



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330

www.tricountyrpc.org

Ways & Means Committee: 8:30 a.m., July 5, 2023

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., July 5, 2023

Join via computer or smartphone:

Or call in with any telephone

1 (408) 650-3123

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

Access Code: 291-023-189

AGENDA

- 1. Call to Order, Welcome, Recognition of Audience, Appointment of new Commissioners: Peoria County: Danny Phelan and Camille Coates; City of Chillicothe: Donald White**
- 2. Roll Call**
- 3. Public Input**
- 4. Motion to approve June 7, 2023 Commission minutes**
- 5. Chairman report**
- 6. Executive Director report**
- 7. Ways and Means Report**
 - a. Motion to approve May 2023 Financial Statements and Billings (Resolution 24-03)
- 8. Administration**
 - a. Motion to approve the approval for Salary Ranges of Full-Time and Part-Time employees (Resolution 24-01)
 - b. Motion to approve the approval for Salary Increases of Full Time and Part-time Employees (Resolution 24-02)
 - c. Motion to authorize the Executive Director to enter into an Agreement for IT Administration and Web Hosting with IT Unified for an amount not to exceed \$14,400 (Resolution 24-08)
 - d. Motion to approve the purchase of Video Conferencing and Workstation Upgrades for an amount not to exceed \$10,000 (Resolution 24-05)
 - e. Motion to approve four staff members to attend the Illinois State American Planning Association Conference in Naperville, Illinois not to exceed \$5,800 (Resolution 24-06)
- 9. Transportation**
 - a. Motion to approve Transportation Program Amendments (Resolution 24-04)
 - i. Project W-24-03 Nofsinger Road
 - ii. Project W-24-04 Washington Safe Routes to School
 - iii. Project C-24-01 Chillicothe Shared Use Path
 - iv. Project S-24-13 Safety: Peoria County Pedestrian Push Buttons
 - v. Project S-24-14 Safety Pedestrian Push Buttons
 - b. Motion to support and authorize the filling of an application with the U.S. Department of Transportation for the PROTECT Discretionary Grant to develop a Regional Resiliency Plan for the Tri-County region (Resolution 24-07)
- 10. Updates**
 - a. Regional Active Transportation Plan – Walk, Bike, Ride Greater Peoria
 - b. Transportation Alternative (TA) Set-Aside
 - c. FY 2024 Special Transportation Studies
 - d. IDOT
 - e. FHWA
- 11. Other**
 - a. Acronym List
 - b. Newsletter Discussion
- 12. 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.



James C. Dillon
County Board Chairman

County of Peoria

County Board Office

Peoria County Courthouse, Room 502

324 Main Street, Peoria, Illinois 61602

Phone (309) 672-6056 Fax (309) 672-6054 TDD (309) 672-6073

jdillon@peoriacounty.org

Date: 1/13/2023

To: Debbie Ulrich
Tri-County Regional Planning Commission

From: Jan Kleffman, Administrative County Board Assistant

Re: **Appointment/Reappointment**
• **Tri-County Regional Planning Commission**

Please find attached for your information updates regarding reappointments and/or appointments approved by the County Board at the January 12, 2023 meeting.

Please feel free to give me a call if you have any questions.

Thank you.

Jan Kleffman

Tri-County Regional Planning Commission

Contact: Debbie Ulrich
456 Fulton St., Suite 401
Peoria IL 61602

Term: One Year
June 1 - May 31

Length: 1 Year(s)

Board Month:

Num of Appointments: 2

Camille Coates
727 W Spring Hollow Ln
Peoria IL 61605
Phone:

Replaced: Rand

Comments:

Appointed: 1/12/2023

Term

6/30/2023

Danny Phelan
3722 N. Atlantic
Peoria Heights IL 61616
Phone:

Replaced: White

Comments:

Appointed: 1/12/2023

Term

6/30/2023

Friday, January 13, 2023

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City of Chillicothe

908 N. Second St. • Chillicothe, IL 61523 • Phone: 309-274-5056 • Fax: 309-274-4853 • cityofchillicotheil.org

April 24, 2023

Tri-County Planning Commission
456 Fulton St STE 401
Peoria, IL 61602

Dear Eric Miller,

As Mayor of Chillicothe, I would like to name Alderperson Elect Donald Z. White as the City of Chillicothe's Representative for the Tri-County Regional Planning Commission for fiscal year 23-24.

Thank you for honoring my request.

Sincerely,

Michael D. Hughes
Mayor



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330

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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

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

Present: Eric Miller, Debbie Ulrich, Michael Bruner, Reema Abi-Akar, Rebecca Eisele, Ray Lees, Debbi LaRue, and Gabriel Guevara. Staff virtual: Britney West, and Logan Chapman. Also virtual: Brandon Geber-IDOT. Also present: Danny Phelan

3. Public Input- none

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

Russ Crawford moved to approve May 3, 2023, minutes and John Kahl seconded.

Russ Crawford asked to amend minutes as follows:

John Kahl then asked why Peoria County asked cannot be able to be a committee chair and Russ explained according to our by-laws Peoria County can be (as all three counties) but Chillicothe may not (Only serving on the Full Commission and not the Executive Committee nor Officer). Mr. White transitions from representing Peoria County on June 30, 2023, to representing Chillicothe on July 1, 2023, whereupon he may serve on the Commission but not as an officer position.

John Kahl moved to approve amended minutes and Russ Crawford seconded.

Motion carried.

5. Chairman report

Chairman White thanked Commissioners and staff.

6. Executive Director report

Eric Miller updated on the following:

- Charging station, Passenger Rail, and Federal funding opportunities

7. Ways and Means Report

- a. Motion to approve April 2023 Financial Statements and Billings (Resolution 23-74)

John Kahl moved to approve April 2023 Financial Statements and Billings (Resolution 23-74) and Autum Jones seconded.

Rebecca Eisele updated on the following:

- Total Operating Cash at the end of the month was \$789,797. The operating cash balance at the end of April was very similar when compared to march and cash increased by \$44 in April.
- Total Accounts Receivable at the end of the month was \$28k. Of the A/R balance, 4224k was federal funds, \$51k was state funds, and \$11k was local funds. A/R is more than usual because we have not yet received payment for a few of our larger invoices, but we are following up on all the major invoices.
- Accounts Payable balance at the end of the month was \$41k, and there was \$39k in unpaid pass-through expenses as of the end of April. The remaining \$2k A/P balance was for regular monthly bills unpaid as the end of the month.
- Current billing for April was \$146k, minus direct pass-through expenses of (\$47k) that were billed to customers, resulting in Operating Revenue of approximately \$99k.
- Total Expenses for April were \$131k, minus direct pass-through expenses of (\$47k), resulting in Operating Expenses of approximately \$84k.
- April has 19 regular days, 1 paid holiday, and 44.5 hours of PTO were used by staff.
- April resulted in a surplus of \$14,881. Fiscal Year 2023 has a net surplus of \$198k as of the end of April.

Motion carried.

- b. Motion to approve FY24 budget – (Resolution 23-75)

Autum Jones moved to approve FY24 budget (Resolution 23-75), and John Kahl seconded.

Eric Miller updated we refreshed the budget with a lot of revenue added from IDOT and SS4A revenue.

Motion carried.

- c. Motion to approve the Administrative Fiscal Policies per 2 CFR 200 - (Resolution 23-77)

Ron Talbot moved to approve the Administrative Fiscal Policies per 2 CFR 200- (Resolution 23-77) and Autum Jones seconded.

Michael Bruner updated on the following:

- In Spring 2022, the Commission underwent a Fiscal Administrative Review (FAR) with the Illinois Department of Human Services (IDHS)
 1. This process was finalized in summer 2022.
- This process resulted in the request to formalize the Commission's existing procedures per 2 CFR 200.

