



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

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

www.tricountyrpc.org

Ways & Means Committee.....4:30 p.m., August 23, 2018

Full Commission/Executive Board (in lieu of Lack of Quorum) 5:30 p.m., August 23, 2018

AGENDA

1. Call to Order, Welcome, Recognition of Audience
2. Roll Call
3. Public Input
4. Motion to approve July 26, 2018 Commission minutes
5. Public Hearing – FY 2019-2022 Transportation Improvement Program
6. Motion to Retain as Confidential or Release to Public the following executive session minutes:
 - February 15, 2015
 - March 26, 2015
7. Executive Director report
8. Ways and Means Report
 - a. Motion to approve Resolution 19-05 for July Financial Statements and Billings
9. Administration
 - a. Motion to approve Resolution 19-06 for Salary Ranges of Full-Time employees
 - b. Motion to approve Resolution 19-07 for Salary Increases of Full Time Employees
 - c. Motion to approve Resolution 19-08 Appointment of Debbie Ulrich as EOO (Equal Opportunity Officer) of TCRPC.
 - d. Motion to approve the recommendation from Executive Board the Executive Director SMART Goals (July 1, 2018 to June 30, 2019)
10. Planning
11. Transportation
 - a. PPUATS Report
12. GIS
13. Executive Session
14. Any action coming out of Executive Session
15. Other
16. Adjournment

September 2018 MEETING SCHEDULE

| | | |
|-------------------------|--------------------------------------|------------------|
| PPUATS Policy | Wednesday, September 5, 2018 | 9:00 a.m. |
| Executive Board | Monday, September 17, 2018 | 5:15 p.m. |
| PPUATS Technical | Wednesday, September 19, 2018 | 9:00 a.m. |
| Ways & Means | Thursday, September 27, 2018 | 4:30 p.m. |
| FULL COMMISSION | Thursday, September 27, 2018 | 5:30 p.m. |

Meetings are held at the offices of the **Tri-County Regional Planning Commission**, 456 Fulton Street, Suite 401, Peoria, IL 61602, (309) 673-9330, unless otherwise noted, and are subject to change.



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Ways & Means Committee.....4:30 p.m., July 26, 2018
Full Commission/Executive Board (in lieu of Lack of Quorum) 5:30 p.m., July 26, 2018

MINUTES

1. Call to Order, Welcome, Recognition of Audience

Chairman Neuhauser called the meeting to order at 5:30 p.m.

2. Roll Call

| Commissioner | P | A | Commissioner | P | A |
|---------------------------------|-----------|---|--------------------------------|---|---|
| Jim Miller IDOT | x | | Russ Crawford Tazewell Co. | x | |
| Mike Hinrichsen Woodford Co. | x | | Brett Grimm, Tazewell Co. | | x |
| Eric Lind Woodford Co. | x | | Nancy Proehl, Tazewell Co. | x | |
| Ben Kingdon Woodford Co. | x | | Seth Mingus Tazewell Co. | | x |
| Michael Smith Woodford Co. | x | | Don Gorman, Peoria Co. | x | |
| Roy Bockler Woodford Co. | Via phone | | Phil Salzer Peoria Co.. | | x |
| Doug Huser, Woodford Co. | x | | Matthew Bender, Peoria Co. | x | |
| Woodford Co. | | | Clinton Drury, Peoria Co. | | x |
| Sue Sundell Tazewell Co. | x | | Michael Phelan Peoria Co.. | x | |
| Tim Neuhauser Tazewell Co. | x | | Paul Rosenbohm Peoria Co.. | x | |
| Greg Menold Tazewell Co. | | x | Steve Van Winkle Peoria Co. | | x |

Staff: Lees. Miller, Hendon, Harms, and Stratton. IDOT Karen Dvorsky. Matt Hayar

3. Public Input-none

4. Motion to approve June 28, 2018 Commission minutes

Sundell moved to approve the June 28, 2018 Commission minutes and Hinrichsen seconded. Motion carried.

5. Executive Director report

Miller reported on the following:

- The Personnel Committee will meet next month to review the study done by hrFit for salary comparisons for staff.
- Additional revenue from 2 grants for Rural Funds in the amount of \$40,000.

- Lees updated on the Beneficial Use project from PLBA. He reported on the beneficial use of dredge material and the site visits. Received a letter of support from legislation and stakeholders.
- Rosenbohm thanked Ray Lees and Michael Bruner for keeping the ball rolling on this project. Neuhauser thanked Rosenbohm for his participation.

6. Ways and Means Report

- a. Motion to approve Resolution 19-01 for June Financial Statements and Billings
Smith moved to approve Resolution 19-01 June Financial Statements and Billings and Sundell seconded. Motion carried.

Stratton reported on the following;

- Operating cash is \$554,112 which is \$14,435 more than last month
- Accounts Receivables is \$325,645 which is higher the last month by \$137,384
- Accounts Payables is \$192,687 which is higher than last month by \$140,000
- Total Revenue is \$253,197 minus the direct pass0through of \$163,868 which equals our operating revenue at \$89,329
- Total expenses are \$237, 557 minus the direct pass-through of \$163,868 with equals of operating expenses at \$73,689

June is still positive by \$15,640. Our YTD is positive by \$116,031

- b. Motion to approve Resolution 19-02 Busey Bank signatories
Crawford moved to approve Resolution 19-02 Busey Bank signatories and Sundell seconded. Motion carried.
Miller explained this is done every 2 years when the committees change.
- c. Motion to approve Resolution 19-04 Line of Credit with Busey Bank
Smith moved to approve Resolution 19-04 Line of Credit with Busey Bank and Sundell seconded. Motion carried.
Miller explained the need for this line of credit used 5 years ago for financial difficulties. The Commission asked to keep it. It costs nothing to have and the rates are still the same.

7. Administration-none

8. Planning- none

9. Transportation

- a. Presentation by IDOT- River Crossings
Matt Hayar from Hanson Engineering presented a slide show of US 150 Eastbound (McClugage Bridge) over the Illinois River Project Update.
 - The purpose of the projects is to accommodate eastbound US 150 traffic across the Illinois River on a transportation system that is structurally sound, meets current design standards, is designed for future traffic, and provides a safe crossing for the public.
 - The need is the bridge is nearing the end of its expected life, the bridge is structurally deficient and functionally obsolete, and the traffic is expected to grow and is anticipated to need more than two lanes. It also is considered to improve traffic flow at the west and east interchanges, improve navigational clearance under the bridge, and provide bicycle and pedestrian access across the river.
 - Hinrichsen asked if local constructors can be used and Hayar said yes. Hinrichsen asked then what is the bonding and was told it depends on the price of the project.

b. PPUATS Report

- Harms updated on the transportation alternatives of \$82,000. Will accept approval to Sept. 2018.
- Special Transportation studies is \$92,000. Have until August 6th. This is for consultant studies.

c. FY19 IDOT SPR Grant Awards

Martin updated on the 2 grants we received for the Central Illinois Digital Aerial Photography Project and the Tri County Communities Roadway Assessment Management

d. Presentation of FY19 TIP (Transportation Improvement Program)

Harms explained the draft of the 2019-22 TIP (Transportation Improvement Plan) There will be 3 Public Hearings. It can be reviewed on our website, hard copy in our office, and several places throughout the tri county area.

