



AGENDA

Meeting of the Connect Transit Board of Trustees

November 27, 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 Regular Meeting of October 23, 2018
 - 2. Disbursements for the Month of October 2018
 - 3. Financial Report for October 2018
 - 4. Capital and Self Insurance Reserve Fund Balances for Month of October 2018
 - 5. Monthly Statistical Report for month October 2018
- E. Old Business
- F. New Business
 - 1. Recommendation for Employee Benefits Insurance Brokerage RFP 18-10
- G. General Manager's Report
 - 1. January Board Work Session
- H. Trustee's Comments
- I. Executive Session -5 ILCA 120/(21) Review of Closed Session Minutes
- J. Approval of the Executive Session Minutes to be Released
- K. Adjournment



October 2018

Financial and Statistical Reports



**Connect Transit
Cash Disbursement Report
October 2018**

Name	Check Number	Date	Amount	Description
4Imprint	00040287	05-Oct-18	\$2,566.28	Advertising Promotions
A&R Mechanical Contractors, Inc	00040288	05-Oct-18	\$1,032.18	HVAC
A&R Mechanical Contractors, Inc	00040362	19-Oct-18	\$767.00	HVAC
A.T.U. - C.O.P.E.	00040323	12-Oct-18	\$134.90	Payroll Deduction
Ace-Hi Glass Co.	00040324	12-Oct-18	\$260.00	Glass
Advance Auto Parts	00040289	05-Oct-18	\$167.14	Maintenance Supplies
Advance Auto Parts	00040325	12-Oct-18	\$1,039.15	Maintenance Supplies
Advance Auto Parts	00040363	19-Oct-18	\$135.51	Maintenance Supplies
Advance Auto Parts	00040394	25-Oct-18	\$17.58	Maintenance Supplies
Airgas USA, LLC	00040290	05-Oct-18	\$238.80	Welding Supplies
Airgas USA, LLC	00040395	25-Oct-18	\$231.16	Welding Supplies
Ally Financial	00040326	12-Oct-18	\$196.08	Lease
Amalgamated Transit Union Local 752	00040327	12-Oct-18	\$6,663.20	Payroll Deduction
Amalgamated Transit Union Local 752	00040396	25-Oct-18	\$150.00	Payroll Deduction
Amazon Capital Service	00040291	05-Oct-18	\$43.44	Office Supplies
Amazon Capital Service	00040328	12-Oct-18	\$140.04	Office Supplies
Amazon Capital Service	00040364	19-Oct-18	\$10.88	Office Supplies
Amazon Capital Service	00040397	25-Oct-18	\$851.08	Off. Supp., Bldg Supp., & Wellness
Ancel, Glink, Diamond, Bush, DiCianni &	00040292	05-Oct-18	\$100.00	Legal Service
Arthur Lee Abrams	00040329	12-Oct-18	\$69.89	Uniform Reimbursement
Assurance Agency, Ltd.	00040398	25-Oct-18	\$19,267.00	Insurance
Barker Motor Co.	00040330	12-Oct-18	\$1,035.70	Bus Parts
Blue Cross and Blue Shield of Illinois	00040293	05-Oct-18	\$115,518.31	Insurance
Brink's Incorporated	00040399	25-Oct-18	\$180.27	Consulting
Cardinal Infrastructure	00040400	25-Oct-18	\$6,000.00	Consulting
Central Illinois Flying Aces	00040401	25-Oct-18	\$1,050.00	Advertising Media
Central Illinois Trucks Inc.	00040294	05-Oct-18	\$322.10	Bus Parts
Central Illinois Trucks Inc.	00040331	12-Oct-18	\$585.57	Bus Parts
Central Illinois Trucks Inc.	00040365	19-Oct-18	\$14.06	Bus Parts
Central Illinois Trucks Inc.	00040402	25-Oct-18	\$1,297.66	Bus Parts
ChemStation of Indiana	00040295	05-Oct-18	\$835.60	Garage Supplies
CIRBN, LLC	00040403	25-Oct-18	\$347.84	Internet
City of Bloomington	00040296	05-Oct-18	\$716.52	Utilities
City of Bloomington	00040366	19-Oct-18	\$119.07	Utilities
CliftonLarsonAllen LLP	00040332	12-Oct-18	\$2,500.00	Audit Services
Cornerstone Government Affairs	00040404	25-Oct-18	\$3,333.33	Consulting
Cummins Crosspoint	00040298	05-Oct-18	\$487.34	Bus Parts
Cummins Crosspoint	00040333	12-Oct-18	\$211.06	Bus Parts
Cummins Crosspoint	00040367	19-Oct-18	\$1,008.41	Bus Parts
Cumulus Media	00040368	19-Oct-18	\$750.00	Radio Advertising
David Eckardt	00040299	05-Oct-18	\$135.00	Uniform Reimbursement
Dish Network	00040300	05-Oct-18	\$97.02	Television Service
Dish Network	00040405	25-Oct-18	\$97.02	Television Service
Don Owen Tire Service, Inc.	00040301	05-Oct-18	\$365.77	Bus Parts
Engraving Express	00040369	19-Oct-18	\$55.50	Printed Materials
Evergreen FS	00040302	05-Oct-18	\$17,023.86	Fuel
Evergreen FS	00040334	12-Oct-18	\$16,112.68	Fuel
Evergreen FS	00040370	19-Oct-18	\$36,589.43	Fuel
Evergreen FS	00040406	25-Oct-18	\$609.22	Fuel
Fastenal Company	00040335	12-Oct-18	\$67.50	Bus Parts



Connect Transit Cash Disbursement Report October 2018

Name	Check Number	Date	Amount	Description
Fastenal Company	00040407	25-Oct-18	\$40.18	Bus Parts
Fasteners Etc.	00040303	05-Oct-18	\$162.50	Maintenance Supplies
Fasteners Etc.	00040408	25-Oct-18	\$447.79	Maintenance Supplies
Fleet-Net Corporation	00040336	12-Oct-18	\$218.75	Software & Tech Support
Frontier	00040371	19-Oct-18	\$963.75	Telephone
FS Custom Turf	00040304	05-Oct-18	\$275.00	Building Maintenance
Gateway Truck & Refrigeration	00040337	12-Oct-18	\$336.99	Bus Parts
Gateway Truck & Refrigeration	00040372	19-Oct-18	\$166.92	Shop Tools
Gateway Truck & Refrigeration	00040409	25-Oct-18	\$418.56	Bus Parts
GFI Digital	00040373	19-Oct-18	\$201.38	Copier
Gillig LLC	00040410	25-Oct-18	\$381.65	Bus Parts
Global Equipment Company	00040305	05-Oct-18	\$497.95	Garage Supplies
Great Plains Media	00040338	12-Oct-18	\$1,400.00	Radio Advertising
HCC Foundation	00040374	19-Oct-18	\$100.00	Advertising- Promotions
Heartland Community College	00040375	19-Oct-18	\$441.00	Rides Refund
Heartland Emergency SPLST LLC	00040339	12-Oct-18	\$474.00	Misce.
Heritage Machine & Welding, Inc.	00040340	12-Oct-18	\$270.42	Bus Parts
ICMA- Retirement Trust 457	ACH	11-Oct-18	\$26,678.96	Payroll Deduction
ICMA- Retirement Trust 457	ACH	25-Oct-18	\$26,720.15	Payroll Deduction
Illini Fire Equipment	00040341	12-Oct-18	\$1,132.25	Alarm System Service
Illinois Department of Revenue	00040342	12-Oct-18	\$12,497.54	Payroll Deduction
Illinois Department of Revenue	00040411	25-Oct-18	\$12,153.44	Payroll Deduction
Illinois Labor Law Poster Service	00040376	19-Oct-18	\$79.50	Dues & Subscriptions
Illinois Oil Marketing Equipment, Inc.	00040343	12-Oct-18	\$313.91	Oil
Illinois Department of Unemployment	ACH	25-Oct-18	\$1,467.74	Unemployment Tax
Illinois State Disbursement Unit	00040344	12-Oct-18	\$1,368.64	Payroll Deduction
Illinois State Disbursement Unit	00040412	25-Oct-18	\$1,368.64	Payroll Deduction
Interstate Batteries of Mid-Illinois	00040345	12-Oct-18	\$1,409.70	Bus Parts
IPTA	00040377	19-Oct-18	\$8,500.00	Illinois Public Transportation Association
IWIN	00040346	12-Oct-18	\$392.00	Employee Physicals
Jesse Baxter	00040378	19-Oct-18	\$405.00	Software Licensing
Julie Holts	00040347	12-Oct-18	\$171.58	Uniform Reimbursement
Keith Farris	00040348	12-Oct-18	\$182.63	Uniform Reimbursement
Ken's Oil Service, Inc	00040306	05-Oct-18	\$2,166.91	Oil, Antifreeze
Ken's Oil Service, Inc	00040379	19-Oct-18	\$326.43	Oil, Antifreeze
Kirk's Automotive, Inc	00040380	19-Oct-18	\$2,500.00	Bus Parts
Lewis, Yockey & Brown, Inc	00040413	25-Oct-18	\$16,357.75	Shelters
LifeCIL	00040381	19-Oct-18	\$7,415.00	Consulting
LIFTOFF	00040307	05-Oct-18	\$7,644.60	Software Licensing
Lisa McKeithen	00040382	19-Oct-18	\$72.65	Uniform Reimbursement
McLean County Chamber of Commerce	00040414	25-Oct-18	\$1,150.00	Advertising- Promotions
Michelin North America, Inc	00040349	12-Oct-18	\$6,455.97	Tires
Michelin North America, Inc	00040415	25-Oct-18	\$6,243.75	Tires
Midwest Equipment II	00040308	05-Oct-18	\$691.90	Lawn Maintenance Equipment
Midwest Equipment II	00040350	12-Oct-18	\$60.45	Lawn Maintenance Equipment
Midwest Transit Equipment, Inc.	00040322	11-Oct-18	\$765.00	Bus Parts
Midwest Transit Equipment, Inc.	00040351	12-Oct-18	\$248.01	Bus Parts
Midwest Transit Equipment, Inc.	00040416	25-Oct-18	\$32.80	Bus Parts
Miller Janitor Supply	00040417	25-Oct-18	\$127.16	Maintenance Supplies
Mohawk Mfg. & Supply Co.	00040383	19-Oct-18	\$312.40	Bus Parts
Morris Avenue Garage	00040309	05-Oct-18	\$150.00	Vehicle Inspection



