



## Connect Transit

### AGENDA

#### Meeting of the Board of Trustees

May 28, 2013

4:30 PM

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

*"We are the best choice for moving people in our community"*

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Approval of Minutes of Previous Regular Meeting of April 23, 2013 (Page 1)
- E. Items Removed From Consent Agenda
- F. Consent Agenda
  - 1. Review and Approve May Disbursements (Page 15)
  - 2. Review and Approve April Financial Statements (Page 17)
  - 3. Review and Receive April Capital and Self-Insurance Reserve Fund Balances (Page 31)
  - 4. Review and Receive April Monthly Ridership Report (Page 33)
- G. Request for Executive Session to Discuss Personnel Matters, Collective Bargaining Matters, and Review Minutes of Previous Executive Sessions
- H. Old Business
  - 1. Review and Approve Transit System By-Laws (Page 35)
  - 2. Review and Approve FY 2014 Operating and Capital Budget (Page 47)



I. New Business

1. Request Approval to Apply for FY2014 Illinois Downstate Operating Assistance
2. Request Approval to Apply for FY2014 FTA Section 5307 Grant
3. Request for Approval on Purchase of Maintenance Service Truck (Page 53)
4. Request for Approval on Engine and Transmission Rebuilds (Page 54)
5. Request for Approval on Purchase of Forklift (Page 55)
6. Request for Approval on Purchase of Engineering Services (Page 56)
7. Request for Approval on Disposal of Revenue Vehicles (Page 57)
8. Presentation on Revised Proposal for Route Restructuring

J. General Manager's Report

1. Introduction of new Finance Director
2. Study Group Update (Page 59)
3. APTA Update

K. Correspondence and Media (Page 69)

L. Trustee Comments

M. Adjournment



CONNECT TRANSIT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
April 23, 2013

The regular meeting of the Board of Trustees of Connect Transit was held at the Connect Transit, Board Room #135, 351 Wylie Drive, Normal, Illinois on April 23, 2013 at 4:30 p.m.

**TRUSTEES PRESENT:**

Judy Buchanan, Chairman  
John Thomas, Vice Chairman  
Mike McCurdy  
Felicia Shaw  
Ryan Whitehouse  
Bill Wilson

**TRUSTEES ABSENT:**

John Bowman, Secretary

**STAFF PRESENT:**

Andrew Johnson, General Manager  
Michelle Ferguson, Human Resources Director  
Roy Rickett, Operations Director  
Carl Rokos, Maintenance Director  
Isaac Thorne, Procurement Director  
Trish Tilton, Administrative Assistant

**OTHERS PRESENT:**

Jennifer Sicks, McLean County Regional Planning  
Rachel Wells, Pantagraph  
Mick Ferrell, President, ATU Local 752  
Brian Enata, Financial Secretary, ATU Local 752  
Jim Riordan, ATU Local 752 Member  
Marilyn Evans, Rider & CEFT Member  
Hope Darby, Rider & CEFT Member  
Vincent Radcliff, Rider & CEFT Member  
Tracie Holt, Rider  
Larry Dawson, Rider

**CITY MANAGERS:**

**Call to Order**

Ms. Judy Buchanan, Chairman, called the meeting to order at 4:35 p.m. and roll call was taken. Chairman Buchanan welcomed everyone.

### Public Comments

Chairman Buchanan announced three visitors would like to make public comments tonight and she asked Ms. Marilyn Evans to come forward.

Ms. Evans introduced herself and stated she was here as a representative for Mr. Charles Smith, Chairman of the Committee to Ensure Fair Transit (CEFT), who could not attend the meeting due to a conflicting medical appointment. Ms. Evans announced CEFT would like to dispel any rumors people may have heard that CEFT is trying to shut down the bus system. That is not the intention of CEFT. CEFT is concerned about all the Transit riders. It is true that many of the CEFT members are handicapped or disabled and we are not just concerned about the disabled, but we are concerned about anyone and everyone who rides the Transit System. We have conducted a survey and the comment listed the most was to leave the routes as they are with some changes, not all changes. The survey showed most riders were satisfied with the routes as they are currently. Ms. Evans continued requesting advance notification of the schedule for the open houses. CEFT would like to make fliers to pass out to the people riding the buses, to our neighborhoods, and co-workers. The fliers would notify the public of the time, location, and purpose of the open houses and would just assist in getting the word out about the event. CEFT has found that getting information about such events to the riders has been a problem in the past. Ms. Evans suggested getting an announcement on the local television news so more people would be aware of the open houses. In any case, CEFT is planning on making fliers for the open houses.

On a personal note, Ms. Evans stated that she knew of two Trustees who ride the bus and expressed her wish that all the Trustees would use the Transit, or at least try the bus to see what they are managing and checking on. Ms. Evans suggested taking two or three days and just use nothing but the Transit and experience what riders are talking about and observe for yourselves who the riders are, where they are going, what they are dealing with in riding the bus. The riders have lots of positive praises and things to say about the bus. There are some negative issues, but many more positive ones. Ms. Evans continued stating Mr. Johnson has helped resolve several special service issues riders were having by including dispatch in the meeting. Ms. Evans understands the negative issues receive more attention, but she wants to convey there are many positive issues that never get any attention. CEFT is not out to "get" the Transit. We need it very badly. Without the bus Ms. Evans states she would be sitting in her apartment right now. She would not be able to get her own groceries without the bus. The Transit is a very important part of her life and many other people's lives. Ms. Evans reported she counted ten people standing waiting for the Green A this morning and that happens quite often. Ms. Evans thanked the Board for the opportunity to speak.

Chairman Buchanan thanked Ms. Evans and asked Ms. Tracie Holt to speak.

Ms. Holt stated she passed out three different handouts to everyone. One is a twenty-five page paper, which she personally wrote. The second is a nine page packet of charts and statistical route and demographic data. Ms. Holt commented in her paper she refers to the West Bloomington Neighborhood Plan Quality of Life Study. The final hand out has copies of pages from that study which show those references made in Ms. Holt's paper. Ms. Holt continued she

would like to echo Ms. Evans comments that the Transit System is vital to so many people and it seems to Ms. Holt the people in the room don't really know what they are managing. They don't know what is like out there on the buses. The people in the room are looking at maps, looking at charts, looking at numbers, and maybe the records on the video tapes, but they are not looking at what is out there. Mr. Johnson asked Ms. Holt at the last listening session, "Transit is very important to you, isn't it?" Ms. Holt reported she could not answer him at the time because she was so upset and all she could do at the time was nod. Ms. Holt continued to tell Mr.

Johnson that her autobiography is titled "Somebody Else Is Driving". Ms. Holt stated she has seventy-two chauffeurs and two of them are sitting in that corner (pointing to Transit Drivers Mr. Mick Ferrell and Mr. Brian Enata). They are the only ones that drive Ms. Holt anywhere. Ms. Holt explained if they don't go where she needs to go, because you tell them they have to go someplace else, then she cannot get to where she needs to go. Ms. Holt stated she has been riding these buses since she was fourteen years old and she is forty-nine years old now and she is not ashamed of it. She has spent thirty-five years on these buses and she stated she thinks she should know a little bit about what is going on. Ms. Holt asked how many of the people in the room really know what is going on regarding the bus. Ms. Holt thanked the Board for the opportunity to speak.

Chairman Buchanan thanked Ms. Holt and asked Mr. Larry Dawson to speak.

Mr. Dawson stated he is bothered that the route restructure proposal wants to cut out the buses entering into parking lots. Mr. Dawson continued for a person such as himself, in a power chair, it makes it impossible to go anywhere in the winter time when there is snow or ice on the ground because the chairs do not get good traction. The chair will sit and spin on snow or ice. Mr. Dawson stated he lives at Phoenix Towers and if the bus doesn't come in the drive then he would have to go up the drive, which is on a hill, to the street and it is just impossible when there is snow or ice. Mr. Dawson would not be able to get to the bus. He would not be able to go anywhere. The bus is the only way he has to get around. Mr. Dawson reported a few weeks ago there was a snow storm and he had gone to his podiatrist. Mr. Dawson was waiting for the bus on the corner of Arcadia and McGraw Drive. Mr. Dawson was facing away from the wind, which was away from the street. When he heard the bus coming he started to wave for the driver to stop on the Orange H route. The driver drove right past Mr. Dawson leaving him stranded in the heavy wet snow storm. His chair would not turn fast enough to face him to the street in time. The driver must have misunderstood his wave, because he did not even slow down. Mr. Dawson was at a legitimate pick up spot and has been picked up there many times in the past. Perhaps the driver was not a regular driver for that route and was a relief driver, Mr. Dawson does not know. The bus did not even slow down and as a result Mr. Dawson was left out in the blowing snow another twenty or more minutes until a Special Service bus was sent out to get him. Mr. Dawson realizes it takes time to load and secure power chairs on the bus. The lifts and ramps take time. It takes about three or four minutes or longer to load a wheelchair. If there is more than one chair to load, then it multiplies that time. That is one of the reasons the buses often run late. Mr. Dawson takes that into consideration when planning on going somewhere. For example, just coming out here today, Mr. Dawson stated he arrived about two hours early just to be sure he would be here on time.

Chairman Buchanan thanked Mr. Dawson for his comments.

**Approval of Minutes**

Chairman Buchanan noted a correction on the minutes of the March 23, 2013 Annual Meeting. The time the meeting was called to order should read 4:30 p.m. not 4:45 p.m.

Mr. Mike McCurdy found an error in the minutes of the March 23, 2013 Regular Meeting. On page five, Beaufort Street was misspelled as Beauford Street.

On a motion by Mr. Bill Wilson, and a second by Mr. McCurdy, the Trustees voted to approve the minutes of the March 23, 2013 Annual Meeting and the minutes of the March 23, 2013 Regular Meeting with the above mentioned corrections.

**Items Removed From Consent Agenda**

**Consent Agenda**

On a motion by Mr. McCurdy, and a second by Ms. Felicia Shaw, the Trustees voted to approve the consent agenda as presented including the following items:

1. **Review and Approve April Disbursements**
2. **Review and Approve February and March Financial Statements**
3. **Review and Receive March Monthly Ridership Report**

**Consent Agenda Discussion**

Mr. Wilson asked about the Disbursement line items regarding transfer of funds to Commerce Bank and the Express Services. Mr. Andrew Johnson, General Manager, responded the Express Services item is for the temporary employees, which should be winding down very soon. The primary reason for the transfer of funds from Illinois Funds US Bank to Commerce Bank is because we have not yet changed our depository relationship for our federal and State funds. We may be keeping the Illinois Funds account should the State change to direct deposit for our operating funds.

Mr. McCurdy asked about building maintenance expenses line item in the Income Statement with Approved Budget and why was that so high. Mr. Johnson explained that Bellas Landscaping and Snow Removal in the Disbursements falls under the Building Maintenance line item in the Budget.

**Old Business**

**1. Review Transit System By-Laws**

Chairman Buchanan announced the By-Laws discussion will be postponed because she is still waiting for some clarification on several items. It will be postponed until the May or June meeting.



## **New Business**

### **1. Request for Approval of Bus Rebranding and Destination Sign OCU's for Gilling Buses**

Mr. Johnson stated it was always intended that we were going to complete the bus rebranding, decaling, and repainting over a period of time based on the budget. The same intention was for the plan to replace the operational control units for the destination signs on the buses. We found in the FY 2013 Budget we have freed up enough funds through fuel and insurance savings to move ahead with this and get everything accomplished now. We are able to accomplish this now also due to the fact that we finally have a few extra buses available so we can afford to take some off the street to get the work accomplished. We want to get this accomplished so we can have the unified brand out on the streets. The operational control units will bring all the destination signs up to the state of the art ability to control them and have the electronic messages uniform throughout the fleet.

Mr. Johnson continued the rebranding will cost \$45,910.00 and the OCU's will cost \$37,450.00. We will use the money saved in the fuel and insurance line items to rebrand the buses and operating funds in the fixed routes parts budget to complete the OCU's project.

Mr. McCurdy asked what kind of timeline we looking at with this project. Mr. Isaac Thorne, Procurement Director, stated all the buses, except for the one which will be repainted, should be completed by the end of this fiscal year. Painting the buses takes more time than applying the wrap decals. The bus must leave the facility to be painted. The company comes to the Transit to decal the buses on the premises.

On a motion by Mr. Ryan Whitehouse, and a second by Mr. McCurdy, the Trustees voted to approve the Bus Rebranding and Destination Sign OCU's for the Gilling Buses.

### **2. Discussion of Draft FY 2014 Operating Budget**

Chairman Buchanan stated Mr. Johnson has presented a summary and an outline of the proposed FY 2014 Connect Transit Operating Budget figures. It is not a detailed proposal. The Trustees may wish to go into detail and discussion in a special budget session or extend the May meeting. Chairman Buchanan continued what is in the proposal is strategic and contains proposals we have discussed to keep our Transit system proactive, moving forward, strong, and being available to our community. The proposal puts into place resources for goals and activities the Trustees have discussed.

Mr. Johnson stated over the last two years the Transit has gone through many changes and we have gained a better understanding of how the resources should be allocated. The Transit has taken a hard look at insurance and fuel purchases. Changes have been made such as more efficient and timely volume purchasing of repair parts and

preventative maintenance, thus reducing our reliance on outside sources for bus repair which have positively impacted our expenses. We have a unique opportunity to slightly decrease total expenses, increase locally-generated revenue, and decrease our reliance on State and Federal operating aid.