10. GIS

a. Motion to approve Resolution 19-03 Annual Maintenance Contract with ESRI

Gorman moved to approve Resolution 19-03 Annual Maintenance Contract with ESRI and Rosenbohm seconded. Motion carried.

- Miller said this is to purchase maintenance for GIS software from ESRI. He said the GIS Specialist II evaluates the licenses on an annual basis to determine that they align with the Commission goals

11. Executive Session

12. Any action coming out of Executive Session

13. Other

Phelan complimented the Commission for receiving grants for studies done in Peoria Heights.

14. Adjournment

Sundell moved to adjourn at 6:40 p.m. and Hinrichsen seconded. Motion carried.

Submitted by:

Eric W. Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date: August 17, 2018
 Subject: Executive Director Report for August, 2018

| Project | Activity | Status |
|---------------------------------------|---|------------------|
| Administrative | | |
| Outreach Activities | 5g project with Ross Miller, Bradley University | Ongoing |
| | Met with MTCO to discuss Fiber location within the region | Complete |
| | Attended Village of Roanoke Board meeting | Complete |
| | Coordination with IDOT on Fall Planning Conference to be held in Peoria | Ongoing |
| | | Ongoing |
| Audit | Conference Call with Auditors to prepare for on site work as a part of the FY18 Financial audit | |
| Financial Report | July results unavailable at this time | Ongoing |
| Indirect Cost Rate(ICR) | Work on FY 19 ICR with State of Illinois GOMB | Ongoing |
| Website | Website launch is complete. Still reviewing material for insertion | Ongoing |
| Planning issues | | |
| PLBA | Continued Planning Activities as part of USACE agreement | Ongoing |
| | Continued drafting of plan document | Ongoing |
| Beneficial Use of Dredge Material | Continued Outreach with Stakeholders | Ongoing |
| | Rosenbaum Farm- Conservation Farming | Ongoing |
| | USDA NCAUR Tour, BIO Char Presentation/Discussion | |
| | Monitoring USACE project selection process | |
| | Met with Josh Joseph Peoria County SWCD | |
| | | |
| Regional Hazard Mitigation Plan | Coordination with Consultant | Ongoing |
| Regional Water Supply Planning | Conference call with IDNR to discuss continuation of water supply planning activities- 2 years | Complete |
| Watershed Planning | Began discussion with Woodford County SWCD to update Walnut Creek Watershed Plan | |
| | | |
| Roanoke Comprehensive Plan | Draft Report presented to Village Board | Ongoing |
| University of Illinois Collaboration | Exploring funding opportunities for Beneficial Use study | Ongoing |
| | | |
| Horseshoe Bottoms | No activity | Ongoing |
| GIS Issues | | |
| Village of Minonk | Work ongoing | Ongoing |
| Village of Elmwood | Work ongoing | Ongoing |
| Peoria Heights | Work ongoing | Ongoing |
| PPUATS/ Transportation | | |
| FY 19 UWP Development | Execution of contract complete. | Ongoing |
| | | |
| Transportation Infrastructure Funding | meeting pending with Area Legislators, Monitoring talks in Springfield | Ongoing |
| Transportation Improvement Program | TIP amendments processed | Ongoing |
| | Monitored and reviewed newly released State Multi Year Highway program | Complete |
| | Development of FY 19-22 Draft Transportation Improvement Program | |
| Eastern Bypass Coalition | No activity | In Progress |
| Intelligent Transportation Systems | Continued work on update to regional ITS architecture | In Progress |
| | | |
| Special Transportation Studies | | |
| State Planning and Research Funding | | |
| Digital ortho project | met with Regional Stakeholders to discuss Grant | Ongoing |
| | Met with Tazewell County Communities to discuss grant | Ongoing |
| | Coordinated Vendor presentations | Ongoing |
| Regional Pavement management Expanded | Reach out to stakeholders | Ongoing |
| | | |
| FY 19 Rural Planning Funds | awaiting announcement of program from IDOT -\$40,000 | |
| FY17 State Planning Funds | Regional Pavement Condition Ratings Survey-Work will begin in June | In Progress |
| | | |
| FY17 Rural Planning Funds | Village of Minonk GIS /Mapping | In Progress |
| | Village of Elmwood GIS | In Progress |
| | Metamora /Germantown Hills Trail Planning Data Collection is ongoing | In Progress |
| | | |
| FY 18 Special Planning Studies | City of East Peoria Sidewalk inventory- | Complete |
| | City of East Peoria and Washington Transportation plan Work underway | Complete |
| | City of Peoria Downtown Wayfinding | Complete |
| | City of Chillicothe Corridor Study | Complete |
| | | |
| FY19 State Planning Funds | Region wide Guardrail inventory | Pending approval |
| | L RTP public engagement tools | Pending approval |
| | Performance Measures Dashboard web tool | Pending approval |
| | Regional bicycle map | Pending approval |
| | Local match for Beneficial Use of Sediment SPR grant | Pending approval |
| | Consultant work is ongoing | In Progress |
| IDOT Dist. 4 Travel Demand Modeling | Consultant work is ongoing | In progress |

RESOLUTION 19-05

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR JULY 2018

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 July 2018, 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 July 2018 are approved.

Presented this 23rd day of August 2018

Adopted this 23rd day of August 2018

Timothy Neuhauser, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS
JULY 2018