Connect Transit Cash Disbursement Report October 2018

Name	Check Number	Date	Amount	Description
Morris Avenue Garage	00040418	25-Oct-18	\$250.00	Vehicle Inspection
Mutual of Omaha	00040310	05-Oct-18	\$14,363.68	Life, AD&D, STD & LTD
Napa Auto Parts	00040311	05-Oct-18	\$420.00	Bus Parts
Neuhoff Media	00040384	19-Oct-18	\$1,288.00	Advertising- Media
Neuhoff Media	00040419	25-Oct-18	\$750.00	Advertising- Media
Oberlander Alarm Systems, Inc.	00040312	05-Oct-18	\$208.00	Security Alarm Service Fee
Oberlander Alarm Systems, Inc.	00040420	25-Oct-18	\$208.00	Security Alarm Service Fee
Occupational Health Centralized Billing	00040421	25-Oct-18	\$198.00	Drug Testing
Orkin Pest Control	00040313	05-Oct-18	\$560.80	Pest Control
Payroll	ACH	11-Oct-18	\$194,605.31	
Payroll	ACH	25-Oct-18	\$196,109.32	
Piercy Auto Body	00040352	12-Oct-18	\$2,844.50	Outside Repair
Prairie Signs	00040385	19-Oct-18	\$187.50	Advertising- Promotions
Pregnancy Resouce Center	00040314	05-Oct-18	\$300.00	Return of funds
Pregnancy Resouce Center	00040386	19-Oct-18	\$100.00	Return of funds
Redbird Sports Properties, LLC	00040422	25-Oct-18	\$1,050.00	Advertising- Media
Republic Services # 368	00040353	12-Oct-18	\$138.71	Garbage Disposal
Ricoh USA, Inc	00040387	19-Oct-18	\$295.89	Copier
Roy Lyons	00040423	25-Oct-18	\$107.01	Uniform Reimbursement
Sam Leman	00040354	12-Oct-18	\$37.32	Outside Repair
Social Security Administration	00040355	12-Oct-18	\$60.00	Payroll Deduction
Social Security Administration	00040424	25-Oct-18	\$60.00	Payroll Deduction
Southtown Wrecker Service, Inc.,	00040388	19-Oct-18	\$345.00	Towing
Steven Burch	00040389	19-Oct-18	\$34.84	Uniform Reimbursement
Streator Onized Credit Union	00040356	12-Oct-18	\$318.22	Payroll Deduction
Streator Onized Credit Union	00040425	25-Oct-18	\$343.77	Payroll Deduction
Sunbelt Rentals	00040315	05-Oct-18	\$172.50	Machine Rental
The Aftermarket Parts Company LLC	00040316	05-Oct-18	\$2,728.73	Bus Parts
The Aftermarket Parts Company LLC	00040390	19-Oct-18	\$229.21	Bus Parts
The Aftermarket Parts Company LLC	00040426	25-Oct-18	\$959.76	Bus Parts
Town of Normal	00040357	12-Oct-18	\$381.80	Utilites
Uline	00040427	25-Oct-18	\$45.71	Office Supplies
UniFirst Corporation	00040317	05-Oct-18	\$352.00	Cleaning Uniforms & Rugs
UniFirst Corporation	00040358	12-Oct-18	\$247.16	Cleaning Uniforms & Rugs
UniFirst Corporation	00040391	19-Oct-18	\$321.96	Cleaning Uniforms & Rugs
UniFirst Corporation	00040428	25-Oct-18	\$279.66	Cleaning Uniforms & Rugs
United Parcel Service	00040318	05-Oct-18	\$9.80	Shipping
United Parcel Service	00040359	12-Oct-18	\$18.62	Shipping
United Parcel Service	00040392	19-Oct-18	\$13.15	Shipping
United States Treasury	ACH	02-Oct-18	\$66,892.42	Federal Tax Payment
United States Treasury	ACH	16-Oct-18	\$68,543.46	Federal Tax Payment
United States Treasury	ACH	30-Oct-18	\$66,083.05	Federal Tax Payment
Urban Solar, Inc	00040360	12-Oct-18	\$9,900.00	Solar Lights for Bus Stops
VenuWorks of Bloomington, LLC	00040319	05-Oct-18	\$2,767.00	Advertising - Media
Verizon Wireless	00040361	12-Oct-18	\$528.13	Mobile Data Terminals for SS
Visa - Commerce Bank	00040320	05-Oct-18	\$72.80	Legal
Visa - Commerce Bank	00040320	05-Oct-18	\$34.41	Building Maintenance
Visa - Commerce Bank	00040320	05-Oct-18	\$33.86	Advertising- Employment
Visa - Commerce Bank	00040320	05-Oct-18	\$21.66	Computer Hardware
Visa - Commerce Bank	00040320	05-Oct-18	\$5.31	Bus Parts- DR
Visa - Commerce Bank	00040320	05-Oct-18	\$9.19	Freight
Visa - Commerce Bank	00040320	05-Oct-18	\$206.98	Bus Shelters



**Connect Transit
Cash Disbursement Report
October 2018**

Name	Check Number	Date	Amount	Description
Visa - Commerce Bank	00040320	05-Oct-18	\$275.58	Office Supplies
Visa - Commerce Bank	00040320	05-Oct-18	\$319.96	Software Licensing
Visa - Commerce Bank	00040320	05-Oct-18	\$929.78	Dues & Subscriptions
Visa - Commerce Bank	00040320	05-Oct-18	\$1,288.00	Travel & Meetings
Visa - Commerce Bank	00040320	05-Oct-18	\$156.34	Advertising- Promotions
Visa - Commerce Bank	00040320	05-Oct-18	\$69.46	Safety/Training
Vision Service Plan (IL)	00040321	05-Oct-18	\$922.62	Vision Insurance
Vision Service Plan (IL)	00040429	25-Oct-18	\$908.06	Vision Insurance
Watts Copy Systems, Inc	00040393	19-Oct-18	\$435.29	Copier- Lease
WGLT	00040430	25-Oct-18	\$600.00	Radio Advertising
Ziebart Superstore	00040431	25-Oct-18	\$2,750.00	Outside Service
			<u>\$1,040,603.74</u>	

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2019	Period 4	Division: 98 Operating Profit/Loss		As of: 10/31/2018	
		October - 2018	Jul-2018 Thru Oct-2018 Year To Date	Approved Budget	Approved Budget
Operating Revenue					
Passenger Fares		\$69,658.84	\$238,264.82	36.43%	\$654,000.00
ISU Contract Fare		\$45,416.66	\$181,666.64	33.33%	\$545,000.00
Other Contract Fares		\$7,579.14	\$37,212.64	19.59%	\$190,000.00
Advertising Revenue		\$6,420.55	\$33,869.15	19.63%	\$172,500.00
Miscellaneous Revenue		\$1,608.98	\$11,081.35	316.61%	\$3,500.00
Total Operating Revenue		\$130,684.17	\$502,094.60	32.08%	\$1,565,000.00
Operating Expenses					
Operators Wages		\$465,425.37	\$1,881,028.61	34.13%	\$5,512,000.00
Maintenance Wages		\$85,499.06	\$365,741.10	30.71%	\$1,191,000.00
Administration Wages		\$66,067.40	\$256,566.81	25.06%	\$1,024,000.00
Employer Payroll Tax Expense		\$46,622.77	\$190,031.41	30.02%	\$633,000.00
Retirement Plan		\$24,278.94	\$97,839.90	26.59%	\$368,000.00
Group Insurance		\$121,936.32	\$474,632.16	28.64%	\$1,657,000.00
Uniform Expense		\$3,493.60	\$11,423.39	31.73%	\$36,000.00
Professional Services		\$24,756.93	\$137,249.67	42.23%	\$325,000.00
Outside Repair-Labor		\$6,695.26	\$17,498.14	15.62%	\$112,000.00
Contract Maintenance Services		\$6,742.59	\$24,362.05	20.82%	\$117,000.00
Custodial Services		\$1,115.77	\$5,146.80	32.17%	\$16,000.00
Employee Recruiting/Testing/Temp Help		\$541.96	\$4,142.04	34.52%	\$12,000.00
Fuel		\$64,454.79	\$255,490.68	28.48%	\$897,000.00
Lubricants		\$2,478.60	\$7,768.87	17.66%	\$44,000.00
Tires		\$6,243.75	\$25,936.83	28.50%	\$91,000.00
Bus Repair Parts		\$28,105.32	\$70,110.84	35.95%	\$195,000.00
Other Materials & Supplies		\$3,325.81	\$11,938.55	20.94%	\$57,000.00
Shelters/Signs/Shop Tools		\$552.37	\$3,777.06	37.77%	\$10,000.00
Computer and Office Supplies		\$2,926.96	\$45,665.34	28.72%	\$159,000.00
Utilities		\$7,435.39	\$29,473.41	21.20%	\$139,000.00
Corporate Insurance		\$28,904.92	\$115,619.68	43.14%	\$268,000.00
Dues/Subscriptions/Fees		\$2,992.50	\$33,759.93	67.52%	\$50,000.00
Printing/Marketing/Training		\$21,001.75	\$73,826.86	27.55%	\$268,000.00
Total Operating Expenses		\$1,021,598.13	\$4,139,030.13	31.40%	\$13,181,000.00
Operating Assistance					
Operating Deficit Before Subsidies and Grants		(\$890,913.96)	(\$3,636,935.53)	31.31%	(\$11,616,000.00)
City of Bloomington Operating Assistance		\$50,833.33	\$203,333.32	33.33%	\$610,000.00
Town of Normal Operating Assistance		\$32,500.00	\$130,000.00	33.33%	\$390,000.00
Illinois Downstate Operating Assistance		\$656,867.00	\$2,663,826.00	31.41%	\$8,482,000.00
FTA 5307 Operating Assistance		\$135,744.00	\$587,391.00	29.34%	\$2,002,000.00
Total Operating Assistance		\$875,944.33	\$3,584,550.32	31.21%	\$11,484,000.00

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

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
10/01/18	Beginning Balance	\$ 1,064,043.02
10/31/18	Additions - Interest Income	\$ 144.30
10/31/18	Ending Balance	<u>\$ 1,064,187.32</u>
Total Reserve Capital Account		<u><u>\$ 1,064,187.32</u></u>

