



## DEPARTMENT OF PUBLIC WORKS

Good afternoon,

On behalf of the Transportation Commission Chair, Colin Coad, welcome to the Transportation Commission. The commission's purpose is to be "responsible for making recommendations to City Council on matters pertaining to traffic safety, roadway improvement, traffic education, and land use." We welcome your interest in assisting in making the City of Peoria a better place to live, work, and play.

The commission meets on the third Tuesday of every month at 3pm in the Main Conference Room of the Public Works Building, 3505 N Dries Ln, Peoria. The schedule of meetings can be found on the Boards and Commissions page of the City Website.

The attached documents outline your requirements as a Commission Member for the Transportation Commission. Please let me know if you have any questions or difficulties with completing the OMA training.

<https://www.illinoisattorneygeneral.gov/>

We would also encourage you to sign up for notifications that relate to transportation activities. You can do this by following the provided link to the "Notify Me" page on the City's website:

<https://il-peoria.civicplus.com/list.aspx?Mode=Subscribe#newsFlash>.

Please review the following City Ordinances that provide detailed information on the Commission's responsibilities and activities.

- The Transportation Commission's Ordinance outlines responsibilities, activities, performance metrics, etc.:
  - [https://library.municode.com/il/peoria/codes/code\\_of\\_ordinances?nodemd=CO\\_CH28\\_TRMOVE\\_ARTIADEN\\_DIV2CO](https://library.municode.com/il/peoria/codes/code_of_ordinances?nodemd=CO_CH28_TRMOVE_ARTIADEN_DIV2CO)
- The Complete Streets Ordinance that outlines that the "city shall develop ... a multimodal transportation system ...for all users, ... including pedestrians, bicyclists, users of mass transit, and people of all ages and abilities":
  - [https://library.municode.com/il/peoria/codes/code\\_of\\_ordinances?nodemd=CO\\_CH28\\_TRMOVE\\_ARTXIICOSTPO](https://library.municode.com/il/peoria/codes/code_of_ordinances?nodemd=CO_CH28_TRMOVE_ARTXIICOSTPO)

Again, welcome to the Transportation Commission, we look forward to your willingness to serve and your active participation.

Sincerely,

Colin Coad  
Transportation Commission Chair

3505 N Dries Lanes  
Peoria, IL 61602  
(309) 494-8800  
publicworks@peoriagov.org

### **Open Meetings Act Training Instructions:**

As a Committee Member, you are required to take the Open Meetings Act (OMA) training on an annual basis through the Illinois Attorney General's website at <https://foiapac.ilag.gov/>.

When you go to the website, in the upper right-hand corner you will have the option to "Register." Please register because it will save your progress as you're going through your training. If you do not register and you do not finish in one session, the system will restart your training from the beginning. Additionally, if you register, it will track your training history.