| ASSETS | JULY 31, 2018 | JUNE 30, 2018 | JULY 31, 2017 |
|---|----------------------|----------------------|----------------------|
| Current Assets | | | |
| Checking/Savings | | | |
| Restricted Cash: | | | |
| 100012 · Checking - Flexible Benefits | 1,620 | 1,620 | 1,620 |
| 100016 · Busey Bank - Unvested Retirement | 29,080 | 29,080 | 16,669 |
| 100011 · Checking - PPUATS | 72,770 | 72,761 | 121,458 |
| 100018 · Checking - IL MPO Advisory Council | 19,238 | 19,238 | 19,238 |
| Total Restricted Cash - Busey Bank | <u>122,709</u> | <u>122,699</u> | <u>158,985</u> |
| Unrestricted Cash: | | | |
| 100010 · Checking - Busey Bank | 579,263 | 554,112 | 443,259 |
| Total Checking/Savings Busey Bank | <u>701,972</u> | <u>676,811</u> | <u>602,244</u> |
| 100020 · Accounts Receivable | 481,615 | 366,585 | 267,024 |
| Other Current Assets | | | |
| 100050 · Prepaid Expenses | 34,498 | 20,841 | 14,321 |
| Total Other Current Assets | <u>34,498</u> | <u>20,841</u> | <u>14,321</u> |
| Total Current Assets | <u>1,218,084</u> | <u>1,064,236</u> | <u>883,589</u> |
| Fixed Assets | | | |
| 100040 · Office Furniture | 54,533 | 54,533 | 54,533 |
| 100042 · Computer Equipment | 89,421 | 83,771 | 83,413 |
| 100044 · Vehicles | 41,567 | 41,567 | 41,567 |
| 100046 · Leasehold Improvements | 7,080 | 7,080 | 7,080 |
| Less: Accumulated Depreciation | <u>(179,279)</u> | <u>(178,807)</u> | <u>(173,261)</u> |
| Total Fixed Assets | <u>13,322</u> | <u>8,144</u> | <u>13,332</u> |
| TOTAL ASSETS | \$ 1,231,406 | \$ 1,072,380 | \$ 896,921 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| 200010 · Accounts Payable | 224,750 | 234,450 | 39,474 |
| Other Current Liabilities | | | |
| 200009 · IDOT Payable | | | - |
| 200015 · Accrued Expenses | 1,515 | 1,326 | 2,731 |
| 200021 · Accrued Payroll | 21,550 | 21,598 | 21,471 |
| 200055 · Vacation/Personal Time | 41,126 | 45,215 | 32,245 |
| 200056 · Unvested Retirement Account | 30,359 | 29,059 | 16,654 |
| 200060 · Employer Liabilities | 3,096 | 2,935 | 3,185 |
| 200071 · Deferred Revenue - PPUATS | 211,617 | 59,572 | 202,241 |
| 200078 · Deferred Revenue - Tazewell County | - | - | - |
| 200092 · Deferred Revenue - IDNR | | | - |
| 200095 · Deferred Revenue - IL MPO | 19,238 | 19,238 | 19,238 |
| 200103 · Deferred Revenue - Woodford Co. | 3,733 | 4,667 | 3,733 |
| 200104 · Deferred Revenue - Regional Server | 8,250 | - | 8,250 |
| 200107 · Deferred Revenue - Village of Washburn | 975 | 1,050 | - |
| Total Other Current Liabilities | <u>341,461</u> | <u>184,660</u> | <u>309,749</u> |
| Total Current Liabilities | <u>566,211</u> | <u>419,110</u> | <u>349,223</u> |
| Total Liabilities | 566,211 | 419,110 | 349,223 |
| Equity | | | |
| 310000 · General Fixed Asset Equity | 13,450 | 13,450 | 13,450 |
| 350000 · Capital Contribution | 193,000 | 193,000 | 193,000 |
| 390000 · Retained Earnings | 429,570 | 332,021 | 332,021 |
| Net Income | 29,175 | 114,799 | 9,227 |
| Total Equity | 665,195 | 653,271 | 547,698 |
| TOTAL LIABILITIES & EQUITY | \$ 1,231,406 | \$ 1,072,380 | \$ 896,921 |

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF INCOME AND EXPENSE
JULY 2018

| | Month of JUL 2018 | Month of JUN 2018 | Current FY YTD | Previous FY YTD | Annual FY18 Budget | % Annual FY18 Budget |
|---|----------------------|----------------------|-------------------|--------------------|-----------------------|-------------------------|
| Income | | | | | | |
| 400010 · FHWA PL Fund | 48,142 | 108,935 | 48,142 | 53,823 | 516,608 | 9.3% |
| 400011 · FTA Section 8 | 12,797 | 29,247 | 12,797 | 14,615 | 137,326 | 9.3% |
| 400015 · PPUATS Matching | 15,235 | 34,545 | 15,235 | 17,110 | 163,483 | 9.3% |
| 400016 · IDOT Rural Planning | 926 | 1,069 | 926 | - | 29,914 | 3.1% |
| 400020 · Regional/Local Funds | 3,437 | 3,437 | 3,437 | 3,437 | 41,250 | 8.3% |
| 400022 · Woodford County GIS | 2,918 | 3,338 | 2,918 | 1,576 | 45,000 | 6.5% |
| 400136 · Municipal GIS Support Services | 413 | 975 | 413 | 525 | 1,000 | 41.3% |
| 400140 · Tazewell Co. Zoning | 754 | 754 | 754 | 754 | 9,000 | 8.4% |
| 400188 · City of El Paso GIS | - | - | - | - | 3,425 | 0.0% |
| 400200 · Interest Income | 97 | 86 | 97 | 84 | 1,000 | 9.7% |
| 400210 · Other | - | - | - | - | - | 0.0% |
| 400240 · Woodford County Planning | - | - | - | - | 500 | 0.0% |
| 400254 · Human Services Trans Plan | 3,597 | 5,465 | 3,597 | 2,579 | 73,810 | 4.9% |
| 400271 · Regional Server Partnership | 750 | 750 | 750 | 750 | 9,000 | 8.3% |
| 400276 · JARC/New Freedom | - | 23,382 | - | 14,979 | 71,390 | 0.0% |
| 400279 · Homeless Info. Mgt. Systems | - | - | - | - | - | 0.0% |
| 400291 · JARC - cicarpool | - | - | - | - | 9,800 | 0.0% |
| 400315 · GPSD GIS Staffing | 2,100 | 2,100 | 2,100 | 2,415 | 25,000 | 8.4% |
| 400322 · Hazard Mitigation Plan | - | 15,949 | - | - | 23,139 | 0.0% |
| 400323 · Peoria Park District | - | - | - | 188 | - | 0.0% |
| 400325 · FTA 5310 Admin Fee | - | - | - | - | 10,000 | 0.0% |
| 400326 · Para-Transit Study | - | - | - | - | 10,000 | 0.0% |
| 400328 · MPO Special Projects | - | - | - | - | - | 0.0% |
| 400329 · IDOT Dist 4 | - | - | - | 1,565 | - | 0.0% |
| 400321 · IDOT FY16 | - | - | - | - | - | 0.0% |
| 400330 · IDOT State Planning | 16,556 | 56,918 | 16,556 | - | 317,000 | 5.2% |
| 400320 · Regional Water Supply Plan | - | 7,188 | - | - | - | 0.0% |
| Total Income | \$ 107,721 | \$ 294,137 | \$ 107,721 | \$ 114,399 | \$ 1,497,645 | 7.2% |
| Expense | | | | | | |
| 500010 · Advertising and Printing | 81 | - | 81 | 42 | 1,800 | 4.5% |
| 500012 · Community Events | - | - | - | - | - | 0.0% |
| 500015 · Contractual Services | 16,556 | 204,807 | 16,556 | 16,543 | 459,329 | 3.6% |
| 500020 · Copier | 486 | 396 | 486 | 629 | 6,000 | 8.1% |
| 500025 · Computer Software and Support | 2,637 | 2,320 | 2,637 | 23,221 | 32,000 | 8.2% |
| 500026 · Computer Hardware | - | - | - | - | 20,000 | 0.0% |
| 500030 · Equipment Maintenance | - | 825 | - | 252 | 2,000 | 0.0% |
| 500035 · Group Health Insurance | 6,783 | 6,193 | 6,783 | 6,435 | 82,000 | 8.3% |
| 500036 · General Insurance | 633 | 796 | 633 | 1,011 | 7,100 | 8.9% |
| 500038 · Workers Compensation | 195 | 233 | 195 | - | 2,700 | 7.2% |
| 500040 · Membership and Subscriptions | 262 | - | 262 | 1,695 | 3,000 | 8.7% |
| 500050 · Miscellaneous | 264 | 275 | 264 | 365 | 2,500 | 10.6% |
| 500070 · Office Supplies | 1,085 | 404 | 1,085 | 869 | 4,000 | 27.1% |
| 500080 · Postage | 123 | 5 | 123 | - | 500 | 24.7% |
| 500085 · Rent | 2,849 | 2,849 | 2,849 | 2,849 | 34,184 | 8.3% |
| 500086 · Retirement | 2,224 | 2,998 | 2,224 | 2,048 | 28,000 | 7.9% |
| 500090 · Telephone | 437 | 437 | 437 | 552 | 2,688 | 16.2% |
| 500100 · Conference Travel | - | - | - | - | 2,500 | 0.0% |
| 500110 · Utilities | 319 | 319 | 319 | 380 | 3,832 | 8.3% |
| 500111 · Travel | 269 | 280 | 269 | 172 | 1,700 | 15.8% |
| 500115 · Conference Registration | - | - | - | - | 10,000 | 0.0% |
| 500120 · Professional Services | - | 4,666 | - | - | 41,400 | 0.0% |
| 500130 · Space Costs | 1,020 | 1,155 | 1,020 | 1,236 | 13,380 | 7.6% |
| 510000 · Depreciation Expense | 472 | 472 | 472 | 118 | 5,000 | 9.4% |
| 520000 · Salaries | 38,452 | 46,822 | 38,452 | 43,122 | 555,000 | 6.9% |
| 520600 · Payroll Taxes | 3,400 | 3,479 | 3,400 | 3,633 | 49,000 | 6.9% |
| Total Expense | \$ 78,546 | \$ 279,729 | \$ 78,546 | \$ 105,172 | \$ 1,369,613 | 5.7% |
| Net Income | \$ 29,175 | \$ 14,409 | \$ 29,175 | \$ 9,227 | \$ 128,032 | |

TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
JULY 2018

| OPERATING ACTIVITIES | JULY 18 | YTD |
|--|-------------------|-------------------|
| Net Income | \$ 29,175 | \$ 29,175 |
| Adjustments to reconcile Net Income to net cash provided by operations: | | |
| Depreciation | 472 | 472 |
| Effects of changes in operating assets and liabilities: | | |
| 100020 · Accounts Receivable | (132,281) | (132,281) |
| 100050 · Prepaid Expenses | (13,657) | (13,657) |
| 200010 · Accounts Payable | (9,700) | (9,700) |
| 200015 · Accrued Expenses | 189 | 189 |
| 200021 · Accrued Payroll | (48) | (48) |
| 200055 · Vacation/Personal Time | (4,089) | (4,089) |
| 200060 · Employer Liabilities | 1,462 | 1,462 |
| 200071 · Deferred Revenue - PPUATS | 152,045 | 152,045 |
| 200078 · Deferred Revenue - Tazewell Co. | - | - |
| 200103 · Deferred Revenue - Woodford Co. | (933) | (933) |
| 200104 · Deferred Revenue - Regional Server | 8,250 | 8,250 |
| 200107 · Deferred Revenue - Village of Washburn | (75) | (75) |
| Net cash provided by Operating Activities | \$ 30,810 | \$ 30,810 |
| INVESTING ACTIVITIES | | |
| 100042 · Computer Equipment | (5,649) | (5,649) |
| 100046 · Leasehold Improvements | - | - |
| Net cash provided by Investing Activities | (5,649) | (5,649) |
| FINANCING ACTIVITIES | | |
| 350000 · Capital Contribution | - | - |
| Net cash provided by Financing Activities | - | - |
| Net cash increase/(decrease) for period | 25,161 | 25,161 |
| Cash at beginning of period | 676,811 | 676,811 |
| Cash at end of period | \$ 701,972 | \$ 701,972 |

