



## TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330

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

**Ways & Means Committee: 8:30 a.m., June 7, 2023**

**Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., June 7, 2023**

---

**Join via computer or smartphone:**

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

**Or call in with any telephone**

1 (408) 650-3123

Access Code: 291-023-189

---

### AGENDA

#### **1. Call to Order, Welcome, Recognition of Audience**

#### **2. Roll Call**

#### **3. Public Input**

#### **4. Motion to approve May 3, 2023 Commission minutes**

#### **5. Chairman report**

#### **6. Executive Director report**

#### **7. Ways and Means Report**

- a. Motion to approve April 2023 Financial Statements and Billings (Resolution 23-74)
- b. Motion to approve FY24 budget – (Resolution 23-75)
- c. Motion to approve the Administrative Fiscal Policies per 2 CFR 200 - (Resolution 23-77)
- d. Motion to amend the Commission's Bylaws and Procurement Policies and Procedures to increase the Executive Director's purchasing limit from \$1,000 to \$5,000. (Resolution 23-79)

#### **8. Administration**

- a. Motion to approve Thank you to Donald White for serving on Tri County Regional Planning Commission (Resolution 23-49)
- b. Motion to approve Thank you to Andrew Rand for serving on Tri County Regional Planning Commission (Resolution 23-54)
- c. Motion to amend Resolution 23-39 to authorize the Executive Director to execute an agreement with METEC and Peoria Heights for HUD Healthy Homes Grant (Resolution 23-80)

#### **9. Transportation**

- a. Motion to approve Transportation Program Amendments (Resolution 23-76)
  - i. Project S-24-11 Safety: Interstate Delineators
  - ii. Project S-24-12 Safety: Guardrail Replacement
  - iii. Project GH-21-01 Germantown Hills to Metamora Trail
  - iv. Project PC-23-03 Maxwell & Middle Road Sidewalk/Multi-Use Trail
- b. Motion to approve Joint Funding Agreement FY 2024 (Resolution 23-81)
- c. Motion to program leftover Fiscal Year 2023 Metropolitan Planning funds for the East Peoria Crosswalk Safety Improvement Feasibility Study (Resolution 23-78)

#### **10. GIS**

- a. Motion to approve Executive Director to purchase GIS software maintenance from ESRI and renew two Trimble Virtual Reference Station network subscriptions (Resolution 23-82)

#### **11. Updates**

- a. FY 2024 Special Transportation Studies
- b. IDOT
- c. FHWA

#### **12. Other**

- a. Staff Presentation – Debbi La Rue

#### **13. Adjournment**

---

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI complaint form, please call 309-673-9330.

Tri-County Regional Planning Commission strives to provide an environment welcoming to all persons regardless of physical or mental challenges, race, gender, or religion. Please call 309-673-9330 to request special accommodations at least two days in advance.



## TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

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

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

Ways & Means Committee: 8:30 a.m., May 3, 2023

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., May 3, 2023

### MINUTES

#### 1. Call to Order, Welcome, Recognition of Audience

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

#### 2. Roll Call

Commissioner	P	A	Commissioner	P	A
<b>Mike Hughes</b> Chillicothe	Virtual		<b>Leon Ricca</b> Bartonville	X	
<b>Rita Ali</b> City of Peoria	X		<b>Nate Parrott</b> Morton	X	
<b>Patrick Urich</b> City of Peoria	x		<b>Autum Jones</b> Woodford Co	X	
<b>Rick Powers</b> City of Peoria	x		<b>Chuck Nagel,</b> Woodford Co.	X	
<b>Ron Talbot</b> Creve Coeur	x		<b>Andrew Rand,</b> Peoria Co.		X
<b>John Kahl</b> East Peoria.	X		<b>Don White</b> Peoria Co.	X	
<b>Ann Doubet,</b> Germantown Hills	X		<b>Russ Crawford</b> Tazewell Co.	x	
<b>Mike Phelan,</b> Peoria Heights		X	<b>Greg Menold,</b> Tazewell Co.	x	
<b>Becky Cloyd,</b> City of Pekin.		x	<b>Don Knox</b> CityLink	Virtual	
<b>Gary Manier,</b> Washington		x	<b>Karen Dvorsky,</b> IDOT		X
<b>James Dillon</b> West Peoria	Virtual				

Present: Eric Miller, Debbie Ulrich, Michael Bruner, Reema Abi-Akar, Rebecca Eisele, Ray Lees, Logan Chapman, Debbi LaRue, and Gabriel Guevara. Staff virtual: Britney West, and Anthony Baumann. Also virtual: Betsy Tracy- FHWA, and Bob Innis-IDOT. Also present: Camille Coates, and Danny Phelan

#### 3. Public Input-none

#### 4. Motion to approve April 5, 2023, Commission minutes.

Rick Powers moved to approve the April 5, 2023, minutes and Ron Talbot seconded. Motion carried.

#### 5. Chairman report-nothing to report.

#### 6. Executive Director report

Eric Miller reported on the following:

- IMRF, with the change in staff this will be helpful with retention.
- Patrick Urich commented that IMRF is attractive to new employees and to keep those you have.

- Ray Lees updated on Terracon for Brownfield site grant.

## 7. Ways and Means Report

- a. Motion to approve March 2023 Financial Statements and Billings (Resolution 23-67)

John Kahl moved to approve March 2023 Financial Statements and Billings (Resolution 23-67) and Greg Menold seconded.

Rebecca Eisele updated on the following:

- Total Operating Cash at the end of the month was \$789,752. Operating Cash decreased in March by (\$94,101) compared to February.
- Accounts Receivable balance at the end of March was \$297,486. Of the A/R balance, \$246,445 was Federal funds, \$43,342 was State funds, and the remaining \$7,698 was Local GIS and Planning Services.
- Accounts Payable balance at the end of March was \$77,256. Of that amount, \$74,533 was unpaid pass-through expenses as of the end of March. The remaining \$2,723 in Accounts Payable at the end of the month was for regular monthly bills unpaid on the last day of the month.
- Billing for March was \$159,064 minus direct pass-through expenses of (\$75,833) resulting in Operating Revenue of \$83,231. There were also several billable hours that were worked, but that cannot be billed yet, however those hours will be billed in the future.
- Total Expenses for March were \$56,529 minus direct pass-through expenses of (\$75,833) resulting in Operating Expenses of \$80,696.
- March resulted in a surplus of \$2,535. Fiscal Year 2023 so far has a net surplus of \$182,863.

Motion carried.

- b. Motion to approve engagement letter with Martin Hood LLC for FY2023 financial audit (Resolution 23-69)

Russ Crawford moved to approve engagement letter with Martin Hood LLC for FY2023 financial audit (Resolution 23-69) and Rick Powers seconded.

Eric Miller explained this has gone thru Ways & Means for approval.

Motion carried.

- c. Review of Draft FY24 budget – Handout

Eric Miller explained the following:

- Revised to \$1 million in revenue. He then explained the Revenue by Project and the FY24 Budget Estimate
- Wages and benefits have an increase of 5% for wages and \$77,000 increase if IMRF passes.

## 8. Administration

- a. Motion to adopt the Slate of Officers, Executive Board, Committee Chairpersons and Members for a period from July 1, 2023, to June 30, 2024 (Resolution 23-45)

Russ Crawford moved to adopt the Slate of Officers, Executive Board Committee Chairpersons and Members for a period from July 1, 2023, to June 30, 2024 (Resolution 23-45) and Autumn Jones seconded.

Russ Crawford then explained this term is for July 1, 2023, thru June 30, 2024.

He then thanked Don White for his Chairmanship, and that all the appointments are according to the by-laws.

John Kahl then asked why Peoria County cannot be able to be a committee chair and Russ explained according to our by-laws they can be on Commission but not hold an officer position. Motion carried.

b. Motion to approve purchasing technology and equipment upgrades (Resolution 23-72)

Chuck Nagel moved to approve purchasing technology and equipment upgrades (Resolution 23-72) and John Kahl seconded.

Michael Bruner updated on the following:

- Every Spring staff evaluates our Equipment Inventory to ensure everything is up-to-date and in working order.
- Staff has identified technology and equipment upgrades for FY 2024: however, one existing workspace has been identified for replacement with FY 2023 funding.
- The budget amount is not to exceed \$2,500 and will be paid using our FY 2023 Equipment budget that is reimbursable by IDOT with PL funding.
- Staff will follow the Commission's procurement policy and gather a minimum of three quotes.

Motion carried.

c. Motion to approve Executive Director to enter into an agreement with the Pekin Housing Authority for environmental review oversight (Resolution 23-73)

John Kahl moved to approve Executive Director to enter into an agreement with the Pekin Housing Authority for environmental review oversight (Resolution 23-73) and Nate Parrott seconded.

Michael Bruner updated on the following:

- This agreement would ask staff to complete the NEPA (National Environmental Policy Act of 1969) process for all activities within the Five-Year Capitol Improvement Plan.
- The Pekin Housing Authority would reimburse the Commission for all costs associated with conducting the environmental review services.

Motion carried.

## 9. Transportation

a. Motion to approve Transportation Program Amendments (Resolution 23-68)

- i. Project S-23-14 Safety-Add Turn Lane at IL-116 & Cameron Ln
- ii. Project PEK-24-01 Railroad Grade Crossing Improvement
- iii. Project W-24-02 Railroad Grade Crossing Improvement
- iv. Project 5310-24-01 Crosswalk Safety Improvement Feasibility Study

John Kahl moved to approve i. thru iv. and Greg Menold seconded.

Michael Bruner updated on the following:

- i. Project S-23-14 Safety-Add Turn Lane at IL-116 & Cameron Ln.
  - Adding to FY 2023 Program
  - Scheduled for the June Letting
  - Safety project using HSIP funding to add a left turn lane at IL-116 & Cameron Lane
- ii. Project PEK-24-01 Railroad Grade Crossing Improvement
  - Adding to FY 2024 Program
  - Safety railroad grade crossing improvement along the Illinois & Midland Railroad at the Washington Street intersection and McLean Street intersection
  - Installing (1) new automatic flashing light signals (2) gates, (3) new constant warning time circuitry with event recorder and remote monitor, and (4) crossing surface.
- iii. Project W-24-02 Railroad Grade Crossing Improvement

- Adding to FY 2024 Program
  - Safety railroad grade crossing improvement along Toledo, Peoria and Western Railroad at the Zinser Place intersection and Wood Street intersection
  - Installing (1) new automatic flashing light signals, (2) gates, (3) new constant warning time circuitry with event recorder and remote monitor, and (4) crossing surface.
- iv. Project 5310-24-01 Crosswalk Safety Improvement Feasibility Study
- Adding to FY 2024 Program
  - Engineering Study to fully investigate the options to enhance pedestrian crossing at the signalized intersection of IL-116 and Mariner's Way for CityLink route #20 ICC Express transit users.

Motion carried.

b. Discussion and motion to approve Transportation Alternative funding (Resolution 23-70)

Chuck Nagel moved to approve Transportation Alternative Funding (Resolution 23-70) and Rita Ali seconded.

Michael Bruner updated on the following:

- Released a call for projects on Feb. 15, 2023, for transportation alternative projects.
- The total funding available was \$1,458,565.
- To ensure three projects were funded, staff divided the available funding by three to get the total maximum award of \$486,188.
- Projects were due by March 31, 2023
  - Received two submissions by this date.
  - Staff extended the due date to Tuesday, April 4<sup>th</sup> due to the severe weather.
- TCRPC received a total funding request of \$726,188 or 49.8% of the available funding amount.
  - Germantown Hills requested 80% of the total project cost of \$300,000.
  - Peoria County requested 71.6% of the project cost of \$678,949 due to the total maximum award.
- The Technical Committee recommends funding both projects and increasing Peoria County's funding amount to the 80% level.
  - Increases the TA funds by \$56,971 to make the updated funding amount to \$543,159.
  - Makes the total funding amount \$783,159 or 53.6% of the available funding amount.
  - This would leave \$675,406 in leftover TA funding.
  - Release a second call for project later with leftover TA funding was recommended.

