



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 401

PEORIA, IL 61602

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

www.tricountyrpc.org

VIRTUAL MEETING

Ways & Means Committee.....5:00 p.m., August 27, 2020

Full Commission/**Executive Board (in lieu of Lack of Quorum)** ...5:30 p.m., August 27, 2020

AGENDA

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/291023189>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 291-023-189

1. Call to Order, Welcome, Recognition of Audience
2. Roll Call
3. Public Input
4. Motion to approve of Full Commission (Executive Board) July 23, 2020 minutes
5. Executive Director report
6. Ways and Means Report
 - a. Motion to approve July Financial Statements and Billings (Resolution 21-04)
7. Administration
 - a. Motion to approve for Salary Ranges of Full-Time and Part-Time employees (Resolution 21-05)
 - b. Motion to approve for Salary Increases of Full Time and Part- time Employees (Resolution 21-06)
 - c. 2020 Census Update
8. Planning
 - a. Illinois River Planning Report
9. Transportation
 - a. Illinois Transportation Enhancement Program (ITEP) Staff Presentation
 - b. PPUATS Report
10. GIS
11. Other
12. Adjournment

September 2020 MEETING SCHEDULE

| | | |
|------------------|-------------------------------|-----------|
| PPUATS Policy | Wednesday, September 2, 2020 | 9:00 a.m. |
| PPUATS Technical | Wednesday, September 16, 2020 | 9:00 a.m. |
| Executive Board | Monday, September 21, 2020 | 5:15 p.m. |
| Ways & Means | Thursday, September 24, 2020 | 5:00 p.m. |
| Full Commission | Thursday, September 24, 2020 | 5:30 p.m. |



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VIRTUAL MEETING

Ways & Means Committee.....4:30 p.m., July 23, 2020

Full Commission/**Executive Board (in lieu of Lack of Quorum)** ...5:30 p.m., July 23, 2020

AGENDA

1. Call to Order, Welcome, Recognition of Audience

Vice Chairman Rosenbohm called the meeting to order at 5:30 pm and welcomed all

2. Roll Call

| Commissioner | P | A | Commissioner | P | A |
|--|---|---|---------------------------------------|---|---|
| Jim Miller IDOT | | x | Russ Crawford Tazewell Co. | x | |
| Mike Hinrichsen Woodford Co. | | x | Joe Wolfe, Tazewell Co. | | x |
| Eric Lind Woodford Co. | x | | Brandon Hovey, Tazewell Co | x | |
| Ben Kingdon Woodford Co. | | x | Tammy Stimson, Tazewell Co. | x | |
| Michael Smith Woodford Co. | | x | Don Gorman, Peoria Co. | x | |
| Roy Bockler Woodford Co. | | x | Vacant Peoria Co.. | | |
| Russ Cotton, Woodford Co. | x | | Matthew Bender, Peoria Co. | | x |
| Barry Logan Woodford Co. | x | | Vacant, Peoria Co. | | |
| 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 | | Donald White Peoria Co. | x | |

Staff: Miller, Abi-Akar, Bruner, and Harms. Via phone: Lees, Stratton Martin Also: Mayor Winterroth- Hanna City. Via phone Bellowes- IDNR and Brown- U of I Extension, and Joyce Blumenshine

3. Public Input-none

4. Motion to approve of Full Commission (Executive Board) June 25, 2020 minutes

White moved to approve Full Commission (Executive Board) June 25, 2020 minutes and Sundell seconded. Motion carried.

5. Executive Director report

Miller reported on the following:

- In transition to go to regular meetings
- 2 staff members are quarantining and working from home
- Transportation Bill has been approved by the House

- ACOE is working on NEST project this is funding for NEST guidelines for island projects that exist and may need repair, Will be doing an evaluation on island by McClugage Bridge. May have an island workshop in the Spring

6. Ways and Means Report

- Motion to approve June Financial Statements and Billings (Resolution 21-02)
White moved to approve June Financial Statements and Billings (Resolution 21-02) and Menold seconded. Motion carried.

Stratton updated on the following:

- End of month cash \$795,434. Overall, cash decreased by \$46.4k. Our result of operations was positive \$8,255.
 - Accounts receivables at the end of the month was \$187.7k which is up from last month by \$2837. All funds are within budget and expected to be received.
 - Accounts payable at the end of the month was \$289k which is lower than May by \$49.9k. All but about \$3.3k is direct pass-thru money for contract services and consultants.
 - Total Billings for June were \$206.9k less direct pass-throughs of \$124.6k = operating revenue of \$82.2k for 22 working days.
 - Total expenses for June were \$198.6k less direct pass-throughs of \$124.6k = operating expenses of \$74k which I swell within our expected range.
 - June results in a surplus of \$8.3k
 - Fiscal year ended 6/30/2020 resulted in a surplus of \$54,428.
- Motion to approve Morton Community Bank signatories (Resolution 21-01)
White moved to approve Morton Community Bank signatories (Resolution 21-01) and Logan seconded. Motion carried.

7. Administration

- Motion to approve computer equipment purchase (Resolution 21-03)
Sundell moved to approve computer equipment purchase (Resolution 21-03) and Menold seconded. Motion carried.
- 2020 Census Update
Bruner updated on the GIS Data on Dashboard of region data. Website is updated daily.

8. Planning

- Hanna City Trail presentation (Mayor Fred Winterroth)
 - Miller introduced Mayor Winterroth from Hanna City. He then explained the transportation issue for corridor.
 - Reema Abi-Akar presented a slide show of proposed Hanna City Trails
 - Winterroth gave a history of getting the rail corridor
 - Menold asked why the increase of original appraisal?
 - Winterroth explained it is a 25-mile corridor, looked at pavement on each corridor and they increased in parcel amounts.
 - Logan asked what are the taxes on property? Why are they not willing to donate? Winterroth said they might do a partial donation, but there is no interest at this time.
 - Stimson asked to maybe petition for just counties involved and Winterroth said they can't.
 - Rosenbohm asked what is the cost going to be to create.? Winterroth said they hope to get a grant to improve sections.
 - Bellows said this is a priority with the state but will not give funds, so we need local support.

- b. Illinois River Planning Report
Lees updated on Asian Carp Harvesting and Dredging of Illinois River.

9. Transportation

- a. Illinois Transportation Enhancement Program (ITEP) Staff Presentation - Hold off report until next month)
- b. Illinois Department of Transportation State Planning and Research (SPR) grant awards
- c. PPUATS Report
(b & c)
 - Harms explained that with the staffing interruptions brought about by the COVID-19 pandemic, MPO staff recommends the following schedule revisions for Surface Transportation Block Grant (STBG) Traditional Program and Resurfacing Program FYs 2023-2024. The following schedules will allow completion of the STBG funding rounds by their original target of December 2020.
 - Two requests for SPR funds and IDOT accepted
 - Woodford County received funding for their region.

