



**EXECUTIVE COMMITTEE**

**AGENDA - FINAL**

Wednesday, June 8, 2022

11:00 AM

(or immediately following the Board meeting)

Please join from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/82211738550?pwd=Ri9YbTZTNIB3UIh5OFR3MzhmOGxXUT09>

Meeting ID: 822 1173 8550      Passcode: 302503

One tap mobile

+13126266799,,82211738550#,,,,\*302503# US (Chicago)

+13017158592,,82211738550#,,,,\*302503# US (Washington DC)

**1.0 Call to Order and Introductions**

**2.0 Agenda Changes and Announcements**

**3.0 Approval of Minutes**

**3.01 Minutes from May 11, 2022**

[22-266](#)

ACTION REQUESTED: Approval

**Attachments:**    [Exec Committee 5.11.22 Minutes - Final](#)

**4.0 Financial Statements**

**4.01 April monthly revenue and expenditure report for the Fiscal Year (FY) 2022**

[22-285](#)

ACTION REQUESTED: Approval

**Attachments:**    [April 2022 Financials Executive Committee Report 05.31.2022](#)

**5.0 Grants, Contracts and Procurements**

**5.01 Executive Committee Report for June 8, 2022**

[22-262](#)

PURPOSE & ACTION: Click or tap here to enter text.

ACTION REQUESTED: Informational

**Attachments:**    [ExecCmteMemo\(GrantsEtc\) 6 8 22](#)

## 6.0 Other Business

### 6.01 Executive Director expenses for the month of May 2022

[22-282](#)

PURPOSE & ACTION: A report of the Executive Director's out-of-region travel expenses for the month of May.

ACTION REQUESTED: Information

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

### 6.02 Update on local dues

[22-246](#)

PURPOSE & ACTION: Staff will provide an update on local dues and discuss future local dues.

ACTION REQUESTED: Information

## 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 Executive Session

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

[22-278](#)

ACTION REQUESTED: Information

### 8.01A Consideration to forward the Executive Committee's performance evaluation recommendations to the next CMAP Board meeting

[22-283](#)

ACTION REQUESTED: Approval

### 8.02 Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c)(21)

[22-279](#)

ACTION REQUESTED: Information

### 8.02A Action on the November 13, 2019 closed session minutes, recommendation from counsel regarding prior closed session minutes, and the destruction of Executive Committee closed session recordings after 18 months

[22-280](#)

ACTION REQUESTED: Approval

## 9.0 Next Meeting

The next meeting is scheduled for September 14, 2022

## 10.0 Adjournment

## EXECUTIVE COMMITTEE

### MEETING MINUTES - FINAL

Wednesday, May 11, 2022

11:00 AM

Please join from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/82211738550?pwd=Ri9YbTZTNIB3UIh5OFR3MzhmOGxXUT09>

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### 1.0 Call to Order and Introductions

Chair Bennett called the meeting to order at 10:52 a.m.

The agenda item was approved.

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

**Absent:** Diane Williams

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

Others present: Joe Breinig

### 2.0 Agenda Changes and Announcements

There were no additions or amendments to the agenda.

### 3.0 Approval of Minutes

3.01 Minutes from March 9, 2022

[22-232](#)

**Attachments:** [Executive Committee 3.9.2022 Minutes - Final](#)

A motion was made by John Noak, seconded by Anne Sheahan, that the minutes be approved. The motion carried by the following vote:

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

**Absent:** Diane Williams

### 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 agenda items 4.01 and 4.02 under one vote. The motion carried by the following vote:

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

**Absent:** Diane Williams

4.01 February monthly revenue and expenditure report for Fiscal Year (FY) 2022 [22-184](#)

**Attachments:** [February 2022 Financials Executive Committee Report 3.30.2022](#)

Deputy Director of Finance and Administration Angela Manning-Hardimon reported that IDOT is allowing CMAP to go through the calendar year to spend its budget. She reported that staff shortages has contributed to unspent funds but that with the hiring of new staff, the organization is better equipped to spend down its funds.

Approved.

4.02 March monthly revenue and expenditure report for Fiscal Year (FY) 2022 [22-231](#)

**Attachments:** [March 2022 Financials Executive Committee Report 5.2.2022](#)

Approved.

## 5.0 Grants, Contracts, and Procurements

5.01 May 11, 2022 Executive Committee report [22-223](#)

**Attachments:** [ExecCmteMemo\(GrantsEtc\) 5.11.2022 v2](#)

Deputy Director of Finance and Administration Angela Manning-Hardimon presented the Executive Committee report.

The May 11, 2022 Executive Committee report was received and filed.

## 6.0 Information Items

6.01 Executive Director expenses for the month of February 2022 [22-170](#)

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

The Executive Director expenses for out of region travel during the month of February 2022 was received and filed.

