



AGENDA

Meeting of the Connect Transit Board of Trustees

August 28, 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 Work Session Meeting of July 17, 2018 and Regular Meeting of July 24, 2018
 - 2. Disbursements for the Month of July, 2018
 - 3. Financial Report for June and July 2018
 - 4. Capital and Self Insurance Reserve Fund Balances for Month of June and July 2018
 - 5. Monthly Statistical Report for month July, 2018
 - 6. Cardinal Infrastructure Federal Report
- E. Old Business
- F. New Business
 - 1. Connect Transit Board of Trustees Handbook
 - 2. Strategic Plan Goals – Fiscal Year 2019
- G. General Manager's Report
 - 1. Approved Contracts by General Manager
 - 2. Customer Training Program
 - 3. Bus Advertising Revenue
- H. Trustee's Comments
- I. Executive Session - ILCS 120/2 (c)(2) – Collective Bargaining
ILCS 120/2 (c)(1) – Personnel Matters
- J. Annual Performance Review and Compensation for the General Manager
- K. Adjournment



June 2018

Financial and Statistical Reports

Bloomington Normal Public Transit Balance Sheet

Fiscal Year: 2018	Period 12	June - 2018	Division: 99 Board Reports	As of: 06/30/2018
Assets				
Current Assets				
Checking and Savings			\$3,975,137.20	
Accounts Receivable			\$5,183,910.68	
Inventory Asset - Fuel			\$36,865.05	
Inventory Asset - Parts			\$138,475.40	
Inventory Asset - Tires			\$0.00	
Other Current Assets			\$365,575.06	
				<hr/>
Total Current Assets			\$9,699,963.39	
Fixed Assets			\$21,017,301.06	
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Total Assets			\$30,717,264.45	
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Liabilities & Equity				
Liabilities				
Accounts Payable			\$2,532,848.00	
Payroll Liabilities			\$1,130,514.84	
Contracts			\$0.00	
Due to Illinois Funds Account			\$0.00	
Deferred Revenue			\$128,974.46	
Deficit Funding Advance			\$0.00	
				<hr/>
Total Liabilities			\$3,792,337.30	
EQUITY				
Fixed Asset Equity			\$12,483,532.77	
Unreserved Fund Equity			\$6,750,412.62	
Underground Petroleum Storage			\$20,000.00	
				<hr/>
Total Equity			\$19,253,945.39	
Retained Earnings			\$7,670,981.76	
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Total Liabilities & Equity			\$30,717,264.45	
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Bloomington Normal Public Transit Income Statement With Approved Budget

	Division: 98 Operating Profit/Loss		As of: 06/30/2018	
	Fiscal Year: 2018	Period 12	Jul-2017 Thru Jun-2018	Approved Budget
	June - 2018		Year To Date	
Operating Revenue				
Passenger Fares	\$61,028.91	9.67%	\$661,693.86	104.89%
ISU Contract Fare	\$44,583.33	8.33%	\$535,809.96	100.15%
Other Contract Fares	\$4,612.53	5.77%	\$105,635.16	132.04%
Advertising Revenue	\$6,887.50	2.42%	\$70,251.00	24.66%
Miscellaneous Revenue	(\$3,509.07)	-175.45%	\$17,729.86	886.49%
Total Operating Revenue	\$113,603.20	7.41%	\$1,391,119.84	90.75%
Operating Expenses				
Operators Wages	\$511,402.88	9.32%	\$5,461,219.44	99.53%
Maintenance Wages	\$116,234.23	9.07%	\$1,101,653.66	85.99%
Administration Wages	\$83,256.99	8.14%	\$749,100.32	73.22%
Employer Payroll Tax Expense	\$40,500.28	6.39%	\$575,580.51	90.81%
Retirement Plan	\$34,728.37	8.91%	\$291,042.09	74.71%
Group Insurance	\$115,558.01	6.28%	\$1,341,924.16	72.97%
Uniform Expense	\$2,237.42	6.40%	\$32,252.19	92.19%
Professional Services	\$35,233.44	16.86%	\$279,062.89	133.56%
Outside Repair-Labor	\$6,640.07	5.94%	\$87,392.78	78.19%
Contract Maintenance Services	\$21,048.70	17.38%	\$135,752.15	112.10%
Custodial Services	\$560.80	3.62%	\$11,260.07	72.65%
Employee Recruiting/Testing/Temp Help	\$3,197.83	15.23%	\$16,049.97	76.43%
Fuel	\$59,921.35	5.39%	\$724,662.09	65.17%
Lubricants	\$4,139.90	9.80%	\$37,547.08	88.87%
Tires	\$5,195.79	5.72%	\$80,865.99	89.00%
Bus Repair Parts	\$73,797.12	38.03%	\$283,365.66	146.03%
Other Materials & Supplies	\$6,231.70	10.93%	\$39,512.84	69.32%
Shelters/Signs/Shop Tools	\$0.00	0.00%	\$6,723.23	89.64%
Computer and Office Supplies	\$18,209.80	12.52%	\$138,893.19	95.46%
Utilities	\$13,012.92	9.36%	\$106,113.34	76.29%
Corporate Insurance	\$23,365.37	8.43%	\$249,678.48	90.10%
Dues/Subscriptions/Fees	\$1,845.53	3.84%	\$48,624.08	101.29%
Printing/Marketing/Training	\$174,026.27	64.94%	\$365,290.65	136.30%
Total Operating Expenses	\$1,350,344.77	9.97%	\$12,163,566.86	89.78%
Operating Assistance				
Operating Deficit Before Subsidies and Grants	(\$1,236,741.57)	10.29%	(\$10,772,447.02)	89.65%
City of Bloomington Operating Assistance	\$50,833.33	8.33%	\$609,999.96	100.00%
Town of Normal Operating Assistance	\$32,500.00	8.33%	\$390,000.00	100.00%
Illinois Downstate Operating Assistance	\$695,590.00	7.90%	\$7,719,588.00	87.66%
FTA 5307 Operating Assistance	\$197,947.00	8.96%	\$1,742,929.00	78.90%
Total Operating Assistance	\$976,870.33	8.13%	\$10,462,516.96	87.07%
Total Operating Assistance				
			\$13,548,637.00	\$12,015,787.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
June 2018

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
06/01/18	Beginning Balance	\$ 1,063,518.45
06/30/18	Additions - Interest Income	\$ 126.75
06/30/18	Ending Balance	<u>\$ 1,063,645.20</u>
Total Reserve Capital Account		<u><u>\$ 1,063,645.20</u></u>

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

	<u>FY18 Received</u> <u>6/30/2018</u>	<u>FY18 Receivable</u> <u>6/30/2018</u>
Bloomington	\$ 573,791.02	\$ -
Normal	\$ 469,132.44	\$ -
Total YTD	<u>\$ 1,042,923.46</u>	<u>\$ -</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
<u>06/30/18</u>	Cash Balance	\$ 1,063,645.20
<u>06/30/18</u>	Loans to Operating	\$ 2,980,249.22
<u>06/30/18</u>	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
<u>06/30/18</u>	Ending Balance	<u>\$ 4,003,894.42</u>



July 2018

Financial and Statistical Reports



**Connect Transit
Cash Disbursement Report
July 2018**

Name	Check Number	Date	Amount	Description
A&R Mechanical Contractors, Inc	00039972	27-Jul-18	\$7,085.01	HVAC
A.T.U. - C.O.P.E.	00039852	03-Jul-18	\$139.90	Payroll Deduction
ABC Bus Companies	00039900	13-Jul-18	\$189.88	Bus Parts
Advance Auto Parts	00039901	13-Jul-18	\$314.24	Maintenance Supplies
Advance Auto Parts	00039934	20-Jul-18	\$234.16	Maintenance Supplies
Advance Auto Parts	00039973	27-Jul-18	\$346.70	Maintenance Supplies
Airgas USA, LLC	00039853	03-Jul-18	\$233.44	Welding Supplies
Airgas USA, LLC	00039974	27-Jul-18	\$443.20	Welding Supplies
Ally Financial	00039902	13-Jul-18	\$196.08	Lease
Amalgamated Transit Union Local 752	00039854	03-Jul-18	\$6,582.00	Payroll Deduction
Amalgamated Transit Union Local 752	00039935	20-Jul-18	\$100.00	Payroll Deduction
Amazon Capital Service	00039855	03-Jul-18	\$269.70	Office Supplies
Amazon Capital Service	00039903	13-Jul-18	\$982.99	Office Supplies
Amazon Capital Service	00039975	27-Jul-18	\$202.79	Office Supplies and Computer Hardware
American Public Transportation Assoc.	00039856	03-Jul-18	\$18,000.00	APTA dues
Ancel, Glink, Diamond, Bush, DiCianni &	00039857	03-Jul-18	\$400.00	Legal Service
Ancel, Glink, Diamond, Bush, DiCianni &	00039976	27-Jul-18	\$50.00	Legal Service
Andrew Schmitgall	00039904	13-Jul-18	\$475.00	Tool Reimbursement
Assurance Agency, Ltd.	00039977	27-Jul-18	\$19,267.00	Insurance
Barker Motor Co.	00039978	27-Jul-18	\$1,603.01	Bus Parts
Bill's Key and Lock	00039905	13-Jul-18	\$62.10	Locks & Keys
Brett Knisley	00039936	20-Jul-18	\$475.00	Tool Reimbursement
Brink's Incorporated	00039979	27-Jul-18	\$147.23	Consulting
Brinks US	00039980	27-Jul-18	\$5.44	Armored Services
Cardinal Infrastructure	00039858	03-Jul-18	\$6,000.00	Consulting
Cassie Mosier	00039937	20-Jul-18	\$250.00	Reimbursement
Central Illinois Regional Broadband Netw	00039981	27-Jul-18	\$347.84	Internet
Central Illinois Trucks Inc.	00039859	03-Jul-18	\$472.62	Bus Parts
Central Illinois Trucks Inc.	00039906	13-Jul-18	\$23.60	Bus Parts
Central Illinois Trucks Inc.	00039906	13-Jul-18	\$0.00	Bus Parts
Central Illinois Trucks Inc.	00039938	20-Jul-18	\$225.94	Bus Parts
Certified Laboratories	00039982	27-Jul-18	\$179.85	Materials & Supplies
CHEMSEARCH H2O SOLUTIONS	00039939	20-Jul-18	\$675.00	Building Maintenance
City of Bloomington	00039860	03-Jul-18	\$645.87	Utilities
City of Bloomington	00039940	20-Jul-18	\$119.07	Utilities
City of Bloomington	00039983	27-Jul-18	\$688.26	Utilities
Clark Baird Smith, LLP	00039984	27-Jul-18	\$556.25	Legal Service
CliftonLarsonAllen LLP	00039861	03-Jul-18	\$2,300.00	Audit Services
Commerce Bank HSA	00039907	13-Jul-18	\$6,390.00	Health Savings Account Contributions
Corn Belt Energy Corp.	00039985	27-Jul-18	\$4,040.66	Utilities
Cornerstone Government Affairs	00039986	27-Jul-18	\$3,333.33	Consulting
Cummins Crosspoint	00039862	03-Jul-18	\$10,903.12	Bus Parts
Cummins Crosspoint	00039941	20-Jul-18	\$5,994.43	Bus Parts
Cummins Crosspoint	00039987	27-Jul-18	\$1,228.48	Bus Parts
Cumulus Media	00039908	13-Jul-18	\$700.00	Radio Advertising
David Steinhoff	00039942	20-Jul-18	\$475.00	Tool Reimbursement
Devon Lashbrook	00039943	20-Jul-18	\$475.00	Tool Reimbursement
Dish Network	00039863	03-Jul-18	\$97.02	Television Service
Dish Network	00039944	20-Jul-18	\$97.02	Television Service
Don Owen Tire Service, Inc.	00039864	03-Jul-18	\$600.82	Bus Parts



**Connect Transit
Cash Disbursement Report
July 2018**

Name	Check Number	Date	Amount	Description
Don Owen Tire Service, Inc.	00039988	27-Jul-18	\$277.61	Bus Parts
Doug Hertter	00039945	20-Jul-18	\$52.99	Uniform Reimbursement
Douglas Willis	00039865	03-Jul-18	\$99.00	Uniform Reimbursement
Eagle Automotive	00039866	03-Jul-18	\$193.83	Bus Parts
Eagle Automotive	00039909	13-Jul-18	\$189.14	Bus Parts
Eagle Automotive	00039946	20-Jul-18	\$65.98	Bus Parts
Eagle Automotive	00039989	27-Jul-18	\$346.44	Bus Parts
Engraving Express	00039910	13-Jul-18	\$89.50	Printed Materials
ETC Institute	00039990	27-Jul-18	\$2,100.70	Consulting
Evergreen FS	00039867	03-Jul-18	\$15,685.29	Fuel
Evergreen FS	00039911	13-Jul-18	\$16,352.91	Fuel
Evergreen FS	00039947	20-Jul-18	\$16,322.36	Fuel
Evergreen FS	00039991	27-Jul-18	\$16,201.51	Fuel
Express Services, Inc.	00039868	03-Jul-18	\$1,753.07	Temp Service
Express Services, Inc.	00039912	13-Jul-18	\$397.91	Temp Service
Fast Signs	00039948	20-Jul-18	\$102.00	Printed Materials
Fastenal Company	00039992	27-Jul-18	\$822.66	Bus Parts
Fasteners Etc.	00039869	03-Jul-18	\$347.20	Maintenance Supplies
Fasteners Etc.	00039913	13-Jul-18	\$196.86	Maintenance Supplies
Fasteners Etc.	00039993	27-Jul-18	\$428.32	Maintenance Supplies
Fleet-Net Corporation	00039914	13-Jul-18	\$1,405.00	Software & Tech Support
Fleet-Net Corporation	00039949	20-Jul-18	\$175.00	Software & Tech Support
Frontier	00039950	20-Jul-18	\$968.13	Telephone
Gary Bachman	00039994	27-Jul-18	\$10.87	Uniform Reimbursement
GFI Digital	00039951	20-Jul-18	\$495.99	Copier
Great Plains Media	00039915	13-Jul-18	\$1,400.00	Radio Advertising
Heartland Community College	00039995	27-Jul-18	\$2,095.80	Ridership Reimbursement
HP, Inc	00039952	20-Jul-18	\$15,788.20	Computer Hardware
Hunziker and Heck LLC	00039870	03-Jul-18	\$137.17	Payroll Deduction
Hupp Toyota	00039996	27-Jul-18	\$113.91	Garage Equipment Repair
ICMA- 457 Retirement Trust	ACH	05-Jul-18	\$25,752.53	Payroll Deduction
ICMA- 457 Retirement Trust	ACH	19-Jul-18	\$37,312.34	Payroll Deduction
Illinois Department of Revenue	00039871	03-Jul-18	\$11,659.69	Payroll Deduction
Illinois Department of Revenue	00039953	20-Jul-18	\$13,354.41	Payroll Deduction
Illinois Department of Unemployment	ACH	17-Jul-18	\$2,868.47	Unemployment Payment
Illinois Oil Marketing Equipment, Inc.	00039954	20-Jul-18	\$677.78	Building Maintenance
Illinois State Disbursement Unit	00039872	03-Jul-18	\$1,308.64	Payroll Deduction
Illinois State Disbursement Unit	00039955	20-Jul-18	\$1,368.64	Payroll Deduction
James Staley	00039873	03-Jul-18	\$470.26	Tool Reimbursement
Jason Garmon	00039916	13-Jul-18	\$475.00	Tool Reimbursement
Jessup Fogle	00039917	13-Jul-18	\$475.00	Tool Reimbursement
Judd Fink	00039956	20-Jul-18	\$475.00	Tool Reimbursement
Kathleen Cooley	00039957	20-Jul-18	\$48.13	Uniform Reimbursement
Ken's Oil Service, Inc	00039874	03-Jul-18	\$1,980.35	Lubricants
Ken's Oil Service, Inc	00039918	13-Jul-18	\$730.07	Lubricants
Ken's Oil Service, Inc	00039958	20-Jul-18	\$155.40	Lubricants
Ken's Oil Service, Inc	00039997	27-Jul-18	\$3,529.43	Lubricants
Kirk's Automotive, Inc	00039998	27-Jul-18	\$1,250.00	Bus Parts
Knapp Concrete Contractors, Inc	00039999	27-Jul-18	\$7,950.00	Bus Shelters
Latney Brooks	00040000	27-Jul-18	\$78.99	Uniform Reimbursement



