



## EXECUTIVE COMMITTEE

### AGENDA - FINAL

Wednesday, April 12, 2023

11:00 AM

Please join from your computer, tablet or smartphone.

Join Zoom Meeting

<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 public comment, please email your statement or question at least 24 hours before the meeting to [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov). CMAP will allow any others who wish to speak during the time scheduled for public comment. CMAP staff will maintain a record of all written public comments and make it publicly available.

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](mailto: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](#)

##### 4.02 January 2023 monthly revenue and expenditure report for FY 2023

[23-189](#)

ACTION REQUESTED: Approval

**Attachments:**     [Jan 2023 Financials Executive Committee Report](#)

**4.03 February 2023 monthly revenue and expenditure report for FY 2023** [23-190](#)

ACTION REQUESTED: Approval

**Attachments:**     [Feb 2023 Financials Executive Committee Report](#)

**5.0 Other Business**

**5.01 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 Executive Session**

**7.01 Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1)** [23-191](#)

ACTION REQUESTED: Information

**7.01A Consideration to forward the Executive Committee's performance evaluation recommendations to the next CMAP Board meeting** [23-192](#)

ACTION REQUESTED: Approval

**7.02 Executive session to review closed session minutes pursuant to 5 ILCS 120/2 (c)(21)** [23-136](#)

ACTION REQUESTED: Information

**7.02A Action on the June 8, 2022 closed session minutes, recommendation from counsel regarding prior closed session minutes, and the destruction of Executive Committee closed session recordings older than 18 months** [23-137](#)

ACTION REQUESTED: Approval

**8.0 Next Meeting**

The next meeting is scheduled for May 10, 2023

**9.0 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  
One tap mobile  
+13126266799,,86982110452# US (Chicago)

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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](mailto:info@cmap.illinois.gov)) or phone (312-454-0400).

#### 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:*

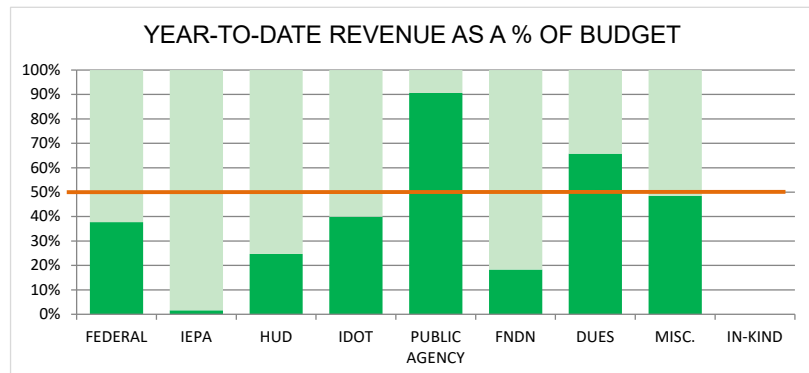
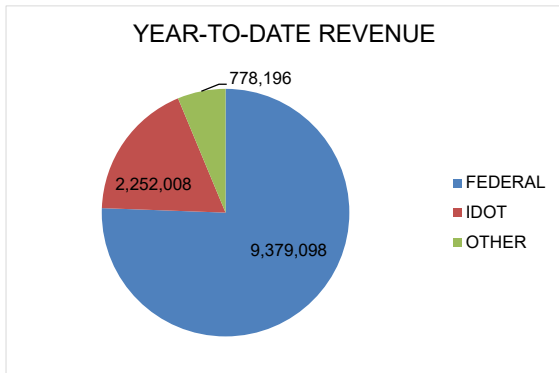
**Aye:** Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, Anne Sheahan and Diane Williams

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**

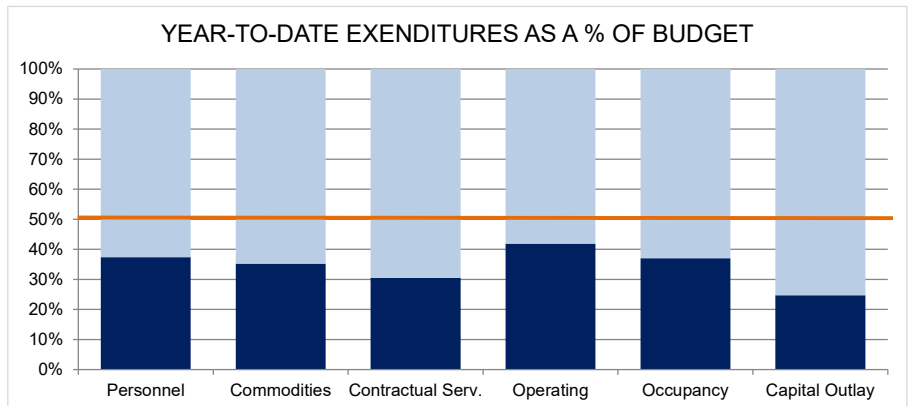
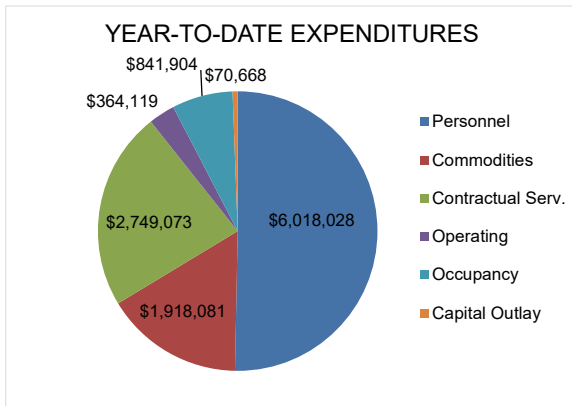
CMAP's funding for FY2023 is comprised of (78%) Federal, (18%) State, (3%) Other Public, Foundation, Non-Public Funding and Miscellaneous, and (2%) Local contributions. Using the straight-line method, CMAP's collected revenue in relation to budgeted revenue for the month of December should be approximately 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, 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.

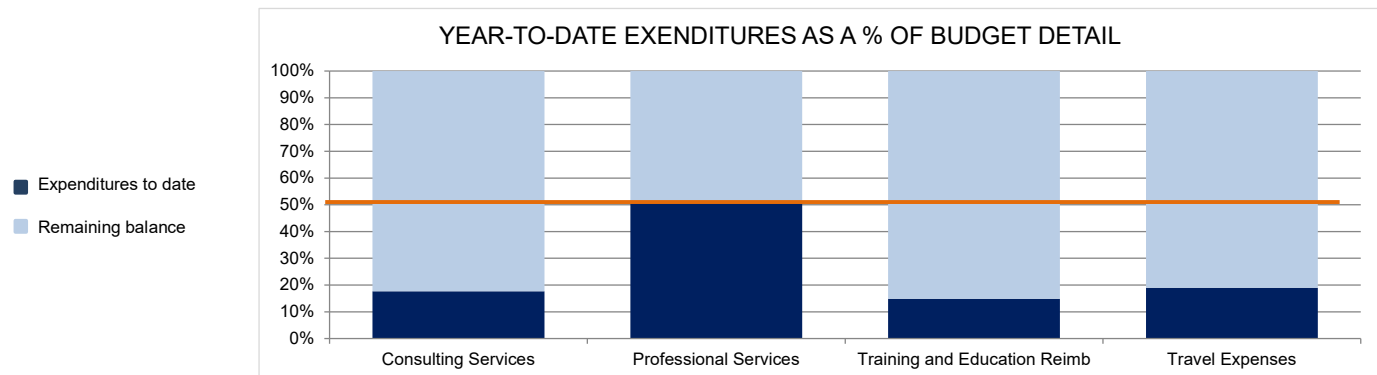
**Notes:**

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>
<b>OPERATIONAL</b>				
<b>REVENUES</b>				
<b>By Program</b>				
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%
<b>Total Revenues</b>	<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>
<b>EXPENDITURES</b>				
<b>By Category</b>				
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%
<b>Total Expenditures</b>	<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>
<b>NON-OPERATIONAL</b>				
<b>REVENUE</b>				
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%
<b>Total, Non-Operations Revenues</b>	<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>
<b>EXPENDITURES</b>				
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%
<b>Total, Non-Operations Expenditures</b>	<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

