



# AGENDA

Meeting of the Connect Transit Board of Trustees

January 28, 2020

4:30 P.M.

Connect Transit Board Room  
351 Wylie Drive, Normal, Illinois 61761

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
  - 1. Approval of December 5, 2019 Board Meeting *Minutes* and *Special Board Meeting Minutes* of December 17, 2019
  - 2. Disbursements for the months of November and December 2019
  - 3. Monthly Statistical Report for December 2019
  - 4. Cardinal Infrastructure Federal Report
- E. New Business
  - 1. Recommendation to Approve Contract Amendment for Solar Array and Electrical Infrastructure
  - 2. Recommendation to Approve Contract Amendment for RFP 19-01 Bus Stop Improvement Plan: Site Design
- F. General Manager's Report
  - 1. Fiscal Year 2020 Strategic Plan Update
- G. Trustee's Comments
- H. Executive Session
  - 1. ILCS 120/2(c)(1) – Personnel Matters
- I. Adjournment



November 2019

# Financial and Statistical Reports



## Connect Transit Cash Disbursement Report November 2019

Name	Check Number	Date	Amount	Description
1st Ayd Corporation	00051073	01-Nov-19	\$366.83	Cleaning Supplies
4Imprint	00051074	01-Nov-19	\$568.50	Advertsing- Promotions
A.T.U. - C.O.P.E.	00051103	08-Nov-19	\$163.90	Payroll Deduction
A-1 Fencing, Inc	00051147	15-Nov-19	\$5,734.00	Fencing at Normal Walmart Shelter
ABC Bus Companies	00051104	08-Nov-19	\$1,645.21	Bus Parts
ABC Bus Companies	00051148	15-Nov-19	\$1,050.03	Bus Parts
ABC Bus Companies	00051180	22-Nov-19	\$908.58	Bus Parts
Ace-Hi Glass Co.	00051105	08-Nov-19	\$945.96	Glass
Advance Auto Parts	00051075	01-Nov-19	\$316.48	Maintenance Supplies
Advance Auto Parts	00051106	08-Nov-19	\$134.38	Maintenance Supplies
Advance Auto Parts	00051149	15-Nov-19	\$24.83	Maintenance Supplies
Airgas USA, LLC	00051150	15-Nov-19	\$157.81	Welding Supplies
Airgas USA, LLC	00051181	22-Nov-19	\$56.97	Welding Supplies
Alex Moonan	00051182	22-Nov-19	\$68.69	Uniform Reimbursements
Amalgamated Transit Union Local 752	00051107	08-Nov-19	\$6,397.75	Payroll Deduction
Amalgamated Transit Union Local 752	00051183	22-Nov-19	\$100.00	Payroll Deduction
Amazon Capital Service	00051076	01-Nov-19	\$624.20	Office Supplies & Equipment
Amazon Capital Service	00051108	08-Nov-19	\$98.03	Garage Maintenance Equipment
Amazon Capital Service	00051151	15-Nov-19	\$961.85	Office Supplies & Equipment
Ancel, Glink, Diamond, Bush, DiCianni &	00051184	22-Nov-19	\$1,150.00	Legal Service
Aramark Uniform Services	00051077	01-Nov-19	\$221.12	Cleaning Uniforms & Rugs
Aramark Uniform Services	00051109	08-Nov-19	\$515.14	Cleaning Uniforms & Rugs
Aramark Uniform Services	00051152	15-Nov-19	\$275.12	Cleaning Uniforms & Rugs
Aramark Uniform Services	00051185	22-Nov-19	\$262.64	Cleaning Uniforms & Rugs
Assurance Agency, Ltd.	00051186	22-Nov-19	\$15,428.00	Insurance
Avail Technologies	00051153	15-Nov-19	\$1,405.00	Software & Tech Support
Bellas Landscaping	00051187	22-Nov-19	\$1,370.00	Snow Removal
Bill's Key and Lock	00051078	01-Nov-19	\$18.40	Locks & Keys
Birkey's Farm Store, Inc	00051154	15-Nov-19	\$361.92	Bus Parts
Blue Cross and Blue Shield of Illinois	00051079	01-Nov-19	\$115,013.00	Insurance
Brink's Incorporated	00051188	22-Nov-19	\$179.64	Consulting
Canvas Solutions, Inc.	00051189	22-Nov-19	\$15,588.00	Software Licensing
Cardinal Infrastructure	00051155	15-Nov-19	\$6,000.00	Consulting
Central Illinois Trucks Inc.	00051110	08-Nov-19	\$2,571.95	Bus Parts
Central Illinois Trucks Inc.	00051156	15-Nov-19	\$2,773.11	Bus Parts
Central Illinois Trucks Inc.	00051190	22-Nov-19	\$181.96	Bus Parts
Central States Bus Sales, Inc	00051157	15-Nov-19	\$425.48	Bus Parts
CHEMSEARCH H2O SOLUTIONS	00051080	01-Nov-19	\$675.00	Water Treatment
CIRBN, LLC	00051191	22-Nov-19	\$347.84	Internet
City of Bloomington	00051081	01-Nov-19	\$723.30	Utilities
City of Bloomington	00051111	08-Nov-19	\$122.85	Utilities
Clark Baird Smith, LLP	00051192	22-Nov-19	\$1,785.00	Legal Service
Clean Exhaust Specialist	00051082	01-Nov-19	\$738.98	Outside Repair Services
Clean Exhaust Specialist	00051158	15-Nov-19	\$738.98	Outside Repair Services
CliftonLarsonAllen LLP	00051112	08-Nov-19	\$6,400.00	Audit Services
Corn Belt Energy Corp.	00051193	22-Nov-19	\$3,951.67	Utilities
Cornerstone Government Affairs	00051159	15-Nov-19	\$3,333.33	Consulting
Crown Lift Trucks-735	00051194	22-Nov-19	\$100.00	Shop Tools
Cummins Crosspoint	00051113	08-Nov-19	\$436.57	Bus Parts
Cummins Crosspoint	00051160	15-Nov-19	\$5,100.94	Bus Parts
Cummins Crosspoint	00051195	22-Nov-19	\$932.72	Bus Parts
Cumulus Media	00051161	15-Nov-19	\$650.00	Radio Advertising





## Connect Transit Cash Disbursement Report November 2019

Name	Check Number	Date	Amount	Description
Diane Vukovich	00051114	08-Nov-19	\$367.08	
Don Owen Tire Service, Inc.	00051083	01-Nov-19	\$19.77	Bus Parts
Don Owen Tire Service, Inc.	00051115	08-Nov-19	\$115.00	Bus Parts
Evergreen FS	00051116	08-Nov-19	\$844.00	Propane
Evergreen FS	00051162	15-Nov-19	\$1,480.15	Propane
Fast Signs	00051163	15-Nov-19	\$415.00	Printed Materials
Fastenal Company	00051084	01-Nov-19	\$93.39	Bus Parts
Fastenal Company	00051196	22-Nov-19	\$4.76	Bus Parts
Fasteners Etc.	00051117	08-Nov-19	\$1,609.52	Maintenance Supplies
Fasteners Etc.	00051164	15-Nov-19	\$656.75	Maintenance Supplies
Fasteners Etc.	00051197	22-Nov-19	\$280.66	Maintenance Supplies
FMLASource	00051118	08-Nov-19	\$3,033.96	Consulting Fees
Frontier	00051165	15-Nov-19	\$899.00	Telephone
FS Custom Turf	00051166	15-Nov-19	\$280.50	Building Maintenance
Gatekeeper Systems, INC.	00051085	01-Nov-19	\$724.08	Bus Parts
Genfare	00051086	01-Nov-19	\$617.52	Software and Hardware
Gillig LLC	00051119	08-Nov-19	\$203.28	Bus Parts
Gillig LLC	00051198	22-Nov-19	\$25.20	Bus Parts
Glenda Lafever	00051199	22-Nov-19	\$55.00	
Global Equipment Company	00051120	08-Nov-19	\$68.44	Garage Supplies
Government Finance Officers Association	00051121	08-Nov-19	\$560.00	Dues & Subscriptions
Great Plains Media	00051122	08-Nov-19	\$1,400.00	Radio Advertising
Greatland Corporation	00051123	08-Nov-19	\$166.49	Office Supplies
Heritage Machine & Welding, Inc	00051124	08-Nov-19	\$358.98	Bus Parts
ICMA 457 Retirement Trust	ACH	07-Nov-19	\$29,757.22	Payroll Deduction
ICMA 457 Retirement Trust	ACH	21-Nov-19	\$29,295.46	Payroll Deduction
Illinois Department of Revenue	00051125	08-Nov-19	\$12,767.22	Payroll Deduction
Illinois Department of Revenue	00051200	22-Nov-19	\$12,587.44	Payroll Deduction
Illinois Labor Law Poster Service	00051126	08-Nov-19	\$79.50	Dues & Subscriptions
Illinois Oil Marketing Equipment, Inc.	00051167	15-Nov-19	\$453.19	Fuel Station
Illinois State Disbursement Unit	00051127	08-Nov-19	\$739.65	Payroll Deduction
Illinois State Disbursement Unit	00051201	22-Nov-19	\$707.79	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00051128	08-Nov-19	\$70.00	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00051202	22-Nov-19	\$70.00	Payroll Deduction
Interstate Batteries of Mid-Illinois	00051087	01-Nov-19	\$1,951.60	Bus Parts
Kashia d/b/a Inbox Loan	00051129	08-Nov-19	\$65.00	Payroll Deduction
Kashia d/b/a Inbox Loan	00051203	22-Nov-19	\$65.00	Payroll Deduction
KEITH Engineering Design	00051130	08-Nov-19	\$1,262.64	Building & Improvements
Ken's Oil Service, Inc	00051088	01-Nov-19	\$16,619.35	Diesel, Gas, Oil, Antifreeze
Ken's Oil Service, Inc	00051131	08-Nov-19	\$17,245.34	Diesel, Gas, Oil, Antifreeze
Ken's Oil Service, Inc	00051168	15-Nov-19	\$14,796.34	Diesel, Gas, Oil, Antifreeze
Ken's Oil Service, Inc	00051204	22-Nov-19	\$12,736.60	Diesel, Gas, Oil, Antifreeze
Kirby Risk Corporation	00051205	22-Nov-19	\$135.30	Bus Parts
Knapp Concrete Contractors, Inc	00051169	15-Nov-19	\$31,052.00	Shelter Pads
Lewis, Yockey & Brown, Inc	00051170	15-Nov-19	\$2,823.47	Bus Shelters
LIFTS & MORE LLC	00051132	08-Nov-19	\$265.00	Materials & Supplies
Lisa McKeithen	00051133	08-Nov-19	\$159.98	Uniform Reimbursement
Marcus Ralston	00051171	15-Nov-19	\$119.61	Uniform Reimbursement
Marsha L Combs-Skinner	00051134	08-Nov-19	\$673.85	Payroll Deduction
Marsha L Combs-Skinner	00051206	22-Nov-19	\$673.85	Payroll Deduction
McLean County PONY Baseball Inc	00051172	15-Nov-19	\$300.00	Advertising
Menards	00051207	22-Nov-19	\$129.33	Building Maintenance and Shop Tools



## Connect Transit Cash Disbursement Report November 2019

Name	Check Number	Date	Amount	Description
Michelin North America, Inc	00051135	08-Nov-19	\$4,372.87	Tires
Midwest Transit Equipment, Inc.	00051089	01-Nov-19	\$1,674.45	Bus Parts
Miller Janitor Supply	00051090	01-Nov-19	\$140.39	Maintenance Supplies
Miller Janitor Supply	00051136	08-Nov-19	\$54.95	Maintenance Supplies
Miller Janitor Supply	00051208	22-Nov-19	\$161.66	Maintenance Supplies
Minerva Promotions	00051091	01-Nov-19	\$513.25	Uniforms
Minerva Promotions	00051209	22-Nov-19	\$826.50	Uniforms
Morris Avenue Garage	00051092	01-Nov-19	\$112.00	Vehicle Inspection
Morris Avenue Garage	00051137	08-Nov-19	\$140.00	Vehicle Inspection
Morris Avenue Garage	00051210	22-Nov-19	\$56.00	Vehicle Inspection
Motion Industries, Inc.	00051211	22-Nov-19	\$163.68	Bus Parts
Mutual of Omaha	00051093	01-Nov-19	\$15,088.41	Life, AD&D, STD & LTD
Napa Auto Parts	00051173	15-Nov-19	\$17.28	Bus Parts
Neuhoff Media	00051174	15-Nov-19	\$550.00	Advertising
OSF Occupational Health	00051175	15-Nov-19	\$355.50	Drug Testing
Paragon Promotions	00051094	01-Nov-19	\$937.76	Advertising- Promotions
Payroll	ACH	07-Nov-19	\$198,319.98	
Payroll	ACH	21-Nov-19	\$202,999.26	
Personal Finance Company LLC	00051138	08-Nov-19	\$80.00	Payroll Deduction
Personal Finance Company LLC	00051212	22-Nov-19	\$80.00	Payroll Deduction
Piercy Auto Body	00051095	01-Nov-19	\$2,025.98	Outside Repair
Piercy Auto Body	00051139	08-Nov-19	\$2,154.00	Outside Repair
Pipco Companies, LTD	00051096	01-Nov-19	\$640.00	Building Maintenance
Prairie Signs	00051213	22-Nov-19	\$88.74	Maps, Schedules & Printed Materials
Republic Services # 368	00051097	01-Nov-19	\$197.50	Garbage Disposal
Ross & White Co.	00051098	01-Nov-19	\$141.88	Bus Washer
Sam Leman	00051099	01-Nov-19	\$67.03	Outside Repair
Sam Leman	00051214	22-Nov-19	\$901.14	Outside Repair
Seico, Inc	00051140	08-Nov-19	\$2,355.00	Software Upgrade
Southtown Wrecker Service, Inc.,	00051141	08-Nov-19	\$0.00	Towing
Southtown Wrecker Service, Inc.,	00051141	08-Nov-19	\$312.50	Towing
Southtown Wrecker Service, Inc.,	00051215	22-Nov-19	\$125.00	Towing
Sunbelt Rentals	00051176	15-Nov-19	\$209.34	Machine Rental
The Aftermarket Parts Company LLC	00051100	01-Nov-19	\$4,112.31	Bus Parts
The Aftermarket Parts Company LLC	00051142	08-Nov-19	\$8,347.62	Bus Parts
The Aftermarket Parts Company LLC	00051177	15-Nov-19	\$1,232.95	Bus Parts
The Aftermarket Parts Company LLC	00051216	22-Nov-19	\$1,955.25	Bus Parts
Thermo King Quad Cities, Inc.	00051178	15-Nov-19	\$120.80	Bus Parts
Tonto Apache d/b/a Comet Loans	00051143	08-Nov-19	\$0.00	Payroll Deduction
Tonto Apache d/b/a Comet Loans	00051143	08-Nov-19	\$55.00	Payroll Deduction
Town of Normal	00051101	01-Nov-19	\$381.80	Utilities
Town of Normal - Parks & Rec	00051144	08-Nov-19	\$275.00	Misc Expense
TRAVELERS	00051145	08-Nov-19	\$5,134.01	Insurance Deductible
Truck Centers, Inc.	00051217	22-Nov-19	\$1,659.00	Bus Parts
United States Treasury	ACH	12-Nov-19	\$71,680.20	Federal Tax Payments
United States Treasury	ACH	26-Nov-19	\$70,179.89	Federal Tax Payments
Verizon Wireless	00051146	08-Nov-19	\$1,791.70	Mobile Data Terminals for SS
Visa - Commerce Bank	00051102	01-Nov-19	\$356.05	Legal
Visa - Commerce Bank	00051102	01-Nov-19	\$8.00	Support Vehicles
Visa - Commerce Bank	00051102	01-Nov-19	\$586.25	Building Maintenance
Visa - Commerce Bank	00051102	01-Nov-19	\$80.33	Advertising- Employment
Visa - Commerce Bank	00051102	01-Nov-19	\$52.24	Bus Parts-FR
Visa - Commerce Bank	00051102	01-Nov-19	\$7.37	Freight
Visa - Commerce Bank	00051102	01-Nov-19	\$212.72	Office Equipment



