



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

## **EXECUTIVE BOARD MEETING**

**456 Fulton St. Suite 401**

**Peoria, IL 61602**

**Don White, CHAIRMAN**

**(Chuck Nagel, Rita Ali, Russ Crawford, Greg Menold, Autum Jones, Andrew Rand, John Kahl**

***Monday, June 19, 2023***

***9:00 a.m.***

## **AGENDA**

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve May 15, 2023 minutes
5. Executive Director report
6. Motion to recommend to Full Commission the approval for Salary Range of Full-Time and Part-Time employees (Resolution 24-01)
7. Motion to recommend to Full Commission the approval for Salary Increases of Full Time and Part-time employees (Resolution 24-02)
8. Review PROTECT grant
9. Other  
Next Full Commission meeting is July 5, 2023
10. Adjournment



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

## EXECUTIVE BOARD MEETING

456 Fulton St. Suite 401

Peoria, IL 61602

**Don White, CHAIRMAN**

**(Chuck Nagel, Rita Ali, Russ Crawford, Greg Menold, Autum Jones, Andrew Rand, John Kahl**

***Monday, May 15, 2023***

***9:00 a.m.***

## MINUTES

1. Call to Order

Chairman Don White called the meeting to order at 9:00 am

2. Roll Call

Present: Don White, Chuck Nagel, Russ Crawford, Autum Jones, and John Kahl. Absent: Andrew Rand. Also present: Camille Coates, and Dan Phelan. Staff present: Debbie Ulrich, Michael Bruner, Ray Lees, and Rebecca Eisele. Virtual: Eric Miller

3. Public Input- None

4. Motion to approve April 17, 2023 minutes

Chuck Nagel moved to approve April 17, 2023 minutes and John Kahl seconded. Motion carried.

5. Executive Director report

Eric Miller reported on the following:

- Projects prioritization
- Walk, Bike, Ride Greater Peoria is tomorrow night- May 16, 2023 at Neighborhood House
- HSIP is under contract.

6. Motion to recommend to Commission the FY24 Final Budget

Russ Crawford moved to recommend to Commission the FY24 Final budget for approval and John Kahl seconded.

Rebecca Eisele updated on the following:

- Reduced income statements
- Multi jurisdictions decreased a little
- Readjusted PPUATS funds

Don White asked when will Comprehensive Plans moved forward?

Michael Bruner said after the consultant is chosen. Hopefully in the Fall.

Russ Crawford asked who is connected to Technical and Michael Bruner said he is.

Eric Miller added that the budget includes IMRF and 5% salary increase, and increase of health Insurance.

7. Discussion of changes to Employee Handbook including joining Illinois Municipal Retirement Fund  
Eric Miller mentioned to join IMRF is good for retention of employees and is an attraction for new employees. Th is 12.93% increase. The staff handbook will be under review. Should a subgroup be created along with staff to update employment rules.
- Russ Crawford mentioned staff should do an in-house review of handbook and how often should we do this?
  - John Kahl said that East Peoria does it yearly.
  - Rebecca Eisele explained the following:
    - As a follow -up, IMRF asked for the main agreement establishing Tri-County Regional Planning Commission. The adopting resolution and by-laws for TCRPC were sent to IMRF's attorneys so that they could research the question of how liability would be managed in the event of a dissolution in our particular situation.
    - The IMRF attorneys stated: The adopting resolution and by-laws do not specify a percentage of liability between the three counties. Therefore, if the Commission were to dissolve, any assets/liabilities in their IMRF reserve would be split equally between the three counties.
    - Our IMRF Employer Representative stated:  
The IMRF liability would be split equally between the three counties. The liability is for all your IMRF members who have not retired yet, and for all the surviving spouses of your retirees. If a member that no longer works for you goes to another IMRF employer, then the two employers will split the liability for that member's retirement. It most likely will not be an even split. Usually, the last employer takes on more liability, but depends on how much service the member had with each employer and whose salary is being used to calculate the member's pension.
  - Eric Miller added we need to revisit the 3 counties taking responsibility of liability. Staff is working to accomodate all staff.
  - Russ Crawford added that cities and counties should be notified.
  - Eric Miller said we are discussing the by-laws.
  - Don White said that counties and cities need to be aware.
8. Motion to approve Executive Director to renew subscription of Office 365 in the amount of \$1,296.00 from 6/1/2023 to 6/1/2024.  
Russ Crawford moved to approve Executive Director to renew subscription of Office 365 in the amount of \$1,296.00 from 6/1/2023 to 6/1/2024 and Autum Jones seconded.  
Michael Bruner said with Microsoft 365 subscription plans you get the fully installed Office apps: Word, Excel, PowerPoint, Outlook, Publisher, Access, and Teams.  
Motion carried.