**Connect Transit
Cash Disbursement Report
July 2018**

Name	Check Number	Date	Amount	Description
LifeCIL	00039919	13-Jul-18	\$7,415.00	Consulting
Maas Radiator Shop Inc.	00039920	13-Jul-18	\$179.50	Bus Parts
Mark O'Daniel	00040001	27-Jul-18	\$39.66	Uniform Reimbursement
McLean County Chamber of Commerce	00039875	03-Jul-18	\$490.00	Dues & Subscriptions and Event
McLean County Chamber of Commerce	00039921	13-Jul-18	\$15.00	Dues & Subscriptions
MedServ	00039876	03-Jul-18	\$96.00	Misc Expense
Michelin North America, Inc	00039877	03-Jul-18	\$6,276.33	Tires
Michelin North America, Inc	00040002	27-Jul-18	\$6,119.46	Tires
Midwest Equipment II	00039959	20-Jul-18	\$41.42	Lawn Maintenance Equipment
Mildred Williams	00039878	03-Jul-18	\$31.96	Uniform Reimbursement
Miller Janitor Supply	00039879	03-Jul-18	\$199.45	Maintenance Supplies
Miller Janitor Supply	00039960	20-Jul-18	\$290.82	Maintenance Supplies
Minerva Promotions	00040003	27-Jul-18	\$1,531.00	Uniforms
Mohawk Mfg. & Supply Co.	00040004	27-Jul-18	\$156.20	Bus Parts
Morris Avenue Garage	00039880	03-Jul-18	\$125.00	Vehicle Inspection
Morris Avenue Garage	00039922	13-Jul-18	\$125.00	Vehicle Inspection
Morris Avenue Garage	00039961	20-Jul-18	\$25.00	Vehicle Inspection
Morris Avenue Garage	00040005	27-Jul-18	\$200.00	Vehicle Inspection
Motion Industries, Inc.	00039881	03-Jul-18	\$477.18	Bus Parts
Mutual of Omaha	00039882	03-Jul-18	\$13,977.96	Life, AD&D, STD & LTD
Napa Auto Parts	00039883	03-Jul-18	\$155.40	Bus Parts
Napa Auto Parts	00040007	27-Jul-18	\$164.92	Bus Parts
Neuhoff Media	00039923	13-Jul-18	\$2,076.00	Advertising- Media
New Flyer of America	00039933	16-Jul-18	\$2,302,621.45	Buses
Nicor Gas	00040008	27-Jul-18	\$169.67	Utilities
Oberlander Alarm Systems, Inc.	00039884	03-Jul-18	\$207.00	Security Alarm Service Fee
Oberlander Alarm Systems, Inc.	00040009	27-Jul-18	\$207.00	Security Alarm Service Fee
Occupational Health Centralized Billing	00040010	27-Jul-18	\$348.00	Drug Testing
Omar Vides	00039924	13-Jul-18	\$43.49	Uniform Reimbursement
Orkin Pest Control	00040011	27-Jul-18	\$560.80	Pest Control
Patrick Kuebrich	00040012	27-Jul-18	\$59.95	Travel Reimbursement
Payroll	ACH	05-Jul-18	\$181,964.08	
Payroll	ACH	19-Jul-18	\$212,204.87	
Pinnacle Door	00039962	20-Jul-18	\$4,858.00	Door Repair
Pinnacle Door	00040013	27-Jul-18	\$2,335.00	Door Repair
Quantum Radiators, Inc	00039885	03-Jul-18	\$3,650.00	Bus Parts
Republic Services # 368	00039886	03-Jul-18	\$127.09	Garbage Disposal
Ricoh USA, Inc	00039963	20-Jul-18	\$309.84	Copier
Ricoh USA, Inc	00040014	27-Jul-18	\$501.00	Copier
Ron Hargitt	00039887	03-Jul-18	\$191.25	Uniform Reimbursement
Safety-Kleen Systems, Inc	00039888	03-Jul-18	\$226.41	Solvent Tank
Safety-Kleen Systems, Inc	00039925	13-Jul-18	\$239.89	Solvent Tank
Secretary of State	00039926	13-Jul-18	\$129.00	License Plates
Shelly Beutow	00039964	20-Jul-18	\$35.88	Uniform Reimbursement
Sheri Humphrey	00039965	20-Jul-18	\$125.04	Uniform Reimbursement
Social Security Admsitration	00039889	03-Jul-18	\$60.00	Payroll Deduction
Social Security Admsitration	00039966	20-Jul-18	\$60.00	Payroll Deduction
Southtown Wrecker Service, Inc.,	00039890	03-Jul-18	\$535.00	Towing
STL Business & Technology Solutions, Inc	00040015	27-Jul-18	\$425.00	Software & Tech Support
Sunbelt Rentals	00039927	13-Jul-18	\$1,038.80	Machine Rental
Sunbelt Rentals	00039967	20-Jul-18	\$270.25	Machine Rental



Connect Transit Cash Disbursement Report July 2018

Name	Check Number	Date	Amount	Description
Tanner Bagley	00040016	27-Jul-18	\$475.00	Tool Reimbursement
The Aftermarket Parts Company LLC	00039891	03-Jul-18	\$2,863.64	Bus Parts
The Aftermarket Parts Company LLC	00039928	13-Jul-18	\$1,578.85	Bus Parts
The Aftermarket Parts Company LLC	00039968	20-Jul-18	\$194.10	Bus Parts
The Aftermarket Parts Company LLC	00040017	27-Jul-18	\$210.13	Bus Parts
The Copy Shop	00040018	27-Jul-18	\$422.99	Printing
The Event Experience Company	00039969	20-Jul-18	\$132.00	Rental
Thermo King Quad Cities, Inc.	00039929	13-Jul-18	\$40.69	Bus Parts
Thomas Larson	00039892	03-Jul-18	\$30.80	Uniform Reimbursement
Timothy Trunnell	00039893	03-Jul-18	\$170.00	Tool Reimbursement
Timothy Trunnell	00040019	27-Jul-18	\$175.00	Tool Reimbursement
Town of Normal	00039930	13-Jul-18	\$381.80	Utilities
Truck Centers, Inc.	00039931	13-Jul-18	\$240.00	Bus Parts
Uline	00040020	27-Jul-18	\$144.15	Office Supplies
UniFirst Corporation	00039894	03-Jul-18	\$237.25	Cleaning Uniforms & Rugs
UniFirst Corporation	00039932	13-Jul-18	\$259.70	Cleaning Uniforms & Rugs
UniFirst Corporation	00039970	20-Jul-18	\$267.65	Cleaning Uniforms & Rugs
UniFirst Corporation	00040021	27-Jul-18	\$559.23	Cleaning Uniforms & Rugs
United Parcel Service	00039895	03-Jul-18	\$9.67	Shipping
United Parcel Service	00040022	27-Jul-18	\$9.56	Shipping
United States Treasury	ACH	09-Jul-18	\$62,773.07	Federal Tax Payment
United States Treasury	ACH	24-Jul-18	\$74,893.22	Federal Tax Payment
USSC Group	00039896	03-Jul-18	\$14,085.00	Bus Parts
Verizon Wireless	00039897	03-Jul-18	\$659.92	Mobile Data Terminals for SS
Visa - Commerce Bank	00039898	03-Jul-18	\$37.90	Legal
Visa - Commerce Bank	00039898	03-Jul-18	\$347.84	Garage Maintenance Equipment
Visa - Commerce Bank	00039898	03-Jul-18	\$156.39	Advertising- Employment
Visa - Commerce Bank	00039898	03-Jul-18	\$150.51	Bus Parts-FR
Visa - Commerce Bank	00039898	03-Jul-18	\$563.50	Postage
Visa - Commerce Bank	00039898	03-Jul-18	\$19.38	Building Supplies
Visa - Commerce Bank	00039898	03-Jul-18	\$46.58	Office Equipment
Visa - Commerce Bank	00039898	03-Jul-18	\$98.04	Office Supplies
Visa - Commerce Bank	00039898	03-Jul-18	\$416.05	Software Licensing
Visa - Commerce Bank	00039898	03-Jul-18	\$698.95	Dues & Subscriptions
Visa - Commerce Bank	00039898	03-Jul-18	\$2,233.30	Travel & Meetings
Visa - Commerce Bank	00039898	03-Jul-18	\$60.64	Employee Recognition
Visa - Commerce Bank	00039898	03-Jul-18	\$10.00	Safety/Training
Visa - Commerce Bank	00039898	03-Jul-18	\$69.05	Printed Materials
Visa - Commerce Bank	00040023	27-Jul-18	\$105.70	Legal
Visa - Commerce Bank	00040023	27-Jul-18	\$100.00	Consulting
Visa - Commerce Bank	00040023	27-Jul-18	\$152.78	Support Vehicles
Visa - Commerce Bank	00040023	27-Jul-18	\$589.95	Advertising- Employment
Visa - Commerce Bank	00040023	27-Jul-18	\$11.73	Materials & Supplies
Visa - Commerce Bank	00040023	27-Jul-18	\$3.95	Freight
Visa - Commerce Bank	00040023	27-Jul-18	\$164.95	Office Supplies
Visa - Commerce Bank	00040023	27-Jul-18	\$319.96	Software Licensing
Visa - Commerce Bank	00040023	27-Jul-18	\$314.76	Dues & Subscriptions
Visa - Commerce Bank	00040023	27-Jul-18	\$1,356.65	Travel & Meetings
Visa - Commerce Bank	00040023	27-Jul-18	\$14.52	Employee Recognition
Visa - Commerce Bank	00040023	27-Jul-18	\$106.99	Safety/Training
Visa - Commerce Bank	00040023	27-Jul-18	\$12.74	Printed Materials
Visa - Commerce Bank	00040023	27-Jul-18	\$199.68	Website
Visa - Commerce Bank	00040023	27-Jul-18	\$384.00	Misc. Expense



Connect Transit
Cash Disbursement Report
July 2018

Name	Check Number	Date	Amount	Description
Vision Service Plan (IL)	00039971	20-Jul-18	\$856.56	Vision Insurance
Vision Service Plan (IL)	00040024	27-Jul-18	\$995.02	Vision Insurance
Welch Systems Inc.	00040025	27-Jul-18	\$213.00	Office Equipment
Winkle Environmental Service	00039899	03-Jul-18	\$50.00	Solvent Tank
	Grand Total:		\$3,236,546.04	

Bloomington Normal Public Transit Balance Sheet

Fiscal Year: 2019 Period 1 July - 2018 Division: 99 Board Reports As of: 07/31/2018

Assets

Current Assets

Checking and Savings	\$5,179,104.76
Accounts Receivable	\$1,820,836.54
Inventory Asset - Fuel	\$50,634.61
Inventory Asset - Parts	\$147,041.70
Inventory Asset - Tires	\$0.00
Other Current Assets	\$372,879.78

Total Current Assets \$7,570,497.39

Fixed Assets \$21,025,251.06

Total Assets \$28,595,748.45

Liabilities & Equity

Liabilities

Accounts Payable	\$293,352.15
Payroll Liabilities	\$1,171,485.70
Contracts	\$0.00
Due to Illinois Funds Account	\$0.00
Deferred Revenue	\$125,926.46
Deficit Funding Advance	\$0.00

Total Liabilities \$1,590,764.31

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 \$7,751,038.75

Total Liabilities & Equity \$28,595,748.45

Bloomington Normal Public Transit

Income Statement With Approved Budget

Fiscal Year: 2019	Period 1	Division: 98 Operating Profit/Loss	As of: 07/31/2018	Jul-2018 Thru Jul-2018	Approved Budget
	July - 2018		Year To Date		
Operating Revenue					
Passenger Fares	\$54,556.83	8.34%	\$54,556.83	8.34%	\$654,000.00
ISU Contract Fare	\$45,416.66	8.33%	\$45,416.66	8.33%	\$545,000.00
Other Contract Fares	\$11,443.50	6.02%	\$11,443.50	6.02%	\$190,000.00
Advertising Revenue	\$9,447.50	5.48%	\$9,447.50	5.48%	\$172,500.00
Miscellaneous Revenue	\$149.88	4.28%	\$149.88	4.28%	\$3,500.00
Total Operating Revenue	\$121,014.37	7.73%	\$121,014.37	7.73%	\$1,565,000.00
Operating Expenses					
Operators Wages	\$467,903.13	8.49%	\$467,903.13	8.49%	\$5,512,000.00
Maintenance Wages	\$101,862.31	8.55%	\$101,862.31	8.55%	\$1,191,000.00
Administration Wages	\$62,194.60	6.07%	\$62,194.60	6.07%	\$1,024,000.00
Employer Payroll Tax Expense	\$47,908.02	7.57%	\$47,908.02	7.57%	\$633,000.00
Retirement Plan	\$23,442.72	6.37%	\$23,442.72	6.37%	\$368,000.00
Group Insurance	\$118,099.32	7.13%	\$118,099.32	7.13%	\$1,657,000.00
Uniform Expense	\$3,050.32	8.47%	\$3,050.32	8.47%	\$36,000.00
Professional Services	\$22,030.28	6.78%	\$22,030.28	6.78%	\$325,000.00
Outside Repair-Labor	\$1,823.32	1.63%	\$1,823.32	1.63%	\$12,000.00
Contract Maintenance Services	\$3,980.05	3.40%	\$3,980.05	3.40%	\$117,000.00
Custodial Services	\$1,240.06	7.75%	\$1,240.06	7.75%	\$16,000.00
Employee Recruiting/Testing/Temp Help	\$2,472.42	20.60%	\$2,472.42	20.60%	\$12,000.00
Fuel	\$55,417.56	6.18%	\$55,417.56	6.18%	\$897,000.00
Lubricants	\$1,806.24	4.11%	\$1,806.24	4.11%	\$44,000.00
Tires	\$7,200.00	7.91%	\$7,200.00	7.91%	\$91,000.00
Bus Repair Parts	\$8,395.96	4.31%	\$8,395.96	4.31%	\$195,000.00
Other Materials & Supplies	\$2,777.51	4.87%	\$2,777.51	4.87%	\$57,000.00
Shelters/Signs/Shop Tools	\$929.27	9.29%	\$929.27	9.29%	\$10,000.00
Computer and Office Supplies	\$5,005.65	3.15%	\$5,005.65	3.15%	\$159,000.00
Utilities	\$6,865.14	4.94%	\$6,865.14	4.94%	\$139,000.00
Corporate Insurance	\$28,904.92	10.79%	\$28,904.92	10.79%	\$268,000.00
Dues/Subscriptions/Fees	\$19,613.12	39.23%	\$19,613.12	39.23%	\$50,000.00
Printing/Marketing/Training	\$6,939.95	2.59%	\$6,939.95	2.59%	\$268,000.00
Total Operating Expenses	\$999,861.87	7.59%	\$999,861.87	7.59%	\$13,181,000.00
Operating Assistance					
Operating Deficit Before Subsidies and Grants	(\$878,847.50)	7.57%	(\$878,847.50)	7.57%	(\$11,616,000.00)
City of Bloomington Operating Assistance	\$50,833.33	8.33%	\$50,833.33	8.33%	\$610,000.00
Town of Normal Operating Assistance	\$32,500.00	8.33%	\$32,500.00	8.33%	\$390,000.00
Illinois Downstate Operating Assistance	\$643,843.00	7.59%	\$643,843.00	7.59%	\$8,482,000.00
FTA 5307 Operating Assistance	\$141,389.00	7.06%	\$141,389.00	7.06%	\$2,002,000.00
Total Operating Assistance	\$868,565.33	7.56%	\$868,565.33	7.56%	\$11,484,000.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
July 2018

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
07/01/18	Beginning Balance	\$ 1,063,645.20
07/31/18	Additions - Interest Income	<u>\$ 139.88</u>
07/31/18	Ending Balance	<u>\$ 1,063,785.08</u>
Total Reserve Capital Account		<u><u>\$ 1,063,785.08</u></u>

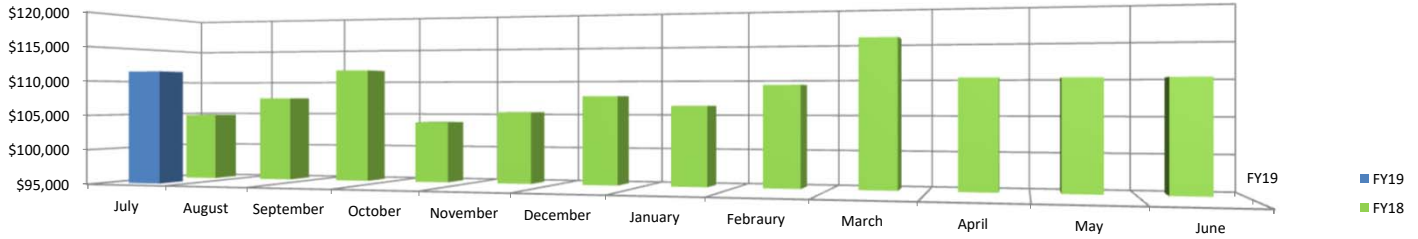
Breakdown of Local Funding in Local Capital #2 (Earmarked Funds):

	<u>FY19 Received</u>	<u>FY19 Receivable</u>
	<u>7/31/2018</u>	<u>7/31/2018</u>
Bloomington	\$ 49,791.66	\$ -
Normal	<u>\$ 40,547.50</u>	<u>\$ -</u>
Total YTD	<u>\$ 90,339.16</u>	<u>\$ -</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
<u>07/31/18</u>	Cash Balance	\$ 1,063,785.08
<u>07/31/18</u>	Loans to Operating	\$ 2,980,249.22
<u>07/31/18</u>	Reserve fund for underground storage tank (Cap. I)	<u>\$ (40,000.00)</u>
<u>07/31/18</u>	Ending Balance	<u>\$ 4,004,034.30</u>

Financial Reports

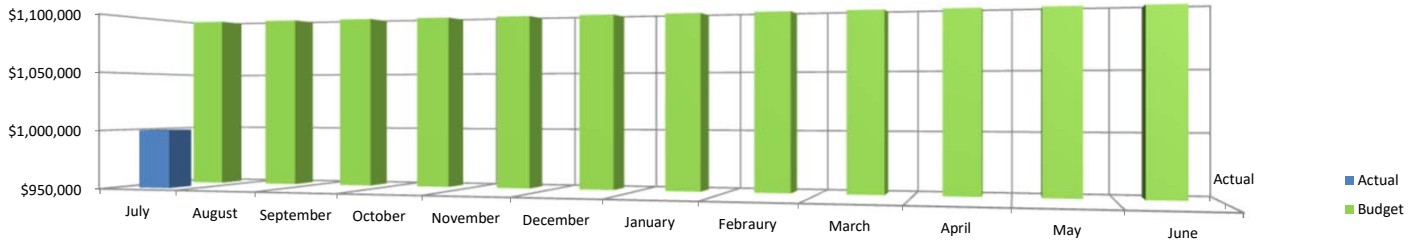
Transit Fare



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$111,416											
FY18	\$104,830	\$107,448	\$111,692	\$103,871	\$105,390	\$107,762	\$106,388	\$109,339	\$115,744	\$110,241	\$110,211	\$110,224

Notes: ISU revenue increased \$833 in July 2018 from July 2017. Other Contract Fares revenue increased \$4735 in July 2018 from July 2017 due to Eastview Church and Heartland Community College. Total Cash Fares increased \$1,415 in July 2018 from July 2017. Total Pass Fares decreased \$ 920 in July 2017 from July 2018.

