



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800, Sears Tower
Chicago, IL 60606

312-454-0400 (voice)
312-454-0411 (fax)
www.chicagoareaplanning.org

MEMORANDUM

To: CMAP Board

Date: April 4, 2007

From: Dolores Dowdle, Deputy Executive Director of
Finance and Administration

Re: Administrative Policies

A handwritten signature in black ink, appearing to read "Dolores Dowdle", with a long horizontal line extending to the right.

Administrative policies have been drafted for the operation of CMAP. These policies were developed to incorporate the best practices of government management, comply with state and federal laws and reflect the CMAP management philosophy and style. Where appropriate, these policies will also be reviewed by outside counsel to assure legal compliance and protection to CMAP's operation. It is anticipated that only minor changes would be made to the drafts. If the changes are significant, the revised policies will be forwarded to the Board for consideration.

The following policies are attached for Board review and approval:

1. Accounting Procedures – This policy is to assure that financial procedures are clear and fair in meeting the needs of CMAP. The procedures provide checks and balances for the expenditures of government and grant funds, expenditures are completed in a timely manner and procedure requirements are met before payments are made.
2. Ethics – This policy is to establish guidelines for professional conduct by those acting on behalf of CMAP and to ensure that all CMAP employees work with integrity and effectiveness. It is not intended to define specifically what one should and should not do, but to communicate CMAP's expectations of proper conduct and what professional conduct CMAP values.
3. Grants and Contracts – This policy is to establish efficient procedures for the initiation, negotiations, acceptance of grants and contracts consistent with the agency's highest priorities.

4. Business Travel – This policy is to reimburse staff for cost incurred for travel and other related expenses and to assist in the professional development of staff. CMAP encourages attendance at conferences and meetings that promote development and enhance overall performance.
5. Procurement – This policy is to establish efficient procedures for purchasing supplies, services and equipment; to secure supplies, services and equipment at the lowest possible cost commensurate with the quality needed; to exercise positive financial control over purchases; to define authority for the purchasing functions; and to assure the quality of purchases.
6. Personnel Handbook – This handbook is to assure the prudent use of CMAP’s resources; to assure the maintenance and development of a staff of the highest professional quality and loyalty to CMAP; to assure maximum responsiveness to the legitimate demands of our public constituency; and to attain fair, equitable, and open relations among the staff.
7. Information Technology – This policy is to provide users with organizational guidelines and standards for appropriate usage of information technology resources.

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