

**Ways and Means Committee Meeting  
Delaney, CHAIRMAN  
(Proehl, Drury)**

**Thursday, May 25, 2017  
4:30 PM**

**AGENDA**

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of April 27 , 2017
5. Recommendation to Commission the approval of April 2017 Financial Reports and Billings (Resolution 17-41)
6. Recommendation to Commission the approval of FY18 Final Draft Budget
7. Presentation of Draft Procurement Policy
8. Other
9. Adjournment

**Ways and Means Committee Meeting  
Delaney, CHAIRMAN  
(Proehl, Drury)**

**Thursday, April 27, 2017  
4:30 PM**

**MINUTES**

1. Call to Order  
Chairman Delaney called the meeting to order at 4:30 pm
2. Roll Call  
Present: Delaney, Proehl, and Drury. Staff: Sloan, Miller, and Lees.
3. Public Input-none
4. Approval of Minutes of February 23 , 2017  
Drury moved to approve the February 23, 2017 minutes and Proehl seconded. Motion carried.
5. Recommendation to Commission the approval of February/March 2017 Financial Reports and Billings (Resolution 17-35)  
Proehl moved to recommend to Commission the approval of February/March 2017 Financial Reports and Billings (Resolution 17-35) and Drury seconded. Motion carried.
  - Ms. Sloan reported on the following: Operating Cash is \$483,631, account receivables is \$74,545, and accounts payables if \$29,405. Revenue is \$80,446, expenses are \$70,026 with a net income of \$10,420. Year to date is \$46,996. Operating revenue is up \$11,000 from February. March had 4 more working days then February and no holidays plus additional staff so more billable hours. Operating expense was up \$2,000. Most of this is related to additional salaries, but off set was switching to better telephone carrier. Overall the month was positive.
  - Miller mentioned that staff is to start soon which will increase revenue for billable hours.
  - Drury asked about our rental fees. Miller reported on price of rental space. Drury mentioned that EDC has rented space in warehouse district and wondered what cost would be. Paying for parking for employees was brought up.

6. Recommendation to Commission the approval of Martin, Hood, & Freise for FY17 auditor (Resolution 17-38)

Miller explained the audit process. If TCRPC receives \$750,000 of Federal funds we will also have to have a single audit. Drury moved to recommend to Commission the approval of Martin, Hood, & Freise for FY17 auditor (Resolution 17-38) and Proehl seconded. Motion carried.

7. Presentation of FY18 Draft Budget

Miller mentioned that Ways & Means is to review draft budget. Work in Progress is in yellow. Also discussed new planning sights.

- Delaney asked if there were any projects out of our scope of work and to have a list of mandated projects. He also asked if the staff had input on the budget and Miller said yes and that the final budget will be brought back in May for recommendation to Full Commission.

Proehl moved to approve the FY18 Draft Budget and Drury seconded. Motion carried.

8. Other-none

9. Adjournment

Drury moved to adjourn at 5:00 pm and Proehl seconded. Motion carried.

Submitted by:

Eric W. Miller

Recorded and transcribed by: Debbie Ulrich

**RESOLUTION 17-41**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR APRIL 2017**

**WHEREAS**, the Tri-County Regional Planning Commission is required to establish and maintain proper accounting procedures and cash management records in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies, and

**WHEREAS**, on a monthly basis, the staff accountant prepares end-of-month financial reports and a listing of cash disbursements, and

**WHEREAS**, the Ways & Means Committee has reviewed the end-of-month financial statements and cash disbursements report for April 2017, and recommends that the Commission approve said reports.

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

That the financial reports and cash disbursements for April 2017 are approved.