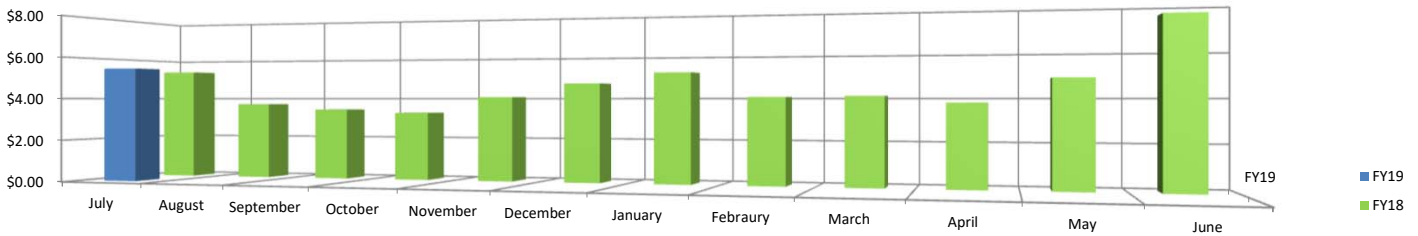
Operating Expenses



	July	August	September	October	November	December	January	February	March	April	May	June
Actual	\$999,862											
Budget	\$1,098,417	\$1,098,417	\$1,098,416	\$1,098,417	\$1,098,417	\$1,098,416	\$1,098,417	\$1,098,417	\$1,098,416	\$1,098,417	\$1,098,417	\$1,098,416

Notes:

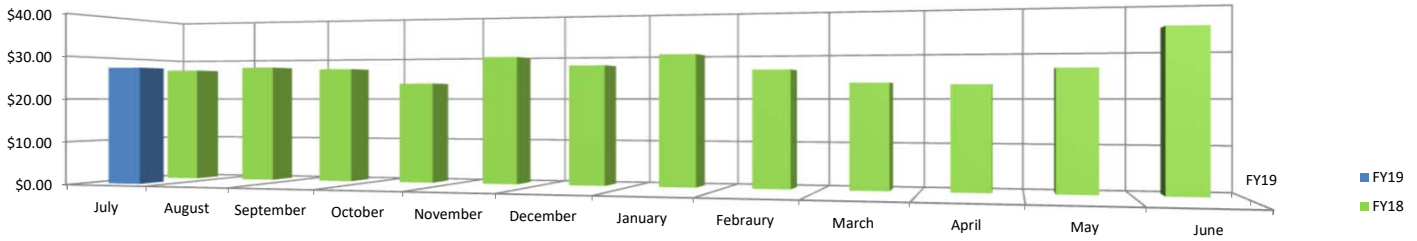
Fixed Route Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$5.46											
FY18	\$5.36	\$3.71	\$3.44	\$3.29	\$4.07	\$4.72	\$5.22	\$4.08	\$4.12	\$3.82	\$4.91	\$7.60

Notes: Expenses increased \$60,882 in July 2018 from July 2017. Trips increased 8,815 in July 2018 from July 2017.

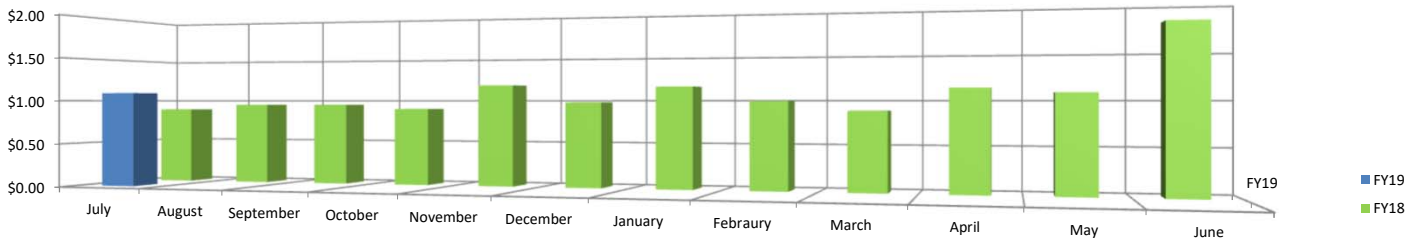
Connect Mobility Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$27.37											
FY18	\$27.17	\$27.77	\$27.27	\$23.67	\$29.84	\$27.74	\$30.12	\$26.52	\$23.54	\$23.13	\$26.55	\$35.01

Notes: Expenses increased \$16,646 in July 2018 from July 2017. Trips increased by 559 in July 2018 from July 2017.

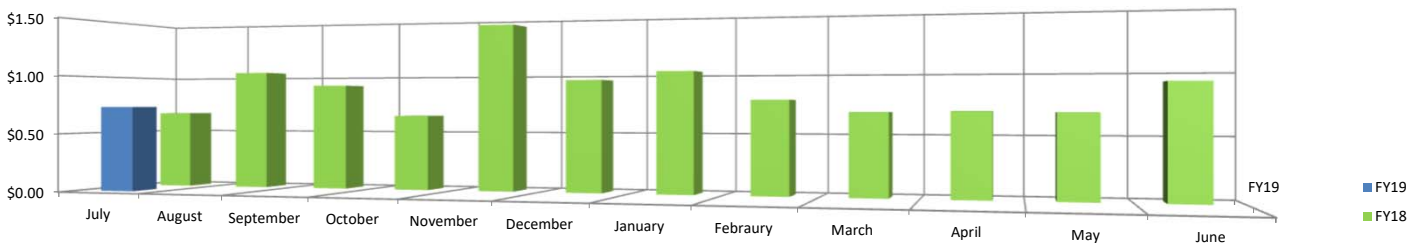
Fixed Route Cost Per Maintenance Mile (Excluding Fuel) Unaudited



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$1.09											
FY18	\$0.89	\$0.95	\$0.95	\$0.90	\$1.18	\$0.98	\$1.16	\$1.00	\$0.89	\$1.14	\$1.09	\$1.82

Notes: Fixed Route maintenance expense increased \$15,564 in July 2018 from July 2017. Fixed Route miles decreased 7,477 in July 2018 from July 2017.

Connect Mobility Cost Per Maintenance Mile (Excluding Fuel) Unaudited

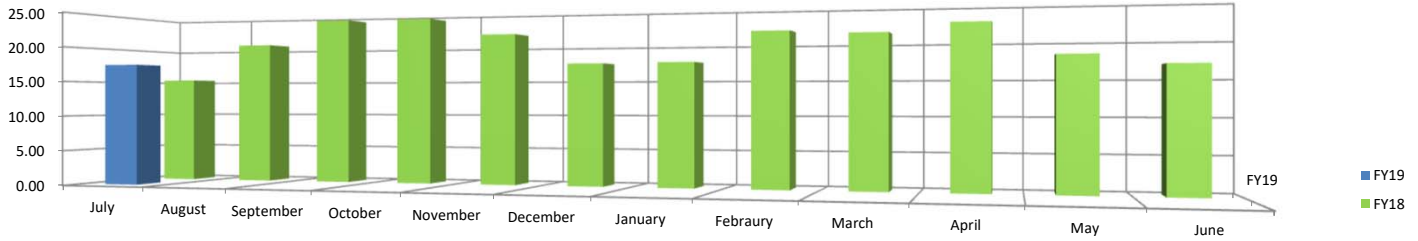


	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$0.73											
FY18	\$0.67	\$1.04	\$0.92	\$0.65	\$1.44	\$0.96	\$1.03	\$0.79	\$0.69	\$0.70	\$0.69	\$0.93

Notes: Connect Mobility maintenance expense increased \$5,316 in July 2018 from July 2017. Mobility miles increased 4,555 in July 2018 from July 2017.

Operations Reports

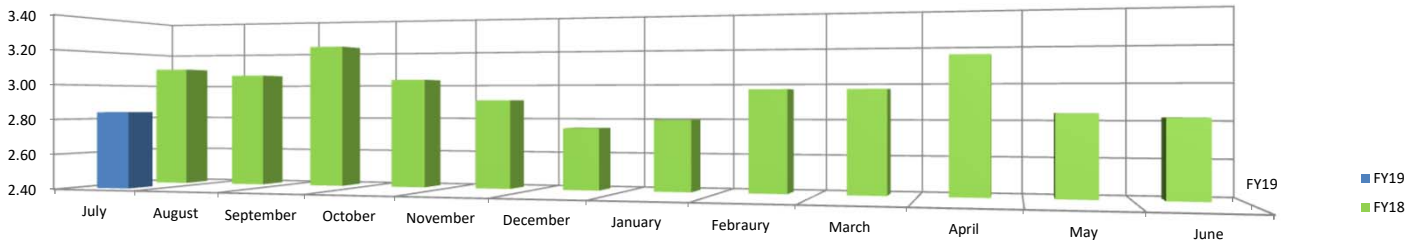
Fixed Route Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	17.44											
FY18	15.34	20.67	24.27	24.29	21.84	17.53	17.63	21.83	21.43	22.66	18.31	17.01

Notes: Fixed route passengers in July 2018 increased 6.6% or 1.90 passengers per hour over July 2017.

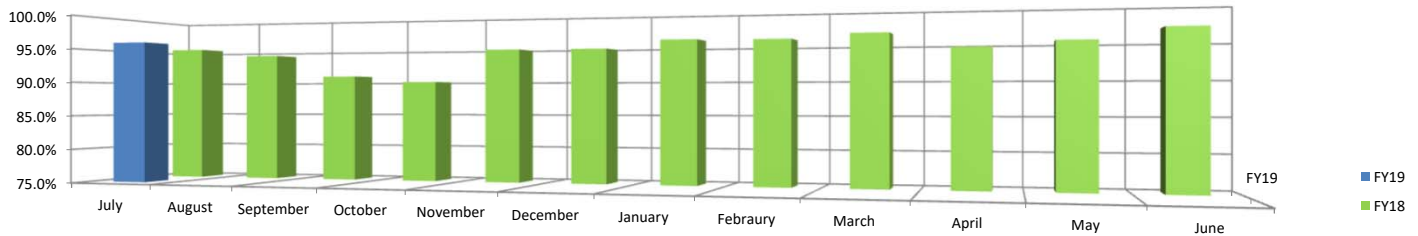
Connect Mobility Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	2.84											
FY18	3.10	3.06	3.23	3.03	2.91	2.75	2.80	2.97	2.97	3.15	2.84	2.82

Notes: Mobility passengers in July 2018 increased 8.4% and mileage increase by 10.1%

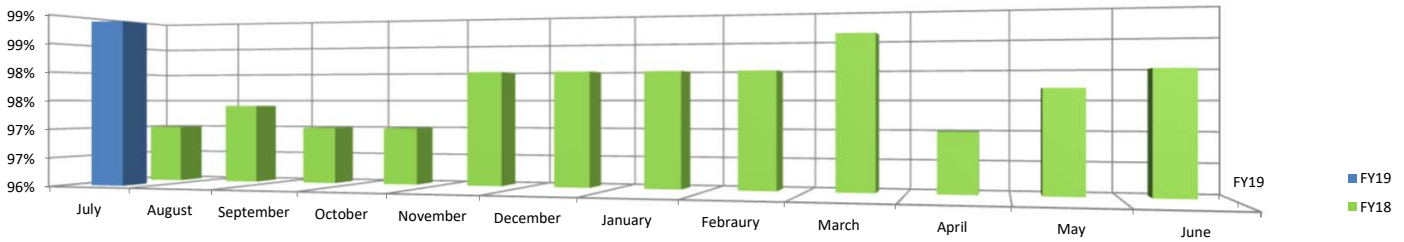
Fixed Route On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	96.0%											
FY18	95.4%	94.3%	91.0%	90.1%	94.9%	94.9%	96.1%	96.0%	96.7%	94.6%	95.4%	97.0%

Notes:

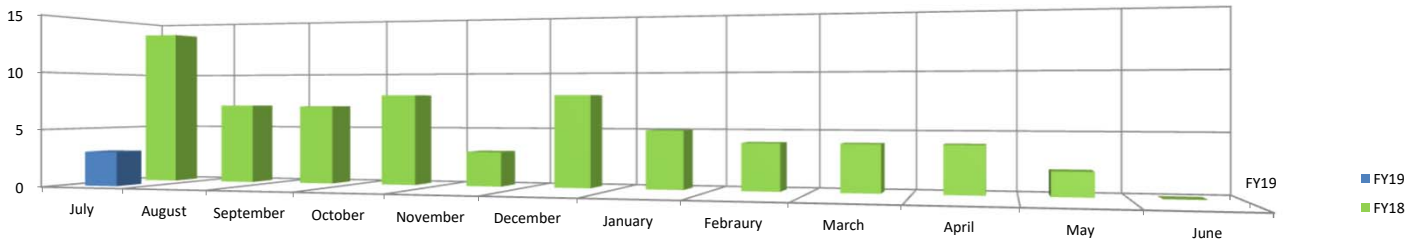
Connect Mobility On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	99%											
FY18	97%	97%	97%	97%	98%	98%	98%	98%	99%	97%	98%	98%

Notes: The additional buses added in October 2017 have helped to achieve a near 100% on time performance.

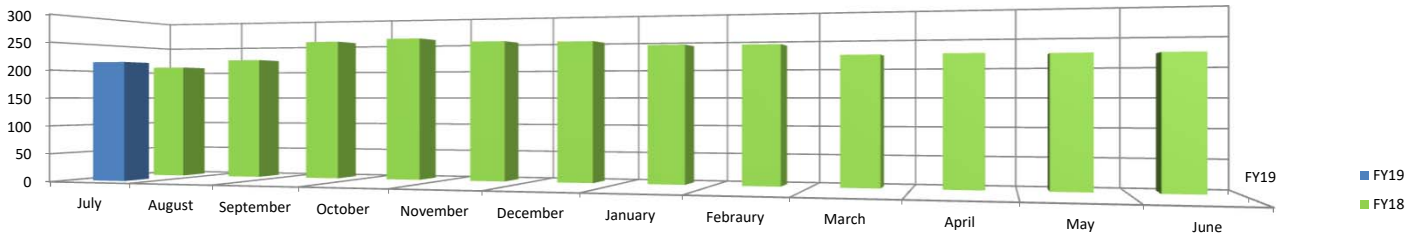
Validated Complaints Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	3											
FY18	14	7	7	8	3	8	5	4	4	4	2	0

Notes: We continue to see a downward trend in complaints.

