



**EXECUTIVE COMMITTEE**

**AGENDA - FINAL-REVISED**

Wednesday, January 10, 2024

10:30 AM

(or immediately following Board)

**DuPage County 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, January 9, 2024 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/88610440366>

CMAAP 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 CMAAP'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 CMAAP at least five days before the meeting by email ([info@cmap.illinois.gov](mailto:info@cmap.illinois.gov)) or phone (312-454-0400).

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- 1.0 Call to Order and Introductions**
- 2.0 Agenda Changes and Announcements**
- 3.0 Approval of Minutes**
- 3.01 Minutes from October 11, 2023** [23-514](#)  
ACTION REQUESTED: Approval  
**Attachments:** [Executive Committee 10.11.23 Minutes](#)
- 4.0 Financial Statements**
- 4.01 June monthly revenue and expenditure report for FY 2023** [23-515](#)  
ACTION REQUESTED: Approval  
**Attachments:** [June 2023 Financials Executive Committee Report](#)
- 5.0 Grants, Contracts and Procurements**
- 5.01 November, 2023 Executive Committee report** [23-516](#)  
ACTION REQUESTED: Information  
**Attachments:** [ExecCmteMemo GrantsEtc Memo](#)
- 5.02 January, 2024 Executive Committee report** [24-014](#)  
ACTION REQUESTED: Information  
**Attachments:** [ExecCmteMemo GrantsEtc 01 10 24](#)
- 6.0 Other Items for Approval**
- 6.01 2024 Executive Committee meeting schedule** [23-522](#)  
PURPOSE & ACTION: The Executive Committee typically meets the second week of each month immediately after the CMAP Board, except July, August, and December. The proposed schedule for the 2024 calendar year is attached for the Committee's consideration.  
ACTION REQUESTED: Approval  
**Attachments:** [2024 Executive Committee Meeting Schedule](#)
- 7.0 Information Items**
- 7.01 Discussion of proposed amendments to the CMAP Board By-Laws** [24-006](#)  
PURPOSE & ACTION: Periodic review of the by-laws is necessary to continue to align with federal and state laws and accurately reflect the work of the organization. Feedback was sought from the Board at their May 10, 2023 and June 14, 2023 meetings. Staff was directed to work with one member representing Cook, City, and the collar counties and refine proposed amendments to the board by-laws. Proposed revisions have been prepared by counsel based on feedback from those
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representatives.

ACTION REQUESTED: Information

**Attachments:** [By-laws memo 12-23](#)  
[CMAP By-laws Redline 12-26-23](#)

**7.02 Executive director expenses for the month of October 2023** [23-517](#)

ACTION REQUESTED: Information

**Attachments:** [Executive Director Travel Summary for month of October 2023](#)

**8.0 Executive Session**

**8.01 Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c)(21)** [23-520](#)

ACTION REQUESTED: Information

**8.01A Action on April 12, 2023 closed session minutes and recommendation from counsel regarding prior closed session minutes** [23-521](#)

ACTION REQUESTED: Approval

**9.0 Other Business**

**10.0 Public Comment**

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

**11.0 Next Meeting**

The next meeting is scheduled for February 14, 2024.

**12.0 Adjournment**

**EXECUTIVE COMMITTEE**

**MEETING MINUTES - DRAFT**

Wednesday, October 11, 2023

1:00 PM

**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, October 10 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

+13126266799,,86982110452# US (Chicago)

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## 1.0 Call to Order and Introductions

Chair Bennett called the meeting to order at 1:00 p.m. and reminded everyone that the meeting is being recorded.

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

**Others present:** Erin Aleman, Amy McEwan, Donna Lewandowski, Evan Hay, Alicia Gage

## 2.0 Agenda Changes and Announcements

There were no agenda changes or announcements.

## 3.0 Approval of Minutes

### 3.01 Minutes from June 14, 2023

[23-441](#)

**Attachments:** [Executive Committee 06.14.23 minutes](#)

*A motion by Member Anne Sheahan, seconded by Member Carolyn Schofield, to approve the Executive Committee Meeting minutes from June 14, 2023. The motion carried by the following vote:*

**Aye:** John Noak, Carolyn Schofield, Diane Williams, Gerald Bennett and 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 and 4.02 under one vote. The motion carried by the following vote:*

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

### 4.01 April monthly revenue and expenditure report for FY 2023

[23-442](#)

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

*This agenda item was approved under one vote.*

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

[23-443](#)

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

*This agenda item was approved under one vote.*

## 5.0 Grants, Contracts and Procurements

### 5.01 October, 2023 Executive Committee report

[23-444](#)

**Attachments:** [ExecCmteMemo GrantsEtc 10 11 23](#)

Chair Bennett noted that the attached packet includes the grants, contracts and procurements summary for reference.

*The October 2023 Executive Committee Report was received and filed.*

## 6.0 Other Business

There was no other business to conduct.

**7.0 Public Comment**

There were no comments from the public.

**8.0 Next Meeting**

Chair Bennett noted that the next Executive Committee meeting will be held on November 8, 2023.

The October 11, 2023 joint Board and MPO meeting will begin at 1:30 p.m. in the Marquee room on the second floor.

**9.0 Adjournment**

*A motion was made by Member John Noak, seconded by Member Carolyn Schofield, to adjourn the Executive Committee meeting. The motion carried by the following vote:*

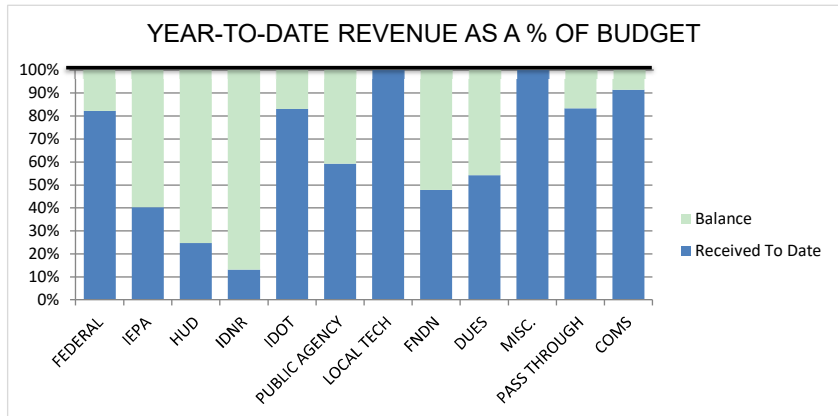
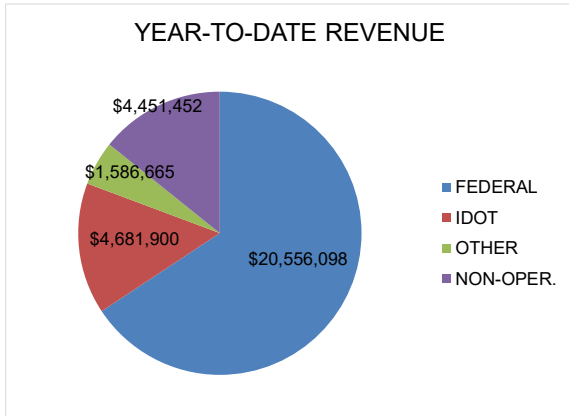
**Aye:** John Noak, Carolyn Schofield, Diane Williams, Gerald Bennett and Anne Sheahan

The meeting was adjourned at 1:06 p.m.