The savings have provided us with the opportunity to propose strategic budget increases that will allow the Transit to improve customer service, raise additional revenue, improve community relations and Transit System image, meet increased regulatory requirements, and make the most of the new technology that has been implemented. To achieve these strategic goals the proposal is requesting the establishment of several new positions. Mr. Johnson believes the positions are realistic, sustainable, and critical to the continued success of Connect Transit. We need more staff if we want to grow and develop the Transit. The new positions will assist in building better community relationships, increase awareness, and assist in generating new revenue sources. Adding the new positions will help foster better relationships and a more immediate reaction relationship with our organized labor. They will also assist with getting more local support for funding should our federal and State funding fall short.

Mr. Johnson stated, aside from the addition of seven positions, there are no big changes or surprises in the budget. Several line items have been reallocated. Pre-purchasing and bulk purchasing of parts for buses has eliminated the last minute ordering of parts, which came with enormous express shipping fees. We also are seeing decreases in insurance costs. The fuel purchasing contract continues to save the Transit money. Mr. Johnson continued we are expecting to see solid increases in the operating revenue from the previous budget. Tightening up the security on the university passes has resulted in increased revenue. We expect to see increases in our contract fares according to the trend. If positions are added we would also have advertising revenue to add to the list of revenue.

Mr. Johnson announced the Governor has just made a proposal which would severely impact our budget. He proposed that downstate transit systems should limit their 2014 spending to what they actually spent in 2012. This would result in over \$1 million decrease to our funding. Mr. Johnson does not expect that to happen, however, that is the warning shot that has been fired. The Illinois Public Transit Association is negotiating with key staffers in the Assembly for a way to limit the automatic 10% increase in downstate operating assistance. That was implemented during Governor Rod Blagojevich's administration. Automatic 10% increases clearly are not sustainable forever and IPTA is looking for a realistic way to fund downstate transit which takes into consideration realistic appropriations. Transit systems need to know ahead of time exactly how much money they will receive and be able to plan accordingly. Connect Transit doesn't expect to see any significant changes in our funding going into 2014.

Mr. Johnson believes this is a very fair and realistic budget. Mr. Johnson stated the proposed budget reflects steps for achieving long term success for the Transit, given the current funding opportunities available. Staff is prepared to make necessary adjustments to deal with any funding situation that could change at any time. Mr. Johnson continued

this budget and the addition of the new positions will move Connect Transit to greater levels of success in the future.

The positions are as follows:

Maintenance Supervisor: This position will supervise night maintenance crew, ensuring proper overnight preventative maintenance and cleaning of buses and facilities as well as allowing the department management to devote more time to meeting the time-consuming new FTA State of Good Repair reporting and oversight requirements.

Mechanic: Connect Transit has added new paratransit buses and used fixed route buses, resulting in a net increase in the number of vehicles that must be maintained. In order to keep up with the preventative maintenance and repair maintenance needs of the fleet we will need an additional mechanic.

Business Development Manager: This position will function as a relationship manager/salesperson for the Transit. The employee will be tasked with growing the existing revenue relationships Connect Transit has with institutions and corporations in the area as well as cultivate and formalize new revenue-generating opportunities. This position will manage bus advertising as well. It is expected that this position will be revenue-neutral within the first year and be revenue-positive in the following years.

Executive Assistant-Labor Relations: This position will provide confidential administrative support to the General Manager and Human Resources Director. The Position will function as the critical point of contact for all organized labor communications with management and provide administrative support for all organized labor negotiations as well as management labor relations strategy and planning.

Planning and Grants Manager: The Transit does not have a position dedicated to analyzing Transit System service operations and planning changes to routes and schedules. These tasks are currently performed by current members of staff over and above their other full-time duties. This position will be trained in transit planning and dedicated to performing those tasks. This position will also locate grant opportunities to fund service, prepare the grant applications, and assist in the operating and capital budgeting process.

Information Technology Manager: Connect Transit has implemented an impressive amount of technology in just eighteen months. It requires maintenance which is very labor intensive. Current staff devotes a significant amount of time to website management, coordination with technology vendors for training, software updates, and resolution of problems that might arise in the operation of the equipment and software. This position would be dedicated to maintaining all of our technology platforms. The employee would gain a solid understanding of each application and be able to troubleshoot routine problems as well as keep all software up to date. When problems are more significant, the employee will be able to “speak the language” and use established relationships with vendor staff that will result in quick resolutions of all issues.

This will eliminate the extended internal and external customer service issues that we have encountered in the past with malfunctioning equipment and software.

External Affairs Manager: This position will manage customer outreach through Transit System involvement in community events, social media, website content, and traditional media. This position will also function as a Transit System spokesperson and assist in government relations. The Transit System currently has no employee devoted to the critical task of promoting Connect Transit's image and spreading its message throughout the community. This position will fill that void.

Mr. Whitehouse asked about the Information Technology Manager position. In his organization that position is out sourced with an on-call service. Mr. Johnson replied we out source our technology now, however due to all our newly acquired transit specific software, it is very difficult to trouble shoot and work with different technical support personnel when they don't understand the industry specific software. We would like this manager to completely understand the software and how it relates to our transit needs. This manager would know who to call to get the problem fixed, and get the system back on line. Currently, the problem falls on another staff member to try to figure out the problem as well as handle their day to day work load. We need quicker response times and solutions to our day to day problems. We also need someone to handle the content and manage our new web site. The position will need to facilitate relationships with the software vendors and our contracted technology support company and have enough knowledge and skill to handle the small issues on sight and fix them before they become major issues.

Chairman Buchanan acknowledged the budget will require extra time for the Trustees to review. Chairman Buchanan will send out an email to find out if the majority would like to extend the May meeting or add a special meeting in May to discuss the proposed budget. The Trustees need to understand the budget, be comfortable with it, and be able to explain it. It is a very important responsibility of the Trustees.

Mr. Johnson stated we will be about a month late getting the budget to the State as the timeline looks now and we do not want to have the budget approved just a few days before the fiscal year begins. Mr. Johnson stressed the Trustees need to get the budget finalized in May.

Mr. McCurdy inquired if there are final changes made during the May meeting will that still allow enough time to make the changes and get it to the State before the end of the month. Mr. Johnson responded that last minute changes should not be a problem.

Mr. Whitehouse suggested extending the May meeting as May is a busy month. Mr. Bill Wilson commented the areas of controlling expenses have been dealt with and discussed with the Board continually throughout the year. The budget is impressive and positive to see. The brief descriptions of the new positions are compelling, but considering the number of new positions suggested and the new types of work, in many respects, will require further discussion and thought.

Mr. Johnson responded it is bold and he would be more concerned if the Board just “rubber stamped” the proposal.

Mr. John Thomas would like to see what the revenue trade off would be, cost versus benefit.

Mr. Whitehouse asked about the Business Development Manager in regards to the statement, “It is expected that this position will be revenue-neutral within the first year and be revenue-positive in the following years.” Is this just speculation or are there numbers you can share with the Trustees in regards to that? Mr. Johnson responded the position is not worth much if it is not carrying its own weight and more. The opportunities are out there and the time line is not unrealistic. Mr. Thomas added this should be true for the Planning and Grants Manager position also.

### General Manager’s Report

#### **1. State and Federal Update**

Mr. Johnson stated there are questions about how the Illinois Downstate Operating Assistance is going to be changed in the future. We expect the assembly is going to keep things “status quo”. The good news is that Bloomington Normal Transit typically does not utilize all the funds that are afforded to it. We received almost one million dollars when we asked for it for 2013 and we are not going to use it. Even if cuts are made, unless they are targeting specific transit systems, we are still going to have some breathing room.

On the federal side, Map-21 authorized spending levels at a certain amount and then the House attempted to appropriate less money than what was authorized. The Senate fixed that, but these types of actions may happen again in the future. Current authorization expires September 2014 and chances are there will not be a new authorization until 2015 or 2016. If they continue to fund at the Map-21 level we will be in great shape on the operating side, but it means that our capital bus facilities program will continue to suffer. We may be able to pool the money we get over the next several years and purchase something we need.

Mr. Johnson stated he attended an American Public Transit Association Authorization Task Force meeting several weeks ago and learned they are intending to protect smaller transits, such as ours, in their recommendation to the House and the Senate by stating that no less than 15% of capital funding will go to smaller transit systems. This could result in a decent discretionary capital program for us. Mr. Johnson stated it seems APTA is getting close to having a recommendation, but the biggest problem is just getting someone to listen to it.

At the federal level the attention and discussion is currently on guns and immigration. Currently on the operation side it is looking good. On the capital side the challenge is

getting the authorization from the State and federal governments to actually spend the money we already have rather than getting additional money.

## **2. IDOT Capital Grant**

Mr. Johnson reported the Governor recently announced the \$12 billion bus spending program. Connect Transit did have a couple line items in that: one for \$3 million for buses and one for \$30,000.00 for equipment. The question now remains as to how it will be funded. Until the money is obligated we will hold off on any plans for those funds. Mr. Johnson remains hopeful that it will be funded as the new buses are critical to our continued service.

Mr. Whitehouse reported when he was in Springfield last week the Speaker of the House and the President of the Senate both commented that no one knows where this money will come from and the budget office says that within eighteen months they are hoping the federal government will appropriate 80% to 85% of that amount. Congress states we have a new transportation bill and we are not going to give anything else. Yet the Governor says more money is coming. Mr. Whitehouse stated he would not hold his breath waiting for funds.

Mr. Johnson added we can hope the majority of the money that is set aside for the Downstate Capital Improvement Program is money that was left over from the Downstate Operating Assistance. If funds were truly kept separate, maybe the money will be there. There are no promises. Mr. Johnson will keep alert to the possibilities and keep the Trustees informed. There is no federal money right now. The new TIGER funding has a minimum of \$10 million. This building did not cost that. Once again the smaller transit systems are hard pressed to get some of the money that is available.

## **3. Bus Purchases**

Mr. Johnson commented the Trustees approved a purchase of five new buses in October 2012. We have yet to get authorization to spend that money in order to get the buses. We have located a "piggy back" contract which we think will work. The regional council at the Federal Transit Administration is currently reviewing it. Hopefully, that arrangement will give us approval to pursue the "piggy back" contract. Mr. Johnson continued we will personally take it to Chicago to go over all the parts of the local concurrence if we need to, just to be sure there are no questions about what forms are needed and what information needs to be turned in.

Mr. McCurdy inquired about the changes in the "piggy back" rules which would make it more difficult for transits to participate in those arrangements. Mr. Johnson responded a "Dear Colleague" letter went out that cast doubt over the majority of "piggy back" contracts. It is definitely a warning to transits to be very careful if pursuing this type of agreement. This is why we are going to the FTA and requesting that an approval be put in writing. Mr. Johnson continued the "piggy back" we found is a state wide contract out of Minnesota that can clearly justify all the optional buses that were put in the contract

and they can clearly justify why some of the buses were not needed. Mr. Johnson stated "piggy back" contracts are preferable to doing full scale procurement. They still promote competition and fulfill all the letters of the law. "Piggy backing" allows transits to standardize their fleets. That way the drivers and mechanics are already familiar to those buses and the parts on the shelf fit.

#### **School District Unit 5**

Mr. Johnson reported Unit 5 wishes to partner with the Transit to promote the Bus System in the schools, primarily the schools with the demographics where one would see higher usage of the bus. The students would be educated how to ride the bus, thus creating life-long riders. It is still in the early stages. We hope to get a meeting with Unit 5 very soon. We have the desire to get into the schools to teach students how to ride the bus and eliminate any anxieties about riding the bus. Hopefully, teaching the students to ride will be infectious to the rest of the family.

#### **Correspondence and Media**

#### **Trustee Comments**

Chairman Buchanan welcomed Ms. Felicia Shaw as the newly appointed Trustee. Chairman Buchanan asked Ms. Shaw to tell the Trustees about herself.

Ms. Shaw stated she works full time at State Farm and has been employed there for roughly eighteen years. Ms. Shaw continued she has worked a great deal in community development and grass roots organizations on how to create sustainable communities. Ms. Shaw held up the pages from Ms. Holt's handout referring to the West Bloomington Neighborhood Plan and stated she remembers when the West Bloomington Neighborhood Plan and the West Bloomington Revitalization Project were being studied and developed to see change happen on Bloomington's west side because she sat on a committee working on that project. Ms. Shaw believes in giving back to the community. She admits at times she can get very heavily involved, but she has seen great results. Ms. Shaw stated working with State Farm gives her an opportunity to see the other side of those challenges, whether using marketing dollars, philanthropy, or providing opportunities for people to serve in order to accomplish the goal. Ms. Shaw continued she does a great deal of community development with State Farm as well. Outside of work, Ms. Shaw continued, she has her own company. She has her own radio show, her second book was just released last month, and her third book will be coming out in June. Ms. Shaw is also a life coach and a motivational speaker. Ms. Shaw has children and a husband. Ms. Shaw is privileged and excited to have this opportunity to serve on the Board. Ms. Shaw has a teenager who uses the bus and she remembers riding with her to help her daughter understand how the bus system works. Ms. Shaw understands how important the bus system is to the members of our communities and the businesses. The Transit is a very important to having a sustainable community. Ms. Shaw is glad to have the opportunity to serve on the Board and she will give 126%! Ms. Shaw is anxious to get State Farm excited and engaged in Connect Transit. In fact, Ms. Shaw stated she has already stated having Transit conversations at work.

Chairman Buchanan reported the Study Group met this morning. The meeting was probably their last "face to face" meeting. The Study Group has been meeting through extensive conference calls. The Group is getting very close to wrapping up their business and bringing their report of recommendations to the Board. The Study Group anticipates having a final report ready for the May Board Meeting. Chairman Buchanan stated the Board may request one of the Study Group members to present the report to the Trustees. The Group is very aware of what the Board has requested them to do in terms of sustaining the system, reaching out to all segments of the communities, and being the best we can be within the constraints we have.