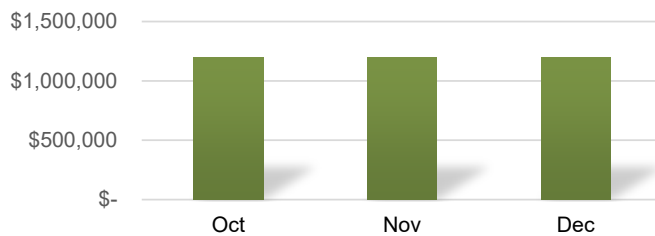
#### BMO HARRIS CHECKING



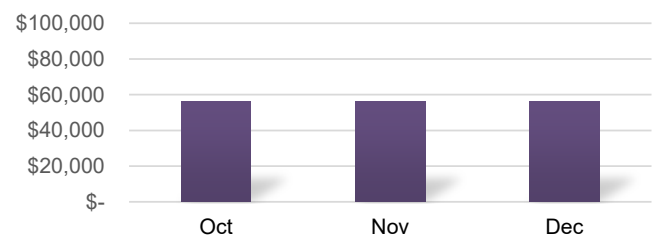
#### BMO HARRIS GENERAL INVESTMENT



#### 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?*

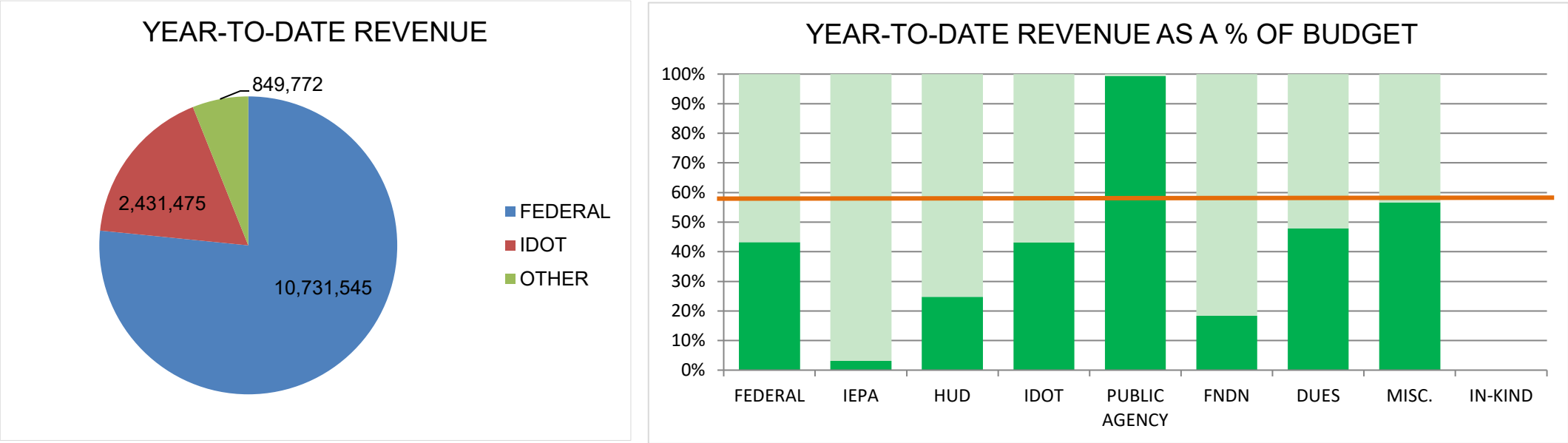
The agency's cash balance fluctuates throughout the year since the funding is mainly on a reimbursement basis. Annually, the cash level during June and July is at its lowest point. This is due to the State's and the agency's fiscal year end close. Therefore, 2nd and 3rd quarter cashflow should be in 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 Kretchmer 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 AGENCY FOR PLANNING  
MONTHLY REVENUE AND EXPENDITURE REPORT  
AS OF JANUARY 31, 2023

REVENUE



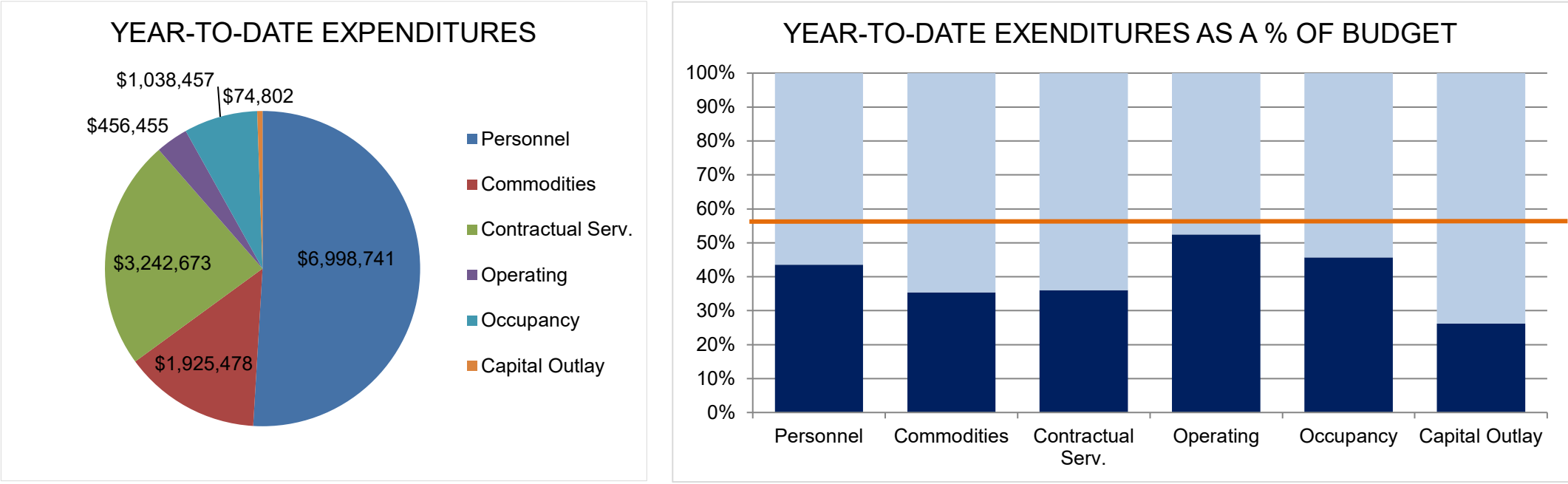
REVENUE OVERVIEW

CMA'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, CMA's collected revenue in relation to budgeted revenue for the month of January should be approximately 58.9%. As of January 2023, CMA has collected 43.4% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables above. CMA's grant with IDOT is a reimbursable agreement. Therefore, revenues lag expenses for this and many of the agency's grants.