Check Register - General Fund
Tri-County Regional Planning Commission
JULY 2018

| DATE | CHECK # | VENDOR NAME | MEMO | AMOUNT |
|------------|---------|--------------------------------------|------------------------------------|--------------------|
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -1,144.05 |
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -1,335.57 |
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -1,505.12 |
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -1,476.99 |
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -2,894.35 |
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -1,466.73 |
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -3,114.66 |
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -1,416.34 |
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -1,136.17 |
| 07/05/2018 | ACH | Staff | Payroll 6/16/118-6/30/18 | -492.19 |
| 07/05/2018 | ACH | United States Treasury | Payroll taxes 6/16/118-6/30/18 | -5,534.14 |
| 07/05/2018 | ACH | CEFCU - EMiller - HSA | HSA 6/16/118-6/30/18 | -50.00 |
| 07/05/2018 | ACH | IL Dept of Revenue | Payroll taxes 6/16/118-6/30/18 | -1,076.71 |
| 07/05/2018 | ACH | Nationwide Retirement Solutions | Vested Retirement July 5th payroll | -1,112.36 |
| 07/18/2018 | 14705 | A5.com, Inc. | Web hosting | -19.95 |
| 07/18/2018 | 14706 | Delta Dental | August dental insurance | -293.08 |
| 07/18/2018 | 14707 | Heartland Parking Inc. 243651/240830 | June parking valications | -96.00 |
| 07/18/2018 | 14708 | Hinckley Springs | Office supplies | -85.82 |
| 07/18/2018 | 14709 | Joan's Trophy & Plaque Co. | Office supplies | -16.00 |
| 07/18/2018 | 14710 | Quill Corporation | Office supplies | -202.66 |
| 07/18/2018 | 14711 | The Cincinnati Insurance Company | Workers Compensation | -201.00 |
| 07/18/2018 | 14712 | The Cleaning Source | Office cleaning | -165.00 |
| 07/18/2018 | 14713 | TIAA Bank | Copier contract | -388.34 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -1,068.65 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -1,260.15 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -1,468.41 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -1,353.29 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -2,379.28 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -1,429.02 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -3,081.95 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -26.78 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -1,378.64 |
| 07/20/2018 | ACH | Staff | Payroll 7/1/18-7/15/18 | -1,060.79 |
| 07/20/2018 | ACH | United States Treasury | Payroll taxes 7/1/18-7/15/18 | -4,969.24 |
| 07/20/2018 | ACH | CEFCU - EMiller - HSA | HSA7/1/18-7/15/18 | -50.00 |
| 07/20/2018 | ACH | IL Dept of Revenue | Payroll taxes 7/1/18-7/15/18 | -978.39 |
| 07/20/2018 | ACH | Nationwide Retirement Solutions | Retirement July 20th Payroll | -1,112.36 |
| 07/26/2018 | 14714 | Comcast | Internet | -359.08 |
| 07/26/2018 | 14715 | Corbin Design | Contractual Services | -9,555.00 |
| 07/26/2018 | 14716 | Corporate Warehouse Supply | Office supplies | -519.85 |
| 07/26/2018 | 14717 | ESRI | Annual contract renewal | -13,900.00 |
| 07/26/2018 | 14718 | FACET, Inc. | Computer services | -875.00 |
| 07/26/2018 | 14719 | Guardian | August vision, STD, life insurance | -420.64 |
| 07/26/2018 | 14720 | Heartland Parking 243602 | August parking | -825.00 |
| 07/26/2018 | 14721 | Houseal Lavigne Associates | Contractual Services | -1,435.00 |
| 07/26/2018 | 14722 | Patrick N Meyer & Associates Inc | Contractual Services | -27,000.00 |
| 07/26/2018 | 14723 | Quill Corporation | Office supplies | -206.65 |
| 07/26/2018 | 14724 | RK Dixon | Copier supplies | -97.37 |
| 07/26/2018 | 14725 | United Healthcare | August group health insurance | -7,447.59 |
| 07/31/2018 | ACH | Busey bank | Service Charge | -85.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | Total Checks | -109,566.36 |



ERIC MILLER

Account Number: XXXX XXXX XXXX 9435

ACCOUNT SUMMARY

Credit Limit \$5,000.00
 Credit Available \$2,234.00
 Statement Closing Date July 26, 2018
 Days in Billing Cycle 30
 Previous Balance \$1,832.32
 - Payments & Credits \$1,832.32
 + Purchases & Other Charges \$2,744.64
 + Balance Transfer \$0.00
 + Cash Advances \$0.00
 + FEE CHARGED \$0.00
 + INTEREST CHARGED \$0.00
 = New Balance \$2,744.64

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

PAYMENT INFORMATION

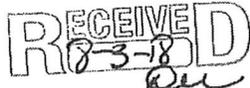
New Balance \$2,744.64
 Minimum Payment Due \$137.00
 Payment Due Date August 23, 2018

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 | 8 years | \$3,778.00 |
| \$98.00 | 3 years | \$3,518.00 (Savings = \$260.00) |

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 |
|-----------|-----------|-------------------|--|----------|
| 06/26 | 06/27 | 2469216J12XD7EAWT | Intuit *PayrollEE usag 800-446-8848 CA | 23.38 |
| 06/27 | 06/28 | 2476501J260T2JMGQ | FACET/NERDS ON CALL 309-353-4727 IL | 799.96 |
| 07/03 | 07/03 | 7496665JBEHNF3SRQ | PAYMENT-MAIL THANK YOU PEORIA IL | 1,832.32 |
| 07/04 | 07/06 | 2412157JAPJEBKV3B | TRIMBLE INC. 720-5874810 CA | 1,650.00 |
| 07/13 | 07/15 | 2469216J2X9LB0RB | LOGMEIN *GOTOMEETING 855-837-1750 CA | 36.00 |
| 07/16 | 07/17 | 2443106JM0RT90MLM | ADOBE *CREATIVE CLOUD 800-833-8689 CA | 56.30 |
| 07/18 | 07/19 | 2469216JP2XD2N1GR | B2B Prime Membership amzn.com/prme WA | 179.00 |
| | | | TOTAL FEES FOR THIS PERIOD | 0.00 |
| 07/26 | 07/26 | | INTEREST CHARGED Project | 0.00 |
| | | | Interest Charge on Purchases | 0.00 |

Transactions continued on next page

1035 0001 VVG 001 7 26 180726 0 PAGE 1 of 2 1 0 3248 4000 QC52 01AA1035 504

Please detach bottom portion and submit with payment using enclosed envelope



Busey
100 W. University Ave
Champaign IL 61820

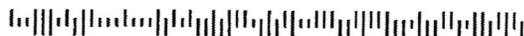
ERIC MILLER
456 FULTON ST SUITE 401
PEORIA IL 61602



504

Make Check
Payable to:

BUSEY
PO BOX 660525
DALLAS TX 75266-0525



Payment Information

Account Number: XXXX XXXX XXXX 9435
 Payment Due Date August 23, 2018
 New Balance \$2,744.64
 Minimum Payment Due \$137.00
 Past Due Amount \$0.00

Amount Enclosed: \$

Amount Enclosed: \$ []

405061400005943500013700002744644

TRANSACTIONS (continued)

| Tran Date | Post Date | Reference Number | Transaction Description | Amount |
|-----------|-----------|------------------|---------------------------------------|-------------|
| 07/26 | 07/26 | | INTEREST CHARGED | |
| | | | Interest Charge on Cash Advances | 0.00 |
| | | | TOTAL INTEREST FOR THIS PERIOD | 0.00 |

| Totals 2018 Year-to-Date | |
|--------------------------------|---------|
| Total fees charged in 2018 | \$15.00 |
| Total interest charged in 2018 | \$0.00 |

REWARDS SUMMARY

Available Points 17,026

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 | 30 | \$0.00 |
| Cash Advances | 16.90% (f) | \$0.00 | 30 | \$0.00 |

(v) = variable (f) = fixed

IMPORTANT MESSAGES

Access your Legacy South Side Bank Credit Card by visiting busey.com/ssbcards.

RESOLUTION 19-06

A RESOLUTION OF THE TRI- COUNTY REGIONAL PLANNING COMMISSION TO AMEND APPENDIX C (WAGE AND SALARY SCHEDULE FOR FULL-TIME EMPLOYEES, AND APPENDIX C1 (WAGE AND SALARY SCHEDULE FOR PART-TIME EMPLOYEES) OF THE EMPLOYEE HANDBOOK.