10. GIS

11. Executive Session

12. Any action coming out of Executive Session

13. Other

14. Adjournment

Adjourned at 7:00 pm

August 2020 MEETING SCHEDULE

| | | |
|-------------------------|-----------------------------------|------------------|
| PPUATS Policy | Wednesday, August 5, 2020 | 9:00 a.m. |
| Executive Board | Monday, August 17, 2020 | 5:15 p.m. |
| PPUATS Technical | Wednesday, August 19, 2020 | 9:00 a.m. |
| Ways & Means | Thursday, August 27, 2020 | 4:30 p.m. |
| Full Commission | Thursday, August 27, 2020 | 5:30 p.m. |

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date: August 13, 2020
 Subject: Executive Director Report for August, 2020

| Project | Activity | Status |
|--|--|-------------|
| Administrative | | |
| Headlines | | |
| | All TCRPC/PPUATS meetings have transitioned to in person and virtual | Ongoing |
| | Active involvement in IDNR Asian Carp program | Ongoing |
| | Engagement with Stakeholders on Hanna City Trail application | Ongoing |
| | Engagement with Stakeholder on various Illinois Transportation Enhancement Program projects | Ongoing |
| | | |
| Audit | Preliminary work with Auditors has begun | Complete |
| Personnel | Annual staff reviews ongoing | Complete |
| Financial Report | July results positive 10k | 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 |
| | Development of Communications plan and Adaptive(Change) management plan | Ongoing |
| | Discussion with USACE regarding Island Design Workshop -Engineering with Nature national program | Ongoing |
| | | |
| | | |
| Village of Princeville Comp Plan | Work has commenced | Ongoing |
| Village of El Paso Comp Plan | Work has commenced | Ongoing |
| Village of Dunlap Comp Plan | Work has commenced | Ongoing |
| | | |
| Beneficial Use of Dredge Material | | |
| | Coordination with ADM and Better Earth Compost for dredge material pilot project | 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 |
| Developed COVID-19 dashboard for Woodford County Health Dept. | | Ongoing |
| PPUATS/ Transportation | | |
| FY 21 UPWP Development | Submitted final UPWP to IDOT | Ongoing |
| | | |
| SPR Grant applications | Awarded grants on SPR applications- Activity based model and asset management expansion | complete |
| | | |
| Transportation Improvement Program | Began working on FY 21 TIP Document | Complete |
| | Processed FY 20 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 | awaiting decision on 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 | Project is finished | Complete |
| | | |
| | | |
| 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- project completed pending Scheduled Committee Meeting | ongoing |
| FY19 State Planning Funds | Region wide Guardrail inventory- Complete | complete |
| | L RTP public engagement tools | ongoing |
| | Performance Measures Dashboard web tool | ongoing |
| | Regional bicycle map | ongoing |

RESOLUTION 21-04

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

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 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 July 2020 are approved.

Presented this 27th day of August 2020

Adopted this 27th of August 2020

Mike Hinrichsen, 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
AS OF JULY 31, 2020

| ASSETS | JULY 2020 | JUNE 2020 | JULY 2019 |
|--|---------------------|---------------------|---------------------|
| Current Assets | | | |
| Checking/Savings | | | |
| Restricted Cash: | | | |
| 11100 · Checking - Flexible Benefits | 1,530 | 1,530 | 1,620 |
| 11200 · Checking - PPUATS | 60,318 | 72,881 | 69,539 |
| 11300 · Checking - IL MPO Advisory Council | 19,238 | 19,238 | 19,238 |
| 11400 · Savings - Unvested Retirement | 26,711 | 26,059 | 32,375 |
| Total Restricted Cash | 107,797 | 119,708 | 122,772 |
| Unrestricted Cash: | | | |
| 10000 · Checking - Operations | 590,452 | 675,727 | 607,006 |
| Total Checking/Savings | 698,249 | 795,434 | 729,778 |
| 13000 · Accounts Receivable | 536,636 | 475,690 | 389,878 |
| Other Current Assets | | | |
| 15000 · Prepaid Expenses | 39,928 | 20,294 | 36,592 |
| Total Other Current Assets | 39,928 | 20,294 | 36,592 |
| Total Current Assets | 1,274,813 | 1,291,418 | 1,156,248 |
| Fixed Assets | | | |
| 17100 · Computer Equipment | 96,361 | 96,361 | 96,361 |
| 17200 · Office Furniture | 53,953 | 54,533 | 54,533 |
| 17300 · Vehicles | 23,944 | 23,944 | 23,944 |
| 17400 · Leasehold Improvements | 7,080 | 7,080 | 7,080 |
| Less: Accumulated Depreciation | (179,455) | (179,878) | (174,272) |
| Total Fixed Assets | 1,883 | 2,040 | 7,646 |
| Other Assets | | | |
| 19000 · Right of Use - Office Space | 318,600 | 321,550 | 354,000 |
| Total Other Assets | 318,600 | 321,550 | 354,000 |
| TOTAL ASSETS | \$ 1,595,296 | \$ 1,615,008 | \$ 1,517,893 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| 20000 · Accounts Payable | 244,506 | 289,049 | 30,701 |
| Other Current Liabilities | | | |
| 21000 · Accrued Expenses | 2,131 | 599 | 723 |
| 22100 · Accrued Payroll | 23,585 | 23,585 | 23,261 |
| 22200 · Vacation/Personal Time | 50,874 | 53,041 | 40,396 |
| 22300 · Unvested Retirement Account | 26,996 | 26,346 | 32,351 |
| 22000 · Employer Liabilities | 2,562 | 2,653 | 3,219 |
| 23100 · Deferred Revenue - PPUATS | 29,837 | 38,897 | 196,581 |
| 23101 · Deferred Revenue - IDOT/PPUATS | 20,300 | 1,288 | 15,450 |
| 23200 · Deferred Revenue - IL MPO | 19,238 | 19,238 | 19,238 |
| 23500 · Deferred Revenue - Walkability | 10,374 | 10,374 | - |
| 23300 · Deferred Revenue - Woodford Co. | 3,733 | 4,667 | 3,733 |
| 23400 · Deferred Revenue - Regional Server | 8,250 | - | 8,250 |
| 23500 · Deferred Revenue - Village of Washburn | 488 | 488 | 563 |
| Total Other Current Liabilities | 198,369 | 181,175 | 343,764 |
| Total Current Liabilities | 442,875 | 470,224 | 374,466 |
| Long Term Liabilities | | | |
| 29000 · Office Space Lease Liability | 315,650 | 318,600 | 351,050 |
| Total Long Term Liabilities | 315,650 | 318,600 | 351,050 |
| Total Liabilities | 758,525 | 788,824 | 725,516 |
| Equity | | | |
| 31000 · General Fixed Asset Equity | 13,450 | 13,450 | 13,450 |
| 35000 · Capital Contribution | 193,000 | 193,000 | 193,000 |
| 39000 · Retained Earnings | 619,928 | 564,788 | 564,788 |
| Net Income | 10,393 | 54,946 | 21,140 |
| Total Equity | 836,771 | 826,184 | 792,378 |
| TOTAL LIABILITIES & EQUITY | \$ 1,595,296 | \$ 1,615,008 | \$ 1,517,893 |

