



AGENDA

Meeting of the Connect Transit Board of Trustees

January 23, 2018

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 Meeting of November 28, 2017
 - 2. Disbursements for Month of November and December, 2017
 - 3. Financial Report for Month of November and December, 2017
 - 4. Capital and Self Insurance Reserve Fund Balances for month of November and December, 2017
 - 5. Monthly Statistical Report for month of November and December, 2017
 - 6. Federal Report for Connect Transit – Prepared by Cardinal Infrastructure
- E. Old Business
- F. New Business
 - 1. Recommendation of Connect Transit Sexual Harassment Policy
 - 2. Presentation by Farnsworth Group for Downtown Transfer Center Site Location Needs and Conceptual Design
 - 3. Trustee Discussion on Downtown Transfer Center
- G. General Manager's Report
 - 1. Strategic Plan Update
 - 2. Fiscal year 2019 Budget
 - 3. Advertising Revenue



- H. Trustee's Comments
- I. Executive Session – cite section
- J. Adjournment



November 2017

Financial and Statistical Reports



Connect Transit Cash Disbursement Report November 2017

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00038830	10-Nov-17	\$155.90	Payroll Deduction
Airgas USA, LLC	00038792	03-Nov-17	\$305.86	Welding Supplies
Airgas USA, LLC	00038857	17-Nov-17	\$174.52	Welding Supplies
Ally Financial	00038831	10-Nov-17	\$196.08	Lease
Amalgamated Transit Union Local 752	00038832	10-Nov-17	\$6,704.00	Payroll Deduction
Amalgamated Transit Union Local 752	00038907	22-Nov-17	\$300.00	Payroll Deduction
Amazon Capital Service	00038793	03-Nov-17	\$6.52	Office Supplies
Amazon Capital Service	00038833	10-Nov-17	\$28.65	Office Supplies
Amazon Capital Service	00038858	17-Nov-17	\$479.21	Office Supplies & Garage Maint. Equipment
Ancel, Glink, Diamond, Bush, DiCianni & Assurance Agency, Ltd.	00038794	03-Nov-17	\$300.00	Legal Service
	00038859	17-Nov-17	\$28,355.00	Insurance
Barker Motor Co.	00038860	17-Nov-17	\$137.99	Bus Parts
Brink's Incorporated	00038861	17-Nov-17	\$149.13	Consulting
Cardinal Infrastructure	00038795	03-Nov-17	\$12,000.00	Consulting
Cardinal Infrastructure	00038862	17-Nov-17	\$6,000.00	Consulting
Central Illinois Trucks Inc.	00038834	10-Nov-17	\$280.95	Bus Parts
Central Illinois Trucks Inc.	00038863	17-Nov-17	\$1,330.97	Bus Parts
Central States Bus Sales	00038796	03-Nov-17	\$614,080.00	Demand Response Buses
ChemStation of Indiana	00038835	10-Nov-17	\$704.36	Garage Supplies
City of Bloomington	00038797	03-Nov-17	\$635.83	Utilities
City of Bloomington	00038864	17-Nov-17	\$91.35	Utilities
CliftonLarsonAllen LLP	00038865	17-Nov-17	\$5,800.00	Audit Services
Comcast	00038798	03-Nov-17	\$279.35	Internet
Commerce Bank HSA	00038836	10-Nov-17	\$678.00	Health Savings Account Contributions
Cummins Crosspoint	00038866	17-Nov-17	\$297.30	Bus Parts
David Steinhoff	00038867	17-Nov-17	\$205.66	Tool Reimbursement
Dish Network	00038799	03-Nov-17	\$92.02	Television Service
Don Owen Tire Service, Inc.	00038800	03-Nov-17	\$316.98	Bus Parts
Don Owen Tire Service, Inc.	00038837	10-Nov-17	\$675.90	Bus Parts
Eagle Automotive	00038801	03-Nov-17	\$716.31	Bus Parts
Eagle Automotive	00038868	17-Nov-17	\$83.25	Bus Parts
East St. Hardware and Tools	00038869	17-Nov-17	\$15.65	Building Maintenance
Engraving Express	00038870	17-Nov-17	\$50.00	Printed Materials
Evergreen FS	00038802	03-Nov-17	\$12,923.41	Fuel
Evergreen FS	00038871	17-Nov-17	\$42,035.44	Fuel
Fast Signs	00038872	17-Nov-17	\$736.50	Advertising- Promotions
Fastenal Company	00038803	03-Nov-17	\$100.39	Bus Parts
Fasteners Etc.	00038838	10-Nov-17	\$69.98	Maintenance Supplies
Fasteners Etc.	00038873	17-Nov-17	\$135.87	Maintenance Supplies
Ferrellgas	00038839	10-Nov-17	\$12.00	Materials \$ Supplies
Fleet-Net Corporation	00038874	17-Nov-17	\$1,405.00	Software & Tech Support
Frontier	00038804	03-Nov-17	\$88.58	Telephone
Frontier	00038875	17-Nov-17	\$978.29	Telephone
Gateway Truck & Refrigeration	00038876	17-Nov-17	\$2,361.08	Bus Parts & Outside Repair Services
Genfare	00038805	03-Nov-17	\$1,034.50	Software and Hardware
GFI Digital	00038877	17-Nov-17	\$299.69	Printer Lease
Gillig LLC	00038840	10-Nov-17	\$308.55	Bus Parts
Gillig LLC	00038878	17-Nov-17	\$390.24	Bus Parts
Great Plains Media	00038879	17-Nov-17	\$1,400.00	Radio Advertising



Connect Transit Cash Disbursement Report November 2017

Name	Check Number	Date	Amount	Description
Heartland Community College	00038806	03-Nov-17	\$1,953.00	Ridership Refund
Heller Ford	00038807	03-Nov-17	\$54.18	Bus Parts
Henson Disposal	00038880	17-Nov-17	\$208.06	Garbage Disposal
Heritage Machine & Welding, Inc.	00038808	03-Nov-17	\$8.70	Bus Parts
ICMA- Retirement Trust 457	ACH	09-Nov-17	\$24,884.30	Payroll Deduction
ICMA- Retirement Trust 457	ACH	22-Nov-17	\$24,774.63	Payroll Deduction
Illinois Department of Revenue	00038841	10-Nov-17	\$11,911.43	Payroll Deduction
Illinois Department of Revenue	00038908	22-Nov-17	\$11,809.36	Payroll Deduction
Illinois Oil Marketing Equipment, Inc.	00038809	03-Nov-17	\$575.00	Fuel Station
Illinois State Disbursement Unit	00038842	10-Nov-17	\$1,466.64	Payroll Deduction
Illinois State Disbursement Unit	00038909	22-Nov-17	\$1,560.16	Payroll Deduction
Interstate Batteries of Mid-Illinois	00038810	03-Nov-17	\$1,815.60	Bus Parts
IWIN	00038811	03-Nov-17	\$70.00	Employee Physicals
Ken's Oil Service, Inc	00038812	03-Nov-17	\$1,697.52	Oil, Antifreeze
Ken's Oil Service, Inc	00038843	10-Nov-17	\$310.50	Oil, Antifreeze
Ken's Oil Service, Inc	00038881	17-Nov-17	\$486.81	Oil, Antifreeze
LifeCIL	00038882	17-Nov-17	\$7,415.00	Consulting
Mark O'Daniel	00038844	10-Nov-17	\$128.58	Uniform Reimbursement
MCS Office Technologies	00038845	10-Nov-17	\$275.00	Web Site Hosting
Midwest Construction Rentals	00038883	17-Nov-17	\$255.00	Machine Rentals
Midwest Transit Equipment, Inc.	00038813	03-Nov-17	\$196.68	Bus Parts
Mike McCurdy	00038814	03-Nov-17	\$162.19	Travel Reimbursement
Miller Janitor Supply	00038815	03-Nov-17	\$375.98	Maintenance Supplies
Minerva Promotions	00038817	03-Nov-17	\$1,945.00	Uniforms
Morris Avenue Garage	00038818	03-Nov-17	\$100.00	Vehicle Inspection
Morris Avenue Garage	00038846	10-Nov-17	\$150.00	Vehicle Inspection
Morris Avenue Garage	00038884	17-Nov-17	\$50.00	Vehicle Inspection
Morrow Brothers Ford Inc.	00038791	01-Nov-17	\$20,244.00	Ford Taurus
Motion Industries, Inc.	00038885	17-Nov-17	\$64.90	Bus Parts
Mutual of Omaha	00038819	03-Nov-17	\$13,421.83	Life, AD&D, STD & LTD
Napa Auto Parts	00038886	17-Nov-17	\$723.07	Bus Parts
Neuhoff Media	00038887	17-Nov-17	\$2,064.00	Media Advertising
Nicor Gas	00038888	17-Nov-17	\$238.86	Utilities
Oberlander Alarm Systems, Inc.	00038847	10-Nov-17	\$207.00	Security Alarm Service Fee
Oklahoma Centralized Support Registry	00038848	10-Nov-17	\$23.07	Payroll Deduction
Oklahoma Centralized Support Registry	00038910	22-Nov-17	\$23.07	Payroll Deduction
Omar Vides	00038820	03-Nov-17	\$38.05	Uniform Reimbursement
Orkin Pest Control	00038889	17-Nov-17	\$555.25	Pest Control
OSF Healthcare System	00038821	03-Nov-17	\$162.07	Workers Comp Expense
Paulette Mincey	00038890	17-Nov-17	\$204.00	Uniform Reimbursement
Payroll	ACH	09-Nov-17	\$179,534.96	
Payroll	ACH	22-Nov-17	\$185,570.27	
Peprie Creed	00038891	17-Nov-17	\$69.58	Uniform Reimbursement
Pinnacle Door	00038892	17-Nov-17	\$277.70	Door Repair
Pipco Companies, LTD	00038893	17-Nov-17	\$610.00	Building Maintenance
RegionalHelpWanted.com, Inc	00038849	10-Nov-17	\$199.50	Advertising- Employment
Ricoh USA, Inc	00038850	10-Nov-17	\$501.00	Copier
Ricoh USA, Inc	00038894	17-Nov-17	\$407.42	Copier
Roy Lyons	00038895	17-Nov-17	\$71.72	Uniforms



Connect Transit Cash Disbursement Report November 2017

Name	Check Number	Date	Amount	Description
Secretary of State	00038856	14-Nov-17	\$125.00	Vehicle Registration
Southcomm Business Media	00038896	17-Nov-17	\$99.00	Advertising- Promotions
Southtown Wrecker Service, Inc.,	00038851	10-Nov-17	\$760.00	Towing
Staples	00038852	10-Nov-17	\$113.04	Office Supplies
STL Business & Technology Solutions, Inc	00038897	17-Nov-17	\$425.00	Software & Tech Support
TeVoert Auto Repair	00038822	03-Nov-17	\$346.26	Outside Repair
TeVoert Auto Repair	00038853	10-Nov-17	\$125.45	Outside Repair
TeVoert Auto Repair	00038898	17-Nov-17	\$533.98	Outside Repair
The Aftermarket Parts Company LLC	00038823	03-Nov-17	\$290.01	Bus Parts
The Aftermarket Parts Company LLC	00038854	10-Nov-17	\$1,142.46	Bus Parts
The Aftermarket Parts Company LLC	00038899	17-Nov-17	\$4,697.96	Bus Parts
The Bus Coalition	00038900	17-Nov-17	\$500.00	Dues & Subscriptions
Turn-Key Environmental	00038824	03-Nov-17	\$20.98	Materials & Supplies
UniFirst Corporation	00038825	03-Nov-17	\$231.13	Cleaning Uniforms & Rugs
UniFirst Corporation	00038855	10-Nov-17	\$278.78	Cleaning Uniforms & Rugs
UniFirst Corporation	00038901	17-Nov-17	\$490.51	Cleaning Uniforms & Rugs
United States Treasury	ACH	14-Nov-17	\$69,609.45	Federal Tax Payment
United States Treasury	ACH	28-Nov-17	\$69,440.62	Federal Tax Payment
Verizon Wireless	00038826	03-Nov-17	\$619.84	Mobile Data Terminals for SS
Verizon Wireless	00038902	17-Nov-17	\$1,322.18	Mobile Data Terminals for SS
Visa - Commerce Bank	00038827	03-Nov-17	296.85	Building maintenance
Visa - Commerce Bank	00038827	03-Nov-17	82.25	Advertising- Employment
Visa - Commerce Bank	00038827	03-Nov-17	83.69	Bus Parts-DR
Visa - Commerce Bank	00038827	03-Nov-17	0.17	Freight
Visa - Commerce Bank	00038827	03-Nov-17	183.46	Office Supplies
Visa - Commerce Bank	00038827	03-Nov-17	778.50	Computer Software
Visa - Commerce Bank	00038827	03-Nov-17	680.00	Dues & Subscriptions
Visa - Commerce Bank	00038827	03-Nov-17	6,120.69	Travel & Meetings
Visa - Commerce Bank	00038827	03-Nov-17	60.55	Employee Recognition
Visa - Commerce Bank	00038827	03-Nov-17	308.20	Printed Materials
Visa - Commerce Bank	00038827	03-Nov-17	55.33	Safety/Training
Vision Service Plan (IL)	00038828	03-Nov-17	\$749.78	Vision Insurance
Wilcox Electric & Service, Inc	00038903	17-Nov-17	\$512.84	Building Maintenance
William Slaughter	00038904	17-Nov-17	\$108.29	Uniform Reimbursement
Winkle Environmental Service	00038905	17-Nov-17	\$266.25	Cleaning Supplies
Wm. Masters, Inc	00038906	17-Nov-17	\$184.00	Building Maintenance
YouthBuild McLean County	00038829	03-Nov-17	\$837.00	Ridership Refund

Grand Total

\$1,408,236.40

Bloomington Normal Public Transit

Balance Sheet

Fiscal Year: 2018 Period 5 November - 2017 Division: 99 Board Reports As of: 11/30/2017

001 Assets

005 Current Assets

100 Checking and Savings	\$6,059,494.35
110 Accounts Receivable	\$3,717,005.88
120 Inventory Asset - Fuel	\$98,484.08
122 Inventory Asset - Parts	\$185,883.45
123 Inventory Asset - Tires	\$0.00
140 Other Current Assets	\$344,493.06

141 Total Current Assets **\$10,405,360.82**

150 Fixed Assets \$17,984,285.86

190 Total Assets **\$28,389,646.68**

200 Liabilities & Equity

205 Liabilities

207 Accounts Payable	\$511,405.83
210 Payroll Liabilities	\$990,859.41
220 Contracts	\$0.00
221 Due to Illinois Funds Account	\$2,980,249.22
222 Deferred Revenue	\$130,948.46
250 Deficit Funding Advance	\$0.00