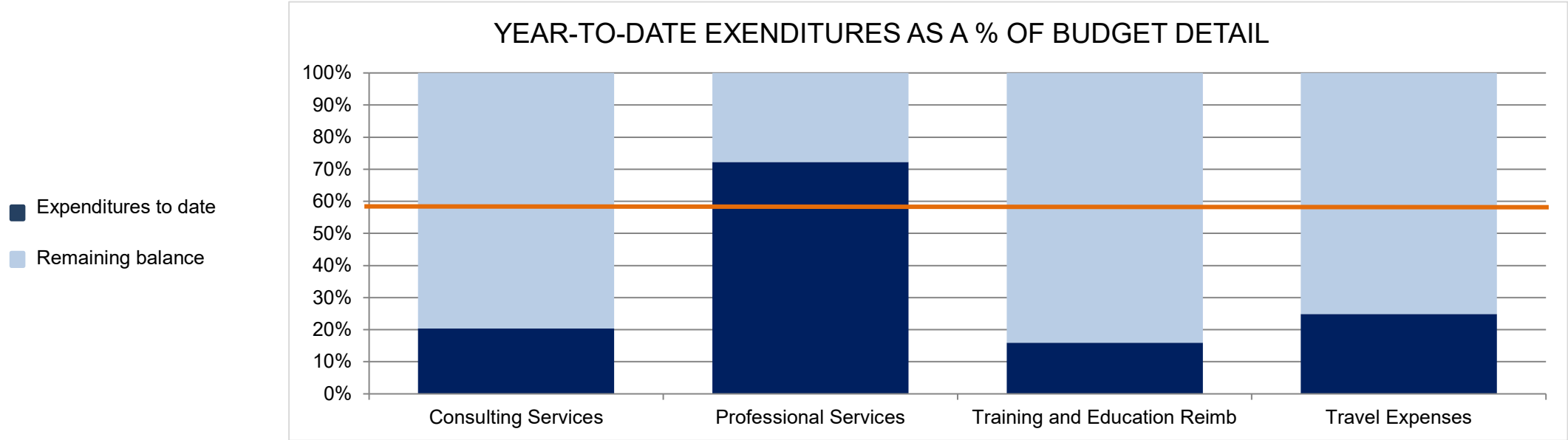
Local contributions continues to be a critical component of CMA's funding strategy as it supports work not funded through the State or other grant funding sources. Since its inception, CMA has maintained local contributions at it's adopted amount of approximately \$887,000. With CMA's increasing operating budget, the agency has instituted a path forward for local contributions. The Agency has increased the contribution amount for Counties and Transit Partners to strive to reach the forecasted match. Since its inception in 2016, the agency has collected each year 99% of all local contributions. Through January 2023, CMA has collected 36.1% of FY2023 contributions

**Notes:**  
As of 01/31/2023, 58.9% 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 January should trend towards 58.9% of budget. As of January 2023, the agency has expended 37.3% of its budget. The three highest dollar categories of expenditures for the fiscal year-to-date are personnel at 43.5%, contractual services at 36.0%, and commodities at 35.4%. 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. The agency is experiencing greater than 15% turnover as compared to a historical average turnover of around 10%. CMAP has made progress on filling positions, with a goal of being fully staffed by fiscal year end. This also has a direct impact on consultant service expenditures as staff are required to manage consultant-led projects. Consulting services were 20.3% 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 01/31/2023, 58.9% 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 JANUARY 31, 2023**

	<u>Received/ Expended To Date</u>	<u>FY 2023 Budget</u>	<u>Remaining Balance</u>	<u>% of Budget</u>
<b>OPERATIONAL</b>				
<b>REVENUES</b>				
<b>By Program</b>				
Federal	\$ 8,833,165	\$ 20,936,191	\$ 12,103,025	42.2%
Statewide Research & Local Planning	1,898,380	3,913,138	2,014,758	48.5%
IDOT	2,431,475	5,634,808	3,203,333	43.2%
IEPA	5,099	161,395	156,297	3.2%
HUD	1,671	6,754	5,083	24.7%
Other Public Agencies	106,950	107,671	721	99.3%
Foundations and Non-Public Agencies	77,418	420,000	342,582	18.4%
Contributions	640,178	1,337,714	697,536	47.9%
Miscellaneous	18,457	32,600	14,143	56.6%
<b>Total Revenues</b>	<u><u>\$ 14,012,793</u></u>	<u><u>\$ 32,800,271</u></u>	<u><u>\$ 18,787,478</u></u>	<u><u>42.7%</u></u>

<b>EXPENDITURES</b>				
<b>By Category</b>				
Personnel	\$ 6,998,741	\$ 16,084,682	\$ 9,085,941	43.5%
Commodities	1,925,478	5,440,196	3,514,717	35.4%
Contractual Services	3,242,673	9,010,584	5,767,910	36.0%
Operating Expenses	456,455	869,743	413,288	52.5%
Occupancy Expenses	1,038,457	2,270,611	1,232,154	45.7%
Capital Outlay	74,802	286,000	211,198	26.2%
<b>Total Expenditures</b>	<u><u>\$ 13,736,607</u></u>	<u><u>\$ 33,961,815</u></u>	<u><u>\$ 20,225,209</u></u>	<u><u>40.4%</u></u>

**NON-OPERATIONAL**

<b>REVENUE</b>				
Pass-Through	466,746	\$ 3,199,500	\$ 2,732,754	14.6%
Council of Mayors	528,750	1,916,368	1,387,618	27.6%
CMAP Match	-	-	-	0.0%
In-Kind Services	-	-	-	0.0%
<b>Total, Non-Operations Revenues</b>	<u><u>\$ 995,496</u></u>	<u><u>\$ 5,115,868</u></u>	<u><u>\$ 4,120,372</u></u>	<u><u>19.5%</u></u>

<b>EXPENDITURES</b>				
Pass-Through	387,780	\$ 3,199,500	\$ 2,811,720	12.1%
Council of Mayors	528,750	1,916,368	1,387,618	27.6%
CMAP Match	-	5,037	5,037	0.0%
In-Kind Services	-	-	-	0.0%
Applied Overhead	-	2,867,446	2,867,446	0.0%
<b>Total, Non-Operations Expenditures</b>	<u><u>\$ 916,530</u></u>	<u><u>\$ 7,988,351</u></u>	<u><u>\$ 7,071,821</u></u>	<u><u>11.5%</u></u>