WHEREAS, the Employee Handbook includes a schedule of salary ranges for full-time and part-time employees of the Commission, and

WHEREAS, due to inflation and other factors, it is necessary to periodically adjust the salary ranges in an effort to attract and retain a well-qualified staff, and

WHEREAS, Appendices C and C1 of the Employee Handbook were last revised on June 22, 2017, and

WHEREAS, the minimum and maximum salary ranges for Appendix C and C1 are proposed to be adjusted for FY 2019 by 2.5% (attached), and

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: That the Commission approves the increases indicated above to the minimum and maximum salary ranges of Appendix C and C1 of the Wage and Salary Schedules and require that they be placed in the Employee Handbook.

Presented this 23rd day of August 2018

Adopted this 23rd day of August 2018

Tim Neuhauser, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

Full Time Wage and Salary Schedule

The following wage and salary schedule depicts minimum and maximum ranges for FULL-TIME Commission team members. The schedule provides a guide to Executive Director for compensating new employees, as well as providing salary increases and

| Position | FY2018 | | FY2019 Proposed | |
|--------------------------|--------------------------------|--------------|--------------------------------|--------------|
| | Minimum | Maximum | Minimum | Maximum |
| Executive Director | To be determined by Commission | | To be determined by Commission | |
| GIS Program Manager | \$69,684.21 | \$104,528.49 | \$71,426.31 | \$107,141.70 |
| Planning Program Manager | \$69,684.21 | \$104,528.49 | \$71,426.31 | \$107,141.70 |
| GIS Manager | \$52,381.14 | \$78,571.71 | \$53,690.67 | \$80,536.01 |
| Senior Planner | \$51,045.79 | \$76,567.59 | \$52,321.93 | \$78,481.78 |
| GIS Project Manager | \$51,045.79 | \$76,567.59 | \$52,321.93 | \$78,481.78 |
| GIS Specialist III | \$46,030.59 | \$69,048.07 | \$47,181.36 | \$70,774.27 |
| Planner III | \$46,030.59 | \$69,048.07 | \$47,181.36 | \$70,774.27 |
| GIS Specialist II | \$41,066.51 | \$65,181.19 | \$42,093.17 | \$66,810.72 |
| Planner II | \$41,066.51 | \$65,181.19 | \$42,093.17 | \$66,810.72 |
| GIS Specialist I | \$35,041.10 | \$52,562.74 | \$35,917.13 | \$53,876.81 |
| Planner I | \$35,041.10 | \$52,562.74 | \$35,917.13 | \$53,876.81 |
| Office Administrator | \$34,354.94 | \$54,984.43 | \$35,213.81 | \$56,359.04 |

The Wage and Salary Schedule was adopted July 28, 2017, by the Tri-County Regional Planning Commission.

Part Time Wage and Salary Schedule

The following wage and salary schedule depicts minimum and maximum ranges for Commission part-time employees, who are scheduled to work an average of less than 30 hours per week and

| Position | FY2018 | | FY2019 Proposed | |
|------------------------------------|---------|---------|-----------------|---------|
| | Minimum | Maximum | Minimum | Maximum |
| Executive Director | | | | |
| GIS Program Manager | \$37.15 | \$51.50 | \$38.08 | \$52.79 |
| Planning Program Manager | \$37.15 | \$51.50 | \$38.08 | \$52.79 |
| GIS Manager | \$35.94 | \$46.72 | \$36.84 | \$47.88 |
| Senior Planner/GIS Project Manager | \$34.74 | \$45.52 | \$35.61 | \$46.66 |
| Planner III | \$33.55 | \$43.13 | \$34.39 | \$44.21 |
| GIS Specialist III | \$33.55 | \$44.32 | \$34.39 | \$45.43 |
| Planner II | \$32.34 | \$40.72 | \$33.15 | \$41.74 |
| GIS Specialist II | \$32.34 | \$40.72 | \$33.15 | \$41.74 |
| Planner I | \$29.95 | \$37.15 | \$30.70 | \$38.08 |
| GIS Specialist I | \$29.95 | \$37.15 | \$30.70 | \$38.08 |
| Office Administrator | \$28.74 | \$35.94 | \$29.46 | \$36.84 |
| Secretary | \$23.96 | \$28.74 | \$24.55 | \$29.46 |
| Accountant | \$29.71 | \$38.84 | \$30.45 | \$39.81 |

The Wage and Salary Schedule was adopted July 28, 2017, by the Tri-County Regional Planning Commission.



**Transmission of material in this release is embargoed until
 8:30 a.m. (EDT) August 10, 2018**

USDL-18-1278

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
 Media Contact: (202) 691-5902 • PressOffice@bls.gov

CONSUMER PRICE INDEX – JULY 2018

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.2 percent in July on a seasonally adjusted basis after rising 0.1 percent in June, the U.S. Bureau of Labor Statistics reported today. **Over the last 12 months, the all items index rose 2.9 percent before seasonal adjustment.**

The index for shelter rose 0.3 percent in July and accounted for nearly 60 percent of the seasonally adjusted monthly increase in the all items index. The food index rose slightly in July, with major grocery store food group indexes mixed. The energy index fell 0.5 percent, as all the major component indexes declined.

The index for all items less food and energy rose 0.2 percent in July, the same increase as in May and June. Along with the shelter index, the indexes for used cars and trucks, airline fares, new vehicles, household furnishings and operations, and recreation all increased. The indexes for medical care and for apparel both declined in July.

The all items index rose 2.9 percent for the 12 months ending July, the same increase as for the period ending June. The index for all items less food and energy rose 2.4 percent for the 12 months ending July; this was the largest 12-month increase since the period ending September 2008. The food index increased 1.4 percent over the last 12 months, and the energy index rose 12.1 percent.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, July 2017 - July 2018
 Percent change

