

EXECUTIVE COMMITTEE

AGENDA - FINAL

Wednesday, February 9, 2022

11:00 AM

(or immediately following the Board meeting)

Please join from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/979605509>

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One-touch: tel:+15713173122,,979605509#

1.0 Call to Order and Introductions

2.0 Agenda Changes and Announcements

3.0 Approval of Minutes

3.01 Minutes from January 12, 2022 meeting. [22-082](#)

ACTION REQUESTED: Approval

Attachments: [CMAP Exec Committee - 1.12.22 Minutes - Draft](#)

4.0 Financial Statements

4.01 December monthly revenue and expenditure report for Fiscal Year (FY) 2022 [22-073](#)

PURPOSE & ACTION: The financial statements reflect revenue and expenditures for the month ending December 31, 2021. Staff will provide a summary of the reports.

ACTION REQUESTED: Approval

Attachments: [December Financials Executive Committee Report](#)

5.0 Grants, Contracts, and Procurements

5.01 Grants and procurements [22-077](#)

PURPOSE & ACTION: The monthly update of activities related to grants, subcontracts and procurements was presented, for information purposes.

ACTION REQUESTED: Approval

Attachments: [ExecCmteMemo\(GrantsEtc\)2 9 22](#)

6.0 Other Business

7.0 Public Comment

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

8.0 Next Meeting:

The Executive Committee will meet on March 9, 2022

9.0 Adjournment

EXECUTIVE COMMITTEE

MEETING MINUTES - FINAL

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1.0 Call to Order and Introductions

Mayor Bennett called the Executive Committee meeting to order at 10:51 a.m.

Present: Chairperson Gerald Bennett, At-Large Member Paul Goodrich, At-Large Member John Noak, Vice Chair Anne Sheahan, and At-Large Member Diane Williams

Absent: Vice Chair Carolyn Schofield

Staff present: Erin Aleman, Rick Ceschin, Angela Manning-Hardimon, Amy McEwan, Molly Talkington, and Blanca Vela-Schneider

Others present: Martha Trotter - Sikich, LLC

2.0 Agenda Changes and Announcements

There were changes or announcements.

3.0 Approval of Minutes

3.01 Executive Committee minutes from November 10, 2021.

[22-004](#)

Attachments: [CMAP Executive Committee 11.10.21 - Minutes](#)

A motion was made by At-Large Member Noak, seconded by At-Large Member Williams, that the minutes be approved. The motion carried by the following vote:

Aye: Chairperson Bennett, At-Large Member Goodrich, At-Large Member Noak, Vice Chair Sheahan, and At-Large Member Williams

Absent: Vice Chair Schofield

4.0 Financial Statements

Approval of the Group Vote

A motion was made by At-Large Member Noak, seconded by Vice Chair Sheahan, to approve items 4.01 and 4.02 under one vote. The motion carried by the following vote:

Aye: Chairperson Bennett, At-Large Member Goodrich, At-Large Member Noak, Vice Chair Sheahan, and At-Large Member Williams

Absent: Vice Chair Schofield

- 4.01 September monthly revenue and expenditure report for Fiscal Year (FY) 2022 [22-018](#)

Attachments: [September 2021 Financials Executive Committee Report](#)

approved via consent.

- 4.02 October monthly revenue and expenditure report for Fiscal Year (FY) 2022 [22-019](#)

Attachments: [October 2021 Financials Executive Committee Report](#)

approved via consent.

5.0 Grants, Contracts and Procurements

- 5.01 Grants and Procurements [22-020](#)

Attachments: [ExecCmteMemo\(GrantsEtc\)1 12 22](#)

A motion was made by At-Large Member Williams, seconded by Vice Chair Sheahan, that the grants and procurement item be approved. The motion carried by the following vote:

Aye: Chairperson Bennett, At-Large Member Goodrich, At-Large Member Noak, Vice Chair Sheahan, and At-Large Member Williams

Absent: Vice Chair Schofield

6.0 Other Business

- 6.01 Presentation of FY 2021 Financial Audit [22-022](#)

Attachments: [21 Final Audit and Single Audit Report - CMAP](#)
[21 Final Brd Comm - CMAP](#)

Martha Trotter, Sikich, LLC, presented the preliminary FY 2021 Financial Audit to the Committee. Based on their audit, CMAP has received a clean, or unmodified, opinion, the highest level an opinion that Sikich can provide. The report includes the single audit which pertains to CMAP's grant activity. There were no instances identified of noncompliance or significant deficiency.

Executive Director Aleman reported that this item will be brought to the CMAP Board in February.

The FY 2021 financial audit was received and referred to the CMAP Board for their February 9, 2022 meeting.

- 6.02 Local dues contributions [22-014](#)

Erin Aleman reported that CMAP has received much of its federal match from the state. In 2016, the agency implemented a local dues program. With the influx of additional federal funding through the Infrastructure Investment and Jobs Act (IIJA) now known as the Bipartisan Infrastructure Law (BIL), there is a need to increase local dues in the future to meet the required local match funding requirements. Director Aleman noted that the state has agreed to match the local match this year. Discussion ensued regarding next steps.

Director Aleman will work with staff on next steps and will bring this issue back to committee and the CMAP Board for further discussion and consideration.

The committee discussed local dues contributions.

7.0 Public Comment

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

There were no comments from the public.

