



# AGENDA

**Work Session of the Connect Transit Board of Trustees**

**February 23, 2016**

**4:30 P.M.**

**Board Room  
Connect Transit Facility  
351 Wylie Drive, Normal, IL 61761**

- A. Call to Order
- B. Roll Call
- C. Comprehensive Operational Analysis
- D. Adjournment



# AGENDA

## Meeting of the Connect Transit Board of Trustees

February 23, 2016

4:30 P.M.

Board Room

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

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Executive Session - 5 ILCS 120/(c)(21) – Review of Closed Session Minutes
- E. Consent Agenda
  - 1. Approval of Minutes of Previous Meeting of January 26, 2016 and Executive Session of March 24, 2015 and April 28, 2015
  - 2. Disbursements for Month of January, 2016
  - 3. Financial Report for Month of January, 2016
  - 4. Capital and Self Insurance Reserve Fund Balances for month of January, 2016
  - 5. Monthly Statistical Report for month of January, 2016
- F. Old Business
- G. New Business
  - 1. Recommendation for Tire Lease RFP#16-01
- H. General Manager's Report
- I. Trustee's Comments
- J. Executive Session – cite section
- K. Adjournment



January 2016

# Financial and Statistical Reports



**Connect Transit  
Cash Disbursement Report  
January 2016**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
A.T.U. - C.O.P.E.	00035916	08-Jan-16	\$155.41	Payroll Deduction
Airgas USA, LLC	00035982	21-Jan-16	\$119.90	Welding Supplies
Airgas USA, LLC	00036015	29-Jan-16	\$123.83	Welding Supplies
Advocate Occupational Health	00035951	14-Jan-16	\$33.00	Drug Testing
Amalgamated Transit Union Local 752	00035917	08-Jan-16	\$7,893.45	Payroll Deduction
Amalgamated Transit Union Local 752	00035983	21-Jan-16	\$200.00	Payroll Deduction
Ancel, Glink, Diamond, Bush, DiCianni &	00036016	29-Jan-16	\$500.00	Legal Service
Andrew Johnson	00035918	08-Jan-16	\$500.00	Car Allowance
Assurance Agency, Ltd.	00035952	14-Jan-16	\$23,875.00	Insurance
Barker Motor Co.	00035919	08-Jan-16	\$352.68	Outside Repair Services
Barker Motor Co.	00035953	14-Jan-16	\$472.76	Outside Repair Services
Barker Motor Co.	00036017	29-Jan-16	\$537.20	Outside Repair Services
Bellas Landscaping	00035954	14-Jan-16	\$725.00	Snow Removal
Bellas Landscaping	00036018	29-Jan-16	\$3,795.00	Snow Removal
BlueLine Rental	00035984	21-Jan-16	\$637.50	Machine Rental
Brinks US	00035955	14-Jan-16	\$257.10	Armored Services
Central Illinois Trucks Inc.	00035985	21-Jan-16	\$60.00	Bus Parts
Central Illinois Trucks Inc.	00036019	29-Jan-16	\$565.93	Bus Parts
Christy Gordon	00036020	29-Jan-16	\$76.12	Uniform Reimbursement
CIRBN, LLC	00035986	21-Jan-16	\$347.84	Internet
City of Bloomington	00035920	08-Jan-16	\$698.49	Utilites
City of Bloomington	00036021	29-Jan-16	\$661.46	Utilites
Clark Baird Smith, LLP	00035987	21-Jan-16	\$3,095.00	Legal Service
Clark Baird Smith, LLP	00036048	29-Jan-16	\$1,006.25	Legal Service
Comcast Cable	00035988	21-Jan-16	\$409.85	Internet
Corn Belt Energy Corp.	00035989	21-Jan-16	\$4,236.77	Utilites
Cummins Crosspoint	00035921	08-Jan-16	\$20,532.87	Bus Parts
Cummins Crosspoint	00035956	14-Jan-16	\$58.75	Bus Parts
Cummins Crosspoint	00036022	29-Jan-16	\$7,972.38	Bus Parts
Dish Network	00036023	29-Jan-16	\$130.00	Television Service
Don Owen Tire Service, Inc.	00035957	14-Jan-16	\$115.00	Bus Parts
Ecolane USA, Inc.	00036024	29-Jan-16	\$33,461.00	Software Licensing and Text Messages
Economic Development Council	00035958	14-Jan-16	\$3,100.00	Travel & Meetings
Evergreen FS	00035922	08-Jan-16	\$59,332.69	Fuel
Evergreen FS	00035959	14-Jan-16	\$23,842.09	Fuel
Evergreen FS	00036025	29-Jan-16	\$10,709.31	Fuel
Fastenal Company	00035990	21-Jan-16	\$1,283.47	Bus Parts
Fleet-Net Corporation	00035923	08-Jan-16	\$1,405.00	Software & Tech Support
Fleet-Net Corporation	00035991	21-Jan-16	\$875.00	Software & Tech Support
Frontier	00035960	14-Jan-16	\$935.82	Telephone
Frontier	00035992	21-Jan-16	\$37.95	Telephone
Gabe Goldsmith	00036027	29-Jan-16	\$253.44	Employee Reimbursement
G&K Services	00035924	08-Jan-16	\$254.65	Cleaning Uniforms & Rugs
G&K Services	00035961	14-Jan-16	\$254.65	Cleaning Uniforms & Rugs
G&K Services	00035993	21-Jan-16	\$255.28	Cleaning Uniforms & Rugs
G&K Services	00036026	29-Jan-16	\$258.74	Cleaning Uniforms & Rugs
Gillig LLC	00035925	08-Jan-16	\$271.18	Bus Parts
Gillig LLC	00035962	14-Jan-16	\$3,430.01	Bus Parts
Gillig LLC	00036028	29-Jan-16	\$693.89	Bus Parts