290 Total Liabilities **\$4,613,462.92**

298 EQUITY

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

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

305 Retained Earnings \$4,522,238.37

399 Total Liabilities & Equity **\$28,389,646.68**

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2018	Period 5	Division: 98 Operating Profit/Loss		As of: 11/30/2017	
		November - 2017	Jul-2017 Thru Nov-2017 Year To Date	Approved Budget	Approved Budget
400 Operating Revenue					
401 Passenger Fares		\$51,892.21	\$276,248.33	43.79%	\$630,850.00
403 ISU Contract Fare		\$44,853.33	\$223,456.65	41.77%	\$535,000.00
405 Other Contract Fares		\$8,644.33	\$33,524.65	41.91%	\$80,000.00
407 Advertising Revenue		\$7,101.00	\$32,981.00	11.57%	\$285,000.00
409 Miscellaneous Revenue		\$136.00	\$3,457.33	172.87%	\$2,000.00
411 Total Operating Revenue		\$112,626.87	\$569,667.96	37.16%	\$1,532,850.00
500 Operating Expenses					
501 Operators Wages		\$440,966.93	\$2,276,125.54	41.48%	\$5,487,225.00
503 Maintenance Wages		\$88,694.32	\$436,896.52	34.10%	\$1,281,200.00
505 Administration Wages		\$62,436.73	\$307,077.08	30.01%	\$1,023,100.00
507 Employer Payroll Tax Expense		\$45,186.49	\$231,763.62	36.56%	\$633,853.00
509 Retirement Plan		\$23,474.03	\$116,906.24	30.01%	\$389,577.00
511 Group Insurance		\$107,607.86	\$543,534.81	29.56%	\$1,839,036.00
513 Uniform Expense		\$4,743.96	\$15,384.26	43.98%	\$34,984.00
515 Professional Services		\$14,482.41	\$94,497.74	45.23%	\$208,936.00
519 Outside Repair-Labor		\$40,308.62	\$50,356.95	45.05%	\$111,770.00
521 Contract Maintenance Services		\$14,774.38	\$27,888.98	23.03%	\$121,100.00
523 Custodial Services		\$1,732.56	\$5,133.55	33.12%	\$15,500.00
525 Employee Recruiting/Testing/Temp Help		\$457.00	\$2,239.55	10.66%	\$21,000.00
527 Fuel		\$43,196.52	\$229,328.93	20.62%	\$1,111,995.00
529 Lubricants		\$841.08	\$7,330.91	17.35%	\$42,251.00
531 Tires		\$7,187.94	\$35,940.24	39.56%	\$90,856.00
535 Bus Repair Parts		\$19,265.10	\$80,984.06	41.73%	\$194,050.00
537 Other Materials & Supplies		\$2,527.93	\$12,752.25	22.37%	\$57,000.00
539 Shelters/Signs/Shop Tools		\$2,739.42	\$3,050.38	40.67%	\$7,500.00
541 Computer and Office Supplies		\$50,827.64	\$66,046.79	45.39%	\$145,500.00
543 Utilities		\$10,703.93	\$29,390.51	21.13%	\$139,100.00
545 Corporate Insurance		\$18,873.22	\$94,077.34	33.95%	\$277,100.00
547 Dues/Subscriptions/Fees		\$9,685.00	\$34,554.42	71.98%	\$48,004.00
549 Printing/Marketing/Training		\$23,171.68	\$97,441.29	36.36%	\$268,000.00
560 Total Operating Expenses		\$1,033,884.75	\$4,798,701.96	35.42%	\$13,548,637.00
570 Operating Assistance					
580 Operating Deficit		(\$921,257.88)	(\$4,229,034.00)	35.20%	(\$12,015,787.00)
582 City of Bloomington Operating Assistance		\$50,833.33	\$254,166.65	41.67%	\$610,000.00
583 Town of Normal Operating Assistance		\$32,500.00	\$162,500.00	41.67%	\$390,000.00
585 Illinois Downstate Operating Assistance		\$668,125.00	\$3,098,334.00	35.18%	\$8,806,614.05
590 FTA 5307 Operating Assistance		\$159,448.00	\$671,151.00	30.38%	\$2,209,172.95
600 Total Operating Assistance		\$910,906.33	\$4,186,151.65	34.84%	\$12,015,787.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
November 2017

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
11/01/17	Beginning Balance	\$ 1,062,592.35
11/30/17	Additions - Interest Income	\$ 131.00
11/30/17	Ending Balance	<u>\$ 1,062,723.35</u>
Total Reserve Capital Account		<u><u>\$ 1,062,723.35</u></u>

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

	<u>FY18 Received</u>	<u>FY18 Receivable</u>
	<u>11/30/2017</u>	<u>11/30/2017</u>
Bloomington	\$ 189,683.32	\$ 47,420.83
Normal	\$ 193,083.30	\$ -
Total YTD	<u>\$ 382,766.62</u>	<u>\$ 47,420.83</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
<u>11/30/17</u>	Cash Balance	\$ 1,062,723.35
<u>11/30/17</u>	Loans to Operating	\$ 2,980,249.22
<u>11/30/17</u>	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
<u>11/30/17</u>	Ending Balance	<u>\$ 4,002,972.57</u>



December 2017

Financial and Statistical Reports



**Connect Transit
Cash Disbursement Report
December 2017**

Name	Check Number	Date	Amount	Description
4Imprint	00038955	08-Dec-17	\$2,777.97	Advertising- Promotions
9 Lives Solutions	00038956	08-Dec-17	\$5,626.00	Safety/ Training
A.T.U. - C.O.P.E.	00038957	08-Dec-17	\$153.81	Payroll Deduction
Ace-Hi Glass Co.	00038911	01-Dec-17	\$1,067.92	Glass
Advance Auto Parts	00038912	01-Dec-17	\$1,475.22	Maintenance Supplies
Advocate BroMenn Medical Center	00038981	12-Dec-17	\$10.00	Bromenn Easement
Advocate Occupational Health	00038913	01-Dec-17	\$60.00	Drug Testing
Airgas USA, LLC	00038958	08-Dec-17	\$72.84	Welding Supplies
Airgas USA, LLC	00039012	21-Dec-17	\$171.20	Welding Supplies
Ally Financial	00038982	15-Dec-17	\$196.08	Lease
Amalgamated Transit Union Local 752	00038959	08-Dec-17	\$6,594.80	Payroll Deduction
Amalgamated Transit Union Local 752	00039013	21-Dec-17	\$300.00	Payroll Deduction
Amazon Capital Service	00038914	01-Dec-17	\$121.07	Office Supplies and Computer Hardware
Amazon Capital Service	00038983	15-Dec-17	\$230.99	Office Supplies, Computer Hardware & Radio Maintenance
Amazon Capital Service	00039014	21-Dec-17	\$86.12	Office Supplies
Ancel, Glink, Diamond, Bush, DiCianni &	00038915	01-Dec-17	\$400.00	Legal Service
Assurance Agency, Ltd.	00039015	21-Dec-17	\$81,609.00	Insurance
Barker Motor Co.	00038916	01-Dec-17	\$1,888.74	Bus Parts
Barker Motor Co.	00038960	08-Dec-17	\$13,682.29	Outside Repair Services
Barker Motor Co.	00038984	15-Dec-17	\$242.87	Bus Parts
Barker Motor Co.	00039016	21-Dec-17	\$562.95	Bus Parts
Blue Cross and Blue Shield of Illinois	00038917	01-Dec-17	\$101,440.04	Insurance
Blue Cross and Blue Shield of Illinois	00039017	21-Dec-17	\$104,394.05	Insurance
Cardinal Infrastructure	00039018	21-Dec-17	\$6,000.00	Consulting
Central Illinois Trucks Inc.	00038918	01-Dec-17	\$166.71	Bus Parts
Central Illinois Trucks Inc.	00038961	08-Dec-17	\$345.87	Bus Parts
Central Illinois Trucks Inc.	00038985	15-Dec-17	\$191.58	Bus Parts
Central Illinois Trucks Inc.	00039019	21-Dec-17	\$246.60	Bus Parts
ChemStation of Indiana	00038986	15-Dec-17	\$876.70	Garage Supplies
CIRBN, LLC	00038919	01-Dec-17	\$347.84	Internet
City of Bloomington	00038962	08-Dec-17	\$773.44	Utilites
City of Bloomington	00038987	15-Dec-17	\$91.35	Utilites
Clark Baird Smith, LLP	00038920	01-Dec-17	\$162.50	Legal Service
Clark Baird Smith, LLP	00039020	21-Dec-17	\$81.25	Legal Service
Clear Talk	00039021	21-Dec-17	\$3,695.40	Digital Dispatch Fee and Maint Agreement
Comcast	00038921	01-Dec-17	\$279.35	Internet
Commerce Bank HSA	00038963	08-Dec-17	\$369.00	Health Savings Account Contributions
Commerce Bank HSA	00038988	15-Dec-17	\$6,357.00	Health Savings Account Contributions
Commerce Bank HSA	00039022	21-Dec-17	\$738.00	Health Savings Account Contributions
Corn Belt Energy Corp.	00038922	01-Dec-17	\$3,955.46	Utilites
Corn Belt Energy Corp.	00039023	21-Dec-17	\$3,818.31	Utilites
Cummins Crosspoint	00039024	21-Dec-17	\$195.02	Bus Parts
Cumulus Media	00039025	21-Dec-17	\$700.00	Radio Advertising
Cumulus-Bloomington	00038923	01-Dec-17	\$700.00	Radio Advertising
Dish Network	00038924	01-Dec-17	\$92.02	Television Service
Don Owen Tire Service, Inc.	00038925	01-Dec-17	\$593.00	Bus Parts
Don Owen Tire Service, Inc.	00038964	08-Dec-17	\$636.56	Bus Parts
Eagle Automotive	00038926	01-Dec-17	\$319.78	Bus Parts
Eagle Automotive	00038989	15-Dec-17	\$149.38	Bus Parts
Eagle Automotive	00039026	21-Dec-17	\$664.51	Bus Parts
Engraving Express	00038927	01-Dec-17	\$280.00	Printed Materials
Evergreen FS	00038928	01-Dec-17	\$24,977.87	Fuel
Evergreen FS	00038990	15-Dec-17	\$29,181.84	Fuel
Evergreen FS	00039027	21-Dec-17	\$12,367.89	Fuel



**Connect Transit
Cash Disbursement Report
December 2017**

Name	Check Number	Date	Amount	Description
Fastenal Company	00038929	01-Dec-17	\$31.94	Bus Parts
Fasteners Etc.	00038930	01-Dec-17	\$197.49	Maintenance Supplies
Fasteners Etc.	00038991	15-Dec-17	\$304.05	Maintenance Supplies
Fasteners Etc.	00039028	21-Dec-17	\$226.74	Maintenance Supplies
Fleet-Net Corporation	00038992	15-Dec-17	\$1,405.00	Software & Tech Support
Frontier	00038993	15-Dec-17	\$7.50	Telephone
Frontier	00039029	21-Dec-17	\$951.41	Telephone
Genfare	00038994	15-Dec-17	\$28,500.00	2 fare boxes
Gillig LLC	00038931	01-Dec-17	\$327.25	Bus Parts
Gillig LLC	00038995	15-Dec-17	\$2,465.60	Bus Parts
Gillig LLC	00039030	21-Dec-17	\$766.00	Bus Parts
Global Equipment Company	00038996	15-Dec-17	\$55.99	Garage Supplies
Government Finance Officers Association	00038932	01-Dec-17	\$435.00	Dues & Subscriptions
Great Plains Media	00039031	21-Dec-17	\$1,400.00	Radio Advertising
Greatland Corporation	00038933	01-Dec-17	\$221.77	Office Supplies
Heller Ford	00038965	08-Dec-17	\$181.92	Bus Parts
Henson Disposal	00038997	15-Dec-17	\$208.06	Garbage Disposal
Heritage Machine & Welding, Inc.	00038998	15-Dec-17	\$336.46	Bus Parts
ICMA Retirement Trust	ACH	07-Dec-17	\$24,806.12	Payroll Deduction
ICMA Retirement Trust	ACH	21-Dec-17	\$25,180.96	Payroll Deduction
Illinois Department of Revenue	00038966	08-Dec-17	\$11,680.97	Payroll Deduction
Illinois Department of Revenue	00039032	21-Dec-17	\$12,261.03	Payroll Deduction
Illinois State Disbursement Unit	00038967	08-Dec-17	\$1,560.16	Payroll Deduction
Illinois State Disbursement Unit	00039033	21-Dec-17	\$1,466.64	Payroll Deduction
Illinois State University	00038999	15-Dec-17	\$750.00	Advertising- Promotions
Interstate Batteries of Mid-Illinois	00039034	21-Dec-17	\$126.50	Materials & Supplies
IPTA	00038934	01-Dec-17	\$8,500.00	IPTA Dues
IWIN	00038935	01-Dec-17	\$298.00	Employee Physicals
IWIN	00039035	21-Dec-17	\$352.00	Employee Physicals
Ken's Oil Service, Inc	00038936	01-Dec-17	\$1,654.47	Oil, Antifreeze
Ken's Oil Service, Inc	00038968	08-Dec-17	\$1,870.72	Oil, Antifreeze
Ken's Oil Service, Inc	00039036	21-Dec-17	\$220.32	Oil, Antifreeze
Kirby Risk Corporation	00039037	21-Dec-17	\$644.63	Bus Parts
Lewis, Yockey & Brown, Inc	00039038	21-Dec-17	\$1,307.85	Shelters
LifeCIL	00039039	21-Dec-17	\$7,415.00	Consulting
McLean County Chamber of Commerce	00038937	01-Dec-17	\$30.00	Advertising- Promotions
Michelin North America, Inc	00038938	01-Dec-17	\$7,187.94	Tires
Michelin North America, Inc	00039040	21-Dec-17	\$6,643.62	Tires
Midwest Equipment II	00038969	08-Dec-17	\$18.90	Lawn Maintenance Equipment
Midwest Transit Equipment, Inc.	00038939	01-Dec-17	\$195.89	Bus Parts
Miller Janitor Supply	00038940	01-Dec-17	\$248.71	Maintenance Supplies
Miller Janitor Supply	00039000	15-Dec-17	\$130.56	Maintenance Supplies
Miller Janitor Supply	00039041	21-Dec-17	\$274.46	Maintenance Supplies
Minerva Promotions	00038942	01-Dec-17	\$2,990.00	Uniforms
Moe's Southwest Grill	00039042	21-Dec-17	\$1,380.00	Employee Recognition
Morris Avenue Garage	00038943	01-Dec-17	\$125.00	Vehicle Inspection
Morris Avenue Garage	00039043	21-Dec-17	\$125.00	Vehicle Inspection
Motion Industries, Inc.	00038970	08-Dec-17	\$330.89	Bus Parts
Motion Industries, Inc.	00039001	15-Dec-17	\$137.76	Bus Parts
Motion Industries, Inc.	00039044	21-Dec-17	\$17.24	Bus Parts
Mutual of Omaha	00038944	01-Dec-17	\$13,933.45	Life, AD&D, STD & LTD
Napa Auto Parts	00039002	15-Dec-17	\$709.36	Bus Parts
Napa Auto Parts	00039045	21-Dec-17	\$67.39	Bus Parts
Neuhoff Media	00039046	21-Dec-17	\$2,026.00	Advertising- Media
Nicor Gas	00039047	21-Dec-17	\$1,961.47	Utilities