8.0 Next Meeting:

The Executive Committee will meet on February 9, 2022

Mayor Bennett noted the next meeting is scheduled for February 9, 2022.

9.0 Adjournment

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

A motion was made by At-Large Member Noak, seconded by At-Large Member Williams, to adjourn. The motion carried by the following vote:

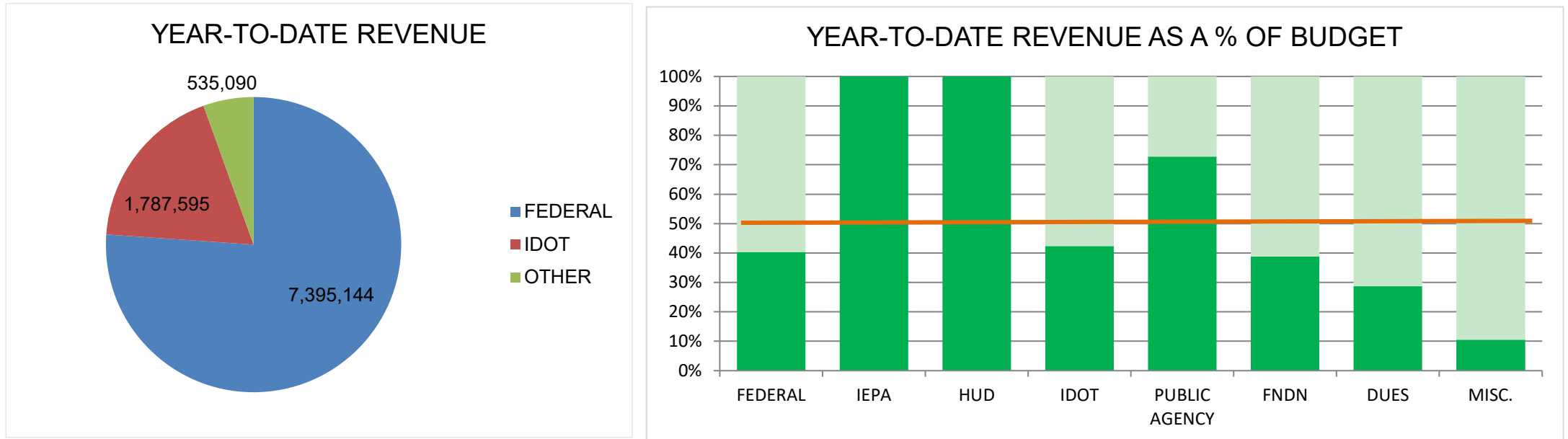
Aye: Chairperson Bennett, Vice Chair Sheahan, At-Large Member Noak, and At-Large Member Williams

Absent: Vice Chair Schofield, and Schaffer

Minutes prepared by Blanca Vela-Schneider.