Minutes prepared by Evan Hay

**CHICAGO METROPOLITAN AGENCY FOR PLANNING  
MONTHLY REVENUE AND EXPENDITURE REPORT  
AS OF JUNE 30, 2023**

**REVENUE**



**REVENUE OVERVIEW**

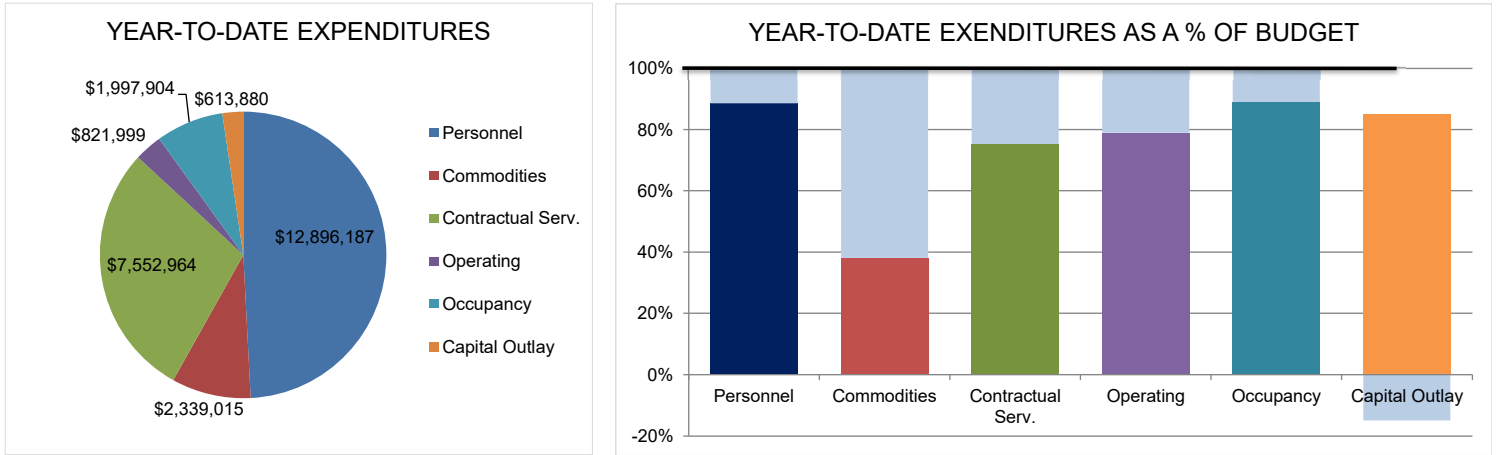
CMAP's funding as of 06/30/2023, FY2023 is comprised of (78%) Federal and Non Operational, (14%) State, (4%) Other Public, Foundation, Non-Public Funding and Miscellaneous, and (4%) Local contributions. The agreement with IDOT permits project completion and expenditures through December 31, 2023. As of June 2023, CMAP has collected 82.6% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables (excludes non operational) above. CMAP's grant with IDOT is a reimbursable agreement. Therefore, revenues trail expenses for this and many of the agency's grants.

Local contributions continues to be a critical component of CMAP's funding strategy as it supports work not funded through the State or other grant funding sources. CMAP has maintained local contributions at an adopted amount of approximately \$887 thousand. With CMAP's increasing operating budget, the agency has instituted a path forward to increase contributions and to bridge the gap. The Agency has instituted a plan for a gradual increase to the contribution amount for Counties and Transit Partners. Since inception in 2016, the agency has collected, annually, 99% of all local contributions. Through June 2023, CMAP has collected 88 % of FY23 contributions.

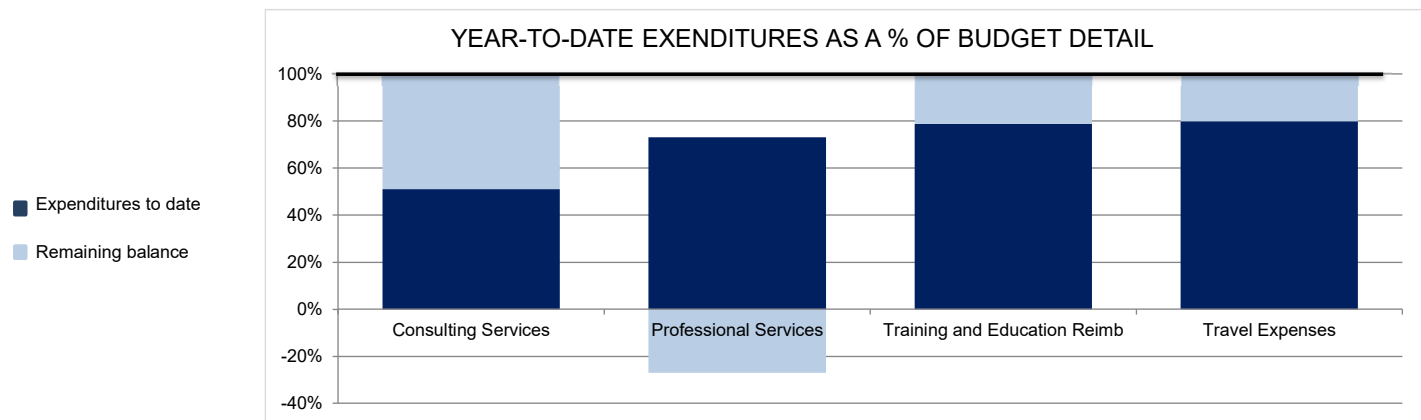
**Notes:**

As of June 30, 2023, contributions are being restated to capture a prior year adjustment from \$825,654 to \$780,914; removing FY22 dues collected in FY23. As of April 30, 2023 the budget has increased to \$33,502,186. The increase totals \$581,915 in anticipated funds for service fees (\$479,987) and increased contributions (\$101,925). Previous FY23 increases: Nov. foundations and non-public agencies (\$150,000), Dec. foundations and non-public agencies \$70,000, IDNR \$250,000, Jan. \$450,228 contributions, Feb. \$120,000 federal.

## EXPENDITURES



### EXPENDITURE HIGHLIGHTS



### EXPENDITURE OVERVIEW

Using the straight-line method, CMAP's expenses for the month of June should trend towards 100% of budget. As of June 30, 2023, the agency has expended 76% of its budget. The three highest dollar categories of expenditures fiscal year-to-date are personnel at 88.6%, contractual services at 75.3%, and commodities at 38.2%. Personnel expenses along with contractual services continue to perform below expectations. The largest contributor to below trending expenses is staff turnover. Similar to employers throughout the country, the agency is contending with a very competitive job market. The agency is experiencing greater 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. Consulting services were 51.0% 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. Paid time off hours taken such as vacation, sick, personal days, and parental, family and 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 \$1,000.00.



**CHICAGO METROPOLITAN AGENCY FOR PLANNING  
MONTHLY SUMMARY REPORT  
AS OF JUNE 30, 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	\$ 18,145,850	\$ 21,056,191	\$ 2,910,341	86.2%
Statewide Research & Local Planning	2,410,248	3,913,138	1,502,890	61.6%
IDOT	4,681,900	5,634,808	952,908	83.1%
IDNR	33,085	250,000	216,915	13.2%
IEPA	65,221	161,395	96,175	40.4%
HUD	1,671	6,754	5,083	24.7%
Other Public Agencies	63,763	107,671	43,907	59.2%
Foundations and Non-Public Agencies	201,093	420,000	218,907	47.9%
Local Technical Assistance	157,956	-	(157,956)	0.0%
Service Fees	242,195	479,987	237,792	50.5%
Contributions	780,914	1,439,642	658,728	54.2%
Miscellaneous	40,766	32,600	(8,166)	125.1%
<b>Total Revenues</b>	<u>\$ 26,824,662</u>	<u>\$ 33,502,186</u>	<u>\$ 6,677,523</u>	<u>82.6%</u>