Motion carried.

c. Motion to approve Executive Director to execute activities related to a Regional Bicycle and Pedestrian Workshop (Resolution 23-71)

John Kahl moved to approve Executive Director to execute activities related to a Regional Bicycle and Pedestrian Workshop (Resolution 23-71) and Rita Ali seconded.

Michael Bruner updated on the following:

- The FY 2023 Unified Planning Work Program (UPWP) has a 25,000 budget for having a regional bicycle and pedestrian workshop.
- Staff have received proposals from vendors to assist in facilitating, executing.
- Charles Brown for Equitable Cities will provide a keynote speech.
- The Illinois State Alliance of YMCA's is providing funding for Mark Fenton to attend the event and hold the optional walk audit and give a presentation at the event.

- The event information
  - ***Title- Walk, Bike, Ride Greater Peoria: Paving the Way to Just Transportation***
  - Date- Tuesday, May 16, 2023
  - Time- 5:00 to 7:30 pm (Optional walk audit at 3:30 pm with limited space)
  - Location- Neighborhood House at 1020 S. Matthew Street

Rita Ali added this is a great idea. Reema Abi-Akar added for Commissioners to contact their community leaders about event.

d. Discussion of Tri-County's Public Participation Plan 2023 Update

Gabriel Guevara explained the following:

- The last PPP was in 2021.
- US DOT releases: Promoting Practices for Meaningful Public Involvement in Transportation- Oct 2022. This is a guidance on adding equity into community engagement.
- The Stakeholder interviews: Central Illinois Friends, Southside Mission Community Center, Peoria Community Against Violence, CityLink, Phoenix Development, Urban Acres, We Can Hear You, and Council Members.
- The Lessons Learned are we need to meet people where they are: Express why the project is important and how this directly effects people and establish and utilize partnership with trusted members of the community.

## 10. Updates

a. IDOT

Bob Innis mentioned that State Planning document will be coming.

b. FHWA

Betsy Tracy said Annual Fall Planning meeting will be held in Springfield in the Fall

## 11. Other

a. Staff Presentation – Reema

Reema Abi-Akar reported on the following:

- History of Education and her timeline of recent events.
- Current Projects at TCRPC
  - Human Service Transportation Planning
  - Communications & Editing
  - Hazard mitigation
  - Environment & Sustainability
  - APA Conference in Philadelphia
  - Mobility Connections
  - Accessibility for person with disabilities

## 12. Adjournment

John Kahl moved to adjourn at 10:00 am and Leon Ricca seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded by: Britney West, GIS III

Transcribed by: Debbie Ulrich, Office Administrator

To: Members of the Commission  
From Eric W. Miller, Executive Director  
Date: May 9, 2023  
Subject: Executive Director Report for May 2023

Project	Activity	Status
<b>Administrative</b>		
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
	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
	Worked with stakeholders and consulting team re: Passenger Rail Federal Grant Applications	Ongoing
Personnel	Semi-annual staff reviews ongoing	Ongoing
	IMRF Cost Study underway	Ongoing
Website	Content review of website.	Ongoing
<b>Planning Issues</b>		
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	Contract Development with IEPA regarding Kickapoo Creek Watershed	Ongoing
Hazard Mitigation Plan	Work has Commenced Meeting with Stakeholders	Ongoing
<b>GIS Projects/ Asset Management</b>		
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		
<b>MPO/Transportation</b>		
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	Consultant Selection	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	Consultant selection / project mobilization underway	Ongoing
Regional Community Planning	Consultant selection / project mobilization underway	Ongoing
<b>HSTP/Transportation</b>		
5310 program Grant	Programmed 5310 Funds	Ongoing
HSTP Plan	Commission Adopted Plan	Ongoing
HSTP meetings		Ongoing

# April 2023 Financial Summary Full Commission

	April-23	March-23	FY23 YTD
<b>Net Income / (Loss)</b>	<b>14,881</b>	<b>2,647</b>	<b>198,365</b>

Page 1

## Monthly Financial Summary

Pages 2&3

<b>Balance Sheet</b>	<b>April-23</b>	<b>March-23</b>	<b>Increase / (Decrease)</b>
Operating Cash	789,797	789,752	44
Joint Funding Account	370,887	374,606	(3,719)
All Unrestricted and Restricted Cash	1,189,654	1,192,894	(3,241)

<b>Accounts Receivable</b>	<b>April-23</b>	<b>March-23</b>	<b>Increase / (Decrease)</b>
Total Accounts Receivable	285,625	297,486	(11,861)
Total Federal Receivables	224,169	246,445	(22,276)
Total State Receivables	50,894	43,342	7,551
Total Local Receivables	10,562	7,698	2,864

<b>Accounts Payable</b>	<b>April-23</b>	<b>March-23</b>	<b>Increase / (Decrease)</b>
Total Accounts Payable at EOM	41,490	77,256	(35,767)
A/P to be billed - Pass-throughs	39,308	74,533	(35,225)
A/P indirect costs	2,182	2,723	(541)

Page 4

## Reference Statement of Cash Flows for Detail on Changes in Cash

Page 5

<b>Income Statement</b>	<b>April-23</b>	<b>March-23</b>	<b>Increase / (Decrease)</b>
Current Billing	145,627	159,064	(13,437)
Billing of Pass-Through Expenses	(47,112)	(75,833)	28,721
Operating Revenue	98,515	83,231	15,284

	<b>April-23</b>	<b>March-23</b>	<b>Increase / (Decrease)</b>
Current Expenses	130,746	156,417	(25,671)
Pass-Through Expenses billed	(47,112)	(75,833)	28,721
Operating Expenses	83,634	80,584	3,050

	<b>April-23</b>	<b>March-23</b>	<b>Increase / (Decrease)</b>
Regular Working Days	19.00	23.00	(4.00)
Paid Holidays	1.00	-	1.00
PTO Used (Hours)	44.50	81.50	(37.00)

	<b>April-23</b>	<b>March-23</b>	<b>FY23</b>
Operating Revenue	98,515	83,231	1,449,362
Less Operating Expenses	(83,634)	(80,584)	(1,250,997)
<b>Net Income / (Loss)</b>	<b>14,881</b>	<b>2,647</b>	<b>198,365</b>



# Tri-County Regional Planning Commission

## Balance Sheet

As of April 30, 2023

	Current Month	Previous Month	Previous Year
	Apr 30, 23	Mar 31, 23	Apr 30, 22
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	789,797	789,752	862,183
Total 10000 · Cash - Unrestricted	789,797	789,752	862,183
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	370,887	374,606	206,079
11310 · MCB Checking - IL MPO Adv.	19,238	19,238	19,238
11410 · MCB Savings - Unvested Retirement	8,202	7,768	9,275
Total 11000 · Cash - Restricted	399,857	403,142	236,122
Total Checking/Savings	1,189,654	1,192,894	1,098,305
Accounts Receivable			
13000 · Accounts and Grants Receivable	285,625	297,486	118,008
Total Accounts Receivable	285,625	297,486	118,008
Other Current Assets			
15000 · Prepaid Expenses	20,407	24,883	34,188
Total Other Current Assets	20,407	24,883	34,188
Total Current Assets	1,495,685	1,515,263	1,250,500
Fixed Assets			
17100 · Computer Equipment	86,403	86,403	62,389
17101 · Accum. Deprec. - Computers	(55,895)	(54,414)	(38,793)
Total Fixed Assets	30,508	31,989	23,596
Other Assets			
19000 · Right of Use - Office Space	41,888	44,681	75,399
19001 · Right of Use - Copier	15,257	15,648	19,952
Total Other Assets	57,145	60,329	95,350
<b>TOTAL ASSETS</b>	<b>1,583,339</b>	<b>1,607,581</b>	<b>1,369,446</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	41,490	77,256	47,311
20011 · MCB Credit Card	-	-	16
Other Current Liabilities			
21000 · Accrued Expenses	2,025	1,491	1,353
21100 · Accounts Payable - Employees	451	561	289
22000 · Employer Liabilities			
22100 · Accrued Wages Payable	28,085	25,402	22,021
22200 · Accrued Vacation/Personal Time	64,785	64,352	58,179

# Tri-County Regional Planning Commission

## Balance Sheet

As of April 30, 2023

	Current Month	Previous Month	Previous Year
	Apr 30, 23	Mar 31, 23	Apr 30, 22
22300 · Unvested Retirement	8,421	7,862	9,446
22500 · Payroll Taxes and Withholdings	3,469	4,157	2,746
<b>Total 22000 · Employer Liabilities</b>	<b>104,760</b>	<b>101,772</b>	<b>92,391</b>
22800 · Local Matches			
22801 · Local Match - City of Peoria	5,000	5,000	-
22802 · Local Match - GPSD	9,500	9,500	-
22803 · Local Match - PDC Services, Inc	5,000	5,000	-
22804 · Local Match - Wildlife Prairie	500	500	-
<b>Total 22800 · Local Matches</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
23000 · Unearned Revenue			
23100 · PPUATS	-	-	184,655
23101 · Deferred Revenue - IDOT	11,688	15,256	40,381
23200 · IL MPO	19,238	19,238	19,238
23400 · Regional Server Partnership	-	-	1,500
23500 · Village of Washburn	488	488	488
<b>Total 23000 · Unearned Revenue</b>	<b>31,414</b>	<b>34,982</b>	<b>246,262</b>
28000 · Current Lease Liab. - Office Sp	5,656	8,472	5,462
28001 · Current Lease Liab. - Copier	772	1,157	756
<b>Total Other Current Liabilities</b>	<b>165,077</b>	<b>168,434</b>	<b>346,514</b>
<b>Total Current Liabilities</b>	<b>206,567</b>	<b>245,690</b>	<b>393,841</b>
Long Term Liabilities			
29000 · Lease Liability - Office Space	37,578	37,578	71,026
29001 · Lease Liability - Copier	14,751	14,751	19,343
<b>Total Long Term Liabilities</b>	<b>52,329</b>	<b>52,329</b>	<b>90,368</b>
<b>Total Liabilities</b>	<b>258,896</b>	<b>298,020</b>	<b>484,210</b>
Equity			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	919,628	919,628	678,902
<b>Net Income</b>	<b>198,365</b>	<b>183,484</b>	<b>(115)</b>
<b>Total Equity</b>	<b>1,324,442</b>	<b>1,309,561</b>	<b>885,237</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,583,339</b>	<b>1,607,581</b>	<b>1,369,446</b>

# Tri-County Regional Planning Commission

## Statement of Cash Flows

April 2023

	Apr 23	Jul '22 - Apr 23
<b>OPERATING ACTIVITIES</b>		
Net Income	14,881	198,365
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	11,861	(93,869)
15000 · Prepaid Expenses	4,476	18,706
20000 · Accounts Payable	(35,767)	(25,900)
20011 · MCB Credit Card	-	(16)
21000 · Accrued Expenses	534	503
21100 · Accounts Payable - Employees	(110)	352
22100 · Accrued Wages Payable	2,684	4,759
22200 · Accrued Vacation/Personal Time	433	2,048
22300 · Unvested Retirement	558	4,005
22503 · FICA & Medicare	205	374
22504 · IL Unemployment Taxes	(899)	(16)
22505 · 457 (b) Contributions	-	127
22520 · United Way	7	7
22801 · Local Match - City of Peoria	-	5,000
22802 · Local Match - GPSD	-	9,500
22803 · Local Match - PDC Services, Inc	-	5,000
22804 · Local Match - Wildlife Prairie	-	500
23100 · PPUATS	-	(7,482)
23101 · Deferred Revenue - IDOT	(3,568)	(15,832)
28000 · Current Lease Liab. - Office Sp	(2,816)	5,656
28001 · Current Lease Liab. - Copier	(385)	772
Net cash provided by Operating Activities	(7,905)	112,556
<b>INVESTING ACTIVITIES</b>		
17101 · Accum. Deprec. - Computers	1,481	14,807
19000 · Right of Use - Office Space	2,793	27,925
19001 · Right of Use - Copier	391	3,912
Net cash provided by Investing Activities	4,664	46,645
<b>FINANCING ACTIVITIES</b>		
29000 · Lease Liability - Office Space	-	(33,447)
29001 · Lease Liability - Copier	-	(4,592)
Net cash provided by Financing Activities	-	(38,039)
Net cash increase for period	(3,241)	121,161
Cash at beginning of period	1,192,894	1,068,493
Cash at end of period	<b>1,189,654</b>	<b>1,189,654</b>