9. Discussion and recommendation to Commission the amendment of the Procurement Policy and Bylaws of Sec. 11 B.11- All non-budgeted expenses more than \$1,000  
 Chuck Nagel moved to recommend to Commission the approval of the amendment of the Procurement Policy and Bylaws of Sec. 11 B-11- All non-budgeted expenses more than \$1,000 be raised to \$3,000 after discussion it was raised to \$5,000 and John Kahl seconded. Motion carried.
10. Discussion and recommendation to Commission the Administrative Fiscal Policies per 2 CFR 200  
 Michael Bruner updated on the following:
  - a. In the Spring of 2022, the Commission underwent a Fiscal Administrative Review (FAR) with the Illinois Department of Human Services (IDHS)
    - This process was finalized in the summer 2022.
  - b. This process resulted in the request to formalize the Commission's existing procedures per 2 CFR 200
    - "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
    - Commonly referred to as Uniform Guidance.
  - c. The Commission's existing procedures follow the federal regulations on 2 CFR 200; however, some of those procedures are not formalized with written policies.
    - Property Control Policy
    - Physical Inventory Policy
    - Disposition Policy
    - Retention Policy
    - Maintenance of Accounting Records/ Software Backup Policy, and
    - Segregation of Fiscal Responsibilities
  - d. Staff developed the **Property Control and Management Policies and Procedures** to cover the Property Control Policy, Physical Inventory Policy, and Disposition Policy
    - This policy follows existing practices that are in compliance with 2 CFR & 200.310-200.316- Property Standards
      - Must provide insurance coverage.
      - Must maintain an equipment inventory.
      - Must maintain property in good condition.
      - Must provide safeguards to prevent loss, damage, or theft of property.
      - Outlines disposition procedures for equipment no longer needed or being replaced.
  - e. Staff developed the **File management, Access, and Retention Policies and Procedures** to cover the Retention Policy.
    - This Policy follows existing practices that are in compliance with 2 CFR 200 & 200.334-200.338- Record Retention and Access.
      - Master file is maintained on the Commission's server for all projects awarded with federal and state grants.
      - The Commission maintains its programmatic records for at least three years per the typical grant agreement and the Illinois Local Records Act (50 ILCS 205).

- The Commission maintains records that are accessible to those that request the information, such as awarding agencies, auditors, FOIA requests.
  - The Commission complies with the Illinois Local Records Act (50 ILCS 205) which regulates the destruction and preservation of public records.
- f. Staff developed the **Maintenance of Accounting Records Policies and Procedures** to cover the Maintenance of Accounting Records and Software Backup Policy.
  - This policy follows existing practices that are in compliance with 2 CFR 200 & 200.302- Financial management and 2 CFR 200 & 200.334- 200.338- Record Retention and Access
    - Master file maintained on the Commission's server for all projects awarded with federal and state grants.
    - The Commission maintains its programmatic records for at least three years per the typical grant agreement and the Illinois Local Records Act (50 ILCS 205).
    - The Commission maintains records that are accessible to those that request the information, such as awarding agencies, auditors, FOIA requests.
    - The Commission complies with the Illinois Records Act (50 ILCS 205) which regulates the destruction and preservation of public records.
  - This policy follows existing practices that are in compliance with 2 CFR 200 & 200.302- Financial management and 2 CFR 200 & 200.334- 200.338- Record Retention and Access.
    - The Commission maintains a proper fiscal management system.
    - The Commission backups the accounting software on a regular basis.
      - The Commission uses Quickbooks with Qbox for its accounting software.
      - With Qbox, Quickbooks is backed up and saved to the cloud every time the software is closed.
      - Qbox stores the most 20 recent versions of your backup files on the cloud.
      - The Commission Staff Accountant processes payroll bimonthly. After processing payroll, the Staff Accountant backs up the accounting system and saves it locally on the server.
        - The backup schedule is as follows: mid-month, month-end, and finally year-end.
      - Lastly, backups are periodically assessed to ensure proper functionality.
    - The Commission maintains the Business and Financial Records Retention Schedule per the Local Records Act (50 ILCS 205).
      - In general, the record retention period is seven years except for permanent records.
      - The Commission complies with Local Records Act

- g. Staff developed the **Segregation of Duties Policies and Procedures** to cover the segregation of fiscal responsibilities.
  - The policy seeks to limit the employees that cover two or more of the major functions: Authorization, Recording, Verification, Custody of Assets, and Managerial Review.
    - Authorization is the process of reviewing and approving transactions or operations.
    - Recording or record keeping is the process of creating and maintaining records of revenues, expenditures, inventories, and personnel transactions.
    - Verification or reconciliation is the processes of verifying the processing or recording of transactions to ensure that all transactions are valid, properly authorized, and properly recorded on a timely basis.
    - Custody of assets is access to or control over any physical assets such as cash, checks, equipment, supplies, or materials.
    - In all cases, there is a level of review of the activity by managerial level personnel.

#### 11. Other

#### 12. Adjournment

John Kahl moved to adjourn at 9:55 am and Chuck Nagel seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Transcribed by:

Debbie Ulrich, Office Administrator

**To: Members of the Commission**  
**From Eric W. Miller, Executive Director**  
**Date: June 15, 2023**  
**Subject: Executive Director Report for June 2023**