**Connect Transit
Cash Disbursement Report
December 2017**

Name	Check Number	Date	Amount	Description
Oberlander Alarm Systems, Inc.	00038945	01-Dec-17	\$207.00	Security Alarm Service Fee
Oklahoma Centralized Support Registry	00038971	08-Dec-17	\$23.07	Payroll Deduction
Oklahoma Centralized Support Registry	00039048	21-Dec-17	\$23.07	Payroll Deduction
Orkin Pest Control	00039003	15-Dec-17	\$555.25	Pest Control
Payroll	ACH	07-Dec-17	\$176,869.28	
Payroll	ACH	21-Dec-17	\$191,766.94	
Petty Cash	00038972	08-Dec-17	\$7.00	Reimbursement - McLean County Clerk
Pinnacle Door	00039004	15-Dec-17	\$9,270.00	Door Repair
Prairie Signs	00038973	08-Dec-17	\$250.00	Advertising- Promotions
Prairie Signs	00039005	15-Dec-17	\$22,793.75	Bus Graphics on Buses
Premier Print Group	00039049	21-Dec-17	\$2,042.85	Printing
Redbird Sports Properties, LLC	00038946	01-Dec-17	\$1,000.00	Advertising
Redbird Sports Properties, LLC	00039050	21-Dec-17	\$1,000.00	Advertising
Ricoh USA, Inc	00038947	01-Dec-17	\$501.00	Copier
Roy Lyons	00039006	15-Dec-17	\$100.00	Uniform Reimbursement
Southtown Wrecker Service, Inc.,	00038948	01-Dec-17	\$885.00	Towing
Steve Morell	00039051	21-Dec-17	\$116.44	Uniform Reimbursement
Syncromatics Corportaion	00038949	01-Dec-17	\$48,493.00	Annual Service Fees
The Aftermarket Parts Company LLC	00038950	01-Dec-17	\$16.44	Bus Parts
The Aftermarket Parts Company LLC	00038974	08-Dec-17	\$101.17	Bus Parts
The Aftermarket Parts Company LLC	00039052	21-Dec-17	\$6,614.87	Bus Parts
Think Graphic Design	00039007	15-Dec-17	\$4,590.00	Graphic Design
Think Graphic Design	00039053	21-Dec-17	\$212.50	Printed Materials
Thomas Larson	00039008	15-Dec-17	\$29.35	Uniforms
Town of Normal	00039009	15-Dec-17	\$763.60	Utilites
UniFirst Corporation	00038951	01-Dec-17	\$231.13	Cleaning Uniforms & Rugs
UniFirst Corporation	00038975	08-Dec-17	\$231.13	Cleaning Uniforms & Rugs
UniFirst Corporation	00039010	15-Dec-17	\$278.78	Cleaning Uniforms & Rugs
UniFirst Corporation	00039054	21-Dec-17	\$526.91	Cleaning Uniforms & Rugs
United Parcel Service	00038976	08-Dec-17	\$9.73	Shipping
United Parcel Service	00039011	15-Dec-17	\$15.19	Shipping
United States Treasury	ACH	07-Dec-17	\$68,607.31	
United States Treasury	ACH	21-Dec-17	\$72,390.30	
Verizon Wireless	00038977	08-Dec-17	\$40.08	Mobile Data Terminals for SS
Visa - Commerce Bank	00038952	01-Dec-17	59.80	Legal
Visa - Commerce Bank	00038952	01-Dec-17	167.88	Advertising- Employment
Visa - Commerce Bank	00038952	01-Dec-17	279.96	Computer Software
Visa - Commerce Bank	00038952	01-Dec-17	497.20	Shipping/ Handling
Visa - Commerce Bank	00038952	01-Dec-17	30.00	Dues & Subscriptions
Visa - Commerce Bank	00038952	01-Dec-17	3,197.65	Travel & Meetings
Visa - Commerce Bank	00038952	01-Dec-17	76.58	Employee Recognition
Visa - Commerce Bank	00038952	01-Dec-17	10.00	Safety/Training
Visa - Commerce Bank	00038978	08-Dec-17	\$10.00	Travel & Meetings
Vision Service Plan (IL)	00038979	08-Dec-17	\$879.02	Vision Insurance
Wm. Masters, Inc	00038953	01-Dec-17	\$724.23	HVAC
Wm. Masters, Inc	00038980	08-Dec-17	\$909.35	HVAC
Yunique Pates	00038954	01-Dec-17	\$70.67	Uniform Reimbursement
Grand Total			<u>\$1,216,643.86</u>	

Bloomington Normal Public Transit

Balance Sheet

Fiscal Year: 2018 Period 6 December - 2017 Division: 99 Board Reports As of: 12/31/2017

Assets

Current Assets

Checking and Savings	\$5,089,065.62
Accounts Receivable	\$4,499,768.38
Inventory Asset - Fuel	\$108,041.31
Inventory Asset - Parts	\$184,570.59
Inventory Asset - Tires	\$0.00
Other Current Assets	\$309,388.71

Total Current Assets \$10,190,834.61

Fixed Assets \$17,980,475.26

Total Assets \$28,171,309.87

Liabilites & Equity

Liabilities

Accounts Payable	\$173,608.75
Payroll Liabilities	\$1,035,027.35
Contracts	\$0.00
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$128,604.46
Deficit Funding Advance	\$0.00

Total Liabilities \$4,317,489.78

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 \$4,599,874.70

Total Liabilities & Equity \$28,171,309.87

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2018	Period 6	Division: 98 Operating Profit/Loss	As of: 12/31/2017	Jul-2017 Thru Dec-2017 Year To Date	Approved Budget
		December - 2017			
Operating Revenue					
Passenger Fares		\$54,150.21	8.58%	\$330,398.54	\$630,850.00
ISU Contract Fare		\$44,583.33	8.33%	\$268,039.98	\$535,000.00
Other Contract Fares		\$9,028.33	11.29%	\$42,552.98	\$80,000.00
Advertising Revenue		\$9,010.00	3.16%	\$41,991.00	\$285,000.00
Miscellaneous Revenue		\$131.65	6.58%	\$3,588.98	\$2,000.00
Total Operating Revenue		\$116,903.52	7.63%	\$686,571.48	\$1,532,850.00
Operating Expenses					
Operators Wages		\$447,455.39	8.15%	\$2,723,580.93	\$5,487,225.00
Maintenance Wages		\$86,270.02	6.73%	\$523,166.54	\$1,281,200.00
Administration Wages		\$63,221.18	6.18%	\$370,298.26	\$1,023,100.00
Employer Payroll Tax Expense		\$45,565.21	7.19%	\$277,328.83	\$633,853.00
Retirement Plan		\$23,296.60	5.98%	\$140,202.84	\$389,577.00
Group Insurance		\$115,352.68	6.27%	\$658,887.49	\$1,839,036.00
Uniform Expense		\$1,965.61	5.62%	\$17,349.87	\$34,984.00
Professional Services		\$13,874.80	6.64%	\$108,372.54	\$208,936.00
Outside Repair-Labor		\$7,689.13	6.88%	\$58,046.08	\$111,770.00
Contract Maintenance Services		\$15,580.10	12.87%	\$43,469.08	\$121,100.00
Custodial Services		\$970.31	6.26%	\$6,103.86	\$15,500.00
Employee Recruiting/Testing/Temp Help		\$613.88	2.92%	\$2,853.43	\$21,000.00
Fuel		\$42,202.03	3.80%	\$271,530.96	\$1,111,995.00
Lubricants		\$8,400.93	19.88%	\$15,731.84	\$42,251.00
Tires		\$6,067.71	6.68%	\$42,007.95	\$90,856.00
Bus Repair Parts		\$13,490.47	6.95%	\$94,474.53	\$194,050.00
Other Materials & Supplies		\$3,086.82	5.42%	\$15,839.07	\$57,000.00
Shelters/Signs/Shop Tools		\$2,042.85	27.24%	\$5,093.23	\$7,500.00
Computer and Office Supplies		\$3,198.33	2.20%	\$69,245.12	\$145,500.00
Utilities		\$8,780.88	6.31%	\$38,171.39	\$139,100.00
Corporate Insurance		\$18,873.22	6.81%	\$112,950.56	\$277,100.00
Dues/Subscriptions/Fees		\$354.95	0.74%	\$34,909.37	\$48,004.00
Printing/Marketing/Training		\$9,809.33	3.66%	\$107,250.62	\$268,000.00
Total Operating Expenses		\$938,162.43	6.92%	\$5,736,864.39	\$13,548,637.00
Operating Assistance					
Operating Deficit		(\$821,258.91)	6.83%	(\$5,050,292.91)	(\$12,015,787.00)
City of Bloomington Operating Assistance		\$50,833.33	8.33%	\$304,999.98	\$610,000.00
Town of Normal Operating Assistance		\$32,500.00	8.33%	\$195,000.00	\$390,000.00
Illinois Downstate Operating Assistance		\$605,905.00	6.88%	\$3,704,239.00	\$8,806,614.05
FTA 5307 Operating Assistance		\$125,489.00	5.68%	\$796,640.00	\$2,209,172.95
Total Operating Assistance		\$814,727.33	6.78%	\$5,000,878.98	\$12,015,787.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
December 2017

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
12/01/17	Beginning Balance	\$ 1,062,592.35
12/31/17	Additions - Interest Income	<u>\$ 131.00</u>
12/31/17	Ending Balance	<u>\$ 1,062,723.35</u>
Total Reserve Capital Account		<u><u>\$ 1,062,723.35</u></u>

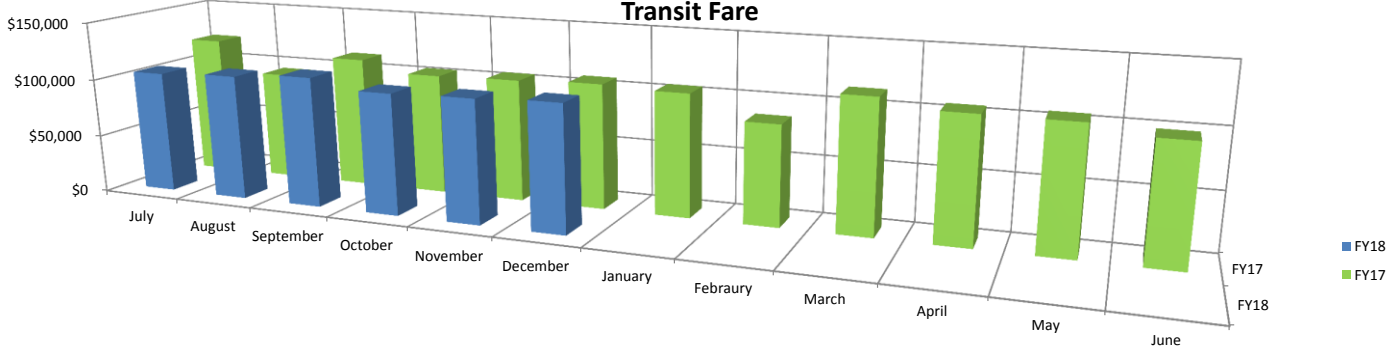
Breakdown of Local Funding in Local Capital #2 (Earmarked Funds):

	<u>FY18 Received</u> <u>12/31/2017</u>	<u>FY18 Receivable</u> <u>12/31/2017</u>
Bloomington	\$ 189,683.32	\$ 94,841.66
Normal	<u>\$ 231,699.96</u>	<u>\$ -</u>
Total YTD	<u>\$ 421,383.28</u>	<u>\$ 94,841.66</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
<u>12/31/17</u>	Cash Balance	\$ 1,062,723.35
<u>12/31/17</u>	Loans to Operating	\$ 2,980,249.22
<u>12/31/17</u>	Reserve fund for underground storage tank (Cap. I)	<u>\$ (40,000.00)</u>
<u>12/31/17</u>	Ending Balance	<u>\$ 4,002,972.57</u>

Financial Reports

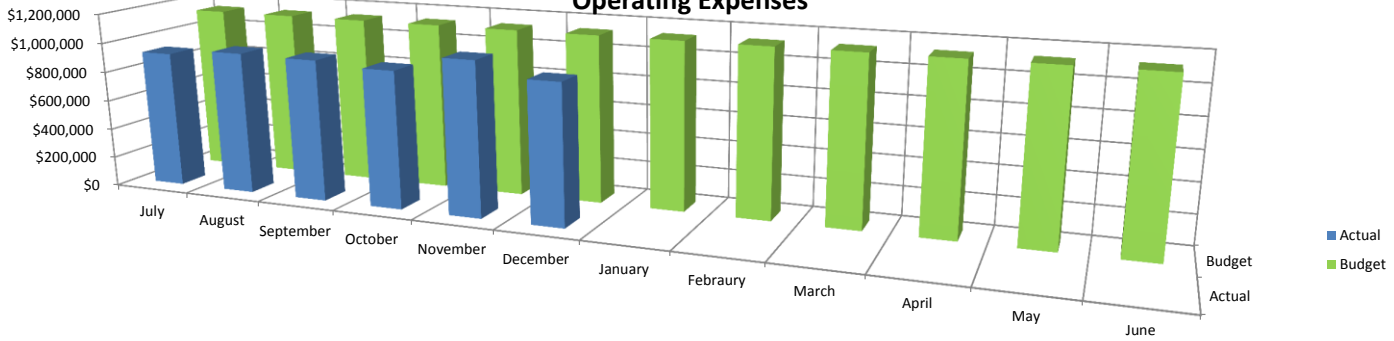
Transit Fare



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	\$104,830	\$107,448	\$111,692	\$103,871	\$105,390	\$107,762						
FY17	\$121,348	\$94,322	\$113,426	\$104,140	\$105,437	\$107,628	\$105,472	\$86,079	\$114,077	\$106,536	\$106,281	\$98,879

Notes: ISU revenue increased \$1,271 in December 2017 from December 2016. Heartland CC contract revenue decreased \$1,805 in December 2017 from December 2016. Total revenue is up in FY 2017 from 2016. Total cash fares increased \$3,267 (17.0%) in December 2017 from December 2016. Total pass fares decreased \$2,858 (21.4%) in December 2017 from December 2016.

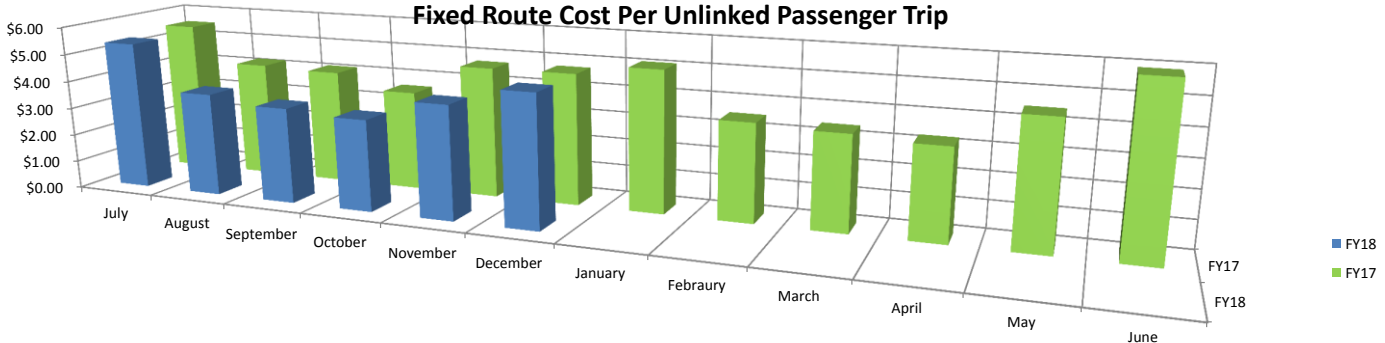
Operating Expenses



	July	August	September	October	November	December	January	February	March	April	May	June
Actual	\$922,334	\$961,371	\$954,734	\$926,378	\$1,033,885	\$938,162						
Budget	\$1,129,053	\$1,129,053	\$1,129,053	\$1,129,053	\$1,129,053	\$1,129,053	\$1,129,053	\$1,129,053	\$1,129,053	\$1,129,053	\$1,129,053	\$1,129,054

Notes:

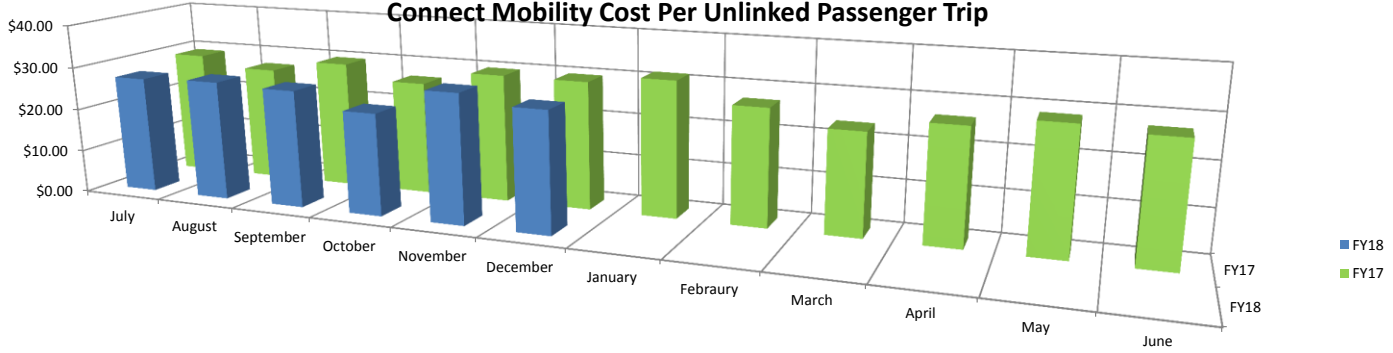
Fixed Route Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	\$5.36	\$3.71	\$3.44	\$3.29	\$4.07	\$4.72						
FY17	\$5.53	\$4.21	\$4.14	\$3.60	\$4.72	\$4.74	\$5.10	\$3.52	\$3.41	\$3.27	\$4.48	\$5.92

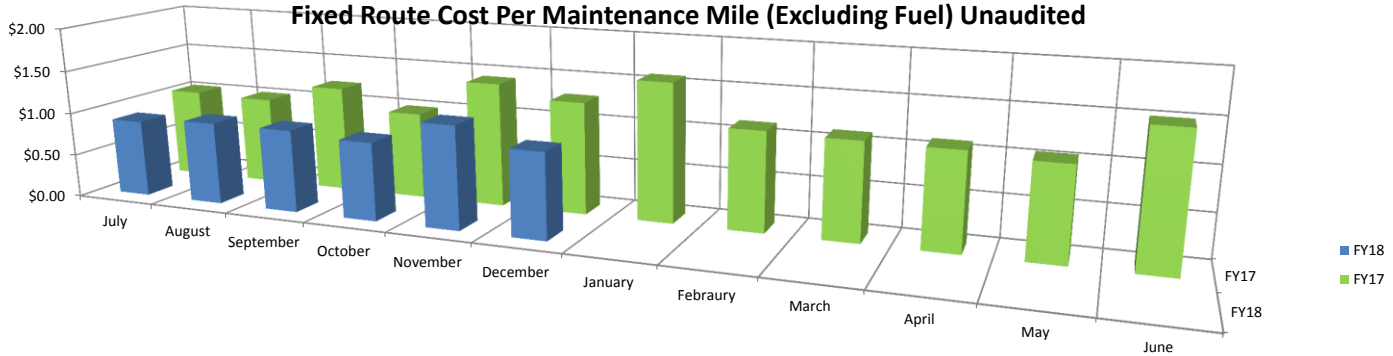
Notes: Expenses decreased \$41,835 in December 2017 from December 2016. Trips decreased by 8,379 in December 2017 from December 2016. Expenses increased \$11,888 in November 2017 from November 2016. Trips increased by 29,900 in November 2017 from November 2016.

Connect Mobility Cost Per Unlinked Passenger Trip



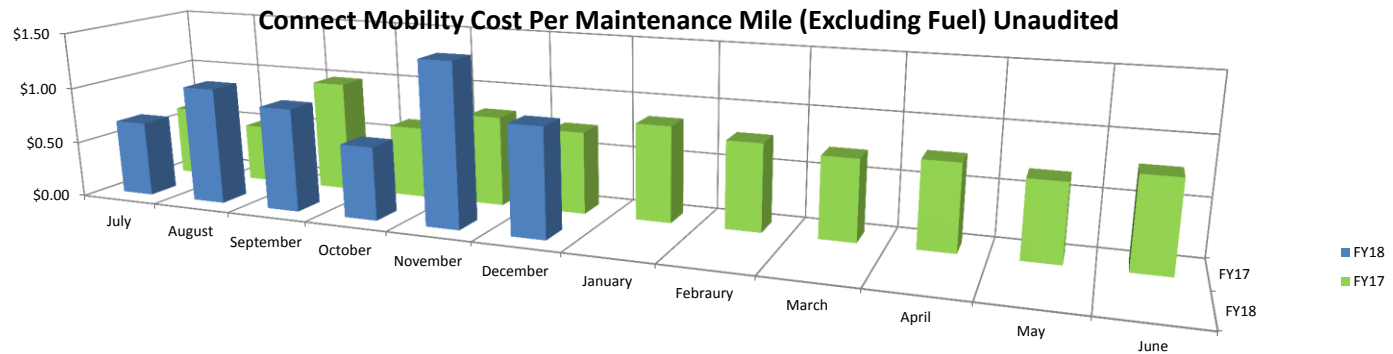
Notes: Expenses decreased \$6,000 in December 2017 from December 2016. Trips increased by 234 in December 2017 from December 2016. Expenses increased \$6,000 in November 2017 from November 2016. Trips increased by 719 in November 2017 from November 2016. Boardings per hour increased, increasing efficiency.

Fixed Route Cost Per Maintenance Mile (Excluding Fuel) Unaudited



Notes: Fixed Route maintenance expense decreased \$12,000 in December 2017 from December 2016. Fixed Route miles increased 16,000 in December 2017 from December 2016. Fixed Route maintenance expense decreased \$6,000 in November 2017 from November 2016. Fixed Route miles increased 15,100 in November 2017 from November 2016.

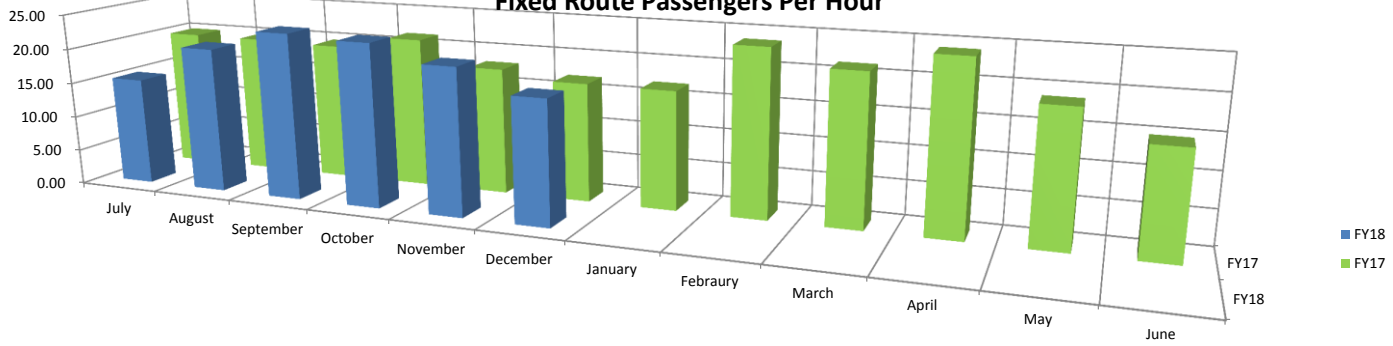
Connect Mobility Cost Per Maintenance Mile (Excluding Fuel) Unaudited



Notes: Demand Response maintenance expense increased \$1,000 in December 2017 from December 2016. Demand Response miles decreased 7,000 miles in December 2017 from December 2016. Demand Response maintenance expense increased \$17,000 in November 2017 from November 2016. Demand Response miles decreased 3,900 miles in November 2017 from November 2016.

Operations Reports

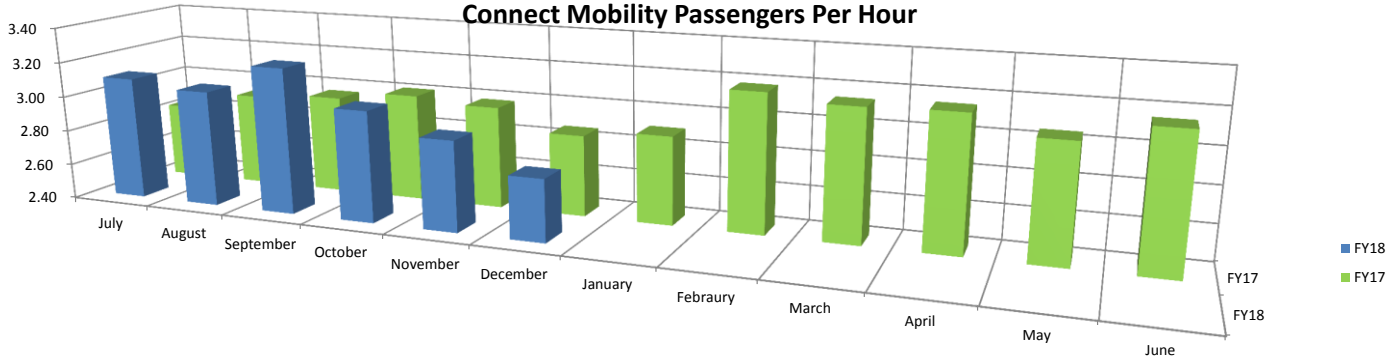
Fixed Route Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	15.34	20.67	23.70	23.21	20.83	17.57						
FY17	19.94	19.90	19.67	21.45	18.03	16.89	16.85	23.67	21.35	24.11	18.76	14.82

Notes: December 2017 had a decrease in revenue hours due to service reductions and increase in passengers per hour from December 2016. November 2017 had a decrease in revenue hours due to service reductions, and increase in ridership and passengers per hour from November 2016.

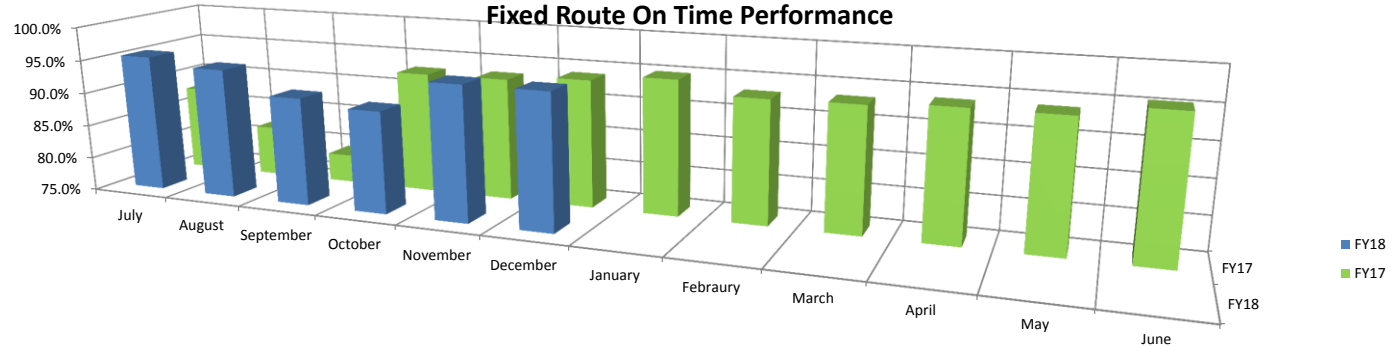
Connect Mobility Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	3.10	3.06	3.23	3.03	2.91	2.75						
FY17	2.83	2.93	2.96	3.01	2.98	2.86	2.90	3.18	3.14	3.15	3.05	3.15

Notes:

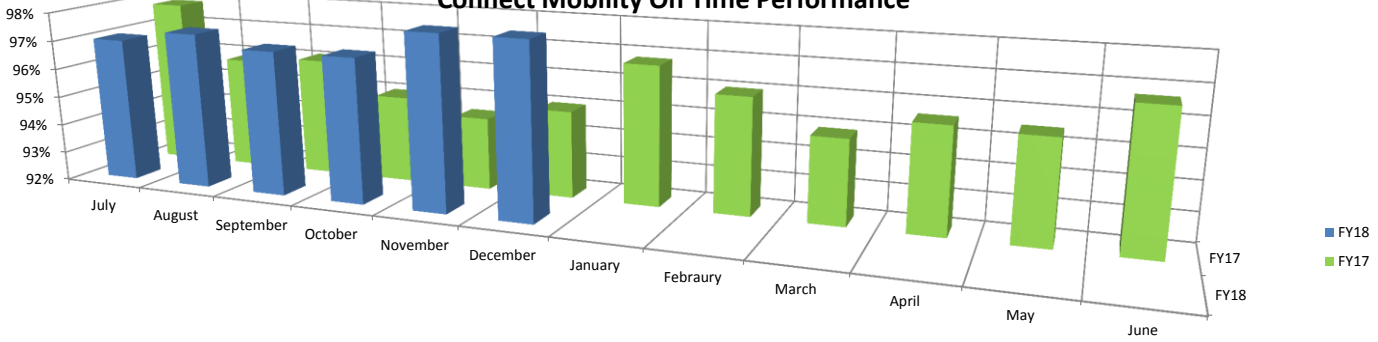
Fixed Route On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	95.4%	94.3%	91.0%	90.1%	94.9%	94.9%						
FY17	87.8%	82.5%	79.2%	93.0%	93.1%	93.9%	94.9%	93.1%	93.3%	93.9%	93.9%	95.5%

Notes:

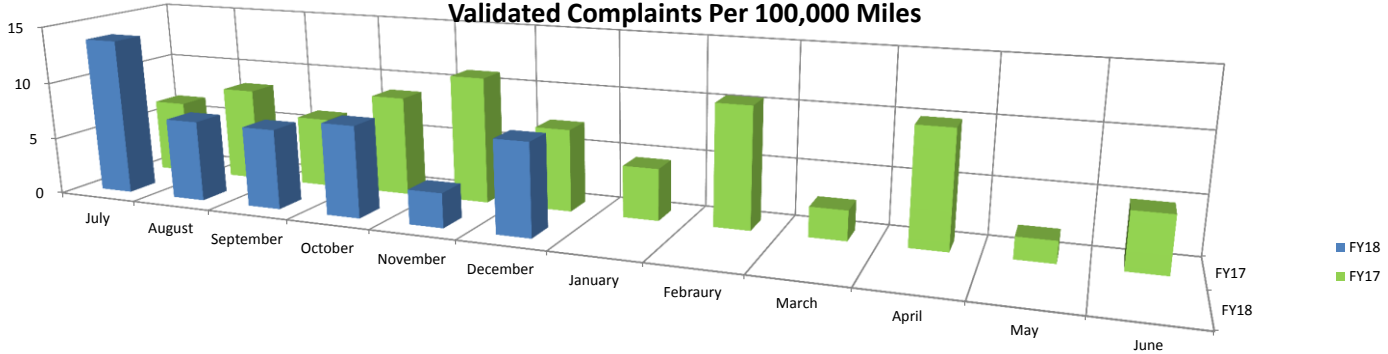
Connect Mobility On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	97%	97%	97%	97%	98%	98%						
FY17	98%	96%	96%	95%	95%	95%	97%	96%	95%	96%	96%	97%

Notes:

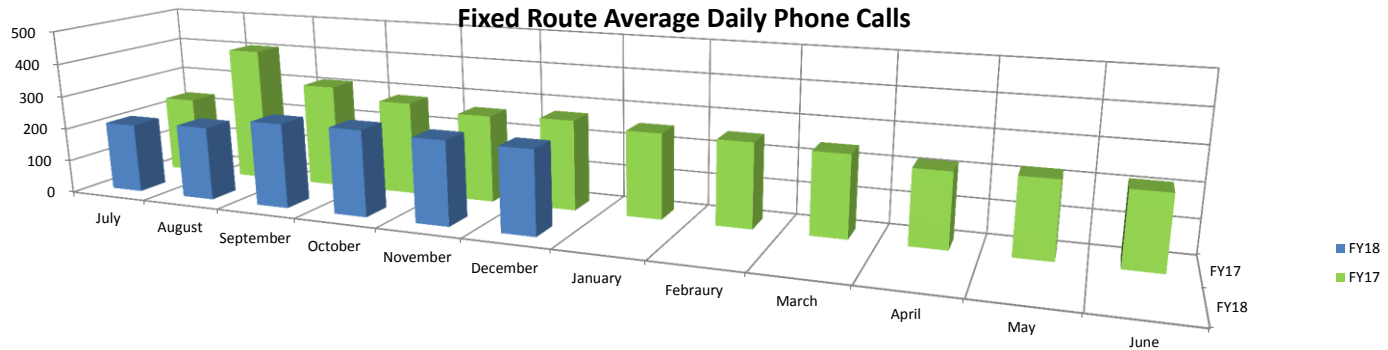
Validated Complaints Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	14	7	7	8	3	8						
FY17	6	8	6	9	11	7	5	10	3	10	2	5

