



**EXECUTIVE COMMITTEE**

**AGENDA - FINAL**

Wednesday, June 14, 2023

11:00 AM

**DuPage Conference Room  
433 West Van Buren Street, Suite 450  
Chicago, IL 60607**

Members of the public who attend in-person can pre-register for a visitor's pass at [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) until Tuesday, June 13, 2023 at 4:00 p.m. or should plan to arrive early to check-in with the building's information desk for access.

You can also 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)

CMAP provides the opportunity for public comment. Individuals are encouraged to submit comment by email to [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) at least 24 hours before the meeting. A record of all written public comments will be maintained and made publicly available.

The total cumulative time for public comment is limited to 15 minutes, unless determined otherwise by the Chair. Public comment is limited to three minutes per person unless the Chair designates a longer or shorter time period. Public comments will be invited in this order: Comments from in person attendees submitted ahead of time; comments from in-person attendees not previously submitted; comments from virtual attendees submitted ahead of time; and comments from virtual attendees not previously submitted.

To review CMAP's public participation policy, please visit <https://www.cmap.illinois.gov/committees>.

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 April 12, 2023** [23-312](#)

ACTION REQUESTED: Approval

**Attachments:** [Exec Committee 04.12.23 Minutes](#)**4.0 Financial Statements****4.01 March monthly revenue and expenditure report for FY 2023** [23-315](#)

ACTION REQUESTED: Approval

**Attachments:** [Mar 2023 Financials Executive Committee Report 06.07.23](#)**5.0 Grants, Contracts and Procurements****5.01 June 14, 2023 Executive Committee report** [23-309](#)

ACTION REQUESTED: Information

**Attachments:** [ExecCmteMemo GrantsEtc 6 14 23](#)**6.0 Information Items****6.01 Executive director expenses for the month of May 2023** [23-313](#)

ACTION REQUESTED: Information

**Attachments:** [Executive Director Travel Summary for month of May 2023](#)**7.0 Other Business****8.0 Public Comment**

This is an opportunity for comments from members of the audience.

**9.0 Next Meeting**

The next meeting is scheduled for September 13, 2023

**10.0 Adjournment**

**EXECUTIVE COMMITTEE****MEETING MINUTES - DRAFT**

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**

Chair Bennett called the meeting to order at 11:05 a.m. and reminded that the meeting is being held virtually, as permitted by the Governor's disaster declaration.

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

**Absent:** Anne Sheahan

**Staff present:** Erin Aleman, Jane Grover, Natalie Kuriata, Amy McEwan, Piotr Wietrzak

**Others present:** Leslie Rauer

**2.0 Agenda Changes and Announcements**

There were no changes to the agenda.

**3.0 Approval of Minutes****3.01 Minutes from February 8, 2023****[23-133](#)**

**Attachments:** [Executive Committee 02.08.23 Minutes](#)

*A motion was made by Member Carolyn Schofield, seconded by Member Diane Williams, that the minutes from February 8, 2023 be approved. The motion carried by the following vote:*

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

**Absent:** Anne Sheahan

## 4.0 Financial Statements

### Approval of the Group Vote

*A motion was made by Member John Noak, seconded by 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 and Diane Williams

**Absent:** Anne Sheahan

### 4.01 December 2022 monthly revenue and expenditure report for FY 2023 [23-145](#)

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

*This item was approved under the group vote.*

### 4.02 January 2023 monthly revenue and expenditure report for FY 2023 [23-189](#)

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

*This item was approved under the group vote.*

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

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

*This item was approved under the group vote.*

## 5.0 Other Business

### 5.01 Executive director expenses for the month of January 2023 [23-144](#)

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

Executive Director Erin Aleman presented her expenses to the National Association of Regional Councils (NARC) Conference in January 2023.

*The executive director's expenses for the month of January 2023 were received and filed.*

## 6.0 Public Comment

*There were no comments from the public.*

## 7.0 Executive Session

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

*The Executive Committee chose not to enter into Executive Session to review closed session minutes.*

### 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](#)

*A motion was made by Member Diane Williams, seconded by Member Carolyn Schofield, to approve but keep confidential the June 9, 2022 closed session minutes; release to the public the March 8, 2006, March 29, 2006, and October 8, 2008 closed session meeting minutes; keep the remaining closed session minutes confidential; and destroy closed session recordings older than 18 months. The motion carried by the following vote:*

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

**Absent:** Anne Sheahan

## 7.0 Executive Session

*A motion was made by Member John Noak, seconded by Member Carolyn Schofield, to enter into Executive Session for the purpose of discussion personnel matters pursuant to 5 ILCS 120/2 (c)(1). The motion carried by the following vote:*

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

**Absent:** Anne Sheahan

The Committee entered into Executive Session at 11:09 a.m.

### 7.01 Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1)

[23-191](#)

*Personnel matters were discussion in Executive Session.*

*A motion was made by Member Paul Goodrich, seconded by Member Carolyn Schofield, to exit Executive Session. The motion carried by the following vote:*

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

**Absent:** Anne Sheahan

Executive Session was closed at 11:18 a.m.