## Connect Transit Cash Disbursement Report January 2016

Name	Check Number	Date	Amount	Description
Glenda Lafever	00035994	21-Jan-16	\$23.93	Uniform Reimbursement
Go Green Commercial Cleaning	00036029	29-Jan-16	\$1,100.00	Building Maintenance
Great Plains Media	00035995	21-Jan-16	\$1,300.00	Radio Advertising
Health Alliance Medical Plans	00035996	21-Jan-16	\$80,027.00	Insurance
Heller Ford	00035963	14-Jan-16	\$677.16	Bus Parts
Henson Disposal	00035926	08-Jan-16	\$202.50	Garage Overhead
Heritage Machine & Welding, Inc.	00035964	14-Jan-16	\$15.36	Bus Parts
Idaho Child Support Receipting	00035927	08-Jan-16	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00035997	21-Jan-16	\$95.00	Payroll Deduction
Ignacio Barrientos	00035928	08-Jan-16	\$74.39	Uniform Reimbursement
Illinois Department of Revenue	00035929	08-Jan-16	\$7,624.40	Payroll Deduction
Illinois Department of Revenue	00035998	21-Jan-16	\$7,715.65	Payroll Deduction
Illinois Department of Revenue	00035930	08-Jan-16	\$245.04	Payroll Deduction
Illinois Department of Revenue	00035999	21-Jan-16	\$240.40	Payroll Deduction
Illinois Oil Marketing Equipment, Inc.	00035965	14-Jan-16	\$822.74	Fuel Station
Illinois State Disbursement Unit	00035931	08-Jan-16	\$1,115.82	Payroll Deduction
Illinois State Disbursement Unit	00036000	21-Jan-16	\$1,115.82	Payroll Deduction
Innovative Intelligent Product	00036031	29-Jan-16	\$1,120.00	Locks & Keys
Internal Revenue Service	00035966	14-Jan-16	\$1,103.37	Payroll Taxes Withheld
Interstate Batteries of Mid-Illinois	00035967	14-Jan-16	\$2,644.25	Bus Parts
IPTA	00035968	14-Jan-16	\$8,500.00	Dues & Subscriptions
IWIN	00035932	08-Jan-16	\$110.00	Employee Physicals
IWIN	00036001	21-Jan-16	\$40.00	Employee Physicals
John H. Germeraad, Trustee	00035933	08-Jan-16	\$480.00	Payroll Deduction
John H. Germeraad, Trustee	00036002	21-Jan-16	\$480.00	Payroll Deduction
Kirby Risk Corporation	00036003	21-Jan-16	\$277.60	Building Maintenance
Lee Enterprises	00035934	08-Jan-16	\$456.70	Subscriptions
Luminator	00036032	29-Jan-16	\$675.50	Bus Parts
McLean County Chamber of Commerce	00036004	21-Jan-16	\$700.00	Travel & Meetings
Michelin North America, Inc	00036005	21-Jan-16	\$7,405.58	Tires
Midwest Transit Equipment, Inc.	00035969	14-Jan-16	\$358.72	Bus Parts
Midwest Transit Equipment, Inc.	00036033	29-Jan-16	\$816.53	Bus Parts
Miller Janitor Supply	00036006	21-Jan-16	\$532.53	Maintenance Supplies
Miller Janitor Supply	00036034	29-Jan-16	\$339.04	Maintenance Supplies
Minerva Promotions	00035970	14-Jan-16	\$8,345.00	Uniforms
Morris Avenue Garage	00036008	21-Jan-16	\$350.00	Vehicle Inspection & Registration
Motion Industries, Inc.	00035971	14-Jan-16	\$927.37	Bus Parts
Mutual of Omaha	00035935	08-Jan-16	\$12,060.72	Life, AD&D, STD & LTD
Napa Auto Parts	00035936	08-Jan-16	\$138.50	Bus Parts
Napa Auto Parts	00036009	21-Jan-16	\$172.09	Bus Parts
Nelson Nygaard	00035972	14-Jan-16	\$685.00	COA Consulting Fees
New Flyer Industries Canada UIC	00035937	08-Jan-16	\$910.14	Bus Parts
New Flyer Industries Canada UIC	00035973	14-Jan-16	\$98.52	Bus Parts
New Flyer Industries Canada UIC	00036035	29-Jan-16	\$58,761.61	Bus Parts
Nicor Gas	00036036	29-Jan-16	\$1,061.21	Utilities
Oberlander Alarm Systems, Inc.	00036037	29-Jan-16	\$197.00	Security Alarm Service Fee
Oklahoma Centralized Support Registry	00035938	08-Jan-16	\$236.92	Payroll Deduction
Oklahoma Centralized Support Registry	00036010	21-Jan-16	\$236.92	Payroll Deduction
Orkin Pest Control	00035939	08-Jan-16	\$538.96	Pest Control
Orkin Pest Control	00036038	29-Jan-16	\$538.96	Pest Control