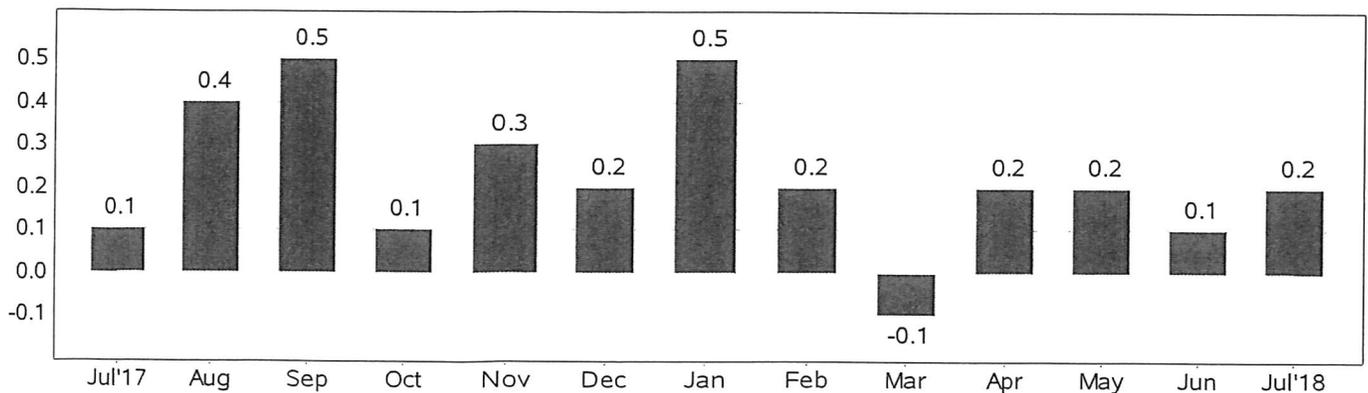


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, July 2017 - July 2018

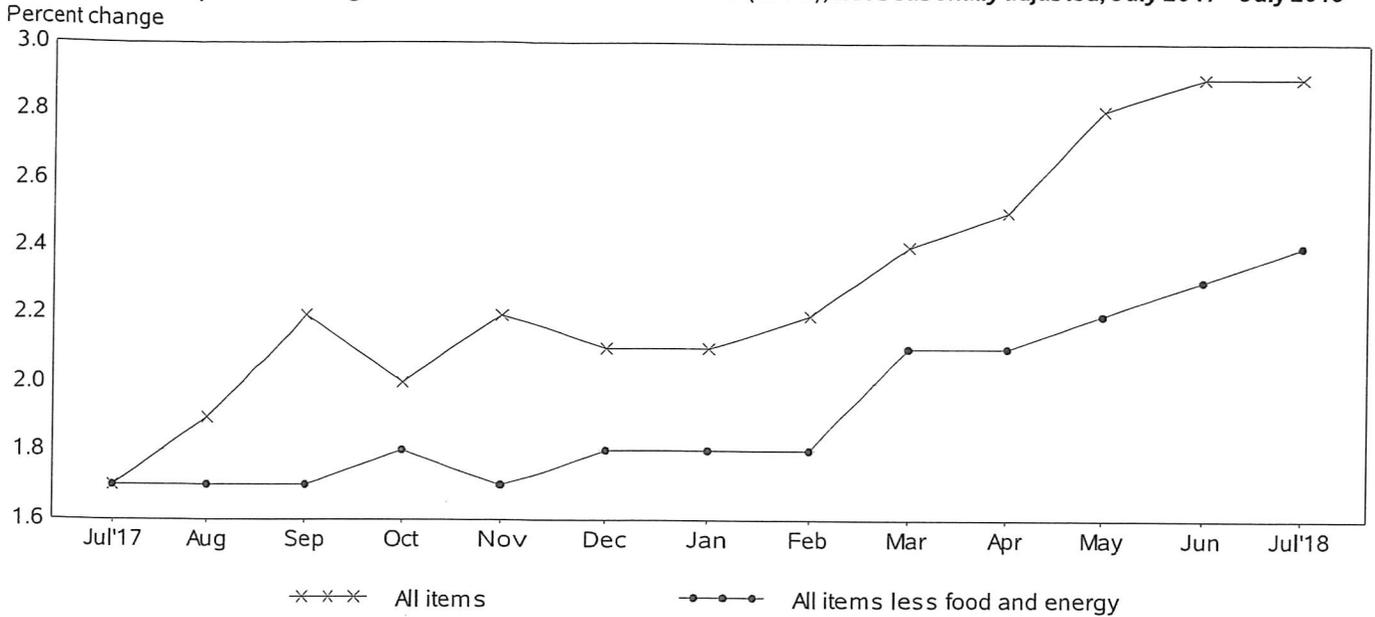


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

| | Seasonally adjusted changes from preceding month | | | | | | | Unadjusted 12-mos. ended July 2018 |
|---|--|--------------|--------------|--------------|-------------|--------------|--------------|---|
| | Jan. 2018 | Feb. 2018 | Mar. 2018 | Apr. 2018 | May 2018 | June 2018 | July 2018 | |
| All items | .5 | .2 | -.1 | .2 | .2 | .1 | .2 | 2.9 |
| Food | .2 | .0 | .1 | .3 | .0 | .2 | .1 | 1.4 |
| Food at home | .1 | -.2 | .1 | .3 | -.2 | .2 | .2 | .4 |
| Food away from home ¹ | .4 | .2 | .1 | .2 | .3 | .2 | .1 | 2.8 |
| Energy | 3.0 | .1 | -2.8 | 1.4 | .9 | -.3 | -.5 | 12.1 |
| Energy commodities | 5.8 | -.9 | -4.7 | 3.0 | 1.6 | .6 | -.6 | 25.4 |
| Gasoline (all types) | 5.7 | -.9 | -4.9 | 3.0 | 1.7 | .5 | -.6 | 25.4 |
| Fuel oil | 9.5 | -3.6 | -.7 | 2.7 | -.7 | 2.9 | 1.2 | 34.7 |
| Energy services | -.8 | 1.4 | -.2 | -.5 | -.1 | -1.5 | -.4 | -1.0 |
| Electricity | -.2 | .4 | .0 | -.6 | .1 | -1.4 | -.4 | -.8 |
| Utility (piped) gas service | -2.6 | 4.7 | -1.2 | -.4 | -.6 | -1.7 | -.5 | -1.3 |
| All items less food and energy | .3 | .2 | .2 | .1 | .2 | .2 | .2 | 2.4 |
| Commodities less food and energy commodities | .4 | .1 | -.1 | -.1 | -.1 | .0 | .1 | .0 |
| New vehicles | -.1 | -.5 | .0 | -.5 | .3 | .4 | .3 | .2 |
| Used cars and trucks | .4 | -.3 | -.3 | -1.6 | -.9 | .7 | 1.3 | .8 |
| Apparel | 1.7 | 1.5 | -.6 | .3 | .0 | -.9 | -.3 | .3 |
| Medical care commodities | -.1 | -.3 | .1 | -.2 | 1.3 | .2 | -1.1 | .4 |
| Services less energy services | .3 | .2 | .3 | .2 | .3 | .2 | .3 | 3.1 |
| Shelter | .2 | .2 | .4 | .3 | .3 | .1 | .3 | 3.5 |
| Transportation services | .8 | 1.0 | .2 | -.4 | .0 | .2 | .5 | 4.0 |
| Medical care services | .6 | .0 | .5 | .2 | -.1 | .5 | .1 | 2.3 |

¹ Not seasonally adjusted.

RESOLUTION 19-07

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2019 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS OF JULY 1, 2018

WHEREAS, the Tri-County Regional Commission, hereafter referred to as the Commission, employs a staff of administrators, planners, and specialists, and

WHEREAS, it has been customary for the Executive Director beginning July 1 of each fiscal year to provide salary adjustments based on merit and/or a cost of living index, and

WHEREAS, the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2019 Overall Work Program, and

WHEREAS, the FY 2019 Budget includes a 4% salary increase for the Commission's staff, and

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: That the Commission approves a lump sum amount of \$15,770.00 for FY 2019 wage increases for the full time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 23rd day of August 2018

Adopted this 23rd day of August 2018

Tim Neuhauser, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

RESOLUTION 19-08

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO NAME DEBBIE ULRICH AS THE TCRPC EOO (EQUAL OPPORTUNITY OFFICER).