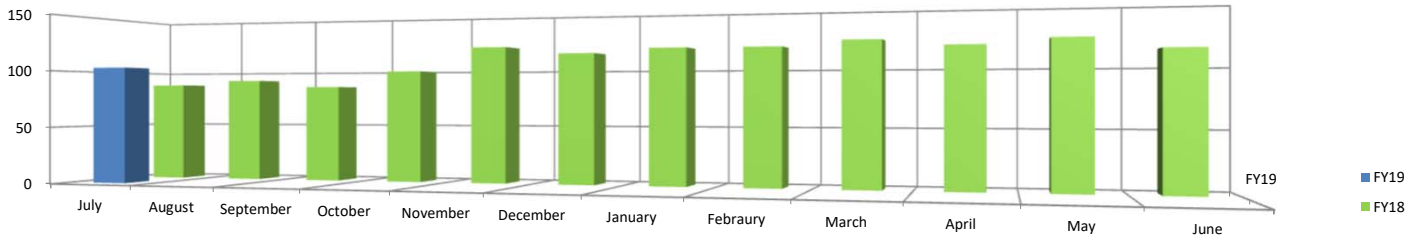
Fixed Route Average Daily Phone Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	215											
FY18	209	222	255	259	252	250	242	241	222	223	222	222

Notes:

Connect Mobility Average Daily Phone Calls

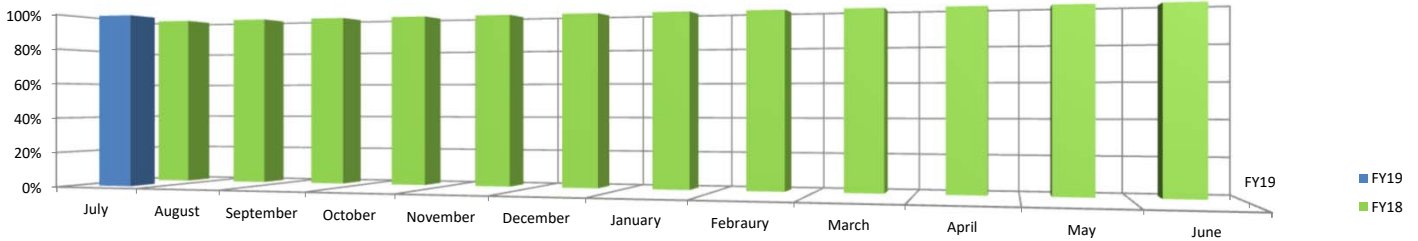


	July	August	September	October	November	December	January	February	March	April	May	June
FY19	103											
FY18	88	92	86	100	121	115	119	119	124	119	124	115

Notes: Ridership has increased 8.4% over last year. Additional incoming calls are generated through the adoption of the No-Show/Late Cancellation Policy.

Maintenance Reports

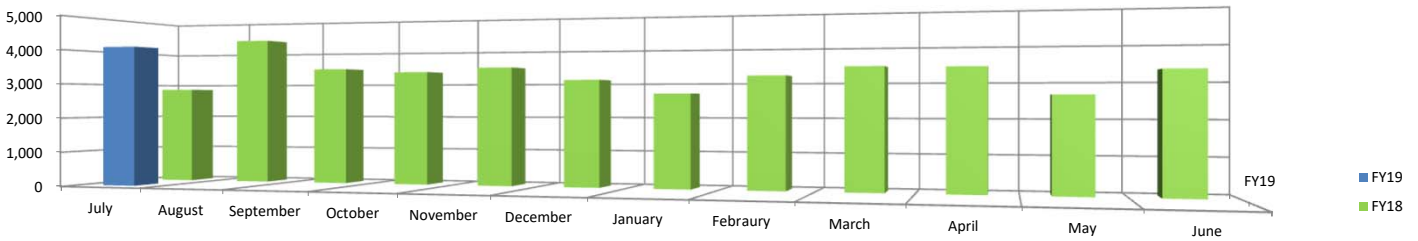
Percent Preventative Maintenance Performed On Time



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	100%											
FY18	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Notes:

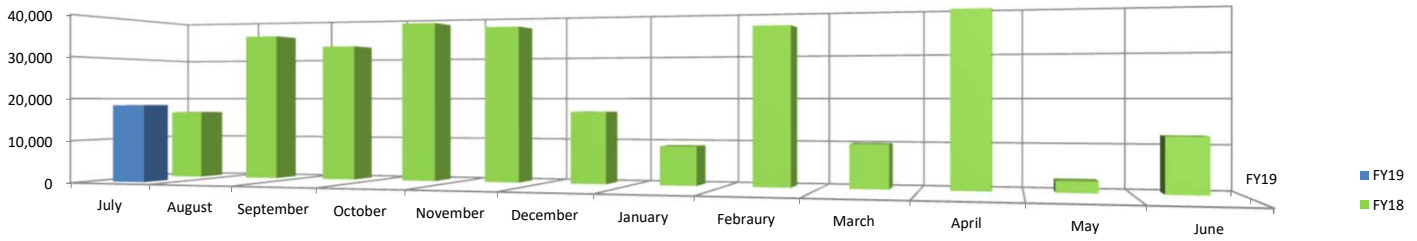
Fixed Route Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	4,098											
FY18	2,851	4,365	3,466	3,362	3,481	3,107	2,710	3,206	3,445	3,423	2,670	3,329

Notes:

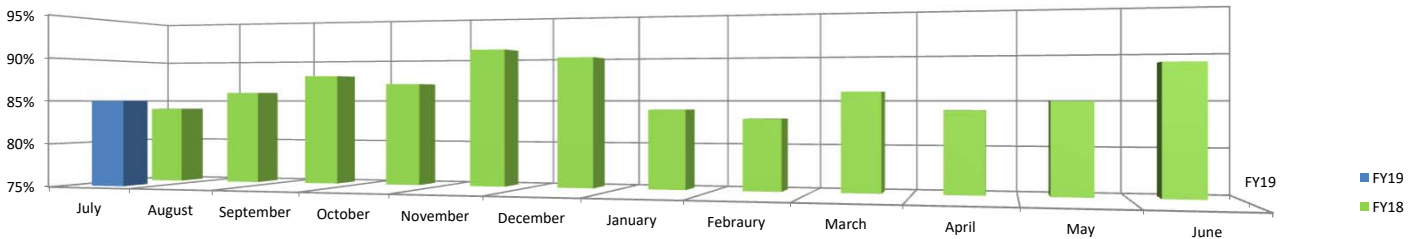
Connect Mobility Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	18,403											
FY18	16,494	35,689	32,937	38,345	37,155	16,893	9,003	36,495	9,933	39,483	2,535	12,142

Notes:

Average Interior Cleanliness Inspection Score

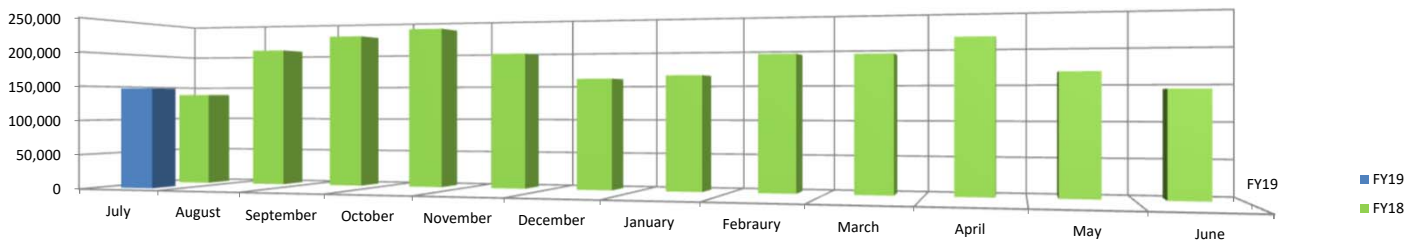


	July	August	September	October	November	December	January	February	March	April	May	June
FY19	85%											
FY18	84%	86%	88%	87%	91%	90%	84%	83%	86%	84%	85%	89%

Notes:

Ridership Reports

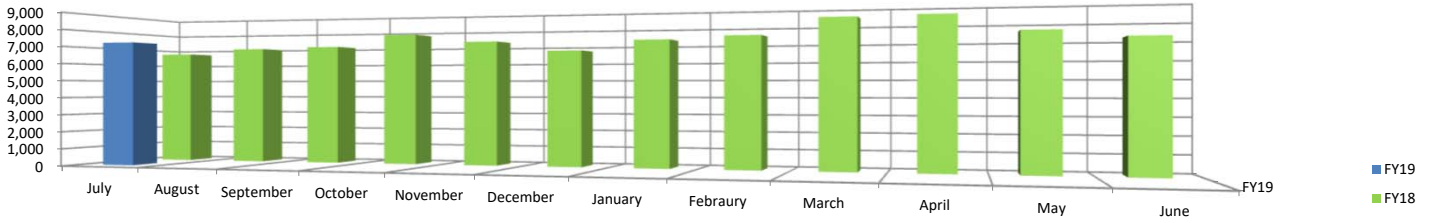
Fixed Route Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	146,890											
FY18	138,075	206,628	226,611	236,084	197,725	160,336	164,598	193,452	192,440	213,790	166,792	143,765

Notes: Fixed route ridership increased 6.5% or 8,969 in July 2018. . National peer agency ridership has decreased 3.56% in the last 12 months (July-June) and regional transit agency ridership has decreased 3.35% in that same period. Connect had the highest percentage increase in comparing our regional peers in FY2018.

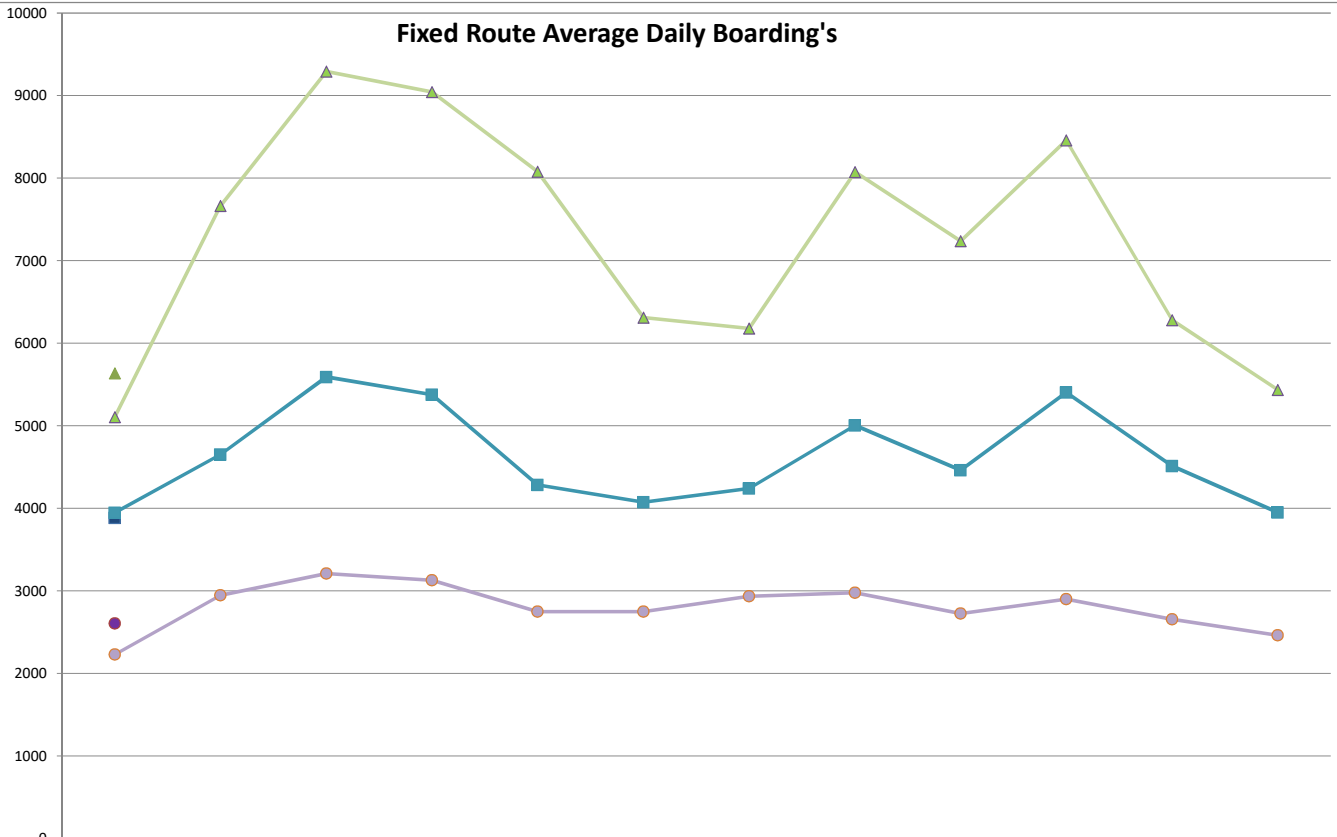
Connect Mobility Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	7,253											
FY18	6,694	6,987	7,073	7,751	7,291	6,723	7,300	7,486	8,421	8,493	7,586	7,217

Notes:

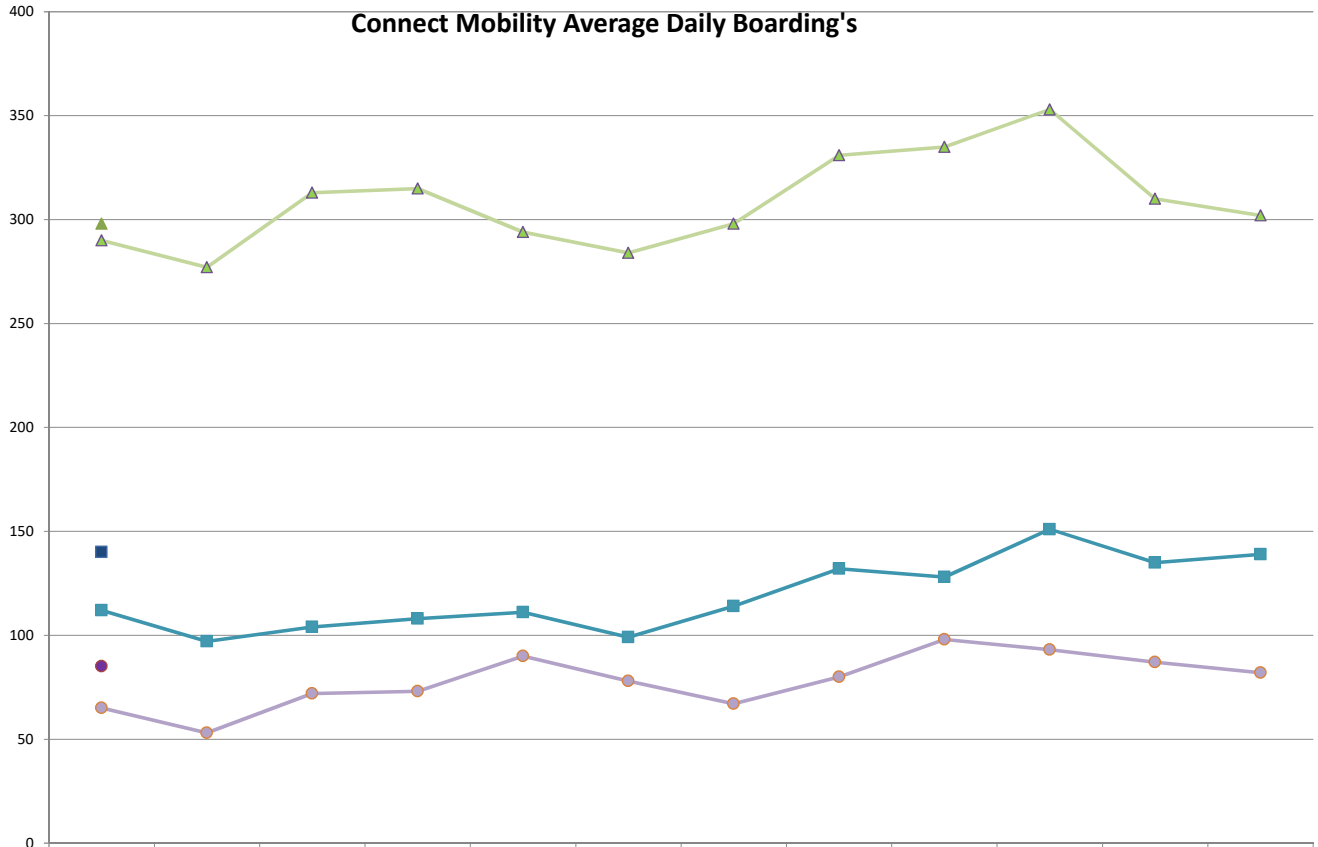
Fixed Route Average Daily Boarding's



	July	August	September	October	November	December	January	February	March	April	May	June
Sunday FY18	2603											
Sunday FY17	2228	2947	3210	3128	2746	2748	2934	2975	2724	2900	2655	2461
Saturday FY18	3885											
Saturday FY17	3946	4653	5591	5377	4281	4073	4240	5005	4461	5405	4512	3951
Weekday FY18	5635											
Weekday FY17	5105	7662	9291	9043	8077	6312	6177	8077	7238	8460	6278	5434

Notes: Average weekday boarding in July 2018 increased 9.4%, Saturday and Sunday average boarding increased -1.6% and 14.4% respectively over July 2017.