### 7.01A Consideration to forward the Executive Committee's performance evaluation recommendations to the next CMAP Board meeting

[23-192](#)

*A motion was made by Member John Noak, seconded by Member Diane Williams, to recommend approval to the CMAP Board of a 2.5% inflationary increase as established in the salary studies completed in 2020 and 2022, a 3.5% merit increase, and continued funding for leadership coaching. The motion carried by the following vote:*

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

**Absent:** Anne Sheahan

## 8.0 Next Meeting

The next meeting is scheduled for May 10, 2023

## 9.0 Adjournment

*A motion was made by Member Diane Williams, seconded by Member John Noak, to adjourn. The motion carried by the following vote:*

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

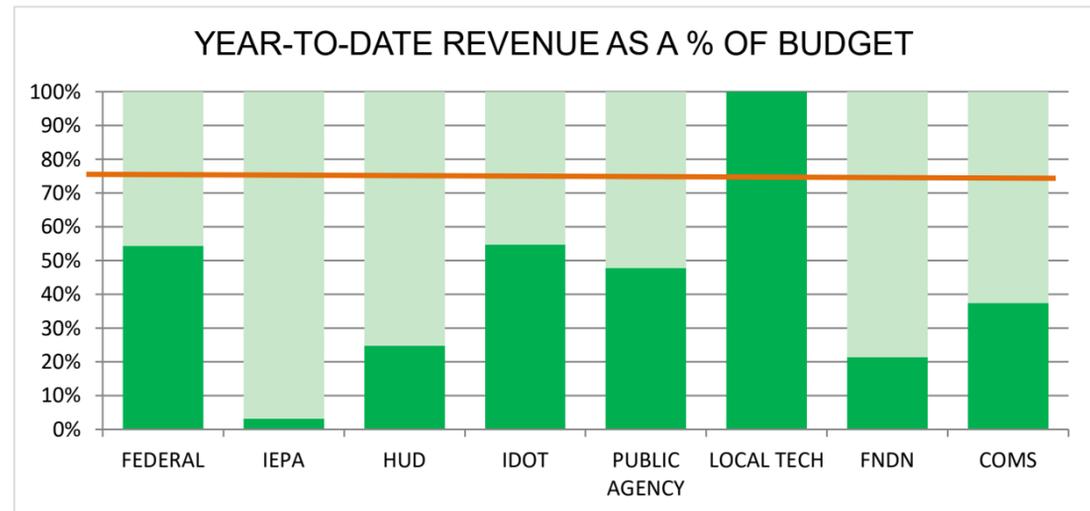
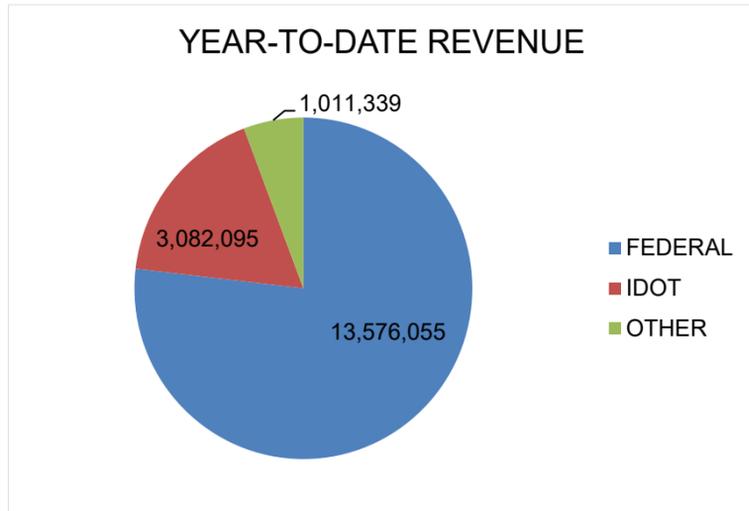
**Absent:** Anne Sheahan

The meeting was adjourned at 11:21 a.m.

