

**Ways and Means Committee Meeting  
White, CHAIRMAN  
Sundell, and Logan**

**Thursday, October 22, 2020**

**5:00 PM- NEW TIME  
CONFERENCE ROOM 420**

**AGENDA**

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

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

You can also dial in using your phone.

United States: +1 (408) 650-3123

**Access Code: 291-023-189**

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of September 24, 2020
5. Recommendation to Commission the approval of September Financial Statements and Billings (Resolution 21-10)
6. Recommendation to Commission FY21 Budget Amendment (Resolution 21-16)
7. Motion to approve modification of credit card policy
8. Other
9. Adjournment

**Ways and Means Committee Meeting  
White, CHAIRMAN  
Sundell, and Logan**

**Thursday, September 24, 2020**

**5:00 PM- NEW TIME  
CONFERENCE ROOM 420**

**MINUTES**

1. Call to Order  
White called the meeting to order at 5:00 p.m.
2. Roll Call  
Present: White, and Sundell. Absent: Logan. Also, present: Miller. Virtual: Stratton, and Bruner.
3. Public Input- none
4. Approval of Minutes of August 27, 2020  
Sundell moved to approve the minutes of August 27, 2020 and White seconded. Motion carried.
5. Recommendation to Commission the approval of August Financial Statements and Billings (Resolution 21-07)  
Sundell moved to recommend to Commission the approval of August Financial Statements and Billings (Resolution 21-07) and White seconded. Motion carried.
  - Stratton reported on the following:
    - End of month cash was \$630,879. Net cash increase from last month was \$41,084. The cash flow statement reconciles the changes in cash to the results of operations.
    - Accounts receivables at the end of the month was \$442k and is composed of \$223k in federal funds, \$173k in state funds, and \$46k in local funds.
    - Accounts payable at the end of the month was \$183.5k and \$182k is direct pass-through money for contract services and consultants included in AR.
    - Total Billings for August were \$191.3k less direct pass- through of \$110.9k = operating revenue of \$80.3k for 21 working days.
    - Total expenses for August were \$190.4k less direct pass-through of \$110.9k = operating expenses of \$79.4k.
    - August results in a surplus of \$912.

- She then explained the funding project breakdown sheet which explains the projects due date and the funds used and balance.

6. Update on 2020 audit

- Miller updated that the inhouse FY20 audit is complete by Martin/Hood. They have not found anything of substance yet. They are getting additional reporting. They will be coming back in November with their report.
- Sundell suggested to change the time for November Ways & Means to 4:30 p.m. to have extra time for the auditors to explain the complete audit and their findings.

7. Other

Miller said he did not get to the Credit card changes and that there will be a budget amendment he will take to Ways & Means and Full Commission

8. Adjournment

Sundell moved to adjourn at 5:20 p.m. and White seconded. Motion carried.

Submitted by:

Eric Miller

Executive Director

Transcribed by Debbie Ulrich

**RESOLUTION 21-10**

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

**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 September 2020, and recommends that the Commission approve said reports.

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

That the financial reports and cash disbursements for September 2020 are approved.

Presented this 22<sup>nd</sup> day of October 2020

Adopted this 22<sup>nd</sup> day of October 2020

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Mike Hinrichsen, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS**  
**AS OF SEPTEMBER 30, 2020**

<b>ASSETS</b>	<b>SEP 2020</b>	<b>AUG 2020</b>	<b>SEP 2019</b>
Current Assets			
Checking/Savings			
Restricted Cash:			
11100 · Checking - Flexible Benefits	1,530	1,530	1,620
11200 · Checking - PPUATS	60,327	60,323	140,706
11300 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
11400 · Savings - Unvested Retirement	28,047	27,363	27,614
Total Restricted Cash	109,143	108,454	189,179
Unrestricted Cash:			
10000 · Checking - Operations	630,434	630,879	657,220
Total Checking/Savings	739,577	739,333	846,399
13000 · Accounts Receivable	449,446	446,861	298,916
Other Current Assets			
15000 · Prepaid Expenses	18,871	19,808	34,388
Total Other Current Assets	18,871	19,808	34,388
Total Current Assets	1,207,895	1,206,002	1,179,703
Fixed Assets			
17100 · Computer Equipment	33,098	33,098	96,361
17200 · Office Furniture	23,019	23,019	54,533
17300 · Vehicles	23,944	23,944	23,944
17400 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(85,571)	(85,414)	(175,700)
Total Fixed Assets	1,569	1,726	6,218
<b>TOTAL ASSETS</b>	<b>\$ 1,209,464</b>	<b>\$ 1,207,728</b>	<b>\$ 1,185,921</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
20000 · Accounts Payable	173,261	183,468	64,151
Other Current Liabilities			
21000 · Accrued Expenses	1,885	2,584	1,084
22100 · Accrued Payroll	24,365	25,049	24,530
22200 · Vacation/Personal Time	61,258	56,263	43,681
22300 · Unvested Retirement Account	28,335	27,672	27,589
22000 · Employer Liabilities	4,461	2,757	3,281
23100 · Deferred Revenue - PPUATS	29,837	29,837	169,653
23101 · Deferred Revenue - IDOT	-	-	12,875
23200 · Deferred Revenue - IL MPO	19,238	19,238	19,238
23500 · Deferred Revenue - Walkability	11,000	10,374	-
23300 · Deferred Revenue - Woodford Co.	1,867	2,800	1,867
23400 · Deferred Revenue - Regional Server	6,750	7,500	6,750
23500 · Deferred Revenue - Village of Washburn	488	488	563
Total Other Current Liabilities	189,483	184,561	311,111
Total Current Liabilities	362,744	368,030	375,262
<b>Total Liabilities</b>	<b>362,744</b>	<b>368,030</b>	<b>375,262</b>
Equity			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	619,810	619,810	564,788
Net Income	20,460	13,439	39,422
<b>Total Equity</b>	<b>846,720</b>	<b>839,699</b>	<b>810,660</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 1,209,464</b>	<b>\$ 1,207,728</b>	<b>\$ 1,185,921</b>