Connect Transit  
Cash Disbursement Report  
November 2019

Name	Check Number	Date	Amount	Description
Visa - Commerce Bank	00051102	01-Nov-19	\$15.89	Office Supplies
Visa - Commerce Bank	00051102	01-Nov-19	\$319.96	Software Licensing
Visa - Commerce Bank	00051102	01-Nov-19	\$1,451.91	Trustee's Expense
Visa - Commerce Bank	00051102	01-Nov-19	\$4,778.75	Travel & Meetings
Visa - Commerce Bank	00051102	01-Nov-19	\$363.00	Employee Recognition
Visa - Commerce Bank	00051102	01-Nov-19	\$174.44	Advertising- Promotions
Visa - Commerce Bank	00051102	01-Nov-19	\$922.92	Safety & Training
WEEK Television Inc	00051179	15-Nov-19	\$200.00	Advertising- Media
WGLT	00051218	22-Nov-19	\$600.00	Radio Advertising

Grand Total \$1,024,859.33

# Bloomington Normal Public Transit Balance Sheet

Division: 99 Board Reports

As of: 11/30/2019

Fiscal Year: 2020    Period: 5    Nov-2019

## Assets

### Current Assets

Checking and Savings	\$6,815,554.48
Accounts Receivable	\$1,041,062.51
Inventory Asset - Fuel	\$46,212.15
Inventory Asset - Parts	\$177,784.46
Inventory Asset - Tires	\$0.00
Other Current Assets	\$295,108.48

**Total Current Assets** \$8,375,722.08

Fixed Assets \$20,233,246.78

**Total Assets** \$28,608,968.86

## Liabilities & Equity

### Liabilities

Accounts Payable	\$260,394.48
Payroll Liabilities	\$1,222,921.02
Contracts	\$0.00
Due to Illinois Funds Account	\$0.00
Deferred Revenue	\$142,722.17
Deficit Funding Advance	\$0.00

**Total Liabilities** \$1,626,037.67

### 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 \$7,728,985.80

**Total Liabilities & Equity** \$28,608,968.86



# Bloomington Normal Public Transit Income Statement With Approved Budget

	From Fiscal Year: 2020		From Period 5		As of: 11/30/2019	
	Thru Fiscal Year: 2020	Thru Period 5	Nov-2019	Jul-2019	Nov-2019	Approved Budget
Division: 98 Operating Profit/Loss						
<b>Operating Revenue</b>						
Passenger Fares	\$52,589.09	6.71%	\$295,259.19	37.66%	\$784,000.00	
ISU Contract Fare	\$46,325.00	8.29%	\$231,625.00	41.44%	\$559,000.00	
Other Contract Fares	\$14,519.26	10.30%	\$60,718.08	43.06%	\$141,000.00	
Advertising Revenue	\$9,250.16	6.17%	\$45,831.90	30.55%	\$150,000.00	
Miscellaneous Revenue	\$9,531.36	317.71%	\$20,054.90	668.50%	\$3,000.00	
<b>Total Operating Revenue</b>	<b>\$132,214.87</b>	<b>8.08%</b>	<b>\$653,489.07</b>	<b>39.92%</b>	<b>\$1,637,000.00</b>	
<b>Operating Expenses</b>						
Operators Wages	\$483,758.50	8.38%	\$2,449,428.41	42.44%	\$5,772,000.00	
Maintenance Wages	\$76,682.95	6.85%	\$386,773.83	34.53%	\$1,120,000.00	
Administration Wages	\$78,994.59	7.75%	\$406,569.72	39.90%	\$1,019,000.00	
Employer Payroll Tax Expense	\$48,324.04	7.46%	\$246,038.27	37.97%	\$648,000.00	
Retirement Plan	\$26,227.20	6.87%	\$136,854.56	35.83%	\$382,000.00	
Group Insurance	\$121,487.48	6.92%	\$602,544.92	34.31%	\$1,756,000.00	
Uniform Expense	\$1,496.73	4.05%	\$8,456.69	22.86%	\$37,000.00	
Professional Services	\$10,483.33	3.38%	\$81,563.06	26.31%	\$310,000.00	
Outside Repair-Labor	\$5,343.95	7.74%	\$16,375.13	23.73%	\$69,000.00	
Contract Maintenance Services	\$7,515.29	6.83%	\$39,233.20	35.67%	\$110,000.00	
Custodial Services	\$764.60	4.78%	\$4,983.67	31.15%	\$16,000.00	
Employee Recruiting/Testing/Temp Help	\$1,010.00	6.31%	\$4,015.86	25.10%	\$16,000.00	
Fuel	\$58,335.39	5.61%	\$332,809.96	32.03%	\$1,039,000.00	
Lubricants	\$2,288.68	5.20%	\$10,655.72	24.22%	\$44,000.00	
Tires	\$526.00	0.58%	\$21,969.09	24.41%	\$90,000.00	
Bus Repair Parts	\$25,181.89	14.73%	\$94,328.25	55.16%	\$171,000.00	
Other Materials & Supplies	\$3,438.25	8.45%	\$18,866.17	46.35%	\$40,700.00	
Shelters/Signs/Shop Tools	\$2,854.66	28.55%	\$7,751.93	77.52%	\$10,000.00	
Computer and Office Supplies	\$65,158.65	32.74%	\$94,515.68	47.50%	\$199,000.00	
Utilities	\$8,295.32	5.97%	\$37,645.14	27.08%	\$139,000.00	
Corporate Insurance	\$25,353.90	6.34%	\$154,428.21	38.61%	\$400,000.00	
Dues/Subscriptions/Fees	\$1,207.88	2.32%	\$23,794.88	45.76%	\$52,000.00	
Printing/Marketing/Training	\$7,904.88	2.84%	\$73,020.36	26.27%	\$278,000.00	
<b>Total Operating Expenses</b>	<b>\$1,062,634.16</b>	<b>7.75%</b>	<b>\$5,252,622.71</b>	<b>38.29%</b>	<b>\$13,717,700.00</b>	
<b>Operating Assistance</b>						
Operating Deficit Before Subsidies and Grants	(\$930,419.29)	7.70%	(\$4,599,133.64)	38.07%	(\$12,080,700.00)	
City of Bloomington Operating Assistance	\$50,833.33	8.33%	\$254,166.65	41.67%	\$610,000.00	
Town of Normal Operating Assistance	\$32,500.00	8.33%	\$162,500.00	41.67%	\$390,000.00	
Illinois Downstate Operating Assistance	\$684,640.00	7.75%	\$3,382,446.00	38.31%	\$8,630,000.00	
FTA 5307 Operating Assistance	\$152,662.00	7.21%	\$745,539.00	35.20%	\$2,118,000.00	
<b>Total Operating Assistance</b>	<b>\$920,635.33</b>	<b>7.71%</b>	<b>\$4,544,651.65</b>	<b>38.04%</b>	<b>\$11,948,000.00</b>	





December 2019

# Financial and Statistical Reports



## Connect Transit Cash Disbursement Report December 2019

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00051219	05-Dec-19	\$163.90	Payroll Deduction
ABC Bus Companies	00051220	05-Dec-19	\$2,808.41	Bus Parts
ABC Bus Companies	00051270	13-Dec-19	\$905.28	Bus Parts
ABC Bus Companies	00051311	20-Dec-19	\$1,182.11	Bus Parts
Ace-Hi Glass Co.	00051221	05-Dec-19	\$540.00	Glass
Ace-Hi Glass Co.	00051271	13-Dec-19	\$630.00	Glass
Advance Auto Parts	00051222	05-Dec-19	\$108.49	Maintenance Supplies
Advance Auto Parts	00051272	13-Dec-19	\$38.72	Maintenance Supplies
Advance Auto Parts	00051312	20-Dec-19	\$177.67	Maintenance Supplies
Airgas USA, LLC	00051223	05-Dec-19	\$304.05	Welding Supplies
Amalgamated Transit Union Local 752	00051224	05-Dec-19	\$6,272.65	Payroll Deduction
Amazon Capital Service	00051225	05-Dec-19	\$827.03	Office Supplies
Amazon Capital Service	00051273	13-Dec-19	\$77.58	Office Supplies
Amazon Capital Service	00051313	20-Dec-19	\$228.19	Office Supplies
Ancel, Glink, Diamond, Bush, DiCianni &	00051274	13-Dec-19	\$2,746.25	Legal Service
Aramark Uniform Services	00051226	05-Dec-19	\$421.12	Cleaning Uniforms & Rugs
Aramark Uniform Services	00051275	13-Dec-19	\$244.76	Cleaning Uniforms & Rugs
Aramark Uniform Services	00051314	20-Dec-19	\$226.76	Cleaning Uniforms & Rugs
Avail Technologies	00051227	05-Dec-19	\$2,810.00	Software & Tech Support
Bellas Landscaping	00051228	05-Dec-19	\$1,855.00	Snow Removal
Bill's Key and Lock	00051229	05-Dec-19	\$74.30	Locks & Keys
Birkey's Farm Store, Inc	00051230	05-Dec-19	\$456.00	Bus Parts
Birkey's Farm Store, Inc	00051276	13-Dec-19	\$361.92	Bus Parts
Black & Decker (US), Inc	00051277	13-Dec-19	\$423.24	Materials & Supplies
Bloomington Radiology SC	00051278	13-Dec-19	\$38.00	Medical Liability
Blue Cross and Blue Shield of Illinois	00051231	05-Dec-19	\$112,033.13	Insurance
Brink's Incorporated	00051315	20-Dec-19	\$141.07	Consulting
Cardinal Infrastructure	00051232	05-Dec-19	\$6,000.00	Consulting
Cardinal Infrastructure	00051279	13-Dec-19	\$6,000.00	Consulting
Central Illinois Trucks Inc.	00051233	05-Dec-19	\$5,572.28	Bus Parts
Central Illinois Trucks Inc.	00051280	13-Dec-19	\$448.65	Bus Parts
Central Illinois Trucks Inc.	00051316	20-Dec-19	\$1,703.95	Bus Parts
ChemStation of Indiana	00051281	13-Dec-19	\$513.40	Garage Supplies
CIRBN, LLC	00051317	20-Dec-19	\$347.84	Internet
City of Bloomington	00051234	05-Dec-19	\$810.13	Utilities
City of Bloomington	00051282	13-Dec-19	\$122.85	Utilities
Commerce Bank HSA	00051318	20-Dec-19	\$3,390.00	Health Savings Accounts
Corn Belt Energy Corp.	00051319	20-Dec-19	\$3,944.44	Utilities
Cornerstone Government Affairs	00051320	20-Dec-19	\$3,333.33	Consulting
Crown Lift Trucks-735	00051283	13-Dec-19	\$252.00	Garage Equipment Repair
Cummins Crosspoint	00051235	05-Dec-19	\$932.72	Bus Parts
Cummins Crosspoint	00051321	20-Dec-19	\$352.87	Bus Parts
Cumulus Media	00051284	13-Dec-19	\$650.00	Radio Advertising
Dish Network	00051285	13-Dec-19	\$102.03	Television Service
Don Owen Tire Service, Inc.	00051236	05-Dec-19	\$33.19	Bus Parts
Don Owen Tire Service, Inc.	00051286	13-Dec-19	\$145.38	Bus Parts
Don Owen Tire Service, Inc.	00051322	20-Dec-19	\$296.08	Bus Parts
DON SMITH PAINT COMPANY	00051323	20-Dec-19	\$63.53	Building Maintenance
Ecolane USA, Inc	00051324	20-Dec-19	\$25,581.00	Software Licensing
Eitan Weltman	00051325	20-Dec-19	\$293.58	Payroll Deduction
Evergreen FS	00051237	05-Dec-19	\$801.46	Fuel
Evergreen FS	00051287	13-Dec-19	\$687.09	Fuel