**Connect Transit  
Cash Disbursement Report  
January 2016**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
Paige Williams	00036039	29-Jan-16	\$141.99	Employee Reimbursement
Pat Kuebrich	00036040	29-Jan-16	\$155.52	Employee Reimbursement
Petty Cash	00035940	08-Jan-16	\$4.00	Reimbursement
Piercy Auto Body	00035941	08-Jan-16	\$1,836.58	Outside Repair Services
Pinnacle Door	00035974	14-Jan-16	\$1,865.65	Door Repair
Pinnacle Door	00036041	29-Jan-16	\$459.30	Door Repair
Remix Software	00036042	29-Jan-16	\$12,760.00	Software & Tech Support
Ricoh	00036011	21-Jan-16	\$240.66	Copier
Ride Illinois	00035975	14-Jan-16	\$750.00	Advertising- Promotions
Rilco, Inc.	00035942	08-Jan-16	\$986.83	Oil, Anitfreeze
Rilco, Inc.	00035976	14-Jan-16	\$941.50	Oil, Anitfreeze
Safetylane Equipment Corp.	00035977	14-Jan-16	\$2,065.36	Garage Maintenance Equipment
Southtown Wrecker Service, Inc.,	00035978	14-Jan-16	\$300.00	Towing
Staples	00035943	08-Jan-16	\$443.50	Office Supplies
Stephen Stockton	00035944	08-Jan-16	\$16.15	Employee Reimbursement
Truck Centers, Inc.	00035945	08-Jan-16	\$938.67	Bus Parts
Truck Centers, Inc.	00035979	14-Jan-16	\$1,208.00	Bus Parts
Truck Centers, Inc.	00036043	29-Jan-16	\$588.50	Bus Parts
Turn-Key Environmental	00036012	21-Jan-16	\$1,354.52	Lubricant Waste Disposal
United Way of McLean County	00035946	08-Jan-16	\$50.00	Payroll Deduction
United Way of McLean County	00036013	21-Jan-16	\$357.02	Employee Donations
Verizon Wireless	00035947	08-Jan-16	\$528.72	Mobile Data Terminals for SS
Visa - Commerce Bank	00035915	06-Jan-16	224.99	Bus Parts
Visa - Commerce Bank	00035915	06-Jan-16	267.30	Legal
Visa - Commerce Bank	00035915	06-Jan-16	172.54	Support Vehicles
Visa - Commerce Bank	00035915	06-Jan-16	137.84	Building Maintenance
Visa - Commerce Bank	00035915	06-Jan-16	1,011.32	Advertising- Employment
Visa - Commerce Bank	00035915	06-Jan-16	291.73	Office Supplies
Visa - Commerce Bank	00035915	06-Jan-16	159.34	Computer Software
Visa - Commerce Bank	00035915	06-Jan-16	564.67	Shipping/Handling
Visa - Commerce Bank	00035915	06-Jan-16	410.57	Advertising- Promotions
Visa - Commerce Bank	00035915	06-Jan-16	56.63	Safety/Training
Visa - Commerce Bank	00035915	06-Jan-16	65.00	Dues & Subscriptions
Visa - Commerce Bank	00035915	06-Jan-16	4,448.10	Travel & Meetings
Visa - Commerce Bank	00035915	06-Jan-16	164.61	Employee Regognition
Visa - Commerce Bank	00035915	06-Jan-16	626.02	Misc Expense
VSP Of Illinois	00035948	08-Jan-16	\$619.60	Vision Insurance
VSP Of Illinois	00036044	29-Jan-16	\$619.60	Vision Insurance
Wayne Printing	00035949	08-Jan-16	\$589.78	Printing
Wayne Printing	00036045	29-Jan-16	\$276.24	Printing
WGLT	00035980	14-Jan-16	\$250.00	Radio Advertising
Winkle Environmental Service	00036014	21-Jan-16	\$226.35	Solvent Tank
William Masters, Inc	00036046	29-Jan-16	\$578.29	HVAC
WWHX Hits 100.7	00035981	14-Jan-16	\$1,350.00	Radio Advertising
YRC Freight	00036047	29-Jan-16	\$175.89	Freight
Grand Total			<u>\$475,866.54</u>	

