



EXECUTIVE COMMITTEE

AGENDA - FINAL

Wednesday, March 9, 2022

11:00 AM

(or immediately following the Board meeting)

Please join from your computer, tablet or smartphone.

<https://meet.goto.com/979605509>

United States: +1 (571) 317-3122

Access Code: 979-605-509

- 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 Meeting minutes from February 9, 2022

[22-124](#)

ACTION REQUESTED: Approval

Attachments: [Exec Committee 2.9.22 Minutes - Final](#)

4.0 Financial Statements & Grants, Contracts, and Procurements

4.01 January monthly revenue and expenditure report for Fiscal Year (FY) 2022

[22-134](#)

PURPOSE & ACTION: The financial statements reflect revenue and expenditures for the month ending January 31, 2022. Staff will provide a summary of the reports.

ACTION REQUESTED: Approval

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

4.02 Contract approval with Embold Research for a one-year contract, with four optional one-year renewals, in the annual amount of \$24,400, a total of \$122,000 over a five-year period, to conduct an annual public opinion poll

[22-121](#)

PURPOSE & ACTION: CMAP intends to conduct public opinion surveys annually and track the results over time. After a review of two submitted proposals, staff recommends that Embold Research be the selected as the vendor for this project. Funding for this contract will be included in the FY23-27 operating budgets. The maximum cost of a five-year agreement will not exceed \$122,000 and optional renewal years will be dependent on the performance and the level of approved funding for this purpose.

ACTION REQUESTED: Approval

Attachments: [Public Opinion Poll Board Memo 3.2.2022](#)

4.03 March 9, 2022 Executive Committee report

[22-115](#)

ACTION REQUESTED: Approval

Attachments: [ExecCmteMemo\(GrantsEtc\) 3 9 2022 AMH](#)

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 April 13, 2022

9.0 Adjournment



EXECUTIVE COMMITTEE

MEETING MINUTES - FINAL

Wednesday, February 9, 2022

11:00 AM

February 9, 2022

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

Mayor Bennett called the meeting to order at 10:43 a.m.

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

Absent: Paul Goodrich, and Diane Williams

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

2.0 Agenda Changes and Announcements

There were no additions or amendments to the agenda.

3.0 Approval of Minutes

3.01 Minutes from January 12, 2022 meeting.

[22-082](#)

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

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, John Noak, Carolyn Schofield, and Anne Sheahan

Absent: Paul Goodrich, and Diane Williams

4.0 Financial Statements

4.01 December monthly revenue and expenditure report for Fiscal Year (FY) 2022

[22-073](#)

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

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

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

Absent: Paul Goodrich, and Diane Williams

5.0 Grants, Contracts, and Procurements

5.01 Grants and procurements

[22-077](#)

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

Deputy Director of Finance and Administration Angela Manning-Hardimon presented the procurements that were approved by the Board.

The grants and procurements were received and filed.

6.0 Other Business

There was no other business before the board.

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 March 9, 2022

9.0 Adjournment

The meeting was adjourned at 10:48 a.m.

A motion was made by John Noak, seconded by Anne Sheahan, to adjourn the meeting. The motion carried by the following vote:

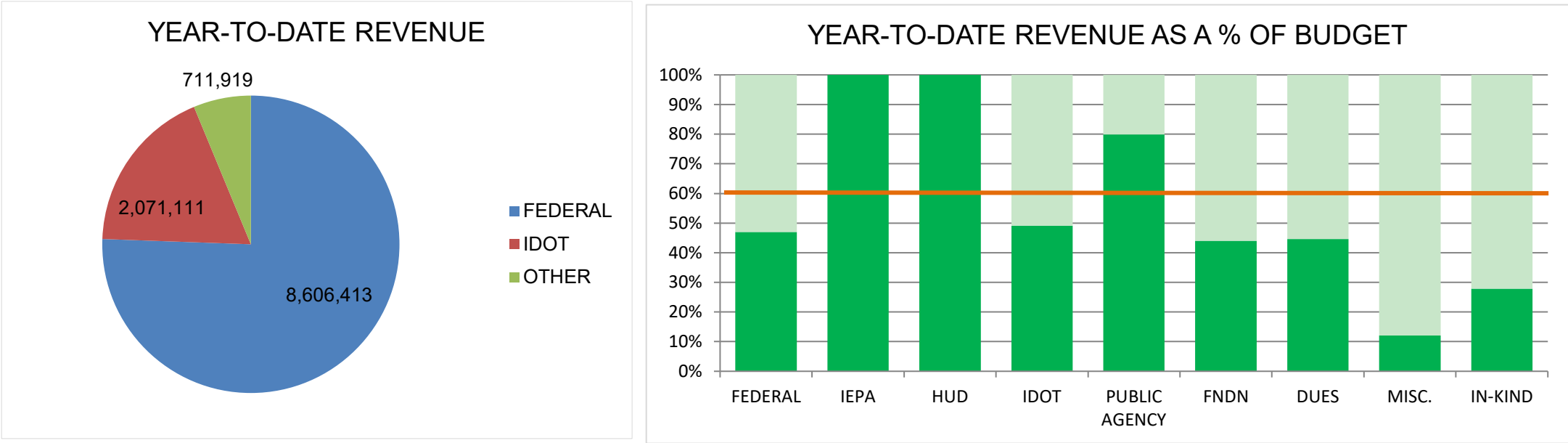
Aye: Gerald Bennett, John Noak, Carolyn Schofield, and Anne Sheahan

