



**CHAMPAIGN COUNTY BOARD  
HIGHWAY COMMITTEE AGENDA**

**County of Champaign, Urbana, Illinois**

Friday, March 8, 2019 – 9:00 a.m.

Highway Building Conference Room  
1605 E Main St., Urbana

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**Committee Members:**

Lorraine Cowart – Chair

Brad Clemmons – Vice-Chair

John Clifford

Jim McGuire

Giraldo Rosales

Chris Stohr

Pranjal Vachaspati

Addendum

X. Other Business

- A. Semi Annual Review of Closed Session Minutes
- B. Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement
- C. Public Transportation Applicant Ordinance
- D. Acceptance of Special Warranty
- E. Exhibit B (Information Only)

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CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

## Memorandum

**To:** Members of the Highway and Transportation Subcommittee of the Champaign County Board  
**From:** Rita Morocoima-Black, CCRPC/CUUATS Planning and Community Development Director  
Kristen Gisondi, CCRPC/Program Compliance Oversight Monitor for Champaign County Rural Public Transportation  
**Date:** March 1, 2019  
**Re:** FY2020 Section 5311 Rural Public Transportation and Downstate Operating Assistance Program (DOAP) Applications for Champaign County Area Rural Transit System (C-CARTS)

**Requested Action:** Approve the Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement, Public Transportation Applicant Ordinance, and Acceptance of Special Warranty as part of the Federal and State grant applications for Fiscal Year 2020 continued operation of Champaign County Area Rural Transit System (CCARTS).

**Background:** To continue to receive rural public transportation operating funding, Champaign County is required to submit grant applications annually for FTA section 5311 (Rural Public Transportation) and IL Downstate Operating Assistance Program (DOAP). These grants are awarded based on the Illinois Department of Transportation's (IDOT) Fiscal Year (July 1, 2019 - June 30, 2020). The separate applications were prepared by RPC staff with input from Champaign-Urbana Mass Transit District staff and will be submitted online.

### FY20 SECTION 5311 AND DOAP GRANT APPLICATION BUDGET

Allocated federal funding for FY2020 is \$153,871, while the awarded DOAP funding is \$1,023,300. Total available funding is \$1,177,171; however, the amount of DOAP funding that Champaign County and its operator can obtain will depend on their ability to source local match funding. In order to be realistic, the FY2020 budget is based on actual expenditures, and the amount of DOAP requested is \$655,995. This means the total federal and state request for FY2019 is \$809,866.

### BUDGET VARIANCES

Each year a budget variances letter is submitted to IDOT explaining the reason for budget line item variances of 10% or greater. Below is a detailed summary of the budget variances from FY2019 to FY2020.

Dispatcher Salaries and Wages (+33%): C-CARTS will be adding one part-time dispatcher to their staff.

Fringe Benefits (+12%): The fringe benefits will increase in accordance with the anticipated part-time dispatcher joining the C-CARTS staff.

Advertising/Promotion Media (+29%): The advertising budget will increase due to a stronger effort by RPC and MTD staff to promote the rural transit service.



Champaign County Urbanized Area Transportation Study  
A program of the Champaign County RPC

1776 E Washington St. Urbana, IL 61802  
P 217 328 3313 F 217 328 2426  
TTY 217 384 3862 CCRPC.ORG

people.possibilities.

**RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF  
SECTION 5311 GRANT AGREEMENT**

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 *et seq.* to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF CHAMPAIGN COUNTY:

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2020 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of Champaign County.

Section 2. That while participating in said operating assistance program, Champaign County will provide all required local matching funds.

Section 3. That the County Executive of the Champaign County Champaign County Board is hereby authorized and directed to execute and file on behalf of Champaign County such application.

Section 4. That the County Executive of the Champaign County Champaign County Board is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the County Executive of the Champaign County Champaign County Board is hereby authorized and directed to execute and file on behalf of Champaign County a Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2020.

Section 6. That the County Executive of the Champaign County Champaign County Board is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2020.

PRESENTED and ADOPTED this 21st day of March 2019.

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Attest)

\_\_\_\_\_  
County Executive

(Title)

\_\_\_\_\_  
(Date)

# Public Transportation Applicant Ordinance

ORDINANCE NUMBER: \_\_\_\_\_

AN ORDINANCE TO PROVIDE PUBLIC TRANSPORTATION  
IN CHAMPAIGN COUNTY, ILLINOIS

WHEREAS, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, Champaign County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq., authorizes a county to provide for public transportation within the (county or counties) limits:

NOW, THEREFORE, BE IT ORDAINED by the County Executive and Champaign County that:

Section 1. Champaign County shall hereby provide public transportation within the county or counties limits.

Section 2. The clerk/secretary to the governing board of Champaign County shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the County Executive of the Champaign County Champaign County Board is hereby authorized and directed to execute and file on behalf of Champaign County a Grant Application to the Illinois Department of Transportation.

Section 5. That the County Executive of the Champaign County Champaign County Board is hereby authorized and directed to execute and file on behalf of Champaign County all required Grant Agreements with the Illinois Department of Transportation.