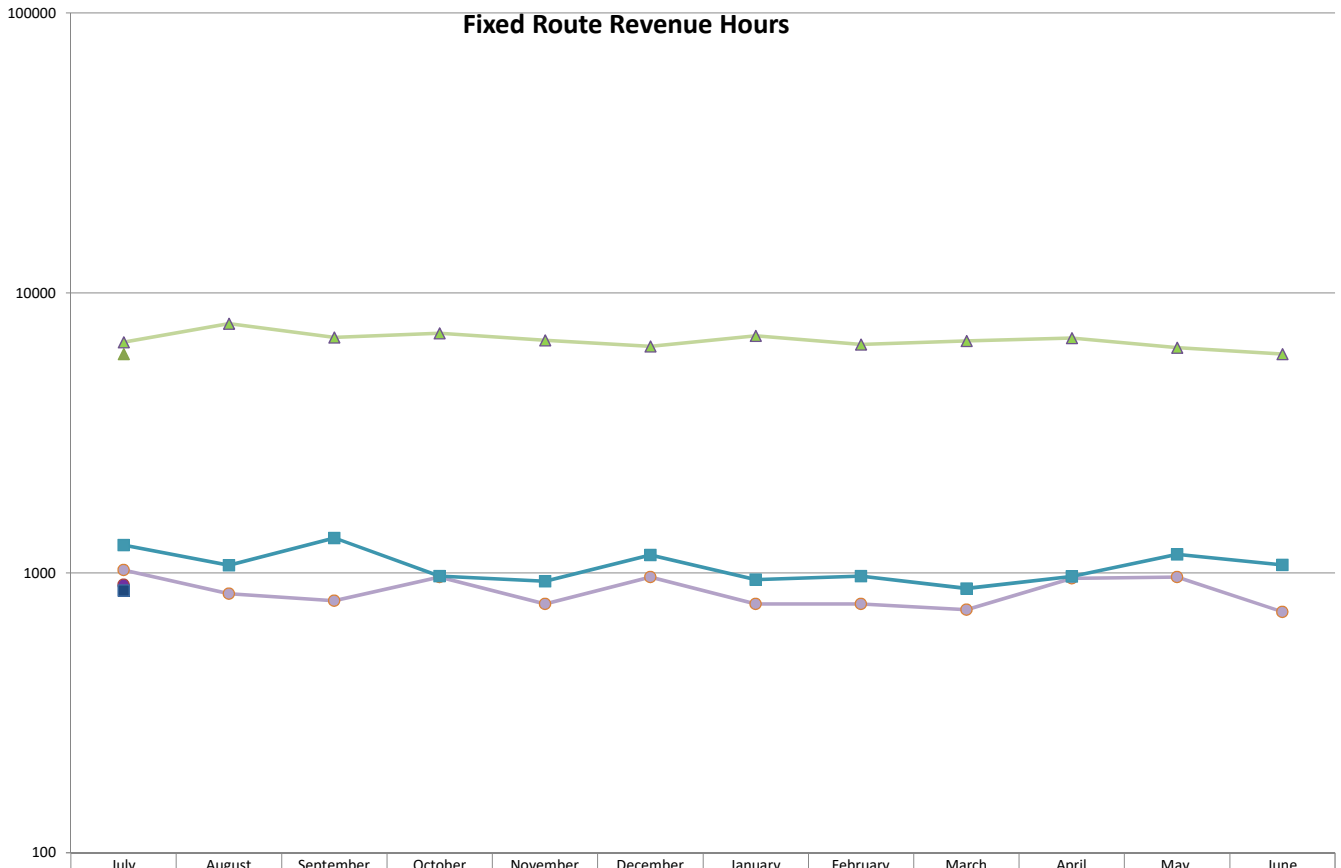
Connect Mobility Average Daily Boarding's



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY18	85											
● Sunday FY17	65	53	72	73	90	78	67	80	98	93	87	82
■ Saturday FY18	140											
■ Saturday FY17	112	97	104	108	111	99	114	132	128	151	135	139
▲ Weekday FY18	298											
▲ Weekday FY17	290	277	313	315	294	284	298	331	335	353	310	302

Notes: Average weekday boarding in July 2018 increased 2.7%, Saturday and Sunday average boarding increased 20% and 23.5% respectively over July 2017.

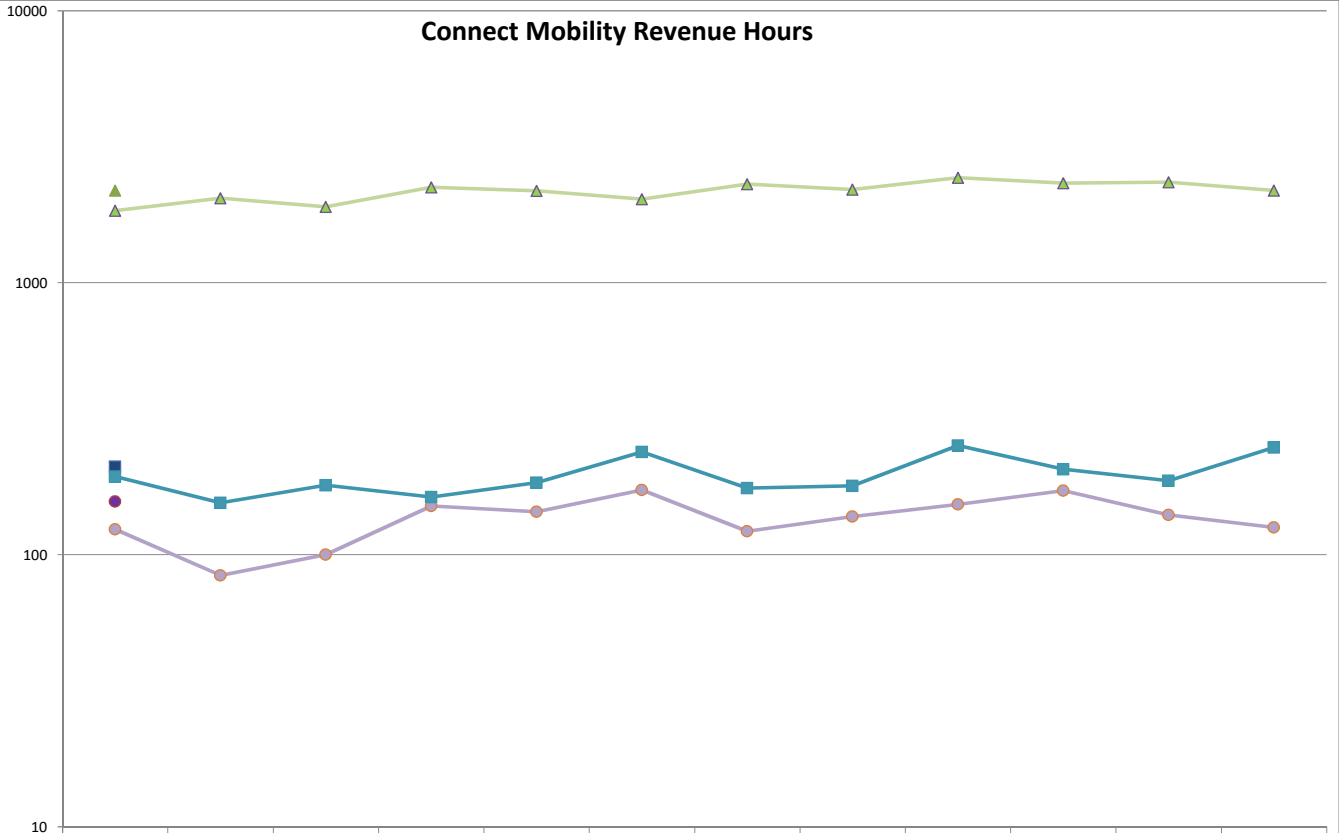
Fixed Route Revenue Hours



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY18	907											
○ Sunday FY17	1023	842	796	967	774	967	774	774	738	955	967	726
■ Saturday FY18	864											
■ Saturday FY17	1255	1066	1333	973	933	1160	945	973	880	972	1165	1068
▲ Weekday FY18	6050											
▲ Weekday FY17	6665	7774	6934	7178	6772	6440	7027	6547	6745	6905	6380	6050

Notes: Adjustments were made to the routes in September 2017 including the elimination of the Teal and shortening of the Aqua.

Connect Mobility Revenue Hours

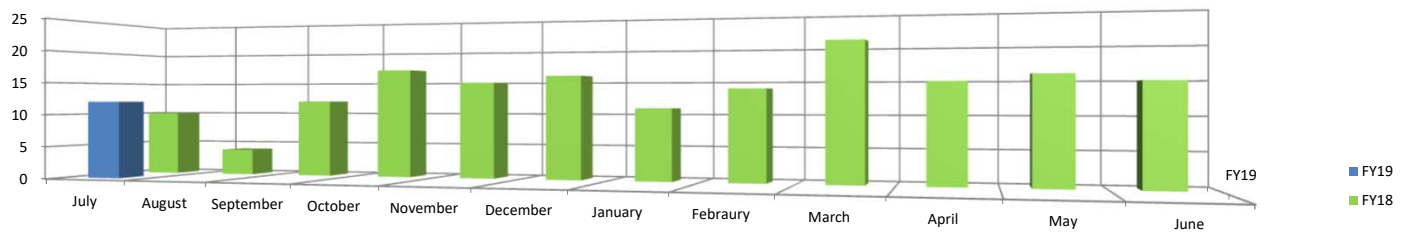


	July	August	September	October	November	December	January	February	March	April	May	June
Sunday FY18	157											
Sunday FY17	124	84	100	151	144	173	122	138	153	172	140	126
Saturday FY18	211											
Saturday FY17	194	155	180	163	184	239	176	179	252	206	187	248
Weekday FY18	2181											
Weekday FY17	1841	2046	1900	2244	2178	2031	2305	2201	2431	2322	2343	2184

Notes:

Safety Reports

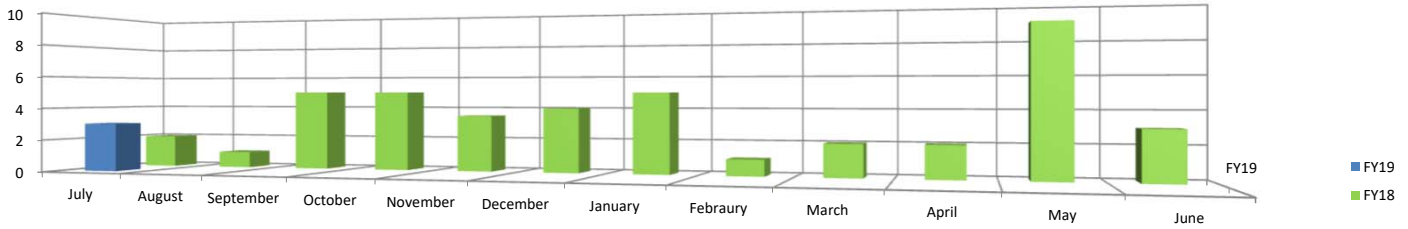
Safety Related Incidents Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	12											
FY18	10	4	12	17	15	16	11	14	21	15	16	15

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

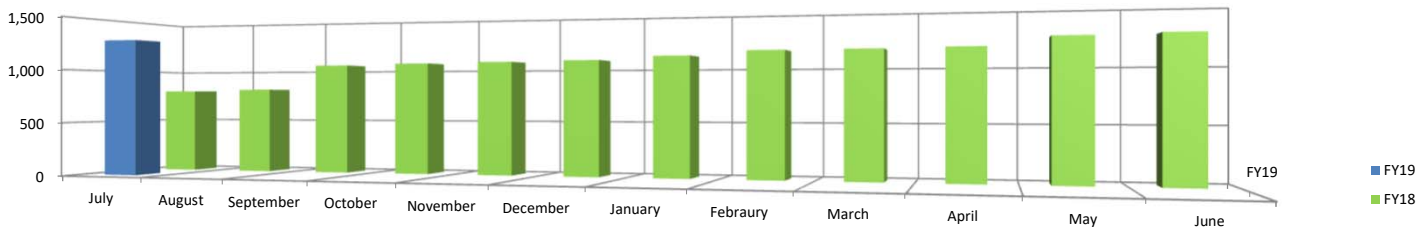


	July	August	September	October	November	December	January	February	March	April	May	June
FY19	3											
FY18	2	1	5	5	4	4	5	1	2	2	9	3

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

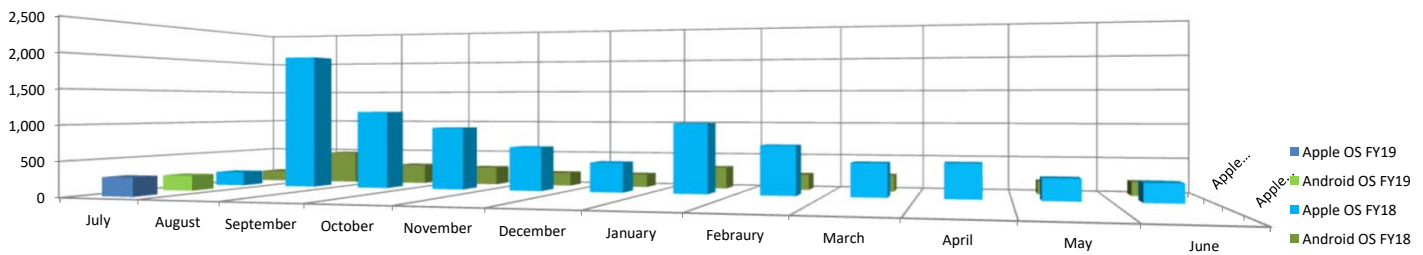
Facebook



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	1,282											
FY18	799	814	1,051	1,065	1,074	1,084	1,118	1,161	1,165	1,175	1,258	1,275

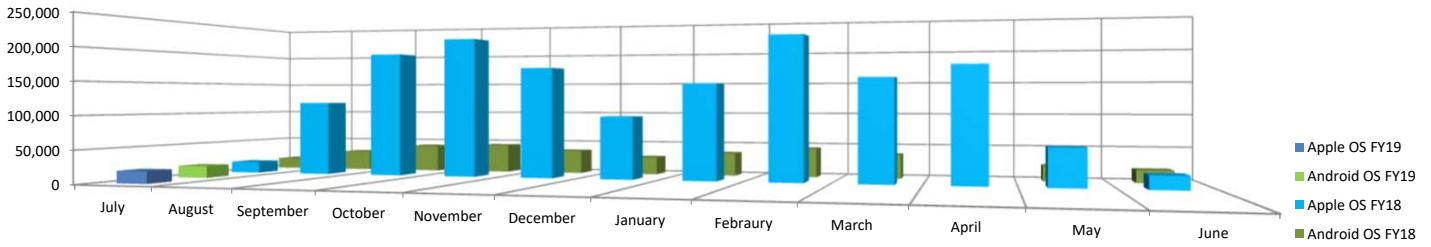
Notes:

App Downloads



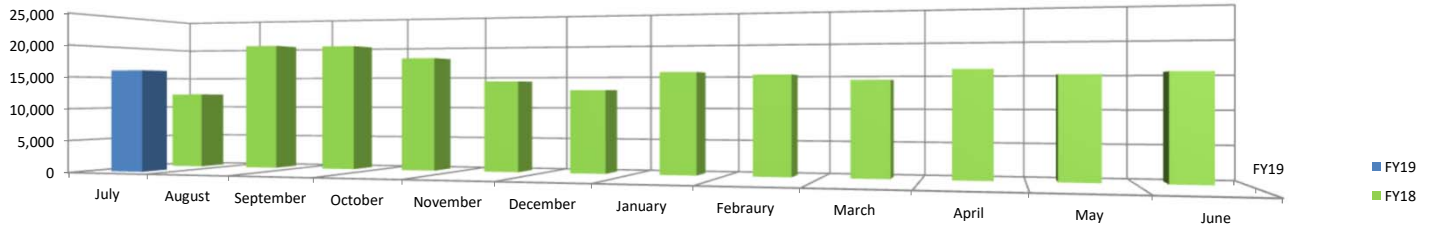
	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY19	267											
Android OS FY19	222											
Apple OS FY18	205	2,024	1,171	930	646	432	1,013	704	473	485	301	263
Android OS FY18	159	480	291	267	198	194	317	229	235	217	181	193

App Sessions



	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY19	18,444											
Android OS FY19	18,293											
Apple OS FY18	17,548	117,128	196,292	219,581	172,574	96,626	147,747	219,690	156,082	174,054	56,785	20,318
Android OS FY18	17,064	30,925	42,162	44,588	36,593	27,651	35,903	44,877	37,116	37,209	22,902	18,834

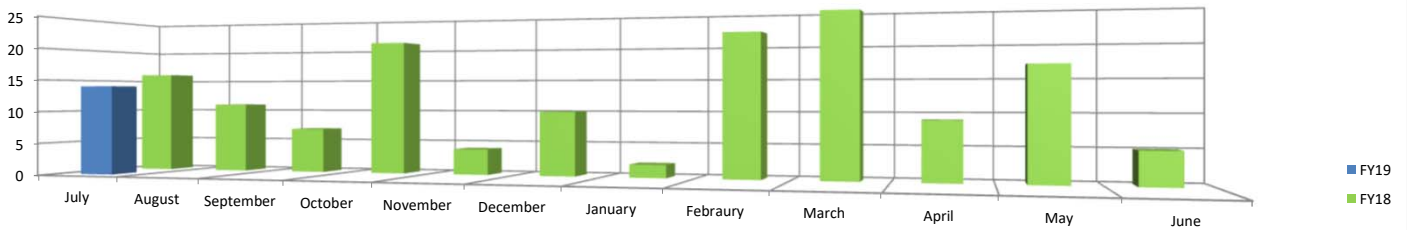
Website Traffic



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	16,048											
FY18	12,200	20,312	20,122	18,048	14,288	12,909	15,634	15,208	14,380	15,877	15,075	15,429

