

VILLAGE OF CHATHAM, ILLINOIS

ORDINANCE NO. 07-30

**AN ORDINANCE APPROVING AN AGREEMENT WITH
SPRINGFIELD SANGAMON COUNTY REGIONAL PLAN
COMMISSION FOR THE TRANSPORTATION PLANNING
AGREEMENT**

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF CHATHAM, ILLINOIS THIS 26TH DAY OF JUNE, 2007

Published in pamphlet form by the authority of the President and Board of Trustees
of the Village of Chatham, Sangamon County, Illinois, this 26th Day of June, 2007.

Ordinance No. 07-30

**AN ORDINANCE APPROVING AN AGREEMENT WITH SPRINGFIELD
SANGAMON COUNTY REGIONAL PLAN COMMISSION
FOR THE TRANSPORTATION PLANNING AGREEMENT**

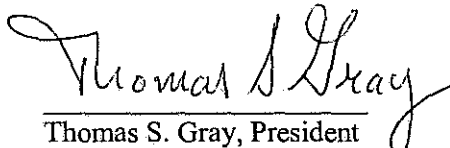
*BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF
CHATHAM SANGAMON COUNTY ILLINOIS, AS FOLLOWS.*

SECTION 1: The proposal made by the Springfield Sangamon County Regional Planning Commission performs professional services for the Village of Chatham for transportation planning for a estimated price of \$5,213.00, actual costs will be billed quarterly, is hereby approved.

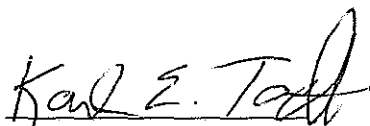
SECTION 2: The Director of Administration is hereby authorized to engage the Springfield Sangamon County Regional Planning Commission and the proper officers of the Village shall carry out the terms of the engagement.

SECTION 3: This Ordinance is effective immediately.

PASSED the 26th day of June, 2007.


Thomas S. Gray, President
Village of Chatham

ATTEST:



Karl Todt, Acting Clerk

AYES: HERR, SCHATTEMAN, BOSLE PASSED: 6-26-07
REYNOLDS, MCGRATH, KAVANAGH
NAYS: _____ APPROVED: 6-26-07
ABSENT: _____



ORDINANCE CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF SANGAMON)


I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.

I do further certify that the Ordinance attached hereto is a full, true, and exact copy of Ordinance No. 07-30, adopted by the President and Board of Trustees of said Village on the 26th day of June, 2007, said Ordinance being entitled:

AN ORDINANCE APPROVING AN AGREEMENT WITH SPRINGFIELD
SANGAMON COUNTY REGIONAL PLAN COMMISSION
FOR THE TRANSPORTATION PLANNING AGREEMENT

I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this 26th day of June 2007.


Karl Todt, Acting Village Clerk

SSCRPC

Springfield
Sangamon County Regional
Planning Commission

May 24, 2007

Mr. Mike Williamsen
MW Consultant
58 Greentrail
Chatham, IL 62629

Re: Village of Chatham

Dear Mr. Williamsen:

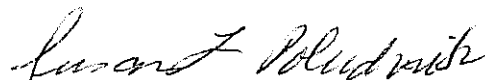
Enclosed for your execution are two copies of the FY-2008 Transportation Planning Agreement between the Springfield-Sangamon County Regional Planning Commission and the Village of Chatham.

The Village's share for FY-2008 (July 1, 2007 - June 30, 2008) is \$5,213.00. The Planning Commission will submit bills on a quarterly basis.

Also enclosed for your reference is a copy of the FY-2008 Technical Work Program.

After signing the agreement, please return one copy to our office and keep one for your records. If you have any questions or concerns, please contact me at your convenience.

Sincerely,



Susan L. Poludniak
Interim Director

SLP/mjn

Encl.

**FISCAL YEAR 2008
TRANSPORTATION PLANNING AGREEMENT
(July 1, 2007 - June 30, 2008)**

THIS AGREEMENT entered into as of the ____ day of _____, 2007 by and between the Springfield-Sangamon County Regional Planning Commission, hereinafter called the **PLANNING COMMISSION** and the Village of Chatham, a municipal corporation of the State of Illinois, hereinafter called the **VILLAGE**, is for regional transportation planning and related activities in Sangamon County, Illinois and particularly in the designated urbanized area of this county.