## Connect Transit Cash Disbursement Report December 2019

Name	Check Number	Date	Amount	Description
Farnsworth Group, Inc	00051288	13-Dec-19	\$9,168.00	Uptown Kiosk Engineering
Fasteners Etc.	00051238	05-Dec-19	\$195.77	Maintenance Supplies
Fasteners Etc.	00051326	20-Dec-19	\$424.67	Maintenance Supplies
Frontier	00051327	20-Dec-19	\$899.37	Telephone
Genfare	00051289	13-Dec-19	\$39.02	Bus Passes
Genfare	00051328	20-Dec-19	\$7,302.53	Bus Passes
Gillig LLC	00051239	05-Dec-19	\$648.54	Bus Parts
Gillig LLC	00051329	20-Dec-19	\$150.55	Bus Parts
Great Plains Media	00051240	05-Dec-19	\$910.00	Radio Advertising
Great Plains Media	00051330	20-Dec-19	\$1,400.00	Radio Advertising
ICMA- 457 Retirement Plan	ACH	06-Dec-19	\$29,251.65	Payroll Deduction
ICMA- 457 Retirement Plan	ACH	19-Dec-19	\$30,924.48	Payroll Deduction
ICMA- 457 Retirement Plan	ACH	31-Dec-19	\$29,129.42	Payroll Deduction
Illinois Department of Revenue	00051241	05-Dec-19	\$12,575.84	Payroll Deduction
Illinois Department of Revenue	00051331	20-Dec-19	\$12,144.00	Payroll Deduction
Illinois State Disbursement Unit	00051242	05-Dec-19	\$707.79	Payroll Deduction
Illinois State Disbursement Unit	00051332	20-Dec-19	\$647.79	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00051243	05-Dec-19	\$70.00	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00051333	20-Dec-19	\$70.00	Payroll Deduction
Interstate Batteries of Mid-Illinois	00051244	05-Dec-19	\$975.80	Bus Parts
Interstate Batteries of Mid-Illinois	00051334	20-Dec-19	\$1,463.70	Bus Parts
IWIN	00051290	13-Dec-19	\$462.00	Employee Physicals
Jason Garmon	00051245	05-Dec-19	\$475.00	Tool Reimbursement
John A Jones	00051335	20-Dec-19	\$250.00	Outside Repair Services
Joseph Isala	00051291	13-Dec-19	\$54.36	Uniform Reimbursement
Kashia d/b/a Inbox Loan	00051246	05-Dec-19	\$65.00	Payroll Deduction
Kashia d/b/a Inbox Loan	00051336	20-Dec-19	\$65.00	Payroll Deduction
KCN Solutions	00051247	05-Dec-19	\$1,200.00	Snow Removal
KCN Solutions	00051337	20-Dec-19	\$640.00	Snow Removal
Ken's Oil Service, Inc	00051248	05-Dec-19	\$25,983.97	Fuel
Ken's Oil Service, Inc	00051292	13-Dec-19	\$2,681.44	Fuel
Ken's Oil Service, Inc	00051338	20-Dec-19	\$31,273.13	Fuel
Lewis, Yockey & Brown, Inc	00051293	13-Dec-19	\$1,581.65	Bus Stop Engineering
Marsha L Combs-Skinner	00051249	05-Dec-19	\$673.85	Payroll Deduction
Marsha L Combs-Skinner	00051339	20-Dec-19	\$673.85	Payroll Deduction
Menards	00051294	13-Dec-19	\$48.61	Building Maintenance
Menards	00051340	20-Dec-19	\$129.33	Building Maintenance & Shop Tools
Michelin North America, Inc	00051250	05-Dec-19	\$4,926.00	Tires
Midland Paper Company	00051295	13-Dec-19	\$1,216.40	Office Supplies
Midwest Transit Equipment, Inc.	00051341	20-Dec-19	\$588.32	Bus Parts
Miller Janitor Supply	00051296	13-Dec-19	\$429.74	Maintenance Supplies
Miller Janitor Supply	00051342	20-Dec-19	\$933.21	Maintenance Supplies
Minerva Promotions	00051297	13-Dec-19	\$383.00	Uniforms
Minerva Promotions	00051343	20-Dec-19	\$213.00	Uniforms
Mohawk Mfg. & Supply Co.	00051344	20-Dec-19	\$13.56	Bus Parts
Morris Avenue Garage	00051251	05-Dec-19	\$112.00	Vehicle Inspection
Morris Avenue Garage	00051345	20-Dec-19	\$56.00	Vehicle Inspection
Motion Industries, Inc.	00051252	05-Dec-19	\$35.30	Bus Parts
Mutual of Omaha	00051253	05-Dec-19	\$14,901.48	Life, AD&D, STD & LTD
Napa Auto Parts	00051254	05-Dec-19	\$136.60	Bus Parts
Napa Auto Parts	00051346	20-Dec-19	\$38.94	Bus Parts
Neuhoff Media	00051298	13-Dec-19	\$1,619.00	Advertising





## Connect Transit Cash Disbursement Report December 2019

Name	Check Number	Date	Amount	Description
Nicor Gas	00051255	05-Dec-19	\$1,399.58	Utilities
Oberlander Alarm Systems, Inc.	00051256	05-Dec-19	\$208.00	Security Alarm Service Fee
Oberlander Alarm Systems, Inc.	00051299	13-Dec-19	\$208.00	Security Alarm Service Fee
Oil Marketing Equipment, Inc	00051257	05-Dec-19	\$575.00	Outside Repair
Orkin Pest Control	00051258	05-Dec-19	\$566.41	Pest Control
Orkin Pest Control	00051347	20-Dec-19	\$566.41	Pest Control
OSF St. Joseph Occupational Health	00051300	13-Dec-19	\$364.50	Drug Testing
Payroll	ACH	05-Dec-19	\$196,169.76	
Payroll	ACH	19-Dec-19	\$196,268.46	
Personal Finance Company LLC	00051259	05-Dec-19	\$80.00	Payroll Deduction
Personal Finance Company LLC	00051348	20-Dec-19	\$80.00	Payroll Deduction
Piercy Auto Body	00051301	13-Dec-19	\$4,998.50	Outside Repair
Piercy Auto Body	00051349	20-Dec-19	\$1,684.50	Outside Repair
Republic Services # 368	00051260	05-Dec-19	\$198.19	Garbage Disposal
Safety-Kleen Systems, Inc	00051261	05-Dec-19	\$277.87	Materials & Supplies
Safetylane Equipment Corp.	00051302	13-Dec-19	\$1,933.00	Garage Maintenance Equipment
Sam Leman	00051262	05-Dec-19	\$76.35	Outside Repair
Sam Leman	00051350	20-Dec-19	\$138.52	Outside Repair
Southtown Wrecker Service, Inc.,	00051303	13-Dec-19	\$125.00	Towing
Southtown Wrecker Service, Inc.,	00051351	20-Dec-19	\$125.00	Towing
Stratus Networks	00051304	13-Dec-19	\$2,595.33	Telephone
Sunbelt Rentals	00051305	13-Dec-19	\$775.96	Machine Rentals
Syncromatics Corporaion	00051306	13-Dec-19	\$46,071.00	Software Licensing
The Aftermarket Parts Company LLC	00051263	05-Dec-19	\$642.92	Bus Parts
The Aftermarket Parts Company LLC	00051307	13-Dec-19	\$4,488.07	Bus Parts
The Aftermarket Parts Company LLC	00051352	20-Dec-19	\$33.80	Bus Parts
Town of Normal	00051264	05-Dec-19	\$381.80	Utilites
TRAVELERS	00051265	05-Dec-19	\$39.37	Property Damage
Uline	00051308	13-Dec-19	\$295.18	Office Supplies
Uline	00051353	20-Dec-19	\$470.34	Office Supplies
United States Department of Treasury	ACH	10-Dec-19	\$70,519.63	Fed Tax Payment
United States Department of Treasury	ACH	24-Dec-19	\$67,457.81	Fed Tax Payment
Verizon Wireless	00051266	05-Dec-19	\$524.25	Mobile Data Terminals for SS
Visa - Commerce Bank	00051267	05-Dec-19	\$429.00	Garage Maintenance Equipment
Visa - Commerce Bank	00051267	05-Dec-19	\$349.49	Support Vehicles
Visa - Commerce Bank	00051267	05-Dec-19	\$1,010.00	Advertising- Employment
Visa - Commerce Bank	00051267	05-Dec-19	\$912.87	Bus Parts- DR
Visa - Commerce Bank	00051267	05-Dec-19	\$1,120.04	Freight
Visa - Commerce Bank	00051267	05-Dec-19	\$1,978.25	Shop Tools
Visa - Commerce Bank	00051267	05-Dec-19	\$369.69	Office Supplies
Visa - Commerce Bank	00051267	05-Dec-19	\$319.96	Software Licensing
Visa - Commerce Bank	00051267	05-Dec-19	\$153.38	Vehicle Registration
Visa - Commerce Bank	00051267	05-Dec-19	\$135.00	Management Publications
Visa - Commerce Bank	00051267	05-Dec-19	\$520.40	Travel & Meetings
Visa - Commerce Bank	00051267	05-Dec-19	\$15.90	Media- Promotions
Visa - Commerce Bank	00051267	05-Dec-19	\$58.56	Advertising- Promotions
Vision Service Plan (IL)	00051268	05-Dec-19	\$922.62	Vision Insurance
Watts Copy Systems, Inc	00051269	05-Dec-19	\$895.79	Lease
WEEK Television Inc	00051309	13-Dec-19	\$200.00	Media- Promotions
WGLT	00051354	20-Dec-19	\$600.00	Radio Advertising
William Masters, Inc	00051310	13-Dec-19	\$2,601.00	HVAC
<b>Grand Total</b>			<b>\$1,042,362.55</b>	



**Bloomington Normal Public Transit  
Balance Sheet**

Division: 99 Board Reports

As of: 12/31/2019

Fiscal Year: 2020    Period: 6    Dec-2019

**001 Assets**

**005 Current Assets**

100 Checking and Savings	\$8,285,532.93
110 Accounts Receivable	(\$350,959.45)
120 Inventory Asset - Fuel	\$53,737.33
122 Inventory Asset - Parts	\$194,804.06
123 Inventory Asset - Tires	\$0.00
140 Other Current Assets	<u>\$347,252.16</u>

**141 Total Current Assets** **\$8,530,367.03**

150 Fixed Assets \$20,293,126.30

**190 Total Assets** **\$28,823,493.33**

**200 Liabilities & Equity**

**205 Liabilities**

207 Accounts Payable	\$381,341.57
210 Payroll Liabilities	\$1,237,378.29
220 Contracts	\$0.00
221 Due to Illinois Funds Account	\$0.00
222 Deferred Revenue	\$142,555.43
250 Deficit Funding Advance	<u>\$0.00</u>

**290 Total Liabilities** **\$1,761,275.29**

**298 EQUITY**

300 Fixed Asset Equity	\$12,483,532.77
301 Unreserved Fund Equity	\$6,750,412.62
302 Underground Petroleum Storage	<u>\$20,000.00</u>

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

305 Retained Earnings \$7,808,272.65

**399 Total Liabilities & Equity** **\$28,823,493.33**

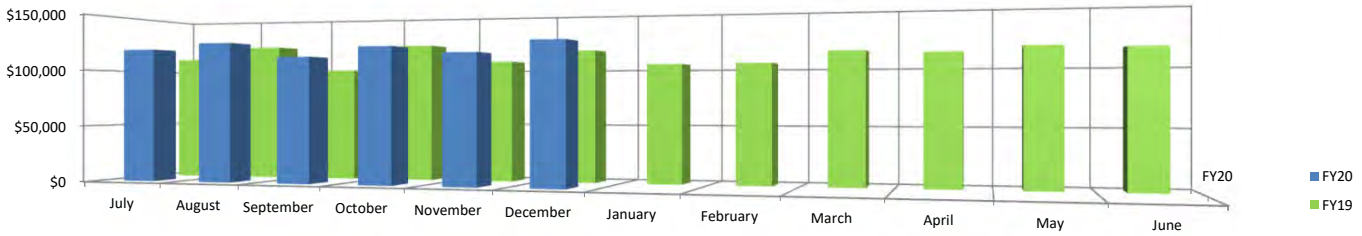
# Bloomington Normal Public Transit

## Income Statement With Approved Budget

	From Fiscal Year: 2020		From Period 6		Division: 98 Operating Profit/Loss		As of: 12/31/2019	
	Thru Fiscal Year: 2020	Thru Period 6	Dec-2019	Jul-2019	Dec-2019	Dec-2019	Approved Budget	
<b>400 Operating Revenue</b>								
401 Passenger Fares	\$58,569.84	7.47%	\$353,829.03	45.13%	\$784,000.00			
403 ISU Contract Fare	\$46,325.00	8.29%	\$277,950.00	49.72%	\$559,000.00			
405 Other Contract Fares	\$18,325.16	13.00%	\$79,043.24	56.06%	\$141,000.00			
407 Advertising Revenue	\$6,530.24	4.35%	\$52,362.14	34.91%	\$150,000.00			
409 Miscellaneous Revenue	\$192.67	6.42%	\$20,247.57	674.92%	\$3,000.00			
<b>411 Total Operating Revenue</b>	<b>\$129,942.91</b>	<b>7.94%</b>	<b>\$783,431.98</b>	<b>47.86%</b>	<b>\$1,637,000.00</b>			
<b>500 Operating Expenses</b>								
501 Operators Wages	\$473,168.23	8.20%	\$2,922,596.64	50.63%	\$5,772,000.00			
503 Maintenance Wages	\$77,874.92	6.95%	\$464,648.75	41.49%	\$1,120,000.00			
505 Administration Wages	\$76,584.54	7.52%	\$483,154.26	47.41%	\$1,019,000.00			
507 Employer Payroll Tax Expense	\$47,244.47	7.29%	\$293,282.74	45.26%	\$648,000.00			
509 Retirement Plan	\$26,062.36	6.82%	\$162,916.92	42.65%	\$382,000.00			
511 Group Insurance	\$118,922.39	6.77%	\$721,467.31	41.09%	\$1,756,000.00			
513 Uniform Expense	\$1,349.16	3.65%	\$9,805.85	26.50%	\$37,000.00			
515 Professional Services	\$13,149.58	4.24%	\$94,712.64	30.55%	\$310,000.00			
519 Outside Repair-Labor	\$7,038.52	10.20%	\$23,413.65	33.93%	\$69,000.00			
521 Contract Maintenance Services	\$14,086.04	12.81%	\$53,319.24	48.47%	\$110,000.00			
523 Custodial Services	\$1,185.60	7.41%	\$6,169.27	38.56%	\$16,000.00			
525 Employee Recruiting/Testing/Temp Help	\$1,904.00	11.90%	\$5,919.86	37.00%	\$16,000.00			
527 Fuel	\$59,976.94	5.77%	\$392,786.90	37.80%	\$1,039,000.00			
529 Lubricants	\$2,678.83	6.09%	\$13,334.55	30.31%	\$44,000.00			
531 Tires	\$4,400.00	4.89%	\$26,369.09	29.30%	\$90,000.00			
535 Bus Repair Parts	\$13,865.24	8.11%	\$108,193.49	63.27%	\$171,000.00			
537 Other Materials & Supplies	\$5,342.28	13.13%	\$24,208.45	59.48%	\$40,700.00			
539 Shelters/Signs/Shop Tools	\$2,842.44	28.42%	\$10,594.37	105.94%	\$10,000.00			
541 Computer and Office Supplies	\$30,808.74	15.48%	\$125,324.42	62.98%	\$199,000.00			
543 Utilities	\$12,308.80	8.86%	\$49,953.94	35.94%	\$139,000.00			
545 Corporate Insurance	\$25,314.53	6.33%	\$179,742.74	44.94%	\$400,000.00			
547 Dues/Subscriptions/Fees	\$9,226.00	17.74%	\$33,020.88	63.50%	\$52,000.00			
549 Printing/Marketing/Training	\$14,497.36	5.21%	\$87,517.72	31.48%	\$278,000.00			
<b>560 Total Operating Expenses</b>	<b>\$1,039,830.97</b>	<b>7.58%</b>	<b>\$6,292,453.68</b>	<b>45.87%</b>	<b>\$13,717,700.00</b>			
<b>570 Operating Assistance</b>								
580 Operating Deficit Before Subsidies and Grants	(\$909,888.06)	7.53%	(\$5,509,021.70)	45.60%	(\$12,080,700.00)			
582 City of Bloomington Operating Assistance	\$50,833.33	8.33%	\$304,999.98	50.00%	\$610,000.00			
583 Town of Normal Operating Assistance	\$32,500.00	8.33%	\$195,000.00	50.00%	\$390,000.00			
585 Illinois Downstate Operating Assistance	\$667,250.00	7.56%	\$4,049,696.00	45.86%	\$8,830,000.00			
590 FTA 5307 Operating Assistance	\$143,652.00	6.78%	\$889,191.00	41.98%	\$2,118,000.00			
<b>600 Total Operating Assistance</b>	<b>\$894,235.33</b>	<b>7.48%</b>	<b>\$5,438,886.98</b>	<b>45.52%</b>	<b>\$11,948,000.00</b>			

