

MEETING NOTICE

TIME: 9:30 A.M.

DATE: December 19, 2012

PLACE: County Board Room, 2nd Floor - County Building

A G E N D A

1. CALL TO ORDER.
2. ROLL CALL.
3. APPROVAL OF MINUTES OF PREVIOUS MEETING.
4. MINUTES OF THE EXECUTIVE POLICY BOARD.
5. REPORT OF OFFICERS.
6. REPORT OF THE EXECUTIVE DIRECTOR.
7. CORRESPONDENCE.
8. PUBLIC HEARINGS.
9. COMMITTEE REPORTS.
(A) Report of the Land Subdivision Committee
10. UNFINISHED BUSINESS.
11. NEW BUSINESS.
12. ADJOURNMENT.

MINUTES OF MEETING
Springfield-Sangamon County Regional Planning Commission
November 21, 2012

1. CALL TO ORDER.

Chairman Eric Hansen called the meeting to order at 9:31 AM.

2. ROLL CALL.

Mary Jane Niemann called the roll.

JULY 2011	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2012	FEBRUARY	MARCH	APRIL	MAY	JUNE
X	X	X	X	X							
X	X	X	X	X							
	X			X							
	X	X		X							
			X	X							
X	X	X	X	X							
X	X	X	X	X							
			X	X							
X		X	X	X							
X				X							
	X	X	X	X							
		X									
X		X	X	X							

COMMISSION MEMBERS

- Eric Hansen, Chairman
- Bill Moss, Vice-Chairman
- Kenneth Springs, Secretary
- Mayor Mike Houston – M. Farmer
- Andy Van Meter – B. McFadden
- Alderman Sam Cahnman
- Alderman Cory Jobe (Nov – June)
(Vacant – Sept-Oct)
(Alderman Doris Turner – July-Aug)
- Tim Moore – B. Burnett
- Andy Goleman – C. Stratton
- Leslie Sgro – M. Stratton
- Frank Vala – T. Carter
- Brian Brewer – F. Squires
- Dick Ciotti – G. Humphrey
- Susan White – D. Smith
- Larry Hamlin
- Brad Mills
- Vacancy (city representative)

Others

Staff

- Molly Berns
- Mary Jane Niemann
- Norm Sims

3. **MINUTES OF MEETING.**

Chairman Eric Hansen asked if there were any additions or corrections to the minutes of the October 17, 2012 Regional Planning Commission meeting. There were none. The minutes were accepted as mailed.

4. **MINUTES OF THE EXECUTIVE POLICY BOARD.**

Chairman Hansen noted there was a meeting of the Executive Policy Board on October 17, 2012. He then entertained a motion by a member of the Executive Policy Board to approve the minutes of that meeting. (See Attached). Brad Mills moved to approve the minutes of the October 17, 2012 Executive Policy Board meeting. Gregg Humphrey seconded the motion and the vote was unanimous.

Chairman Hansen noted as the minutes indicated, there were four issues before the Executive Policy Board for consideration. They involved: (1) approval of the Commission's budget submission for the new fiscal year; (2) approval of an annual incremental increase in salary for the Executive Director; (3) approval of some recommended amendments to the Commission's Bylaws which will be addressed under New Business; and (4) approval of a recommended change in the Commission's governing ordinance.

Sims then addressed the four items for the Commission's information:

Budget Submission – Sims stated that the proposed budget (which was attached to the Executive Policy Board minutes) was approved by the Executive Policy Board on October 17, 2012 and subsequently approved by the County Board. The budget in the amount of \$1,161,495 was down 5% from last year's budget due mainly to a decrease in Federal transportation funding. That decrease was anticipated, due to a larger amount than normal of Federal transportation funding being received last year.

Annual Incremental Increase in Salary for the Executive Director – Sims stated he felt the Executive Policy Board should approve his annual salary increase as it had done in the past. The Executive Policy Board approved a 3% increase for him which matched the salary increase for the rest of the Regional Planning Commission staff and was within the County's guidelines.

Amendments to the Commission's Bylaws – Sims said those amendments will be addressed later during this meeting under New Business.

Change in the Commission's Governing Ordinance – Sims noted that currently Springfield School District 186 has membership on the Regional Planning Commission. Sims said many projects reviewed by the Regional Planning do not fall within Springfield School District 186 and felt that they should be replaced with the Regional Superintendent of Schools so that all school districts would be represented. At the October 17, 2012 meeting, the Executive Policy Board approved Springfield School District 186 being replaced by the Regional Superintendent of Schools provided that Springfield School District 186 concurred. Sims said Springfield School District 186 concurred with the change via a letter, which will be addressed later under Correspondence. Sims said he will draft an ordinance soon making that change to be presented to the County Board.

5. **REPORT OF OFFICERS.**

There was no report of officers.

6. **REPORT OF THE EXECUTIVE DIRECTOR.**

Sims thanked Commissioners for their attendance and wished everyone a Happy Thanksgiving.

7. **CORRESPONDENCE.**

Sims presented a letter from Susan S. White, Board President, Springfield Public Schools regarding proposed change to SSCRPC Bylaws. (See attached). Chairman Hansen said this correspondence should be made a part of the record and provided to the County Board for its consideration.

8. **PUBLIC HEARING.**

There was no one who wished to address the Commission.

9. **COMMITTEE REPORTS.**

There were no projects previously reviewed by the Land Subdivision Committee to be reviewed by the Planning Commission this month.

10. **UNFINISHED BUSINESS.**

There was no unfinished business.

11. **NEW BUSINESS.**

Chairman Hansen said there was one item of new business to come before the Commission. That was the consideration of the proposed amendments to the Bylaws mentioned earlier. (See Attached).

Chairman Hansen said proposed amendments to the Commission's Bylaws are to be presented in writing to each member of the Commission at least ten days before the meeting at which they are to be considered and staff advises him that this was done by mail/email.

Chairman Hansen said for passage, two-thirds of the members present in a quorum voting in the affirmative are required to adopt the amendments.

Chairman Hansen asked if there were any additional questions concerning these amendments as recommended by the Executive Director and approved by the Executive Policy Board prior to him seeking a motion. There were no additional questions.

Sims summarized the proposed changes. Sims said that according to the current bylaws, the SSCRPC Chairman may establish or abolish committees at will. Sims noted that the Land Subdivision Committee is written into both the City and County ordinances. The proposed changes to the bylaws would formalize the Land Subdivision Committee as a standing committee.

Brian McFadden moved to approve the amendments. Kenneth Springs seconded the motion and the vote was unanimous.

12. **ADJOURNMENT.**

There being no further business, the meeting was adjourned at 9:43 AM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Mary Jane Niemann". The signature is written in black ink and is positioned above the printed name.