Absent: Paul Goodrich, and Diane Williams

Minutes prepared by Blanca Vela-Schneider.

CHICAGO METROPOLITAN AGENCY FOR PLANNING
MONTHLY REVENUE AND EXPENDITURE REPORT
AS OF JANUARY 31, 2022

REVENUE



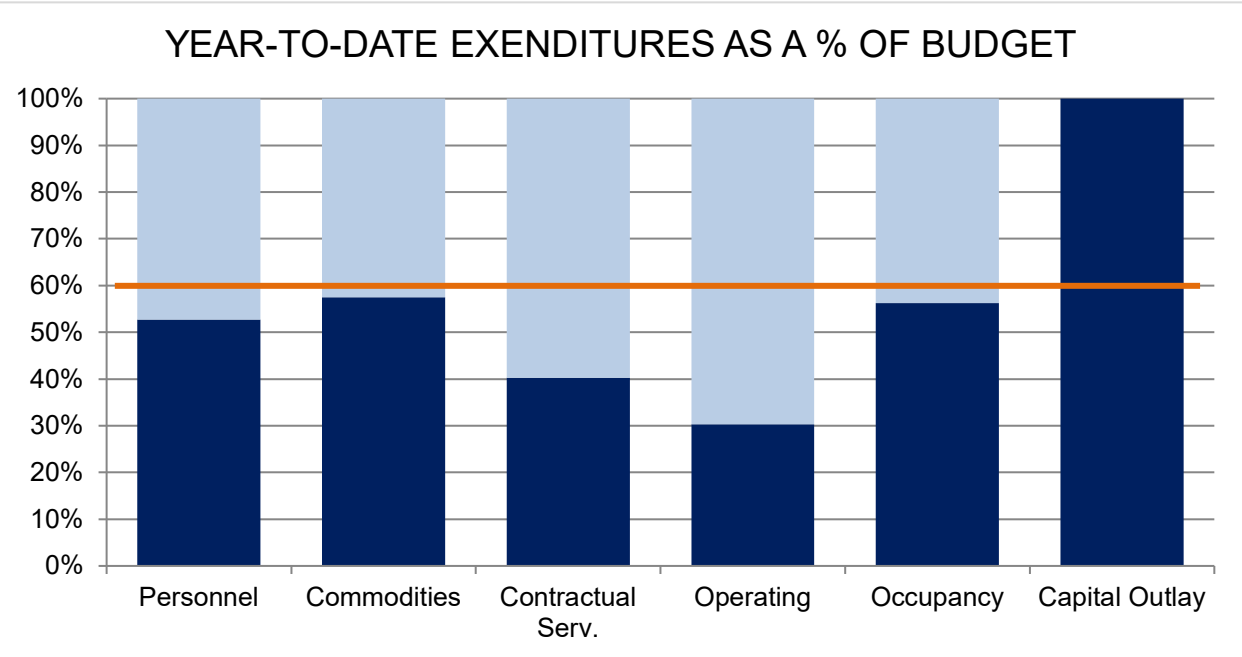
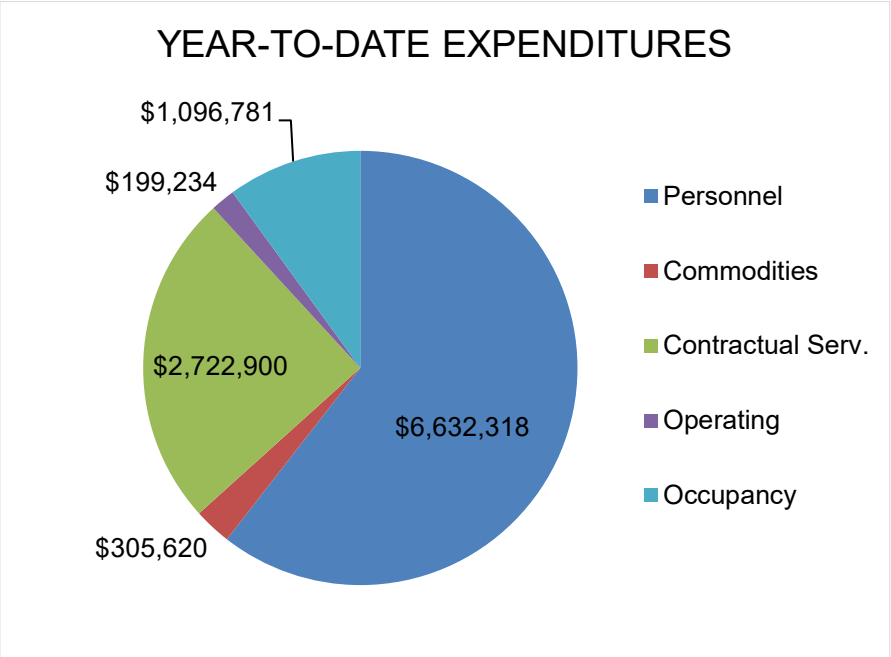
REVENUE OVERVIEW

