



EXECUTIVE COMMITTEE

AGENDA - FINAL

Wednesday, March 8, 2023

11:00 AM

or immediately following the Board meeting

Please join from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/86982110452>

Meeting ID: 869 8211 0452

One tap mobile

+13126266799,,86982110452# US (Chicago)

If you would like to speak during a public meeting, email your statement or question at least 24 hours before the meeting to info@cmap.illinois.gov. CMAP staff will read aloud submitted comments and allow any others who wish to speak during time scheduled for public comment.

If you require a reasonable accommodation or language interpretation services to attend or join the meeting, please contact CMAP at least five days before the meeting by email (info@cmap.illinois.gov) or phone (312-454-0400).

1.0 Call to Order and Introductions

2.0 Agenda Changes and Announcements

3.0 Approval of Minutes

3.01 Minutes from February 8, 2023

[23-133](#)

ACTION REQUESTED: Approval

Attachments: [Executive Committee 02.08.23 Minutes](#)

4.0 Financial Statements

4.01 December 2022 monthly revenue and expenditure report for FY 2023

[23-145](#)

ACTION REQUESTED: Approval

Attachments: [Dec 2022 Financials Executive Committee Report 12.31.2022](#)

5.0 Other Business

5.01 Discussion and approval of the executive director evaluation process.

[23-143](#)

ACTION REQUESTED: Approval

5.02 Executive director expenses for the month of January 2023

[23-144](#)

ACTION REQUESTED: Information

Attachments: [Executive Director travel summary for month of January 2023](#)

6.0 Public Comment

This is an opportunity for comments from members of the audience. The amount of time available to speak will be at the chair's discretion. It should be noted that the public comment period will immediately follow the last item on the agenda.

7.0 Next Meeting

The next meeting is scheduled for April 12, 2023

8.0 Adjournment



EXECUTIVE COMMITTEE

MEETING MINUTES - FINAL

Wednesday, February 8, 2023

11:00 AM

Please join from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/86982110452>

Meeting ID: 869 8211 0452
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+13126266799,,86982110452# US (Chicago)

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1.0 Call to Order and Introductions

Chair Bennett called the meeting to order at 10:23 a.m.

Present: Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, Anne Sheahan, and Diane Williams

Staff present: Erin Aleman, Amy McEwan, Blanca Vela-Schneider, Piotr Wietrzak

Others present: Martha Trotter

2.0 Agenda Changes and Announcements

There were no changes to the agenda.

Erin Aleman reminded the audience that the meeting is being held virtually, as allowed by the governor's disaster proclamation and determination by the committee.

3.0 Approval of Minutes

Approval of the Group Vote

A motion was made by Vice Chair Anne Sheahan, seconded by At-Large Member John Noak, to approve agenda items 3.01 and 3.02 under one vote. The motion carried by the following vote:

Aye: Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, Anne Sheahan and Diane Williams

3.01 Executive Committee meeting minutes from November 9, 2022

[23-020](#)

Attachments: [Exec Committee 11.9.22 Minutes](#)

This item was approved under the consent vote.

3.02 Executive Committee meeting minutes from December 14, 2022[23-022](#)

Attachments: [Exec Committee 12.14.22 Minutes](#)

This item was approved under the consent vote.

4.0 Financial Statements**Approval of the Group Vote**

A motion was made by At-Large Member John Noak, seconded by At-Large Member Diane Williams, to approve agenda items 4.01 through 4.03 under one vote. The motion carried by the following vote:

Aye: Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, Anne Sheahan and Diane Williams

4.01 September monthly revenue and expenditure report for FY 2023[23-042](#)

Attachments: [Sept 2022 Financials Executive Committee Report 09.30.2022](#)

This item was approved under the consent vote.

4.02 October monthly revenue and expenditure report for FY 2023[23-043](#)

Attachments: [Oct 2022 Financials Executive Committee Report 10.31.2022](#)

This item was approved under the consent vote.

4.03 November monthly revenue and expenditure report for FY 2023[23-106](#)

Attachments: [Nov 2022 Financials Executive Committee Report 11.30.2022](#)

This item was approved under the consent vote.

5.0 Information Items**5.01 Presentation of FY 2022 financial audit**[23-091](#)

Attachments: [22 Final Audit and Single Audit - CMAP](#)

Martha Trotter, Sikich, LLC, presented the FY 2022 annual financial audit and single audit report to the Committee. Based on its audit, Sikich has issued a clean, unmodified opinion, the highest level Sikich can provide. There were no instances identified of noncompliance or significant deficiency.

The audit will be forwarded to the CMAP Board at their March 2023 meeting.

The FY 2022 financial audit was received and referred to the CMAP Board.

6.0 Other Business

There was no other business before the committee.