# Bloomington Normal Public Transit Balance Sheet

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Fiscal Year: 2016    Period 7    January - 2016    Division: 99 Board Reports    As of: 01/31/2016

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## Assets

### Current Assets

Checking and Savings	\$6,766,826.56
Accounts Receivable	\$2,801,422.33
Inventory Asset - Fuel	\$62,229.41
Inventory Asset - Parts	\$299,927.67
Inventory Asset - Tires	\$0.00
Other Current Assets	\$204,811.04

**Total Current Assets** \$10,135,217.01

Fixed Assets \$14,598,939.07

**Total Assets** \$24,734,156.08

## Liabilities & Equity

### Liabilities

Accounts Payable	\$93,009.47
Payroll Liabilities	\$803,649.65
Contracts	\$6,666.69
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$100,040.96
Deficit Funding Advance	\$0.00

**Total Liabilities** \$3,983,615.99

### EQUITY

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

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

Retained Earnings \$1,496,594.70

**Total Liabilities & Equity** \$24,734,156.08

# Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2016	Period 7	Division: 98 Operating Profit/Loss		As of: 01/31/2016		
		January - 2016	Jul-2015 Thru Jan-2016	Year To Date	Approved Budget	
<b>Operating Revenue</b>						
Passenger Fares		\$59,355.72	7.01%	\$458,912.27	54.16%	\$847,250.20
ISU Contract Fare		\$43,312.50	8.33%	\$303,187.50	58.33%	\$519,750.00
Other Contract Fares		\$12,166.66	9.01%	\$85,166.62	63.09%	\$135,000.00
Advertising Revenue		\$3,400.00	7.56%	\$46,515.00	103.37%	\$45,000.00
Miscellaneous Revenue		\$5,575.65	8.62%	\$52,200.55	80.66%	\$64,718.50
<b>Total Operating Revenue</b>		<b>\$123,810.53</b>	<b>7.68%</b>	<b>\$945,981.94</b>	<b>58.69%</b>	<b>\$1,611,718.70</b>
<b>Operating Expenses</b>						
Operators Wages		\$368,967.60	7.77%	\$2,570,626.37	54.16%	\$4,746,000.00
Maintenance Wages		\$71,920.41	7.24%	\$508,443.70	51.18%	\$993,350.00
Administration Wages		\$55,789.07	5.42%	\$538,743.08	52.31%	\$1,030,000.00
Employer Payroll Tax Expense		\$44,633.97	8.12%	\$277,607.99	50.47%	\$550,000.00
Retirement Plan		\$18,371.41	5.25%	\$115,122.39	32.89%	\$350,000.00
Group Insurance		\$80,568.55	7.95%	\$543,643.39	53.61%	\$1,014,000.00
Uniform Expense		\$643.07	2.32%	\$13,566.35	48.98%	\$27,700.00
Professional Services		\$4,868.55	3.84%	\$103,774.00	81.94%	\$126,650.00
Outside Repair-Labor		\$6,312.12	5.78%	\$60,334.08	55.25%	\$109,200.00
Contract Maintenance Services		\$9,546.25	6.80%	\$101,479.17	72.25%	\$140,450.00