1. "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
2. Commonly referred to as Uniform Guidance.
- iii. The Commission's existing procedures follow the federal regulations in 2 CFR 200; however, some of those procedures are not formalized with written policies.
 1. Property Control Policy,
 2. Physical Inventory Policy,
 3. Disposition Policy,
 4. Retention Policy,
 5. Maintenance of Accounting Records/ Software Backup Policy, and
 6. Segregation of Fiscal Responsibilities
- iv. Staff developed the **Property Control and Management Policies and Procedures** to cover the Property Control Policy, Physical Inventory Policy, and Disposition Policy
 1. This policy follows existing practices that are in compliance with 2 CFR & 200.310-200.316- Property Standards
 - (1) Must provide insurance coverage.
 - (2) Must maintain an equipment inventory.
 - (3) Must maintain property in good condition.
 - (4) Must provide safeguards to prevent loss, damage, or theft of property.
 - (5) Outlines disposition procedures for equipment no longer needed or being replaced.
- v. Staff developed the **File Management, Access, and Retention Policies and Procedures** to cover the Retention Policy.
 1. This policy follows existing practices that are in compliance with 2 CFR 200 & 200.334 – 200.338 – Record Retention and Access
 - (1) Master file is maintained on the Commission's server for all projects awarded with federal and state grants.
 - (2) The Commission maintains its programmatic records for at least three years per the typical grant agreement and the Illinois Local Records Act (50 ILCS 205).
 - (3) The Commission maintains records that are accessible to those that request the information, such as awarding agencies, auditors, FOIA requests.
 - (4) The Commission complies with the Illinois Local Records Act (50ILCS 205) which regulates the destruction and preservation of public records.
- vi. Staff developed the **Maintenance of Accounting Records Policies and Procedures** to cover the Maintenance of Accounting Records and Software Backup Policy.
 1. This policy follows existing practices that are in compliance with 2CFR 200&200.302- Financial management and 2 CFR 200 & 200.334-200.338- Record Retention and Access
 - (1) The Commission maintains a proper fiscal management system.
 - (2) The Commission backups the accounting software on a regular basis
 - i. The Commission uses QuickBooks with Qbox for its accounting software.

- ii. With Qbox, QuickBooks is backed up and saved to the cloud every time the software is closed.
 - iii. Qbox stores the most 20 recent versions of your backup files on the cloud.
 - iv. The Commission Staff Accountant processes payroll bimonthly. After processing payroll, the staff Accountant backs up the accounting system and saves it locally on the server.
 - 1. The backup schedule is as follows: mid-month, month-end, and finally year-end.
 - v. Lastly, backups are periodically assessed to ensure proper functionality.
- (3) The Commission maintains the Business and Financial Records Retention Schedule per the Local Records Act (40 ILCS 205).
 - i. In general, the record retention period is seven years except for permanent records.
- (4) The Commission complies with the Local Records Act (40 ILCS 205) and must get permission from the State of Illinois's Local Records Commission before disposing of Commission records.
- vii. Staff developed the **Segregation of Duties Policies and Procedures** to cover the segregation of fiscal responsibilities.
 - 1. The policy seeks to limit the employees that cover two or more of the major functions: Authorization, Recording, Verification, Custody of Assets, and Managerial Review.
 - (1) Authorization is the process of reviewing and approving transactions or operations.
 - (2) Recording or record keeping is the process of creating and maintaining records of revenues, expenditures, inventories, and personnel transactions.
 - (3) Verification or reconciliation is the process of verifying the processing or recording of transactions to ensure that all transactions are valid, properly authorized, and properly recorded on a timely basis.
 - (4) Custody of assets is the access to or control over any physical assets such as cash, checks, equipment, supplies, or materials.
 - (5) In all cases, there is a level of review of the activity by managerial level personnel.

Motion carried.

- 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)

Russ Crawford moved to amend the Commission's Bylaws and Procurement Policies and Procedures to increase the Executive Director's purchasing limit for \$1,000 to \$5,000. (Resolution 23-79) and Autum Jones seconded.

Don White explained the Executive Director discussed this issue and made the recommendation to the Executive Board to increase the spending limit to avoid delaying project progress. 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 Commissions Procurement Policies and Procurement to be increased,
Motion carried.

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)

John Kahl moved to approve a & b Thank you to Donald White and Andrew Rand for serving on Tri County Regional Planning Commission (Resolution 23-49) and (Resolution 23-54) and Greg Menold seconded.

- o John Kahl thanked Don White on his leadership.
- o Greg Menold thanked Don White on his leadership and merger leadership.
- o Don White wanted to thank Andrew Rand for his leadership on the Commission as well.

Motion carried.

- 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)

John Kahl moved 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) and Ron Talbot seconded.

Michael Bruner updated on the following:

- i. The Commission assisted the Village of Peoria Heights and METEC Resource Center in a grant application for the HUD Healthy Homes Program
- ii. This motion would amend the existing resolution that authorized Eric Miller to execute an agreement with METEC Resource Center to provide the environmental Review Oversight for the HUD Healthy Home Production grant.
 - 1. Even though no money is changing hands between Tri-County and the Village of Peoria Heights, we are wanting to further formalize the roles and responsibilities of all three organizations.
 - 2. This amendment would add the Commission as the Procurement Officer.
 - 3. All work will be reimbursed by METEC.

Motion carried.

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

John Kahl moved to approve i thru iv and James Dillon seconded.

Michael Bruner updated on the following:

- i. Project S-24-11: Interstate Delineators

1. Replace safety delineators in various Locations along Interstates in District 4
2. Addition to IDOT Dist. 4 Fiscal Year 2024 Annual Program
3. Project scheduled for the September 2023 letting.
- ii. Project S-24-12 Safety: Guardrail Replacement
 1. Replace guardrail along IL-98 in Tazewell County from McNaugon Park Dr to Springfield Rd.; and IL-18 in Putnam County from IL -89 to Meridian Rd
 2. Addition to IDOT Dist. 4 Fiscal Year 2024 Annual Program.
 3. Project scheduled for August 2023 letting.
- iii. Project GH-21-01 Germantown Hills to Metamora Trail
 1. Transportation Alternative funding
 2. Phase I & II Engineering for trail adjacent to IL-116 from Germantown Hills to Metamora
 3. Adding to FY 2024 Program
- iv. Project PC-23-03 Maxwell & Middle Road Sidewalk/Multi-Use Trail
 1. Transportation Alternative funding
 2. Sidewalk and Muti-Use Trail Construction along Maxwell Road and Middle Road from Dirksen Parkway to Charleston Road.
 3. Adding to FY 2025 Program

Motion carried.

- b. Motion to approve Joint Funding Agreement FY 2024 (Resolution 23-81)
 Ron Talbot moved to approve Joint Funding Agreement FY 2024 (Resolution 23-81) and John Kahl seconded.

Michael Bruner updated on the following:

- i. The Commission developed and adopted the Fiscal Year 2024 Unified Planning Work Program (UPWP) on April 5, 2023.
- ii. The Commission's Fiscal Year 2024 Metropolitan Planning (PL) funding marks are.
 1. Traditional PL; \$842,714.28
 2. Provisional PL: \$92,548.64
 3. Total PL Marks: \$935,262.92
 4. Require a non-federal match of \$233,815.73.
 5. Total MPO budget of \$1,169,078.65
- iii. The Commission's practice, if available, is 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.
- iv. 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.
- v. Since the Greater Peoria Mass Transit District does not receive MFT funding, their match is a flat rate of \$3,800.
- vi. The non-federal match calculations are incorporated in the FY24 UPWP as Exhibit V and in the Joint Funding agreement.
 - o Eric Miller explained the process of programming after we merged for the funds for projects. Also, the use of funds for local projects.
 - o Ann Doubet asked if we approached other communities to participate and Eric Miller said we can.

Motion carried.

- c. Motion to program leftover Fiscal Year 2023 Metropolitan Planning funds for the East Peoria Crosswalk Safety Improvement Feasibility Study (Resolution 23-78)

Russ Crawford moved to program leftover Fiscal Year 2023 Metropolitan Planning funds for the East Peoria Crosswalk Safety Improvement Feasibility Study (Resolution 23-78) and James Dillon seconded.

Reema Abi-Akar updated on the following:

- i. As an MPO, the Commission is a Co-Designated Recipient of Section 5310 funding, along with IDOT, for the Peoria-Pekin urbanized area.
- ii. The Commission opened a Call for Projects for Section 5310 funding on Wednesday, January 18, 2023, and received one application for the City of East Peoria for a Crosswalk Safety Improvement Feasibility Study at the intersection of IL-116/Main Street and Mariners Way.
- iii. 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.
- iv. 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 projects are only eligible with an active construction Project.
 - 1. Staff estimated the Commission will have \$33,000 in leftover Fiscal Year 2023 Metropolitan Planning (PL) funds that required to be expended by the end of Calendar Year 2023.
 - 2. The leftover \$7,000 of the FY23 PL funding being used for administrating the remaining FY 2023 Special Transportation Studies that are still active and this feasibility study,

Motion carried.

