



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

456 FULTON STREET, SUITE 401

PEORIA, IL 61602

Phone: 309-673-9330 FAX: 309-673-9802

[www.tricountyrpc.org](http://www.tricountyrpc.org)

**VIRTUAL MEETING**

Ways & Means Committee.....4:30 p.m., April 23, 2020 Cancelled  
 Full Commission/**Executive Board (in lieu of Lack of Quorum)** ...5:30 p.m., April 23, 2020

**AGENDA**

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1. Call to Order, Welcome, Recognition of Audience
2. Roll Call
3. Public Input
4. Presentation of Executive Board (Full Commission) March 26, 2020 minutes
5. Executive Director report
6. Ways and Means Report
  - a. Motion to approve March Financial Statements and Billings (Resolution 20-45)
  - b. Motion to approve Martin Hood LLC for 2020 audit (Resolution 20-43)
7. Planning
  - a. Update on 2020 Census Grant Program
8. Transportation
  - a. PPUATS Report
  - b. Presentation of draft FY 21 (UPWP) Unified Planning Work Program
9. GIS
10. Executive Session
11. Any action coming out of Executive Session
12. Other
13. Adjournment

**May 2020 MEETING SCHEDULE**

PPUATS Policy	Wednesday, May 6 2020	9:00 a.m.
Executive Board	Monday , May 18, 2020	5:15 p.m.
PPUATS Technical	Wednesday, May 20, 2020	9:00 a.m.
Ways & Means	Thursday, May 21, 2020	4:30 p.m.
Full Commission	Thursday, May 21, 2020	5:30 p.m.

**EXECUTIVE BOARD MEETING**  
**TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD**  
**(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender**  
***Thursday, March 26, 2020***  
***5:30 p.m.***

**Minutes**

1. Call to Order  
Chairman Neuhauser call ed the meeting to order at 5:30 pm
  
2. Roll Call

<b>Commissioner</b>	<b>P</b>	<b>A</b>	<b>Commissioner</b>	<b>P</b>	<b>A</b>
<b>Jim Miller</b> IDOT	Via phone		<b>Russ Crawford</b> Tazewell Co.		x
<b>Mike Hinrichsen</b> Woodford Co.	Via phone		<b>Joe Wolfe,</b> Tazewell Co.		x
<b>Eric Lind</b> Woodford Co.		x	<b>Brandon Hovey,</b> Tazewell Co		x
<b>Ben Kingdon</b> Woodford Co.	Via phone		<b>Tammy Stimson,</b> Tazewell Co.	Via phone	
<b>Michael Smith</b> Woodford Co.	Via phone		<b>Don Gorman,</b> Peoria Co.	Via phone	
<b>Roy Bockler</b> Woodford Co.	Via phone		<b>Vacant</b> Peoria Co..		
<b>Russ Cotton,</b> Woodford Co.		x	<b>Matthew Bender,</b> Peoria Co.		x
<b>Barry Logan</b> Woodford Co.	Via phone		<b>Vacant,</b> Peoria Co.		
<b>Sue Sundell</b> Tazewell Co	Via phone		<b>Michael Phelan</b> Peoria Co..	Via phone	
<b>Tim Neuhauser</b> Tazewell Co	Via phone		<b>Paul Rosenbohm</b> Peoria Co..		
<b>Greg Menold</b> Tazewell Co.		x	<b>Donald White</b> Peoria Co.		x

Staff: Miller, Lees, Bruner, and Harms Via phone: Stratton

3. Public Input-none
  
4. Motion to approve January 20, 2020 and February 27, 2020 minutes  
Sundell moved to approve January 20, 2020 and February 27, 2020 minutes and Rosenbohm seconded. Motion carried.

5. Executive Director report

Miller reported on the following:

- Conference calling:
  - PPUATS Technical meeting will be virtual call in meeting
  - Having staff check in meetings
  - Contacted IDOT – got approval to work from home
- Fishing program with IDNR update

Neuhauser contended staff for working from home

6. Ways & Means Report

a. Motion to approve February Financial Statements and Billings (Resolution 20-41)

Sundell moved to approve the February Financial Statements and Billings (Resolution 20-41) and Rosenbohm seconded. Motion carried.

Stratton reviewed the following:

- Total Cash at end of month was \$892,663 which is down from last month by \$12k
  - Accounts receivable at end of month was \$367,171 which is up by \$121k over January. We got a bill for Digital Ortho Photo project at month end for \$125k so if we take that out of the equation, the variance in AR is small.
  - Accounts Payable at end of month was \$277,233 which is \$136k higher than end of January. All but about \$3k is direct pass-thru money for contract services and consultants so the variance there is small as well.
  - Total billings for February were \$251.7k less direct pass-throughs of \$180.6k = operating revenue of \$7.1k for 19 working days
  - Total Expenses for February were \$253.3k less direct pass-throughs of \$180.6k – operating expenses of \$72.7k – well within our expected variance.
  - February \$1,604 negative
  - YTD \$22,509 positive.
  - Logan asked about the charge to Jimmy Johns and Miller said it was for CENSUS meeting and will be reimbursed thru grant.
- b. Motion to approve credit card with Morton Community Bank (Resolution 20-44)
- Hinrichsen moved to approve credit card with Morton Community Bank (Resolution 20-44) and Smith seconded. Motion carried.
- Miller explained the process.
  - IDOT said that financials will keep flowing. Are in process of setting up process to review and payment billings.

7. Personnel

a. Motion to approve Employee Promotions in Place (Resolution 20-42)

Smith moved to approve Employee Promotions in Place (Resolution 20-42) Sundell seconded. Motion carried.

Miller said that Britney West is a good employee. She is on her 2<sup>nd</sup> year at TCRPC and he is asking for promotion in place and raise. She will now be GIS Specialist II with an annual increase of \$1,938. The FY2020 budget accounts for the sum of increase for staff positions.

8. Other

- Hinrichsen mentioned that GPEDC is a great source on COVID-19 situation
- Miller mentioned the extension of the Census contract of \$150,000

- Phelan spoke of a resolution for additional power to Commission Chairman if we cannot have a meeting. Neuhauser said he will stay in touch with meeting updates.