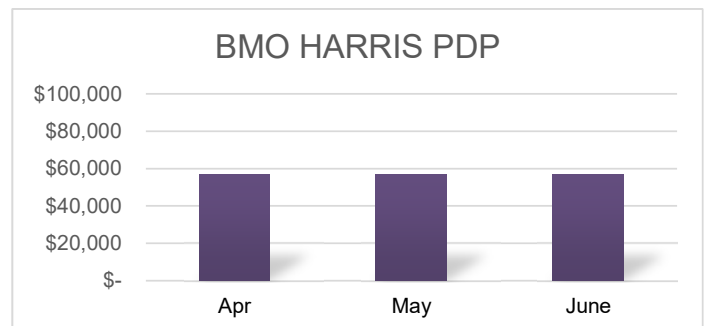
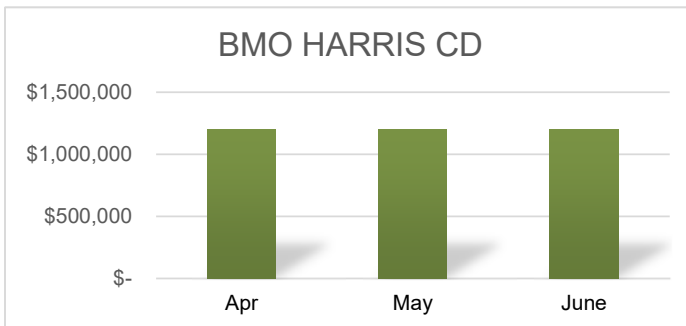
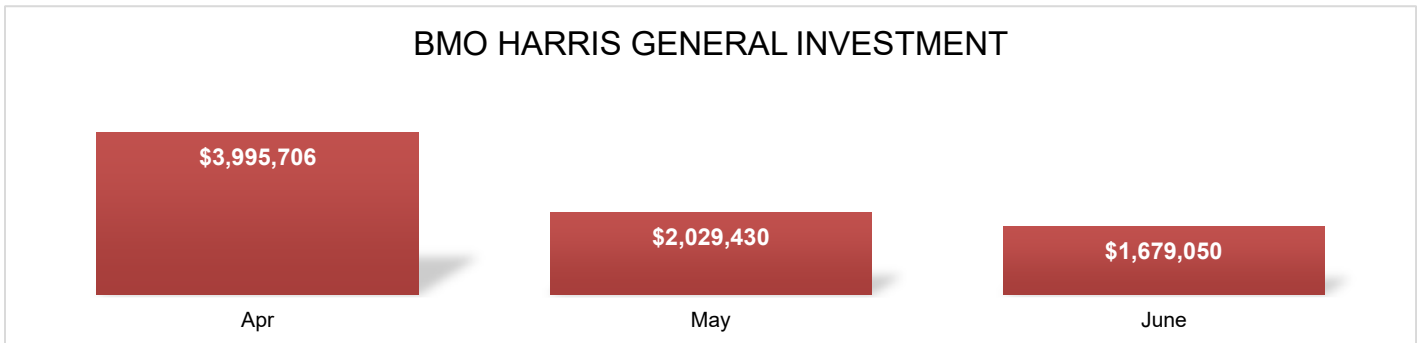
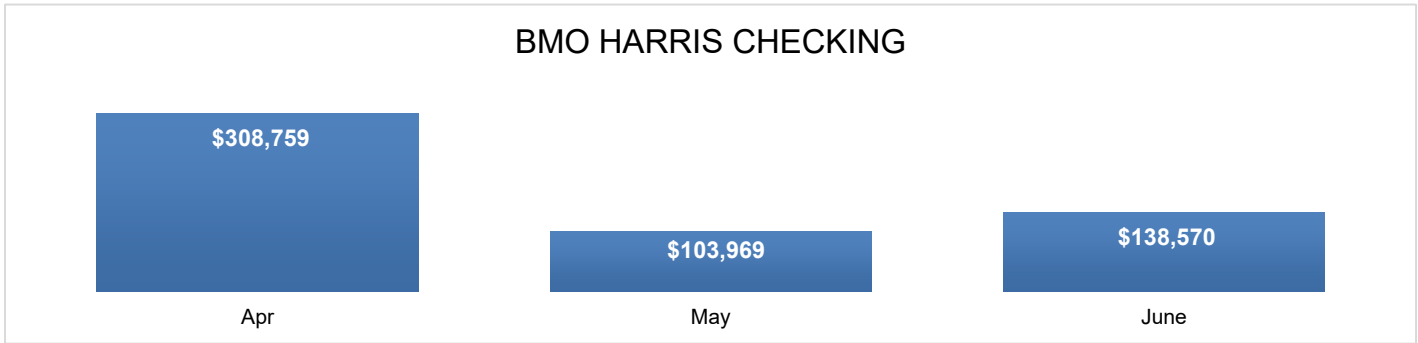
<b>EXPENDITURES</b>				
<b>By Category</b>				
Personnel	\$ 12,896,187	\$ 14,559,585	\$ 1,663,398	88.6%
Commodities	2,339,015	6,128,626	3,789,610	38.2%
Contractual Services	7,552,964	10,031,328	2,478,364	75.3%
Operating Expenses	821,999	1,041,684	219,685	78.9%
Occupancy Expenses	1,997,904	2,244,804	246,899	89.0%
Capital Outlay	613,880	506,000	(107,880)	121.3%
<b>Total Expenditures</b>	<u>\$ 26,221,950</u>	<u>\$ 34,512,026</u>	<u>\$ 8,290,077</u>	<u>76.0%</u>

**NON-OPERATIONAL**

<b>REVENUE</b>				
Pass-Through	2,668,016	\$ 3,199,500	\$ 531,484	83.4%
Council of Mayors	1,751,910	1,916,368	164,458	91.4%
CMAP Match	-	-	-	0.0%
In-Kind Services	31,527	-	(31,527)	0.0%
<b>Total, Non-Operations Revenues</b>	<u>\$ 4,451,452</u>	<u>\$ 5,115,868</u>	<u>\$ 664,416</u>	<u>87.0%</u>

<b>EXPENDITURES</b>				
Pass-Through	2,589,050	\$ 3,199,500	\$ 610,450	80.9%
Council of Mayors	1,751,910	1,916,368	164,458	91.4%
CMAP Match	-	5,037	5,037	0.0%
In-Kind Services	31,527	-	(31,527)	0.0%
Applied Overhead	-	2,917,222	2,917,222	0.0%
<b>Total, Non-Operations Expenditures</b>	<u>\$ 4,372,487</u>	<u>\$ 8,038,126</u>	<u>\$ 3,665,640</u>	<u>54.4%</u>

**CHICAGO METROPOLITAN AGENCY FOR PLANNING  
MONTHLY CASH REPORT  
AS OF JUNE 30, 2023**



**MONTHLY CASH OVERVIEW**

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

**BMO Harris Checking Account:** Wire transfers of \$2.6 million from the General Investment account partially funded operating activities for the month of June. Operating activities were comprised of \$1.3 million in personnel related costs, and \$1.3 million in payables.

**BMO Harris General Investment Account:** Wire transfers in of \$2.3 million resulting from monthly revenue activity partially funded \$2.6 million in transfers to the Checking account for the month of June.

