

# KANKAKEE AREA TRANSPORTATION STUDY METROPOLITAN PLANNING ORGANIZATION

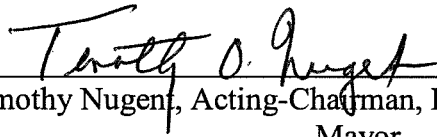
## KANKAKEE AREA TRANSPORTATION STUDY POLICY COMMITTEE

### RESOLUTION 2017-12

#### AMENDMENT TO THE FY 2018 UNIFIED WORK PROGRAM

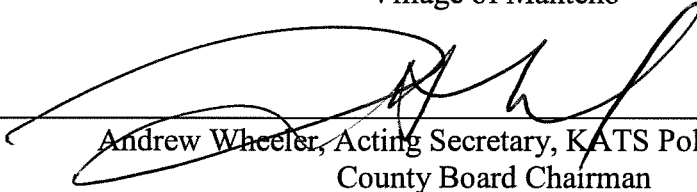
- WHEREAS** the Federal Highway Act of 1962, as amended, and the Urban Mass Transportation Act of 1964, as amended, provides for an urban transportation planning process; and
- WHEREAS** the Kankakee Area Transportation Study (KATS) is the Metropolitan Planning Organization (MPO) for the Kankakee Urbanized Area, and the Policy Committee has the specific responsibility to direct and administer the continuing urban transportation planning process; and
- WHEREAS** the Unified Work Program (UWP) for the Kankakee Area Transportation Study for FY 2018 was developed in accordance with the State and Federal laws and established local procedures and adopted by the Kankakee Area Transportation Study Policy Committee on May 10, 2017; and
- WHEREAS** the funding amounts for work elements have been revised (as detailed in the attached memo) for the Transportation Planning Work Program. These revisions require an amendment to the **FY 2018 Unified Work Program**; and
- WHEREAS** the Kankakee Area Transportation Study Technical Advisory Committee has reviewed the proposed amendment to the **FY 2018 Unified Work Program**, and recommends approval; **NOW, THEREFORE BE IT**
- RESOLVED** that the Kankakee Area Transportation Study Policy Committee adopts the changes proposed in the attached amendment to the **FY 2018 Unified Work Program**; **AND BE IT FURTHER**
- RESOLVED** that the Kankakee Area Transportation Study staff is instructed to transmit this amendment to the appropriate State and Federal agencies.

Dated this twenty-eighth of June, 2017.



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Timothy Nugent, Acting-Chairman, KATS Policy Committee  
Mayor  
Village of Manteno



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Andrew Wheeler, Acting Secretary, KATS Policy Committee  
County Board Chairman  
Kankakee County



# *County of Kankakee*

## *Planning Department*

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June 9, 2017

Memo to: KATS MPO Technical Advisory Committee and Policy Committee

From: Geoff Olson

Subject: KATS MPO FY 2018 Unified Work Program Amendment #1

The current FY 2018 Unified Work Program includes an indirect cost rate of approximately 15 percent. Due to the process of negotiating an indirect cost rate, the Kankakee Area Transportation Study MPO will be opting to select the de-minimus indirect cost rate of 10 percent. The difference in programmed amounts in the indirect cost category will be shifted to non-personnel. The overall change is revenue neutral. Another minor change to the planning priorities section, is to begin the implementation of recommendations from the FHWA Review. Please see the attached pages for further details on the indirect cost and non-personnel changes. Please contact me if you have any questions about the amendment. Thank you.

Enclosed

## WORK ELEMENT – INDIRECT OVERHEAD COSTS (ID)

This work element contains all of the indirect overhead costs incurred during the performance of the work identified in this document. It includes: administrative salaries, fringe benefits, facility use and maintenance, and audit and accounting reports. Changes in requirements pertaining to indirect overhead costs have established a necessary breakdown between staff salaries, fringe benefits, and indirect overhead costs.

There are no finished products for this work element, as it is the support element for all the other work elements in the Unified Work Program.

### FRINGE BENEFITS

Job Title	PL Funding	5305 Funding	Local Funding	Total Funding
Executive Director	\$4,166	\$845	\$1,253	\$6,264
Transportation Program Manager	\$16,772	\$3,403	\$5,044	\$25,219
Transportation Planner	\$13,198	\$2,678	\$3,969	\$19,844
Transportation Technical Assistant	\$9,904	\$2,010	\$2,979	\$14,893
GIS Technician	\$2,013	\$408	\$605	\$3,027
Office Manager	\$3,111	\$631	\$936	\$4,679
Clerical	\$1,637	\$332	\$492	\$2,461
Total	\$50,902	\$10,308	\$15,277	\$76,387

### INDIRECT OVERHEAD COSTS (ID)

Job Title	PL Funding	5303 Funding	Local Funding	Total Funding
Executive Director	\$1,267	\$257	\$381	\$1,905
Transportation Program Manager	\$5,100	\$1,035	\$1,534	\$7,669
Transportation Planner	\$4,013	\$814	\$1,207	\$6,034
Transportation Technical Assistant	\$3,012	\$611	\$906	\$4,529
GIS Technician	\$612	\$124	\$184	\$920
Office Manager	\$946	\$192	\$285	\$1,423
Clerical	\$498	\$101	\$150	\$748
Non-Personnel	\$3,013	\$611	\$906	\$4,530
Total	\$18,461	\$3,746	\$5,552	\$27,758

## **NON-PERSONNEL ITEMS**

All of the following items will be compiled into a work element titled "Non-Personnel Expenses". The total budget (federal plus local) for the Non-Personnel Expenses area is proposed at \$45,300.

### **Computer Equipment/Supplies**

Each year the computer and printing equipment of the MPO are upgraded to be able to produce the work products envisioned in the Unified Work Program. The mapping ability of the MPO has been upgraded to a significant degree in the past, as have the work stations for each of the individuals involved in the transportation planning process. Presentation materials are also included in this line item.

### **Travel Expenses**

Each year the transportation staff attends a number of conferences and meetings, and the travel related costs of these travel expenses are paid from this line item. There are other travel expenses involved in field work each year, as well. Membership dues are also included in this line item.

### **Website Development**

On occasion, special efforts are made to improve the Planning Department and MPO website. When these efforts are made, charges are made against this line item.

### **Public Notice, Court Reporter, Subscription and Printing Charges**

All meetings of the Kankakee Area Transportation Study are advertised through Public Notice in the local daily newspaper of greatest circulation. Some other events, such as Public Hearings, are also provided legal Public Notice. All Public Hearings are subject to Court Reporter transcription. Subscriptions to magazines are included in this line item, as are printing charges.

### **Mailing**

Mailing charges for the numerous materials that are sent out of the office in relation to the MPO activities are charged to this line item.

### **Special Transportation Grant**

At the direction of the MPO Policy Committee, communities of less than 1,000 persons who are member agencies of the MPO can apply for funding to compensate professional staff contracted to attend the Technical Advisory and Policy Committee meetings. An hourly rate for billing has been contracted, and the local agencies are required to submit billings to the MPO.

### **Professional Services**

Professional services provided by outside agencies or consultants to enhance and complement the Planning Process for the KATS MPO.