9. Adjournment

Adjourned at 6:00 pm

Submitted by:

Eric Miller

Executive Director

Recorded and subscribed by Debbie Ulrich

Call in Information:

Phone number

1-646-749-3122

Access Code

979-074-797

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To: Members of the Commission  
 From Eric W. Miller, Executive Director  
 Date: April 16, 2020  
 Subject: Executive Director Report for April, 2020

Project	Activity	Status
Administrative		
Headlines		
	Staff Transition to Remote Work	Complete
	All TCRPC/Commission meetings held Virtually	Complete
	Bank Transition is Complete	Complete
	Transitioning to paperless billing and payments	Ongoing
	Census Work is ongoing and may continue into FY 2021	Ongoing
	LRTP wrap up is primary staff focus - June adoption	Ongoing
Audit	Request Engagement Letter for FY2020 Financial Audit	Complete
Personnel	Staff Reviews Complete	Complete
Financial Report	March results positive \$ 8410	Ongoing
Indirect Cost Rate(ICR)	Work on FY21 ICR with State of Illinois GOMB	Complete
Website	Updated website.	Ongoing
Planning issues		
PLBA	Ongoing Discussions with Professor Tim Stark ICT Grant Recipient	Ongoing
	Prioritized CCP projects/work activities with Committee	Ongoing
	Submitted 2 projects to GPEDC for inclusion in CEDS Hydro Study BUDM Business Plan	Ongoing
	Development of Communications plan and Adaptive(Change) management plan	Ongoing
	Participated in numerous meeting regarding IDNR Asian Carp Commercial Fishing program	Ongoing
Village of Princeville Comp Plan	Work has commenced	Ongoing
Village of El Paso Comp Plan	Work has commenced	Ongoing
Beneficial Use of Dredge Material	Continued Outreach with Stakeholders	Ongoing
	Coordination with ADM and Better Earth Compost for dredge material	Ongoing
	Discussions with ICC Dept. of Ag Chair	Ongoing
Regional Water Supply Planning	Continued work for Regional Water Supply Planning contract/ applied for Contract Extension	Ongoing
Watershed Planning	Awaiting Decision to Woodford County SWCD to update Walnut Creek Watershed Plan	Ongoing
GIS Projects/ Asset Management		
Village of Elmwood		complete
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Pending
PPUATS/ Transportation		
FY 21 UPWP Development	Presented Draft UPWP	Ongoing
SPR Grant applications	Discussion and coordination of two applications- Activity based model and asset management expansion	complete
Transportation Improvement Program	Finalized FY 20 TIP Document	Complete
	Processed TIP Amendments	Ongoing
STU project Selection	Call for Project complete Staff/Committee Review	Ongoing
Eastern Bypass Coalition	No activity	
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	In Progress
Transportation Alternatives Program	No Activity	
Highway Safety Improvement Program	Coordinated Activities for regional guardrail replacement grant application to IDOT	Ongoing
Special Transportation Studies	Continued Consultant procurement with Communities on selected projects	Ongoing
State Planning and Research Funding		
Digital ortho project	Aerial photos have been acquired, Final Delivery made and accepted, Waiting on closeout	Ongoing
Regional Pavement management Expanded	Outreach to stakeholders	Ongoing
FY20 SPR	Recommended for Funding- Data Planimetrics /Transit Gray Area	Ongoing
Grey Area Study	Selected Consultant/ Kick off meeting held	Ongoing
GIS Planimetric data acquisition	RFP Developed and released	Ongoing
FY 19 Rural Planning Funds	Working with Village of Hanna City Non-motorized Transportation Study	ongoing
	Working with City of Eureka Non-motorized Transportation Study	ongoing
	Working With the City of Delavan Non-motorized Transportation Study	ongoing
	Working with the City of El Paso Non-motorized Transportation Study	ongoing
FY17 State Planning Funds	Regional Pavement Condition Ratings Survey-Work will begin in June	ongoing
FY17 Rural Planning Funds	Metamora /Germantown Hills Trail- Scheduled Committee Meeting	ongoing
FY19 State Planning Funds	Region wide Guardrail inventory	ongoing
	LRTP public engagement tools	ongoing
	Performance Measures Dashboard web tool	ongoing
	Regional bicycle map	ongoing

**RESOLUTION 20-45**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR MARCH**

**WHEREAS**, the Tri-County Regional Planning Commission is required to establish and maintain proper accounting procedures and cash management records in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies, and

**WHEREAS**, on a monthly basis, the staff accountant prepares end-of-month financial reports and a listing of cash disbursements, and

**WHEREAS**, the Ways & Means Committee has reviewed the end-of-month financial statements and cash disbursements report for March 2020, and recommends that the Commission approve said reports.

**THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

That the financial reports and cash disbursements for March 2020 are approved.

Presented this 23rd day of April 2020

Adopted this 23rd day of April 2020

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Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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Eric W. Miller  
Executive Director  
Tri-County Regional Planning Commission

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS**  
**MARCH 2020**

<b>ASSETS</b>	<b>MAR 31, 2020</b>	<b>FEB 28, 2020</b>	<b>MAR 31, 2019</b>
Current Assets			
Checking/Savings			
Restricted Cash:			
11100 · Checking - Flexible Benefits	1,530	1,545	1,620
11200 · Checking - PPUATS	221,472	221,454	108,576
11300 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
11400 · Savings - Unvested Retirement	26,857	27,041	29,055
Total Restricted Cash - Busey Bank	269,098	269,279	158,489
Unrestricted Cash:			
10000 · Checking - Operations	584,570	623,384	661,491
Total Checking/Savings Busey Bank	853,668	892,663	819,980
13000 · Accounts Receivable	501,042	367,171	156,450
Other Current Assets			
15000 · Prepaid Expenses	26,123	28,709	29,285
Total Other Current Assets	26,123	28,709	29,285
Total Current Assets	1,380,832	1,288,542	1,005,715
Fixed Assets			
17100 · Computer Equipment	96,361	96,361	96,361
17200 · Office Furniture	54,533	54,533	54,533
17300 · Vehicles	23,944	23,944	23,944
17400 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(179,982)	(179,268)	(170,945)
Total Fixed Assets	1,936	2,650	10,973
Other Assets			
19000 · Right of Use - Office Space	330,400	333,350	-
Total Other Assets	330,400	333,350	-
<b>TOTAL ASSETS</b>	<b>\$ 1,713,169</b>	<b>\$ 1,624,542</b>	<b>\$ 1,016,688</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
20000 · Accounts Payable	358,692	277,233	74,819
Other Current Liabilities			
21000 · Accrued Expenses	995	612	3,030
22100 · Accrued Payroll	23,521	22,899	22,670
22200 · Vacation/Personal Time	45,605	40,771	40,791
22300 · Unvested Retirement Account	26,831	27,393	29,032
22000 · Employer Liabilities	3,435	3,245	2,908
23100 · Deferred Revenue - PPUATS	77,563	90,679	68,293
23101 · Deferred Revenue - IDOT/PPUATS	5,150	6,438	-
23200 · Deferred Revenue - IL MPO	19,238	19,238	19,238
23500 · Deferred Revenue - Walkability	10,374	-	-
23300 · Deferred Revenue - Woodford Co.	7,467	8,400	7,466
23400 · Deferred Revenue - Regional Server	2,250	3,000	2,250
23500 · Deferred Revenue - Village of Washburn	488	488	563
Total Other Current Liabilities	222,917	223,163	196,241
Total Current Liabilities	581,608	500,395	271,060
Long Term Liabilities			
29000 · Office Space Lease Liability	327,450	330,400	-
Total Long Term Liabilities	327,450	330,400	-
<b>Total Liabilities</b>	<b>909,058</b>	<b>830,795</b>	<b>271,060</b>
Equity			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	564,788	564,788	451,328
Net Income	32,872	22,509	87,850
<b>Total Equity</b>	<b>804,110</b>	<b>793,747</b>	<b>745,628</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 1,713,169</b>	<b>\$ 1,624,542</b>	<b>\$ 1,016,688</b>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMPARATIVE STATEMENTS OF INCOME AND EXPENSE**  
**MARCH 2020**