**Tri-County Regional Planning Commission**  
**Profit & Loss**

April 2023

	Current Month	Previous Month	FY23 - Current YTD	FY22 - Previous YTD
	Apr 23	Mar 23	Jul '22 - Apr 23	Jul '21 - Apr 22
<b>Ordinary Income/Expense</b>				
<b>Revenue by Type</b>				
41000 · Federal Grants and Awards	115,285	130,966	986,138	661,501
42000 · State Grants and Awards	25,847	22,139	220,660	182,724
43000 · Local Matching Contributions	(2,398)	(1,204)	167,366	(6,648)
44010 · GIS Support	1,787	2,273	25,645	21,132
44020 · Planning & Zoning Support	1,279	1,054	11,296	13,396
45000 · Member Dues	3,750	3,750	37,500	41,602
46000 · Interest Income	77	86	757	136
<b>Total Income</b>	<b>145,627</b>	<b>159,064</b>	<b>1,449,362</b>	<b>913,843</b>
Gross Profit	145,627	159,064	1,449,362	913,843
<b>Expense by Account &amp; Category</b>				
Total 60500 · Amortization Expense	3,184	3,184	31,838	31,446
Total 61000 · Computer Expenses	2,694	2,514	26,249	21,716
Total 61500 · Outside Services	42,143	75,372	444,892	182,558
Total 62000 · Depreciation	1,481	1,481	14,807	5,852
Total 63000 · Employee Benefits	14,411	13,102	135,656	135,367
Total 63400 · Interest Expense	161	170	2,003	2,993
Total 63500 · Office Administration	1,564	1,567	13,848	13,708
Total 64000 · Miscellaneous	76	80	6,367	5,716
Total 65000 · Professional Fees	-	428	33,493	40,573
Total 65500 · Facility Costs	865	753	12,455	11,218
Total 66000 · Salaries and Wages	56,034	54,889	507,508	442,532
Total 67000 · Travel and Training	8,133	2,877	21,884	20,278
<b>Total Expense</b>	<b>130,746</b>	<b>156,417</b>	<b>1,250,997</b>	<b>913,958</b>
<b>Net Income</b>	<b>14,881</b>	<b>2,647</b>	<b>198,365</b>	<b>(115)</b>

**Tri-County Regional Planning Commission**  
**Check Register - Operating Account**  
**April 2023**

Date	Num	Name	Memo	Amount
04/01/2023	1344	Blue Cross Blue Shield of Illinois	Health Insurance - 04/2023	7,882.58
04/01/2023	1345	City of Peoria	Rent - 04/2023	2,950.00
04/01/2023	1346	Peoria Area Chamber of Commerce	Membership Dues	490.00
04/04/2023	ACH	IL Dept of Employment Security	IL Unemployment Taxes - 1st Qtr 2023	986.45
04/05/2023	1347	GateHouse Media	Legal Notices in Newspapers	80.10
04/05/2023	1348	Xerox Financial Services	Copier Lease	437.10
04/05/2023	ACH	Staff - Payroll	Payroll 03/16/23 - 03/31/23	19,369.45
04/05/2023	ACH	Department of the Treasury	Payroll Taxes 03/16/23 - 03/31/23	6,294.36
04/05/2023	ACH	CEFCU	Payroll Liability 03/16/23 - 03/31/23	50.00
04/05/2023	ACH	Illinois Department of Revenue	Payroll Taxes 03/16/23 - 03/31/23	1,199.15
04/05/2023	ACH	Nationwide	Retirement 03/16/23 - 03/31/23	2,105.34
04/05/2023	ACH	Unvested Retirement Account	Retirement 03/16/23 - 03/31/23	154.17
04/12/2023	1349	Morton Community Bank	Abi-Akar - Payment for 03/2023 CC Charges	2,167.01
04/12/2023	1350	Morton Community Bank	Bruner - Payment for 03/2023 CC Charges	145.20
04/12/2023	1351	Morton Community Bank	Ulrich - Payment for 03/2023 CC Charges	1,050.42
04/12/2023	1352	American Environmental Corp	IEMA Hazard Mitigation - Consultant Services	36,256.55
04/14/2023	ACH	Comcast	Internet	136.90
04/14/2023	ACH	Delta Dental	Dental Insurance	272.42
04/14/2023	ACH	Guardian	Life, Disability, and Vision Insurance	469.11
04/14/2023	ACH	Heartland Parking	Monthly Parking	47.50
04/14/2023	ACH	Heartland Parking	Monthly Parking	852.00
04/14/2023	ACH	Heartland Parking	Parking Validations - 03/2023	89.00
04/14/2023	ACH	IT Unified	Monthly IT Service / Microsoft Teams Subscription	1,236.00
04/14/2023	ACH	Lochmueller Group	Pekin Bike / Ped Master Plan Consultant	3,354.63
04/14/2023	ACH	Lochmueller Group	Activity Based TDM Consultant	32,500.00
04/14/2023	ACH	The Cleaning Source	Office Cleaning - 03/2023	194.00
04/14/2023	ACH	Verizon Wireless	Phones	307.99
04/20/2023	ACH	Staff - Payroll	Payroll 04/01/23 - 04/15/23	18,355.51
04/20/2023	ACH	Department of the Treasury	Payroll Taxes 04/01/23 - 04/15/23	6,139.38
04/20/2023	ACH	CEFCU	Payroll Liability 04/01/23 - 04/15/23	50.00
04/20/2023	ACH	Illinois Department of Revenue	Payroll Taxes 04/01/23 - 04/15/23	1,160.31
04/20/2023	ACH	Nationwide	Retirement 04/01/23 - 04/15/23	2,755.34
04/20/2023	ACH	Unvested Retirement Account	Retirement 04/01/23 - 04/15/23	279.17
04/26/2023	1353	APWA	APWA Conference Sponsorship	7,500.00
04/26/2023	1354	Dr. Annie Kelvie - Consultant	03/2023 - 04/2023 Writing Instruction Consultant	259.99
04/30/2023	ACH	Morton Community Bank	Service Charge	16.52
<b>Register</b>			<b>Total Checks</b>	<b>157,593.65</b>

**Tri-County Regional Planning Commission**  
**Credit Card Register**  
**April 2023**

Date	Employee Card	Vendor	Memo	Amount
04/04/2023	Ulrich	Lenovo	Monitor	280.50
04/11/2023	Ulrich	Adobe	Adobe User Subscription - Miller	15.93
04/11/2023	Ulrich	Qbox	QuickBooks File Management	15.00
04/15/2023	Ulrich	Adobe	Adobe Main Account Subscription	54.99
04/19/2023	Ulrich	GoToMeeting	GoToMeeting Subscription	129.60
04/20/2023	Ulrich	APWA	APWA - Staff Registrations	350.00
04/30/2023	Ulrich	Adobe	Adobe User Subscription - Accounting	21.24
04/30/2023	N/A	Morton Community Bank	Finance Charges	0.00
<b>Register</b>			<b>Total Charges</b>	<b>867.26</b>

Date	Employee Card	Vendor	Memo	Amount
<b>Register</b>			<b>Total Refunds and Credits</b>	<b>-</b>

## **RESOLUTION 23-74**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR APRIL 2023**

**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 April 2023 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 April 2023 are approved.

Presented this 7th day of June 2023

Adopted this 7<sup>th</sup> day of June 2023

---

Don White, Chairman  
Tri-County Regional Planning Commission

#### **ATTEST:**

---

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

**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**BUDGET FY24**

**JULY 2023 - JUNE 2024**

<b>Revenue By Project</b>	<b>FY24 Budget Estimate</b>	<b>FY24 Federal</b>	<b>FY24 State</b>	<b>FY24 Local</b>
FY24 IDOT - UPWP	<b>1,169,078.65</b>	935,262.92	233,815.73	-
FY24 MPO Joint Funding - Local Projects	<b>188,816.00</b>	-	-	188,816.00
County Dues from MPO Joint Funding	<b>45,000.00</b>	-	-	45,000.00
FY23 IDOT - UPWP (Remaining Funds)	<b>130,043.88</b>	104,035.10	26,008.78	-
IDOT - Asset Management Software	<b>31,895.14</b>	25,516.11	6,379.03	-
IDOT - Activity Based TDM	<b>141,885.59</b>	113,508.47	28,377.12	-
IDOT - Port District Master Plan	<b>153,954.60</b>	123,163.68	30,790.92	-
IDOT - Multi-Jurisdictional Comprehensive Plans	<b>150,000.00</b>	-	120,000.00	30,000.00
IDNR - Water Supply Planning	<b>30,000.00</b>	-	30,000.00	-
IEMA - Hazard Mitigation	<b>69,993.61</b>	69,993.61	-	-
FHWA - Safe Streets 4 All	<b>240,000.00</b>	240,000.00	-	-
Kickapoo Creek Watershed Study	<b>48,000.00</b>	36,000.00	-	12,000.00
HSTP - Human Services Transportation Plan	<b>55,000.00</b>	55,000.00	-	-
5310 FTA	<b>115,000.00</b>	115,000.00	-	-
GIS - GPSD	<b>4,000.00</b>	-	-	4,000.00
GIS - Logan County	<b>2,500.00</b>	-	-	2,500.00
GIS - Woodford County	<b>30,000.00</b>	-	-	30,000.00
Tazewell County - Planning Contract	<b>9,045.00</b>	-	-	9,045.00
City of Pekin - Bike Ped Master Plan - Local Match	<b>10,000.00</b>	-	-	10,000.00
City of Peoria - Local Match	<b>7,000.00</b>	-	-	7,000.00
Heart of IL Regional Port District	<b>33,637.50</b>	-	-	33,637.50
METEC - HUD Healthy Homes	<b>20,000.00</b>	-	-	20,000.00
Interest	<b>750.00</b>	-	-	750.00
<b>Total FY24 Budgeted Revenue</b>	<b>2,685,599.97</b>	<b>1,817,479.89</b>	<b>475,371.58</b>	<b>392,748.50</b>

<b>Expenses</b>	<b>FY23 End of Year Estimate</b>	<b>FY24 Budget Estimate</b>
<b>Amortization Expenses:</b>		
Amortization Expense - Office		33,510.48
Amortization Expense - Copier		4,694.52
<b>Total Amortization Expenses</b>	<b>38,205.00</b>	<b>38,205.00</b>
<b>Computer Expenses:</b>		
Computer Hardware & Supplies		22,000.00
Computer Software & Services		7,344.00
<b>Total Computer Expenses</b>	<b>57,190.47</b>	<b>29,344.00</b>
<b>Outside Services:</b>		
Computer Support Contracts		44,220.00
Contractual Services		117,000.00
Consultants		1,128,656.10
<b>Total Outside Services</b>	<b>521,356.45</b>	<b>1,289,876.10</b>
<b>Depreciation:</b>	<b>17,768.52</b>	<b>17,768.52</b>
<b>Employee Benefits:</b>		
Health Insurance		97,054.81
Parking		10,455.00
Payroll Taxes		59,510.82
Retirement		88,342.03
Workers Compensation Insurance		1,338.00