WHEREAS, according to our Employees Handbook Part II number 3. Under Equal Opportunity Officer the Executive Director shall designate an Equal Opportunity Officer (EOO) for the Tri-County Regional Planning Commission who shall be approved by the Commission. The EOO shall report directly to the Commission on equal opportunity matters,

WHEREAS, the Commission desires to remove Maggie Martino from the position of EOO (Equal Opportunity Officer) and name Debbie Ulrich as EOO (Equal Opportunity Officer).

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That Debbie Ulrich be appointed Equal Opportunity Officer for the Tri-County Regional Planning Commission.

Presented this 23rd day of August 2018

Adopted this 23rd day of August 2018

Tim Neuhauser, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

TCRPC Performance Evaluation (PE) Purpose, Objectives, Process & Steps:

Purpose: The Performance Evaluation is designed to provide timely accurate feedback to the Executive Director, in both areas of strength and opportunities for growth and development. The PE Process will assist the Commission with the goal of achieving positive, sustainable results through people.

- **Commission Objectives:**

- Identify the strengths and opportunities for development of the Executive Director
- Provide timely, accurate, constructive feedback to the Executive Director
- Create a Development Plan, if necessary
- Connect employee needs to the needs of the TCRPC organization
- Increase the commitment and engagement of the TCRPC team
- Provide leadership to the Executive Director, employees, Commissioners & community

- **Executive Director Objectives:**

- Encourage and model effective communication
- Demonstrate empathy with others in difficult situations
- Appreciate diversity and differences in others
- Focus on problems and solutions and avoid blaming
- Actively listen to understand the unique perspective of others
- Understand the needs and motivations of others
- Develop and build trust and sustainable relationships
- Leverage the power of conflict in a positive, healthy method
- Influence employees by connecting their motivations to work needs
- Provide accurate, timely constructive feedback to employees
- Provide leadership to the employees, Commissioners & community

Process: The PE process begins with a review of the process and concludes with a summary to the Commission and adoption of next year's SMART Goals.. The PE Process will be conducted on an annual basis with timely feedback provided. Confidentiality is provided to the Self-Evaluation (#2), the evaluations (#3) and the evaluation (#4-6).

Steps:

1. The PE Chrm will meet with the Executive Director to review the process.
2. The Executive Director will complete the PE Process with a Self-Evaluation.
3. The Chairman and Exec. Members with 6 months experience will complete evaluations.
4. The PE Chrm will tabulate results and prepare an Executive Committee summary.
5. The Exec. Committee summary will be approved by the Exec. Committee in Executive Session.
6. The Chrm & PE Chrm will meet with the Executive Director to review the evaluation.
7. The Commission, PPUATS and media will receive the TCRPC Exec Director PE Summary.

Executive Director PE - FY2019 SMART Goals (July 1, 2018 - June 30, 2019)

I. FISCAL MANAGEMENT: The Executive Director will:

1. Prepare and manage the annual budget by managing expenditures consistent with available revenue, to be completed monthly on an on-going basis. [Proactively manage our fiscal performance; actively seek funding opportunities consistent with our mission.]
2. Manage the authorized expenditure process, ensuring records are maintained to avoid inappropriate or duplicate invoice payment and ensuring Ways & Means Committee and Commission's approval prior to payment, to be completed on an on-going basis. [Create a TRCPC ROI Project Dashboard for improved fiscal tracking.]
3. Manage the timely, effective communication with all fiscal partners, including auditors and accountants, to ensure accurate, stable and timely processes, to be completed on an on-going basis. [Leverage fiscal resources of state, regional, and local partners.]

II. PROJECT MANAGEMENT: The Executive Director will:

1. Manage all Commission projects within time and on budget to be completed monthly on an on-going basis. Project Documentation includes project name; estimated and actual completion date, estimated and actual cost and will be documented and visible. [Filter all projects through our mission; develop and promote leading planning practices (green infrastructure, watershed, air quality & streets); develop & maintain Project Metric Dashboards to measure and communicate project progress.]
2. Maintain project focus on community needs in a timely, responsible manner to be completed on an on-going basis. [Build the TCRPC Brand as a reliable, respected professional organization; continue the lead coordinating role for the restoration & preservation of the IL River; provide our Regional Facilitator role as a model of intergovernmental cooperation; actively provide planning opportunities to small communities; communicate our accomplishments.]
3. Maintain project focus on customer needs in a timely, responsible manner to be completed on an on-going basis. [Meet customer expectations by providing value from their perspective; develop a project feedback mechanism to obtain the voice of the customer (VOC).]

III. EMPLOYEE MANAGEMENT: The Executive Director will:

1. Hire employees as appropriate, within budget and Commission authorization guidelines. [Hire & retain quality employees.]
2. Train, mentor, coach and supervise employees for maximum benefit to the employee and the Commission while maintaining a safe, professional working environment for all employees.
3. Provide accurate, timely, documented feedback to all employees, including positive support or progressive disciplinary action as required. Evaluate employees to encourage improved job performance and opportunities for improvement, to be completed annually. [Recognize employees for excellence; provide employee accountability; maintain the highest ethical standards for all employees.]

IV. ADMINISTRATIVE PROCESS MANAGEMENT: The Executive Director will:

1. Consistently manage all Commission processes per the Executive Director's contract, Commission policies, documents & Executive Committee approved resolutions. [Improve cooperation with PPUATS; Co-lead the Transportation Infrastructure Local Roads Funding Initiative with PPUATS.]
2. Manage in a professional timely manner with open, inclusive, integrity and a commitment to achieve success for the Commission. [Improve cooperation and communication with counties, municipalities & the State of IL (IDOT, IDNR, DCEO, IEPA); develop & communicate a regional legislative agenda with federal & state legislators; focus on technology and innovation in governmental services.]

V. DEVELOPMENTAL MANAGEMENT: The Executive Director will:

1. Participate in the Performance Evaluation process, including SMART Goals and Job-Related Characteristics (JRCs) in a timely manner to be completed annually.
2. Seek growth and development opportunities and mitigate any Performance Evaluation opportunity for improvement (budget, training, assessment, certification, other) to be completed on an on-going basis. If needed, complete an Improvement Plan (I-Plan) to be completed within 60 days from the receipt of the PE. [Continue Leadership, Management, Planning or other training opportunities; continue collaboration with area leaders and benchmark opportunities for improvement.]
3. Develop and deliver a training session for any new Commissioner within 60 days after such election or appointment.