# Financial Reports

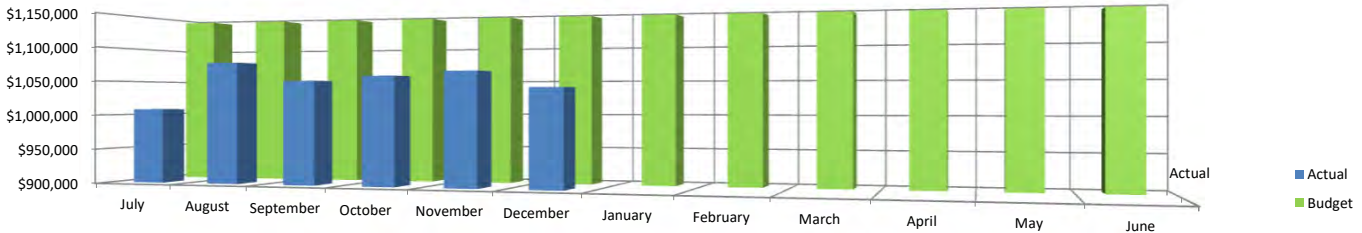
## Transit Fare



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	\$118,530	\$123,667	\$110,792	\$119,271	\$113,433	\$123,220						
FY19	\$111,416	\$122,580	\$100,493	\$122,655	\$107,501	\$116,816	\$104,334	\$104,767	\$114,752	\$112,897	\$117,447	\$116,011

Notes: Other Contract Fares revenue increased \$6,346 in December 2019 from December 2018 due to Heartland Community College and Medicaid billing. Total Cash Fares decreased \$61 in December 2019 from December 2018. Total Pass Fares decreased \$1,578 in December 2019 from December 2018.

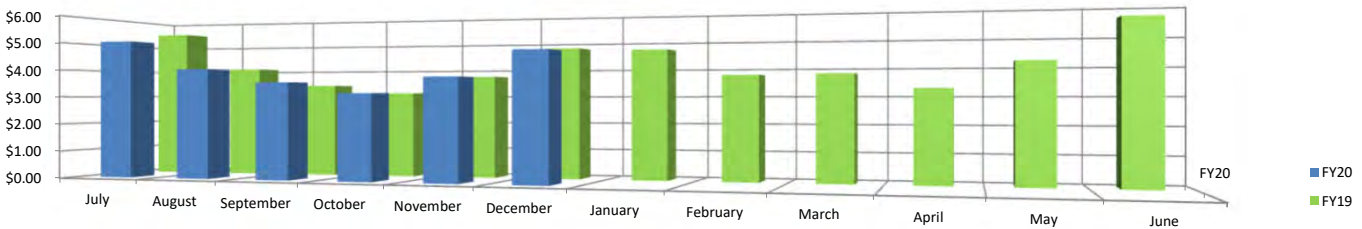
## Operating Expenses



	July	August	September	October	November	December	January	February	March	April	May	June
Actual	\$1,008,020	\$1,076,151	\$1,049,555	\$1,056,263	\$1,062,634	\$1,039,831						
Budget	\$1,143,083	\$1,143,083	\$1,143,084	\$1,143,083	\$1,143,083	\$1,143,084	\$1,143,083	\$1,143,083	\$1,143,084	\$1,143,083	\$1,143,083	\$1,143,084

Notes:

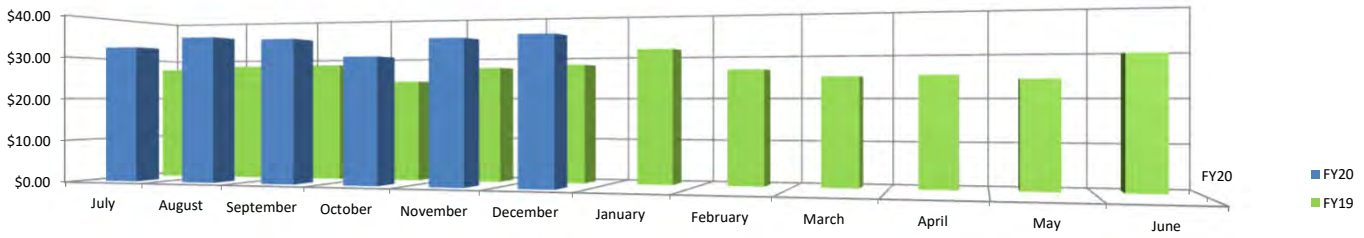
## Fixed Route Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	\$5.06	\$4.01	\$3.52	\$3.13	\$3.70	\$4.61						
FY19	\$5.46	\$4.07	\$3.42	\$3.13	\$3.74	\$4.76	\$4.69	\$3.77	\$3.81	\$3.30	\$4.21	\$5.62

Notes: Expenses decreased \$10,971 in December 2019 from December 2018. Trips increased 2,978 in December 2019 from December 2018.

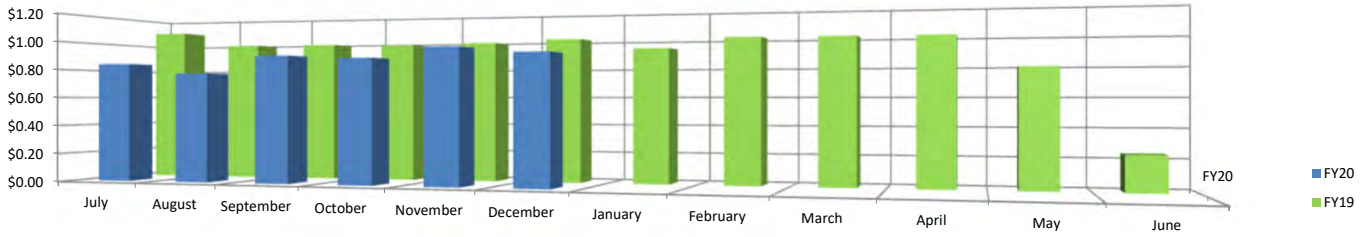
### Connect Mobility Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	\$32.40	\$34.54	\$33.89	\$29.62	\$33.62	\$34.28						
FY19	\$27.37	\$28.11	\$28.31	\$24.12	\$27.38	\$27.98	\$31.52	\$26.64	\$24.98	\$25.21	\$24.29	\$29.64

Notes: Expenses increased \$33,562 in December 2019 from December 2018. Trips decreased by 346 in December 2019 from December 2018.

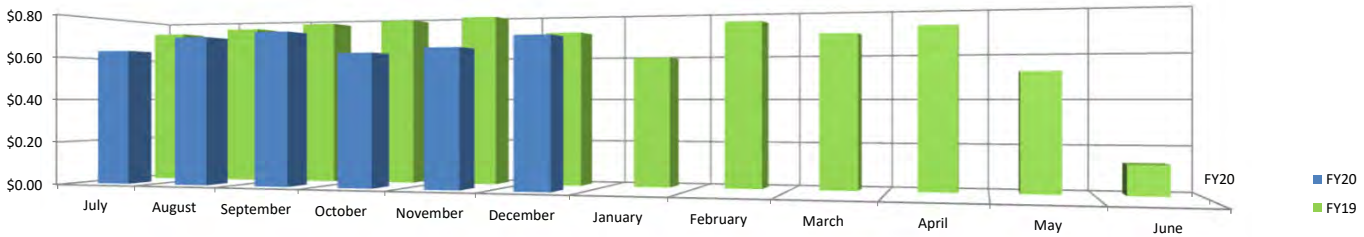
### Fixed Route Cost Per Maintenance Mile (Excluding Fuel) Unaudited



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	\$0.84	\$0.77	\$0.89	\$0.87	\$0.94	\$0.90						
FY19	\$1.09	\$0.99	\$0.99	\$0.98	\$0.99	\$1.01	\$0.94	\$1.01	\$1.01	\$1.01	\$0.80	\$0.24

Notes: Fixed Route maintenance expense decreased \$11,303 in December 2019 from December 2018. Fixed Route miles increased 791 in December 2019 from December 2018.

### Connect Mobility Cost Per Maintenance Mile (Excluding Fuel) Unaudited



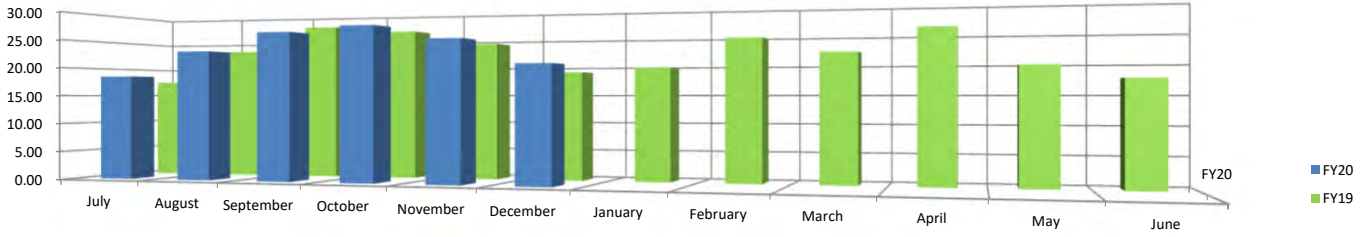
	July	August	September	October	November	December	January	February	March	April	May	June
FY20	\$0.63	\$0.69	\$0.71	\$0.61	\$0.63	\$0.68						
FY19	\$0.73	\$0.75	\$0.77	\$0.78	\$0.79	\$0.71	\$0.59	\$0.75	\$0.69	\$0.72	\$0.52	\$0.13

Notes: Connect Mobility maintenance expense decreased \$830 in December 2019 from December 2018. Mobility miles increased 145 in December 2019 from December 2018.



# Operations Reports

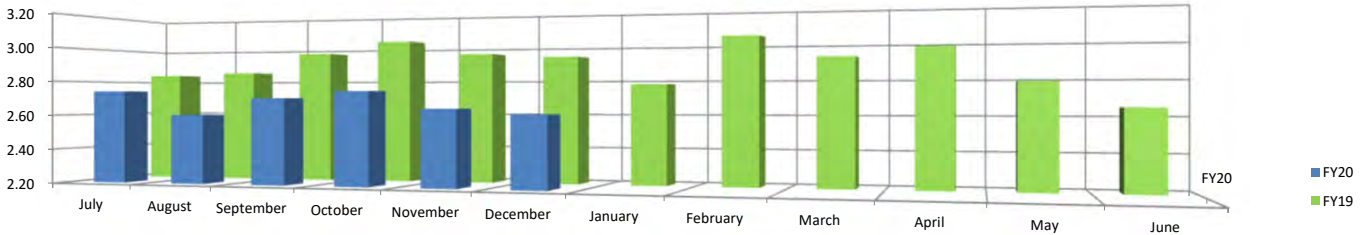
## Fixed Route Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	18.44	22.81	26.04	27.00	24.60	20.31						
FY19	17.44	23.27	27.68	26.69	24.25	19.08	19.83	24.83	22.30	26.31	20.01	17.80

Notes: Fixed route boardings per revenue hour increased 5.8% or 1.11 boardings PRH in December 2019 over December 2018. This is the average boardings per revenue hour for all fixed route service in December.

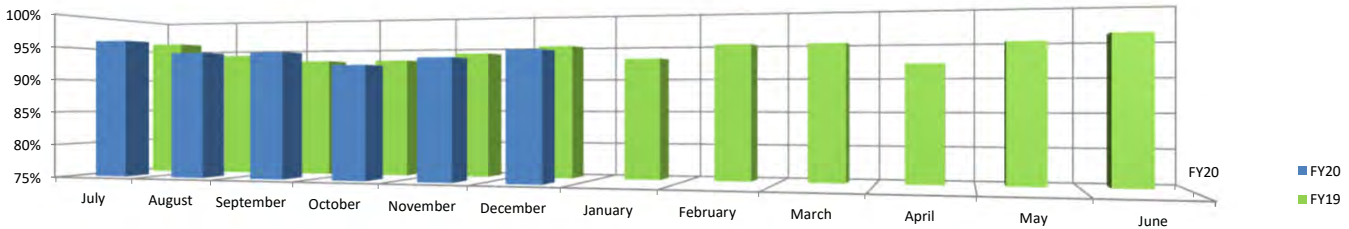
## Connect Mobility Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	2.74	2.60	2.70	2.74	2.64	2.61						
FY19	2.84	2.85	2.97	3.04	2.96	2.94	2.78	3.05	2.93	2.98	2.79	2.65

Notes: Mobility boardings per revenue hour in December 2019 decreased 11.3%, mileage decreased 1.7%, and passenger trips decreased by 346 trips or 4.8%.