## 7.0 Other Business

There was no other business to discuss.

## 8.0 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.

## 9.0 Next Meeting

**The next Executive Committee meeting is scheduled for June 8, 2022**

**10.0 Adjournment**

The meeting was adjourned at 10:59 a.m.

A motion was made by John Noak, seconded by Anne Sheahan, that the meeting be adjourned. The motion carried by the following vote:

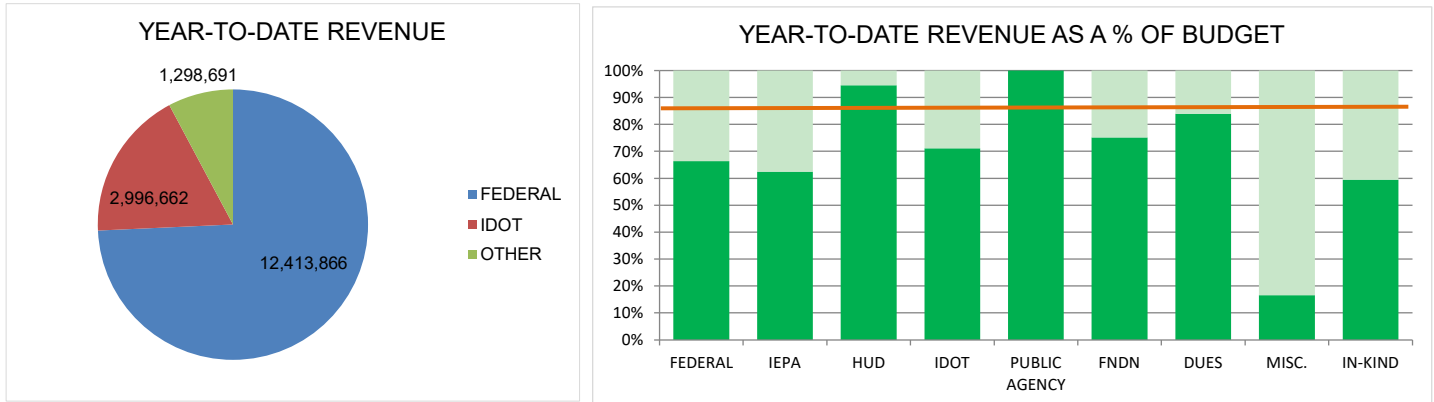
**Aye:** Gerald Bennett, Paul Goodrich, John Noak, Carolyn Schofield, and Anne Sheahan

**Absent:** Diane Williams

Minutes prepared by Blanca Vela-Schneider

**CHICAGO METROPOLITAN AGENCY FOR PLANNING  
MONTHLY REVENUE AND EXPENDITURE REPORT  
AS OF APRIL 30, 2022**

**REVENUE**



**REVENUE OVERVIEW**

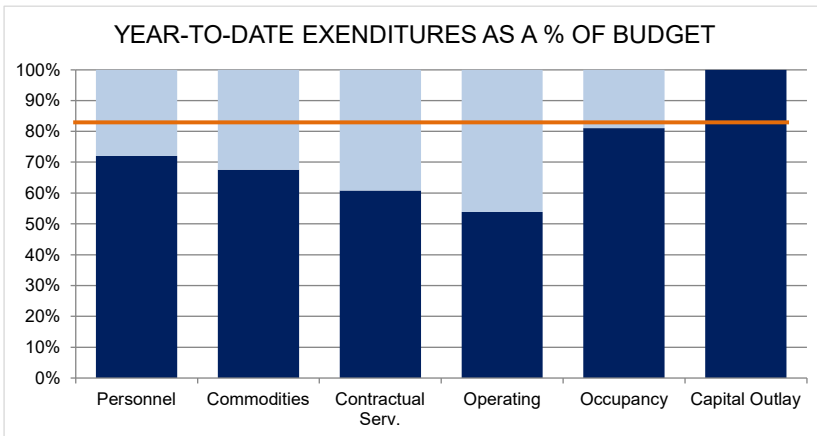
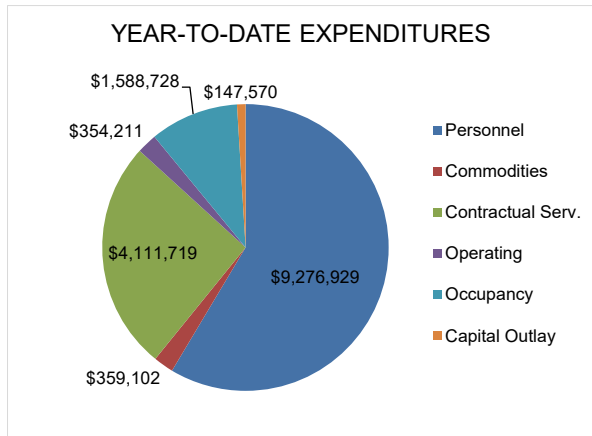
CMAP's funding for FY2022 is comprised of (79%) Federal, (15%) State, (2%) Other Public, Foundation, Non-Public Funding and Miscellaneous, and (4%) Local Dues. Using the straight-line method, CMAP's collected revenue in relation to budgeted revenue for the month of April should be approximately 83%. As of April 2022, CMAP has collected 68.4% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables above. CMAP's grant with IDOT is a reimbursable agreement. Therefore, revenues will always lag expenses in a given fiscal month.

