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**THE CITY OF BLUE ISLAND  
COOK COUNTY, ILLINOIS**

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**RESOLUTION  
NUMBER 2015-007**

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**A RESOLUTION AUTHORIZING THE EXECUTION OF A  
MEMORANDUM OF UNDERSTANDING AND SCOPE OF  
SERVICES AGREEMENT BETWEEN THE CITY OF BLUE ISLAND  
AND THE CHICAGO METROPOLITAN AGENCY FOR PLANNING  
AND ACCEPTANCE OF SERVICES.**

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**DOMINGO F. VARGAS, Mayor  
Randy Heuser, City Clerk**

**1st Ward     CHRISTINE BUCKNER  
2nd Ward     LETICIA VIEYRA  
3rd Ward     NANCY RITA  
4th Ward     MARCIA STONE  
5th Ward     JANICE OSTLING  
6th Ward     DEXTER JOHNSON  
7th Ward     NANCY THOMPSON**

**TOM HAWLEY  
FRED BILOTTO  
KEVIN DONAHUE  
CANDACE CARR  
KENNETH PITTMAN  
JAIRO FRAUSTO  
JAMES JOHANSON**

**Aldermen**

## **RESOLUTION NO. 2015-007**

### **RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND SCOPE OF SERVICES AGREEMENT BETWEEN THE CITY OF BLUE ISLAND AND THE CHICAGO METROPOLITAN AGENCY FOR PLANNING AND ACCEPTANCE OF SERVICES**

Whereas, the City of Blue Island is a non-home rule municipality and has the authority to enter into contractual agreements;

Whereas, the City of Blue Island (“the City”) desires to develop a Five-Year Capital Improvement Plan and has applied for planning assistance services through the Chicago Metropolitan Agency for Planning (“CMAP”);

Whereas, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties, and is providing assistance as a means of advancing the plan’s implementation;

NOW AND THEREFORE, BE IT RESOLVED by the City Council of the City of Blue Island, Cook County, Illinois, as follows:

#### **SECTION 1: AGREEMENT FORM AND TERMS AUTHORIZED**

The terms and conditions as shown in the Memorandum of Understanding and Scope of Services attached as Exhibit A and Exhibit B to this Resolution are hereby approved.

#### **SECTION 2: AUTHORIZATION**

The City Council further authorizes the Mayor or his designee to execute any and all documentation that may be necessary to carry out the intent of this Resolution. The officers, employees, and/or agents of the City shall take all action necessary or reasonably required by the City to carry out, give effect to, and consummate the intent of this Resolution.

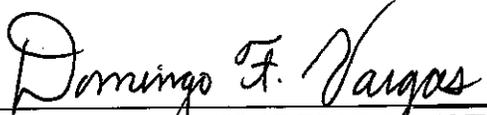
**SECTION 3: EFFECTIVE DATE**

This resolution shall be in full force and effect upon its passage and approval as required by law.

ADOPTED this 10th day of March, 2015, pursuant to a roll call vote as follows:

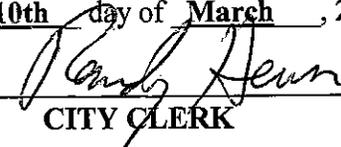
	YES	NO	ABSENT	PRESENT	ABSTAIN
Buckner-Cheatle			X		
Hawley	X				
Vieyra			X		
Bilotto	X				
Rita	X				
Donahue	X				
Stone	X				
Carr	X				
Ostling	X				
Pittman	X				
Johnson	X				
Frausto	X				
Thompson	X				
Johanson	X				
Vargas (Mayor)					
TOTAL	12		2		

APPROVED by the Mayor on March 10, 2015.

  
MAYOR OF THE CITY OF BLUE ISLAND,  
COUNTY OF COOK AND STATE OF ILLINOIS

ATTESTED and Filed in my office this

10th day of March, 2015.

  
CITY CLERK

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK        )

**CERTIFICATION**

I, RANDY HEUSER, DO HEREBY CERTIFY that I am the duly elected City Clerk of the City of Blue Island, Illinois and as such City Clerk of the City of Blue Island, Illinois, I am the keeper of the minutes and records of the proceedings of the City Council of said City and have in my custody the Resolutions and books of the records of said City.