**CHICAGO METROPOLITAN AGENCY FOR PLANNING
MONTHLY REVENUE AND EXPENDITURE REPORT
AS OF DECEMBER 31, 2021**

REVENUE



REVENUE OVERVIEW

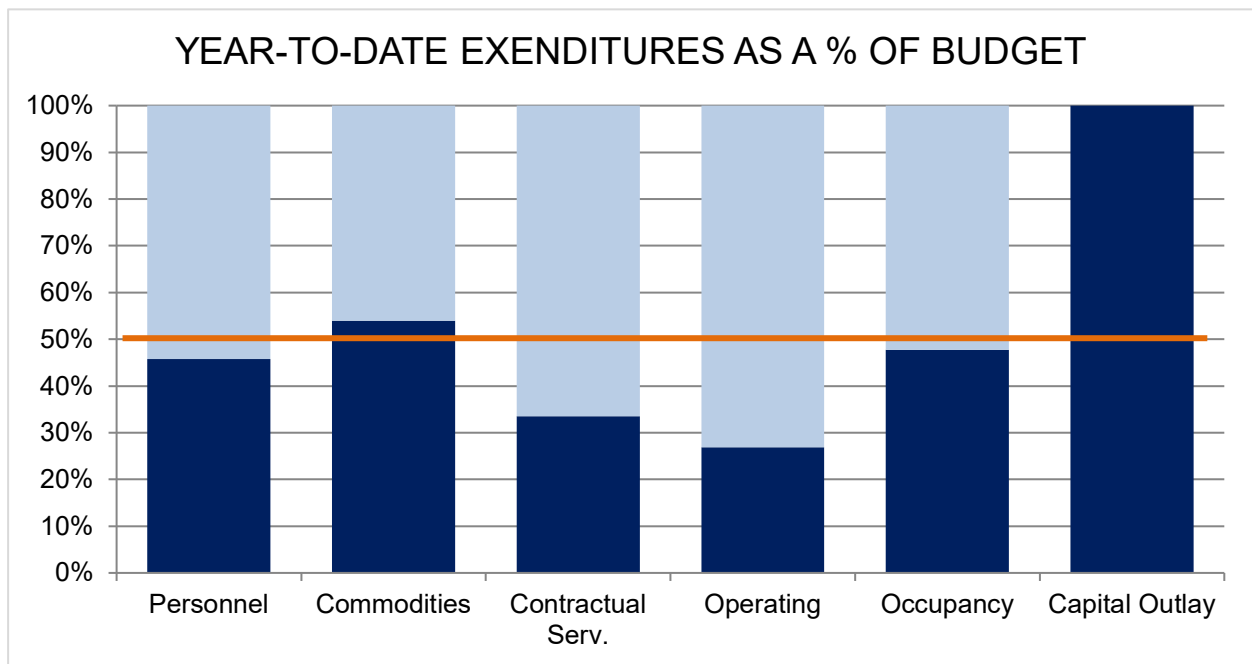
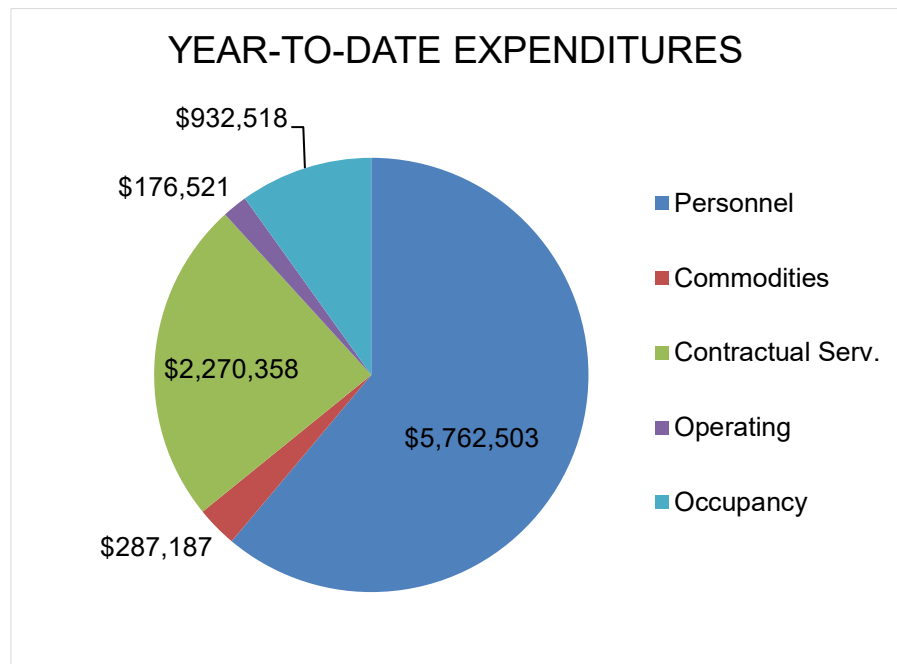
CMAP's funding for FY2022 is comprised of (79%) Federal, (15%) State, (2%) Other Public, Foundation, Non-Public Funding and Miscellaneous, and (4%) Local Dues. Using the straight-line method, CMAP's collected revenue in relation to budgeted revenue for the month of December should be approximately 50%. As of December 2021, CMAP has collected 39.6% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables above. CMAP's grant with IDOT is a reimbursable agreement. Therefore, revenues will always lag expenses in a given fiscal month.

Local dues 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. Since its inception, CMAP has maintained local dues at its adopted amount of approximately \$887,000. With CMAP's increasing operating budget, the agency has not instituted a pass-thru of these increased cost through an increase in local dues to our partners and communities. The Agency issued the FY2022 Local Dues Invoices in November. Since its inception in 2016, the agency has collected each year 99% of all local dues. CMAP collected 97% for FY2021.

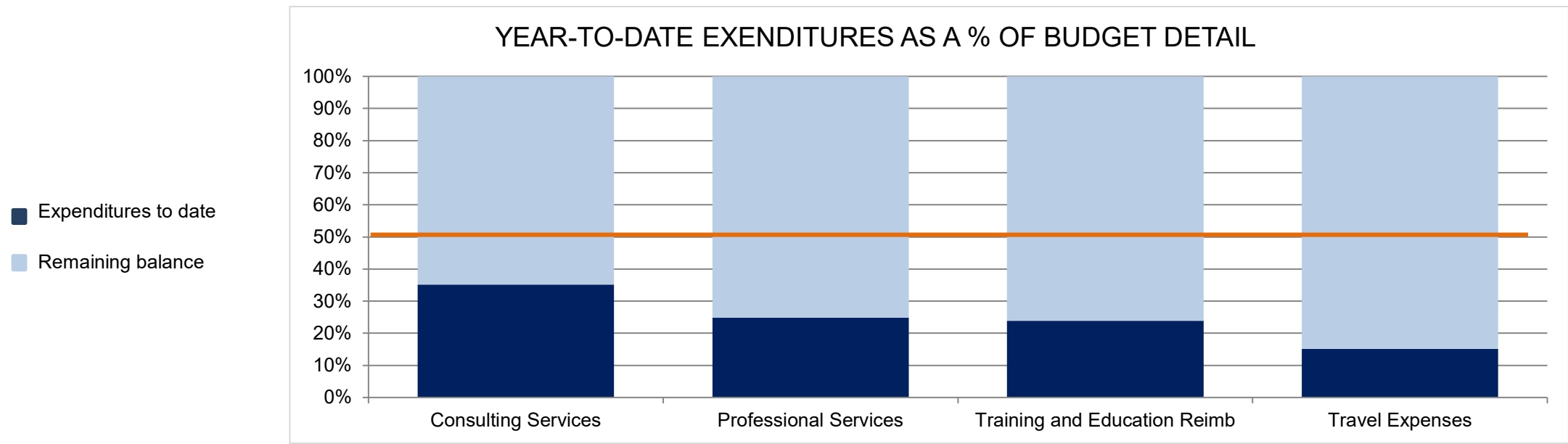
Notes:

As Of 12/31/2021, 50% 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 December should trend towards 50% of budget. As of December 2021, the agency has expended 36.6% of its budget. The four highest categories of expenditures for the fiscal year-to-date are personnel at 45.8%, commodities at 54.0%, capital outlay at 100%, and occupancy at 100%. 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 the "Great Resignation" and a competitive job market. The agency is greater than 15% turnover as compared to a historical average turnover of around 10%. It is also increasingly challenging to recruit and maintain talent in this highly competitive market. This also has a direct impact on consultant service expenditures as staff are required to manage consultant-led projects. Consultant expenses were 33.6% fiscal year-to-date. In addition, the agency has paused its project management implementation project until a new Director of Strategic Alignment can be hired that would be responsible for managing this process. Implementation of project management will be a critical component to effectively managing projects going forward. In January, the agency anticipates a closer alignment between projections and actual expenses.

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

CMAP Expenses Categories

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

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

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

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

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

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

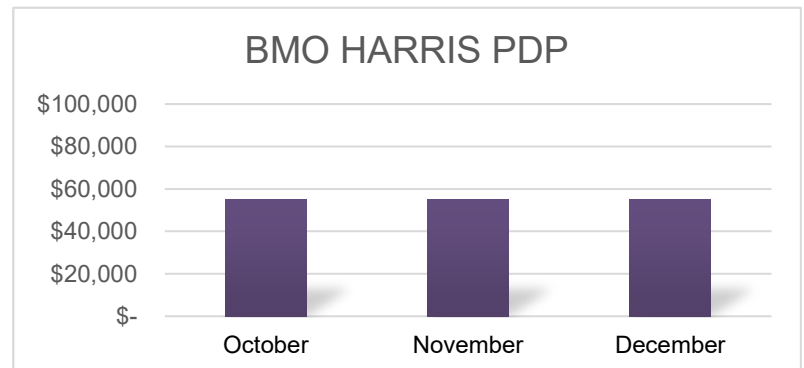
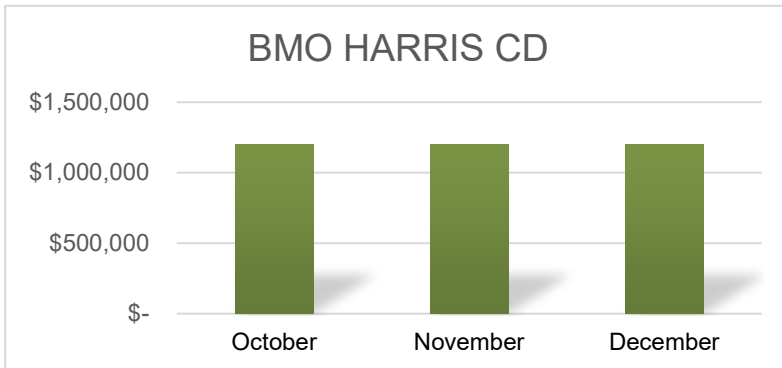
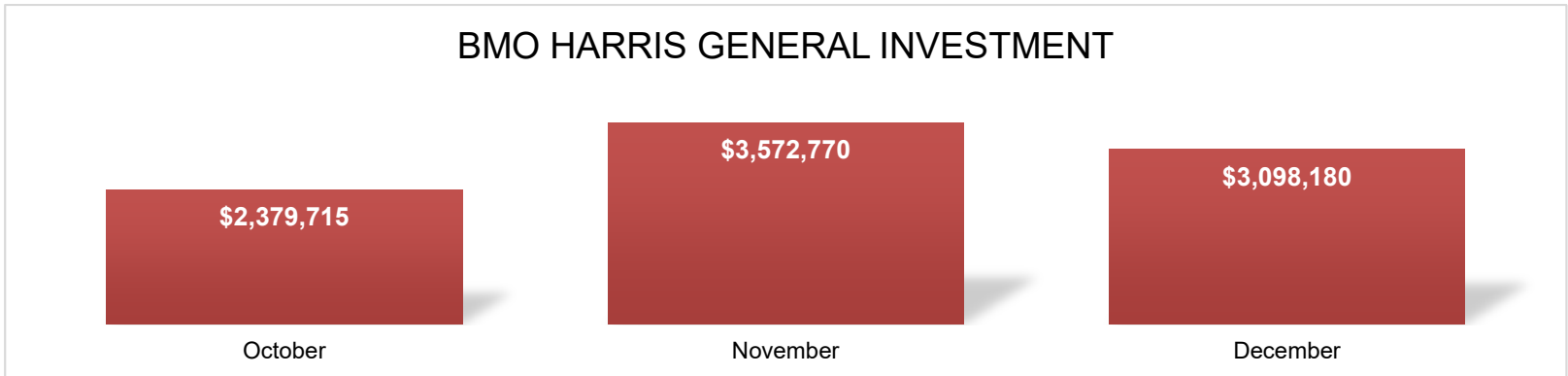
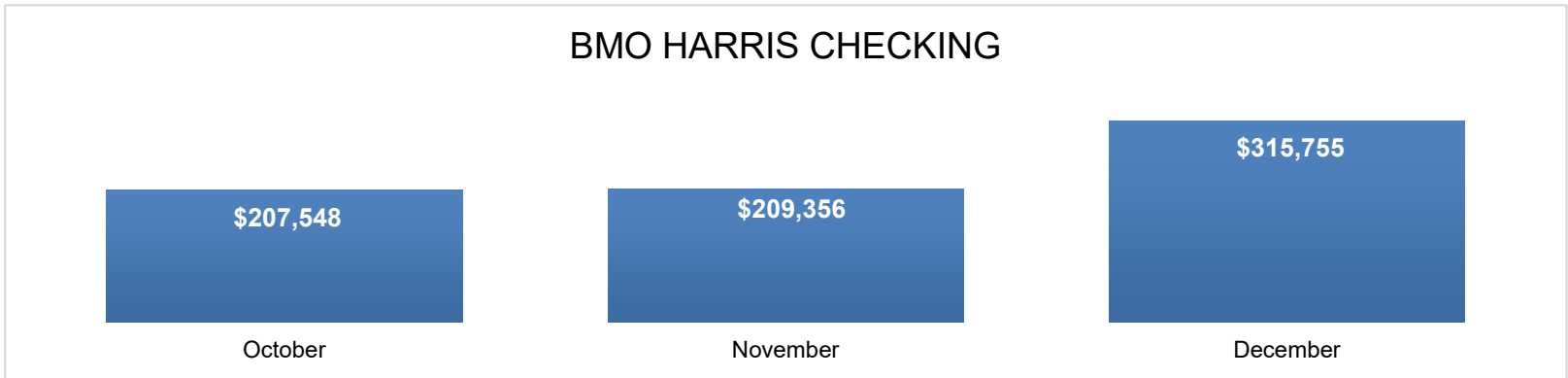
Notes:

As of 12/31/2021, 50% 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
December 31, 2021

	<u>Received/ Expended To Date</u>	<u>FY 2022 Budget</u>	<u>Remaining Balance</u>	<u>% of Budget</u>
OPERATIONAL				
REVENUES				
By Program				
Federal	\$ 6,759,819	\$ 15,034,450	\$ 8,274,630	45.0%
Federal Carry Forward	213,171	1,739,575	1,526,404	12.3%
Statewide Research & Local Planning	422,154	1,558,286	1,136,132	27.1%
IDOT	1,787,595	4,216,152	2,428,558	42.4%
IEPA	44,097	25,994	(18,103)	169.6%
HUD	3,067	-	(3,067)	100.0%
Council of Mayors	353,020	1,526,019	1,172,999	23.1%
Other Public Agencies	174,913	240,191	65,278	72.8%
Foundations and Non-Public Agencies	54,595	140,575	85,980	38.8%
Contributions	254,994	887,486	632,492	28.7%
Miscellaneous	3,424	32,500	29,076	10.5%
Total Revenues	<u>\$ 10,070,849</u>	<u>\$ 25,401,229</u>	<u>\$ 15,330,380</u>	<u>39.6%</u>
EXPENDITURES				
By Category				
Personnel	\$ 5,762,503	\$ 12,583,990	\$ 6,821,486	45.8%
Commodities	287,187	531,796	244,609	54.0%
Contractual Services	2,270,358	6,762,760	4,492,402	33.6%
Operating Expenses	176,521	657,456	480,934	26.8%
Occupancy Expenses	932,518	1,951,135	1,018,617	47.8%
Capital Outlay	145,154	85,000	(60,154)	170.8%
Council of Mayors	353,020	1,526,019	1,172,999	23.1%
Total Expenditures	<u>\$ 9,927,262</u>	<u>\$ 24,098,155</u>	<u>\$ 14,170,893</u>	<u>41.2%</u>
NON-OPERATIONAL				
REVENUE				
Pass-Through	\$ 251,309	\$ 2,228,300	\$ 1,976,991	11.3%
CMAP Match	-	25,000	25,000	0.0%
In-Kind Services	157,962	938,580	780,618	16.8%
Total, Non-Operations Revenues	<u>\$ 409,272</u>	<u>\$ 3,191,880</u>	<u>\$ 2,782,608</u>	<u>12.8%</u>
EXPENDITURES				
Pass-Through	\$ 251,309	\$ 2,228,300	\$ 1,976,991	11.3%
CMAP Match	1,374	25,000	23,626	5.5%
In-Kind Services	157,962	938,580	780,618	16.8%
Applied Overhead	-	2,644,958	2,644,958	0.0%
Total, Non-Operations Expenditures	<u>\$ 410,646</u>	<u>\$ 5,836,838</u>	<u>\$ 5,426,192</u>	<u>7.0%</u>

**CHICAGO METROPOLITAN AGENCY FOR PLANNING
MONTHLY CASH REPORT
AS OF DECEMBER 31, 2021**



MONTHLY CASH OVERVIEW

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

BMO Harris Checking Account: Wire transfers of \$2.5 million from the General Investment account funded operating activities for the month of December. Operating activities were comprised of \$990K in personnel related costs, and \$1.4M in payables.

BMO Harris General Investment Account: Wire transfers of \$2.0 million resulting from monthly revenue activity funded \$2.5 million in transfers to the Checking account for the month of December.

BMO Harris CD: No activity has occurred in this account during FY2022.

BMO Harris Peters Fellowship: Monthly interest was the only activity in this account during FY2022.

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 is 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.