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.

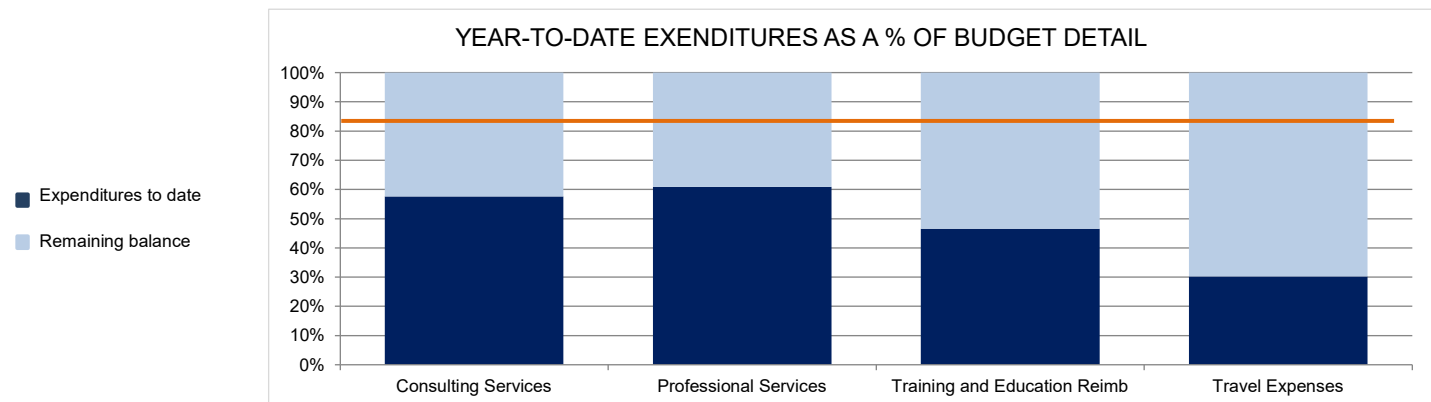
**Notes:**

As of 04/30/2022, 83% 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 April should trend towards 83% of budget. As of April 2022, the agency has expended 69.2% of its budget. The four highest categories of expenditures for the fiscal year-to-date are personnel at 72.0%, commodities at 67.5%, contractual services at 60.8%, and occupancy at 81.0%. 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 experiencing 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. Consulting services were 57.6% fiscal year-to-date. The agency continues to aggressively recruit new hires and is increasing its use of augmented staff to support the agency's work.

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 04/30/2022, 83% 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  
04/30/2022**

	<u>Received/ Expended To Date</u>	<u>FY 2022 Budget</u>	<u>Remaining Balance</u>	<u>% of Budget</u>
<b>OPERATIONAL</b>				
<b>REVENUES</b>				
<b>By Program</b>				
Federal	\$ 10,832,604	\$ 15,034,450	\$ 4,201,846	72.1%
Federal Carry Forward	763,184	1,739,575	976,391	43.9%
Statewide Research & Local Planning	818,078	1,928,686	1,110,608	42.4%
IDOT	2,996,662	4,216,152	1,219,490	71.1%
IEPA	74,092	118,594	44,502	62.5%
HUD	3,067	3,246	179	100.0%
Other Public Agencies	290,543	240,191	(50,352)	121.0%
Foundations and Non-Public Agencies	180,697	240,575	59,879	75.1%
Contributions	744,896	887,486	142,590	83.9%
Miscellaneous	5,396	32,500	27,104	16.6%
<b>Total Revenues</b>	<u>\$ 16,709,219</u>	<u>\$ 24,441,456</u>	<u>\$ 7,732,237</u>	<u>68.4%</u>

<b>EXPENDITURES</b>				
<b>By Category</b>				
Personnel	\$ 9,276,929	\$ 12,883,594	\$ 3,606,665	72.0%
Commodities	359,102	531,796	172,694	67.5%
Contractual Services	4,111,719	6,766,601	2,654,882	60.8%
Operating Expenses	354,211	657,506	303,295	53.9%
Occupancy Expenses	1,588,728	1,960,476	371,748	81.0%
Capital Outlay	147,570	92,740	(54,830)	159.1%
<b>Total Expenditures</b>	<u>\$ 15,838,259</u>	<u>\$ 22,892,713</u>	<u>\$ 7,054,453</u>	<u>69.2%</u>