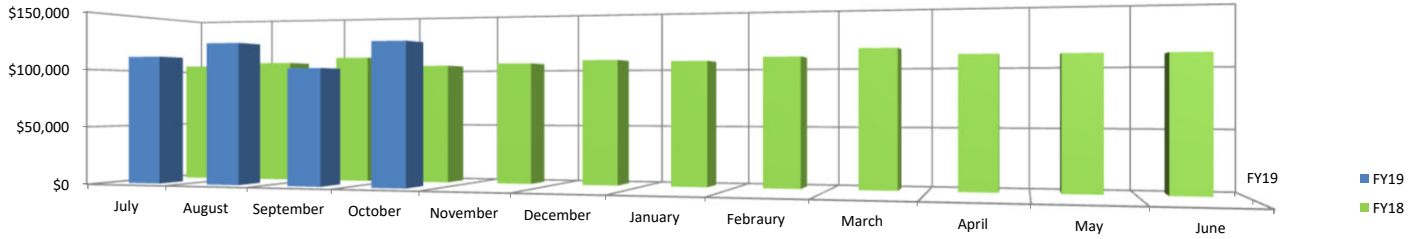
Breakdown of Local Funding in Local Capital #2 (Earmarked Funds):

	<u>FY19 Received</u> <u>10/31/2018</u>	<u>FY19 Receivable</u> <u>10/31/2018</u>
Bloomington	\$ 149,374.98	\$ 49,791.66
Normal	\$ 121,642.50	\$ 40,547.50
Total YTD	<u>\$ 271,017.48</u>	<u>\$ 90,339.16</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
<u>10/31/18</u>	Cash Balance	\$ 1,064,187.32
<u>10/31/18</u>	Loans to Operating	\$ 2,980,249.22
<u>10/31/18</u>	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
<u>10/31/18</u>	Ending Balance	<u>\$ 4,004,436.54</u>

Financial Reports

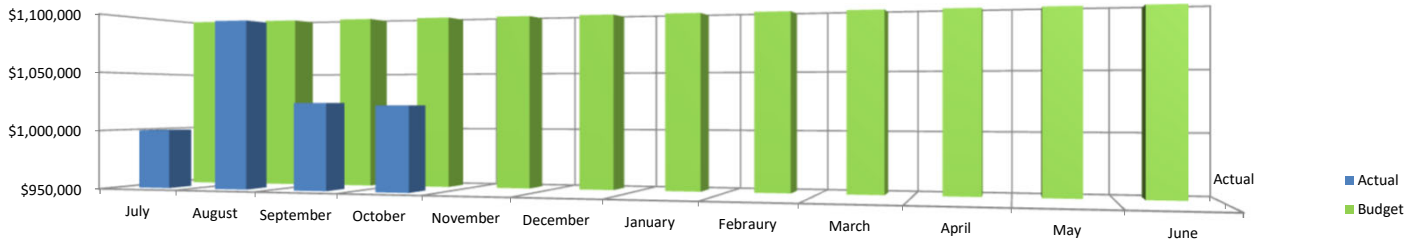
Transit Fare



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$111,416	\$122,580	\$100,493	\$122,655								
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 \$563 in October 2018 from October 2017. Other Contract Fares revenue increased \$2,824 in October 2018 from October 2017 due to Heartland Community College. Total Cash Fares increased \$12,877 in October 2018 from October 2017. Total Pass Fares increased \$2,484 in October 2018 from October 2017.

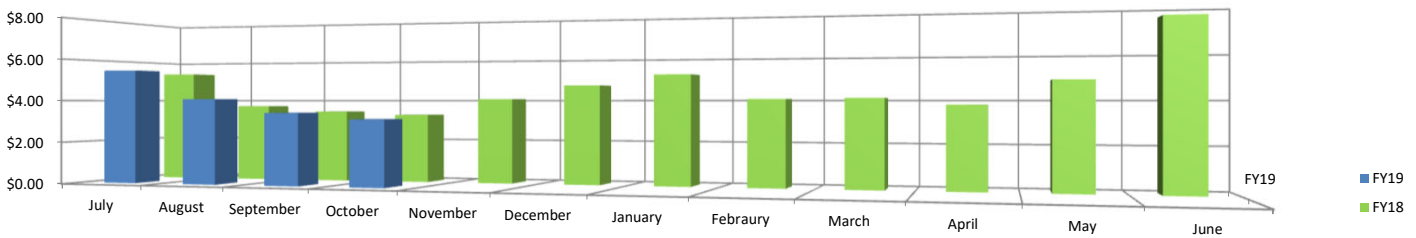
Operating Expenses



	July	August	September	October	November	December	January	February	March	April	May	June
Actual	\$999,862	\$1,093,708	\$1,023,682	\$1,021,598								
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:

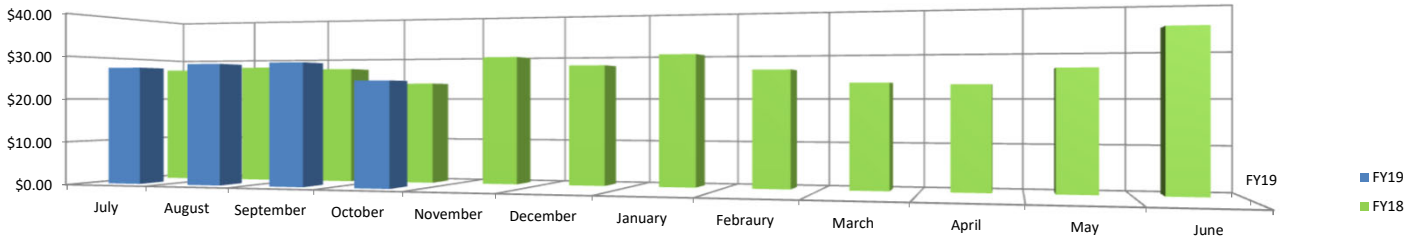
Fixed Route Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$5.46	\$4.07	\$3.42	\$3.13								
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 \$72,672 in October 2018 from October 2017. Trips increased 35,209 in October 2018 from October 2017.

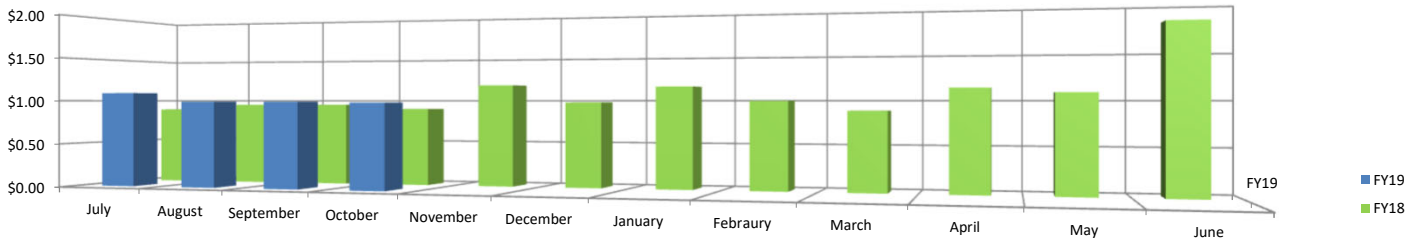
Connect Mobility Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$27.37	\$28.11	\$28.31	\$24.12								
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 \$22,548 in October 2018 from October 2017. Trips increased by 789 in October 2018 from October 2017.

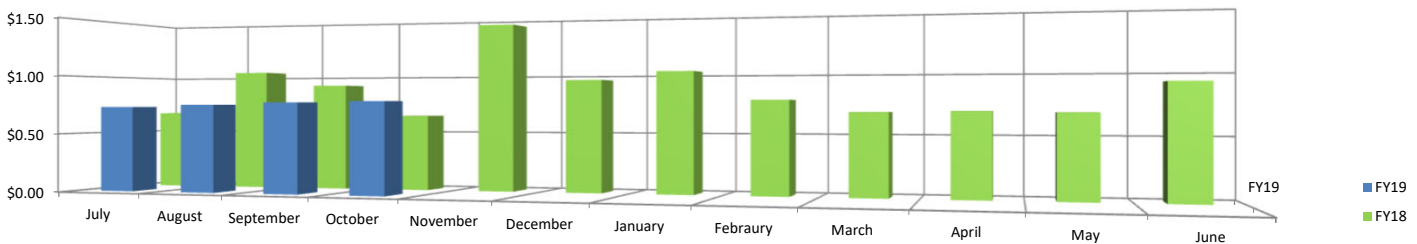
Fixed Route Cost Per Maintenance Mile (Excluding Fuel) Unaudited



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$1.09	\$0.99	\$0.99	\$0.98								
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 \$8,898 in October 2018 from October 2017. Fixed Route miles decreased 889 in October 2018 from October 2017.

Connect Mobility Cost Per Maintenance Mile (Excluding Fuel) Unaudited

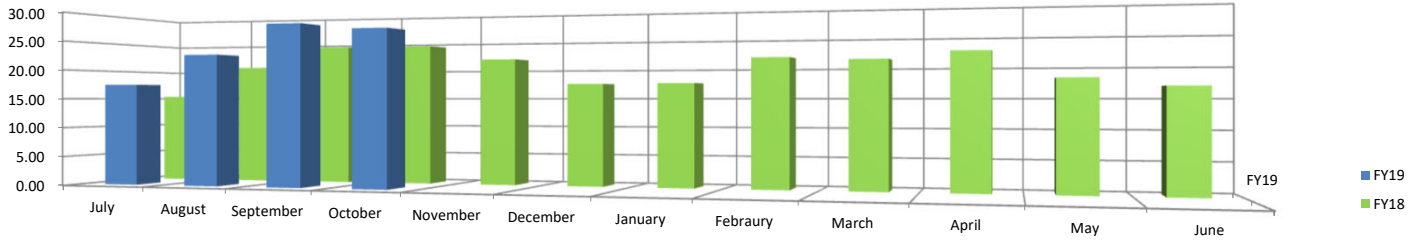


	July	August	September	October	November	December	January	February	March	April	May	June
FY19	\$0.73	\$0.75	\$0.77	\$0.78								
FY18	\$0.67	\$1.04	\$0.92	\$0.65	\$1.44	\$0.96	\$1.03	\$0.79	\$0.69	\$0.70	\$0.69	\$0.93

Notes: Connect Mobility maintenance expense increased \$6,605 in October 2018 from October 2017. Mobility miles increased 2,071 in October 2018 from October 2017.