Custodial Services		\$937.96	7.98%	\$6,717.98	57.17%	\$11,750.00
Employee Recruiting/Testing/Temp Help		\$2,463.32	10.26%	\$15,258.21	63.58%	\$24,000.00
Fuel		\$43,399.92	3.39%	\$495,670.96	38.73%	\$1,279,800.00
Lubricants		\$17,580.55	42.93%	\$23,938.88	58.46%	\$40,950.00
Tires		\$8,405.58	9.55%	\$54,190.32	61.58%	\$88,000.00
Bus Repair Parts		\$36,756.70	22.08%	\$163,495.21	98.22%	\$166,450.00
Other Materials & Supplies		\$4,296.25	7.28%	\$24,569.88	41.64%	\$59,000.00
Shelters/Signs/Shop Tools		\$0.00	0.00%	\$5,915.66	73.95%	\$8,000.00
Computer and Office Supplies		\$55,160.51	47.97%	\$94,713.74	82.36%	\$115,000.00
Utilities		\$12,378.79	9.75%	\$69,997.60	47.24%	\$127,000.00
Corporate Insurance		\$19,002.29	7.34%	\$128,036.51	49.43%	\$259,000.00
Dues/Subscriptions/Fees		\$619.00	1.64%	\$17,022.66	45.15%	\$37,700.00
Printing/Marketing/Training		\$19,585.99	7.93%	\$151,203.04	61.22%	\$247,000.00
<b>Total Operating Expenses</b>		<b>\$882,207.86</b>	<b>7.64%</b>	<b>\$6,074,071.17</b>	<b>52.58%</b>	<b>\$11,551,000.00</b>
<b>Operating Assistance</b>						
Operating Deficit		(\$758,397.33)	7.63%	(\$5,128,089.23)	51.59%	(\$9,939,281.30)
Illinois Downstate Operating Assistance		\$573,346.00	7.64%	\$3,959,952.00	52.74%	\$7,508,150.00
FTA 5307 Operating Assistance		\$184,053.00	7.57%	\$1,200,969.00	49.40%	\$2,431,131.00
<b>Total Operating Assistance</b>		<b>\$757,399.00</b>	<b>7.62%</b>	<b>\$5,160,921.00</b>	<b>51.92%</b>	<b>\$9,339,281.00</b>



Connect Transit  
Local Capital and Self-Insurance Fund Balance  
January 2016

<b><u>Self-Insurance Fund:</u></b>		<b><u>The Illinois Funds- Cash Balance</u></b>		
01/01/16	Beginning Balance			\$ 106,894.66
01/29/16	Additions - Interest Income			\$ 16.57
01/31/16	Ending Balance			<u>\$ 106,911.23</u>
<b><u>Local Capital Reserve:</u></b>		<b><u>The Illinois Funds- Cash Balance</u></b>		
01/01/16	Beginning Balance			\$ 2,087.70
01/29/16	Additions - Interest Income			\$ 0.32
01/31/16	Ending Balance			<u>\$ 2,088.02</u>
<b><u>Local Capital</u></b>		<b><u>Commerce Bank - Cash Balance</u></b>		
01/01/16	Beginning Balance			\$ 2,541,833.19
01/22/16	Deposit- Town of Normal			\$ 34,962.25
01/29/16	Additions - Interest Income			\$ 302.82
01/31/16	Ending Balance			<u>\$ 2,577,097.26</u>
<b><u>FTA &amp; IDOT Capital</u></b>		<b><u>The Illinois Funds- Cash Balance</u></b>		
01/01/16	Beginning Balance			\$ 43,617.76
01/29/16	Additions - Interest Income			\$ 7.62
01/31/16	Ending Balance			<u>\$ 49,163.50</u>
<b>Total Reserve Capital Account</b>				<u><u>\$ 2,628,348.78</u></u>