7.0 Public Comment

There were no comments from the public.

8.0 Next Meeting

The next meeting is scheduled for March 8, 2023

9.0 Adjournment

A motion was made by Member John Noak, seconded by Member Anne Sheahan, to adjourn the meeting. The motion carried by the following vote:

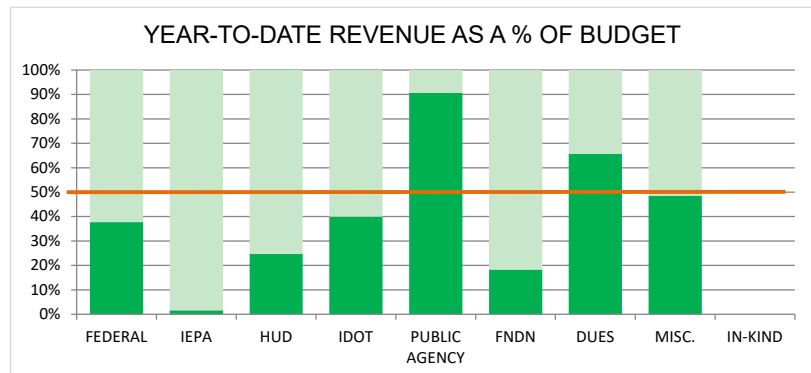
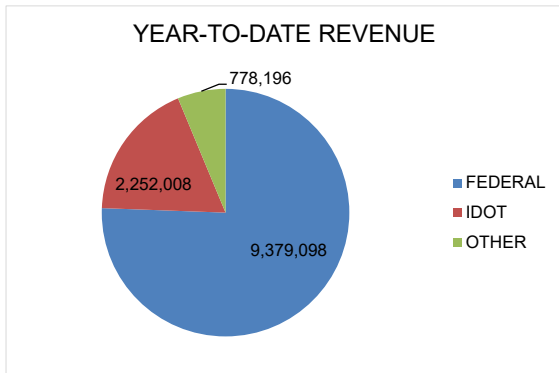
Aye: Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, Anne Sheahan and Diane Williams

The meeting was adjourned at 10:42 am.

The minutes were prepared by Blanca Vela-Schneider.

**CHICAGO METROPOLITAN AGENCY FOR PLANNING
MONTHLY REVENUE AND EXPENDITURE REPORT
AS OF DECEMBER 31, 2022**

REVENUE



REVENUE OVERVIEW

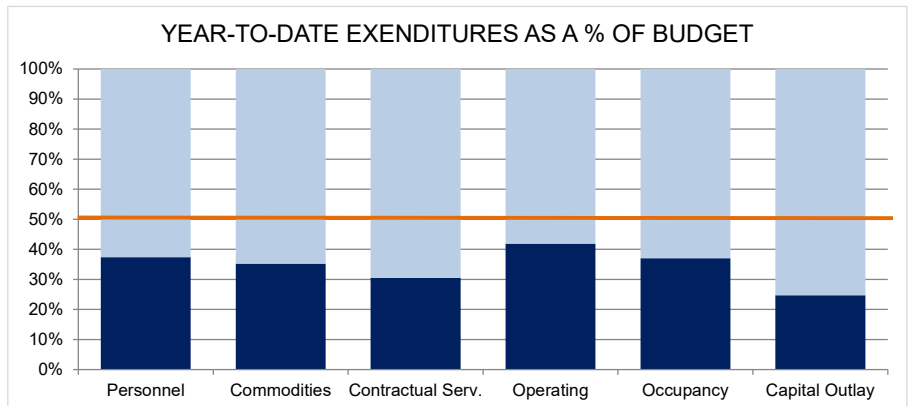
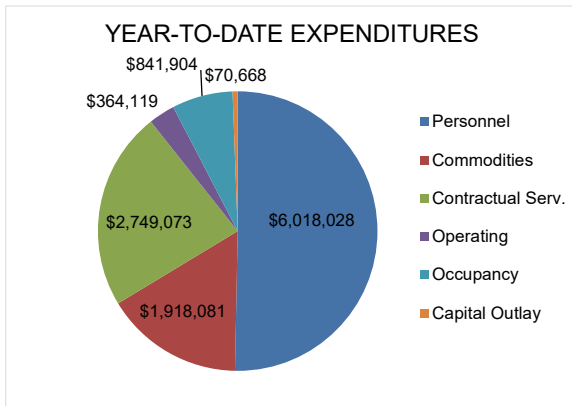
CMAP's funding for FY2023 is comprised of (78%) Federal, (18%) State, (3%) Other Public, Foundation, Non-Public Funding and Miscellaneous, and (2%) Local contributions. Using the straight-line method, CMAP's collected revenue in relation to budgeted revenue for the month of December should be approximately 50.0%. As of December 2022, CMAP has collected 38.4% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables above. CMAP's grant with IDOT is a reimbursable agreement. Therefore, revenues will always lag expenses in a given fiscal month. Further, the transition from one fiscal year end to the next generally causes a delay in payments received from IDOT as both CMAP and IDOT work to close the previous fiscal year.