	Month of MAR 2020	Month of FEB 2020	Current FY To Date	Previous FY To Date	Annual FY20 Budget	% Annual FY20 Budget
<b>Income</b>						
400010 · FHWA PL/FTA Fund	53,491	44,413	540,056	496,056	579,234	93.2%
400015 · PPUATS Matching	13,373	11,103	135,737	124,014	144,809	93.7%
400016 · IDOT Rural Planning			7,455	15,139	10,940	68.1%
400017 · FHWA SPR Fund - Federal	11,140	100,260	111,400	46,417	574,059	19.4%
400017 · FHWA SPR Fund - Local Match	2,785	25,065	27,850	-	25,065	111.1%
400020 · Regional/Local Funds	3,438	3,438	30,938	30,937	41,250	75.0%
400022 · Woodford County GIS	2,448	3,311	34,311	23,676	42,000	81.7%
400136 · Municipal GIS Support Services		75	1,396	825	500	279.2%
400140 · Tazewell Co. Assessor	754	754	6,784	6,784	9,045	75.0%
400188 · City of El Paso GIS			75	-	1,000	7.5%
400200 · Interest Income	124	113	1,104	931	1,200	92.0%
400210 · Other			-	-	-	0.0%
400213 · Princeville Comprehensive Plan	104	520	7,673	-	10,000	76.7%
400214 · El Paso Comprehensive Plan			5,312	-	6,000	88.5%
400240 · Woodford County Planning			-	-	500	0.0%
400254 · Human Services Trans Plan	2,446	1,393	24,488	31,341	62,108	39.4%
400271 · Regional Server Partnership	750	750	6,750	6,750	9,000	75.0%
400276 · JARC/New Freedom			34,892	36,722	34,892	100.0%
400315 · GPSD GIS Staffing	1,050	2,100	19,425	21,825	28,000	69.4%
400320 · Regional Water Supply Plan	1,891	1,629	11,388	4,322	25,000	45.6%
400322 · Hazard Mitigation Plan			-	20,763	-	0.0%
400323 · Peoria Park District			-	-	-	0.0%
400325 · FTA 5310 Admin Fee	283		1,099	6,335	-	0.0%
400326 · Para-Transit Study	1,300	113	1,413	-	10,000	14.1%
400330 · IDOT State Planning	25,829		28,038	44,516	122,000	23.0%
400331 · HIS - 2020 Census	143,284	56,664	308,120	-	500,000	61.6%
<b>Total Income</b>	<b>\$ 264,489</b>	<b>\$ 251,699</b>	<b>\$ 1,345,702</b>	<b>\$ 917,353</b>	<b>\$ 2,236,602</b>	<b>60.2%</b>
<b>Expense</b>						
500010 · Advertising and Printing			340	1,216	3,000	11.3%
500015 · Contractual Services	177,766	176,118	613,347	159,859	1,182,109	51.9%
500015 · Community Events			783	-	500	156.6%
500020 · Copier	517	774	5,156	4,416	7,000	73.7%
500025 · Computer Software and Services	2,444	2,950	24,964	25,128	20,000	124.8%
500025 · Computer Hardware		1,699	4,980	-	60,000	8.3%
500030 · Equipment Maintenance			-	2,663	2,000	0.0%
500035 · Group Health Insurance	7,162	6,981	64,961	61,650	89,000	73.0%
500036 · General Insurance	619	610	5,502	5,674	7,324	75.1%
500038 · Workers Compensation	163	163	1,469	1,720	1,959	75.0%
500040 · Membership and Subscriptions	167	172	3,113	4,085	3,000	103.8%
500050 · Miscellaneous	342	588	3,414	1,271	1,000	341.4%
500070 · Office Supplies	566	237	4,001	4,138	5,500	72.7%
500080 · Postage	8	55	511	439	600	85.1%
500085 · Rent	2,950	2,950	26,449	25,638	35,298	74.9%
500086 · Retirement	2,424	2,470	21,790	21,769	28,289	77.0%
500090 · Telephone & Internet	684	684	6,168	3,883	8,229	75.0%
500100 · Training, Travel & Conferences	1,206	2,453	25,992	11,023	35,000	74.3%
500110 · Utilities	249	681	2,194	2,873	3,832	57.3%
500120 · Professional Services		1,487	24,487	39,615	43,500	56.3%
500130 · Space Costs	1,120	1,236	9,854	9,510	13,322	74.0%
510000 · Depreciation Expense	714	714	6,541	7,328	8,800	74.3%
520000 · Salaries	51,287	46,589	422,657	398,088	554,248	76.3%
520600 · Payroll Taxes	3,739	3,692	34,157	37,517	47,000	72.7%
<b>Total Expense</b>	<b>\$ 254,125</b>	<b>\$ 253,303</b>	<b>\$ 1,312,830</b>	<b>\$ 829,503</b>	<b>\$ 2,160,510</b>	<b>60.8%</b>
<b>Surplus/(Shortfall)</b>	<b>\$ 10,364</b>	<b>\$ (1,604)</b>	<b>\$ 32,872</b>	<b>\$ 87,850</b>	<b>\$ 76,092</b>	<b>43.2%</b>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**STATEMENTS OF CASH FLOW**  
**MARCH 2020**

<b>OPERATING ACTIVITIES</b>	<u><b>MAR '20</b></u>	<u><b>YTD</b></u>
Net Income	\$ 10,364	\$ 32,872
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	714	6,541
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	(133,871)	(321,627)
100050 · Prepaid Expenses	2,586	(4,960)
200010 · Accounts Payable	81,593	284,817
200015 · Accrued Expenses	249	453
200021 · Accrued Payroll	622	379
200055 · Vacation/Personal Time	4,833	1,423
200060 · Employer Liabilities	(372)	(4,476)
200071 · Deferred Revenue - PPUATS	(13,115)	32,766
200081 · Deferred Revenue - IDOT/PPUATS	(1,288)	5,150
200081 · Deferred Revenue - Walkability	10,374	10,374
200103 · Deferred Revenue - Woodford Co.	(933)	2,800
200104 · Deferred Revenue - Regional Server	(750)	2,250
200107 · Deferred Revenue - Village of Washburn	-	(75)
Net cash provided by Operating Activities	<u>\$ (38,995)</u>	<u>\$ 48,687</u>
<b>INVESTING ACTIVITIES</b>		
100042 · Computer Equipment	-	-
190000 · ROU - Office Space	2,950	(333,350)
Net cash provided by Investing Activities	<u>2,950</u>	<u>(333,350)</u>
<b>FINANCING ACTIVITIES</b>		
390000 · Office Space Lease Liability	(2,950)	330,400
350000 · Capital Contribution	-	-
Net cash provided by Financing Activities	<u>(2,950)</u>	<u>330,400</u>
Net cash increase/(decrease) for period	(38,995)	45,737
Cash at beginning of period	<u>892,663</u>	<u>807,931</u>
<b>Cash at end of period</b>	<u><b>\$ 853,668</b></u>	<u><b>\$ 853,668</b></u>





ERIC MILLER

Account Number: XXXX XXXX XXXX 9435

**ACCOUNT SUMMARY**

Credit Limit \$5,000.00  
 Credit Available \$5,480.00  
 Statement Closing Date March 26, 2020  
 Days in Billing Cycle 29  
 Previous Balance \$4,632.34  
 - Payments & Credits \$5,149.14  
 + Purchases & Other Charges \$36.00  
 + Balance Transfer \$0.00  
 + Cash Advances \$0.00  
 + FEE CHARGED \$0.00  
 + INTEREST CHARGED \$0.00  
 = New Balance \$480.80-

Questions? Call Card Services 1-800-248-9600  
 Or Write: PO BOX 2360  
 Omaha, NE 68108  
 Or email: customercare@busey.com

**PAYMENT INFORMATION**

New Balance \$480.80-  
 Minimum Payment Due \$0.00  
 Payment Due Date April 23, 2020

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a \$20.00 late fee.