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

| | <u>Month of JULY 2020</u> | <u>Month of JUNE 2020</u> | <u>Current FY To Date</u> | <u>Previous FY To Date</u> | <u>Annual FY21 Budget</u> | <u>YTD % Budget</u> |
|---|-------------------------------|-------------------------------|-------------------------------|--------------------------------|-------------------------------|-------------------------|
| Revenue by Source and Project: | | | | | | |
| FHWA: FY20 PL/FTA | 33,569 | 51,305 | 33,569 | 55,744 | 45,883 | 73.2% |
| PPUATS: FY20 PL/FTA Match | 8,392 | 12,826 | 8,392 | 13,964 | 11,471 | 73.2% |
| FHWA: FY21 PL/FTA | 14,350 | - | 14,350 | - | 681,422 | 2.1% |
| IDOT FY21 SPF: PL/FTA Match | 3,587 | - | 3,587 | - | 170,354 | 2.1% |
| FTA: Paratransit Study | 475 | 434 | 475 | - | 2,000 | 23.7% |
| PPUATS: Paratransit Study Match | 119 | 807 | 119 | - | - | 0.0% |
| FHWA SPR: Grey Area Study | - | 12,139 | - | - | 51,114 | 0.0% |
| IDOT FY20 SPF: Grey Area Study Match | - | 3,035 | - | - | 12,778 | 0.0% |
| FHWA SPR: Roadway Asset Mgmt | 33,225 | 13,805 | 33,225 | - | 104,000 | 31.9% |
| Localities: Roadway Asset Mgmt Match | 8,306 | 3,451 | 8,306 | - | 26,000 | 31.9% |
| FHWA SPR: Planimetrics | - | - | - | - | 149,000 | 0.0% |
| Counties: Planimetrics Match | - | - | - | - | 37,250 | 0.0% |
| FTA: 5310 Admin | 480 | 198 | 480 | 158 | 1,000 | 48.0% |
| FHWA: HSTP | 2,744 | 1,984 | 2,744 | 2,433 | 94,000 | 2.9% |
| IDOT FY20 SPF: Unallocated | - | - | - | - | 140,000 | 0.0% |
| IDOT FY19 SPF: LRTP Tools | 386 | 1,306 | 386 | 1,617 | - | 0.0% |
| IDOT FY19 Rural Planning Funds | - | - | - | 2,288 | - | 0.0% |
| IDHS: 2020 Census | 74,760 | 94,873 | 74,760 | - | 235,000 | 31.8% |
| IDNR: Water Supply Planning | 102 | 1,555 | 102 | 1,083 | 19,800 | 0.5% |
| GPSD: GIS Staffing | 2,625 | 1,575 | 2,625 | 2,100 | 28,000 | 9.4% |
| Woodford County: GIS Staffing | 3,171 | 3,096 | 3,171 | 2,186 | 42,000 | 7.6% |
| Washburn: GIS Staffing | - | - | - | - | 475 | 0.0% |
| Regional Server Partnership | 750 | 750 | 750 | 750 | 9,000 | 8.3% |
| Tazewell County: Planning & Zoning Review | 754 | 754 | 754 | 754 | 9,045 | 8.3% |
| Dunlap: Land Use Plan | 182 | - | 182 | - | - | 0.0% |
| El Paso: Land Use Plan | - | - | - | 473 | - | 0.0% |
| Princeville: Land Use Plan | - | - | - | 1,098 | - | 0.0% |
| Peoria County: Dues | 1,333 | 1,333 | 1,333 | 1,333 | 16,000 | 8.3% |
| Tazewell County: Dues | 1,171 | 1,171 | 1,171 | 1,171 | 14,050 | 8.3% |
| Woodford County: Dues | 933 | 933 | 933 | 933 | 11,200 | 8.3% |
| Interest | 41 | 70 | 41 | 117 | - | 0.0% |
| Total Revenue | \$ 191,457 | \$ 207,399 | \$ 191,457 | \$ 88,202 | \$ 1,910,842 | 10.0% |
| Expense By Category | | | | | | |
| Computer Expenses | 2,961 | 3,074 | 2,961 | 2,353 | 35,000 | 8.5% |
| Contractual and Consulting Services | 111,739 | 124,378 | 111,739 | - | 873,926 | 12.8% |
| Depreciation | 157 | (104) | 157 | 832 | 2,000 | 7.8% |
| Employee Benefits | 14,913 | 12,902 | 14,913 | 14,385 | 192,485 | 7.7% |
| Office Administration | 2,266 | 2,747 | 2,266 | 2,371 | 28,844 | 7.9% |
| Miscellaneous Costs | 420 | 594 | 420 | 462 | 625 | 67.2% |
| Professional Fees | - | - | - | - | 24,000 | 0.0% |
| Facility Costs | 3,540 | 3,540 | 3,540 | 3,363 | 42,474 | 8.3% |
| Salaries and Wages | 44,953 | 51,326 | 44,953 | 42,222 | 624,683 | 7.2% |
| Travel and Training | 115 | 168 | 115 | 1,076 | 29,789 | 0.4% |
| Total Expense | \$ 181,064 | \$ 198,626 | \$ 181,064 | \$ 67,062 | \$ 1,853,826 | 9.8% |
| Surplus/(Shortfall) | \$ 10,393 | \$ 8,773 | \$ 10,393 | \$ 21,140 | \$ 57,016 | 18.2% |

TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
JULY 2020

| OPERATING ACTIVITIES | <u>JULY '20</u> | <u>YTD</u> |
|--|--------------------------|--------------------------|
| Net Income | \$ 10,393 | \$ 10,393 |
| Adjustments to reconcile Net Income to net cash provided by operations: | | |
| Depreciation | 157 | 157 |
| Effects of changes in operating assets and liabilities: | | |
| 100020 · Accounts Receivable | (60,752) | (60,752) |
| 100050 · Prepaid Expenses | (19,634) | (19,634) |
| 200010 · Accounts Payable | (44,543) | (44,543) |
| 200015 · Accrued Expenses | 1,532 | 1,532 |
| 200021 · Accrued Payroll | - | - |
| 200055 · Vacation/Personal Time | (2,167) | (2,167) |
| 200060 · Employer Liabilities | 559 | 559 |
| 200071 · Deferred Revenue - PPUATS | (9,060) | (9,060) |
| 200081 · Deferred Revenue - IDOT/PPUATS | 19,013 | 19,013 |
| 200081 · Deferred Revenue - Walkability | - | - |
| 200103 · Deferred Revenue - Woodford Co. | (933) | (933) |
| 200104 · Deferred Revenue - Regional Server | 8,250 | 8,250 |
| 200107 · Deferred Revenue - Village of Washburn | - | - |
| Net cash provided by Operating Activities | <u>\$ (97,186)</u> | <u>\$ (97,186)</u> |
| INVESTING ACTIVITIES | | |
| 100042 · Computer Equipment | - | - |
| 190000 · ROU - Office Space | 2,950 | 2,950 |
| Net cash provided by Investing Activities | <u>2,950</u> | <u>2,950</u> |
| FINANCING ACTIVITIES | | |
| 390000 · Office Space Lease Liability | (2,950) | (2,950) |
| 350000 · Capital Contribution | - | - |
| Net cash provided by Financing Activities | <u>(2,950)</u> | <u>(2,950)</u> |
| Net cash increase/(decrease) for period | (97,186) | (97,186) |
| Cash at beginning of period | <u>795,434</u> | <u>795,434</u> |
| Cash at end of period | <u>\$ 698,249</u> | <u>\$ 698,249</u> |

Tri-County Regional Planning Commission
Check Listing
July 2020

| Date | Num | Name | Memo | Amount |
|-------------|------------|---|---|---------------|
| 07/03/2020 | ACH | Staff | Payroll 6/16/20 - 6/30/20 | 17,347.06 |
| 07/03/2020 | ACH | Department of the Treasury | Payroll Liabilities 6/16/20 - 6/30-20 | 6,259.70 |
| 07/03/2020 | ACH | Illinois Department of Revenue | Payroll Liabilities 6/16/20 - 6/30-20 | 1,271.23 |
| 07/03/2020 | ACH | CEFCU | Employee HSA Contribution | 50.00 |
| 07/03/2020 | ACH | Unvested Retirement Savings | Unvested Retirement Liabilities 6/16/20 - 6/30/20 | 324.91 |
| 07/06/2020 | ACH | Nationwide | Vested Retirement Liabilities 6/16/20 - 6/30/20 | 1,571.39 |
| 07/06/2020 | 1059 | Fnu Nikita | Refund of Resident Taxes | 97.16 |
| 07/07/2020 | ACH | A5.com Inc. | Website and Google Suite | 981.95 |
| 07/07/2020 | ACH | Amazon Business | Office Supplies | 14.44 |
| 07/07/2020 | ACH | ESRI | Annual Support Contract | 17,000.00 |
| 07/07/2020 | ACH | Facet | Web Hosting and Computer Support | 420.00 |
| 07/07/2020 | ACH | Quill Corporation | Office Supplies | 762.78 |
| 07/07/2020 | ACH | The Cleaning Source | Office Cleaning | 172.00 |
| 07/07/2020 | ACH | Trimble | Annual Support Contract | 3,300.00 |
| 07/07/2020 | 1054 | Heartland Parking 243651-240830 | Parking Validation | 1.00 |
| 07/07/2020 | 1055 | Illinois Association of Regional Councils | Annual Membership | 2,000.00 |
| 07/07/2020 | 1056 | Morton Community Bank | MCB Credit Card | 938.49 |
| 07/07/2020 | 1057 | Verizon Wireless | Internet and Phones | 316.06 |
| 07/07/2020 | 1058 | Peoria Journal Star | Legal Notices | 87.21 |
| 07/10/2020 | ACH | CAPCIL | 2020 Census Subrecipient | 11,858.24 |
| 07/10/2020 | ACH | City of East Peoria | 2020 Census Subrecipient | 371.82 |
| 07/10/2020 | ACH | DCC Marketing, LLC | 2020 Census Subrecipient | 29,255.43 |
| 07/10/2020 | ACH | Henry County Public Library | 2020 Census Subrecipient | 2,914.64 |
| 07/10/2020 | ACH | Marshall County | 2020 Census Subrecipient | 4,819.50 |
| 07/10/2020 | ACH | McLean County RPC | 2020 Census Subrecipient | 13,868.05 |
| 07/10/2020 | ACH | Stark County | 2020 Census Subrecipient | 3,029.77 |
| 07/10/2020 | 1060 | City of Pontiac | 2020 Census Subrecipient | 1,145.88 |
| 07/10/2020 | 1061 | Village of Dwight | 2020 Census Subrecipient | 2,204.46 |
| 07/10/2020 | 1062 | Woodford Co Health Dept | 2020 Census Subrecipient | 3,489.50 |
| 07/10/2020 | 1063 | Woodford Co Journal | Legal Notices | 19.20 |
| 07/20/2020 | ACH | Staff | Payroll 7/1/20 - 7/15/20 | 16,249.96 |
| 07/20/2020 | ACH | Department of the Treasury | Payroll Liabilities 7/1/20 - 7/15/20 | 5,691.84 |
| 07/20/2020 | ACH | Illinois Department of Revenue | Payroll Liabilities 7/1/20 - 7/15/20 | 1,094.27 |
| 07/20/2020 | ACH | Nationwide | Vested Retirement Liabilities 7/1/20 - 7/15/20 | 1,571.39 |
| 07/20/2020 | ACH | CEFCU | Employee HSA Contribution | 50.00 |
| 07/20/2020 | ACH | Unvested Retirement Savings | Unvested Retirement Liabilities 7/1/20 - 7/15/20 | 324.91 |
| 07/24/2020 | 1064 | American Planning Association | Membership | 236.00 |
| 07/24/2020 | 1065 | City of Peoria | Rent | 2,950.00 |
| 07/24/2020 | 1066 | Comcast | Internet and Phones | 372.79 |
| 07/24/2020 | 1067 | Heartland Parking 243602 | Employee Parking | 935.00 |
| 07/24/2020 | 1068 | Delta Dental | Monthly Premium | 293.08 |
| 07/24/2020 | 1069 | Hinckley Springs | Office Water | 58.99 |
| 07/24/2020 | 1070 | TIAA Bank | Copier Lease | 410.26 |

