

RESOLUTION NO. R-2018-12

**A RESOLUTION OF THE VILLAGE OF MAYWOOD
ACCEPTING PLANNING TECHNICAL ASSISTANCE SERVICES
DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING**

WHEREAS, the Village of Maywood (the "Village") has applied for technical assistance services through the Chicago Metropolitan Agency for Planning ("CMAP"), for the creation of a zoning reference guide (the "Project"); and

WHEREAS, the Village's request for such assistance has been recommended by CMAP as a priority project; and

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, is developing the ON TO 2050 Plan to be adopted in October 2018, and is providing technical assistance on the Project as a means of advancing the Plan's implementation and CMAP priorities; and

WHEREAS, the Village and CMAP have agreed on the general contents of a Memorandum of Understanding and a Scope of Services (collectively the "MOU") that will guide technical assistance services to be provided by CMAP for the Project. The MOU for the Project is attached hereto as **Exhibit "A"** and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: The President and Board of Trustees of the Village of Maywood support the Project of developing a zoning reference guide.

SECTION 3: The President and Board of Trustees of the Village of Maywood accept the offer of staff assistance services by CMAP and recognize that the services of CMAP are being provided on the Project for the purpose of advancing the implementation of GO TO 2040 and other CMAP priorities.

SECTION 4: The President and Board of Trustees of the Village of Maywood recognize that provisions that govern the administration of technical assistance services, and, if necessary, the discontinuance of such services, are included in the MOU for the Project, a copy of which is attached hereto as **Exhibit "A"** and made a part hereof.

SECTION 5: The President and Board of Trustees authorize and direct the Village President and Village Clerk, or their designees, to sign the MOU between CMAP and the Village of Maywood relative to the CMAP Local Technical Assistance Program, a copy of which is attached hereto as part of **Exhibit "A"** and made a part hereof. In addition, the Village Board authorizes and directs the President and Clerk of the Village of Maywood, or their designees, to execute the final version of the MOU, which may contain certain non-substantive and non-financial modifications that are approved by the Village Attorney, and to execute and deliver all other instruments and documents and pay all costs that are necessary to fulfill the Village's obligations under the MOU.

SECTION 6: This Resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 3rd day of April, 2018, pursuant to a roll call vote as follows:

AYES: Mayor Perkins, Trustee(s) I. Brandon, A. Sanchez, K. Wellington and M. Lightford

NAYS: None

ABSENT: Trustee(s) H. Yarbrough and R. Rivers

APPROVED by me this 3rd day of April, 2018 and attested to by the Village Clerk this same day.

Edwenna Perkins, Village President

ATTEST:

Viola Mims, Village Clerk

Exhibit "A"

Memorandum of Understanding and Scope of Services

(attached)



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

CMAP Local Technical Assistance Program Memorandum of Understanding between CMAP and the Village of Maywood February 19, 2018

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

- CMAP shall assign staff to work with local governments and the community as part of the Local Technical Assistance program.
- Applicant shall assign a lead person to be the main point of contact for LTA staff.
- CMAP staff will report on the overall scope of work and day-to-day activities to the applicant. Assigned staff are CMAP employees and CMAP is responsible for evaluating their performance.
- CMAP management, in addition to the CMAP staff assigned to the project, may periodically check-in (frequency to be determined based on need) with applicant.
- CMAP is responsible for assigning relevant LTA staff to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences).
- Applicant understands that CMAP assistance is provided as a means of advancing the implementation of 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, as well as priorities that are part of the ON TO 2050 plan that CMAP is developing.

2. Access to resources

- LTA 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).
- The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate sufficient time to the project.
- The applicant will provide access to all relevant internal data, reports, and other information necessary to successfully complete the project.
- The applicant's leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) commits to participate in the project and allocate sufficient time at meetings (Plan Commission meetings, council meetings, etc.) to ensure due consideration so the project is successful.

3. Demonstration of local support

- Applicant's governing board shall be required to pass a resolution supporting the project before work will begin or in the alternative, applicant may affirm that the governing board is aware and supportive of the project.
- Formal action by the applicant's governing board and commitment to a local financial contribution to the LTA fund, if applicable, shall be documented through a separate resolution and/or Intergovernmental Agreement between the applicant and CMAP.
- If public outreach is a component of the project, 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.
- Applicant agrees to provide an inclusive, open, safe and welcoming environment in which to conduct meetings and outreach events.

4. Project management and review

- Prior to and following enacting this MOU, CMAP and applicant will jointly determine and document the project scope of work, timelines, public engagement schedules, commitment of non-staff resources by either CMAP or the applicant, and other elements prior to beginning work. CMAP may also request applicant assistance to establish expectations and performance goals for the project and process.
- CMAP and applicant shall jointly agree to changes to project scope or timelines; CMAP may discontinue the project if major deviations, changes, or expansions of scope or schedule occur.
- All work performed by LTA staff must be related to the scope of work. The majority should be directly referenced within work plan, but some indirectly related activities are also permitted
- Allocation of LTA staff to each project will vary over time based on project timeline and work needs.
- The full project scope of work is attached to this MOU as Attachment 1.
- In order to maintain project progress and momentum, the applicant agrees to review and provide feedback on project deliverables in a timely manner, in accordance with the agreed upon timelines.
- Applicant agrees to make best faith effort to adopt and implement the completed plan within agreed upon timelines.

The undersigned parties agree to the terms listed above.

CMAP Representative:

Melissa Porter, Chief of Staff

Date

Village of Maywood Representative:

Edwenna Perkins, Mayor
Village of Maywood

Date

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Viola Mims, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Resolution now on file in my Office, entitled:

RESOLUTION NO. 2018-12

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which Resolution was passed by the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 3rd day of April, 2018, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 3rd day of April, 2018.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: Mayor Perkins, Trustee(s) I. Brandon, A. Sanchez, K. Wellington and M. Lightford

NAYS: None

ABSENT: Trustee(s) H. Yarbrough and R. Rivers

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 4th day of April, 2018.

Viola Mims, Village Clerk

[SEAL]