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Only the minimum payment	0 months	\$0.00

If you would like information about credit counseling services, call 1-888-671-2227

Notice: SEE REVERSE SIDE FOR MORE IMPORTANT INFORMATION

**TRANSACTIONS**

Tran Date	Post Date	Reference Number	Transaction Description	Amount
03/09	03/09	F324800EM000PI069	PAYMENT-BRANCH THANK YOUPEORIA IL	4,632.34-
03/10	03/10	7471705EPTAX6AK1V	DELTA AIR 0067442902659 DELTA.C CREDIT	516.80-
03/20	03/22	2469216F02X871N2B	LOGMEIN*GOTOMYPC.COM LOGMEIN.COM MA	36.00
			<b>TOTAL FEES FOR THIS PERIOD</b>	<b>0.00</b>
			<b>INTEREST CHARGED</b>	
03/26	03/26		Interest Charge on Purchases	0.00
03/26	03/26		Interest Charge on Cash Advances	0.00
			<b>TOTAL INTEREST FOR THIS PERIOD</b>	<b>0.00</b>

Totals 2020 Year-to-Date	
Total fees charged in 2020	\$0.00
Total interest charged in 2020	\$0.00

1035 VVG 001 7 26 200326 0 N PAGE 1 of 3 1 0 3248 4000 QC52 01AA1035



Busey  
100 W. University Ave  
Champaign IL 61820

**Payment Information**

Account Number: XXXX XXXX XXXX 9435  
 Payment Due Date April 23, 2020  
 New Balance \$480.80-  
 Minimum Payment Due \$0.00  
 Past Due Amount \$0.00

Make Check Payable to:

Amount Enclosed: \$

Input field for amount enclosed

ERIC MILLER  
456 FULTON ST SUITE 401  
PEORIA IL 61602

BUSEY  
PO BOX 660525  
DALLAS TX 75266-0525

**IMPORTANT ACCOUNT INFORMATION**

YOUR NEXT MONTHLY STATEMENT WILL CONTAIN YOUR ANNUAL FEE OF \$15.00. SEE THE STATEMENT BACK FOR CERTAIN TERMS THAT WILL APPLY AT RENEWAL.

PLEASE DO NOT PAY, AS OF THIS STATEMENT DATE YOUR ACCOUNT HAS A CREDIT BALANCE.

**REWARDS SUMMARY**

Available Points 44,078

**INTEREST CHARGE CALCULATION**

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	ANNUAL PERCENTAGE RATE (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.90% (f)	\$0.00	29	\$0.00
Cash Advances	16.90% (f)	\$0.00	29	\$0.00

(v) = variable (f) = fixed

**IMPORTANT MESSAGES**

Access your Legacy South Side Bank Credit Card by visiting [busey.com/ssbcards](http://busey.com/ssbcards).

**Crediting of Payments:** Your payments by mail must be sent to the payment address shown on the payment coupon on the front side of this statement. Your payments by mail must comply with the instructions on this statement, and must be made by check or money order drawn on funds on deposit in the U.S. Payments received by 5:00 PM CT at the address shown on the payment coupon on a business day will be credited to your account on the date received. Payments received after 5:00 PM CT or on a non-business day (Saturday/Sunday/Holiday) will be credited to your account on the next business day. Peoria Tri-County branch locations accept credit card payments. If you make a payment before 5:00 PM CT at one of those locations, it will be credited on that day.

**Paying Interest:** Your due date is at least 25 days after the close of the billing cycle. We will not charge you interest on purchases and balance transfers if you pay your entire balance by the due date each month. We will begin charging interest on cash advances on the day that they are posted to your account.

**How We Will Calculate Your Balance:** We use a method called "average daily balance (including new transactions)". Call 1-800-248-9600 for additional information.

**Annual Renewal Notice:** If an annual fee notice appears on this statement your next statement will include an annual fee. You can terminate your account and avoid paying the annual fee by notifying us in writing at Card Services P.O. Box 2360, Omaha, NE 68108 within the next 30 days, returning all cards issued on your account and paying the outstanding balance on your account.

**Notice About Electronic Check Conversion:** When you pay by check, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. Call the Customer Service number on this statement if you have questions about electronic check collection or do not want your payments collected electronically.

**Account Information Reported to Credit Bureaus:** We may report information about your account to credit bureaus. Late payments, missed payments or other defaults on your account may be reflected in your credit report. If you think we have reported inaccurate information to a credit bureau you may write to us at the Billing Inquiries address shown on this statement.

**What to Do if You Think You Find a Mistake on Your Statement:** If you think there is an error on your statement, write to us at:

Card Services  
P.O. Box 2988  
Omaha, NE 68103

In your letter, give us the following information:

- Account information: Your name and account number.
- Dollar amount: The dollar amount of the suspected error.
- Description of Problem: Please describe what is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate if there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount, but if we determine we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

**Your Rights if You Are Dissatisfied with Your Credit Card Purchases:** If you are dissatisfied with the goods or services you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all the following must be true:

1. The purchase must have been made in your home State or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at:

Card Services  
P.O. Box 2360  
Omaha, NE 68108

While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation we will tell you our decision. At that point if we think you owe an amount and you do not pay we may report you as delinquent.

**RESOLUTION 20-43**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO CONTRACT WITH THE FIRM OF MARTIN HOOD LLC TO COMPLETE THE FINANCIAL AND COMPLIANCE AUDIT FOR THE FISCAL YEAR 2020.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is required to conduct a yearly audit of revenue and expenditures, and

**WHEREAS**, the firm of Martin Hood LLC submitted a proposal to provide professional auditing services to the Commission for the year ending June 30, 2020 for an estimated fee of \$23,890.00

**WHEREAS**, the Ways and Means Committee of the Commission recommends that the Commission enter into a contract with the firm of Martin Hood LLC.

**THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

That the Commission enter into a contract with the firm of Martin Hood LLC for auditing services for the fiscal year ending June 30, 2020, for an estimated fee of \$23,890.00

Presented this 23rd day of April 2020

Adopted this 23rd day of April 2020

---

Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission

# **Unified Planning Work Program**

Peoria-Pekin Urbanized Area Transportation Study (PPUATS)  
Fiscal Year 2021

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## **PPUATS MEMBERSHIP AND STAFF**

### **Policy Committee**

#### **City of Peoria**

James Ardis  
Patrick Ulrich  
Rick Powers

#### **Peoria County**

Vacant  
Thomas O'Neill

#### **Tazewell County**

Michael Harris  
Greg Sinn

#### **Woodford County**

Barry Logan – Chair

#### **Village of Bartonville**

Leon Ricca

#### **City of Chillicothe**

Donald White

#### **CityLink**

Sharon McBride

#### **Village of Creve Coeur**

Fred Lang

#### **City of East Peoria**

John Kahl

#### **Village of Germantown Hills**

Mike Hinrichsen

#### **IDOT**

Karen Dvorsky

#### **Village of Morton**

Jeff Kaufman

#### **Village of Peoria Heights**

Dustin Sutton

#### **City of Pekin**

Mark Luft

#### **City of Washington**

Gary Manier

#### **Village of West Peoria**

James Dillon

### **Technical Committee**

#### **City of Peoria**

Bill Lewis  
Stephen Letsky – Vice Chair  
Nicholas Stoffer

#### **Peoria County**

Amy Benecke-McLaren  
Jeff Gilles

#### **Tazewell County**

Craig Fink  
Dar Parr

#### **Woodford County**

Conrad Moore

#### **Village of Creve Coeur**

Courtney Allyn

#### **Village of Germantown Hills**

Rich Brecklin

#### **Village of Morton**

Craig Loudermilk

#### **City of Pekin**

Josie Esker

#### **City of Washington**

Vacant

#### **Village of West Peoria**

Henry Strube, Jr

#### **CityLink**

Doug Roelfs

#### **IDOT**

Terrisa Worsfold

#### **City of East Peoria**

Ric Semonski – Chair

#### **Village of Bartonville**

Patrick Meyer

#### **Village of Peoria Heights**

Michael Casey

#### **City of Chillicothe**

Ken Coulter

#### **Greater Peoria Airport**

Gene Olson

#### **TCRPC**

Eric Miller

### **TCRPC/PPUATS Staff**

#### **Eric Miller**

Executive Director

#### **Ray Lees**

Planning Program Manager

#### **Ryan Harms**

Planner III

#### **Andrew Hendon**

GIS Specialist III

#### **Hannah Martin**

Planner III

#### **Reema Abi-Akar**

Planner II

#### **Michael Bruner**

Planner II

#### **Britney West**

GIS Specialist II

#### **Debbie Ulrich**

Office Manager

#### **Debbie Stratton**

Accountant

## **INTRODUCTION**

The Unified Work Program (UWP) identifies the funds and activities to be conducted by PPUATS during Fiscal Year 2021, the period July 1, 2020 to June 30, 2021. The UPWP coordinates planning related to highways, transit, and other surface transportation modes. The development of the UWP was coordinated with the PPUATS Policy Committee, the PPUATS Technical Committee, the Greater Peoria Mass Transit District, and the Illinois Department of Transportation.

### **The MPO**

The Tri-County Regional Planning Commission provides staffing for the Peoria-Pekin Urbanized Area Study (PPUATS), which is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area. As the MPO, PPUATS provides technical and policy level decision-making leadership for transportation planning and programming within the Urbanized Area and the 20-Year Metropolitan Planning Boundary.

### **MPO Organization and Duties**

The PPUATS organization comprises two committees.

The Policy Committee directs the transportation planning activities of the urbanized area. It is responsible for adopting and implementing policies and plans to meet federal guidelines, including but not limited to the Long-Range Transportation Plan, the Transportation Improvement Program, and the annual Unified Work Program. It is composed of elected leaders from the major jurisdictions in the urbanized area.

The Technical Committee works under the direction of the Policy Committee. It provides the technical expertise to the process and prepares, reviews, and recommends actions to the Policy Committee for their approval. The Technical Committee is composed of staff from the participating jurisdictions.

## **FUNDING AND WORK ELEMENTS**

PPUATS actively monitors both the development and the implementation of the UPWP. Annual development and periodic updates of the UPWP ensure that the planning work detailed inside (1) is in keeping with Federal and State requirements, (2) addresses the region’s transportation needs, and (3) is performed in a cost-effective manner.

### **PL-FTA Funding**

The UPWP includes federal funding for transportation planning provided by FHWA Section 5305(d) and FTA Section 5305(e), along with the local match provided by the PPUATS member communities. Together FHWA funds and FTA funds make up PPUATS’ PL-FTA funding for FY21. The total amount of funding available for FY21 is:

<b>Description</b>	<b>Total</b>
PL-FTA Funding	\$681,421
Local Match	\$170,355
<b>Total</b>	<b>\$851,776</b>

### **FY 2020 Accomplishments**

The primary accomplishments of the MPO in FY 2020 included:

- Completed development of FY 2020-2045 Long-Range Transportation Plan;
- Developed the FY 2021-2024 Transportation Improvement Program;
- Worked with municipalities, counties, and IDOT to process amendments to the FY2020-2023 TIP;
- Implemented the Public Participation Plan, updated in FY 2018;
- Continued to utilize Travel Demand Modeling (TDM) capabilities to serve the region;
- Continued to work with the Human Services Transportation Plan Committee to coordinate transportation needs in the urbanized area;
- Continued to support the Eastern By-Pass Coalition, a regional group of partners who support the Eastern By-Pass with river crossing;
- Continued the Regional Server Partnership which provided local government organizations with a low-cost location to store and disseminate spatial (GIS) data;
- Hosted internet mapping sites that allow internal and external (public) access to organizational data;
- Continued implementation of *BikeConnect HOI: Heart of Illinois Regional Bicycle Plan*;
- Continued to work with transit providers to provide service in parts of the urbanized area that do not have transit service;
- Oversaw special transportation planning studies, performed by consultants:
  - Woodford County Asset Management Program;
  - Morton Bicycle Plan;
  - City of Peoria Asset Management;
  - Greater Peoria Smart Mobility Plan, Phase II;
- Monitored and participated in efforts to acquire and railbank the Hanna City rail corridor;

- Oversaw data collection and map development for regional pavement management study;
- Monitored ground level ozone statistics and followed USEPA revisions to regulations;
- Performed asset management for Village of Peoria Heights, City of Chillicothe, and other communities as needed;
- Completed guardrail inventories for communities throughout the region;
- Researched and adopted Statewide performance measure targets;
- Authored transportation-related articles for local/regional publications;
- Updated Commission/MPO website;
- Submitted 2 applications for IDOT Statewide Planning and Research Funds;
- Applied for and received FTA Section 5310 funding to provide transit and paratransit services in the urbanized area;
- Administered IDOT Rural Transportation Planning funds; and
- Assist the census bureau in updating information as needed.

**Work Program**

In FY 2021, the MPO will undertake specific transportation planning tasks in four major categories:

- Task 1:** Management and Administration
- Task 2:** Data Development and Maintenance
- Task 3:** Long Range Planning
- Task 4:** Short Range Planning

This Work Program was developed using the ten Planning Factors found at 23 CFR 450.306. The Planning Factor or Factors addressed by each Task on the following pages are indicated in parentheses after the Task Description. The Planning Factors are identified by its two-letter abbreviation.