12392	1/3/2023	Pitney Bowes Inc	10-12/22 Mail Equipment Lease	\$1,951.20
12393	1/5/2023	Comcast	12/11/22-1/10/23 TV Serv Fee	\$78.68
12394	1/5/2023	ERIN L ALEMAN	Various meetings travel exp	\$878.26
12395	1/5/2023	Astriata LLC	11/22 Website Redesign	\$4,590.00
12396	1/5/2023	DIANA BELTRAN	Bike&Ped Plan Kick off Travel	\$66.38
12397	1/5/2023	BerryDunn	12/7 ERP Assessment project	\$9,997.50
12398	1/5/2023	Blue Cross Blue Shield of Illinois	1/23 Retirees/COBRA Health	\$124,354.59
12399	1/5/2023	DUSTIN CALLIARI	11/14 Gas for rental car	\$51.54
12400	1/5/2023	CDW Government Inc	Laptop - Apple MacBook Pro 16"\$4,973.99"	\$4,973.90
12401	1/5/2023	Chicago Transit Authority	CTA Bus Priority Net Plan	\$60,376.06
12402	1/5/2023	Cogent Communications Inc	12/22 Internet	\$1,504.50
12403	1/5/2023	DuPage Mayors & Managers Conference	8/22 DuPage COM	\$18,139.92
12404	1/5/2023	EcoInteractive Inc	Integrated TIP database Year 3	\$15,125.00
12405	1/5/2023	Elrod Friedman LLP	12/31 Legal Services	\$2,936.00
12406	1/5/2023	Genesys Works Chicago	11/1-11/15 F&A interns	\$2,140.24
12407	1/5/2023	LaSalle Network	12/18 Admin/Reception Temp	\$1,381.95
12408	1/5/2023	THOMAS J. MURTHA	12/14/22 APBP Membership Dues	\$1,030.00
12409	1/5/2023	Mutual of Omaha	12/22 Life Insurance - EE	\$5,901.46
12410	1/5/2023	Northwest Municipal Conference	10/22 NW/N Shore COM	\$20,696.94
12411	1/5/2023	Oates Associates Inc	10/29-11/25 ADA Edu and Train	\$20,045.40
12412	1/5/2023	Praxis Group LLC	DEI workshop training	\$4,500.00
12413	1/5/2023	JOSE RODRIGUEZ	Pavement mgmt plan travel	\$172.63
12414	1/5/2023	Teska Associates	9/30 DuPage Lake St Overlay	\$250.00
12415	1/5/2023	Valerie S Kretchmer Associates Inc	11/22 PAO D Avondale/Logan	\$8,684.56
12416	1/5/2023	Will County Governmental League	9/22 Will County Gov League	\$13,386.23
12419	1/9/2023	UPS	12/20/22 UPS Shipping	\$45.62
12418	1/11/2023	Vision Service Plan (IL)	1/23 Vision	\$1,436.97
12420	1/12/2023	AECOM Technical Services Inc	10-11/22 Mobility Recovery	\$31,405.00
12421	1/12/2023	Aflac	12/22 Aflac PR WH	\$408.24
12422	1/12/2023	Applied Research Association Inc	11/22 TID-CMAP Pilot PMS	\$22,200.00
12423	1/12/2023	Arctic Information Technology Inc	ERP Phase 1 Analysis - FRD	\$199,210.00
12424	1/12/2023	LINDSAY A BAYLEY	Municipal Engineer Register	\$1,494.27
12425	1/12/2023	CDW Government Inc	Prepaid Apple Care Warranty	\$325.85
12426	1/12/2023	Chicago Office Technology Group	7/17-12/16 COTG Maintain Agree	\$1,763.26
12427	1/12/2023	Clarity Partners LLC	11/22 Liferay Web Dev	\$320.00
12428	1/12/2023	Deloitte & Touche LLP	8-9/22 CMAP RIA	\$25,406.72
12429	1/12/2023	Delta Dental - Risk	11/22 Dental PPO COBRA	\$24,690.45
12430	1/12/2023	KATE EVASIC	Smart Growth conf registration	\$72.80
12431	1/12/2023	GovTempsUSA LLC	Interim HR Director	\$26,344.50
12432	1/12/2023	Health Care Cost Management Inc	01/13/23 Health FSA PR	\$2,816.99
12433	1/12/2023	Houseal Lavigne Associates LLC	Harvey Comp Plan, UWP Planning	\$5,606.00
12434	1/12/2023	McHenry County Division of Transportation	10/22 McHenry COM	\$2,112.01
12435	1/12/2023	Multilingual Connections	Translation Services	\$508.86
12436	1/12/2023	Mutual of Omaha	1/23 Life Insurance - EE	\$6,190.08
12437	1/12/2023	Omegabit LLC	12/22 Website hosting	\$2,124.95
12438	1/12/2023	TierPoint LLC	11/22 Colocation services	\$60.79
12439	1/12/2023	US Bank HSA	01/13/23 HSA Deduction EE	\$2,239.50
12440	1/12/2023	Warehouse Direct	42 Glossy White Plotter Paper"	\$1,296.90
12441	1/12/2023	West Central Municipal Conference	9/22 North Central COM (WCMC)	\$13,845.85
12442	1/12/2023	Will County Governmental League	10/22 Will County Gov League	\$12,880.99
70080	1/12/2023	Ace American Insurance Company	9/22-9/23 Prepaid Pro risk Ins	\$29,347.00
70081	1/12/2023	Praxis Group LLC	DEI workshop training	\$4,500.00
70082	1/12/2023	RA Malatest and Associates	11/22 Commercial Serv Vehicle	\$13,937.76
12443	1/13/2023	ADP Direct Pay	11/25 ADP Comp Services	\$7,831.56
12444	1/18/2023	ComEd	11/30/22-1/3/23 Electricty	\$1,434.45
12445	1/19/2023	ADO Professional Solutions Inc	Andrew Staley Direct Hire Fee	\$17,001.23
12446	1/19/2023	AECOM Technical Services Inc	11/12-12/9Project mgmt for PMP	\$12,310.00
12447	1/19/2023	LAURENT M AHIABLA	1/8-1/12/23 TRB Conf Travel	\$1,592.79
12448	1/19/2023	MARY VICTORIA BARRETT	1/8-1/11/23 TRB Conf Travel	\$1,142.98
12449	1/19/2023	CDW Government Inc	Warranty Prepaid FY24	\$5,446.11
12450	1/19/2023	Design Workshop Inc	11/22 PAO B: Country Club Hill	\$8,298.60
12451	1/19/2023	DuPage Mayors & Managers Conference	10/22 DuPage COM	\$38,373.56
12452	1/19/2023	Garveys Office Products Inc	General Office Supplies	\$122.87
12453	1/19/2023	Holland and Knight LLP	12/2/22 Legal Advice	\$118.50
12454	1/19/2023	Inc. Jacobs Engineering Group	11/25 Highway-Rail Grade Cross	\$9,314.53
12455	1/19/2023	Kane County Division of Transportation	9/22 Kane-Kendall COM	\$30,653.03
12456	1/19/2023	The Lakota Group	10/22 Hickory Hill Comp Pln	\$3,690.00
12457	1/19/2023	Metra	7-10/22 Metra FY23 Operating	\$238,676.23



12458	1/19/2023	STEPHEN C OSTRANDER	Hegewisch neighborhood travel	\$151.09
12459	1/19/2023	Pace Suburban Bus Service	10/16-11/26/22 Pace Operations	\$17,964.09
12460	1/19/2023	JULIANA RESCHKE	1/8-1/11/23 TRB Conf Travel	\$1,314.43
12461	1/19/2023	Resource Systems Group Inc	11/30 Activity Based Model	\$26,739.49
12462	1/19/2023	S2Verify LLC	12/1-12/31/22 background check	\$424.32
12463	1/19/2023	Teska Associates	11/22 Dupage Lake St Overlay	\$951.25
12464	1/19/2023	Toole Design Group LLC	7/22-10/28/22 IIPD Layout Proj	\$16,684.72
12465	1/19/2023	US Bank HSA	11/22 Statement fee	\$11.00
70083	1/19/2023	Hertz Corporation	12/5-12/7/22 D Calliari Rental	\$91.96
12467	1/23/2023	CenturyLink	12/22 Teleconference	\$26.90
12468	1/23/2023	UPS	1/11/23 UPS Shipping	\$328.54
12466	1/24/2023	Comcast	1/23 Internet	\$1,000.00
12469	1/26/2023	601W Companies Chicago MT LLC	2/23 Rent	\$190,706.64
12470	1/26/2023	Baker Tilly Virchow Krause & Company LLP	12/22 Accounting services	\$16,515.00
12471	1/26/2023	Center for Neighborhood Technology	10/22 Equitable Engagement	\$21,762.00
12472	1/26/2023	Change Research Public Benefit Corporation	Annual public opinion survey	\$4,880.00
12473	1/26/2023	Cubic ITS Inc	Prepaid Software Maintenance	\$475.00
12474	1/26/2023	EcolInteractive Inc	Integrated TIP database Year 3	\$15,125.00
12475	1/26/2023	Egret & Ox Planning LLC	11/22 Logan Sq Blue Line Plan	\$7,475.00
12476	1/26/2023	Genesys Works Chicago	12/16-12/31/22 genesys interns	\$3,593.57
12477	1/26/2023	Geosyntec Consultants	12/22PAOB Flood Susceptibility	\$791.75
12478	1/26/2023	Health Care Cost Management Inc	01/27/2023 Health FSA PR WH	\$2,816.99
12479	1/26/2023	Kane County Division of Transportation	10/22 Kane-Kendall COM	\$23,043.13
12480	1/26/2023	Lifeworks US Ltd	1/23-3/23 EAP Services	\$601.02
12481	1/26/2023	THOMAS J. MURTHA	Springfield committee travel	\$1,383.28
12482	1/26/2023	JULIANA RESCHKE	UChicago Program Registration	\$1,400.00
12483	1/26/2023	SLG Innovation Inc	12/22 IT consulting	\$60,561.30
12484	1/26/2023	RYAN THOMPTO	1/8-1/12/23 TRB Conf Travel	\$1,631.42
12485	1/26/2023	TierPoint LLC	2/1-2/28/23 Colocation service	\$6,447.06
12486	1/26/2023	US Bank HSA	01/27/2023 HSA Deduction EE	\$24,789.50
12487	1/30/2023	BMO Harris Bank Master Card	Amazon Water Filtration Filter	\$6,424.10
12488	1/30/2023	UPS	1/14/23 UPS Shipping	\$149.67
WT	1/3/2023	Empower Financial Group	Deferred Compensation	\$13,238.88
WT	1/10/2023	ADP	Taxes	(\$2,184.23)
WT	1/10/2023	BMO Harris Bank	Fee-standby letter of credit	\$4,500.00
WT	1/11/2023	BMO Harris Bank	Fee-standby letter of credit	(\$4,500.00)
WT	1/11/2023	Illinois Department of Employment Security	IDES non compliance fee	\$775.00
WT	1/12/2023	IL Department of Revenue	State Income Taxes	\$18,222.01
WT	1/12/2023	Internal Revenue Service	Federal Income Taxes	\$99,173.98
WT	1/12/2023	DHA	DHA Admin credit	(\$589.27)
WT	1/13/2023	IMRF	IMRF payment	\$113,450.97
WT	1/13/2023	State Disbursement Unit	Payroll Withholding	\$391.76
WT	1/13/2023	BMO Harris Bank	Payroll	\$260,340.07
WT	1/17/2023	RTA	Transit Benefit Card Payment	\$386.25
WT	1/17/2023	Empower Financial Group	Insurance	\$14,651.98
WT	1/19/2023	IFF	Rec Refund	(\$556.08)
WT	1/19/2023	DOE	DOE refund transferred to CIC	\$556.08
WT	1/20/2023	IMRF	supplemental payment	\$824.88
WT	1/23/2023	BMO Harris Bank	Checking Account Service Fee	\$522.43
WT	1/25/2023	CTA	Ventra Transit Benefit Card Payment	\$1,956.75
WT	1/25/2023	DHA	DHA Admin credit	(\$703.87)
WT	1/26/2023	IL Department of Revenue	State Income Taxes	\$17,804.08
WT	1/26/2023	Internal Revenue Service	Federal Income Taxes	\$95,015.52
WT	1/27/2023	State Disbursement Unit	Payroll Withholding	\$391.76
WT	1/27/2023	BMO Harris Bank	Payroll	\$255,757.26
WT	1/30/2023	Empower Financial Group	Insurance	\$14,603.84