	Month of SEP 2020	Month of AUG 2020	Current FY To Date	Previous FY To Date	Annual FY21 Budget	YTD % Annual FY21 Budget
<b>Revenue by Source and Project:</b>						
FHWA: PL/FTA Carry-over			33,569	85,159	45,883	73.2%
FHWA: PL/FTA Current	48,306	45,577	126,487	97,413	681,422	18.6%
PPUATS: PL/FTA Match			8,392	24,353	11,471	73.2%
IDOT SPF: PL/FTA Match	12,076	11,394	31,622		170,354	0.0%
IDOT RPF					-	18.6%
FTA: Paratransit Study	208		683		2,000	34.1%
PPUATS: Paratransit Study Match	52		171		-	0.0%
FHWA SPR: Grey Area Study	7,133	8,087	15,220		51,114	29.8%
IDOT FY20 SPF: Grey Area Study Match	1,783	2,022	3,805		12,778	29.8%
FHWA SPR: Roadway Asset Mgmt		35,362	68,588		104,000	65.9%
Localities: Roadway Asset Mgmt Match		8,841	17,147		26,000	65.9%
FHWA SPR: Planimetrics			-		149,000	0.0%
Counties: Planimetrics Match			-		37,250	0.0%
JARC/New Freedom Pass-Through				20,280	-	0.0%
FTA: 5310 Admin			480	285	1,000	48.0%
FHWA: HSTP	3,789	3,985	10,519	9,341	94,000	11.2%
IDOT FY20 SPF: Unallocated			-		140,000	0.0%
IDOT FY19 SPF: LRTP Tools			386	7,455	-	0.0%
IDOT FY19 Rural Planning Funds			-	1,617	-	0.0%
IDHS: 2020 Census	69,222	64,862	208,844		235,000	88.9%
IDNR: Water Supply Planning	211	156	468	3,857	19,800	2.4%
GPSD: GIS Staffing	2,100	2,100	6,825	6,825	28,000	24.4%
Woodford County: GIS Staffing	2,925	3,386	9,482	13,577	42,000	22.6%
Municipalities: GIS Staffing			-	1,122	475	0.0%
Regional Server Partnership	750	750	2,250	2,250	9,000	25.0%
Tazewell County: Planning & Zoning Review	754	754	2,261	2,261	9,045	25.0%
Dunlap: Land Use Plan	172	107	461		-	0.0%
El Paso: Land Use Plan			-	3,482	-	0.0%
Princeville: Land Use Plan			-	5,139	-	0.0%
Peoria County: Dues	1,333	1,333	4,000	4,000	16,000	25.0%
Tazewell County: Dues	1,171	1,171	3,513	3,513	14,050	25.0%
Woodford County: Dues	933	933	2,800	2,800	11,200	25.0%
Interest	39	40	120	336	-	0.0%
<b>Total Revenue</b>	<b>\$ 152,959</b>	<b>\$ 190,860</b>	<b>\$ 558,093</b>	<b>\$ 295,065</b>	<b>\$ 1,910,842</b>	<b>29.2%</b>

	Month of SEP 2020	Month of AUG 2020	Current FY To Date	Previous FY To Date	Annual FY21 Budget	YTD % Annual FY21 Budget
<b>Expense By Account &amp; Category</b>						
Computer Expenses:						
Computer Hardware and Supplies	-	-	-	770	5,000	
Computer Software and Support	1,414	2,053	6,428	7,279	30,000	
<b>Total Computer Expenses</b>	<b>1,414</b>	<b>2,053</b>	<b>6,428</b>	<b>8,049</b>	<b>35,000</b>	18.4%
Outside Services:						
Computer Support Contracts			20,300	1,047		
Consultants	28,322	42,431	70,753	-	381,773	
Contract Services - Special Projects	39,915	68,638	220,291	30,659	492,153	
<b>Total Outside Services</b>	<b>68,237</b>	<b>111,069</b>	<b>311,345</b>	<b>31,706</b>	<b>873,926</b>	35.6%
<b>Depreciation</b>	<b>157</b>	<b>157</b>	<b>471</b>	<b>2,259</b>	<b>2,000</b>	23.5%
Employee Benefits:						
Health Insurance	7,871	7,871	23,613	21,779	99,842	
Parking	850	850	2,550	2,250	10,200	
Payroll Taxes	3,955	3,766	11,338	11,788	48,664	
Retirement	2,461	2,509	7,383	7,177	31,820	
Workers Compensation Insurance	163	163	490	490	1,959	
<b>Total Employee Benefits</b>	<b>15,300</b>	<b>15,159</b>	<b>45,373</b>	<b>43,484</b>	<b>192,485</b>	23.6%
Office Administration						
Bank Service Charges	21	11	43	146	592	
Copier Costs	422	422	1,255	1,679	6,875	
Vehicles (Includes parking validations)	141	85	362	537	1,598	
Internet and Phones	681	681	2,053	1,996	8,224	
Professional Liability and Auto Insurance	450	450	1,351	1,325	5,311	
Office Supplies	420	169	741	1,179	4,158	
Postage	19	24	318	385	681	
Repairs and Maintenance	-	-	-	-	200	
Subscriptions	-	-	39	215	239	
Office Water	48	50	157	208	966	
<b>Total Office Administration</b>	<b>2,202</b>	<b>1,893</b>	<b>6,318</b>	<b>7,670</b>	<b>28,844</b>	21.9%
Miscellaneous Costs						
Community Events				649		
Legal Notices				283		
Printing	258		258	-	-	
<b>Total Miscellaneous Costs</b>	<b>258</b>	<b>-</b>	<b>258</b>	<b>932</b>	<b>625</b>	41.3%
Professional Fees:						
Accounting/Audit	-	-	-	-	24,000	
Legal	-	-	-	-	-	
<b>Total Professional Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,000</b>	0.0%
Facility Costs						
Office Rent	2,950	2,950	8,850	8,749	35,400	
Office Cleaning	172	172	516	495	2,064	
Property & Casualty Insurance	169	169	506	506	2,025	
Utilities	249	249	746	542	2,985	
<b>Total Facility</b>	<b>3,540</b>	<b>3,540</b>	<b>10,619</b>	<b>10,292</b>	<b>42,474</b>	25.0%
<b>Salaries and Wages</b>	<b>53,974</b>	<b>54,384</b>	<b>153,311</b>	<b>142,957</b>	<b>624,683</b>	24.5%
Travel and Training						
APWA Conference					7,500	
Other Travel, Training & Conferences	626	40	2,962	5,787	20,649	
Mileage Reimbursements	230	205	550	2,507	1,640	
<b>Total Travel and Training</b>	<b>856</b>	<b>245</b>	<b>3,512</b>	<b>8,294</b>	<b>29,789</b>	11.8%
<b>Total Expense</b>	<b>\$ 145,938</b>	<b>\$ 188,499</b>	<b>\$ 537,634</b>	<b>\$ 255,643</b>	<b>\$ 1,853,826</b>	<b>29.0%</b>
<b>Surplus/(Shortfall)</b>	<b>\$ 7,021</b>	<b>\$ 2,361</b>	<b>\$ 20,460</b>	<b>\$ 39,422</b>	<b>\$ 57,016</b>	<b>35.9%</b>
<b>Revenues and Expenses from Operations:</b>						
Total Revenue	152,959	190,860		Salaries Paid	48,979	
Less: Direct Pass-Thru	(69,508)	(110,940)		PTO Adjustment	4,995	
Revenue from Operations	83,450	79,920		September Wages	53,974	
Total Expenses	145,938	188,499		August Wages	54,384	
Less: Direct Pass-Thru	(69,508)	(110,940)		Variance	(410)	
Expense of Operations	76,429	77,559				
Surplus/(Shortfall)	7,021	2,361		21 Billable WD	106 PTO Hrs Used	