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)

Autum Jones moved to approve Executive Director to purchase GIS software maintenance from ESRI and renew two Trimble Virtual Reference Station network subscriptions (Resolution 23-82) and Patrick Urich seconded.

Michael Bruner explained the following:

- i. This is an annual subscription that renews.
 - 1. Environmental Systems Research Institute (ESRI) for Geographic Information System (GIS) software, and
 - 2. Two Trimble virtual reference station (VRS) network subscriptions to use with our GPS units.
 - (1) These subscriptions increase our GPS capabilities to 4 inches of accuracy.
 - 3. Additionally, this resolution allows for the purchase of necessary credits to execute various cloud-based services and workflows such as performing analytics.

(Such as Business Analyst), storing content in the cloud, and using premium content.

- ii. The maintenance purchase and associated credits and subscriptions will not exceed \$24,000.

Motion carried.

11. Updates

a. FY 2024 Special Transportation Studies

Michael Bruner updated on the following:

- i. The Commission released a call for projects for FY 2024 Special Studies at Technical on Wednesday, May 17, 2023.
- ii. Approximately \$150,000 of FY 2024 Metropolitan Planning Funds have been programmed for Special Transportation Studies.
- iii. The project application is available on the Commission's website, under Funding Programs: <https://tricountyrpc.org/funding-programs/special-studies/>
- iv. Project Schedule
 - 1. Project proposals are due to Staff by 3:30 p.m. on Friday, June 16th.
 - 2. A Review Subcommittee will be established during the June Technical Committee meeting on June 21, 2023.
 - 3. The Subcommittee will meet to review, grade, and recommend projects.
 - 4. The Technical Committee makes recommendation to Commission at July Meeting.
 - 5. Commission approves projects at the August 2, 2023, meeting.
- v. Eligible projects are corridor plans, feasibility studies, bicycle, and pedestrian plans, TDM, data collection, asset management, etc.

b. IDOT

Brandon Geber reported on the following.

- State Planning & Research funds announcement coming soon.
- Fall Planning Conference in Springfield is October 2 thru 4
- Hoping to get MPO's together to discuss resilience funding projects.

c. FHWA-nothing to report.

Eric Miller mentioned SS4A grants are being processed.

12. Other

a. Staff Presentation – Debbi La Rue

Debbi La Rue presented the following:

- Map of all the areas she has worked in U.S.
- Education.
 - Bachelor of Arts (Anthropology) University of Memphis
 - Master of City & Regional Planning University of Memphis
 - Master of Landscape Architecture- Louisiana State University

Thesis

Celebrating Wetland Foodways:

Joining Ecosystems & Cultures on the Louisiana Gulf Coast

- Transportation Improvement Plan, Comprehensive Planning and Water Supply Planning

- Enjoys bicycling
- Introduced husband and pets.

13. Adjournment

John Kahl moved to adjourn the meeting and Ron Talbot seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Debbie Ulrich, Office Administrator

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

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

May 2023 Financial Summary Full Commission

	May-23	April-23	FY23 YTD
Net Income / (Loss)	(40,657)	13,917	156,615

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Monthly Financial Summary

Pages 2&3

Balance Sheet	May-23	April-23	Increase / (Decrease)
Operating Cash	862,720	789,752	72,968
Joint Funding Account	317,167	374,606	(57,439)
All Unrestricted and Restricted Cash	1,209,416	1,189,654	19,762

Accounts Receivable	May-23	April-23	Increase / (Decrease)
Total Accounts Receivable	214,375	285,625	(71,250)
Total Federal Receivables	175,651	224,169	(48,518)
Total State Receivables	20,587	50,894	(30,307)
Total Local Receivables	18,137	10,562	7,574

Accounts Payable	May-23	April-23	Increase / (Decrease)
Total Accounts Payable at EOM	32,289	41,755	(9,466)
A/P to be billed - Pass-throughs	26,797	39,308	(12,510)
A/P indirect costs	5,492	2,447	3,045

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Reference Statement of Cash Flows for Detail on Changes in Cash

Page 5

Income Statement	May-23	April-23	Increase / (Decrease)
Current Billing	133,066	145,627	(12,561)
Billing of Pass-Through Expenses	(42,319)	(47,112)	4,793
Operating Revenue	90,746	98,515	(7,768)

	May-23	April-23	Increase / (Decrease)
Current Expenses	173,723	130,746	42,977
Pass-Through Expenses billed	(42,319)	(47,112)	4,793
Operating Expenses	131,404	83,634	47,770

	May-23	April-23	Increase / (Decrease)
Regular Working Days	22.00	19.00	3.00
Paid Holidays	1.00	1.00	-
PTO Used (Hours)	126.50	44.50	82.00

	May-23	April-23	FY23
Operating Revenue	90,746	98,515	1,582,428
Less Operating Expenses	(131,404)	(84,597)	(1,425,812)
Net Income / (Loss)	(40,657)	13,917	156,615

Tri-County Regional Planning Commission

Balance Sheet

As of May 31, 2023

	Current Month May 31, 23	Previous Month Apr 30, 23	Previous Year May 31, 22
ASSETS			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	862,720	789,797	772,035
Total 10000 · Cash - Unrestricted	862,720	789,797	772,035
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	317,167	370,887	202,584
11310 · MCB Checking - IL MPO Adv.	19,238	19,238	19,238
11410 · MCB Savings - Unvested Retirement	8,761	8,202	9,609
Total 11000 · Cash - Restricted	346,696	399,857	232,961
Total Checking/Savings	1,209,416	1,189,654	1,004,996
Accounts Receivable			
13000 · Accounts and Grants Receivable	214,375	285,625	243,613
Total Accounts Receivable	214,375	285,625	243,613
Other Current Assets			
15000 · Prepaid Expenses	18,404	20,022	48,984
Total Other Current Assets	18,404	20,022	48,984
Total Current Assets	1,442,195	1,495,300	1,297,593
Fixed Assets			
17100 · Computer Equipment	86,403	86,403	62,389
17101 · Accum. Deprec. - Computers	(57,376)	(55,895)	(39,607)
Total Fixed Assets	29,028	30,508	22,782
Other Assets			
19000 · Right of Use - Office Space	39,096	41,888	72,606
19001 · Right of Use - Copier	14,866	15,257	19,560
Total Other Assets	53,962	57,145	92,167
TOTAL ASSETS	1,525,184	1,582,954	1,412,542
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	32,289	41,755	76,479
20011 · MCB Credit Card	-	-	16
Other Current Liabilities			
21000 · Accrued Expenses	2,631	2,025	1,353
21100 · Accounts Payable - Employees	1,631	451	217
22000 · Employer Liabilities			
22100 · Accrued Wages Payable	26,970	28,085	23,174
22200 · Accrued Vacation/Personal Time	61,595	65,227	58,949

Tri-County Regional Planning Commission

Balance Sheet

As of May 31, 2023

	Current Month	Previous Month	Previous Year
	May 31, 23	Apr 30, 23	May 31, 22
22300 · Unvested Retirement	8,979	8,421	9,859
22500 · Payroll Taxes and Withholdings	3,440	3,469	2,882
Total 22000 · Employer Liabilities	100,984	105,202	94,863
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	-
Total 22800 · Local Matches	20,000	20,000	-
23000 · Unearned Revenue			
23100 · PPUATS	-	-	181,155
23101 · Deferred Revenue - IDOT	9,682	11,688	54,310
23200 · IL MPO	19,238	19,238	19,238
23400 · Regional Server Partnership	-	-	750
23500 · Village of Washburn	488	488	488
Total 23000 · Unearned Revenue	29,408	31,414	255,941
28000 · Current Lease Liab. - Office Sp	2,832	5,656	2,735
28001 · Current Lease Liab. - Copier	386	772	379
Total Other Current Liabilities	157,873	165,519	355,487
Total Current Liabilities	190,162	207,274	431,982
Long Term Liabilities			
29000 · Lease Liability - Office Space	37,578	37,578	71,026
29001 · Lease Liability - Copier	14,751	14,751	19,343
Total Long Term Liabilities	52,329	52,329	90,368
Total Liabilities	242,491	259,603	522,351
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
Net Income	156,615	197,273	4,839
Total Equity	1,282,693	1,323,350	890,191
TOTAL LIABILITIES & EQUITY	1,525,184	1,582,954	1,412,542