PASSED by the County Executive and the Champaign County Board on the 21st of March 2019, and deposited and filed in the office of the clerk/secretary on that date.

Elected Board Members: \_\_\_\_\_

Members Present at Vote: \_\_\_\_\_

Members Voting "Aye": \_\_\_\_\_ Members Voting "Nay": \_\_\_\_\_ Members Abstaining: \_\_\_\_\_

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Signature of County Executive

## Acceptance of the Special Warranty

WHEREAS, Section 5311 of the Federal Transit Act of 1964, as amended, makes funds available to help offset certain operating deficits of a system providing public transit service in non-urbanized areas; and

WHEREAS, 49 U.S.C. § 5333(b) requires that fair and equitable arrangements must be made to protect the interests of employees affected by such assistance as a condition of receipt of funds under Section 5311; and

WHEREAS a simplified process for assuring employee protections that accommodates the needs of participants in the Section 5311 program has been agreed upon by the U.S. Department of Labor and the U.S. Department of Transportation by allowing execution of a Special Section 5333(b) Warranty for Section 5311 projects (Special Warranty), which the Secretary of Labor certified on May 31, 1979;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF CHAMPAIGN COUNTY:

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 of the Federal Transit Act of 1964, as amended.

Section 2. As a condition of the receipt of Section 5311 funds, Champaign County hereby agrees in writing to the terms and conditions of the Special Warranty (attached) regarding fair and equitable arrangements to protect the interests of employees affected by such assistance.

PASSED by the Champaign County Board on the 21st day of March 2019.

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Signature of Authorized Official

Darlene Kloeppel

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Authorized Official's Name Typed

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Date

**STATE OF ILLINOIS  
DEPARTMENT OF TRANSPORTATION**

**Exhibit B  
REVENUES AND EXPENSES**

Item	Description	Agency Total (All Transit)	Total Budgeted	Program Income (Proposed)	Local Match (Proposed)
401.01	Full Adult Fare		\$40,000.00	\$40,000.00	
401.02	Senior Citizen Fare		\$14,000.00	\$14,000.00	
401.03	Student Fares				
401.04	Child Fares				
401.05	Disabled Fare				
401.06	Parking Lot Fares				
401.99	Other Rider Fares				
402.00	Special Transit Fares				
404.00	Freight Tariff				
405.00	Charter Service Revenue				
406.00	Auxiliary Revenue				
407.01	Sales of Maintenance Services				
407.02	Rental of Revenue Vehicles				
407.03	Rental of Buildings & Property				
407.99	Other Non-Transportation Revenue				
408.00	Taxes Levied by Transit System				
409.00	Local Cash Grants		\$34,264.00		\$34,264.00
410.01	Local Disabled Fare Assistance				
410.02	Local Senior Fare Assistance				
410.03	Local Student Fare Assistance				
410.99	Other Local Special Fare Assistance		\$111,100.00		\$111,100.00
411.00	State Cash Grants	\$655,995.00	\$655,995.00		\$655,995.00
412.00	State Special Fare Assistance				
413.00	Federal Cash Grants	\$153,871.00	\$153,871.00		\$153,871.00
413.99	Other Federal Financial Assistance				
414.00	Interest Income				
430.01	Contributed Services - Allowable				
430.03	Contributed Services - Non-Allowable				
430.04	Contra Account for 430.03				
431.00	Contributed Cash				
440.00	Subsidy From Other Sources				
	<b>TOTAL REVENUE</b>	<b>\$809,866.00</b>	<b>\$1,009,230.00</b>	<b>\$54,000.00</b>	<b>\$801,359.00</b>

Item	Description	Administration Expenses (Proposed)	Operations Expense (Proposed)	Total Budgeted (Administration + Operations)	Total Transportation Budget
<b>501 - Labor</b>					
501.01	Operator's Salaries & Wages		\$330,931.00	\$330,931.00	
501.02	Training Salaries & Wages	\$5,000.00	\$9,000.00	\$14,000.00	
501.03	Dispatcher's Salaries & Wages		\$89,045.00	\$89,045.00	
501.04	Administrative Salaries & Wages	\$54,660.00		\$54,660.00	
501.99	Other Salaries & Wages				
	<b>Subtotal - 501</b>	<b>\$59,660.00</b>	<b>\$428,976.00</b>	<b>\$488,636.00</b>	
<b>502 - Fringe Benefits</b>					
502.01	FICA	\$4,182.00	\$32,129.00	\$36,311.00	
502.02	Pensions & Long-Term Disability	\$5,865.00	\$45,064.00	\$50,929.00	
502.03	Health Insurance	\$18,750.00	\$60,000.00	\$78,750.00	
502.04	Dental Plans				
502.05	Life Insurance				
502.06	Short-Term Disability				
502.07	Unemployment Insurance	\$643.00	\$4,935.00	\$5,578.00	
502.08	Worker's Compensation	\$115.00	\$20,010.00	\$20,125.00	
502.09	Sick Leave				
502.10	Holiday				
502.11	Vacation				
502.12	Other Paid Absences		\$30,021.00	\$30,021.00	
502.13	Uniform Allowance		\$1,600.00	\$1,600.00	
502.99	Other Fringe Benefits				
	<b>Subtotal - 502</b>	<b>\$29,555.00</b>	<b>\$193,759.00</b>	<b>\$223,314.00</b>	
<b>503 - Professional Services</b>					
503.01	Management Services				
503.02	Advertising Services				
503.03	Professional & Technical Services	\$21,345.00	\$9,000.00	\$30,345.00	
503.04	Temporary Services				
503.05	Contract Maintenance		\$4,800.00	\$4,800.00	
503.06	Custodial Services				
503.07	Security Services				
503.99	Other Services				
	<b>Subtotal - 503</b>	<b>\$21,345.00</b>	<b>\$13,800.00</b>	<b>\$35,145.00</b>	
<b>504 - Materials &amp; Supplies</b>					
504.01	Fuels & Lubricants Consumed		\$100,000.00	\$100,000.00	
504.02	Tires & Tubes Consumed		\$17,000.00	\$17,000.00	
503.03	Inventory Purchases		\$2,000.00	\$2,000.00	