**TRI-COUNTY REGIONAL PLANNING COMMISSION  
STATEMENTS OF CASH FLOW  
SEPTEMBER 2020**

<b>OPERATING ACTIVITIES</b>	<b>SEP '20</b>	<b>YTD</b>
Net Income	\$ 7,021	\$ 20,460
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	157	471
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	(2,585)	25,624
100050 · Prepaid Expenses	937	4,372
200010 · Accounts Payable	(10,207)	(115,900)
200015 · Accrued Expenses	(699)	1,286
200021 · Accrued Payroll	(684)	780
200055 · Vacation/Personal Time	4,995	8,217
200060 · Employer Liabilities	2,368	3,797
200071 · Deferred Revenue - PPUATS	-	(8,254)
200081 · Deferred Revenue - IDOT/PPUATS		(1,288)
200081 · Deferred Revenue - Walkability	626	626
200103 · Deferred Revenue - Woodford Co.	(933)	(2,800)
200104 · Deferred Revenue - Regional Server	(750)	6,750
200107 · Deferred Revenue - Village of Washburn	-	-
Net cash provided by Operating Activities	\$ 244	\$ (55,858)
Net cash increase/(decrease) for period	244	(55,858)
Cash at beginning of period	739,333	795,434
<b>Cash at end of period</b>	<b>\$ 739,577</b>	<b>\$ 739,577</b>



**Tri-County Regional Planning Commission**  
**Funding Summary by Project**  
 Since Project Inception

	Est. Revenue	Act. Revenue	(\$ Diff.	(%) Diff.
<b>422 IDNR</b>				
OWR360 WSP 6/21	50,000.00	14,583.77	-35,416.23	-70.8%
<b>Total 422 IDNR</b>	50,000.00	14,583.77	-35,416.23	-70.8%
<b>444-2174 IDHS</b>				
17320 2020 Census 12/2020	235,293.56	208,844.04	-26,449.52	-11.2%
<b>Total 444-2174 IDHS</b>	235,293.56	208,844.04	-26,449.52	-11.2%
<b>494-1009 MPP</b>				
21980 FY21 UWP 12/21				
20% State Funds 1437 (SPF)	170,355.21	31,621.75	-138,733.46	-81.4%
80% Federal Funds 1009 (MPP)	681,420.87	126,486.82	-554,934.05	-81.4%
<b>Total 21980 FY21 UWP 12/21</b>	851,776.08	158,108.57	-693,667.51	-81.4%
<b>Total 494-1009 MPP</b>	851,776.08	158,108.57	-693,667.51	-81.4%
<b>494-1439 SPR Funds</b>				
19T0037 SPR-Rdwy Asset Mgmt 12/20				
20% Local				
Bartonville 4.049%	1,907.03	1,747.91	-159.12	-8.3%
City of Peoria 38.113%	67,974.80	16,466.96	-51,507.84	-75.8%
East Peoria 9.725%	4,568.13	4,198.18	-369.95	-8.1%
El Paso 3.408%	1,606.64	1,471.20	-135.44	-8.4%
Germantown Hills 3.017%	1,423.00	1,302.41	-120.59	-8.5%
Hanna City 2.212%	1,045.92	940.92	-105.00	-10.0%
Pekin 11.902%	5,588.60	5,137.96	-450.64	-8.1%
Peoria Hts 3.476%	1,638.24	1,500.56	-137.68	-8.4%
Washington 6.147%	2,890.48	2,653.59	-236.89	-8.2%
West Peoria 2.809%	1,325.64	1,212.62	-113.02	-8.5%
Woodford County 15.142%	7,107.92	6,536.65	-571.27	-8.0%
<b>Total 20% Local</b>	97,076.40	43,168.96	-53,907.44	-55.5%
80% Federal - 1439 (SPR)	188,000.00	172,675.84	-15,324.16	-8.2%
<b>Total 19T0037 SPR-Rdwy Asset Mgmt 12/20</b>	285,076.40	215,844.80	-69,231.60	-24.3%
20T0029 SPR- Planimetrics 6/21				
20% Local Match	37,250.00	0.00	-37,250.00	-100.0%
80% Federal Funds 1439 (SPR)	149,000.00	0.00	-149,000.00	-100.0%
<b>Total 20T0029 SPR- Planimetrics 6/21</b>	186,250.00	0.00	-186,250.00	-100.0%
20T0037 SPR Grey Area Study 6/21				
20% State Match - 1437 (FY20 SPF)	20,000.00	9,216.84	-10,783.16	-53.9%
80% Federal Funds - 1439 (SPR)	80,000.00	36,867.41	-43,132.59	-53.9%
<b>Total 20T0037 SPR Grey Area Study 6/21</b>	100,000.00	46,084.25	-53,915.75	-53.9%
<b>Total 494-1439 SPR Funds</b>	571,326.40	261,929.05	-309,397.35	-54.2%
<b>494 2050 FTA</b>				
HSTP 2050 6/21	124,216.00	39,949.91	-84,266.09	-67.8%
<b>Total 494 2050 FTA</b>	124,216.00	39,949.91	-84,266.09	-67.8%
<b>TOTAL</b>	<b>1,832,612.04</b>	<b>683,415.34</b>	<b>-1,149,196.70</b>	<b>-62.7%</b>