With the passage of a new 5-year federal transportation bill, the region needed to increase the local contributions to achieve the required 20% match. To reach the new local match requirements of \$1.6M, the Agency increased the contribution amount for Counties, Transit Partners, and municipalities. Prior to the increase enacted in FY2023, the region's local contributions had remained consistent at \$887,000 since its inception in 2016. Through December 2022, CMAP collected 95.2% of FY2022 contributions. FY2023 contributions were invoiced in October 2022 and just over 10% has been collected at this time. Generally, CMAP has an annual collection of 99% for all dues.

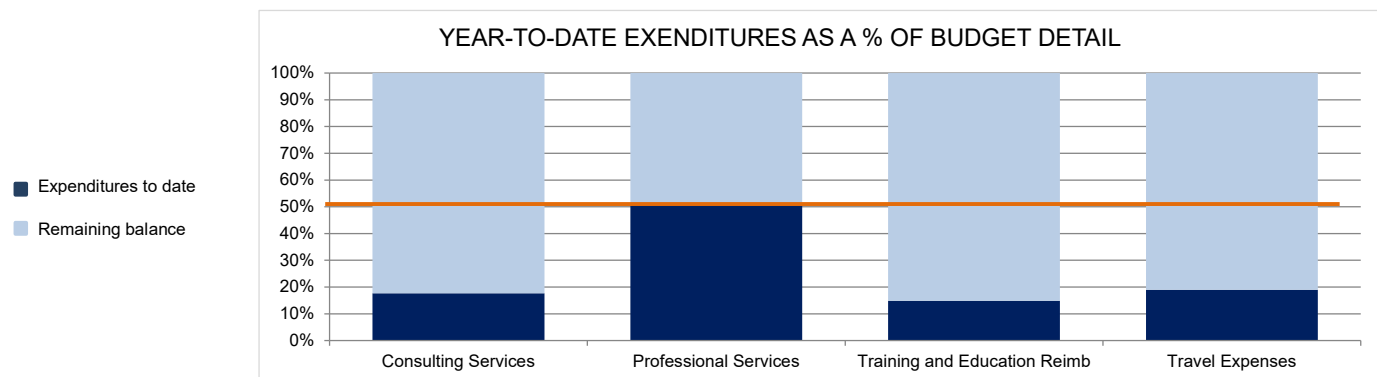
Notes:

As of 12/31/2022, 50.0% of the fiscal year is complete. See orange trend line on YTD Revenue as a % of year complete.

EXPENDITURES



EXPENDITURE HIGHLIGHTS



EXPENDITURE OVERVIEW

Using the straight-line method, CMAP's expenses for the month of Dec should trend towards 50.0% of budget. As of December 2022, the agency has expended 32.5% of its budget. The three highest categories of expenditures for the fiscal year-to-date are personnel at 37.4%, contractual services at 30.5%, and commodities at 35.3%. Personnel expenses along with contractual services continue to lag behind expectations. The largest contributor to below trending expenses is staff recruitment and turnover. Similar to employers throughout the country, the agency is contending with a very competitive job market. While turnover has slowed and the agency has onboarded several new staff members, we have a few more positions to fill to be fully staffed to complete the work outlined in the agency workplan for FY2023. It is also increasingly challenging to recruit and maintain talent in this highly competitive market. This also has a direct impact on consultant service expenditures as staff are required to manage consultant-led projects. Consulting services were 17.7% fiscal year-to-date.

The first table "Expenditures" provides expenditures for the six categories that make up the agency's budget. The second table reflects the highest four sub-categories in CMAP's budget. Consulting and Professional Services are under the Contractual Expense Category and Training & Education and Travel Expenses are under the Operating Expense Category. For definition of the six categories that comprise the CMAP budget, see below.

CMAP Expenses Categories

Personnel expenses for salaries and wages provided for all persons employed by CMAP are included in this category. Leave hours taken such as vacation, sick, personal days, parental and family & medical leaves are included in this category.

Commodities are supplies, materials and articles which are consumed during their use or are materially altered when used. These items have a unit cost under \$3,000.00, a limited life, and are not subject to depreciation.

Contractual Services are expenditures for contracted services performed by non-employees which are required by a division or the board in the execution of its assigned function.