Presented this 25th day of May 2017

Adopted this 25th day of May 2017

---

Stephen Van Winkle, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

---

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

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS**  
**APRIL 30, 2017**

<b>ASSETS</b>	<b>APR 30, 2017</b>	<b>MAR 31, 2017</b>	<b>APR 30, 2016</b>
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,680
100016 · South Side - Unvested Retirement	13,161	12,070	6,756
100011 · Checking - PPUATS	120,615	133,456	102,859
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	<u>154,634</u>	<u>166,384</u>	<u>130,533</u>
Unrestricted Cash:			
100010 · Checking - South Side Bank	437,162	483,631	441,288
Total Checking/Savings South Side Bank	<u>591,797</u>	<u>650,015</u>	<u>571,821</u>
100020 · Accounts Receivable	98,644	74,545	131,684
Other Current Assets			
100025 · Due from Grant Funds			
100050 · Prepaid Expenses	18,306	16,763	11,681
Total Other Current Assets	<u>18,306</u>	<u>16,763</u>	<u>11,681</u>
Total Current Assets	<u>708,747</u>	<u>741,324</u>	<u>715,187</u>
Fixed Assets			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	70,668	70,668	71,648
100044 · Vehicles	41,567	41,567	41,567
100046 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(170,620)	(170,481)	(169,476)
Total Fixed Assets	<u>3,228</u>	<u>3,366</u>	<u>5,352</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 711,975</u></b>	<b><u>\$ 744,690</u></b>	<b><u>\$ 720,539</u></b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	11,162	29,405	80,359
Other Current Liabilities			
200009 · IDOT Payable			103,751
200015 · Accrued Expenses	1,981	1,731	1,000
200021 · Accrued Payroll	18,758	19,154	20,254
200055 · Vacation/Personal Time	31,779	31,043	36,511
200056 · Unvested Retirement Account	13,148	12,058	6,748
200060 · Employee Deductions	3,096	2,450	3,142
200071 · Deferred Revenue - PPUATS	93,383	105,330	78,365
200092 · Deferred Revenue - IDNR			10,506
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	6,533	7,467	9,333
200104 · Deferred Revenue - Regional Server	1,500	2,250	2,500
200105 · Deferred Revenue - MPO Special Project			
Total Other Current Liabilities	<u>189,416</u>	<u>200,721</u>	<u>291,349</u>
Total Current Liabilities	<u>200,578</u>	<u>230,126</u>	<u>371,708</u>
<b>Total Liabilities</b>	<b><u>200,578</u></b>	<b><u>230,126</u></b>	<b><u>371,708</u></b>
Equity			
310000 · General Fixed Asset Equity	5,710	5,710	5,710
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	268,859	268,859	101,038
Net Income	43,828	46,996	49,083
Total Equity	<u>511,397</u>	<u>514,564</u>	<u>348,831</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>\$ 711,975</u></b>	<b><u>\$ 744,690</u></b>	<b><u>\$ 720,539</u></b>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**COMPARATIVE STATEMENTS OF INCOME AND EXPENSE**  
**APRIL 2017**

	<u>Month of</u> <u>APR 2017</u>	<u>Month of</u> <u>MAR 2017</u>	<u>Current FY</u> <u>YTD</u>	<u>Previous FY</u> <u>YTD</u>	<u>Annual</u> <u>FY17 Budget</u>	<u>% Annual</u> <u>FY17 Budget</u>
<b>Income</b>						
400010 · FHWA PL Fund	37,519	40,368	350,059	267,260	640,420	54.7%
400011 · FTA Section 8	10,272	11,059	96,913	82,076	175,511	55.2%
400015 · PPUATS Matching	11,948	12,857	111,752	87,334	203,983	54.8%
400020 · Regional/Local Funds	3,438	3,438	37,188	40,000	48,000	77.5%
400022 · Woodford County GIS	2,909	1,650	31,904	56,428	70,000	45.6%
400136 · Municipal GIS Support Services			2,985		2,000	149.3%
400140 · Tazewell Co. Zoning	631	834	8,181	8,383	10,050	81.4%
400200 · Interest Income	90	97	868	758	500	173.5%
400240 · Woodford County Planning				750	300	0.0%
400254 · Human Services Trans. Plan	5,028	4,192	52,866	43,465	62,000	85.3%
400271 · Regional Server Partnership	750	750	11,250	12,500	10,000	112.5%
400276 · JARC/New Freedom	13,175		37,826	42,174	119,000	31.8%
400279 · Homeless Info. Mgt. Systems			6,638	24,656	10,000	66.4%
400290 · Tazewell Co. GIS Data Requests				38		
400291 · JARC - cicarpool				3,529	5,000	0.0%
400315 · GPSD GIS Staffing	1,815	3,161	20,716	6,344	25,000	82.9%
400319 · IDOT State Planning Funds	19,268	1,067	20,678	36,992	-	
400323 · Peoria Park District	263	975	3,915	3,150	-	
400324 · Regional Ortho Photo				96,374	-	
400325 · FTA 5310 Admin Fee				8,648	10,000	0.0%
400326 · Para-Transit Study					10,000	0.0%
400327 · Tri County LEPC Mapping				4,860	-	
400328 · MPO Special Projects			13,623		-	
<b>Total Income</b>	<b>\$ 107,104</b>	<b>\$ 80,446</b>	<b>\$ 807,361</b>	<b>\$ 825,719</b>	<b>\$ 1,401,764</b>	<b>57.6%</b>
<b>Expense</b>						
500010 · Advertising and Printing	-	422	1,923	1,656	3,000	64.1%
500015 · Contractual Services	51,931	15,516	156,205	124,620	334,000	46.8%
500020 · Copier	394	394	4,140	5,329	10,000	41.4%
500025 · Computer Software and Support	1,080	395	39,594	25,600	57,800	68.5%
500030 · Equipment Maintenance	133		1,174	1,855	4,000	29.3%
500035 · Group Health Insurance	5,759	5,536	51,076	53,126	80,674	63.3%
500036 · General Insurance	1,011	1,011	10,207	9,475	18,000	56.7%
500040 · Membership and Subscriptions	-	263	2,407	2,335	7,500	32.1%
500050 · Miscellaneous	378	30	2,280	2,860	2,500	91.2%
500070 · Office Supplies	292	455	3,307	2,799	5,000	66.1%
500080 · Postage	-	90	499	275	500	99.9%
500085 · Rent	2,849	2,849	28,487	28,487	34,184	83.3%
500086 · Retirement	1,881	1,881	20,526	23,199	35,333	58.1%
500090 · Telephone	426	(249)	5,181	5,165	7,500	69.1%
500100 · Conference Travel	189		2,616	1,904	10,000	26.2%
500110 · Utilities	380	380	3,777	4,509	6,000	63.0%
500111 · Travel	156	96	1,157	1,794	2,500	46.3%
500115 · Conference Registration			2,222	2,945	11,500	19.3%
500120 · Professional Services			22,120	32,195	45,000	49.2%
500130 · Space Costs	1,165	972	9,663	11,053	13,000	74.3%
510000 · Depreciation Expense	139	139	1,388	3,680	5,000	27.8%
520000 · Salaries	38,620	36,047	361,007	399,686	578,419	62.4%
520600 · Payroll Taxes	3,488	3,800	32,576	32,087	45,514	71.6%
<b>Total Expense</b>	<b>\$ 110,271</b>	<b>\$ 70,026</b>	<b>\$ 763,533</b>	<b>\$ 776,636</b>	<b>\$ 1,316,924</b>	<b>58.0%</b>
<b>Net Income</b>	<b>\$ (3,167)</b>	<b>\$ 10,420</b>	<b>\$ 43,828</b>	<b>\$ 49,083</b>	<b>\$ 84,840</b>	<b>51.7%</b>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**STATEMENTS OF CASH FLOW**  
**APRIL 2017**