Item	Description	Administration Expenses (Proposed)	Operations Expense (Proposed)	Total Budgeted (Administration + Operations)	Total Transportation Budget
504.99	Other Materials & Supplies		\$70,000.00	\$70,000.00	
	<b>Subtotal - 504</b>		\$189,000.00	\$189,000.00	
<b>505 - Utilities</b>					
505.02	Telephone		\$4,322.00	\$4,322.00	
505.99	Other, i.e., Natural Gas, Electric				
	<b>Subtotal - 505</b>		\$4,322.00	\$4,322.00	
<b>506 - Casualty &amp; Liability</b>					
506.01	Physical Damage Insurance		\$24,500.00	\$24,500.00	
506.03	Liability & Property Insurance				
506.04	Uninsured Settlements		\$8,000.00	\$8,000.00	
506.05	Provisions for Uninsured Settlements				
506.06	Recoveries of Settlements				
506.08	Other Corporate Insurance				
506.99	Other Insurance				
	<b>Subtotal - 506</b>		\$32,500.00	\$32,500.00	
<b>507 - Taxes</b>					
507.00	Taxes				
	<b>Subtotal - 507</b>				
<b>508 - Purchased Transportation</b>					
508.00	Purchased Transportation				
	<b>Subtotal - 508</b>				
<b>509 - Miscellaneous Expenses</b>					
509.01	Dues & Subscriptions				
509.02	Travel & Meetings		\$2,000.00	\$2,000.00	
509.03	Bridge, Tunnel & Highway Tolls				
509.04	Entertainment Expenses				
509.05	Charitable Donations				
509.06	Fines & Penalties				
509.07	Bad Debt Expense				
509.08	Advertising/Promotion Media		\$7,000.00	\$7,000.00	
509.99	Other Miscellaneous Expenses		\$3,300.00	\$3,300.00	
	<b>Subtotal - 509</b>		\$12,300.00	\$12,300.00	
<b>511 - Interest Expense</b>					
511.01	Long-Term Debt Obligation				
511.02	Short-Term Debt Obligation				
	<b>Subtotal - 511</b>				
<b>512 - Leases &amp; Rentals</b>					

Item	Description	Administration Expenses (Proposed)	Operations Expense (Proposed)	Total Budgeted (Administration + Operations)	Total Transportation Budget
512.01	Transit Way Structures				
512.02	Passenger Stations				
512.03	Passenger Parking Facilities				
512.04	Passenger Revenue Vehicles				
512.05	Service Vehicles				
512.06	Operating Yards & Stations		\$24,013.00	\$24,013.00	
512.07	Maintenance Facilities				
512.10	Data Processing Facilities				
512.11	Revenue Collection Facilities				
512.12	Other Administrative Facilities				
	<b>Subtotal - 512</b>		\$24,013.00	\$24,013.00	
<b>513 - Depreciation &amp; Amortization</b>					
513.00	Depreciation & Amortization				
	<b>Subtotal - 513</b>				
<b>530 - Contributed Services</b>					
530.00	Contributed Services				
	<b>Subtotal - 530</b>				
<b>550 - Ineligible Expenses</b>					
550.00	Ineligible Expenses				
	<b>Subtotal - 550</b>				
	<b>DIRECT EXPENSE TOTAL</b>	\$110,560.00	\$898,670.00	\$1,009,230.00	
		Approved Indirect Cost Rate		Base	Amount
	Approved ICR (from GATA Form):				
		Allocation of Indirect Costs to Operations/Administration			
	<b>INDIRECT COSTS</b>				
<b>TOTAL ALLOWABLE EXPENSES 501-530 &amp; ICR</b>		\$110,560.00	\$898,670.00	\$1,009,230.00	