Mary Jane Niemann
Recording Secretary

MINUTES OF MEETING
SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE POLICY BOARD
PLANNING COMMISSION CONFERENCE ROOM
10:00 A.M. – October 17, 2012

Members Present at the Meeting:

Eric Hansen, SSCRPC Chairman
Kenneth Springs, SSCRPC Secretary
Brian McFadden, repr. Andy Van Meter, Chairman, Sangamon County Board
Bill Logan, repr. Mike Houston, Mayor, City of Springfield
Gregg Humphrey, repr. Dick Ciotti, Springfield Metro Sanitary District
Brad Mills, Member-at-large

Also Attending:

Norm Sims, Executive Director, SSCRPC
Mary Jane Niemann, SSCRPC

Chairman Eric Hansen called the meeting of the Executive Policy Board to order at 10:00 AM.

SSCRPC Proposed FY-2013 Budget

Norm Sims reported that the proposed budget needs to be reviewed and approved by the Executive Policy Board before it is submitted to the County Board as required by the SSCRPC's establishing ordinance and bylaws.

Sims then presented the SSCRPC's proposed FY-2013 budget in the amount of \$1,161,495. (See attached).

Sims noted that revenues are down 5% (\$59,000). This is largely due to a decrease in grant revenue (\$74,000), specifically Federal Urban Transportation Planning dollars (PL funding). An additional allocation was received last year. There are now two additional Metropolitan Planning Organizations (MPOs) in the state this year which were added following the last Census. Some revenue was also lost due to completion of projects this year. These projects were the Curran Comprehensive Plan project and the Energy Grant. The loss in Federal PL and other dollars is partially off-set several ways: (1) by slight increases in FTA transit planning funds and Comprehensive Regional Planning grant funds (CRPF) from IDOT; (2) a request for an additional \$25,000 from the County to support the Citizens Efficiency Commission (CEC); and (3) transfer of \$52,000 of CRPF monies from the Commission's fund balance. Grants continue to be the major source of revenue, at almost 48%, but this is a small decline. The largest source of new revenue is CRPF at \$116,543. Major funding sources are federal transportation dollars through SATS (38%), Sangamon County (31%) and City of Springfield (14%). Sims noted that the City of Springfield funding requested is the same as last year, but may need to change in the next budget. The SSCRPC is working on a business plan to secure funding in the future like a consulting firm, not a governmental entity (1/3 federal, 1/3 state/local, 1/3 grants/contracts).

Sims stated that the major expenditure category is personnel and benefits (75% of the budget). This is up slightly (\$6,000 in salary; \$16,600 in benefits). A salary increase of 3% is being requested for Commission staff. By County policy this must be covered through savings throughout the year. Sims noted that we are confident it can be done, but it is difficult because of fund mix. The major area of cost decrease was Contracts/Grants (\$116,200) due to the completion of some phases of the Regional Plan project and a change in contractors for the final phase.

Sims then addressed challenges. He said the SSCRPC is slowing becoming a transportation planning shop due to its funding. 38% of revenue is directly transportation. CRPF is largely transportation now. By adding CRPF, it comes to 48% which makes up 6.18 or our 13 FTE, slightly up from last year. Assistance to the CEC has greatly stretched staff resources. It has taken up staff resources that were available in the past to seek out new, paying grants and contracts. This will largely be past as of November 2013.

It is anticipated that the City's new Land Subdivision Ordinance may stretch the staff a bit. Sims noted in the past there was one filing deadline and now there are five. Sites also now have to be posted. Brian McFadden asked Sims to explain the five filing deadlines. Sims said the new ordinance outlines four additional deadlines depending on the type of plan (large scale, site plan, location & sketch map, preliminary plan, final plat). Staff is currently working with developers and Mark Mahoney, Office of Public Works, to make the process more efficient. Gregg Humphrey, Springfield Metro Sanitary District, said it is now three to four times the work due to the additional filing dates. Sims said the new process will affect City Zoning and the Regional Planning Commission, as much of the argument and debate previously at the end of the process will now come to Zoning and the Regional Planning Commission.

The new Federal Transportation Act (MAP-21) requires MPOs to do a number of new and additional things, but provides no additional funding for them, which will also affect the flexibility to meet local needs, even if they can be defined as "transportation".

The SSCRPC is seeing continued demand for staff time from those who are not SSCRPC principals. A policy was put in place previously where SSCRPC non-principals would make the request through a principal who would cover the cost, or the non-principal request would have to be approved by vote of the Regional Planning Commission. Sims said he would be watching to ensure that no one is working the system around that policy.

Related to staff salaries, it appears compensation is falling behind our peers, especially in technical areas. This can be addressed somewhat by additional training, but that training is often expensive and seldom nearby. Sims noted that the SSCRPC has lost three transportation staff in the past year, securing positions with other agencies and higher salaries.

Brian McFadden moved to recommend approval of the SSCRPC's proposed 2013 budget. Brad Mills seconded the motion and the vote was unanimous.

Sims said he did not feel comfortable recommending a pay increase for himself. He reminded the committee that based on previous policy, it should establish the annual pay increase for the Executive Director. The increases in the proposed budget for existing staff were 3%. Bill Logan moved to approve a 3% pay increase for Norm Sims. Kenneth Springs seconded the motion and the vote was unanimous.

Proposed Amendment to Sangamon County Code regarding SSCRPC

Sims summarized a proposed amendment to Sangamon County Code regarding the SSCRPC. (See attached). Sims said the Planning Commission has been around for 50 years. Originally there were two groups, one city and one county that worked together. The two groups and their

membership were formally merged together in the 1980s. Sims stated that the member representing schools is the chief presiding officer of Springfield School District #186. Their attendance has been sporadic the past few years and Sims suggested that the membership be changed to the Regional Superintendent of Schools. Sims said he has spoken to the Regional Superintendent of Schools and he has no problem with the proposed change. Sims noted he has not spoken to Springfield School District #186. Humphrey agreed that the Regional Superintendent of Schools makes more sense as they would represent more than one school district. McFadden noted that the Regional Superintendent of Schools may represent more counties in the future than just Sangamon County. Sims said he was aware of that possibility.

Brian McFadden moved to authorize Sims to contact Springfield School District #186 and prepare an amendment to be presented to the County Board if Springfield School District #186 was agreeable to the change. Gregg Humphrey seconded the motion and the vote was unanimous.

Proposed Amendments to SSCRPC Bylaws

Sims noted that according to the bylaws, the SSCRPC Chairman may establish or abolish committees at will. He noted that the Land Subdivision Committee was established over time and is now written into both the City and County ordinances. Sims proposed changes to the bylaws regarding committees that would formalize the Land Subdivision Committee as a standing committee. (See attached).

Brad Mills moved to approve the proposed changes to the bylaws regarding committees and submit the proposed changes to the full Commission for their review and action. Kenneth Springs seconded the motion and the vote was unanimous.

There being no further business, the meeting was adjourned at 10:33 AM.

Respectfully submitted,



E. Norman Sims
Executive Director

Attachments: FY-2013 Budget Submission & Detail
Proposed Amendment to County Code regarding SSCRPC
Proposed Amendments to SSCRPC Bylaws

FY2013 BUDGET SUBMISSION & DETAIL FOR THE SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

For the Period
December 1, 2012 – November 30, 2013

As Submitted to
The Planning Commission's Executive Policy Board
by the Executive Director
October 17, 2012

For Submission to the
Sangamon County Board

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FY 2013 REGIONAL PLANNING BUDGET HIGHLIGHTS

REVENUES

Revenues anticipated for FY13 are \$1,161,495, compared to \$1,220,785 in the adopted FY12 SSCRPC budget. This is a *decrease* of \$59,290 (4.9%) over the FY12 adopted budget.