General Operating expenses include payments for services provided to CMAP in the normal operations of a business. These include postage, meeting expenses, memberships, conferences, etc. Employee travel reimbursements are also under this expenditure category including both in-region and out-of-region travel and related related training expenses.

Occupancy expenses are rent/office maintenance expenses which include payment of utility costs, office lease, real estate taxes, telephone charges, monthly parking fees related to the leases, and office maintenance provided by the building operations. This would include all costs paid by CMAP to occupy the physical office space.

Capital expenses include payments for the acquisition, replacement, or substantial increase in value of assets which are not expendable in first use, with a life expectancy exceeding one year, subject to depreciation and with a unit cost greater than \$3,000.00.

Notes:

As of 12/31/2022, 50.0% of the fiscal year is complete. See orange trend line on YTD Expenditures as a % of year complete.

**CHICAGO METROPOLITAN AGENCY FOR PLANNING
MONTHLY SUMMARY REPORT
AS OF DECEMBER 31, 2022**

| | <u>Received/ Expended To Date</u> | <u>FY 2023 Budget</u> | <u>Remaining Balance</u> | <u>% of Budget</u> |
|---|---|-----------------------------|------------------------------|------------------------|
| OPERATIONAL | | | | |
| REVENUES | | | | |
| By Program | | | | |
| Federal | \$ 7,571,680 | \$ 20,936,191 | \$ 13,364,511 | 36.2% |
| Statewide Research & Local Planning | 1,807,418 | 3,913,138 | 2,105,720 | 46.2% |
| IDOT | 2,252,008 | 5,634,808 | 3,382,800 | 40.0% |
| IEPA | 2,695 | 161,395 | 158,701 | 1.7% |
| HUD | 1,671 | 6,754 | 5,083 | 24.7% |
| Other Public Agencies | 97,595 | 107,671 | 10,076 | 90.6% |
| Foundations and Non-Public Agencies | 76,895 | 420,000 | 343,105 | 18.3% |
| Contributions | 583,538 | 887,486 | 303,948 | 65.8% |
| Miscellaneous | 15,803 | 32,600 | 16,797 | 48.5% |
| Total Revenues | <u><u>\$ 12,409,303</u></u> | <u><u>\$ 32,350,043</u></u> | <u><u>\$ 19,940,740</u></u> | <u><u>38.4%</u></u> |
| EXPENDITURES | | | | |
| By Category | | | | |
| Personnel | \$ 6,018,028 | \$ 16,084,682 | \$ 10,066,654 | 37.4% |
| Commodities | 1,918,081 | 5,440,196 | 3,522,115 | 35.3% |
| Contractual Services | 2,749,073 | 9,010,584 | 6,261,511 | 30.5% |
| Operating Expenses | 364,119 | 869,743 | 505,624 | 41.9% |
| Occupancy Expenses | 841,904 | 2,270,611 | 1,428,707 | 37.1% |
| Capital Outlay | 70,668 | 286,000 | 215,332 | 24.7% |
| Total Expenditures | <u><u>\$ 11,961,873</u></u> | <u><u>\$ 33,961,815</u></u> | <u><u>\$ 21,999,942</u></u> | <u><u>35.2%</u></u> |
| NON-OPERATIONAL | | | | |
| REVENUE | | | | |
| Pass-Through | 116,690 | \$ 3,199,500 | \$ 3,082,810 | 3.6% |
| Council of Mayors | 376,772 | 1,916,368 | 1,539,596 | 19.7% |
| CMAP Match | - | - | - | 0.0% |
| In-Kind Services | - | - | - | 0.0% |
| Total, Non-Operations Revenues | <u><u>\$ 493,462</u></u> | <u><u>\$ 5,115,868</u></u> | <u><u>\$ 4,622,406</u></u> | <u><u>9.6%</u></u> |
| EXPENDITURES | | | | |
| Pass-Through | 100,379 | \$ 3,199,500 | \$ 3,099,121 | 3.1% |
| Council of Mayors | 470,965 | 1,916,368 | 1,445,403 | 24.6% |
| CMAP Match | - | 5,037 | 5,037 | 0.0% |
| In-Kind Services | - | - | - | 0.0% |
| Applied Overhead | - | 2,867,446 | 2,867,446 | 0.0% |
| Total, Non-Operations Expenditures | <u><u>\$ 571,344</u></u> | <u><u>\$ 7,988,351</u></u> | <u><u>\$ 7,417,006</u></u> | <u><u>7.2%</u></u> |