They are looking at the current revenue, options to generate new revenue, education, impact, value of transit to the communities and businesses, contracts, and communication. The Group hopes to come back to the Board with some recommendations as well as recommendations for some on-going study. They identified some individuals who could perhaps help with statistics for the study process. Chairman Buchanan is very hopeful and optimistic about the report. The Study Group is comprised of a very broad base of people, representing many different segments of the communities.

Chairman Buchanan stated she and Mr. Johnson have met with Mr. Dan Layzell, Illinois State University Vice President for Finance and Planning, and Ms. Deb Smitley, the Senior Associate Vice President for Finance and Planning. We will meet on a quarterly basis to discuss Connect Transit's relationship with ISU and introduce the new ISU President to Connect Transit and the services we provide to the University and the communities. Chairman Buchanan believes these discussions will be very helpful as we continue discussion of contracts for ISU bus services. It is anticipated the quarterly meetings will increase our mutual understanding of the services provided, services needed, service availability and accessibility, and the costs of the services. The intent is to continue to grow and enhance the working partnership.

Chairman Buchanan stated we will get to Strategic Planning at a future meeting. We wanted to have Ms. Shaw on the Board before moving forward with that. That will probably be a Saturday session. Chairman Buchanan will contact Mr. John Bowman and Mr. John Thomas to prepare a review of the previous plan to help better understand where we might go from there. The Study Group concluded the past Strategic Planning was a good starting point but needs to continue on from there. The Strategic Planning will be a facilitated session. If anyone has a suggestion for a facilitator please get that information to Mr. Johnson or Chairman Buchanan.

Mr. McCurdy wanted to commend Connect Transit for the recent outreach efforts at State Farm Earth Day Expo at Corporate South. The conversations were productive and the one-on-one contacts are very valuable. Mr. McCurdy reported Mr. Roy Rickett, Operations Director, and Mr. Chris Mold, Operations Supervisor did a great job. It was also nice to see Connect Transit at the IWU Illinois Sustainable Living and Wellness Expo as well. It helps to raise the profile of the Transit and it is a great opportunity to be able to talk to someone who is helping run the System. Transit promotion at State Farm brought about a new awareness to some employees who were unaware they could ride the bus for free. Mr. Johnson added we will also be attending the Twin City Showcase and the May 4<sup>th</sup> Farmer's Market.



Mr. McCurdy helps to administer the “Good to Go” Program. It is a year round sustainable transportation project. Mr. McCurdy reported they conducted a survey of past participants to the “Commuter Challenge”. In the survey they found there was a 6% increase in bus ridership of those who participated in the challenge compared to before participating in the “Commuter Challenge”. Actually getting on the bus and using the bus led to increased usage after the “Commuter Challenge”. The survey also indicated some areas of additional work that needs to take place. The bus ranked fifth in the list of mode of transportation used by the “Commuter Challenge” participants. Mr. McCurdy will pass along a copy of the report to Mr. Johnson. Chairman Buchanan asked if Mr. McCurdy could also pass along an electronic copy of the report to all the Board Members.

Mr. Wilson inquired if there was a schedule for the route restructuring that we are following. Mr. Johnson responded we are hoping to have the draft of the route restructuring by the end of the week. After that been vetted a bit we will schedule the open houses to discuss the schedule. At this point the routes are more of a hybrid of streamlining existing routes and some adjustments to the previous proposal but nothing quite as dramatic as the previous proposal. We should have something to show the Board very soon. Mr. McCurdy asked if there was a time frame for the open houses. Mr. Johnson responded we need to be scheduling them in May and we will be giving appropriate notice.

#### **Request for Executive Session to Discuss Personnel Matters**

On a motion by Mr. Thomas, and a second by Mr. Wilson, the Board voted to adjourn the public meeting and commence an Executive Session to discuss personnel matters at 5:35 p.m.

#### **Reconvene**

Subsequently, the Board voted to adjourn the executive session and reconvene the public meeting at 5:55 pm.

#### **Adjournment**

There being no further public business, on a motion and a second, the Trustees voted to adjourn the public meeting at 5:56 p.m.

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John M. Bowman, Secretary



Disbursements to be Approved  
May 28, 2013

Payee	Goods Purchased	Amount
A.T.U. - C.O.P.E.	Payroll Deduction	\$187.27
Aaron Bergman, Matco Tool Distributor	Bus Parts	\$117.75
ABC Bus Companies	Bus Parts	\$647.23
Ally	Car lease	\$164.00
Amalgamated Transit Union Local 752	Payroll Deduction	\$4,435.20
AmerenIP	Utilities	\$885.18
Andrew Johnson	Car Allowance	\$500.00
Andrew Johnson	Expense Reimbursement	\$170.88
Angela Ballantini	Settlement - Ballantini	\$29,391.28
Assurance Agency, Ltd.	Insurance	\$102,190.00
B & B Awards and Recognition, Inc	Board Expense	\$53.99
Bellas Landscaping	Snow Removal & Landscaping	\$1,450.00
Central Illinois Trucks Inc.	Bus Parts	\$703.60
City of Bloomington	Utilities	\$895.53
Clark Baird Smith	Legal Service	\$307.50
Comcast Cable	Internet	\$396.90
Commerce Bank	Transfer of Funds	\$1,332,499.00
Corn Belt Energy Corp.	Utilities	\$4,593.58
Creative Promotions and Print	Lanyards	\$1,703.32
Cummins Mid-States Power Inc.	Bus Parts	\$3,944.21
Dean's Graphics	Bus Decals	\$1,730.00
Dennison Corporation	Outside Repair	\$2,334.61
Dish Network	Television Service	\$108.00
DNDC of Illinois	Telephone Expense	\$1,201.25
Don Owen Tire Service, Inc.	Bus Parts	\$3,393.77
Employee	Insurance Reimbursement	\$26.04
Employee	Insurance Reimbursement	\$179.42
Euclid Products Company	Insurance Reimbursement	\$7,803.33
Evergreen FS	Fare Box and Vaults	\$117,175.29
Express Services, Inc.	Fuel	\$15,224.00
Fastenal Company	Temp Service	\$894.76
Fleet-Net Corporation	Bus Parts	\$9,800.00
Florida Sate Disbursement	Software & Tech Support	\$286.50
Four Seasons Association	Payroll Deduction	\$591.00
Frontier	Payroll Deduction	\$949.38
G&K Services	Telephone	\$585.58
GE Capital C/O Ricoh USA Program	Mechanics Uniforms	\$431.00
Gillig LLC	Copiers	\$13,682.96
Global Travel International	Bus Parts	\$785.00
Health Alliance Medical Plans	Conference	\$56,132.00
Heartland Community College	Insurance	\$1,488.85
Heritage Machine & Welding, Inc.	Reimbursement of rider fees	\$243.24
ICMA Retirement Trust -457	Bus Parts	\$32,804.13
Idaho Child Support	Pension Plan	\$115.36
Illinois Cooperative Association	Payroll Deduction	\$34.51
Illinois Department of Revenue	Maintenance	\$18,424.90
Illinois State Disbursement Unit	Payroll Deduction	\$2,406.06
Inter-City Supply Company	Payroll Deduction	\$225.55
Jason Garmon	Office Supplies	\$450.00
John H. Germeraad, Trustee	Tool Allowance	\$960.00
Lee Enterprises - Central Illinois	Payroll Deduction	\$720.19
Lincoln National Life Insurance Co.	Employment Ads	\$8,763.52
	Insurance	

McLean County Chamber of Commerce	Showcase Booth	\$325.00
McLean County Regional Planning	Meeting	\$60.00
MCS Office Technologies	Web Site	\$35.00
MH Equipment Co.	Floor Scrubber Service	\$329.07
Michelle Ferguson	Expense Reimbursement	\$43.18
Midwest Aerials & Equipment, Inc.	Forklift Rental	\$1,122.00
Miller Janitor Supply	Maintenance Supplies	\$1,074.43
Minerva Promotions	Promotions	\$72.00
Modal Marketing Inc.	Bus Parts	\$702.71
Mohawk Mfg. & Supply Co.	Bus Parts	\$392.70
Motion Industries, Inc.	Bus Parts	\$13.56
Napa Auto Parts	Bus Parts	\$33.59
New Flyer Industries Canada UIC	Bus Parts	\$79.76
Nicoara & Steagall	Settlement - Ballantini	\$22,608.72
Nicor Gas	Utilities	\$2,464.87
NMHG Financial Services	T90 Commander Floor Sweeper	\$813.63
Oberlander Alarm Systems, Inc.	Security Alarm Service Fee	\$191.00
Ohio Rack Inc.	Tire Racks	\$1,870.14
Orkin Pest Control	Garage Overhead	\$143.00
Payroll - Federal Tax		\$51,158.28
Payroll - Net		\$276,681.51
Payroll - SUTA Tax		\$15,657.26
Pemco Service Company Inc.	Maintenance	\$466.80
Powder Coating Unlimited	Powder Coat Bus Wheels	\$440.00
Ricoth USA, INC	Copier	\$174.96
Rilco, Inc.	Oil, Antifreeze	\$4,031.40
Rockford Industrial Welding Supply	Welding Supplies	\$254.11
Roy Rickert	Reimburse Training Exp	\$32.05
Secretary of State	8 bus license tags	\$840.00
Southland Printing Co.	Sub symbols	\$879.71
Southtown Wrecker Service, Inc.,	Bus towing	\$315.00
Staples	Office Supplies	\$198.40
The Copy Shop	Printing	\$504.99
The Great Display Co., LLC	Bus Wrap	\$975.00
Transfor Corporation	Bus Parts	\$284.95
Truck Centers, Inc.	Bus Parts	\$4,139.90
U S Bank	Transfer of Funds	\$2,250.00
U.S. Postal Service	Office Supplies	\$138.00
United Parcel Service	Shipping	\$109.10
USSC Group	Bus Parts	\$109.54
Verizon Wireless	Mobile Data Terminals for SS	\$515.44
VISA	Bus Parts	\$681.84
VISA	Travel & Meetings	\$7,633.06
VISA	Supplies	\$1,499.03
VSP Of Illinois	Insurance	\$528.48
Winkle Environmental Service	Maintenance	\$85.00
Total Operating		\$2,188,144.79
<hr/>		
Bennett DriveAway	Capital Account	
	Transport 1 Bus	\$4,500.00
Total Capital		\$4,500.00
Grand Total		<u>\$2,192,644.79</u>

**Bloomington Normal Public Transit  
Balance Sheet**

Fiscal Year: 2013    Period 10    April - 2013

Division: 99 Board Reports

As of: 04/30/2013

<b>Assets</b>	
<b>Current Assets</b>	
Checking and Savings	\$4,578,868.45
Accounts Receivable	\$3,521,312.00
Inventory Asset - Fuel	\$2,103.93
Inventory Asset - Parts	\$164,548.31
Inventory Asset - Tires	\$11,047.54
Other Current Assets	\$137,289.82
<b>Total Current Assets</b>	<b>\$8,415,170.05</b>
Fixed Assets	\$13,365,024.00
<b>Total Assets</b>	<b>\$21,780,194.05</b>
<b>Liabilities &amp; Equity</b>	
<b>Liabilities</b>	
Accounts Payable	\$275,485.04
Payroll Liabilities	\$588,046.67
Contracts	\$1,558.40
Due to Illinois Funds Account	\$2,605,291.00
Deferred Revenue	\$99,505.96
Deficit Funding Advance	\$0.00
<b>Total Liabilities</b>	<b>\$3,569,887.07</b>
<b>EQUITY</b>	
Fixed Asset Equity	\$12,483,532.77
Unreserved Fund Equity	\$6,750,412.62
Underground Petroleum Storage	\$20,000.00
<b>Total Equity</b>	<b>\$19,253,945.39</b>
Retained Earnings	(\$1,043,638.41)
<b>Total Liabilities &amp; Equity</b>	<b>\$21,780,194.05</b>



# Bloomington Normal Public Transit

## Income Statement With Approved Budget

Fiscal Year: 2013	Period 10	Division: 99 Board Reports		As of: 04/30/2013		
		April - 2013	Jul-2012 Thru Apr-2013 Year To Date		Approved Budget	
<b>REVENUE &amp; EXPENSE</b>						
<b>Revenue</b>						
Full Fare Revenue		\$52,067.17	10.83%	\$531,009.02	110.44%	\$480,811.00
Elderly Fare Revenue		\$107.00	7.48%	\$2,068.50	144.65%	\$1,430.00
Student Fare Revenue		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Child Fare Revenue		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Special Service Fare Revenue		\$9,409.46	8.55%	\$88,031.91	80.03%	\$109,998.00
Universal Access Revenue		\$50,141.49	9.37%	\$510,215.62	95.34%	\$535,151.00
Miscellaneous Revenue		\$367.75	1.70%	\$18,165.44	84.00%	\$21,625.00
Support Revenue		\$674,809.23	7.77%	\$6,266,399.54	72.12%	\$8,688,885.00
<b>Total Revenue</b>		<b>\$786,902.10</b>	<b>8.00%</b>	<b>\$7,415,890.03</b>	<b>75.38%</b>	<b>\$9,837,900.00</b>
<b>Expenses</b>						
Labor		\$397,324.32	7.29%	\$4,054,116.26	74.42%	\$5,447,818.00
Fringe Benefits		\$159,323.81	9.58%	\$1,127,840.79	67.80%	\$1,663,500.00
Services		\$38,430.31	12.72%	\$411,397.65	136.20%	\$302,059.00
Materials & Supplies		\$150,314.68	9.09%	\$1,378,325.64	83.35%	\$1,653,574.00
Utilities		\$13,373.58	12.69%	\$103,229.19	97.94%	\$105,397.00
Insurance		\$15,926.60	6.51%	\$183,106.76	74.90%	\$244,477.00
Miscellaneous Expenses		\$126,745.41	1.59%	\$1,552,923.57	19.43%	\$7,994,177.00
<b>Total Expenses</b>		<b>\$901,438.71</b>	<b>5.18%</b>	<b>\$8,810,939.86</b>	<b>50.61%</b>	<b>\$17,411,002.00</b>
<b>Net Profit (Loss)</b>		<b>(\$114,536.61)</b>	<b>1.51%</b>	<b>(\$1,395,049.83)</b>	<b>18.42%</b>	<b>(\$7,573,102.00)</b>