WITNESSETH THAT:

WHEREAS, The Illinois Department of Transportation is mandated by law to develop transportation plans and programs in cooperation with Federal, State, and local agencies, and

WHEREAS, Section 104(f) of Title Twenty Three U.S.C. has authorized through the State of Illinois, funding to carry out Section 134 of Title Twenty Three U.S.C., and

WHEREAS, the State of Illinois shall make this federal funding available to the metropolitan planning organization responsible for carrying out the urban transportation planning requirements as set forth in Section 134 of Title Twenty Three U.S.C., and

WHEREAS, the Governor of the State of Illinois has designated the **PLANNING COMMISSION** as the metropolitan planning organization for the urbanized area of Springfield, Illinois, and

WHEREAS, the Illinois Department of Transportation, the **PLANNING COMMISSION** and the **VILLAGE** have determined a need for continuing the transportation planning process in the urbanized area, and

WHEREAS, the **PLANNING COMMISSION** and the **VILLAGE** have agreed to accept the responsibility for street and highway planning activities as indicated in the FY-2008 Technical Work Program, and

WHEREAS, the Springfield Area Transportation Study Committees and the Policy body of the **PLANNING COMMISSION** have reviewed and approved the **PLANNING COMMISSION'S** estimated cost of Two Hundred Sixty Thousand Six Hundred Seventy-Five Dollars (\$260,675.00) for July 1, 2007 through June 30, 2008 to perform the transportation planning work as indicated in the FY-2008 Technical Work Program; and

WHEREAS, the total cost of performing this transportation planning work is to be shared in the ratio of 80% Federal and 20% local; and

WHEREAS, 10% of the local share or 2% of the total cost, which is estimated at Five Thousand Two Hundred Thirteen Dollars (\$5,213.00) will be funded by the **VILLAGE**.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. The **PLANNING COMMISSION** hereby agrees to perform the transportation planning work indicated in the FY-2008 Technical Work Program.

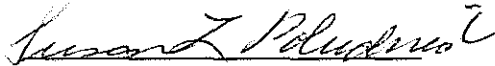
The VILLAGE agrees to participate in the continuing transportation planning process as set forth in the FY-2008 Technical Work Program.

2. The VILLAGE agrees to pay, per quarterly invoices, the PLANNING COMMISSION two percent (2%) of the actual cost for the street and highway planning work as indicated in the FY-2008 Technical Work Program.
3. The VILLAGE agrees to pass a resolution appropriating sufficient funds to pay its share of the transportation planning work. The cost to the VILLAGE shall not exceed Five Thousand Two Hundred Thirteen Dollars (\$5,213.00).

IN WITNESS WHEREOF, this agreement shall be binding upon the parties hereto, their successors and assigns.

Executed by the PLANNING COMMISSION the 25 day of May, 2007.

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

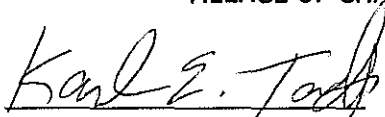


Susan L. Poludniak
Interim Director

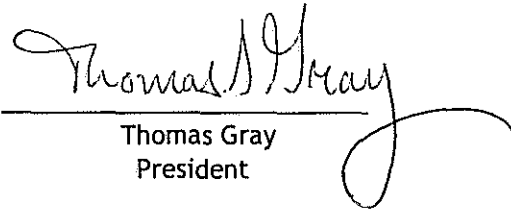
Executed by the VILLAGE the _____ day of _____, 2007.

VILLAGE OF CHATHAM

ATTEST:



Pat Schad
Clerk



Thomas Gray
President

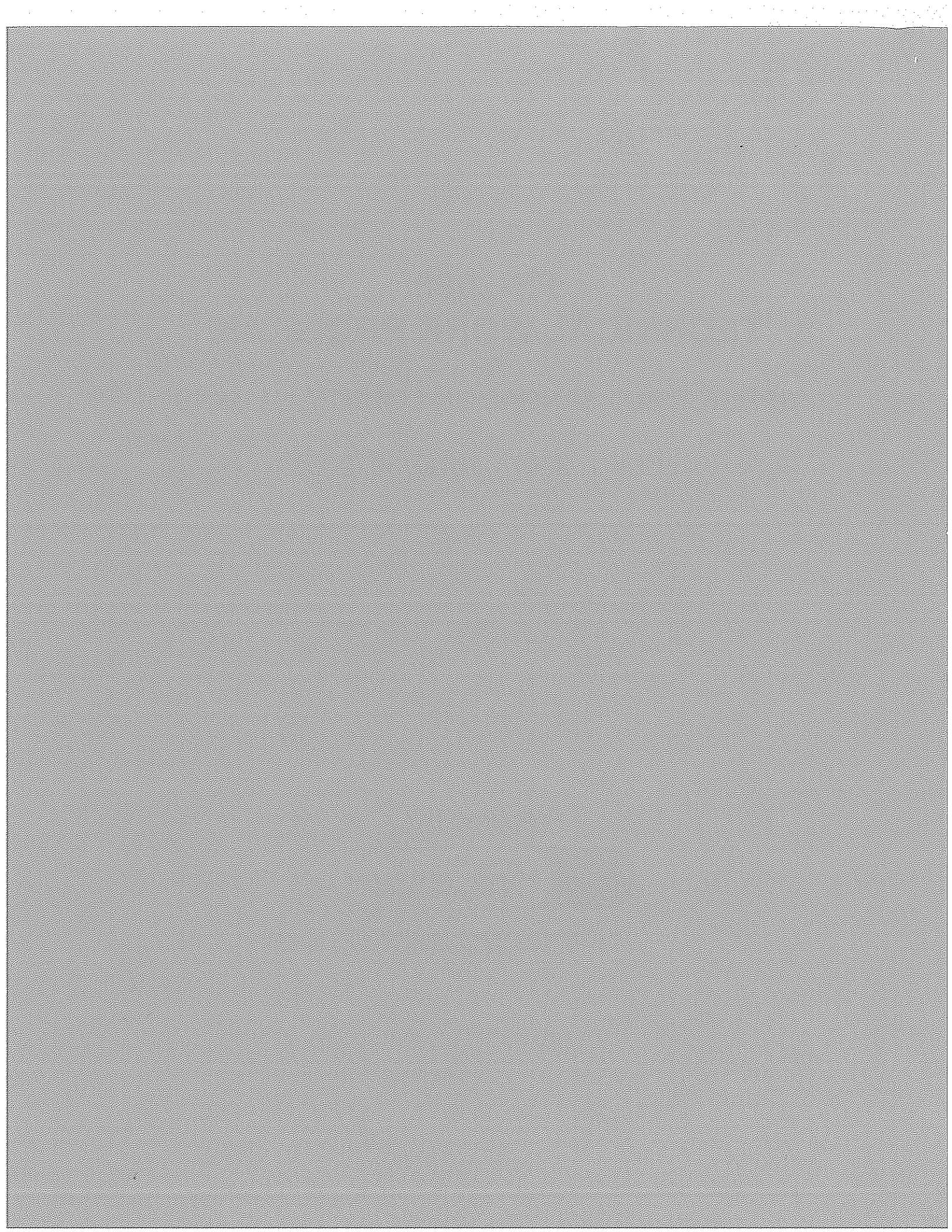
FY-2008
TECHNICAL WORK PROGRAM
for
SPRINGFIELD-SANGAMON COUNTY, ILLINOIS

JULY 1, 2007 - JUNE 30, 2008

Prepared by:



ROOM 212 • 200 SOUTH 9TH STREET
SPRINGFIELD, IL 62701-1629



**FY-2008 TECHNICAL WORK PROGRAM
SPRINGFIELD AREA TRANSPORTATION STUDY**

**PLANNING AND RELATED ACTIVITIES
TO BE PERFORMED BY:**

SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

IN COOPERATION WITH THE

**LOCAL UNITS OF GOVERNMENT
AND
APPROPRIATE STATE AND FEDERAL AGENCIES**

April 11, 2007 (Draft)

May 24, 2007 (Final)

The preparation of this report was financed in part through a technical studies grant from the Illinois Department of Transportation, in cooperation with the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. The contents of this report reflect the views of the author who is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views of those agencies listed above. This report does not constitute a standard, specification or regulation.

**FY-2008 TECHNICAL WORK PROGRAM
SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION**

111 TECHNICAL WORK PROGRAM

- Prepare a program of planning activities to be undertaken by the SSCRPC during FY-2008.

Product

A work program outlining all FY-2008 transportation planning activities, budget, and funding sources.

121 ADMINISTRATION, OPERATIONS, AND OVERHEAD

Included in administration and overhead costs are the following:

- Administrative salaries - Executive Director, Assistant Director, GIS Coordinator, Clerk Typist, and Accounting Technician.
- Coordination of staff and preparation of agreements, billings, and documentation.
- All non-salary indirect items.