**Tri-County Regional Planning Commission**  
**A/R Aging Summary**

As of September 30, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>422 IDNR</b>						
OWR360 WSP 6/21	366.61	0.00	101.77	1,554.70	0.01	2,023.09
<b>Total 422 IDNR</b>	366.61	0.00	101.77	1,554.70	0.01	2,023.09
<b>444-2174 IDHS</b>						
17320 2020 Census 12/2020	134,084.18	(27.00)	0.00	0.00	0.00	134,057.18
<b>Total 444-2174 IDHS</b>	134,084.18	(27.00)	0.00	0.00	0.00	134,057.18
<b>494-1009 MPP</b>						
13318 UWP 12/20						
20% PPUATS Funding-12/2020	0.00	0.00	0.00	0.00	0.00	0.00
80% Federal Funds - 1009 (PL)	0.00	0.00	0.00	32,539.39	0.00	32,539.39
<b>Total 13318 UWP 12/20</b>	0.00	0.00	0.00	32,539.39	0.00	32,539.39
21980 FY21 UWP 12/21						
20% State Funds 1437 (SPF)	22,569.28	0.00	7,647.45	0.00	0.00	30,216.73
80% Federal Funds 1009 (MPP)	90,276.96	0.00	30,589.78	0.00	0.00	120,866.74
21980 FY21 UWP 12/21 - Other	2,295.30	2,212.50	0.00	2,517.30	0.00	7,025.10
<b>Total 21980 FY21 UWP 12/21</b>	115,141.54	2,212.50	38,237.23	2,517.30	0.00	158,108.57
<b>Total 494-1009 MPP</b>	115,141.54	2,212.50	38,237.23	35,056.69	0.00	190,647.96
<b>494-1437 SPF</b>						
19T0058-1437 (SPF) 7/2020						
LRTP Tools	0.00	0.00	386.25	0.00	0.00	386.25
<b>Total 19T0058-1437 (SPF) 7/2020</b>	0.00	0.00	386.25	0.00	0.00	386.25
<b>Total 494-1437 SPF</b>	0.00	0.00	386.25	0.00	0.00	386.25
<b>494-1439 SPR Funds</b>						
19T0037 SPR-Rdwy Asset Mgmt 12/20						
20% Local						
Bartonville 4.049%	357.96	0.00	336.32	0.00	913.89	1,608.17
City of Peoria 38.113%	3,383.38	0.00	3,165.81	1,315.40	8,602.37	16,466.96
East Peoria 9.725%	859.75	0.00	807.79	0.00	2,195.00	3,862.54
El Paso 3.408%	301.29	0.00	0.00	0.00	0.00	301.29
Germantown Hills 3.017%	266.72	0.00	0.00	0.00	0.00	266.72
Hanna City 2.212%	181.58	0.00	0.00	0.00	0.00	181.58
Pekin 11.902%	1,052.21	0.00	0.00	0.00	0.00	1,052.21
Peoria Hts 3.476%	307.30	0.00	288.73	119.97	0.00	716.00
Washington 6.147%	543.43	0.00	0.00	0.00	0.00	543.43
West Peoria 2.809%	248.33	0.00	0.00	0.00	0.00	248.33
Woodford County 15.142%	1,338.64	0.00	0.00	0.00	0.00	1,338.64
<b>Total 20% Local</b>	8,840.59	0.00	4,598.65	1,435.37	11,711.26	26,585.87
80% Federal - 1439 (SPR)	35,362.40	0.00	0.00	0.00	0.00	35,362.40
<b>Total 19T0037 SPR-Rdwy Asset Mgmt 12/20</b>	44,202.99	0.00	4,598.65	1,435.37	11,711.26	61,948.27
20T0037 SPR Grey Area Study 6/21						
20% State Match - 1437 (FY20 SPF)	1,783.36	2,021.70	0.00	0.00	0.00	3,805.06
80% Federal Funds - 1439 (SPR)	7,133.43	8,086.81	0.00	0.00	0.00	15,220.24
<b>Total 20T0037 SPR Grey Area Study 6/21</b>	8,916.79	10,108.51	0.00	0.00	0.00	19,025.30
<b>Total 494-1439 SPR Funds</b>	53,119.78	10,108.51	4,598.65	1,435.37	11,711.26	80,973.57