<b>OPERATING ACTIVITIES</b>	<b>APR 2017</b>	<b>YTD</b>
Net Income	\$ (3,167)	\$ 43,828
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	139	1,388
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	(24,099)	52,560
100050 · Prepaid Expenses	(1,543)	(3,263)
200010 · Accounts Payable	(18,242)	(24,369)
200015 · Accrued Expenses	250	481
200021 · Accrued Payroll	(396)	(1,672)
200055 · Vacation/Personal Time	736	(7,336)
200056 · Unvested Retirement Account	1,090	5,144
200060 · Employee Deductions	644	192
200071 · Deferred Revenue - PPUATS	(11,948)	41,935
200103 · Deferred Revenue - Woodford Co.	(933)	(133)
200104 · Deferred Revenue - Regional Server	(750)	1,500
200105 · Deferred Revenue - MPO Special Project		
Net cash provided by Operating Activities	(58,219)	110,257
<b>INVESTING ACTIVITIES</b>		
100042 · Computer Equipment	-	
100046 · Leasehold Improvements	-	
Net cash provided by Investing Activities	-	-
<b>FINANCING ACTIVITIES</b>		
350000 · Capital Contribution	-	
Net cash provided by Financing Activities	-	-
Net cash increase/(decrease) for period	(58,219)	110,257
Cash at beginning of period	650,015	481,539
<b>Cash at end of period</b>	<b>\$ 591,797</b>	<b>\$ 591,797</b>

Check Register - General Fund  
Tri-County Regional Planning Commission  
APRIL 2017