See Page 10 for Indirect Cost Proposal.

131 COORDINATION & INFORMATION

- Provide information and services to local governments, public agencies, private groups, and individuals that will assist them in making planning and development decisions.
- Provide staff services to the committees on which staff members serve.
- Process A-95 reviews of local programs and projects to determine conformance with area-wide planning activities.
- Administration of Flood Control Ordinances for Springfield, unincorporated Sangamon County, and Divernon.
- As designated plat officer (for Loami, Riverton, Springfield, Thayer, and unincorporated Sangamon County) assure road right-of-way is dedicated when tract surveys are approved.
- Provide assistance to the SMTD regarding annexation issues.

- Participate in pre-Census programs to help provide a more accurate count, particularly the Local Update of Census Addresses program (LUCA).
- Provide expertise as members of various committees: SMTD Disabled Persons Advisory Committee, Downtown Springfield, Inc., Springfield Historic Sites Commission, Sangamon County Historic Preservation Commission, Land Use Advisory Board, Quantum 5.
- Continue citizen involvement throughout planning activities, particularly as an integral part of the transportation plans.

Products

Agreements, Billings, Progress Reports

A-95 Reviews

Title VI / Citizen Involvement Program Update, as necessary

Local Update of Census Addresses program (LUCA) response forms

141 TRANSPORTATION SUPPORT

- Provide all necessary clerical and support services required in the transportation planning process.

Products

Minutes, meeting notices, correspondence, technical reports, etc.

212 TRANSPORTATION PLANS & RELATED PLANNING ACTIVITIES

- Maintain an updated 4-year TIP and appendix.
- Update and maintain the SATS Long Range Plan and coordinate with special studies and the City Comprehensive Plan, particularly the Arterial Roadway Network Plan and the Land Use Plan.
- Provide opportunity for public comment in the planning process and in the development of transportation plans.
- Review the Public Participation Plan.
- Review the Long Range Plan, as needed, with emphasis on capacity improvements and financial planning.
- Review and update as necessary the boundaries for the SATS Urban Area and MPA.

- Review and update roadway functional classifications as needed.
- Maintain and update the Regional ITS Architecture as needed.
- Develop a complete streets policy.
- Prepare a Human Service Transportation Plan for the Springfield MPA.

Products

4-year TIP document with an Annual Element

Human Service Transportation Plan

213 CONSULTANT STUDY – Begin in FY-08

- Update the transportation model for the Springfield MPA.

Products

Reports on the model update.

215 TRANSPORTATION DATA

- Maintain a record of physical features of the street system for capacity analysis.
- Collect socio-economic and land use data for Springfield and Sangamon County, including up-to-date census data and traffic analysis zone data.
- Incorporate transportation data into the county GIS system.
- Review and update, as necessary, information and data concerning SMTD system operations.
- Provide staff services and coordination and assistance to the SMTD in any requests to improve public transit in the Springfield area.

Products

Accident data and traffic data

Updated base maps

File of socio-economic data of the Springfield-Sangamon County area

Parking Survey of the Central Area

Inventory of physical and operational characteristics of the SMTD and Access Springfield, the complementary paratransit public transit system

Special requests

314 TRANSIT MARKETING MATERIALS

- Maintain up-to-date marketing materials for the SMTD, including the main route and schedule brochure, individual brochures for the regular routes, State Fair schedule, and special requests.

Products

Updated regular route and schedule brochures

FUNDING ALLOCATION

The following methodology was used to assign costs to the various jointly funded work tasks. The related costs were determined for each element within the individual tasks. The allocation of funds to each program was determined based on the estimated benefit to that program. The costs of tasks which are of equal benefit to all programs were prorated according to overall percentage of the planning program. Programs which receive a greater benefit from the overall development of the task and/or have a greater number of elements which relate directly to that program were allocated a greater percentage of the total cost. Estimates were based on previous costs incurred and the importance of the individual elements to the various programs.

Costs for all jointly funded work elements will be allocated and billed to the various funding agencies based upon the proportional share of the cost estimate as indicated in the final approved FY-2008 Technical Work Program.