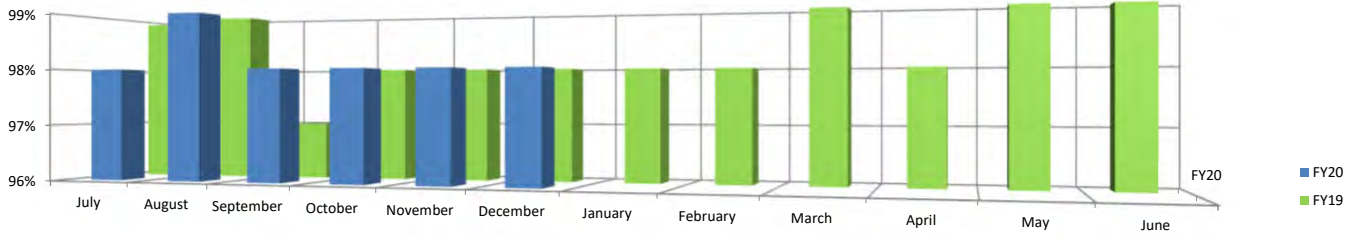
## Fixed Route On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	96%	94%	94%	92%	93%	94%						
FY19	96%	94%	93%	93%	94%	95%	93%	95%	95%	92%	95%	96%

Notes:

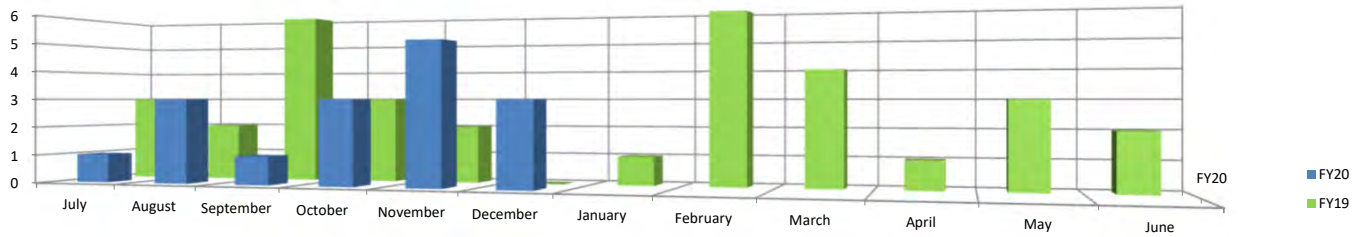
### Connect Mobility On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	98%	99%	98%	98%	98%	98%	98%	98%	99%	98%	99%	99%
FY19	99%	99%	97%	98%	98%	98%	98%	98%	99%	98%	99%	99%

Notes:

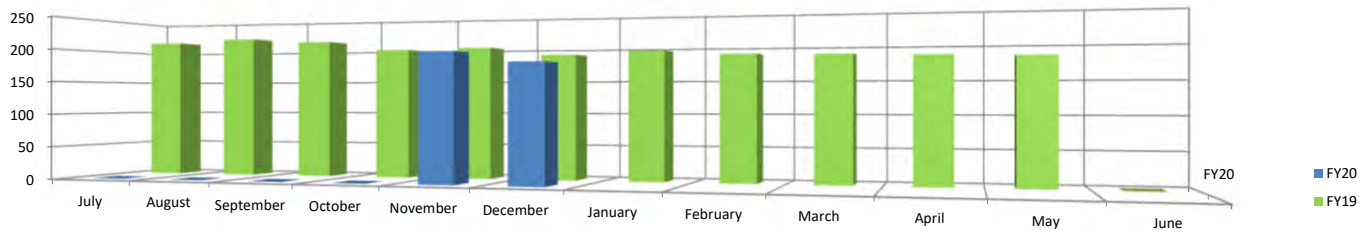
### Validated Complaints Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	1	3	1	3	5	3	1	6	4	1	3	2
FY19	3	2	6	3	2	0	1	6	4	1	3	2

Notes:

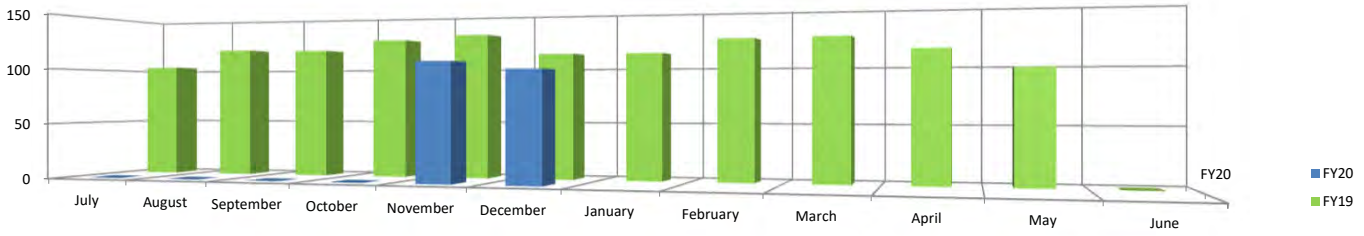
### Fixed Route Average Daily Phone Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	0	0	0	0	192	176	195	189	188	186	184	0
FY19	215	220	214	200	202	190	195	189	188	186	184	0

Notes:

### Connect Mobility Average Daily Phone Calls

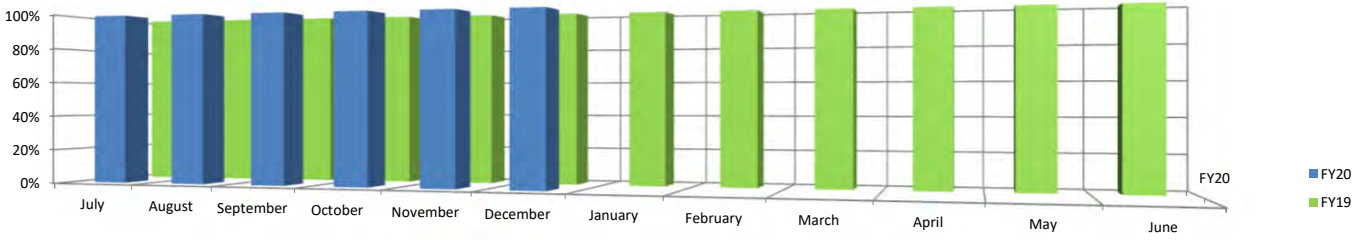


	July	August	September	October	November	December	January	February	March	April	May	June
FY20	0	0	0	0	105	98						
FY19	103	119	118	127	131	113	113	125	126	115	99	0

Notes:

### Maintenance Reports

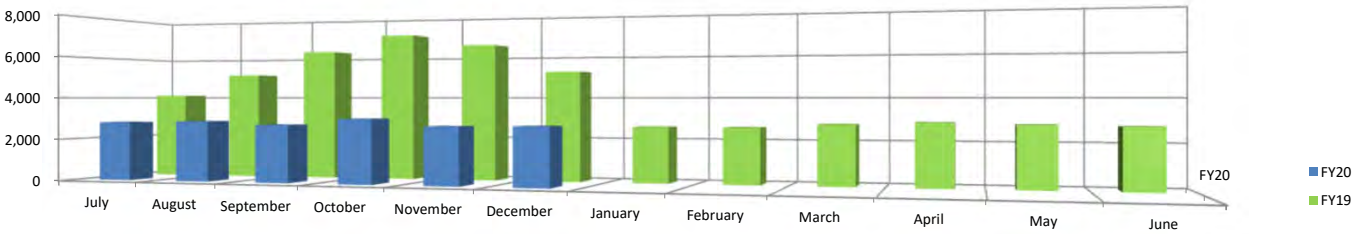
#### Percent Preventative Maintenance Performed On Time



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	100%	100%	100%	100%	100%	100%						
FY19	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Notes:

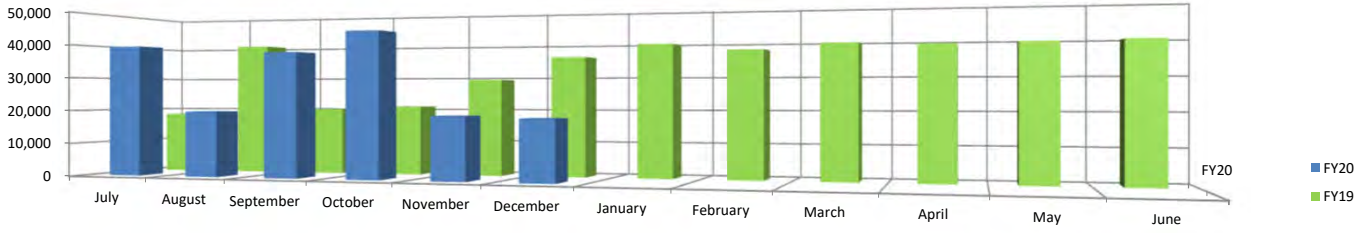
#### Fixed Route Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	2,802	2,862	2,715	3,016	2,693	2,724						
FY19	4,098	5,139	6,281	7,067	6,541	5,238	2,623	2,625	2,796	2,905	2,827	2,772

Notes:

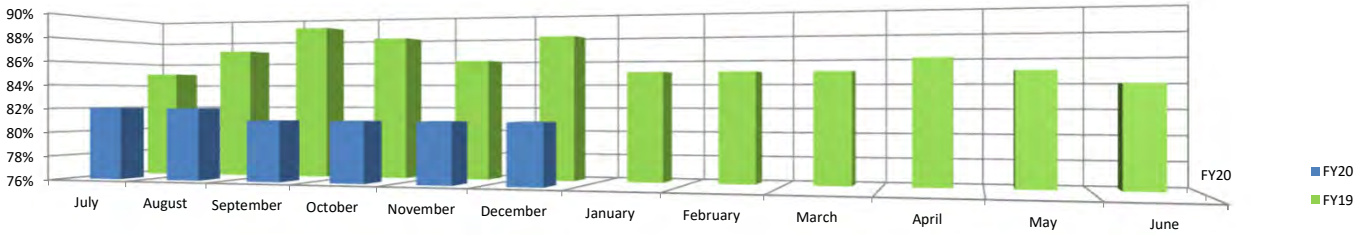
### Connect Mobility Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	39,585	19,673	37,424	43,445	18,693	18,113						
FY19	18,403	40,270	20,135	21,038	29,299	36,081	39,760	37,900	39,591	39,116	39,412	39,879

Notes:

### Average Interior Cleanliness Inspection Score

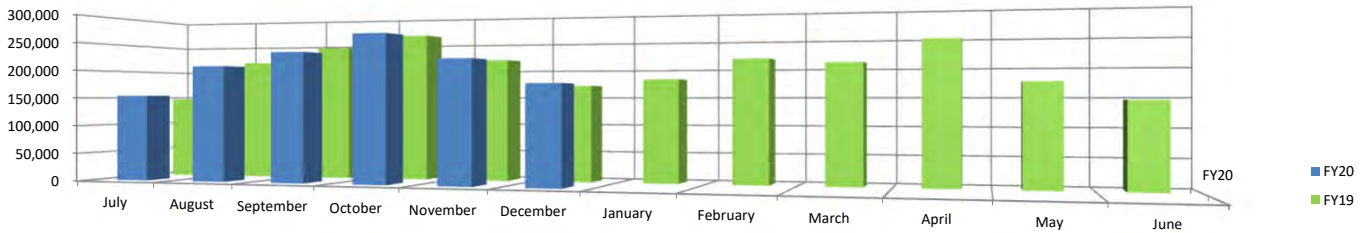


	July	August	September	October	November	December	January	February	March	April	May	June
FY20	82%	82%	81%	81%	81%	81%						
FY19	85%	87%	89%	88%	86%	88%	85%	85%	85%	86%	85%	84%

Notes:

## Ridership Reports

### Fixed Route Monthly Ridership

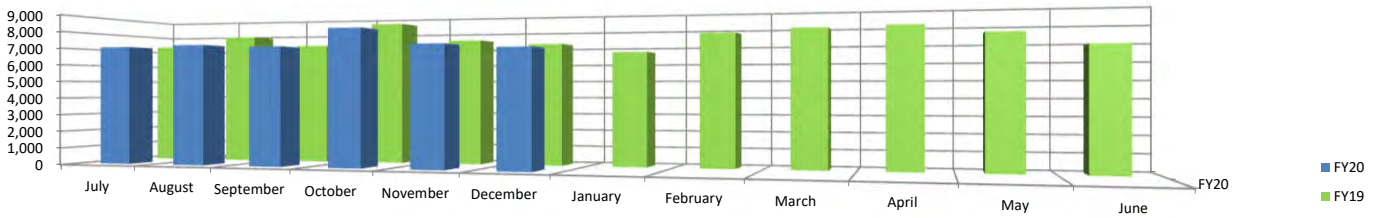


	July	August	September	October	November	December	January	February	March	April	May	June
FY20	153,754	206,663	230,572	261,519	216,824	174,428						
FY19	147,044	216,235	243,494	264,670	218,148	171,450	182,241	217,324	210,221	248,258	176,834	147,035

Notes: Fixed route trips increased 1.7% or 2,978 trips in December 2019. Connect YTD ridership has decreased 1.4%. National peer agency ridership decreased 5.19% and regional transit agency ridership has decreased 3.76% (July-November).



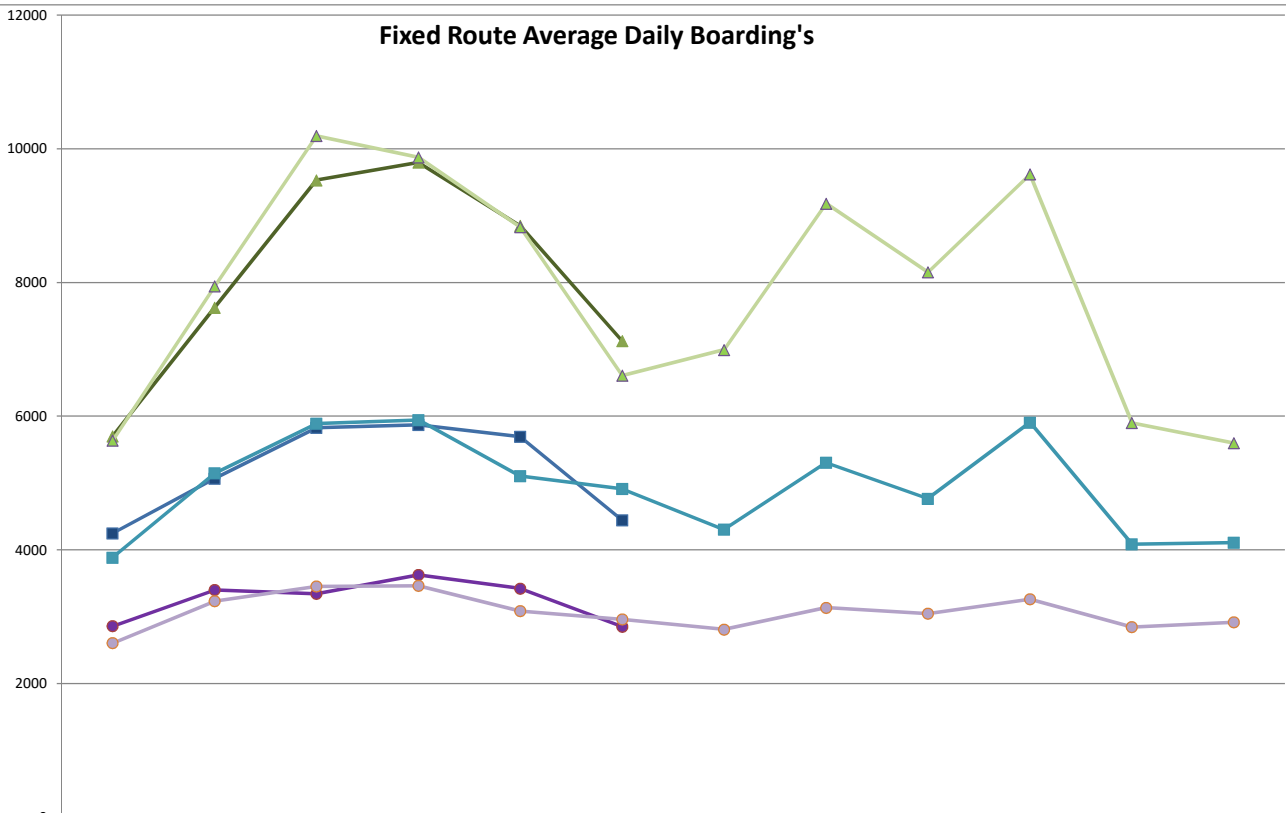
### Connect Mobility Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	7,078	7,154	7,022	8,041	7,084	6,857						
FY19	7,253	7,842	7,253	8,540	7,465	7,203	6,688	7,733	7,958	8,054	7,609	6,917

Notes: Connect Mobility trips decreased 4.8% in December and 5.1% YTD.