Minutes prepared by Blanca Vela-Schneider

**CHICAGO METROPOLITAN AGENCY FOR PLANNING  
MONTHLY REVENUE AND EXPENDITURE REPORT  
AS OF MARCH 31, 2023**

**REVENUE**



**REVENUE OVERVIEW**

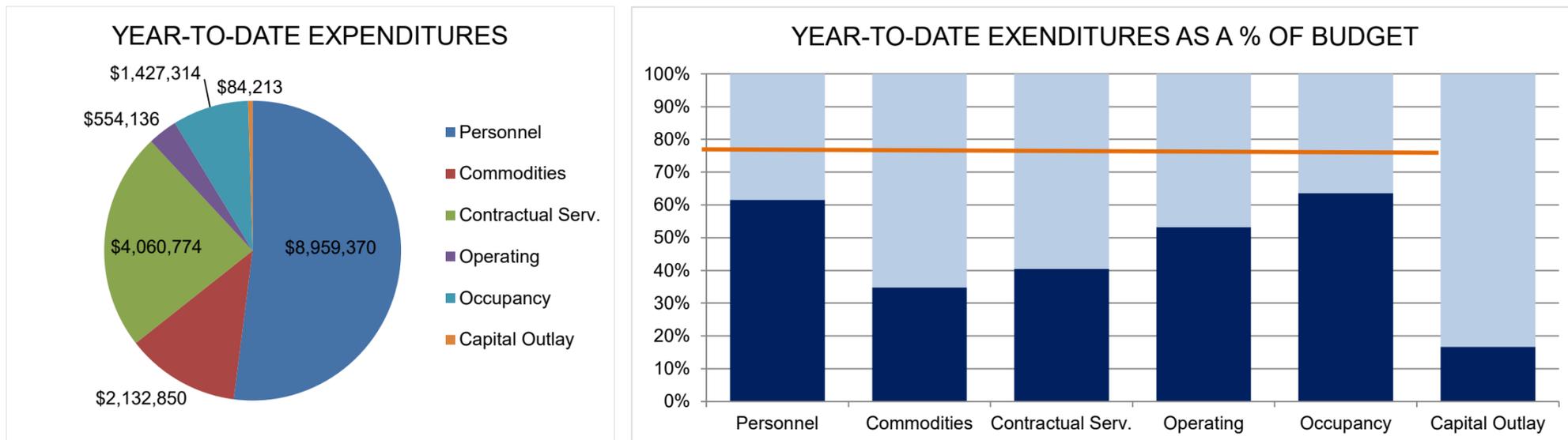
CMAP's funding for FY2023 is comprised of (77%) Federal, (18%) State, (3%) Other Public, Foundation, Non-Public Funding and Miscellaneous, and (2%) Local contributions. Using the straight-line method, CMAP's collected revenue in relation to budgeted revenue for the month of March should be approximately 75%. As of March 2023, CMAP has collected 53.2% 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 lag expenses for this and many of the agency's grants.

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. Through March 2023, CMAP collected 20.2% of FY2023 contributions. Generally, CMAP has an annual collection of 99% for all dues.

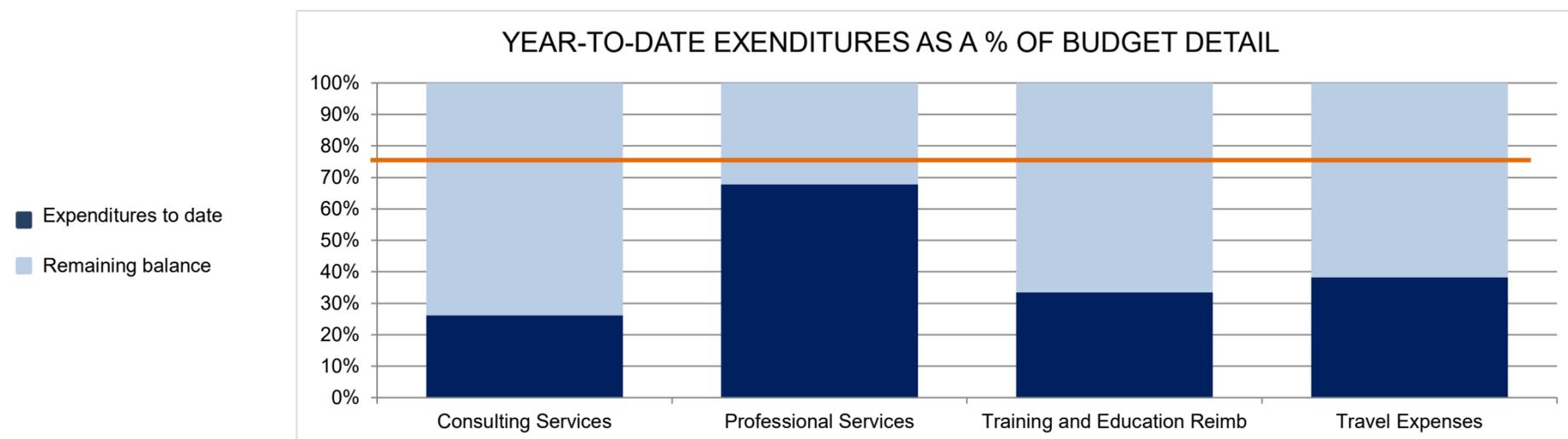
**Notes:**

As of 03/31/2023, 75% 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 March should trend towards 75% of budget. As of March 2023, the agency has expended 46% of its budget. The three highest dollar categories of expenditures for the fiscal year-to-date are personnel at 61.5%, contractual services at 40.5%, and commodities at 34.8%. 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. 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 26.2% 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 definitions 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, 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 \$1,000.