- Related to State and Federal funding, the Commission's revenue estimate for FY13 is largely affected by:
 - A \$74,062 decrease in grant revenue. This decrease is anticipated to arise from a \$63,767 decrease in Federal transportation planning funds (SATS PL), which will result in an additional decrease of \$18,670 in local matching funds. The decrease was anticipated as FY12 SATS PL funding included an increased amount due to changes in the total amount of funds available at the Federal level for this purpose in FY12 which are not likely to be available in FY13, and the addition of two new Metropolitan Planning Organizations in the state which will absorb some part of available Federal funding state-wide. This figure may change, as the Commission has not yet received its final PL mark from IDOT for the new SFY.
 - An anticipated decrease (- \$6,114) in Illinois Rural Comprehensive Regional Planning Funds. The FY12 figure included funds covering two years and used a different allocation formula than will be used in FY13, resulting in the decreased amount.
 - Fortunately, these decreases will be somewhat off-set by slight increases in Federal Transit Administration planning funds (+ \$2,574), and a slight increase (+ \$12,092) in Illinois Urban Comprehensive Regional Planning Funds.
- Local funding is largely affected by:
 - The completion of the Village of Curran's comprehensive plan project. While the Commission will begin work on the Village of Leland Grove's comprehensive plan in FY13, this project is a carry forward from FY12, so will not off-set the loss of funds arising from the completion of the Curran planning assignment.
 - Holding the City of Springfield's commitment in FY13 to the same amount as FY12. This will be additionally addressed in the "Challenges" section, below.
 - Increasing the Sangamon County commitment to the Commission by \$25,000 in support of staff work to assist the Citizens' Efficiency Commission (CEC).
 - The unavailability of staff to take on additional new grant/contract related assignments due to the staff commitment to CEC. This will be addressed more fully under "Challenges", below.
- As last year, the largest amount of new project revenue comes from Illinois Comprehensive Regional Planning (CRPF) grant funds through the Illinois Department of Transportation; \$107,992 under the urban program and \$8,551 under the rural, for a combined total of \$116,543.
- Grants continue to be the major source of SSCRPC revenues at 47.9%. However, this is a decline from FY12 when they made up 51.2%.
- As regards funding by entities, primary funding continues to be provided through SATS associated funding (\$440,030, 37.9%), followed by Sangamon County (\$357,652, 30.8%). The City of Springfield provides 14.1%.
- The budget also includes a transfer of \$52,000 from the Commission's CRPF fund balance, primarily to support the work of the Citizens' Efficiency Commission. This is a reduction of \$5,228 over FY12.

EXPENDITURES

Expenditures anticipated for FY12 mirror revenues at \$1,161,495 compared to \$1,220,785 in the adopted FY12 budget. Again, this represents a *decline* between the two years.

- The major areas of increase are:
 - Personnel Salary and Fringe Benefits (up \$6,007 or 1.0%, and \$16,613 or 6.7%, respectively). Personnel and the related benefits costs remain the Commission's primary cost category at \$871,415, or 75% of budget.
 - Office supplies increase by \$3,500. This is almost entirely due to demand for more documents to be printed or plotted in color, which increases the cost of toner cartridges.
 - Contract Services increases by \$23,632 largely due to a number of small projects and activities, including the annual audit, flood plain project engineering review, Travel Demand Model rail simulation assistance, and the GPSI internship.
 - New equipment cost increases due to the need for the updating of some Transportation staff equipment.
- The major area of cost decrease is in Contract Service/Grants, which is reduced by \$116,200. This is primarily due to the completion of several significant phases of the Regional Comprehensive Plan project and a change in contractor for Phase IV of that project.
- SSCRPC employee incremental pay increases are factored this budget year at 3%.

CHALLENGES

As was the case in FY11 and FY12, the major challenge in this fiscal year will be to find the staff resources necessary to address new planning questions and issues brought to the Commission by its principals that are not associated with transportation planning.

At the present time, and as shown in Table 2a below, 6.18 FTE of the SSCRPC's full-time staff complement (13 FTE) is funded for transportation related activities. As these funds cannot be used for other general planning activities, this means that almost one-half of the Commission's total FTE is unavailable to meet other local planning needs.

This FTE commitment to transportation planning is similar to that associated with transportation planning in FY12, but this problem is exacerbated by changes in the eligible use of Illinois Comprehensive Regional Planning Funds (CRPF). Where CRPF was originally established by the State as a lump sum appropriation that could be used for an array of general planning purposes, these funds can now only be used for purposes generally associated with transportation. This limits the availability of these funds for many planning demands brought to the Commission staff, causing the Commission to additionally draw upon the fund balance to conduct non-transportation planning related work.

We are also finding that we are falling behind current planning practice in the application of new technologies and systems. This simply increases time spent on some tasks and decreases overall efficiency. Where fund balance was seen as a resource that could potentially be used to

address these needs, the demand upon them for other non-transportation related purposes and new limitations on the use of CRPF for non-transportation activities, has reduced their availability as a funding source for efficiency enhancement through the application of new technologies.

As a related matter, the provision of assistance to the Citizens' Efficiency Commission (CEC) has significantly stretched Planning Commission staff resources during FY12 and will continue to do so in FY13.

The Planning Commission's staff has been called upon to provide support to the CEC. This involves providing logistical and administrative assistance to the full CEC and its four substantive committees, as well as providing almost all of the support in meeting the CEC's research and analytic needs. It was hoped that some of these needs could be met through interns and volunteer workers, but some of the sources for this support did not provide the assistance originally indicated, and much of the work that needs to be done requires more sophisticated analysis than interns or volunteers can provide given the issues being raised. In FY12, for example, this caused the Commission to withdraw an additional \$15,000 from fund balance to cover contractual assistance costs associated with the CEC's work.

As much of the Planning Commission's resources are tied to categorical funds, such as the transportation funding noted above, the amount of staff time that can be provided to the CEC is severely limited by both staff availability and fund source. In addition, given the time commitment that the CEC requires, SSCRPC staff time is not available to take on new contract/grant opportunities that would off-set some of the Planning Commission's costs. Based upon our past experience, we anticipate an opportunity cost to the Planning Commission in excess of \$50,000 in FY13, even with the addition of the requested \$25,000 from Sangamon County and shifts from the Planning Commission's fund balance.

Planning Commission senior management remains concerned that the amount of resources that can be committed to CEC may ultimately frustrate both the CEC and the Planning Commission staff, drawing resources away from other new planning questions and issues they are asked to address.

Changes in the City of Springfield's Land Subdivision Ordinance will affect Planning Commission staff capacity.

During FY13 the Planning Commission staff will need to closely review the impact that changes in the City of Springfield's Land Subdivision Ordinance will have on staff time and costs.