Tri-County Regional Planning Commission
Check Listing
July 2020

| | | | | |
|------------|------|----------------------------|----------------------|-------------------|
| 07/24/2020 | 1071 | Verizon Wireless | Internet and Phones | 317.33 |
| 07/27/2020 | ACH | Cloudpoint Geographics Inc | Contractual Services | 2,375.00 |
| 07/27/2020 | ACH | Facet | Web Hosting | 385.00 |
| 07/27/2020 | ACH | Hanson | Contractual Services | 1,305.51 |
| 07/27/2020 | ACH | Transmap Corporation | Contractual Services | 77,932.40 |
| 07/27/2020 | ACH | United Healthcare | Monthly Premium | 8,639.49 |
| 07/27/2020 | ACH | WEX Bank | Fuel | 23.90 |
| 07/31/2020 | ACH | MCB | Service Charge | 10.89 |
| | | | | |
| | | | TOTAL CHECKS | 247,119.88 |



SCORECARD Bonus Points Available 1,943

Account Summary

| | | |
|-----------------------|---|------------|
| Billing Cycle | | 08/02/2020 |
| Days In Billing Cycle | | 32 |
| Previous Balance | | \$938.49 |
| Purchases | + | \$728.44 |
| Cash | + | \$0.00 |
| Balance Transfers | + | \$0.00 |
| Special | + | \$0.00 |
| Credits | - | \$0.00 |
| Payments | - | \$938.49- |
| Other Charges | + | \$0.00 |
| Finance Charges | + | \$0.00 |

NEW BALANCE \$728.44

Credit Summary

| | |
|-------------------------|------------|
| Total Credit Line | \$5,000.00 |
| Available Credit Line | \$4,271.56 |
| Available Cash | \$0.00 |
| Amount Over Credit Line | \$0.00 |
| Amount Past Due | \$0.00 |
| Disputed Amount | \$0.00 |

Account Inquiries

- Call us at: (866) 317-0355
Lost or Stolen Card: (866) 839-3485
- Go to www.mycardstatement.com
- Write us at PO BOX 30495, TAMPA, FL 33630-3495

Payment Summary

| | |
|-------------------------|-------------------|
| NEW BALANCE | \$728.44 |
| MINIMUM PAYMENT | \$22.00 |
| PAYMENT DUE DATE | 08/26/2020 |

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Important Information About Your Account

IT'S BACK-TO-SCHOOL TIME! EARN EXTRA POINTS WHILE DOING YOUR BACK-TO-SCHOOL SHOPPING! YOUR SCORECARD REWARDS CARD GIVES YOU EXTRA BONUS POINTS - 2X, 3X, 4X OR MORE - THROUGH THE SCOREMORE MALL WITH PARTICIPATING RETAILERS ONLINE AND IN-STORE. MORE POINTS MEANS MORE GREAT MERCHANDISE AND TRAVEL REWARDS! LOG-IN AT WWW.SCORECARDREWARDS.COM TODAY FOR MORE DETAILS!

CONGRATULATIONS! YOU ARE WITHIN 250 POINTS OF THE NEXT AWARD LEVEL. KEEP USING YOUR SCORECARD TO REACH MORE VALUABLE AWARDS.

Cardholder Account Summary

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|------------------------------------|-----------|
| 07/06 | 07/07 | PBUS01 | 24431060188700534065398 | ADOBE ACROPRO SUBS 408-536-6000 CA | \$15.93 |
| 07/06 | 07/07 | PBUS01 | 24431060188700534186384 | ADOBE ACROPRO SUBS 408-536-6000 CA | \$15.93 |
| 07/08 | 07/09 | PBUS01 | 24137460191001199744755 | USPS PO 1661800802 PEORIA IL | \$55.00 |
| 07/10 | 07/13 | | 74625010195001204400891 | PAYMENT - THANK YOU | \$938.49- |

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT 5005

MORTON COMMUNITY BANK
 721 W JACKSON
 MORTON IL 61550-1537



Account Number
 ####-####-#### 1692

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

| Closing Date | New Balance | Total Minimum Payment Due | Payment Due Date |
|--------------|-------------|---------------------------|------------------|
| 08/02/20 | \$728.44 | \$22.00 | 08/26/20 |

\$

TRI COUNTY REGIONAL PC
 456 FULTON STREET
 SUITE 401
 PEORIA IL 61602

e-Statement



MAKE CHECK PAYABLE TO:

MORTON COMMUNITY BANK
 PO BOX 4517
 CAROL STREAM IL 60197-4517

IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- Your name and account number.
The dollar amount of the suspected error.
Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document. Please use blue or black ink to complete form

NAME CHANGE

Last [grid]

First [grid] Middle [grid]

ADDRESS CHANGE

Street [grid]

City [grid] State [grid] ZIP Code [grid]

Home Phone ([grid]) [grid] - [grid] Business Phone ([grid]) [grid] - [grid]

Cell Phone ([grid]) [grid] - [grid] E-mail Address [grid]

SIGNATURE REQUIRED

TO AUTHORIZE CHANGES Signature [line]

| Cardholder Account Summary Continued | | | | | |
|--------------------------------------|-----------|-----------|-------------------------|--|----------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 07/13 | 07/14 | PBUS01 | 24692160195100692320730 | LOGMEIN*GoToMeeting logmein.com MA | \$36.00 |
| 07/13 | 07/14 | PBUS01 | 24692160195100688588530 | SQ *RIDE ILLINOIS gosq.com IL | \$60.00 |
| 07/16 | 07/17 | PBUS01 | 24431060198700560257412 | ADOBE CREATIVE CLOUD 408-536-6000 CA | \$56.30 |
| 07/21 | 07/22 | PBUS01 | 24692160203100173808575 | LOGMEIN*GoToMyPC logmein.com MA | \$435.23 |
| 07/23 | 07/26 | PBUS01 | 24789300206147202703320 | DIGITAL NEWSPAPER SUBSCRI 877-5782716 NY | \$39.00 |
| 07/31 | 08/02 | PBUS01 | 24137460214001357810458 | USPS PO 1661800802 PEORIA IL | \$15.05 |

Additional Information About Your Account
 MANAGE YOUR CARD ACCOUNT ON-LINE. IT'S FREE! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM TO ENROLL IN YOUR ON-LINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET UP ALERT NOTIFICATIONS, DOWNLOAD STATEMENTS AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.