Tri-County Regional Planning Commission

Statement of Cash Flows

May 2023

	May 23	Jul '22 - May 23
OPERATING ACTIVITIES		
Net Income	(40,657)	156,615
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	71,250	(22,619)
15000 · Prepaid Expenses	1,617	20,709
20000 · Accounts Payable	(9,466)	(35,100)
20011 · MCB Credit Card	-	(16)
21000 · Accrued Expenses	606	1,109
21100 · Accounts Payable - Employees	1,181	1,533
22100 · Accrued Wages Payable	(1,115)	3,643
22200 · Accrued Vacation/Personal Time	(3,632)	(1,142)
22300 · Unvested Retirement	558	4,563
22503 · FICA & Medicare	(85)	288
22504 · IL Unemployment Taxes	49	33
22505 · 457 (b) Contributions	-	127
22520 · United Way	7	13
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	(2,006)	(17,838)
28000 · Current Lease Liab. - Office Sp	(2,824)	2,832
28001 · Current Lease Liab. - Copier	(386)	386
Net cash provided by Operating Activities	15,098	127,654
INVESTING ACTIVITIES		
17101 · Accum. Deprec. - Computers	1,481	16,288
19000 · Right of Use - Office Space	2,793	30,718
19001 · Right of Use - Copier	391	4,303
Net cash provided by Investing Activities	4,664	51,309
FINANCING ACTIVITIES		
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	19,762	140,923
Cash at beginning of period	1,189,654	1,068,493
Cash at end of period	1,209,416	1,209,416

Tri-County Regional Planning Commission

Profit & Loss

May 2023

	Current Month	Previous Month	FY23 - Current YTD	FY22 - Previous YTD
	May 23	Apr 23	Jul '22 - May 23	Jul '21 - May 22
Ordinary Income/Expense				
Revenue by Type				
41000 · Federal Grants and Awards	99,864	115,285	1,086,002	759,551
42000 · State Grants and Awards	21,240	25,847	241,900	213,043
43000 · Local Matching Contributions	1,175	(2,398)	168,541	(6,648)
44010 · GIS Support	6,050	1,787	31,695	22,905
44020 · Planning & Zoning Support	908	1,279	12,204	14,199
45000 · Member Dues	3,750	3,750	41,250	45,852
46000 · Interest Income	80	77	836	157
Total Income	133,066	145,627	1,582,428	1,049,059
Gross Profit	133,066	145,627	1,582,428	1,049,059
Expense by Account & Category				
Total 60500 · Amortization Expense	3,184	3,184	35,021	34,630
Total 61000 · Computer Expenses	5,784	2,694	32,033	24,438
Total 61500 · Outside Services	93,210	42,143	538,101	243,609
Total 62000 · Depreciation	1,481	1,481	16,288	6,666
Total 63000 · Employee Benefits	14,861	14,411	150,517	147,372
Total 63400 · Interest Expense	152	161	2,155	3,250
Total 63500 · Office Administration	1,684	1,564	15,531	14,780
Total 64000 · Miscellaneous	320	76	6,687	6,226
Total 65000 · Professional Fees	-	650	34,143	40,875
Total 65500 · Facility Costs	865	865	13,320	11,864
Total 66000 · Salaries and Wages	51,765	56,348	559,714	488,718
Total 67000 · Travel and Training	418	8,133	22,302	21,792
Total Expense	173,723	131,710	1,425,812	1,044,220
Net Income	(40,657)	13,917	156,615	4,839

Tri-County Regional Planning Commission
Check Register - Operating Account
May 2023

Date	Num	Name	Memo	Amount
05/01/2023	ACH	Comcast	Internet	136.90
05/01/2023	ACH	Hanson	TDM Project - FY23 UPWP	2,874.00
05/01/2023	ACH	Hinckley Springs	Drinking Water	124.90
05/01/2023	ACH	Lochmueller Group	Pekin Bike / Ped Master Plan Consultant	7,179.83
05/01/2023	ACH	Pearl Technology	SSL Certificate	49.95
05/01/2023	ACH	Quill Corporation	Office Supplies	63.99
05/01/2023	ACH	Quill Corporation	Office Supplies	26.99
05/01/2023	ACH	Quill Corporation	Office Supplies	44.24
05/01/2023	ACH	Delta Dental	Dental Insurance	272.42
05/01/2023	ACH	Guardian	Life, Disability, and Vision Insurance	473.24
05/01/2023	ACH	Heartland Parking	Monthly Parking	852.00
05/01/2023	1355	Blue Cross Blue Shield of Illinois	Health Insurance - 05/2023	7,882.58
05/01/2023	1356	City of Peoria	Rent - 05/2023	2,950.00
05/01/2023	1357	Xerox Financial Services	Copier Lease	437.10
05/05/2023	ACH	Nationwide	Retirement 05/16/23 - 05/31/23	2,755.34
05/05/2023	ACH	Department of the Treasury	Payroll Taxes 05/16/23 - 05/31/23	6,851.90
05/05/2023	ACH	Illinois Department of Revenue	Payroll Taxes 05/16/23 - 05/31/23	1,305.22
05/05/2023	ACH	CEFCU	Payroll Liability 05/16/23 - 05/31/23	550.00
05/05/2023	ACH	Staff - Payroll	Payroll 05/16/23 - 05/31/23	20,835.05
05/05/2023	ACH	Unvested Retirement Account	Retirement 05/16/23 - 05/31/23	279.17
05/15/2023	1358	City of Peoria	Peoria Passenger Rail Study	50,000.00
05/15/2023	1359	GateHouse Media	Legal Notices in Newspapers	76.00
05/15/2023	1360	Morton Community Bank	Ulrich - Payment for 04/2023 CC Charges	586.76
05/15/2023	1361	Morton Community Bank	Bruner - Payment for 04/2023 CC Charges	280.50
05/16/2023	1362	Cracked Pepper Catering	Catering for Community Event - FY23 UPWP	2,478.15
05/16/2023	1363	Equitable Cities, LLC	Keynote Presentation - 05/16/23 Community Event	9,500.00
05/17/2023	ACH	Facet Technologies	GIS Web Hosting - 05/2023	385.00
05/17/2023	ACH	Lochmueller Group	Activity Based TDM Consultant	23,114.41
05/19/2023	ACH	Nationwide	Retirement 06/01/23 - 06/15/23	2,755.34
05/19/2023	ACH	Department of the Treasury	Payroll Taxes 06/01/23 - 06/15/23	6,486.66
05/19/2023	ACH	Illinois Department of Revenue	Payroll Taxes 06/01/23 - 06/15/23	1,215.21
05/19/2023	ACH	CEFCU	Payroll Liability 06/01/23 - 06/15/23	50.00
05/19/2023	ACH	Staff - Payroll	Payroll 06/01/23 - 06/15/23	18,933.32
05/19/2023	ACH	Unvested Retirement Account	Retirement 06/01/23 - 06/15/23	279.17
05/23/2023	ACH	ESRI, Inc.	GIS Credits	240.00
05/23/2023	ACH	Hanson	TDM Project - FY23 UPWP	1,093.20
05/23/2023	ACH	Heartland Parking	Parking Validations - 04/2023	91.00
05/23/2023	ACH	Hinckley Springs	Drinking Water	11.99
05/23/2023	ACH	IT Unified	Monthly IT Service / Microsoft Teams Subscription	1,236.00
05/23/2023	ACH	IT Unified	Purchase Computer Equipment	2,258.33
05/23/2023	ACH	Quill Corporation	Office Supplies	36.58
05/23/2023	ACH	RK Dixon	Copier Usage	62.22
05/23/2023	ACH	The Cleaning Source	Office Cleaning - 04/2023	194.00
05/23/2023	ACH	Thouvenot, Wade, & Moerchen, Inc.	Chillicothe Master Plan - FY23 UPWP	5,454.00
05/23/2023	ACH	Verizon Wireless	Phones	307.91
05/23/2023	ACH	We Hear You, LLC	ASL Services - FY23 UPWP	120.00
05/31/2023	ACH	Morton Community Bank	Service Charge	15.27
Register			Total Checks	183,205.84

Tri-County Regional Planning Commission
Credit Card Register
May 2023

Date	Employee Card	Vendor	Memo	Amount
05/05/2023	Ulrich	Adobe	Adobe User Subscription - Miller	21.24
05/06/2023	Ulrich	Adobe	Adobe User Subscription - Lees	15.93
05/08/2023	Bruner	Amazon Business	Community Event Supplies	21.69
05/08/2023	Ulrich	Qbox	QuickBooks File Management	15.00
05/09/2023	Bruner	Amazon Business	Community Event Supplies	53.15
05/15/2023	Ulrich	Adobe	Adobe Main Account Subscription	54.99
05/16/2023	Abi-Akar	Walmart	Community Event Supplies	24.46
05/16/2023	Bruner	Riley's Vegan Sweets and East	Community Event Supplies	68.00
05/16/2023	Ulrich	Walmart	Office Supplies	28.83
05/17/2023	Bruner	Hy-Vee	Community Event Supplies	57.58
05/19/2023	Ulrich	Aldi	Office Supplies	5.70
05/25/2023	Bruner	American Planning Association - IL Chapter	Planner Job Posting	125.00
05/25/2023	Bruner	American Planning Association	Planner Job Posting	195.00
05/31/2023	Ulrich	Adobe	Adobe User Subscription - Accounting	21.24
05/31/2023	N/A	Morton Community Bank	Finance Charges	0.00
Register			Total Charges	707.81

Date	Employee Card	Vendor	Memo	Amount
Register			Total Refunds and Credits	-

RESOLUTION 24-03

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR MAY 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 May 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 May 2023 are approved.