After a long period of discussion between the City and the development community, the City Council recently approved changes in the City's Land Subdivision Ordinance. As the SSCRPC coordinates the land subdivision process for both the City and the County, changes in the processes called for in City ordinance will most likely increase demands on both the Commission and its staff.

For example, the new City ordinance requires additional reporting to developers that must be coordinated and managed by Commission staff, requires additional public notice and the physical posting by Commission staff of properties subject to development review, and even creates additional new plan submission deadlines and dates. Some of these new demands might be ameliorated by additional changes in City code (for example changing back to one filing date for plans that match the County date, rather than the five filing deadlines – four City and one County – that the new ordinance creates) and others might be addressed in new ways following some experience with the ordinance.

Since there has not been sufficient time for the Commission staff to assess the degree to which this new ordinance might create additional costs for the Commission, the FY13 budget proposal does not request additional funds from the City. However, during FY13 the Commission staff will need to closely monitor the effect of these changes to determine whether adjustments will need to be made in FY14.

Changes in Federal transportation programs under MAP-21 will reduce the availability of Commission staff for some local transportation planning purposes.

As previously noted, the amount of transportation funding provided to the Commission via the Springfield Area Transportation Study (SATS) is reduced in FY13. This is due to both a reduction in fund availability over the previous year and the fact that additional MPOs are to be funded in the state. Yet at the same time, the new transportation act, MAP-21, requires that the MPO do additional work. The inclusion of required transportation planning performance assessment and review is but one of these new requirements. Indeed, the new act requires that the MPO do many of the same things that the much larger Transportation Management Areas (TMAs), like the Chicago-area TMA, were required to do in the past.

These new requirements will additionally strain staff. Some of these new costs could be absorbed through the use of State CRPF funds, but this will further reduce the availability of this limited funding for non-SATS activities.

Continuing demand for staff time from parties that are not SSCRPC principals.

As recognition of the skills and utility of the Planning Commission and its staff have increased in the region, numerous organizations and entities who are not Commission principals have called upon the Commission staff to assist them in their work. Some of these requests are for Commission staff to serve on committees, taskforces or working groups, while others are requests for substantive planning, research or data assistance. This represented – and continues to represent – a problem in that while the Commission staff wishes to be of assistance to those in the community, staff and related costs must be assigned to some fund source. To the extent that the Commission staff does the requested work, that simply results in fewer resources being available to the principal parties (primarily the County, City of Springfield, and SATS) that cover the bulk of the Commission's staff time.

Because of this demand, the Commission approved a staff-recommended policy that the Commission staff would only provide such assistance if one of three conditions were met: (i) the requesting party were to agree to pay for the work and enter into a contractual relationship for that work; (ii) the party directly petitioned the Commission for assistance and the Commission voted to approve it; or (iii) the work was requested to be done for the entity by one of the Commission's principals (e.g., the County, the City, SATS, or one of the special districts that make up the Commission.)

However, this policy does not effectively address situations in which an entity asks the Commission to assist in an effort that: involves some or all of the Commission's principal parties; is an individual request from a public official associated with a principal party; or the entity does request assistance through a staff member or official of a principal party. The last is a particularly vexing situation, as the requester may see the assistance as generating no cost to the requesting party, when in fact it reduces the amount of staff time available to their jurisdiction.

During FY13 additional consideration must be given as to how these requests will be considered, and how costs associated with them will be allocated.

Based upon anecdotal information, it appears that Commission employee compensation may be falling behind the skill levels required to perform Commission tasks and may not take into account the efforts of some staff to take on new work.

As reported in the FY12 budget review, as the nature and sophistication of the questions put to the Commission have changed, the technical skills required of Commission staff have changed as well. The staff understands the stress placed upon revenues available from our partnering jurisdictions, and they have been very aggressive during the past three fiscal years to find ways to increase their skill levels and seek outside sources of revenue. Due to the mix of funding sources available – largely categorical or tied to specific project work – it is not feasible to tie performance to increases in salary. For example, transportation funds cannot be used to increase the salary of non-transportation staff. In addition, one-time bonuses for exemplary performance cannot be provided by fiscal policy.

Senior management will continue to work to identify ways in which this problem can be addressed.

I. REVENUE

ANTICIPATED RECEIPTS

Springfield-Sangamon County Regional Planning Commission

December 1, 2012 – November 30, 2013

Table 1: Comparison by Revenue Type (FY12 Adopted & FY13 Proposed)

Revenue Type	Source	Amount FY12 (Adopted)	Amount FY13 (Proposed)	Difference		% of Receipts
				#	%	
Fees & Agreements		\$200,270	\$195,270	-\$5,000	-2.5%	16.8%
	City of Springfield Service Agreement	\$163,770	\$163,770	\$0		
	SMTD Marketing Agreement	\$25,000	\$25,000	\$0		
	Springfield Park District Service Agreement	\$1,500	\$1,500	\$0		
	Village of Curran Service Agreement	\$5,000	\$0	-\$5,000		
	Leland Grove Service Agreement	\$5,000	\$5,000	\$0		
Transfers		\$332,652	\$357,652	\$25,000	7.5%	30.8%
	Sangamon County Fund Transfer	\$332,652	\$357,652	\$25,000		
Grants		\$630,635	\$556,573	-\$74,062	-11.7%	47.9%
	SATS PL-Federal	\$336,571	\$272,804	-\$63,767		
	SATS PL-Match	\$84,143	\$65,473	-\$18,670		
	SATS FTA-Federal	\$79,485	\$82,059	\$2,574		
	SATS FTA-Match/SMTD	\$19,871	\$19,694	-\$177		
	Comp Regional Planning Funds	\$95,900	\$107,992	\$12,092		
	Rural Comp Regional Planning Funds	\$14,665	\$8,551	-\$6,114		
	Energy Grant - ILARC/DCEO	\$0	\$0	\$0		
Misc. Rec.		\$57,228	\$52,000	-\$5,228	-9.1%	4.5%
	Fund Balance	\$57,228	\$52,000	-\$5,228		
TOTALS		\$1,220,785	\$1,161,495	-\$59,290	-4.9%	

Table 2: By Source & Purpose (FY13 Proposed)				
Source	Subject Item	Item Amount	Total FY13 Proposed	% by Source
Sangamon County			\$357,652	30.8%
	General Planning Services	\$209,069		
	Cost Allocation Support (Overhead related costs) <i>(This amount is \$56,463 lower than the "Transfer Out" figure included in Table 3 as this difference is covered by indirect cost allocation.)</i>	\$91,499		
	Zoning Office Mgt/Fisc.	\$25,385		
	Co. Historic Preservation Commission	\$6,699		
	Citizen Efficiency Commission	\$25,000		
City of Springfield			\$163,770	14.1%
	Planning Service Agreement	\$163,770		
SATS (PL, FTA & Match)			\$440,030	37.9%
	Mass Transit Planning	\$101,753		
	Street & Highway	\$338,277		
Other Municipalities, Special Districts & Agencies			\$148,043	12.7%
	SMTD	\$25,000		
	Springfield Park District	\$1,500		
	Leland Grove	\$5,000		
	Regional Comprehensive Planning Funds	\$107,992		
	Rural Comprehensive Regional Planning Funds	\$8,551		
Fees & Contingency			\$52,000	4.5%
TOTAL			\$1,161,495	