| ScoreCard Bonus Points Information as of 07/31/2020 | | | | | |
|---|-------------------|---------------|-----------------|-----------------|----------------|
| SCORECARD | Beginning Balance | Points Earned | Points Adjusted | Points Redeemed | Ending Balance |
| | 1,230 | 713 | 0 | 0 | 1,943 |

| Finance Charge Summary / Plan Level Information | | | | | | | | | |
|--|------------------|------------------|-----------------------|-----------------|-------------------|-----------------|------------------------------|---------------|----------------|
| Plan Name | Plan Description | FCM ¹ | Average Daily Balance | Periodic Rate * | Corresponding APR | Finance Charges | Effective APR Fees ** | Effective APR | Ending Balance |
| Purchases | | | | | | | | | |
| PBUS01 001 | PURCHASE | G | \$0.00 | 0.85416%(M) | 10.2500%(V) | \$0.00 | \$0.00 | 0.0000% | \$728.44 |
| Cash | | | | | | | | | |
| CBUS01 001 | CASH | A | \$0.00 | 0.85416%(M) | 10.2500%(V) | \$0.00 | \$0.00 | 0.0000% | \$0.00 |
| * Periodic Rate (M)=Monthly (D)=Daily | | | | | | | Days In Billing Cycle: 32 | | |
| ** includes cash advance and foreign currency fees | | | | | | | APR = Annual Percentage Rate | | |
| ¹ FCM = Finance Charge Method | | | | | | | | | |
| (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary. | | | | | | | | | |

RESOLUTION 21-05

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 2021 by 2 % (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 27th day of August 2020

Adopted this 27th day of August 2020

Mike Hinrichsen, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

Staff Memo

TCRPC Personnel Committee

DATE: August 12, 2020

ISSUE: Annual Adjustment to the Wage and Salary Schedule

Discussion regarding the need to update the Wage and Salary Schedules.

ACTION NEEDED BY PERSONNEL COMMITTEE:

- Make recommendation to Executive Board and Full Commission

BACKGROUND:

Several years ago the Personnel Committee initiated an annual practice of reviewing and adjusting the Wage and Salary Schedules listed in the Employee Handbook. This practice was suggested by the Personnel Committee as a way to keep the Wage and Salary Schedule current and competitive. This adjustment is partially based on United States Department of Labor's (USDOL) Consumer Price Index (CPI). The attached report from the DOL indicates that the CPI ending in July 2020 is up 1.0%. Last year, the schedules were adjusted upward by 2.0%. This year, I am recommending to the Personnel Committee to adjust the wage and salary schedule by **2.0%**

The charts for full-time salaried staff, part-time hourly staff scheduled to work under 1,000 hours in the fiscal year (with no benefits) are attached to this memo.

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

| Position | FY2020 | | FY2021 Proposed | |
|--------------------------|--------------------------------|--------------|--------------------------------|--------------|
| | Minimum | Maximum | Minimum | Maximum |
| Executive Director | To be determined by Commission | | To be determined by Commission | |
| GIS Program Manager | \$72,854.84 | \$109,284.53 | \$74,311.94 | \$111,470.22 |
| Planning Program Manager | \$72,854.84 | \$109,284.53 | \$74,311.94 | \$111,470.22 |
| GIS Manager | \$54,764.48 | \$82,146.73 | \$55,859.77 | \$83,789.66 |
| Senior Planner | \$53,368.37 | \$80,051.42 | \$54,435.74 | \$81,652.45 |
| GIS Project Manager | \$53,368.37 | \$80,051.42 | \$54,435.74 | \$81,652.45 |
| GIS Specialist III | \$48,124.99 | \$72,189.75 | \$49,087.49 | \$73,633.55 |
| Planner III | \$48,124.99 | \$72,189.75 | \$49,087.49 | \$73,633.55 |
| GIS Specialist II | \$42,935.04 | \$68,146.94 | \$43,793.74 | \$69,509.88 |
| Planner II | \$42,935.04 | \$68,146.94 | \$43,793.74 | \$69,509.88 |
| GIS Specialist I | \$36,635.47 | \$54,954.35 | \$37,368.18 | \$56,053.43 |
| Planner I | \$36,635.47 | \$54,954.35 | \$37,368.18 | \$56,053.43 |
| Office Administrator | \$35,918.09 | \$57,486.22 | \$36,636.45 | \$58,635.95 |

The Wage and Salary Schedule was adopted July 25, 2019, 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 are not eligible for

| Position | FY2020 Proposed | | FY2021 Proposed | |
|------------------------------------|-----------------|---------|-----------------|---------|
| | Minimum | Maximum | Minimum | Maximum |
| Executive Director | | | | |
| GIS Program Manager | \$38.84 | \$53.84 | \$39.61 | \$54.92 |
| Planning Program Manager | \$38.84 | \$53.84 | \$39.61 | \$54.92 |
| GIS Manager | \$37.57 | \$48.84 | \$38.33 | \$49.82 |
| Senior Planner/GIS Project Manager | \$36.32 | \$47.59 | \$37.05 | \$48.54 |
| Planner III | \$35.07 | \$45.09 | \$35.77 | \$45.99 |
| GIS Specialist III | \$35.07 | \$46.34 | \$35.77 | \$47.27 |
| Planner II | \$33.81 | \$42.58 | \$34.49 | \$43.43 |
| GIS Specialist II | \$33.81 | \$42.58 | \$34.49 | \$43.43 |
| Planner I | \$31.31 | \$38.84 | \$31.94 | \$39.61 |
| GIS Specialist I | \$31.31 | \$38.84 | \$31.94 | \$39.61 |
| Office Administrator | \$30.05 | \$37.57 | \$30.65 | \$38.33 |
| Secretary | \$25.05 | \$30.05 | \$25.55 | \$30.65 |
| Accountant | \$31.06 | \$40.61 | \$31.68 | \$41.42 |

The Wage and Salary Schedule was adopted July 25, 2019, by the Tri-County Regional Planning Commission.

RESOLUTION 21-06

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2021 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS OF JULY 1, 2020

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 2021 Overall Work Program, and

WHEREAS, the FY 2021 Budget includes a 2% 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 \$12,222 for FY 2021 wage increases for the full time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 27th day of August 2020

Adopted this 27th day of July 2020

Mike Hinrichsen, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

Staff Memo

TCRPC Personnel Committee

Date: August 11, 2020

ISSUE: Annual salary increases for full and part time staff

Discussion regarding staff salary increases for FY20.

ACTION NEEDED BY PERSONNEL COMMITTEE:

- Make recommendation to Executive Board and Full Commission

BACKGROUND:

It has been the practice of the Commission since 1998 to allow the Executive Director to request a lump sum for salary increases for full-time and part-time staff members excluding the Executive Director. Each year, managers review employees to determine whether they have met performance goals set forth for them in the previous year. Salary increases are given at the discretion of the Executive Director in consultation with Managers. Over the past few years, the Commission modified this approach and granted cost of living increases of to all Commission employees. To recognize high achieving employees, the Commission also adopted a "Promotion in Place" policy which is executed in February each year.

During the development of the FY 2021 budget, a 3% increase in the overall salary line item was budgeted. This budget number is included in the Unified Work Program (UWP) which was approved by the PPUATS Policy Committee and the Illinois Department of Transportation.