Project	Activity	Status
Administrative		
Headlines		Ongoing
	Working with Regional Stakeholder group Led by the City of Peoria regarding EV charging stations	Ongoing
	Working on Regional Priority Process	Complete
	Monitored Federal Grants NOFO's	Ongoing
	Met with Brownfield EPA grant planning team	
	Attended IDOT MPO meeting	
	Reviewed results of IMRF cost study with staff	Ongoing
	Working with Communities, drafting letters of support for State and Federal grant funding programs	Ongoing
	Developing transportation dashboard	Ongoing
		Ongoing
Personnel	Semi-annual staff reviews ongoing	Ongoing
	IMRF Cost Study underway	Ongoing
Website	Content review of website.	Ongoing
Planning issues		
Illinois River Issues	Continued coordination of Beneficial Use of Dredged Material Pilot project	Ongoing
	Continued coordination and outreach regarding Asian Carp	Ongoing
	Continued coordination with USACE for funding opportunities related to IL river/Peoria lakes	Ongoing
HUD Healthy Homes	Work Ongoing	Ongoing
Village of Germantown Hills Comp Plan	Continued discussion with Village board regarding scope of work	Ongoing
Village of Creve Coeur	Continued discussion with Village board regarding scope of work	Ongoing
Village of Bartonville	Work underway	Ongoing
City of Chillicothe	Continued discussion with Village board regarding scope of work	Ongoing
Village of Brimfield	Continued discussion with Village board regarding scope of work	Ongoing
City of East Peoria	Consultant Selection underway	
Watershed Planning	Received NOSA Contract Development with IEPA regarding Kickapoo Creek Watershed	Ongoing
Hazard Mitigation Plan	Work has Commenced Meeting with Stakeholders	Ongoing
GIS Projects/ Asset Management		
Village of Elmwood	Dunlap	Ongoing
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	Ongoing
Bartonville	Sidewalk Inventory	Complete
Logan County GIS technical assistance	Technical Assistance as needed	Ongoing
Greater Peoria Sanitary District	Technical Assistance as needed	Ongoing
Germantown Hills Map development		
MPO/Transportation		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	Ongoing
Transportation Improvement Program	Development of FY 24 Transportation Improvement Program	Complete
	Creation of web based TIP document application	Ongoing
	Processed FY 23 TIP Amendments	Ongoing
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	on hold
Highway Safety Improvement Program Guardrails	Engineering phase underway	Ongoing
Active Transportation Planning	Work with various Stakeholders, coordination of planning efforts	Ongoing
Special Transportation Studies		
FY23		
Chillicothe Active Transportation Plan	Project is underway, coordinating with consultant	Ongoing
City of Peoria Intersection Study	Project is underway, coordinating with consultant	Ongoing
City of Pekin Bike/Ped plan	Project is underway, coordinating with consultant	Ongoing
MPO TDM work	Work Completed	Complete
FY 21 State Planning and Research Funding		
Asset Management software	Project is underway, coordinating with consultant	Ongoing
Activity Based Travel Demand Model	Project is underway, coordinating with consultant	Ongoing
Congestion Management Plan	Work is complete	Complete
FY 23 State Planning and Research Funding		
Heart of Illinois Regional Port District Master Planning	Signed Contract / Attended project Kickoff meeting	Ongoing
Regional Community Planning	Consultant selection / project mobilization underway	Ongoing
HSTP/Transportation		
5310 program Grant	Programmed 5310 Funds	Ongoing
HSTP Plan	Commission Adopted Plan	Ongoing
HSTP meetings		Ongoing



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

**DATE: June 19, 2023**

**SUBJECT: Annual Adjustment to the Wage and Salary Schedule**

**ACTION NEEDED BY EXECUTIVE COMMITTEE:**

- Discuss options to adjust salary schedules for full time and part time employees.
- Make recommendation to Full Commission.

**BACKGROUND:**

It is the practice of the Commission to review and adjust the Wage and Salary Schedules listed in the Employee Handbook. This practice is done 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) and input from other sources. The attached report from the DOL indicates that the CPI ending in June 2022 has increased 4.0%. Last year, the schedules were adjusted upward by 4.0%. Based on this information, I recommend the Executive Board and Full Commission to adjust the wage and salary schedule by 4.0%.

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 increases and promotions based on positive performance evaluations.

Position	FY 2023		FY2024 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director	To be determined by Commission		To be determined by Commission	
GIS Program Manager	\$79,602.95	\$114,770.19	\$82,787.07	\$119,361.00
Planning Program Manager	\$79,602.95	\$114,770.19	\$82,787.07	\$119,361.00
GIS Manager	\$59,647.71	\$86,270.17	\$62,033.62	\$89,720.98
Senior Planner	\$58,311.56	\$84,069.69	\$60,644.02	\$87,432.48
GIS Project Manager	\$58,311.56	\$84,069.69	\$60,644.02	\$87,432.48
GIS Specialist III	\$52,582.51	\$75,813.40	\$54,685.81	\$78,845.94
Planner III	\$52,582.31	\$75,813.40	\$54,685.60	\$78,845.94
GIS Specialist II	\$46,911.85	\$71,567.64	\$48,788.32	\$74,430.35
Planner II	\$46,911.85	\$71,567.64	\$48,788.32	\$74,430.35
GIS Specialist I	\$40,028.80	\$57,712.83	\$41,629.95	\$60,021.34
Planner I	\$40,028.80	\$57,712.83	\$41,629.95	\$60,021.34
Office Administrator	\$39,244.96	\$60,371.80	\$40,814.76	\$62,786.67

The Wage and Salary Schedule was adopted July 6, 2022, 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 benefits. The schedule provides a guide to the Executive Director for compensating part-time employees.

Position	FY2023		FY2024 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director				
GIS Program Manager	\$40.79	\$56.55	\$42.42	\$58.81
Planning Program Manager	\$40.79	\$56.55	\$42.42	\$58.81
GIS Manager	\$39.46	\$51.29	\$41.04	\$53.34
Senior Planner/GIS Project Manager	\$38.15	\$49.98	\$39.68	\$51.98
Planner III	\$36.48	\$47.35	\$37.94	\$49.24
GIS Specialist III	\$36.83	\$48.67	\$38.30	\$50.62
Planner II	\$35.51	\$44.71	\$36.93	\$46.50
GIS Specialist II	\$35.51	\$44.28	\$36.93	\$46.05
Planner I	\$31.62	\$39.22	\$32.88	\$40.79
GIS Specialist I	\$31.62	\$39.22	\$32.88	\$40.79
Office Administrator	\$31.56	\$39.46	\$32.82	\$41.04
Secretary	\$26.30	\$31.56	\$27.35	\$32.82
Accountant	\$32.62	\$42.65	\$33.92	\$44.36

The Wage and Salary Schedule was adopted July 5, 2023, by the Tri-County Regional Planning Commission.