**Tri-County Regional Planning Commission**  
**A/R Aging Summary**

As of September 30, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>494-1440 RPF</b>						
<b>19T0035 4 Bicycle/Pedestrian Transit 4/20</b>						
Delavan	0.00	0.00	0.00	0.00	472.77	472.77
Eureka	0.00	0.00	0.00	0.00	2,523.01	2,523.01
Hanna City	0.00	0.00	0.00	0.00	852.64	852.64
<b>Total 19T0035 4 Bicycle/Pedestrian Transit 4/20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,848.42</b>	<b>3,848.42</b>
<b>Total 494-1440 RPF</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,848.42</b>	<b>3,848.42</b>
<b>494 2050 FTA</b>						
<b>HSTP 2050 6/21</b>	3,789.41	3,984.80	0.00	2,744.35	10,321.77	20,840.33
<b>Total 494 2050 FTA</b>	<b>3,789.41</b>	<b>3,984.80</b>	<b>0.00</b>	<b>2,744.35</b>	<b>10,321.77</b>	<b>20,840.33</b>
<b>Direct Bill - GIS</b>						
<b>Greater Peoria Sanitary District</b>	2,100.00	0.00	0.00	0.00	0.00	2,100.00
<b>Woodford County Zoning</b>	6,310.58	0.00	0.00	0.00	0.00	6,310.58
<b>Total Direct Bill - GIS</b>	<b>8,410.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,410.58</b>
<b>Direct Bill - Planning Contracts</b>						
<b>Tazewell Co Comm. Development Review</b>	753.75	753.75	0.00	0.00	0.00	1,507.50
<b>Village of Dunlap</b>	171.71	0.00	0.00	0.00	0.00	171.71
<b>Total Direct Bill - Planning Contracts</b>	<b>925.46</b>	<b>753.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,679.21</b>
<b>Dues - County</b>						
<b>Peoria County</b>	1,333.34	1,333.33	0.00	1,333.33	0.00	4,000.00
<b>Tazewell County 11/19</b>	1,170.83	0.00	0.00	0.00	0.00	1,170.83
<b>Total Dues - County</b>	<b>2,504.17</b>	<b>1,333.33</b>	<b>0.00</b>	<b>1,333.33</b>	<b>0.00</b>	<b>5,170.83</b>
<b>TCRPC</b>						
<b>IRS</b>	0.00	0.00	0.00	0.00	194.31	194.31
<b>Total TCRPC</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>194.31</b>	<b>194.31</b>
<b>USDOT</b>						
<b>5310 Administration</b>	0.00	0.00	(0.81)	480.39	0.00	479.58
<b>Paratransit Study</b>						
<b>20% PPUATS Match</b>	52.03	0.00	0.00	0.00	0.00	52.03
<b>80% Federal</b>	208.07	0.00	0.00	474.75	0.05	682.87
<b>Total Paratransit Study</b>	<b>260.10</b>	<b>0.00</b>	<b>0.00</b>	<b>474.75</b>	<b>0.05</b>	<b>734.90</b>
<b>Total USDOT</b>	<b>260.10</b>	<b>0.00</b>	<b>(0.81)</b>	<b>955.14</b>	<b>0.05</b>	<b>1,214.48</b>
<b>TOTAL</b>	<b>318,601.83</b>	<b>18,365.89</b>	<b>43,323.09</b>	<b>43,079.58</b>	<b>26,075.82</b>	<b>449,446.21</b>

**Tri-County Regional Planning Commission**  
**A/P Aging Summary**  
As of September 30, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Staff Reimbursements	131.90	0.00	0.00	0.00	0.00	131.90
Staff Reimbursements	86.14	0.00	0.00	0.00	0.00	86.14
Staff Reimbursements	11.85	0.00	0.00	0.00	0.00	11.85
Staff Reimbursements	99.69	0.00	0.00	0.00	0.00	99.69
Staff Reimbursements	24.73	0.00	0.00	0.00	0.00	24.73
Staff Reimbursements	10.93	0.00	0.00	0.00	0.00	10.93
CAPCIL	7,461.25	4,211.57	0.00	0.00	0.00	11,672.82
City of Canton	6,530.40	237.26	0.00	0.00	0.00	6,767.66
City of East Peoria	391.81	608.19	0.00	0.00	0.00	1,000.00
DCC Marketing, LLC	28,322.00	42,431.33	0.00	0.00	0.00	70,753.33
Fulton County	555.50	0.00	0.00	0.00	0.00	555.50
McLean County RPC	5,759.22	8,825.19	0.00	0.00	0.00	14,584.41
Quill Corporation	84.95	0.00	0.00	0.00	0.00	84.95
The Cleaning Source	172.00	0.00	0.00	0.00	0.00	172.00
Transmap Corporation	0.00	44,203.00	0.00	0.00	0.00	44,203.00
Verizon Wireless	308.46	0.00	0.00	0.00	0.00	308.46
WEX Bank	17.00	0.00	0.00	0.00	0.00	17.00
Heartland Parking 243651-240830	39.00	0.00	0.00	0.00	0.00	39.00
Lochmueller Group Inc	8,916.79	10,108.51	0.00	0.00	0.00	19,025.30
City of Pontiac	299.65	444.23	0.00	0.00	0.00	743.88
Hinckley Springs	11.25	0.00	0.00	0.00	0.00	11.25
Morton Community Bank	1,688.50	0.00	0.00	0.00	0.00	1,688.50
NCICG	0.00	0.00	0.00	0.00	1,268.73	1,268.73
<b>TOTAL</b>	<b><u>60,923.02</u></b>	<b><u>111,069.28</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>1,268.73</u></b>	<b><u>173,261.03</u></b>