Total: \$2,492,100.01



# CHICAGO METROPOLITAN AGENCY FOR PLANNING

## MONTHLY CASH REPORT

### AS OF JANUARY 31, 2023

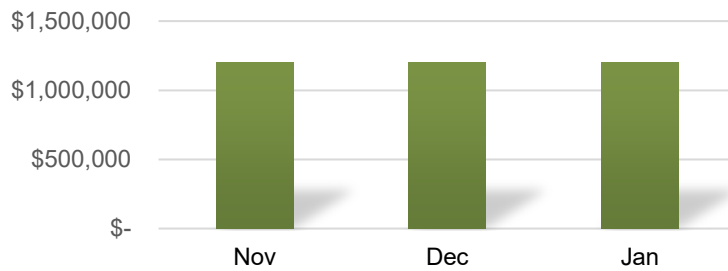
#### BMO HARRIS CHECKING



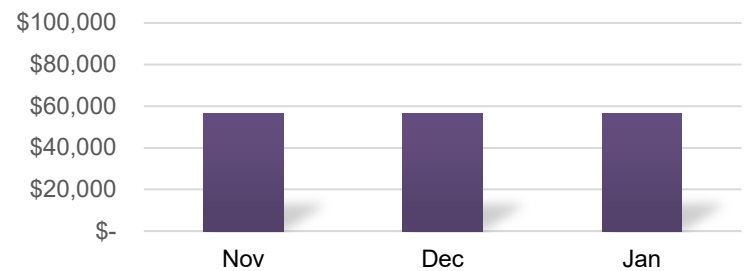
#### BMO HARRIS GENERAL INVESTMENT



#### 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 \$2.5 million from the General Investment account funded operating activities for the month of January. Operating activities were comprised of \$909 thousand in personnel related costs, and \$1.6 million in payables.

**BMO Harris General Investment Account:** Wire transfers of \$2.2 million resulting from monthly revenue activity partially funded \$2.5 million in transfers to the Checking account for the month of January.

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

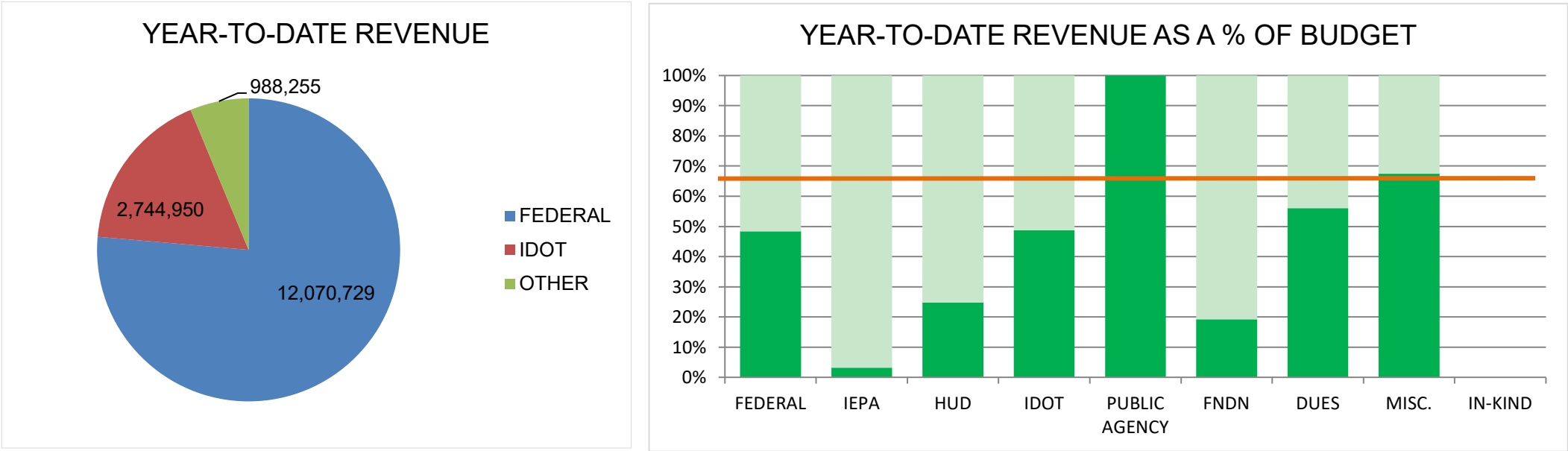
**BMO Harris Peters Fellowship:** Monthly interest and a contribution of \$1,050 was the only activity in this account during FY2023.

### *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.

CHICAGO METROPOLITAN AGENCY FOR PLANNING  
MONTHLY REVENUE AND EXPENDITURE REPORT  
AS OF FEBRUARY 28, 2023

REVENUE



REVENUE OVERVIEW

CMA'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, CMA's collected revenue in relation to budgeted revenue for the month of February should be approximately 66.6%. As of February 2023, CMA has collected 48.0% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables above. CMA's grant with IDOT is a reimbursable agreement. Therefore, revenues lag expenses for this and many of the agency's grants.