## RESOLUTION 24-01

### 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 2024 by 4 % (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 5th day of July 2023

Adopted this 5th day of July 2023

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Greg Menold, Chairman

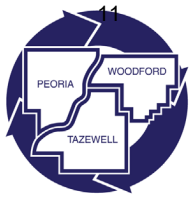
Tri-County Regional Planning Commission

ATTEST:

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Eric W. Miller, Executive Director

Tri- County Regional Planning Commission



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

**DATE: June 19, 2023**

**SUBJECT: : Annual cost of living salary increases for eligible staff**

**ACTION NEEDED BY EXECUTIVE COMMITTEE:**

- Discuss FY 24 salary increases s for full-time and part time employees.
- Make recommendation to Full Commission Make recommendation to Full Commission

**BACKGROUND:**

It is the practice of the Commission to give cost of living increases to eligible employees at the beginning of the fiscal year (July 1). The cost-of-living increase is based on many factors but closely tied to the Consumer Price Index (CPI). This year the CPI report, attached, has indicated an 4.0% increase over the previous 12 months.

During the development of the FY 2024 budget, an 5% increase in the overall salary line item was budgeted by the Commission. This budget number is included in the Unified Work Program (UWP) which was approved by the Commission and accepted by the Illinois Department of Transportation. I respectfully request authorization to adjust all eligible staff salaries by 4%. The 4% represents a dollar amount of \$25781.57. All salary increases will be effective as of July 1, 2023.



**Transmission of material in this release is embargoed until  
8:30 a.m. (ET) Tuesday, June 13, 2023**

USDL-23-1301

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### CONSUMER PRICE INDEX – MAY 2023

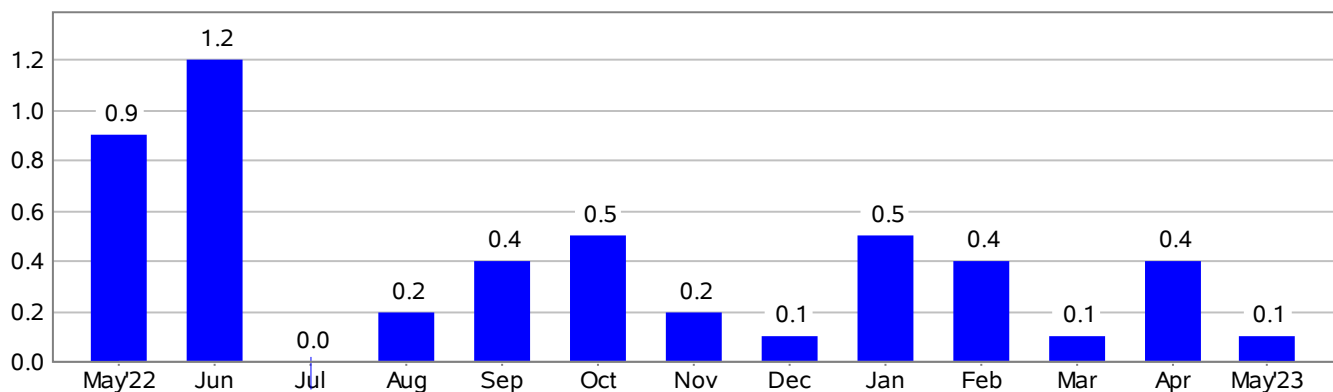
The Consumer Price Index for All Urban Consumers (CPI-U) rose 0.1 percent in May on a seasonally adjusted basis, after increasing 0.4 percent in April, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 4.0 percent before seasonal adjustment.

The index for shelter was the largest contributor to the monthly all items increase, followed by an increase in the index for used cars and trucks. The food index increased 0.2 percent in May after being unchanged in the previous 2 months. The index for food at home rose 0.1 percent over the month while the index for food away from home rose 0.5 percent. The energy index, in contrast, declined 3.6 percent in May as the major energy component indexes fell.

The index for all items less food and energy rose 0.4 percent in May, as it did in April and March. Indexes which increased in May include shelter, used cars and trucks, motor vehicle insurance, apparel, and personal care. The index for household furnishings and operations and the index for airline fares were among those that decreased over the month.