DATE	CHECK #	VENDOR NAME	MEMO	AMOUNT
04/04/2017	14184	A5.com, Inc.	Computer Support	-10.00
04/04/2017	14185	Andrew Hendon'	March expenses	-13.57
04/04/2017	14186	City of Peoria - Rent	April rent	-2,848.67
04/04/2017	14187	FACET, Inc.	Software Support	-385.00
04/04/2017	14188	Hannah Martin'	March expenses	-345.57
04/04/2017	14189	Hasler, Inc.	Postage	-90.00
04/04/2017	14190	Heart of Illinois United Way	Employee Contributions	-30.00
04/04/2017	14191	Heartland Parking	Monthly Parking	-1,074.50
04/04/2017	14192	Hinckley Springs	Water	-96.37
04/04/2017	14193	Midwest Engineering Associates, Inc.	Contractual Services	-13,789.88
04/04/2017	14194	Neopost USA Inc	Postage meter - quarterly	-93.34
04/04/2017	14195	OIC Group, Incorporated	Computer Support	-224.85
04/04/2017	14196	Quill Corporation	Office Supplies	-155.19
04/04/2017	14197	The Cleaning Source	Cleaning Service	-165.00
04/04/2017	14198	United Healthcare	April health insurance	-6,226.64
04/04/2017	14199	Verizon Wireless	Cell phones	-203.44
04/04/2017	14200	Donna's Downtown Deli Co.	Meeting expense	-183.75
04/05/2017	ACH	Staff	Payroll 04/05/17	-1,342.33
04/05/2017	ACH	Staff	Payroll 04/05/17	-1,335.11
04/05/2017	ACH	Staff	Payroll 04/05/17	-613.87
04/05/2017	ACH	Staff	Payroll 04/05/17	-1,392.06
04/05/2017	ACH	Staff	Payroll 04/05/17	-2,777.67
04/05/2017	ACH	Staff	Payroll 04/05/17	-1,411.73
04/05/2017	ACH	Staff	Payroll 04/05/17	-3,095.67
04/05/2017	ACH	Staff	Payroll 04/05/17	-1,352.16
04/05/2017	ACH	Staff	Payroll 04/05/17	-988.38
04/05/2017	ACH	IL Dept of Revenue	Payroll Taxes	-696.61
04/05/2017	ACH	United States Treasury	Payroll Taxes	-5,206.12
04/05/2017	ACH	Nationwide Retirement Solutions	Retirement April 5th payroll	-645.47
04/06/2017	ACH	Staff	Payroll 04/05/17	-102.42
04/06/2017	ACH	IL Dept of Revenue	Payroll Taxes	-5.48
04/06/2017	ACH	United States Treasury	Payroll Taxes	-49.34
04/11/2017	14201	A5.com, Inc.	Computer Support	-20.00
04/11/2017	14202	Farnsworth Group	Contractual Services	-9,000.00
04/11/2017	14203	The Cincinnati Insurance Company	Annual Workers Comp Insurance	-3,629.00
04/11/2017	14204	WEX Bank	Fuel for Vehicle	-39.61
04/11/2017	14205	The Cincinnati Insurance Company	Annual Auto Insurance	-4,516.00
04/20/2017	ACH	Staff	Payroll 04/20/17	-734.87
04/20/2017	ACH	Staff	Payroll 04/20/17	-1,261.53
04/20/2017	ACH	Staff	Payroll 04/20/17	-1,412.45
04/20/2017	ACH	Staff	Payroll 04/20/17	-1,278.01
04/20/2017	ACH	Staff	Payroll 04/20/17	-2,326.52
04/20/2017	ACH	Staff	Payroll 04/20/17	-1,375.42
04/20/2017	ACH	Staff	Payroll 04/20/17	-3,063.36
04/20/2017	ACH	Staff	Payroll 04/20/17	-841.26
04/20/2017	ACH	Staff	Payroll 04/20/17	-1,315.85
04/20/2017	ACH	IL Dept of Revenue	Payroll Taxes	-659.38
04/20/2017	ACH	United States Treasury	Payroll Taxes	-4,874.26
04/20/2017	ACH	Nationwide Retirement Solutions	Retirement April 20th payroll	-645.47
04/20/2017	ACH	Tri-County Regional Planning Commission	Unvested Retirement Funding April	-1,090.41
04/20/2017	14206	Alta Planning & Design	Contractual Services	-1,320.00
04/20/2017	14207	City Link	JARC pass through	-13,174.91
04/20/2017	14208	Guardian	May vision premium	-331.68
04/20/2017	14209	Hanson Professional Services Inc.	Contractual Services	-11,361.78
04/20/2017	14210	Quill Corporation	Office Supplies	-91.61
04/20/2017	14211	The Tioga Group	Contractual Services	-7,500.00
04/20/2017	14212	United Healthcare	May health insurance	-9,808.37
04/20/2017	14213	Void	Void	0.00
04/24/2017	14214	Delta Dental	May dental insurance	-514.49
04/24/2017	14215	Everbank Commercial Finance, Inc.	Copier	-393.90
04/25/2017	14216	Comcast	Internet and Phone Service	-352.51