CMA'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, CMA's collected revenue in relation to budgeted revenue for the month of January should be approximately 60%. As of January 2022, CMA has collected 44.2% of its budgeted revenue from the sources identified in the Year-To-Date Revenue tables above. CMA's grant with IDOT is a reimbursable agreement. Therefore, revenues will always lag expenses in a given fiscal month.

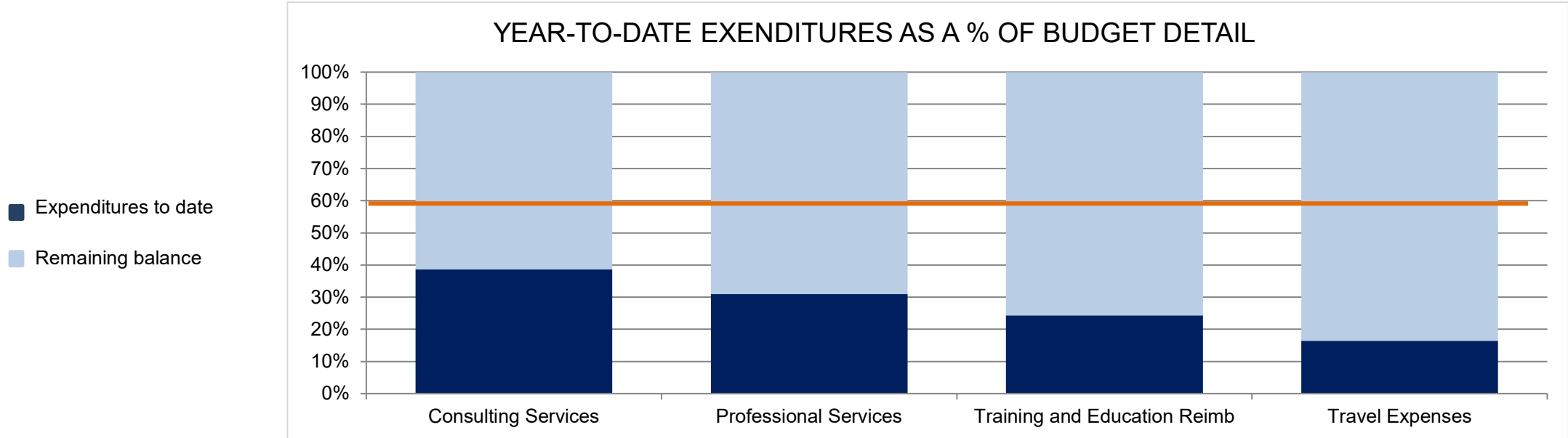
Local dues continues to be a critical component of CMA's funding strategy as it supports work not funded through the State or other grant funding sources. Since its inception, CMA has maintained local dues at it's adopted amount of approximately \$887,000. With CMA's increasing operating budget, the 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. CMA collected 97% for FY2021.