**FY-2008 TOTAL AGENCY BUDGET
and
SOURCE OF FUNDS**

WORK TASK #	DESCRIPTION	AGENCY	BUDGET	STREET & HIGHWAY	TRANSIT	SMTD	CITY/COUNTY	SHERMAN	FEMA	IDOT
111	Work Program	RPC	\$7,763	5,859	1,688		216			
131	Coordination & Service	RPC	\$109,715	49,036	17,031		43,648			
141	Transportation Support	RPC	\$35,712	27,074	8,638					
212	Transportation Plans	RPC	\$73,759	54,730	19,029					
213	Model and Long Range Plan Update	CNSLT	100,000	100,000						
215	Transportation Data	RPC	\$73,101	53,575	19,526					
314	Transit Marketing	RPC	14,234			14,324				
	City/County Projects	RPC	221,919				221,919			
	FEMA	RPC	44,932				11,233		33,699	
	Sherman	RPC	4,380					4,380		
	Crash Data	RPC	7,299							7,299
	DIRECT SALARIES	RPC	592,814	190,274	65,912	14,234	277,016	4,380	33,699	7,299
121	INDIRECT COST	RPC	219,341	70,401	24,388	5,266	102,496	1,620	12,469	2,701
	SUBTOTAL (RPC Cost)	RPC	\$812,155	\$260,675	\$90,300	\$19,500	\$379,512	\$6,000	\$46,168	\$10,000
		* CNSLT	100,000	100,000						
		* LUAB	12,000				12,000			
		* HPC	12,000				12,000			
		* CA	98,488				98,488			
	TOTAL COST		\$1,034,643	\$360,675	\$90,300	\$19,500	\$502,000	\$6,000	\$46,168	\$10,000

Direct Non-Salaries (Contractual Items)

- CNSLT - Consultant (Contractual Item)

LUAB - Land Use Advisory Board

HPC - Sangamon County Historic Preservation Commission

CA - Sangamon County Cost Allocation

* "pass through" funds

Note: Federal Programs (Street & Highway and Transit) include local match.

**FY-2008 JOINTLY FUNDED WORK TASKS
BREAKDOWN OF DIRECT SALARY COSTS**

Work Task	Total Amount	Street & Highway		Transit		Local	
		\$	%	\$	%	\$	%
111	\$7,763	\$5,859	75.47	\$1,688	21.74	\$216	2.79
131	109,715	\$49,036	44.70	\$17,031	15.52	\$43,648	39.78
141	35,712	\$27,074	75.81	\$8,638	24.19		
212	73,759	\$54,730	74.20	\$19,029	25.80		
215	73,101	\$53,575	73.29	\$19,526	26.71		
Total Direct Salaries	\$300,050	\$190,274		\$65,912		\$43,864	

**SPRINGFIELD AREA TRANSPORTATION STUDY
BREAKDOWN BY FUNDING SOURCE
FY-2008**

STREET & HIGHWAY FEDERAL PROGRAM

WORK TASK #	DESCRIPTION	TOTAL (100%)	FHWA/PL (80%)	* LOCAL (20%)
111	Work Program	\$5,859	\$4,687	\$1,172
131	Coordination	49,036	\$39,229	\$9,807
141	Transportation Support	27,074	\$21,659	\$5,415
212	Transportation Plans	54,730	\$43,784	\$10,946
215	Transportation Data	53,575	\$42,860	\$10,715
	DIRECT SALARIES	190,274	\$152,219	\$38,055
121	INDIRECT	70,401	\$56,321	\$14,080
TOTAL		\$260,675	\$208,540	\$52,135

*** LOCAL SHARE BREAKDOWN (20%)**

City (9%) Motor Fuel Tax	\$23,461
County (9%) Motor Fuel Tax	\$23,461
Village of Chatham (2%)	5,213
TOTAL	\$52,135

WORK TASK #	DESCRIPTION	TOTAL (100%)	FHWA/PL (80%)	LOCAL Dist.6 (20%)
213	Model (consultant) CNSLT	\$100,000	\$80,000	\$20,000

This is a Contractural Item (Direct Non-Salaries)

**SPRINGFIELD AREA TRANSPORTATION STUDY
BREAKDOWN BY FUNDING SOURCE
FY-2008**

TRANSIT FEDERAL PROGRAM

WORK TASK #	TOTAL (100%)	FTA Sec. 5303 (80%)	LOCAL SMTD (20%)
111	\$1,688	\$1,350	\$338
131	17,031	13,625	3,406
141	8,638	6,911	1,727
212	19,029	15,223	3,806
215	19,526	15,621	3,905
DIRECT SALARIES	\$65,912	\$52,730	\$13,182
121 INDIRECT	24,388	19,510	4,878
TOTAL	\$90,300	\$72,240	\$18,060

TRANSIT LOCAL PROGRAM

WORK TASK 314 Marketing Materials	TOTAL (100%) Local (SMTD)
DIRECT SALARIES	\$14,234
INDIRECT 121	5,266
TOTAL	\$19,500

FY-2008 INDIRECT COST PROPOSAL

All costs, other than direct charges applied against the individual work tasks, will be allocated to work task 121 which includes Administration, Operations and Overhead.