-129,882.84

Tri-County Regional Planning Commission  
A/R Aging Summary  
As of April 30, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1010-METRO FUNDS FY16	19,268.37	0.00	0.00	0.00	0.00	19,268.37
205-ciCarpool	0.00	0.00	0.00	0.00	-0.22	-0.22
207-HSTP	5,028.22	4,191.53	0.00	6,902.71	58.16	16,180.62
304.1-Mackinaw Contract	0.00	0.00	0.00	0.00	-512.50	-512.50
500-GREATER PEORIA SANITARY DISTRICT	1,814.72	0.00	0.00	0.00	0.00	1,814.72
5310 Administration	0.00	0.00	0.00	0.00	-0.10	-0.10
600-WOODFORD COUNTY GIS IMPLEMENTATION	4,558.66	0.00	0.00	0.00	0.00	4,558.66
Community Foundation	0.00	0.00	0.00	0.00	0.00	0.00
FTA 8 Fund	10,271.95	0.00	0.00	0.00	0.00	10,271.95
JARC	0.00	0.00	0.00	0.00	0.00	0.00
PEORIA COUNTY DUES	2,666.67	0.00	2,666.66	0.00	0.00	5,333.33
Peoria Park District'	262.50	975.00	0.00	0.00	0.00	1,237.50
PL Funds	37,518.56	0.00	0.00	0.00	0.00	37,518.56
PPUATS Woodford County	0.00	0.00	0.00	0.00	0.80	0.80
TAZ CO PLANNING CONTRACT	630.75	0.00	0.00	0.00	0.00	630.75
TAZEWLL COUNTY DUES	2,341.68	0.00	0.00	0.00	0.00	2,341.68
Village of Peoria Heights	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>84,362.08</b>	<b>5,166.53</b>	<b>2,666.66</b>	<b>6,902.71</b>	<b>-453.86</b>	<b>98,644.12</b>

Tri-County Regional Planning Commission  
 FY 2018 Draft Budget  
 May, 2017

Revenue:	FY17	FY18	Increase or Decrease	Description
UWP: FHWA	\$491,723	\$497,820	\$6,097	
UWP: FTA	\$134,785	\$132,469	-\$2,316	
UWP: PPUATS MATCH	\$156,627	\$157,572	\$945	
PL/FTA Unearned	\$236,779	\$203,931	-\$32,848	Federal Transportation Carry over amount
Regional/Local	\$48,000	\$41,250	-\$6,750	
Woodford County GIS	\$70,000	\$45,000	-\$25,000	Contract decrease
Woodford County Planning & Zoning	\$300	\$500	\$200	
Tazewell County Planning & Zoning	\$10,050	\$9,000	-\$1,050	
Human Services Transportation Plan - Rural	\$62,000	\$62,000	\$0	
Regional Server Partnership	\$10,000	\$10,000	\$0	
Homeless Management Information System	\$10,000	\$0	-\$10,000	Contract over did not renew
JARC - ciCarpool - (Driving Change/Air Quality)	\$5,000	\$5,000	\$0	
GPSD GIS Staffing	\$25,000	\$25,000	\$0	
IDOT State Planning Funds FY17		\$0	\$0	Expecting contracts
IDOT Rural Planning Funds FY17		\$0	\$0	Expecting contracts
Hazard Mitigation Plan		\$48,713	\$48,713	New Program
Interest Income	\$500	\$500	\$0	
FTA JARC & New Freedom (Pass Through)	\$119,000	\$0	-\$119,000	Program ended
FTA Paratransit Study	\$10,000	\$0	-\$10,000	
LEPC Mapping (New project)	\$0	\$0	\$0	
FTA 5310 Administration Fee	\$10,000	\$10,000	\$0	
Tremont Gis	\$2,000	\$0	-\$2,000	Contract ended
	\$1,401,764	\$1,248,755	-\$153,009	

Expense:	FY17	FY18	Increase or Decrease	Description
Advertising/Legal Notices	\$3,000	\$3,000	0	
Community Events	\$0	\$500	\$500	
Contractual Services	\$334,000	\$290,000	-\$44,000	
Copying and Printing	\$10,000	\$10,000	0	
Repairs and Maintenance	\$4,000	\$4,000	0	
Computer Software and Support	\$32,800	\$25,000	-\$7,800	
Computer Hardware	\$25,000	\$12,000	-\$13,000	
Group Health Insurance	\$72,674	\$75,000	\$2,326	
Other Employee Benefits (vision, dental, life, disab)	\$8,000	\$9,000	\$1,000	
General Insurance - Auto and W/C	\$18,000	\$18,000	0	
Memberships and Subscriptions	\$7,500	\$7,500	0	
Miscellaneous	\$2,500	\$2,500	0	
Office Supplies	\$5,000	\$4,000	-\$1,000	
Postage	\$500	\$500	0	
Space Costs - Rent	\$34,184	\$34,184	0	
Space Costs - Utilities	\$6,000	\$7,000	\$1,000	
Space Costs - Parking	\$13,000	\$13,000	\$0	
Retirement	\$35,333	\$27,000	-\$8,333	
Salaries	\$578,419	\$511,759	-\$66,660	Decrease due to turnover
Telephone	\$7,500	\$7,500	0	
Conference Travel	\$10,000	\$5,000	-\$5,000	
Local Travel	\$2,500	\$5,000	\$2,500	
Conferences Registration	\$4,000	\$4,000	0	
APWA Conference Registration	\$7,500	\$7,500	0	
Professional Services - Legal	\$20,000	\$20,000	0	
Professional Services - Accounting/Audit	\$25,000	\$28,000	\$3,000	
Professional Services Compensation and benefits Study		\$7,000	\$7,000	
ER Taxes (@8%)	\$45,514	\$40,300	-\$5,214	
Depreciation Expense	\$5,000	\$5,000	0	
	\$1,316,924	\$1,183,243	-\$133,681	
Excess rev. over exp.	\$84,840	\$65,512	-\$19,328	
<b>CONTRACTUAL SERVICES</b>				
Contractual PPUATS		\$200,000		
PPUATS Special Projects		\$90,000		
		\$290,000		

