMaria, President
Northwest Municipal Conference and
President, Village of Morton Grove

ATTEST: _____
Dan Shapiro, Secretary
Northwest Municipal Conference and
Trustee, Village of Deerfield

FY 2020 Planning Liaison Scope of Services

The Planning Liaison (PL) Program is funded with Federal Metropolitan Planning funds, as allocated in the Unified Work Program (UWP). Local matching funds are provided by each local Council. The PL Program receives Core Supplemental funds to assist CMAP, as the Metropolitan Planning Organization for the Chicago region, in meeting Federal transportation planning requirements including development of a Long Range Transportation Plan, Transportation Improvement Program, and Congestion Management System. The PL Program includes four general task areas described below that will be completed using the Core Supplemental budget as allocated in the FY 2020 UWP.

Deliverable	Completion Timeline	Comment
Quarterly report	Q1, Q2, Q3, Q4	Narrative and fund expenditures
Annual report	Q4	Memo/report summarizing highlights of the quarterly reports, budget, and performance measure accomplishments

Communication & Public Involvement

The PL program will be the basic communication link between CMAP and the suburban mayors. PL staff will attend CMAP Transportation Committee, MPO Policy Committee, CMAP Board, and other relevant meetings and provide information about CMAP transportation policies, programs and initiatives to local officials and stakeholders, will provide feedback regarding those issues to the CMAP staff, committees and Board and will ensure that CMAP is apprised of regional and sub-regional issues of importance to their communities.

The PL program will actively work to assist CMAP staff with the implementation of ON TO 2050 through participation in the CMAP committee structure, facilitation of meetings and events, and distribution of information throughout the subregional areas. The PL staff are encouraged to use the CMAP developed Partner Toolkits to help with the distribution of information in Council newsletters and emails.

The PL program will be responsible for conveying information about council transportation activities via either a council website or the CMAP website. At a minimum, an up-to-date meeting calendar, meeting agendas and attachments, minutes of past meetings, and information regarding the council's STP program development and current status should be available. PLs will be responsible for keeping their Council membership updated with information through an email newsletter.

Deliverable	Completion Timeline	Comment
Calendar of council meetings	Q3 with updates as needed	For distribution to council members and interested parties and posting on the council website/web page(s)
Council meeting agendas, materials, and minutes	As needed per council schedule	For distribution to council members and interested parties and posting on the council website/web page(s)
Council website/web pages	Ongoing	For public access
Council newsletters and emails	Ongoing, at least quarterly	For distribution to council members and interested parties

		and posting on the council website/web page(s)
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Regional Planning Support and Technical Assistance

The PL program will provide staff assistance as part of the ON TO 2050 comprehensive regional planning effort. This includes being involved in the CMAP committee structure and providing technical and other support to help achieve CMAP objectives. The PL staff will participate in and provide input on local planning initiatives as well as regional and subregional planning efforts surrounding the Transportation Improvement Program, Congestion Management System, and ON TO 2050. The PL staff will represent the interests of the subregional councils when attending and participating in advisory groups, committees, and public meetings for regional or subregional planning efforts, and regionally significant projects.

The PL program will support the development and implementation of CMAP's Local Technical Assistance (LTA) program, the RTA's Community Planning program, *Invest in Cook*, and similar programs by providing program and funding opportunity information to local agencies, facilitating outreach efforts, assisting CMAP, the RTA, or other program sponsors with the assessment of applications, and facilitating communication with project sponsors during the implementation of projects.

The PL program shall maintain a high level of expertise on transportation planning topics by attending and actively participating in local, regional, state, and national training, meetings, and conferences. The training shall include, but not be limited to, CMAP Planning Liaison Trainings, CMAP's LTA, CMAQ, TAP, STP Shared Fund and other funding program information and training sessions, IDOT program administration and forms and processes training, and IDOT and state of Illinois GATA training, and may also include the annual IDOT Fall Planning Conference, the annual John Noel Public Transit Conference, IML meetings and conferences, FHWA and FTA training offered through NHI and NTI, and meetings and conferences by professional organizations such as APA, ITE, ASCE, AASHTO, NARC, and others. PL staff shall encourage appropriate local government participation in the same, and shall communicate procedural changes, new or updated regulations, and other appropriate information from these sessions to local government and transportation partners.