CHICAGO METROPOLITAN AGENCY FOR PLANNING

MONTHLY CASH REPORT

AS OF DECEMBER 31, 2022

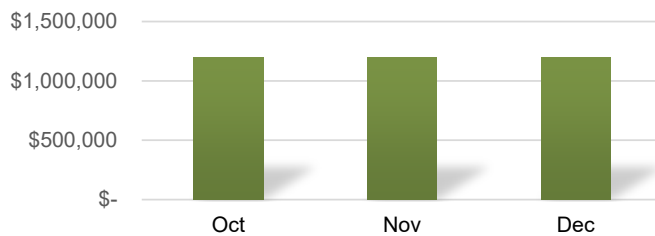
BMO HARRIS CHECKING



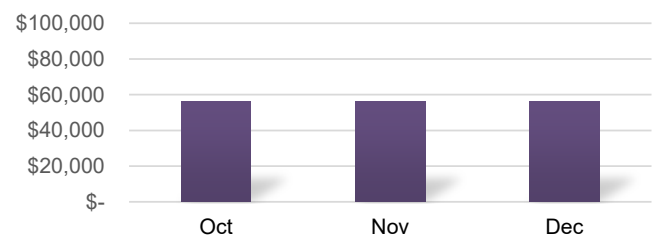
BMO HARRIS GENERAL INVESTMENT



BMO HARRIS CD



BMO HARRIS PDP



MONTHLY CASH OVERVIEW

What caused the change in balance for each of the cash accounts?

BMO Harris Checking Account: Wire transfers of \$2.9 million from the General Investment account funded operating activities for the month of December. Operating activities were comprised of \$779 thousand in personnel related costs, and \$2.2 million in payables.

BMO Harris General Investment Account: Wire transfers of \$1.8 million resulting from monthly revenue activity partially funded \$2.2 million in transfers to the Checking account for the month of December.

BMO Harris CD: No activity has occurred in this account during FY2023.

BMO Harris Peters Fellowship: Monthly interest and a contribution of \$1,050 was the only activity in this account during FY2023.

Are we meeting our Federal reserve commitment of \$5,000,000 as outlined in the agency's 2018 MPO Certification?

The agency's cash balance fluctuates throughout the year since the funding is mainly on a reimbursement basis. Annually, the cash level during June and July is at its lowest point. This is due to the State's and the agency's fiscal year end close. Therefore, 2nd and 3rd quarter cashflow should be in line with this requirement. 1st and 4th quarter cashflow are more impacted by the fiscal year-end close-out process. This reserve commitment includes the \$1.2 million CD the agency holds as a security deposit with the OPO landlord.