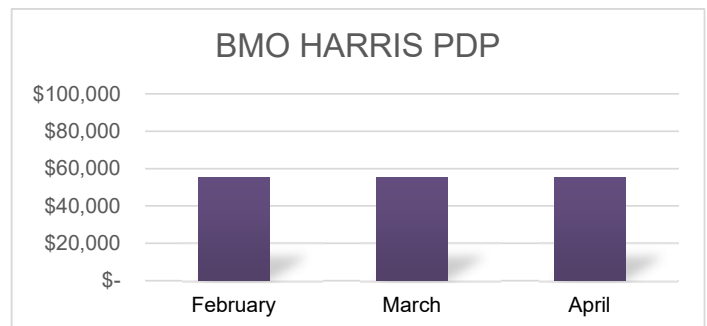
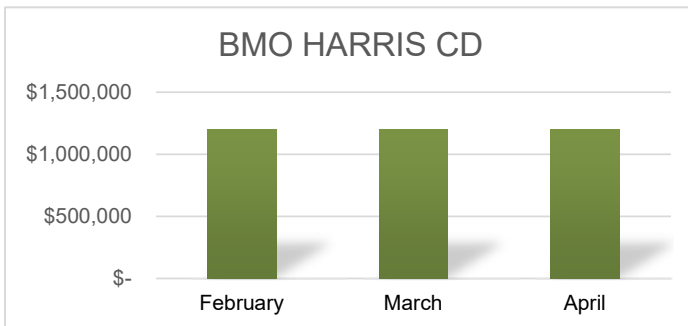
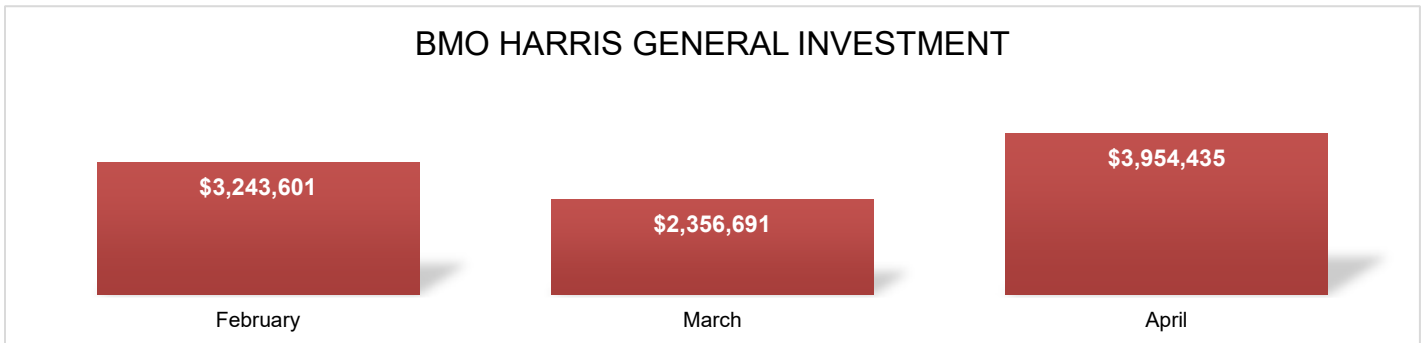
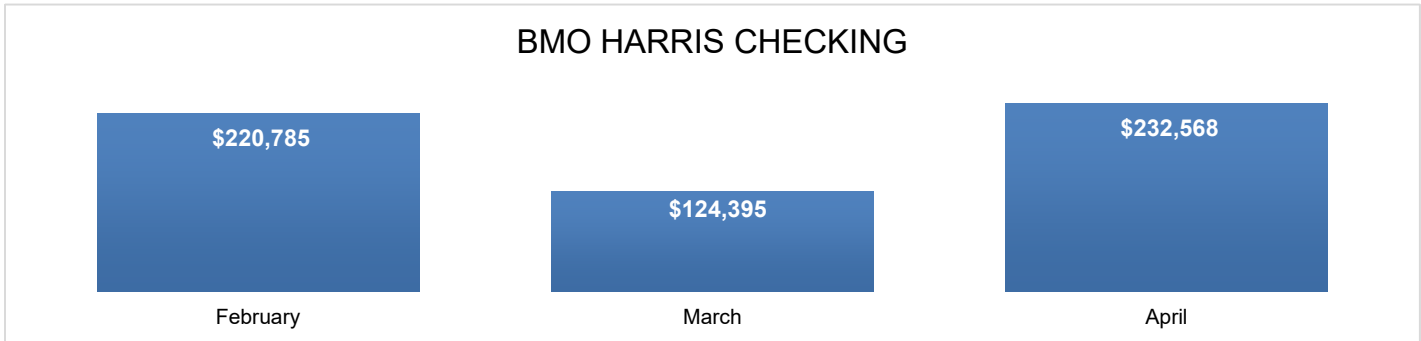
**NON-OPERATIONAL**