Presented this 5th day of July 2023

Adopted this 5th day of July 2023

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

DATE: June 19, 2023

SUBJECT: Annual Adjustment to the Wage and Salary

Schedule ACTION NEEDED BY COMMISSION:

- Discuss options to adjust salary schedules for full time and part time employees.
- Approval recommended by Staff and Executive Committee

BACKGROUND:

It is the practice of the Commission to review and adjust the Wage and Salary Schedules listed in the Employee Handbook. This practice is done keep the Wage and Salary Schedule current and competitive. This adjustment is partially based on United States Department of Labor's (USDOL) Consumer Price Index (CPI) and input from other sources. The attached report from the DOL indicates that the CPI ending in June 2022 has increased 4.0%. Last year, the schedules were adjusted upward by 4.0%. Based on this information, I recommend the Executive Board and Full Commission to adjust the wage and salary schedule by 4.0%.

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

Full Time Wage and Salary Schedule

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

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

The Wage and Salary Schedule was adopted July 6, 2022 by the Tri-County Regional Planning Commission.

Part Time Wage and Salary Schedule

The following wage and salary schedule depicts minimum and maximum ranges for Commission part-time employees, who are scheduled to work an average of less than 30 hours per week and are not eligible for benefits. The schedule provides a guide to the Executive Director for compensating part-time employees.

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

The Wage and Salary Schedule was adopted July 6, 2022 by the Tri-County Regional Planning Commission.

RESOLUTION 24-01

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

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

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

WHEREAS, Appendices C and C1 of the Employee Handbook were last revised on July 6, 2022, and

WHEREAS, the minimum and maximum salary ranges for Appendix C and C1 are proposed to be adjusted for FY 2024 by 4 % (attached).

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission approves the increases indicated above to the minimum and maximum salary ranges of Appendix C and C1 of the Wage and Salary Schedules and require that they be placed in the Employee Handbook.

Presented this 5th day of July 2023

Adopted this 5th day of July 2023

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

DATE: June 19, 2023

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

ACTION NEEDED BY COMMISSION:

- Discuss FY 24 salary increases s for full-time and part time employees.
- Approve recommendation to Full Commission by Staff and Executive Board

BACKGROUND:

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

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



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

USDL-23-1301

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CONSUMER PRICE INDEX – MAY 2023