#### Notes:

As of 03/31/2023, 75% 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 MARCH 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	\$ 11,508,509	\$ 21,056,191	\$ 9,547,682	54.7%
Statewide Research & Local Planning	2,067,547	3,913,138	1,845,592	52.8%
IDOT	3,082,095	5,634,808	2,552,713	54.7%
IDNR	8,855	250,000	241,145	3.5%
IEPA	5,099	161,395	156,297	3.2%
HUD	1,671	6,754	5,083	24.7%
Other Public Agencies	51,425	107,671	56,246	47.8%
Foundations and Non-Public Agencies	90,039	420,000	329,961	21.4%
Local Technical Assistance	100,864	-	(100,864)	0.0%
Service Fees	-	479,987	479,987	0.0%
Contributions	825,325	1,337,714	512,389	61.7%
Miscellaneous	28,926	32,600	3,674	88.7%
<b>Total Revenues</b>	<u>\$ 17,770,354</u>	<u>\$ 33,400,258</u>	<u>\$ 15,629,904</u>	<u>53.2%</u>

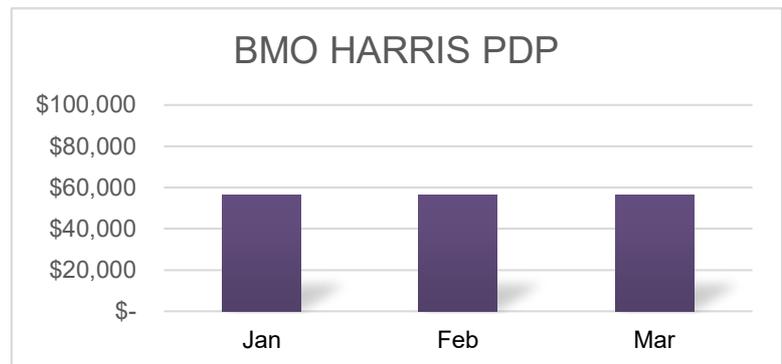
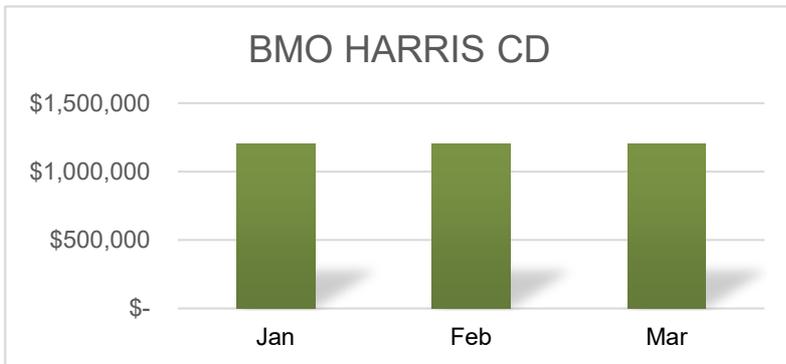
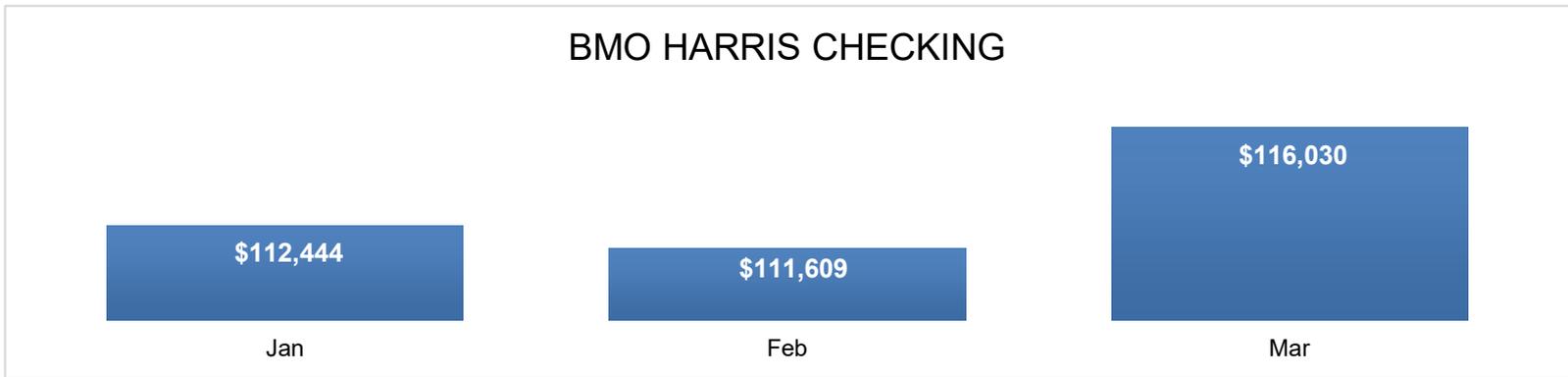
<b>EXPENDITURES</b>				
<b>By Category</b>				
Personnel	\$ 8,959,370	\$ 14,559,585	\$ 5,600,215	61.5%
Commodities	2,132,850	6,128,626	3,995,776	34.8%
Contractual Services	4,060,774	10,031,328	5,970,554	40.5%
Operating Expenses	554,136	1,041,684	487,548	53.2%
Occupancy Expenses	1,427,314	2,244,804	817,489	63.6%
Capital Outlay	84,213	506,000	421,787	16.6%
<b>Total Expenditures</b>	<u>\$ 17,218,657</u>	<u>\$ 34,512,026</u>	<u>\$ 17,293,369</u>	<u>49.9%</u>