Notes:
As of 01/31/2022, 60% of the fiscal year is complete. See orange trend line on YTD Revenue as a % of year complete.

EXPENDITURES



EXPENDITURE HIGHLIGHTS



EXPENDITURE OVERVIEW

Using the straight-line method, CMAP's expenses for the month of January should trend towards 60% of budget. As of January 2022, the agency has expended 48.2 % of its budget. The four highest categories of expenditures for the fiscal year-to-date are personnel at 52.7%, commodities at 57.5%, capital expenses at 170.8%, and occupancy at 56.2%. 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. Consultant expenses were 40.3% 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.

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

CMAP Expenses Categories

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

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

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

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

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

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

Notes:

As of 01/31/2022, 60% 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
January 31, 2022

	<u>Received/ Expended To Date</u>	<u>FY 2022 Budget</u>	<u>Remaining Balance</u>	<u>% of Budget</u>
OPERATIONAL				
REVENUES				
By Program				
Federal	\$ 7,731,781	\$ 15,034,450	\$ 7,302,669	51.4%
Federal Carry Forward	298,522	1,739,575	1,441,053	17.2%
Statewide Research & Local Planning	576,110	1,558,286	982,176	37.0%
IDOT	2,071,111	4,216,152	2,145,041	49.1%
IEPA	54,638	25,994	(28,644)	210.2%
HUD	3,067	-	(3,067)	100.0%
Other Public Agencies	191,949	240,191	48,243	79.9%
Foundations and Non-Public Agencies	61,951	140,575	78,624	44.1%
Contributions	396,392	887,486	491,094	44.7%
Miscellaneous	3,923	32,500	28,577	12.1%
Total Revenues	<u><u>\$ 11,389,443</u></u>	<u><u>\$ 23,875,210</u></u>	<u><u>\$ 12,485,767</u></u>	<u><u>47.7%</u></u>

EXPENDITURES				
By Category				
Personnel	\$ 6,632,318	\$ 12,583,990	\$ 5,951,672	52.7%
Commodities	305,620	531,796	226,176	57.5%
Contractual Services	2,722,900	6,762,760	4,039,860	40.3%
Operating Expenses	199,234	657,456	458,222	30.3%
Occupancy Expenses	1,096,781	1,951,135	854,353	56.2%
Capital Outlay	145,154	85,000	(60,154)	170.8%
Total Expenditures	<u><u>\$ 11,623,226</u></u>	<u><u>\$ 24,098,155</u></u>	<u><u>\$ 12,474,929</u></u>	<u><u>48.2%</u></u>

NON-OPERATIONAL

REVENUE				
Pass-Through	\$ 466,663	\$ 2,228,300	\$ 1,761,637	20.9%
Council of Mayors	521,219	1,526,019	1,004,800	34.2%
CMAP Match	-	25,000	25,000	0.0%
In-Kind Services	261,418	938,580	677,162	27.9%
Total, Non-Operations Revenues	<u><u>\$ 1,249,300</u></u>	<u><u>\$ 4,717,899</u></u>	<u><u>\$ 3,468,599</u></u>	<u><u>26.5%</u></u>

EXPENDITURES				
Pass-Through	\$ 466,663	\$ 2,228,300	\$ 1,761,637	20.9%
Council of Mayors	521,219	1,526,019	1,004,800	34.2%
CMAP Match	2,779	25,000	22,221	11.1%
In-Kind Services	261,418	938,580	677,162	27.9%
Applied Overhead	-	2,644,958	2,644,958	0.0%
Total, Non-Operations Expenditures	<u><u>\$ 1,252,079</u></u>	<u><u>\$ 7,362,857</u></u>	<u><u>\$ 6,110,778</u></u>	<u><u>17.0%</u></u>