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

12876	6/1/2023	Astriata LLC	4/23 Website Redesign	\$3,870.00
12877	6/1/2023	JULIE BURROS	Community events travel	\$219.63
12878	6/1/2023	City Club of Chicago	Two tickets for the City Club	\$345.00
12879	6/1/2023	Creative Financial Staffing LLC	5/14 Temp Admin Services	\$1,147.50
12880	6/1/2023	Delta Dental - Risk	5/23 Dental PPO COBRA	\$8,292.14
12881	6/1/2023	Design Workshop Inc	4/23 PAO B: Country Club Hills	\$4,822.50
12882	6/1/2023	DuPage Mayors & Managers Conference	4/22 DuPage MMC	\$20,069.54
12883	6/1/2023	AUSTEN O. EDWARDS	UMichigan training travel	\$1,118.98
12884	6/1/2023	Executives Club of Chicago	Annual Membership dues	\$600.00
12885	6/1/2023	First Communications LLC	5/23 Telephone	\$371.12
12886	6/1/2023	Geosyntec Consultants	4/30 PAO B FSI Update Climate	\$1,429.00
12887	6/1/2023	Health Care Cost Management Inc	06/02/2023 Health FSA PR WH	\$2,682.70
12888	6/1/2023	HNTB Corporation	4/23 support for transit	\$21,361.97
12889	6/1/2023	AMY MCEWAN	NARC Conference Registration	\$765.00
12890	6/1/2023	Mutual of Omaha	5/23 Life Insurance - EE	\$10,950.06
12891	6/1/2023	Oates Associates Inc	4/1-4/28 ADA Transition plan	\$12,412.76
12892	6/1/2023	Optum Bank	1-3/23 HSA Account Fees	\$295.75
12893	6/1/2023	Sam Schwartz Engineering	4/23PAO C Glendale Height Bike	\$9,817.02
12894	6/1/2023	SB Friedman and Company	3/3 Regional Transit sales tax	\$53,306.25
12895	6/1/2023	US Bank HSA	06/02/2023 HSA Deduction EE	\$2,288.38
12896	6/1/2023	BEATRIX EDLYN GUE YAN	Logan Sq Blue Line Proj Travel	\$15.00
12897	6/5/2023	Comcast	5/11-6/10/23 TV Service Fee	\$86.90
12898	6/8/2023	MICHAEL BROWN	sugar grove meet gas and toll	\$162.74
12899	6/8/2023	DUSTIN CALLIARI	ULI spring meeting travel	\$1,755.63
12900	6/8/2023	Central Square Technologies	Update PY/AP ELF forms	\$1,560.00
12901	6/8/2023	The Daily Line LLC	Daily Line subscription	\$695.00
12902	6/8/2023	KATE EVASIC	APWA conference travel	\$75.33
12903	6/8/2023	NICHOLAS FERGUSON	TRB data governance web reg	\$100.00
12904	6/8/2023	Houseal Lavigne Associates LLC	3/23 Harvey Comp Plan, UWP Pln	\$3,333.10
12905	6/8/2023	JAEMI JACKSON	ADA National Symposium Travel	\$892.19
12906	6/8/2023	Inc. Jacobs Engineering Group	4/23 A16 PAO G Dlxmoor	\$11,090.23
12907	6/8/2023	Koa Hills Consulting LLC	5/2-5/3/23 OS Data Migration	\$4,140.00
12908	6/8/2023	CARLOS J LOPEZ	Urban Planning workshop travel	\$956.75
12909	6/8/2023	ANTHONY ROY MANNO	ULI Spring Meeting travel	\$1,575.44
12910	6/8/2023	Resource Systems Group Inc	4/23 Activity Based Model	\$6,784.70
12911	6/8/2023	SB Friedman and Company	4/23 Sales tax research supp	\$26,595.00
12912	6/8/2023	MILES CALMAN SHAPEY	UofMichigan SEMCOG Conf Travel	\$843.86
12913	6/14/2023	UPS	6/2/23 UPS Shipping	\$45.80
12914	6/15/2023	Aflac	5/23 Aflac PR WH	\$272.16
12915	6/15/2023	BerryDunn	4/23 ERP Assessment project	\$5,805.00
12916	6/15/2023	Blue Cross Blue Shield of Illinois	6/23 Retirees/COBRA Health	\$126,726.31
12917	6/15/2023	LILY ROSE BRACK	River Grove comm event travel	\$20.70
12918	6/15/2023	Civic Consulting Alliance	6/23 CCA support for PART	\$70,000.00
12919	6/15/2023	Clarity Partners LLC	4/23 Liferay Web Development	\$400.23
12920	6/15/2023	Creative Financial Staffing LLC	5/28 Temporary Admin Services	\$1,687.50
12921	6/15/2023	Health Care Cost Management Inc	06/16/2023 Health FSA PR WH	\$2,682.70
12922	6/15/2023	High Street Consulting Group LLC	4/23 Transp Prj Analysis Tool	\$22,724.25
12923	6/15/2023	JAEMI JACKSON	Harvey Comp Plan Travel	\$38.52
12924	6/15/2023	ALEXIS R MCADAMS	UofMichigan SEMCOG travel	\$843.03
12925	6/15/2023	Morreale Public Affairs Group Inc	4/23 IJJA Regional Proj Co Sup	\$1,647.50
12926	6/15/2023	KATHLEEN REIGSTAD	Build up Cook interview travel	\$50.56
12927	6/15/2023	US Bank HSA	06/16/2023 HSA Deduction EE	\$2,299.92
12928	6/15/2023	BLANCA VELA-SCHNEIDER	mini circle labels for C&E use	\$547.86
12929	6/15/2023	ComEd	5/23 electricty	\$1,544.34
70111	6/15/2023	Hertz Corporation	5/15-5/16 T Manno Car Rental	\$224.51
70112	6/15/2023	State Employee Retirement System of Illinois	May 2023 Employees WH	\$16,677.39
12931	6/20/2023	UPS	6/2/23 UPS Shipping	\$53.94
12932	6/22/2023	CDW Government Inc	Service Agreement: FortiCare	\$216,913.96
12933	6/22/2023	City of Chicago Department of Transportation	7/16/22-1/1/23 CDOT Operating	\$101,868.68
12934	6/22/2023	Cogent Communications Inc	5/23 Internet	\$752.25
12935	6/22/2023	CoStar Group	Costar Real Estate Subscribe	\$47,962.20
12936	6/22/2023	Delta Dental - Risk	6/23 Dental PPO COBRA	\$8,385.80
12937	6/22/2023	BORJA MANUEL GONZALEZ MORGADO	ADA Conference Reg Fee	\$1,627.73
12938	6/22/2023	Teska Associates	4/23 DuPage Lake Street Zoning	\$4,367.50
12939	6/22/2023	TierPoint LLC	5/23 Colocation services	\$710.21
70113	6/22/2023	Midwest Awards Corporation	magnetic name badges for staff	\$132.95
12971	6/23/2023	Comcast	6/23 Internet	\$1,000.00
12972	6/23/2023	The Hartford	06/25/23-06/25/24 Fidelity	\$765.00

12973	6/23/2023	Vision Service Plan (IL)	5-6/23	COBRA	\$2,970.86
12969	6/26/2023	CenturyLink	4/23	Teleconference	\$28.38
12970	6/26/2023	UPS	6/15/23	UPS Shipping	\$48.76
12940	6/28/2023	US Bank HSA	6/30/23	Employer Contribution	\$23,142.34
13009	6/28/2023	Vision Service Plan (IL)	7/23	Vision	\$1,429.13
12941	6/29/2023	601W Companies Chicago MT LLC	7/23	Maintenance	\$187,100.66
12942	6/29/2023	ALEXANDER JAMES BAHLS	SEMCOG	Conf Travel	\$883.90
12943	6/29/2023	Baker Tilly Virchow Krause & Company LLP	3/31	Accounting services	\$25,283.00
12944	6/29/2023	ASHA BARNES		Community engagement travel	\$30.49
12945	6/29/2023	MARY VICTORIA BARRETT		Intern Welcome Event Refresh	\$56.41
12946	6/29/2023	BerryDunn	5/23	ERP Assessment project	\$6,557.50
12947	6/29/2023	Blue Cross Blue Shield of Illinois	7/23	Retirees/COBRA Health	\$120,822.80
12948	6/29/2023	Center for Neighborhood Technology	5/23	Equitable Engagement	\$4,861.50
12949	6/29/2023	Creative Financial Staffing LLC	6/4	Temporary Admin Services	\$2,700.00
12950	6/29/2023	Egret & Ox Planning LLC	5/23	Planning Generalist - AUG	\$4,625.00
12951	6/29/2023	Eptura Inc.	FY24	Prepaid Condeco Room	\$7,800.00
12952	6/29/2023	Genesys Works Chicago	3/1-3/15	High School interns	\$12,229.78
12953	6/29/2023	GovTempsUSA LLC		Interim HR Director - Rick C.	\$11,848.20
12954	6/29/2023	KASIA S HART		Springfield Legislative Travel	\$916.90
12955	6/29/2023	JAEMI JACKSON	4/18-4/19/23	Rental Car Tolls	\$29.68
12956	6/29/2023	Koa Hills Consulting LLC	5/15-5/26	OS Data Migration	\$3,600.00
12957	6/29/2023	ALEXIS R MCADAMS		UofMichigan SEMCOG travel	\$843.03
12958	6/29/2023	Multilingual Connections		Hegewisch Translation Services	\$167.55
12959	6/29/2023	Mutual of Omaha	7/23	Life Insurance - EE	\$5,561.94
12960	6/29/2023	Omegabit LLC	5/23	Website hosting	\$2,207.45
12961	6/29/2023	Pitney Bowes Inc	4-6/23	Mail Equipment Lease	\$1,951.20
12962	6/29/2023	LLC Racial Equity Institute	5/30	DEI training courses	\$34,420.00
12963	6/29/2023	Riverside Graphics Corporation		200 Business Cards	\$270.00
12964	6/29/2023	Valerie S Kretchmer Associates Inc	4/23	PAO D Avondale/Logan Sq	\$7,598.86
12965	6/29/2023	MARY ELIZABETH WEBER	Spring	22-23 Tuition Reimburse	\$2,972.00
12966	6/29/2023	West Central Municipal Conference	9/22	Central COM	\$11,277.30
12967	6/29/2023	BEATRIX EDLYN GUE YAN		NEXT Chinatown/Rent Gas travel	\$30.25
12968	6/29/2023	Zoom Video Communications Inc	FY24	Zoom One Business Account	\$7,068.00
13008	6/29/2023	BMO Harris Bank Master Card		Amazon Refrigerator Filters	\$488.41
13044	6/30/2023	Baker Tilly Virchow Krause & Company LLP	2/23	CFO Advisory Services	\$14,046.00
JE	6/30/2023	Baker Tilly Virchow Krause & Company LLP	2/23	CFO Advisory Services	(\$14,046.00)
WT	6/1/2023	IMRF		Deduction	(\$195.24)
WT	6/2/2023	BMO Harris Bank		Payroll	\$258,759.87
WT	6/2/2023	BMO Harris Bank		PAYROLLCASH	\$115,889.44
WT	6/5/2023	Empower Financial Group		Insurance	\$14,328.78
WT	6/16/2023	IMRF		IMRF Payment	\$56,582.43
WT	6/16/2023	ADP		Payroll Fees	\$6,850.78
WT	6/16/2023	RTA		RTA Benefit Card Payment	\$902.75
WT	6/16/2023	BMO Harris Bank		Payroll	\$275,475.93
WT	6/16/2023	BMO Harris Bank		PAYROLLCASH	\$126,424.04
WT	6/16/2023	ADP		Wage pay return	\$493.78
WT	6/20/2023	Empower Financial Group		Insurance	\$14,188.85
WT	6/22/2023	BMO Harris Bank		Checking Account Service Fee	\$550.16
WT	6/27/2023	BMO Harris Bank		Returned Check	(\$843.03)
WT	6/28/2023	CTA		Ventra Transit Benefit Card Payment	\$2,131.00
WT	6/30/2023	IMRF		Deduction	(\$195.24)
WT	6/30/2023	BMO Harris Bank		PAYROLL	\$291,018.60
WT	6/30/2023	BMO Harris Bank		PAYROLLCASH	\$129,613.62
WT	6/30/2023	BMO Harris Bank		BMO Mastercard Credit	(\$5.99)
WT	6/30/2023	BMO Harris Bank		Payroll correction	\$0.01
WT	6/30/2023	BMO Harris Bank		Misc expense	\$1.20
					<b><u>\$2,639,398.69</u></b>