**Tri-County Regional Planning Commission**  
**Check Listing**  
**September 2020**

Date	Num	Name	Memo	Amount
09/01/2020	1085	Que For You	2020 Census Project	5,000.00
09/05/2020	ACH	Unvested Retirement	Unvested Retirement liabilities 8/16/20 - 8/31/20	350.89
09/05/2020	ACH	ACH-Department of the Treasury	Payroll tax liabilities 8/16/20-8/31/20	6,694.52
09/05/2020	ACH	ACH-Illinois Department of Revenue	Payroll tax liabilities 8/16/20-8/31/20	1,243.73
09/05/2020	ACH	CEFCU	HSA Liability 9/5/20 Payroll	50.00
09/05/2020	ACH	Nationwide	Vested Retirement liabilities 8/16/20-8/31/20	1,641.93
09/05/2020	ACH	Staff	Payroll 8/16/20-8/31/20	18,698.36
09/11/2020	1086	Que For You	2020 Census Project	5,000.00
09/16/2020	1087	McKnight, Leslie	Walkability Project	535.80
09/18/2020	ACH	ACH-Department of the Treasury	Payroll tax liabilities 9/1/20-9/15/20	6,005.64
09/18/2020	ACH	ACH-Illinois Department of Revenue	Payroll tax liabilities 9/1/20-9/15/20	1,146.47
09/18/2020	ACH	CEFCU	HSA Liability 9/20/20 Payroll	50.00
09/20/2020	ACH	Staff	Payroll 9/1/20-9/15/20	17,022.12
09/21/2020	ACH	Deluxe For Business	Checks and deposit slips	316.36
09/20/2020	ACH	Unvested Retirement	Unvested Retirement liabilities 9/1/20 - 9/15/20	331.39
09/24/2020	1088	Heartland Parking 243602	Monthly parking	935.00
09/24/2020	1089	CityBlue	2020 Census Project	258.00
09/24/2020	1090	Hinckley Springs	Office Water	36.50
09/24/2020	1091	Morton Community Bank	August credit card charges	602.59
09/24/2020	1092	City of Peoria	Rent and Walkability Project	3,883.60
09/25/2020	ACH	CAPCIL	2020 Census Project	6,916.65
09/25/2020	ACH	DCC Marketing, LLC	2020 Census Project	56,246.67
09/25/2020	ACH	Delta Dental	Monthly premium	293.08
09/25/2020	ACH	Facet	Computer support	1,085.00
09/25/2020	ACH	Guardian	Monthly premium	442.47
09/25/2020	ACH	McLean County RPC	2020 Census Project	6,657.29
09/25/2020	ACH	Quill Corporation	Office supplies	158.41
09/25/2020	ACH	The Cleaning Source	Office cleaning	172.00
09/25/2020	ACH	TIAA Bank	Copier	422.21
09/25/2020	ACH	United Healthcare	Monthly premium	8,639.49
09/25/2020	ACH	Comcast	Internet and phones	372.77
09/30/2020	ACH	Morton Community Bank	Service Charge	14.45
			Total checks	151,223.39



**SCORECARD** Bonus Points Available **3,136**

**Account Summary**

Billing Cycle		10/01/2020
Days In Billing Cycle		30
Previous Balance		\$602.59
Purchases	+	\$1,079.33
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$0.00
Other Charges	+	\$0.00
Finance Charges	+	\$6.58

**NEW BALANCE \$1,688.50**

**Credit Summary**

Total Credit Line	\$5,000.00
Available Credit Line	\$3,311.50
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$19.00
Disputed Amount	\$0.00

**Account Inquiries**

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

**Payment Summary**

<b>NEW BALANCE</b>	<b>\$1,688.50</b>
<b>MINIMUM PAYMENT</b>	<b>\$70.00</b>
<b>PAYMENT DUE DATE</b>	<b>10/26/2020</b>

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

**Important Information About Your Account**

**SCORECARD WITH SCOREBIG: USE YOUR SCORECARD REWARDS CARD FOR ALL YOUR PURCHASES AND EARN MORE CHANCES TO WIN 1,000,000 BONUS POINTS, AWESOME TRIPS OR OTHER PRIZES! FOR EACH QUALIFYING PURCHASE MADE BETWEEN AUG 1 AND OCT 31, YOU'LL RECEIVE AN ENTRY IN THE SCOREBIG SWEEPSTAKES. SEE THE ENCLOSED INSERT OR VISIT [WWW.SCORECARDREWARDS.COM](http://WWW.SCORECARDREWARDS.COM) FOR DETAILS.**

**Cardholder Account Summary**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/06	09/07	PBUS01	24431060250700698555328	ADOBE ACROPRO SUBS 408-536-6000 CA	\$15.93
09/06	09/07	PBUS01	24431060250700698739864	ADOBE ACROPRO SUBS 408-536-6000 CA	\$15.93
09/09	09/10	PBUS01	24137460254001211792125	USPS PO 1661800802 PEORIA IL	\$16.74
09/13	09/14	PBUS01	24692160257100396516414	LOGMEIN*GoToMeeting logmein.com MA	\$36.00
09/16	09/17	PBUS01	24431060260700728961502	ADOBE CREATIVE CLOUD 408-536-6000 CA	\$56.30
09/21	09/22	PBUS01	24692160265100826436761	LOGMEIN*GoToMyPC logmein.com MA	\$435.23
09/30	10/01	PBUS01	24492150274852492881165	AMERICAN PLANNING A 312-431-9100 IL	\$501.00

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

MORTON COMMUNITY BANK  
 721 W JACKSON  
 MORTON IL 61550-1537



**Account Number**  
 #### #### #### 1692

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
10/01/20	\$1,688.50	\$70.00	10/26/20

\$



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



MAKE CHECK PAYABLE TO:

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

**IMPORTANT INFORMATION**

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

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

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

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

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

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

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

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

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

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

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

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

**BILLING RIGHTS SUMMARY**

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

In your letter, give us the following information:

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

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

Please provide a legal document evidencing your name change, such as a court document.