This year, I request authorization to adjust all eligible staff salaries by 2%. The 2% represents a dollar amount of \$12,222. All salary increases will be effective as of July 1, 2020



**Transmission of material in this release is embargoed until
 8:30 a.m. (ET) August 12, 2020**

USDL-20-1552

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 2020

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.6 percent in July on a seasonally adjusted basis, the same increase as in June, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 1.0 percent before seasonal adjustment.

The gasoline index continued to rise in July after increasing sharply in June and accounted for about one quarter of the monthly increase in the seasonally adjusted all items index. The energy index increased 2.5 percent in July as the gasoline index rose 5.6 percent. This was partially offset by the food index, which decreased 0.4 percent in July, with the index for food at home declining 1.1 percent.

The index for all items less food and energy rose 0.6 percent in July, its largest increase since January 1991. The index for motor vehicle insurance increased sharply in July, as it did the previous month. The indexes for shelter, communication, used cars and trucks, and medical care also increased in July, while the index for recreation declined.

The all items index increased 1.0 percent for the 12 months ending July, a larger increase than the 0.6-percent rise for the period ending June. The index for all items less food and energy increased 1.6 percent over the last 12 months. The food index increased 4.1 percent over the last 12 months, with the index for food at home rising 4.6 percent. Despite increasing in July, the energy index fell 11.2 percent over the last 12 months.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, July 2019 - July 2020
 Percent change

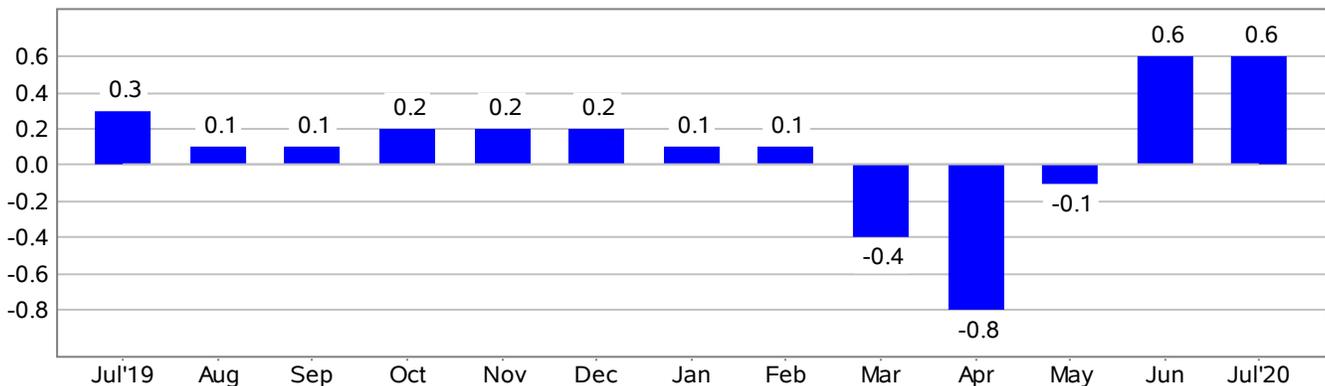


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, July 2019 - July 2020
Percent change