CHICAGO METROPOLITAN AGENCY FOR PLANNING

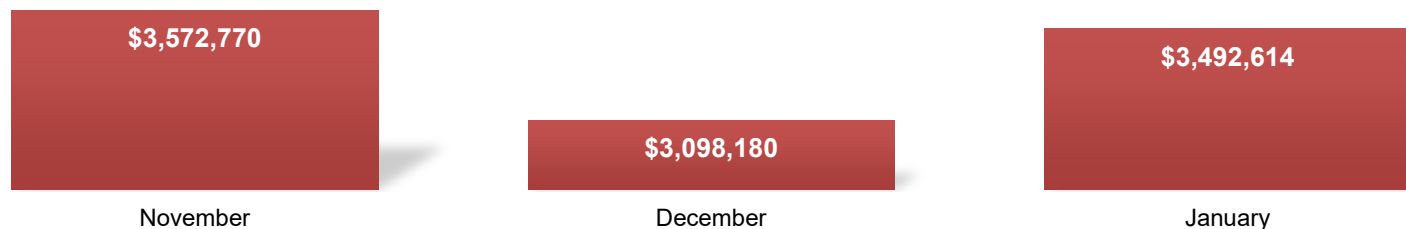
MONTHLY CASH REPORT

AS OF JANUARY 31, 2022

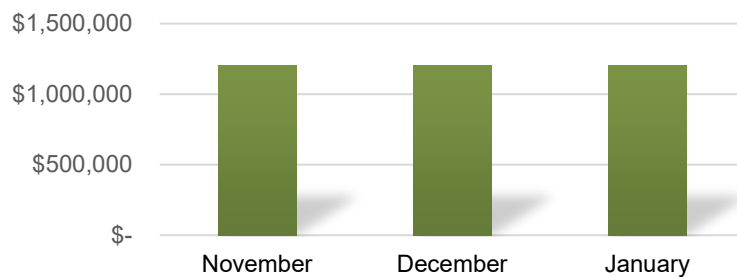
BMO HARRIS CHECKING



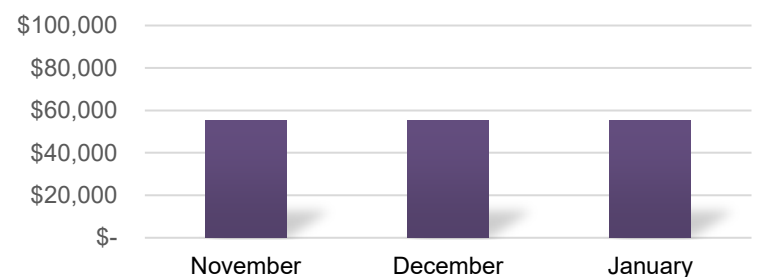
BMO HARRIS GENERAL INVESTMENT



BMO HARRIS CD



BMO HARRIS PDP



MONTHLY CASH OVERVIEW

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

BMO Harris Checking Account: Wire transfers of \$1.7 million from the General Investment account funded operating activities for the month of January. Operating activities were comprised of \$761K in personnel related costs, and \$967K in payables.

BMO Harris General Investment Account: Wire transfers of \$2.1 million resulting from monthly revenue activity funded \$1.7 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.