Notes:

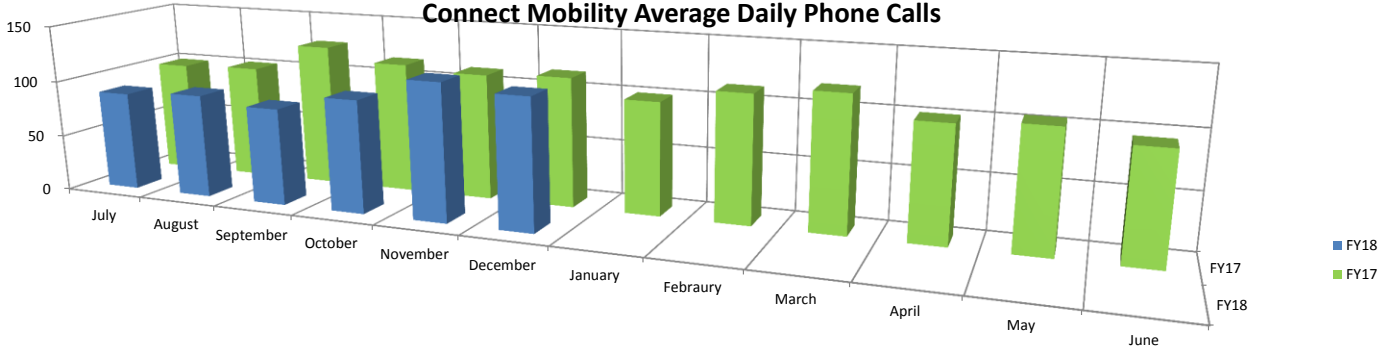
Fixed Route Average Daily Phone Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	209	222	255	259	252	250						
FY17	234	409	314	282	263	271	255	252	242	219	223	214

Notes:

Connect Mobility Average Daily Phone Calls

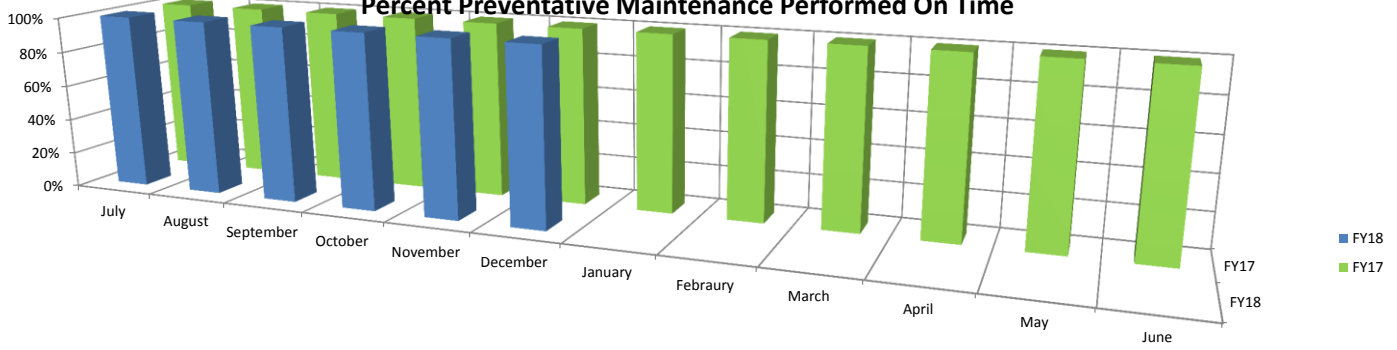


	July	August	September	October	November	December	January	February	March	April	May	June
FY18	88	92	86	100	121	115						
FY17	100	102	127	116	112	115	100	113	119	101	105	95

Notes:

Maintenance Reports

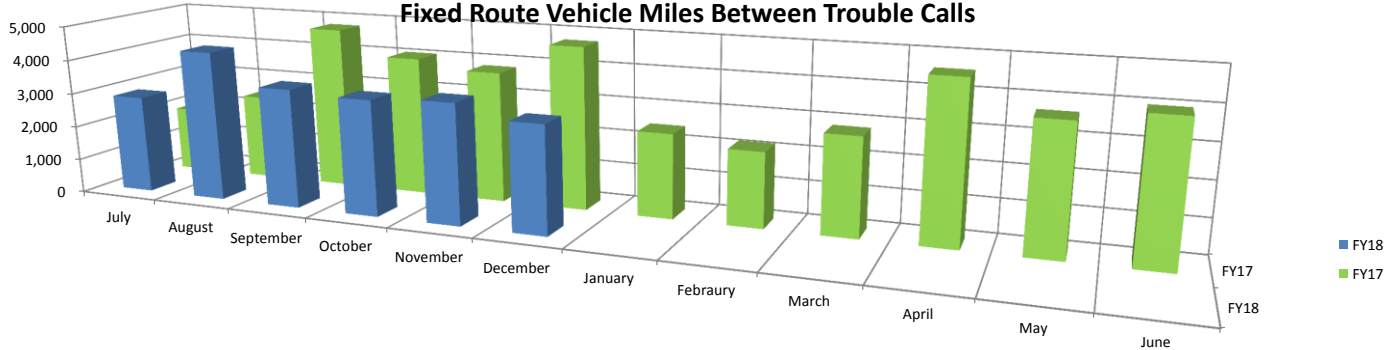
Percent Preventative Maintenance Performed On Time



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	100%	100%	100%	100%	100%	100%						
FY17	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Notes:

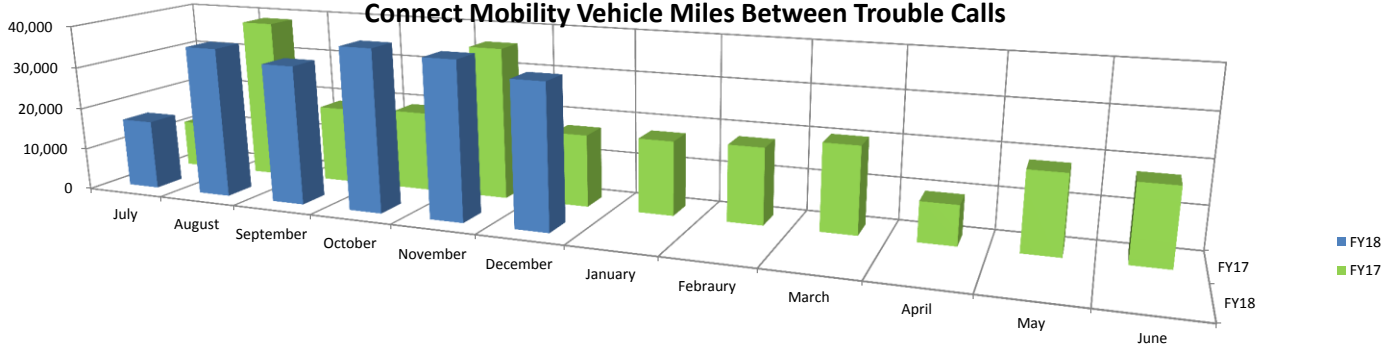
Fixed Route Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	2,851	4,365	3,466	3,362	3,481	3,107						
FY17	1,920	2,507	4,770	4,058	3,815	4,729	2,456	2,176	2,834	4,583	3,670	3,989

Notes:

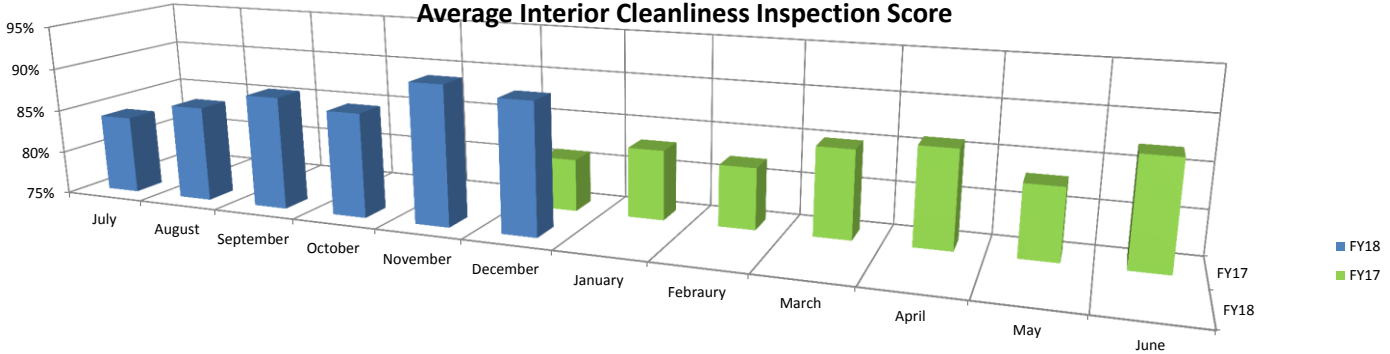
Connect Mobility Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	16,494	35,689	32,937	38,345	37,155	33,785						
FY17	11,305	38,538	18,412	19,076	36,034	17,130	17,517	17,926	20,231	9,202	18,200	17,624

Notes:

Average Interior Cleanliness Inspection Score

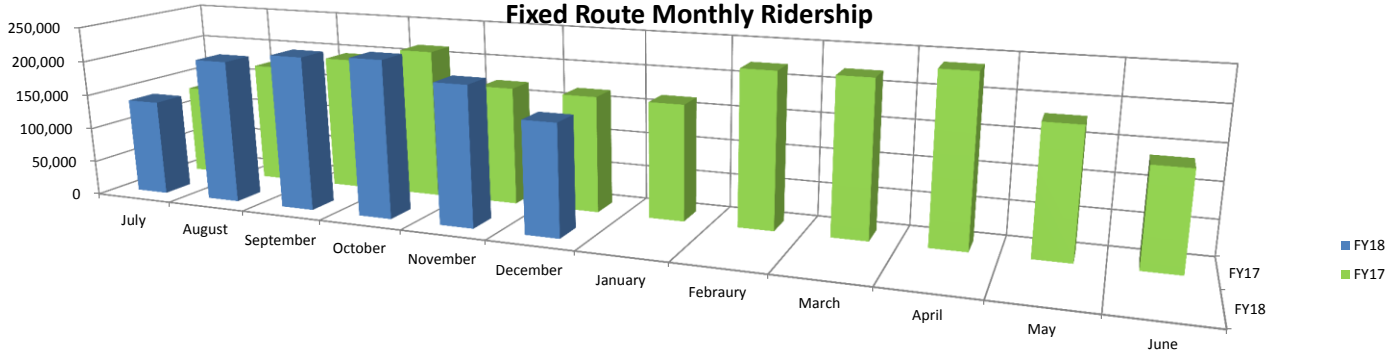


	July	August	September	October	November	December	January	February	March	April	May	June
FY18	84%	86%	88%	87%	91%	90%						
FY17						81%	83%	82%	85%	86%	83%	87%

Notes:

Ridership Reports

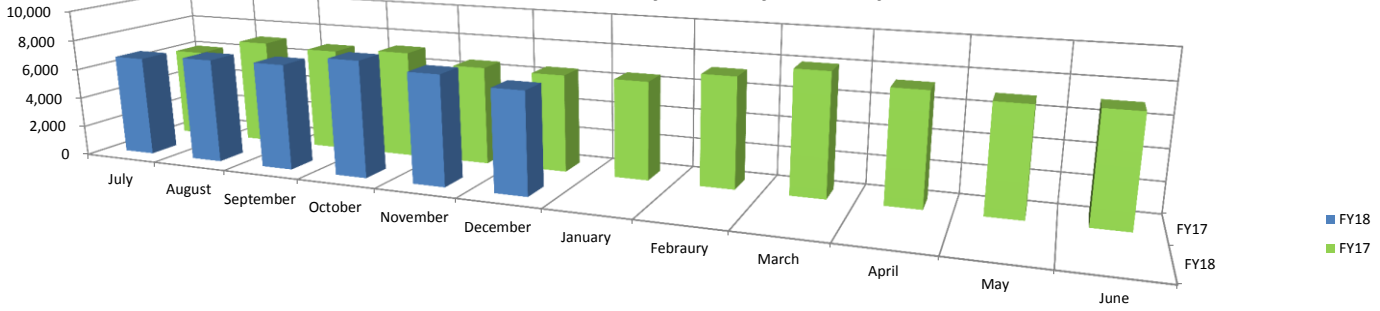
Fixed Route Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	138,075	206,628	221,247	225,646	200,341	159,091						
FY17	131,750	175,700	194,961	215,279	170,351	167,469	166,215	221,420	220,804	237,610	179,628	136,454

Notes: Fixed route ridership decreased 5% in December 2017 and increased 17.6% in November 2017. Connect Transit ridership has increased 9% year-to-date (July-December). National peer agencies ridership has decreased 3.25% in the last five months (July-November) and regional transit agencies ridership decreased 5% in the same period. December ridership for national peer and regional agencies is not available in the National Transit Database.

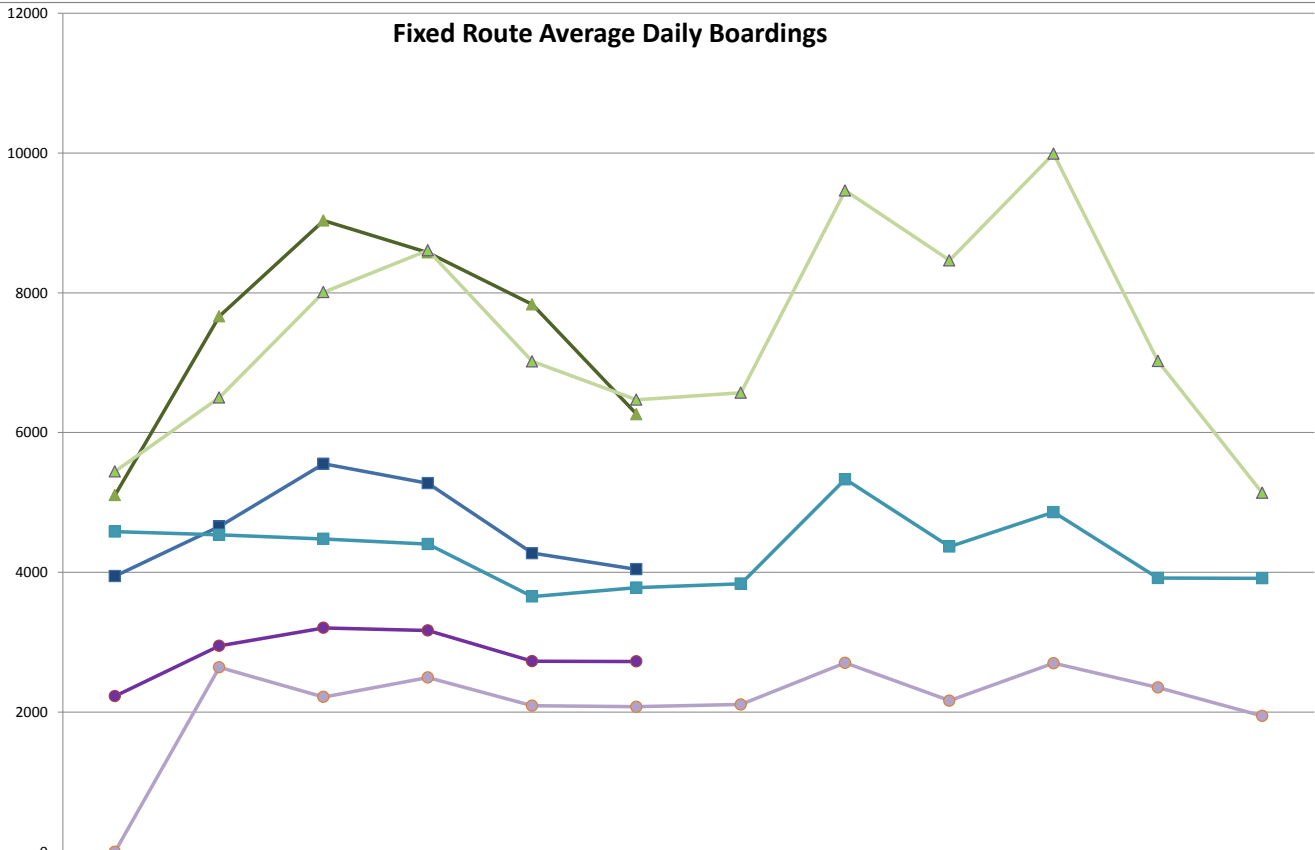
Connect Mobility Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	6,694	6,987	7,073	7,751	7,291	6,723						
FY17	6,075	7,128	6,928	7,191	6,572	6,489	6,501	7,266	8,013	7,300	6,936	7,013

Notes: Connect Mobility ridership is up 6.8% year-to-date (July-December).