**NON-OPERATIONAL**

<b>REVENUE</b>				
Pass-Through	763,046	\$ 3,199,500	\$ 2,436,454	23.8%
Council of Mayors	716,787	1,916,368	1,199,581	37.4%
CMAP Match	-	-	-	0.0%
In-Kind Services	-	-	-	0.0%
<b>Total, Non-Operations Revenues</b>	<u>\$ 1,479,833</u>	<u>\$ 5,115,868</u>	<u>\$ 3,636,035</u>	<u>28.9%</u>

<b>EXPENDITURES</b>				
Pass-Through	684,080	\$ 3,199,500	\$ 2,515,420	21.4%
Council of Mayors	716,787	1,916,368	1,199,581	37.4%
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>\$ 1,400,868</u>	<u>\$ 8,038,126</u>	<u>\$ 6,637,259</u>	<u>17.4%</u>

**CHICAGO METROPOLITAN AGENCY FOR PLANNING  
MONTHLY CASH REPORT  
AS OF MARCH 31, 2023**



**MONTHLY CASH OVERVIEW**

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

**BMO Harris Checking Account:** Wire transfers of \$2.4 million from the General Investment account funded operating activities for the month of March. Operating activities were comprised of \$833 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 \$2.4 million in transfers to the Checking account for the month of March.

**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.

12576	3/1/2023	Vision Service Plan (IL)	3/23 COBRA	\$1,528.31
12599	3/1/2023	BMO Harris Bank Master Card	Amazon Accounting Supplies	\$6,959.91
12577	3/2/2023	Aflac	1/23 Aflac PR WH	\$272.16
12578	3/2/2023	Blue Cross Blue Shield of Illinois	3/23 Retirees/COBRA Health	\$125,246.45
12579	3/2/2023	BRE 312 Owner LLC	2020 Tax Recon Payment Willis	\$8,257.70
12580	3/2/2023	ENRIQUE CASTILLO	APA membership dues	\$346.00
12581	3/2/2023	Change Research Public Benefit Corporation	Annual public opinion survey	\$4,880.00
12582	3/2/2023	Cogent Communications Inc	2/23 Internet	\$752.25
12583	3/2/2023	Delta Dental - Risk	3/23 Dental PPO COBRA	\$9,120.28
12584	3/2/2023	Design Workshop Inc	1/23 PAO B Country Club Hills	\$11,072.50
12585	3/2/2023	EcolInteractive Inc	1/31 Integrated TIP database Y3	\$15,125.00
12586	3/2/2023	Genesys Works Chicago	1/16-1/31 highschool interns	\$2,931.26
12587	3/2/2023	Geosyntec Consultants	1/29 Ind Creek Watershed Model	\$3,205.25
12588	3/2/2023	Henricksen and Company INC	TA-2 CONFERENCE TABLE: AL	\$13,343.80
12589	3/2/2023	High Street Consulting Group LLC	12/22 Transpo Project	\$17,498.00
12590	3/2/2023	NIKOLAS E MERTEN	UofChi training program reg	\$1,400.00
12591	3/2/2023	Mutual of Omaha	3/23 Life Insurance - EE	\$5,891.77
12592	3/2/2023	Northwest Municipal Conference	11/22 NW/N Shore COM	\$39,768.17
12593	3/2/2023	Oates Associates Inc	1/23 ADA education and training	\$15,335.00
12594	3/2/2023	Riverside Graphics Corporation	10 packs of business cards	\$419.00
12595	3/2/2023	SLG Innovation Inc	1/23 IT consulting	\$60,561.30
12596	3/2/2023	US Bank HSA	1/23 Statement fee	\$11.00
12597	3/2/2023	Wejo Data Services Inc	12/22 Purchase Waypoint Data	\$126,692.00
12598	3/2/2023	Will County Governmental League	11/22 Will County Gov League	\$12,018.41
70094	3/2/2023	Illinois Department of Employment Security	FY23 IDES Employment Data	\$1,000.00
70095	3/2/2023	State Employee Retirement System of Illinois	February 2023 Employees WH	\$8,976.46