<b>REVENUE</b>				
Pass-Through	\$ 1,224,752	\$ 1,988,300	\$ 763,548	61.6%
Council of Mayors	948,147	1,526,019	577,872	62.1%
CMAP Match	-	25,000	25,000	0.0%
In-Kind Services	557,672	938,580	380,908	59.4%
<b>Total, Non-Operations Revenues</b>	<u>\$ 2,730,571</u>	<u>\$ 4,477,899</u>	<u>\$ 1,747,328</u>	<u>61.0%</u>

<b>EXPENDITURES</b>				
Pass-Through	\$ 1,224,752	\$ 2,228,300	\$ 1,003,548	55.0%
Council of Mayors	948,147	1,526,019	577,872	62.1%
CMAP Match	4,792	25,000	20,208	19.2%
In-Kind Services	557,672	938,580	380,908	59.4%
Applied Overhead	-	2,655,884	2,655,884	0.0%
<b>Total, Non-Operations Expenditures</b>	<u>\$ 2,735,362</u>	<u>\$ 7,373,783</u>	<u>\$ 4,638,420</u>	<u>37.1%</u>



**CHICAGO METROPOLITAN AGENCY FOR PLANNING  
MONTHLY CASH REPORT  
AS OF APRIL 30, 2022**



**MONTHLY CASH OVERVIEW**

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

**BMO Harris Checking Account:** Wire transfers of \$1.9 million from the General Investment account funded operating activities for the month of April. Operating activities were comprised of \$717 thousand in personnel related costs, and \$1.2 million in payables.

**BMO Harris General Investment Account:** Wire transfers of \$3.6 million resulting from monthly revenue activity funded \$1.9 million in transfers to the Checking account for the month of April.

