CITY OF PEORIA – TRANSPORTATION COMMISSION

REGULAR BUSINESS MEETING

AGENDA

TUESDAY, JANUARY 16, 2018

3:00 P.M.

COMMISSION MEETING – TO BE HELD AT CITY OF PEORIA DRIES LANE FACILITY CONFERENCE ROOM #113, 3505 N. DRIES LANE, PEORIA, ILLINOIS 61604. (309) 494-8800.

CITY OF PEORIA – TRANSPORTATION COMMISSION

AGENDAS AND MINUTES

ISSUED BY:

JOE HUDSON, CHAIRMAN

VIA TRAFFIC ENGINEER NICK STOFFER

PUBLIC WORKS DEPARTMENT

3505 N. DRIES LANE, PEORIA IL 61604

(309) 494-8800

INTERNET ADDRESS: www.peoriagov.org

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* CITIZENS WISHING TO ADDRESS AN ITEM NOT ON THE AGENDA SHOULD CONTACT A COMMISSION MEMBER PRIOR TO THE MEETING. ALL OTHER PUBLIC INPUT WILL BE HEARD UNDER PUBLIC COMMENT NEAR THE END OF THE COMMITTEE MEETING.

NOTE: THE ORDER IN WHICH AGENDA ITEMS ARE CONSIDERED MAY BE MOVED FORWARD OR DELAYED BY AT LEAST 2/3 VOTE OF THE COMMISSION MEMBERS PRESENT.

THE CITY OF PEORIA – TRANSPORTATION COMMISSION MEETS IN REGULAR BUSINESS SESSIONS THE THIRD TUESDAY OF THE MONTH AT 3:00 PM AT 3505 N DRIES LANE CONFERENCE ROOM #113, PEORIA, ILLINOIS. (309) 494-8800.
NOTICES OF ANY SPECIAL MEETING ARE POSTED AT LEAST 48 HOURS PRIOR.

CITY OF PEORIA – TRANSPORTATION COMMISSION
DRIES LANE, CONFERENCE ROOM
3:00 PM

ROLL CALL

ANNOUNCEMENTS, ETC.

MINUTES – Regular Meeting of December 19, 2017

AGENDA ITEMS

ITEM NO. 1: DISCUSSION of the Open Meetings Act

ITEM NO. 2: DISCUSSION of Complete Streets Annual Report

ITEM NO. 3: DISCUSSION of Transportation Commission WORK ITEMS:
   A. Review of the Transportation Commission Work Items.

UNFINISHED BUSINESS

NEW BUSINESS

A. ENGINEERING PROJECTS UPDATE

B. 2017-2018 SNOW REMOVAL PROGRESS UPDATE

PUBLIC COMMENT

NEXT MEETING

TUESDAY, FEBRUARY 20, 2018

ADJOURNMENT
A Regular Meeting of the City of Peoria’s Transportation Commission convened at 3:01 p.m. on Tuesday, December 19, 2017, at the Lester D. Bergsten Operations & Maintenance Facility located at 3505 N. Dries Lane, Peoria, Illinois.

CALL TO ORDER

Call to Order showed the following Transportation Commission Members in attendance:

**Commissioners Present:** Chairman Joe Hudson, Commissioner George Ghareeb, Commissioner Nathaniel Herz, Commissioner Brandon Lott, Commissioner Patrick McNamara, Commissioner David Smesrud, and Commissioner Clint Gilbert - 7.

**Commissioners Absent:** Commissioner Bernie Goitein and Commissioner Joe Messmore - 2.

Others in attendance included Traffic Engineer Nicholas Stoffer, Public Works Administrative Specialist Michelle Mahoney, and Greater Peoria Mass Transit District Planning Administrator Joe Alexander.

ANNOUNCEMENTS, ETC.

Mr. Stoffer, while referring to two e-mails from the City’s Legal Department and Commissioner Goitein that were handed out at the beginning of the meeting, spoke about the Open Meetings Act. He added that City Clerk Beth Ball would likely be attending an upcoming meeting to discuss the Open Meetings Act.

Mr. Stoffer also announced that the ordinance for one-way streets around Franklin School was approved by City Council.

MINUTES

Commissioner Lott moved to approve the Minutes of the Regular Meeting of the Transportation Commission held on November 21, 2017, as printed; seconded by Commissioner Smesrud.

Approved by unanimous viva voce vote.

ITEM No. 1: DISCUSSION of Transportation Commission WORK ITEMS:

A. DISCUSSION and CONSIDERATION of a MOTION to APPROVE a TRAFFIC CALMING POLICY, Including Content and Schedule for Completion

Mr. Stoffer, while referring to the Traffic Calming Policy attachment, requested that the Commission provide comments on the changes highlighted. He added that he also had comments provided by Commissioner Goitein via e-mail that he would read into the record for the Commission to consider.

A brief discussion took place amongst the Commission about a flow chart that was added to the Traffic Calming Policy draft. Commissioner Herz commented that he would be in favor of removing it because it
could create the potential for inconsistencies. Commissioners Lott and Ghareeb both said they did not object to Commissioner Herz’s request.

Commissioner McNamara commented that he didn’t see speed limit reductions or signage requests as clear options in the policy. He added that he would like to see them as a clear option. Mr. Stoffer responded that they were in there but that they could be better highlighted.

Commission Herz questioned if residents were going to be asked to not only identify a problem but also be allowed to suggest a solution. Commissioner Ghareeb suggested that in the step-by-step process you could invite citizens to propose a solution but that it wasn’t necessary or required. Mr. Stoffer added that something like that could be added to the application.

At this time Mr. Stoffer read Commissioner Goitein’s e-mail in to the record.

A brief discussion then took place amongst the Commission about Commissioner Goitein’s request for transparency throughout the entire Traffic Calming process. Mr. Stoffer commented that transparency was shown in the petition by way of showing neighborhood concurrence.

Then Commission then discussed different ways to ensure every resident in an affected area had a chance to voice their approval or disapproval of a proposed Traffic Calming measure. It was pointed out that with a requirement of 51% neighborhood concurrence, there was a possibility that once a neighborhood reached the 51% quota that they would stop reaching out to the rest of the residences. The Commission agreed that requiring a neighborhood to reach out to every single residence could be unduly burdensome. However, Commissioner Herz pointed out that everyone should be given the opportunity to be heard. Mr. Stoffer then suggested sending out letters to give neighborhoods the opportunity to provide feedback.

The Commission then discussed the removal of Traffic Calming devices. The requirement as stated in the draft policy was that 90% of property owners of lots within the original petition area had to agree with the removal and that the removal process could not be started until the improvements had been in place for at least a one-year period. Commissioner McNamara commented that the one-year waiting period gave the solution time to fully implement.

At 3:30 p.m. Commissioner Lott left the meeting.

A brief discussion took place amongst the Commission about defining boundaries for requests. Commissioner Herz asked if the boundaries were tied in to a proposed solution. Mr. Stoffer responded that the criteria stated the boundaries had to equal a certain length. Commissioner McNamara commented that he didn’t want it to come to the point where restrictions were being placed on requests because the criteria was too strict.

Commissioner Herz commented that a Traffic Calming policy was about giving people an opportunity to identify problems that affected them. That doesn’t mean, he said, that the City wouldn’t be able to identify what they perceived as a problem when receiving a request. He said that the City should always be on the lookout to do something that would be in the best interest of the people and that the City should be proactive in finding solutions to existing problems.

A brief discussion then took place amongst the commission about alphabetizing Traffic Calming measures in the policy in addition to other general clerical changes suggested.

At that time the Commission discussed what the next steps would be in approving a policy with the requested changes and forwarding to City Council.

Commissioner Ghareeb moved to recommend the approval, with appropriate changes requested, of a TRAFFIC CALMING POLICY. [All Council Districts]; seconded by Commissioner McNamara.

Approved by unanimous viva voce vote.
UNFINISHED BUSINESS

There being no unfinished business to discuss, the Commission moved on to New Business.

NEW BUSINESS

At this time the Commission discussed upcoming meetings and what they might like to see on the agenda.

Commissioner McNamara suggested that the Commission work on the work items list and also the Code for Complete Streets.

Commissioner Herz requested that the Commission look for educational resources for the Commission to stay on top of best practices and principals regarding transportation issues. He suggested making an item on an upcoming agenda for educational materials.

A. ENGINEERING PROJECTS UPDATE:

Mr. Stoffer provided a brief update on current projects within the City of Peoria:

The Alta/Radnor Roundabout, he said, was now open to traffic and that temporary striping was done for the winter. Final pavement markings and landscape work would take place in the spring with possible road closures at that time.

He advised that Harvard Avenue was open.

The Northmoor Project, he said, was also open but would be closing again in the spring for continued work.

The MacArthur Bridge Project, he said, was going to experience road closures on various roads for Illinois American Water to install upgrades in preparation for the City’s work.

The University Street Project, he said, had recently held a public meeting that was attended by Commissioner McNamara. Commissioner McNamara advised that it laid out an initial draft of the roadway design. He added that the Project Engineer had requested public comment but that not much community feedback was received besides a concern for staging information. Mr. Stoffer thanked Commissioner McNamara for his comments.

PUBLIC COMMENT

Greater Peoria Mass Transit District Planning Administrator Joe Alexander advised the Commission that a public meeting was recently held with a large amount of public participation for a CityLink North Transfer Site.

A brief discussion took place amongst the Commission and Mr. Alexander about the existing site and what kind of facilities and accommodations they hoped to have at the site. Mr. Alexander commented that this transfer site would make it so not all buses would have to travel to the downtown area to do transfers – making it much easier on drivers and riders.

At 4:07 Commissioner Ghareeb left the meeting.

The Commission thanked Mr. Alexander for his comments.

Next Meeting
The next regularly scheduled Transportation Commission meeting will be held on **Tuesday, January 16, 2018 at 3:00 p.m.**

**Adjournment**

There being no further discussion, Commissioner Herz moved to adjourn the Regular Meeting of the Transportation Commission meeting; seconded by Commissioner Gilbert.

Approved by viva voce vote. The meeting adjourned at 4:12 p.m.

Chairman Joe Hudson  
Nick Stoffer, Traffic Engineer  
mjm
Illinois Open Meetings Act
Frequently Asked Questions for Public Bodies

The Illinois Open Meetings Act (OMA) is designed to ensure that the public has access to information about government and its decision-making process. As a public servant, you have a duty to ensure that Illinois residents can obtain information about their government.

In 2009, Attorney General Lisa Madigan worked with legislators and a diverse group of individuals and organizations to strengthen transparency laws in Illinois and hold government more accountable. On January 1, 2010, key changes to the Open Meetings Act took effect to provide Illinois residents with a more open and accountable government.

WHO'S WHO UNDER OMA

Public Access Counselor (PAC) – An attorney in the Attorney General’s Office who works to ensure compliance with OMA and the Illinois Freedom of Information Act (FOIA). The Public Access Counselor oversees the Public Access Bureau in the Attorney General’s Office, which includes several Assistant Attorneys General and professional support staff members working to respond to OMA and FOIA issues raised by the public and government officials. Working under the direction and supervision of the Attorney General, the PAC has the authority to determine whether a public body has violated the Open Meetings Act. The PAC also has the authority to review requests for documents under FOIA and determine whether those documents should have been disclosed. As part of this Public Access work, the Attorney General has subpoena power, may issue advisory opinions to guide public bodies, may issue binding opinions in OMA and FOIA disputes, and may sue to enforce binding opinions.

"Public Body" – The Open Meetings Act defines “public body” to include “all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof.”

Under OMA, "public body" also includes tourism boards and convention or civic center boards located in counties that are contiguous to the Mississippi River with populations of more than 250,000 but less than 300,000. OMA specifically provides that “public body” does not include a child death review team, the Illinois Child Death Review Teams Executive Council established under the Child Death Review Team Act, or an ethics commission acting under the State Officials and Employees Ethics Act.

"Meeting" – The Open Meetings Act defines a “meeting” to include “any gathering, whether in person or by video or audio conference, telephone call, electronic means (such
as, without limitation, electronic mail, electronic chat, and instant messaging), or other
means of contemporaneous interactive communication, of a majority of a quorum of the
members of a public body held for the purpose of discussing public business or, for a
5-member public body, a quorum of the members of a public body held for the purpose
of discussing public business. Accordingly, for a 5-member public body, 3 members of
the body constitute a quorum and the affirmative vote of 3 members is necessary to adopt
any motion, resolution, or ordinance, unless a greater number is otherwise required.”

GENERAL INFORMATION

What is the Open Meetings Act (OMA)?
The Open Meetings Act is a state law that requires that meetings of public bodies be open
to the public except in certain specific, limited situations (discussed in more detail below)
where the law authorizes the public body to close a meeting. OMA also provides that the
public must be given advance notice of the time, place and subject matter of the meetings
of public bodies.

What is the difference between the Freedom of Information Act (FOIA) and OMA?
FOIA applies when a member of the public is seeking access to public records. OMA is
intended to ensure that the actions of public bodies are conducted in the open, through
public meetings, and that the public is able to observe the deliberations behind those
actions.

What type of “public body” is covered by OMA?
The “public bodies” covered by OMA include all legislative, executive, administrative or
advisory bodies of:

• the State
• counties
• townships, cities, villages, or incorporated towns
• school districts
• all municipal corporations

“Public bodies” also includes all committees, subcommittees and subsidiary bodies of
public bodies. Examples of “public bodies” include everything from park district boards
to city councils to civic commissions. “Public bodies” includes, but is not limited to, any
entity that is supported in whole or in part by tax revenue or which expends tax revenue.

What information is the public body required to provide to the Public Access
Counselor?
Each public body must designate employees, officers and/or members to receive OMA
electronic training provided by the Public Access Counselor. The public body must
provide a list of these designated individuals to the Public Access Counselor.
TRAINING FOR EMPLOYEES, OFFICERS, AND MEMBERS

Who needs to complete the Public Access Counselor’s electronic OMA training?
Each public body must designate employees, officers or members to receive training on compliance with the Open Meetings Act. The Public Access Counselor must provide an electronic training program for these individuals to take. These individuals must complete the Public Access Counselor electronic training annually.

In addition, beginning January 1, 2012, all elected or appointed members of a public body subject to OMA must also complete the electronic training and file a copy of the certificate of completion with the public body once during their term of election or appointment as follows:

- Any person who is an elected or appointed member of a public body subject to the Act on January 1, 2012, must complete the electronic training between January 1, 2012, and January 1, 2013.
- Any person who becomes an elected or appointed member of a public body subject to the Act after January 1, 2012, must complete the electronic training no later than the 90th day after taking the oath of office or, if not required to take an oath of office, after otherwise assuming responsibilities as a member of the public body.

Elected or appointed members need not complete the electronic training on an annual basis thereafter unless they are also designated to receive training on compliance with the Open Meetings Act.

What does the public body need to do if it designates additional individuals to take the Public Access Counselor training?
At any time, a public body may designate new or additional employees, officers or members to receive training on compliance with OMA. If a public body designates new or additional individuals, those individuals must complete the training within 30 calendar days of their designation.

PUBLIC MEETING

How many members of the public body have to be present at a “meeting” before OMA requirements apply?
A “meeting” under OMA is a gathering of a majority of a quorum of the members of a public body for the purpose of discussing public business. For example, for a 7-member board with a quorum of 4, a majority of the quorum would be 3. Under OMA, 5-member bodies have a 3-member quorum and require the affirmative vote of 3 members to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required.
Before a public body takes a vote on an issue at a meeting, what must it do?
Any vote, or final action, must be preceded by a public recital of the nature of the matter being considered and any other information that will inform the public of the business being conducted.

If an item is not listed on the posted agenda for a regular meeting, is the public body prohibited from taking action on the item at that meeting?
Yes. OMA permits discussion during regular meetings of items not specifically set forth on the agenda. The Open Meetings Act, however, does not permit the taking of a vote on such a matter at that meeting.

Is a public body required to provide members of the public with a copy of its “board packet” at an open meeting?
No. At the time of an open meeting, a public body is not required to disseminate or provide the public with copies of its “board packet” or reference information. It is important to note, however, that the information contained within a “board packet” is subject to the Freedom of Information Act and a member of the public can request copies of that material through FOIA.

PUBLIC NOTICE OF A MEETING

What is public notice?
Giving public notice means providing the date, time and location of a meeting.

When and how does a notice of a regular meeting have to be provided by a public body?
At the beginning of each calendar or fiscal year, every public body must create and make available to the public the schedule for regular meetings that year, including the dates, times, and locations of the meetings. Notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting or, if no such office exists, at the building in which the meeting is to be held. If the public body has a website maintained by its own full-time staff, then notice of all meetings must also be posted on that website.

If the public body changes the regular meeting schedule (as opposed to a particular meeting), it must give 10 calendar days notice of the change by publicizing the change in the newspaper and by posting information concerning the schedule change at the principal office of the public body.

The public body must post an agenda (see below) for the particular meeting at the principal office of the public body, at the location of the meeting, and on the public body’s website (if it has a website maintained by its own full-time staff) at least 48 hours in advance of the meeting.
MEETING AGENDA

What is an agenda?
An agenda is a list of the items to be acted upon or discussed during a meeting.

Can the agenda be changed?
A public body cannot change the agenda less than 48 hours before the meeting.

Can the public body take action on items not on the agenda of regular meetings?
No. While the public body can discuss items that are not on the agenda of a regular meeting, the public body cannot take action or make any decision with regard to items or topics not on the agenda of a regular meeting. It is important to note that at a special or emergency meeting, unlike a regular meeting, a public body cannot even discuss items that did not appear on the agenda for the special or emergency meeting.

Is a public body required to allow a member of the public to speak at an open meeting?
The Open Meetings Act requires that public bodies give members of the public an opportunity to speak at a public meeting. Public bodies are authorized to adopt rules regarding the public comment portion of a meeting. Such rules may limit the time allotted for the public to speak.

TIME AND LOCATION OF A MEETING

When and where does an open public meeting need to be held?
A public body must hold a meeting at a specific time and place that is convenient and open to the public. A public body cannot hold a meeting on a public holiday, unless the regularly scheduled meeting falls on that holiday.

RECORDING OF A MEETING

May a member of the public record an open meeting?
Yes. Any member of the public can record the meeting by tape, film, or other means, subject to some reasonable restrictions.

Is the public body required to take minutes of its open meetings?
Yes. The minutes must include:
- the date, time and place of the meeting;
- a list of the members present and absent from the meeting, and whether they attended in person, by phone, or by video;
- a summary of the discussion of all matters proposed, deliberated, or decided; and
- a record of any votes taken.

It is important to note that subsidiary bodies of public bodies (such as committees and subcommittees) are also required to take minutes of meetings.
A public body must make minutes of the meeting available for public inspection and post them on the public body’s website (if it has one) within 7 calendar days after the minutes are approved by the public body. Typically, the minutes are approved at the next board meeting.

**EXCEPTIONS TO OPEN MEETINGS – CLOSED SESSIONS**

**When can a meeting be “closed”? Can a public body ever meet in private?**

Section 2(c) of the Open Meetings Act provides that a public body can close a meeting to the public only when the following topics are to be considered:

- the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body;
- collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees;
- discipline or removal of an occupant of a public office or appointment of an individual to fill a vacant public office;
- evidence or testimony received in a hearing, provided that the body is a quasi-adjudicative body and prepares and makes available for public inspection a written decision setting forth its determinative reasoning;
- the purchase or lease of real property by the public body;
- the setting of a price for sale or lease of property owned by the public body;
- the sale or purchase of securities, investments, or investment contracts;
- security procedures;
- student disciplinary cases;
- the placement of individual students in special education programs and other matters relating to individual students;
- pending or probable litigation against, affecting or on behalf of the public body;
- the establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act;
- conciliation of complaints of discrimination in the sale or rental of housing;
- ongoing, prior or future criminal investigations, when discussed by public bodies with criminal investigatory responsibilities;
- professional ethics or performance when discussed by an advisory body to a licensing or regulatory agency;
- discussions regarding self-evaluation, practices and procedures or professional ethics with representatives of statewide associations;
- the recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital or other health care center;
- deliberations for decisions of the Prisoner Review Board;
- review or discussion of applications received under the Experimental Organ Transplantation Procedures Act;
- classification and discussion of confidential matters of the State Government Suggestion Award Board;
- discussion of the minutes of a meeting that was lawfully closed under OMA;
- deliberations of the State Emergency Medical Services Disciplinary Review Board;
- the operation by a municipality of a municipal utility or power agency or natural gas agency regarding contracts relating to the purchase, sale or delivery of electricity or natural gas, or the results or conclusions of lead forecast studies;
- meetings of a residential health care facility resident sexual assault and death review team;
- discussions involving internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America; and
- correspondence and records that may not be disclosed under Section 11-9 of the Public Aid Code, 305 ILCS 5/1-1 et seq., or that pertain to appeals under Section 11-8 of the Public Aid Code.

A public body can close a meeting to the public only if its members are discussing a topic that is listed in section 2(c) of the Open Meetings Act.

**How can a public body “close” a public meeting?**
If a public body wants to hold a closed session, the public body must first meet in a properly noticed open meeting, then vote to close the meeting by a majority vote of a quorum present. The public body must cite the specific exemption in the Open Meetings Act that applies and allows the closure of the meeting.

**Who can attend a “closed” session?**
Only the members of the public body and others who are directly involved in the matter which is the basis for the closed meeting may attend the meeting. For example, witnesses giving testimony regarding a complaint against an employee may attend a meeting that is closed for purposes of discussing discipline of an employee.

**Can a public body take binding action in a closed session?**
No. A public body may not take any final action in a closed session.

**How must a public body record a closed meeting?**
A public body must make a verbatim record, by audio or video, of any closed session and take minutes of the meeting. Semi-annually, the public body must meet to review the minutes of any closed sessions that occurred and determine whether the minutes of those closed sessions need to remain confidential. If the public body determines that it is no longer necessary to have the minutes remain confidential, it must make the minutes available to the public.

**ATTENDING A MEETING BY PHONE OR VIDEO CONFERENCE**

**Can a member of a public body attend a meeting by telephone or video conference and not in person?**
A member of a public body may attend a meeting by telephone or video conference only in accordance with and to the extent allowed by the rules of the public body. 5 ILCS 120/7(c). If a quorum of the members of the public body is physically present, then a majority of the public body may allow a member to attend by video or telephone conference if the member is prevented from physically attending because of (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. If a member wants to attend the meeting by video or telephone conference, he or she must notify the recording secretary or clerk of the public body before the meeting, unless advance notice is impractical.

**IF A MEMBER OF THE PUBLIC BELIEVES THAT A PUBLIC BODY HAS VIOLATED THE OPEN MEETINGS ACT, HE OR SHE CAN TAKE ACTION. HERE IS WHAT YOU NEED TO KNOW.**

What can a member of the public do if he or she thinks the public body has violated OMA?

Within 60 calendar days from when the alleged violation occurred, a member of the public can file a Request for Review of the matter with the Public Access Counselor at the Office of the Attorney General, or can bring a civil action in circuit court against the public body. In addition, the State’s Attorney of the county in which the alleged violation occurred may bring a civil action in circuit court within 60 calendar days after the violation occurred or within 60 calendar days of the discovery of the violation by the State’s Attorney.

**What is a Request for Review?**

A Request for Review is a letter sent to the Public Access Counselor which lays out the basis for an alleged violation of OMA. The request must be made in writing, must be signed by the requester and must include a summary of the facts supporting the allegation.

**Is there a deadline for submitting a Request for Review?**

Yes. A person seeking review of an issue by the PAC must send the Request for Review to the PAC within 60 calendar days after the date of the alleged OMA violation.

**What happens if a member of the public submits a Request for Review to the PAC and what are the responsibilities of the public body?**

When the PAC receives a written Request for Review from the member of the public, the PAC has seven working days to determine whether further action is warranted. 5 ILCS 120.3.5(b).

If the Public Access Counselor reviews the Request for Review and determines that further action is warranted, she must forward a copy of the Request for Review to the public body within 7 working days of receiving the request. At that time, the PAC can specify records or other documents that the public body must furnish to facilitate the PAC’s review. The public body must provide the requested records within 7 working days of receiving the request from the PAC.
Within 7 working days of receiving the request from the PAC, the public body may, but is not required to, provide an answer to the allegations in the Request for Review. The answer may take the form of a letter, brief or memorandum.

The Public Access Counselor must forward a copy of the public body’s answer (with any confidential information redacted) to the member of the public who requested the review of the alleged OMA violation. The requester then may, but is not required to, respond in writing to the public body’s answer. If the requester decides to respond, he or she must do so within 7 working days of receiving the public body’s answer. The requester must send a copy of his or her response to the public body.

Once she has all of the necessary information to analyze the OMA issue and determine whether the public body violated the law, the PAC may:

- Decide that no further review is necessary and that the allegations are unfounded.
- Mediate and work to resolve the dispute. The PAC can decide to work informally to try to mediate the dispute between the member of the public and the public body.
- Issue an opinion resolving the matter. If the PAC decides to issue a binding opinion, she must issue the opinion within 60 days after receiving all the documents necessary to make a determination of the issues raised in the Request for Review. Under OMA, the PAC may extend this time by up to 21 business days by sending written notice to the requester and the public body and including an explanation of the reasons for the need for an extension of time.

What kind of information can the PAC request as she reviews the Request for Review?
The PAC can request any information necessary to decide whether an OMA violation has occurred. Under OMA, the PAC has the same authority as a court to request and review any audio or video tapes of a closed meeting.

What are the penalties that a public body may incur if it violates the Open Meetings Act?
Criminal Penalties: Under the law, a State’s Attorney may bring a criminal action for a violation of the Open Meetings Act. A violation of OMA is a Class C misdemeanor, which is punishable by up to 30 days in jail and a fine of up to $1,000.

Civil Penalties: In a civil lawsuit for a violation of OMA, a court may take a number of actions, including (1) ordering a public body to conduct an open meeting, (2) granting an injunction against future violations by the public body, (3) ordering the public body to make available to the public the minutes of a closed meeting, (4) declaring null and void any final action taken at a closed meeting in violation of OMA, or (5) awarding any other relief that the court deems appropriate. The court also may require the public body to pay the attorney’s fees and costs of the person who filed the civil lawsuit alleging the OMA violation.
Sec. 28-705. - Performance measures.

The city shall measure the success of this complete streets policy using, but not limited to, the following performance measures:

- Total miles and type of bike lanes added or improved.
- Linear feet of new and improved sidewalks.
- Number of new curb ramps installed along city streets.
- Crosswalks and/or curb bump outs added.
- Percentage of ADA transit stops accessible via sidewalks and curb ramps.
- Report of crashes, injuries and fatalities by mode before and after a complete street project.
- Number of right-of-way tree plantings.
- Annual surveys of citizen responses to complete streets.

Unless otherwise noted above, within 12 months of policy adoption, the city shall create individual benchmarks for each of the performance measures included, as a means of tracking and measuring the annual performance of the policy. Annual reports shall be posted on-line for each of the above measures.

(Ord. No. 17260, § 1, 9-8-15)
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## TRANSPORTATION COMMISSION WORK ITEMS

<table>
<thead>
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<th>Task</th>
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<tbody>
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**Transportation_Commission_work_items_120816_gannt_chart**

Updated 04/10/16; UPDATED 07/16/16; UPDATED 12/08/16
How do I learn about the latest status of snow plowing efforts? For the latest information on the status of snow plowing efforts, call Public Works at (309) 494-8850.

What should I do in an emergency? During a heavy snowfall when emergencies services are needed, Call 911.

For non-emergency non-medically related transportation, call the Police Department at (309) 494-8300.

Peoria Public Works
3505 N. Dries Lane
Peoria, IL 61604
(309) 494-8850
(309) 494-8800

Visit us on the web: www.peoriagov.org
All commercial property owners must remove snow within 24 hours after the snow stops falling, when accumulations are less than 6 inches; and within 36 hours after 6 or more inches of snow accumulates. If another snow event occurs, the clock will be reset to the end of the most recent snowfall.

Snow must be removed from the sidewalk to a minimum of 4 feet wide to accommodate wheelchairs, strollers, and adults with children in hand. Noncompliance could result in a civil penalty of $50.00 for sidewalks less than 200 linear feet in length, or $100.00 for sidewalks longer than 200 feet.

Who clears other property? The City is responsible for all municipal parking lots and City buildings lots. Property owners are also responsible for clearing commercial parking lots.

Do all streets get salted? All main thoroughfares and primary residential streets may be salted in response to snow or ice, but not applied on cul-de-sacs or residential streets.

What about parking restrictions? During winter storms, parked vehicles must be moved from marked snow routes. Violators will be ticketed and towed. Tickets average $50 and can be ticketed every 24 hours.

Which street are plowed first? The City has established a priority plowing system for our center lane miles so that main traffic routes, such as routed primary arterials, which are plowed first.

Lower traffic volume roadways, residential streets & cul-de-sacs will be plowed after the arterials (primary) streets are cleared. Residential streets routes are rotated from storm to storm, so that the same route is never plowed first.

Plowing cul-de-sacs: Peoria has 391 cul-de-sacs and 285 dead-end streets. It takes about 35 minutes to clear a cul-de-sac of snow which is 8 times longer than it takes to plow a street of the same size.

Who clears sidewalks & driveways? Both are the responsibility of residents and property owners. Shovel the snow into the yard, not the street. Avoid double shoveling by waiting until your street has been plowed. Clear snow around fire hydrants, meters and mailboxes.

Goals of Snow Removal
The primary goal is to maintain safe travel routes during the winter season as well as to restore mobility for the traveling public within a reasonable time frame following winter storm conditions.

Who is responsible for clearing snow-filled streets? The City of Peoria clears most streets within the City limits. There are, however, a number of roads within the City that are the responsibility of other local government agencies.

When does the City begin plowing? The City’s goal is to plow all of its roadways – primary as well as residential streets – of snow accumulation of more than two inches (2”) within an 18-hour period after the event has ended.

Does the City have a “bare pavement” policy? No, a “bare pavement” policy would increase costs and have a negative environmental impact.