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

Local Capital #1	Local Capital #2
\$ 49,163.50	\$ 2,579,185.28

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

	<u>FY16 Received</u> 1/31/2016	<u>FY16 Receivable</u> 1/31/2016
Bloomington	\$ 284,524.98	\$ 47,420.83
Normal	\$ 244,732.75	
Total YTD	<u>\$ 529,257.73</u>	<u>\$ 47,420.83</u>

<b><u>Local Capital Reserve Fund Balance - Account Value</u></b>		
01/31/16	Cash Balance	\$ 2,628,348.78
01/31/16	Loans to Operating	\$ 2,980,249.22
01/31/16	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
01/31/16	Ending Balance	<u>\$ 5,568,598.00</u>
Local Capital #1	Local Capital #2	
\$ 9,163.50	\$ 5,559,434.50	



# Monthly Report

## Ridership

	Prior Year	
Ridership Fixed Route	214,472	195,994
Ridership Demand Response	5,835	6,065
Total Monthly % Change Over Prior Year	11.00	-8.30 %
Fixed Route Average Daily Boardings	8,242	7,901
Demand Response Average Daily Boardings	224	233
% On-Time Performance	86.00	90.00 %
Average Boardings per Hour of Service	27.68	26.02

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	2	7
Demand Response National Transit Database Major Mechanical System Failures	0	1
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	53,243	15,373
Demand Response Miles Between National Transit Database Major Mechanical System Failures	33,177	34,367
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	19	1
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	0	0
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	5,604	3,843
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,177	34,367
Fixed Route Miles between All National Transit Database Mechanical System Failures	29,423	9,608
Demand Response Miles between All National Transit Database Mechanical System Failures	33,177	34,367
Average % of Buses with Defective Automated Voice Announcements		1.00 %

## Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		2
National Transit Database Safety-Related Incidents per 100,000 Miles	5.20	6.85
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints each month		2
Number of Customer Compliments Received		3
Daily Average of Phone Calls Received for FR		440
Daily Average of Phone Calls Received for DR		424

## Efficiency

Revenue/Expense Ratio	13.88	13.02 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.17	\$ 3.64
Demand Response Cost per Unlinked Passenger Trip	\$ 28.31	\$ 27.80
% of Preventative Maintenance Performed On-Time	95.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.92	\$ 1.12
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.59	\$ 0.59



# January Fiscal Year 2016 Year-to-Date Report

## Ridership

	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	1,596,304	1,454,300	1,618,652	
Ridership Demand Response	43,494	41,627	47,278	
Total Ridership (year to date)	1,639,798	1,495,927	1,667,675	
Fixed Route Year-to-Date % Change Over Prior Year	10.30	-8.90	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	19.30	-4.30	8.70	%
Fixed Route Average Daily Boardings	8,856	8,141	8,980	
Demand Response Average Daily Boardings	240	232	261	
% On-Time Performance	85.40	83.90	85.00	%
Average Boardings per Hour of Service	23.63	21.89	24.03	

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	12	32		
Demand Response National Transit Database Major Mechanical System Failures	1	4		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	68,098	37,570	25,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	32,604	30,947	24,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	122	65		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	4	3		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	6,991	5,486	3,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,500	34,592	8,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	31,409	21,007	14,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	31,657	35,295	16,000	
Average % of Buses with Defective Automated Voice Announcements		3.27	5.00	%

## Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)		3	3	
National Transit Database Safety-Related Incidents per 100,000 Miles	5.21	7.27		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints each month		7		
Number of Customer Compliments Received		8		
Daily Average of Phone Calls Received for FR		439	410	
Daily Average of Phone Calls Received for DR		418	395	

## Efficiency

Revenue/Expense Ratio	14.18	13.91	13.00	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 2.98	\$ 3.37	\$ 3.44	
Demand Response Cost per Unlinked Passenger Trip	\$ 27.22	\$ 28.65	\$ 28.53	
% of Preventative Maintenance Performed On-Time	89.00	99.80	90.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.87	\$ 0.97	\$ 0.97	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.65	\$ 0.65	\$ 0.77	

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



**MEMO**

DATE: January 26, 2016  
 TO: Board of Trustees  
 FROM: Isaac Thorne, Chief Operating Officer  
 SUBJECT: Recommendation for Tire Lease RFP#16-01

Connect Transit issued a Request for Proposals (RFP) requesting tire lease proposals. Two (2) proposals were received, one from Goodyear Tire & Rubber Company and one from Michelin North America, Inc.