The PL program will provide technical support and assistance regarding transportation issues to CMAP and local governments. It will provide data and analysis regarding issues of importance to regional or sub-regional agencies.

Deliverable	Completion Timeline	Comment
Program and funding information for Council members	Ongoing	For distribution to council members and interested parties and posting on the council website/web page(s)
Attend CMAP trainings	As scheduled	
Training opportunity announcements	As needed	For distribution to council members and interested parties
Summaries of meetings, conferences, trainings, procedural changes, new or updated regulations, and other appropriate information	As needed	For distribution to council members and interested parties

Program Development – Surface Transportation Program

The PL program will support the region’s transition to new programming and management methods for the local Surface Transportation Program (STP) while managing the implementation of existing programs developed in prior years. PL staff shall actively participate in the implementation of the Active Program Management (APM) system for the shared fund and local programs, data collection for determination of funding distribution, and other related topics by attending STP project selection committee meetings, participating in PL and other meetings, facilitating presentations at subregional council meetings or events, and soliciting local government feedback and communicating that feedback to CMAP and the STP project selection committee, throughout the transition process. Discussions and actions on the programming and use of federal funds, including those that occur at individual Council meetings, must take place at open to public meetings with the opportunity for public comment.

In accordance with the agreement between the Council of Mayors and Chicago Department of Transportation regarding the distribution and active program management of locally programmed STP, the PL program will develop modifications to local council STP methodologies to incorporate the APM system and regional priorities, with support from CMAP staff and the STP project selection committee, and will issue a call for local projects beginning in January 2020. Where required in local methodologies, PL and Council staff shall develop materials and conduct training sessions for local project sponsors seeking STP funding. Per STP APM policies, staff recommended active and contingency programs shall be developed and shall be released for public comment. Final local methodologies and active and contingency programs to be funded with STP are required to be posted on individual Council websites and/or the CMAP website.

PL staff shall closely monitor the implementation progress of STP-funded projects, and shall provide status updates to IDOT and CMAP on a schedule aligned with TIP change deadlines or when requested by CMAP staff.

Deliverable	Completion Timeline	Comment
Project and program status updates	Ongoing; As requested	Internal and external reports or spreadsheets
Project documentation in eTIP	Ongoing and according to CMAP’s Master Transportation Schedule and the IDOT Region 1 Letting Schedule	eTIP attachments
Local council STP project selection and APM methodologies	Q2	Due 9/30/19 per agreement between CDOT and councils
Call for projects	Q3	Open January to March per agreement between CDOT and councils
Training materials	Q3	Presentations and handouts to be given/distributed to council members and interested parties
Staff recommended active and contingency programs	Q4	May continue into Q1 FY21

Program Monitoring and Active Program Management

The PL program will work with local officials, regional, state and federal agencies and consultants to ensure the timely, efficient and effective implementation of transportation projects from the project scoping phase through project completion and close out. This will include providing regular project status reports and attending coordination meetings with CMAP and IDOT staff for all locally sponsored projects, at least semi-annually, and more often when requested. The PL program will be responsible for Active Program

Management for locally sponsored projects funded with federal Surface Transportation Block Grant (STP), Congestion Mitigation and Air Quality (CMAQ), Transportation Alternatives Program (TAP), Safe Routes to School (SRTS), STP-Bridge, Highway Safety Improvement Program (HSIP), and other federal and state resources awarded to local governments through regional, statewide, or national selection processes.

The PL program is responsible for initiating and updating local projects within the eTIP database accurately and on time, including mapping projects and attaching related documents. Active Program Management of these projects also includes reviewing and submitting to IDOT all project forms completed by local agencies and their representatives. This includes, but is not limited to, Project Program Information (PPI) forms and draft local agency funding and engineering agreements. This requires that planning liaisons produce and submit to CMAP all appropriate TIP changes for locally-sponsored projects in a timely manner to ensure timely processing by IDOT and timely federal authorization, and assisting CMAP, IDOT, and FHWA with ensuring timely invoicing and project close out for locally sponsored projects.