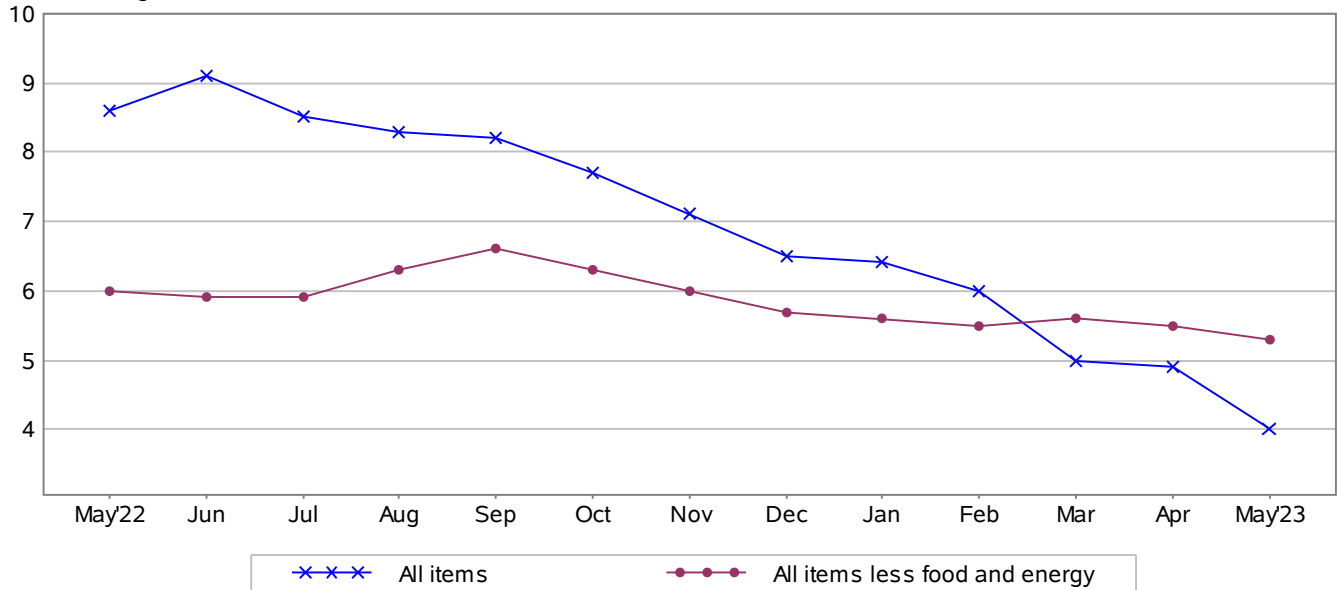
The all items index increased 4.0 percent for the 12 months ending May; this was the smallest 12-month increase since the period ending March 2021. The all items less food and energy index rose 5.3 percent over the last 12 months. The energy index decreased 11.7 percent for the 12 months ending May, and the food index increased 6.7 percent over the last year.

**Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, May 2022 - May 2023**  
Percent change



**Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, May 2022 - May 2023**

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 May 2023
	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	
All items.....	0.2	0.1	0.5	0.4	0.1	0.4	0.1	4.0
Food.....	0.6	0.4	0.5	0.4	0.0	0.0	0.2	6.7
Food at home.....	0.6	0.5	0.4	0.3	-0.3	-0.2	0.1	5.8
Food away from home <sup>1</sup> .....	0.5	0.4	0.6	0.6	0.6	0.4	0.5	8.3
Energy.....	-1.4	-3.1	2.0	-0.6	-3.5	0.6	-3.6	-11.7
Energy commodities.....	-2.1	-7.2	1.9	0.5	-4.6	2.7	-5.6	-20.4
Gasoline (all types).....	-2.3	-7.0	2.4	1.0	-4.6	3.0	-5.6	-19.7
Fuel oil <sup>1</sup> .....	1.7	-16.6	-1.2	-7.9	-4.0	-4.5	-7.7	-37.0
Energy services.....	-0.6	1.9	2.1	-1.7	-2.3	-1.7	-1.4	1.6
Electricity.....	0.5	1.3	0.5	0.5	-0.7	-0.7	-1.0	5.9
Utility (piped) gas service.....	-3.4	3.5	6.7	-8.0	-7.1	-4.9	-2.6	-11.0
All items less food and energy.....	0.3	0.4	0.4	0.5	0.4	0.4	0.4	5.3
Commodities less food and energy commodities.....	-0.2	-0.1	0.1	0.0	0.2	0.6	0.6	2.0
New vehicles.....	0.5	0.6	0.2	0.2	0.4	-0.2	-0.1	4.7
Used cars and trucks.....	-2.0	-2.0	-1.9	-2.8	-0.9	4.4	4.4	-4.2
Apparel.....	0.1	0.2	0.8	0.8	0.3	0.3	0.3	3.5
Medical care commodities <sup>1</sup> .....	0.2	0.1	1.1	0.1	0.6	0.5	0.6	4.4
Services less energy services.....	0.5	0.6	0.5	0.6	0.4	0.4	0.4	6.6
Shelter.....	0.6	0.8	0.7	0.8	0.6	0.4	0.6	8.0
Transportation services.....	0.3	0.6	0.9	1.1	1.4	-0.2	0.8	10.2
Medical care services.....	-0.5	0.3	-0.7	-0.7	-0.5	-0.1	-0.1	-0.1

<sup>1</sup> Not seasonally adjusted.

## Food

The food index rose 0.2 percent in May. The food at home index increased 0.1 percent over the month, following a 0.2-percent decrease in April. Three of the six major grocery store food group indexes increased over the month. The index for fruits and vegetables increased 1.3 percent in May, following a 0.5-percent decrease in April. The other food at home index rose 0.4 percent over the month, and the nonalcoholic beverages index increased 0.7 percent.

The index for meats, poultry, fish, and eggs decreased 1.2 percent in May, as the index for eggs fell 13.8 percent, the largest decrease in that index since January 1951. The dairy and related products index declined 1.1 percent over the month, and the cereals and bakery products index was unchanged in May.

The food away from home index rose 0.5 percent in May. The index for full service meals increased 0.4 percent over the month and the index for limited service meals increased 0.5 percent.