DIRECT costs will be allocated as follows:

Salaries will be staff time applied directly to the individual work tasks. Hourly rates include paid leave and fringe benefits. Fringe benefits and paid leave of the employees of the SSCRPC are those authorized by the Sangamon County Board including FICA, IMRF, Worker's Compensation Insurance, Health, Dental and Life Insurance, Employee Assistance Plans and paid leave (Sick Leave, Vacations, Holidays, Personal Day, and Other time such as compensatory time, inclement weather days., and special observances).

Contractual costs will be applied toward the actual tasks which they serve.

INDIRECT COSTS for billing and expenditure statements are determined by applying a provisional indirect cost rate of **37%** to the total direct salary cost allocated to each sponsoring agency for the reporting period. The resulting amounts are billed and reported under task 121. Indirect costs are as follows:

Administrative time of the Executive Director, Assistant Director, GIS Coordinator, Clerk Typist, and Accounting Technician, which provides for the overall operation of the Commission and does not specifically relate to any project or program. Based on previous experience, we estimate that approximately 50% of the Executive Director's time, 20% of the Assistant Director's time, 15% of the GIS Coordinator's time, 50% of the Clerk Typist's time, and 50% of the Accounting Technician's time will be allocated in this manner. The balance of their time will be directly applied to projects.

NON-SALARY OVERHEAD which relates to the overall operation such as Rent & Utilities, Travel Expenses, Equipment & Supplies, Printing & Reproduction, Audits & Accounting Reports, Postage, Publications, and Meetings & Dues which relate to the overall operation will be a part of the provisional indirect rate.

When the contract period closes (June 30, 2008), actual indirect charges will be determined and compared to the indirect charges which were billed based on the provisional rate. Adjustments will be made if needed to insure that the actual indirect charges align with the indirect charges billed.

Arrangements have been made for the FY-2007 financial and compliance audit, and the audit will be made within the prescribed audit reporting cycle during FY-2008.

**SPRINGFIELD-SANGAMON COUNTY
REGIONAL PLANNING COMMISSION**

FY-2008 PROJECTED EXPENSE SUMMARY			
ACCOUNT	DIRECT	INDIRECT	TOTAL
Salaries	\$592,814	\$136,062	\$728,876
Office Supplies		2,377	2,377
Printing		3,052	3,052
Meetings and Dues		5,250	5,250
Travel		3,500	3,500
Equipment Maintenance		350	350
Publications		2,150	2,150
Postage		5,000	5,000
Contractual (Transportation Consultant)	100,000		100,000
Building Rental/Utilities/Services		45,600	45,600
New Equipment		10,000	10,000
Contractual (Audit, Engineering)		6,000	6,000
TOTAL*	\$692,814	\$219,341	\$912,155

Total Indirect Costs ÷ Direct Salaries = **INDIRECT RATE**
 $\$219,341 / \$592,814 = 37\%$

* does not include LUAB, HPC or CA.

FY-2008 COST ALLOCATION PLAN

ACCOUNT	STREET & HWY	TRANSIT	OTHER	DIRECT	INDIRECT	TOTAL
Salaries	\$190,274	\$65,912	\$336,628	\$592,814	\$136,062	\$728,876
Office Supplies					2,377	2,377
Printing					3,052	3,052
Meetings & Dues					5,250	5,250
Travel					3,500	3,500
Equipment Maintenance					350	350
Publications					2,150	2,150
Postage					5,000	5,000
Contractual (Transportation)	100,000			100,000		100,000
Building Rental & Utilities					45,600	45,600
New Equipment					10,000	10,000
Contractual (Audit/Engineering)					6,000	6,000
DIRECT COST	290,274	65,912	336,628	\$692,814		
INDIRECT COST	70,401	24,388	124,552		\$219,341	
TOTAL PROGRAM COST *	\$360,675	\$90,300	\$461,180			\$912,155

NOTE: Federal Programs (Street & Highway and Transit) include local match.

* does not include LUAB, HPC, or CA.