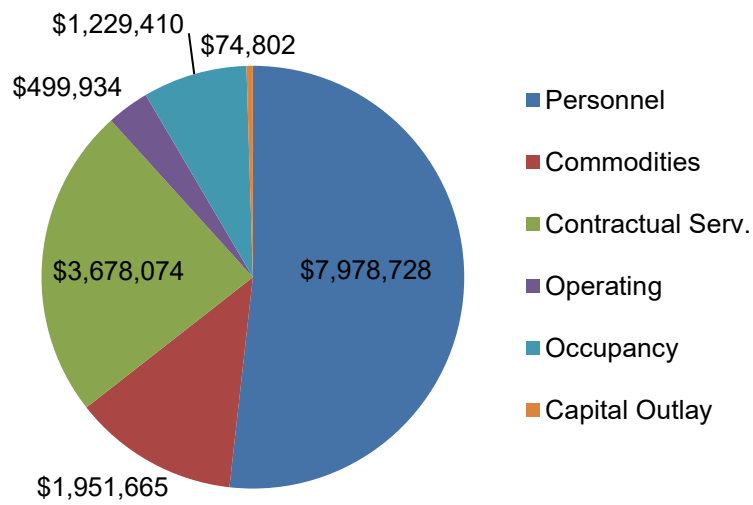
Local contributions continues to be a critical component of CMA's funding strategy as it supports work not funded through the State or other grant funding sources. Since its inception, CMA has maintained local contributions at it's adopted amount of approximately \$887,000. With CMA's increasing operating budget, the agency has instituted a path forward for local contributions. The Agency has increased the contribution amount for Counties and Transit Partners to strive to reach the forecasted match.

Since its inception in 2016, the agency has collected each year 99% of all local contributions. Through February 2023, CMA has collected 40% of FY2023 contributions.

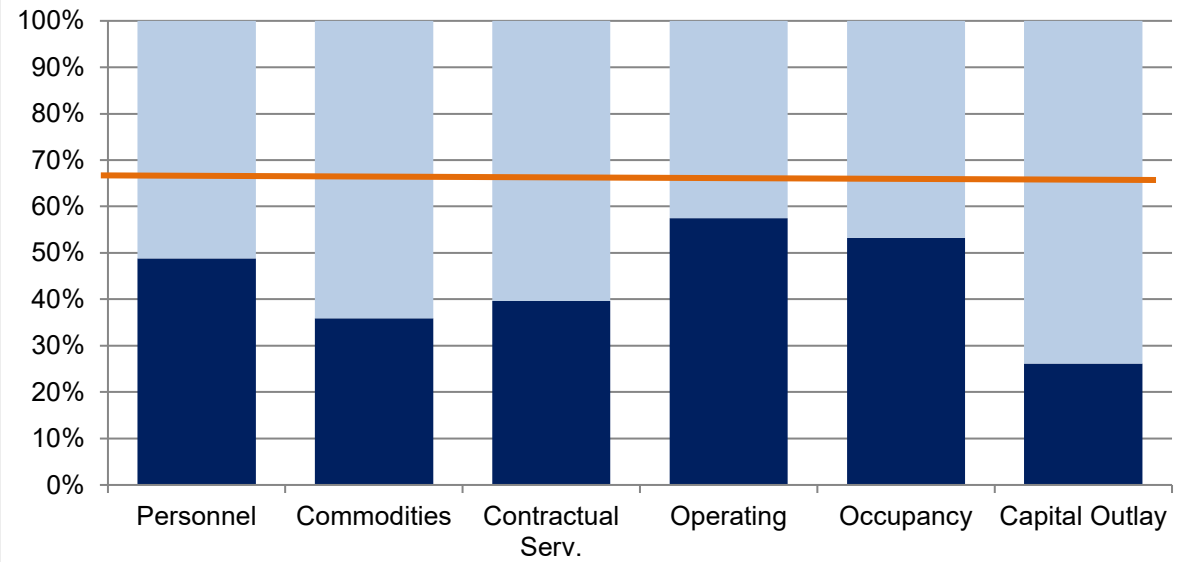
**Notes:**  
As of 02/28/2023, 66.6% of the fiscal year is complete. See orange trend line on YTD Revenue as a % of year complete.

## EXPENDITURES

### YEAR-TO-DATE EXPENDITURES

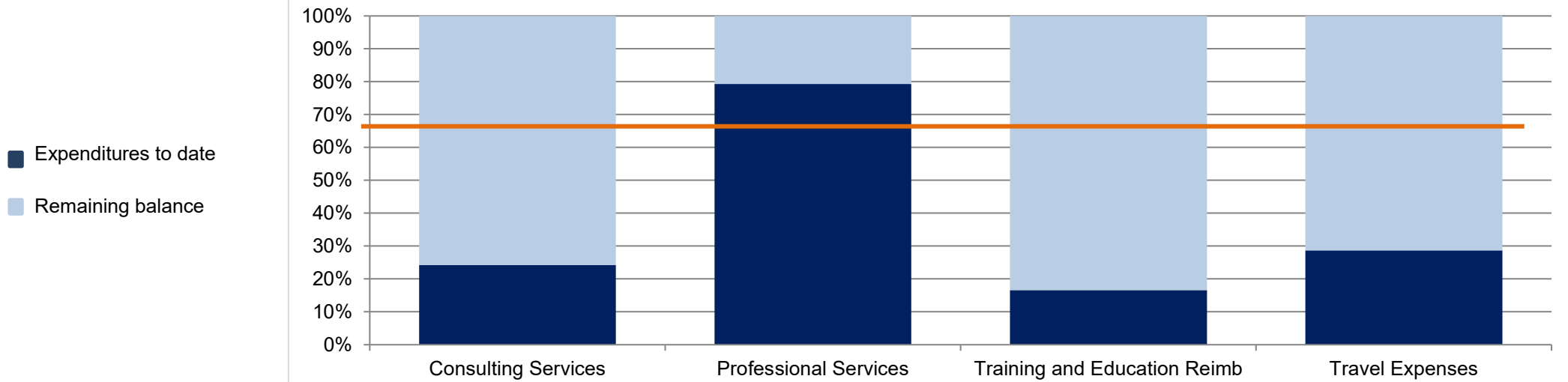


### YEAR-TO-DATE EXPENDITURES AS A % OF BUDGET



## EXPENDITURE HIGHLIGHTS

### YEAR-TO-DATE EXPENDITURES AS A % OF BUDGET DETAIL



## EXPENDITURE OVERVIEW

Using the straight-line method, CMAP's expenses for the month of Feb should trend towards 66.6% of budget. As of February 2023, the agency has expended 41.2% of its budget. The three highest dollar categories of expenditures for the fiscal year-to-date are personnel at 48.9%, contractual services at 39.6%, and commodities at 35.9%. 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. The agency is experiencing greater than 15% turnover as compared to a historical average turnover of around 10%. CMAP has made progress on filling positions, with a goal of being fully staffed by fiscal year end. This also has a direct impact on consultant service expenditures as staff are required to manage consultant-led projects. Consulting services were 24.2% 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 02/28/2023, 66.6% 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 FEBRUARY 28, 2023**

	<u>Received/ Expended To Date</u>	<u>FY 2023 Budget</u>	<u>Remaining Balance</u>	<u>% of Budget</u>
<b>OPERATIONAL</b>				
<b>REVENUES</b>				
<b>By Program</b>				
Federal	\$ 10,071,427	\$ 21,056,191	\$ 10,984,764	47.8%
Statewide Research & Local Planning	1,999,303	3,913,138	1,913,836	51.1%
IDOT	2,744,950	5,634,808	2,889,859	48.7%
IEPA	5,099	161,395	156,297	3.2%
HUD	1,671	6,754	5,083	24.7%
Other Public Agencies	128,440	107,671	(20,769)	119.3%
Foundations and Non-Public Agencies	80,643	420,000	339,357	19.2%
Contributions	750,410	1,337,714	587,304	56.1%
Miscellaneous	21,993	32,600	10,607	67.5%
<b>Total Revenues</b>	<u><u>\$ 15,803,934</u></u>	<u><u>\$ 32,920,271</u></u>	<u><u>\$ 17,116,337</u></u>	<u><u>48.0%</u></u>