## **Procurement Policies and Procedures**

### **Purpose**

The purpose of this policy is to ensure that goods and services purchased by Tri-County Regional Planning Commission (TCRPC) are obtained in a cost-effective manner and in compliance with federally and state regulations. All purchases are made according to the provisions within this policy and other applicable funding source regulations.

### **Scope**

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

### **Responsibility**

The TCRPC has delegated the responsibility and authority for implementing the procurement policies and procedures to the Executive Director or his/her designee. The Executive Director or his/her designee are responsible for determining whether a purchase is allowable under the terms of the federal and state programmed funds and grants and will ensure purchases are in accordance with this policy. The Executive Director has board approval of purchasing items under \$1,000. Anything in excess of \$999 would require board approval.

### **Policy Statement**

The TCRPC policy is as follows:

- It is the policy of TCRPC to insure that the procurement process is in accordance with Public Law 92-582 (Brooks Act), 2 CFR 200, 23 CFR 172, and 30 ILCS 500.
- TCRPC will avoid purchasing unnecessary items.
- All purchases shall be made of the highest quality appropriate to the required need within budgetary limitations.
- A purchase shall not be split into multiple smaller purchases in order to avoid the approval and documentation process.
  - For large purchases, such as subcontracts that are incrementally funded, the total anticipated amount of the purchase should be used to determine the procurement method.
- To make the most efficient use of resources available to the Commission from both public and private sources.

- TCRPC will cooperate to the greatest extent feasible with other governmental units/public agencies in the joint procurement of recycled products and products designed to be recycled, and in the procurement or sale of other goods and service, in order to realize greater purchasing economies.
- To allow for competitive pricing in the procurement of all goods and services
- To maintain an open and competitive policy, whereby all responsible suppliers will receive proper consideration.
- As per 55 ILCS 5/5-1022, when the bid process is utilized, the lowest responsible and responsive bidder conforming to bid specifications will be give the greater consideration.
- When comparable goods and services are available, the lowest responsible and responsive supplier will be given greater consideration.
- When using either the bid process or normal procurement process, and all other factors being equal; local vendors may receive preference.
- Gratuities or gifts, of any types, to TCRPC employees are prohibited both during the bidding process and after award of bid or contract for services. For more information, please review TCRPC Conflict of Interest policy in the Employee Handbook.
- Members of the TCRPC board shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest.
- All bids and quotes are subject to the State of Illinois Freedom of Information Act; however, bids, quotes, and/or proposals shall not be used by vendors or TCRPC to gain unfair competitive advantage either prior to, during, or after the competitive bidding process.
- Based on federal standards in 2 CFR 200.321, TCRPC, as a federal grantee agency, will make positive efforts to use small businesses, minority-owned firms, and women's business enterprises to the fullest extent possible.
- TCRPC will actively attempt to verify that a vendor is not debarred, suspended or otherwise excluded from or ineligible for participation in federal and state programs.
- TCRPC will make purchases consistent with funding agency guidelines with priority given to serving clients and customers of the TCRPC in a timely and responsive manner.

### **Methods of Procurement**

It is the policy of the Tri-County Regional Planning Commission (TCRPC) that all procurement of goods and services shall fall under one of the following classifications:

#### Micro-Purchase Procedures

- The aggregate dollar amount of supplies and services cannot exceed \$3,000.

- TCRPC must distribute micro-purchases equitably, to the extent possible, among qualified suppliers.
- Soliciting competitive quotations is not required if the price is considered reasonable by TCRPC.

#### Small Purchase Procedures

- The aggregate dollar amount of supplies and services cannot exceed \$10,000.
- TCRPC must obtain a minimum of three written quotes, and may use a Request for Proposal (RFP) or Request for Qualifications (RFQ) for services, if deemed appropriate.
- The required three written quotes are waived if the items purchased are available through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency or non-profit government purchasing alliance in accordance with public purchasing rules and regulations as allowed by Illinois state statute (5 ILCS 220/3).