| | | | | |
|-------|------------|--|--------------------------------|--------------|
| 12296 | 12/1/2022 | DIANA BELTRAN | RailVolution Conf Registration | \$2,460.63 |
| 12297 | 12/1/2022 | JULIE BURROS | Streetscape/Country Club trvl | \$68.07 |
| 12298 | 12/1/2022 | DUSTIN CALLIARI | 11/4/22 ULI membership | \$250.00 |
| 12299 | 12/1/2022 | Change Research Public Benefit Corporation | Public Opinion Poll - Embold | \$4,880.00 |
| 12300 | 12/1/2022 | Chicago Transit Authority | 7/1-10/31CTA RPM Core Capacity | \$103,319.94 |
| 12301 | 12/1/2022 | Design Workshop Inc | 10/22 PAO A: Sugar Grove | \$33,945.00 |
| 12302 | 12/1/2022 | Health Care Cost Management Inc | 12/2/22 Health FSA PR WH | \$2,237.91 |
| 12303 | 12/1/2022 | Kane County Division of Transportation | 8/1-8/31 Kane-Kendall COM | \$26,585.19 |
| 12304 | 12/1/2022 | LaSalle Network | 11/13/22 Temp Admin Help | \$1,120.50 |
| 12305 | 12/1/2022 | COLE R NEDER | Municipal Engineering Register | \$1,474.05 |
| 12306 | 12/1/2022 | JOSE RODRIGUEZ | Pave mgmt and Paver Train Trvl | \$201.80 |
| 12307 | 12/1/2022 | Sam Schwartz Engineering | 10/1-10/21 PAO A Bartlett Bicy | \$450.00 |
| 12308 | 12/1/2022 | US Bank HSA | 12/2/22 HSA Deduction EE | \$2,273.20 |
| 12309 | 12/1/2022 | Valerie S Kretschmer Associates Inc | PAO D Avondale/Logan Square | \$4,351.25 |
| 12310 | 12/1/2022 | Warehouse Direct | PPE Supplies | \$578.76 |
| 12311 | 12/1/2022 | Woogl Corp | Print presentation folders | \$1,264.00 |
| 70072 | 12/1/2022 | Hertz Corporation | 10/24-10/25 E Aleman Car Rent | \$668.36 |
| 70073 | 12/1/2022 | State Employee Retirement System of Illinois | 11/22 Employees WH | \$16,763.30 |
| 70074 | 12/1/2022 | University of Chicago | Civic Leadership Academy-Cindy | \$10,000.00 |
| 12312 | 12/5/2022 | Comcast | 11/11-12/10/22 TV Service Fee | \$78.68 |
| 12313 | 12/5/2022 | UPS | 11/23/22 UPS Shipping | \$42.19 |
| 12314 | 12/8/2022 | Vision Service Plan (IL) | 12/22 COBRA | \$1,231.40 |
| 12315 | 12/8/2022 | LAURENT M AHIABLA | ASABE Membership Dues | \$170.00 |
| 12316 | 12/8/2022 | ERIN L ALEMAN | Travel for various meetings | \$306.07 |
| 12317 | 12/8/2022 | MARY VICTORIA BARRETT | McHenry County Committee Travl | \$37.75 |
| 12318 | 12/8/2022 | Village of Bedford Park | 9/22 Southwest COM | \$15,286.38 |
| 12319 | 12/8/2022 | BerryDunn | ERP Assessment project | \$3,655.00 |
| 12320 | 12/8/2022 | Budget Rent A Car System Inc | 9/12-9/13 J Seid Car Rental | \$184.03 |
| 12321 | 12/8/2022 | Cogent Communications Inc | 11/22 Internet | \$752.25 |
| 12322 | 12/8/2022 | Corporation for Digital Scholarship | One year of Zotero storage | \$450.00 |
| 12323 | 12/8/2022 | Creative Financial Staffing LLC | 10/16 Finance temp help | \$21,045.79 |
| 12324 | 12/8/2022 | Elrod Friedman LLP | 10/22 Legal Service fee | \$2,082.00 |
| 12325 | 12/8/2022 | Gewalt Hamilton Associates Inc | 9/21 A2 PAO A Central COM | \$3,855.00 |
| 12326 | 12/8/2022 | JENNIFER R MADDUX | Engineer Course Registration | \$1,447.30 |
| 12327 | 12/8/2022 | Oates Associates Inc | 10/1-10/28 ADA Transition Plan | \$10,535.00 |
| 12328 | 12/8/2022 | REX Electric and Technologies LLC | Conf Room Camera Relocation | \$1,504.00 |