<b>Planning Factor</b>	<b>Abbreviation</b>
Support Economic Vitality of the Metropolitan Area	EV
Increase Transportation System Safety for Motorized and Non-Motorized Users	SS
Increase Transportation System Security for Motorized and Non-Motorized Users	TS
Increase Accessibility and Mobility of People and Freight	AM
Protect and Enhance the Environment	EE
Enhance the Connectivity and Integration Between Modes	CI
Promote Efficient System Management and Operation	MO
Emphasize the Preservation of the Existing System	PE
Improve the Resiliency and Reliability of the Transportation System and Reduce or Mitigate Stormwater Impacts of Surface Transportation	RR
Enhance Travel and Tourism	ET

**Ladders of Opportunity**

FTA established the Ladders of Opportunity program to expand transit service for the purpose of connecting disadvantaged and low-income individuals, veterans, seniors, youths,

and others with local workforce training, employment centers, health care, and other vital services. The program goals are:

- **Enhancing access to work** for individuals lacking ready access to transportation, especially in low-income communities;
- **Supporting economic opportunities** by offering transit access to employment centers, educational and training opportunities, and other basic needs; and
- **Supporting partnerships and coordinated planning** among state and local governments and social, human service, and transportation providers to improve coordinated planning and delivery of workforce development, training, education, and basic services to veterans, seniors, youths, and other disadvantaged populations.

The Tri-County Regional Planning Commission and the Peoria-Pekin Urbanized Area Transportation Study have, and will continue, to embrace these goals. In the past, TCRPC was the Designated Recipient for Job Access Reverse Commute (JARC) funds and New Freedom funds in the urbanized area. TCRPC is currently the co-designated recipient, along with IDOT-IPI, for FTA Section 5310 funds.

Tasks included in this UWP that address the goals of the Ladders of Opportunity Program are:

- Implement the Human Service Transportation Plan (HSTP) for the urbanized area;
- Update the Human Service Transportation Plan (HSTP);
- Develop a plan to provide transit and para-transit services in those areas of the urbanized area that are not served by a public transit system;
- Programmed FY17 & FY18 FTA 5310 funds based on the goals of the HSTP; and
- Provide planning and technical support to transit and para-transit providers.

## Other Funding

### State Metropolitan Planning Funds

The UWP also includes state funding for transportation planning provided by IDOT as State Metropolitan Planning Funds. These funds are intended to supplement PPUATS' federal transportation funds and to help the MPO fulfill its obligations for transportation planning. The funds require no local match. The total funding available for FY21 is **\$170,355**. PPUATS anticipates utilizing these funds as follows.

Activity	Performed by	Budget
To be included in final document		

The activities listed above are subject to review and approval by IDOT. This section will be amended following final approval of FY21 State Metropolitan Planning Funds approval by IDOT.

## **TASK 1: MANAGEMENT AND ADMINISTRATION**

PPUATS must ensure that the transportation process is conducted in conformity with applicable federal and state regulations. The PPUATS Policy Committee oversees the transportation planning process and makes final decisions on the activities of PPUATS.

### **Previous Work**

- Organized and provided support for PPUATS Technical and Policy Committees meetings;
- Prepared PPUATS monthly status reports for PPUATS and IDOT;
- Prepared quarterly financial and progress reports for federal grants through FTA;
- Maintained PPUATS database of media, consultants, and state and local officials;
- Recruited and hired PPUATS staff as needed;
- Recruited and hired interns to collect data and do research;
- Developed materials and information to support decisions by PPUATS' committees;
- Attended monthly TCRPC meetings in order to keep Commission informed of PPUATS decisions;
- Purchased and upgraded software (including GIS) in support of planning activities;
- Purchased and upgraded computer equipment to enhance transportation planning activities;
- Maintained TCRPC website;
- Prepared grant applications for federal and state funding;
- Prepared Indirect Cost Rate Proposal;
- Maintained financial management system;
- Processed invoices and payroll;
- Contracted for Annual Compliance Audit;
- Administered Personnel, Affirmative Action, EEO Programs, and other agency policies; and
- Registered with GATA, complete questionnaire, and ensure compliance.

### **Objectives**

PPUATS must conduct federal and state mandated program administration requirements by supporting the functions of the Policy and Technical Committees and any subcommittees in carrying out the transportation planning process. Specific objectives are:

- To establish administrative procedures for the organization of the planning process;
- To coordinate the planning activities of PPUATS with other transportation agencies;
- To ensure that the transportation process is conducted in conformity with applicable federal and state regulations; and
- To maintain accounting records in conformity with applicable federal and state regulations.

### **Products and Staff Activities** *(These Activities Support All Ten Planning Factors)*

- Prepare monthly and annual financial and performance reports for the transportation planning program;
- Amend, if necessary, the FY21 UPWP;

PPUATS FY 2021 UNIFIED PLANNING WORK PROGRAM

- Develop the FY22 Unified Planning Work Program;
- Provide staff support for PPUATS Technical and Policy Committees;
- Provide staff support for Human Service Transportation Plan – Urban Subcommittee;
- Administer (provide quarterly reports, process invoices, etc.) Section 5310 projects that have not been closed out;
- Recruit and hire new PPUATS personnel (if necessary) and prepare employee evaluations;
- Administer the Personnel, Affirmative Action, EEO Program, Title VI, and other agency policies;
- Serve as a liaison between local governments and state and federal agencies;
- Provide general program management and supervisory functions;
- Monitor the UWP budget;
- Administer requests for proposals/qualifications and consultant selection for special studies;
- Perform an audit of the FY20 Financial Statements of PPUATS/TCRPC;
- Purchase software and hardware to support transportation planning functions;
- Support Policy Committee and Technical Committee with agendas, minutes, reports;
- Maintain technical and professional subscriptions and association membership dues;
- Maintain and update PPUATS information on the TCRPC website;
- Organize meetings and public hearings as necessary;
- Participate in local, state and federal conferences, meetings, seminars, and training programs related to transportation; and
- Develop the Annual Listing of Federally Obligated Projects.

**Task 1 Budget**

Description	Total
PL-FTA Funding	\$156,233
Local Match	\$39,058
<b>Total</b>	<b>\$195,292</b>

All work will be performed by staff, except the financial audit, which will be performed by an independent auditor.

## **TASK 2: DATA DEVELOPMENT AND MAINTENANCE**

### **Objective**

Information is crucial to the planning process. This Task has been established to gather, maintain, and disseminate social, economic, and transportation data in an efficient and logical manner. Surveillance and data base management activities have been integral aspects of the transportation planning process since the initial PPUATS plan was completed in 1970. The effective maintenance of these activities provides the basis from which all transportation planning and policies will evolve in the future.

These work elements define the areas of concentration for data base development, information collection, and information dissemination. Maintaining and building an effective comprehensive planning database and network is the focus for this element of the UPWP.