Notes:

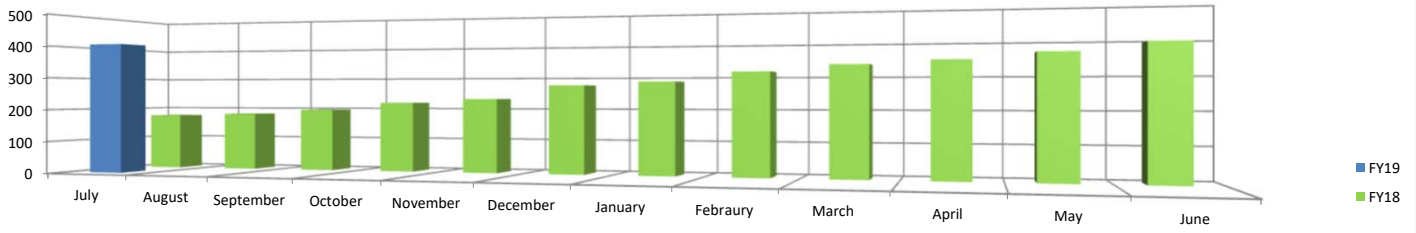
Twitter



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	14											
FY18	16	11	7	21	4	10	2	22	25	9	17	5

Notes:

Instagram



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	407											
FY18	176	182	197	220	233	276	287	316	336	348	368	394

Notes:



Statistics	YTD 19				YTD 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
Connect Transit												
Green	19,492	7,326	746	26.13	17,728	8,906	730	24.28	10.0%	-17.7%	2.2%	7.6%
Red	25,832	13,858	1,293	19.98	24,593	13,648	1,290	19.06	5.0%	1.5%	0.2%	4.8%
Lime	27,807	16,305	1,332	20.87	22,625	14,907	1,336	16.93	22.9%	9.4%	-0.3%	23.3%
Teal	-	-	-	#DIV/0!	3,545	4,829	458	7.73	-100.0%	-100.0%	-100.0%	#DIV/0!
Aqua	7,712	2,783	199	38.75	7,014	2,769	300	23.38	10.0%	0.5%	-33.7%	65.8%
Orange	4,235	4,916	374	11.32	5,278	4,604	367	14.39	-19.8%	6.8%	2.0%	-21.3%
Gold	6,760	4,896	403	16.77	5,858	5,173	430	13.62	15.4%	-5.3%	-6.3%	23.1%
Purple	12,714	11,034	757	16.80	14,353	15,076	1,330	10.79	-11.4%	-26.8%	-43.1%	55.7%
Blue	3,946	4,438	388	10.16	4,285	4,449	383	11.18	-7.9%	-0.3%	1.3%	-9.1%
Brown	4,918	5,223	455	10.80	5,582	5,069	450	12.40	-11.9%	3.1%	1.2%	-12.9%
Tan	5,280	8,155	661	7.99	6,002	8,074	671	8.95	-12.0%	1.0%	-1.5%	-10.7%
Pink	6,150	4,346	380	16.18	6,108	3,765	400	15.27	0.7%	15.4%	-5.0%	6.0%
Yellow	10,332	5,742	401	25.77	10,415	5,727	400	26.04	-0.8%	0.3%	0.3%	-1.0%
Olive	4,217	4,357	431	9.78	4,162	4,304	398	10.47	1.3%	1.2%	8.4%	-6.6%
Redbird	-	-	-	#DIV/0!	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Ntripper	-	-	-	#DIV/0!	162	366	20	8.10	-100.0%	-100.0%	-100.0%	#DIV/0!
Btripper	-	-	-	#DIV/0!	365	685	40	9.13	-100.0%	-100.0%	-100.0%	#DIV/0!
Silver	7495	7257.84	580	12.92	0	0	0					
Total Fixed Route	146,890	100,637	8,401	17.49	138,075	102,351	9,003	15.34	6.4%	-1.7%	-6.7%	14.0%
Demand Response												
Connect Mobility	7,253	30,678	2,550	2.84	6,694	27,872	2,159	3.10	8.4%	10.1%	18.1%	-8.3%
Connect Late Night	-	-	-	#DIV/0!	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Demand Response	7,253	30,678	2,550	2.84	6,694	27,872	2,159	3.10	8.4%	10.1%	18.1%	-8.3%
SYSTEM TOTALS	154,143	131,315	10,951	14.08	144,769	130,223	11,162	12.97	6.5%	0.8%	-1.9%	8.5%



Statistics	Jul 18				Jul 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	19,492	7,326	746	26.13	17,728	8,906	730	24.28	10.0%	-17.7%	2.2%	7.6%
Red	25,832	13,858	1,293	19.98	24,593	13,648	1,290	19.06	5.0%	1.5%	0.2%	4.8%
Lime	27,807	16,305	1,332	20.87	22,625	14,907	1,336	16.93	22.9%	9.4%	-0.3%	23.3%
Teal	-	-	-	-	3,545	4,829	458	7.73	-100.0%	-100.0%	-100.0%	-
Aqua	7,712	2,783	199	38.75	7,014	2,769	300	23.38	10.0%	0.5%	-33.7%	65.8%
Orange	4,235	4,916	374	11.32	5,278	4,604	367	14.39	-19.8%	6.8%	2.0%	-21.3%
Gold	6,760	4,896	403	16.77	5,858	5,173	430	13.62	15.4%	-5.3%	-6.3%	23.1%
Purple	12,714	11,034	757	16.80	14,353	15,076	1,330	10.79	-11.4%	-26.8%	-43.1%	55.7%
Blue	3,946	4,438	388	10.16	4,285	4,449	383	11.18	-7.9%	-0.3%	1.3%	-9.1%
Brown	4,918	5,223	455	10.80	5,582	5,069	450	12.40	-11.9%	3.1%	1.2%	-12.9%
Tan	5,280	8,155	661	7.99	6,002	8,074	671	8.95	-12.0%	1.0%	-1.5%	-10.7%
Pink	6,150	4,346	380	16.18	6,108	3,765	400	15.27	0.7%	15.4%	-5.0%	6.0%
Yellow	10,332	5,742	401	25.77	10,415	5,727	400	26.04	-0.8%	0.3%	0.3%	-1.0%
Olive	4,217	4,357	431	9.78	4,162	4,304	398	10.47	1.3%	1.2%	8.4%	-6.6%
Redbird	-	-	-	-	-	-	-	-	-	-	-	-
Ntripper	-	-	-	-	162	366	20	8.10	-100.0%	-100.0%	-100.0%	-
Btripper	-	-	-	-	365	685	40	9.13	-100.0%	-100.0%	-100.0%	-
Silver	7,495	7,258	580	12.92	-	-	-	-	-	-	-	-
Eastview	154	313	30	5.13	-	-	-	-	-	-	-	-
Total Fixed Route	147,044	100,950	8,431	17.44	138,075	102,351	9,003	15.34	6.5%	-1.4%	-6.4%	13.7%
Demand Response												
Connect Mobility	7,253	30,678	2,550	2.84	6,694	27,872	2,159	3.10	8.4%	10.1%	18.1%	-8.3%
Connect Late Night												
Total Demand Response	7,253	30,678	2,550	2.84	6,694	27,872	2,159	3.10	8.4%	10.1%	18.1%	-8.3%
SYSTEM TOTALS	154,297	131,628	10,981	14.05	144,769	130,223	11,162	12.97	6.6%	1.1%	-1.6%	8.3%

Cash Only Revenue

Route	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Green	\$3,185.53											
Red	\$5,917.16											
Purple	\$3,125.41											
Pink	\$1,104.72											
Blue	\$940.85											
Brown	\$1,038.63											
Yellow	\$1,563.66											
Orange	\$1,121.05											
Lime	\$5,056.84											
Teal*	\$0.00											
Aqua	\$1,744.76											
Gold	\$1,008.19											
Olive	\$998.34											
Redbird	\$0.00											
Tan	\$916.31											
Blm tripper**	\$0.00											
Nrm tripper**	\$0.00											
Silver	\$1,804.38											
Total	\$29,525.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

* Eliminated September 2017

** Eliminated August 2017



CONNECT TRANSIT BOARD OF TRUSTEES 2018 HANDBOOK

Connect Transit Board of Trustee 2018 Handbook

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Board of Trustees Handbook

This handbook is designed to help Board of Trustee understand the Connect Transit organizational structure that will assist you in being a productive, contributing member of the Connect Transit Board. Public transportation in Bloomington-Normal is a collaborative effort. Members of the Connect Transit Board, Advisory Committee, community partners, and the public will work easily together if they understand each other's functions.

Partnerships are important to building a public transportation system in the Bloomington-Normal community. Connect Transit's partners include the business community, higher education, Town of Normal, and City of Bloomington. These partners provide representatives who sit on Connect Transit's Board, Advisory Committee, and teams. Their contributions and efforts make it possible to have comprehensive services.

The cornerstone of a successful transit system is built around service to the public. Connect Transit is committed to engage the public throughout the planning and service delivery process to ensure the needs of the community are being met. It is through our public participation that we will continue to grow and improve.

CONNECT TRANSIT BOARD OF TRUSTEES



**MIKE
MCCURDY**
CHAIRMAN



**RYAN
WHITEHOUSE**
VICE CHAIRMAN



**JOHN
BOWMAN**
SECRETARY



**MONICA
BULLINGTON**
TRUSTEE



**JUDY
BUCHANAN**
TRUSTEE



**JULIE
HILE**
TRUSTEE



**JOHN
THOMAS**
TRUSTEE



**PAMELA
REECE**
EX-OFFICIO
TOWN OF NORMAL



**TIM
GLEASON**
EX-OFFICIO
CITY OF BLOOMINGTON

Connect Transit Board of Trustees

Annual and Regular Meeting Dates

An annual meeting of the Trustees shall be held each year on the same date and at the same place as the regular monthly meeting of the Trustees in March, and it shall immediately precede the Trustees' meeting.

Regular meetings of the Trustees are held monthly at the office of Connect Transit on the fourth Tuesday of the month. The regular Board meetings take place at 4:30 p.m. except for the Annual meeting that starts at 4:15 p.m.

Role of General Manager

The General Manager shall be the Chief Executive of the System, in charge of day to day administrative operations, exercising the duties and powers assigned to him by the Trustees, in addition to each of the following:

- a. to have general and active management of the business of the System.
- b. to see that all orders and resolutions of the Trustees are carried into effect.
- c. to hire agents, clerks, assistants, factors, employees, and to dismiss them at his discretion, to fix their duties and emoluments, and to change them from time to time and to require security as the General Manager may deem proper.
- d. to exercise or to confer on any employee of the System, the power of selecting, discharging, or suspending employees of the System.
- e. to negotiate or to confer on any employee or agent of the System, the power to negotiate collective bargaining agreements on behalf of the System provided, any such collective bargaining agreement shall be subject to final approval by the Trustees.
- f. to invest or cause to be invested the funds of the System.
- g. to keep or cause to be kept the accounts of receipts and disbursements of the System.

Role of Board of Trustees

Purpose:

- To serve the Connect Transit board as a voting member
- Vote on major governance and policy decisions
- To monitor the finances of Connect Transit, its programs and performances

Board Obligations:

- Support the Vision, Mission, and Values of Connect Transit
- Establish Policy
- Hire, supervise, and evaluate the General Manger/CEO
- Lead the strategic planning initiatives
- Monitor finances, ensure adequate and efficient use of funding

Specific Duties:

- Attend meetings and demonstrate commitment to Board activities
- Be well informed of current issues and meeting agenda items prior to meetings
- Contribute skills, knowledge, and experience, when needed
- Listen respectfully to other points of view
- Participate in Board discussions and decision making
- Represent Connect Transit to the public and private industry
- Educate yourself about transit needs of the community
- Assume leadership roles in various Board activities, as needed

Role of Board Officers

CHAIRMAN

The Chairman shall be the principal officer of the Board of Trustees. It shall be his/her duty to preside at all meetings of the Trustees, to request that the General Manager execute all orders and resolutions of the Trustees, and to execute contracts, agreements, deeds, bonds, mortgages, and other obligations and instruments in the name of the System, as directed by the Board. The Chairman shall be a Citizen Trustee.

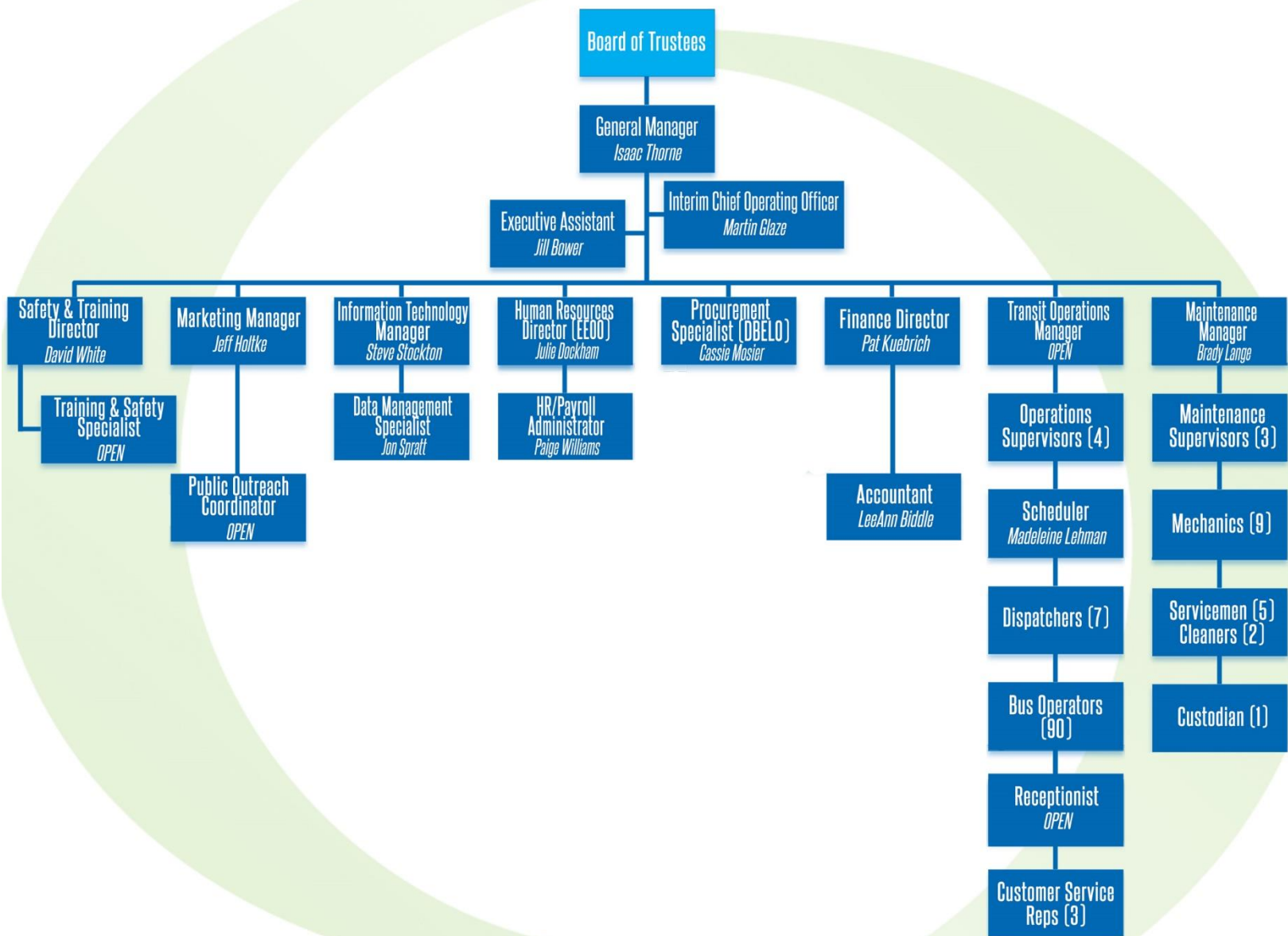
VICE-CHAIRMAN

The Vice-Chairman shall be vested with all the powers and required to perform all the duties of the Chairman in his/her absence or disability and shall perform such other duties as may be prescribed by the Board of Trustees.

SECRETARY

The Secretary, or his/her designee, shall attend all meetings of the System. He shall record or cause to be recorded all of the proceedings of such meetings in a manner kept for that purpose. He shall perform such other duties as shall be assigned to him by the Chairman or the Board of Trustees. He shall also have or delegate custody of the official Seal.

The Secretary shall attest to the execution of all contracts, agreements, deeds, mortgages, or other obligations and instruments in the name of the System, and shall affix the seal thereto when authorized by the Trustees.