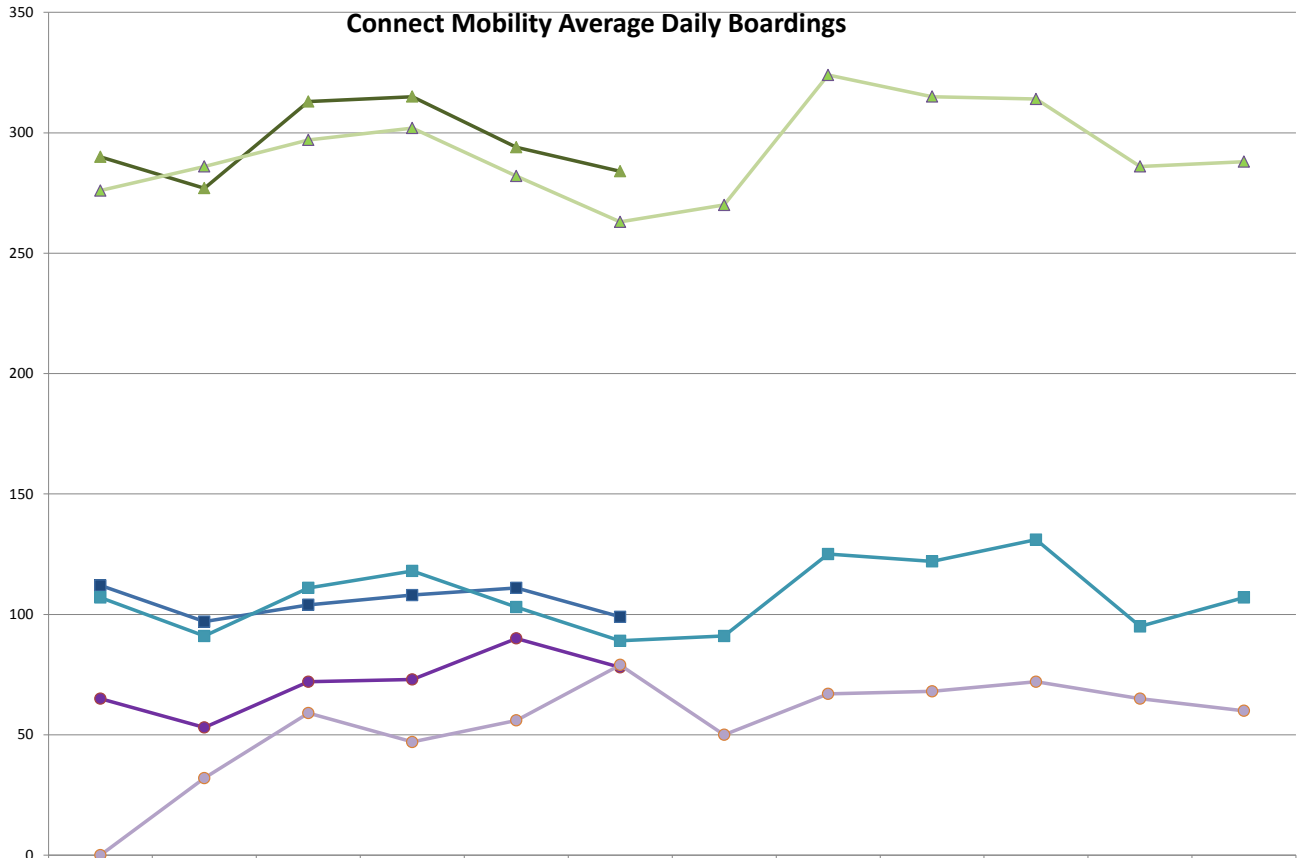
Fixed Route Average Daily Boardings



	July	August	September	October	November	December	January	February	March	April	May	June
— Sunday FY18	2228	2947	3205	3168	2728	2724						
- Sunday FY17	0	2641	2216	2494	2090	2075	2107	2704	2163	2698	2351	1945
— Saturday FY18	3946	4653	5554	5275	4274	4043						
- Saturday FY17	4582	4536	4477	4404	3653	3779	3837	5331	4367	4860	3919	3915
— Weekday FY18	5105	7662	9033	8578	7833	6262						
- Weekday FY17	5442	6500	8009	8609	7017	6470	6570	9464	8464	9991	7024	5137

Notes: Average weekday boarding in December 2017 decreased 3.2% over December 2016. Saturday and Sunday average boardings increased 6.9% and 31.27% respectively over December 2016. Average weekday boarding in November 2017 increased 11.6% over November 2016. Saturday and Sunday average boardings increased 6.9% and 31.27% respectively over November 2016.

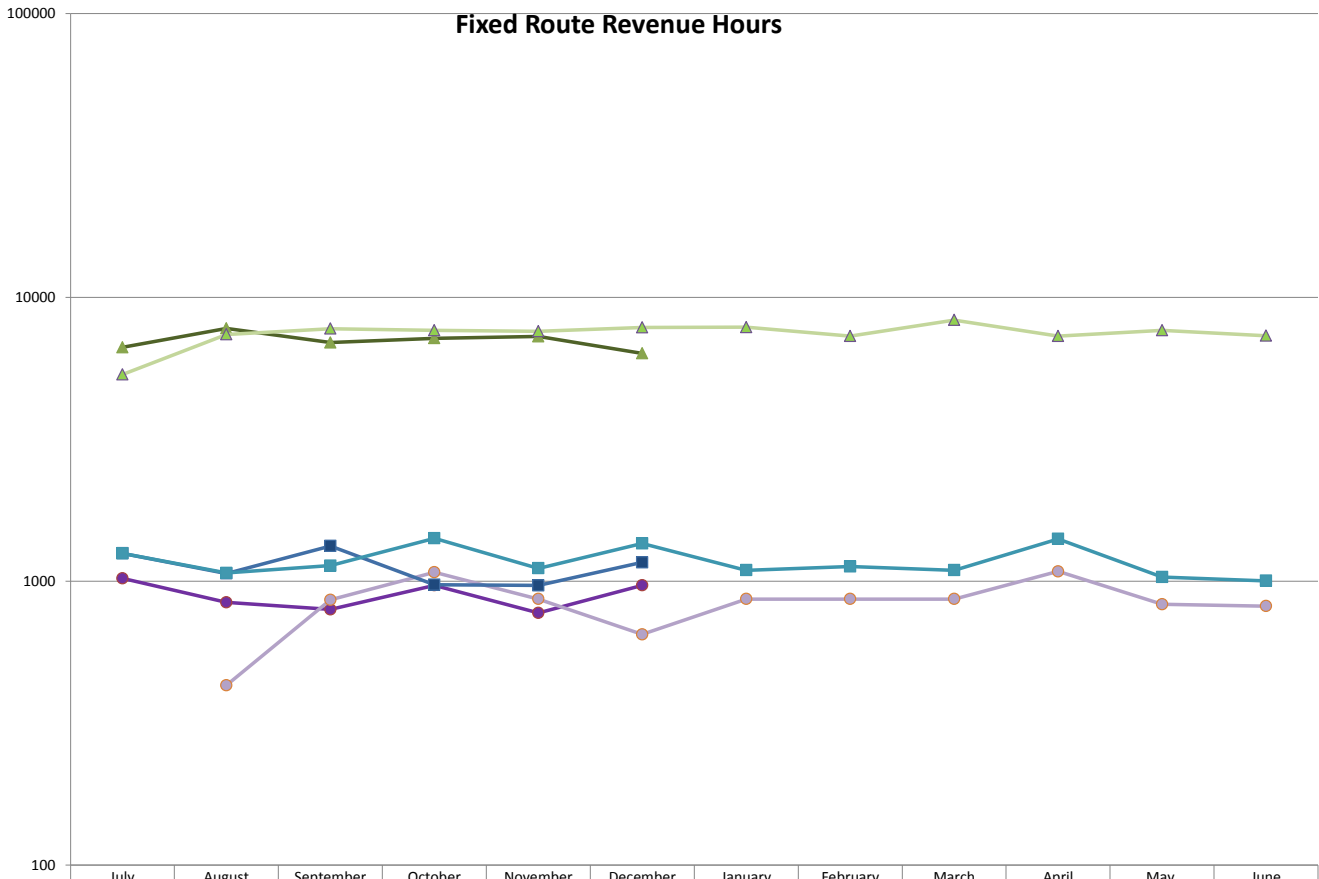
Connect Mobility Average Daily Boardings



● Sunday FY18	65	53	72	73	90	78						
● Sunday FY17	0	32	59	47	56	79	50	67	68	72	65	60
■ Saturday FY18	112	97	104	108	111	99						
■ Saturday FY17	107	91	111	118	103	89	91	125	122	131	95	107
▲ Weekday FY18	290	277	313	315	294	284						
▲ Weekday FY17	276	286	297	302	282	263	270	324	315	314	286	288

Notes:

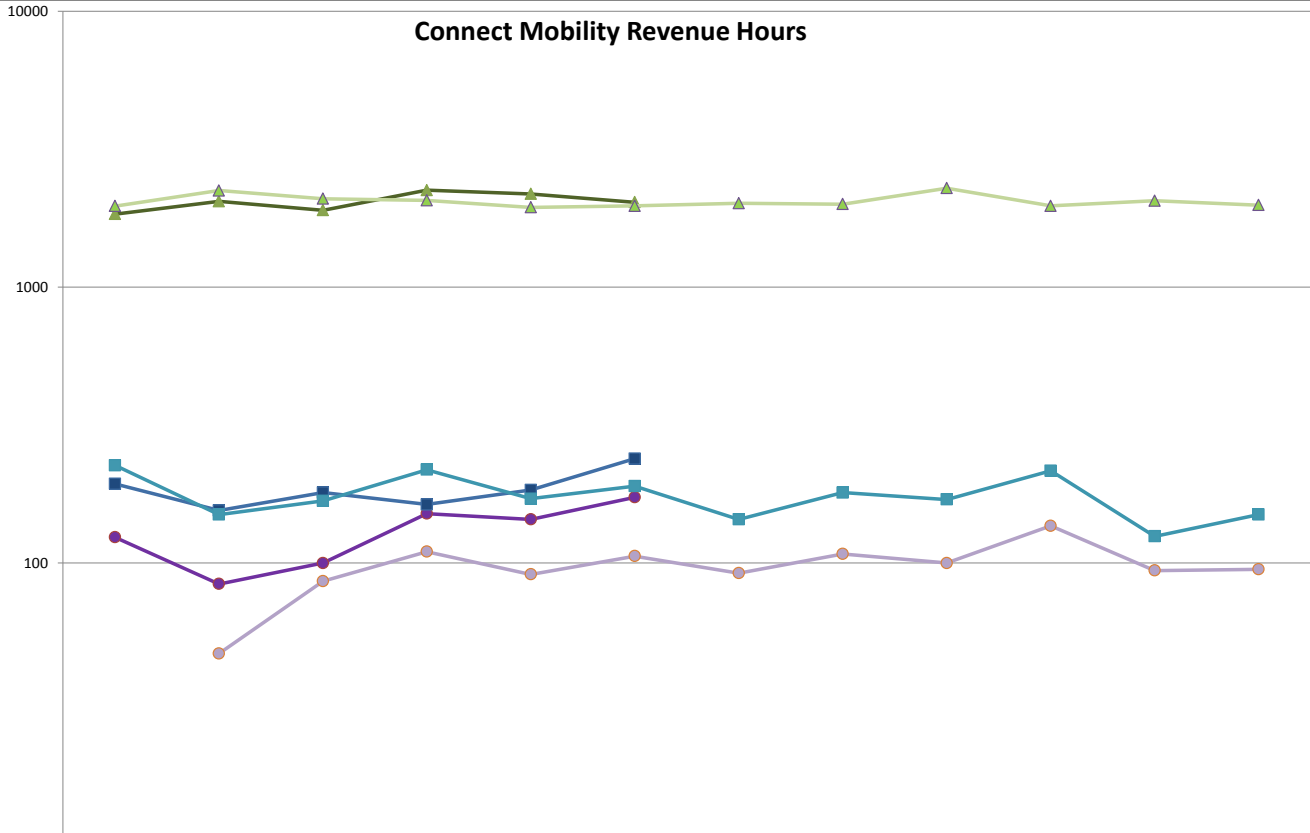
Fixed Route Revenue Hours



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY18	1023	842	796	967	774	967						
● Sunday FY17	0	430	860	1076	866	650	866	866	866	1083	830	818
■ Saturday FY18	1255	1066	1333	973	967	1165						
■ Saturday FY17	1254	1069	1135	1418	1111	1359	1094	1128	1094	1410	1035	1004
▲ Weekday FY18	6665	7774	6934	7178	7288	6352						
▲ Weekday FY17	5352	7407	7758	7659	7593	7842	7849	7308	8322	7308	7653	7332

Notes:

Connect Mobility Revenue Hours

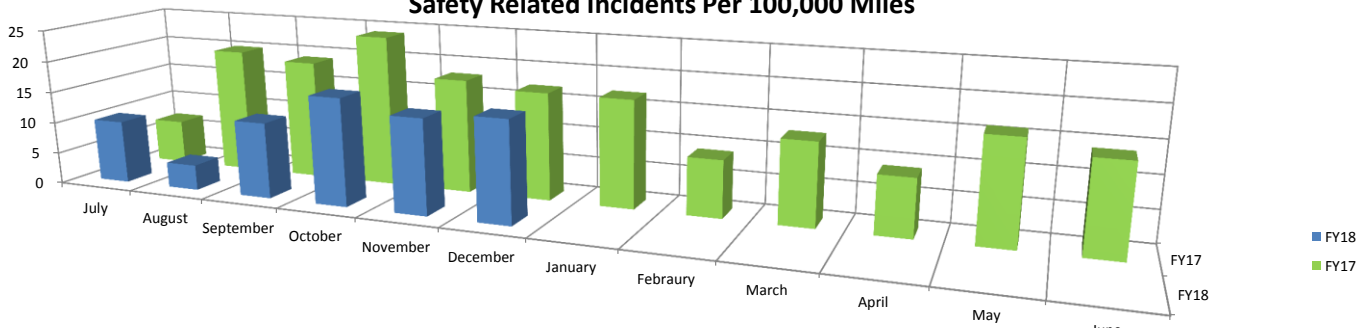


	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY18	124	84	100	151	144	173						
○ Sunday FY17	0	47	86	110	91	106	92	108	100	136.45	94	95
■ Saturday FY18	194	155	180	163	184	239						
■ Saturday FY17	226	150	168	218	171	190	144	180	170	216	125	150
▲ Weekday FY18	1841	2046	1900	2244	2178	2031						
▲ Weekday FY17	1968	2238	2091	2062	1947	1969	2013	2000	2283	1969	2055	1983