I DO FURTHER CERTIFY that the attached and foregoing is a true and correct copy of that certain RESOLUTION: **A RESOLUTION AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND SCOPE OF SERVICES AGREEMENT BETWEEN THE CITY OF BLUE ISLAND AND THE CHICAGO METROPOLITAN AGENCY FOR PLANNING AND ACCEPTANCE OF SERVICES.**

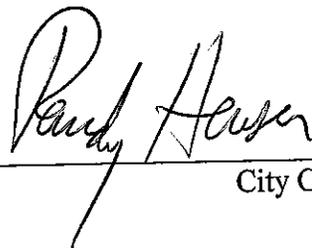
**RESOLUTION NO. 2015 – 007** Which was adopted at a regular meeting of the City Council of the City of Blue Island **12** Aldermen were present; that at said meeting, on motion duly made and seconded that said Resolution do pass and upon the roll being called the vote of each Alderman present on the question of the passage of said Resolution was duly and separately taken by Ayes and Nays and his name and vote recorded in the minutes of the Proceedings of said City Council; that it appears from such recorded that **12** Aldermen Aye, **0** Aldermen Abstain, **2** Aldermen Absent and **0** Aldermen voted Nay.

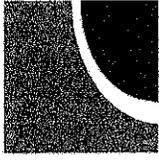
I DO FURTHER CERTIFY that said Resolution was deposited in my Office on the **10th** day of **March, 2015**

I DO FURTHER CERTIFY that the original Resolution of which the foregoing is a true copy is entrusted in my care for safe keeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of the City of Blue Island aforesaid, at the said City in the County and State aforesaid, the **10th** day of **March, 2015**.

CORPORATE SEAL

  
\_\_\_\_\_  
City Clerk



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606  
312 454 0400  
www.cmap.illinois.gov

## CMAP MOU – Local Technical Assistance Program Between CMAP and the City of Blue Island February 2015

Please note: "LTA staff" means CMAP staff assigned to work with local governments and community groups as part of the Local Technical Assistance program.

1. CMAP / applicant relationship
  - Scope of work for staff will be jointly determined by CMAP and applicant
  - All work performed by LTA staff must be related to work plan – the majority should be directly referenced within work plan
  - LTA staff are CMAP employees and CMAP is responsible for evaluating their performance
  - CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences)
  
2. Access to resources
  - LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise)
  - The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate appropriate time
  - The applicant will provide access to all relevant internal data, reports, and other information
  - The applicant's leadership (key staff, board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (committee meetings, Council meetings, etc.) to ensure a successful project
  
3. Demonstration of local support
  - Applicants will be required to pass a resolution supporting the project at their governing board before work will begin
  - The community will be responsible for working with CMAP to identify a project steering committee
  - The applicant agrees to participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information

EX. A

4. Project management

- Project scope of work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the applicant, and other elements) will be jointly determined by CMAP and applicant prior to beginning work
- A full project scope of work must be attached to the MOU at the time it is signed
- Changes to project scope or timelines must be jointly agreed to by CMAP and applicant; major expansions of scope may result in discontinuation of project
- Allocation of LTA staff to each project will vary over time based on project timeline and work needs

The undersigned parties agree to the terms listed above.

CMAP Representative:

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Robert Dean, Deputy Executive Director

Date

City of Blue Island:

*Dominy F. Vargo*

*3-12-15*

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NAME AND TITLE

Date

## **SCOPE OF WORK – CAPITAL IMPROVEMENT PLAN FOR THE CITY OF BLUE ISLAND**

### **Project Background**

The City of Blue Island is a culturally rich community located along the Cal-Sag Channel just southwest of Chicago. Blue Island enjoys a unique position in the south suburbs, possessing uncommon assets and considerable potential for future investment and growth. With an extensive network of major roadways (I-57, Tri-State Tollway, Dixie Highway) and convenient public transit connections to and from the greater Chicago region (via six Metra stations, Pace Bus service, and the nearby CTA), Blue Island is well-matched to the needs of businesses and employees alike. Excellent health care and recreational facilities, walkable neighborhoods, and a diverse housing stock are other key assets that make Blue Island a great place to live, work, and raise a family. Despite these assets, Blue Island faces several long-standing challenges. High industrial vacancies, aging infrastructure, and a struggling downtown are some of several factors that have restricted growth in the past decades.