Table 2a: Transportation PY 2013 Projected Direct Salaries		
(as of 09/28/12)		
EMPLOYEE	% of Time Billed to Transportation	Program Area
Begert, D.	100%	Transportation
Berns, M.	0%	Land & Environment
Bybee, A.	0%	Land & Environment
Fulgenzi, J.	0%	Comp. & Strategic
Keenan, S.	14%	Development
Lewis, J.	30%	Admin. Support
Niemann, M.J.	30%	Admin. Support
Schultz, D.	100%	Transportation
Sims, N.	37%	Admin. Support
Soni, N.	100%	Transportation
Transportation Planning Specialist (formerly Phillips, K.)	100%	Transportation
Wheeland, L.	100%	Transportation
Zeibert, J.	21%	Development
Intern	0%	Comp. & Strategic

II. EXPENSE

Table 3: ANTICIPATED DISBURSEMENTS BY TYPE

Subject Line	Item	Item Amount	TOTAL	Difference From Mark	% All Expenditures
Personnel			\$877,595	\$0	75.6%
	Annual Salaries (<i>13 existing employees</i>)	\$607,671		\$0	
	Extra Hire	\$0		\$0	
	Fringe Benefits	\$263,744		\$0	
	County Historic Preservation Commission	\$6,180		\$0	
Commodities			\$8,300	\$3,500	0.7%
	Office Supplies (<i>Misc</i>)	\$2,300		\$0	
	Office Supplies (<i>Toner, Ink Cartridges</i>)	\$6,000		\$3,500	
Contract Serv.			\$115,638	-\$92,568	10.0%
	Printing	\$250		\$0	
	Exempt Printing	\$500		\$0	
	Meeting Expense (& Dues)	\$8,000		\$0	
	Travel	\$2,000		\$0	
	Subscriptions	-0-		\$0	
	Equipment Maintenance	\$5,800		\$0	
	Publications	\$4,500		\$0	
	Building Rental (<i>Rent in the amount of \$56,463 included in Allocation Cost Transfer Out</i>)	\$0		\$0	
	Postage	\$4,500		\$0	
	Contractual Services (<i>audit, floodplain review, rail simulation, GPSI, LIB</i>)	\$38,537		\$23,632	
	Contr Svc/Grant (<i>Reg Comp Plng cnslt, efficiency commission</i>)	\$50,000		-\$116,200	
	Photocopier Program	\$1,551		\$0	
Cap. Outlay			\$12,000	\$7,000	1.0%
	New Equipment	\$10,000		\$5,800	
	New Equip. < \$500	\$2,000		\$1,200	
Allocation Cost Transfer Out			\$147,962	\$0	12.7%
TOTAL			\$1,161,495	-\$82,068	
ANTICIPATED REVENUE	\$1,161,495				
ANTICIPATED DISBURSEMENTS	\$1,161,495				

III. BUDGET COMPARISON

Table 4: 2012 vs. 2013 BUDGET LISTING – EXPENDITURES BY LINE

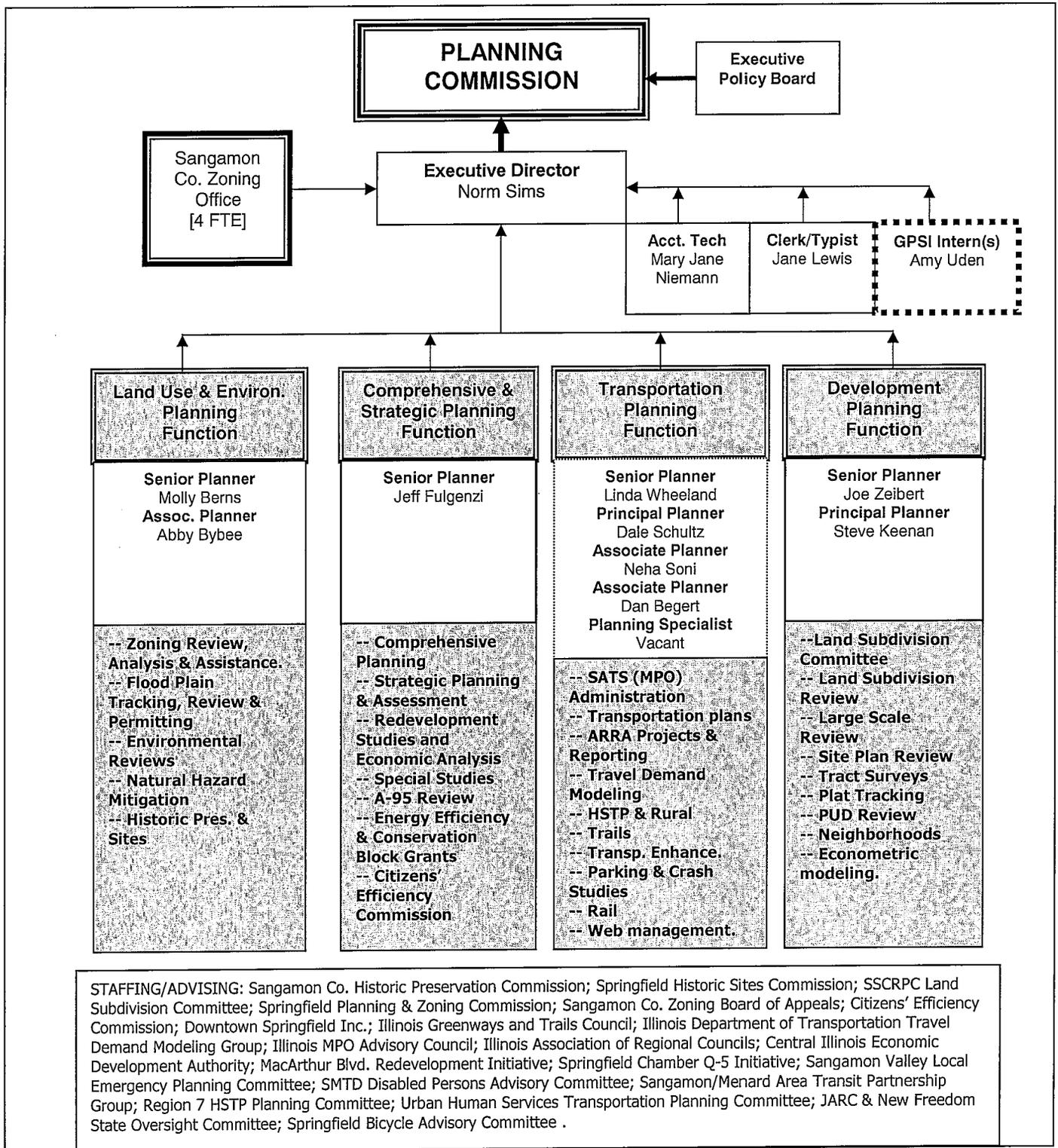
Account	Expend Item	2012 Adopted Budget	2013 Proposed Budget	Difference from 2012 Budget	% Change
EX05-300.000	Personnel	\$601,664	\$607,671	\$6,007	1.0%
EX05-301.000	Benefit Exempt Personnel	\$0	\$0	\$0	---
EX05-302.000	Board/Com.	\$6,001	\$6,180	\$179	3.0%
304.000	Overtime	\$0	\$0	\$0	---
EX06 Fringe	Total Fringe	\$247,131	\$263,744	\$16,613	6.7%
EX10-401.000	Office Supplies - Misc.	\$2,300	\$2,300	\$0	0.0%
EX10-401.000	Office Supplies – Toner, Ink Cartridges	\$2,500	\$6,000	\$3,500	140.0%
EX15-501.000	Printing	\$250	\$250	\$0	0.0%
EX15-501.100	Exempt Printing	\$500	\$500	\$0	0.0%
EX15-502.000	Meeting Expense	\$8,000	\$8,000	\$0	0.0%
EX15-509.000	Travel	\$2,000	\$2,000	\$0	0.0%
EX15-512.000	Subscriptions	\$0	\$0	\$0	---
EX15-513.000	Equip Maint	\$5,800	\$5,800	\$0	0.0%
EX15-518.000	Publications	\$4,500	\$4,500	\$0	0.0%
EX15-520.000	Postage	\$4,500	\$4,500	\$0	0.0%
EX15-540.000	Bldg. Rent.	\$0	\$0	\$0	---
EX15-541.000	Contract Serv	\$14,905	\$38,537	\$23,632	158.6%
EX15-541.001	Contract Serv/Grant	\$166,200	\$50,000	-\$116,200	-69.9%
EX15-571.000	Photocopier Program	\$1,572	\$1,551	-\$21	-1.3%
EX20-601.000	New Equip >\$500	\$4,200	\$10,000	\$5,800	138.1%
EX20-601.500	New Equip <\$500	\$800	\$2,000	\$1,200	150.0%
EX27-666.000	Cost Alloc. Transfer Out	\$147,962	\$147,962	\$0	0.0%
Total		\$1,220,785	\$1,161,495	-\$59,290	-4.9%