12600	3/6/2023	Comcast	2/11-3/10/23 TV Service fee	\$86.87
12601	3/6/2023	UPS	2/17/23 UPS Shipping	\$108.16
12602	3/9/2023	Aflac	2/23 Aflac PR WH	\$272.16
12603	3/9/2023	Astriata LLC	1/23 Website redesign	\$1,755.00
12604	3/9/2023	MICHAEL BROWN	2/10/23 Gas for rental car	\$33.31
12605	3/9/2023	JONATHAN BURCH	APA membership dues	\$1,367.98
12606	3/9/2023	JULIE BURROS	NPC23 Conf Registration	\$785.00
12607	3/9/2023	Center for Neighborhood Technology	A1 PAO A Improving Climate	\$7,575.00
12608	3/9/2023	City of Chicago Department of Transportation	7-12/22 CDOT Operating	\$255,655.29
12609	3/9/2023	Clarity Partners LLC	1/23 Liferay Website Dev	\$760.08
12610	3/9/2023	DuPage Mayors & Managers Conference	12/22 DuPage COM	\$22,975.94
12611	3/9/2023	KATE EVASIC	IAFSM 2023 conf register	\$430.00
12612	3/9/2023	First Communications LLC	1/23 Telephone	\$375.92
12613	3/9/2023	Health Care Cost Management Inc	2/23 FSA admin fees	\$2,949.19
12614	3/9/2023	HOLLY L HUDSON	FREP and DRSCW Meetings Travel	\$217.29
12615	3/9/2023	Institute of Transportation Engineers	ITE VIRTUAL SPRING CONF REG	\$1,287.00
12616	3/9/2023	JAEMI JACKSON	ADA training and OPO travel	\$66.38
12617	3/9/2023	MICHAEL J KRAY	1/8-1/11 TRB Conference Travel	\$1,467.36
12618	3/9/2023	Morreale Public Affairs Group Inc	IJA Reg Proj Coordination	\$1,892.65
12619	3/9/2023	Nearmap US Inc.	Nearmap add on public view	\$1,156.16
12620	3/9/2023	Pace Suburban Bus Service	11/27-12/24/22 Pace Operations	\$10,681.16
12621	3/9/2023	Resource Systems Group Inc	1/23 Activity Based Model	\$27,326.25
12622	3/9/2023	Sam Schwartz Engineering	PAO C Glendale Heights Bike	\$8,357.50
12623	3/9/2023	JACOB D SEID	workshop and meeting travel	\$128.52
12624	3/9/2023	US Bank HSA	03/10/2023 HSA Deduction EE	\$2,124.92
12625	3/9/2023	Valerie S Kretchmer Associates Inc	1/23 PAO D Avondale/Logan Sq	\$6,986.47
12626	3/9/2023	MARY ELIZABETH WEBER	2/27 IDOT D3 Meeting Travel	\$108.74
70096	3/9/2023	AVI Systems Inc	Replacement Battery	\$619.00
12627	3/16/2023	ERIN L ALEMAN	LAI Membership Dues	\$315.00
12628	3/16/2023	DIANA BELTRAN	Bike ped plan/UDO meet travel	\$80.15
12629	3/16/2023	BerryDunn	ERP Assessment project	\$22,145.00
12630	3/16/2023	LILY ROSE BRACK	Fund of Muni finance register	\$1,400.00
12631	3/16/2023	DUSTIN CALLIARI	ULI Spring Meeting Reg	\$835.00
12632	3/16/2023	Civiltech Engineering Inc	1/23 South Cook Truck Study	\$9,702.75
12633	3/16/2023	DANIEL LEE COMEAUX	APA membership dues	\$954.00
12634	3/16/2023	Cresa Global Inc	5th Floor Construction MGMT	\$18,321.42
12635	3/16/2023	ALEXANDRA A ENSIGN	1/25 Lunch catering for CARE	\$324.78
12636	3/16/2023	Garveys Office Products Inc	Cardstock Paper Supplies	\$319.52
12637	3/16/2023	GovTempsUSA LLC	Interim HR Director	\$12,012.00
12638	3/16/2023	Holland and Knight LLP	2/23/23 Legal Advice	\$513.50
12639	3/16/2023	ANTHONY ROY MANNO	GCEP/Dupage Travel expense	\$690.80
12640	3/16/2023	THOMAS J. MURTHA	TRB Webinar registration	\$100.00
12641	3/16/2023	Optum Bank	10-12/22 HSA Account Fees	\$260.00
12642	3/16/2023	STEPHEN C OSTRANDER	2/17/23 gas for rental car	\$36.20
12643	3/16/2023	JARED M. PATTON	APA/Lake county meeting travel	\$55.50