Operations Reports

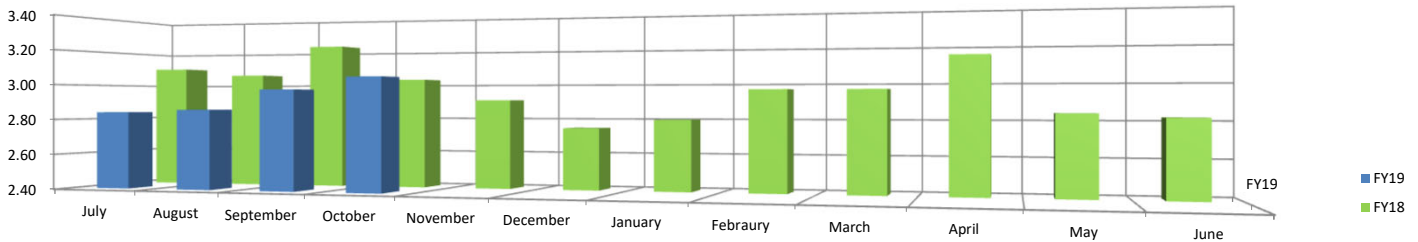
Fixed Route Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	17.44	22.54	27.68	26.69								
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 boardings per revenue hour increased 10.5% or 2.4 boardings in October 2018 over October 2017. This is the average boardings per revenue hour for all fixed route service in October.

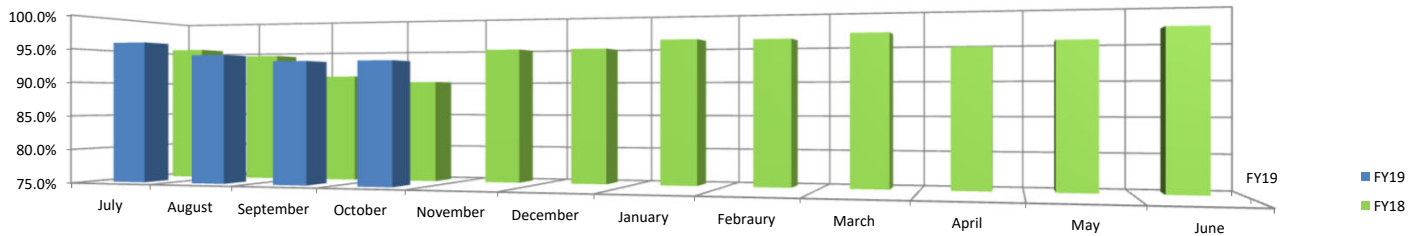
Connect Mobility Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	2.84	2.85	2.97	3.04								
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 boardings per revenue hour in October 2018 increased .4%, mileage increase by 11.7%, and passenger trips increased by 789 trips.

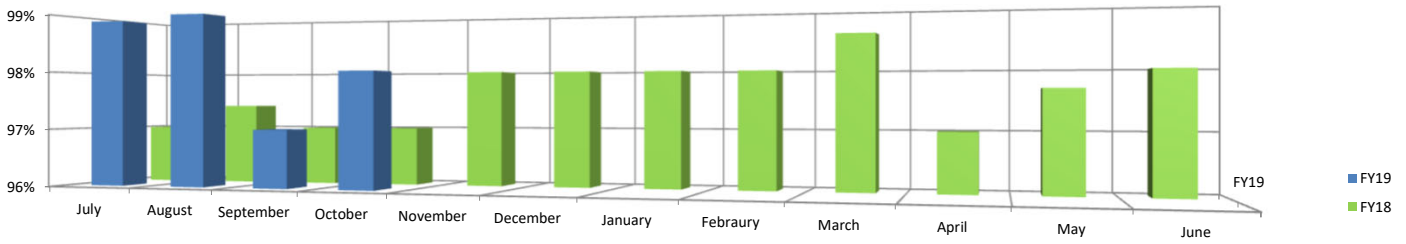
Fixed Route On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	96.0%	94.0%	93.0%	93.0%								
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:

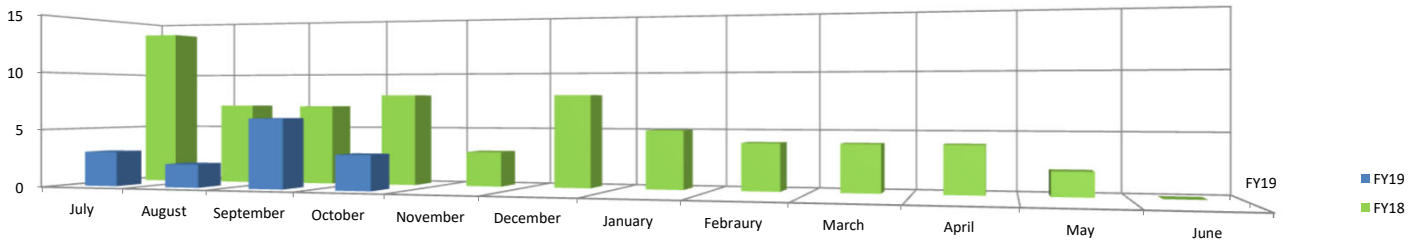
Connect Mobility On Time Performance



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

Notes:

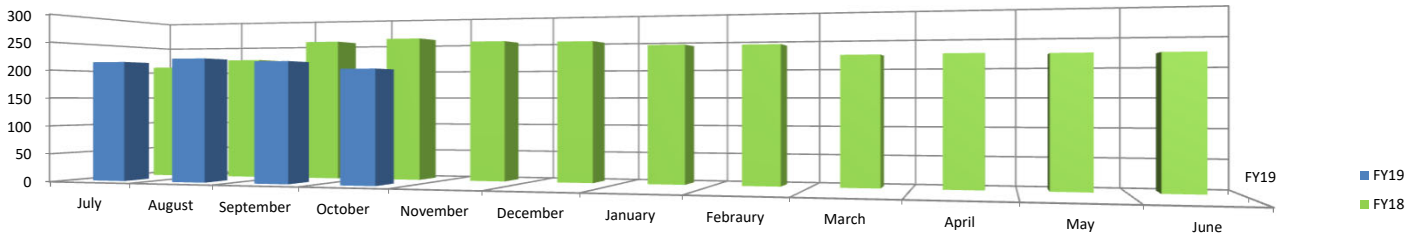
Validated Complaints Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	3	2	6	3								
FY18	14	7	7	8	3	8	5	4	4	4	2	0

Notes:

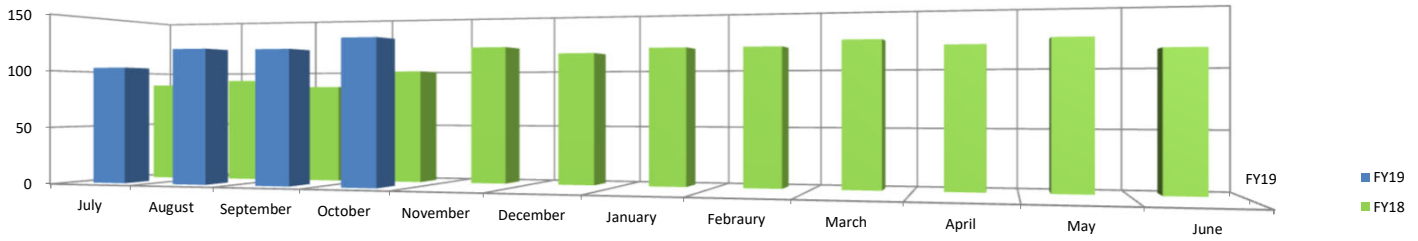
Fixed Route Average Daily Phone Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	215	220	214	200								
FY18	209	222	255	259	252	250	242	241	222	223	222	222

Notes:

Connect Mobility Average Daily Phone Calls

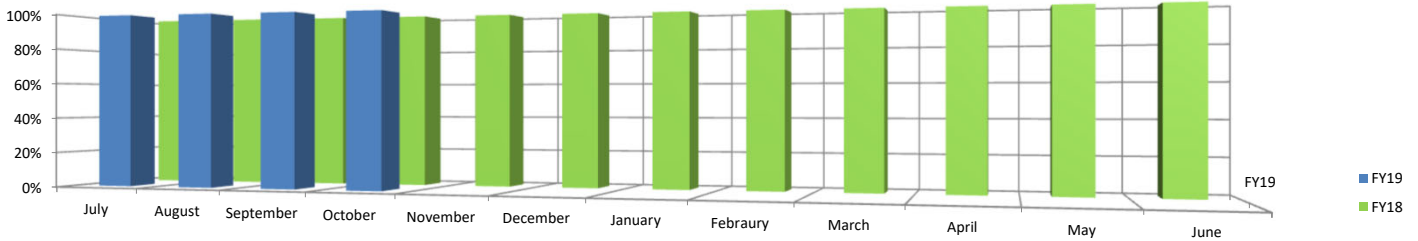


	July	August	September	October	November	December	January	February	March	April	May	June
FY19	103	119	118	127								
FY18	88	92	86	100	121	115	119	119	124	119	124	115

Notes:

Maintenance Reports

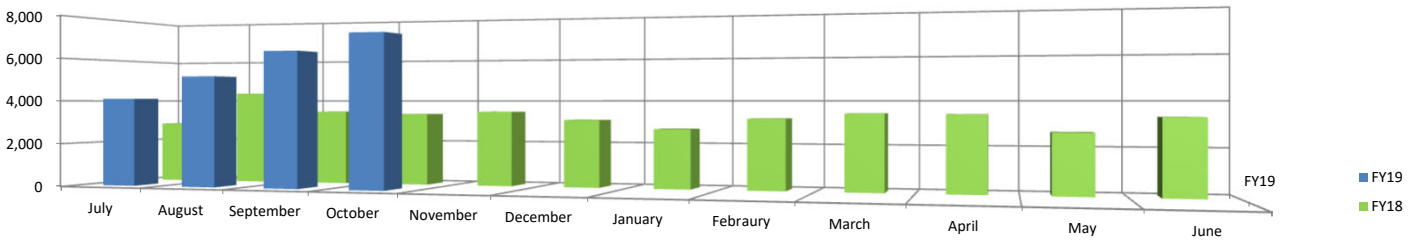
Percent Preventative Maintenance Performed On Time