**MEMORANDUM**

**TO:** Executive Committee  
**FROM:** Finance and Administration  
**Date:** November 8, 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, pending grant proposals and pending and executed agreements.

<b>GRANTS AND AGREEMENTS</b>			
<b>Grantor</b>	<b>Amount</b>	<b>Dates</b>	<b>Purpose</b>
<u>Grants Pending:</u>			
Housing and Urban Development Department Pathways to Removing Obstacles to Housing (PRO Housing)	\$10,000,000	1/1/2024 – 9/30/2029	Housing Readiness: Pathways to Removing Obstacles to Housing in Northeastern Illinois
<u>Grants Received:</u>			
None			
<u>Agreements Pending:</u>			
ComEd and Respiratory Health Association in Partnership with CMAP as recipients of the Clean Energy to Communities – In Depth Technical Partnerships contract from the U.S. Department of Energy/NREL	\$500,000	1/1/2024	Reaching Net Zero: Transport-Energy Scenarios for Northeastern Illinois
<u>Agreements Executed:</u>			
None			

The CMAP bylaws provide authority to the executive director to enter into contractual commitments where compensation does not exceed \$50,000. For those commitments \$50,000 and greater, the Executive Committee has retained authority for approval. 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, or Board approval is required.

<b>CONTRACTS</b>				
<b>Provider</b>	<b>Amount</b>	<b>Fund Source</b>	<b>Type of Procurement</b>	<b>Purpose</b>
<b><u>\$50,000 and over, Approval Requested of Committee (November 8, 2023):</u></b>				
EcoInteractive	\$125,000	UWP	Sole Source	Development of custom features for ProjectTracker SaaS platform
<b><u>Under \$50,000, Approved by Executive Director since (October 11, 2023):</u></b>				
Moody's Analytics	\$23,315	Gen Funds	Sole Source	Economic Forecasting Data

The following list identifies pending procurements.

<b>PROCUREMENTS</b>				
<b>Provider</b>	<b>Estimated Amount</b>	<b>Fund Source</b>	<b>Type of Procurement</b>	<b>Purpose</b>
TBD	\$325,000	UWP	RFQ	Transportation Emissions Mitigation
TBD	\$150,000	UWP	RFP	Housing and Transportation Study
TBD	\$75,000	UWP	RFP	Climate Communications Consultant
TBD	\$280,000	UWP	RFP	Digital Aerial Imaging
TBD (multiple)	\$3,200,000	SS4A	RFP	Countywide Safety Action Plans
TBD	\$1,000,000	SS4A	RFP	Regional wide Engagement and Equity Campaign
DePaul University	\$260,000	UWP	RFP	Housing Data Snapshots
SRF Consulting	\$189,624	UWP	RFP	NW Cook Transit Coordination
RSG	\$2,999,330	UWP	RFP	Household Travel Survey
EcoInteractive	\$125,000	UWP	Sole Source	Development of custom features for ProjectTracker SaaS platform (Amendment)
Resultant	\$437,778	UWP	RFP	Data Governance

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: Approval

###



**MEMORANDUM**

**TO:** Executive Committee  
**FROM:** Finance and Administration  
**Date:** January 10, 2024  
**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 pending and received grant proposals and pending and executed agreements.

<b>GRANTS AND AGREEMENTS</b>			
<b>Grantor</b>	<b>Amount</b>	<b>Dates</b>	<b>Purpose</b>
<b><u>Grants Pending:</u></b>			
Housing and Urban Development Department Pathways to Removing Obstacles to Housing (PRO Housing)	\$10,000,000	1/1/2024 – 9/30/2029	Housing Readiness: Pathways to Removing Obstacles to Housing in Northeastern Illinois
<b><u>Grants Received:</u></b>			
None			
<b><u>Agreements Pending:</u></b>			
ComEd and Respiratory Health Association in Partnership with CMAP as recipients of the Clean Energy to Communities – In Depth Technical Partnerships contract from the U.S. Department of Energy/NREL (*Note: this is a contract award, not a grant)	\$500,000	1/1/2024	Reaching Net Zero: Transport-Energy Scenarios for Northeastern Illinois
<b><u>Agreements Executed:</u></b>			
None			



The CMAP bylaws provide authority to the executive director to enter into contractual commitments where compensation does not exceed \$50,000. For those commitments \$50,000 and greater, the Executive Committee has retained authority for approval. 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, Board approval is required.

<b>CONTRACTS FOR EXECUTIVE COMMITTEE APPROVAL</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 Committee (January 10, 2024):</u></b>				
EcoInteractive	\$125,000	UWP	Sole Source	Development of custom features for ProjectTracker SaaS platform
<b><u>Under \$50,000, Approved by Executive Director since (October 11, 2023):</u></b>				
Moody's Analytics	\$23,315	Gen Funds	Sole Source	Economic Forecasting Data

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
TBD	\$75,000	UWP	RFP	Climate Communications Consultant
TBD	\$280,000	UWP	RFP	Digital Aerial Imaging
TBD	TBD	UWP	RFQ	Berwyn-Riverside Railroad Grade Crossing Study
TBD	TBD	UWP	RFP	Organizational Change Management and Training
TBD	TBD	UWP	RFQ	Project Consulting Services (Readvertisement of Service Areas 6 & 8)
TBD	TBD	UWP	RFP	Project Management and Oversight (PMO) Consultant
DePaul University	\$260,000	UWP	RFP	Housing Data Snapshots
SRF Consulting	\$189,624	UWP	RFP	NW Cook Transit Coordination
EcoInteractive	\$125,000	Gen Funds	Sole Source	Development of custom features for ProjectTracker SaaS platform (Amendment)
Resultant	\$437,778	UWP	RFP	Data Governance

<b>PROCUREMENTS</b>				
<b><u>Provider</u></b>	<b><u>Estimated Amount</u></b>	<b><u>Fund Source</u></b>	<b><u>Type of Procurement</u></b>	<b><u>Purpose</u></b>
Jacobs Engineering HW Lochner Sam Schwartz Epstein & Sons Int'l Stanley Consultants HDR, Inc.	\$4,205,000	SS4A	RFP	SS4A Countywide Safety Action Plans
CBRE	\$180,000	Gen Funds	Sole Source	Brokerage services for 5 <sup>th</sup> Floor Space in the Old Post Office Building

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: Review and Approval

###



# Chicago Metropolitan Agency for Planning

433 West Van Buren Street  
Suite 450  
Chicago, IL 60607

312-454-0400  
cmap.illinois.gov

## MEMORANDUM

**To:** Executive Committee  
**From:** Erin Aleman, Executive Director  
**Date:** November 1, 2023  
**Re:** 2024 Executive Committee meeting schedule