Check Number	Check Date	Vendor Name	Transaction Description	Check Amount
11029	12/1/2021	Blue Cross Blue Shield of Illinois	12/21 Health Insurance	\$110,280.72
11017	12/2/2021	Aflac	November 2021 Addl Health Insurance	\$477.84
11018	12/2/2021	Applied Pavement Technology Inc	10/21 municipal pavement mngmt	\$13,742.75
11019	12/2/2021	CDW Government Inc	8/21 Azure overage	\$10,312.90
11020	12/2/2021	Delta Dental - Risk	12/21 HMO Dental	\$7,870.28
11021	12/2/2021	Health Care Cost Management Inc	11/21 Flex Spending Admin Fees	\$1,836.81
11022	12/2/2021	Race Forward	GARE Annual membership fee	\$2,500.00
11023	12/2/2021	JOSE RODRIGUEZ	Mileage/tolls	\$131.83
11024	12/2/2021	Sam Schwartz Engineering	10/21 Lemont Transit Downtown	\$9,177.00
11025	12/2/2021	South Suburban Mayors & Managers Associatic	7/21 80/20 COM	\$27,131.86
11026	12/2/2021	United Training Commercial LLC	CISM Training	\$997.50
11027	12/2/2021	US Bank HSA	12/3/21 HSA EE Contributions	\$1,513.08
11028	12/2/2021	INGRID WITHERSPOON	Tuition Reimbursement	\$1,175.00
69985	12/2/2021	Will County Division of Transportation	7/21 Will County ITS Study	\$28,964.47
11035	12/6/2021	CenturyLink	11/21 teleconferencing	\$30.15
11131	12/6/2021	Comcast	11/11-12/10/21 TV	\$65.11
11036	12/9/2021	Applied Research Association Inc	10/21 TID-CMAP Pilot PMS	\$27,819.03
11037	12/9/2021	Association of Metropolitan Planning Organizati	AMPO 2021 Conf Registration	\$595.00
11038	12/9/2021	Village of Bedford Park	9/21 Southwest COM	\$12,273.99
11039	12/9/2021	BerryDunn	10/21 ERP Assessment project	\$14,950.00
11040	12/9/2021	CDW Government Inc	9/21 Azure overage	\$7,455.79
11041	12/9/2021	Center for Neighborhood Technology	10/21 Equitable Engagement	\$4,652.00
11042	12/9/2021	Chicago Transit Authority	9/21 CTA Operations	\$126,369.43
11043	12/9/2021	Cogent Communications Inc	12/21 Internet	\$2,172.00
11044	12/9/2021	First Communications LLC	11/21 Telephone	\$370.95
11045	12/9/2021	Inc. Jacobs Engineering Group	10/21 PAO A Flossmoor	\$6,490.98
11046	12/9/2021	Kane County Division of Transportation	9/21 Kane-Kendall COM	\$19,410.46
11047	12/9/2021	The Lakota Group	10/21 Hickory Hills Comp Plan	\$9,655.12
11048	12/9/2021	McHenry County Division of Transportation	9/21 McHenry COM	\$1,082.14
11049	12/9/2021	Northwest Municipal Conference	9/21 NWMC COM	\$14,844.66
11050	12/9/2021	Resource Systems Group Inc	10/21 Activity Based Model	\$13,158.86
11051	12/9/2021	South Suburban Mayors & Managers Associatic	8/21 80/20 COM	\$10,357.65
11052	12/9/2021	Span Studio LLC	Design integration services	\$37,573.00
11053	12/9/2021	TierPoint LLC	10/21 Colocation services	\$476.58
11054	12/9/2021	UrbanLab Inc	Fox River Corridor Illustratio	\$23,919.00
11055	12/9/2021	US Bank HSA	HSA Stmt Fee	\$12.00
11056	12/9/2021	Warehouse Direct	Office supplies	\$522.16
11057	12/9/2021	West Central Municipal Conference	9/21 North Central COM	\$20,739.15
11058	12/9/2021	INGRID WITHERSPOON	Tuition Reimbursement	\$865.00
69986	12/9/2021	Cook County Highway Department	Cook County Transit Plan	\$20,731.74
11059	12/15/2021	ComEd	10/28-11/30/21 Electricity	\$1,328.67
11060	12/15/2021	Pitney Bowes Inc	10-12/21 Mail Equipment Lease	\$1,951.20
11061	12/16/2021	ERIN L ALEMAN	Mileage/gas/travel	\$398.80
11062	12/16/2021	Baker Tilly Virchow Krause & Company LLP	10/21 Accounting services	\$16,920.00
11063	12/16/2021	LINDSAY A BAYLEY	Transit-site visit	\$6.00
11064	12/16/2021	Village of Bedford Park	10/21 Southwest COM	\$10,155.26
11065	12/16/2021	JULIE BURROS	Mileage	\$42.90
11066	12/16/2021	Chicago Office Technology Group	Copier Overage	\$311.22
11067	12/16/2021	Egret & Ox Planning LLC	11/21 Logan Square project	\$1,050.00
11068	12/16/2021	Elrod Friedman LLP	Legal services	\$248.50
11069	12/16/2021	GRM Information Management Services of Chic	12/21 Offsite Storage	\$314.93
11070	12/16/2021	Health Care Cost Management Inc	12/17/21 Flex Spending Admin Fees	\$2,158.31
11071	12/16/2021	Holland and Knight LLP	Legal Services	\$877.50
11072	12/16/2021	Houseal Lavigne Associates LLC	10/21 Minooka Comp Plan	\$532.31
11073	12/16/2021	HR Source	Supervisory Training	\$3,900.00
11074	12/16/2021	HOLLY L HUDSON	Cell service-data collection	\$20.16
11075	12/16/2021	ICF Incorporated LLC	10/21 GHG inventory	\$19,083.00
11076	12/16/2021	IMS Infrastructure Management Services LLC	11/21 Kildeer PMP	\$7,223.70
11077	12/16/2021	JAEMI JACKSON	Mileage	\$264.32
11078	12/16/2021	Inc. Jacobs Engineering Group	10/21 PAO B Berwyn CIP	\$105,679.07
11079	12/16/2021	EUGENE LEWIS	Lodging-AMPO Conference	\$879.50
11080	12/16/2021	DIANA MARTINEZ	Mileage	\$32.42
11081	12/16/2021	Mutual of Omaha	12/21 Life Insurance	\$4,917.12
11082	12/16/2021	Northwest Municipal Conference	10/21 NWMC COM	\$11,984.95
11083	12/16/2021	STEPHEN C OSTRANDER	Mileage	\$122.19
11084	12/16/2021	JACOB D SEID	APA Conference Registration	\$584.63