**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.

Number	Date	Vendor Name	Transaction Description	Amount
11431	4/5/2022	Comcast	3/11-4/10/22 TV Service fee	\$78.67
11432	4/7/2022	MARY VICTORIA BARRETT	3/13/22 LifeSavers Conf Reg	\$360.90
11433	4/7/2022	BerryDunn	ERP Assessment project	\$7,467.50
11434	4/7/2022	MICHAEL BROWN	APA Membership Dues	\$1,035.00
11435	4/7/2022	CDW Government Inc	Jan Azure Overage	\$14,316.92
11436	4/7/2022	Center for Neighborhood Technology	2/1-2/28 Equitable Engage Prgm	\$5,344.00
11437	4/7/2022	Chicago Office Technology Group	12/17/21-3/16/22 copier maint	\$1,315.11
11438	4/7/2022	Egret & Ox Planning LLC	1/22 Logan Square Blue Line PI	\$700.00
11439	4/7/2022	Health Care Cost Management Inc	03/22 FSA admin fees	\$2,472.06
11440	4/7/2022	Inc. Jacobs Engineering Group	1/28/22 Grade Crossing Studies	\$3,326.38
11441	4/7/2022	KeldairHR	3/22 hiring system upgrade	\$749.00
11442	4/7/2022	ANTHONY ROY MANNO	8/3/20 Printing for LTA Proj	\$92.97
11443	4/7/2022	Metra	2/1-2/28 Metra FY22 Operating	\$54,105.12
11444	4/7/2022	JACOB D SEID	3/15/22 NIU conf travel	\$20.52
11445	4/7/2022	Teska Associates	DUPAGE COUNTY LAKE ST OVERLAY	\$3,179.43
11446	4/7/2022	TierPoint LLC	2/1-2/28/22 Internet Bandwidth	\$567.32
11447	4/7/2022	US Bank HSA	4/8 HSA EE Contributions	\$1,661.14
11448	4/7/2022	Valerie S Kretchmer Associates Inc	2/1-3/7 PAO B: Market Analysis	\$10,543.41
11449	4/7/2022	MARY ELIZABETH WEBER	Tuition Reimbursement	\$2,416.00
70011	4/7/2022	Budget Rent A Car System Inc	N Beck 7/20-21/20 car rental	\$1,052.99
70012	4/7/2022	Zipcar Inc	L Hollander 10/15/20 rental	\$66.52
11450	4/11/2022	UPS	3/28-4/11/22 Shipping	\$12.84
11451	4/14/2022	AECOM Technical Services Inc	2/12-3/11 Proj Mgmt Oversight for Pavement	\$3,040.00
11452	4/14/2022	Baker Tilly Virchow Krause & Company LLP	Compensation Study	\$25,415.00
11453	4/14/2022	MARY VICTORIA BARRETT	APA Membership Dues	\$179.00
11454	4/14/2022	Cogent Communications Inc	4/22 Internet	\$2,172.00
11455	4/14/2022	Condeco Software Inc	Room Reservation Software	\$9,780.00
11456	4/14/2022	Creative Financial Staffing LLC	Finance temp help	\$6,930.75
11457	4/14/2022	ESRI	1/13 Engineer Service Retainer	\$21,975.00
11458	4/14/2022	First Communications LLC	3/22 telephone	\$366.68
11459	4/14/2022	Gewalt Hamilton Associates Inc	1/31-2/28 TRAN RESILIANCE PLN	\$6,037.50
11460	4/14/2022	Marek Drell Gootman	11/21-3/22 CIREE Advisory	\$46,500.00
11461	4/14/2022	GovTempsUSA LLC	Interim HR Director	\$20,081.25
11462	4/14/2022	HDR Engineering Inc	1/30-2/26 PAO B Calumet City	\$29,886.26
11463	4/14/2022	HR Source	HR On Site Training Webinar	\$8,300.00
11464	4/14/2022	The Lakota Group	2/1-2/28 Hickory Comp Plan	\$1,013.40
11465	4/14/2022	DIANA MARTINEZ	Summit & GH Travel	\$85.47
11466	4/14/2022	LILY ROSE NEPPL	AICP One Path Submission fee	\$255.00
11467	4/14/2022	Northwest Municipal Conference	2/1-2/28 NWMC	\$13,369.78
70013	4/14/2022	Budget Rent A Car System Inc	J Patton 7/6-7/7/21 car rental	\$379.82
70014	4/14/2022	Hertz Corporation	L Bayley 4/1-4/2/22 car rental	\$275.24
70015	4/14/2022	State Employee Retirement System of Illinois	2/22 Pension Funding	\$58,483.16
11468	4/18/2022	ComEd	3/3-4/1/22 Electricity	\$1,370.42
11469	4/21/2022	ERIN L ALEMAN	1/10-3/2/22 Travel for Meeting	\$44.58
11470	4/21/2022	SARAH BUCHHORN	ACCO 1-year Gov Membership	\$125.00
11471	4/21/2022	JONATHAN BURCH	APA Conf Registration	\$350.00
11472	4/21/2022	CDW Government Inc	2/1-2/28/22 Feb Azure Overage	\$7,273.20
11473	4/21/2022	Chicago Transit Authority	2/1-2/28/22 CTA Operations	\$52,194.71
11474	4/21/2022	Civiltech Engineering Inc	1/1-1/28/22 Engineer Services	\$12,952.30
11475	4/21/2022	Delta Dental - Risk	5/22 HMO Dental	\$7,597.10
11476	4/21/2022	Health Care Cost Management Inc	4/22 FSA admin fees	\$2,485.31
11477	4/21/2022	Inc. Jacobs Engineering Group	2/25 Grade Crossing Studies	\$12,472.46
11478	4/21/2022	ANTHONY ROY MANNO	Urban Land Inst. Membership	\$240.00
11479	4/21/2022	McHenry County Division of Transportation	2/1-2/28 McHenry COM	\$5,513.78
11480	4/21/2022	Muse Community Design LLC	Documentation of Plan Service	\$1,383.75
11481	4/21/2022	University of Chicago	CMAP-UChicago ADF	\$16,250.00
11482	4/21/2022	US Bank HSA	4/22 HSA EE Contributions	\$1,669.68
11483	4/21/2022	West Central Municipal Conference	12/1-12/15/21 Central COM	\$9,273.35
70016	4/21/2022	Budget Rent A Car System Inc	K Pudlock 4/5-6/22 car rental	\$122.30
11484	4/22/2022	Comcast	4/22 internet	\$1,000.00
11485	4/25/2022	CenturyLink	3/22 teleconferencing	\$45.33
11486	4/28/2022	601W Companies Chicago MT LLC	5/22 Office maintenance	\$158,599.23
11487	4/28/2022	Applied Research Association Inc	2/1-2/28 TID-CMAP Pilot PMS	\$9,584.25
11488	4/28/2022	Baker Tilly Virchow Krause & Company LLP	3/22 Accounting services	\$20,182.00
11489	4/28/2022	LINDSAY A BAYLEY	4/22 Greenline meet travel	\$19.68
11490	4/28/2022	BerryDunn	ERP Assessment project	\$3,800.00
11491	4/28/2022	DUSTIN CALLIARI	4/22/22 IIPD Travel and Toll	\$36.29