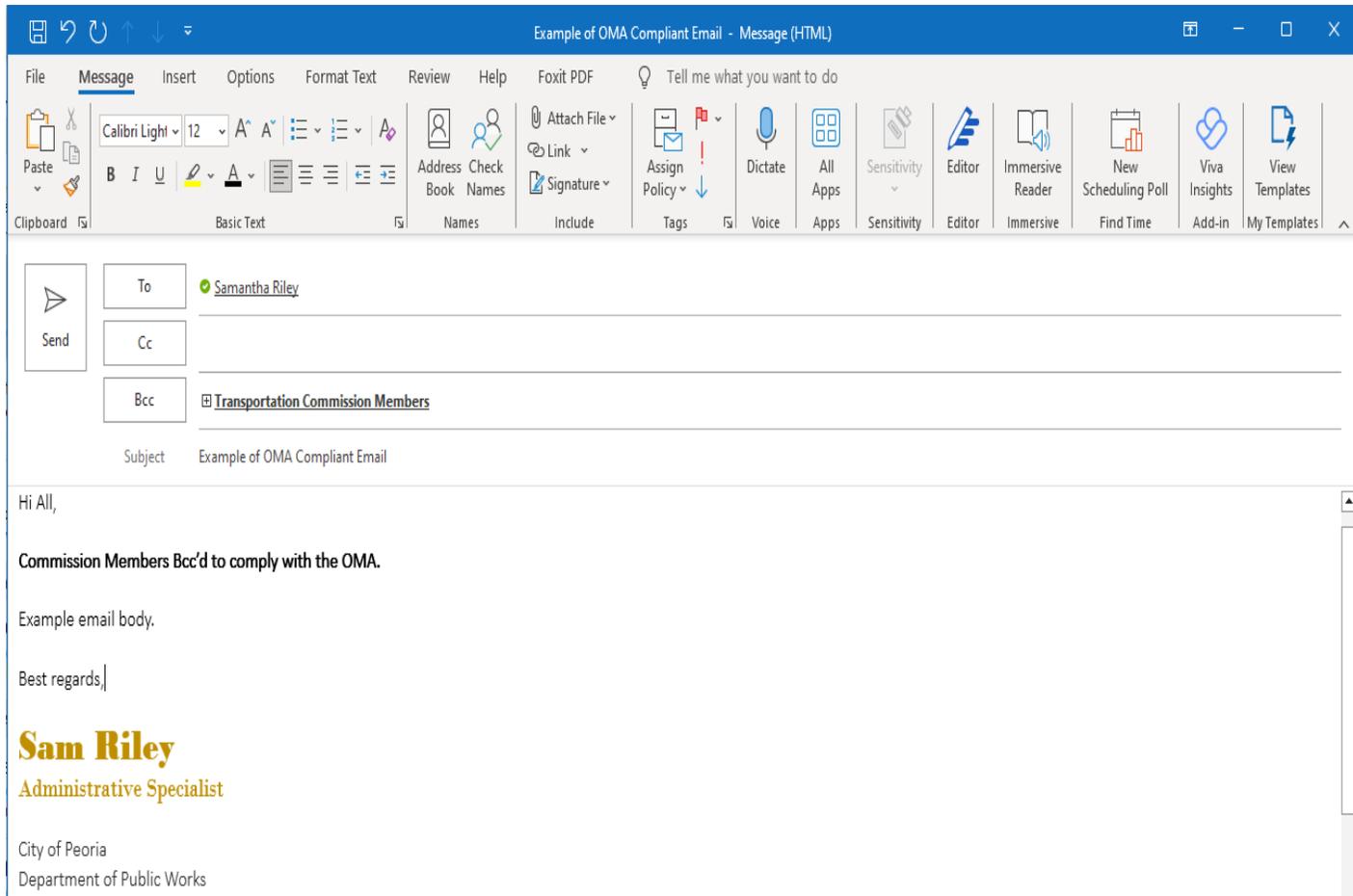
**Very Important: Once you have completed your OMA Training, please forward a copy of your certificate to your Committee Liasson, Erica Bearcomesout-Luckey. Please have your training done and your certificate sent within a month of this notice (May 24, 2024).**

## Sending Communications to Commissions/Committees via Email

**Note:** any outgoing email to commissions must be blind copied.

- Put your own address in the “to” line
- Put the Commission/Committee’s name in the bcc line
- **And you must put “Commission Members Bcc’d to comply with the OMA.” in the body of the email.**

**Example:**



The screenshot shows an Outlook email composition window titled "Example of OMA Compliant Email - Message (HTML)". The ribbon includes File, Message, Insert, Options, Format Text, Review, Help, and Foxit PDF. The "Message" tab is active, showing fields for To, Cc, Bcc, and Subject. The "To" field contains "Samantha Riley", the "Bcc" field contains "Transportation Commission Members", and the "Subject" field contains "Example of OMA Compliant Email". The email body contains the following text:

Hi All,

**Commission Members Bcc'd to comply with the OMA.**

Example email body.

Best regards,

**Sam Riley**  
Administrative Specialist

City of Peoria  
Department of Public Works