The PL program will be the primary public contact for local government projects in the eTIP database. As such, the PLs are expected to keep abreast of project status and issues, and maintain close contact with local project officials and project teams by facilitating the scheduling of project phase kick-off meetings with IDOT and project sponsors, attending those meetings, FHWA/IDOT project coordination meetings, and other project-related meetings and events

The PL program will assist local governments with accessing state and federal funds by communicating funding opportunity information and assisting local agencies with the completion of applications. For calls for projects issued through the eTIP database, the PL staff shall review and release to CMAP all complete funding applications. The PL program shall communicate project selection results and assist local governments with project initiation, including meeting GATA requirements.

Deliverable	Completion Timeline	Comment
Project and program updates	As needed, minimum semi-annually	Internal and external reports or spreadsheets
Complete and updated project information in eTIP	Ongoing and according to CMAP's Master Transportation Schedule and the IDOT Region 1 Letting Schedule	
Project meeting schedules and notes	As needed	For internal council use

Performance Measure Completion Schedule (New Quarterly Reporting Requirement under BOBs 2832)		
Name of Performance Measure	Quantitative Method of Tracking Progress	Completion Date* (Provide actual dates or quarter in which completed)
CMAP meeting and training attendance	Percent attended	Ongoing; to be reported quarterly
Timely invoicing	Percent on time; Number of days late (if not on time)	May submit invoices as frequently as once a

		month, but required to submit invoices no later than fifteen (15) days after the end of each quarter
Program status updates	Number of updates	Ongoing; to be reported quarterly
Council newsletters	Number of newsletters	Ongoing; to be reported quarterly
Timely TIP amendments	Number submitted late	Ongoing; to be reported quarterly

Metra at a Glance

SERVICE CHARACTERISTICS

- Metra provides commuter rail service in Cook, DuPage, Will, Lake, Kane and McHenry counties in Northeastern Illinois.
- Service operates on 11 routes (10 diesel powered and one electric powered) with 242 stations, totaling nearly 500 route miles and about 1,200 miles of track.
- Metra operates 690 weekday trains, 260 Saturday trains and 173 Sunday trains.
- Metra provided 76.1 million passenger trips in 2016, approximately 290,000 each weekday.
- In 2018, 94.8 percent of trains arrived at final destinations on time.

OPERATIONS

- Four of Metra’s 11 lines are operated through contract agreements with freight carriers (one with BNSF Railway and three with Union Pacific Railroad). Four lines are wholly owned by Metra (Milwaukee District North and West, Rock Island and Metra Electric) and the three remaining lines (North Central Service, Southwest Service and Heritage Corridor) are operated by Metra on tracks owned by other railroads.
- Chicago is one of the largest and most complex rail corridors in North America with 25 percent of all U.S. freight traffic passing through it in addition to passenger service.
- Fares cover at least 50 percent of operating costs, one of the highest recovery ratios of all passenger railroads and transit operators in the U.S.

METRA CUSTOMERS

- The work commute accounts for 90 percent of all Metra passenger trips.
- Metra riders account for about half of all work trips made from the suburbs to downtown Chicago while driving accounts for one-third.

- The average trip length on Metra is 22 miles.
- In the six-county region that includes Chicago, **41 percent** of Metra riders reside in the five collar counties, 40 percent reside in suburban Cook County, 17 percent reside in Chicago and 2 percent reside outside the region.
- Metra ridership is 73 percent White, 6 percent Hispanic/Latino, 13 percent Black/African-American and 7 percent Asian.

METRA BENEFITS

- Riding Metra saves the average commuter more than six days of travel time every year (that’s 12 hours a month) and nearly \$2,000 a year or \$166 a month compared to driving.
- 27 additional expressway lanes would have to be added to the existing expressway network to accommodate Metra riders.