The evaluation criteria for the RFP are as follows:

- Scope of Work/Experience and References and Qualification of Firm (40%)
- Cost (60%)

The total evaluation scores for each bidder were:

Bidder	Technical	Cost	Total Score
Goodyear	34	48	82
Michelin	36.7	54	90.7

Michelin North America, Inc. was determined to be the lowest responsive and responsible bidder.

**RECOMMENDATION:** That the General Manager be authorized to execute a five (5) year contract with a three (3) year base and two (2) one (1) year options with Michelin North America, Inc., to provide tire lease for all revenue vehicles. The contract should not exceed the per tire lease rates below:

Tile Size	Base Year	Option One	Option Two
75R16	.00558	.00656	.00695
305/70R22.5	.00774	.00868	.00920
305/85R22.5	.00864	.00970	.01030



The cost per year depends on the total miles driven. The estimated yearly cost:

**75R16**

Year	Total Miles	FR # / Tires/Bus	of Price/Mile	Tire Cost/Year	Lease
Year 1	205,788	6	\$0.00558	\$6,889.78	FY17
Year 2	205,788	6	\$0.00558	\$6,889.78	FY18
Year 3	205,788	6	\$0.00558	\$6,889.78	FY19
Year 4	205,788	6	\$0.00656	\$8,099.82	FY20
Year 5	205,788	6	\$0.00695	\$8,581.36	FY21
<b>TOTAL</b>				\$37,350.52	

**305/70R22.5**

Year	Total Miles	dr # / Tires/Bus	of Price/Mile	Tire Cost/Year	Lease
Year 1	1,130,040	6	\$0.00774	\$52,479.06	FY17
Year 2	1,130,040	6	\$0.00774	\$52,479.06	FY18
Year 3	1,130,040	6	\$0.00774	\$52,479.06	FY19
Year 4	1,130,040	6	\$0.00868	\$58,852.48	FY20
Year 5	1,130,040	6	\$0.00920	\$62,378.21	FY21
<b>TOTAL</b>				\$278,667.87	

**305/85R22.5**

Year	Total Miles	dr # / Tires/Bus	of Price/Mile	Tire Cost/Year	Lease
Year 1	390,864	6	\$0.00864	\$20,262.39	FY17
Year 2	390,864	6	\$0.00864	\$20,262.39	FY18
Year 3	390,864	6	\$0.00864	\$20,262.39	FY19
Year 4	390,864	6	\$0.00970	\$22,748.28	FY20
Year 5	390,864	6	\$0.01030	\$24,155.40	FY21
<b>TOTAL</b>				\$60,787.17	

**TOTAL** 376,805.56



**BACKGROUND:** Michelin North America is the current vendor Connect Transit has used over the last three (3) years. In the current fiscal year, Connect Transit has spent \$54,189 of the budgeted \$88,000 for revenue vehicles tires.

**KEY FEATURES:** The Contract would allow Connect Transit to continue to lease only new tires reducing any labor cost for replacing recapped tires.

- Leasing new tires also continues to reduce the amount of time the buses have to be removed from service to have tires replaced.
- The cost to lease the tires is less expensive than to purchase tires

**PURCHASE vs. LEASE**

Michelin Tire	Tire Cost	Leased Cost Per Mile	Approximate Mileage Per Tire	Cost to Purchase for fleet	Cost to Lease
75R16	\$156.85	\$0.00585	60,000	\$13,175.40	\$7,219.08
305/85R22	\$774.40	\$0.00970	35,000	\$157,977.60	\$65,768.56
305/70R22.5	\$676.00	\$0.00920	35,000	\$20,280.00	\$21,575.69
<b>TOTAL</b>				<b>\$171,153.00</b>	<b>\$72,987.64</b>

**BUDGET INFORMATION:** The FY2017 budget for tires is \$89,000, with an estimated expenditure of \$79,631.23. There will be a cost saving of approximately \$10,000 in the next fiscal year with this award. The pricing for the each type of tire is very similar to the current pricing of the tires under the existing lease.