Number	Date	Vendor Name	Transaction Description	Amount
11130	1/3/2022	Blue Cross Blue Shield of Illinois	1/22 Health Insurance	\$124,266.39
11226	1/5/2022	Comcast	12/11-1/10/22 TV	\$65.11
11135	1/6/2022	Aflac	December 2021 Addl Health Insurance	\$716.76
11136	1/6/2022	ERIN L ALEMAN	Management Books (6)	\$308.30
11137	1/6/2022	Center for Neighborhood Technology	11/21 Equitable Engagement	\$4,591.50
11138	1/6/2022	Chicago Office Technology Group	HP Plotter Ink & Toner	\$96.00
11139	1/6/2022	Clarity Partners LLC	7/21 Website dev/support	\$20,541.50
11140	1/6/2022	First Communications LLC	12/21 Telephone	\$370.95
11141	1/6/2022	Health Care Cost Management Inc	12/21 FSA admin fees	\$253.50
11142	1/6/2022	Holland and Knight LLP	Legal Services	\$390.00
11143	1/6/2022	ICF Incorporated LLC	11/21 GHG inventory	\$8,259.36
11144	1/6/2022	Iron Mountain	Shredding Service	\$63.02
11145	1/6/2022	Inc. Jacobs Engineering Group	11/21 Grade Crossing Study	\$9,743.29
11146	1/6/2022	BELINDA KING	Tuition Reimbursement	\$497.24
11147	1/6/2022	Lenovo Inc	Docking Station	\$2,250.00
11148	1/6/2022	Omegabit LLC	7/21 Website hosting	\$6,603.55
11149	1/6/2022	JARED M. PATTON	APA/AICP dues	\$250.00
11150	1/6/2022	SLG Innovation Inc	12/21 IT consulting	\$45,177.75
11151	1/6/2022	BEATRIX EDLYN GUE YAN	Transit-site visit	\$2.25
69989	1/6/2022	Chicago Wilderness	Chicago Wilderness Dues	\$4,500.00
69990	1/6/2022	REX Electric and Technologies LLC	10M Strong USB 3.1 cable - Roo	\$15,662.56
11152	1/13/2022	ERIN L ALEMAN	AEG Conference	\$123.64
11153	1/13/2022	Applied Research Association Inc	11/21 TID-CMAP Pilot PMS	\$19,157.56
11154	1/13/2022	BerryDunn	ERP Assessment project	\$6,250.00
11155	1/13/2022	Clarity Partners LLC	11/21 Website dev/support	\$2,500.37
11156	1/13/2022	Cogent Communications Inc	1/22 Internet	\$2,172.00
11157	1/13/2022	Egret & Ox Planning LLC	Planning Consulting	\$275.00
11158	1/13/2022	Elrod Friedman LLP	Legal Services	\$142.00
11159	1/13/2022	Fox River Ecosystem Partnership	10-12/21 Indian Creek outreach	\$511.61
11160	1/13/2022	Garveys Office Products Inc	PPE Supplies	\$179.48
11161	1/13/2022	Gewalt Hamilton Associates Inc	11/21 A2 PAO A Central COM	\$14,792.50
11162	1/13/2022	Health Care Cost Management Inc	1/14/22 Flex Spending contrib	\$2,426.52
11163	1/13/2022	HOLLY L HUDSON	Mileage-Kane Co	\$979.77
11164	1/13/2022	IMS Infrastructure Management Services LLC	12/21 Lake Bluff PMP	\$1,683.65
11165	1/13/2022	Inc. Jacobs Engineering Group	11/21 PAO A Flossmoor	\$1,738.92
11166	1/13/2022	ANTHONY ROY MANNO	CAIC Conference Registration	\$237.96
11167	1/13/2022	JESSICA MATTHEWS	Reimburse for loan payment	\$114.67
11168	1/13/2022	Mutual of Omaha	1/22 EE life insurance	\$4,889.06
11169	1/13/2022	LILY ROSE NEPPL	WIPD Dues	\$75.00
11170	1/13/2022	Omegabit LLC	11-12/21 Website hosting	\$3,857.40
11171	1/13/2022	ERIK PEDERSEN	Mileage	\$59.92
11172	1/13/2022	Pitney Bowes Inc	Postage machine supplies	\$101.12
11173	1/13/2022	Sam Schwartz Engineering	PAO B Lemont Transit	\$10,838.50
11174	1/13/2022	Teska Associates	11/21 DuPage Lake St Zoning	\$203.00
11175	1/13/2022	US Bank HSA	1/14/21 HSA EE/ER Contributions	\$15,020.37
69991	1/13/2022	Hannah News Service	Capitol Connection Subscrip	\$2,699.00
69992	1/13/2022	Illinois Department of Employment Security	ES-202 Data file 1st Qtr 2021	\$800.00
69993	1/13/2022	Metro West Council of Government	Legislative Event GS	\$30.00
69994	1/13/2022	Pitney Bowes Inc	Postage for Reserve Account	\$2,500.00
69995	1/13/2022	State Employee Retirement System of Illinois	12/21 Pension Funding	\$32,385.61
11222	1/14/2022	ComEd	11/30-1/3/22 Electricity	\$1,447.35
11176	1/18/2022	Vision Service Plan (IL)	1/22 Vision	\$1,170.42
11177	1/20/2022	JULIE BURROS	Mileage and parking	\$81.00
11178	1/20/2022	Chicago Office Technology Group	HP Plotter Ink & Toner	\$1,064.00
11179	1/20/2022	Civiltech Engineering Inc	12/21 W Will Co Truck Routing	\$2,963.53
11180	1/20/2022	Design Workshop Inc	12/21 Sugar Grove Comp Plan	\$3,900.00
11181	1/20/2022	EBP US Inc	12/21 Rgnl Employment Forecast	\$8,066.88
11182	1/20/2022	GRM Information Management Services of Chic	12/21 Offsite Storage	\$339.36
11183	1/20/2022	Holland and Knight LLP	Legal Services	\$325.00
11184	1/20/2022	HOLLY L HUDSON	Cellular service-field data	\$76.01
11185	1/20/2022	Inc. Jacobs Engineering Group	12/21 PAO B Berwyn CIP	\$40,280.98
11186	1/20/2022	Kane County Division of Transportation	10/21 Kane-Kendall COM	\$16,849.70
11187	1/20/2022	Mesirow Financial	1-3/22 Invest Consulting Fee	\$5,269.94
11188	1/20/2022	Muse Community Design LLC	12/21 Work Equity Guidebook	\$3,551.25
11189	1/20/2022	STEPHANE PHIFER	Kane County Planner Event	\$140.00
11190	1/20/2022	Soundscape Consulting LLC	Room Acoustics Analysis	\$5,500.00
11191	1/20/2022	TierPoint LLC	11/21 Colocation overage	\$7,792.98