#### Competitive Bid/Qualifications-Based Selection (QBS) Procedures

- The aggregated dollar amount of supplies and services exceeds \$10,000.
- Requests for Proposals or Qualifications may be used in lieu of a competitive bid when the goods or services required, due to their nature, do not fall in a classification for which clearly established technical specifications can be provided to bidders.

#### Sole Source Procurement

- Sole source procurement is a non-competitive vendor selection.
- Contracts may be awarded without use of the specified method of source selection when there is only one economically feasible source for the item.
- The item is available only from a single source.
- Only one response was received from a formal solicitation for quotes/proposals. The justifications must include a list of vendors/contractors solicited and a copy of the RFQ/RFP used.
- Documentation related to sole source procurement must be as comprehensive as possible and demonstrate to an outside observer that the reasons for a noncompetitive procurement were reasonable and compelling.

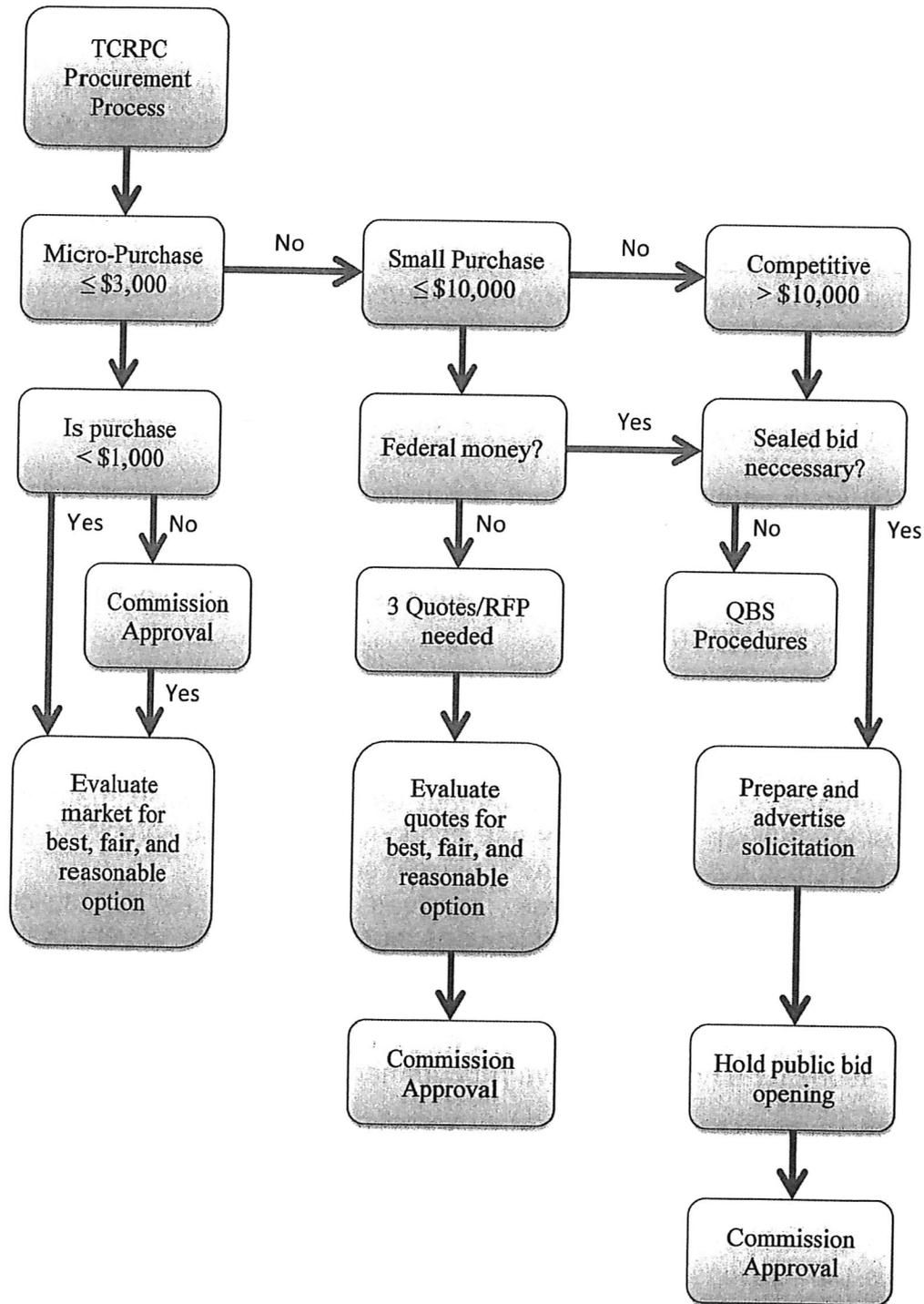
### **Procurement Procedures**

TCRPC procurement procedures are as follows:

1. First, it is the responsibility of the Executive Director or his/her designee to review the funding grant or contract and applicable regulations to ensure that the goods or

services to be purchased or contracted are allowable, and there are no additional procurement conditions, specific to that award, that supersede Tri-County Regional Planning Commission policies and procedures outlined in this document.