The food at home index rose 5.8 percent over the last 12 months. The index for cereals and bakery products rose 10.7 percent over the 12 months ending in May. The remaining major grocery store food groups posted increases ranging from 0.3 percent (meats, poultry, fish, and eggs) to 9.2 percent (other food at home).

The index for food away from home rose 8.3 percent over the last year. The index for full service meals rose 6.8 percent over the last 12 months, and the index for limited service meals rose 8.0 percent over the same period.

## Energy

The energy index fell 3.6 percent in May after rising 0.6 percent in April. The gasoline index decreased 5.6 percent in May, following a 3.0-percent increase in the previous month. (Before seasonal adjustment, gasoline prices fell 1.4 percent in May.)

Other energy components also declined. The natural gas index decreased 2.6 percent over the month, the fourth consecutive decrease in that index. The index for electricity decreased 1.0 percent in May, after falling 0.7 percent in both April and March. The fuel oil index also declined in May, down 7.7 percent.

The energy index fell 11.7 percent over the past 12 months. The gasoline index decreased 19.7 percent over the last 12 months, while the natural gas index fell 11.0 percent, and the fuel oil index fell 37.0 percent over the span. In contrast, the index for electricity rose 5.9 percent over the last year.

## All items less food and energy

The index for all items less food and energy rose 0.4 percent in May, as it did in April and March. The shelter index increased 0.6 percent over the month after rising 0.4 percent in April. The index for rent rose 0.5 percent in May, as did the index for owners' equivalent rent. The index for lodging away from home increased 1.8 percent in May after decreasing 3.0 percent in April.

The shelter index was the largest factor in the monthly increase in the index for all items less food and energy. Among the other indexes that rose in May was the index for used cars and trucks, which increased 4.4 percent, and the index for motor vehicle insurance which increased 2.0 percent. The indexes for apparel, personal care, and education also increased in May.

Several indexes declined in May, led by the household furnishings and operations index which fell 0.6 percent over the month. This was the first decline in that index since June 2021 and also the largest 1-month decline since August 2009. The index for airline fares decreased 3.0 percent over the month, following a 2.6-percent decline in April. The index for communication fell 0.3 percent over the month. The index for new vehicles and the index for recreation each declined 0.1 percent in May.

The medical care index increased 0.1 percent in May, after being unchanged the previous month. The index for hospital services rose 1.0 percent over the month, after a 0.5-percent increase in April. The prescription drugs index increased 0.1 percent in May, while the physicians' services index declined 0.5 percent.

The index for all items less food and energy rose 5.3 percent over the past 12 months. The shelter index increased 8.0 percent over the last year, accounting for over 60 percent of the total increase in all items less food and energy. Other indexes with notable increases over the last year include motor vehicle insurance (+17.1 percent), recreation (+4.5 percent), household furnishings and operations (+4.2 percent), and new vehicles (+4.7 percent).

### **Not seasonally adjusted CPI measures**

The Consumer Price Index for All Urban Consumers (CPI-U) increased 4.0 percent over the last 12 months to an index level of 304.127 (1982-84=100). For the month, the index increased 0.3 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 3.6 percent over the last 12 months to an index level of 298.382 (1982-84=100). For the month, the index increased 0.2 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 4.3 percent over the last 12 months. For the month, the index increased 0.2 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

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**The Consumer Price Index for June 2023 is scheduled to be released on Wednesday, July 12, 2023, at 8:30 a.m. (ET).**

## Technical Note

### Brief Explanation of the CPI

The Consumer Price Index (CPI) measures the change in prices paid by consumers for goods and services. The CPI reflects spending patterns for each of two population groups: all urban consumers and urban wage earners and clerical workers. The all urban consumer group represents over 90 percent of the total U.S. population. It is based on the expenditures of almost all residents of urban or metropolitan areas, including professionals, the self-employed, the poor, the unemployed, and retired people, as well as urban wage earners and clerical workers. Not included in the CPI are the spending patterns of people living in rural nonmetropolitan areas, farming families, people in the Armed Forces, and those in institutions, such as prisons and mental hospitals. Consumer inflation for all urban consumers is measured by two indexes, namely, the Consumer Price Index for All Urban Consumers (CPI-U) and the Chained Consumer Price Index for All Urban Consumers (C-CPI-U).

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) is based on the expenditures of households included in the CPI-U definition that meet two requirements: more than one-half of the household's income must come from clerical or wage occupations, and at least one of the household's earners must have been employed for at least 37 weeks during the previous 12 months. The CPI-W population represents approximately 30 percent of the total U.S. population and is a subset of the CPI-U population.

The CPIs are based on prices of food, clothing, shelter, fuels, transportation, doctors' and dentists' services, drugs, and other goods and services that people buy for day-to-day living. Prices are collected each month in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments (department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments). All taxes directly associated with the purchase and use of items are included in the index. Prices of fuels and a few other items are obtained every month in all 75 locations. Prices of most other commodities and services are collected every month in the three largest geographic areas and every other month in other areas. Prices of most goods and services are obtained by personal visit, telephone call, or web collection by the Bureau's trained representatives.

In calculating the index, price changes for the various items in each location are aggregated using weights, which represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. For the CPI-U and CPI-W, separate indexes are also published by size of city, by region of the country, for cross-classifications of regions and population-size classes, and for 23 selected local areas. Area indexes do not measure differences in the level of prices among cities; they only measure the average change in prices for each area since the base period. For the C-CPI-U, data are issued only at the national level. The CPI-U and CPI-W are considered final when released, but the C-CPI-U is issued in preliminary form and subject to three subsequent quarterly revisions.