### **Products and Staff Activities**

- Coordinate activities for a comprehensive region-wide land use, demographic, economic and transportation database for analyzing trends in the long-range planning process **EV**
- Coordinate and collaborate with regional and local entities to provide requested transportation data/information **SS, MO**
- Continue a process designed to lead to the development of a regional GIS capability **MO**
- Continue in structuring, expanding, updating, and maintaining transportation data layers in a Geographic Information System (GIS) **MO**
- Lead and assist communities in developing GIS transportation applications that will benefit the region at large, including asset inventories and management tools **MO, RR**
- Coordinate with IDOT and other state agencies on statewide GIS development **MO**
- Ensure that the Urbanized Area boundary and Planning Boundary remain accurate **MO**
- Continue to use the Travel Demand Model to project future transportation volumes for proposed surface transportation improvements **MO, PE**
- Update the TDM with current ADT information and signal timing information **MO, SS, EE**
- Develop or acquire regional land use projections for TDM; **MO, PE**
- Continue the Regional Server Partnership which provides local government organizations with a low-cost location to store and disseminate spatial (GIS) data **MO**
- Continue to host internet mapping sites that allow both internal and external (public) access to organizational data **MO, RR**
- Administer regional pavement management system for MPO members **SS, TS, MO, PE, RR**

### **Task 2 Budget**

<b>Description</b>	<b>Total</b>
PL-FTA Funding	\$154,341
Local Match	\$38,585
<b>Total</b>	<b>\$192,926</b>

All work will be performed by staff, except for Travel Demand Modeling, which will be performed by a consultant.

## **TASK 3: LONG RANGE PLANNING**

### **Objective**

Manage and support a planning process that incorporates an appropriate level of involvement and understanding by local governmental agencies, special interests, and the general citizenry in the activities and policies associated with the continuing, comprehensive, and coordinated (3-C) local transportation planning process.

### **Products and Staff Activities**

- Implement the FY 2020-2045 Metropolitan Transportation Plan **EV, SS, TS, AM, EE, CI, MO, PE**
- Monitor the Performance Measures outlined in the FY2015-2040 Metropolitan Transportation Plan **EV, SS, TS, AM, EE, CI, MO, PE**
- Monitor and update Performance Management targets and programming as required by MAP-21/FAST Act **SS, TS, MO, PE**
- Update Safety Performance Measures **SS, TS, MO, PE, RR**
- Update Road/Bridge Condition Performance Measures **SS, TS, MO, PE, RR**
- Update System Performance/Freight/CMAQ Measures **EV, AM, CI**
- Update Transit Asset Management Measures **MO**
- Continue non-motorized transportation planning, including bike/ped traffic counts, trail plans in small communities **AM, CI**
- Coordinate with the Greater Peoria Economic Development Council on transportation elements of the Comprehensive Economic Development Strategy (CEDS), a requirement of the Economic Development Administration (EDA) **EV**
- Develop a plan to provide transit and para-transit service in those areas of the urbanized area that are not served by a public transit system **AM**
- Work with local agencies to develop policies that apply storm water management best practices to transportation projects **EE, RR**
- Organize seminars regarding the future of various transportation modes in the region **MO**
- Implement the Human Service Transportation Plan for the Urbanized Area **AM**
- Promote passenger/commuter rail for the region **EV, AM, EE**
- Continue to dedicate resources to freight transportation planning **EV, AM, CI**
- Update the Human Services Transportation Plan (HSTP) **EV, SS, TS, AM, EE, CI, MO**
- Coordinate with regional stakeholders to promote multimodal freight transportation options for the region as related to surface transportation **EV, AM, CI**

### **Task 3 Budget**

<b>Description</b>	<b>Total</b>
PL-FTA Funding	\$187,514
Local Match	\$46,878
<b>Total</b>	<b>\$234,392</b>

All work will be performed by staff, except for Special Projects, for which consultants will be hired and the future transportation seminars, which will be led by outside subject experts.

## **TASK 4: SHORT RANGE PLANNING**

### **Objective**

PPUATS must continually fulfill various state and federal requirements in support of regional and local projects. Short-range planning functions are those that address near-term needs or requirements.

### **Products and Staff Activities**

- Develop the FY2021-2024 Transportation Improvement Program (TIP) **EV, SS, TS, AM, EE, CI, MO, PE**
- Amend the adopted TIP as needed **EV, SS, TS, AM, EE, CI, MO, PE, RR, ET**
- Update the Congestion Management Process **SS, TS, MO**
- Program FY17 and FY18 FTA Section 5310 funds in the urbanized area, both capital (CVP) and non-capital funds, based on the goals of the Human Service Transportation Plan **AM**
- Maintain/Update the STBG program of projects as needed **MO, PE**
- Program STBG and other federal transportation funds as available **MO, PE**
- Administer Transportation Alternatives (TA) funds **AM, CI**
- Promote alternative transportation modes such as transit, walking, and bicycling **AM, CI**
- Continue to monitor air quality issues as they relate to transportation planning (Note: As of March 2020, the region is in attainment) **EE**
- Develop a regional model Complete Streets policy **EV, SS, AM, EE, PE, RR, ET**
- Coordinate with IDOT to update of regional Intelligent Transportation System (ITS) Architecture **SS, TS, AM, MO**
- Coordinate regional safety asset management effort resulting in annual HSIP applications **SS, TS, MO, PE, RR**
- Oversee completion of FY20 Special Projects **AM, MO**
- Program and administer FY21 Special Transportation Planning Studies **EV, SS, TS, AM, EE, CI, MO, PE**
- Provide technical support to transit and paratransit providers **AM**

### **Task 4 Budget**

<b>Description</b>	<b>Total</b>
PL-FTA Funding	\$183,333
Local Match	\$45,833
<b>Total</b>	<b>\$229,166</b>

All work will be performed by staff except for development and data collection for the pavement management system, which will be completed by a consultant.

**EXHIBIT I: WORK PROGRAM COST DISTRIBUTION**

Program Year FY21 PL-FTA Funds

<b>Task</b>	<b>UWP Category</b>	<b>Total costs</b>	<b>PL-FTA</b>	<b>Local match</b>
1	Management and Administration	<b>\$195,292</b>	\$156,233	\$39,058
2	Data Development and Maintenance	<b>\$192,926</b>	\$154,341	\$38,585
3	Long-Range Planning	<b>\$234,392</b>	\$187,514	\$46,878
4	Short-Range Planning	<b>\$229,166</b>	\$183,333	\$45,833
<b>Total</b>		<b>\$851,776</b>	<b>\$681,421</b>	<b>\$170,355</b>