| 12329 | 12/8/2022 | South Suburban Mayors & Managers Associati | 9/22 South COM | \$17,612.22 |
| 12330 | 12/8/2022 | Warehouse Direct | General Office Supplies | \$241.63 |
| 12331 | 12/8/2022 | MARY ELIZABETH WEBER | IDOT Fall Planning Conf Travel | \$367.66 |
| 70075 | 12/8/2022 | Cook County Highway Department | Cook County Transit Plan | \$13,975.08 |
| 12332 | 12/15/2022 | ComEd | 10/28-11/30/22 Electricty | \$1,379.49 |
| 12333 | 12/15/2022 | Village of Bedford Park | 10/3-10/31/22 Southwest COM | \$16,145.58 |
| 12334 | 12/15/2022 | DUSTIN CALLIARI | Gas for Rental Car Travel | \$102.99 |
| 12335 | 12/15/2022 | Cambridge Systematics Inc | 3/1-4/30/22 IIPD Master Plan | \$40,511.94 |
| 12336 | 12/15/2022 | CDW Government Inc | MS Surface Laptop 5 & Dock | \$2,772.81 |
| 12337 | 12/15/2022 | City Club of Chicago | 12/7/22 Future of Chicagoland | \$750.00 |
| 12338 | 12/15/2022 | Dell Marketing LP | Dell VXRail Hardware Support | \$103,649.06 |
| 12339 | 12/15/2022 | DuPage Mayors & Managers Conference | 7/22 DuPage COM | \$13,115.04 |
| 12340 | 12/15/2022 | Genesys Works Chicago | 10/1-10/15 Genesys work intern | \$4,843.83 |
| 12341 | 12/15/2022 | Health Care Cost Management Inc | 12/16/22 Dependent FSA PR WH | \$2,237.91 |
| 12342 | 12/15/2022 | Houseal Lavigne Associates LLC | 8/22 Harvey Comp UWP Compete19 | \$5,522.97 |
| 12343 | 12/15/2022 | JAEMI JACKSON | ADA Training Meeting Expenses | \$76.66 |
| 12344 | 12/15/2022 | Inc. Jacobs Engineering Group | Highway-Rail Grade Crossing | \$22,733.92 |
| 12345 | 12/15/2022 | Lake County Division of Transportation | 9/22 Lake COM | \$19,056.92 |
| 12346 | 12/15/2022 | McHenry County Division of Transportation | 7/22 McHenry COM | \$4,023.07 |
| 12347 | 12/15/2022 | Multilingual Connections | Translation Services | \$204.90 |
| 12348 | 12/15/2022 | Northwest Municipal Conference | 9/22 NW/N Shore COM | \$23,250.70 |
| 12349 | 12/15/2022 | Resource Systems Group Inc | 10/22 Activity Based Model | \$40,498.52 |
| 12350 | 12/15/2022 | S2Verify LLC | 11/1-11/30 Background check | \$238.16 |
| 12351 | 12/15/2022 | JACOB D SEID | Outreach event meeting expense | \$537.72 |
| 12352 | 12/15/2022 | US Bank HSA | 12/16/22 HSA Deduction EE | \$2,473.24 |
| 12353 | 12/15/2022 | West Central Municipal Conference | 10/22 North Central COM (WCMC) | \$14,638.16 |
| 70076 | 12/15/2022 | RA Malatest and Associates | 10/22 Commercial Serv Vehicle | \$15,524.80 |
| 12366 | 12/16/2022 | ADP Direct Pay | 10/25 ADP Comp Services | \$6,140.09 |
| 12354 | 12/22/2022 | Comcast | 12/22 Internet | \$1,000.00 |
| 12355 | 12/22/2022 | 601W Companies Chicago MT LLC | 1/23 Rent | \$185,344.83 |
| 12356 | 12/22/2022 | AECOM Technical Services Inc | 6/4-6/30/22 Mobility Recovery | \$22,570.00 |
| 12357 | 12/22/2022 | Applied Research Association Inc | 10/1-10/31 TID-CMAP Pilot PMS | \$5,700.00 |
| 12358 | 12/22/2022 | CDW Government Inc | Laptop - Microsoft Surface 4 | \$2,250.07 |
| 12359 | 12/22/2022 | Clarity Partners LLC | 10/22 Liferay Web Dev | \$160.11 |
| 12360 | 12/22/2022 | Dell Marketing LP | Dell Switch Hardware Support | \$30,659.07 |
| 12361 | 12/22/2022 | GRM Information Management Services of Chi | 12/1-12/31/22 Offsite Storage | \$315.42 |