ORDINANCE NO. 2012 - 12
ORDINANCE NO: 5434

**AN ORDINANCE AMENDING THE OPERATING STRUCTURE OF BLOOMINGTON
NORMAL PUBLIC TRANSIT SYSTEM**

WHEREAS, the Town of Normal and City of Bloomington, by intergovernmental agreement, established an intergovernmental agency known as the Bloomington Normal Public Transit System; and

WHEREAS, the Bloomington Normal Public Transit System was established pursuant to home rule and intergovernmental cooperation authority set forth in Sections 6 and 10 of Article 7 of the 1970 Constitution of the State of Illinois; and

WHEREAS, pursuant to the same authority, the Town of Normal and City of Bloomington desire to revise the governing ordinances for the operation and control of the Bloomington Normal Public Transit System.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE TOWN OF NORMAL AND THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, AS FOLLOWS:

SECTION ONE: DEFINITIONS. As used herein the following terms shall have the following meaning:

- A. Board means the Board of Trustees of the Bloomington Normal Public Transit System.
- B. Corporate Authorities means (1) the Board of Trustees of the Town of Normal, and (2) the City Council of the City of Bloomington.
- C. Mass Transit Facility means any local public transportation facility utilized by a substantial number of persons for their daily transportation, and includes not only the local public transportation facility itself but ancillary and supporting facilities such as, for example, motor vehicle parking facilities, as well.
- D. System means the Bloomington Normal Public Transit System created by the Town of Normal and the City of Bloomington.

SECTION TWO: CONTINUATION OF SYSTEM. The Bloomington Normal Public Transit System previously established as an intergovernmental agency of the Town of Normal and City of Bloomington be and the same is hereby confirmed and continued for the purpose of acquiring, constructing, owning, operating and maintaining mass transit facilities for public service or subsidizing the operation thereof.

SECTION THREE: AREA OF SERVICE. The operating area of the Bloomington Normal Public Transit shall be the combined corporate limits of the Town of Normal and the City of Bloomington as the same now or hereafter exists.

SECTION FOUR: BOARD OF TRUSTEES.

A. General. The powers of the Bloomington-Normal Public Transit System shall repose in and be exercised by a Board of Trustees consisting of seven members. The Board shall set policy, but not have any direct control over the day-to-day administration of the System; day-to-day administration being a function of a General Manager appointed by the Board pursuant to Section 4H. Four of the trustees shall be citizens of the City of Bloomington and three shall be citizens of the Town of Normal. The City Managers of Bloomington and Normal shall be non-voting ex-officio members of the Board of Trustees.

B. Method of Selection. Four trustees shall be appointed by the Mayor with the advice and consent of the corporate authorities of the City of Bloomington and three trustees shall be appointed by the President of the Board of Trustees with the advice and consent of the corporate authorities of the Town of Normal. Vacancies shall be filled for an unexpired term in the same manner as an original appointment. Re-appointment shall be at the discretion of the appointing body. A Certificate of Appointment of any trustee shall be filed with the Clerk of each municipality and shall be conclusive proof of the due and proper appointment of such Trustee.

C. Term of Office. The terms of trustees shall be of four years duration. In order to promote orderly succession in the replacement of trustees, the terms of trustees appointed as of the effective date of this ordinance shall be staggered by lot, with two current trustees to serve a term of four years, two current trustees to serve a term of three years, and three current trustees to serve a term of two years. Terms of trustees appointed thereafter shall be four years in duration. Terms of trustees shall be deemed to expire at the end of the last day of June in the year they are to expire; however, trustees shall be permitted to hold over in their terms until their successors have been appointed.

D. Compensation. Trustees shall receive no compensation for their service, but shall be entitled to the necessary expenses, including travel expenses incurred in the discharge of their duties.

E. Operating Procedure. The majority of the trustees holding office shall constitute a quorum of the Board for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the Board upon a vote of the majority of the trustees present, unless in any case the Bylaws of the Board shall require a larger number. The Board shall elect a Chair Person, a Vice Chair Person and a Secretary from among the trustees. The Board shall be considered a public body for purposes of the Illinois Open Meeting Act and the Illinois Freedom of Information Act.

F. Conflict of Interest. For purposes of complying with 5 ILCS 420/4A-101 et seq., Disclosure of Economic Interest, the System shall be considered a unit of local government, and

for purposes of complying with Article 70 of the State Official and Employees Ethics Act, the System shall be considered a governmental entity.

G. Removal. A trustee whose term has not expired may be removed at will by the body which appointed said trustee. Removal may be by the Mayor with the majority consent of the Council or by a two-thirds majority of the Council without the consent of the Mayor. An order of removal shall be filed with the Clerk of the body which appointed the trustee and a copy provided to the trustee.

H. Officers and Employees. The Board shall appoint a General Manager of the System who shall have authority to hire or contract with a private contractor which shall recommend management services, any and all employees, agents, professionals and other persons, permanent and temporary, as determined necessary to operate and maintain the System. The General Manager shall, within the constraints of the approved budget, fix and determine compensation of all persons employed, including pay scales for employee classifications within the parameters of the pay scale established by the Board and shall also fix and determine qualifications, duties and the amount of bond, if any, to be furnished by employed persons. Upon consent of the Board, the General Manager may engage one or more attorneys to secure necessary legal services for the System. For such legal services as may be required, the Board may call upon the chief law offices of the City of Bloomington or Town of Normal or may employ and fix the compensation of its own counsel and legal staff or other attorneys.

I. Powers of the Board.

- (a) The Board of Trustees of every System may establish or acquire any or all manner of mass transit facility. The Board may engage in the business of transportation of passengers on scheduled routes and by contract on nonscheduled routes within the territorial limits of the counties or municipalities creating the System, by whatever means it may decide. Its routes may be extended beyond such territorial limits with the consent of the governing bodies of the municipalities or counties into which such operation is extended.
- (b) The Board of Trustees may for the purposes of the System, acquire by gift, purchase, lease, legacy, condemnation, or otherwise and hold, use, improve, maintain, operate, own, manage or lease, as lessor or lessee, such cars, buses, equipment, buildings, structures, real and personal property, and interests therein, and services, lands for terminal and other related facilities, improvements and services, or any interest therein, including all or any part of the plant, land, buildings, equipment, vehicles, licenses, franchises, patents, property, service contracts and agreements of every kind and nature. Real property may be so acquired if it is situated within or partially within the area served by the System or if it is outside the area if it is desirable or necessary for the purposes of the System.

(6) to invest funds, not required for immediate disbursement, in property, agreements, or securities legal for investment of public funds controlled by savings banks under applicable law;

(7) upon consent of the Town of Normal and City of Bloomington, to mortgage, pledge, hypothecate or otherwise encumber all or any part of its real or personal property or other assets, or interests therein;

(8) to apply for, accept and use grants, loans or other financial assistance from any private entity or municipal, county, State or Federal governmental agency or other public entity;

(9) upon consent of the Town of Normal and City of Bloomington, to borrow money from the United States Government or any agency thereof, or from any other public or private source, for the purposes of the System and, as evidence thereof, to issue its revenue bonds, payable solely from the revenue derived from the operation of the System. These bonds may be issued with maturities not exceeding ~~40~~ 20 years from the date of the bonds, and in such amounts as may be necessary to provide sufficient funds, together with interest, for the purposes of the System. These bonds shall bear interest at a rate of not more than the maximum rate authorized by the Bond Authorization Act [30 ILCS 305/0.01 et seq.], as amended at the time of the making of the contract of sale, payable semi-annually, may be made registerable as to principal, and may be made payable and callable as provided on any interest payment date at a price of par and accrued interest under such terms and conditions as may be fixed by the ordinance authorizing the issuance of the bonds. Bonds issued under this Section are negotiable instruments. They shall be executed by the chairman and members of the Board of Trustees, attested by the secretary, and shall be sealed with the corporate seal of the System. In case any Trustee or officer whose signature appears on the bonds or coupons ceases to hold that office before the bonds are delivered, such officer's signature, shall nevertheless be valid and sufficient for all purposes, the same as though such officer had remained in office until the bonds were delivered. The bonds shall be sold in such manner and upon such terms as the Board of Trustees shall determine, except that the selling price shall be such that the interest cost to the System of the proceeds of the bonds shall not exceed the maximum rate authorized by the Bond Authorization Act, as amended at the time of the making of the contract of sale, payable semi-annually, computed to maturity according to the standard table of bond values.

The ordinance shall fix the amount of revenue bonds proposed to be issued, the maturity or maturities, the interest rate, which shall not exceed the maximum rate authorized by the Bond Authorization Act, as amended at the time of the making of the contract of sale, and all the details in connection with the bonds. The ordinance may contain such covenants and restrictions upon the issuance of additional revenue bonds thereafter, which will share

equally in the revenue of the System, as may be deemed necessary or advisable for the assurance of the payment of the bonds first issued. The Board may also provide in the ordinance authorizing the issuance of bonds under this Section that the bonds, or such ones thereof as may be specified, shall, to the extent and in the manner prescribed, be subordinated and be junior in standing, with respect to the payment of principal and interest and the security thereof, to such other bonds as are designated in the ordinance.

The ordinance shall pledge the revenue derived from the operations of the System for the purpose of paying the cost of operation and maintenance of the System, and, as applicable, providing adequate depreciation funds, and paying the principal of and interest on the bonds of the System issued under this Section.

(10) to contract with any school System in this State to provide for the transportation of pupils to and from school within such System pursuant to the provisions of Section 29-15 of the School Code [*105 ILCS 5/29-15*];

(11) to provide for the insurance of any property, directors, officers, employees or operations of the System against any risk or hazard, and to self-insure or participate in joint self-insurance pools or entities to insure against such risk or hazard;

(12) to use its established funds, personnel, and other resources to acquire, construct, operate, and maintain bikeways and trails. Systems may cooperate with other governmental and private agencies in bikeway and trail programs; and

(13) to acquire, own, maintain, construct, reconstruct, improve, repair, operate or lease any light-rail public transportation system, terminal, terminal facility, public airport, or bridge or toll bridge across waters with any city, state, or both.

(14) with respect to instruments for the payment of money issued under this Section to qualify for supplementary grants of power under the Illinois Omnibus Bond Act.

(15) the Board may provide one or more defined contribution or deferred compensation programs for its employees.

(16) the Board may provide life, disability, health, dental, vision and other insurance or similar programs and benefits by self insurance or a third party insurance for the benefit of its employees.

(17) the Board may enter into collective bargaining agreements with employees lawfully represented by an employee association or union.

This Section (f) shall be liberally construed to give effect to its purposes.

SECTION FIVE: FUNDING OF THE SYSTEM. The Town of Normal and the City of Bloomington shall annually contribute an amount to the System as determined by each municipality, provided such contribution shall be proportionate based on the following formula:

Total contribution amount times cities population divided by combined population of the Town of Normal and City of Bloomington.

Population is to be determined based on the most recent federal census data. The Board shall, by December 1 of each year, provide, in writing, to the Town of Normal and City of Bloomington an estimate of the funding requested from the two cities for the next fiscal year. If either City Council disagrees with such estimated funding request, it shall notify the Board of such disagreement no later than February 1st of the subsequent year.

SECTION SIX: EXEMPTION FOR TAXATION: The System shall be exempt from all country and municipal taxes and registration and license fees; the System shall be exempt from all State taxes and registration and license fees to the extent allowable by law. All property of the System is declared to be public property devoted to an essential public and governmental function and purpose and shall be exempt from all taxes and special assessments of the State or by any subdivision thereof to the extent allowable by law.

SECTION SEVEN: ANNUAL AUDIT. It shall be the duty of the Board of Trustees of the System to cause an annual audit of its account to be made by a certified public accountant of Illinois. The audit shall be completed, filed with the System within four months after the close of each fiscal year of the System. Certified copies of annual audits shall likewise be filed with the Secretary of State and the corporate authorities of Bloomington and Normal.

SECTION EIGHT: ANNUAL BUDGET. The Board shall pass and approve an Annual Budget and provide each City a copy of the Budget prior to the start of the System's fiscal year. The budget shall be effective, unless the corporate authorities of the Town of Normal or City of Bloomington affirmatively vote to reject such budget, prior to the start of the System's fiscal year. The System's fiscal year currently begins on July 1st. If rejected by one or both of the two cities, the cities will work with the Board to develop a new budget for the System.

SECTION NINE: REPORT TO MUNICIPALITIES. The System shall give a monthly report of its activities to the City Managers of Bloomington and Normal. The System shall submit an annual report to the corporate authorities of Bloomington and Normal. The System shall also submit a report prior to any anticipated major change in the level of its service or deviation from its budget; such change or deviation shall not take effect until approved by the corporate authorities of Bloomington and Normal.

SECTION TEN: DISCONTINUANCE. Whenever the Board of Trustees of the System shall determine that there is no longer a public need for its transportation services or that other adequate services are or can be made available or that continued operation of the System is impractical, and that it should terminate its existence and services, it may by resolution so certify

to the corporate authorities of Bloomington and Normal. If the corporate authorities of Bloomington and Normal approve of such discontinuance, they may by ordinance or resolution, as the case may be, authorize the System to discontinue its services and wind up its affairs. The corporate authorities of Bloomington and Normal shall have the power to so terminate the System for any of the aforesaid reasons in the absence of a resolution from the Board. A copy of such ordinance or resolution, or both, shall be filed with the municipal clerks and the Secretary of State. After payment of all its debts and settlement of all obligations and claims, any funds remaining after the sale and disposition of its property shall be disposed of by payment of the treasurers of Bloomington and Normal, first, to repay in whole or pro rata, funds advanced to the System, and the balance, if any, pro rata according to the previous subsidies provided by Bloomington and Normal.

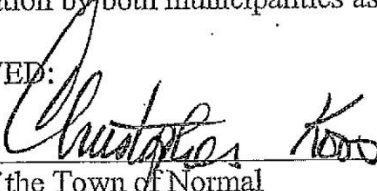
SECTION ELEVEN: VOTING. Whenever this Ordinance requires a matter to be approved by the corporate authorities of Bloomington and Normal, such matter shall require a majority vote of each governing body to receive approval.

SECTION TWELVE: REPEALER. All ordinances in conflict herewith shall be and the same are hereby repealed.

SECTION THIRTEEN: AUTHORITY. This ordinance is enacted pursuant to the home rule powers of Bloomington and Normal bestowed upon them by the 1970 Constitution of the State of Illinois.


SECTION FOURTEEN: EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage, approval and publication by both municipalities as provided by law.

APPROVED:



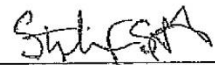
Mayor of the Town of Normal

ATTEST:



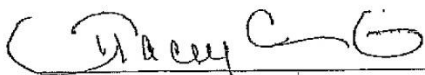
Town Clerk

APPROVED:



Mayor of the City of Bloomington

ATTEST:



City Clerk

BY-LAWS OF BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM

OFFICES

1. The office of the System shall be located at 351 Wylie Drive, Normal, Illinois. The System may also have other offices in the City of Bloomington or the Town of Normal in the State of Illinois, at such other places as the Trustees may from time to time designate.

SEAL

2. The System shall have, and does adopt, a Seal, which, shall be affixed to official documents executed in the course of System business.

TRUSTEES

3. The property and business of the System shall be managed and controlled by its Board of Trustees, seven (7) in number. The Trustees shall hold office "in accordance with the ordinances adopted by the two cities and until their successors are elected and qualified".

POWER OF TRUSTEES

4. The Trustees shall have, in addition to such powers as are hereinafter expressly conferred upon them all such powers as may be exercised by the System subject to the provisions of the laws of the federal government and the State of Illinois, and the ordinances providing for the creation of the System.

The Trustees shall have the powers as prescribed in the ordinance, "Section Four, Board of Trustees", items "A through I" as attached.

MEETINGS OF THE TRUSTEES

5. An annual meeting of the Trustees shall be held each year on the same date and at the same place as the regular monthly meeting of the Trustees in March, and it shall immediately precede the Trustees' meeting. Any business may be transacted at the annual meeting, but one purpose shall be the election of officers for the next ensuing year which will end on the last day of June. No prior notice of such meeting shall be required to be given to the Trustees.

Regular meetings of the Trustees shall be held monthly at the office of the System, with the hour and the day of the month to be fixed by Resolution/Vote of the Trustees.

If the date of the regular meeting comes on a legal holiday the Board of Trustees shall determine the meeting date.

Special meetings of the Trustees may be called by the Chairman on two days' notice, in writing, or verbally to all Trustees, and shall be called by the Chairman in like manner on the written request of two Trustees.

Regular meetings and Special meetings may be held at an alternative site other than the office of the System with sufficient advance notice as required by law.

For any meeting, attendance by four (4) or more of the Trustees holding office shall constitute a quorum, but a smaller number may adjourn from time to time without further notice until a quorum is secured.

Action may be taken by the Trustees only upon a vote of four (4) of the Trustees casting affirmative votes.

If a quorum of the members of the Board of Trustees is physically present as required by the State of Illinois Section 2.01 of 5 ILCS 120/Open Meetings Act, a majority of the Board of Trustees may allow by motion and vote, a Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. "Other means" is by video or audio conference.

A Trustee(s) may not attend a closed meeting by other means.

If a Trustee wishes to attend a meeting by other means, the Trustee must notify the recording secretary or designee of the Board before the meeting unless advance notice is impractical.

A majority of the Board of Trustees may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the Board of Trustees.