ADDITIONAL REVENUE					
(Going Directly to County General Fund)					
	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY 12 Budget	FY 13 Target
Plat Fees	\$7,050	\$5,600	\$6,900	\$7,933	\$7,933
General Fees (Flood & Road Name)	\$100	\$400	\$500	\$285	\$285
TOTAL	\$7,150	\$6,000	\$7,400	\$8,218	\$8,218

FISCAL YEAR BUDGETS

2012												2013												2014											
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
												SANGAMON COUNTY FY 2013																							
SPRINGFIELD 2012												SPRINGFIELD 2013																							
						ILLINOIS 2013												ILLINOIS 2014																	
						FEDERAL 2013												FEDERAL 2014																	
OTHER LOCAL, STATE OR FEDERAL PROJECTS																																			
												SSCRPC																							

ESTABLISHED PROGRAM & STAFF STRUCTURE FY 2013



**Proposed Amendment to Chapter 2.36 of the Sangamon County Code
Springfield-Sangamon County Regional Planning Commission**

2.36.020 - Membership—Term of office.

The regional planning commission shall be constituted as follows:

A. Commission Members. There is hereby created a seventeen-member Springfield-Sangamon County regional planning commission, the membership designated as follows:

1. Elected officials: Chairman, Sangamon County board; chairman of the ~~planning, zoning, subdivision, environmental health and safety and animal control~~ **public health, safety & zoning** committee, Sangamon County board; chairman, finance committee, Sangamon County board; mayor of the city of Springfield; two aldermen of the city of Springfield nominated by the mayor and subject to confirmation by the city council;

2. Special districts: The chief presiding officer of the Springfield Park District, Springfield Airport Authority, Springfield Mass Transit District, Springfield **Metro** Sanitary District, and ~~Springfield School District No. 486~~ the Regional Superintendent of Schools;

3. Appointed citizens: Three citizen members appointed by the chairman of the county board, subject to confirmation by the county board, three citizen-appointed members of the Springfield planning and zoning commission appointed by the mayor of the city of Springfield, subject to confirmation by the city council.

B. Term of Office. The term of appointment to the commission of all elected officials and chief presiding officers shall be coterminous with the terms of their elected or appointed offices. The term of appointment to the commission of the three citizen members appointed by the chairman of the county board and the three citizen members appointed by the mayor of the city of Springfield shall be for four years.

PROPOSED AMENDMENTS FOR DISCUSSION

BYLAWS OF THE SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION

These bylaws were adopted by a majority vote of the Springfield-Sangamon County Regional Planning Commission on January 20, 1988 in accordance with the Illinois Regional Planning Enabling Act, Sections 3001 through 3007, Chapter 34, Illinois Revised Statutes, June 25, 1929, as amended, and Resolution No. 3-1, passed by the Sangamon County Board on October 6, 1987.

ARTICLE I NAME & AREA

The name of this organization shall be the Springfield-Sangamon County Regional Planning Commission, embracing all of the territory of Sangamon County, in the State of Illinois, and which territory is hereby designated as the Springfield-Sangamon County Region.

ARTICLE II PURPOSE

Section 1: As authorized in the resolution of the Sangamon County Board creating this Commission, the purpose and powers of the Regional Planning Commission shall be to formulate comprehensive plans for the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of said county as a region, and for public improvements and utilities therein, for the purpose of best promoting health, safety, morals, order, convenience, prosperity, efficiency, and economy in the process of development and for the general welfare of said region. These bylaws are intended to guide the Commission in the establishment of procedures and methods of operation required to formulate said comprehensive plans. All powers not specifically delegated in these bylaws shall reside in the Regional Planning Commission.

Section 2: Upon completion of such plans, they shall be presented to the County Board and/or other unit of government for adoption and approval. After the adoption and approval of such plans, it shall be the duty of the Commission to promote and encourage their implementation.

ARTICLE III OFFICERS AND DUTIES, AND COMMITTEES

Section 1: The officers of the Commission shall be 1) Chairman, 2) Vice-Chairman, and 3) Secretary.

Section 2: The Chairman, Vice-Chairman, and Secretary of the Commission shall be elected from the appointed citizen members of the Commission. The Chairman of the

Executive Policy Board shall name a three (3) member committee from the Executive Policy Board to nominate from the three (3) City appointed citizen members and the three (3) County appointed citizen members for office. The term of office shall be for one (1) year running from July 1st through June 30th. The chairman and Vice-Chairman of the Commission shall be either a City or a County appointed citizen respectively and shall alternate annually. In the event of death or resignation of any officer, a successor shall be elected at the next regular meeting of the Commission or at a special meeting called for that purpose.