11492	4/28/2022	Center for Neighborhood Technology	3/1-3/31 Equitable Eng Program	\$6,956.50
11493	4/28/2022	Civiltech Engineering Inc	2/26-3/25/22 Engineer services	\$5,741.00
11494	4/28/2022	Clarity Partners LLC	Website development/support	\$3,040.71
11495	4/28/2022	CoStar Group	CoStar Real Estate Data	\$44,855.87
11496	4/28/2022	Creative Financial Staffing LLC	Finance temp help	\$3,375.00
11497	4/28/2022	Critical Mention Inc	Annual Subscription	\$8,000.00
11498	4/28/2022	EcolInteractive Inc	Integrated TIP database Year 2	\$28,643.84
11499	4/28/2022	Egret & Ox Planning LLC	3/22 Logan Square Planning	\$2,600.00
11500	4/28/2022	ESRI	Platform Engineer Services	\$19,500.00
11501	4/28/2022	Fox River Ecosystem Partnership	1/1-3/31 Ind Creek Watershed	\$300.00
11502	4/28/2022	Garveys Office Products Inc	3 Hole Punch for DED use	\$53.11
11503	4/28/2022	Gewalt Hamilton Associates Inc	2/28-3/31 Council of Mayor Pln	\$3,160.00
11504	4/28/2022	GoTo Technologies USA Inc	GoToMeeting Annual Business	\$2,743.38
11505	4/28/2022	GRM Information Management Services of Chic	3/1-3/31/22 Offsite Storage	\$305.01
11506	4/28/2022	HDR Engineering Inc	2/27-3/26/22 Riverdale Plan	\$27,690.34
11507	4/28/2022	HR Source	Employment Engagement Survey	\$3,600.00
11508	4/28/2022	Iron Mountain	65-gallon bin for shredding	\$62.70
11509	4/28/2022	Inc. Jacobs Engineering Group	Bellwood Safety Plan Tech Asst	\$13,426.29
11510	4/28/2022	Kane County Division of Transportation	2/1-2/28/22 Kane-Kendall	\$18,909.30
11511	4/28/2022	Lake County Division of Transportation	1/3-1/31 Lake County Planning	\$42,815.49
11512	4/28/2022	Mesirow Financial	Investment Consulting Fees	\$4,944.72
11513	4/28/2022	Metra	3/22 Metra Operating	\$63,085.99
11514	4/28/2022	Mutual of Omaha	5/22 life insurance - EE	\$4,438.91
11515	4/28/2022	National Association of Regional Councils	Agency Annual Membership	\$2,500.00
11516	4/28/2022	Omegabit LLC	3/1-3/31/22 Website hosting	\$3,124.95
11517	4/28/2022	Pace Suburban Bus Service	02/20-03/19/22 Pace Operations	\$6,734.12
11518	4/28/2022	Resource Systems Group Inc	1/1-1/31 Activity Based Model	\$17,057.90
11519	4/28/2022	REX Electric and Technologies LLC	S2 License Renewal - 3 Years	\$1,725.00
11520	4/28/2022	Sam Schwartz Engineering	3/25 Bartlett Bike/Ped Plan	\$11,125.00
11521	4/28/2022	SLG Innovation Inc	3/1-3/31/22 IT consulting	\$45,177.75
11522	4/28/2022	Therm Flo Inc	MDF Emergency Service	\$825.00
11523	4/28/2022	TierPoint LLC	Colocation services	\$6,483.04
11524	4/28/2022	TIP Strategies Inc	Northeastern IL assessment	\$24,050.00
11525	4/28/2022	Valerie S Kretchmer Associates Inc	3/8-3/30 Market Analysis	\$1,138.47
11526	4/28/2022	West Central Municipal Conference	1/1-1/31 Central COM	\$20,535.76
11527	4/28/2022	Will County Governmental League	Will County Gov League Plan	\$10,557.05
11528	4/28/2022	Xiologix LLC	FortiCloud Licensing	\$1,444.50
70017	4/28/2022	Women in Planning and Development	Membership	\$350.00
11529	4/29/2022	UPS	Shipping	\$82.36
11532	4/29/2022	BMO Harris Bank Master Card	LinkedIn- job postings	\$6,182.83
CR	4/1/2022	IMRF	Cash receipt for Retirees Insurance	(\$2,917.66)
WT	4/1/2022	Internal Revenue Service	Federal Wire Transfer Credit	(\$526.35)
WT	4/1/2022	Internal Revenue Service	Federal Wire Transfer Debit	\$526.35
DD	4/6/2022	State Disbursement Unit	PY Withholding	\$391.76
WT	4/7/2022	Empower Financial Group	Deferred Comp Payroll Payment	\$17,077.47
DD	4/8/2022	BMO Harris Bank	Payroll	\$211,154.26
DD	4/11/2022	BMO Harris Bank	Fee-Standby Letter of Credit	\$4,550.00
WT	4/13/2022	IL Department of Revenue	State Income Taxes	\$14,078.43
WT	4/13/2022	Internal Revenue Service	Federal Income Taxes	\$88,420.22
WT	4/13/2022	Michigan Department of Revenue	State Income Taxes	\$108.57
DR	4/15/2022	IMRF	Cash receipt for Retirees Insurance	\$63,635.89
DD	4/18/2022	RTA	Transit Benefit Card Payment	\$853.50
WT	4/21/2022	Empower Financial Group	Deferred Comp Payroll Payment	\$15,487.91
DD	4/22/2022	BMO Harris Bank	Bank Service Fee	\$693.54
DD	4/22/2022	State Disbursement Unit	PY Withholding	\$391.76
DD	4/22/2022	BMO Harris Bank	Payroll	\$207,266.16
WT	4/25/2022	Ventra	Employee Card loads	\$525.00
WT	4/27/2022	IL Department of Revenue	State Income Taxes	\$13,854.66
WT	4/27/2022	Internal Revenue Service	Federal Income Taxes	\$84,838.00
CR	4/29/2022	IMRF	Cash receipt for Retirees Insurance	(\$2,917.66)
				<hr/>
				\$1,874,827.53