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

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

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

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

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

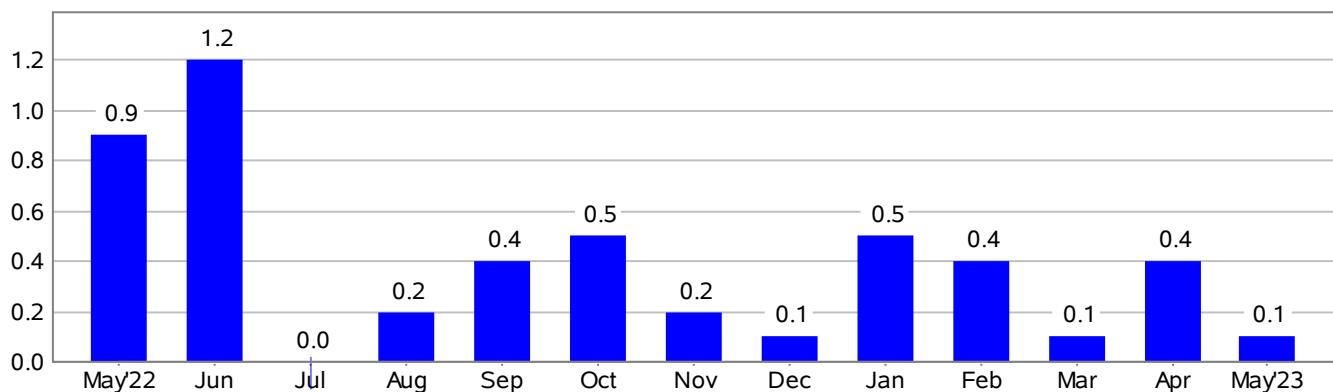


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, May 2022 - May 2023

Percent change

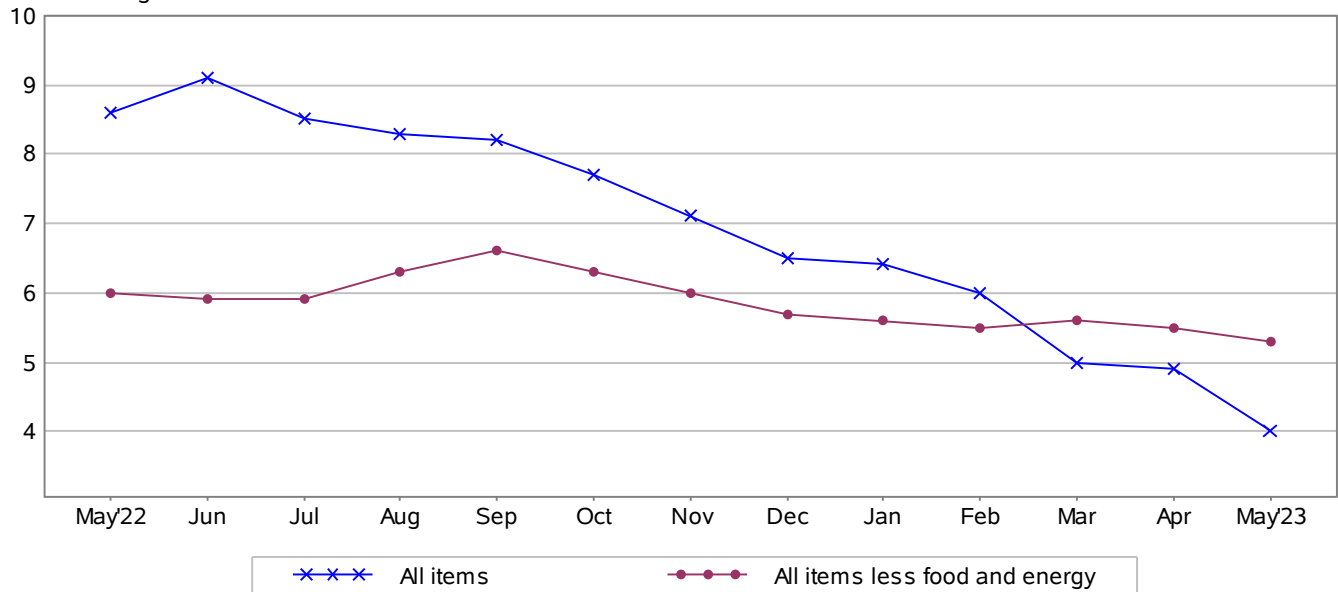


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended May 2023
	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May 2023	
All items.....	0.2	0.1	0.5	0.4	0.1	0.4	0.1	4.0
Food.....	0.6	0.4	0.5	0.4	0.0	0.0	0.2	6.7
Food at home.....	0.6	0.5	0.4	0.3	-0.3	-0.2	0.1	5.8
Food away from home ¹	0.5	0.4	0.6	0.6	0.6	0.4	0.5	8.3
Energy.....	-1.4	-3.1	2.0	-0.6	-3.5	0.6	-3.6	-11.7
Energy commodities.....	-2.1	-7.2	1.9	0.5	-4.6	2.7	-5.6	-20.4
Gasoline (all types).....	-2.3	-7.0	2.4	1.0	-4.6	3.0	-5.6	-19.7
Fuel oil ¹	1.7	-16.6	-1.2	-7.9	-4.0	-4.5	-7.7	-37.0
Energy services.....	-0.6	1.9	2.1	-1.7	-2.3	-1.7	-1.4	1.6
Electricity.....	0.5	1.3	0.5	0.5	-0.7	-0.7	-1.0	5.9
Utility (piped) gas service.....	-3.4	3.5	6.7	-8.0	-7.1	-4.9	-2.6	-11.0
All items less food and energy.....	0.3	0.4	0.4	0.5	0.4	0.4	0.4	5.3
Commodities less food and energy commodities.....	-0.2	-0.1	0.1	0.0	0.2	0.6	0.6	2.0
New vehicles.....	0.5	0.6	0.2	0.2	0.4	-0.2	-0.1	4.7
Used cars and trucks.....	-2.0	-2.0	-1.9	-2.8	-0.9	4.4	4.4	-4.2
Apparel.....	0.1	0.2	0.8	0.8	0.3	0.3	0.3	3.5
Medical care commodities ¹	0.2	0.1	1.1	0.1	0.6	0.5	0.6	4.4
Services less energy services.....	0.5	0.6	0.5	0.6	0.4	0.4	0.4	6.6
Shelter.....	0.6	0.8	0.7	0.8	0.6	0.4	0.6	8.0
Transportation services.....	0.3	0.6	0.9	1.1	1.4	-0.2	0.8	10.2
Medical care services.....	-0.5	0.3	-0.7	-0.7	-0.5	-0.1	-0.1	-0.1

¹ Not seasonally adjusted.

Food

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

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

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

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

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

Energy

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

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

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

All items less food and energy

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

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

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

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

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

Not seasonally adjusted CPI measures

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

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

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

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

Technical Note

Brief Explanation of the CPI

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

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

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

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

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

RESOLUTION 24-02

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

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

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

WHEREAS, the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2024 Overall Work Program, and

WHEREAS, the FY 2024 Budget includes a 4% salary increase for the Commission's staff.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission approves a lump sum amount of \$25,781.57 for FY 2024 wage increases for the full-time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 5th day of July 2023

Adopted this 5th day of July 2023

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

RESOLUTION 24-08

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN IT ADMINISTRATION AND WEB HOSTING SERVICE AGREEMENT WITH IT UNIFIED FOR AN AMOUNT NOT TO EXCEED \$14,400.

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 computer hardware and software, and

WHEREAS, IT Unified hosts the Commission's data and web servers and offers regular service and support for the Commission's computer hardware, and

WHEREAS, the Executive Director evaluates the Commission's computer services on an annual basis to determine that IT Unified continues to align with Commission goals, and

WHEREAS, the service agreement renewal includes unlimited remote support, IT administration, VoIP phone system, eFAX service, backup internet, and website hosting for a monthly fee of \$1,200, and

WHEREAS, adequate funding for these services is included in the Computer Software and Services line item of the FY 2024 budget.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorizes its Executive Director to enter into a service agreement with IT Unified for an amount not to exceed \$14,400.

Presented this 5th day of July 2023

Adopted this 5th day of July 2023

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 24-05

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO PURCHASE EQUIPMENT AND WORKSTATION UPGRADES FOR AN AMOUNT NOT TO EXCEED \$10,000

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, offers a wide range of services to its members which requires the use of up-to-date equipment and workstations; and

WHEREAS, the Executive Director and staff evaluate the technology inventory during the budgeting process to be sure that the Commission's systems can fulfill its mission, grants, and contracts; and

WHEREAS, staff has identified the need to upgrade the Commission's video conferencing system to be utilized for remote meetings; and

WHEREAS, suitable upgrade for the video conferencing system, which includes a camera, wireless microphone system, wireless speaker, dedicated computer, and IT cart, may be purchased for a total of \$6,800; and

WHEREAS, staff has identified the need to purchase of two workstations, one for GIS and the other for accounting, and

WHEREAS, a suitable workstations for GIS and accounting may be purchased for \$3,100; and

WHEREAS, staff will follow the Commission's procurement policy to ensure cost-effective purchases; and

WHEREAS, adequate funding for the purchase of this equipment is included in the Equipment and Supplies line items of the FY 2024 budget.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorizes the Executive Director to purchase video conferencing and two workstation upgrades for an amount not to exceed \$10,000.

Presented this 5th day of July 2023

Adopted this 5th day of July 2023

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 24-06

A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ALLOW FOUR PLANNERS TO ATTEND THE AMERICAN PLANNING ASSOCIATION-ILLINOIS CHAPTER STATE CONFERENCE IN NAPERVILLE, ILLINOIS.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has supported and funded the continuing education, training, and professional development of Commission staff members, hereafter referred to as Staff, and

WHEREAS, one of many opportunities to enhance the capabilities and performance of Staff is to have them attend and participate in local, regional and/or national conferences focusing on planning issues with program content impacting and benefiting the Commission's Planning Mission, and

WHEREAS, building relationships with other regional planning professionals, government officials, and proponents of urban planning issues will benefit the Commission and the work it performs to achieve consensus, and

WHEREAS, the Commission's planning interests are best served by retaining committed, motivated, engaged, and informed Staff, and

WHEREAS, the FY 2024 Unified Planning Work Program and Intergovernmental Agreement with IDOT includes funds to enable Staff to participate in conferences to expand the skills and experience needed to provide essential leadership.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission approves the expenditure of funds for four Commission Planners to attend the American Planning Association-Illinois Chapter State Conference from September 11-13, 2023, in Naperville, Illinois for a cost not to exceed \$5,800.00.

Presented this 5th day of July 2023

Adopted this 5th day of July 2023

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric W. 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)
6/5/2023	From	To	City of Washington, Chillicothe, and IDOT	
	2023	2026		

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
Nofsinger Road	W-24-03			23-00113-00-SP	Cruger Road to Santa Fe Road	Realignment and Construction of existing Nofsinger Road from Santa Fe Road to Cruger Road, including new intersection at US-24 and at Dallas Road at the south end of the project.	CPF Federal Earmarks	50%	\$ 4,000,000
							HSIP	34%	\$ 2,700,000
							State	4%	\$ 300,000
							Local	13%	\$ 1,000,000
							Total		\$ 8,000,000
Reason for Amendment:		Adding to the FY 2024 Program							

Washington Safe Routes to School	W-24-04			22-00131-00-SW	Grant Street from School St to the east, and North Street from Main St to West St	Work will consist of a 5 foot sidewalk on the south side of Grant Street, as well as on the north side of North Street.	SRTS	80%	\$ 377,280
							State		
							Local	20%	\$ 95,045
							Total		\$ 472,325
Reason for Amendment: Adding to the FY 2024 Program									

Chillicothe Shared Use Path	C-24-01				From Library along Bradley and Cloverdale to Calvary Baptist	Construction of off-road multi-use path	ITEP	80%	\$ 671,352
							State	8%	\$ 68,919
							Local	12%	\$ 98,919
							Total		\$ 839,190
Reason for Amendment: Addition to the FY 2024 Program									

Safety: Peoria County Pedestrian Push Buttons	S-24-13	68H76	0-00819-4001	D4 ADA Pushbuttons 2024	Various locations throughout Peoria County	Replace pushbuttons with APS push buttons		90%	\$ 1,350,000
							10%	\$ 150,000	
									\$ 1,500,000
Reason for Amendment: Addition to IDOT Dist. 4 Fiscal Year 2024 Annual Program. Project scheduled for the September 22, 2023 letting.									

Safety: Pedestrian Push Buttons	S-24-14	68H77	0-00819-4002	D4 ADA Pushbuttons 2024-1	Various locations in District 4	Replace pushbuttons with APS push buttons	HSIP	90%	\$ 1,350,000
							State	10%	\$ 150,000
							Local		
Total								\$ 1,500,000	
Reason for Amendment: Addition to IDOT Dist. 4 Fiscal Year 2024 Annual Program. Project scheduled for September 22, 2023 letting.									