The index measures price change from a designed reference date. For most of the CPI-U and the CPI-W, the reference base is 1982-84 equals 100. The reference base for the C-CPI-U is December 1999 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107.



## Sampling Error in the CPI

The CPI is a statistical estimate that is subject to sampling error because it is based upon a sample of retail prices and not the complete universe of all prices. BLS calculates and publishes estimates of the 1-month, 2-month, 6-month, and 12-month percent change standard errors annually for the CPI-U. These standard error estimates can be used to construct confidence intervals for hypothesis testing. For example, the estimated standard error of the 1-month percent change is 0.03 percent for the U.S. all items CPI. This means that if we repeatedly sample from the universe of all retail prices using the same methodology, and estimate a percentage change for each sample, then 95 percent of these estimates will be within 0.06 percent of the 1-month percentage change based on all retail prices. For example, for a 1-month change of 0.2 percent in the all items CPI-U, we are 95 percent confident that the actual percent change based on all retail prices would fall between 0.14 and 0.26 percent. For the latest data, including information on how to use the estimates of standard error, see [www.bls.gov/cpi/tables/variance-estimates/home.htm](http://www.bls.gov/cpi/tables/variance-estimates/home.htm).

## Calculating Index Changes

Movements of the indexes from 1 month to another are usually expressed as percent changes rather than changes in index points, because index point changes are affected by the level of the index in relation to its base period, while percent changes are not. The following table shows an example of using index values to calculate percent changes:

	Item A	Item B	Item C
<b>Year I</b>	112.500	225.000	110.000
<b>Year II</b>	121.500	243.000	128.000
<b>Change in index points</b>	9.000	18.000	18.000
<b>Percent change</b>	$9.0/112.500 \times 100 = 8.0$	$18.0/225.000 \times 100 = 8.0$	$18.0/110.000 \times 100 = 16.4$

## Use of Seasonally Adjusted and Unadjusted Data

The Consumer Price Index (CPI) program produces both unadjusted and seasonally adjusted data. Seasonally adjusted data are computed using seasonal factors derived by the X-13ARIMA-SEATS seasonal adjustment method. These factors are updated each February, and the new factors are used to revise the previous 5 years of seasonally adjusted data. The factors are available at [www.bls.gov/cpi/tables/seasonal-adjustment/seasonal-factors-2023.xlsx](http://www.bls.gov/cpi/tables/seasonal-adjustment/seasonal-factors-2023.xlsx). For more information on data revision scheduling, please see the Factsheet on Seasonal Adjustment at [www.bls.gov/cpi/seasonal-adjustment/questions-and-answers.htm](http://www.bls.gov/cpi/seasonal-adjustment/questions-and-answers.htm) and the Timeline of Seasonal Adjustment Methodological Changes at [www.bls.gov/cpi/seasonal-adjustment/timeline-seasonal-adjustment-methodology-changes.htm](http://www.bls.gov/cpi/seasonal-adjustment/timeline-seasonal-adjustment-methodology-changes.htm).

### *How to Use Seasonally Adjusted and Unadjusted Data*

For analyzing short-term price trends in the economy, seasonally adjusted changes are usually preferred since they eliminate the effect of changes that normally occur at the same time and in about the same magnitude every year—such as price movements resulting from weather events, production cycles, model changeovers, holidays, and sales. This allows data users to focus on changes that are not typical for the time of year.

The unadjusted data are of primary interest to consumers concerned about the prices they actually pay. Unadjusted data are also used extensively for escalation purposes. Many collective bargaining contract agreements and pension plans, for example, tie compensation changes to the Consumer Price Index before adjustment for seasonal variation. BLS advises against the use of seasonally adjusted data in escalation agreements because seasonally adjusted series are revised annually.

### *Intervention Analysis*

The Bureau of Labor Statistics uses intervention analysis seasonal adjustment (IASA) for some CPI series. Sometimes extreme values or sharp movements can distort the underlying seasonal pattern of price change. Intervention analysis seasonal adjustment is a process by which the distortions caused by such unusual events are estimated and removed from the data prior to calculation of seasonal factors. The resulting seasonal factors, which more accurately represent the seasonal pattern, are then applied to the unadjusted data.

For example, this procedure was used for the motor fuel series to offset the effects of the 2009 return to normal pricing after the worldwide economic downturn in 2008. Retaining this outlier data during seasonal factor calculation would distort the computation of the seasonal portion of the time series data for motor fuel, so it was estimated and removed from the data prior to seasonal adjustment. Following that, seasonal factors were calculated based on this “prior adjusted” data. These seasonal factors represent a clearer picture of the seasonal pattern in the data. The last step is for motor fuel seasonal factors to be applied to the unadjusted data.

For the seasonal factors introduced for January 2023, BLS adjusted 57 series using intervention analysis seasonal adjustment, including selected food and beverage items, motor fuels and vehicles.