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

Notes:

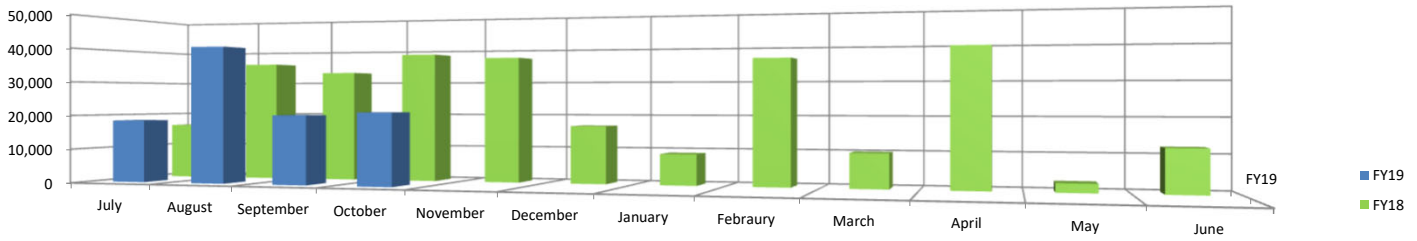
Fixed Route Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	4,098	5,139	6,281	7,067								
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:

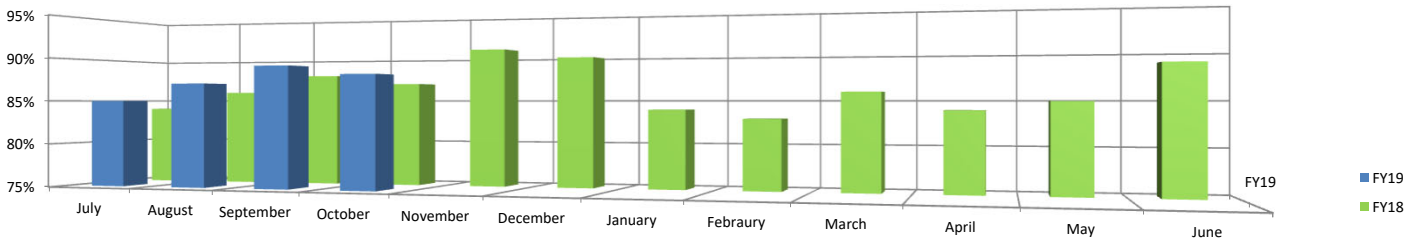
Connect Mobility Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	18,403	40,270	20,135	21,038								
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

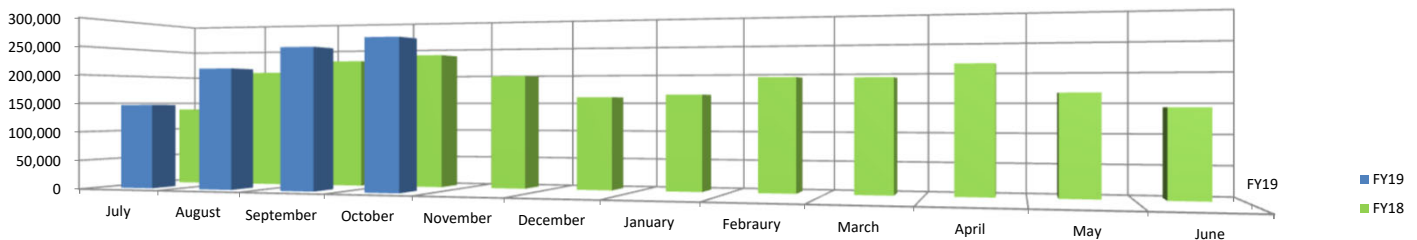


	July	August	September	October	November	December	January	February	March	April	May	June
FY19	85%	87%	89%	88%								
FY18	84%	86%	88%	87%	91%	90%	84%	83%	86%	84%	85%	89%

Notes:

Ridership Reports

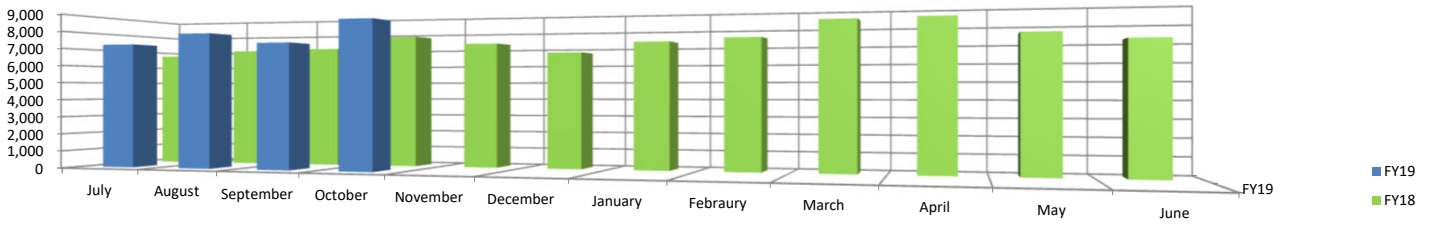
Fixed Route Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	146,890	210,342	245,947	260,855								
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 trips increased 10.2% or 24,771 in October 2018 and 6.8% YTD (July-October). National peer agency ridership decreased .52% and regional transit agency ridership has decreased .17% July-September.

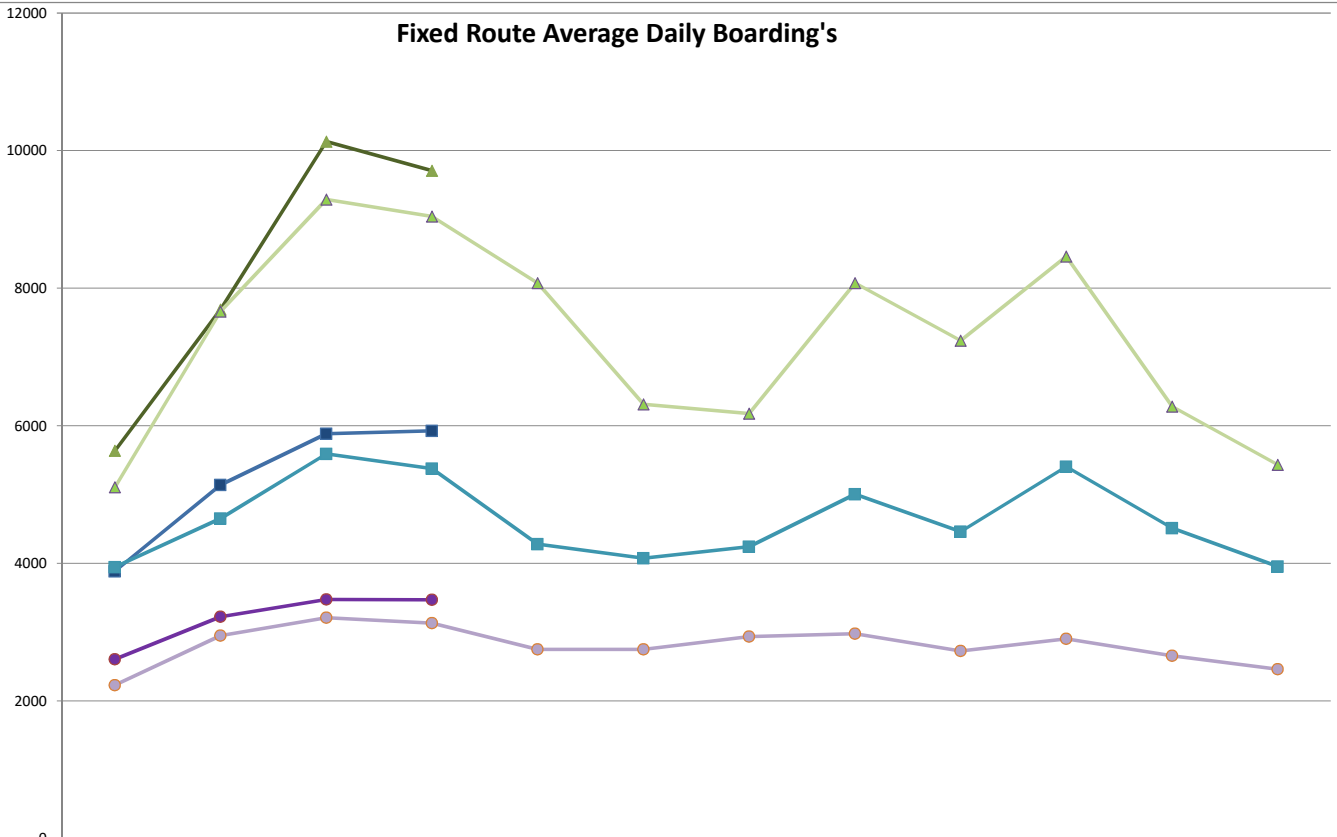
Connect Mobility Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	7,253	7,842	7,253	8,540								
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:

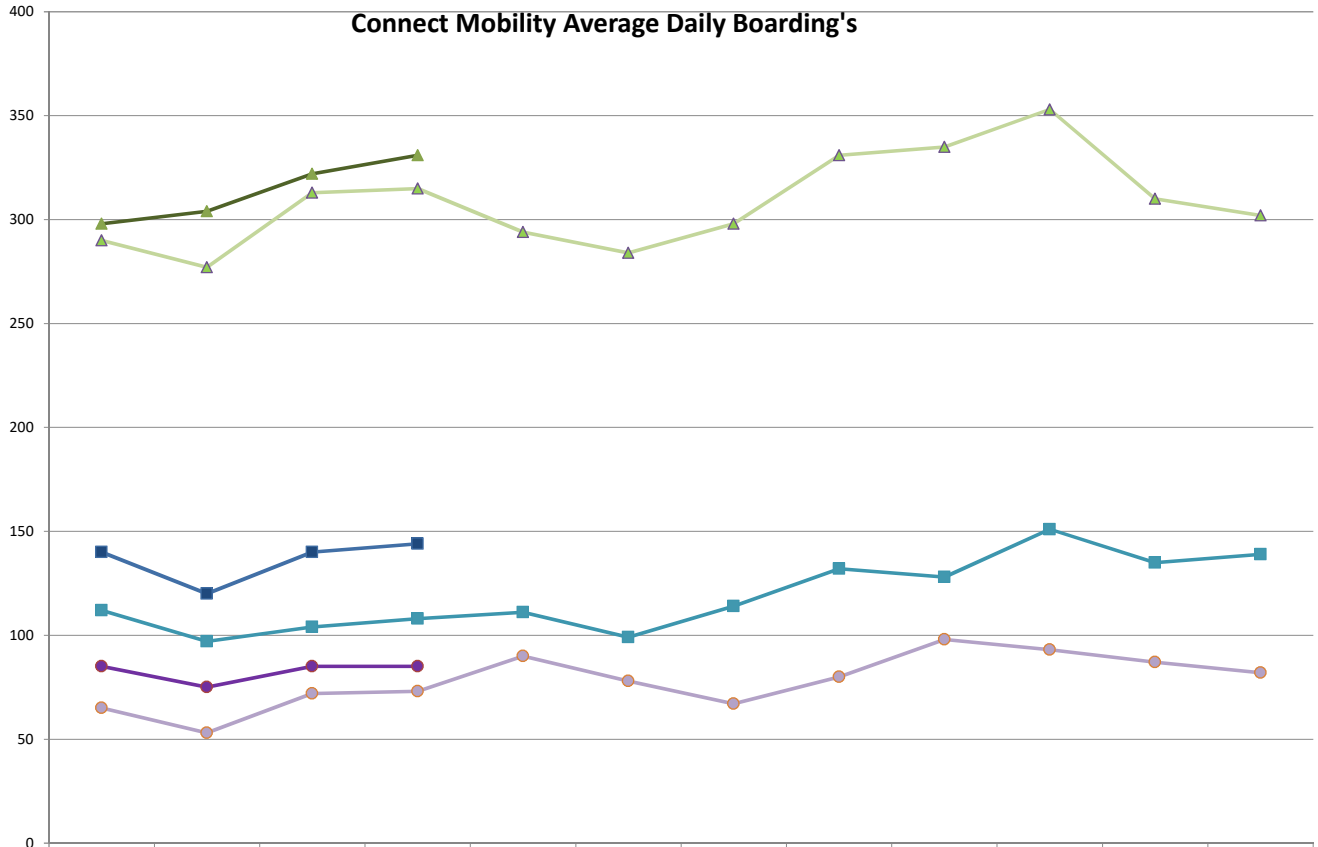
Fixed Route Average Daily Boarding's



	July	August	September	October	November	December	January	February	March	April	May	June
Sunday FY18	2603	3223	3473	3469								
Sunday FY17	2228	2947	3210	3128	2746	2748	2934	2975	2724	2900	2655	2461
Saturday FY18	3885	5141	5882	5926								
Saturday FY17	3946	4653	5591	5377	4281	4073	4240	5005	4461	5405	4512	3951
Weekday FY18	5635	7689	10132	9708								
Weekday FY17	5105	7662	9291	9043	8077	6312	6177	8077	7238	8460	6278	5434

Notes: Average weekday boarding's in October 2018 increased 6.85%, Saturday and Sunday average boarding's increased 9.2% and 9.8% respectively over October 2017. Sunday average boarding's continue to increase year-over-year. Sunday average boarding's have increased 9.4% YTD in FY2019 over FY2018.

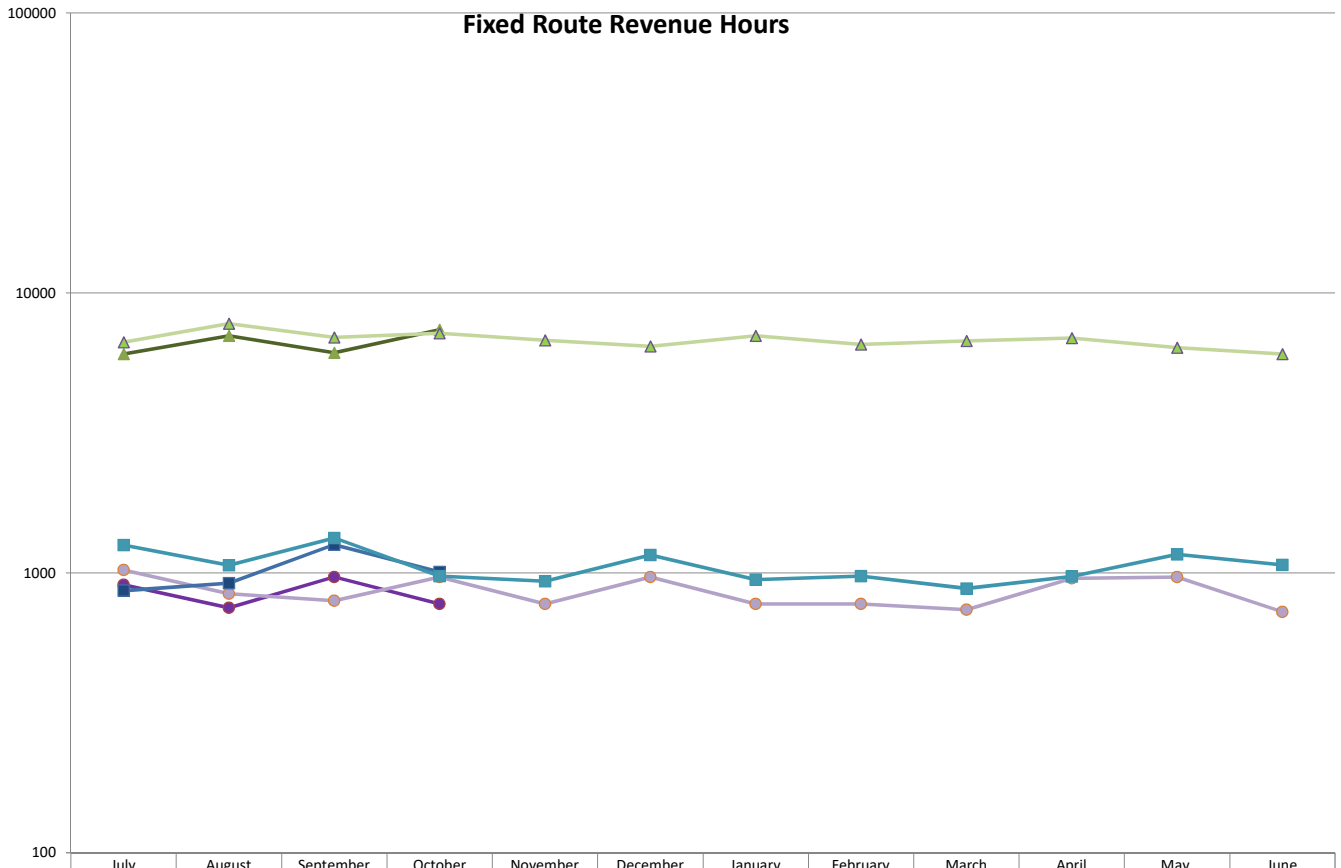
Connect Mobility Average Daily Boarding's



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY18	85	75	85	85								
● Sunday FY17	65	53	72	73	90	78	67	80	98	93	87	82
■ Saturday FY18	140	120	140	144								
■ Saturday FY17	112	97	104	108	111	99	114	132	128	151	135	139
▲ Weekday FY18	298	304	322	331								
▲ Weekday FY17	290	277	313	315	294	284	298	331	335	353	310	302

Notes: Average weekday boarding in October 2018 increased 4.8%, Saturday and Sunday average boarding increased 14% and 25% respectively over October 2017.

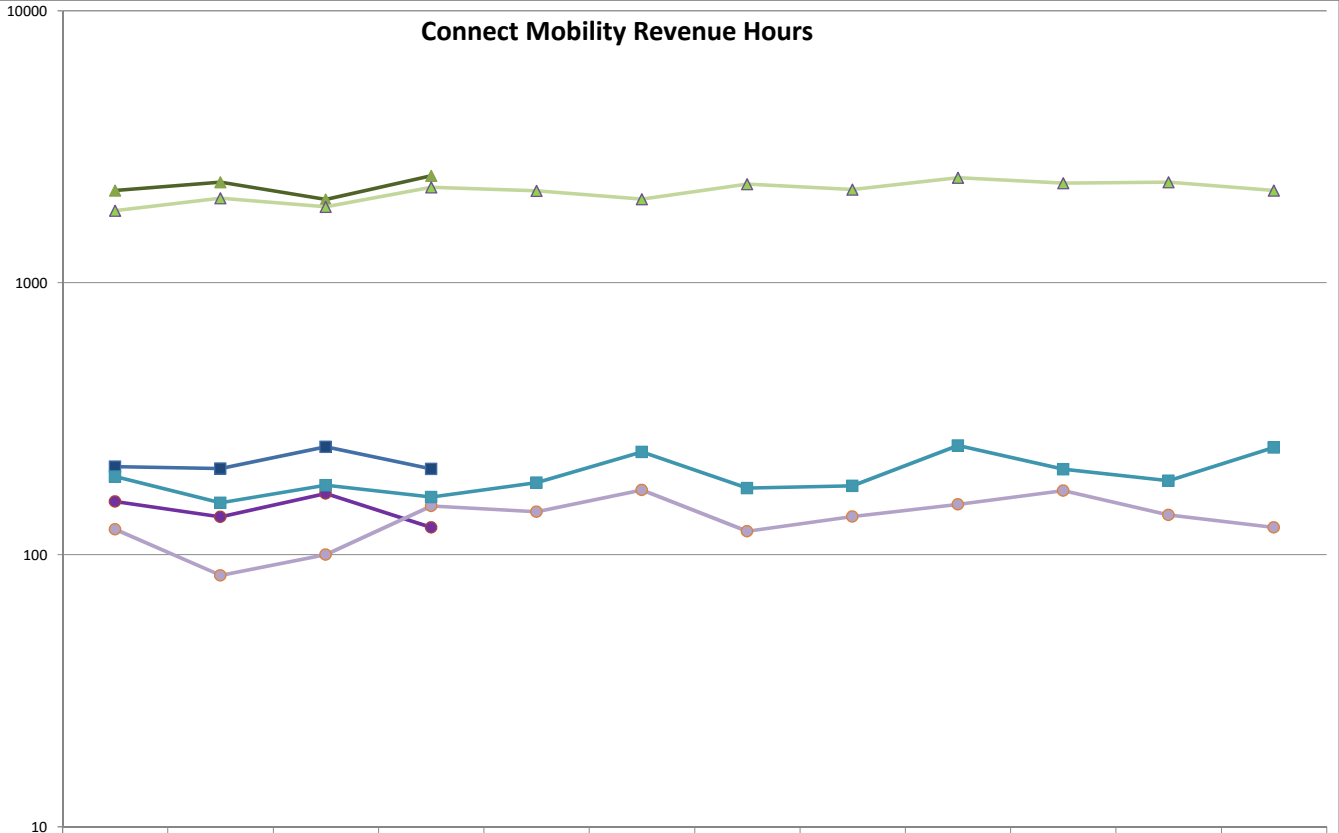
Fixed Route Revenue Hours



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY18	907	750	967	774								
● Sunday FY17	1023	842	796	967	774	967	774	774	738	955	967	726
■ Saturday FY18	864	920	1261	1009								
■ Saturday FY17	1255	1066	1333	973	933	1160	945	973	880	972	1165	1068
▲ Weekday FY18	6050	7034	6108	7380								
▲ Weekday FY17	6665	7774	6934	7178	6772	6440	7027	6547	6745	6905	6380	6050