							State		
							Local		
							Total		\$ -
Reason for Amendment:									

							State		
							Local		
							Total		\$ -
Reason for Amendment:									

Technical		IDOT District 4 Local Roads	
Commission		IDOT District 4 Programming	
		FHWA	

RESOLUTION 24-04

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 5th day of July 2023

Adopted this 5th day of July 2023

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission



MEMORANDUM

TO: Commission

FROM: Staff

SUBJECT: PROTECT Discretionary Grant Program

DATE: July 5, 2023

Action needed:

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

Background:

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

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

Applications are due August 18, 2023.

Proposed Project:

TCRPC proposes the creation of a Regional Resiliency Plan (RRP) spanning the Tri-County area. This consultant-led plan will assess vulnerabilities, transit access, and other environmental risks such as flooding, erosion, and heat island impacts through lenses of economic resilience and social justice. The plan would produce grant-ready, coordinated but distinct projects and objectives designed to facilitate environmental, economic, and social resilience, and to competitively position the region for federal infrastructure funding.

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

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

Next Steps:

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

Sample Letter of Support:

Eric Miller

Executive Director

Tri-County Regional Planning Commission

456 Fulton Street, Suite 401

Peoria, Illinois 61602

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

Mr. Miller,

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

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

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

Sincerely,

RESOLUTION 24-07

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO SUPPORT AND AUTHORIZE THE APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION FOR THE FISCAL YEAR 2023 PROMOTING RESILIENT OPERATIONS FOR TRANSFORMATIVE, EFFICIENT, AND COST-SAVING TRANSPORTATION DISCRETIONARY GRANT TO DEVELOP A REGIONAL RESILIENCY PLAN FOR THE TRI-COUNTY REGION OF PEORIA, TAZEWEILL, AND WOODFORD COUNTIES IN CENTRAL ILLINOIS.

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 Infrastructure Investment and Jobs Act (IIJA), also referred to as the Bipartisan Infrastructure Law or BIL, established the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program with \$1.4 billion in appropriated funds for Federal Fiscal Years 2022-2026 to ensure surface transportation resilience to natural hazards; and

WHEREAS, the PROTECT Discretionary Grant funds are awarded on a competitive basis to support planning activities, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure through two types of awards: planning grants and competitive resilience improvement grants; and

WHEREAS, the development of a qualifying resilience improvement plan will better position the Tri-County region to pursue Resilience Improvement Grants through future PROTECT funding cycles, and be eligible for a higher federal cost-share; and

WHEREAS, it is in our interest to safeguard public infrastructure investments through the development of a resiliency improvement plan for the Tri-County region of Peoria, Tazewell, and Woodford counties to produce grant-ready, coordinated but distinct projects and objectives designed to facilitate environmental, economic, and social resilience that will competitively position the region for federal resilience improvement funding.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission approves the filing of an PROTECT discretionary grant application to develop a qualifying regional resiliency plan for the Tri-County region of Peoria, Tazewell, and Woodford counties, and authorizes the Executive Director or designee to act on behalf of the Commission in matters concerning this project application by the August 18, 2023 deadline.

Presented this 5th day of July 2023

Adopted this 5th day of July 2023

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

Call for Projects

Transportation Alternatives Set-Aside

Fiscal Years 2021-2023

Program Description

Tri-County Regional Planning Commission (TCRPC), the metropolitan planning organization (MPO) for the Peoria-Pekin Urbanized Area, announced the availability of Transportation Alternatives (TA) funding for transportation projects.

TA was initially authorized under Section 1122 of Moving Ahead for Progress in the 21st Century Act (MAP-21). The Fixing America's Surface Transportation (FAST) Act replaced the original Transportation Alternative Program (TAP) with Transportation Alternative set-aside funds under the Surface Transportation Block Grant (STBG) Program. The Infrastructure Investment and Jobs Act (IIJA) continued the Transportation Alternatives set-aside from the STBG program.

TA authorizes funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities such as historic preservation and vegetation management, and environmental mitigation related to storm water and habitat connectivity; recreational trail projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former divided highways.

Funding Information

Federal funding for TA is provided by the Transportation Alternatives set-aside of the STBG Program and is authorized by the FAST Act and reauthorized by the IIJA. The IIJA authorized five years of TA funding.

These funds come from the Federal Highway Administration (FHWA), and the Illinois Department of Transportation (IDOT) serves as the administrator. As an MPO with an urbanized population over 200,000, TCRPC receives an annual allotment of TA funds to program. This is the second Call for Project for Fiscal Years (FY) 2021-2023. Of the available \$1,458,565, \$783,159 have been programmed because of the first Call for Projects. As a result, **a total of \$675,406 is available** for funding in this Call for Projects.

Below is an overview of the two projects awarded from the first Call for Projects.

- The Village of Germantown Hills received \$240,000 for Phase I and II Engineering for a 10-foot trail from the Village of Germantown Hills to the Village of Metamora.

Tri-County Regional Planning Commission
Call for Projects #2 – FY 2021-23 Transportation Alternatives Set-Aside

- Peoria County received \$543,159 for constructing a sidewalk on the west side of Maxwell Road from Charleston Road to Middle Road, a multi-use path on the east side of Maxwell Road from Charleston Road to Middle Road, and a multi-use path on the north side of Middle Road from Maxwell Road to Dirksen Parkway.

Eligibility Information

An entity may not apply for a grant until the entity has registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://gata.illinois.gov/>. Each entity should check with their county's or municipality's highest-level personnel (such as the treasurer, clerk, etc.) to see how they are currently registered in the GATA portal. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal alerts the entity of "qualified" status or informs them how to remediate a negative verification (e.g., inactive UEI, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated.

Eligible Applicants

All projects applying for TA funding must be sponsored by one or more member entities of the Peoria-Pekin Urbanized Area MPO. Other governmental entities within the MPO planning area are eligible only with co-sponsorship by one of the MPO member entities. A map of the MPO planning area may be found at the end of this document.

Examples of Non-MPO eligible project co-sponsors include:

- Local governments
- Transit agencies
- Natural resource or public land agencies
- School districts, local education agencies, or schools
- Tribal governments
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails

Sponsors assume responsibility and accountability for the use and expenditure of program funds. Applicants and/or implementing agencies must be able to comply with all the federal and state laws, regulations, policies, and procedures required to enter into project agreements.

Federal Share and Matching Funds

TA is a reimbursable program. The Federal share for TA projects is as follows:

Tri-County Regional Planning Commission
Call for Projects #2 – FY 2021-23 Transportation Alternatives Set-Aside

- Preliminary engineering, utility relocations, construction engineering and construction are eligible for funding at an 80/20 match, i.e., 80% is TA matched by 20% sponsor share.
- Acquisition of right-of-way and easements are eligible for funding at a 50/50 match, i.e., 50% is TA funding matched by 50% sponsor share.
- Street lighting, unless in a designated historical area, also requires a 50% local match. In a designated historic area, street lighting may qualify for 80% TA with a 20% local match.

The local match does not necessarily have to be provided directly by the sponsor, but it must be a non-federal source to qualify as match. Submission of an application commits the applicant to the required match.

Application and Submission Information

The application and all relevant materials will be posted on Tri-County Regional Planning Commission's website at <https://tricountyrpc.org/funding-programs/tap>, but may also be requested from TCRPC staff. To apply, applications must be completed digitally and submitted to funding@tricountyrpc.org with all relevant materials in PDF format **by 3:30pm on Monday, July 31, 2023**. Applications are also accepted by mail and must be marked as TA Application. The mailing address is: 456 Fulton Street, Suite 401, Peoria, IL 61602.

Applications should include the following:

- TA Application Form
- Project Location Map
- Resolution to Commit Matching Funds
- Optional supporting documentation, such as letters of support, photographs, conceptual designs, etc.

Please direct any questions to Commission staff at (309) 673-9330 or by email at funding@tricountyrpc.org.

Submission Dates and Times

The call for projects begins Wednesday, June 21, 2023, and ends at 3:30pm on Monday, July 31, 2023. Applications received after this date will be considered ineligible for TA funding.

Funding Restrictions

All awarded funds must be used according to all applicable federal and state laws, regulations, policies, and procedures. TA funds lapse within three years if not obligated. Projects unable to meet these deadlines will be rescinded.

Eligible Projects

A project must demonstrate a relationship to surface transportation to be eligible for TA funding. TA projects must enhance the transportation system either by serving a transportation need or providing a transportation use or benefit and not be solely for recreational use. Projects must be consistent with the goals of TCRPC's Long-Range Transportation Plan, the IIJA, and the BikeConnect HOI Regional Bicycle Plan. In addition, projects need to be constructed in reasonable, useable segments and provide logical termini.