<b>EXPENDITURES</b>				
<b>By Category</b>				
Personnel	\$ 7,978,728	\$ 16,329,040	\$ 8,350,312	48.9%
Commodities	1,951,665	5,440,196	3,488,531	35.9%
Contractual Services	3,678,074	9,278,244	5,600,170	39.6%
Operating Expenses	499,934	869,743	369,809	57.5%
Occupancy Expenses	1,229,410	2,308,804	1,079,394	53.2%
Capital Outlay	74,802	286,000	211,198	26.2%
<b>Total Expenditures</b>	<u><u>\$ 15,412,613</u></u>	<u><u>\$ 34,512,026</u></u>	<u><u>\$ 19,099,413</u></u>	<u><u>44.7%</u></u>

**NON-OPERATIONAL**

<b>REVENUE</b>				
Pass-Through	466,746	\$ 3,199,500	\$ 2,732,754	14.6%
Council of Mayors	563,183	1,916,368	1,353,185	29.4%
CMAP Match	-	-	-	0.0%
In-Kind Services	-	-	-	0.0%
<b>Total, Non-Operations Revenues</b>	<u><u>\$ 1,029,928</u></u>	<u><u>\$ 5,115,868</u></u>	<u><u>\$ 4,085,940</u></u>	<u><u>20.1%</u></u>

<b>EXPENDITURES</b>				
Pass-Through	387,780	\$ 3,199,500	\$ 2,811,720	12.1%
Council of Mayors	563,183	1,916,368	1,353,185	29.4%
CMAP Match	-	5,037	5,037	0.0%
In-Kind Services	-	-	-	0.0%
Applied Overhead	-	2,917,222	2,917,222	0.0%
<b>Total, Non-Operations Expenditures</b>	<u><u>\$ 950,963</u></u>	<u><u>\$ 8,038,126</u></u>	<u><u>\$ 7,087,164</u></u>	<u><u>11.8%</u></u>

12489	2/2/2023	Astriata LLC	12/22 Website Redesign	\$3,060.00
12490	2/2/2023	Chicago Transit Authority	9/1-11/30/22 CTA Operations	\$287,401.14
12491	2/2/2023	City Club of Chicago	10/17/22 reg- 2 staff	\$90.00
12492	2/2/2023	Civiltech Engineering Inc	10/22 Cook County Truck Study	\$24,463.00
12493	2/2/2023	Clarity Partners LLC	12/22 Liferay Website Dev	\$320.00
12494	2/2/2023	Coalition for a Better Chinese American Commu	FLIP Speaker honorarium	\$300.00
12495	2/2/2023	Coffee Unlimited	Paper Towels for kitchen	\$2,476.65
12496	2/2/2023	Cogent Communications Inc	1/23 Internet	\$1,504.50
12497	2/2/2023	Design Workshop Inc	12/22 PAO A: Sugar Grove Comp	\$9,328.20
12498	2/2/2023	Garfield Park Community Council	Speaker honorarium for FLIP	\$300.00
12499	2/2/2023	Geosyntec Consultants	12/22 (S-812 Grant) Consulting	\$2,680.25
12500	2/2/2023	GovTempsUSA LLC	1/22/23 Interim HR Director	\$6,251.70
12501	2/2/2023	Debbie Liu	Speaker honorarium for FLIP	\$300.00
12502	2/2/2023	McHenry County Division of Transportation	9/22 McHenry COM	\$1,976.36
12503	2/2/2023	TIMOTHY D. MCMAHON	NARC memo supplies	\$442.64
12504	2/2/2023	Morreale Public Affairs Group Inc	7/25-12/2 IJJA Regional Proj	\$68,927.03
12505	2/2/2023	US Bank HSA	12/22 Statement fee	\$11.00
12506	2/2/2023	BLANCA VELA-SCHNEIDER	CMAP-MPO Joint Meet Travel	\$175.09
12507	2/2/2023	Woogl Corp	100 Priority Projects Booklets	\$409.00
12508	2/2/2023	David Wu	FLIP speaker honorarium	\$300.00
70084	2/2/2023	Chadha and Associates	10/22 5th Floor Construction	\$6,375.00
70085	2/2/2023	Kelwin Harris	Speaker honorarium for FLIP	\$300.00
70086	2/2/2023	Moodys Analytics Inc	11/15 Real estate data model	\$22,000.00
70087	2/2/2023	State Employee Retirement System of Illinois	1/23 Employees WH	\$32,715.58
70088	2/2/2023	JULIA VOIGT	1/18/23 Gas for rental car	\$17.61
12509	2/6/2023	Comcast	1/11-2/10/23 TV Service Fee	\$86.86
12510	2/6/2023	UPS	1/25 UPS Shipping	\$23.09
12575	2/7/2023	CHUBB	9/22-9/23 Prepaid Pro risk Ins	\$29,347.00
70089	2/7/2023	CHUBB	9/22-9/23 Prepaid Pro risk Ins	\$29,347.00
12511	2/9/2023	Blue Cross Blue Shield of Illinois	2/23 Retirees/COBRA Health	\$120,883.77
12512	2/9/2023	Budget Rent A Car System Inc	10/17/22 - J Burch Car Rental	\$189.65
12513	2/9/2023	City Club of Chicago	Arnold Randall event tickets	\$260.00
12514	2/9/2023	Civiltech Engineering Inc	11/26-12/31 Truck Study	\$16,318.59
12515	2/9/2023	Delta Dental - Risk	2/23 Dental PPO Cobra	\$8,969.67
12516	2/9/2023	First Communications LLC	12/22 Telephone	\$375.92
12517	2/9/2023	Genesys Works Chicago	1/1-1/15 High school interns	\$3,505.06
12518	2/9/2023	GovTempsUSA LLC	1/8/23 Interim HR Director	\$6,442.80
12519	2/9/2023	Health Care Cost Management Inc	02/10/2023 Health FSA PR WH	\$2,799.99
12520	2/9/2023	High Street Consulting Group LLC	12/22 Transpo Project	\$4,915.00
12521	2/9/2023	JAEMI JACKSON	Breakfast for ADA training	\$1,313.38
12522	2/9/2023	Mesirow Financial	1-3/23 Investment Consult Fee	\$4,553.58
12523	2/9/2023	Mutual of Omaha	2/23 Life Insurance - EE	\$5,448.60
12524	2/9/2023	Oates Associates Inc	11/26-12/31ADA education/train	\$11,607.26
12525	2/9/2023	Sam Schwartz Engineering	PAO C Glendale Heights Bike	\$6,500.00
12526	2/9/2023	JACOB D SEID	ADA/KKCOM training travel	\$105.69
12527	2/9/2023	Therm Flo Inc	MDF Emergency Service	\$2,163.93
12528	2/9/2023	US Bank HSA	02/10/2023 HSA Deduction EE	\$2,239.50
12529	2/9/2023	Valerie S Kretchmer Associates Inc	12/22 PAO D Avondale/Logan Sq	\$9,360.00
12530	2/9/2023	West Central Municipal Conference	12/22North Central COM (WCMC)	\$21,909.21
12531	2/9/2023	Will County Governmental League	12/22 Will County Gov League	\$12,523.65
12532	2/13/2023	UPS	UPS Shipping other charges	\$89.79
12533	2/16/2023	AECOM Technical Services Inc	Project MGMT oversight	\$3,570.00
12534	2/16/2023	DUSTIN CALLIARI	River Grove site visit travel	\$26.93
12535	2/16/2023	City Club of Chicago	Two tickets Chuy Garcia	\$130.00
12536	2/16/2023	DANIEL LEE COMEAUX	Nat shared mobility summit reg	\$599.00
12537	2/16/2023	ELIZABETH M DAVIS-GINSBERG	Consortium Scenario Conf Reg	\$2,077.30
12538	2/16/2023	KATE EVASIC	Snacks for DEI Council retreat	\$30.21
12539	2/16/2023	KASIA S HART	11/15-11/17 ILARC Annual Meet	\$574.70
12540	2/16/2023	Holland and Knight LLP	1/9-1/12/23 Legal Advice	\$474.00
12541	2/16/2023	JARED M. PATTON	12/15/22 APA and AICP dues	\$250.00
12542	2/16/2023	KATARZYNA M PIOTROWSKA	APA Membership Dues	\$350.00
12543	2/16/2023	REALTIMEBOARD INC	10 Software Renewal Miro	\$1,920.00
12544	2/16/2023	Resource Systems Group Inc	12/22 Activity Based Model	\$19,840.77
12545	2/16/2023	Teska Associates	DuPage Lake Street Zoning	\$3,321.88
12546	2/16/2023	US Bank HSA	2/16/23 HSA Adjustment	\$140.73
12547	2/16/2023	JENNIE KHOEN VANA	APWA/City Club event travel	\$26.51
12548	2/16/2023	Warehouse Direct	General Office Supplies	\$446.21
12549	2/16/2023	ComEd	1/3-2/1/23 Electricity	\$1,361.23