# Bloomington Normal Public Transit

## Income Statement With Approved Budget

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Fiscal Year: 2013    Period 10

Division: 00 General Operating Fund

As of: 04/30/2013

	April - 2013		Jul-2012 Thru Apr-2013 Year To Date		Approved Budget
<b>Ordinary Revenue/Expense</b>					
<b>Revenue</b>					
Fixed Route Adult Cash	\$39,160.17	11.79%	\$401,097.02	120.75%	\$332,167.00
<b>Adult Cash Fares</b>	<b>\$39,160.17</b>	<b>11.79%</b>	<b>\$401,097.02</b>	<b>120.75%</b>	<b>\$332,167.00</b>
Fixed Route Elderly Cash	\$0.00	0.00%	\$971.00	0.00%	\$0.00
<b>Elderly Cash Fares</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$971.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Student Cash Fares</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Child Cash Fares</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
After Hours Revenue	\$0.00	0.00%	\$0.00	0.00%	\$24,438.00
Special Service Cash	\$5,469.46	11.83%	\$50,816.91	109.96%	\$46,216.00
<b>Total Passenger Cash Fares</b>	<b>\$44,629.63</b>	<b>11.08%</b>	<b>\$452,884.93</b>	<b>112.43%</b>	<b>\$402,821.00</b>
Fixed Route Adult Tokens	\$1,940.00	7.87%	\$19,322.00	78.40%	\$24,644.00
<b>Full Fare Token Revenue</b>	<b>\$1,940.00</b>	<b>7.87%</b>	<b>\$19,322.00</b>	<b>78.40%</b>	<b>\$24,644.00</b>
Fixed Route Elderly Tokens	\$107.00	7.48%	\$1,097.50	76.75%	\$1,430.00
<b>Elderly Fare Token Revenue</b>	<b>\$107.00</b>	<b>7.48%</b>	<b>\$1,097.50</b>	<b>76.75%</b>	<b>\$1,430.00</b>
<b>Student Fare Token Revenue</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
Special Service Token Revenue	\$166.00	4.13%	\$2,688.00	66.82%	\$4,023.00
<b>Total Passenger Token Revenue</b>	<b>\$2,213.00</b>	<b>7.35%</b>	<b>\$23,107.50</b>	<b>76.78%</b>	<b>\$30,097.00</b>
Full Fare Monthly Pass	\$10,967.00	8.84%	\$110,590.00	89.19%	\$124,000.00
Monthly Pass - Special Service	\$3,774.00	11.06%	\$34,527.00	101.19%	\$34,121.00
Monthly Passes - After Hours	\$0.00	0.00%	\$0.00	0.00%	\$1,200.00
<b>Total Fast Passes</b>	<b>\$14,741.00</b>	<b>9.25%</b>	<b>\$145,117.00</b>	<b>91.08%</b>	<b>\$159,321.00</b>
ISU Contract Fares - Other	\$41,684.51	0.00%	\$250,147.08	0.00%	\$0.00
NiteRide	\$0.00	0.00%	\$29,121.70	33.02%	\$88,206.00
Universal Access	\$0.00	0.00%	\$52,050.52	31.75%	\$163,960.00
RedBird Shuttle	\$0.00	0.00%	\$56,451.32	31.12%	\$181,395.00
<b>Total ISU Contract Fares</b>	<b>\$41,684.51</b>	<b>9.61%</b>	<b>\$387,770.62</b>	<b>89.44%</b>	<b>\$433,561.00</b>
Other Contract Fares	\$8,456.98	8.32%	\$122,445.00	120.53%	\$101,590.00
<b>Gross Operating Revenue</b>	<b>\$111,725.12</b>	<b>9.91%</b>	<b>\$1,131,325.05</b>	<b>100.35%</b>	<b>\$1,127,390.00</b>
Advertising Revenue	\$0.00	0.00%	\$0.00	0.00%	\$15,000.00
Interest Income-Operating	\$40.28	16.11%	\$604.82	241.93%	\$250.00



# Bloomington Normal Public Transit

## Income Statement With Approved Budget

Fiscal Year: 2013    Period 10

Division: 00 General Operating Fund

As of: 04/30/2013

	April - 2013		Jul-2012 Thru Apr-2013 Year To Date		Approved Budget
Capital Interest-	\$309.71	0.00%	\$1,747.19	0.00%	\$0.00
Miscellaneous Revenue - Other	\$7.00	0.22%	\$6,272.80	193.01%	\$3,250.00
Wage Garnishment Fees	\$0.00	0.00%	\$62.51	0.00%	\$0.00
Vendor Discounts Taken	\$0.00	0.00%	\$0.36	0.00%	\$0.00
Scrap Sales	\$0.00	0.00%	\$1,172.30	42.25%	\$2,775.00
Insurance Reimbursement	\$0.00	0.00%	\$8,294.70	0.00%	\$0.00
Warranty Reimbursement	\$0.00	0.00%	\$0.00	0.00%	\$350.00
Employee Jury Duty Income	\$10.76	0.00%	\$10.76	0.00%	\$0.00
<b>Total Miscellaneous Revenue</b>	<b>\$367.75</b>	<b>1.70%</b>	<b>\$18,165.44</b>	<b>84.00%</b>	<b>\$21,625.00</b>
Bloomington Support	\$46,311.50	8.33%	\$463,115.00	83.33%	\$555,738.00
Normal Support	\$0.00	0.00%	\$264,641.67	83.33%	\$317,570.00
State Support	\$511,273.23	7.99%	\$4,808,963.54	75.13%	\$6,401,189.00
IDOT- Capital	\$0.00	0.00%	\$0.00	0.00%	\$1,374,400.00
Federal Operating Support	\$163,536.00	8.04%	\$1,457,436.00	71.68%	\$2,033,296.00
Federal Capital	\$174,703.00	2.42%	\$1,216,257.00	16.86%	\$7,213,738.00
FTA Associated Capital Support	\$0.00	0.00%	\$0.00	0.00%	\$254,400.00
<b>Total Support Revenue</b>	<b>\$895,823.73</b>	<b>4.94%</b>	<b>\$8,210,413.21</b>	<b>45.24%</b>	<b>\$18,150,331.00</b>
<b>Gross Revenue</b>	<b>\$1,007,916.60</b>	<b>5.22%</b>	<b>\$9,359,903.70</b>	<b>48.50%</b>	<b>\$19,299,346.00</b>
<b>Expense</b>					
Driver's Regular Labor	\$259,122.00	7.94%	\$2,357,350.58	72.24%	\$3,263,251.00
Driver's Overtime Labor	\$7,781.17	3.39%	\$130,065.56	56.59%	\$229,834.00
Driver's Other Labor	\$0.00	0.00%	\$185,499.50	54.35%	\$341,286.00
Driver's Accident Pay	\$51.13	0.00%	\$314.05	0.00%	\$0.00
Driver's Holiday Pay	\$0.00	0.00%	\$25,238.24	0.00%	\$0.00
Driver's Anniversary Pay	\$784.00	0.00%	\$3,754.72	0.00%	\$0.00
Driver's Birthday Pay	\$511.20	0.00%	\$4,490.84	0.00%	\$0.00
Driver's Personal Day Pay	\$3,922.52	0.00%	\$24,736.12	0.00%	\$0.00
Driver's Sick Pay	\$1,852.96	0.00%	\$28,156.91	0.00%	\$0.00
Driver's Vacation Day Pay	\$9,288.80	0.00%	\$46,160.32	0.00%	\$0.00
Driver's Safety Day Pay	\$0.00	0.00%	\$825.76	0.00%	\$0.00
Driver's Bereavement Pay	\$0.00	0.00%	\$823.76	0.00%	\$0.00
Driver's Jury Duty Pay	\$207.04	0.00%	\$2,691.52	0.00%	\$0.00
Driver's Retro Pay	\$64.44	0.00%	(\$769.81)	0.00%	\$0.00
Driver's Gift Certificates	\$0.00	0.00%	\$5,460.00	0.00%	\$0.00
Driver's Drug Testing	\$0.00	0.00%	\$152.59	0.00%	\$0.00
<b>Total Driver Wages</b>	<b>\$283,585.26</b>	<b>7.40%</b>	<b>\$2,814,950.66</b>	<b>73.41%</b>	<b>\$3,834,371.00</b>

# Bloomington Normal Public Transit Income Statement With Approved Budget

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Fiscal Year: 2013    Period 10

Division: 00 General Operating Fund

As of: 04/30/2013

	April - 2013		Jul-2012 Thru Apr-2013 Year To Date		Approved Budget
Operation's Supervision	\$17,057.08	4.82%	\$222,224.22	62.75%	\$354,166.00
Operation Supervision OT	\$5,428.95	0.00%	\$18,820.31	0.00%	\$0.00
Operation Supervision Holiday Pay	\$0.00	0.00%	\$2,768.46	0.00%	\$0.00
Operation Supervision Anniversary Pay	\$515.86	0.00%	\$798.18	0.00%	\$0.00
Operation Supervision Birthday Pay	\$0.00	0.00%	\$255.68	0.00%	\$0.00
Operation Supervision Personal Day	\$0.00	0.00%	\$1,472.94	0.00%	\$0.00
Operation Supervision Sick Pay	\$520.88	0.00%	\$9,328.12	0.00%	\$0.00
Operation Supervision Vacation Pay	\$0.00	0.00%	\$4,236.38	0.00%	\$0.00
Operation Supervision Bereavement Pay	\$380.64	0.00%	\$380.64	0.00%	\$0.00
Operation Supervision Retro	\$0.00	0.00%	\$995.57	0.00%	\$0.00
<b>Total Supervision Wages</b>	<b>\$23,903.41</b>	<b>6.75%</b>	<b>\$261,280.50</b>	<b>73.77%</b>	<b>\$354,166.00</b>
<b>Total Operation's Wages</b>	<b>\$307,488.67</b>	<b>7.34%</b>	<b>\$3,076,231.16</b>	<b>73.44%</b>	<b>\$4,188,537.00</b>
Maintenance Supervision	\$9,957.53	5.61%	\$139,394.33	78.46%	\$177,654.00
Mechanic's Regular Labor	\$40,725.18	7.59%	\$398,789.79	74.35%	\$536,383.00
Mechanic's Overtime Labor	\$1,210.74	12.94%	\$12,371.57	132.26%	\$9,354.00
Mechanic's Other Labor	\$0.00	0.00%	\$30,382.59	51.56%	\$58,925.00
Mechanic's Holiday Pay	\$0.00	0.00%	\$5,579.19	0.00%	\$0.00
Mechanic's Anniversary Pay	\$0.00	0.00%	\$419.76	0.00%	\$0.00
Mechanic's Birthday Pay	\$90.28	0.00%	\$90.28	0.00%	\$0.00
Mechanic's Personal Day Pay	\$317.51	0.00%	\$3,551.01	0.00%	\$0.00
Mechanic's Sick Pay	\$0.00	0.00%	\$7,763.83	0.00%	\$0.00
Mechanic's Vacation Day Pay	\$2,991.85	0.00%	\$6,565.96	0.00%	\$0.00
<b>Total Maintenance Personnel Services</b>	<b>\$55,293.09</b>	<b>7.07%</b>	<b>\$604,908.31</b>	<b>77.32%</b>	<b>\$782,316.00</b>
Administration Salaries	\$20,103.06	4.21%	\$296,383.89	62.14%	\$476,965.00
Administration Overtime Labor	\$9,896.62	0.00%	\$35,357.38	0.00%	\$0.00
Administration Holiday Pay	\$0.00	0.00%	\$3,850.22	0.00%	\$0.00
Administration Anniversary Pay	\$100.00	0.00%	\$399.69	0.00%	\$0.00
Administration Personal Day Pay	\$257.45	0.00%	\$5,589.15	0.00%	\$0.00
Administration Sick Pay	\$3,481.40	0.00%	\$18,393.72	0.00%	\$0.00
Administration Vacation Pay	\$704.03	0.00%	\$8,767.98	0.00%	\$0.00
Administration Retro Pay	\$0.00	0.00%	\$4,234.76	0.00%	\$0.00
<b>Total Administration Salaries</b>	<b>\$34,542.56</b>	<b>7.24%</b>	<b>\$372,976.79</b>	<b>78.20%</b>	<b>\$476,965.00</b>
Employer FICA	\$24,113.92	0.00%	\$227,899.10	0.00%	\$0.00
Employer Medicare	\$5,639.51	0.00%	\$53,298.91	0.00%	\$0.00
Employer SUTA	\$269.99	0.87%	\$19,822.39	63.94%	\$31,000.00
Payroll Taxes	\$0.00	0.00%	\$23,003.59	5.31%	\$433,386.00