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### Recommendation

The Executive Committee traditionally meets immediately after the CMAP Board meeting, on the second Wednesday of the month, nine times a year. The proposed schedule for 2024 is as follows:

January 10

February 14

March 13

April 10

May 8

June 12

July 10 – (only if necessary)

August 14 – (only if necessary)

September 11

October 9 - annual joint meeting with the MPO Policy Committee

November 13

December 11 – (only if necessary)

**Action Requested:** Approval of the proposed 2024 meeting schedule.

###



# Chicago Metropolitan Agency for Planning

## MEMORANDUM

Agenda Item 7.01

433 West Van Buren Street  
Suite 450  
Chicago, IL 60607

312-454-0400  
cmap.illinois.gov

**TO:** CMAP Executive Committee

**FROM:** **Amy McEwan**, Deputy Executive Director

**Date:** December 26, 2023

**Re:** Amendment consideration for the CMAP By-Laws:

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### **Introduction:**

At the CMAP Board meeting in May and June, the Board reviewed drafted changes to their by-laws. After discussion, staff were directed to meet with a group of board members representing the Cook County, collar counties, and the City of Chicago to discuss and make recommendations for any by-law amendments. Staff met with members Sheahan, Brolley and Walsh, as well as the CMAP legal counsel Hart Passman from Elrod Freidman, to review and discuss potential changes. Attached to this memo is a copy of the Board's by-laws with potential amendments for consideration.

### **Article Three:**

Upon recommendation of legal counsel,

1. provide further clarification on virtual meeting participation
2. provide clarification that the board and its committees may use a consent agenda to transact business
3. provide clarity and transparency by documenting in the by-laws the long-standing practice of maintaining on the Executive Committee 2 members each from the City of Chicago, Cook County and the collar counties

### **Article Four: Powers of the Executive Committee**

The members of the review panel discussed the primary responsibilities of CMAP and the typical actions taken by the board. Unlike local governments, CMAP does not have taxing authority and instead derives 95% of its funding from federal, state, and philanthropic grants. In a typical year approximately 90% or more of the agencies funding is included in the CMAP budget and approved by the board in February. Some grant opportunities occur after the board approves the budget. In these cases, the agency applies for funding and reports monthly to the executive committee on any new grants the agency is requesting and when any funding is awarded.

As these mid-year grants are approved by the funder, the agency has a need to enter into grant agreements, inter-governmental agreements, and contracts necessary to complete the work outlined in the grant. Any grants the agency seeks are consistent with the regional planning act, long range plan and the guidelines provided by the funding agency.

Options provided by legal counsel for Board consideration to expand the duties the Executive Committee may conduct on behalf of the board.

Authorizes the Executive Committee to take the following actions when they are consistent with the most current long-range plan:

1. accept grants and enter into the associated grant agreements
2. enter into intergovernmental agreements
3. approve or amend contracts with the following limitations
  - a. limits authorizations to \$1 million dollars
  - b. limits the duration of any approved contract to 3 years plus (2) one-year extensions renewals
  - c. existing by-laws requires notification to the board of all such actions taken by the Executive Committee
4. approve change orders to existing contracts for up to 10%

The executive director will continue to seek board approval when possible and expedient.

#### **Article Seven: Power of the Executive Director**

Upon recommendation of legal counsel, ties the simplified acquisition threshold or maximum contract authority of the Executive Director to the limits defined in State Statute.

#### **Article Ten: Miscellaneous**

Emergency purchases during a declared state of emergency – increase the limit to \$250,000. This provision provides a safety net if significant damage occurred to the CMAP office, personal protective equipment was required by staff to perform work, or other major impact was experienced during a declared state or federal emergency. There has only been one qualifying state of emergency since the agency's inception.

**BY-LAWS OF THE  
CHICAGO METROPOLITAN AGENCY FOR PLANNING**

Adopted June 21, 2006

Revised November 28, 2007

Revised November 13, 2013

Revised October 11, 2017

Revised June 9, 2021



**BY-LAWS OF THE  
CHICAGO METROPOLITAN AGENCY FOR PLANNING**

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## **ARTICLE ONE**

### **Purpose of the Chicago Metropolitan Agency for Planning**

The Chicago Metropolitan Agency for Planning (“CMAP”) was created by the Regional Planning Act (70 ILCS 1707/1 et. seq.) (the “Act”), and the agency’s Policy Committee is the federally-designated Metropolitan Planning Organization for northeastern Illinois as detailed in the Federal-Aid Highway Act of 1962 [23 U.S.C. § 134]. The Act provides for a consolidated regional planning agency to plan for the most effective public and private investments in the northeastern Illinois region, to better integrate plans for land use and transportation, program transportation funds, and serve as the region’s data hub.

CMAP was created to address the development and transportation challenges in Cook, DuPage, Kane, Kendall, Lake, McHenry and Will Counties. The agency also provides research on transportation system safety and equity, freight, housing, economic development, and environment and natural resources through the federally-required metropolitan planning process.

These Rules shall serve to guide the proper functioning of the urban transportation planning process by CMAP as well as general procedures and policies for CMAP, and CMAP committees.

## **ARTICLE TWO**

### **Definitions**

As used in these By-Laws, the following terms shall mean:

- (a) Act means the Regional Planning Act, effective August 9, 2005, as amended now and hereafter.
- (b) Board means the fifteen voting members and non-voting members of CMAP.
- (c) Board member means a voting member or non-voting member of CMAP.
- (d) Policy Committee means the decision-making body of the MPO.
- (e) Chair means the Chair of the Board.
- (f) Executive Director means the Executive Director of the Chicago Metropolitan Agency for Planning.
- (g) Northeastern Illinois region means Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will Counties.

- (h) CMAP means the Chicago Metropolitan Agency for Planning created pursuant to the Act.

### **ARTICLE THREE**

#### **Organization of the Chicago Metropolitan Agency for Planning**

1. Composition of the Board

The CMAP is governed by a board (“Board”) consisting of the following 15 voting members and non-voting members, all as appointed ~~by~~pursuant to the Regional Planning Act (the “Act”) and serving for initial terms as follows:

- A. One member from DuPage County appointed cooperatively by the mayors of DuPage County and the chief elected county official of DuPage County with a term expiring on July 1, 2007.
- B. One member representing both Kane and Kendall Counties appointed cooperatively by the mayors of Kane County and Kendall County and the chief elected county officials of Kane County and Kendall County with a term expiring on July 1, 2007.
- C. One member from Lake County appointed cooperatively by the mayors of Lake County and the chief elected county official of Lake County with a term expiring on July 1, 2009.
- D. One member from McHenry County appointed cooperatively by the mayors of McHenry County and the chief elected county official of McHenry County with a term expiring on July 1, 2009.
- E. One member from Will County appointed cooperatively by the mayors of Will County and the chief elected county official of Will County with a term expiring on July 1, 2009.
- F. Five members from the City of Chicago appointed by the Mayor of the City of Chicago. As designated at the time of appointment, the terms of 2 of these members shall expire on July 1, 2007 and the terms of the other 3 members shall expire on July 1, 2009.
- G. One member from that portion of Cook County outside of the City of Chicago appointed by the President of the Cook County Board of Commissioners with a term expiring on July 1, 2007.
- H. Four members from that portion of Cook County outside of the City of Chicago appointed, with the consent of the President of the Cook County Board of Commissioners, as follows:

- 1) One by the mayors representing those communities in Cook County that are outside of the City of Chicago and north of Devon Avenue with a term expiring on July 1, 2007.
- 2) One by the mayors representing those communities in Cook County that are outside of the City of Chicago, south of Devon Avenue, and north of Interstate 55, and in addition the Village of Summit with a term expiring on July 1, 2009.
- 3) One by the mayors representing those communities in Cook County that are outside of the City of Chicago, south of Interstate 55, and west of Interstate 57, excluding the communities of Summit, Dixmoor, Posen, Robbins, Midlothian, Oak Forest, and Tinley Park with a term expiring on July 1, 2007.
- 4) One by the mayors representing those communities in Cook County that are outside of the City of Chicago and east of Interstate 57, and, in addition, the communities of Dixmoor, Posen, Robbins, Midlothian, Oak Forest, and Tinley Park with a term expiring on July 1, 2009.

I. The Policy Committee may appoint one of their members to serve as a non-voting member and the CMAP Board may appoint other non-voting members of the Board. All members must reside in the seven-county region.

2. Terms

After their initial terms, Board members shall hold a term of 4 years or until successors are appointed and qualified.