11085	12/16/2021	MOLLY B TALKINGTON	IGFOA Annual Conference	\$345.05
11086	12/16/2021	Teska Associates	RFP226 DuPage Lake Street Zoni	\$1,882.50
11087	12/16/2021	United Training Commercial LLC	Security Training COurse	\$997.50
11088	12/16/2021	US Bank HSA	12/17/21 HSA EE Contributions	\$1,513.08
11089	12/16/2021	BLANCA VELA-SCHNEIDER	Mileage/tolls	\$51.35
11090	12/16/2021	Warehouse Direct	Delivery of Whiteboards	\$625.00
11091	12/16/2021	West Central Municipal Conference	10/21 North Central COM	\$8,032.17
11092	12/16/2021	Will County Governmental League	9/21 Will County COM	\$10,228.43
11093	12/16/2021	Xiologix LLC	FortiToken Key Fob	\$349.25
11094	12/16/2021	BEATRIX EDLYN GUE YAN	Transit-site visit	\$8.50
69987	12/16/2021	State Employee Retirement System of Illinois	11/21 Pension Funding	\$30,825.14
11112	12/20/2021	Vision Service Plan (IL)	12/21 Vision Insurance	\$1,070.38
11095	12/22/2021	601W Companies Chicago MT LLC	1/22 Office maintenance	\$157,884.67
11096	12/22/2021	AECOM Technical Services Inc	10/16-11/27/21 Proj Mngmnt PMP	\$20,692.50
11097	12/22/2021	Applied Pavement Technology Inc	11/21 municipal pavement mngmt	\$20,344.75
11098	12/22/2021	Baker Tilly Virchow Krause & Company LLP	11/21 Accounting services	\$14,328.00
11099	12/22/2021	Design Workshop Inc	11/21 Sugar Grove Comp Plan	\$2,745.00
11100	12/22/2021	EBP US Inc	11/21 Rgnl Employment Forecast	\$18,804.81
11101	12/22/2021	EcoInteractive Inc	11/21 Integrated TIP database	\$14,321.92
11102	12/22/2021	Gewalt Hamilton Associates Inc	10/21 A2 PAO A Central COM	\$8,210.00
11103	12/22/2021	Inc. Jacobs Engineering Group	11/21 PAO B Berwyn CIP	\$31,179.78
11104	12/22/2021	Muse Community Design LLC	Documentation of Planning Appr	\$7,720.97
11105	12/22/2021	Sam Schwartz Engineering	11/21 PAOA Bartlett Streamwood	\$4,010.00
11106	12/22/2021	SHI International Corporation	Scanner hardware/supplies	\$1,396.03
11107	12/22/2021	SLG Innovation Inc	11/21 IT consulting	\$45,177.75
11108	12/22/2021	TierPoint LLC	12/21 Colocation services	\$6,271.11
11109	12/22/2021	TIP Strategies Inc	11/21 Post COVID Regnl Assessm	\$5,150.00
11110	12/22/2021	University of Chicago	Harris School-ADF	\$16,250.00
11111	12/22/2021	UPS	PLD surcharge	\$2.00
69988	12/22/2021	Office Depot	Logitech C920e Webcam	\$94.98
11113	12/29/2021	AECOM Technical Services Inc	9-11/21 Mobility Recovery	\$60,422.50
11114	12/29/2021	DUSTIN CALLIARI	Mileage/toll to IIPD	\$30.44
11115	12/29/2021	Chicago Office Technology Group	Copier Usage 9/17-12/16/21	\$947.14
11116	12/29/2021	Dell Marketing LP	2 x Dell PowerEdge R740XD - H	\$142,699.55
11117	12/29/2021	Delta Dental - Risk	1/22 Retirees Dental	\$7,906.87
11118	12/29/2021	DW Mechanical Group Inc	RSC-900-AW-WIFI Wireless Wi-Fi	\$6,424.35
11119	12/29/2021	Garveys Office Products Inc	Office Supplies	\$198.52
11120	12/29/2021	Health Care Cost Management Inc	12/31/21 Flex Spending Admin Fees	\$2,157.95
11121	12/29/2021	Iron Mountain	Shredding Service	\$47.70
11122	12/29/2021	Inc. Jacobs Engineering Group	10/21 Grade Crossing Study	\$3,325.70
11123	12/29/2021	Looking Glass Creative LLC	SOTR Event Management Services	\$1,275.00
11124	12/29/2021	ANTHONY ROY MANNO	ULI Chicago Conference Reg	\$375.00
11125	12/29/2021	Northwest Municipal Conference	10/21 NWMC COM	\$3,994.99
11126	12/29/2021	YOUSEF R SALAMA	Travel expenses-P3C Conference	\$236.38
11127	12/29/2021	Sikich LLP	Annual Audit	\$7,800.00
11128	12/29/2021	US Bank HSA	12/31/21 HSA EE Contributions	\$1,512.98
11129	12/29/2021	BLANCA VELA-SCHNEIDER	COVID Tests for Staff	\$84.00
11134	12/29/2021	BMO Harris Bank Master Card	Amazon-Wall-mounted hooks	\$5,272.01
11132	12/31/2021	CenturyLink	12/21 teleconferencing	\$40.26
11133	12/31/2021	Comcast	11/21 Internet	\$1,000.00
JE	12/1/2021	IMRF	Retirees Insurance	(\$2,692.27)
DD	12/3/2021	BMO Harris Bank	Payroll	\$218,403.89
DD	12/3/2021	State Disbursement Unit	PY Withholding	\$391.76
WT	12/6/2021	Empower Financial Group	Deferred Comp Payroll Payment	\$15,948.59
WT	12/8/2021	IL Department of Revenue	State Income Taxes	\$14,398.56
WT	12/8/2021	Internal Revenue Service	Federal Income Taxes	\$84,135.44
WT	12/10/2021	Illinois Municipal Retirement Fund	Retirement	\$83,291.32
JE	12/13/2021	UrbanLab Inc	Returned ACH-incorrect bank info	(\$23,919.00)
JE	12/14/2021	AMPO	Returned ACH-incorrect bank info	(\$595.00)
WT	12/16/2021	Michigan Department of Revenue	State Income Taxes	\$70.55
DD	12/17/2021	BMO Harris Bank	Payroll	\$215,875.79
DD	12/17/2021	State Disbursement Unit	PY Withholding	\$391.76
WT	12/20/2021	Empower Financial Group	Deferred Comp Payroll Payment	\$16,146.44
WT	12/22/2021	IL Department of Revenue	State Income Taxes	\$14,201.78
WT	12/22/2021	Internal Revenue Service	Federal Income Taxes	\$82,296.85
DD	12/22/2021	BMO Harris Bank	Bank Service Fee	\$669.30
WT	12/27/2021	Ventra	Employee Card loads	\$380.00
DD	12/30/2021	BMO Harris Bank	Payroll	\$227,829.50