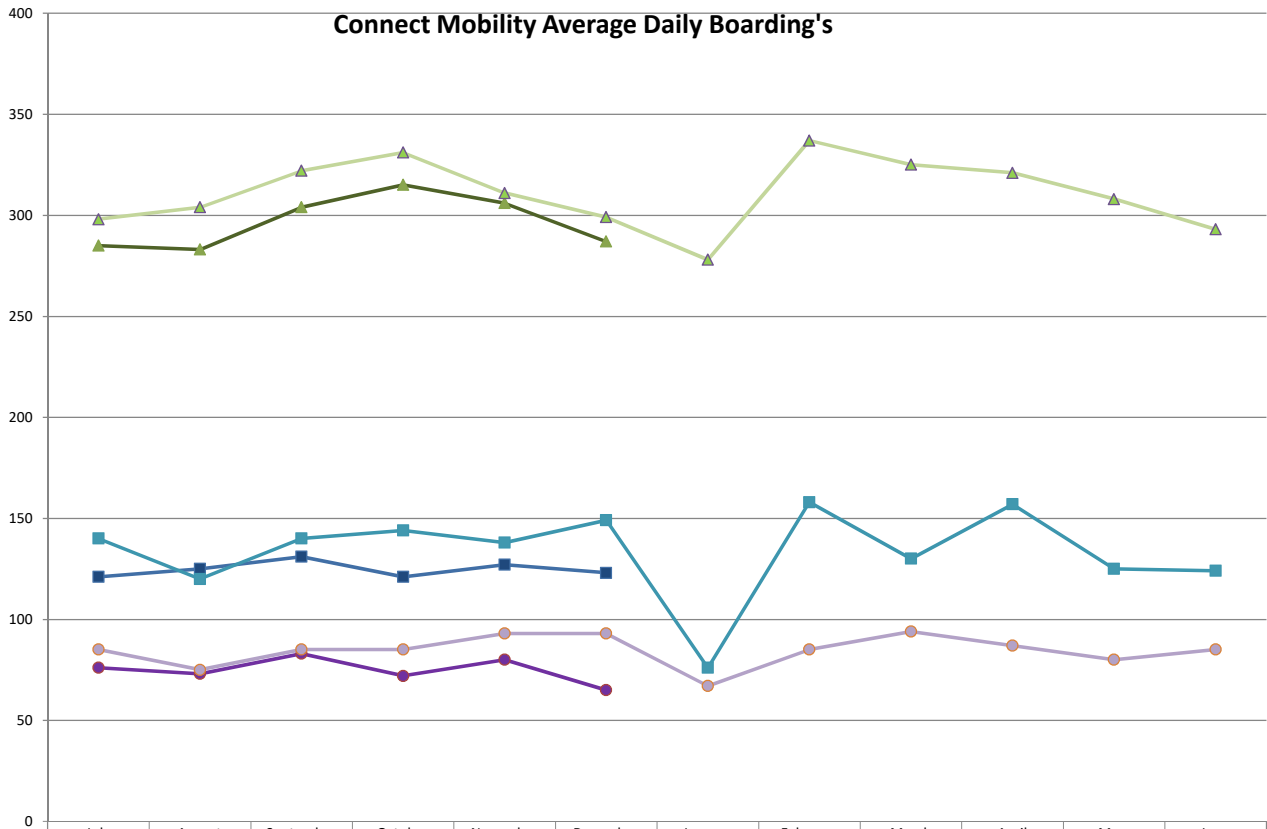
### Fixed Route Average Daily Boarding's



	July	August	September	October	November	December	January	February	March	April	May	June
Sunday FY20	2858	3399	3340	3622	3421	2851						
Sunday FY19	2603	3231	3452	3463	3084	2958	2807	3132	3044	3261	2843	2916
Saturday FY20	4247	5067	5825	5870	5691	4442						
Saturday FY19	3885	5147	5889	5943	5102	4912	4304	5303	4765	5905	4084	4107
Weekday FY20	5697	7624	9529	9793	8847	7124						
Weekday FY19	5635	7943	10191	9872	8829	6605	6991	9179	8151	9618	5896	5596

Notes: Average weekday boardings in December 2019 increased 7.8%. Sunday average boardings decreased 3.6% in December.

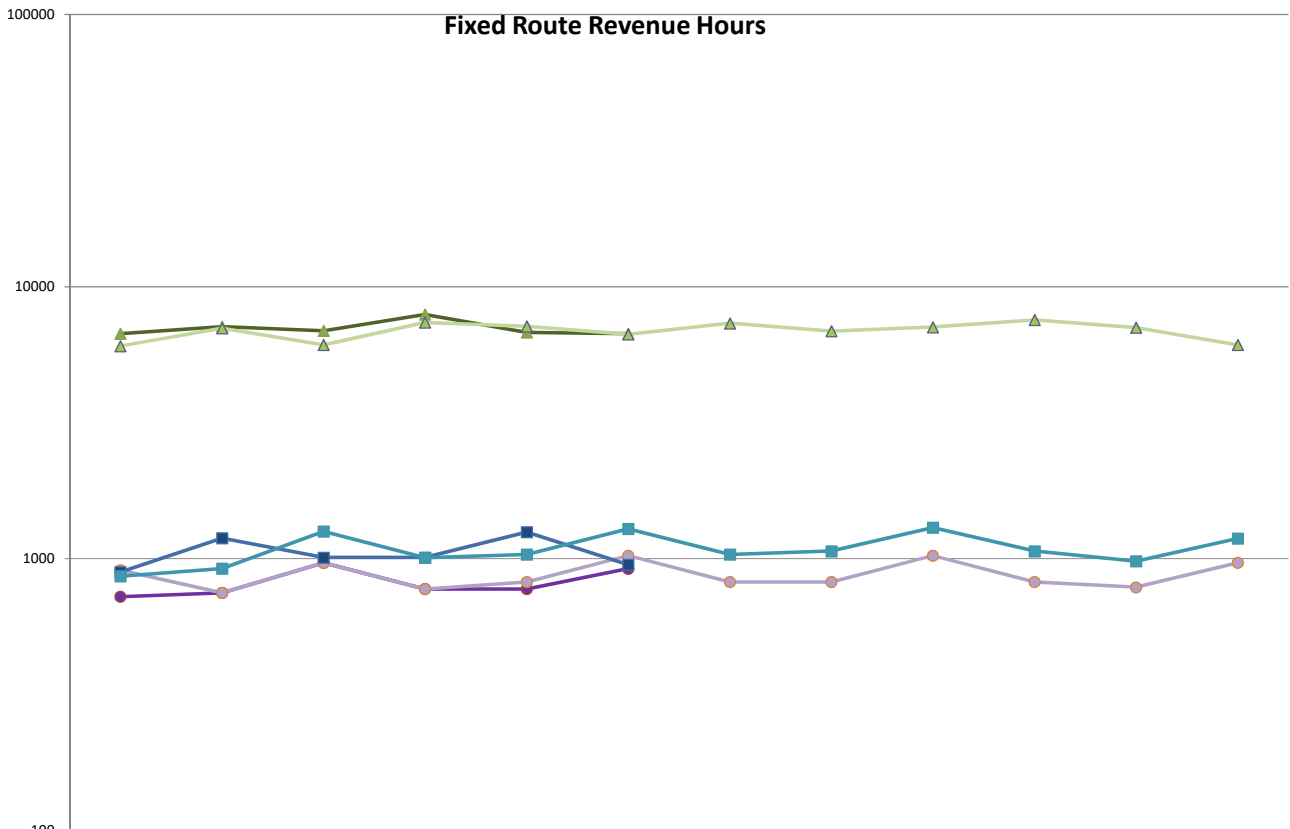
### Connect Mobility Average Daily Boarding's



	July	August	September	October	November	December	January	February	March	April	May	June
Sunday FY20	76	73	83	72	80	65						
Sunday FY19	85	75	85	85	93	93	67	85	94	87	80	85
Saturday FY20	121	125	131	121	127	123						
Saturday FY19	140	120	140	144	138	149	76	158	130	157	125	124
Weekday FY20	285	283	304	315	306	287						
Weekday FY19	298	304	322	331	311	299	278	337	325	321	308	293

Notes: Average Connect Mobility weekday boarding in December decreased 4%.

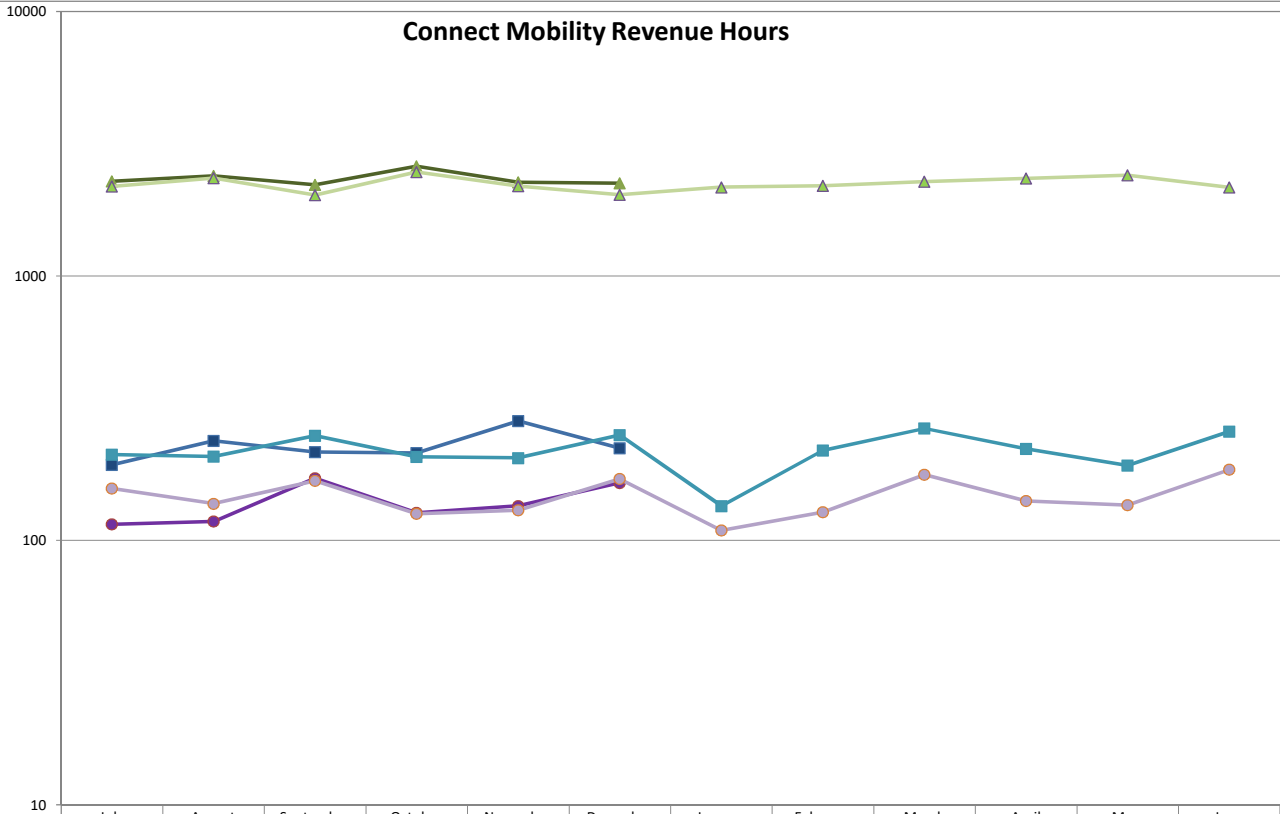
### Fixed Route Revenue Hours



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY20	726	750	967	774	774	919						
● Sunday FY19	907	750	967	774	822	1027	822	822	1027	822	786	967
■ Saturday FY20	894	1190	1011	1011	1253	951						
■ Saturday FY19	864	920	1261	1009	1036	1288	1036	1067	1303	1067	979	1187
▲ Weekday FY20	6717	7121	6876	7902	6786	6720						
▲ Weekday FY19	6050	7034	6108	7380	7139	6673	7332	6866	7098	7546	7074	6107

Notes:

### Connect Mobility Revenue Hours

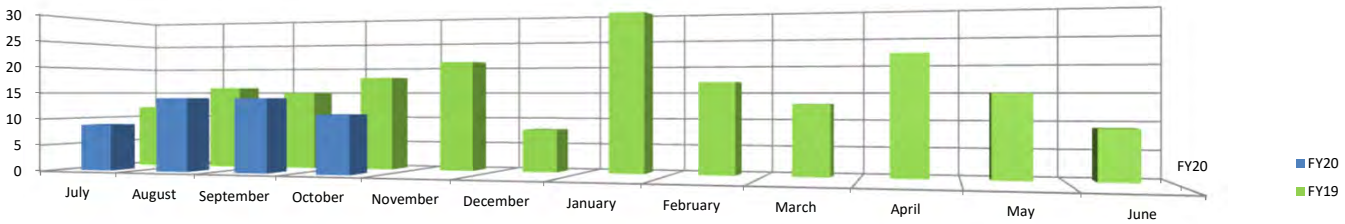


	July	August	September	October	November	December	January	February	March	April	May	June
Sunday FY20	115	118	172	127	135	165						
Sunday FY19	157	138	168	126	130	171	109	128	177	141	136	185
Saturday FY20	193	238	216	214	283	223						
Saturday FY19	211	208	249	207	205	250	135	219	265	222	192	258
Weekday FY20	2278	2391	2213	2599	2263	2243						
Weekday FY19	2181	2346	2024	2473	2184	2029	2165	2191	2271	2340	2402	2162

Notes:

### Safety Reports

#### Safety Related Incidents Per 100,000 Miles

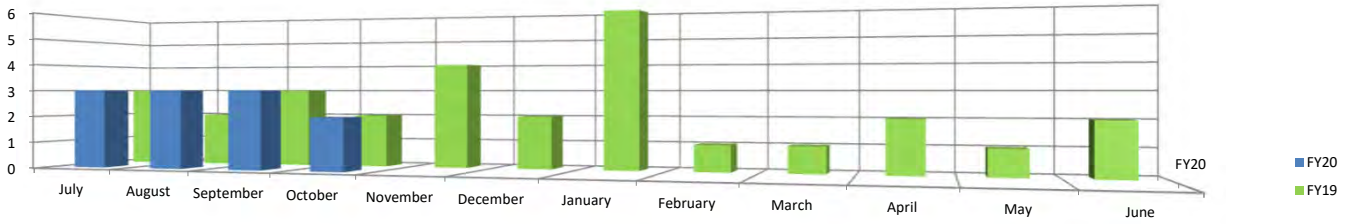


	July	August	September	October	November	December	January	February	March	April	May	June
FY20	9	14	14	11								
FY19	12	16	15	18	21	8	30	17	13	22	15	9

Notes: The numbers in this category show the total number of reports received for the calendar month. This number does not indicate whether an incident or accident was determined to be "Preventable". All submitted reports are reviewed and categorized by the Safety and Training Director.