### *Revision of Seasonally Adjusted Indexes*

Seasonally adjusted data, including the U.S. city average all items index levels, are subject to revision for up to 5 years after their original release. Every year, economists in the CPI calculate new seasonal factors for seasonally adjusted series and apply them to the last 5 years of data. Seasonally adjusted indexes beyond the last 5 years of data are considered to be final and not subject to revision. For January 2023, revised seasonal factors and seasonally adjusted indexes for 2018 to 2022 were calculated and published. For series which are directly adjusted using the Census X-13ARIMA-SEATS seasonal adjustment software, the seasonal factors for 2022 will be applied to data for 2023 to produce the seasonally adjusted 2023 indexes. Series which are indirectly seasonally adjusted by summing seasonally adjusted component series have seasonal factors which are derived and are therefore not available in advance.

### *Determining Seasonal Status*

Each year the seasonal status of every series is reevaluated based upon certain statistical criteria. Using these criteria, BLS economists determine whether a series should change its status from "not seasonally adjusted" to "seasonally adjusted", or vice versa. If any of the 81 components of the U.S. city average all items index change their seasonal adjustment status from seasonally adjusted to not seasonally adjusted, not seasonally adjusted data will be used in the aggregation of the dependent series for the last 5 years, but the seasonally adjusted indexes before that period will not be changed. For 2023, 37 of the 81 components of the U.S. city average all items index are not seasonally adjusted.

**Contact Information**

For additional information about the CPI visit [www.bls.gov/cpi](http://www.bls.gov/cpi) or contact the CPI Information and Analysis Section at 202-691-7000 or [cpi\\_info@bls.gov](mailto:cpi_info@bls.gov).

For additional information on seasonal adjustment in the CPI visit [www.bls.gov/cpi/seasonal-adjustment/home.htm](http://www.bls.gov/cpi/seasonal-adjustment/home.htm)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

## RESOLUTION 24-02

### A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2024 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS OF JULY 1, 2023

**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 2024 Overall Work Program, and

**WHEREAS**, the FY 2024 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 \$25,781.57 for FY 2024 wage increases for the full time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 5th day of July 2023

Adopted this 5th day of July 2023

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Greg Menold, Chairman

Tri-County Regional Planning Commission

ATTEST:

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Eric W. Miller, Executive Director

Tri- County Regional Planning Commission



## MEMORANDUM

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**TO:** Executive Board  
**FROM:** Staff  
**SUBJECT:** PROTECT Grant Program  
**DATE:** June 19, 2023

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**Action needed:**

Discussion of Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Grant Program.

**Background:**

The Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Grant Program aims to reduce damage and disruption to the transportation system, improve the safety of the traveling public, and improve equity by addressing the needs of disadvantaged communities that are often the most vulnerable to hazards. Up to \$45 million is available for Planning Grants, with a minimum grant award of \$100,000 and no maximum award size.

The PROTECT program offers 100% funding for Planning Grant projects that address the climate crisis by improving the resilience of the surface transportation system, including highways, public transportation, ports, and intercity passenger rail. Planning Grants may be used for resilience planning, predesign, design, or the development of data tools to simulate transportation disruption scenarios, including vulnerability assessments; technical capacity building to facilitate the ability of the eligible entity to assess the vulnerabilities of its surface transportation assets and community response strategies under current conditions and a range of potential future conditions; or evacuation planning and preparation.

Applications are due August 18, 2023.

**Proposed Project:**

TCRPC proposes the creation of a Regional Resiliency Plan (RRP) spanning the Tri-County area. This consultant-led plan will assess vulnerabilities, transit access, and other environmental risks such as flooding, erosion, and heat island impacts through lenses of economic resilience and social justice. The plan would produce grant-ready, coordinated

but distinct projects and objectives designed to facilitate environmental, economic, and social resilience, and to competitively position the region for federal infrastructure funding.

In alignment with PROTECT program objectives and thematic objectives emphasized in the Infrastructure Investment and Jobs Act (IIJA), the RRP would consider factors such as:

- Vulnerability Assessment, including environmental risks:
  - Stormwater
    - Erosion
    - Flooding
  - Heat island impacts
- Multimodal transportation access
- Recreation access
- Social justice factors (such as income, race, age, and disability)
- Economic opportunities (geographic distribution)

**Next Steps:**

The next step will be to gather letters of support from municipalities in the Tri-County area and other regional entities willing to contribute support or resources. TCRPC staff will be available to answer questions. Letters of support will be accepted until two weeks before the grant application deadline. The next page has a sample letter of support that can be edited and placed on jurisdiction's letterhead.

**Sample Letter of Support:**

Eric Miller  
Executive Director  
456 Fulton Street, Suite 401  
Peoria, Illinois 61602

Re: Letter of Support for Tri-County's PROTECT Grant Application

Mr. Miller,

I write in support of the Tri-County Regional Planning Commission's application for the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) grant to develop a Regional Resiliency Plan. The PROTECT grant program aims to reduce damage and disruption to the transportation system, enhance the safety of the traveling public, and improve equity by addressing the needs of disadvantaged communities that are often the most vulnerable to hazards.

A Regional Resiliency Plan will assess vulnerabilities in the Tri-County area by ensuring the longevity of and access to surface transportation. Such a plan will examine the state of existing infrastructure, explore regional response strategies under current and future conditions, and identify potential system bottlenecks. These analyses will help the region prioritize future improvements, advance transportation equity, and improve the mechanical and environmental systems supporting surface transportation facilities. All these practices will allow regional stakeholders to more effectively plan for the future.

Without this financial support, the tri-county region of Peoria, Tazewell, and Woodford counties would not have the necessary resources to conduct a planning study of this size to improve the region's resiliency and safeguard future transportation investments. Our organization reiterates our support for this crucial planning initiative.

Sincerely,