12644	3/16/2023	KELSEY A. PUDLOCK	IAFSM Conference Registration	\$240.00
12645	3/16/2023	S2Verify LLC	2/23 Employee Background check	\$610.58
70097	3/16/2023	Chadha and Associates	8/22 5th Floor Construction	\$5,006.75
12646	3/17/2023	ComEd	2/1-3/2/23 Electricity	\$1,684.04
12647	3/23/2023	601W Companies Chicago MT LLC	4/23 Rent	\$185,724.64
12648	3/23/2023	CDW Government Inc	Laptop - Microsoft Surface 5 1	\$36,565.05
12649	3/23/2023	Egret & Ox Planning LLC	2/23 Planning Generalist - AUG	\$3,975.00
12650	3/23/2023	Elrod Friedman LLP	2/28/23 Legal Services	\$375.00
12651	3/23/2023	Borja Gonzalez	Nat Shared Mobility Summit Reg	\$599.00
12652	3/23/2023	GRM Information Management Services of Chic	3/23 Offsite Storage	\$630.84
12653	3/23/2023	Health Care Cost Management Inc	03/24/2023 Health FSA PR WH	\$2,682.69
12654	3/23/2023	Lake County Division of Transportation	10/22 Lake COM	\$17,344.36
12655	3/23/2023	LaSalle Network	9/25/22 Temp Admin Reception	\$840.38
12656	3/23/2023	AMY MCEWAN	1/4/23 Econ Dev Partner travel	\$55.59
12657	3/23/2023	Multilingual Connections	2/25 Translation Services	\$90.45
12658	3/23/2023	Omegabit LLC	2/23 Website hosting	\$2,073.70
12659	3/23/2023	Regents of the University of Michigan	UMichigan training register	\$1,400.00
12660	3/23/2023	Teska Associates	1/23 DuPage Lake Street Zoning	\$5,342.25
12661	3/23/2023	Total Insurance Services Inc	7/1/23-3/13/24 Cyber Liability	\$31,300.00
12662	3/23/2023	US Bank HSA	03/24/2023 HSA Deduction EE	\$2,124.92
70098	3/23/2023	Capitol Fax	Capitol Fax subscription	\$500.00
70099	3/23/2023	Chadha and Associates	6/22 5th Floor Construction	\$6,024.45
70100	3/23/2023	Hertz Corporation	2/23-2/24/23 R Abdallah Rental	\$454.34
70101	3/23/2023	RA Malatest and Associates	Commercial Services Vehicle	\$9,846.64
70102	3/23/2023	Women in Planning and Development	corporate membership renewal	\$800.00
70103	3/23/2023	Woods and Poole Economics Inc	2023 Data Acquisition	\$3,400.00
12693	3/24/2023	Comcast	3/23 Internet	\$1,000.00
12694	3/29/2023	BMO Harris Bank Master Card	EasyKeys Control Key	\$9,167.40
12663	3/30/2023	Astriata LLC	2/23 Website Redesign	\$4,275.00
12664	3/30/2023	Baker Tilly Virchow Krause & Company LLP	2/23 CFO Advisory Services	\$30,684.75
12665	3/30/2023	Village of Bedford Park	12/22 Southwest COM	\$14,330.67
12666	3/30/2023	DIANA BELTRAN	village open house travel	\$70.15
12667	3/30/2023	BerryDunn	ERP Assessment project	\$17,415.00
12668	3/30/2023	Budget Rent A Car System Inc	2/16-2/17 S Ostrander Rental	\$95.20
12669	3/30/2023	JULIE BURROS	various community event travel	\$147.20
12670	3/30/2023	CDW Government Inc	Software License Renewal Veeam	\$26,222.74
12671	3/30/2023	Center for Neighborhood Technology	2/23 Equitable Engagement	\$8,731.50
12672	3/30/2023	Change Research Public Benefit Corporation	Annual public opinion survey	\$4,880.00
12673	3/30/2023	Design Workshop Inc	2/23 PAO B Country Club Hills	\$5,425.00
12674	3/30/2023	DuPage Mayors & Managers Conference	11/22 DuPage COM	\$16,916.60
12675	3/30/2023	EcolInteractive Inc	Integrated TIP database Year 3	\$15,125.00
12676	3/30/2023	Eno Transportation Foundation	Consultant support for PART	\$40,000.00
12677	3/30/2023	First Communications LLC	2/23 Telephone	\$375.92
12678	3/30/2023	Genesys Works Chicago	2/16-2/28Genesys works interns	\$2,317.69
12679	3/30/2023	Geosyntec Consultants	2/26 PAO B FSI improve climate	\$1,079.75
12680	3/30/2023	GovTempsUSA LLC	Interim HR Director	\$11,329.50
12681	3/30/2023	LAURA NICOLE GUILLOT WILKISON	8/4/22 Refund for overpayment	\$1,941.94
12682	3/30/2023	Houseal Lavigne Associates LLC	Harvey Comp Plan, UWP Planning	\$6,953.51
12683	3/30/2023	Lake County Division of Transportation	11/22 Lake COM	\$30,325.36
12684	3/30/2023	The Lakota Group	12/22 Hickory Hills Comp Plan	\$13,082.50
12685	3/30/2023	Metra	11-12/22 Metra FY23 Operating	\$29,963.98
12686	3/30/2023	Sam Schwartz Engineering	PAO C Glendale Heights Bike	\$9,642.50
12687	3/30/2023	SLG Innovation Inc	2/23 IT consulting	\$60,561.30
12688	3/30/2023	TierPoint LLC	1-2/23 Colocation services	\$6,724.16
12689	3/30/2023	MARY ELIZABETH WEBER	Will County transp travel meet	\$62.88
70104	3/30/2023	Hannah News Service	Capitol Connection IL news sub	\$2,699.00
WT	3/1/2023	IMRF	IMRF Deduction	(\$195.24)
WT	3/9/2023	IL Department of Revenue	State Income Taxes	\$17,863.42
WT	3/9/2023	Internal Revenue Service	Federal Income Taxes	\$94,844.43
WT	3/10/2023	IMRF	IMRF Payment	\$54,948.65
WT	3/10/2023	State Disbursement Unit	PY Withholding	\$391.76
WT	3/10/2023	BMO Harris Bank	Payroll	\$255,554.90
WT	3/13/2023	Empower Financial Group	Insurance	\$15,230.74
WT	3/17/2023	ADP	Payroll Fees	\$6,529.02
WT	3/22/2023	BMO Harris Bank	Checking Account Service Fee	\$560.97
WT	3/24/2023	State Disbursement Unit	PY Withholding	\$391.76
WT	3/24/2023	IL Department of Revenue	State Income Taxes	\$17,972.40
WT	3/24/2023	Internal Revenue Service	Federal Income Taxes	\$96,030.62
WT	3/24/2023	CTA	Ventra Transit Benefit Card Payment	\$1,956.75
WT	3/24/2023	BMO Harris Bank	Payroll	\$257,841.30
WT	3/27/2023	Empower Financial Group	Insurance	\$13,389.65

WT 3/31/2023 IMRF

IMRF Deduction

(\$195.24)

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\$2,442,579.66

\$0.00



**MEMORANDUM**

**TO:** Executive Committee  
  
**FROM:** Finance and Administration  
  
**Date:** June 14, 2023  
  
**Re:** Grants and Procurements

A monthly update of activity relating to grants, contracts and procurements will be made to the Executive Committee for its review and approval.

The following list identifies grants received and pending grant proposals.

<b>GRANTS AND AGREEMENTS</b>			
<b><u>Grantor</u></b>	<b><u>Amount</u></b>	<b><u>Dates</u></b>	<b><u>Purpose</u></b>
<b><u>Grants Received:</u></b>			
U.S. Department of Transportation	\$4,870,000	8/1/2023 – 7/31/2025	Safe Streets and Roads for All
<b><u>Grants Submitted, Award Outcomes Pending:</u></b>			
U.S. Department of Transportation - Build America Bureau	\$3,500,000	9/1/2023 – 8/31/2025	CMAP Regional Infrastructure Accelerator: I-290 Blue Line Corridor Program
The Joyce Foundation (subaward through the Freshwater Society)	\$36,465	6/1/2023 – 5/31/2025	Groundwater Governance in the Great Lakes Region
National Renewable Energy Laboratory’s “Clean Energy to Communities – In Depth Technical Partnerships”	\$499,241	3-year grant term	Reaching Net Zero: Transport-Energy Scenarios for Northeastern Illinois
U.S. Environmental Protection Agency (subaward through Metropolitan Mayors Caucus)	\$471,000	4-year grant term	Climate Pollution Reduction Grant Program

<b>GRANTS AND AGREEMENTS</b>			
<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
<u>Agreements Executed:</u>			
Cook County Bureau of Economic Development	\$120,000	10/1/2022 – 11/30/2026	American Rescue Plan Act (ARPA) - State and Local Fiscal Recovery Funds (SLFRF)
<u>Agreements Pending:</u>			
Cook County Department of Transportation and Highways	\$500,000	5/31/2023-11/30/2026	Berwyn-Riverside Railroad Crossing Planning and Environmental Linkages Study

The CMAP bylaws provide authority to the executive director to enter into contractual commitments where compensation does not exceed \$50,000. For all projects not included in the approved UWP where the total of the compensation for an individual provider exceeds \$50,000 within the fiscal year, the agency follows a competitive bidding process along with board approval as outlined in the agency's by-laws.

<b>CONTRACTS</b>				
<u>Provider</u>	<u>Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
<b><u>\$50,000 and over, Approval Requested of CMAP Board (June 14, 2023):</u></b>				
TBD	\$75,000	MacArthur	RFP	Program Evaluation of Capacity Building Activities
AECOM	\$420,765.57	USDOT	RFP	County Safety Action Plans
<b><u>Under \$50,000, Approved by Executive Director since (May 10, 2023):</u></b>				

The following list identifies pending procurements.

<b>PROCUREMENTS</b>				
<u>Provider</u>	<u>Estimated Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
TBD	\$325,000	UWP	RFQ	Transportation Emissions Mitigation
TBD	\$150,000	UWP	RFP	Housing and Transportation Study

**PROCUREMENTS**

<u>Provider</u>	<u>Estimated Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
TBD	\$175,000	UWP	RFP	Plan of Action for Regional Transit- Sales Tax Analysis
TBD	\$75,000	UWP	RFP	Climate Communications Consultant

Note: UWP operating funds can only be used in the fiscal year budgeted. UWP competitive contract funds are available for a five-year period.

ACTION REQUESTED: Informational

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Chicago Metropolitan Agency for Planning

433 West Van Buren Street  
 Suite 450  
 Chicago, IL 60607  
 312-454-0400  
 cmap.illinois.gov

**To:** CMAP Executive Committee

**From:** Blanca Vela-Schneider

**Date:** June 5, 2023

**Re:** Executive Director Erin Aleman  
 Out-of-region travel summary for the month of May 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 May 2023. Expenses listed below are from the Coalition for America’s Gateways and Trade Corridors Annual Meeting.

**National Conference of Regions  
 Washington, DC  
 05/16/23 – 05/18/23**

Description	Date Expense Incurred	Expense Amount
Flight – American Airlines & United Airlines	04/03/2023	\$460.00
Transportation	5/16/23	\$93.90
Hotel Reservation – Hyatt Hotel	05/16/23 – 05/18/23	\$693.38
Per Diem	05/16/23-05/18/23	\$125.00
<b>Total:</b>		<b>\$1,372.28</b>

ACTION REQUESTED: Information