Activities are not eligible if they are routine maintenance projects such as re-stripping a trail, cleaning up debris, or repairing a broken curb. Please be advised – if your project involves sidewalk work, you most likely will be required to update the facility to meet current ADA Accessibility Standards. That would include, but not be limited to, curb cuts and handicapped ramps at intersections and corrective measures to fix cross slopes that exceed the ADA standards.

The MPO follows guidance from the FHWA. The FHWA has prepared a document, [*Transportation Alternatives Guidance*](#), which outlines all eligible activities. Additionally, the FHWA has a [*Transportation Alternative Fact Sheet*](#). IDOT also offers TA guidance with their [*Illinois Transportation Enhancement Program \(ITEP\)*](#).

23 U.S.C. 133(h)(3)(A): Projects or Activities described in 23 U.S.C. 101(a)(29) or 23 U.S.C. 213 as in effect prior to the enactment of the FAST Act. Those sections contained the following eligible projects:

Under 23 U.S.C. 213(b), eligible activities under the TA program consists of:

1. Transportation Alternatives as defined in 23 U.S.C. 101(a)(29) (MAP-21 §1103):
 - A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.).
 - B. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
 - C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
 - D. Construction of turnouts, overlooks, and viewing areas.

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- E. Community improvement activities, which include but are not limited to:
- i. inventory, control, or removal of outdoor advertising
 - ii. historic preservation and rehabilitation of historic transportation facilities
 - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control
 - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23
- F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
- i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
 - ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
2. The recreational trails program under section 206 of title 23.
3. The safe routes to school program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU: http://www.fhwa.dot.gov/environment/safe_routes_to_school/overview/legislation.cfm
- Safe Routes to School was formerly a stand-alone program, but is now one of the eligible activities under TA:
- A. Infrastructure-related projects.
 - B. Non-infrastructure-related activities.
 - C. Safe Routes to School coordinator.
4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
5. An urbanized area with a population of more than 200,000 to use up to 50% of its suballocated TA funds for any STBG-eligible purpose (but still subject to the TA-wide requirement for competitive selection of projects); and [23 U.S.C. 133(h)(6)(B)]

TA funds cannot be used for:

- Promotional activities, except as permitted under the SRTS.

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- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
- Routine maintenance and operations.

Eligible Project Phases and Costs

The sponsor must prepare (or have prepared by an engineering or architectural firm) an accurate cost estimate for all types of work involved with the TA project. Agencies or their consultants should be knowledgeable about estimating these types of project costs and the requirements of utilizing Federal funds.

- The costs eligible for reimbursement are:
- Preliminary engineering
- Utility relocations
- Right-of-way and easements
- Construction engineering
- Construction

Preliminary engineering is divided into two phases. Phase I Engineering (PE I) is the design and environmental study that determines the best overall approach to and the location of a project, addresses environmental concerns, prepares a cost estimate, and defines the scope of work. Phase II Engineering (PE II) consists of preparation of final construction plans, summary of quantities, specifications, and final cost estimate.

Utility relocations include any costs not covered in an existing utility agreement for relocation of power lines, telephone lines, gas lines, and other utilities affected by the TA project. Rights-of-way (ROWS) or easements include acquiring land or rights necessary for the construction of the project. Buildings cannot be purchased with enhancement funds. Construction Engineering (CE) involves the supervision of construction. Construction includes all materials and labor costs necessary to complete the construction of the project.

Any costs associated with the project that are necessary for implementing the TA project are eligible. For example, costs for environmental mitigation required for the project would be eligible costs of a project.

Feasibility and planning studies are not project-specific and therefore are ineligible costs. Projects can have enhancement eligible items and ineligible items implemented in the same project if the project elements are similar in construction procedures. The eligible and ineligible project elements must be separated in the local or interagency agreements, summary of quantities, plans, and contracts.

The project sponsor is responsible for 100% of any ineligible costs.

Application Review Information

All TA project applications submitted by the deadline will be evaluated for funding using the project scoring and evaluation criteria, selection process, and anticipated scheduled reviews in this section of the Call for Projects.

Project Scoring and Evaluation Criteria

The scoring and evaluation criteria included in the TA application is below.

Criterion	Maximum Points Available
<i>Self-Scored on Application</i>	
Consistency with LRTP 2045: TCRPC's Long Range Transportation Plan	10
Jurisdiction's Long Range or Comprehensive Plan	10
Co-Sponsorship	10
Documented Public Involvement	10
Documented Community Support	10
Intermodal Connections	10
Infrastructure and Facilities	10
Safety Factors	10
Project Schedule and Readiness	5
<i>Determined by Subcommittee</i>	
Public Benefits – Usage	10
Public Benefits – Value	5
TOTAL	100

Project Review and Selection Process

TCRPC staff will review all TA project application submittals to ensure project eligibility and application completeness and accuracy. Staff will verify all relevant documentation, such as the LRTP or local comprehensive plans. When developing the proposed program, timely implementation will be considered as a major factor in project selection, as TA funds lapse within three years. For example, the FY 2021 TA funds must be obligated by September 30, 2024. Staff may request to have discussions with sponsors to verify project details and assess complications that might affect project readiness.

A TA subcommittee consisting of selected Technical Committee members will evaluate each application and assign scores to the "Public Benefits" section of the application, for a maximum of fifteen points total. IMPORTANT: The total point scores are a guide for programming decisions. The subcommittee may recommend funding a lower-scoring project over a higher-scoring project. It is at the discretion of the subcommittee to determine their reasoning for a recommendation, if not solely relying on point totals. However, any reasoning

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must be clearly documented and articulated in the final recommendation to the Technical Committee.

Additional TA funds will not be available beyond the initial programmed amounts without approval of the Commission; any increases in project costs will be the responsibility of the sponsors. Likewise, if a jurisdiction changes the scope of a project, after the funds are awarded, the project must be reviewed again and approved by the Commission before previously awarded funds are used for activities not included in the original scope of work.

Anticipated Schedule and Programming Date

Date	Action
June 21, 2023	Issue call for projects and publish applications on website
July 31, 2023	TA applications due to TCRPC staff by 3:30 pm
Week of August 1, 2023	Staff reviews applications, ensuring completeness and validity
August 16, 2023	Project proposals presented during Technical Committee meeting
August 16, 2023	Establish TA Subcommittee during Technical Committee meeting
August 29, 2023 (est.)	TA Subcommittee convenes, reviews applications, assigns “Public Benefits” scores, and makes recommendation to Technical Committee
September 20, 2023	Technical Committee considers TA Subcommittee recommendation
October 4, 2023	Commission considers Technical Committee recommendation and programs TA funding

Award Administration Information

The TA project selection process is transparent at the MPO level. Project presentations and the formation of a TA Subcommittee occur at the Technical Committee meeting following the application due date. The TA Subcommittee’s scoring results and recommendations are presented to the Technical Committee for the members to review and recommend to the Commission. The Commission members will in turn review and program the funding allotments.

Award notices

Following program approval, all applicants are notified, and successful sponsor(s) are requested to work with IDOT and TCRPC staff to initiate the awarded projects.

Administrative and National Policy Requirements

Federal: 23 USC 133(h), IIJA 1109; State: 20 ILCS 2701/615

Reporting

The Uniform Periodic Performance Report (PPR) and the Uniform Periodic Financial Report (PFR) have been combined into IDOT's BoBS1 2832 Reporting Form. Quarterly reporting will be required unless more frequent reporting is required pursuant to specific award conditions.

These reports will describe the expenditure(s) of the funds and performance measures related thereto. The first BoBS 2832 report shall cover the first three months after the award begins. Quarterly reports must be submitted no later than thirty (30) calendar days following the three-month period covered by the report. Failure to submit the required BoBS 2832 report may cause a delay or suspension of funding.

The FHWA is responsible for generating a report on the status of TA and project details. IDOT works with the FHWA on this report, which is submitted annually to the U.S. Secretary of Transportation and made available to the public. Additional reporting for individual projects may be necessary for projects not moving to completion in a timely manner.

Awarding Agency Contact

Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602

Phone: (309) 673-9330

Email: funding@tricountyrpc.org

¹ Bureau of Business Services

2010 Urbanized Area and 20-Year Planning Boundary

Approved by PPUATS Policy Committee May 7th, 2014
Map Created November 2021