# Bloomington Normal Public Transit

## Income Statement With Approved Budget

Fiscal Year: 2013	Period 10	Division: 00 General Operating Fund		As of: 04/30/2013		
		April - 2013	Jul-2012 Thru Apr-2013 Year To Date		Approved Budget	
<b>Total Employer Payroll Tax Expense</b>		\$30,023.42	6.47%	\$324,023.99	69.77%	\$464,386.00
457 Contributions		\$31,013.91	13.85%	\$165,420.45	73.89%	\$223,882.00
<b>Total Pension Plan</b>		\$31,013.91	13.85%	\$165,420.45	73.89%	\$223,882.00
Group Health Insurance		\$43,637.50	7.22%	\$383,562.89	63.48%	\$604,242.00
Deductible Risk		\$2,719.47	0.00%	\$3,500.04	0.00%	\$0.00
Co-Payment Risk		\$0.00	0.00%	\$5,172.85	0.00%	\$0.00
Vision Insurance		\$80.15	0.00%	\$264.82	0.00%	\$0.00
Dental Insurance		\$472.56	0.00%	\$2,603.97	0.00%	\$0.00
<b>Total Group Health Insurance</b>		\$46,909.68	7.76%	\$395,104.57	65.39%	\$604,242.00
Life Insurance		\$0.00	0.00%	\$0.00	0.00%	\$10,545.00
Short-Term Disability		\$3,564.88	9.59%	\$49,150.33	132.16%	\$37,190.00
Long-Term Disability		\$350.85	0.00%	\$3,295.62	0.00%	\$0.00
Workers Comp Insurance		\$47,262.00	15.56%	\$183,891.74	60.55%	\$303,686.00
<b>Total Group Insurance</b>		\$98,087.41	10.26%	\$631,442.26	66.07%	\$955,663.00
Mechanics Uniforms		\$199.07	5.43%	\$2,158.86	58.84%	\$3,669.00
Driver's Uniforms		\$0.00	0.00%	\$4,795.23	30.16%	\$15,900.00
<b>Uniform Expense</b>		\$199.07	1.02%	\$6,954.09	35.54%	\$19,569.00
Mechanic's Tool Allowance		\$450.00	14.81%	\$1,743.72	57.38%	\$3,039.00
Audit		\$0.00	0.00%	\$16,508.00	100.05%	\$16,500.00
Data Processing		\$0.00	0.00%	\$6,258.76	125.18%	\$5,000.00
Legal		\$0.00	0.00%	\$32,212.46	322.12%	\$10,000.00
Consulting Fees		\$1,500.00	15.00%	\$2,400.00	24.00%	\$10,000.00
<b>Total Professional Services</b>		\$1,950.00	4.38%	\$59,122.94	132.74%	\$44,539.00
Outside Repair Services		\$1,573.77	0.00%	\$10,229.56	0.00%	\$0.00
Engine/Exhaust - FR		\$0.00	0.00%	\$87,585.31	172.61%	\$50,741.00
Transmission - FR		\$0.00	0.00%	\$47,321.27	348.67%	\$13,572.00
Fuel Tank - FR		\$0.00	0.00%	\$0.00	0.00%	\$298.00
Rearend - FR		\$0.00	0.00%	\$129.23	3.59%	\$3,600.00
Suspension - FR		\$0.00	0.00%	\$0.00	0.00%	\$6,200.00
Air System/Compressor - FR		\$0.00	0.00%	\$0.00	0.00%	\$893.00
Steering - FR		\$0.00	0.00%	\$175.99	1.25%	\$14,124.00
Wheels - FR		\$440.00	17.25%	\$787.32	30.88%	\$2,550.00
Glass Products - FR		\$0.00	0.00%	\$49.79	9.96%	\$500.00
Hydraulic System - FR		\$0.00	0.00%	\$93.39	0.00%	\$0.00

**Bloomington Normal Public Transit  
Income Statement With Approved Budget**

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Fiscal Year: 2013    Period 10

Division: 00 General Operating Fund

As of: 04/30/2013

	April - 2013		Jul-2012 Thru Apr-2013 Year To Date		Approved Budget
Wheelchair Lift - FR	\$0.00	0.00%	\$0.00	0.00%	\$4,222.00
Heating System - FR	\$0.00	0.00%	\$25.50	0.00%	\$0.00
Air Conditioning System - FR	\$0.00	0.00%	\$0.00	0.00%	\$1,100.00
Electrical System - FR	\$0.00	0.00%	\$521.50	0.00%	\$0.00
Alternator - FR	\$0.00	0.00%	\$0.00	0.00%	\$608.00
Body Structure - FR	\$0.00	0.00%	\$789.50	4.51%	\$17,510.00
Body Trim - FR	\$0.00	0.00%	\$0.00	0.00%	\$12,750.00
Tires - FR	\$823.00	0.00%	\$3,511.23	0.00%	\$0.00
Towing - FR	\$0.00	0.00%	\$1,005.00	46.66%	\$2,154.00
FTA Outside Repair - FR	\$0.00	0.00%	\$24,515.53	0.00%	\$0.00
Misc. - FR	\$3,470.00	4082.35%	\$4,574.99	5382.34%	\$85.00
Radiator- FR	\$0.00	0.00%	\$0.00	0.00%	\$4,835.00
<b>FR Outside Repair - Labor</b>	<b>\$6,306.77</b>	<b>4.65%</b>	<b>\$181,315.11</b>	<b>133.57%</b>	<b>\$135,742.00</b>
Engine/Exhaust - DR	\$0.00	0.00%	\$1,548.71	18.48%	\$8,382.00
Transmission - DR	\$0.00	0.00%	\$1,640.68	241.99%	\$678.00
Fuel Tank - DR	\$0.00	0.00%	\$416.06	0.00%	\$0.00
Rearend - DR	\$0.00	0.00%	\$0.00	0.00%	\$1,025.00
Suspension - DR	\$0.00	0.00%	\$0.00	0.00%	\$879.00
Wheels - DR	\$0.00	0.00%	\$515.58	23.41%	\$2,202.00
Glass Products -DR	\$0.00	0.00%	\$0.00	0.00%	\$806.00
Wheelchair Lift - DR	\$0.00	0.00%	\$0.00	0.00%	\$213.00
Heating System - DR	\$0.00	0.00%	\$0.00	0.00%	\$85.00
Air Conditioning System - DR	\$0.00	0.00%	\$212.50	83.33%	\$255.00
Electrical System - DR	\$539.22	211.46%	\$1,340.06	525.51%	\$255.00
Alternator - DR	\$0.00	0.00%	\$0.00	0.00%	\$2,197.00
Body Structure - DR	\$0.00	0.00%	\$0.00	0.00%	\$5,000.00
Body Trim - DR	\$0.00	0.00%	\$549.10	57.92%	\$948.00
Tires - DR	\$0.00	0.00%	\$179.75	0.00%	\$0.00
Towing - DR	\$95.00	10.88%	\$905.00	103.67%	\$873.00
Misc. - DR	\$957.23	0.00%	\$1,248.46	0.00%	\$0.00
<b>DR Outside Repair-Labor</b>	<b>\$1,591.45</b>	<b>6.69%</b>	<b>\$8,555.90</b>	<b>35.95%</b>	<b>\$23,798.00</b>
Garage Maintenance Equipment	\$813.63	5.09%	\$8,402.15	52.51%	\$16,000.00
Other Outside Repair	\$0.00	0.00%	\$12,759.78	0.00%	\$0.00
Support Vehicles	\$1,730.00	19.22%	\$1,730.00	19.22%	\$9,000.00
Overhead Doors	\$0.00	0.00%	\$0.00	0.00%	\$3,500.00
Office Equipment Maintenance	\$431.00	7.18%	\$6,921.17	115.35%	\$6,000.00
HVAC	\$0.00	0.00%	\$478.83	15.96%	\$3,000.00
Bus Washer	\$0.00	0.00%	\$280.33	14.02%	\$2,000.00

# Bloomington Normal Public Transit

## Income Statement With Approved Budget

Fiscal Year: 2013	Period 10	Division: 00 General Operating Fund		As of: 04/30/2013		
		April - 2013	Jul-2012 Thru Apr-2013 Year To Date		Approved Budget	
Fuel Station		\$588.19	29.41%	\$1,462.41	73.12%	\$2,000.00
Radio Maintenance		\$867.41	11.57%	\$907.41	12.10%	\$7,500.00
Building Maintenance		(\$19.25)	-0.11%	\$35,653.74	209.73%	\$17,000.00
FTA Garage Maintenance		\$0.00	0.00%	\$554.50	0.00%	\$0.00
<b>Total Contract Maintenance Servies</b>		<b>\$4,410.98</b>	<b>6.68%</b>	<b>\$69,150.32</b>	<b>104.77%</b>	<b>\$66,000.00</b>
Custodial Services		\$0.00	0.00%	\$0.00	0.00%	\$1,500.00
Garbage Disposal		\$164.50	6.58%	\$1,635.50	65.42%	\$2,500.00
Pest Control		\$71.50	8.94%	\$643.50	80.44%	\$800.00
Alarm System Service		\$191.00	6.37%	\$2,360.00	78.67%	\$3,000.00
<b>Total Custodial Services</b>		<b>\$427.00</b>	<b>5.47%</b>	<b>\$4,639.00</b>	<b>59.47%</b>	<b>\$7,800.00</b>
Pre-Employment Physicals		\$0.00	0.00%	\$1,430.00	47.67%	\$3,000.00
Employee Drug Testing		\$50.00	1.67%	\$1,685.00	56.17%	\$3,000.00
Advertising - Employment		\$720.19	11.08%	\$2,450.66	37.70%	\$6,500.00
Employee Recognition		\$0.00	0.00%	\$220.00	4.40%	\$5,000.00
Management Expenses		\$15,263.60	246.98%	\$73,986.40	1197.19%	\$6,180.00
Pre-Screening Fees		\$0.00	0.00%	\$0.00	0.00%	\$500.00
<b>Total Employment Expenses</b>		<b>\$16,033.79</b>	<b>66.31%</b>	<b>\$79,772.06</b>	<b>329.91%</b>	<b>\$24,180.00</b>
Diesel Fuel - Bio-Diesel		\$0.00	0.00%	\$174.03	0.00%	\$0.00
Diesel Fuel - Others		\$102,987.00	9.81%	\$974,565.30	92.82%	\$1,050,000.00
Gasoline		\$4,884.88	6.46%	\$55,877.47	73.91%	\$75,600.00
LP Gas		\$107.96	17.99%	\$544.80	90.80%	\$600.00
Diesel Exhaust Fluid		\$89.08	0.00%	\$1,200.59	0.00%	\$0.00
<b>Total Fuel</b>		<b>\$108,068.92</b>	<b>9.60%</b>	<b>\$1,032,362.19</b>	<b>91.67%</b>	<b>\$1,126,200.00</b>
Oil		\$1,013.56	7.78%	\$7,891.46	60.60%	\$13,023.00
Transmission Fluid		\$3,266.42	75.66%	\$6,647.42	153.98%	\$4,317.00
Hydraulic Oil		\$0.00	0.00%	\$0.00	0.00%	\$3,625.00
Grease		\$0.00	0.00%	\$0.00	0.00%	\$620.00
Rear End Grease		\$0.00	0.00%	\$0.00	0.00%	\$2,051.00
Lubricant Waste Disposal		\$0.00	0.00%	\$85.00	0.00%	\$0.00
Antifreeze		\$210.65	17.70%	\$2,527.26	212.37%	\$1,190.00
Freon		\$0.00	0.00%	\$0.00	0.00%	\$1,700.00
Windshield Fluid		\$0.00	0.00%	\$0.00	0.00%	\$175.00
<b>Lubricants</b>		<b>\$4,490.63</b>	<b>16.82%</b>	<b>\$17,151.14</b>	<b>64.23%</b>	<b>\$26,701.00</b>
Tires - Other - FR		\$0.00	0.00%	\$2,682.21	5.73%	\$46,799.00
Tires New - FR		\$167.63	0.00%	\$25,936.16	0.00%	\$0.00

**Bloomington Normal Public Transit  
Income Statement With Approved Budget**

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Fiscal Year: 2013    Period 10