Section 3: The Chairman shall supervise the affairs of the Regional Planning Commission subject to the direction of the Commission. He shall preside at all meetings of the Commission and the Executive policy Board and shall establish such committees and appoint members as authorized by the Commission, to carry out the purpose of the Commission. The Chairman shall be a member of all committees so appointed. The Chairman may be authorized to execute official documents, contracts, and other legal instruments of the Commission. The Vice-Chairman shall perform the duties as may be delegated to him by the Chairman. In the absence or disability of the Chairman, he shall perform all the duties and exercise all the powers of the Chairman. The Secretary shall be responsible for recording and maintaining permanent minutes of all meetings of the Regional Planning Commission, which minutes shall be a public record. He shall be responsible for keeping a record of attendance of members at such meetings. The Secretary may name the Executive Director or other Commission staff member to act as recording secretary to perform these duties on behalf of the secretary. He shall perform such other duties as delegated to him by the Chairman.

ARTICLE IV **COMMITTEES**

Section 4 1: Except in the case of Standing Committees established in these Bylaws, committees Committees may be formed to prepare studies, reports, and plans associated with the Commission planning activities. **Other than a Standing Committee, the purpose and scope of authority of any committee shall be determined by the Commission, either at the time the committee is established, or, if deemed necessary, at the time a committee is reconstituted.** The committee shall make recommendations and advise the Commission. Committee members shall be appointed by the Chairman and in accord with State and Federal requirements where applicable. Members of committees may be Commission members, advisory personnel from State and local governmental technical staffs, persons from other public and semi-public organizations, and citizens from the Springfield-Sangamon County Region. Committee members shall be notified of all meetings.

Section 2: The Commission may establish such standing committees as it may designate within these Bylaws subject to the provisions of Article X, herein, and dissolve them in the same manner.

The Commission so establishes the Land Subdivision Committee, which shall fulfill the functions designated in the Codes of Ordinance of the City of Springfield and the County of Sangamon, as well as those of any other municipality that shall elect and so designate the use of this Committee by ordinance. The members and chair of this Committee shall be appointed by the Commission's Chair no later

than the third Wednesday of July of each year subject to confirmation by the Commission. Its voting members shall consist of representatives of the technical staffs of various units of local government, representatives of the technical staffs of the relevant special districts, and citizen members representing the interests of the community at large.

Section 3: The Springfield Area Transportation Study Policy and Technical Committees shall be established, and its function and composition may be determined by a letter of agreement.

**ARTICLE ~~IV~~ V
MEETINGS**

Section 1: Regular meetings of the Commission shall be held on the third Wednesday of every month at 9:30 A.M. unless such day shall be a recognized holiday.

Section 2: Special meetings of the Commission may be called by the Chairman or any three members on a five day written notice to each member.

Section 3: All members of the Commission shall have equal voting rights.

Section 4: All meetings of the Commission shall be held in such a place designated by the Chairman and shall be open to the public except as provided by law. An annual schedule of the location of the Commission meetings will be posted in the Commission office.

Section 5: Five (5) members in attendance at a Commission meeting shall constitute a quorum. All actions on matters that come before the Commission shall require a majority vote of the members present. Alternate representatives who serve as members, in accordance with the Sangamon County Resolution establishing the Commission, may vote on all matters that come before the Commission.

Section 6: The following shall be the order of business of meetings of the Commission:

- (1) Roll Call
- (2) Minutes of Previous Meeting
- (3) Minutes of Executive Policy Board
- (4) Report of Officers
- (5) Report of Executive Director
- (6) Correspondence
- (7) Public Hearings
- (8) Committee Reports
- (9) Unfinished business
- (10) New business
- (11) Adjournment

Section 7: Parliamentary Procedure. Except where these rules and regulations otherwise provide, Robert's Rules of Order, as revised shall govern.

ARTICLE ~~V~~ VI
EXECUTIVE POLICY BOARD

Section 1: The Executive Policy Board shall meet at times to be established by the Chairman. All meetings shall be held at such a place designated by the Chairman and shall be open to the public except as provided by law. Members of the Executive Policy Board will be notified by written notice forty-eight (48) hours prior to each meeting.

Section 2: Four (4) members of the Executive Policy Board will constitute a quorum. All actions on matters that come before the Executive Policy Board shall require majority vote of the members present.

ARTICLE ~~V~~ VII
FISCAL

Section 1: Any and all funds received by the Commission shall be deposited in the Regional Planning Commission accounts with the Sangamon County Treasurer and in accordance with the Sangamon County Board's financial procedures.

Section 2: Any and all disbursements of the funds of the Commission shall be done in accordance with the approved budget and in accordance with the financial procedures of the Sangamon County Board.

Section 3: The fiscal year of the Commission shall be coterminous with that of Sangamon County.

ARTICLE ~~V~~ VIII
STAFF

Section 1: The Executive Director shall be a qualified person, appointed for an indefinite term of office by the majority vote of the Executive Policy Board with the concurrence of the Sangamon County Board. He shall be in charge of and responsible for all professional and administrative work of the Commission. With the assistance and advice of the appropriate committees, he shall prepare the budget, prepare reports and publications and direct the work of the staff. He may be authorized to execute official documents, contracts, and other legal instruments of the Commission. He shall be authorized to speak and testify for the Commission on all policies and recommendations approved by the Commission. The Executive Director shall serve at the pleasure of the Commission and the Sangamon County Board and may be removed from office by the majority of the vote of the Executive Policy Board with the concurrence of the Sangamon County Board.

Section 2: Staff personnel shall be appointed by the Executive Director in accordance with the approved budget. The Executive Director and staff members shall be subject to the personnel policies established by the Sangamon County Board.

ARTICLE ~~VIII~~ IX
LEGAL COUNSEL

The Sangamon County State's Attorney shall be the legal counsel for the Planning Commission.

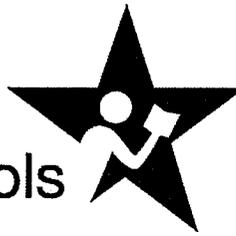
ARTICLE ~~IX~~ X
AMENDMENTS

Section 1: Proposed amendments to these bylaws shall be presented in writing to each member of the Commission at least ten (10) days before the regular or special meeting at which the proposed amendments are to be considered. Two-thirds vote of the members present in a quorum is required to adopt any amendment.

Section 2: These bylaws shall be in full force and effect upon their adoption by the Commission at a regular meeting.

Draft for Review

Springfield Public Schools



November 14, 2012

Superintendent
Dr. Walter Milton, Jr.

Board Members
Lisa Funderburg
Judith Ann Johnson
William Looby
Scott McFarland
Candace Mueller
Nick Stoutamyer
Susan White

Board Secretary
Julie Hammers

Mr. Norm Sims
Executive Director
Springfield Sangamon County Regional Planning Commission
Sangamon County Complex
200 South 9th Street, Room 212
Springfield, IL 62701

Dear Mr. Sims,

At its regularly scheduled meeting of November 5, 2012, the Board of Education discussed your letter dated October 22, 2012 concerning a proposed change to the SSCRPC Bylaws. During that discussion, no member of the Board objected to the proposed change outlined in your letter. However, the Board did respectfully request that the SSCRPC continue to keep the lines of communication open to ensure the District is informed of any issues that could potentially affect our schools.