Notes:

Safety Reports

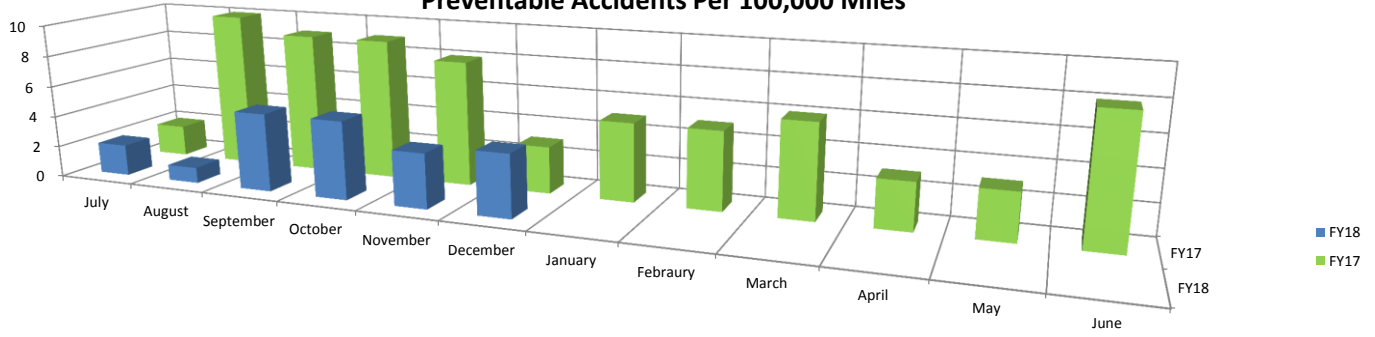
Safety Related Incidents Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	10	4	12	17	15	16						
FY17	7	20	19	24	18	17	17	9	13	9	16	14

Notes:

Preventable Accidents Per 100,000 Miles

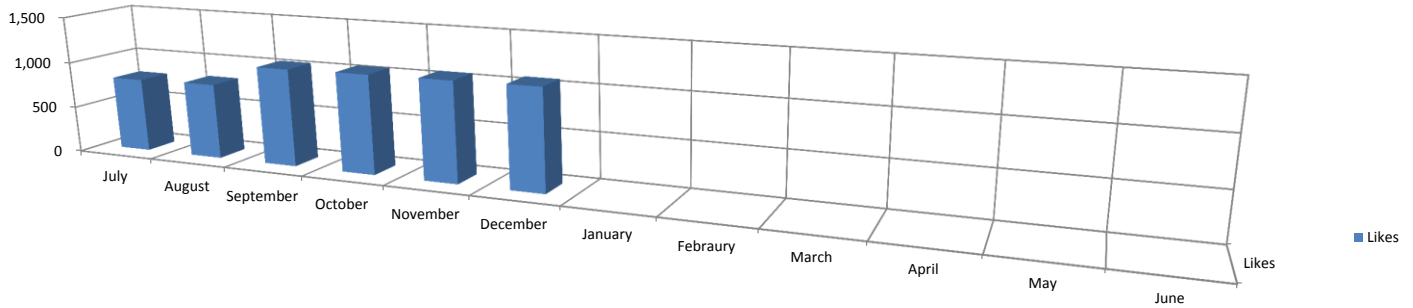


	July	August	September	October	November	December	January	February	March	April	May	June
FY18	2	1	5	5	4	4	5	5	6	3	3	
FY17	2	10	9	9	8	3	5	5	6	3	3	8

Notes:

Social Media Reports

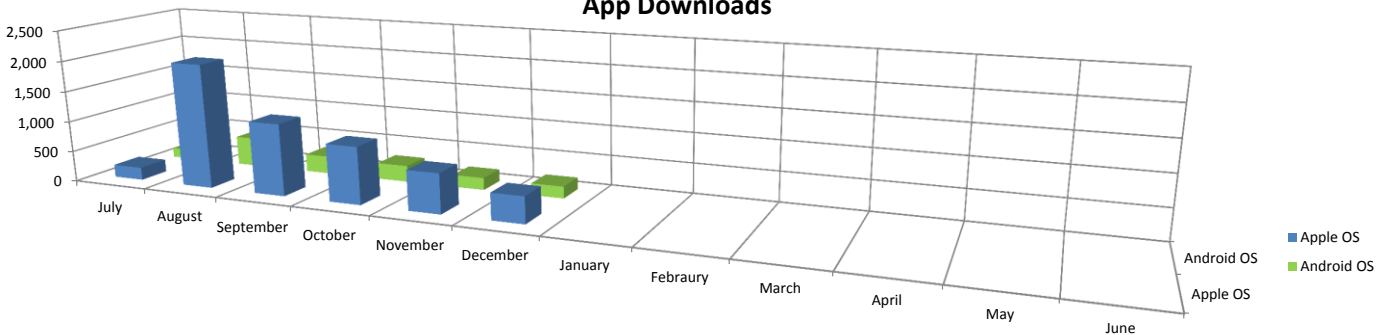
Facebook



	July	August	September	October	November	December	January	February	March	April	May	June
Likes	799	814	1,051	1,065	1,074	1,084						

Notes:

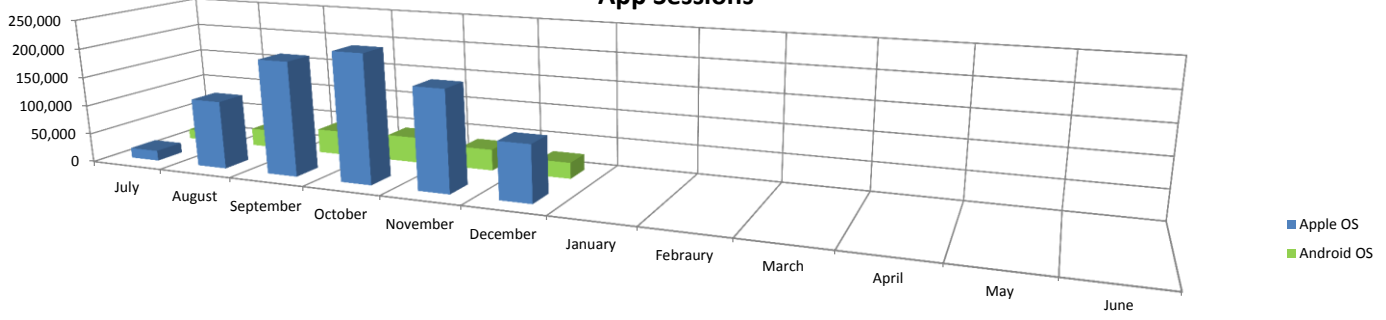
App Downloads



	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS	205	2,024	1,171	930	646	432						
Android OS	159	480	291	267	198	194						

Notes:

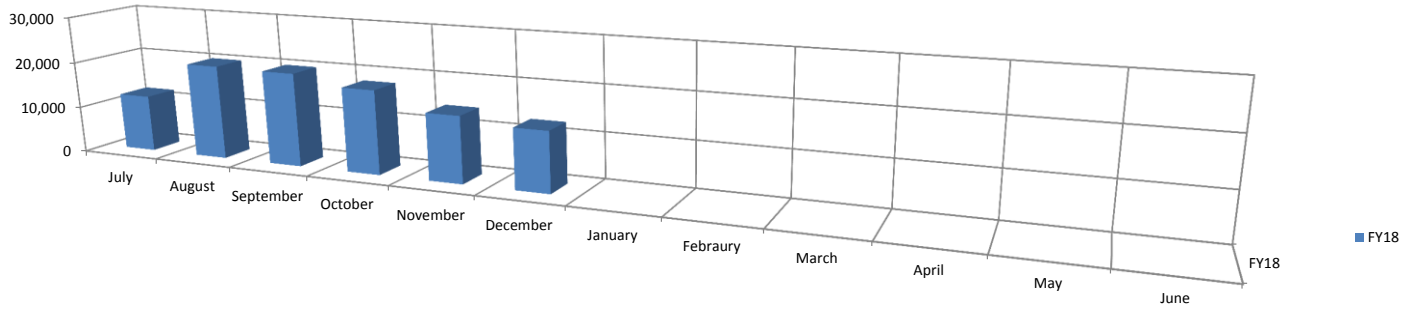
App Sessions



	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS	17,548	117,128	196,292	219,581	172,574	96,626						
Android OS	17,064	30,925	42,162	44,588	36,593	27,651						

Notes:

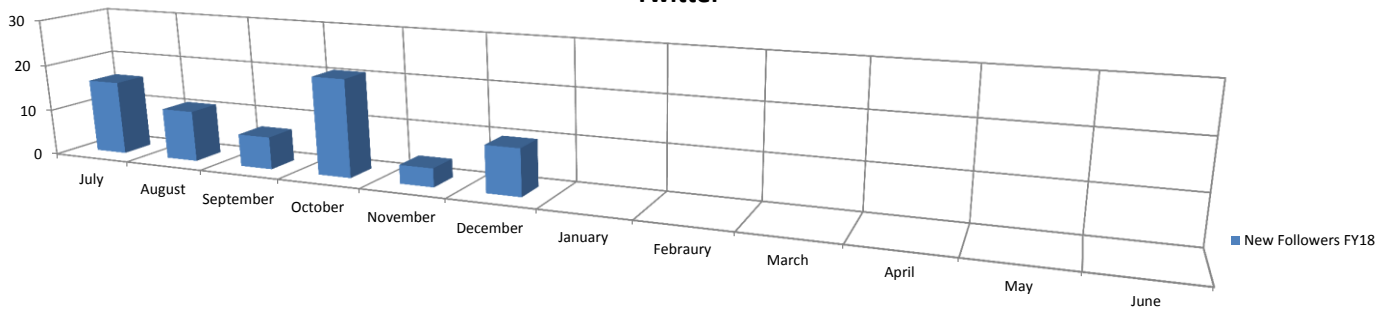
Website Traffic



	July	August	September	October	November	December	January	February	March	April	May	June
FY18	12,200	20,312	20,122	18,048	14,288	12,909						

Notes:

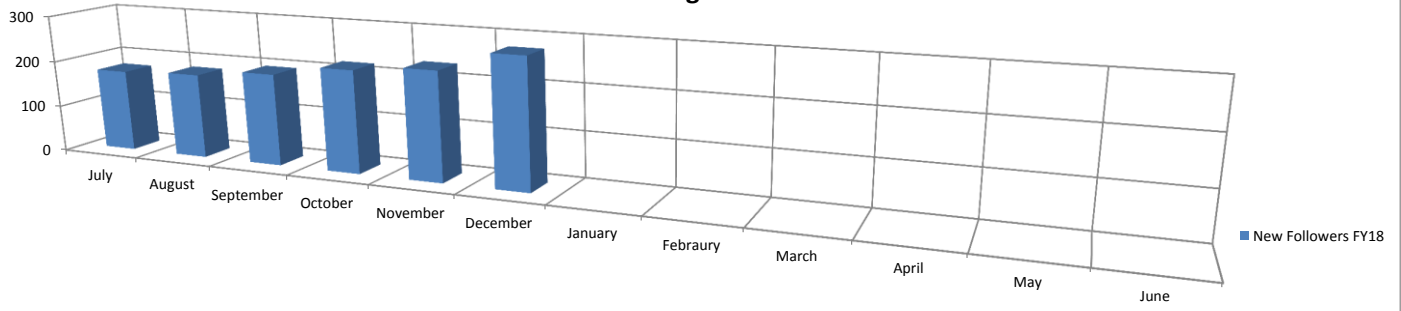
Twitter



	July	August	September	October	November	December	January	February	March	April	May	June
New Followers FY18	16	11	7	21	4	10						

Notes:

Instagram



	July	August	September	October	November	December	January	February	March	April	May	June
New Followers FY18	176	182	197	220	233	276						

Notes:



Statistics	Nov 17				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
Connect Transit								
Green	22,008	7623	775	28.40	44.4%	-19.4%	0.1%	44.2%
Red	29,078	13472	1257	23.13	15.7%	-0.6%	0.0%	15.7%
Lime	27,962	14415	1281	21.83	46.2%	-0.7%	-1.6%	48.5%
Teal	-	-	-	-	-100.0%	-100.0%	-100.0%	-
Aqua	5,950	2761	195	30.54	22.3%	0.6%	-34.6%	87.1%
Orange	3,484	4787	366	9.52	-20.6%	5.0%	0.8%	-21.2%
Gold	5,128	4750	391	13.12	-14.9%	-7.4%	-6.7%	-8.8%
Purple	8,412	10805	741	11.36	-27.8%	-28.4%	-43.9%	28.7%
Blue	4,792	4349	380	12.61	19.7%	-1.4%	0.0%	19.7%
Brown	5,438	5109	445	12.21	31.8%	2.0%	0.1%	31.6%
Tan	6,832	7979	646	10.57	47.0%	-0.3%	-2.8%	51.2%
Pink	6,148	3710	374	16.44	-18.0%	-0.1%	-5.3%	-13.4%
Yellow	15,110	8565	576	26.22	12.1%	39.0%	31.0%	-14.4%
Olive	3,896	4236	419	9.30	17.2%	0.8%	6.6%	9.9%
Redbird	49,813	6776	634	78.63	18.0%	8.5%	-4.4%	23.5%
Ntripper	-	-	-	-	-100.0%	-100.0%	-100.0%	-
Btripper	-	-	-	-	-100.0%	-100.0%	-100.0%	-
Silver	6290	7228	568	11.07				
Total Fixed Route	200,341	106,566	9,048	22.14	17.6%	-1.9%	-6.0%	25.1%
Demand Response								
Connect Mobility	7,291	29,544	2,507	2.91	10.9%	0.1%	13.5%	-2.2%
Connect Late Night								
Total Demand Response	7,291	29,544	2,507	2.91	10.9%	0.1%	13.5%	-2.2%
SYSTEM TOTALS	207,632	136,110	11,555	17.97	17.4%	-1.5%	-2.4%	20.2%