Division: 00 General Operating Fund

As of: 04/30/2013

	April - 2013		Jul-2012 Thru Apr-2013 Year To Date		Approved Budget
Tires Recap - FR	\$2,394.57	0.00%	\$27,834.89	0.00%	\$0.00
Tires Sections - FR	\$0.00	0.00%	\$603.00	0.00%	\$0.00
<b>Total Tires - FR</b>	<b>\$2,562.20</b>	<b>5.47%</b>	<b>\$57,056.26</b>	<b>121.92%</b>	<b>\$46,799.00</b>
Tires - Other - DR	\$77.25	0.78%	\$500.75	5.05%	\$9,914.00
Tires New - DR	\$437.36	0.00%	\$3,598.79	0.00%	\$0.00
Tires Recap - DR	\$0.00	0.00%	\$750.00	0.00%	\$0.00
<b>Total Tires - DR</b>	<b>\$514.61</b>	<b>5.19%</b>	<b>\$4,849.54</b>	<b>48.92%</b>	<b>\$9,914.00</b>
<b>Total Tires</b>	<b>\$3,076.81</b>	<b>5.43%</b>	<b>\$61,905.80</b>	<b>109.16%</b>	<b>\$56,713.00</b>
Bus Repair Parts	\$7,710.32	0.00%	\$8,842.32	0.00%	\$0.00
Freight	\$0.00	0.00%	\$1,925.37	78.78%	\$2,444.00
Bus Parts - FR	\$9,831.76	4.74%	\$83,427.91	40.21%	\$207,466.00
Engine/Exhaust - FR	\$296.83	0.00%	\$3,109.24	0.00%	\$0.00
Transmission - FR	\$588.03	0.00%	\$11,524.03	0.00%	\$0.00
Rearend - FR	\$0.00	0.00%	\$119.96	0.00%	\$0.00
Suspension - FR	\$0.00	0.00%	\$80.00	0.00%	\$0.00
Air System - FR	\$0.00	0.00%	\$164.85	0.00%	\$0.00
Air Compressor - FR	\$0.00	0.00%	(\$110.00)	0.00%	\$0.00
Brakes and Wheels - FR	\$2,300.00	0.00%	\$5,836.79	0.00%	\$0.00
Hydraulic System - FR	\$13.56	0.00%	\$13.56	0.00%	\$0.00
Heating System - FR	\$0.00	0.00%	\$235.62	0.00%	\$0.00
Electrical System - FR	\$0.00	0.00%	\$29.94	0.00%	\$0.00
Alternator - FR	\$0.00	0.00%	\$452.05	0.00%	\$0.00
Body Trim - FR	\$0.00	0.00%	\$4,320.69	0.00%	\$0.00
Misc - FR	\$1,481.43	0.00%	\$2,252.72	0.00%	\$0.00
Glass Products - FR	\$0.00	0.00%	\$49.79	0.00%	\$0.00
<b>Core Charges</b>	<b>\$632.50</b>	<b>0.00%</b>	<b>\$2,329.79</b>	<b>0.00%</b>	<b>\$0.00</b>
<b>Total Bus Parts - FR</b>	<b>\$22,854.43</b>	<b>10.89%</b>	<b>\$124,604.63</b>	<b>59.36%</b>	<b>\$209,910.00</b>
Bus Parts Other - DR	\$4,411.48	15.84%	\$7,648.58	27.46%	\$27,850.00
Engine/Exhaust - DR	\$0.00	0.00%	\$49.54	0.00%	\$0.00
Rearend - DR	\$0.00	0.00%	\$374.74	0.00%	\$0.00
Air System - DR	\$0.00	0.00%	\$7.40	0.00%	\$0.00
Brakes and Wheels - DR	\$0.00	0.00%	\$830.71	0.00%	\$0.00
Electrical System - DR	\$0.00	0.00%	\$455.59	0.00%	\$0.00
Batteries - DR	\$0.00	0.00%	\$57.78	0.00%	\$0.00
Body Trim - DR	\$262.95	0.00%	\$319.48	0.00%	\$0.00
Misc - DR	\$283.37	0.00%	\$1,013.81	0.00%	\$0.00
<b>Total Bus Parts - DR</b>	<b>\$4,957.80</b>	<b>17.80%</b>	<b>\$10,757.63</b>	<b>38.63%</b>	<b>\$27,850.00</b>

## Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2013	Period 10	Division: 00 General Operating Fund		As of: 04/30/2013		
		April - 2013	Jul-2012 Thru Apr-2013 Year To Date		Approved Budget	
<b>Total Bus Repair Parts</b>		\$27,812.23	11.70%	\$135,362.26	56.93%	\$237,760.00
Materials & Supplies - Other		\$370.89	0.00%	\$6,966.85	0.00%	\$0.00
Freight		\$810.98	0.00%	\$3,854.76	0.00%	\$0.00
Misc. Consumables		\$22.26	1.01%	\$2,533.41	115.16%	\$2,200.00
Welding Supplies		\$131.11	26.22%	\$329.57	65.91%	\$500.00
Safety Equipment Supplies		\$669.44	13.39%	\$2,657.62	53.15%	\$5,000.00
Solvent Tank		\$0.00	0.00%	\$255.00	25.50%	\$1,000.00
Cleaning Supplies		\$844.24	11.26%	\$4,564.48	60.86%	\$7,500.00
Towels, Rags, Rugs		\$348.46	8.71%	\$3,012.98	75.32%	\$4,000.00
Machine Rentals		\$1,122.00	16.03%	\$3,284.03	46.91%	\$7,000.00
General Building Supplies		\$1,545.64	30.91%	\$10,339.76	206.80%	\$5,000.00
<b>Total Other Materials &amp; Supplies</b>		<b>\$5,865.02</b>	<b>18.21%</b>	<b>\$37,798.46</b>	<b>117.39%</b>	<b>\$32,200.00</b>
Bus Shelters, Benches, Signs		\$0.00	0.00%	\$764.57	5.10%	\$15,000.00
Supplies/Forms-Transport Dept		\$879.71	0.00%	\$908.47	0.00%	\$0.00
Digital Security System		\$0.00	0.00%	\$227.00	3.78%	\$6,000.00
Documents - Maintenance Department		\$0.00	0.00%	\$245.08	0.00%	\$0.00
Shop Tools		\$2,078.75	20.79%	\$9,410.23	94.10%	\$10,000.00
<b>Total Other Non-Classified</b>		<b>\$2,958.46</b>	<b>9.54%</b>	<b>\$11,555.35</b>	<b>37.28%</b>	<b>\$31,000.00</b>
Office Supplies-Office Equipment		\$174.96	17.50%	\$1,426.28	142.63%	\$1,000.00
Office Supplies		\$3,164.73	12.92%	\$9,032.83	36.87%	\$24,500.00
Computer Hardware & Repair		\$1,328.74	13.29%	\$23,878.64	238.79%	\$10,000.00
Computer Software		\$800.00	1.60%	\$54,484.13	108.97%	\$50,000.00
Shipping/Handling		\$284.50	11.38%	\$1,760.88	70.44%	\$2,500.00
Tracking System		\$0.00	0.00%	\$0.00	0.00%	\$55,000.00
Contract Administration Expense		\$0.00	0.00%	\$450.00	0.00%	\$0.00
<b>Total Computer and Office Supplies</b>		<b>\$5,752.93</b>	<b>4.02%</b>	<b>\$91,032.76</b>	<b>63.66%</b>	<b>\$143,000.00</b>
Telephone		\$949.38	5.50%	\$16,844.25	97.66%	\$17,248.00
Gas		\$10,129.39	65.56%	\$47,620.75	308.22%	\$15,450.00
Electricity		\$885.18	1.48%	\$25,447.98	42.58%	\$59,767.00
Water		\$904.73	8.74%	\$7,826.99	75.61%	\$10,352.00
Satellite/Cable		\$108.00	11.60%	\$2,200.56	236.37%	\$931.00
Internet Service		\$396.90	24.07%	\$3,288.66	199.43%	\$1,649.00
<b>Total Utilities</b>		<b>\$13,373.58</b>	<b>12.69%</b>	<b>\$103,229.19</b>	<b>97.94%</b>	<b>\$105,397.00</b>
Property Damage Expense		\$0.00	0.00%	\$7,268.09	29.07%	\$25,000.00
Property Insurance		\$1,481.00	4.26%	\$21,174.68	60.93%	\$34,750.00

# Bloomington Normal Public Transit Income Statement With Approved Budget

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Fiscal Year: 2013	Period 10	Division: 00 General Operating Fund		As of: 04/30/2013	
	April - 2013		Jul-2012 Thru Apr-2013 Year To Date		Approved Budget
Motor Vehicle Liability Insurance	\$10,781.00	6.56%	\$132,382.91	80.58%	\$164,279.00
Umbrella Insurance	\$3,012.00	15.49%	\$21,236.88	109.20%	\$19,448.00
D & O Insurance	\$316.00	63.20%	\$316.00	63.20%	\$500.00
Felonious Assault	\$35.60	7.12%	\$427.20	85.44%	\$500.00
Fiduciary Insurance	\$301.00	0.00%	\$301.00	0.00%	\$0.00
<b>Total Other Insurance</b>	<b>\$15,926.60</b>	<b>6.51%</b>	<b>\$183,106.76</b>	<b>74.90%</b>	<b>\$244,477.00</b>
Vehicle Inspection & Registration	\$1,155.00	46.20%	\$2,140.00	85.60%	\$2,500.00
Management Publications & Memberships	\$0.00	0.00%	\$80.00	0.00%	\$0.00
Dues & Subscriptions	\$0.00	0.00%	\$1,155.00	0.00%	\$0.00
IPTA Dues	\$0.00	0.00%	\$90.00	1.03%	\$8,755.00
Subscriptions	\$0.00	0.00%	\$75.00	37.88%	\$198.00
Other Publications	\$0.00	0.00%	\$0.00	0.00%	\$824.00
APTA Dues	\$0.00	0.00%	\$14,846.00	132.55%	\$11,200.00
<b>Total Dues/Subscriptions/Fees</b>	<b>\$1,155.00</b>	<b>4.92%</b>	<b>\$18,386.00</b>	<b>78.31%</b>	<b>\$23,477.00</b>
Trustee's Expense	\$53.99	0.67%	\$2,954.41	36.93%	\$8,000.00
Travel & Meetings	\$9,968.98	15.34%	\$42,892.30	65.99%	\$65,000.00
Employee Recognition	\$0.00	0.00%	\$1,850.56	0.00%	\$0.00
Advertising - Promotions	\$0.00	0.00%	\$28,872.09	0.00%	\$0.00
Media Promotions	\$325.00	0.72%	\$3,635.00	8.08%	\$45,000.00
Maps & Schedules	\$0.00	0.00%	\$12,949.94	129.50%	\$10,000.00
Public Notices	\$0.00	0.00%	\$845.00	28.17%	\$3,000.00
Safety/Training	\$0.00	0.00%	\$4,865.94	0.00%	\$0.00
Printed Materials	\$504.99	3.37%	\$11,301.67	75.34%	\$15,000.00
Web Site	\$35.00	0.81%	\$315.00	7.33%	\$4,300.00
Miscellaneous	\$0.00	0.00%	\$284.18	94.73%	\$300.00
Miscellaneous Expense	\$83.73	83.73%	\$6,517.38	6517.38%	\$100.00
Illinois Dept of Revenue-Collections	\$0.00	0.00%	\$232.61	0.00%	\$0.00
Interest Expense	\$0.00	0.00%	\$15.55	0.00%	\$0.00
Lease & Rental	\$82.00	0.00%	\$814.91	0.00%	\$0.00
Capital Outlay	\$114,536.72	0.00%	\$703,105.03	0.00%	\$0.00
Rolling Stock	\$0.00	0.00%	\$713,086.00	9.12%	\$7,820,000.00
Capital Outlay - Other	\$0.00	0.00%	\$51,815.00	3.63%	\$1,427,672.00
<b>Total Expenses</b>	<b>\$901,438.71</b>	<b>4.79%</b>	<b>\$8,862,754.86</b>	<b>47.05%</b>	<b>\$18,838,674.00</b>
Net Income (Loss)	\$106,477.89	23.11%	\$497,148.84	107.92%	\$460,672.00



# Bloomington Normal Public Transit Income Statement With Approved Budget

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Fiscal Year: 2013    Period 10

Division: 00 General Operating Fund

As of: 04/30/2013

April - 2013

Jul-2012 Thru Apr-2013  
Year To Date

Approved Budget

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Connect Transit  
Local Capital and Self-Insurance Fund Balance  
April 2013

<u>Self-Insurance Fund:</u>		<u>The Illinois Funds- Cash Balance</u>	
04/01/13	Beginning Balance		\$ 106,820.89
04/30/13	Additions - Interest Income		\$ 4.30
04/30/13	Ending Balance		<u>\$ 106,825.19</u>

<u>Local Capital Reserve:</u>		<u>The Illinois Funds- Cash Balance</u>	
04/01/13	Beginning Balance		\$ 2,086.42
04/30/13	Additions - Interest Income		\$ 0.08
04/30/13	Ending Balance		<u>\$ 2,086.50</u>

<u>Local Capital</u>		<u>Commerce Bank - Cash Balance</u>	
04/01/13	Beginning Balance		\$ 2,102,550.36
04/05/13	Bennett Drive Away - Transport 1 bus		\$ (4,500.00)
04/09/13	Miles Chevrolet - 3 Chevrolet Malibu's		\$ (74,985.50)
04/11/13	Deposit - Federal Capital		\$ 315,048.00
04/11/13	Deposit- Bloomington		\$ 46,311.50
04/23/13	Deposit - Normal		\$ 46,311.50
04/26/13	Bennett Drive Away - Transport 1 bus		\$ 26,464.16
04/30/13	Additions - Interest Income		\$ (4,500.00)
04/30/13	Ending Balance		<u>\$ 303.58</u>
			<u>\$ 2,453,023.60</u>

<u>FTA &amp; IDOT Capital</u>		<u>The Illinois Funds- Cash Balance</u>	
04/01/13	Beginning Balance		\$ 43,587.75
04/30/13	Additions - Interest Income		\$ 1.75
04/30/13	Ending Balance		<u>\$ 43,589.50</u>

**Total Reserve Capital Account** \$ 2,498,699.60

<u>Breakdown of the Local Capital Reserve Fund- Cash Balance:</u>		<u>Local Capital #2</u>	
Local Capital #1			\$ 2,455,110.10
	\$ 43,589.50		

<u>Breakdown of Local Funding in Local Capital #2 (Earmarked Funds):</u>			
	<u>FY13 Received</u>	<u>FY13 Receivable</u>	
	4/30/2013	4/30/2013	
Bloomington	\$ 463,115.00	\$ -	
Normal	\$ 264,641.67	\$ -	
Total YTD	<u>\$ 727,756.67</u>	<u>\$ -</u>	

<u>Local Capital Reserve Fund Balance - Account Value</u>			
04/30/13	Cash Balance		\$ 2,498,699.60
04/30/13	Loans to Operating		\$ 2,605,291.00
04/30/13	Reserve fund for underground storage tank (Cap. I)		\$ (40,000.00)
04/30/13	Ending Balance		<u>\$ 5,063,990.60</u>