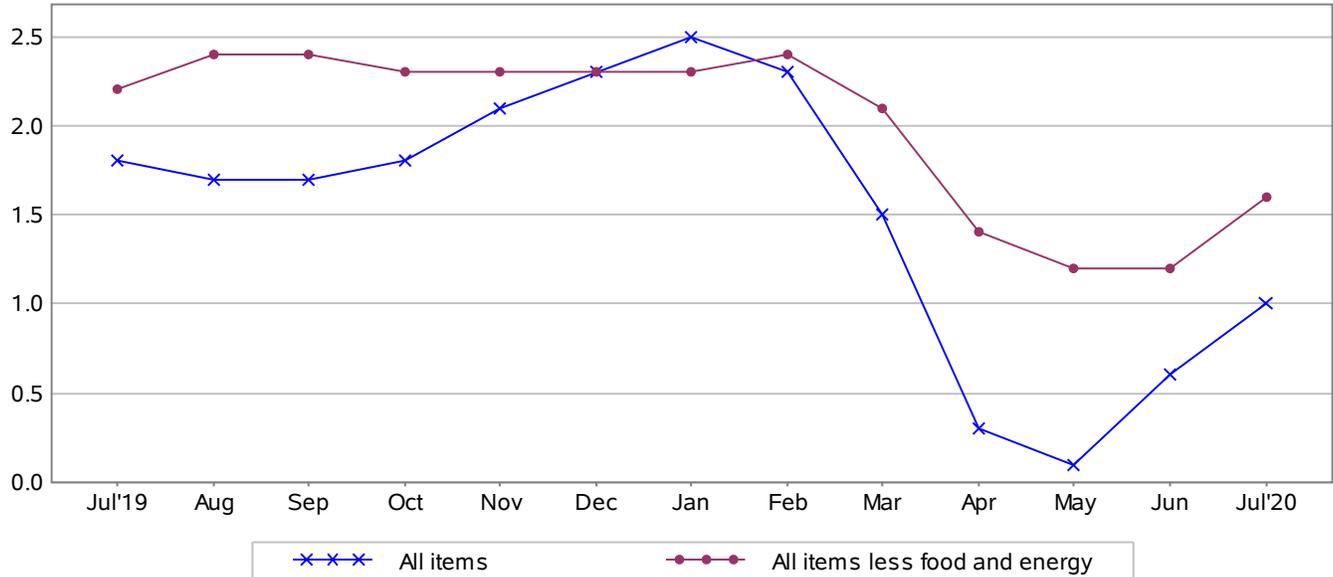


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

| | Seasonally adjusted changes from preceding month | | | | | | | Un-adjusted 12-mos. ended Jul. 2020 |
|--|--|-----------|-----------|-----------|----------|-----------|-----------|-------------------------------------|
| | Jan. 2020 | Feb. 2020 | Mar. 2020 | Apr. 2020 | May 2020 | Jun. 2020 | Jul. 2020 | |
| All items..... | 0.1 | 0.1 | -0.4 | -0.8 | -0.1 | 0.6 | 0.6 | 1.0 |
| Food..... | 0.2 | 0.4 | 0.3 | 1.5 | 0.7 | 0.6 | -0.4 | 4.1 |
| Food at home..... | 0.1 | 0.5 | 0.5 | 2.6 | 1.0 | 0.7 | -1.1 | 4.6 |
| Food away from home ¹ | 0.4 | 0.2 | 0.2 | 0.1 | 0.4 | 0.5 | 0.5 | 3.4 |
| Energy..... | -0.7 | -2.0 | -5.8 | -10.1 | -1.8 | 5.1 | 2.5 | -11.2 |
| Energy commodities..... | -1.6 | -3.5 | -10.4 | -20.0 | -3.5 | 11.7 | 5.3 | -20.2 |
| Gasoline (all types)..... | -1.6 | -3.4 | -10.5 | -20.6 | -3.5 | 12.3 | 5.6 | -20.3 |
| Fuel oil..... | -0.4 | -8.5 | -13.7 | -15.6 | -6.3 | 10.2 | 4.3 | -27.2 |
| Energy services..... | 0.6 | -0.3 | -0.5 | 0.1 | -0.5 | -0.2 | 0.0 | -0.1 |
| Electricity..... | 0.4 | -0.1 | -0.2 | 0.1 | -0.8 | -0.3 | 0.3 | -0.1 |
| Utility (piped) gas service..... | 1.0 | -0.9 | -1.4 | 0.2 | 0.8 | 0.0 | -1.0 | -0.3 |
| All items less food and energy..... | 0.2 | 0.2 | -0.1 | -0.4 | -0.1 | 0.2 | 0.6 | 1.6 |
| Commodities less food and energy | | | | | | | | |
| commodities..... | 0.0 | 0.2 | -0.3 | -0.7 | -0.2 | 0.2 | 0.7 | -0.5 |
| New vehicles..... | 0.0 | 0.1 | -0.4 | 0.0 | 0.3 | 0.0 | 0.8 | 0.5 |
| Used cars and trucks..... | -1.2 | 0.4 | 0.8 | -0.4 | -0.4 | -1.2 | 2.3 | -0.9 |
| Apparel..... | 0.7 | 0.4 | -2.0 | -4.7 | -2.3 | 1.7 | 1.1 | -6.5 |
| Medical care commodities..... | -0.6 | -0.6 | 0.0 | -0.1 | 0.1 | 0.2 | 0.0 | 1.1 |
| Services less energy services..... | 0.3 | 0.2 | 0.0 | -0.4 | 0.0 | 0.3 | 0.6 | 2.3 |
| Shelter..... | 0.4 | 0.3 | 0.0 | 0.0 | 0.2 | 0.1 | 0.2 | 2.3 |
| Transportation services..... | 0.3 | 0.3 | -1.9 | -4.7 | -3.6 | 2.1 | 3.6 | -3.7 |
| Medical care services..... | 0.3 | 0.3 | 0.5 | 0.5 | 0.6 | 0.5 | 0.5 | 5.9 |

¹ Not seasonally adjusted.

Food

The food index decreased 0.4 percent in July, its first decrease since April 2019. The food at home index fell 1.1 percent in July after increasing 0.7 percent in June. Five of the six major grocery store food group indexes fell in July. The index for meat, poultry, fish, and eggs decreased 3.8 percent in July. This decline was led by the index for beef, which fell 8.2 percent in July after increasing sharply in recent months.

The index for dairy and related products declined 0.8 percent in July after a 0.4-percent decrease in June. The index for nonalcoholic beverages fell 0.5 percent in July, while the index for cereals and bakery products declined 0.4 percent and the index for other food at home fell 0.2 percent. The only major grocery store food group index to increase in July was fruits and vegetables, which rose 0.1 percent.

The index for food away from home rose 0.5 percent in July, as it did in June. The index for full service meals increased 0.4 percent, following a 0.9-percent increase in June. The index for limited service meals advanced 0.6 percent in July after rising 0.5 percent in June.

The food at home index increased 4.6 percent over the last 12 months. All six major grocery store food group indexes rose over that span. The index for beef increased 14.2 percent over the last 12 months, contributing to an 8.4-percent increase in the index for meats, poultry, fish, and eggs. The remaining groups rose more modestly, with increases ranging from 2.3 percent (fruits and vegetables) to 5.0 percent (nonalcoholic beverages). The index for food away from home rose 3.4 percent over the last year. The index for limited service meals increased 4.5 percent and the index for full service meals rose 2.9 percent over the last 12 months.

Energy

The energy index rose 2.5 percent in July after rising 5.1 percent in June. The increase was predominantly a result of the gasoline index, which rose 5.6 percent in July following a 12.3-percent increase in June. (Before seasonal adjustment, gasoline prices rose 4.8 percent in July.) The electricity index increased 0.3 percent in July, following a decline of 0.3 percent in June. The index for natural gas, in contrast, fell 1.0 percent over the month.

The energy index fell 11.2 percent over the past 12 months. The gasoline index decreased 20.3 percent, while the fuel oil index fell 27.2 percent. The index for natural gas declined 0.3 percent and the index for electricity decreased slightly over the year, falling 0.1 percent.

All items less food and energy

The index for all items less food and energy increased 0.6 percent in July after increasing 0.2 percent in June. The index for motor vehicle insurance rose sharply by 9.3 percent in July following a 5.1-percent increase in June. The shelter index rose 0.2 percent in July, with the indexes for rent and owners' equivalent rent both increasing 0.2 percent.

The medical care index rose 0.4 percent in July, as it did in June. The index for physicians' services increased 0.7 percent, and the index for hospital services rose 0.2 percent. The index for prescription drugs, however, decreased 0.2 percent in July after increasing 0.1 percent in June.

The index for communication increased 1.9 percent in July, as the index for wireless telephone services rose 3.6 percent. The index for used cars and trucks increased 2.3 percent over the month, ending a 3-month string of declines. The airline fares index increased 5.4 percent in July following a 2.6-percent rise in June. Other indexes that increased in July include new vehicles (+0.8 percent), apparel (+1.1 percent), household furnishings and operations (+0.5 percent), and personal care (+0.2 percent). The recreation index declined 0.6 percent in July, as it did in June.

The index for all items less food and energy rose 1.6 percent over the past 12 months. The shelter index rose 2.3 percent over the 12-month span. The index for rent increased 3.1 percent and the index for owners' equivalent rent rose 2.8 percent, while the index for lodging away from home fell 13.4 percent. The medical care index increased 5.0 percent over the last 12 months. The indexes for airline fares, apparel, motor vehicle insurance, and used cars and trucks all declined over the past 12 months.

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 1.0 percent over the last 12 months to an index level of 259.101 (1982-84=100). For the month, the index rose 0.5 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 1.0 percent over the last 12 months to an index level of 252.636 (1982-84=100). For the month, the index rose 0.6 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 0.7 percent over the last 12 months. For the month, the index increased 0.5 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

The Consumer Price Index for August 2020 is scheduled to be released on Friday, September 11, 2020 at 8:30 a.m. (ET).

Coronavirus (COVID-19) Pandemic Impact on July 2020 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in July was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed. While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm.