



# AGENDA

## Meeting of the Connect Transit Board of Trustees

January 26, 2016

4:30 P.M.

Board Room

Connect Transit Operations Facility  
351 Wylie Drive, Normal, IL 61761

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
  - 1. Approval of Minutes of Previous Strategic Plan Work Session of November 7, 2015, Regular Board Meeting of November 24, 2015, Executive Session Minutes of October 27, 2015 and Executive Session Minutes of November 7, 2015
  - 2. Disbursements for Month of November and December, 2015
  - 3. Financial Reports for Month of November and December, 2015
  - 4. Capital and Self Insurance Reserve Fund Balances for months of November and December, 2015
  - 5. FY 2016 Second Quarter Ridership Data and Trends
- E. Old Business
- F. New Business
  - 1. Universal Access Agreement with the Town of Normal.
  - 2. Prevailing Wage Ordinance
  - 3. Additions to Connect Transit's Title VI Program
  - 4. Americans with Disability Act (ADA) Eligibility Policy
  - 5. Recommendation for Farebox Vault Room Construction RFP 15-17
  - 6. Recommendation for Automatic Farebox Collection System RFP 15-12
- G. General Manager's Report
  - 1. Strategic Plan Update – January 2016
- H. Trustee's Comments
- I. Executive Session - ILCS 120/2(c)(1) – Personnel Matters  
ILCS 120/2(c) (11) –Litigation



J. Adjournment



November 2015

# Financial and Statistical Reports



## Connect Transit Cash Disbursement Report November 2015

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00035665	13-Nov-15	\$153.32	Payroll Deduction
A&H Company, Inc	00035637	06-Nov-15	\$50,000.00	Bus Stops Signs & Installation
Advocate Occupational Health	00035705	19-Nov-15	\$60.00	Drug Testing
Airgas USA, LLC	00035666	13-Nov-15	\$217.74	Welding Supplies
Airgas USA, LLC	00035706	19-Nov-15	\$123.18	Welding Supplies
AlphaCard	00035638	06-Nov-15	\$62.35	Office Supplies
Amalgamated Transit Union Local 752	00035667	13-Nov-15	\$8,059.35	Payroll Deduction
Amalgamated Transit Union Local 752	00035734	25-Nov-15	\$400.00	Payroll Deduction
American Solutions for Business	00035639	06-Nov-15	\$285.79	Office Supplies
Andrew Johnson	00035668	13-Nov-15	\$545.79	Travel & Meetings
Andrew Johnson	00035707	19-Nov-15	\$1,110.40	Travel & Meetings
Assurance Agency, Ltd.	00035669	13-Nov-15	\$24,280.00	Insurance
Barker Motor Co.	00035640	06-Nov-15	\$162.88	Bus Parts
Barker Motor Co.	00035670	13-Nov-15	\$1,472.62	Bus Parts
Barker Motor Co.	00035735	25-Nov-15	\$464.37	Outside Repair Serices
Bill's Key and Lock	00035736	25-Nov-15	\$94.08	Locks & Keys
BlueLine Rental	00035737	25-Nov-15	\$637.50	Machine Rental
Brinks US	00035738	25-Nov-15	\$525.80	Armored Services
Carrot-Top Industries, Inc.	00035708	19-Nov-15	\$144.03	Flags
Central Illinois Regional Broadband Netw	00035739	25-Nov-15	\$347.84	Internet
Central Illinois Trucks Inc.	00035671	13-Nov-15	\$1,138.18	Bus Parts
Central Illinois Trucks Inc.	00035709	19-Nov-15	\$1,075.40	Bus Parts
Central Illinois Trucks Inc.	00035740	25-Nov-15	\$34.59	Bus Parts
Chemsearch H2O Solutions	00035641	06-Nov-15	\$735.11	Water
Chris Wold	00035741	25-Nov-15	\$621.42	Employee Reimbursement
Clark Baird Smith, LLP	00035664	05-Nov-15	\$3,873.90	Legal Service
CliftonLarsonAllen LLP	00035642	06-Nov-15	\$6,400.00	Audit Services
Comcast Cable	00035742	25-Nov-15	\$407.85	Internet
Corn Belt Energy Corp.	00035743	25-Nov-15	\$4,389.61	Utilites
Cummins Crosspoint	00035672	13-Nov-15	\$4,260.28	Bus Parts
Cummins Crosspoint	00035744	25-Nov-15	\$386.89	Bus Parts
Dave Singletary	00035673	13-Nov-15	\$371.25	Uniform Reimbursement
Dennison Corporation	00035674	13-Nov-15	\$176.48	Outside Repair
Dish Network	00035745	25-Nov-15	\$130.00	Television Service
Don Owen Tire Service, Inc.	00035710	19-Nov-15	\$115.00	Bus Parts
Engraving Express	00035675	13-Nov-15	\$178.00	Printed Materials
Evergreen FS	00035676	13-Nov-15	\$13,480.88	Fuel
Evergreen FS	00035711	19-Nov-15	\$55,141.66	Fuel
Evergreen FS	00035746	25-Nov-15	\$20,618.36	Fuel
Fastenal Company	00035643	06-Nov-15	\$278.33	Bus Parts
Fastenal Company	00035677	13-Nov-15	\$1,142.94	Bus Parts
Fastenal Company	00035712	19-Nov-15	\$380.10	Bus Parts
Fastenal Company	00035747	25-Nov-15	\$207.22	Bus Parts
Fasteners Etc.	00035644	06-Nov-15	\$105.23	Bus Shelters, Benches, Signs
Fleet-Net Corporation	00035645	06-Nov-15	\$1,405.00	Software & Tech Support
Frontier	00035678	13-Nov-15	\$958.33	Telephone
Frontier	00035748	25-Nov-15	\$38.20	Telephone
FS Custom Turf	00035749	25-Nov-15	\$595.00	Building Maintenance



**Connect Transit  
Cash Disbursement Report  
November 2015**

Name	Check Number	Date	Amount	Description
G&K Services	00035646	06-Nov-15	\$249.55	Cleaning Uniforms & Rugs
G&K Services	00035679	13-Nov-15	\$249.55	Cleaning Uniforms & Rugs
G&K Services	00035713	19-Nov-15	\$258.97	Cleaning Uniforms & Rugs
G&K Services	00035750	25-Nov-15	\$258.97	Cleaning Uniforms & Rugs
Gabe Goldsmith	00035647	06-Nov-15	\$256.36	Employee Reimbursement
Gillig LLC	00035648	06-Nov-15	\$1,595.92	Bus Parts
Gillig LLC	00035680	13-Nov-15	\$3,433.28	Bus Parts
Gillig LLC	00035714	19-Nov-15	\$3,596.59	Bus Parts
Great Plains Media	00035715	19-Nov-15	\$1,300.00	Radio Advertising
Harmony Business Supplies	00035716	19-Nov-15	\$330.66	Safety/ Training
Health Alliance Medical Plans	00035751	25-Nov-15	\$78,453.00	Insurance
Henson Disposal	00035649	06-Nov-15	\$202.50	Garage Overhead
Hupp Toyota	00035681	13-Nov-15	\$133.94	Garage Maintenance Equipment
Idaho Child Support Receipting	00035682	13-Nov-15	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00035752	25-Nov-15	\$95.00	Payroll Deduction
Illinois Department of Revenue	00035650	06-Nov-15	\$30.96	Payroll Deduction
Illinois Department of Revenue	00035683	13-Nov-15	\$7,933.87	Payroll Deduction
Illinois Department of Revenue	00035753	25-Nov-15	\$7,978.67	Payroll Deduction
Illinois Department of Revenue	00035684	13-Nov-15	\$205.13	Payroll Deduction
Illinois State Disbursement Unit	00035685	13-Nov-15	\$1,177.74	Payroll Deduction
Illinois State Disbursement Unit	00035754	25-Nov-15	\$1,177.74	Payroll Deduction
ILLPS - Labor Law Poster Service	00035686	13-Nov-15	\$65.00	Other Publications
Inland Power Group	00035687	13-Nov-15	\$21.70	Electricity
Inland Power Group	00035755	25-Nov-15	\$661.70	Electricity
ISU Office of Parking and Transportation	00035651	06-Nov-15	\$316.30	Travel & Meetings
IWIN	00035688	13-Nov-15	\$70.00	Employee Physicals
IWIN	00035756	25-Nov-15	\$94.00	Employee Physicals
Jack Bolander	00035652	06-Nov-15	\$29.36	Employee Reimbursement
Jeff Stewart	00035757	25-Nov-15	\$36.00	Uniform Reimbursement
John H. Germeraad, Trustee	00035689	13-Nov-15	\$480.00	Payroll Deduction
John H. Germeraad, Trustee	00035758	25-Nov-15	\$480.00	Payroll Deduction
Kurt M. Hutson	00035759	25-Nov-15	\$24.99	Uniform Reimbursement
Kyle Boehm	00035690	13-Nov-15	\$13.80	Employee Reimbursement
Kyle Boehm	00035760	25-Nov-15	\$15.18	Employee Reimbursement
Maas Radiator Shop Inc.	00035653	06-Nov-15	\$1,326.77	Outside Repair Services
Maas Radiator Shop Inc.	00035717	19-Nov-15	\$1,289.77	Outside Repair Services
Martin Glaze	00035761	25-Nov-15	\$200.68	Employee Reimbursement
McLean County Chamber of Commerce	00035654	06-Nov-15	\$15.00	Travel & Meetings
MH Equipment Co.	00035691	13-Nov-15	\$200.39	Garage Equipment Repair
Michael Bonus	00035762	25-Nov-15	\$101.21	Employee Reimbursement
Mike McCurdy	00035655	06-Nov-15	\$1,578.66	Travel & Meetings
Miller Janitor Supply	00035763	25-Nov-15	\$508.39	Maintenance Supplies
Minerva Promotions	00035656	06-Nov-15	\$20.00	Uniforms
Minerva Promotions	00035719	19-Nov-15	\$1,293.00	Uniforms
Morris Avenue Garage	00035692	13-Nov-15	\$300.00	Vehicle Inspection
Morris Avenue Garage	00035720	19-Nov-15	\$200.00	Vehicle Inspection
Napa Auto Parts	00035693	13-Nov-15	\$176.20	Bus Parts
Napa Auto Parts	00035722	19-Nov-15	\$65.18	Bus Parts



## Connect Transit Cash Disbursement Report November 2015

Name	Check Number	Date	Amount	Description
Nelson Nygaard	00035694	13-Nov-15	\$9,042.52	COA
Nicor Gas	00035723	19-Nov-15	\$274.43	Utilities
Oklahoma Centralized Support Registry	00035695	13-Nov-15	\$236.92	Payroll Deduction
Oklahoma Centralized Support Registry	00035764	25-Nov-15	\$236.92	Payroll Deduction
Omar Vides	00035765	25-Nov-15	\$34.47	Uniform Reimbursement
Orkin Pest Control	00035657	06-Nov-15	\$538.96	Pest Control
Pantagraph	00035696	13-Nov-15	\$868.15	Advertising- Promotions
Piercy Auto Body	00035724	19-Nov-15	\$962.00	Outside Repair Services
Pinnacle Door	00035725	19-Nov-15	\$2,323.03	Door Repair
Pipco Companies, LTD	00035697	13-Nov-15	\$610.00	Boardroom Construction
PJ Hoerr	00035726	19-Nov-15	\$15,834.00	Building Maintenance
Prairie Signs	00035766	25-Nov-15	\$1,334.00	Building Maintenance
Resource One Office	00035698	13-Nov-15	\$513.33	Office Equipment
Resource One Office	00035727	19-Nov-15	\$1,924.57	Office Equipment
Ricoh USA, INC	00035699	13-Nov-15	\$275.64	Copier
Rilco, Inc.	00035700	13-Nov-15	\$5,594.00	Oil, Anitfreeze
Robert E. Handley	00035658	06-Nov-15	\$50.00	Printed Materials
Rutgers	00035767	25-Nov-15	\$2,095.00	Dues & Subscriptions
Safetylane Equipment Corp.	00035659	06-Nov-15	\$1,223.35	Garage Maintenance Equipment
Society for Human Resource Management	00035660	06-Nov-15	\$190.00	Management Publications and Memberships
Sodexo	00035768	25-Nov-15	\$2,618.88	Travel & Meetings
Southtown Wrecker Service, Inc.,	00035769	25-Nov-15	\$285.00	Towing
Specialty Manufacturing Inc.	00035701	13-Nov-15	\$413.34	Bus Parts
Staples	00035702	13-Nov-15	\$491.94	Office Supplies
TeVoert Auto Electric, Inc.	00035728	19-Nov-15	\$199.84	Bus Parts
Theresa Putt	00035661	06-Nov-15	\$94.80	Uniform Reimbursement
Truck Centers, Inc.	00035703	13-Nov-15	\$338.55	Bus Parts
Truck Centers, Inc.	00035729	19-Nov-15	\$138.60	Bus Parts
Verizon Wireless	00035662	06-Nov-15	\$528.70	Mobile Data Terminals for SS
Visa - Commerce Bank	00035663	06-Nov-15	479.95	Bus Parts
Visa - Commerce Bank	00035663	06-Nov-15	14.95	Legal
Visa - Commerce Bank	00035663	06-Nov-15	122.59	Building Maintenance
Visa - Commerce Bank	00035663	06-Nov-15	550.02	Advertising-Employment
Visa - Commerce Bank	00035663	06-Nov-15	1,560.60	Office Supplies
Visa - Commerce Bank	00035663	06-Nov-15	159.34	Computer Software
Visa - Commerce Bank	00035663	06-Nov-15	491.25	Shipping/Handling
Visa - Commerce Bank	00035663	06-Nov-15	461.24	Advertising- Promotions
Visa - Commerce Bank	00035663	06-Nov-15	422.56	Safety/Training
Visa - Commerce Bank	00035663	06-Nov-15	1,480.00	Dues & Subscriptions
Visa - Commerce Bank	00035663	06-Nov-15	11,410.07	Travel & Meetings
Visa - Commerce Bank	00035663	06-Nov-15	7.74	Employee Regognition
Wayne Printing	00035730	19-Nov-15	\$589.78	Printing
Wayne Printing	00035770	25-Nov-15	\$1,179.56	Printing
WGLT	00035731	19-Nov-15	\$250.00	Radio Advertising
William Masters, Inc	00035704	13-Nov-15	\$6,652.50	HVAC
Winkle Environmental Service	00035732	19-Nov-15	\$266.25	Solvent Tank
WWHX Hits 100.7	00035733	19-Nov-15	\$1,350.00	Radio Advertising
<b>Grand Total</b>			<u><u>\$403,108.27</u></u>	

# Bloomington Normal Public Transit Balance Sheet

Fiscal Year: 2016    Period 5    November - 2015    Division: 99 Board Reports    As of: 11/30/2015

## Assets

### Current Assets

Checking and Savings	\$4,012,568.72
Accounts Receivable	\$5,481,751.36
Inventory Asset - Fuel	\$67,119.51
Inventory Asset - Parts	\$264,369.54
Inventory Asset - Tires	\$0.00
Other Current Assets	\$193,964.37

**Total Current Assets** \$10,019,773.50

Fixed Assets \$14,593,695.58

**Total Assets** \$24,613,469.08

## Liabilites & Equity

### Liabilities

Accounts Payable	\$160,502.51
Payroll Liabilities	\$775,100.87
Contracts	\$1,333.35
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$100,105.96
Deficit Funding Advance	\$0.00

**Total Liabilities** \$4,017,291.91

### EQUITY

Fixed Asset Equity	\$12,483,532.77
Unreserved Fund Equity	\$6,750,412.62
Underground Petroleum Storage	\$20,000.00

**Total Equity** \$19,253,945.39

Retained Earnings \$1,342,231.78

**Total Liabilities & Equity** \$24,613,469.08

# Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2016	Period 5	Division: 98 Operating Profit/Loss		As of: 11/30/2015	
		November - 2015	Jul-2015 Thru Nov-2015 Year To Date	Approved Budget	Approved Budget
<b>Operating Revenue</b>					
Passenger Fares		\$60,114.80	\$334,954.96	39.53%	\$847,250.20
ISU Contract Fare		\$43,312.50	\$216,562.50	41.67%	\$519,750.00
Other Contract Fares		\$12,166.66	\$60,833.30	45.06%	\$135,000.00
Advertising Revenue		\$8,690.00	\$37,035.00	82.30%	\$45,000.00
Miscellaneous Revenue		\$15,565.84	\$39,802.57	61.50%	\$64,718.50
<b>Total Operating Revenue</b>		<b>\$139,849.80</b>	<b>\$689,188.33</b>	<b>42.76%</b>	<b>\$1,611,718.70</b>
<b>Operating Expenses</b>					
Operators Wages		\$371,098.06	\$1,825,562.36	38.47%	\$4,746,000.00
Maintenance Wages		\$70,879.60	\$366,243.30	36.87%	\$993,350.00
Administration Wages		\$87,170.94	\$378,239.06	36.72%	\$1,030,000.00
Employer Payroll Tax Expense		\$38,391.86	\$192,418.49	34.99%	\$550,000.00
Retirement Plan		\$16,149.98	\$80,505.56	23.00%	\$350,000.00
Group Insurance		\$78,004.62	\$384,050.54	37.87%	\$1,014,000.00
Uniform Expense		\$2,038.73	\$9,855.50	35.58%	\$27,700.00
Professional Services		\$15,046.34	\$98,423.05	77.71%	\$126,650.00
Outside Repair-Labor		\$6,948.39	\$38,355.00	35.12%	\$109,200.00
Contract Maintenance Services		\$4,264.77	\$60,092.46	42.79%	\$140,450.00
Custodial Services		\$1,013.46	\$5,503.26	46.84%	\$11,750.00
Employee Recruiting/Testing/Temp Help		\$1,450.73	\$4,162.72	17.34%	\$24,000.00
Fuel		\$61,469.93	\$386,674.80	30.21%	\$1,279,800.00
Lubricants		\$1,481.17	\$5,422.73	13.24%	\$40,950.00
Tires		\$8,136.51	\$39,327.76	44.69%	\$88,000.00
Bus Repair Parts		\$35,227.71	\$94,324.83	56.67%	\$166,450.00
Other Materials & Supplies		\$4,871.90	\$19,487.48	33.03%	\$59,000.00
Shelters/Signs/Shop Tools		\$267.13	\$5,760.66	72.01%	\$8,000.00
Computer and Office Supplies		\$5,428.90	\$29,444.84	25.60%	\$115,000.00
Utilities		\$8,007.67	\$34,388.33	27.08%	\$127,000.00
Corporate Insurance		\$18,777.29	\$90,031.93	34.76%	\$259,000.00
Dues/Subscriptions/Fees		\$450.00	\$7,013.00	18.60%	\$37,700.00
Printing/Marketing/Training		\$29,246.45	\$118,584.39	48.01%	\$247,000.00
<b>Total Operating Expenses</b>		<b>\$865,822.14</b>	<b>\$4,273,872.05</b>	<b>37.00%</b>	<b>\$11,551,000.00</b>
<b>Operating Assistance</b>					
Operating Deficit		(\$725,972.34)	(\$3,584,683.72)	36.07%	(\$9,939,281.30)
Illinois Downstate Operating Assistance		\$565,782.00	\$2,789,294.00	37.15%	\$7,508,150.00
FTA 5307 Operating Assistance		\$168,413.00	\$827,212.00	34.03%	\$2,431,131.00
<b>Total Operating Assistance</b>		<b>\$734,195.00</b>	<b>\$3,616,506.00</b>	<b>36.39%</b>	<b>\$9,939,281.00</b>



Connect Transit  
Local Capital and Self-Insurance Fund Balance  
November 2015

<b><u>Self-Insurance Fund:</u></b>		<b><u>The Illinois Funds- Cash Balance</u></b>		
11/01/15	Beginning Balance			\$ 106,881.51
11/30/15	Additions - Interest Income			\$ 3.40
11/30/15	Ending Balance			<u>\$ 106,884.91</u>
 <b><u>Local Capital Reserve:</u></b>		 <b><u>The Illinois Funds- Cash Balance</u></b>		
11/01/15	Beginning Balance			\$ 2,087.45
11/30/15	Additions - Interest Income			\$ 0.06
11/30/15	Ending Balance			<u>\$ 2,087.51</u>
 <b><u>Local Capital</u></b>		 <b><u>Commerce Bank - Cash Balance</u></b>		
11/01/15	Beginning Balance			\$ 486,454.76
11/18/15	Deposit- City of Bloomington			\$ 47,420.83
11/18/15	Deposit- Town of Normal			\$ 34,962.25
11/20/15	Deposit- FTA			\$ 1,842,749.00
11/30/15	Deposit- City of Bloomington			\$ 47,420.83
11/30/15	Additions - Interest Income			\$ 126.62
11/30/15	Ending Balance			<u>\$ 2,459,134.29</u>
 <b><u>FTA &amp; IDOT Capital</u></b>		 <b><u>The Illinois Funds- Cash Balance</u></b>		
11/01/15	Beginning Balance			\$ 43,612.40
11/30/15	Additions - Interest Income			\$ 1.38
11/30/15	Ending Balance			<u>\$ 43,613.78</u>
<b>Total Reserve Capital Account</b>				<u><u>\$ 2,504,835.58</u></u>

**Breakdown of the Local Capital Reserve Fund- Cash Balance:**

Local Capital #1	Local Capital #2
<u>\$ 43,613.78</u>	<u>\$ 2,461,221.80</u>

**Breakdown of Local Funding in Local Capital #2 (Earmarked Funds):**

	<u>FY16 Received</u>	<u>FY16 Receivable</u>
	<u>11/30/2015</u>	<u>11/30/2015</u>
Bloomington	\$ 237,104.15	
Normal	\$ 174,808.25	
Total YTD	<u>\$ 411,912.40</u>	<u>\$ -</u>

<b><u>Local Capital Reserve Fund Balance - Account Value</u></b>		
11/30/15	Cash Balance	\$ 2,504,835.58
11/30/15	Loans to Operating	\$ 2,980,249.22
11/30/15	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
11/30/15	Ending Balance	<u>\$ 5,445,084.80</u>
Local Capital #1	Local Capital #2	
\$ 3,613.78	\$ 5,441,471.02	



December 2015

# Financial and Statistical Reports



**Connect Transit  
Cash Disbursement Report  
December 2015**

Name	Check Number	Date	Amount	Description
1st Ayd Corporation	00035853	18-Dec-15	\$415.40	Building Supplies
A.T.U. - C.O.P.E.	00035809	11-Dec-15	\$156.41	Payroll Deduction
ABC Bus Companies	00035771	04-Dec-15	\$39.80	Bus Parts
ABC Bus Companies	00035877	23-Dec-15	\$3,088.60	Bus Parts
Advocate Occupational Health	00035810	11-Dec-15	\$1,347.90	Drug Testing
Advocate Occupational Health	00035854	18-Dec-15	\$60.00	Drug Testing
Amalgamated Transit Union Local 752	00035811	11-Dec-15	\$8,147.30	Payroll Deduction
Amalgamated Transit Union Local 752	00035878	23-Dec-15	\$200.00	Payroll Deduction
Ancel, Glink, Diamond, Bush, DiCianni &	00035812	11-Dec-15	\$50.00	Legal Service
Andrew Johnson	00035813	11-Dec-15	\$500.00	Car Allowance
Assurance Agency, Ltd.	00035814	11-Dec-15	\$8,309.00	Insurance
Assurance Agency, Ltd.	00035855	18-Dec-15	\$75,963.00	Insurance
Barker Motor Co.	00035772	04-Dec-15	\$572.78	Bus Parts
Barker Motor Co.	00035856	18-Dec-15	\$27.39	Bus Parts
Bellas Landscaping	00035815	11-Dec-15	\$1,350.00	Snow Removal
BlueLine Rental	00035857	18-Dec-15	\$637.50	Machine Rental
Central Illinois Trucks Inc.	00035773	04-Dec-15	\$69.18	Bus Parts
Central Illinois Trucks Inc.	00035816	11-Dec-15	\$99.00	Bus Parts
Central Illinois Trucks Inc.	00035858	18-Dec-15	\$1,325.40	Bus Parts
Central Illinois Trucks Inc.	00035879	23-Dec-15	\$1,615.62	Bus Parts
Chris Wold	00035859	18-Dec-15	\$456.00	Reimbursement
CIRBN, LLC	00035880	23-Dec-15	\$347.84	Internet
City of Bloomington	00035774	04-Dec-15	\$636.68	Utilities
Clark Baird Smith, LLP	00035860	18-Dec-15	\$452.50	Legal Service
Clear Talk	00035817	11-Dec-15	\$22,624.80	Annual Radio Maintenance Contract
Comcast Cable	00035881	23-Dec-15	\$407.85	Internet
Commerce Bank HSA	00035818	11-Dec-15	\$8,820.00	H S A Account Funding
Corn Belt Energy Corp.	00035861	18-Dec-15	\$4,066.64	Utilities
Cummins Crosspoint	00035819	11-Dec-15	\$13,891.90	Bus Parts
Cummins Crosspoint	00035882	23-Dec-15	\$430.42	Bus Parts
Dennison Corporation	00035775	04-Dec-15	\$174.79	Outside Repair
Dennison Corporation	00035820	11-Dec-15	\$54.98	Outside Repair
Dish Network	00035883	23-Dec-15	\$130.00	Television Service
Don Owen Tire Service, Inc.	00035821	11-Dec-15	\$115.00	Bus Parts
Don Owen Tire Service, Inc.	00035884	23-Dec-15	\$74.95	Bus Parts
East St. Hardware and Tools	00035776	04-Dec-15	\$58.31	Shop Tools & Safety Equipment
East St. Hardware and Tools	00035822	11-Dec-15	\$15.84	Building Maintenance
Evergreen FS	00035777	04-Dec-15	\$20,328.18	Fuel
Fast Signs	00035885	23-Dec-15	\$1,802.00	Decals
Fastenal Company	00035778	04-Dec-15	\$14.15	Bus Parts
Fastenal Company	00035862	18-Dec-15	\$2,053.68	Bus Parts
Fastenal Company	00035886	23-Dec-15	\$13.48	Bus Parts
Fleet-Net Corporation	00035779	04-Dec-15	\$1,405.00	Software & Tech Support
Frontier	00035823	11-Dec-15	\$1,017.21	Telephone
Frontier	00035887	23-Dec-15	\$38.20	Telephone
G&K Services	00035780	04-Dec-15	\$258.97	Cleaning Uniforms & Rugs
G&K Services	00035824	11-Dec-15	\$254.65	Cleaning Uniforms & Rugs
G&K Services	00035863	18-Dec-15	\$257.66	Cleaning Uniforms & Rugs



**Connect Transit  
Cash Disbursement Report  
December 2015**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
G&K Services	00035888	23-Dec-15	\$523.38	Cleaning Uniforms & Rugs
Gabe Goldsmith	00035781	04-Dec-15	\$51.87	Employee Reimbursement
Gillig LLC	00035782	04-Dec-15	\$4,771.96	Bus Parts
Gillig LLC	00035864	18-Dec-15	\$159.00	Bus Parts
Gillig LLC	00035889	23-Dec-15	\$1,546.82	Bus Parts
Global Equipment, Inc.	00035825	11-Dec-15	\$188.37	Garage Supplies
Great Plains Media	00035865	18-Dec-15	\$1,300.00	Radio Advertising
Health Alliance Medical Plans	00035890	23-Dec-15	\$79,677.00	Insurance
Health Alliance Medical Plans	00035913	23-Dec-15	\$1,028.00	Insurance
Heller Ford	00035876	18-Dec-15	\$187.20	Bus Parts
Henson Disposal	00035826	11-Dec-15	\$202.50	Garage Overhead
Heritage Machine & Welding, Inc.	00035783	04-Dec-15	\$45.00	Bus Parts
Hupp Toyota	00035827	11-Dec-15	\$24.74	Garage Maintenance Equipment
Idaho Child Support Receipting	00035828	11-Dec-15	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00035891	23-Dec-15	\$95.00	Payroll Deduction
Illinois Department of Revenue	00035829	11-Dec-15	\$7,884.08	Payroll Deduction
Illinois Department of Revenue	00035892	23-Dec-15	\$8,779.84	Payroll Deduction
Illinois Department of Revenue	00035914	23-Dec-15	\$63.18	Payroll Deduction
Illinois Department of Revenue	00035830	11-Dec-15	\$248.74	Payroll Deduction
Illinois Department of Revenue	00035893	23-Dec-15	\$253.62	Payroll Deduction
Illinois State Disbursement Unit	00035831	11-Dec-15	\$1,115.82	Payroll Deduction
Illinois State Disbursement Unit	00035894	23-Dec-15	\$1,115.82	Payroll Deduction
Illinois State University	00035784	04-Dec-15	\$250.00	Travel & Meetings
Interstate Powersystems	00035785	04-Dec-15	\$1,180.00	Alarm System Service
IWIN	00035786	04-Dec-15	\$110.00	Employee Physicals
IWIN	00035832	11-Dec-15	\$124.00	Employee Physicals
IWIN	00035866	18-Dec-15	\$164.00	Employee Physicals
IWIN	00035895	23-Dec-15	\$380.00	Employee Physicals
J&J Performance Powder Coating	00035787	04-Dec-15	\$9,600.00	Sign Posts
John H. Germeraad, Trustee	00035833	11-Dec-15	\$480.00	Payroll Deduction
John H. Germeraad, Trustee	00035896	23-Dec-15	\$480.00	Payroll Deduction
Ka Lin Aucutt	00035788	04-Dec-15	\$100.46	Uniform Reimbursement
Kirby Risk Corporation	00035867	18-Dec-15	\$319.50	Building Maintenance
LifeCIL	00035789	04-Dec-15	\$8,456.48	Consulting Fees
Maas Radiator Shop Inc.	00035790	04-Dec-15	\$1,289.77	Outside Repair Services
Matco Tools	00035791	04-Dec-15	\$119.75	Shop Tools
McLean County Chamber of Commerce	00035834	11-Dec-15	\$70.00	Travel & Meetings
McLean County Chamber of Commerce	00035868	18-Dec-15	\$100.00	Travel & Meetings
McLean County Chamber of Commerce	00035897	23-Dec-15	\$250.00	Travel & Meetings
Michael Stone	00035792	04-Dec-15	\$106.93	Uniform Reimbursement
Michelin North America, Inc	00035793	04-Dec-15	\$8,136.51	Tires
Michelin North America, Inc	00035869	18-Dec-15	\$7,026.63	Tires
Michelin North America, Inc	00035898	23-Dec-15	\$7,630.35	Tires
Midwest Equipment II	00035899	23-Dec-15	\$1,400.00	Maintenance Equipment
Midwest Transit Equipment, Inc.	00035794	04-Dec-15	\$347.21	Bus Parts
Miller Janitor Supply	00035835	11-Dec-15	\$166.84	Maintenance Supplies
Minerva Promotions	00035795	04-Dec-15	\$1,268.00	Uniforms
Minerva Promotions	00035901	23-Dec-15	\$1,436.00	Uniforms
Mohawk Mfg. & Supply Co.	00035796	04-Dec-15	\$42.00	Bus Parts



## Connect Transit Cash Disbursement Report December 2015

Name	Check Number	Date	Amount	Description
Morris Avenue Garage	00035836	11-Dec-15	\$25.00	Vehicle Inspection
Mutual of Omaha	00035797	04-Dec-15	\$11,329.93	Life, AD&D,STD & LTD
Napa Auto Parts	00035798	04-Dec-15	\$100.35	Bus Parts
Napa Auto Parts	00035837	11-Dec-15	\$393.92	Bus Parts
Napa Auto Parts	00035870	18-Dec-15	\$311.10	Bus Parts
Napa Auto Parts	00035902	23-Dec-15	\$177.37	Bus Parts
Nelson Nygaard	00035838	11-Dec-15	\$2,448.73	COA Consulting Fees
New Flyer Industries Canada UIC	00035839	11-Dec-15	\$151.42	Bus Parts
Nicor Gas	00035903	23-Dec-15	\$4,934.34	Utilites
North American Bus Industries	00035799	04-Dec-15	\$40.26	Bus Parts
Oberlander Alarm Systems, Inc.	00035800	04-Dec-15	\$197.00	Security Alarm Service Fee
Oberlander Alarm Systems, Inc.	00035904	23-Dec-15	\$197.00	Security Alarm Service Fee
Resource One Office	00035871	18-Dec-15	\$1,924.56	Office Equipment
Oklahoma Centralized Support Registry	00035840	11-Dec-15	\$236.92	Payroll Deduction
Oklahoma Centralized Support Registry	00035905	23-Dec-15	\$236.92	Payroll Deduction
One Beacon Insurance Group	00035801	04-Dec-15	\$2,651.01	Deductible
Orkin Pest Control	00035802	04-Dec-15	\$538.96	Pest Control
Pantagraph	00035851	10-Dec-15	\$377.71	Advertising- Employment
Pantagraph	00035852	10-Dec-15	\$164.66	Subscription
Rilco, Inc.	00035906	23-Dec-15	\$3,417.01	Oil, Anitfreeze
Safelite Auto Glass	00035842	11-Dec-15	\$74.94	Outside Repair Services
Shive-Hattery, Inc.	00035843	11-Dec-15	\$2,680.00	Architecture and Engineering
Source, incorporated of Missouri	00035844	11-Dec-15	\$3,547.00	Computer Hardware
Southtown Wrecker Service, Inc.,	00035907	23-Dec-15	\$190.00	Towing
Staples	00035845	11-Dec-15	\$834.52	Office Supplies
STL	00035872	18-Dec-15	\$2,045.04	Computer Back-up & Replication
The Office Leader	00035873	18-Dec-15	\$5,243.49	Office Equipment
Think Graphic Design	00035846	11-Dec-15	\$637.50	Printed Materials
Think Graphic Design	00035908	23-Dec-15	\$608.17	Advertising- Promotions
Tommy House Tire Co.	00035909	23-Dec-15	\$225.00	Bus Parts
Town of Normal	00035803	04-Dec-15	\$763.60	Water
Town of Normal	00035847	11-Dec-15	\$75.00	Alarm System Service
TransitTalent.com	00035848	11-Dec-15	\$95.00	Advertising- Promotions
Truck Centers, Inc.	00035804	04-Dec-15	\$1,060.95	Bus Parts
Truck Centers, Inc.	00035910	23-Dec-15	\$4,842.30	Bus Parts
United Parcel Service	00035849	11-Dec-15	\$21.36	Shipping
United Way of McLean County	00035911	23-Dec-15	\$15.00	Payroll Deduction
Verizon Online	00035850	11-Dec-15	\$259.34	Mobile Data Terminals for SS
Verizon Wireless	00035805	04-Dec-15	\$269.36	Mobile Data Terminals for SS
Visa - Commerce Bank	00035806	04-Dec-15	(\$413.98)	Bus Parts- FR
Visa - Commerce Bank	00035806	04-Dec-15	\$29.90	Legal
Visa - Commerce Bank	00035806	04-Dec-15	380.17	Advertising-Employment
Visa - Commerce Bank	00035806	04-Dec-15	486.19	Office Supplies
Visa - Commerce Bank	00035806	04-Dec-15	159.34	Computer Software
Visa - Commerce Bank	00035806	04-Dec-15	81.61	Shipping/Handling
Visa - Commerce Bank	00035806	04-Dec-15	23.99	Advertising- Promotions
Visa - Commerce Bank	00035806	04-Dec-15	860.00	Maps & Schedules
Visa - Commerce Bank	00035806	04-Dec-15	2,904.13	Safety/Training



**Connect Transit  
Cash Disbursement Report  
December 2015**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
Visa - Commerce Bank	00035806	04-Dec-15	245.00	Dues & Subscriptions
Visa - Commerce Bank	00035806	04-Dec-15	3,020.67	Travel & Meetings
Visa - Commerce Bank	00035806	04-Dec-15	9.67	Employee Recognition
Visa - Commerce Bank	00035806	04-Dec-15	19.29	Misc Expense
VSP Of Illinois	00035807	04-Dec-15	\$586.82	Vision Insurance
Weaver's Rent-All Inc.	00035912	23-Dec-15	\$237.60	Lease & Rental
WGLT	00035874	18-Dec-15	\$250.00	Radio Advertising
William Masters, Inc	00035808	04-Dec-15	\$529.43	HVAC
WWHX Hits 100.7	00035875	18-Dec-15	<u>\$1,211.00</u>	Advertising- Media
Grand Total			<u><u>\$408,529.90</u></u>	

# Bloomington Normal Public Transit

## Balance Sheet

Fiscal Year: 2016

Period 6

December - 2015

Division: 99 Board Reports

As of: 12/31/2015

### Assets

#### Current Assets

Checking and Savings	\$7,517,253.50
Accounts Receivable	\$2,005,789.50
Inventory Asset - Fuel	\$80,358.56
Inventory Asset - Parts	\$276,084.42
Inventory Asset - Tires	\$0.00
Other Current Assets	\$257,183.85

**Total Current Assets** \$10,136,669.83

Fixed Assets \$14,598,939.07

**Total Assets** \$24,735,608.90

### Liabilities & Equity

#### Liabilities

Accounts Payable	\$229,513.90
Payroll Liabilities	\$757,276.96
Contracts	\$0.02
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$99,270.46
Deficit Funding Advance	\$0.00

**Total Liabilities** \$4,066,310.56

#### EQUITY

Fixed Asset Equity	\$12,483,532.77
Unreserved Fund Equity	\$6,750,412.62
Underground Petroleum Storage	\$20,000.00

**Total Equity** \$19,253,945.39

Retained Earnings \$1,415,352.95

**Total Liabilities & Equity** \$24,735,608.90

# Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2016	Period 6	Division: 98 Operating Profit/Loss		As of: 12/31/2015		
		December - 2015	Jul-2015 Thru Dec-2015 Year To Date	Approved Budget	Approved Budget	
<b>Operating Revenue</b>						
Passenger Fares		\$64,601.59	7.62%	\$399,556.55	47.16%	\$847,250.20
ISU Contract Fare		\$43,312.50	8.33%	\$259,875.00	50.00%	\$519,750.00
Other Contract Fares		\$12,166.66	9.01%	\$72,999.96	54.07%	\$135,000.00
Advertising Revenue		\$6,080.00	13.51%	\$43,115.00	95.81%	\$45,000.00
Miscellaneous Revenue		\$6,822.33	10.54%	\$46,624.90	72.04%	\$64,718.50
<b>Total Operating Revenue</b>		<b>\$132,983.08</b>	<b>8.25%</b>	<b>\$822,171.41</b>	<b>51.01%</b>	<b>\$1,611,718.70</b>
<b>Operating Expenses</b>						
Operators Wages		\$376,096.41	7.92%	\$2,201,658.77	46.39%	\$4,746,000.00
Maintenance Wages		\$70,279.99	7.08%	\$436,523.29	43.94%	\$993,350.00
Administration Wages		\$104,714.95	10.17%	\$482,954.01	46.89%	\$1,030,000.00
Employer Payroll Tax Expense		\$40,555.53	7.37%	\$232,974.02	42.36%	\$550,000.00
Retirement Plan		\$16,245.42	4.64%	\$96,750.98	27.64%	\$350,000.00
Group Insurance		\$79,024.30	7.79%	\$463,074.84	45.67%	\$1,014,000.00
Uniform Expense		\$3,067.78	11.08%	\$12,923.28	46.65%	\$27,700.00
Professional Services		\$482.40	0.38%	\$98,905.45	78.09%	\$126,650.00
Outside Repair-Labor		\$15,666.96	14.35%	\$54,021.96	49.47%	\$109,200.00
Contract Maintenance Services		\$31,840.46	22.67%	\$91,932.92	65.46%	\$140,450.00
Custodial Services		\$276.76	2.36%	\$5,780.02	49.19%	\$11,750.00
Employee Recruiting/Testing/Temp Help		\$8,632.17	35.97%	\$12,794.89	53.31%	\$24,000.00
Fuel		\$65,596.24	5.13%	\$452,271.04	35.34%	\$1,279,800.00
Lubricants		\$935.60	2.28%	\$6,358.33	15.53%	\$40,950.00
Tires		\$6,456.98	7.34%	\$45,784.74	52.03%	\$88,000.00
Bus Repair Parts		\$32,413.68	19.47%	\$126,738.51	76.14%	\$166,450.00
Other Materials & Supplies		\$786.15	1.33%	\$20,273.63	34.36%	\$59,000.00
Shelters/Signs/Shop Tools		\$155.00	1.94%	\$5,915.66	73.95%	\$8,000.00
Computer and Office Supplies		\$10,108.39	8.79%	\$39,553.23	34.39%	\$115,000.00
Utilities		\$13,230.48	10.42%	\$47,618.81	37.50%	\$127,000.00
Corporate Insurance		\$19,002.29	7.34%	\$109,034.22	42.10%	\$259,000.00
Dues/Subscriptions/Fees		\$9,390.66	24.91%	\$16,403.66	43.51%	\$37,700.00
Printing/Marketing/Training		\$13,032.66	5.28%	\$131,617.05	53.29%	\$247,000.00
<b>Total Operating Expenses</b>		<b>\$917,991.26</b>	<b>7.95%</b>	<b>\$5,191,863.31</b>	<b>44.95%</b>	<b>\$11,551,000.00</b>
<b>Operating Assistance</b>						
Operating Deficit		(\$785,008.18)	7.90%	(\$4,369,691.90)	43.96%	(\$9,939,281.30)
Illinois Downstate Operating Assistance		\$597,312.00	7.96%	\$3,386,606.00	45.11%	\$7,508,150.00
FTA 5307 Operating Assistance		\$189,704.00	7.80%	\$1,016,916.00	41.83%	\$2,431,131.00
<b>Total Operating Assistance</b>		<b>\$787,016.00</b>	<b>7.92%</b>	<b>\$4,403,522.00</b>	<b>44.30%</b>	<b>\$9,939,281.00</b>



Connect Transit  
Local Capital and Self-Insurance Fund Balance  
December 2015

<b><u>Self-Insurance Fund:</u></b>		<b><u>The Illinois Funds- Cash Balance</u></b>		
12/01/15		Beginning Balance		\$ 106,884.91
12/31/15		Additions - Interest Income		\$ 9.75
12/31/15		Ending Balance		<u>\$ 106,894.66</u>
 <b><u>Local Capital Reserve:</u></b>		 <b><u>The Illinois Funds- Cash Balance</u></b>		
12/01/15		Beginning Balance		\$ 2,087.51
12/31/15		Additions - Interest Income		\$ 0.19
12/31/15		Ending Balance		<u>\$ 2,087.70</u>
 <b><u>Local Capital</u></b>		 <b><u>Commerce Bank - Cash Balance</u></b>		
12/01/15		Beginning Balance		\$ 2,459,134.29
12/11/15		Deposit- Town of Normal		\$ 34,962.25
12/21/15		Deposit- City of Bloomington		\$ 47,420.83
12/31/15		Additions - Interest Income		\$ 317.82
12/31/15		Ending Balance		<u>\$ 2,541,833.19</u>
 <b><u>FTA &amp; IDOT Capital</u></b>		 <b><u>The Illinois Funds- Cash Balance</u></b>		
12/01/15		Beginning Balance		\$ 43,613.78
12/31/15		Additions - Interest Income		\$ 3.98
12/31/15		Ending Balance		<u>\$ 43,617.76</u>
<b>Total Reserve Capital Account</b>				<u><u>\$ 2,587,538.65</u></u>

**Breakdown of the Local Capital Reserve Fund- Cash Balance:**

Local Capital #1	Local Capital #2
<u>\$ 43,617.76</u>	<u>\$ 2,543,920.89</u>

**Breakdown of Local Funding in Local Capital #2 (Earmarked Funds):**

	<u>FY16 Received</u> <u>12/31/2015</u>	<u>FY16 Receivable</u> <u>12/31/2015</u>
Bloomington	\$ 284,524.98	
Normal	\$ 209,770.50	
Total YTD	<u>\$ 494,295.48</u>	<u>\$ -</u>

<b><u>Local Capital Reserve Fund Balance - Account Value</u></b>			
12/31/15	Cash Balance		\$ 2,587,538.65
12/31/15	Loans to Operating		\$ 2,980,249.22
12/31/15	Reserve fund for underground storage tank (Cap. I)		\$ (40,000.00)
12/31/15	Ending Balance		<u>\$ 5,527,787.87</u>
Local Capital #1		Local Capital #2	
<u>\$ 3,617.76</u>		<u>\$ 5,524,170.11</u>	



## MEMO

DATE: January 26, 2016  
TO: Board of Trustees  
FROM: Isaac Thorne, Chief Operating Officer  
SUBJECT: FY 2016 Second Quarter Ridership Data and Trends

**BACKGROUND:** The second quarter ridership is down 9.7% for fixed route ridership compared to last year. The year-to-date ridership has decreased 49,773 rides.

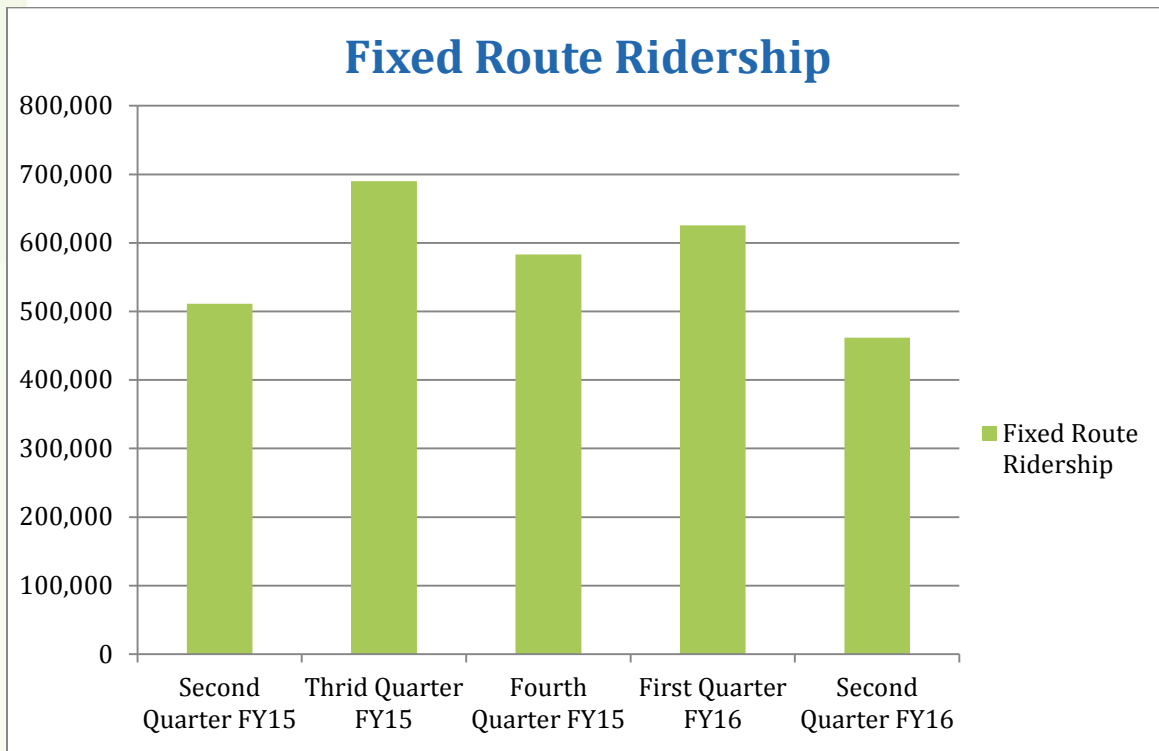
**DISCUSSION:** Staff has looked at several possibilities for the decrease in ridership:

- On-time Performance – The second quarter of FY2016, on-time performance is down 2.8 percent over FY2015 second quarter. The on-time performance is also affected by the number of detours which we discuss below.
- Revenue hours – Connect operated slightly more revenue hours in the second quarter of FY2106 then FY2015 second quarter. Revenue hours will fluctuate each quarter based on the number of service days.
- Student Universal Access – Staff determined that student utilization decreased 23.38 percent in the second quarter of FY2016 over FY2015. The utilization of Illinois State University (ISU) students decreased 22.11 percent, Heartland Community College students decreased 10.07 percent, and Lincoln College (LC) students increased 15.4 percent.
- Weather – Staff believes that Illinois State Students could be walking to class instead of taking Connect Transit due to the higher than normal temperatures. The average historical high temperature in Bloomington-Normal for October is 65 degrees, November 50 degrees, and December 36 degrees. In 2015 the average temperature for October was 67 degrees, November 54 degrees, and December 45 degrees. These are all higher than normal temperatures and could lead students to walk or bike to class rather taking Connect Transit.
- Number of monthly passes sold – Connect sold 1,481 monthly passes in second quarter of FY2016 and 1,632 in the second quarter of FY2015. The total number of times the monthly pass was utilized decreased 16.6% or 10,934 in the second quarter of FY2016.



- Gas prices – The price of a gallon of gasoline has decreased from an average of \$2.66 in second quarter of FY2015 to \$1.96 in FY2016, in Bloomington-Normal. Due to the price of gasoline sold below \$3.00 a gallon, vehicle miles traveled as reported by the Federal Highway Administration was up 2.4% or 6.4 billion miles in October 2015 compared to October 2014. The national average price per gallon of gasoline in 2014 was \$3.34, and \$2.40 in 2015. AAA reported that 2015 had the second cheapest annual average gas price of the last ten years.
- Detours – There have been a number of detours that have affected the fix route system over the last quarter. Connect has seen a reduction in the number of detour miles from FY2016 first quarter to second quarter. An additional 2,292 miles have been driven due to detours, the number of additional miles also effects on-time performance.

The table below represents the total unlinked passenger trips that Connect Transit has provided from the second quarter of fiscal year 2015 through first quarter of fiscal year 2016.





# November 2015 Monthly Report

## Ridership

	Prior Year	
Ridership Fixed Route	220,130	198,553
Ridership Demand Response	5,868	5,724
Total Monthly % Change Over Prior Year	4.00	-9.60 %
Fixed Route Average Daily Boardings	9,146	8,314
Demand Response Average Daily Boardings	244	238
% On-Time Performance	87.00	84.50 %
Average Boardings per Hour of Service	23.90	21.70

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	2	1
Demand Response National Transit Database Major Mechanical System Failures	1	0
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	50,400	107,490
Demand Response Miles Between National Transit Database Major Mechanical System Failures	32,199	32,572
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	13	16
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	0	0
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	7,753	7,166
Demand Response Miles Between National Transit Database Other Mechanical System Failures	32,199	32,572
Fixed Route Miles between All National Transit Database Mechanical System Failures	29,076	57,328
Demand Response Miles between All National Transit Database Mechanical System Failures	16,099	32,572
Average % of Buses with Defective Automated Voice Announcements		3.00 %

## Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3
National Transit Database Safety-Related Incidents per 100,000 Miles	0.00	9.00
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	1.00
Number of Validated Complaints each month		16
Number of Customer Compliments Received		41
Daily Average of Phone Calls Received for FR		487
Daily Average of Phone Calls Received for DR		448

## Efficiency

Revenue/Expense Ratio	14.37	13.35 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 2.95	\$ 3.52
Demand Response Cost per Unlinked Passenger Trip	\$ 26.78	\$ 29.27
% of Preventative Maintenance Performed On-Time	85.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.92	\$ 1.08
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.57	\$ 0.68



# November Fiscal Year 2016 Year-to-Date Report

## Ridership

	PRIOR YEAR	ACTUAL	GOAL		
Ridership Fixed Route	1,187,827	1,086,328	1,204,457		
Ridership Demand Response	31,560	29,734	34,306		
Total Ridership (year to date)	1,219,387	1,116,662	1,240,117		
Fixed Route Year-to-Date % Change Over Prior Year	11.20	-8.50	1.40	%	
Demand Response Year-to-Date % Change Over Prior Year	18.90	-5.80	8.70	%	
Fixed Route Average Daily Boardings	9,265	8,489	9,394		
Demand Response Average Daily Boardings	250	218	272		
% On-Time Performance	84.66	82.10	85.00	%	
Average Boardings per Hour of Service	24.32	22.70	24.73		

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	9	23			
Demand Response National Transit Database Major Mechanical System Failures	1	2			
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	61,976	66,863	25,000		
Demand Response Miles Between National Transit Database Major Mechanical System Failures	30,122	30,049	24,000		
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	85	26			
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	3	1			
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	10,982	7,148	3,000		
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,708	33,694	8,000		
Fixed Route Miles between All National Transit Database Mechanical System Failures	37,714	35,551	14,000		
Demand Response Miles between All National Transit Database Mechanical System Failures	26,337	34,398	16,000		
Average % of Buses with Defective Automated Voice Announcements		3.93	5.00	%	

## Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3	3		
National Transit Database Safety-Related Incidents per 100,000 Miles	2.74	3.00			
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00			
Number of Validated Complaints each month		32			
Number of Customer Compliments Received		6			
Daily Average of Phone Calls Received for FR		430	410		
Daily Average of Phone Calls Received for DR		410	395		

## Efficiency

Revenue/Expense Ratio	14.04	14.30	13.00	%	
Fixed Route Cost per Unlinked Passenger Trip	\$ 2.90	\$ 3.16	\$ 3.44		
Demand Response Cost per Unlinked Passenger Trip	\$ 27.10	\$ 28.44	\$ 28.53		
% of Preventative Maintenance Performed On-Time	90.30	99.40	90.00	%	
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.88	\$ 0.91	\$ 0.97		
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.65	\$ 0.66	\$ 0.77		

Meeting or exceeding goal	
Within 10% of goal	
Missing goal by more than 10%	



# December 2015 Monthly Report

## Ridership

	Prior Year	
Ridership Fixed Route	194,005	171,378
Ridership Demand Response	6,099	5,828
Total Monthly % Change Over Prior Year	5.10	-11.40 %
Fixed Route Average Daily Boardings	7,459	6,654
Demand Response Average Daily Boardings	234	224
% On-Time Performance	88.60	86.80 %
Average Boardings per Hour of Service	20.70	18.62

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	1	2
Demand Response National Transit Database Major Mechanical System Failures	0	1
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	103,930	52,672
Demand Response Miles Between National Transit Database Major Mechanical System Failures	33,939	33,556
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	18	20
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	1	2
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	5,773	5,852
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,939	16,778
Fixed Route Miles between All National Transit Database Mechanical System Failures	29,076	29,262
Demand Response Miles between All National Transit Database Mechanical System Failures	33,939	25,167
Average % of Buses with Defective Automated Voice Announcements		1.80 %

## Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3
National Transit Database Safety-Related Incidents per 100,000 Miles		15.00
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints each month		1
Number of Customer Compliments Received		2
Daily Average of Phone Calls Received for FR		461
Daily Average of Phone Calls Received for DR		431

## Efficiency

Revenue/Expense Ratio	15.24	12.96 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.32	\$ 4.37
Demand Response Cost per Unlinked Passenger Trip	\$ 26.82	\$ 30.62
% of Preventative Maintenance Performed On-Time	100.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.81	\$ 1.17
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.71	\$ 0.64



# December Fiscal Year 2016 Year-to-Date Report

## Ridership

	PRIOR YEAR	ACTUAL	GOAL		
Ridership Fixed Route	1,381,832	1,258,306	1,401,178		Red
Ridership Demand Response	37,659	35,562	40,935	Green	
Total Ridership (year to date)	1,419,491	1,293,868	1,443,622		Red
Fixed Route Year-to-Date % Change Over Prior Year	10.20	-8.90	1.40	%	Red
Demand Response Year-to-Date % Change Over Prior Year	19.90	-5.60	8.70	%	Green
Fixed Route Average Daily Boardings	8,960	8,180	9,085		Red
Demand Response Average Daily Boardings	243	233	264		Green
% On-Time Performance	85.30	82.90	85.00	%	Yellow
Average Boardings per Hour of Service	23.86	22.07	24.27		Yellow

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	10	25			
Demand Response National Transit Database Major Mechanical System Failures	1	3			
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	82,953	59,767	25,000	Green	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	32,030	33,939	24,000	Green	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	103	46			
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	4	3			
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	8,377	6,500	3,000	Green	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,823	25,236	8,000	Green	
Fixed Route Miles between All National Transit Database Mechanical System Failures	33,395	32,406	14,000	Green	
Demand Response Miles between All National Transit Database Mechanical System Failures	30,138	29,782	16,000	Green	
Average % of Buses with Defective Automated Voice Announcements		3.53	5.00	%	Green

## Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3	3	Green	
National Transit Database Safety-Related Incidents per 100,000 Miles	1.39	1.60			
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00			
Number of Validated Complaints each month		8			
Number of Customer Compliments Received		8			
Daily Average of Phone Calls Received for FR		444	410		Yellow
Daily Average of Phone Calls Received for DR		417	395		Yellow

## Efficiency

Revenue/Expense Ratio	14.23	14.06	13.00	%	Green
Fixed Route Cost per Unlinked Passenger Trip	\$ 2.96	\$ 3.33	\$ 3.44		Green
Demand Response Cost per Unlinked Passenger Trip	\$ 27.05	\$ 28.79	\$ 28.53		Yellow
% of Preventative Maintenance Performed On-Time	95.20	100.00	99.70	%	Green
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.87	\$ 0.90	\$ 0.97		Green
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.66	\$ 0.66	\$ 0.77		Green

Meeting or exceeding goal	Green
Within 10% of goal	Yellow
Missing goal by more than 10%	Red



## MEMO

DATE: January 26, 2016

TO: Connect Transit Board of Trustees

FROM: Melissa Chrisman, Marketing and Business Development Manager

SUBJECT: Universal Access Agreement with the Town of Normal

**RECOMMENDATION:** That the Universal Access Agreement between the Town of Normal and Connect Transit be approved.

**BACKGROUND:** This Universal Access Agreement allows the Town of Normal employees to ride Connect Transit fixed route buses free of charge upon displaying their valid employee ID. Connect Transit will provide established and regularly publicized Bloomington-Normal citywide public transportation service. Members of Town of Normal Administrative Staff and Connect Transit Management came to the agreement for the Town of Normal to pay Connect Transit \$1/per ride from November 1, 2015 to October 31, 2016. The Town of Normal will be billed monthly for the amount of rides given at the established full fare rate.





## **UNIVERSAL ACCESS SERVICE AGREEMENT**

Whereas, Town of Normal at 11 Uptown Circle, Normal, Illinois and Bloomington- Normal Public Transit System (Connect Transit) at 351 Wylie Drive, Normal, Illinois have agreed that benefits accrue to both parties in providing a means by which Town of Normal may provide for fare prepayment for Town of Normal employees utilizing the fixed route buses of Bloomington-Normal Public Transit System and,

Whereas, Town of Normal and Connect Transit have agreed to terms which will allow Town of Normal employees to use the fixed route services of the Connect Transit without the requirement to pay the posted fare.

Now therefore, the parties make this Universal Access Service Agreement the "Agreement" as follows:

**CONTRACTING PARTIES:** Bloomington-Normal Public Transit System "Connect Transit"

AND

Town of Normal

**UNIVERSAL ACCESS AGREEMENT TERM:** November 1, 2015 to October 31, 2016 (inclusive)

### **UNIVERSAL ACCESS SCOPE:**

During the period of the Universal Access term, Connect Transit will provide regularly scheduled fixed route services to the general public. Members of the general public are required to pay the posted fare when boarding the bus. Under this Agreement, employees of the Town of Normal, will be allowed to board and ride any and all of the Connect Transit fixed route service offerings with no fare payment after proper display of their valid, current Town of Normal employee identification card. Connect Transit and Town of Normal will mutually determine a method by which the validity of identification cards can be verified.

### **CHANGES:**

Any changes to the Agreement will be enacted upon mutual agreement of the parties, and will be modified by amendment to this Agreement. Such amendment (if any) may be agreed to by the parties without prejudice to any other terms of the Agreement.

### **OBLIGATIONS OF THE PARTIES**

Connect Transit SHALL in its sole discretion and business judgment:

1. Provide buses for the regularly scheduled fixed route bus service offered to the general public on routes and schedules as determined from time to time by Connect Transit and generally announced to the public.
2. Provide vehicle drivers to meet the schedule and service commitment defined above under paragraph 1.



3. Maintain and service all vehicles provided under paragraph 1.
4. Provide, during regular Connect Transit office hours, in-house telephone information services to callers who seek information about Universal Access services.
5. Accept Town of Normal issued employee identification cards, valid during the contract period, as pre-paid fares which entitle the bearer to whom the card was issued to ride Connect Transit fixed route services without fare payment. Persons who do not display a current employee identification card will be charged the general public posted fare.
6. Comply with all applicable laws and policies in the conduct of its business and in the performance of its obligations under this Agreement.
7. Exercise supervisory responsibility over employees of Connect Transit in the performance of its obligations under this Agreement.

**UNIVERSAL ACCESS SERVICE AGREEMENT PRICE:**

Universal Access charges will be based on actual ridership per month at a cost of \$1.00 per ride.

**CONTRACT PAYMENT TERMS**

Invoices will be sent monthly at the beginning of each month following universal access by Town of Normal employees. Payment will be due 30 days after the invoice date.

**OTHER MATTERS**

Assignment: This Agreement shall not be assigned or delegated without the written consent of either party.

Relationship of Parties: Connect Transit is for all purposes an independent contractor and shall not be considered an employee or agent of Town of Normal.

Binding Effect: This Agreement is binding upon the parties hereto and their successors and assigns.

Equal Employment: The parties represent to one another that each is an equal opportunity employer and agrees to abide by any applicable Federal and State rules and regulations concerning the same.

Force Majeure: This Agreement may be suspended or terminated when performance, by either party, becomes impossible or commercially frustrated due to events beyond the control of the party.

Venue: The parties hereby irrevocably and unconditionally submit to the exclusive jurisdiction of any State of Illinois court sitting in Bloomington/Normal, Illinois over any suit, action or proceeding at law or in equity arising out of or relating to this Agreement regardless of whether a party is a plaintiff or defendant in such suit, action or proceeding. The parties hereby irrevocably and unconditionally waive (i) any objection to the laying of venue of any such suit, action or proceeding brought in any such court and any claim that any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum and (ii) any right a party has to a trial by jury in any action or proceeding arising out of or relating to this Agreement. Each party agrees that a final judgment in any such suit, action or proceeding brought in any such court shall be



conclusive and binding upon it and may be enforced in any other court to whose jurisdiction such party is or may be subject by suit upon such judgment.

**Choice of Law:** This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Illinois, regardless of and without reference to principles of conflicts of law.

**Entire Agreement:** This Agreement puts an end to all negotiations between the parties and constitutes the entire agreement between the parties.



**SIGNATURE FORM**

This Agreement is made and concluded by and between Town of Normal and Bloomington-Normal Public Transit System and each party's successors and assigns.

For and in consideration of the payments and agreements herein provided for to be made and performed the parties agree to furnish all labor, equipment, services, materials, and other means to do all work necessary to perform the duties and responsibilities to one another as set forth and all in accordance with this Agreement.

Town of Normal agrees to pay Connect Transit for services rendered and work performed by Connect Transit in accordance with this Agreement subject to any additions or deductions as provided in said Agreement and to make payments on account thereof as provided in said Agreement.

This Agreement and all the covenants shall inure to the benefit and be binding upon the parties and their successors and assigns. Neither party shall have the right to assign, transfer, or sublet its interest or obligations hereunder without the written consent of the other party.

FOR: Bloomington-Normal Public Transit System

BY: \_\_\_\_\_ Attest: \_\_\_\_\_  
Bill Wilson, Chairman, Board of Trustees Mike McCurdy, Vice Chairman, Board of Trustees

FOR: Town of Normal

BY: Heather L Wagner Heather Wagner  
Authorized Signatory Typed or Printed Name of Authorized Signatory



## MEMO

DATE: January 26, 2016  
TO: Board of Trustees  
FROM: Julie Beer – Executive Assistant  
SUBJECT: Prevailing Wage Ordinance

**RECOMMENDATION:** That the Ordinance be passed.

**BACKGROUND:** As an intergovernmental agency created by Intergovernmental Agreement between the Town of Normal and the City of Bloomington, Connect Transit has contracted for public works projects under the umbrella of The Town and City's Prevailing Wage Resolutions and/or Ordinances. Staff has recently been advised by legal counsel that Connect Transit should pass its own Prevailing Wage Ordinance and file a certified copy with the Illinois Department of Labor on an annual basis.

Under the umbrella of the Town and City, it has always been in the practice of Connect Transit to pay Prevailing Wage for any public works project it has undertaken; as noted previously. The passage of this Prevailing Wage Ordinance formalizes and establishes Connect Transit's procedure as a public body

**FINANCIAL IMPACT:** None.

ORDINANCE NO. 2016-01

AN ORDINANCE ADOPTING PREVAILING WAGE RATES  
TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS  
PERFORMING CONSTRUCTION OF PUBLIC WORKS  
BY CONNECT TRANSIT

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**WHEREAS**, the State of Illinois has enacted the Prevailing Wage Act, approved June 26, 1941, as amended, being 820 ILCS 130/0.01 through 130/12 (the "Act"); and

**WHEREAS**, the Act requires that during the month of June of each calendar year that any public body undertaking any public works shall investigate and ascertain the prevailing rate of wages, as defined in said Act, in the "locality" for laborers, mechanics and other workers performing construction of public works for such public body.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF CONNECT TRANSIT, as follows:**

**Section 1:** To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of Connect Transit is hereby ascertained to be the same as the prevailing rate of wages for construction work in McLean County as determined by the Department of Labor of the State of Illinois (the "Department") as of June 1, 2015, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction undertaken by Connect Transit. The definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as in the Act.

**Section 2:** Nothing herein contained is intended to apply nor shall be construed to apply said prevailing rate of wages as herein ascertained to any work or employment performed on behalf of Connect Transit except public works construction to the extent required by the Act.

**Section 3:** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

**Section 4:** All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5:** The Board Clerk shall publicly post or keep available for inspection by any interested party in the main office of Connect Transit this determination of prevailing rate of wages. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**Section 6:** By July 15<sup>th</sup>, the Board Clerk shall file a certified copy of this Ordinance with the Illinois Department of Labor.

**Section 7:** Within thirty (30) days after filing a certified copy of this Ordinance with the Department of Labor, the Board Clerk shall cause to be published in a newspaper of general circulation within the area a notice that this determination is effective and constitutes the determination of this public body.

**Section 8:** The Board Clerk shall mail a copy of this Ordinance to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

**Section 9:** This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 26<sup>th</sup> day of January, 2016.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
BOARD CHAIRMAN, CONNECT TRANSIT

ATTEST:

\_\_\_\_\_  
BOARD CLERK