### Preventable Accidents Per 100,000 Miles

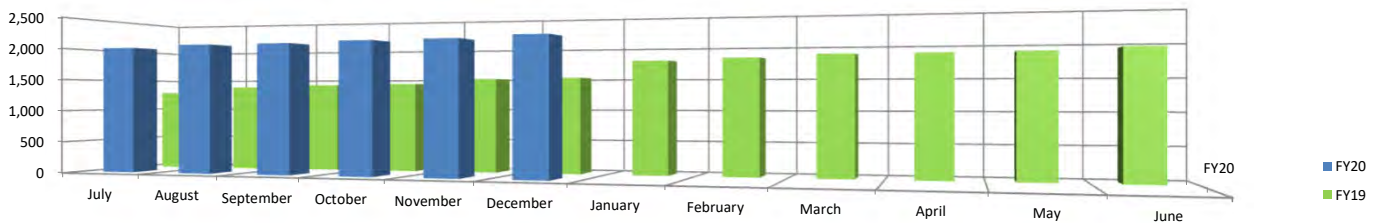


	July	August	September	October	November	December	January	February	March	April	May	June
FY20	3	3	3	2	2	2	6	1	1	2	1	2
FY19	3	2	3	2	4	2	6	1	1	2	1	2

Notes: **Accident:** An unplanned event that may or may not have resulted in personal injury or property damage, but in which the employee failed to exercise reasonable precautions to prevent the event. This consists of events such as a collision with another vehicle, a collision with a fixed object, closing a vehicle entry/exit door on a customer, etc.

### Social Media Reports

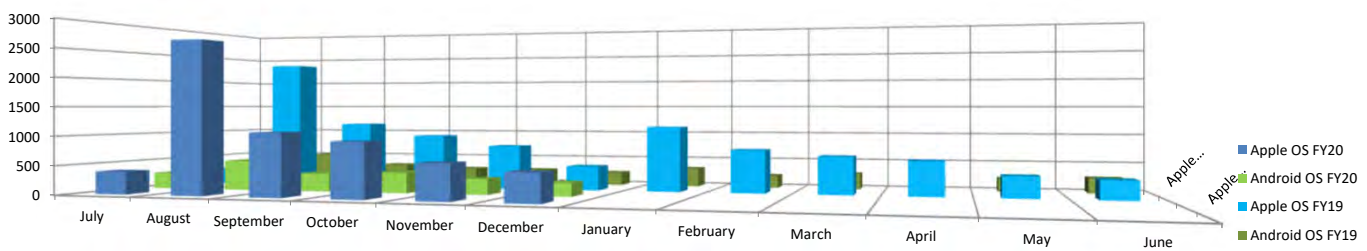
#### Facebook



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	2,015	2,054	2,060	2,089	2,101	2,145						
FY19	1,282	1,382	1,416	1,431	1,509	1,524	1,785	1,821	1,869	1,873	1,886	1,933

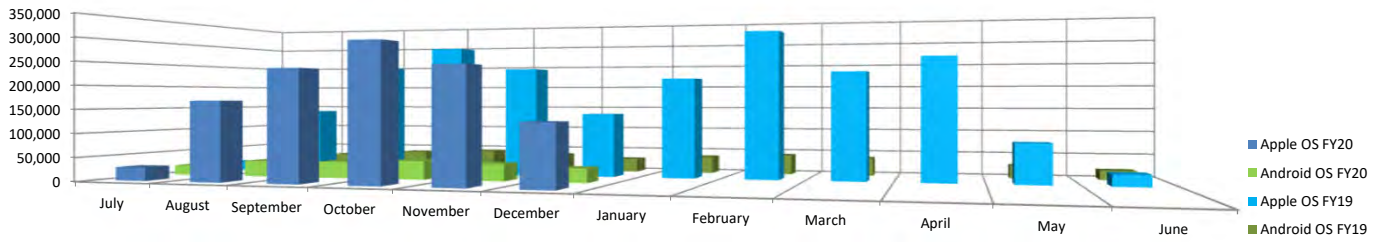
Notes:

#### App Downloads



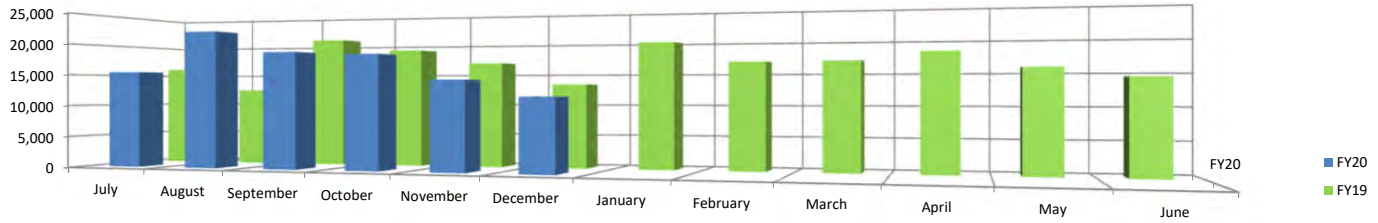
	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY20	387	2,624	1,074	938	609	487						
Android OS FY20	282	522	316	358	267	232						
Apple OS FY19	267	2,281	1,167	954	776	425	1,137	747	650	595	365	326
Android OS FY19	222	517	325	271	265	233	332	220	276	237	229	262

### App Sessions



	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY20	27,919	167,758	234,074	288,658	239,500	128,398						
Android OS FY20	21,407	33,940	34,860	39,743	35,874	29,764						
Apple OS FY19	18,444	141,402	242,104	285,400	237,834	137,368	215,292	315,378	228,913	259,562	83,283	24,503
Android OS FY19	18,293	31,203	38,928	43,518	37,134	29,309	36,785	42,730	38,655	39,564	26,926	19,577

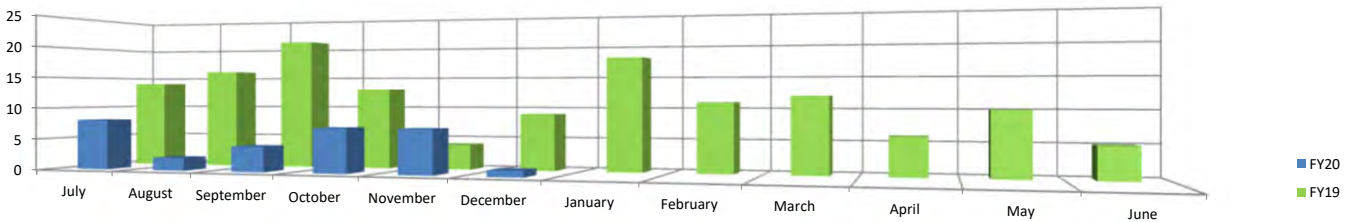
### Website Traffic



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	15,429	21,879	18,495	18,081	14,065	11,533						
FY19	16,048	12,457	20,916	19,059	16,859	13,387	19,993	16,867	16,962	18,275	15,879	14,462

Notes:

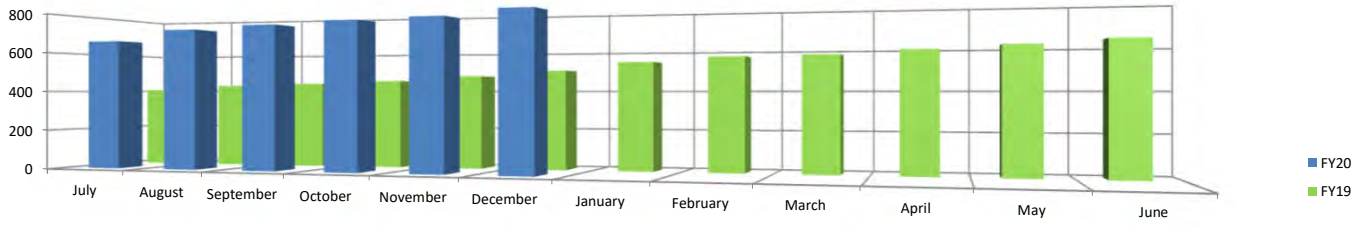
### Twitter



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	8	2	4	7	7	1						
FY19	14	16	21	13	4	9	18	11	12	6	10	5

Notes:

## Instagram



	July	August	September	October	November	December	January	February	March	April	May	June
FY20	661	715	734	751	762	795						
FY19	407	430	441	454	478	505	546	571	578	598	618	641

Notes:



Statistics	Dec 19				Dec 18				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
<b>Connect Transit</b>												
Green	22,053	7,881	803	27.48	20,930	7,846	798	26.23	5.4%	0.4%	0.6%	4.8%
Red	27,026	14,554	1,356	19.93	26,945	14,651	1,365	19.74	0.3%	-0.7%	-0.7%	1.0%
Lime	25,007	17,073	1,395	17.93	26,235	17,207	1,404	18.68	-4.7%	-0.8%	-0.7%	-4.0%
Aqua	6,831	2,756	197	34.65	7,135	2,750	197	36.28	-4.3%	0.2%	0.2%	-4.5%
Orange	4,160	4,846	371	11.23	4,440	4,847	370	12.00	-6.3%	0.0%	0.1%	-6.4%
Gold	5,167	5,195	427	12.09	5,770	4,798	395	14.61	-10.5%	8.3%	8.2%	-17.2%
Purple	11,115	10,929	750	14.83	10,405	10,888	747	13.94	6.8%	0.4%	0.4%	6.4%
Blue	4,320	4,396	385	11.23	4,090	4,380	383	10.67	5.6%	0.4%	0.3%	5.3%
Brown	4,387	4,085	356	12.32	4,070	4,111	358	11.36	7.8%	-0.6%	-0.6%	8.5%
Tan	4,362	5,985	485	8.99	4,060	5,973	484	8.39	7.4%	0.2%	0.2%	7.2%
Pink	9,601	4,778	377	25.50	5,935	4,347	380	15.62	61.8%	9.9%	-0.9%	63.3%
Yellow	10,829	6,962	486	22.31	11,715	7,070	493	23.76	-7.6%	-1.5%	-1.5%	-6.1%
Olive	-	-	-		3,255	4,347	430	7.57	-100.0%	-100.0%	-100.0%	
Redbird	27,883	3,522	319	87.41	29,955	5,723	554	54.07	-6.9%	-38.5%	-42.4%	61.7%
Silver	7,311	7,296	575	12.73	6,510	7,254	573	11.37	12.3%	0.6%	0.3%	11.9%
Eastview	-											
Red Express	2,137	2,128	166	12.88								
Lime Express	2,241	2,039	145	15.43								
<b>Total Fixed Route</b>	<b>174,428</b>	<b>104,425</b>	<b>8,590</b>	<b>20.31</b>	<b>171,450</b>	<b>106,193</b>	<b>8,931</b>	<b>19.20</b>	<b>1.7%</b>	<b>-1.7%</b>	<b>-3.8%</b>	<b>5.8%</b>
<b>Demand Response</b>												
Connect Mobility	6,172	30,669	2,630	2.61	7,203	28,691	2,450	2.94	-14.3%	6.9%	7.3%	-11.3%
Medicaid	685											
<b>Total Demand Response</b>	<b>6,857</b>	<b>30,669</b>	<b>2,630</b>	<b>2.61</b>	<b>7,203</b>	<b>28,691</b>	<b>2,450</b>	<b>2.94</b>	<b>-4.8%</b>	<b>6.9%</b>	<b>7.3%</b>	<b>-11.3%</b>
<b>SYSTEM TOTALS</b>	<b>181,285</b>	<b>135,094</b>	<b>11,220</b>	<b>16.16</b>	<b>178,653</b>	<b>134,884</b>	<b>11,381</b>	<b>15.70</b>	<b>1.5%</b>	<b>0.2%</b>	<b>-1.4%</b>	<b>2.9%</b>