With support from CMAP's LTA program, the City of Blue Island has been actively planning for its future. In May 2012, the City adopted a new comprehensive plan, which outlines key goals and objectives around land use and development, economic development, housing, transportation and circulation, natural environment and water systems, and image and identity. The plan also identifies 10 high-priority strategies recommended for immediate action, several of which highlight the need the need for a Capital Improvement Plan (CIP).

As part of its implementation efforts and activities, the City of Blue Island therefore seeks to create a CIP—the first for the City. As discussed in the comprehensive plan, linking the plan's strategies with a CIP, as well as the annual appropriations, will help to ensure that the City is programming its public dollars in a strategic manner. It will also assist the City in focusing on, and completing, a manageable set of shorter-term steps before moving on to other strategies or projects.

In addition to serving the City's needs, this project also aligns with CMAP's interest in advancing GO TO 2040. GO TO 2040 calls for careful prioritization of infrastructure investments at all levels of government, and CMAP views the development of a CIP for Blue Island as an opportunity to implement this principle at the local level.

### **Project Description**

This project will create a Capital Improvement Plan (CIP) to guide capital investments in the City of Blue Island. The CIP will cover a five-year period.

The following bullets outline the principles that will help guide the CIP development process:

- The CIP should be closely aligned with the City's annual budget, recently adopted comprehensive plan, and other recent planning efforts, including plans completed with the assistance of Active Transportation Alliance, Center for Neighborhood Technology, and Metropolitan Planning Council.

- The CIP is an expression of the City's priorities for its future. As such, public engagement should be a feature of the CIP development process.
- The treatment of City facilities should reflect ongoing needs for maintenance and updates. The CIP should identify projects like water-efficiency or energy-efficiency improvements which could lead to decreases in operating costs over time. Related to this, opportunities for grants, rebates, loans, or other financing sources to help finance improvements to City facilities should also be explored and included in the CIP.
- The CIP should anticipate the costs of, and budget for, future planning work necessary to support and guide future infrastructure projects.
- The CIP should promote alignment and coordination of projects across City departments in order to avoid unnecessary work and maximize the impact of projects.

The following bullets reflect CMAP's initial assumptions about projects that will be included in the CIP.

- Relevant projects to include in the CIP are those that have a minimum value of \$25,000, have a useful life of more than one year, and result in a fixed asset. Typical projects include construction of a new facility; acquisition of an asset, including land; nonrecurring rehabilitation of an existing asset; equipment purchases; and studies related to future capital investment. Projects in the CIP recur irregularly or infrequently, and do not include regular maintenance. However, each project in the CIP should reflect any ongoing costs associated with the operations and maintenance of the project after its construction.
- The projects within the CIP will likely be organized within the following categories: Building Department, Fire Department, Police Department, Public Works, Water and Sewer Department, and Recreation.

This project is expected to be 8 months in length, from March to October 2015.

### **Scope of Services**

The City has designated a lead staff person from the Community Development Department (formerly the Planning Department) who will be CMAP's main contact at the City. In addition, CMAP expects to interact frequently with other representatives of Blue Island, both directly and through a steering committee. The steering committee will include representatives from the City's relevant departments; these include the departments that manage the projects in the CIP, as well as the Finance Department, the Mayor's Office, and the City's engineering consultant (Robinson Engineering). The steering committee is expected to meet approximately monthly over the duration of the project. CMAP will also communicate directly with the individual members of the steering committee during certain stages of the project, as described below.

Expected project stages and activities are described below, but these may change as the project advances. Many of the stages below include deliverables to be produced. Each of these deliverables is expected to be presented to the steering committee for their concurrence. This is

not a formal approval process; the only deliverable to be formally approved will be the final product.

Organize the process

In the early stages of the CIP development process, CMAP and the City will confirm – or change, if needed – the assumptions above concerning the definition of a capital project and the departments that will be involved. CMAP and the City will firmly identify the members of the steering committee and confirm their participation, and the first meeting of the steering committee should occur during this initial stage. The role of elected officials and the general public, including the development of a public engagement plan (described as a later stage), will also be discussed and confirmed.

During this stage, CMAP will compile and review existing studies and reports that will have bearing on the CIP. These include the comprehensive plan, and any other plans and studies that recommended or referenced infrastructure improvements. The City will be responsible for identifying relevant documents and bringing them to CMAP’s attention. CMAP will also survey recent plans for infrastructure investment in communities immediately beyond the City’s boundaries to look for opportunities for coordination across municipalities.