Notes:

Connect Mobility Revenue Hours

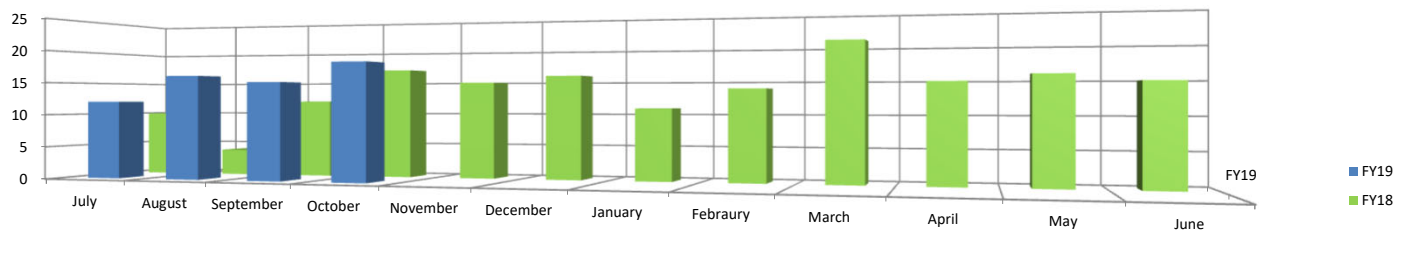


	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY18	157	138	168	126								
○ Sunday FY17	124	84	100	151	144	173	122	138	153	172	140	126
■ Saturday FY18	211	208	249	207								
■ Saturday FY17	194	155	180	163	184	239	176	179	252	206	187	248
▲ Weekday FY18	2181	2346	2024	2473								
▲ Weekday FY17	1841	2046	1900	2244	2178	2031	2305	2201	2431	2322	2343	2184

Notes:

Safety Reports

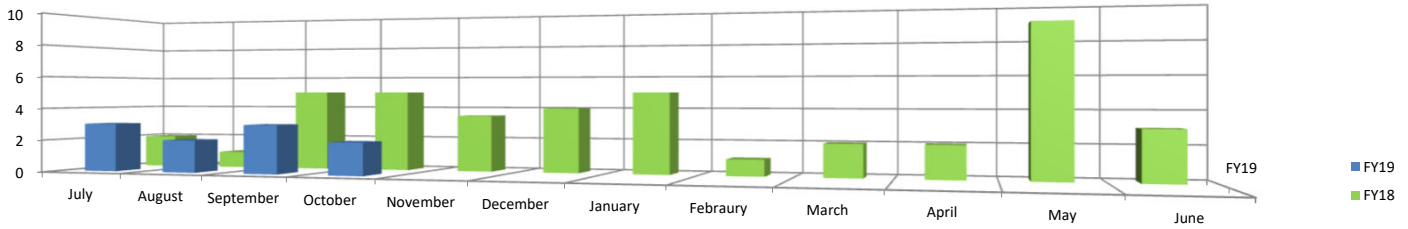
Safety Related Incidents Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	12	16	15	18	15	16	11	14	21	15	16	15
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

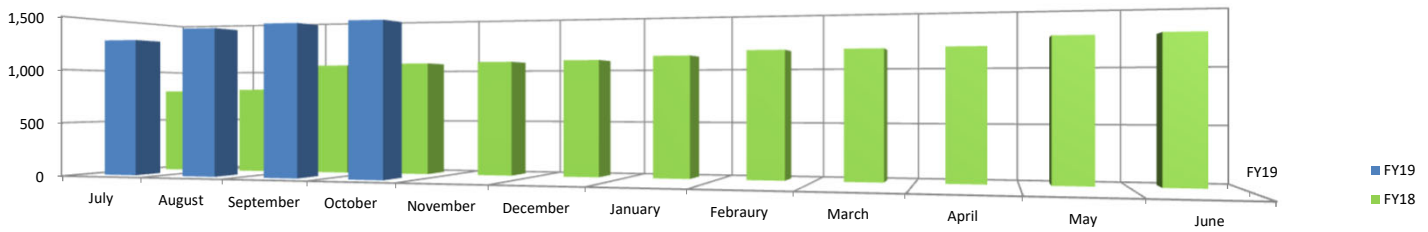


	July	August	September	October	November	December	January	February	March	April	May	June
FY19	3	2	3	2								
FY18	2	1	5	5	4	4	5	1	2	2	9	3

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

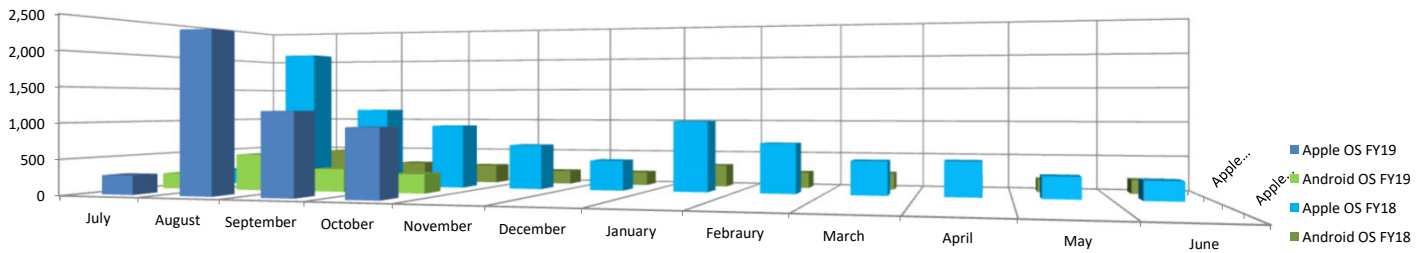
Facebook



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	1,282	1,382	1,416	1,431								
FY18	799	814	1,051	1,065	1,074	1,084	1,118	1,161	1,165	1,175	1,258	1,275

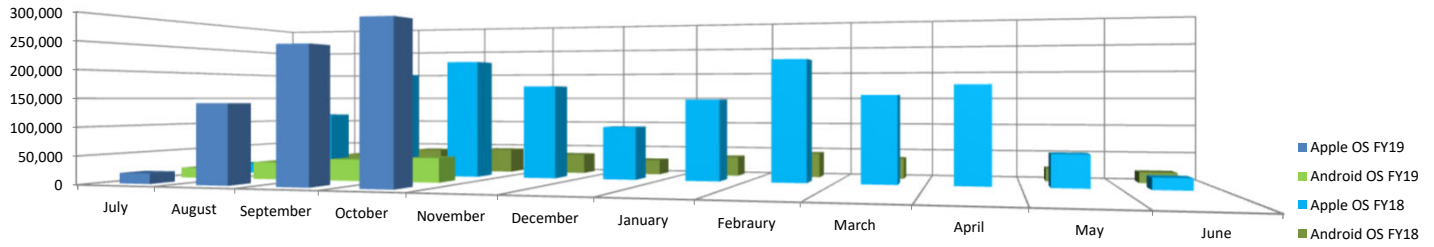
Notes:

App Downloads



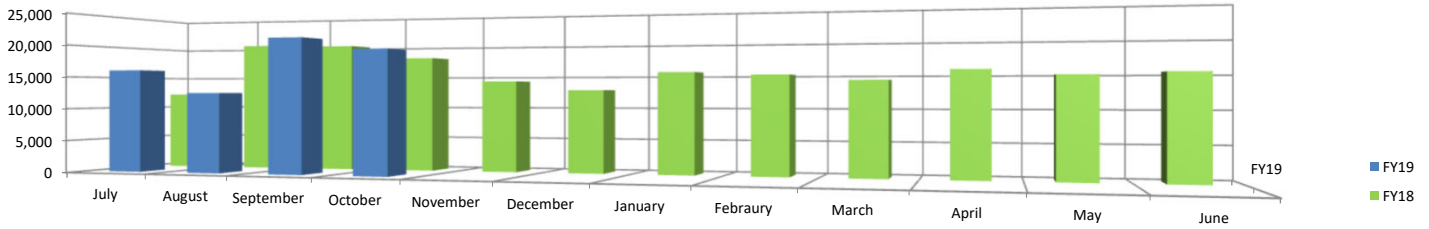
	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY19	267	2281	1,167	954								
Android OS FY19	222	517	325	271								
Apple OS FY18	205	2,024	1,171	930	646	432	1,013	704	473	485	301	263
Android OS FY18	159	480	291	267	198	194	317	229	235	217	181	193

App Sessions



	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY19	18,444	141,402	242,104	285,400								
Android OS FY19	18,293	31,203	38,928	43,518								
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

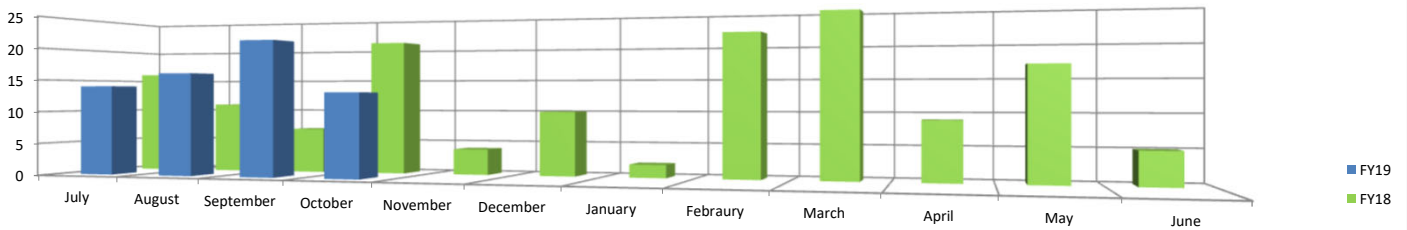
Website Traffic



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	16,048	12,457	20,916	19,059								
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:

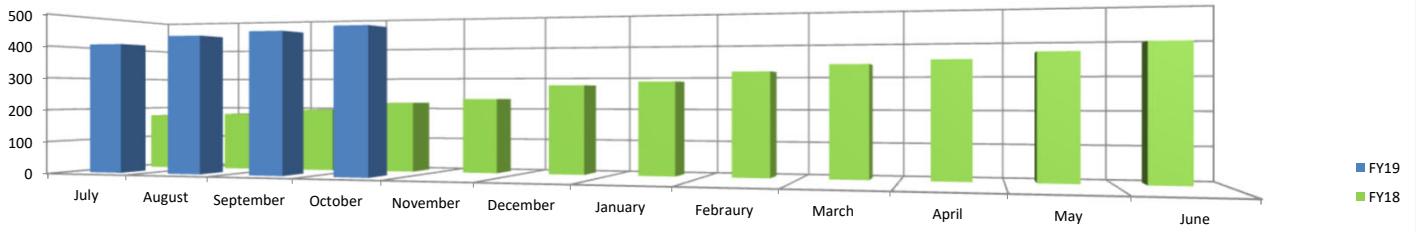
Twitter



	July	August	September	October	November	December	January	February	March	April	May	June
FY19	14	16	21	13								
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	430	441	454								
FY18	176	182	197	220	233	276	287	316	336	348	368	394

Notes:



Statistics	Oct 18				Oct 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	29,075	9,099	890	32.67	24,298	8,180	841	28.89	19.7%	11.2%	5.8%	13.1%
Red	35,502	15,353	1,428	24.86	31,603	14,371	1,338	23.62	12.3%	6.8%	6.7%	5.3%
Lime	33,972	18,065	1,470	23.11	30,701	15,447	1,364	22.51	10.7%	16.9%	7.8%	2.7%
Teal	-	-	-	-	-	-	-	-				
Aqua	8,749	2,982	210	41.69	7,073	2,887	207	34.25	23.7%	3.3%	1.6%	21.7%
Orange	6,437	5,201	394	16.34	4,045	5,075	388	10.43	59.1%	2.5%	1.5%	56.7%
Gold	6,714	5,126	421	15.95	5,458	5,097	418	13.06	23.0%	0.6%	0.7%	22.1%
Purple	11,006	11,659	798	13.79	11,102	11,452	785	14.14	-0.9%	1.8%	1.6%	-2.4%
Blue	5,981	4,822	409	14.61	5,112	4,605	403	12.68	17.0%	4.7%	1.6%	15.2%
Brown	5,329	4,292	374	14.24	5,831	5,419	473	12.34	-8.6%	-20.8%	-20.8%	15.4%
Tan	6,336	6,290	510	12.43	6,924	8,472	687	10.08	-8.5%	-25.8%	-25.7%	23.2%
Pink	8,137	4,599	402	20.24	6,478	3,926	394	16.44	25.6%	17.1%	2.0%	23.1%
Yellow	22,060	9,385	655	33.68	18,296	9,781	661	27.68	20.6%	-4.0%	-0.9%	21.7%
Olive	4,296	4,539	449	9.57	3,856	4,625	446	8.65	11.4%	-1.8%	0.7%	10.7%
Redbird	68,834	8,163	752	91.50	68,544	8,051	738	92.94	0.4%	1.4%	2.0%	-1.5%
Ntripper	-	-	-	-	-	-	-	-				
Btripper	-	-	-	-	-	-	-	-				
Silver	8,427	7,795	612	13.77	6,763	7,631	602	11.23	24.6%	2.1%	1.7%	0.23
Eastview		-	-		566	1,827	175	3.23				
Total Fixed Route	260,855	117,370	9,774	26.69	236,084	115,021	9,743	24.23	10.5%	2.0%	0.3%	10.1%
Demand Response												
Connect Mobility	8,540	35,396	2,807	3.04	7,751	31,686	2,558	3.03	10.2%	11.7%	9.7%	0.4%
Connect Late Night												
Total Demand Response	8,540	35,396	2,807	3.04	7,751	31,686	2,558	3.03	10.2%	11.7%	9.7%	0.4%
SYSTEM TOTALS	269,395	152,766	12,581	21.41	243,835	146,707	12,301	19.82	10.5%	4.1%	2.3%	8.0%



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	100,631	32,709	3,263	30.84	88,394	35,813	3,184	27.76	13.8%	-8.7%	2.5%	11.1%
Red	126,349	58,231	5,418	23.32	114,579	55,828	5,229	21.91	10.3%	4.3%	3.6%	6.4%
Lime	126,172	68,434	5,579	22.62	106,328	60,499	5,383	19.75	18.7%	13.1%	3.6%	14.5%
Teal	-	-	-	#DIV/0!	10,461	12,792	1,178	8.88	-100.0%	-100.0%	-100.0%	#DIV/0!
Aqua	34,480	11,388	808	42.68	28,744	11,311	1,071	26.84	20.0%	0.7%	-24.6%	59.0%
Orange	21,255	19,968	1,518	14.00	20,253	19,204	1,506	13.45	4.9%	4.0%	0.8%	4.1%
Gold	26,955	19,758	1,625	16.59	24,445	20,543	1,701	14.37	10.3%	-3.8%	-4.5%	15.4%
Purple	48,337	44,834	3,071	15.74	53,738	55,482	4,562	11.78	-10.1%	-19.2%	-32.7%	33.6%
Blue	21,398	18,285	1,576	13.58	18,995	18,125	1,571	12.09	12.7%	0.9%	0.3%	12.3%
Brown	21,210	18,459	1,609	13.18	23,149	20,890	1,842	12.57	-8.4%	-11.6%	-12.6%	4.9%
Tan	23,872	27,804	2,253	10.59	26,708	33,055	2,721	9.82	-10.6%	-15.9%	-17.2%	7.9%
Pink	29,183	17,718	1,550	18.83	25,827	15,439	1,603	16.11	13.0%	14.8%	-3.3%	16.9%
Yellow	67,759	31,620	2,207	30.70	67,668	30,374	2,069	32.71	0.1%	4.1%	6.7%	-6.1%
Olive	17,028	17,632	1,744	9.76	16,148	17,681	1,668	9.68	5.4%	-0.3%	4.6%	0.9%
Redbird	166,454	19,435	1,802	92.40	171,115	18,800	1,829	93.58	-2.7%	3.4%	-1.5%	-1.3%
Ntripper	-	-	-	#DIV/0!	270	557	32	8.50	-100.0%	-100.0%	-100.0%	#DIV/0!
Btripper	-	-	-	#DIV/0!	621	1,087	64	9.78	-100.0%	-100.0%	-100.0%	#DIV/0!
Silver	32889	29819.94	2354.5	13.97	9955	11089.88	875					
Eastview	216	501	48	4.50								
Total Fixed Route	864,188	436,596	36,424	23.73	807,398	438,569	38,085	21.20	7.0%	-0.4%	-4.4%	11.9%
Demand Response												
Connect Mobility	30,888	129,155	10,545	2.93	28,505	115,696	9,189	3.10	8.4%	11.6%	14.8%	-5.6%
Connect Late Night	-	-	-	#DIV/0!	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Demand Response	30,888	129,155	10,545	2.93	28,505	115,696	9,189	3.10	8.4%	11.6%	14.8%	-5.6%
SYSTEM TOTALS	895,076	565,751	46,969	19.06	835,903	554,265	47,274	17.68	7.1%	2.1%	-0.6%	7.8%

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	\$3,903.19	\$3,511.67	\$3,904.33								
Red	\$5,917.16	\$6,268.70	\$5,724.69	\$6,579.35								
Purple	\$3,125.41	\$3,555.53	\$2,949.66	\$3,517.70								
Pink	\$1,104.72	\$1,271.36	\$1,099.52	\$1,236.07								
Blue	\$940.85	\$982.13	\$955.93	\$960.59								
Brown	\$1,038.63	\$931.47	\$784.59	\$816.38								
Yellow	\$1,563.66	\$1,823.31	\$1,603.41	\$2,043.41								
Orange	\$1,121.05	\$1,178.74	\$1,048.92	\$1,305.30								
Lime	\$5,056.84	\$5,430.91	\$4,522.13	\$5,222.29								
Teal*	\$0.00	\$0.00	\$0.00	\$0.00								
Aqua	\$1,744.76	\$2,157.49	\$1,697.30	\$1,933.56								
Gold	\$1,008.19	\$1,100.81	\$1,038.10	\$1,141.08								
Olive	\$998.34	\$1,118.56	\$1,116.95	\$1,078.44								
Redbird	\$0.00	\$139.25	\$306.10	\$502.50								
Tan	\$916.31	\$893.36	\$802.91	\$916.19								
Blm tripper**	\$0.00	\$0.00	\$0.00	\$0.00								
Nrm tripper**	\$0.00	\$0.00	\$0.00	\$0.00								
Silver	\$1,804.38	\$1,787.09	\$1,772.02	\$1,956.41								
Total	\$29,525.83	\$32,541.90	\$28,933.90	\$33,113.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

* Eliminated September 2017

** Eliminated August 2017



MEMO

November 27, 2018

TO: Board of Trustees

FROM: Cassie Mosier, Procurement Specialist

Subject: Recommendation of IFB 18-10 for Employee Benefits Brokerage Services

RECOMMENDATION: Authorize the General Manager to award a contract for Employee Benefits Brokerage Services with Troxell for a term of five (5) years not to exceed \$96,250 (total).

BACKGROUND: Connect Transit received four (4) proposals for Employee Benefits Brokerage Services. The proposals were evaluated based on their Scope of Work, Qualifications, and Experience.

DISCUSSION: Four (4) proposals were received from the following vendors: Assurance, Gallagher, Snyder, and Troxell.

Key Features:

- All brokerage fees are net commission
- Wellness Programs
- Online portal for staff use called "Employee Navigator"
- In-depth compliance auditing

FINANCIAL IMPACT: Connect Transit will use \$96,250 of operating funds over the five-year contract for this service.