On behalf of the Board, I would like to thank you for your leadership in keeping the inter-governmental relationship between the District and the SSCRPC strong throughout the years. We know that the Regional Office of Education will represent us well with the Commission and are appreciative of your consideration of how this change may impact the District.

Sincerely,

Susan S. White

Susan S. White
Board President



Working Together to Achieve Outstanding Results

Administrative Center • 1900 West Monroe Street • Springfield, Illinois 62704-1599
217/525-3000 • FAX 217/525-3005 • TDD 217/525-3023 • www.springfield.k12.il.us

**Special Notice to the
SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING
COMMISSION
Concerning Amendment of the Bylaws**

As approved by the SSCRPC Executive Policy Board, **amendments to the Commission's Bylaws will be considered at the Commission's November 21, 2012, meeting.** These amendments are noted on the following pages. New language is provided in bold italics and underlined, while language to be stricken is shown by a strike-through.

As per the Commission's Bylaws [Article IX, Section 1], proposed amendments shall be presented in writing to each member of the Commission at least ten (10) days before the regular or special meeting at which the proposed amendments are to be considered, and a two-thirds vote of the members present in a quorum is required to adopt any amendment.

Purpose of the Amendments

Currently specific responsibilities involving the Commission's Land Subdivision Committee are spelled out in both City of Springfield and Sangamon County land subdivision ordinances. However, this committee is not established as a standing committee in the Commission's Bylaws and the Bylaws do not currently include a provision for standing committees.

Since the current Bylaws place the establishment of all Commission committees and the appointment of their members solely in the hands of the Commission's Chairperson, this could conceivably allow a situation in which the Commission's Chair could render the City and County land subdivision ordinances inoperative by either not making appointments to the Land Subdivision Committee or dissolving it. Since this Commission committee is identified in ordinance, it seems prudent to formally recognize it in the Bylaws as a standing committee.

Changes Proposed

This being the case, the language proposed does the following:

- It creates a new Article IV [Committees], separating Standing Committees from other committees in Section 1 of this new Article.
- It allows for the creation of Standing Committees in Section 2 subject to the provisions for amendment of the Bylaws. This means that the Bylaws would have to be amended to create or eliminate a Standing Committee.
- It establishes the Land Subdivision Committee as a Standing Committee in Section 2. The language concerning the membership of this committee is basically taken from the existing County and City land subdivision ordinances.
- The section also establishes that this committee must be appointed no later than the third Wednesday of July or each year (which is the first meeting of the Commission's new program year), and allows for other jurisdictions to make use of the committee in the same way that the City of Springfield and Sangamon County currently do upon passage of an ordinance similar to the City's or the County's.
- It also creates a Section 3 as a place to hold the current language in the Bylaws related to the Springfield Area Transportation Study (SATS).

Other than these changes related to committees, the draft simply renumbers the Articles that follow due to the addition of the new Article V.

PROPOSED AMENDMENTS
BYLAWS
OF THE
SPRINGFIELD-SANGAMON COUNTY
REGIONAL PLANNING COMMISSION

These bylaws were adopted by a majority vote of the Springfield-Sangamon County Regional Planning Commission on January 20, 1988 in accordance with the Illinois Regional Planning Enabling Act, Sections 3001 through 3007, Chapter 34, Illinois Revised Statutes, June 25, 1929, as amended, and Resolution No. 3-1, passed by the Sangamon County Board on October 6, 1987.

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PURPOSE

Section 1: As authorized in the resolution of the Sangamon County Board creating this Commission, the purpose and powers of the Regional Planning Commission shall be to formulate comprehensive plans for the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of said county as a region, and for public improvements and utilities therein, for the purpose of best promoting health, safety, morals, order, convenience, prosperity, efficiency, and economy in the process of development and for the general welfare of said region. These bylaws are intended to guide the Commission in the establishment of procedures and methods of operation required to formulate said comprehensive plans. All powers not specifically delegated in these bylaws shall reside in the Regional Planning Commission.

Section 2: Upon completion of such plans, they shall be presented to the County Board and/or other unit of government for adoption and approval. After the adoption and approval of such plans, it shall be the duty of the Commission to promote and encourage their implementation.

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Section 2: The Commission may establish such standing committees as it may designate within these Bylaws subject to the provisions of Article X, herein, and dissolve them in the same manner.

The Commission so establishes the Land Subdivision Committee, which shall fulfill the functions designated in the Codes of Ordinance of the City of Springfield and the County of Sangamon, as well as those of any other municipality that shall elect and so designate the use of this Committee by ordinance. The members and chair of this Committee shall be appointed by the Commission's Chair no later than the third Wednesday of July of each year subject to confirmation by the

Commission. Its voting members shall consist of representatives of the technical staffs of various units of local government, representatives of the technical staffs of the relevant special districts, and citizen members representing the interests of the community at large.

Section 3: The Springfield Area Transportation Study Policy and Technical Committees shall be established, and its function and composition may be determined by a letter of agreement.

ARTICLE IV- V **MEETINGS**

Section 1: Regular meetings of the Commission shall be held on the third Wednesday of every month at 9:30 A.M. unless such day shall be a recognized holiday.

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Section 4: All meetings of the Commission shall be held in such a place designated by the Chairman and shall be open to the public except as provided by law. An annual schedule of the location of the Commission meetings will be posted in the Commission office.

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Section 7: Parliamentary Procedure. Except where these rules and regulations otherwise provide, Robert's Rules of Order, as revised shall govern.

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ARTICLE VI VII
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ARTICLE VII VIII
STAFF

Section 1: The Executive Director shall be a qualified person, appointed for an indefinite term of office by the majority vote of the Executive Policy Board with the concurrence of the Sangamon County Board. He shall be in charge of and responsible for all professional and administrative work of the Commission. With the assistance and advice of the appropriate committees, he shall prepare the budget, prepare reports and publications and direct the work of the staff. He may be authorized to execute official documents, contracts, and other legal instruments of the Commission. He shall be authorized to speak and testify for the Commission on all policies and recommendations approved by the Commission. The Executive Director shall serve at the pleasure of the Commission and the Sangamon County Board and may be removed from office by the majority of the vote of the Executive Policy Board with the concurrence of the Sangamon County Board.

Section 2: Staff personnel shall be appointed by the Executive Director in accordance with the approved budget. The Executive Director and staff members shall be subject to the personnel policies established by the Sangamon County Board.

ARTICLE VIII IX
LEGAL COUNSEL

The Sangamon County State's Attorney shall be the legal counsel for the Planning Commission.

ARTICLE ~~X~~ X
AMENDMENTS

Section 1: Proposed amendments to these bylaws shall be presented in writing to each member of the Commission at least ten (10) days before the regular or special meeting at which the proposed amendments are to be considered. Two-thirds vote of the members present in a quorum is required to adopt any amendment.

Section 2: These bylaws shall be in full force and effect upon their adoption by the Commission at a regular meeting.