*Deliverable: None.*

*Timeline: complete in month 1 (March)*

Prepare fiscal analysis

The CIP should be informed by a long-term financial forecast for the City as a whole. This should also be done for each of the fund sources or accounts available, taking into account historic and expected trends in revenue, expenditures, and debt. This activity will be led by the City’s Finance Department.

This evaluation should be done for sources that the City controls as well as external funding that is used to support capital expenditures. In some cases, this will be a fairly straightforward exercise, but in others, a series of assumptions will need to be made to create the funding estimates. CMAP will document assumptions made, and will include these in the financial plan document.

The examination of financial forecasts should lead to the identification of available capital funds for each fund source or account that the City expects to use for capital projects. It should also identify which types of capital projects each fund can be used for. In some cases, there are clear limitations on the types of projects that can be funded with a given funding source, and in other cases, there is greater flexibility; this should be discussed in the financial plan.

*Deliverable: A financial plan that provides estimates of funding available for each funding source within the five-year time frame of the CIP, and that documents assumptions made in the development of these estimates.*

*Timeline: complete in month 4 (June)*

#### Create a “wish list” of projects

The CIP development process should include the creation of a “wish list” (which could also be referred to as a “universe” of projects) that includes the full range of projects that the City could include in the CIP. An early step in the creation of the “wish list” will be the preparation of standard forms or templates that can be used by each department to submit project ideas. If desired, CMAP can assist in the development of a template.

Following the development of a template, potential projects will be submitted for consideration using the template. The City’s departments will be responsible for identifying potential projects within their area of expertise. In addition, CMAP will suggest additional ideas that are common in other communities, or that are referenced in the comprehensive plan and other background documents.

The City’s departments are responsible for submitting project requests using the template, including entering all of the necessary data; each project request will be submitted as a separate document. The City’s lead staff person will take responsibility for collecting the requests, organizing them, and assessing them for completeness. CMAP will assist the City’s lead staff in performing this assessment.

Following these steps, a “wish list” of possible projects will be developed which summarizes the information on the project request forms in a readable and organized way.

*Deliverable: A “wish list” of projects that identifies potential projects to be included in the CIP.*

*Timeline: complete in month 4 (June)*

#### Develop criteria for project selection

Proposed projects should be evaluated and selected for inclusion in the plan using clear criteria. This means that in addition to the financial plan and the “wish list” of potential projects, the CIP process will require a set of criteria that is used to prioritize projects.

CMAP, in close consultation with the City’s lead staff, will be responsible for developing and gathering consensus on criteria to be used for project prioritization. This will likely be an area of significant discussion for the steering committee. CMAP will lay out a process in their proposal to identify potential criteria, evaluate them, recommend a short list of criteria, and develop a consensus by the steering committee around the criteria that will be used.

Criteria may be evaluated either qualitatively or quantitatively. CMAP recognizes that a variety of types of projects are included in the CIP, and robust quantitative comparisons may not be possible in many cases. Instead, the criteria may describe characteristics of high-priority projects (for example, those that are legally required, or that address an immediate safety problem) versus lower-priority (for example, those that improve quality of life but are non-essential). The criteria could also include general principles that would be considered during project prioritization (for example, a general principle that maintenance of existing facilities should be prioritized over expansion, or that projects that are consistent with the comprehensive plan should be prioritized).

*Deliverable: A memo describing the criteria that will be used to prioritize potential projects for inclusion in the CIP.*

*Timeline: complete in month 4 (June)*

#### Use criteria to prioritize projects

Following the development of criteria, CMAP will work with the City's lead staff person to evaluate and prioritize projects based on these criteria. This will result in the individual assessment of each project against the identified criteria. A variety of methods to do this are possible, including creating a quantitative score for each project, or more broadly grouping projects into categories.

Comparison of projects to each other will be done with recognition of the potential funding sources for each. For example, some types of projects may have a dedicated funding stream that can only be used for that particular project type, so comparison of these to other potential projects is not very useful. In these cases, the CIP may simply provide "ratification" of existing priorities if projects have been previously approved or prioritized through a different process. In contrast, projects that rely on the general fund or other sources that can fund a variety of project types will be subjected to the most scrutiny and discussion.