3. Vacancies

If a vacancy occurs, the appropriate appointing authority shall fill the vacancy by an appointment for the unexpired term.

4. Compensation

Board members shall receive no compensation, but shall be reimbursed for expenses incurred in the performance of their duties.

5. Attendance by Video or Audio Conference

Board members or committee members may attend a Board or committee meeting via audio or video conference as only to the extent permitted under the Open Meetings Act (5 ILCS ~~1201/1~~120/1, *et seq.*), now and as hereafter amended.

~~6.~~ **Virtual Meetings**

~~The Board and its committees may conduct meetings by audio or video conference, without the physical presence of a quorum of the members, to the extent permitted by, and in accordance with, Section 7(e) of the Illinois Open Meetings Act, as may be amended.~~

6. ~~7.~~ **Quorum**

A majority of the voting Board members holding office shall constitute a quorum for the purpose of convening a meeting of the Board.

7. ~~8.~~ **Voting**

A. A vote shall be taken on any motion, resolution, or ordinance of the CMAP Board and shall be included in the record of the meeting.

B. The affirmative votes of at least 4/5 of the voting Board members in office is necessary for the Board to take any action for which Board approval is required pursuant to the Act or these By-Laws. A Board member or committee member who attends a meeting via ~~telephone~~audio or video conference (as provided in Article 3, Section 5: above) is considered present for purposes of voting.

8. ~~9.~~ **Regular Meetings and Time and Place of Meetings**

Regular meetings of the Board shall be held at least once in each calendar quarter. The time and place of Board meetings shall be fixed by resolution of the Board.

9. ~~10.~~ **Special Meetings**

Special meetings of the Board may be called by the Chair or a majority of the Board members.

10. ~~11.~~ **Workshop Meetings**

The Board may choose to hold workshop meetings from time to time, by a call of the Chair or a majority of the Board members. A quorum shall not be necessary for conducting a workshop; however, all board workshops shall be noticed in the same manner as regular meetings of the Board, and no final action may be taken at any Board workshop. Workshop meetings shall be considered meetings of the Board for purposes of these By-Laws and the Open Meetings Act.

11. ~~12.~~ **Notice to Board Members**

A written notice of the time and place of any special meeting or workshop shall be provided to all Board members at least 96 hours prior to the date fixed for the meeting by regular mail, e-mail or facsimile, except that if the time and place of a special meeting is fixed at a regular meeting at which all Board members are present, no such written notice is required.

12. ~~13.~~ Chair, First Vice Chair, and Second Vice Chair

At its initial meeting and its first regular meeting after July 1 of each year thereafter, the Board shall appoint from its membership a Chair, a first vice Chair and a second vice Chair who will all serve until their successors are appointed. The first vice Chair shall act as Chair during the absence or disability of the Chair and in case of resignation or death of the Chair and shall carry out such other duties as designated by resolution of the Board. If the first vice Chair is unavailable to take on such duties, the second vice Chair shall act as Chair during the absence or disability of the Chair and in case of resignation or death of the Chair and shall carry out such other duties as designated by resolution of the Board.

13. ~~14.~~ Agenda Development and Distribution ~~For~~for Board Meetings

- A. Before a Board meeting, the Chair shall review a tentative agenda prepared by the Executive Director and set a final agenda for the upcoming Board meeting. Board members' requests to place an item on the agenda shall be made to the Executive Director or the Chair at least 96 hours prior to the date fixed for the meeting.
- B. The Executive Director shall provide the agenda for each regular meeting to all Board members at least 72 hours before such meeting. The Executive Director shall also provide to each Member a draft of each ordinance or resolution to be proposed for action of the Board at least 72 hours before such meeting. The agenda for such meeting shall be posted at the principal office of CMAP and at the location where the meeting will be held, at least 48 hours before such meeting. Revisions to the agenda may be made by the Chair or by a majority of the Board not less than 72 hours prior to the meeting, including addition to the agenda of items requiring adoption of an ordinance or resolution at the meeting, provided, however, that a copy of each ordinance or resolution is also made available to each Member.

14. Consent Agenda

- A. At any meeting, the Board may, by unanimous consent, take a single vote on the several questions of the passage of any two or more of the designated ordinances, orders, resolutions, or motions placed together for voting purposes in a single group (the "Consent Agenda"). The Executive Director may, but is not required to, submit a Consent Agenda to be considered by

the Board at each Board meeting. The Consent Agenda may contain (1) all matters deemed by the Executive Director to be of a noncontroversial nature; (2) all matters on which the Board has previously issued a preliminary favorable vote or recommendation; and (3) the approval of bids when the recommendation is to accept the low bidder.

B. Any item may be removed from the Consent Agenda at the Board meeting by the request of any one member. Upon removal, the item will be considered and voted upon separately.

C. A single vote on the Consent Agenda shall be deemed in compliance with all requirements of law for all intents and purposes as if the vote in each case had been taken separately for each individual item on the Consent Agenda. Members voting on the Consent Agenda may state those specific items for which they vote nay, or abstain.

#### 15. Minutes of Board and Committee Meetings

Written minutes of all Board and committee meetings shall be prepared. Such minutes shall include, but need not be limited to:

- 1) the date, time and place of the meeting;
- 2) the members recorded as either present or absent (if any members attended via audio or video conference, the minutes of such meetings must state which members were physically present and which members were present via audio or video conference); and
- 3) a summary or discussion on all matters proposed, deliberated or decided, and a record of any votes taken.

Board members may request that specific comments be included in the minutes.

Minutes of all meetings open to the public shall be maintained on file by the Executive Director.

Minutes of prior meetings open to the public and prior meetings closed to the public shall be furnished to Board members in the advance Board packages for review and approval at the ensuing Board meeting.

Minutes of meetings open to the public shall be available for public inspection during the regular business hours of CMAP at the principal office of CMAP within 7 days of the approval of such minutes. Minutes of meetings closed to the public shall be placed in a confidential file and available for public inspection only after

the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

16. Compliance with the Open Meetings Act

All meetings of the Board and committees shall be held in compliance with the Open Meetings Act (5 ILCS 1201/1, *et seq.*), now and as hereafter amended.

17. Board Committees

The committees of the Board may make recommendations to the Board, but, except as provided to the contrary in these By-Laws with respect to the Executive Committee, the Board takes all actions for CMAP. The committees of the Board are as follows:

A. Executive Committee. The Executive Committee is to be comprised of six members, as follows:

1. Two members from among the Board members representing the City of Chicago;
2. Two members from among the Board members representing suburban Cook County; and
3. Two members from among the Board members representing DuPage, Kane, Kendall, Lake, McHenry, and Will Counties.

The Executive Committee shall serve as the audit and finance committee and (i) manage the day-to-day operations of CMAP; (ii) review and direct the activities of the other committees of CMAP; (iii) make recommendations on an executive director; (iv) develop strategic plans and policies for CMAP; and (v) develop a funding plan for the CMAP. Further, the Executive Committee shall have those powers and duties set forth in Article ~~Four~~<sup>4</sup> of these By-Laws.

B. Transportation Committee. The CMAP Board shall jointly determine the structure and member organizations of the Transportation Committee with the Policy Committee. The Transportation Committee shall fulfill duties

outlined in the Memorandum of Understanding (MOU) between CMAP and the Policy Committee.

- C. Citizens' Advisory Committee. The CMAP Board shall create a standing Citizens' Advisory Committee to provide continuous and balanced public representation in the development of regional plans and policies.
- D. Any other committees created by the Board. Such committees shall have such duties as the Board designates.

The Board can change the duties of any committee or dissolve any committee at any time, with the exception of the Citizens' Advisory Committee and the Transportation Committee which shall be done jointly with the Policy Committee. The Chair shall appoint members to committees and designate committee chairmen at the beginning of each calendar year or at the time the Committee is created. The Chair of each committee shall serve for the balance of the calendar year and until a successor is appointed. The Chair of any committee may be reappointed as Chair of the committee.

The Chair may delegate to the Executive Director management of committees created pursuant to this section, including but not limited to the appointment of committee members and Chair, establishment of meeting dates, and the setting of meeting agendas. The Executive Director may also establish technical committees to advise CMAP staff.

Any question of committee jurisdiction over an issue shall be raised with the Executive Director.

18. Live-streaming

The Board will broadcast open meetings of the board in real time using a high-speed Internet connection in compliance with the Regional Planning Act.