Local Capital #1		Local Capital #2	
\$ 3,589.50		\$ 5,060,401.10	





Statistics	April 2013				April 2012				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
<b>Connect Transit</b>												
Green A (2 buses)	27,084	9,902	739	38.68	28,890	9,792	710	40.89	-6.3%	1.1%	4.0%	-8.9%
Red B (2 buses)	22,316	9,618	758	29.42	22,270	9,245	729	30.55	0.2%	4.0%	4.0%	-3.7%
Purple C (2 buses)	11,986	9,826	763	15.92	13,913	8,445	727	19.12	-13.9%	4.0%	8.5%	-16.8%
Pink D (1 bus)	8,260	4,674	356	23.20	7,308	4,493	342	21.36	13.0%	4.0%	4.0%	8.6%
Blue E (2 bus)	5,436	5,438	389	14.14	6,027	5,229	374	16.13	-8.8%	4.0%	4.0%	-12.3%
Brown F (2 buses)	9,944	10,656	786	12.66	9,672	10,242	755	12.81	2.8%	4.0%	4.0%	-1.2%
Yellow G (2 buses)	18,131	10,420	774	23.42	18,263	10,016	744	24.54	-0.7%	4.0%	4.0%	-4.8%
Orange H (2 buses)	16,901	10,418	771	21.91	18,419	10,009	741	24.85	-8.2%	4.1%	4.0%	-11.8%
Light I (2 buses)	13,560	12,844	759	24.64	16,388	12,825	724	25.40	0.9%	1.7%	4.0%	-3.0%
Teal J (1 bus)	2,124	9,552	380	5.60	2,131	9,350	367	5.81	-0.3%	2.2%	3.5%	-3.7%
Aqua K (1 bus)	7,372	6,204	398	18.38	7,442	5,984	373	19.93	-0.9%	4.0%	4.0%	-4.8%
NCWHS Tripper (1 bus)	53	78	4	13.95	30	70	3	8.77	76.7%	11.1%	11.1%	59.0%
ISU Tri Towers (2 buses)	36,327	4,692	440	82.56	20,368	4,469	420	72.31	19.8%	4.8%	4.8%	14.2%
ISU College Station (2 buses)	8,836	7,128	538	16.42	6,032	6,804	514	11.74	46.5%	4.8%	4.8%	39.8%
Nite Ride (3 buses)	7,409	5,908	429	17.28	8,431	6,210	451	14.28	15.2%	-4.9%	-4.9%	21.1%
<b>Total Fixed Route</b>	<b>200,799</b>	<b>117,348</b>	<b>8,258</b>	<b>24.32</b>	<b>195,594</b>	<b>113,963</b>	<b>7,975</b>	<b>24.53</b>	<b>2.7%</b>	<b>3.0%</b>	<b>3.5%</b>	<b>-0.9%</b>
<b>Demand Response</b>												
Connect Mobility	4,340	24,813	1,818	2.72	3,894	19,492	1,669	2.39	23.7%	27.3%	6.9%	13.8%
Connect Late Night	630	3,443	296	2.13	624	3,174	325	1.92	1.0%	8.5%	-8.8%	10.7%
<b>Total Demand Response</b>	<b>5,570</b>	<b>28,256</b>	<b>2,114</b>	<b>2.63</b>	<b>4,618</b>	<b>22,666</b>	<b>1,994</b>	<b>2.32</b>	<b>20.6%</b>	<b>24.7%</b>	<b>6.0%</b>	<b>13.7%</b>
<b>SYSTEM TOTALS</b>	<b>206,369</b>	<b>145,604</b>	<b>10,372</b>	<b>19.90</b>	<b>200,212</b>	<b>136,629</b>	<b>9,968</b>	<b>20.08</b>	<b>3.1%</b>	<b>6.6%</b>	<b>4.0%</b>	<b>-0.9%</b>

Metrics					Month: April 2013						
	Target	FY2013	FY2012	% Change		Target	FY2013	FY2012	% Change		
Effectiveness	Total Boardings per Revenue Hour	15	19.9	20.1	-0.9%	Total Boardings per Capital	1	1.6	1.6	3.1%	
	Total Boardings per Revenue Mile	1	1.4	1.5	-3.9%	Total Preventable Accidents (Fixed Route and Demand Response)	0.0	2	1	100.0%	
Safety	Preventable Accidents per 100,000 Miles	0.0	3	1	113.1%	Efficiency	Paradox Recovery Ratio	18.2%	14.2%	15.9%	-10.9%
	Average Fare	\$ 0.68	\$ 0.54	\$ 0.52	3.2%		Average Fare	\$ 0.68	\$ 0.54	\$ 0.52	3.2%
Base Statistics for Calculations	Operating Assistance Investment per Customer	\$ 4.42	\$ 3.27	\$ 2.76	18.4%	Cost per Revenue Hour	\$ 74.22	\$ 75.87	\$ 86.02	14.8%	
	Cost per Customer	\$ 5.10	\$ 6.51	\$ 3.29	16.0%	Cost per Customer	\$ 5.10	\$ 6.51	\$ 3.29	16.0%	
	Total Customers	208,969	200,212	3.1%	Total Revenue Miles	145,804	136,629	6.6%			
	Total Operating Revenue (includes all directly-generated revenue such as Universal Access)	\$ 111,725.00	\$ 104,914.00	6.5%	Total Revenue Hours	10,372	9,968	4.0%			
Total Operating Expense	\$ 786,902.00	\$ 658,167.00	19.6%	Total Revenue Miles	145,804	136,629	6.6%				
Total Bloomington-Normal Population (per the 2010 US Census)	129,107	129,107	0.0%	Total Revenue Miles	145,804	136,629	6.6%				
Total Operating Revenue (includes all directly-generated revenue such as Universal Access)	\$ 111,725.00	\$ 104,914.00	6.5%	Total Revenue Miles	145,804	136,629	6.6%				
Total Operating Expense	\$ 786,902.00	\$ 658,167.00	19.6%	Total Revenue Miles	145,804	136,629	6.6%				
Total Bloomington-Normal Population (per the 2010 US Census)	129,107	129,107	0.0%	Total Revenue Miles	145,804	136,629	6.6%				
Total Revenue Miles	145,804	136,629	6.6%	Total Revenue Miles	145,804	136,629	6.6%				
Total Revenue Hours	10,372	9,968	4.0%	Total Revenue Miles	145,804	136,629	6.6%				
Total Customers	208,969	200,212	3.1%	Total Revenue Miles	145,804	136,629	6.6%				

Analysis & Interpretation

**BY-LAWS  
OF**

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM**

**OFFICES**

1. The office of the System shall be located at 351 Wylie Drive, Normal ~~104 East Oakland Avenue, Bloomington, 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, in words and figures shall appear as set forth below:

**TRUSTEES**

3. The property and business of the System shall be managed and controlled by its Board of Trustees, ~~five (5)~~ 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 following powers as prescribed in the ordinance, "Section Four, Board of Trustees", items "A through I" as attached.

~~To purchase or otherwise acquire property rights, or privileges for the System which the System has the power to take at such prices and on such terms as the Trustees may deem proper;~~

~~To pay for such property rights, or privileges, in whole or part, with money or other securities of the System or by the delivery of other property of the System;~~

~~To create, make and issue mortgages, bonds, deeds of trust, trust agreements, and negotiable or transferable instruments and securities, secured by mortgages or otherwise, and to do every act and thing necessary to effectuate the same;~~

~~To determine by whom and in what manner the System's bills, notes, receipts, acceptances, endorsements, checks, releases, contracts, or other documents shall be signed.~~

~~To appoint a General Manager, fix his qualifications and salary.~~

#### **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. ~~No notice of regular meetings shall be required.~~

~~If the date of the regular meeting comes on a legal holiday, the meeting shall be held on the following day, 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.

For any meeting, attendance by ~~three (3)~~ 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 ~~three (3)~~ four (4) of the Trustees casting affirmative votes.

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
- Approval of Minutes of Previous Meetings
- Items Removed from Consent Agenda
- Consent Agenda ( to include disbursements, financial and operational reports as appropriate)
- Bills
- General Orders
- Old Business
- New Business
- General Manager Report
- Trustee Comments/Announcements Concerns
- Correspondence
- Adjournments

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 book 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, or sign such documents, 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 Trustees and employees fixed by Resolution/Action of the Trustees from time to time, with the latest Resolution/Action to be effective and to replace any or all prior authorizations. No checks shall be signed in blank.

~~The requirement for signatures of two Trustees may be waived by the Trustees in a contractual arrangement with the financial institution where the funds of the System are deposited in order to allow the financial institution to issue payroll vouchers upon receipt of a written payroll list authorized by the General Manager or Assistant Manager.~~

#### **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. All Trustees and employees of the System shall be bonded in an amount to be determined by the Trustees 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 ~~three~~ (3) ~~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.

**RESOLUTIONS**

19. The Trustees shall act by resolution adopted on any matter of business coming before them not specifically covered by the ordinances creating the System. Such resolution shall in form be as follows:

"On motion duly made and seconded, the Trustees did adopt the following resolution. BE IT RESOLVED..." (here insert the action adopted).

Any action taken by the Trustees prior to the adoption of the form of the resolution herein as ratified, confirmed and approved by the Trustees as if same had been adopted in the form prescribed herein.

The foregoing By-Laws were approved unanimously by the Trustees at a meeting held on the ~~18th day of June, 1980,~~ ( ) and are still in full force and effect.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

**ORDINANCE NO. 2012 - 12**  
**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
- 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. Reappointment 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.

(c) The Board of Trustees may contract with any person or corporation or public or private entity for the operation or provision of transit facilities and services upon such terms and conditions as the Board shall determine.

(d) The Board of Trustees shall have the authority to contract for any and all purposes of the System, including with an interstate transportation authority,

or with local Mass Transit System or any other municipal, public, or private corporation entity in the transportation business including the authority to contract to lease its or otherwise provide land, buildings, and equipment, and other related facilities, improvements, and services, for the carriage of passengers beyond the territorial limits of the System or to subsidize transit operations by a public or private or municipal corporation operating entity providing mass transit facilities.

(e) The Board of Trustees shall have the authority to establish, alter and discontinue transportation routes and services and any or all ancillary or supporting facilities and services, and to establish and amend rate schedules for the transportation of persons thereon or for the public or private use thereof which rate schedules shall, together with any grants, receipts or income from other sources, be sufficient to pay the expenses of the System, the repair, maintenance and the safe and adequate operation of its mass transit facilities and public mass transportation system and to fulfill the terms of its debts, undertakings, and obligations.

(f) The Board of Trustees of every System shall have perpetual succession and shall have the following powers in addition to any others in this Ordinance granted:

(1) to sue and be sued;

(2) to adopt and use a seal;

(3) to make and execute contracts loans, leases, subleases, installment purchase agreements, contracts, notes and other instruments evidencing financial obligations, and other instruments necessary or convenient in the exercise of its powers;

(4) to make, amend and repeal bylaws, rules and regulations not inconsistent with this Ordinance;

(5) to sell, lease, sublease, license, transfer, convey or otherwise dispose of any of its real or personal property, or interests therein, in whole or in part, at any time upon such terms and conditions as it may determine (with public bidding if the value exceeds \$10,000), at negotiated, competitive, public, or private sale;

(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 HCS 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.

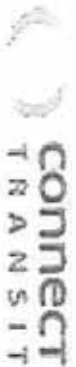
**FY 2014 Proposed Operating Budget**

	FY2013 Projected Year End	FY2013 Annual Budget	FY2014 Proposed Budget	FY2013 - FY2014 Budget Change
<b>Operating Revenue</b>				
Passenger Fares	746,034	592,239	742,300	25.34%
ISU Contract Fares	461,448	433,561	476,415	9.88%
Other Contract Fares	151,984	101,590	150,000	47.65%
Advertising Revenue	-	15,000	15,000	0.00%
Miscellaneous Revenue	23,730	6,625	2,000	-69.81%
<b>Total Operating Revenue</b>	<b>1,383,197</b>	<b>1,149,015</b>	<b>1,385,715</b>	<b>20.60%</b>

	FY2013 Projected Year End	FY2013 Annual Budget	FY2014 Proposed Budget	FY2013 - FY2014 Budget Change
<b>Operating Expenses</b>				
Operations Wages	3,978,299	4,188,537	4,130,570	-1.38%
Maintenance Wages	770,820	828,977	877,296	5.83%
Administration Wages	557,546	476,965	701,655	47.11%
Employer Payroll Tax Expense	392,001	464,386	466,778	0.52%
Retirement Plan	179,209	223,882	250,000	11.67%
Group Insurance	811,140	1,003,859	896,002	-10.74%
Uniform Expense	9,007	19,569	15,500	-20.79%
Professional Services	76,578	44,539	94,800	112.85%
Outside Repair-Labor	242,630	159,540	78,400	-50.86%
Contract Maintenance Services	86,319	66,000	96,000	45.45%
Custodial Services	5,616	7,800	6,400	-17.95%
Employee Recruiting/Testing/Temp Help	84,984	24,180	26,200	8.35%
Fuel	1,268,552	1,291,200	1,203,420	-6.80%
Lubricants	16,881	26,701	23,000	-13.86%
Tires	84,438	56,713	81,100	43.00%
Bus Repair Parts	143,400	237,760	120,000	-49.53%
Other Materials & Supplies	42,578	32,200	30,500	-5.28%
Shelters/Signs/Shop Tools	25,443	31,000	37,000	19.35%
Computer and Office Supplies	121,696	143,000	136,500	-4.55%
Utilities	119,807	105,397	125,500	19.07%
Corporate Insurance	222,907	244,477	182,378	-25.40%
Dues/Subscriptions/Fees	22,975	23,477	28,000	19.27%
Printing/Marketing/Training	203,153	150,696	243,000	61.25%
<b>Total Operating Expenses</b>	<b>9,465,978</b>	<b>9,850,855</b>	<b>9,850,000</b>	<b>-0.01%</b>