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

**BUDGET FY24**

**JULY 2023 - JUNE 2024**

<b>Expenses</b>	<b>FY23 End of Year Estimate</b>	<b>FY24 Budget Estimate</b>
<b>Total Employee Benefits</b>	<b>164,543.98</b>	<b>256,700.66</b>
Interest Expenses:		
Interest Expense - Office		763.11
Interest Expense - Copier		252.23
<b>Total Interest Expenses</b>	<b>2,297.65</b>	<b>1,015.34</b>
<b>Office Administration:</b>		
Bank Service Charges		200.00
Copier Expense		700.00
Fuel (Commission Vehicle)		500.00
Internet & Phones		5,338.80
Professional Liab & Auto Ins		6,920.04
Office Supplies		3,500.00
Parking (TCRPC Vehicle / Validations)		2,000.00
Postage		175.00
Repairs & Maintenance		4,000.00
Subscriptions		59.00
Office Water		800.00
<b>Total Office Administration</b>	<b>17,134.34</b>	<b>24,192.84</b>
<b>Miscellaneous Projects Costs:</b>		
Advertising		750.00
Membership Dues		4,750.00
Legal Notices		1,725.42
Other Miscellaneous Expenses		100.00
<b>Total Miscellaneous Project Costs</b>	<b>6,531.20</b>	<b>7,325.42</b>
<b>Professional Fees:</b>		
Accounting/Audit		26,500.00
Legal Fees		5,000.00
<b>Total Professional Fees</b>	<b>33,692.55</b>	<b>31,500.00</b>
<b>Facility Costs:</b>		
Office Cleaning		2,394.00
Property & Casualty Insurance		1,644.00
Utilities		8,400.00
<b>Total Facility Costs</b>	<b>14,669.11</b>	<b>12,438.00</b>
<b>Salaries &amp; Wages:</b>	<b>616,208.14</b>	<b>724,616.09</b>
<b>Training &amp; Education:</b>		
In-State Conferences		11,000.00
Out-of State Conferences		1,700.00
Staff Training		2,900.00
<b>Total Training &amp; Education</b>	<b>12,043.76</b>	<b>15,600.00</b>
<b>Travel:</b>		
Lodging		250.00
Meals		250.00
Meeting Expenses		250.00
Mileage Reimbursements		767.33
Training - Travel		12,500.00
Other Travel & Meals		500.00
<b>Total Travel</b>	<b>12,366.48</b>	<b>14,517.33</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>1,514,007.65</b>	<b>2,463,099.30</b>
<b>SURPLUS/(DEFICIT)</b>		<b>222,500.67</b>
<b>Joint Funding Income</b>		<b>173,816.00</b>
<b>Regular Income</b>		<b>48,684.67</b>

## **RESOLUTION 23-75**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE FISCAL YEAR 2024 BUDGET.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, routinely seeks funding from a variety of sources to perform projects that are beneficial to the region and/or to the individual communities in the region, and

**WHEREAS**, the Commission creates and uses a consolidated budget to manage its programs and monitor its finances, and

**WHEREAS**, the Executive Board recommends the attached budget,

**WHEREAS**, the Ways and Means Committee has reviewed the FY 2024 Budget and recommends approval.

**NOW THEREFORE BE IT RESOLVED**, that the Tri-County Regional Planning Commission hereby approves and adopts the FY 2024 Budget for the period from July 1, 2023, to June 30, 2024, and authorizes the Executive Director to take such actions as necessary to implement the budget within the confines of the Commission policy.

Presented this 7<sup>th</sup> day of June 2023

Adopted this 7<sup>th</sup> day of June 2023

---

Don White, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

---

Eric Miller, Executive Director  
Tri-County Regional Planning Commission



## MEMORANDUM

---

---

**TO:** Ways and Means and Full Commission

**FROM:** Executive Board

**SUBJECT:** Administrative Fiscal Policies per 2 CFR 200

**DATE:** June 7, 2023

---

**Action needed:**

Ways and Means: Discussion and Recommendation of Administrative Fiscal Policies per 2 CFR 200.

Full Commission: Approving and Adopting Administrative Fiscal Policies per 2 CFR 200.

**Background:**

In Spring 2022, the Commission underwent a Fiscal Administrative Review (FAR) with the Illinois Department of Human Services (IDHS). This process was a result of Tri-County's 2020 Census grant with IDHS. IDHS completed FAR reviews with grant recipients the year after the grant award to determine the level of review needed for future IDHS grant agreements. The IDHS reviewers recommended that the Commission formalize their existing procedures per 2 CFR 200 – "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," commonly referred to as Uniform Guidance.

The 2 CFR 200 Requirements streamlined the Administrative Requirements, Cost Principles, and Audit Requirement guidelines for federal awards received by all types of non-federal entities. The federal government eliminated overlapping requirements and reformed overly burdensome or conflicting requirements. These changes allowed federal award and pass-through recipients to focus their efforts on programmatic objectives instead of compliance with complex fiscal and administrative requirements. The federal implementation of 2 CFR 200 resulted in the State of Illinois passing the Grants Accountability and Transparency Act.

The Commission's existing procedures follow the federal regulations in 2 CFR 200; however, some of those procedures are not formalized with written policies. These are the Property Control Policy, Physical Inventory Policy, Disposition Policy, Retention Policy, and Maintenance of Accounting Records/Software Backup Policy. Staff worked to develop these policies to showcase existing practices. Furthermore, staff has also implemented further steps to better show the segregation of fiscal responsibilities with the Executive Director signing off on the monthly financial reports, including the completed bank reconciliations, after his review to signify approval and better show that a second person reviewed and approved them. Additionally, staff presents the bank reconciliations and bank statements monthly to the Ways and Means Committee.

While developing and updating these policies, staff have also started to review and update Tri-County's existing internal procedures to administer federal and state awards.

## **2 CFR Part 200 Key Topics and Requirements**

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
  - § 200.112 Conflict of interest
  - § 200.113 Mandatory disclosures
- Subpart C – Pre-Federal Award Requirements and Contents of Federal Awards
  - § 200.214 Suspension and Debarment
- Subpart D – Post Federal Award Requirements
  - § 200.301 – Performance measurement
  - § 200.302 – Financial management
  - § 200.303 – Internal controls
  - § 200.305 – Federal payment
  - § 200.306 – Cost sharing or matching
  - § 200.308 – Revision of budget and program plans
  - § 200.309 – Modifications to Period of Performance
  - § 200.310 – 200.316 – Property Standards
  - § 200.317 – 200.327 – Procurement Standards
  - § 200.328 – 200.330 – Performance and Financial Monitoring and Reporting
  - § 200.331 – 200.333 – Subrecipient Monitoring and Management
  - § 200.334 – 200.338 – Record Retention and Access
  - § 200.339 – 200.343 – Remedies for Noncompliance
  - § 200.344 – 200.346 – Closeout and Adjustments
- Subpart E – Cost Principles
- Subpart D – Audit Requirements

## **Approval Process**

On May 15<sup>th</sup> the Executive Board reviewed and recommended the “Property Control and Management,” “File Management, Access, and Retention,” Maintenance of Accounting Records,” and “Segregation of Duties” be recommended by the Ways and Means Committee and approved by the Full Commission on June 7<sup>th</sup>.

## **Property Control and Management Policies and Procedures**

### Purpose

The purpose of this policy is to ensure that all property of the Tri-County Regional Planning Commission ("Commission") is inventoried, insured, used, managed, and disposed of per 2 CFR Part 200.

### Scope

This policy applies to the Executive Director, Program Managers, Staff Accountant, and any other employees authorized to initiate and/or approve purchases, use, or dispose of equipment paid with federal, state, and local funds.

### Responsibility

The Commission has delegated the responsibility and authority for implementing the Property Control and Management Policies and Procedures to the Executive Director or designee. The Executive Director or designee is responsible for ensuring that all property that is owned or leased by the Commission is properly managed and used in accordance with federal and state laws, and this policy.

### Policy Statement

It is the policy of the Commission:

- To ensure that all property is managed and used in accordance with 2 CFR Part 200 and 44 Ill. Admin. Code Part 5010.
- To provide equivalent insurance coverage for real property and equipment acquired or improved.
- To maintain an Equipment Inventory and update it upon the procurement of new equipment.
- To ensure that property is maintained in good condition.
- To ensure that adequate safeguards are in place to prevent loss, damage, or theft of property.
- To dispose of property no longer needed for the original authorized purpose according to the procedures outlined in this policy.

### Property Management

The Commission must provide the equivalent insurance coverage for real property and equipment acquired or improved through grant funding. The Commission follows 2 CFR §

## Property Control and Management Policies and Procedures

200.313 to manage and dispose of equipment acquired through federal, state, or local funding.

The federal definition of equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000 (2 CFR 200.1 "Equipment").

The State of Illinois' definition of equipment is all tangible personal property of a non-consumable nature (Ill. Admin. Code tit. 44 § 5010.200). The Illinois State Statute continues to state that all equipment with an acquisition value greater than the nominal value and equipment that is subject to theft with a value less than that nominal value must be reported to the Illinois Department of Central Management Services by the holding agency. Equipment with an acquisition value of less than the nominal value that is not subject to theft is not subject to reporting; however, agencies will be responsible for establishing and maintaining internal control over these items (Ill. Admin. Code tit. 44 § 5010.220).

### Equipment Inventory

The Commission's Equipment Inventory is maintained and updated when new equipment is purchased. Commission staff follows 44 Ill. Adm. Code 5010 and 2 CFR 200.313 when inventorying equipment purchased or leased by the Commission. Equipment is removed from the Equipment Inventory once it has gone through disposition. Equipment that has not gone through the disposition process but is no longer in active use by Commission is maintained on the Equipment Inventory under a separate tab titled Retired.

The equipment inventory is maintained at the principal offices of the Commission and includes all items that are reasonably expected. Items of nominal value such as cables, keyboards, mice, etc. are not included in the inventory. The inventory is updated upon the acquisition or disposition of an item.

The equipment inventory is maintained in an Excel Workbook and organized in three tabs: Active, Phone System, and Retired. The Active Tab outlines all equipment used by Commission Staff except phones and nominal value items listed above. This includes servers, computers, monitors, tablets, web cameras, adapters, etc. The phone system outlines the desk phones and headsets used by Commission Staff. Lastly, the Retired tab outlines all equipment that is currently unusable due to being outdated or having issues that hinder usability but has not yet gone through the disposition process. The attributes collected in the equipment inventory are the serial numbers, type of equipment, make and model, user (i.e., staff member or location of equipment), vendor used for purchase, acquisition date, cost, funding source, and if the equipment was purchased or leased. Labels are placed on all monitors, computers, and tablets to indicate Commission ownership; these labels list the item's serial number.

## Property Control and Management Policies and Procedures

### Maintenance

It is the practice of the Commission to have an up-to-date, fully functional Information Technology (IT) network and ancillary equipment and follow maintenance requirements detailed in 2 CFR § 200.313(d)4. The Commission ensures that its property is maintained in good condition, and routine repair and maintenance costs are expensed as they are incurred. To maintain the system, the Commission employs the following measures:

- A server/network consultant is on call. IT Unified, based in New Lenox, IL, has been providing service to the Commission since 2022. They perform regular inspections of the server/network equipment and provide recommendations for necessary updates and or maintenance to the server.
- The Commission has an up-to-date inventory of IT equipment and other peripherals. It is the practice of the Commission to replace equipment every 5-7 years. Replacement of workstations, including computers and monitors (as needed) is done on an incremental basis (i.e., one to two new machines are purchased each year).
- The Commission workstations are equipped with the latest Microsoft Office software suite through an Office 365 subscription, which includes Word, Excel, PowerPoint, and other mainstream Microsoft software. Additionally, the subscription offers cloud storage via OneDrive.
- For printing and scanning equipment, the Commission uses a Xerox AltaLink C8145 for its primary printing, scanning, and copying needs. This machine is on lease from RK Dixon.
- For email, the Commission subscribes to Google Suites for business email, calendaring, cloud storage, and other applications. This service allows employee access to email via the web and eliminates the need for email hosting and email backups.