An agenda shall be distributed to all Trustees for regular meetings at least 24 hours before the time of the meeting.

The agenda shall be prepared from the office of the General Manager and shall contain the language and background of each of the proposals to be discussed at the regular meeting.

ORDER OF BUSINESS

6. At the regular meetings of the Trustees of the system, the following shall be the order of business:

Call to Order

Public Comment

Consent Agenda (to include disbursements, financial and operational reports, approval of meeting minutes, and items considered to be routine in nature as appropriate and enacted by one motion. There will be no separate discussion of these items unless a Trustee or citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in New Business.)

Old Business

New Business

General Manager Report

Trustee Comments/Announcements

Executive Session – cite section

Adjournment

The Trustees shall adopt, by resolution, rules of procedure for meetings of the Trustees and such rule of procedure shall be followed by the Trustees. In the absence of such resolution, Roberts Rules of Order shall prevail. Resolutions shall be voted on by voice vote unless any of the Trustees present at such meeting call for a roll call. Upon a Trustee

calling for a roll call, the vote shall be taken and recorded by the Secretary by name with the Trustees voting in alphabetical order.

OFFICERS OF THE SYSTEM

7. The Officers of the System shall be a Chairman, a Vice Chairman, a Secretary, and such other officers as may from time to time be chosen by the Trustees.

No Trustee shall hold more than one office at any given time. The officers of the System shall hold office until their successors are chosen and qualified in their stead.

CHAIRMAN

8. The Chairman shall be the principal officer of the Board of Trustees. It shall be his/her duty to preside at all meetings of the Trustees, to request that the General Manager execute all orders and resolutions of the Trustees, and to execute contracts, agreements, deeds, bonds, mortgages, and other obligations and instruments in the name of the System, as directed by the Board. The Chairman shall be a Citizen Trustee.

VICE-CHAIRMAN

9. The Vice-Chairman shall be vested with all the powers and required to perform all the duties of the Chairman in his/her absence or disability and shall perform such other duties as may be prescribed by the Board of Trustees.

CHAIRMAN PRO-TEM

10. In the absence of the Chairman and the Vice Chairman, the Trustees may appoint from their own number a Chairman ProTem.

SECRETARY

11. The Secretary, or his/her designee, shall attend all meetings of the System. He shall record or cause to be recorded all of the proceedings of such meetings in a manner kept for that purpose. He shall perform such other duties as shall be assigned to him by the Chairman or the Board of Trustees. He shall also have or delegate custody of the official Seal.

The Secretary shall attest to the execution of all contracts, agreements, deeds, mortgages, or other obligations and instruments in the name of the System, and shall affix the seal thereto when authorized by the Trustees.

GENERAL MANAGER

12. The General Manager shall be the Chief Executive of the System, in charge of day to day administrative operations, exercising the duties and powers assigned to him by the Trustees, in addition to each of the following:
- a. to have general and active management of the business of the System.
 - b. to see that all orders and resolutions of the Trustees are carried into effect.
 - c. to hire agents, clerks, assistants, factors, employees, and to dismiss them at his discretion, to fix their duties and emoluments, and to change them from time to time and to require security as the General Manager may deem proper.
 - d. to exercise or to confer on any employee of the System, the power of selecting, discharging, or suspending employees of the System.
 - e. to negotiate or to confer on any employee or agent of the System, the power to negotiate collective bargaining agreements on behalf of the System provided, any such collective bargaining agreement shall be subject to final approval by the Trustees.
 - f. to invest or cause to be invested the funds of the System.
 - g. to keep or cause to be kept the accounts of receipts and disbursements of the System.

DUTIES OF OFFICERS MAY BE DELEGATED

13. In the case of the absence or disability of any officer of the System, or for any other reason deemed sufficient by a majority of the Trustees, the Trustees may delegate his/her powers or duties to any other officer or to any Trustee for the time being.

FISCAL YEAR

14. The fiscal year of the System shall end on the last day of June in each year, or on such other date as may be fixed by Resolution of the Trustees.

CHECKS

15. All checks, drafts or orders for the payment of money shall be signed by any two (2) authorized persons from a list of employees approved by the Trustees from time to time, with the latest Board approved list of employees to be effective and to replace any or all prior authorizations. No checks shall be signed in blank.

(#15 may be revised dependent upon recommendations from auditors and to reflect current protocols.)

NOTICES

16. Notice required to be given under the provisions of these by-laws to any Trustee or officer shall be construed to mean personal notice, but may be given in writing by depositing the same in a post office or letter box in a postpaid, sealed wrapper, addressed to such Trustee or officer at such address as appears on the books of the System, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Any Trustee or officer may waive, in writing, any notice required to be given under these by-laws, whether before or after the time stated therein.

BOND

17. The General Manager shall determine which employees of the System shall be bonded in an amount to be determined by the General Manager for the faithful performance of their duties which involve the handling of monies belonging to the System. The cost of such bond shall be paid by the System.

AMENDMENTS OF BY-LAWS

18. These by-laws may be amended, repealed, or added to at any regular meeting of the Trustees, or at any special meeting called for that purpose, by affirmative vote of four (4) of the Trustees, provided, however, that notices of the proposed changes in these by-laws shall be given the Trustees at least three days prior to the meeting at which they are to be considered.

The foregoing By-Laws were approved unanimously by the Trustees at a meeting held on the 26th Day of May, 2015 and are still in full force and effect.

DATED THIS 26th DAY OF May, 2015.

Chairman

ATTEST:

Secretary

Major Policy Roles

- **Determine the Organizational Mission**
One of the key roles of the board is to determine the organization's direction by defining an organizational mission and leading the organization in that manner of purpose.
- **Ensure Effective Organizational Planning**
The Board of Trustees set a course for the organization that ensures a safe, well-managed system that optimizes resources and leverages opportunities to serve customers cost effectively. The strategic planning process helps to define the vision and set goals over a three to five-year period.
- **Ensure Adequate Resources**
The Board of Trustees are charged with reviewing and approving the annual budget and have fiduciary responsibility to guide Connect Transit's expenditures for the maximum good for their customers and community. The board will receive monthly financial statements and approve all purchases above \$50,000.
- **Monitor Performance**
The board determines the scope of the Connect Transit's programs and services. The board is provided monthly performance data that includes: financial, operations, maintenance, ridership, safety, and marketing.
- **Enhance Connect Transit's Public Image**
The Board of Trustees represent Connect Transit both formally and informally and have a responsibility to enlist community support. Board members may be asked to speak with local, state, or federal officials to ensure continued support.

Policies Approved by the Board of Trustees

Human Resource Policy

Travel Policy

Disadvantage Business Enterprise Policy

Procurement Policy

Title VI and Limited English Proficiency Policy

Public Comment Policy

Substance Abuse, Drug and Alcohol Testing Policy

ADA Eligibility Certification Policy

Connect Mobility Late Cancellation and No-Show Policy

Sexual Harassment Policy

Media Protocol

To ensure the quality and consistency of information disseminated to media sources, the following protocol shall be enforced:

- When speaking to the media clarify that you as a Connect Transit Board of Trustee are communicating as an individual member of the board, statements should reflect your own views, not necessarily the official position of the board
- Board members acting in a capacity to speak to the media shall not make statements, provide information for distribution, or provide background information unless specifically directed to do so by the board
- The board may agree to approve a resolution on any public issue for which it feels a “voice from Connect Transit Board of Trustees” could improve the public dialogue, and board members and General Manager are encouraged to propose such resolutions for the board’s consideration.
- If a reporter is seeking your personal thoughts on an issue or general interest matter, it is up to you to determine whether you wish to participate. Please remember that everything you say should be considered “on the record.” The only aspect of this interaction you can truly control is what you say and how you say it.

Board Responsibility for Monitoring and Developing Budget

How the Connect Transit is funded.

The system is funded the following ways:

- **Illinois Department of Transportation Downstate Operating Assistance Program**
The Downstate Public Transportation Act, referred to as the Downstate Operating Assistance Program (DOAP), was established by the Illinois General Assembly to provide operating funds to assist in the development and operation of public transportation services statewide. Currently, DOAP pays up to 65% of eligible expenses and each eligible participant receives an annual appropriation from the general assembly. An amount equal to 3/32 of the net revenue realized from collections under the Retailers' Occupation Tax Act, the Service Occupation Tax Act, the Use Tax Act, and the Service Use Tax Act is deposited into the Downstate Public Transportation Fund.
- **Federal Transit Administration (FTA) Section 5307 Operating Assistance**
The FTA 5307 funds can be used to pay up to 50% of operating expenses or applied to capital purchases such as buses, shelters, and land. This revenue is derived from the Highway Trust Fund collected under the federal motor fuel tax.
- **Revenue from cash sales for individual rides**
Cash fares collected from passengers is received by the on-board fareboxes.
- **Revenue from pass sales for individual rides or multiple rides**
Connect sells one day, seven day, and 30 passes. This revenue is applied to operating expenses.
- **Revenue from Universal Access Agreements**
Connect Transit has agreements with businesses, colleges, and universities for bus service.
- **Revenue from Medicaid Reimbursement**
Revenue is collected for eligible Medicaid recipients using Connect Mobility.

- **Advertising Revenue**
Connect Transit sells advertising on the inside and outside of buses. An advertising rate card is located on Connect Transit's website and is approved by the Board of Trustees.
- **Town of Normal and City of Bloomington Subsidy**
The Town of Normal and City of Bloomington provide a total of \$1 million dollars for operating funds. These funds are collected through the local sale tax. The operating funds are used to operate Sunday service, which began in August 2016.

Board Action regarding the Budget

Connect Transit's management is responsible for creating an annual budget, which lays out the organization's projected income and expenses for the upcoming year and serves as a framework for overall administrative decisions. The board is responsible for reviewing and approving the budget. In its oversight function, the board should examine the budget to ensure that the projected expenses and income are comprehensive and realistic, based on our prior financial performance. The board may send the budget back to management for revisions if it determines that changes are needed.

The board should receive regular monthly financial reports that show budgeted and actual expenditures, as well as budgeted and actual revenues. By examining financial statements regularly and comparing actual figures to the projected ones, the board can verify that the budget is on track, question any major variances, and determine whether adjustments must be made in spending to accommodate changes in revenue.

In addition to verifying that the organization is meeting its budget targets, the board should look beyond periodic financial reports to consider how the organization's current financial performance compares with that of previous years, and how its financial future appears. If the organization's net assets decline over a period of years, or if future funding seems likely to decrease significantly, the board will need to take steps to achieve or maintain the financial stability of the organization. The board should engage in strategic financial planning and decision making to assess the organization's funding, how the organization's goals and needs may evolve, and how the cost of changing needs may be met in the future. The board should also evaluate the organization's reserves in the event of a funding shortfall or an unanticipated rise in costs, and investigate the risks and benefits of exploring new funding streams. This will help position the organization for long-term sustainability.

Selection of General Manager / CEO

One of the most important decisions that the board makes is the selection of the General Manager / CEO. The board will need to take an assessment of the transit agency and strategic plan to begin developing the requirements for the position.

The board can create an Ad-Hoc Executive Search Committee or hire a search firm to help develop the requirements of the position. Once the profile of the position is completed the Board will begin the recruiting and advertising process.

After receiving resumes, the board will review and narrow the search to three or five candidates. Candidate interviews will be held with the Board and be narrowed to up to three candidates. The board will review the final candidates based on their interview, resumes, reference checks, and background investigation information.

The final decision and process to hire the General Manager / CEO is decided by the Connect Transit Board of Trustees.

Freedom of Information Act, Illinois Open Meetings Act, and Statement of Economic Interest

Freedom of Information Act

Under the Illinois Freedom of Information Act (FOIA, 5 ILCS 140), records in possession of public agencies such as Connect Transit may be accessed by the public upon written request. Pursuant to 5 ILCS 140/2(c), "public records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body. Records are exempt from release to the public such as confidential and trade secret information, private information, records protected by laws from disclosure, personal information where disclosure constitutes a clearly unwarranted invasion of privacy, and other records identified in the Act.

Illinois Open Meetings Act

The Open Meetings Act is a state law (OMA, 5 ILCS 120/1) that requires that meetings of public bodies be open to the public except in certain specific, limited situations where the law authorizes the public body to close a meeting. OMA also provides that the public must be given notice of the time, place and subject matter of the meetings of public bodies.

The Connect Transit Board of Trustees are appointed and are required under Public Act 97-504 to obtain OMA on-line training. Please print the certificate upon completion and turn it into the Executive Assistant at Connect Transit.

Statement of Economic Interest

Connect Transit Board of Trustees are required to file a Statement of Economic Interest with the Mclean County Clerk's Office (5 ILCS 420/4A-10). Such statement must be filed with the Office of the County Clerk by May 1st of each year.

Conflict of Interest Policy Statement

The Connect Transit Board of Trustees is subject to the Public Officer Prohibited Activities Act 50 ILCS 105/3 and Illinois Municipal Code 65 ILCS 5/3.1-55-10.

No Board Trustee shall use his or her position or the knowledge there from, in such a manner that a conflict of interest between the interest of the organization or any of its affiliates and his or her personal interest arises.

Each Board Trustee has a duty to place interest of the organization foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any Board Trustee or committee member and the organization and any of its affiliates is prohibited.

Board Trustees and committee members may not obtain for themselves, their relatives, or their friends a financial benefit, directly or indirectly on any matter of which he or she is called upon to act or vote.

If a Board Trustee or committee member has an interest in a proposed transaction with the organization in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as a trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.

Any Board Trustee or committee member who is aware of a conflict of interest with respect to any matter coming before the board or committee shall not be present for any discussion of or vote in connection with the matter.

In some instances, a Board Trustee or committee member may be required to resign their position with the organization if the conflict of interest may not be cured by disclosure and recusal.



MEMO

August 28, 2018

TO: Board of Trustees
FROM: Isaac Thorne, General Manager
Subject: Strategic Plan Year Two Objectives FY2019

RECOMMENDATION: That the strategic plan year one objectives be approved.

YEAR TWO OBJECTIVES (not in order of importance):

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

Staff will work in conjunction with Mclean County Regional Planning Commission (MCRPC) on a short range transportation plan. This action item will carry over to fiscal year 2019 and will take twelve to eighteen months to complete a short range transit plan.

The short range plan will focus on service enhancements that will provide a more frequent bus service network. This will also give the community an understanding of where the frequent bus service will be located and what the bus system network will look like in five years based on population growth, housing and business development, etc.

- **Explore fare restructuring (Strategic Plan Goal 1, Strategy 4, Action 3)**

Staff will make recommendation regarding the current fare structure in the next six to eight months. The recommendation, if approved by the board, would be applied in the fiscal year 2020 budget. This will be a comprehensive review of fares and passes with a recommended fare structure over a three to five year time period.

- **Build a Downtown Transfer Center (Strategic Plan Goal 2, Strategy 1, Action 1)**



Staff secured an IDOT Section 5305 planning grant to perform a feasibility/alternative site analysis. Connect has met with City staff to discuss site locations that can be reviewed for the study. A procurement solicitation will be issued in July 2018 for a study to be conducted to review three or four locations.

- Examine all existing revenue sources for stability and growth potential, and research new/alternative revenue streams for operations and capital (Strategic Plan Goal 1, Strategy 4, Action 1)

The Board of Trustees created an Ad-Hoc Budget Committee to review existing revenue sources and begin the process of researching new/alternative revenue streams. Staff is working with the Ad-Hoc Budget Committee and will continue to meet until a recommendation is determined by the committee.

- Heighten awareness about placement of land uses requiring high levels of service, the necessity of mobility options, and the value of sidewalks, shelters and other amenities (Goal 5, Strategy 3, Action 4)

Staff conducted an accessibility review to prioritize improved pedestrian connections, bus stops pads, shelters, and signage. The Board approved a three year Better Bus Stops Campaign for installing bus stop shelters and benches. Over seventeen bus stops will have infrastructure improvements such as a shelter, bench, or ADA compliant concrete pad to be installed in fiscal year 2019. This will continue to be very important as Connect works with MCPRC on a short range transit plan and as housing and business development takes place in Bloomington-Normal.

- Ensure all riders are aware of the freedom and flexibility afforded by the fixed route system (Goal 2, Strategy 3, Action 4)

Marketing and advertising campaign will be created to make customers aware of the freedom and flexibility that fixed route service provides. Educational videos will be created to show customers how to ride the fixed



route network, use the “plan your trip” on Connect’s website, and fixed route training will be conducted by staff.

- **Vividly portray the way transit benefits sales and commerce. Transports our workforces, facilitates individuals’ livelihoods and can diversify the region’s employer/employee base (Goal 5, Strategy 2, Action 2)**

Staff would work with local partner to have an economic impact study performed for Connect Transit. The economic impact study would focus on the following:

- **Travel Time/Cost Impacts: Both Connect transit riders and car travelers save time and cost because of the existence of transit services**
- **Access Impacts: Workers income and business productivity are increased by the expanded job market access and business clusters that public transit enables**
- **Spending Impacts: Transit capital investment and operations spending stimulates the economy**
- **Other Economic Impacts: Transit service can affect property values**