- Determine an estimated price of the purchase or contract and follow the appropriate procedures outlined in the Methods of Procurement.



## QBS Procedures

1. Prepare RFQ/RFP packages, which will include:
  - Introduction
  - Agency Background
  - Project Information and General Requirements
  - Submittal Contents
  - Schedule
  - Selection Process/ Evaluation Factors
  - Submittal Information
  - Contract Development
  - Deliverables
  - Compliance with Laws
  - Questions
2. Advertise the RFQ/RFP packages per the requirements outlined in the Methods of Procurement. The packages are advertised on local newspapers (Peoria Journal Star and Pekin Daily Times), TCRPC website, and American Planning Association (APA) website.
3. Demonstrate positive efforts made to utilize small businesses, minority-owned firms, and women's business enterprises. Resources to locate these types of businesses include: System for Award Management (SAM), Woman-Owned Small Business Federal Contract Program, Acquisition Central, Minority Business Development Agency, and the Illinois Procurement Bulletin.
4. All RFQ/RFPs are reviewed, evaluated, and ranked internally. All RFQ/RFP shall be evaluated based on the criteria established and published with the public solicitation. All submitted competitive bids will be opened and review during a public bid openings per the requirements outlined in the Methods of Procurement.
5. TCRPC will determine if the RFQ/RFP submittals comply with all the requirements outlined in the solicitation and state and federal regulations.
6. TCRPC will rank all RFQ/RFP in order of preference, and select the top three RFQ/RFP determined most highly qualified to perform the solicited services based on the established and published criteria. TCRPC will notify all RFQ/RFP recipients of the final ranking of the three most highly qualified firms.
7. TCRPC will Prevent, identify, and mitigate any conflicts of interest for employees of both TCRPC and the consulting firm. If any conflict of

interests are identified TCRPC will promptly disclose the findings in writing to the funding source.

8. Debarment and Suspension - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." It is required that TCRPC verifies and documents the selected firm's status by confirming the System for Award Management (SAM) to ensure that Prime Consultant and its Sub-Consultant(s) are not currently debarred, suspended and/or excluded from participation.
9. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.
10. TCRPC will select an appropriate contract type, payment method, contract terms, and required federal contract provisions, assurances, and certifications in accordance with 23 CFR 172.9.
11. TCRPC will negotiate the top ranked submittal form. In the event of failed contract negotiations, TCRPC must proceed to the next highest ranked firm. When an agreement is made, TCRPC will follow the contract policies outlined in the next session.
12. Any additional work or services which were not included in the original solicitation and evaluation from which the qualifications-base selection was made should be procured under a new advertisement in accordance with 2 CFR 172.7(a)(1) and 23 U.S.C. 112 (b)(2)(A). Only services included in the original solicitation may be incorporated into a contract.
13. TCRPC will retain supporting documentation of the solicitation, proposal, evaluation, and selection of the consultant in accordance with 2 CFR 172.7 (a)(1)(iv)(F) and 2 CFR 200.333.
14. TCRPC will resolve any disputes in the procurement, management, and administration of goods and services.

## Contracts

TCRPC contract policies are as follows:

- TCRPC reserves the right to have an Attorney's Office, being public or private, review contracts prior to final signature by the Executive Director upon the request by the Executive Director or designee.
- Contracts shall include reference of required federal contract provisions in accordance with 23 CFR 172.9(c)
- Contracts shall include reference of assuring consultant compliance with Federal cost principles in accordance with 23 CFR 172.11.
- An errors and omissions clause shall be included in the contract in accordance with 23 CFR 172.5(c).
- Contracts shall be signed by the Executive Director only after all required endorsements to awarded bidders insurance and proof of coverage have been received by TCRPC staff for review and retention through the contract service periods or until goods/services have been received (or as required by law).
- Contracts for goods/services may be awarded with the option for continuing the relationship for more in depth and additional studies/plans or purchasing of goods if federal funds are not being used.
- All contracts for goods/services which have been approved by the TCRPC board will be signed by the Executive Director.
- Contracts shall not be considered executed unless signed by the authorizing representative of TCRPC.
- A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases. TCRPC shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. Once the contract has been satisfied, TCRPC will close out the contract and gather necessary documentation.
- TCRPC shall assess remedies for contract violations if contractor fails to conform to the terms, conditions and specifications outlined in the contract.