11192	1/20/2022	University of Wisconsin-Madison	10-12/21 Demo Model Advisory	\$11,025.00
11193	1/20/2022	Warehouse Direct	Front Desk Chair Mat	\$159.52
11194	1/20/2022	Will County Governmental League	10/21 Will County COM	\$8,686.52
69959	1/20/2022	INRO Consultants Inc	Annual INRO software maint-Void Check	(\$20,160.00)
69996	1/20/2022	INRO Consultants Inc	Annual INRO software maint-Reissue Check	\$20,160.00
69997	1/20/2022	Will County Division of Transportation	10/21 Will County ITS Study	\$4,371.72
11223	1/24/2022	UPS	Shipping	\$11.00
11195	1/27/2022	601W Companies Chicago MT LLC	2/22 Office maintenance	\$158,038.49
11196	1/27/2022	ERIN L ALEMAN	WTS Dues	\$95.00
11197	1/27/2022	Chicago Transit Authority	11/21 CTA Operations	\$42,937.85
11198	1/27/2022	Civiltech Engineering Inc	11/21 S Suburban Cook Co Study	\$33,991.09
11199	1/27/2022	Clarity Partners LLC	12/21 Website dev/support	\$1,580.16
11200	1/27/2022	Delta Dental - Risk	2/22 Dental	\$8,051.05
11201	1/27/2022	EcoInteractive Inc	12/21 Integrated TIP database	\$14,321.92
11202	1/27/2022	Egret & Ox Planning LLC	12/21 Planning Consulting	\$1,525.00
11203	1/27/2022	First Communications LLC	1/22 Telephone	\$365.74
11204	1/27/2022	HDR Engineering Inc	12/21 PAO A Riverdale	\$9,880.59
11205	1/27/2022	Health Care Cost Management Inc	1/28/22 Flex Spending contrib	\$2,903.52
11206	1/27/2022	The Lakota Group	11/21 Hickory Hills Comp Plan	\$7,315.00
11207	1/27/2022	Metra	11/21 Operating	\$76,576.31
11208	1/27/2022	Mutual of Omaha	Short Term Disability	\$4,870.86
11209	1/27/2022	Northwest Municipal Conference	11/21 NWMC COM	\$14,952.92
11210	1/27/2022	Optum Bank	7-9/21 HSA account fees	\$123.50
11211	1/27/2022	Pace Suburban Bus Service	10-11/21 Pace Operations	\$8,210.80
11212	1/27/2022	Sam Schwartz Engineering	12/21 Lemont Transit Downtown	\$6,059.50
11213	1/27/2022	Sentinel Technologies Inc	Phone configuration support	\$875.00
11214	1/27/2022	Sikich LLP	Annual Audit	\$6,400.00
11215	1/27/2022	MOLLY B TALKINGTON	IGFOA Annual membership	\$250.00
11216	1/27/2022	TIP Strategies Inc	12/21 Post COVID Regnl Assess	\$6,550.00
11217	1/27/2022	US Bank HSA	1/28/22 HSA EE Contributions	\$4,178.78
11218	1/27/2022	Valerie S Kretchmer Associates Inc	11-12/21 Butterfield Rd	\$2,500.62
11219	1/27/2022	West Central Municipal Conference	10/21 Central COM	\$9,157.05
11220	1/27/2022	Will County Governmental League	11/21 Will County COM	\$10,026.84
11221	1/27/2022	Zoho Corporation	Service Desk Plus renewal	\$5,995.00
69998	1/27/2022	RA Malatest and Associates	10-1/21 Vehicle Model & Survey	\$27,240.85
11224	1/28/2022	Comcast	12/21 Internet	\$1,000.00
11251	1/31/2022	BMO Harris Bank Master Card	Water Sensor Valve Batteries	\$6,776.78
WT	1/5/2022	IL Department of Revenue	State Income Taxes	\$15,002.06
WT	1/5/2022	Internal Revenue Service	Federal Income Taxes	\$86,616.07
WT	1/10/2022	BMO Harris Bank	Fee-standby letter of credit	\$4,500.00
DD	1/14/2022	BMO Harris Bank	Payroll	\$205,808.77
WT	1/14/2022	Illinois Municipal Retirement Fund	Retirement	\$120,140.94
DD	1/14/2022	State Disbursement Unit	PY Withholding	\$391.76
DD	1/18/2022	RTA	Transit Benefit Card Payment	\$465.25
WT	1/18/2022	Empower Financial Group	Deferred Comp Payroll Payment	\$16,425.45
WT	1/19/2022	IL Department of Revenue	State Income Taxes	\$13,586.85
WT	1/19/2022	Internal Revenue Service	Federal Income Taxes	\$81,231.08
WT	1/19/2022	Michigan Department of Revenue	State Income Taxes	\$320.68
WT	1/21/2022	Wisconsin Department of Revenue	State Income Taxes	\$872.61
WT	1/24/2022	Michigan Department of Revenue	Unemployment	\$181.00
DD	1/24/2022	BMO Harris Bank	Bank Service Fee	\$802.39
WT	1/25/2022	Ventra	Employee Card loads	\$500.00
DD	1/28/2022	BMO Harris Bank	Payroll	\$203,678.74
DD	1/28/2022	State Disbursement Unit	PY Withholding	\$391.76
WT	1/31/2022	Empower Financial Group	Deferred Comp Payroll Payment	\$16,425.44
				<hr/>
				\$1,734,516.89