| | | | | |
|-------|------------|--|-------------------------------------|----------------|
| 12362 | 12/22/2022 | Health Care Cost Management Inc | 12/22 FSA admin fees | \$234.00 |
| 12363 | 12/22/2022 | HOLLY L HUDSON | Tyler Creek, FREP, Equip Travel | \$75.63 |
| 12364 | 12/22/2022 | Riverside Graphics Corporation | Business cards for 20 people | \$707.00 |
| 12365 | 12/22/2022 | TierPoint LLC | 10/1-10/31 Colocation services | \$6,523.55 |
| 12391 | 12/27/2022 | CenturyLink | 11/22 Teleconference | \$37.88 |
| 12367 | 12/29/2022 | AECOM Technical Services Inc | 10/15-11/11 Proj MGMT Oversight | \$16,505.00 |
| 12368 | 12/29/2022 | Aflac | 11/22 Aflac PR WH | \$272.16 |
| 12369 | 12/29/2022 | Astriata LLC | 8/22 Website Redesign | \$8,145.00 |
| 12370 | 12/29/2022 | Baker Tilly Virchow Krause & Company LLP | 11/30 Accounting services | \$22,010.00 |
| 12371 | 12/29/2022 | Blue Cross Blue Shield of Illinois | Health Insurance Monthly Premiums | \$111,780.79 |
| 12372 | 12/29/2022 | MICHAEL BROWN | Community meeting travel | \$126.20 |
| 12373 | 12/29/2022 | CDW Government Inc | Adobe Acrobat Software License | \$6,884.54 |
| 12374 | 12/29/2022 | Change Research Public Benefit Corporation | Public opinion poll - Embold | \$4,880.00 |
| 12375 | 12/29/2022 | Dave Burk Photography LLC | Photography services | \$2,200.00 |
| 12376 | 12/29/2022 | Design Workshop Inc | PAO A: Sugar Grove Comp Plan | \$9,210.00 |
| 12377 | 12/29/2022 | First Communications LLC | 11/22 Telephone | \$367.92 |
| 12378 | 12/29/2022 | Genesys Works Chicago | 11/16-11/30/22 HS interns | \$5,195.88 |
| 12379 | 12/29/2022 | Geosyntec Consultants | 11/17-11/23 PAO B FSI Update | \$440.50 |
| 12380 | 12/29/2022 | JANE GROVER | Dunn Museum and Zoo Travel | \$176.09 |
| 12381 | 12/29/2022 | Holland and Knight LLP | 11/18-11/29 Legal Advice | \$395.00 |
| 12382 | 12/29/2022 | JAEMI JACKSON | 2023 APA annual dues | \$250.00 |
| 12383 | 12/29/2022 | LaSalle Network | 11/27 Temp Admin/Reception | \$2,521.14 |
| 12384 | 12/29/2022 | Omegabit LLC | 11/22 Website hosting | \$2,124.95 |
| 12385 | 12/29/2022 | TODD E SCHMIDT | Pavement MGMT Present Travel | \$36.38 |
| 12386 | 12/29/2022 | SLG Innovation Inc | 11/22 IT consulting | \$60,561.30 |
| 12387 | 12/29/2022 | Teska Associates | DuPage Lake Street Zoning | \$7,232.50 |
| 12388 | 12/29/2022 | US Bank HSA | 12/30/22 Employer Contribution | \$21,166.66 |
| 12389 | 12/29/2022 | BEATRIX EDLYN GUE YAN | Elevated Chi Symposium Travel | \$132.50 |
| 12390 | 12/29/2022 | Zoho Corporation | Software Licenses | \$8,395.00 |
| 12417 | 12/29/2022 | BMO Harris Bank Master Card | Credit Card Statement | \$3,965.74 |
| 70077 | 12/29/2022 | AVI Systems Inc | AV Upgrades | \$5,075.00 |
| 70078 | 12/29/2022 | Hertz Corporation | 11/14-11/17 - L Bayley rental | \$733.21 |
| 70079 | 12/29/2022 | Will County Supervisor of Assessments | County Assessor data for 2021 | \$100.00 |
| WT | 12/1/2022 | IMRF | Credit Refunded | (\$195.24) |
| WT | 12/1/2022 | IL Department of Revenue | State Income Taxes | \$18,006.03 |
| WT | 12/1/2022 | Internal Revenue Service | Federal Income Taxes | \$95,936.43 |
| WT | 12/2/2022 | State Disbursement Unit | PY Withholding | \$391.76 |
| WT | 12/2/2022 | BMO Harris Bank | Payroll | \$255,384.10 |
| WT | 12/5/2022 | Empower Financial Group | Insurance | \$15,289.25 |
| WT | 12/15/2022 | IL Department of Revenue | State Income Taxes | \$17,966.08 |
| WT | 12/15/2022 | Internal Revenue Service | Federal Income Taxes | \$95,491.60 |
| WT | 12/16/2022 | IMRF | Cash receipt for Retirees Insurance | \$73,890.62 |
| WT | 12/16/2022 | RTA | Transit Benefit Card Payment | \$730.75 |
| WT | 12/16/2022 | State Disbursement Unit | PY Withholding | \$391.76 |
| WT | 12/16/2022 | BMO Harris Bank | Payroll | \$255,618.30 |
| WT | 12/20/2022 | Empower Financial Group | Insurance | \$13,742.35 |
| WT | 12/22/2022 | BMO Harris Bank | Checking Account Service Fee | \$512.83 |
| WT | 12/27/2022 | Michigan UIA | MI unemployment | \$55.00 |
| WT | 12/28/2022 | CTA | Ventra Transit Benefit Card Payment | \$1,488.75 |
| WT | 12/29/2022 | IL Department of Revenue | State Income Taxes | \$18,613.27 |
| WT | 12/29/2022 | Internal Revenue Service | Federal Income Taxes | \$99,524.11 |
| WT | 12/29/2022 | BMO Master Card | Credit Refunded | (\$763.81) |
| WT | 12/30/2022 | IMRF | Credit Refunded | (\$195.24) |
| WT | 12/30/2022 | State Disbursement Unit | PY Withholding | \$391.76 |
| WT | 12/30/2022 | BMO Harris Bank | Payroll | \$266,243.08 |
| | | | | \$2,433,154.43 |
| | | | | \$0.00 |



Chicago Metropolitan
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To: CMAP Board

From: Blanca Vela-Schneider

Date: February 24, 2023

Re: Executive Director Erin Aleman
Out-of-region travel summary for the month of January 2023

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of January 2023. Expenses listed below are from the National Conference of Regions (NARC) Executive Directors Conference.

**National Conference of Regions
Washington, DC
01/22/2023 – 01/25/2023**

| Description | Date Expense Incurred | Expense Amount |
|---|-------------------------|----------------|
| Conference Registration | 12/21/2022 | \$565 |
| Flight – American Airlines & United Airlines | 01/02/2023 | \$412.80 |
| Transportation | 01/22/2023-01/25/2023 | \$166.79 |
| Hotel Reservation – Hyatt Hotel | 01/25/2023 | \$775.91 |
| Per Diem | 01/22/2023 - 01/25/2023 | \$155 |
| Total: | \$2,075.50 | |

ACTION REQUESTED: Information