This phase also provides an opportunity to coordinate projects. The City departments should review the locations and scopes of projects being proposed by other departments to determine if the timing of projects can be aligned. This may also affect prioritization, if there is an opportunity to combine projects submitted by multiple departments for a more cost-effective investment. CMAP will assist in identifying geographic overlap of projects and will bring these to the attention of the steering committee.

As the prioritization process unfolds, a series of funding decisions will be made. This is expected to be an iterative process, in which the projects with dedicated funding streams and the projects that are overall highest priority are allocated funding first. After funding is set aside for these, remaining funding will be allocated competitively to other projects, based on their consistency with the identified criteria and within the limits of each funding source. The timing of projects will also be determined during this activity, based on readiness, priority,

funding availability, and coordination opportunities. The City's lead staff person will facilitate the initial rounds of this discussion, which is expected to begin as a series of conversations at the department level. Later rounds will occur at the steering committee, and will be facilitated by CMAP.

*Deliverable: A series of tables that summarize funding allocated for individual projects.*

*Timeline: complete in month 6 (August)*

#### Create draft CIP

In this phase, a draft CIP will be created. It will include an introduction to the document and the CIP development process, charts and tables showing funding availability, and a series of tables that show funding allocated for each project. It will also include individual project descriptions of each project that is funded within the five-year period covered by the CIP.

CMAP will be responsible for developing a format for the document, which will be produced in a commonly available software (such as Microsoft Word or Excel) to ensure that the City can use the same format in future years. CMAP will be responsible for compiling the draft document, but the City will prepare the document in future years, so the City's lead staff person will be highly involved.

Drafts of the draft CIP will be provided to the steering committee for review and concurrence. After this, the adoption process will begin.

*Deliverable: A draft CIP, including introductory language, summary tables and charts, and detailed project lists.*

*Timeline: complete in month 7 (September)*

#### Adopt CIP

The City will discuss the draft CIP at a meeting of the Finance Committee in late September, which will also serve as a public hearing. The Finance Committee will then bring the CIP to City Council for approval in October.

*Deliverable: Final, adopted CIP.*

*Timeline: complete in month 8 (October)*

#### Public and stakeholder engagement

The development of the CIP is largely a technical process, led by the City's departments. However, the CIP can be an important expression of the City's priorities, and therefore some degree of public involvement in its preparation is desired. This will not be a major part of the project scope, but an acceptable level of public engagement will be identified and achieved.

Two points in the project development are most relevant for public engagement: 1) Following the completion of the interim documents – the “wish list,” initial financial estimates, and project criteria – and 2) following the completion of the draft CIP.

The first phase of public engagement will occur in June, and will likely consist of meetings with the Plan Commission and City Council committees, as well as a public meeting, potentially held in conjunction with the Plan Commission or the City Council Finance Committee meetings. The project will also use MetroQuest, an online stakeholder engagement tool that allows residents to share their priorities, explore alternative scenarios, and leave comments about their goals. By employing this tool, City staff can engage residents who may not be able to make it to public meetings. This tool can be made available in both English and Spanish. Finally, public engagement may also involve targeted outreach to key stakeholder groups, such as other units of government, or selected nongovernmental groups who are relevant to infrastructure. All project materials will also be posted on a website accessible to the general public.

The second phase of public engagement will occur in September, and will include follow up meetings with the groups engaged in the first phase, as well as a public hearing held in conjunction with the Finance Committee meeting to discuss the draft CIP in late September.

The City’s lead staff person will take the lead on City Council committee meetings during both public engagement phases. CMAP staff will be present at these meeting on an as-needed basis.

*Deliverable: Summaries of public engagement results.*

*Timeline: primarily occurs in month 4 (June) and month 7 (September)*

### Implementation

After the CIP is adopted, CMAP will remain involved for a period of two years after its completion, with the purpose of monitoring and encouraging progress on the implementation actions specified in the plan. This will be a much lower level of involvement, but will include meeting periodically with City staff, tracking and monitoring progress in accomplishing the plan’s recommendations, assisting with applications for funding for plan implementation, and similar activities.

*Deliverable: At the end of this two year period, CMAP will assess the work that has been accomplished to date and provide the city with advice on potential next steps for the following two years.*

*Timeline: two years following CIP adoption*