### Safeguards

The Commission will ensure that adequate safeguards are in place to prevent loss, damage, or theft of property. Any loss, damage, or theft must be reported to the Program Manager and Executive Director as soon as it is discovered. If applicable, law enforcement is also made aware of the theft.

If the item is not found after 90 days of reporting the missing property, the Program Manager will notify the Staff Accountant so they may remove the asset from the Equipment Inventory. If stolen items are not recovered, the Commission will submit copies of the police report and any insurance claims for equipment of \$500 or greater to non-federal awarding agencies, and if the current per-unit fair market value of the item is \$5,000 or greater for federal awarding agencies. Additionally, the report of the lost or stolen property will be submitted to the Ways & Means Committee and Full Commission.

## Property Control and Management Policies and Procedures

The Commission is responsible for replacing or repairing any lost, damaged, destroyed, or stolen items funded with state or federal funds. Replaced equipment should be inventoried accordingly under the originally funded program.

Additionally, the Commission has a Business Continuity Plan to provide policies and procedures to limit interruptions to digital services in the event of an emergency.

### Disposition

When the Commission determines that items of equipment acquired under a state or federal award is no longer needed for the originally authorized purpose, the Program Manager must obtain disposition instructions from the state or federal awarding agency in accordance with 2 CFR § 200.313(e).

- Items of federally funded equipment with a current per-unit fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further responsibility to the Commission.
- Items of state-funded equipment with a current per-unit fair market value of \$500 or less may be retained, sold, or otherwise disposed of with no further responsibility to the Commission.
- Except as provided in 2 CFR § 200.312(b), or if the awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value more than \$5,000 may be retained by the Commission or sold. The awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the awarding agency may permit the Commission to deduct and retain from the awarding agency's share \$500 or 10% of the proceeds, whichever is less, for its selling and handling expenses.
- The Commission may transfer the title of the property to the awarding agency or to an eligible third party provided that, in such cases, the Commission must be entitled to compensation for its attributable percentage of the current fair market value of the property.
- In cases where the Commission fails to take appropriate disposition actions, the awarding agency may direct the Commission to take disposition actions.

Upon termination or completion of a grant-funded project or program, for any residual inventory of unused supplies exceeding \$5,000 in total aggregate value which are not needed for any other award, the Commission shall retain the supplies for use on other activities or sell them. Upon either method of disposal, the Commission shall compensate the awarding agency for its share of the current market value or sales proceeds.

When acquiring replacement equipment or supplies, the Commission may use the equipment or supplies to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.



## Property Control and Management Policies and Procedures

The Commission must comply with relevant laws governing the surplus of public property in disposing of unnecessary equipment or supplies acquired with state or federal funds. Such methods may include the following:

- Public auction and/or online sale – generally conducted by a licensed auctioneer
- Salvage – scrap sold to local dealers
- Negotiated sale – normally used when disposing of items of substantial value
- Sealed bid – normally used for items of substantial value or unique qualities
- Pre-priced sale – large quantities of obsolete or surplus equipment or supplies may be sold by this method
- Donation to charitable organizations
- Disposition to trash for equipment or supplies with no value

The Executive Director or designee will be responsible for maintaining records of disposed obsolete and surplus property and will report to the federal awarding agency when required.



## **File Management, Access, and Retention Policies and Procedures**

### Purpose

The purpose of this policy is to ensure that the Tri-County Regional Planning Commission ("Commission") maintains adequate records per 2 CFR Part 200, Grant Accountability and Transparency Act, and Local Records Act.

### Scope

This policy applies to the Executive Director, Program Managers, Staff Accountant, and any other employees authorized to work on administrative, fiscal, and programmatic activities.

### Responsibility

The Commission has delegated the responsibility and authority for implementing the File Management, Access, and Retention Policies and Procedures to the Executive Director or designee. The Executive Director or designee is responsible for ensuring that all records, including but not limited to financial records, supporting documents, procurement documents, contracts and agreements, statistical records, and all other records pertinent to administrative, fiscal, and programmatic activities of the Commission and its projects are properly managed, retained, and available for inspection in accordance with federal and state laws, and this policy.

### Policy Statement

It is the policy of the Commission:

- To ensure that all records are managed, retained, and available for inspection in accordance with 2 CFR Part 200 and Local Records Act (50 ILCS 205).
- To maintain up-to-date personnel files of all staff.
- To maintain both hard and digital copies of all meeting materials, resolutions, and contracts/agreements.
- To maintain up-to-date financial records with supporting documentation for each fiscal year, organized by month.
- To maintain up-to-date financial and programmatic records with supporting documentation for each funding award, organized by fiscal year.
- To maintain up-to-date inventory of all equipment purchased or leased.
- To maintain up-to-date files with all Freedom of Information Act (FOIA) requests, and responses.
- To maintain a record and outcome of any ADA or Title VI complaint, if one is to occur.

### File Management

A master file shall be maintained on the Commission's server, and a copy of all grant proposals or applications, award letters, memoranda of understanding, contracts, and programmatic and financial reports shall be maintained in the file. The master file should maintain a file structure that includes, at minimum, the following sections, with clear delineation between fiscal years:

1. Application or Proposal, such as application guidance, a copy of the application and research including statistical information used in preparation of and support of the grant.
2. Award Documents, such as award letters, agenda items, grant agreements, grant amendments, modifications, extensions, cancellations and terminations, and anything else related to the award.
3. Contracts, such as procurement documents, RFP/RFQ advertisements, RFP/RFQ questions and answers, RFP/RFQ scoring, and consultant agreements.
4. Finance, such as account set up, purchase orders, invoices, reimbursement requests.
5. Programmatic Reports, such as reports to granting entity and evaluation components.

### File Retention

The Commission, in accordance with the Local Records Act (50 ILCS 205), maintains its programmatic records for at least three years from the date of submission of the final expenditure report, adequate books, all financial records and supporting documents, statistical records, and all other records pertinent to the award, adequate to comply with 2 CFR 200.333, unless a different retention period is specified in 2 CFR 200.334 or 44 Ill. Admin. Code §§ 7000.430(a) and (b).

Awarding agencies may require retention periods in excess of three years. The Commission must ensure they comply with retention requirements specified by each awarding agency. Additionally, the Commission is also obligated to protect records adequately against loss, theft, fire, or other damage in accordance with statutory provisions.

Retention requirements extend to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records. Source documents include copies of all awards, applications, and required recipient financial and narrative reports. Personnel and payroll records shall include time and attendance reports, personal activity reports, or equivalent documentation for all individuals reimbursed under the award.

### Accessibility of Records

The Commission, in compliance with 2 CFR 200.337 and 44 Ill. Admin. Code 7000.430(e), shall make any documents, papers, or other records of the Commission which are pertinent to the award, available to the authorized awarding agency representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the Award

Agency's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person who may be authorized by the Awarding Agency (including auditors), by the state of Illinois or by federal statute in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Commission's personnel for the purpose of interview and discussion related to such documents. The Commission shall cooperate fully in any such audit or inquiry.

#### Destruction of Records

The Commission complies with the Local Records Act (50 ILCS 205), which regulates the destruction and preservation of public records within the State of Illinois. It mandates the Secretary of State, who is named the local records advisor, to assist local governments in the implementation of the Act. This Act defines record material, explains the rights to public access to information, and sets standards for record keeping and microfilming. Additionally, the Act provides for the existence of a six-member Local Records Commission which regulates the disposal of local records and specifically forbids local officials from disposing of any public record without first obtaining their written approval.

Records with any sensitive information, such as personnel records, must be destroyed by incineration or shredding. Disposal of records intact to a landfill or through a disposal service is not appropriate.

## **Maintenance of Accounting Records Policies and Procedures**

### Purpose

The purpose of this policy is to ensure Tri-County Regional Planning Commission ("Commission") adequately protects and maintains the necessary financial records and documents. Additionally, ensure that financial records that are no longer needed are discarded at the proper time.

### Scope

This policy applies to the Executive Director, Program Managers, Staff Accountant, and any other employees authorized to work on administrative, fiscal, and programmatic activities.

### Responsibility

The Commission has delegated the responsibility and authority for implementing the Maintenance of Accounting Records Policies and Procedures to the Executive Director or designee. The Executive Director or designee is responsible for ensuring that all accounting records of the Commission and its projects are properly managed, retained, and available for inspection in accordance with federal and state laws, and this policy. The Executive Director collaborates with the Staff Accountant to ensure compliance with federal and state laws, and this policy.

### Policy Statement

It is the policy of the Commission:

- To ensure the preservation of accounting records documenting the activities of the Commission adheres to federal and state laws, rules, and regulations for the collection, preservation and maintenance of records concerning financial operations.
- To establish accounting records retention policies and practices to provide consistent operational practices among the various grants and programs to ensure compliance with government regulations.
- To provide reasonable safeguards to ensure accounting records are secure and accessible.
- Policies, procedures, and practices must adhere to government regulatory costing and administrative principles, such as those contained in 2 CFR Part 200 and Local Records Act (50 ILCS 205).

### Financial Management

The Commission maintains a proper fiscal management system as prescribed in 2 CFR Part 200, to receive both federal and state funding. Certain fiscal controls and procedures must be in place to ensure meeting all fiscal management system requirements. Failure to meet a requirement may result in return of funds or termination of the award.

Part of these requirements is the collection, preservation and maintenance of accounting records concerning the Commission's financial operations. Please note, the Commission record retention requirements in areas other than accounting records are not addressed in this policy (i.e., personnel files, meeting materials, FOIA requests, Title VI and ADA Complaints). Refer to the File Management, Access, and Retention Policies and Procedures for guidance on these types of records.

In the context of records management, retention is the length of time required for keeping documents, records, and information resources to assure that they support business functions for as long as needed. Some records are required to be retained past their active support of business functions to support good financial recordkeeping practices or to meet legal or regulatory retention requirements. On top of these considerations for retention, some records have long-term or enduring value and are expected to be retained indefinitely.

Accounting records include but are not limited to: annual reports, budgets, financial statements, contracts or agreements produced or received, contributions and cost share agreements, bank deposits, bank statements, canceled checks, wire transfers, payment requisitions, credit card settlement reports, journal entries, spreadsheets, memoranda, correspondence, planning documents and receipts, email messages to the extent they authorize or provide substantiating information, or other documentation of individual entries made in the transaction of its business.

For the successful completion of a grant award, the Commission must manage the expenditure and use of funds to ensure that grant award goals, terms, and conditions are being met, projected milestones are being accomplished, quality materials and services are being received, and other performance goals are being achieved in accordance with the approved grant award.

### Accounting Software Backup

The financial records of the Commission are maintained on QuickBooks with Qbox using the Accrual basis of accounting. With Qbox, QuickBooks is backed up and saved to the cloud every time the software is closed. Furthermore, Qbox stores the most 20 recent versions of your backup files on the cloud. This aids the Commission in providing reasonable safeguards against unwanted alteration and data corruption.

It is also essential to regularly make a hard local backup of the financial files in QuickBooks. The Commission Staff Accountant process 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.

### Business and Financial Records Retention Schedule

Please note, the required retention period for various financial documents associated with a specific activity is dependent upon the source of funds used to support that activity. The information contained on this schedule is the minimum retention period for each specific category. This does NOT authorize disposal action per the Local Records Act (50 ILCS 205). State approval is expressly required prior to each disposal of records, regardless of format or volume, unless the documents are specifically categorized as non-records.

The calculation of retention periods is from the end of the Commission's fiscal year in which an entry is made charging or allocating a cost to a contract or subcontract. If a specific record contains a series of entries, the calculation of retention periods is from the end of the Commission's fiscal year in which the final entry is made. When requirements for long-term retention of records overlap, the Commission should retain records for the maximum period needed to meet both legal and audit requirements.