Statistics	Dec 17				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
Connect Transit								
Green	18,967	7,519	764	24.83	23.0%	-22.6%	-4.0%	28.1%
Red	25,445	13,745	1,290	19.72	0.6%	-2.0%	-1.4%	2.0%
Lime	25,085	14,750	1,310	19.14	18.6%	-2.3%	-3.2%	22.5%
Teal	-	-	-	-	-100.0%	-100.0%	-100.0%	-
Aqua	4,880	2,750	197	24.81	-14.7%	-3.7%	-36.4%	34.1%
Orange	2,915	4,840	370	7.88	-37.5%	1.8%	-2.4%	-36.0%
Gold	4,985	4,803	395	12.62	-28.2%	-8.2%	-9.4%	-20.7%
Purple	8,110	10,960	747	10.86	-29.0%	-29.7%	-45.8%	30.9%
Blue	4,155	4,380	383	10.84	-2.7%	-4.7%	-3.2%	0.5%
Brown	4,840	5,154	450	10.76	-3.5%	-1.3%	-3.0%	-0.5%
Tan	5,680	8,001	648	8.77	7.4%	-4.1%	-6.6%	15.0%
Pink	5,820	3,773	380	15.32	-5.9%	-4.0%	-9.1%	3.5%
Yellow	12,151	8,321	552	22.03	17.7%	31.6%	22.0%	-3.5%
Olive	3,345	4,347	430	7.78	-0.1%	-0.4%	4.9%	-4.8%
Redbird	27,318	5,915	569	48.01	-27.8%	7.2%	-2.9%	-25.6%
Ntripper	-	-	-	-	-100.0%	-100.0%	-100.0%	-
Btripper	-	-	-	-	-100.0%	-100.0%	-100.0%	-
Silver	5395	7392.23	572.5	9.42				
Total Fixed Route	159,091	106,651	9,057	17.57	-5.0%	-4.4%	-8.6%	4.0%
Demand Response								
Connect Mobility	6,723	27,868	2,442	2.75	3.6%	-5.2%	7.8%	-3.9%
Connect Late Night								
Total Demand Response	6,723	27,868	2,442	2.75	3.6%	-5.2%	7.8%	-3.9%
SYSTEM TOTALS	165,814	134,519	11,499	14.42	-4.7%	-4.6%	-5.6%	1.0%



Statistics	YTD 18				YTD 17				% 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
Connect Transit												
Green A (2 buses)	-	-	-	#DIV/0!	28,698	14,977	1,087	26.41	-100.0%	-100.0%	-100.0%	#DIV/0!
Red B (2 buses)	-	-	-	#DIV/0!	21,510	13,925	1,087	19.79	-100.0%	-100.0%	-100.0%	#DIV/0!
Purple C (2 buses)	-	-	-	#DIV/0!	19,076	12,779	1,056	18.07	-100.0%	-100.0%	-100.0%	#DIV/0!
Pink D (1 bus)	-	-	-	#DIV/0!	10,084	6,720	511	19.73	-100.0%	-100.0%	-100.0%	#DIV/0!
Blue E (1 bus)	-	-	-	#DIV/0!	9,310	7,484	550	16.92	-100.0%	-100.0%	-100.0%	#DIV/0!
Brown F (2 buses)	-	-	-	#DIV/0!	15,014	14,781	1,117	13.44	-100.0%	-100.0%	-100.0%	#DIV/0!
Yellow G (2 buses)	-	-	-	#DIV/0!	23,239	15,395	1,117	20.81	-100.0%	-100.0%	-100.0%	#DIV/0!
Orange H (2 buses)	-	-	-	#DIV/0!	21,238	14,391	1,101	19.28	-100.0%	-100.0%	-100.0%	#DIV/0!
Lime I (2 buses)	-	-	-	#DIV/0!	27,268	18,926	1,110	24.57	-100.0%	-100.0%	-100.0%	#DIV/0!
Teal J (1 bus)	-	-	-	#DIV/0!	7,148	8,672	496	14.41	-100.0%	-100.0%	-100.0%	#DIV/0!
Aqua K (1 bus)	-	-	-	#DIV/0!	13,359	8,825	555	24.07	-100.0%	-100.0%	-100.0%	#DIV/0!
HCC Express (1 bus) (NCWHS)	-	-	-	#DIV/0!	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
ISU Tri Towers (2 buses)	-	-	-	#DIV/0!	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
ISU College Station (2 buses)	-	-	-	#DIV/0!	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Nite Ride (3 buses)	-	-	-	#DIV/0!	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Green	127,066	50,955	4,723	26.90	85,737	44,818	3,650	23.49	48.2%	13.7%	29.4%	14.5%
Red	168,311	83,198	7,776	21.64	120,339	63,328	5,935	20.28	39.9%	31.4%	31.0%	6.8%
Lime	159,309	89,724	7,974	19.98	93,918	68,591	6,142	15.29	69.6%	30.8%	29.8%	30.7%
Teal	10,461	13,139	1,178	8.88	19,797	22,607	2,146	9.23	-47.2%	-41.9%	-45.1%	-3.7%
Aqua	39,326	16,822	1,462	26.89	26,154	12,661	1,373	19.06	50.4%	32.9%	6.6%	41.1%
Orange	26,558	28,831	2,242	11.85	20,926	21,555	1,718	12.18	26.9%	33.8%	30.5%	-2.8%
Gold	38,102	29,947	2,487	15.32	25,821	23,723	1,981	13.03	47.6%	26.2%	25.5%	17.5%
Purple	67,734	77,292	6,049	11.20	51,717	70,854	6,240	8.29	31.0%	9.1%	-3.1%	35.1%
Blue	29,050	26,853	2,334	12.45	18,864	20,838	1,796	10.50	54.0%	28.9%	30.0%	18.5%
Brown	33,325	31,153	2,738	12.17	22,079	23,699	2,104	10.49	50.9%	31.5%	30.1%	16.0%
Tan	39,192	49,036	4,015	9.76	24,611	37,829	2,842	8.66	59.2%	29.6%	41.3%	12.7%
Pink	37,795	22,923	2,357	16.04	35,364	17,570	1,868	18.94	6.9%	30.5%	26.2%	-15.3%
Yellow	94,823	46,614	3,162	29.99	76,970	29,617	2,118	36.35	23.2%	57.4%	49.3%	-17.5%
Olive	23,455	26,291	2,517	9.32	16,595	19,967	1,926	8.62	41.3%	31.7%	30.7%	8.2%
Redbird	234,014	31,264	3,007	77.82	219,831	30,164	3,202	68.65	6.5%	3.6%	-6.1%	13.4%
Ntripper	270	711	41	6.55	513	1,516	95	5.41	-47.4%	-53.1%	-56.5%	20.9%
Btripper	621	1,412	83	7.53	330	3,192	188	1.76	88.2%	-55.8%	-56.0%	327.7%
Silver	21616	25709.59	2015.5	10.72	0	0	0					
Total Fixed Route	1,151,028	651,875	56,160	20.50	1,055,510	649,404	55,108	19.15	9.0%	0.4%	1.9%	7.0%
Demand Response												
Connect Mobility	42,519	173,108	14,138	3.01	39,806	163,864	13,572	2.93	6.8%	5.6%	4.2%	2.5%
Connect Late Night	-	-	-	#DIV/0!	577	2,984	212	2.72	-100.0%	-100.0%	-100.0%	#DIV/0!
Total Demand Response	42,519	173,108	14,138	3.01	40,383	166,848	13,784	2.93	5.3%	3.8%	2.6%	2.7%
SYSTEM TOTALS	1,193,547	824,983	70,298	16.98	1,095,893	816,252	68,892	15.91	8.9%	1.1%	2.0%	6.7%



MEMO

January 23, 2018

TO: Board of Trustees

FROM: Isaac Thorne, General Manager

Subject: Recommendation to Approve Sexual Harassment Policy and Resolution

RECOMMENDATION: That the Connect Transit Sexual Harassment Policy be approved and resolution adopted.

DISCUSSION: In November 2017, the Illinois General Assembly enacted Public Act 100-56. The statute also requires Connect Transit to update the sexual harassment policy and Board of Trustees to pass a resolution. Staff took this opportunity to rewrite the entire sexual harassment policy to include items required by the new statute.

Under the new State law, sexual harassment policy must include:

- A prohibition of sexual harassment
- The procedure for reporting sexual harassment (including confidential reports)
- prohibiting retaliation for reporting sexual harassment and including the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Illinois Human Rights Act, and the Whistleblower Act; and
- the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

**RESOLUTION OF THE BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM, D/B/A/
CONNECT TRANSIT APPROVING THE SEXUAL HARASSMENT POLICY
AND PROHIBITING SEXUAL HARASSMENT**

WHEREAS, State and Federal laws prohibit sexual harassment in the workplace; and

WHEREAS, Public Act 100-0554 passed by the Illinois General Assembly requires units of local government to adopt a Sexual Harassment Policy by Ordinance; and

WHEREAS, Connect Transit is an intergovernmental agency of the City of Bloomington and the Town of Normal and desires to adopt a Sexual Harassment Policy and prohibit sexual harassment in the workplace; and

WHEREAS, it is in the best interests of Connect Transit to adopt a sexual harassment policy and prohibit sexual harassment in the workplace, as provided herein.

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

Section 1. That the policy on sexual harassment, attached hereto and incorporated herein as Exhibit 1, be and the same is hereby adopted by Connect Transit as its official policy prohibiting sexual harassment in the workplace, all as required by State and Federal law and Public Act 100-0554.

Section 2. That the attached Sexual Harassment Policy shall be disseminated to all employees of Connect Transit.

Section 3. That the General Manager is hereby authorized and directed to implement said Policy, for and on behalf of the Board of Trustees of Connect Transit.

DATED: January 23, 2018

Board Chairman
Connect Transit

ATTEST:

Board Vice-Chairman
Connect Transit



Sexual Harassment

Chapter: Company Rules

Policy Title: Sexual Harassment

Policy Number: 18HRSexual Harassment

Effective Date: 1/1/2018

Policy

Connect Transit is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this company and, in some cases, an individual to substantial civil penalties.

Connect Transit's policy on sexual harassment is part of its overall affirmative action efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act.

Each employee of Connect Transit must refrain from sexual harassment in the workplace. No employee - male or female - should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors and managers to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated in a prompt and effective manner.

All employees of Connect Transit, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

Procedures

Connect Transit, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Definition of Sexual Harassment

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is a case where a qualified individual is denied employment opportunities and benefits after rejecting the supervisor's sexual advances or request(s) for sexual favors or the individual is terminated. Another example is when an individual is subjected to unwelcome sexual conduct by co-workers because of his or her gender which makes it difficult for the employee to perform his or her job.

Other conduct, which may constitute sexual harassment, includes:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- **Textual/Electronic:** "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication

(e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her gender (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

For this reason, every manager, supervisor and employee must remember that seemingly "harmless" and subtle actions may lead to sexual harassment complaints. The use of terms such as "honey", "darling" and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level. And while use of these terms by an individual with authority over a female employee will rarely constitute an adverse employment action, it may lead to the creation of a hostile work environment.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach or to err on the side of caution.

Sexual harassment is unacceptable misconduct, which affects both genders. Sexual harassment will often involve a man's conduct directed at a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

Prohibition against Retaliation for Reporting Sexual Harassment

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

- A. An Employee shall not be retaliated against by the Employer or the Employees or Officers of the Employer due to the Employee's:
 - 1. Disclosure or threatened disclosure of any violation of this policy,
 - 2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
 - 3. Assistance or participation in a proceeding to enforce the provisions of this policy.
- B. No individual making a report will be retaliated against even if a report made in good faith is not substantiated.
- C. The Employer will take reasonable steps to protect from retaliation any Employee or Officer who is a witness.
- D. Supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.
- E. Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:
 - 1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
 - 2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
 - 3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.
- F. Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

G. According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

Responsibility of Individual Employees

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with company policy or any applicable collective bargaining agreement, as appropriate.

Responsibility of Supervisory Personnel

Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct. It must be remembered that supervisors are the first line of defense against sexual harassment. By setting the right example, a supervisor may discourage his or her employees from acting inappropriately. In addition, supervisors will often be the first to spot objectionable conduct or the first to receive a complaint about conduct which he or she did not observe.

The courts and the Illinois Human Rights Commission have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales, representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline among employees, or on the supervisor, acting as an agent of the organization. It should be noted that recent United States Supreme Court cases involving sexual harassment claims against supervisors have made the employer's liability for supervisors' actions even stricter. Therefore, supervisors must understand that their adherence to this policy is vitally important; both with regard to their responsibility to maintain a work environment free of harassment and, even more importantly, with regard to their own individual conduct. The law continues to require employers to remain vigilant and effectively remedy sexually harassing conduct perpetrated by individual(s) on their coworkers. Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with equal seriousness, report it, take prompt action to investigate it, implement

appropriate disciplinary action, take all necessary steps to eliminate the harassment and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

Also, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

Furthermore, managers/supervisors should remind employees, on a regular basis, that their incoming and outgoing electronic messages on employer owned/issued equipment are subject to monitoring and that employees have no expectation of privacy on employer owned/issued electronic equipment. Inform employees that if they are subjected to inappropriate electronic communications while at work or on employer-owned equipment, or even on their personal cell phones and computers, that they should contact their supervisor or Human Resources immediately. Advise managers, supervisors, and employees not to “friend” each other on social networks and to limit their electronic messages to relevant business matters. Investigate complaints on a case-by case basis and remind employees of the company’s code of conduct and ethics rules if applicable.

Procedures for Filing a Complaint

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, her/his supervisor and company contact:

Julie Dockham
EEO/AA Officer
HR Director
309-829-1122

It is not necessary for sexual harassment to be directed at the person making a complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the company. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Proper responses to conduct which is believed to be sexual harassment may include the following:

Electronic/Direct Communication: If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel: At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or EEO/AA Officer.

If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision or EEO/AA Officer.

Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the EEO/AA Officer who will counsel the reporting employee and be available to assist with filing a formal complaint. The company will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.

Resolution Outside Company. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

Alternative Legal Remedies

ADMINISTRATIVE CONTACTS

- Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942
Chicago TTY: 866-740-3953
Springfield: 217-785-5100
Springfield TTY: 866-740-3953
Marion: 618-993-7463
Marion TTY: 866-740-3953

- Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269
Chicago TTY: 312-814-4760
Springfield: 217-785-4350
Springfield TTY: 217-557-1500
- United States Equal Employment Opportunity
Commission (EEOC) Chicago: 800-669-4000
Chicago TTY: 800-869-8001

An employee, who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

False and Frivolous Complaints

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.



MEMO

January 23, 2018

TO: Board of Trustees
FROM: Isaac Thorne, General Manager
Subject: Strategic Plan Year One Objectives - Update

Design or adjust proposed system routes to ensure alignment with and performance toward transit objectives. (Strategic Plan Goal 1, Strategy 2, Action 1)

Staff has written a scope of work and will be working with Mclean County Regional Planning on a short range transportation plan. This strategic plan objective will not be completed in fiscal year 2018, it will take at least 12 to 18 months to complete the final report.

Explore fare restructuring (Strategic Plan Goal 1, Strategy 4, Action 2)

Staff has started the internal review of the fare structure. Information from passengers will be sought from the rider survey and Community engagement sessions with the public. A comprehensive review of fares and passes with a recommended fare structure over a five year time period will be discussed with the Board of Trustees.

Conduct periodic customer surveys, interviews or focus groups, to obtain suggestions and feedback, and gauge satisfaction. (Strategic Plan Goal 2, Strategy 2, Action 5)

A request for proposal has been issued for rider and customer satisfaction surveys that will be conducted each year over the next three years. This will establish a baseline for future surveys assessing the performance and reliability of Connect services.

Formalize routine data analysis, reporting and metrics to monitor and evaluate system performance. (Strategic Plan Goal 3, Strategy 2, Action 1)

Staff recommended a monthly performance measures report that monitors and evaluates the system performance to the Board in August 2017.

Create a marketing and communications plan that amplifies the value of the transit system to the general public, and demonstrates its return on investment in social, economic and environmental terms. (Strategic Plan Goal 4, Strategy 2, Action 2)



Staff recommended a marketing and communications plan to the Board in August 2017 that builds awareness of the public transit for all stakeholders in the community and its return on investment. Marketing performance measures were added to the Board report in January to monitor the growth of our social media audience. Staff will also be creating customer testimonial videos and a frequently asked questions section on Connect's website over the next few months.

Emphasize the value of transit accessibility in land use development. (Strategic Plan Goal 5, Strategy 3, Action 2)

Staff and I have emphasized the need and value for transit accessibility in land use development. Connect Transit Advisory Committee has met several times over the last five months to review and prioritize improved pedestrian connections, bus stops pads, and shelters. A recommendation for a five year bus stop improvement plan will be presented in February.