**ARTICLE FOUR**  
**Powers of the Executive Committee**

- 1. In addition to those duties set forth in Article Three, Paragraph 17.A of these By-Laws, the Executive Committee has been established by the Board to:
  - A. discuss CMAP agenda items, legislative issues, and similar concerns and business, for recommendation(s) to the Board;
  - B. take action on certain administrative items, including (i) procurements for work activities that have been approved by the board ~~in CMAP's annual budget and work plan~~; and



- C. annually review the performance of the Executive Director, and upon completion of its review, to forward its findings and recommendations to the full Board; and
  - D. consider and provide direction to the Executive Director regarding such other matters that may come before CMAP from time to time.
2. In order to assist the Board in carrying out its general powers and duties granted under the Act, the Executive Committee is expressly granted the authority, without prior Board approval, to take any of the following actions, but only if consistent with the then-current long-range plan adopted by the Board:
- A. approve and execute any and all documents necessary to apply for, approve, accept, and amend grants from Federal, State, Local, or philanthropic sources; and
  - B. approve and enter into agreements with units of local government, transportation agencies, State agencies, federal agencies, and persons in order to implement any of the provisions of the Act, provided that the Executive Committee may not approve an agreement that would incur expenditures of more than \$1,000,000.00, or of a term of more than three years plus up to two one-year extensions; and
  - C. enter into contracts or other transactions with any unit of local government, transportation agency, State agency, public or private organization, or any other source in furtherance of the purpose of the Act, and to take any necessary action in order to avail itself of such aid and cooperation, provided that the Executive Committee may not approve a contract or other transaction that would incur expenditures of more than \$1,000,000.00, or of a term of more than three years plus up to two one-year extensions; and
  - D. issue and approve a change order or amendment to any purchase order or contract, provided that no such change order or amendment, individually or when combined with any previous change order to the same purchase order or contract, exceeds 10 percent of the original price of the purchase order or contract.
3. ~~2.~~The Executive Committee shall report its actions on all matters to the Board at the next available meeting.
4. Under no circumstances will the Executive Committee have the authority to approve the long-range plan.

**ARTICLE FIVE**  
**Citizens' Advisory Committee**

Pursuant to Section 40(c) of the Act, a standing Citizens' Advisory Committee will be created by the Board to provide continuous and balanced public representation in the development of regional plans and policies.

## **ARTICLE SIX**

### **Public Participation at Public Hearings, Board Meetings, and Citizens' Advisory Committee Meetings**

#### 1. Requirement

In connection with its review and development of any regional plans and prior to any plan's approval, the Board must hold a public hearing.

#### 2. Participation

Any person may participate in a public hearing, Board meeting, or Citizens' Advisory Committee meeting by oral presentation or by submitting written material within 24 hours of the close of the meeting or hearing. The Chair or presiding officer shall have the power to restrict the presentation of any person desiring to participate in the hearing or meeting to oral presentation or to submission of written materials, and to impose any other reasonable limitations upon the conduct of such public hearing or meeting as necessary to effectuate its purpose. The Chair or presiding officer shall limit any individual speaker's testimony to five minutes; provided that the Chair or presiding officer shall have the sole discretion on whether to grant speaker's request for additional time.

#### 3. Conduct of Hearings

The presiding officer for each hearing shall be designated by the Chair, and shall be a Board member or officer or employee of CMAP. Notice of the time, date, and place set for the hearing must be by posting a copy of such notice at the principal office of CMAP, by giving notice to those news media which have filed a request for public notices pursuant to law, and by posting on CMAP's website, published in a newspaper having a general circulation within the northeastern Illinois region at least 30 days prior to the date of the hearing. The notice must contain a short explanation of the purpose of the hearing. The hearing may be continued, as deemed necessary by the Board.

Procedures for public hearings, Board meetings and Citizens' Advisory Committee meetings set forth in this Article shall apply to all such hearings and meetings under the Act, except as otherwise noted herein. Hearings required under any statute or regulation of the United States or the State of Illinois shall be held under this part to the extent consistent with such statute or regulation.

Minutes for each hearing and copies of all written materials submitted in connection with each hearing shall be maintained by the Executive Director.

**ARTICLE SEVEN**  
**Powers of the Executive Director**

1. In addition to those powers provided by law, ordinance or resolution of the Board, the Executive Director:
  - A. shall hire deputy directors and other employees as needed.
  - B. shall have the authority to enter into contractual commitments where the total of the compensation provided under such commitment ~~or the compensation to that provider of contractual~~ does not exceed the annually adjusted Simplified Acquisition Threshold for professional and artistic services as established under all other contractual commitments made within the fiscal year does not exceed \$50,000 the Illinois Procurement Code (30 ILCS 500/20-20). Procurements shall not be artificially divided so as to constitute a small purchase eligible to this provision of the Illinois Procurement Code.

**ARTICLE EIGHT**  
**Access to Public Records**

CMAP shall grant access to public records in compliance with the Freedom of Information Act (5 ILCS 140/1 *et seq.*) and the Regional Planning Act. In accordance with the Regional Planning Act, the Board shall post recordings of its open meetings on its website within a reasonable time after the meeting.

**ARTICLE NINE**  
**Maintenance of Public Records**

CMAP shall maintain records in accordance with the provisions of the State Records Act (5 ILCS 160/1 *et. seq.*) and the Regional Planning Act.

**ARTICLE TEN**  
**Miscellaneous**

1. Annual Report

The Board shall prepare, publish, and distribute an annual report and any other reports and plans that relate to the purpose of this Act.

2. Emergency Purchases

In the event the Federal government or the Governor declares a “State of Emergency,” the Chair, First Vice Chair, Second Vice Chair, or Executive Director may authorize the purchase of, or contract for, or services required in contemplation of, preparation for, or during, an emergency utilizing the competitive bidding or competitive proposal procedures set forth in the CMAP’s Procurement Rules. During a “State of Emergency,” the Executive Director shall be authorized to provide for the distribution of federal or state aid for repairs, replacements, or the distribution of aid. Notwithstanding the foregoing, at least two signatures, one by a Board Officer (use of an electronic signature may be authorized for this purpose) and one by the Executive Director, shall be required to effectuate an emergency expenditure. Emergency purchases of goods or services where the expenditure by CMAP is estimated to be \$250,000 or greater shall be subject to ratification by the Executive Committee or Board as soon as practicable. The Chair, First Vice Chair, Second Vice Chair, or Executive Director will inform the Board of any such emergency actions at the next available meeting.

3. Policy Committee Representation

At the beginning of every other calendar year, the Chair shall appoint two of the Board’s members to the MPO Policy Committee as permitted by the Policy Committee bylaws and the Board shall approve the appointments. The two appointments shall reflect the geographic distribution of the region and shall not both be from the same geographic area (the City of Chicago as defined in Article Three, paragraph F; Suburban Cook County as defined in Article Three, Paragraphs G and H; or the Collar Counties as defined in Article Three paragraphs A-E).

4. Amendments

These By-Laws may be amended or repealed by the affirmative votes of at least 4/5 of the voting Board members in office at a special or regular meeting, provided that the proposed amendments to these By-Laws or a notice stating that the Board seeks to repeal these By-Laws (whichever is applicable) is sent to the Board members at least 14 days before said meeting.

5. Parliamentary Authority

Except where inconsistent with the provisions of the Act or these By-Laws, Robert’s Rules of Order shall govern the conduct of all meetings of the Board and the committees.

6. Effective Date

These By-Laws shall be effective upon approval of at least 4/5 of the voting Board members then in office.

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Moved from	1
Moved to	1
Style changes	0
Format changes	0
Total changes	133



Chicago Metropolitan Agency for Planning

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 312-454-0400  
 cmap.illinois.gov

**To:** CMAP Executive Committee

**From:** Blanca Vela-Schneider, Executive Operations Manager

**Date:** December 28, 2023

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

**National Conference of Regions  
 Washington, DC  
 10/23/2023 – 10/24/2023**

Description	Date Expense Incurred	Expense Amount
Flight – American Airlines & United Airlines	09/26/2023	\$403.80
Ground Transportation	10/23/2023 - 10/24/2023	\$157.41
Hotel Reservation – The Darcy Hotel	10/24/2023	\$300.46
Per Diem	10/23/2023 – 10/24/2023	\$90.00
<b>Total:</b>	<b>\$951.67</b>	

ACTION REQUESTED: Information