Please use blue or black ink to complete form

**NAME CHANGE**

Last

First  Middle

**ADDRESS CHANGE**

Street

City  State  ZIP Code

Home Phone (  )  -  Business Phone (  )  -

Cell Phone (  )  -  E-mail Address

**SIGNATURE REQUIRED TO AUTHORIZE CHANGES**

Signature \_\_\_\_\_

**Cardholder Account Summary Continued**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/30	10/01	PBUS01	24137460275001239557679	USPS PO 1661800802 PEORIA IL	\$2.20
10/01	10/01	PBUS01	74625010275636275764007	INTEREST CHARGE PURCHASE	\$6.58

**Additional Information About Your Account**

MANAGE YOUR CARD ACCOUNT ON-LINE. IT'S FREE! SIMPLY GO TO [WWW.MYCARDSTATEMENT.COM](http://WWW.MYCARDSTATEMENT.COM) TO ENROLL IN YOUR ON-LINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET UP ALERT NOTIFICATIONS, DOWNLOAD STATEMENTS AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.

PLEASE NOTE MINIMUM PAYMENT DUE. WE MAY REPORT INFORMATION ABOUT YOUR ACCOUNT TO CREDIT BUREAUS. LATE PAYMENTS, MISSED PAYMENTS, OR OTHER DEFAULTS MAY BE REFLECTED IN YOUR CREDIT REPORT.

**ScoreCard Bonus Points Information as of 09/30/2020**

SCORECARD	Beginning Balance	Points Earned	Points Adjusted	Points Redeemed	Ending Balance
	2,560	576	0	0	3,136

**Finance Charge Summary / Plan Level Information**

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PBUS01001	PURCHASE	G	\$853.01	0.77083%(M)	9.2500%(V)	\$6.58	\$0.00	9.2566%	\$1,688.50
<b>Cash</b>									
CBUS01001	CASH	A	\$0.00	0.77083%(M)	9.2500%(V)	\$0.00	\$0.00	0.0000%	\$0.00

\* Periodic Rate (M)=Monthly (D)=Daily  
 \*\* includes cash advance and foreign currency fees  
<sup>1</sup> FCM = Finance Charge Method  
 (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.  
 Days In Billing Cycle: 30  
 APR = Annual Percentage Rate



**RESOLUTION 21-16**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT A FISCAL YEAR 2021 OVERALL BUDGET AMENDMENT.**

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

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

**WHEREAS**, the Executive Director has reviewed and revised the FY 2021 budget to reflect adjusted revenue and adjusted expenses, and

**WHEREAS**, the Ways and Means Committee has reviewed the FY 2021 budget amendment and recommends approval.

**NOW THEREFORE BE IT RESOLVED**, that the Tri-County Regional Planning Commission hereby approves and adopts the Amended FY 2021 Budget for the period from July 1, 2020, to June 30, 2021 and authorizes the Executive Director to take such actions as necessary to implement the budget within the confines of the Commission policy.

Presented this 22nd day of October 2021

Adopted this 22nd day of October 2021

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Michael Hinrichsen, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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

Tri-County Regional Planning Commission Budget for FY21

Revenue By Fund	Total Contract		FY21 Approved	FY21 Amended
	Amount	FY20 Budget	Budget	Budget
FY21 UWP	681,421.00		\$ 681,422	\$ 681,422
SPF FY21 Match	170,355.00		170,354	170,354
FY20 UWP	660,155.00	\$ 579,234	45,883	32,539
PPUATS Match	165,039.00	144,809	11,471	8,135
SPR Funds - Grey Area Study	80,000.00	60,000	51,114	58,210
State Planning Funds - Grey Area Study Match	20,000.00	15,000	12,778	14,553
SPR Funds - Planimetrics	149,000.00	-	149,000	149,000
Local Match - Peoria, Tazewell, Woodford, Logan Counties	37,250.00	-	37,250	37,250
SPR Funds - Roadway Asset Mgmt	188,000.00	90,283	104,000	97,717
SPR Funds Match - Municipalities	97,076.00	26,022	26,000	71,054
SPR Share - Asset Mgmt Software	192,323			101,564
SPF Share - Asset Mgmt Software	48,081			25,391
Local Share - Asset Mgmt Software	15,864			9,664
80% Federal SPR Funds - Activity-Based Travel Demand Model	384,000			76,800
20% SPF share of Activity-Based Travel Demand Model	96,000			19,200
District 4 Travel Demand Model	100,000			40,000
HSTP	124,216.00	29,431	94,000	94,785
2020 Census	823,301.28	588,007	235,000	235,294
SPF FY20 Annual	140,000.00	50,000	140,000	140,000
Water Supply Planning	50,000.00	25,000	19,799	19,799
FTA Paratransit Study		10,000	2,000	2,000
5310 Admin			1,000	1,000
GIS Staffing - GPSD	Hourly	28,000	28,000	28,000
GIS - Woodford County	Hourly	42,000	42,000	42,000
GIS - Washburn	Hourly	500	475	475
GIS - Regional Server		9,000	9,000	9,000
Planning Review - Tazewell Co		9,045	9,045	9,045
Land Use Plan - Dunlap	10,000.00			10,000
Land Use Plan - Tremont	10,000.00			10,000
Peoria Co	16,000.00	16,000	16,000	16,000
Tazewell Co	14,050.00	14,050	14,050	14,050
Woodford Co	11,200.00	11,200	11,200	11,200
Interest		1,200	1,200	1,200
<b>Total Revenue</b>	<b>2,889,413.08</b>	<b>\$ 2,291,932</b>	<b>\$ 1,910,842</b>	<b>\$ 2,236,702</b>