DRAFT

**EXHIBIT II: LINE ITEM BUDGET**

Program Year FY21 PL-FTA Funds

Item	Annual Salary	% Time	Total	Federal	Local
<b>Personnel</b>					
<b>Salaries</b>					
<b>Full-Time</b>					
Executive Director	\$112,455	55%	\$61,850	\$49,480	\$12,370
Planning Program Manager	\$99,260	65%	\$64,519	\$51,615	\$12,904
Planner III	\$54,274	80%	\$43,419	\$34,735	\$8,684
Planner III	\$52,239	70%	\$36,567	\$29,254	\$7,313
Planner II	\$48,083	60%	\$28,850	\$23,080	\$5,770
Planner II	\$47,036	35%	\$16,462	\$13,170	\$3,292
Planner I	\$40,000	85%	\$34,000	\$27,200	\$6,800
GIS Specialist III	\$58,893	60%	\$35,336	\$28,269	\$7,067
GIS Specialist I	\$40,698	60%	\$24,419	\$19,535	\$4,884
Office Administrator	\$48,023	20%	\$9,605	\$7,684	\$1,921
<b>Subtotal Full-Time</b>			<b>\$355,027</b>	<b>\$284,022</b>	<b>\$71,005</b>
<b>Part-Time/Temporary</b>					
Interns	\$18,000	100%	\$18,000	\$14,400	\$3,600
<b>Subtotal Part-Time/Temporary</b>			<b>\$18,000</b>	<b>\$14,400</b>	<b>\$3,600</b>
<b>Subtotal Salaries</b>			<b>\$373,027</b>	<b>\$298,422</b>	<b>\$74,605</b>
Fringe Benefits		31.50%	\$111,834	\$89,467	\$22,367
Indirect Costs		36.05%	\$174,792	\$139,834	\$34,958
<b>Subtotal Personnel</b>			<b>\$659,653</b>	<b>\$527,722</b>	<b>\$131,931</b>
<b>Other Direct Costs</b>					
Travel, Training, and Conferences			\$20,000	\$16,000	\$4,000
APWA Conference			\$7,500	\$6,000	\$1,500
Equipment - Computer Hardware			\$5,000	\$4,000	\$1,000
Equipment - Software and Support			\$30,000	\$24,000	\$6,000
Contractual - Special Projects			\$105,000	\$84,000	\$21,000
Contractual - Audit			\$24,000	\$19,200	\$4,800
Miscellaneous			\$623	\$499	\$125
<b>Subtotal Other Direct Costs</b>			<b>\$192,123</b>	<b>\$153,699</b>	<b>\$38,425</b>
<b>Total</b>			<b>\$851,776</b>	<b>\$681,421</b>	<b>\$170,355</b>

**EXHIBIT III: LABOR DISTRIBUTION**

Program Year FY21 PL-FTA Funds  
 Number of Work Weeks Programmed

<b>Position</b>	<b>Management and Administration</b>	<b>Data Dev't and Maintenance</b>	<b>Long-Range Planning</b>	<b>Short-Range Planning</b>	<b>Total</b>
<b>Executive Director</b>	17.37	5.00	1.00	1.00	<b>24.3729</b>
<b>Planning Program Manager</b>	13.25	-	8.00	8.00	<b>29.2500</b>
<b>Planner III</b>	1.00	2.86	16.00	16.00	<b>35.8629</b>
<b>Planner III</b>	1.00	-	15.25	15.25	<b>31.5000</b>
<b>Planner II</b>	1.00	-	14.00	12.00	<b>27.0000</b>
<b>Planner II</b>	1.00	-	7.75	7.00	<b>15.7500</b>
<b>Planner I</b>	1.00	-	18.63	18.63	<b>38.2500</b>
<b>GIS Specialist III</b>	1.00	26.00	-	-	<b>27.0000</b>
<b>GIS Specialist I</b>	1.00	26.00	-	-	<b>27.0000</b>
<b>Office Administrator</b>	8.97	-	-	-	<b>8.9657</b>
<b>Intern</b>	-	8.17	8.17	8.17	<b>24.5000</b>
<b>Total</b>	<b>46.59</b>	<b>68.03</b>	<b>88.79</b>	<b>86.04</b>	<b>289.45</b>

## **EXHIBIT IV: ACCOUNTING NARRATIVE**

Program Year FY21

PPUATS funds are administered by the Tri-County Regional Planning Commission as follows:

Separate accounts have been established in the general ledger. The account records identify the receipt and expenditure of funds for each grant and/or provide documentation that support the entry and provides accurate and current financial reporting information.

Costs within the accounting system are classified into the following groups:

1. Direct labor costs
2. Non-labor costs directly related to a specific program
3. Indirect costs (both labor and non-labor)

Direct labor hours are charged to the specific general ledger account and work elements within that account based upon actual work hours spent. Work elements of the UWP are numerically coded and are utilized in preparing staff time sheets. The payroll computer printout accumulates staff names, hours, and cost for each work element within the grant account. Non-labor costs are those incurred as being directly related to a specific program, e.g., Transportation. Typical non-labor costs directly chargeable to the appropriate programs include:

- Costs of good acquired, consumed or expended specifically for the purpose of the grant,
- Services and contractual items specifically related to the grant program

These costs are chargeable to the appropriate grant program based on source documentation maintained by the accounting system evidencing the nature and purpose of the charges. Once charged to the transportation program these costs will be distributed to the various program work elements according to the proportion of direct salaries charged to each work element during the period.

The indirect costs (labor and non-labor) are those incurred which cannot be directly associated with the transportation program, but which support the overall functioning of the Commission. These costs are charged to an indirect cost account. The indirect cost rate utilized in the budget is a projection based upon anticipated activity, as well as historical experience. The Indirect Cost Rate for FY21 has been approved by IDOT.

**EXHIBIT V: PPUATS MATCH**

Program Year FY21

<b>PPUATS Community</b>	<b>2019 MFT Allotment</b>	<b>%</b>	<b>FY2021 Match</b>
Peoria County	\$2,433,072	22.19%	\$36,962
Tazewell County	\$1,903,433	17.36%	\$28,916
Woodford County	\$634,046	5.78%	\$9,632
City of Peoria	\$2,900,861	26.46%	\$44,068
City of Pekin	\$859,965	7.84%	\$13,064
City of East Peoria	\$590,277	5.38%	\$8,967
City of Washington	\$417,850	3.81%	\$6,348
Village of Bartonville	\$163,220	1.49%	\$2,480
Village of West Peoria	\$117,516	1.07%	\$1,785
Village of Morton	\$410,308	3.74%	\$6,233
Village of Peoria Heights	\$155,275	1.42%	\$2,359
Village of Creve Coeur	\$137,492	1.25%	\$2,089
City of Chillicothe	\$153,787	1.40%	\$2,336
Village of Germantown Hills	\$86,718	0.79%	\$1,317
CityLink			\$3,800
<b>Total</b>			<b>\$170,355</b>

**EXHIBIT VI: BUDGET BY COST ITEM**

Program Year FY21

<b>Item</b>	<b>PL/FTA</b>	<b>Local Funds</b>	<b>Total</b>
Direct Costs			
Salaries & Wages	\$298,422	\$74,605	\$373,027
Fringe Benefits	\$89,467	\$22,367	\$111,834
<b>TOTAL COMPENSATION AND FRINGE</b>	<b>\$387,888</b>	<b>\$96,972</b>	<b>\$484,860</b>
Other Direct Costs			
Travel/Training/Conferences	\$16,000	\$4,000	\$20,000
APWA Conference	\$6,000	\$1,500	\$7,500
Equipment - Computer Hardware	\$4,000	\$1,000	\$5,000
Equipment - Software and Support	\$24,000	\$6,000	\$30,000
Contractual - Special Projects	\$84,000	\$21,000	\$105,000
Contractual - Audit	\$19,200	\$4,800	\$24,000
Miscellaneous			\$623
<b>TOTAL OTHER DIRECT COSTS</b>	<b>\$153,699</b>	<b>\$38,425</b>	<b>\$192,123</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$541,587</b>	<b>\$135,397</b>	<b>\$676,984</b>
Indirect Costs	\$139,834	\$34,958	\$174,792
<b>TOTAL INDIRECT COSTS</b>	<b>\$139,834</b>	<b>\$34,958</b>	<b>\$174,792</b>
<b>TOTAL COSTS</b>	<b>\$681,421</b>	<b>\$170,355</b>	<b>\$851,776</b>