### Retention Schedule

It shall be the responsibility of the Executive Director, Staff Accountant, and Program Managers to maintain the retention schedule per the Local Records Act (50 ILCS 205) and the Commission's Application for Authority to Dispose of Local Records. In general, the record retention period is seven years except for permanent records.

### Destruction of Records

The Commission complies with the Local Records Act (50 ILCS 205), which regulates the destruction and preservation of public records within the State of Illinois. It mandates naming the Secretary of State the Local Records Advisor, to assist local governments in the implementation of the Act. This Act defines record material, explains the rights to public access to information, and sets standards for record keeping and microfilming. Additionally, the Act provides for the existence of a six-member Local Records Commission which regulates the disposal of local records and specifically forbids local officials from disposing of any public record without first obtaining their written approval.

The destruction of records must be by incineration or shredding. Disposal of records intact to a landfill or through a disposal service is not appropriate.

## **Segregation of Duties Policies and Procedures**

### Purpose

The purpose of this policy is to ensure that the Tri-County Regional Planning Commission ("Commission") employees perform their duties in accordance with proper Internal Controls as established by management. Segregation of duties is one of the key elements of Internal Control.

### Scope

This policy applies to the Executive Director, Program Managers, Staff Accountant, and any other employees authorized to work on administrative, fiscal, and programmatic activities.

### Responsibility

The Commission has delegated the responsibility and authority for implementing the Segregation of Duties Policies and Procedures to the Executive Director or designee. The Executive Director or designee is responsible for ensuring there is adequate segregation of duties within their areas of responsibility. No one employee should initiate, approve, and review the same action.

### Policy Statement

It is the policy of the Commission:

- To limit circumstances where an employee has the responsibility to complete two or more of these major functions: Authorization, Recording, Verification, Custody of Assets, and Managerial Review.
- To maintain accurate documentation of authorizations and retain documentation of the delegation of authority.
- To provide reasonable safeguards to ensure segregation of duties or place mitigating controls to reduce errors and irregularities.
- Policies, procedures, and practices must adhere to government regulatory costing and administrative principles, such as those contained in 2 CFR Part 200.

### Authorization

Authorization is the process of reviewing and approving transactions or operations. Some examples are:

- Verifying cash collections and daily balancing reports.
- Approving purchase requisitions or purchase orders.
- Approving time sheets, payroll certifications, leave and cumulative leave requests.



- Approving change orders, and invoices.

The Commission requires the authorization of all transactions. The Commission grants the Executive Director authority to spend up to a certain threshold, which is defined in the Commission's Procurement Policies and Procedures. All other transactions require board approval. The employee initiating the transaction must have the authority from the Executive Director or designee. Authorization confirms adherence to the following requirements:

- Employees cannot authorize transactions for their own reimbursement.
- Documentation of the authorization.
- All transactions must adhere to Commission policies, existing laws, regulations, compliance requirements, as well as any terms and conditions of the sponsor.
- All staff responsible for assignment and supervision of employees that carry out fiscal activities, or their designees, should appoint and document authorized signers of all financial transactions.
- The Program Manager is responsible for all sponsored activity to ensure the activity is Allowable, Allocable, and within the period of availability. For operational convenience, the Program Manager may delegate another employee to authorize transactions on their behalf. The Commission must manage and maintain documentation of delegated authority.

### Recording

Recording or record keeping is the process of creating and maintaining records of revenues, expenditures, inventories, and personnel transactions. These may be manual records or records maintained in the financial systems. Some examples are:

- Preparing cash receipt back-ups or billings, purchase requisitions, payroll certifications, and leave records.
- Entering charges or posting payments to an accounts receivable system.
- Maintaining inventory records.

### Verification

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. This includes following up on any differences or discrepancies identified. Reconciliations are signed (electronic or manual) to signify approval. Examples are:

- Comparing billing documents to billing summaries.
- Comparing funds collected to accounts receivable postings.
- Comparing collections to deposits.
- Performing surprise counts of funds.

- Comparing payroll certifications to payroll summaries.
- Performing physical inventory counts.
- Comparing inventory changes to amounts purchased and sold.
- Reconciling departmental records of revenue, expenditure, and payroll transactions to the accounts reports.

A Project Lead, when size limitations apply may be permitted to verify all transactions for their respective sponsored activity; however, Internal Controls are significantly enhanced when someone other than the Project Lead performs this function.

### Custody of Assets

Custody of assets is the access to or control over any physical assets such as cash, checks, equipment, supplies, or materials. Some examples are:

- Access to any funds through the collection of funds, or processing of payments.
- Access to safes, lock boxes, file cabinets or other places where money, checks or other assets are stored.
- Receiving any goods or services.
- Maintaining inventories.
- Handling or distributing paychecks/advice, limited purchase checks or other checks.

### Managerial Review

In all cases, there is a level of review of the activity by managerial level personnel. This Managerial Review function provides assurance that segregation exists and that the transactions are appropriate. The frequency and extent required of the Managerial Review depends upon the degree to which duties are or are not segregated and other factors such as the dollar volume of transactions, the amount of cash involved, or the nature of the operation.

### Minimal Acceptable Degrees of Segregation

During times where the optimum degree of segregation cannot be achieved, a minimum degree of segregation must be maintained. At a minimum, no person should be able to perform more than two of the four major functions. The matrix below illustrates various degrees of segregation. The X, and O represent different staff members, and the M represents a third staff member—the manager.

	Authorization	Recording	Verification	Managerial Review
1	O	X	O	M
2	X	X	O	M
3	X	O	O	M
4	X	X	X	M

To maximize the opportunity to identify errors in the ordinary course of business, it is recommended that the process of recording and Verification be performed by two different individuals such as in examples 1 and 2. In examples 3 and 4, there must be a significant reliance on the Managerial Review to operate on a much more detailed and frequent basis to identify errors and irregularities Timely.

In instances where duties cannot be fully segregated, based on the matrix presented above, Mitigating or Compensating Controls must be established. For instance, if the record keeper also performs a Verification process, a frequent detailed review could be performed and documented by a supervisor to provide additional control over the assignment of incompatible functions.

#### Mitigating Controls

There are several other control mechanisms that may mitigate a lack of segregation of duties:

- Audit trails enable re-creation of the actual transaction flow from the point of origination to its existence on an updated file. Adequate audit trails should provide the initiator of the transaction, date and time of entry, type of entry, data fields, and files updated.
- Reconciliation of applications increases the level of confidence that processes ran and/or interfaced successfully.
- Exception reports monitored at a supervisory level, supported by evidence that exceptions are reviewed, and if necessary, corrected in a timely manner. The review must be evidenced by signature of the supervisor and dated.
- Managerial Reviews should periodically be performed through observation and inquiry to help detect errors and irregularities.

#### Accountabilities

All employees are responsible:

- To understand and follow appropriate policies and procedures for their job.
- For executing Internal Control activities.
- For identifying opportunities to increase the reliability and integrity of the Commission's accounting systems.
- For notifying supervisors of weaknesses in, and opportunities to enhance Internal Controls.

The Executive Director and Program Managers are responsible:

- For establishing appropriate controls in their sphere of influence.
- Monitor the operation and effectiveness of controls.
- Ensure appropriate segregation exists between functions.

- Ensure that effective Mitigating Controls are in place when adequate segregation of duties cannot be achieved.

The Project Lead is responsible:

- For all grant activity to ensure the activity is allowable, chargeable, and within the period of availability.
- Perform and document the Managerial Review periodically but must perform the review no less than quarterly for adherence to compliance requirements.
  - Perform timely managerial reviews of the financial system reports including a budget to actual comparison for the project.
  - Perform multiple functions of segregation of duties, but they are not allowed to record and authorize the same transaction.

#### Fiscal Responsibilities

The small number of staff at the Commission limits its ability to segregate certain fiscal responsibilities among qualified staff. To assist with this, Staff utilizes these procedures for issuing payments:

1. The Executive Director approves all purchases and contracts within their spending authority. All other purchases and contracts are approved by the Commission.
2. Before payment is made, the Program Manager or Executive Director approves all invoices.
3. The Staff Accountant prints all checks for signatures and delivers them with their corresponding invoices to the Office Manager.
4. The Office Manager and Executive Director review the checks and invoices to verify the amounts and payee for accuracy.
5. Two authorized individuals sign all checks, typically the Executive Director and Planning Program Manager, and then mailed by the Office Manager.

Staff utilizes these procedures for approving reconciliations:

- The Executive Director will review the completed bank reconciliations for accuracy and sign to signify approval of the reconciliations.
- The Staff Accountant presents the bank reconciliations and bank statements to the Ways and Means Committee for further review.

On the following page, Table 1 shows the fiscal responsibilities by position and board.

Table 1: Fiscal Responsibilities by Position

	Approves purchases and contracts	Release Procurement Opportunities	Opens Mail	Prepare Bank Deposits	Records Cash Receipts Journal	Records Cash Disbursements Journal	Records General Journal	Approves Invoices	Prepares Checks for Signature	Reconciles checks with invoices	Signs Checks	Reconciles Bank Statements	Prepares monthly report on all manual journal entries	Prepare Monthly Financial Statements and Billings	Approves completed bank reconciliation	Approves General Journal Entries	Approves Monthly Financial Statements and Billings	Prepares monthly or quarterly reports for grants	Prepares Payroll Tax Returns	Approves Timesheets & Expenses	Prepares Payroll	Approves Payroll	Reviews monthly bank reconciliations	Recommends the approval of monthly Financials and Billings	Accepts and files monthly Financials and Billings
Commission	X																								X
Ways & Means																				X			X	X	
Executive Director	X							X		X	X				X	X	X			X		X			
Program Manager		X						X			X									X					
Office Manager			X	X						X															
Accountant					X	X	X		X			X	X	X					X		X				
Project Lead		X						X										X							

## RESOLUTION 23-77

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION APPROVING AND ADOPTING ADMINISTRATIVE POLICIES: "PROPERTY CONTROL AND MANAGENENT," "FILE MANAGEMENT, ACCESS, AND RETENTION," "MAINTENANCE OF ACCOUNTING RECORDS," AND "SEGREGATION OF DUTIES."**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area; and

**WHEREAS**, the Commission applies for, receives, and executes grants on an annual basis; and

**WHEREAS**, the Commission is committed to continuing to improve its policies and procedures for administering grants and implementing internal controls to ensure proper handling of property, files, finances, and all applicable laws and regulation; and

**WHEREAS**, the Commission's existing procedures follow the federal regulations in 2 CFR 200; however, some of those procedures are not formalized with written policies; and

**WHEREAS**, as part of this commitment, the Commission has developed policies and procedures for "Property Control and Management," "File Management, Access, and Retention," "Maintenance of Accounting Records," and "Segregation of Duties"; and

**WHEREAS**, the Executive Board has reviewed and recommended approval of the above-mentioned policies and procedures; and

**WHEREAS**, the Commission has reviewed the draft policies and procedures.

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

That the Commission herewith approves and adopts the following administrative polices:

1. "Property Control and Management Policies and Procedures"
2. "File Management, Access, and Retention Policies and Procedures"
3. "Maintenance of Accounting Records Policies and Procedures"
4. "Segregation of Duties Policies and Procedures"

Presented this 7th day of June 2023

Adopted this 7th day of June 2023

---

Don White, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

---

Eric Miller, Executive Director  
Tri-County Regional Planning Commission

## **RESOLUTION 23-79**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AMEND THE COMMISSION'S BYLAWS AND PROCUREMENT POLICIES AND PROCEDURES TO INCREASE THE EXECUTIVE DIRECTOR'S PURCHASING LIMIT FROM \$1,000 TO \$5,000.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has previously adopted the Commission's Bylaws and Procurement Policies and Procedures, and

**WHEREAS**, the current Bylaws and Procurement Policies and Procedures authorize the Executive Director to make non-budgeted expenses up to \$1,000, which requires Commission approval for all purchases more than \$1,000, and

**WHEREAS**, the Commission desires to amend its Bylaws and Procurement Policies and Procedures to authorize the Executive Director to make non-budgeted expenses up to \$5,000 to avoid delaying project progress, and

**WHEREAS**, the Executive Board discussed this issue and made the recommendation to the Commission to increase the Executive Director's spending limit, and

**WHEREAS**, this amendment is updating Sec. 11 B.11 – All non-budgeted expenses more than \$1,000 in the Bylaws, and the Responsibility section and Procurement Procedures section in the Commission's Procurement Policies and Procedures to increase the Executive Director's spending limit from \$1,000 to \$5,000, and

**WHEREAS**, the Bylaws currently state: All non-budgeted expenses in excess of \$1,000 shall be authorized by the Ways & Means Committee, Executive Committee, or the Full Commission prior to expenditure excluding "usual and ordinary" operational expenditures and co-signed by the Chairman or Treasurer. (Usual and ordinary includes payroll, rent, health insurance and other general insurance, consulting and professional consulting and professional contracts).