**Tri-County Regional Planning Commission Budget for FY21**

Expenses	FY20 Budget	FY21 Approved Budget	FY21 Amended Budget
<b>Computer Expenses:</b>			
Computer Hardware & Supplies	\$ 60,000	\$ 5,000	\$ 75,000
Computer Software & Support	20,000	30,000	149,570
<b>Total Computer Expenses</b>	<b>80,000</b>	<b>35,000</b>	<b>224,570</b>
<b>Outside Services:</b>			
Consultants		381,773	456,938
Contract Services - Special Projects	1,182,109	492,153	531,709
<b>Total Outside Services</b>	<b>1,182,109</b>	<b>873,926</b>	<b>988,647</b>
<b>Depreciation</b>	<b>8,800</b>	<b>2,000</b>	<b>2,000</b>
<b>Employee Benefits:</b>			
Health Insurance	89,000	99,842	99,842
Parking	9,000	10,200	10,200
Payroll Taxes	47,000	48,664	48,107
Retirement	28,289	31,820	31,530
Workers Compensation Insurance	1,959	1,959	1,959
<b>Total Employee Benefits</b>	<b>175,248</b>	<b>192,485</b>	<b>191,639</b>
<b>Office Administration:</b>			
Bank Service Charges		592	592
Copier Expense	7,000	6,875	6,875
Vehicle (Fuel & Parking)	900	1,598	1,598
Internet & Phones	8,229	8,224	8,224
Professional Liab & Auto Ins	5,299	5,311	5,311
Office Supplies	5,500	4,158	4,158
Postage	600	681	681
Repairs & Maintenance	2,000	200	200
Subscriptions	3,492	239	239
Office Water	600	966	966
<b>Total Office Administration</b>	<b>33,620</b>	<b>28,844</b>	<b>28,844</b>
<b>Miscellaneous Projects Costs:</b>			
Community Events	500	-	-
Dues (APA)		-	-
Legal Publications	3,000	-	-
Meeting Expenses		-	-
Other Miscellaneous Expenses	1,000	624	624
<b>Total Miscellaneous Project Costs</b>	<b>4,500</b>	<b>624</b>	<b>624</b>
<b>Professional Fees</b>			
Accounting/Audit		24,000	24,000
Legal Fees			
<b>Total Professional Fees</b>	<b>43,500</b>	<b>24,000</b>	<b>24,000</b>
<b>Facility Costs</b>			
Office Rent	35,298	35,400	35,400
Office Cleaning	1,980	2,064	2,064
Property & Casualty Insurance	2,025	2,025	2,025
Utilities	3,832	2,985	2,985
<b>Total Facility Costs</b>	<b>43,135</b>	<b>42,474</b>	<b>42,474</b>
<b>Salaries &amp; Wages</b>	<b>554,248</b>	<b>624,683</b>	<b>621,541</b>
<b>Travel and Training:</b>			
APWA Conference	7,500	7,500	7,500
Other Travel, Training & Conferences	27,500	20,649	20,649
Mileage Reimbursements	350	1,640	1,640
Meal Reimbursements			
<b>Total Travel and Training</b>	<b>35,350</b>	<b>29,789</b>	<b>29,789</b>
<b>TOTAL EXPENSES</b>	<b>\$ 2,160,510</b>	<b>\$ 1,853,826</b>	<b>\$ 2,154,128</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$ 131,422</b>	<b>\$ 57,016</b>	<b>\$ 82,574</b>



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

## Memo

TO: Commissioners  
FROM: Eric W. Miller, Executive Director  
SUBJECT: Modification of Credit Card Policy  
Date: October 20, 2020

### Background:

The Commission currently has a credit card account at Morton Community Bank with an overall credit limit of \$5,000 (Five Thousand Dollars). To better track who is using the card and for the convenience of employees making travel reservations and purchases on behalf of the Commission, the following credit card policy is proposed: The Commission will request a credit card be issued under the Commission's credit card account for each individual who is expected to travel on Commission business or make budgeted purchases for grants. Use of the card is allowed only when the Commission does not have an open account with the supplier or service provider and must follow the guidelines for the Business Expense Reimbursement Policy in the Employee Handbook. Personal use is strictly prohibited, and receipts must be turned in to the Accountant no later than the third business day of the month following the expenditures. The Commission has a fuel card for its vehicle and a mileage reimbursement policy for business use of personal vehicles so fuel for rental cars is the only fuel that should be purchased on the MCB card. Employees will be required sign a payroll deduction authorization upon receipt of a card and if unapproved charges are made, a payroll deduction will be used to recover the expenditures.

Individual cards will not be issued until an employee has completed one year of service with the Commission or has received special permission to meet the Commission's objectives. The Executive Director is responsible for allocating the \$5,000 credit limit.

The initial allocations are as follows:

- \$1,050 Executive Director,
- \$1,000 Planning Manager
- \$1,000 Planner III/IT Specialist
- \$1,000 GIS Specialist III
- \$ 800 Office Manager
- \$ 100 Planner II – There are currently two and each will have a \$50 limit
- \$ 50 GIS Specialist II

When higher limits are needed to facilitate purchases or services, the Executive Director will adjust the limit on other employees to accommodate the higher limit. For example, if the IT

Specialist needs to purchase equipment that costs more than his/her limit, the Director might lower his own credit limit so he can temporarily increase the IT Specialist's limit. This will require communication and helps hold everyone accountable for their expenditures.

Action:

Approve recommendation to modify Commission Credit Card Policy.