12550	2/21/2023	CenturyLink	1/23 Teleconference	\$20.47
12551	2/21/2023	Comcast	2/23 Internet	\$1,000.00
12552	2/21/2023	UPS	UPS Shipping other charges	\$57.83
12572	2/22/2023	ADP Direct Pay	1/20/23 Processing Charges W-2	\$1,153.70
12553	2/23/2023	601W Companies Chicago MT LLC	3/23 Rent	\$188,021.83
12554	2/23/2023	ERIN L ALEMAN	NARC Travel	\$300.80
12555	2/23/2023	Applied Research Association Inc	12/22 TID-CMAP Pilot PMS	\$7,700.00
12556	2/23/2023	Baker Tilly Virchow Krause & Company LLP	1/31/23 Accounting services	\$18,629.00
12557	2/23/2023	Budget Rent A Car System Inc	2/6-2/7/23 J Burch Car Rental	\$44.85
12558	2/23/2023	JULIE BURROS	ULI,ACT,Summit events travel	\$96.20
12559	2/23/2023	Center for Neighborhood Technology	1/23 Equitable Engagement	\$51,375.00
12560	2/23/2023	Egret & Ox Planning LLC	1/23 Planning Generalist - AUG	\$3,125.00
12561	2/23/2023	Elrod Friedman LLP	1/5-1/18/23 Legal services	\$3,151.50
12562	2/23/2023	GRM Information Management Services of Chic	1-2/23 Offsite Storage	\$307.30
12563	2/23/2023	Health Care Cost Management Inc	02/24/2023 Health FSA PR WH	\$2,682.69
12564	2/23/2023	JAEMI JACKSON	Pln/Zone Commission mtg Travel	\$145.32
12565	2/23/2023	Omegabit LLC	1/23 Website hosting	\$2,413.70
12566	2/23/2023	STEPHANE PHIFER	Kane county planners event reg	\$1,380.00
12567	2/23/2023	KELSEY A. PUDLOCK	1/28/23 Gas for rental car	\$52.58
12568	2/23/2023	S2Verify LLC	1/3-1/30/23 Background Check	\$381.74
12569	2/23/2023	TierPoint LLC	12/22 Colocation services	\$6,482.21
12570	2/23/2023	US Bank HSA	02/24/2023 HSA Deduction EE	\$2,124.92
12571	2/23/2023	Will County Governmental League	Will County Gov League reg	\$30.00
12573	2/23/2023	Vision Service Plan (IL)	2/23 Vision	\$1,481.84
70090	2/23/2023	ATT Datacomm Inc	Firewall software/support	\$13,256.20
70091	2/23/2023	Chadha and Associates	12/22 5th Floor Construction	\$1,700.00
70092	2/23/2023	Hertz Corporation	1/17-1/18/23 J Jackson Rental	\$171.96
70093	2/23/2023	IAP2 USA	IAP2 training fee	\$785.00
12574	2/27/2023	UPS	2/10/23 UPS Shipping	\$29.64
WT	2/1/2023	IMRF	IMRF Deduction	(\$195.24)
WT	2/3/2023	IMRF	IMRF Payment	\$53,216.45
WT	2/7/2023	CHUBB	Check Reversal	(\$29,347.00)
WT	2/9/2023	IL Department of Revenue	State Income Taxes	\$18,569.63
WT	2/9/2023	Internal Revenue Service	Federal Income Taxes	\$100,875.12
WT	2/10/2023	State Disbursement Unit	Payroll Withholding	\$391.76
WT	2/10/2023	BMO Harris Bank	Payroll	\$264,479.60
WT	2/10/2023	ADP	Payroll Fees	\$6,237.08
WT	2/13/2023	Empower Financial Group	Insurance	\$15,319.37
WT	2/16/2023	RTA	Transit Benefit Card Payment	\$909.00
WT	2/17/2023	Empower Financial Group	Empower fee-plan amendment	\$325.00
WT	2/22/2023	BMO Harris Bank	Checking Account Service Fee	\$639.12
WT	2/23/2023	IL Department of Revenue	State Income Taxes	\$17,621.14
WT	2/23/2023	Internal Revenue Service	Federal Income Taxes	\$93,328.71
WT	2/24/2023	State Disbursement Unit	Payroll Withholding	\$391.76
WT	2/24/2023	BMO Harris Bank	Payroll	\$253,182.65
WT	2/27/2023	Empower Financial Group	Insurance	\$14,636.54
WT	2/27/2023	CTA	Ventra Transit Benefit Card Payment	\$1,956.75
WT	2/28/2023	CHUBB	Check Reversal	(\$29,347.00)
				<hr/>
				\$1,899,834.93

# CHICAGO METROPOLITAN AGENCY FOR PLANNING

## MONTHLY CASH REPORT

### AS OF FEBRUARY 28, 2023

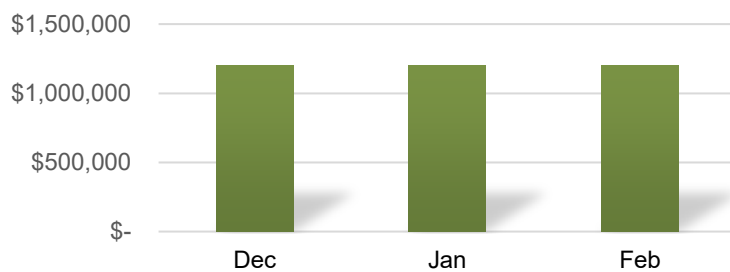
#### BMO HARRIS CHECKING



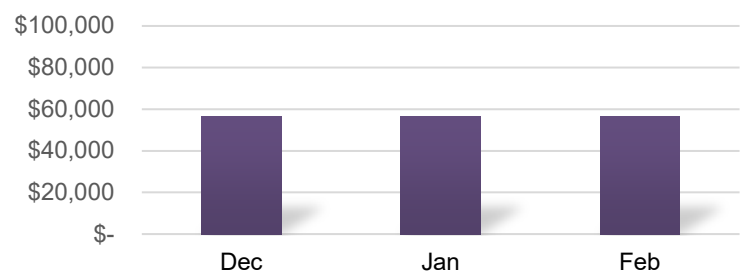
#### BMO HARRIS GENERAL INVESTMENT



#### 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 \$1.9 million from the General Investment account funded operating activities for the month of February. Operating activities were comprised of \$842 thousand in personnel related costs, and \$1.1 million in payables.

**BMO Harris General Investment Account:** Wire transfers of \$5.0 million resulting from monthly revenue activity funded \$1.9 million in transfers to the Checking account for the month of February.

**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.



# Chicago Metropolitan Agency for Planning

433 West Van Buren Street  
Suite 450  
Chicago, IL 60607

312-454-0400  
cmap.illinois.gov

**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

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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 Association of Regional Councils (NARC) Conference.

**National Association of Regional Councils  
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	\$145.80
Hotel Reservation – Hyatt Hotel	01/25/2023	\$775.92
Per Diem	01/22/2023 - 01/25/2023	\$155
<b>Total:</b>	<b>\$2,054.52</b>	

ACTION REQUESTED: Information