DD 12/31/2021 State Disbursement Unit
WT 12/31/2021 Empower Financial Group
JE 12/31/2021 IMRF

PY Withholding
Deferred Comp Payroll Payment
Retirees Insurance

\$391.76
\$15,036.29
(\$2,887.30)
\$2,419,720.62



MEMORANDUM

TO: Executive Committee
FROM: Finance and Administration
Date: February 9, 2022
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.

GRANTS AND AGREEMENTS			
<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
<u>Grants Received:</u>			
<u>Grants Pending:</u>			
Illinois Environmental Protection Agency	\$314,393	2/1/2022 – 1/31/2024	Tyler Creek Watershed Based Plan
Illinois Department of Natural Resources	\$375,000	7/1/2022 – 6/30/2025	Regional Water Supply Planning
<u>Agreements Executed:</u>			
<u>Agreements Pending:</u>			

The CMAP bylaws provide authority to the executive director to enter into contractual commitments under \$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, Board approval is required.

CONTRACTS				
<u>Provider</u>	<u>Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
<u>\$50,000 and over, Approval Requested of Committee (February 9, 2022):</u>				
AECOM	\$80,000	SPR/UWP	RFP	Cost Increase for Pavement Management Program
PayTech	\$150,000	UWP	Sole Source	HCM Implementation Services
<u>Under \$50,000, Approved by Executive Director since (January 12, 2022):</u>				
HR Source	\$4,700	UWP	Sole Source	Harassment and Discrimination Training
Creative Financial Solutions	\$50,000	UWP	Sole Source	Augmented Staff – HR Support
GOVHR Temps	\$50,000	UWP	Sole Source	Augmented Staff – HR Director

The following list identifies pending procurements.

PROCUREMENTS				
<u>Provider</u>	<u>Estimated Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
TBD	\$250,000	UWP	RFP	Economic Development Consultant
Creative Financial Staffing; GovHR Temp, LaSalle Network	\$1,000,000	UWP	Sole Source	Augments Staff
TBD	\$460,000	UWP	RFP	Business Process Improvement Services – PMO
TBD	\$150,000	UWP	RFP	Public opinion Poll
TBD	\$60,000	SPR/UWP	RFP	ADA Self-Assessment Transition Plans Education
TBD	\$100,000	SPR/UWP	RFP	ADA Self-Assessment Transition Plans Data Gathering
TBD	\$700,000	FHWA	RFP	Regional Infrastructure Accelerator/P3 Management 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: Approval

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