Statistics	YTD 20				YTD 19				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
<b>Connect Transit</b>												
Green	154,619	48,712	4,961	31.17	143,011	48,955	4,878	29.32	8.1%	-0.5%	1.7%	6.3%
Red	179,258	88,932	8,238	21.76	180,295	87,220	8,115	22.22	-0.6%	2.0%	1.5%	-2.1%
Lime	164,017	105,760	8,477	19.35	180,239	102,493	8,354	21.58	-9.0%	3.2%	1.5%	-10.3%
Aqua	43,958	16,992	1,201	36.61	49,547	16,892	1,199	41.31	-11.3%	0.6%	0.1%	-11.4%
Orange	27,329	29,871	2,257	12.11	29,145	29,633	2,254	12.93	-6.2%	0.8%	0.1%	-6.3%
Gold	33,268	31,006	2,592	12.83	38,106	30,782	2,530	15.06	-12.7%	0.7%	2.5%	-14.8%
Purple	72,857	67,068	4,564	15.97	73,032	66,539	4,558	16.02	-0.2%	0.8%	0.1%	-0.4%
Blue	31,430	26,759	2,342	13.42	28,029	27,098	2,339	11.98	12.1%	-1.3%	0.1%	12.0%
Brown	29,652	24,782	2,160	13.73	29,613	26,575	2,317	12.78	0.1%	-6.7%	-6.8%	7.4%
Tan	31,314	36,190	2,933	10.68	32,988	39,635	3,212	10.27	-5.1%	-8.7%	-8.7%	4.0%
Pink	62,903	29,280	2,309	27.25	40,846	26,343	2,304	17.73	54.0%	11.1%	0.2%	53.7%
Yellow	90,449	45,300	3,159	28.63	96,014	45,482	3,173	30.26	-5.8%	-0.4%	-0.4%	-5.4%
Olive	-	-	-		23,613	26,215	2,593	9.11	-100.0%	-100.0%	-100.0%	
Redbird	247,814	31,164	2,874	86.23	270,898	32,014	2,991	90.56	-8.5%	-2.7%	-3.9%	-4.8%
Silver	44,504	43,915	3,500	12.72	45,449	44,295	3,495	13.00	-2.1%	-0.9%	0.1%	-2.2%
Eastview	-	-	-		216	501	48	4.50	-100.0%	-100.0%	-100.0%	
Red Express	15,448	13,107	1,022	15.12	-	-	-					
Lime Express	14,942	12,555	894	16.71	-	-	-					
<b>Total Fixed Route</b>	<b>1,243,760</b>	<b>651,393</b>	<b>53,481</b>	<b>23.26</b>	<b>1,261,041</b>	<b>650,673</b>	<b>54,360</b>	<b>23.20</b>	<b>-1.4%</b>	<b>0.1%</b>	<b>-1.6%</b>	<b>0.3%</b>
<b>Demand Response</b>												
Connect Mobility	39,939	191,487	16,183	2.67	45,556	188,440	15,514	2.94	-12.3%	1.6%	4.3%	-9.0%
Medicaid	3,297											
<b>Total Demand Response</b>	<b>43,236</b>	<b>191,487</b>	<b>16,183</b>	<b>2.67</b>	<b>45,556</b>	<b>188,440</b>	<b>15,514</b>	<b>2.94</b>	<b>-5.1%</b>	<b>1.6%</b>	<b>4.3%</b>	<b>-9.0%</b>
<b>SYSTEM TOTALS</b>	<b>1,286,996</b>	<b>842,880</b>	<b>69,664</b>	<b>18.47</b>	<b>1,306,597</b>	<b>839,113</b>	<b>69,874</b>	<b>18.70</b>	<b>-1.5%</b>	<b>0.4%</b>	<b>-0.3%</b>	<b>-1.2%</b>



601 Pennsylvania Avenue NW, Suite 900, Washington, DC 20004 202-434-8266 [cardinalinfrastructure.com](http://cardinalinfrastructure.com)

## **Federal Report**

*Prepared by Cardinal Infrastructure*

Connect Transit – January 28, 2020 Board Meeting

## **FY 2021 Appropriations**

Fiscal Year (FY) 2021 appropriations request submission forms are being released by congressional offices. The deadline to make submissions is March 13<sup>th</sup>, 2020. The request should include information on the specific program, funding level requested, as well as draft report and bill language. It is helpful to provide information on the program's impact on local infrastructure or economic development, what jobs are created or supported by the program, the program impact on the environment, and any additional persuasive information.

## **FAST Act Reauthorization**

From what we have heard, House Transportation and Infrastructure Committee Chairman DeFazio (D-OR) will release a framework for the surface transportation reauthorization bill this month. It is likely that a bill will be released in February with the hope that a House vote will take place before May.

With 2020 being an election year, it will be challenging to pass significant legislation. There are a number of priorities contending for Congress' attention, including but not limited to: appropriations, defense authorization, data privacy legislation, tax extenders/cuts package, election security legislation, and a possible infrastructure bill.

## **Low-No Grant Program**

The Federal Transit Administration (FTA) released its notice of funding opportunity (NOFO) for \$130 million under the FY 2020 Low or No Emission (Low-No) grant program. Applications are due by 11:59 pm ET on March 17, 2020.

The NOFO differs from the FY 2019 solicitation by encouraging "innovative technologies or practices in support of FTA's Accelerating Innovative Mobility (AIM) initiative," which includes "integrated fare payments systems...[or]...advancements to propulsion systems." Innovation is also defined as new "operational models, financial or procurement arrangements, or value capture."

The Buy America increase for 2020 and beyond is noted in the NOFO, with the "cost of components and subcomponents produced in the [U.S.] must be more than 70% of the cost of all components. Under the 2020 Further Consolidated Appropriations Act, applicants "may submit applications that include partnerships with other entities that intend to participate in the implementation of the project." As was provided in the FY 2019 notice, this NOFO also gives additional consideration to projects that propose a larger local cost share.

## **Infrastructure Bill**

Speaker Nancy Pelosi announced that House Democrats will release a comprehensive infrastructure package this month. Speaker Pelosi stated, "When we come back, that first week, we will be rolling out our infrastructure legislation, the work of more than one committee, but led by the [Transportation and Infrastructure] Committee, Peter DeFazio. It is, it's pretty exciting, it is something we talked about during the campaign. It is something that the President talked about as a priority during the campaign."

House leadership hopes to pass an infrastructure bill out of the Transportation and Infrastructure Committee this spring, in hopes of having a vote by the full chamber over the summer. The House will need to reconcile this forthcoming legislation with the America's Transportation Infrastructure Act (S. 2302), which was passed by the Senate Environment and Public Works Committee in August 2019. That bill still needs to be combined with forthcoming titles from the other authorizing committees.

The bipartisan Congressional working group, the Problem Solvers Caucus released a report in May 2019 offering suggestions on infrastructure. The report calls for indexing and modernizing the gas tax. It also includes expanding financing options, incentivizing states to adopt public-private partnership enabling legislation, and streamlining permitting processes.

Also, in February 2018, House Democrats released a broad infrastructure proposal that would result in \$1 trillion federal investment. In March 2018, Senate Democrats released a similarly sized investment in infrastructure which includes a breakdown of how that money will be distributed.

According to Roll Call, House Majority Leader Steny Hoyer said, "We're gonna have to figure out how to pay for it on our own...that'll be tough, but we're going to work on that. And I'm hopeful that we'll do that relatively early in the year, certainly before May."

#### **FY 2021 Administration Budget**

President Trump plans to send his budget request to Congress on February 10<sup>th</sup>. The vast majority of the President's budget request is largely dismissed by Congress. For the first time since President Trump took office, administration officials are able to craft the budget request with spending levels for the fiscal year since the President signed FY 2020 appropriation bills last month. Full funding for the entire federal government wasn't signed into law until mid-February last year.

The 2021 budget request could include information on the Administration's surface transportation reauthorization priorities. In November 2019, the Heritage Foundation released a report, "Improving Surface Transportation Through Federalism." Using history as our guide, many of these principles and recommendations could find themselves in the President's 2021 budget request to Congress.

Specific policy changes the Heritage Foundation propose include:

- Eliminating funding for diversions from the highway trust fund (HTF).
- Winding down the Surface Transportation Block Grant Program.
- Ending HTF eligibility for roads other than interstate highways and military base connectors in the Strategic Highway Network.
- Ending HTF eligibility for new highways.
- Reducing remaining HTF budget authority and the federal gas tax over time, such that the HTF has sustained balance.
- Cutting federal red tape on HTF projects.

The following is also included in the report:

- Devolving power back to state and local governments would improve the speed and value of surface transportation spending, enhance policy flexibility, and improve transparency and accountability for the public.

- An increasing use of resources from federal taxpayers toward purely local projects has damaged the functioning of all levels of government.
- From a perspective of policy and equity, taxing automobile users to pay for subways and buses is puzzling.
- Federal taxpayers should not pay for states and cities to switch away from diesel-fueled buses, trucks, and boats—nor should they pay for installing alternative fuel infrastructure.
- Electronic tolling is an ideal way to pay for roads, whether public or private.

### **Accelerating Innovative Mobility**

FTA Acting Administrator Jane Williams announced the upcoming notice of funding opportunity for the Accelerating Innovative Mobility (AIM) initiative. The AIM initiative, according to the FTA's press release, "encourages innovation throughout the industry by promoting forward-thinking approaches to improve transit system design, service, and financing." The \$11 million challenge will "help transit agencies experiment with new ways of doing business, such as exploring new service models that provide more efficient and frequent service."

### **Zero Emission Buses and Infrastructure**

Senator Catherine Cortez Masto (D-NV), a member of the Senate Banking Committee, sent letters to APTA and AASHTO, among other stakeholders (Apple, Google, Uber, Lyft) to discuss their respective roles in lowering transportation emissions.

The APTA/AASHTO letter specifically requests feedback on:

- How can federal policy best support efforts by state DOTs and transit operators in ensuring adequate infrastructure for ZEVs exists?
- What challenges do state DOTs or transit operators face when coordinating efforts across state lines?
- How are your member departments and operators working with local utilities, energy providers, and charging companies to address these challenges?
- Are there federally imposed direct, or indirect, barriers to building out charging and refueling infrastructure that would be useful to reexamine?
- Would an overarching federal strategy be useful for departments in setting ZEV attainment goals?

### **CLEAN Future Act**

The House Energy and Commerce Democrats released a framework for climate change action they say will put the country on the path to 100 percent clean energy by 2050. Lawmakers say they plan to introduce a bill, The CLEAN Future Act, later this month, while acknowledging the likelihood Senate Majority Leader McConnell won't bring such legislation for a Senate vote.

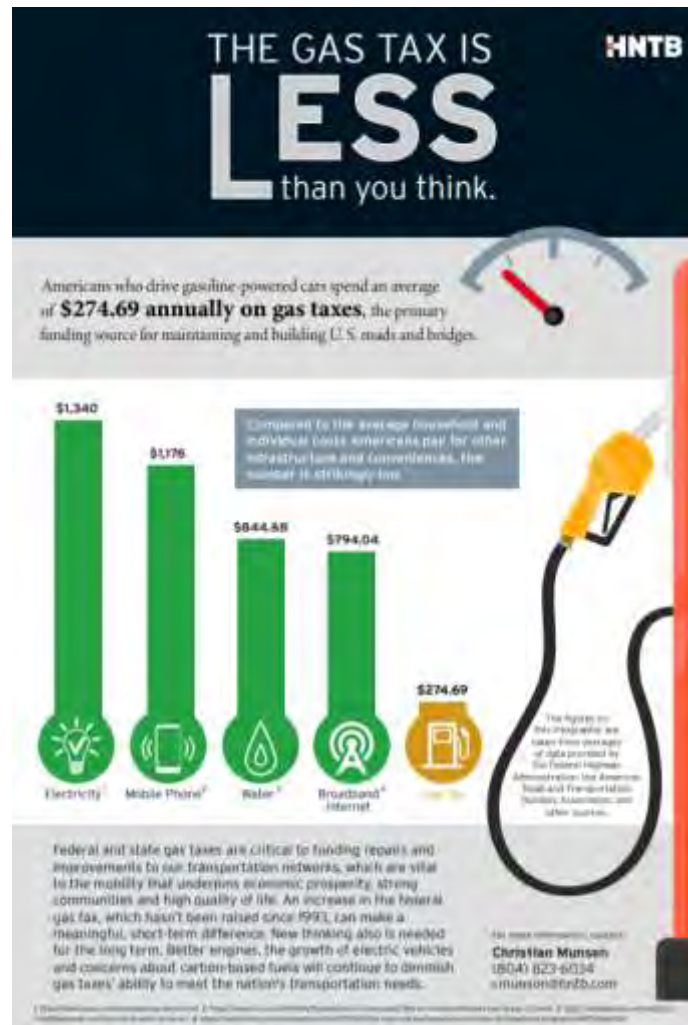
With respect to the transportation portion of the proposed legislative action:

The draft legislation reduces transportation emissions, the largest source of GHG emissions, by improving vehicle efficiency, accelerating the transition to low- to zero-carbon fuels and building the infrastructure needed for a clean transportation system. The bill directs EPA to set new, increasingly stringent greenhouse gas emission standards for light-, medium-, and heavy-duty vehicles, including

non-road modes of transportation. It further requires year-over-year improvements to those standards – and that the level of the standards be set in accordance with the path to net-zero emissions by 2050.

### Federal gas tax

In an effort to advocate on a federal gas tax increase, HNTB released an infographic comparing federal gas tax expenditure over the year versus "other utilities". HNTB's press release provides: "On average, American drivers pay just \$274.69 annually in gas taxes (federal + state taxes) at the pump, the primary source of funding for the upkeep and improvement of U.S. roads and bridges. Compared to other critical public services, the cost for their transportation systems lags far behind...Transportation is a utility and should be viewed as such."







## MEMO

January 28, 2020

TO: Board of Trustees

FROM: Cassie Mosier, Procurement Manager

Subject: Recommendation to Amend Contract with Keith Engineering for Solar Array and Electrical Infrastructure

**RECOMMENDATION:** Authorize the General Manager to Amend the contract for a additional \$28,040.

**BACKGROUND:** Connect Transit has a contract with Keith Engineering Design for solar and electrical infrastructure at the Connect Transit facility. An amendment is needed for additional engineering to ensure accurate and cost-effective infrastructure.

### DISCUSSION:

The amendment is to re-design the original project including the following

1. Move all equipment in the bus storage /maintenance building from the east side of the building to the west side of the building.
2. Provide design to provide a second service entrance on the west side of the building to serve only the solar/PV system and bus charging distribution equipment.
3. Provide design to detail an enclosure around the equipment.
4. Engage a structural engineer, a civil engineer and an architect for services on the addition.

**FINANCIAL IMPACT:** The amended contract will be \$28,040. This cost will be paid out of the local capital account.



## MEMO

January 28, 2020

TO: Board of Trustees

FROM: Cassie Mosier, Procurement Manager

Subject: Recommendation to Amend RFP 19-01 for Bus Stop Improvement Plan: Site Design

**RECOMMENDATION:** Authorize the General Manager to amend the contract for approximately 70 additional stops for site design.

**BACKGROUND:** Connect Transit Board of Trustees awarded a contract to Lewis, Yockey, & Brown in April 2019. Staff conducted a formal procurement process when recommending Lewis, Yockey Brown a three year contract for bus stop site design.

**DISCUSSION:** Lewis, Yockey & Brown, Inc has a long-standing history in Bloomington-Normal and has worked with Connect Transit, Illinois State University, City of Bloomington, and the Town of Normal on numerous projects. Connect Transit would like to extend the number of stops and keep the original contract term of three (3) years.

**FINANCIAL IMPACT:** The cost will not exceed \$140,000 for an additional seventy (70) stops. The funding for this contract will be paid from local capital funds.