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

That the Commission amends its Bylaws and Procurement Policies and Procedures to increase the Executive Director's spending limit from \$1,000 to \$5,000.

Presented this 7<sup>th</sup> day of June 2023

Adopted this 7<sup>th</sup> day of June 2023

---

Don White, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

---

Eric Miller, Executive Director  
Tri-County Regional Planning Commission

**RESOLUTION 23- 49**

**RESOLUTION IN RECOGNITION AND APPRECIATION OF DISTINGUISHED SERVICE BY DONALD Z WHITE TO THE TRI-COUNTY REGIONAL PLANNING COMMISSION.**

**WHEREAS**, the primary mission of Tri-County Regional Planning Commission, hereafter referred to as Commission, "is to [identify and] study the needs and conditions of our region and to develop strategies that enhance the region's communities"; and

**WHEREAS**, it is crucial for individuals serving on the Commission to represent this mission to ensure a continuing, cooperative, and comprehensive (3-C) planning processes; and

**WHEREAS**, Donald White has passionately served on the Commission and worked alongside fellow Commissioners and staff to help develop regional transportation policies and plans that reflect the region's future vision; and

**WHEREAS**, Donald White served on the Peoria Pekin Urbanized Area Transportation Study Policy Committee as Mayor of Chillicothe and as a Appointment of Peoria County on the Tri-County Regional Planning Commission for 6 years: and

**WHEREAS**, Donald White served as an officer including Chairman of the Commission, Chairman of the Ways and Means Committee, and Chairman of the Personnel Committee, Merger Committee, and Regional Project Prioritization Committee; and

**WHEREAS**, Donald White's leadership and influence on these Committees was notable and well received; and

**WHEREAS**, Donald White sought out multiple opportunities to bridge the gap between board members and staff by creating educational opportunities and environment for both to learn and grow; and

**WHEREAS**, during his service on the Board of Directors, Donald White provided invaluable insight, perspective, and guidance to the Board to assist the Commission in fulfilling its mission;

**NOW, THEREFORE, BE IT RESOLVED**, that The Tri-County Regional Planning Commissions acknowledges and extends its gratitude to Donald White for his distinguished service to the Tri-County Regional Planning Commission and his lasting contributions to the organizations and its mission.

**BE IT FURTHER RESOLVED**, that this Resolution is saved in the permanent minutes of the Tri-County Regional Planning Commission and a copy of this Resolution is given to Donald White.

Presented this 7th day of June 2023.

Adopted this 7th day of June 2023

ATTEST:

---

Don White, Chairman  
Tri County Regional Planning Commission

---

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



**RESOLUTION 23- 54**

**RESOLUTION IN RECOGNITION AND APPRECIATION OF DISTINGUISHED SERVICE BY ANDREW RAND TO THE TRI-COUNTY REGIONAL PLANNING COMMISSION.**

**WHEREAS**, the primary mission of Tri-County Regional Planning Commission, hereafter referred to as Commission, "is to [identify and] study the needs and conditions of our region and to develop strategies that enhance the region's communities"; and

**WHEREAS**, it is crucial for individuals serving on the Commission to represent this mission to ensure a continuing, cooperative, and comprehensive (3-C) planning processes; and

**WHEREAS**, Andrew Rand has passionately served on the Commission and worked alongside fellow Commissioners and staff to help develop regional transportation policies and plans that reflect the region's future vision; and

**WHEREAS**, Andrew Rand served on the Tri-County Regional Planning Commission during two different terms for a total of 7 years; and,

**WHEREAS**, Andrew served as an officer including Chairman of the Ways and Means Committee, and Chairman of the Personnel Committee; and,

**WHEREAS**, Andrew's vision and leadership guided the Commission through financial turmoil; and,

**WHEREAS**, Andrew's influence on the Commission was notable and well received; and

**WHEREAS**, during his service on the Commission, Andrew provided invaluable insight, perspective, and guidance to the Board to assist the Commission in fulfilling its mission;

**NOW, THEREFORE, BE IT RESOLVED**, that The Tri-County Regional Planning Commissions acknowledges and extends its gratitude to Andrew Rand for his distinguished service to the Tri-County Regional Planning Commission and his lasting contributions to the organizations and its mission.

**BE IT FURTHER RESOLVED** that this Resolution is saved in the permanent minutes of the Tri-County Regional Planning Commission and a copy of this Resolution is given to Andrew Rand.

Presented this 7th day of June 2023.

Adopted this 7th day of June 2023

ATTEST:

---

Don White, Chairman  
Tri County Regional Planning Commission

---

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

## RESOLUTION 23-80

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AMEND RESOLUTION 23-39 TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AND IMPLEMENT AN AGREEMENT FOR ACTING AS THE RESPONSIBLE ENTITY AND PROCUREMENT OFFICER FOR THE METEC AND PEORIA HEIGHTS HUD HEALTHY HOMES GRANT.**

**WHEREAS**, Tri-County Regional Planning Commission, hereafter referred to as Commission, assisted the Village of Peoria Heights, hereafter referred to as Village, and METEC Resource Center, hereafter referred to as METEC, in a grant application for the HUD Healthy Homes Program, and

**WHEREAS**, METEC and the Village received \$2,000,000 to address and remediate health and safety issues in homes located in zip codes 61603, 61604, 61605, and 61616, and

**WHEREAS**, METEC is a non-profit and, therefore, not eligible to function as a Responsible Entity, and

**WHEREAS**, METEC is seeking a governmental entity that encompasses all four zip codes to function as the Responsible Entity, in which the entity would take over the environmental review responsibilities, and

**WHEREAS**, the Commission will function as the Responsible Entity and provide environmental review and procurement oversight services to the METEC Resource Center and Village of Peoria Heights, and

**WHEREAS**, METEC will compensate the Commission for all costs associated with acting as the Responsible Entity and providing environmental review and procurement oversight services.

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

That the Commission authorize its Executive Director to enter into an agreement with METEC Resource Center and the Village of Peoria Heights for acting as the Responsible Entity and Procurement Officer for the HUD Healthy Homes grant, in which the Commission will provide environmental review and procurement oversight services and be reimbursed by METEC for all costs associated with conducting the services.

Presented this 7<sup>th</sup> day of June 2023

Adopted this 7<sup>th</sup> day of June 2023

\_\_\_\_\_  
Don White, Chairman  
Tri-County Regional Planning Commission

ATTEST:

\_\_\_\_\_  
Eric Miller, Executive Director  
Tri-County Regional Planning Commission

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**FY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Adopted July 6, 2022, as amended

**TIP AMENDMENT REQUEST FORM**

DATE	AMENDING TIP DOCUMENT		AGENCY REQUESTING AMENDMENT(S)
5/17/2023	From 2023	To 2026	Illinois Dept. of Transportation

PROJECT INFORMATION									
PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
Safety: Interstate Delineators	S-24-11	68H73	4-02124-0001	D4 Interstate Delineators 2024	Various Locations along Interstates in District 4	Replace safety delineators	Federal (HSIP)	90%	\$ 990,000
							State	10%	\$ 110,000
Total									\$ 1,100,000
Reason for Amendment: Addition to IDOT Dist. 4 Fiscal Year 2024 Annual Program. Project scheduled for the September 2023 letting.									

Safety: guardrail replacement	S-24-12	68H74	4-02124-0002	(8;1)GR	IL 98 Tazewell Co: McNaugon Park Dr to Springfield Rd; IL 18 Putnam Co: IL 89 to Meridian Rd	Replace guardrail	Federal (HSIP)	90%	\$	270,000
							State	10%	\$	30,000
Total								\$	300,000	
Reason for Amendment: Addition to IDOT Dist. 4 Fiscal Year 2024 Annual Program. Project scheduled for August 2023 letting.										

Germantown Hills to Metamora Trail	GH-21-01				Trail to be placed adjacent to IL-116 from Germantown Hills to Metamora	Phase I & II Engineering	TA	80%	\$ 240,000
							State		
							Local	20%	\$ 60,000
Total								\$ 300,000	
Reason for Amendment: Adding to FY 2024 Program									

Maxwell & Middle Road Sidewalk/Multi- Use Trail	PC-23-03				Maxwell Road and Middle Road from Dirksen Parkway to Charleston Road	Sidewalk and Multi-Use Trail Construction	TA		\$	543,159
							State			
							Local		\$	135,790
Total								\$	678,949	
Reason for Amendment: Adding to FY 2025 Program										

							State		
							Local		
Total								\$	-
Reason for Amendment:									

							State		
							Local		
							Total		\$ -
Reason for Amendment:									

							State		
							Local		
Total								\$	-
Reason for Amendment:									

Technical	
Commission	

IDOT District 4 Local Roads	
IDOT District 4 Programming	
FHWA	

## **RESOLUTION 23-76**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE AMENDMENT TO THE FISCAL YEAR 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area; and

**WHEREAS**, Titles 23 and 49 of the United States Code require MPOs to develop a Transportation Improvement Program (TIP), and Title 23 Code of Federal Regulations, Section 450.326, records the required content; and

**WHEREAS**, the Commission has developed the Fiscal Year 2023–2026 (FY23-26) TIP through the continuing, cooperative, and comprehensive (3C) transportation planning process and through a participatory process as prescribed in the Commission’s Public Participation Plan (PPP); and

**WHEREAS**, the FY23–26 TIP lists all federally-funded transportation projects in the Peoria-Pekin Urbanized Area programmed within the four-year plan horizon and warrants the metropolitan transportation planning process follow all applicable state and federal requirements; and

**WHEREAS**, the Technical Committee recommended approval of the FY23-26 TIP on June 15, 2022, and the Commission authorized the adoption on July 6, 2022; and

**WHEREAS**, the Commission has received a request to amend the FY23-26 TIP by adding, deleting, or revising project(s) as shown in the TIP Amendment Request Form; and

**WHEREAS**, the Commission has reviewed the request and found it consistent with the policies, plans, and programs, including the most recent Long-Range Transportation Plan adopted by the Commission.

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

That the Commission herewith amends the Fiscal Year 2023–2026 Transportation Improvement Program as detailed in the attached TIP Amendment Request.

Presented this 7th day of June 2023

Adopted this 7th day of June 2023

---

Don White, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

---

Eric Miller, Executive Director  
Tri-County Regional Planning Commission

## JOINT FUNDING AGREEMENT – UNIFIED PLANNING WORK PROGRAM FY 2024

This agreement is hereby entered into by the members of the participating agencies of the metropolitan planning organization (MPO) of the Peoria-Pekin Urbanized Area, recognized under Section 134 of the *Infrastructure Investment and Jobs Act (IIJA)*. It is intended to set forth the procedures and methods agreed upon to ensure sufficient local matching funds enabling the Peoria-Pekin Urbanized Area to receive **\$935,262.92** in Federal Highway Administration and Federal Transit Administration planning funds. The funding requires a 20% local match, requiring a total local match of **\$233,815.73** for Fiscal Year 2024. It is further agreed that the Greater Peoria Mass Transit District provides **\$3,800** as a pass-through membership fee for participation in the planning process.