**MEMORANDUM**

**TO:** Executive Committee  
**FROM:** Finance and Administration  
**Date:** June 8, 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.

<b>GRANTS AND AGREEMENTS</b>			
<b><u>Grantor</u></b>	<b><u>Amount</u></b>	<b><u>Dates</u></b>	<b><u>Purpose</u></b>
<b><u>Grants Received:</u></b>			
Illinois Environmental Protection Agency	\$161,395.31	7/1/2022 – 7/31/2024	Areawide Water Quality Management Plan 604(b) Grant
<b><u>Grants Pending:</u></b>			
Illinois Environmental Protection Agency	\$314,393	2/1/2022 – 1/31/2024	Tyler Creek Watershed Based Plan
Illinois Department of Natural Resources	\$250,000	7/1/2022 – 6/30/2024	Regional Water Supply Planning
<b><u>Agreements Executed:</u></b>			
<b><u>Agreements Pending:</u></b>			

The CMAP bylaws provide authority to the executive director to enter into contractual commitments under \$50,000. For all contracts \$50,000 or greater, not included in the approved UWP, or who’s cumulative vendor total is \$50,000 or greater over one fiscal year, Board approval is required.

<b>CONTRACTS</b>				
<b><u>Provider</u></b>	<b><u>Amount</u></b>	<b><u>Fund Source</u></b>	<b><u>Type of Procurement</u></b>	<b><u>Purpose</u></b>
<b><u>\$50,000 and over (June 8, 2022):</u></b>				
Arctic IT	\$2,394,220	UWP	RFP	ERP System – Microsoft Dynamics 365
<b><u>Under \$50,000, Approved by Executive Director since (May 11, 2022):</u></b>				
Granicus	\$16,300	UWP	Sole Source	Gov Delivery
Cresa Chicago	\$21,375	Other	Sole Source	5 <sup>th</sup> Floor Construction Management
NWS Architects	\$23,350	Other	Sole Source	5 <sup>th</sup> Floor Architectural Services

The following list identifies pending procurements.

<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>
TBD	\$250,000	UWP	RFP	Economic Development Consultant
TBD	\$250,000	UWP	RFP	New CMAP Website
TBD	\$460,000	UWP	RFP	Business Process Improvement Services – PMO
TBD	\$250,000	SPR	RFP	Highway Safety Project
TBD	\$100,000	SPR/UWP	RFP	ADA Self-Assessment Transition Plans Data Gathering
TBD	\$350,000	UWP	RFP	Regional Transportation Risk Register
TBD	\$300,000	UWP	RFP	Transportation Project Analysis Tool
TBD	\$350,000	UWP	RFP	Regional Transportation Vulnerability Assessment

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

ACTION REQUESTED: Informational

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Chicago Metropolitan  
Agency for Planning

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

**To:** CMAP Board

**From:** Blanca Vela-Schneider

**Date:** May 26, 2022

**Re:** Executive Director Erin Aleman  
Out-of-region travel summary for the month of May 2022

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Below is a list of expenses related to Executive Director Aleman’s out-of-region travel during the month of May 2022. Expenses listed below are from the CAGTC Conference.

**CAGTC Conference  
Washington, DC  
05/11/2022 – 05/12/2022**

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	05/11/2022	\$387.20
Transportation	05/11/2022-05/12/2022	\$109.53
Hotel Reservation – AC Hotels by Marriott	05/11/2022	\$263.24
Per Diem	05/11/2022-05/12/2022	\$60.00
<b>Total:</b>	<b>\$819.97</b>	

ACTION REQUESTED: Informational