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: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: March 9, 2022

Re: Contract Approval for Selection of Vendor to Conduct Annual Public Opinion Poll

The Chicago Metropolitan Agency for Planning (CMAP) seeks to have a public opinion survey conducted among residents of its seven-county region to gauge support for critical recommendations from the ON TO 2050 plan. Survey findings will be used to prioritize policy recommendations, refine brand positioning and messaging to stakeholders, and garner media coverage and a broader awareness about ON TO 2050. In 2021, CMAP partnered with a firm on a public opinion survey of the region for the first time. The results were released at the State of the Region event in October 2021. CMAP intends to conduct the public opinion survey annually and track support over time.

A Request for Proposals was sent to potential consultants and posted to the CMAP website on January 10, 2022. On February 7, 2022, CMAP received proposals from two consultants: Embold Research (a unit of Change Research) and Penn & Associates. Proposals were evaluated by four CMAP staff, who independently scored the proposals based on the criteria stated in the RFP. After the review of responses, the Team is recommending the selection of Embold Research as the vendor for this project.

CMAP staff is seeking the Executive Committee approval for the award of a one-year contract, with four one-year options for renewal, with Embold Research for an annual cost \$24,400. The maximum cost of the five-year agreement will not exceed \$122,000. Support for this contract will be included in the FY23-27 Operating budgets. The optional renewal years will be dependent on performance and the level of approved funding for this purpose. This scope of work was included in the FY2023 budget that was approved by the Board at the February Board meeting.

ACTION REQUESTED: Approval



Chicago Metropolitan Agency for Planning

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MEMORANDUM

TO: Executive Committee

FROM: Finance and Administration

Date: March 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>			
DuPage Housing Authority	\$10,000	TBD - 12/31/2022 (renewal option)	Regional Housing Initiative

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 (March 9, 2022):</u>				
Embold Research	\$122,000	UWP	RFP	Public opinion Poll
Creative Financial Staffing; GovHR Temp, LaSalle Network,BTSS	\$1,000,000	UWP	Sole Source	Augments Staff
Cooperative Public Sector Contract	\$65,000	UWP	RFP	Privileged Access Management Security Software
Cooperative Public Sector Contract	\$190,000	UWP	RFP	IT Hardware
<u>Under \$50,000, Approved by Executive Director since (February 9, 2022):</u>				

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
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	\$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 three-year period.

ACTION REQUESTED: Information