The Federal Planning funds, FTA funds, and local dollars will be utilized for the work and services performed in accordance with the Unified Planning Work Program (UPWP) for Fiscal Year 2024. The work and services and their associated costs as contained in the UPWP were adopted by the Tri-County Regional Planning Commission. If state funds can be utilized to offset local match for FY 2024, local dollars will be programmed by the Tri-County Regional Planning Commission in a separate work program.

Each participating agency identified herein hereby agrees to pay its entire share to the MPO not later than November 1, 2023. The MPO is hereby designated to deposit local funds into a special bank account. Withdrawals from this account shall be for reimbursement for work accomplished on the appropriate designated work tasks. The MPO shall make a monthly report to the Tri-County Regional Planning Commission accounting for the expenses incurred on the work tasks identified in the UPWP. Federal and State funds shall be requested by and dispersed directly to the MPO in accordance with agreements of the State of Illinois and the Greater Peoria Mass Transit District.

The local money for FY 2024 shall be provided by each of the participating agencies noted herein by the contributing percentage of MFT funds each such agency received in Calendar Year 2022.

Community	2022 MFT Allotment	2022 MFT %	FY2024 Contribution
Peoria County	\$2,181,694	21.98%	\$50,550
Tazewell County	\$1,742,692	17.55%	\$40,379
Woodford County	\$604,102	6.09%	\$13,997
Bartonville, Village of	\$144,961	1.46%	\$3,359
Chillicothe, City of	\$139,693	1.41%	\$3,237
Creve Coeur, Village of	\$121,675	1.23%	\$2,819
East Peoria, City of	\$530,057	5.34%	\$12,282
Germantown Hills, Village of	\$78,514	0.79%	\$1,819
Morton, Village of	\$377,237	3.80%	\$8,741
Pekin, City of	\$766,175	7.72%	\$17,752
Peoria Heights, Village of	\$139,395	1.40%	\$3,230
Peoria, City of	\$2,620,595	26.40%	\$60,720
Washington, City of	\$376,136	3.79%	\$8,715
West Peoria, City of	\$104,267	1.05%	\$2,416
Greater Peoria Mass Transit District	N/A	N/A	\$3,800
TOTAL			\$233,816

Any surplus of local matching money with accumulated interest will remain on deposit in the special bank account managed by the MPO with any excess from previous years and may be used for such purposes and projects as designated by the Tri-County Regional Planning Commission.

This agreement is approved as indicated by signature of an agent of the undersigned participating agency represented on the Tri-County Regional Planning Commission:

Bartonville	_____	Date	_____
Chillicothe	_____	Date	_____
Creve Coeur	_____	Date	_____
East Peoria	_____	Date	_____
Germantown Hills	_____	Date	_____
GPMTD	_____	Date	_____
Morton	_____	Date	_____
Pekin	_____	Date	_____
Peoria	_____	Date	_____
Peoria Heights	_____	Date	_____
Washington	_____	Date	_____
West Peoria	_____	Date	_____
Peoria County	_____	Date	_____
Tazewell County	_____	Date	_____
Woodford County	_____	Date	_____

## **RESOLUTION 23-81**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FISCAL YEAR 2024 JOINT FUNDING AGREEMENT.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area; and

**WHEREAS**, the Commission has established a continuing, comprehensive, and cooperative planning process that follows 23 CFR 450.308 and the Commission's Public Participation Plan to develop and adopt the Fiscal Year 2024 Unified Planning Work Program (UPWP); and

**WHEREAS**, the Commission's Fiscal Year 2024 Metropolitan Planning (PL) funding marks are \$842,714.28 and provisional PL funding marks are \$92,548.64, and together require a non-federal match of \$233,815.73; and

**WHEREAS**, recently it is the Commission's practice, if available, to utilize Illinois Department of Transportation State Planning Funds for the required non-federal match and collect the same amount from its member jurisdictions as their dues for local funding to be programmed by the Commission; and

**WHEREAS**, the funding amounts are determined by the previous calendar year's Motor Fuel Tax (MFT) allotment for the MPO region, divided by each member jurisdiction's allotment to develop each member's match percentage for the required non-federal match; and

**WHEREAS**, since the Greater Peoria Mass Transit District does not receive MFT funding, their match is a flat rate of \$3,800; and

**WHEREAS**, the non-federal match calculations are incorporated in the FY24 UPWP as Exhibit V, which was recommended by the Technical Committee on March 15, 2023, and adopted by the Commission on April 5, 2023; and

**WHEREAS**, the Commission has reviewed the FY24 Joint Funding Agreement.

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

That the Commission herewith approves the Fiscal Year 2024 Joint Funding Agreement, and the Executive Director or designee is hereby authorized to solicit signatures to execute the Fiscal Year 2024 Joint Funding Agreement and to provide invoices for payment.

Presented this 7th day of June 2023

Adopted this 7th day of June 2023

---

Don White, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

---

Eric Miller, Executive Director  
Tri-County Regional Planning Commission



# MEMORANDUM

---

---

**TO:** Full Commission

**FROM:** Staff

**SUBJECT:** East Peoria Crosswalk Safety Improvement Feasibility Study

**DATE:** June 7, 2023

---

**Action needed:**

Discussion and approval of programming leftover FY 2023 Metropolitan Planning Funds for the City of East Peoria Crosswalk Safety Improvement Feasibility Study at the intersection of IL-116/Main Street and Mariners Way.

**Background:**

Tri-County opened a 45-day call for projects for Section 5310 funding and received one application. The City of East Peoria applied for \$25,000 in funding to complete a feasibility study for a pedestrian crossing at IL-116/Main Street and Mariners Way. All transit riders utilizing the CityLink Fixed Route #20 - ICC Express would benefit from this project, especially older adults and people with disabilities, who would need more time to cross a busy intersection. This route provides service between the transit center in downtown Peoria to the Illinois Central College Campus in East Peoria. Along the #20 route, major stops include Walmart/Riverside Center, Par-A-Dice Hotel and Casino, as well as EastPort Plaza and nearby marina development. Some employers of that development have inquired about the potential of improving the safety of the stop at Main Street and Mariner's Way (the signalized intersection that serves this area). At present, there are no crossing signals or identified crosswalk at this very busy intersection.

Transit users of the #20 route are dropped off on the east side of IL-116 via an access road. However, several local businesses are located on the west side of IL-116 including restaurants, offices, a hotel, a tire shop, a park, a marina, and numerous industries. IL-116 is a four-lane, divided highway with a speed limit of 55 miles per hour. The purpose of the project is to fully complete a feasibility study to understand all the requirements that IDOT needs, as this is an IDOT-controlled intersection. This project would include identifying the amount of crossing time that would be adequate for older adults and people with disabilities to cross.

**Project Eligibility:**



Before applying for these funds, the City of East Peoria reached out to staff to determine if this project would be eligible for Section 5310 funds. Staff relayed this request to our contacts at the FTA. However, no response was received until after this project was approved by the Commission. Therefore, staff directed the City to complete the application, as we felt it was eligible. It was not until after the Commission approved the funding that we received notification from the FTA on the project's eligibility. The FTA Section 5310 Manager felt this project is not an allowable cost due to not being a construction project. Staff gave additional information in hopes of clarifying the scope; however, this project was still deemed not eligible.

**Recommendation:**

With the Fiscal Year 2024 starting July 1, 2023, staff have been reviewing the FY23 Metropolitan Planning (PL) Funds budget. From this process, staff are estimating \$33,000 in leftover FY 2023 PL funds that are required to be expended by the end of Calendar Year 2023. Staff is recommending using \$25,000 of these funds to fund the City of East Peoria's Crosswalk Safety Improvement Feasibility Study at the intersection IL-116/Main Street and Mariners Way for a cost not to exceed \$25,000. The remaining \$7,000 will be used for staff time to administer the remaining FY 2023 Special Transportation Studies and the Feasibility Study.

## **RESOLUTION 23-78**

**A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO PROGRAM REMAINING FISCAL YEAR 2023 METROPOLITAN PLANNING FUNDING TO THE CITY OF EAST PEORIA AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH THE SELECTED CONSULTANTS TO EXECUTE THE CROSSWALK SAFETY IMPROVEMENT FEASIBILITY STUDY.**

**WHEREAS**, the recognized Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area is the Tri-County Regional Planning Commission, hereafter referred to as the Commission; and

**WHEREAS**, as an MPO, the Commission is a Co-Designated Recipient of Section 5310 funding, along with IDOT, for the Peoria-Pekin urbanized area; and

**WHEREAS**, the Commission opened a Call for Projects for Section 5310 funding on Wednesday, January 18, 2023 and received one application from the City of East Peoria for a Crosswalk Safety Improvement Feasibility Study at the intersection of IL-116/Main Street and Mariners Way; and

**WHEREAS**, the Human Service Transportation Plan (HSTP) Urban Committee and MPO Technical Committee recommended funding the project at its full \$25,000 request, and the Commission programmed the funding at their April 5, 2023 meeting; and

**WHEREAS**, before applying, the City of East Peoria inquired with Commission staff on project eligibility, which was forwarded to staff's Federal Transit Administration (FTA) contacts, and the FTA notified staff after the project was programmed that the project was not eligible under Section 5310 funding because it was not a construction project; and

**WHEREAS**, staff estimates that the Commission will have \$33,000 in leftover Fiscal Year 2023 Metropolitan Planning (PL) funds that are required to be expended by the end of Calendar Year 2023, and staff recommends funding the City of East Peoria Crosswalk Safety Improvement Feasibility Study at the intersection IL-116/Main Street and Mariners Way with \$25,000 of the remaining FY23 PL funding, with the leftover \$7,000 of the FY23 PL funding being used for administering the FY 2023 Special Transportation Studies and this feasibility study.

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

That Commission programs \$25,000 to the City of East Peoria and \$7,000 for staff to administer the remaining FY 2023 Special Transportation Studies and the East Peoria Feasibility Study and authorizes the Executive Director to enter into subsequent contracts with selected consultants to complete the work.

Presented this 7<sup>th</sup> day of June 2023

Adopted this 7<sup>th</sup> day of June 2023

---

Don White, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

---

Eric Miller, Executive Director  
Tri-County Regional Planning Commission

## **Resolution 23-82**

### **A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO PURCHASE MAINTENANCE FOR GIS SOFTWARE FROM ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE (ESRI) AND RENEW TWO TRIMBLE VIRTUAL REFERENCE STATION (VRS) NETWORK SUBSCRIPTIONS.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, offers a wide range of services to its members, which require the use of ESRI software and data collection assistance with up-to-date GPS equipment and software, and

**WHEREAS**, ESRI is a subscription-based software, which requires a maintenance contract to receive updates and technical support, and

**WHEREAS**, asset management is an emphasis area in the Infrastructure Investment Jobs Act. Updated GPS equipment and software will provide the Commission and its members with an effective tool to collect the region's assets, and

**WHEREAS**, the renewal of the two Trimble VRS Network Subscriptions will continue to provide the accuracy needed for current data collection projects, and

**WHEREAS**, Staff evaluates the licenses on an annual basis to determine that they align with the Commission's goals, and

**WHEREAS**, the maintenance purchase and associated credits and subscriptions will not exceed \$24,000, and

**WHEREAS**, adequate funding for these purchases has been included in the Equipment and Maintenance line item of the FY24 budget.

#### **THEREFORE, BE RESOLVED BY THE COMMISSION AS FOLLOWS:**

That the Commission authorizes the Executive Director to purchase software maintenance, subscriptions, and credits for an amount not to exceed \$24,000.

Presented this 7<sup>th</sup> day of June 2023

Adopted this 7<sup>th</sup> day of June 2023

---

Donald White, Chairman  
Tri County Regional Planning Commission

ATTEST:

---

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