	FY2013 Projected Year End	FY2013 Annual Budget	FY2014 Proposed Budget	FY2013 - FY2014 Budget Change
<b>Operating Assistance</b>				
Operating Deficit	(8,082,781)	(8,701,840)	(8,464,285)	-2.73%
Illinois Downstate Operating Assistance	6,139,941	6,398,181	6,386,250	-0.19%
FTA 5307 Operating Assistance	1,942,840	2,303,659	2,078,035	-9.79%
<b>Total Operating Assistance</b>	<b>8,082,781</b>	<b>8,701,840</b>	<b>8,464,285</b>	<b>-2.73%</b>

	FY2013 Projected Year End	FY2013 Annual Budget	FY2014 Proposed Budget	FY2013 - FY2014 Budget Change
<b>Local Capital Assistance</b>				
City of Bloomington	539,114	539,114	540,636	0.28%
Town of Normal	308,161	308,161	370,184	20.13%
<b>Total Local Capital Assistance</b>	<b>847,275</b>	<b>847,275</b>	<b>910,820</b>	<b>7.50%</b>



CONNECT TRANSIT  
TRANSPORTATION IMPROVEMENT PROGRAM  
FISCAL YEARS 2014-2018

**Federal Funding and Projections**

FTA Funding Source		FFY13	FFY14	FFY15	FFY16	FFY17	FFY18
<b>Total Appropriation:</b>		\$3,257,057	\$3,257,057	\$3,257,057	\$3,257,057	\$3,257,057	\$3,257,057
Total Funds Available:		\$3,257,057	\$3,257,057	\$3,257,057	\$3,257,057	\$3,257,057	\$3,257,057
Prior Year Carryover Operating:		\$5,189,784	\$3,553,385	\$3,532,407	\$3,847,478	\$3,089,300	\$2,176,540
Prior Year Carryover Capital:							
Total Funds:		\$8,446,841	\$6,810,442	\$6,789,464	\$7,104,535	\$6,326,357	\$5,433,597
<b>Uses</b>		<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>
		<u>FFY13</u>	<u>FFY14</u>	<u>FFY15</u>	<u>FFY16</u>	<u>FFY17</u>	<u>FFY18</u>
Contract Number: IL-90-X6884-03							
Contract (Federal Dollars):		\$3,936,159	\$3,278,035	\$2,941,986	\$4,035,236	\$4,149,816	\$4,166,762
Operating:		\$2,296,159	\$2,078,035	\$2,129,986	\$2,183,236	\$2,237,816	\$2,293,762
Capital:		\$1,640,000	\$1,200,000	\$812,000	\$1,852,000	\$1,912,000	\$1,872,000
<u>Carryover</u>		<b>Actual</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>	<b>Estimated</b>
Current FFY Carryover:		\$3,257,057	\$3,532,407	\$3,847,478	\$3,069,300	\$2,176,540	\$1,267,835
Prior FFY Carryover:		\$296,328	\$0	\$0	\$0	\$0	\$0
Total Remaining:		\$3,553,385	\$3,532,407	\$3,847,478	\$3,069,300	\$2,176,540	\$1,267,835

Moving Ahead for Progress in the 21st Century Act Apportionment



CONNECT TRANSIT  
 TRANSPORTATION IMPROVEMENT PROGRAM  
 FISCAL YEARS 2014-2018

CAPITAL PROJECTS AND FUNDING PROJECTS

	5307		5339		State		Local	
	Total	Federal	Federal	Federal	Funds	Funds	Funds	Funds
<b>Budget for FY2014:</b>								
Admin./Maint. Equipment	\$201,400		\$150,320		\$13,500		\$37,580	
ITS Equipment					\$18,500			
Smart Fare collection system	\$1,500,000	\$1,200,000					\$300,000	
Replacement Buses (5)	\$2,075,000				\$1,666,665		\$408,335	
<b>Total Capital</b>	<b>\$3,776,400</b>	<b>\$1,200,000</b>	<b>\$150,320</b>	<b>\$1,698,665</b>	<b>\$1,698,665</b>	<b>\$745,915</b>		

	5307		5339		State		Local	
	Total	Federal	Federal	Federal	Funds	Funds	Funds	Funds
<b>Budget for FY2015:</b>								
Preventative Maintenance	\$200,000	\$160,000					\$40,000	
Building Enhancement	\$400,000	\$320,000					\$80,000	
Replacement Buses (5)	\$2,075,000	\$332,000			\$1,333,332		\$409,668	
<b>Total Capital</b>	<b>\$2,675,000</b>	<b>\$812,000</b>	<b>\$0</b>	<b>\$1,333,332</b>	<b>\$1,333,332</b>	<b>\$529,668</b>		

	5307		5339		State		Local	
	Total	Federal	Federal	Federal	Funds	Funds	Funds	Funds
<b>Budget for FY2016:</b>								
Replacement FR Buses (5)	\$2,075,000	\$1,660,000					\$415,000	
Replacement DR Buses (2)	\$240,000	\$192,000					\$48,000	
<b>Total Capital</b>	<b>\$2,315,000</b>	<b>\$1,852,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$463,000</b>		

	5307		5339		State		Local	
	Total	Federal	Federal	Federal	Funds	Funds	Funds	Funds
<b>Budget for FY2017:</b>								
Replacement FR Buses (5)	\$2,100,000	\$1,680,000					\$420,000	
Replacement DR Buses	\$240,000	\$192,000					\$48,000	



CONNECT TRANSIT  
TRANSPORTATION IMPROVEMENT PROGRAM  
FISCAL YEARS 2014-2018

(2)	Preventative Maintenance	\$50,000	\$40,000		\$10,000
	Total Capital	\$290,000	\$1,912,000	\$0	\$478,000

Budget for FY2018:	5307		5339		State Funds	Local Funds
	Total Budget	Federal Funds	Federal Funds			
Replacement FR Buses						
(5)	\$2,100,000	\$1,680,000				\$420,000
Replacement DR Buses						
(2)	\$240,000	\$192,000				\$48,000
Total Capital	\$2,340,000	\$1,872,000	\$0		\$0	\$468,000

**CAPITAL PROJECT DESCRIPTIONS**

**FISCAL YEAR 2014**

- Purchase miscellaneous maintenance and administration equipment such as welder, A/C machine, and scaffolding.
- Install additional security cameras and install climate control cooling for server hardware.
- Replace outdated fare box equipment with smart Card Fare box collection equipment.
- Purchase five fixed route (5) 35' buses
- Amending radio grant to purchase additional hardware for new buses.

**FISCAL YEAR 2015**

- Preventative maintenance on 2010 FR bus overhaul engine and transmission.
- Complete remaining space in administration building.
- Purchase five fixed route (5) 35' buses

**FISCAL YEAR 2016**

- Purchase five (5) fixed route (5) 35' buses
- Purchase two (2) demand response buses

**FISCAL YEAR 2017**

- Purchase five (5) fixed route (5) 35' buses



CONNECT TRANSIT  
TRANSPORTATION IMPROVEMENT PROGRAM  
FISCAL YEARS 2014-2018

- Purchase two (2) demand response buses
- Preventative Maintenance on 2011 buses overhauling engine and transmission.

**FISCAL YEAR 2018**

- Purchase five (5) fixed route (5) 35' buses
- Purchase two (2) demand response buses

**Long Range Planning**

- Installation of alternative fueling station for demand response and fixed route.







# **connect**

## **T R A N S I T**

May 20, 2013

To: Board of Trustees

From: Isaac Thorne, Procurement Director

Subject: Recommendation for Purchase of Maintenance Service Truck

### **PROPOSED ACTION**

Authorize the General Manager to execute a contract with Davis Sinclair Ford, Inc. to provide one 2013 Ford F-250 heavy duty pickup truck. The contract should not exceed \$30,276.

### **BACKGROUND**

The Federal Transit Administration has allowed Connect to repurpose an older grant in order for us to replace support vehicles. We have already replaced three vehicles using the grant funds and with this purchase we will have replaced the majority of our support vehicles. The maintenance department uses the service truck to provide road service for buses.

### **KEY FEATURES**

- The 2013 F-250 will replace a 1998 F-150 that is long past the end of its useful life.
- Vehicle comes with standard three (3) year or 36,000 mile warranty.
- The vehicle will be outfitted with specialized boxes that will allow personnel to store tools and materials necessary to make service calls.

### **BUDGET INFORMATION**

The cost of the 2013 Ford F-250 will not exceed \$30,276, of which \$24,221 will come from the grant and \$6,055 will be paid out the local capital account.



# **connect** **T R A N S I T**

May 20, 2013

To: Board of Trustees

From: Isaac Thorne, Procurement Director

Subject: Recommendation for Engine and Transmission Rebuilds

In March we executed a contract to replace engines and transmissions in ten (10) buses funded through a State of Good Repair grant. However, we still had three engines and one transmission that needed to be replaced or rebuilt due to age and mileage.

We are requesting to rebuild three engines and one transmission in three remaining buses. Engine and transmission failure has plagued our 2004 and 2005 era fleet throughout the current fiscal year. We are requesting approval now because our peak bus requirement is lower during the summer months and we have the budgetary capacity to complete this project.

#### **PROPOSED ACTION**

Authorize the General Manager to execute a contract with Cummins Mid-State Power to not exceed \$71,723.75 in rebuilding three (3) engines and one (1) transmission.

#### **BACKGROUND**

Connect has already contracted to replace the engine and transmission in six (6) buses and engine only in four (4) buses. This contract will ensure that all of the 2004 and 2005 buses have replaced or overhauled engines and transmissions.

#### **BUDGET INFORMATION**

The contract should not exceed \$71,723.75. This will be paid out of the 2013 fiscal year operating budget.



# connect

## TRANSIT

May 20, 2013

To: Board of Trustees

From: Isaac Thorne, Procurement Director

Subject: Recommendation for Purchase of Forklift

### **PROPOSED ACTION**

Authorize the General Manager to execute a contract with Hupp Toyota Lift to provide one Toyota Model 8FGU25. The contract should not exceed \$24,428.

### **BACKGROUND**

Over the last eighteen months Connect has purchased items in bulk and has frequently had to rent a forklift to offload delivered items. In addition, the new tire lease program requires a forklift more often to unload and stack tires that are placed on racks. It is not cost efficient to continue to rent a forklift on a weekly or monthly basis.

### **KEY FEATURES**

- Purchasing forklift is more cost effective than lease or renting over the life of the asset.
- Forklift comes with a 12 months or 2,000 hours basic warranty and 24 months or 4,000 hours powertrain warranty.
- Forklift is expected to have a useful life of seven to ten years based on estimated usage.

### **BUDGET INFORMATION**

A specification was created for the forklift and multiple quotes were requested. Three vendors provided quotes. The cost of the forklift will not exceed \$24,428 and will be paid out of local capital account.



# connect

## TRANSIT

May 20, 2013

To: Board of Trustees

From: Isaac Thorne, Procurement Director

Subject: Recommendation for Engineering Services RFQ 13-03

Staff has identified that transit system operations are at great risk of interruption by power outages. This risk can be mitigated by the installation of a backup generator system. However, Connect does not possess the technical expertise on staff to draft the specifications for the procurement of the generator and installation and must contract for such services.

A Request for Qualifications was issued in February for the Engineering Services related to the installation of a building generator. We received two proposals; however after issuing clarification questions only one firm was deemed responsive.

### PROPOSED ACTION

Authorize the General Manager to execute a contract with AAA Engineering to provide engineering services for the building generator. The contract should not exceed \$26,700.

### BACKGROUND

The Federal Transit Administration (FTA) has allowed Connect to repurpose an old grant in order for us to purchase and install a building generator. The building generator was a previously unfunded project that is absolutely necessary for us to continue operations in the event of power failure.

### KEY FEATURES

- Will develop schematic design for the project.
- Develop technical specifications for formal procurement of the generator.
- Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices
- Prepare cost estimates for the installation contract.
- Provide assistance with technical questions regarding the purchase of generator and installation.

### BUDGET INFORMATION

The contract should not exceed \$26,700. The FTA grant will pay 80 percent of the expense and the remaining 20 percent will be paid out of local capital.



# connect TRANSIT

May 20, 2013

To: Board of Trustees

From: Isaac Thorne, Procurement Director

Subject: Request for Disposal of Revenue Vehicles

Connect has received two (2) 40' Gillig fixed route buses from San Mateo and eight (8) Chevy Senator demand response buses since January. These vehicles will replace the fixed route and demand response buses listed below. All of the buses listed for disposal are beyond their useful life.

Bus Type	Bus No.	Year	Make/Model	Miles	VIN
FR	41	1992	Gillig/Phantom	568,623	15GCA0916N1084390
FR	47	1992	Gillig/Phantom	465,157	15GCA0917N1084396
DR	61	2003	Eldorado/Aerotech	253,097	1FDXE45F63HA70690
DR	62	2003	Eldorado/Aerotech	254,786	1FDXE45FX3HA70692
DR	63	2003	Eldorado/Aerotech	253,959	1FDXE45F83HA70691
DR	301	2003	Eldorado/Aerotech	248,803	1FDXE45F13HA70693
DR	85	2005	Eldorado/Aerotech	158,977	1FDXE45P15HB31763

The transit system currently posts retired vehicles for sale on govdeals.com where individuals and businesses can place bids on the vehicles. This site is very similar to ebay except that items for bid can only be posted by government agencies. Since these buses being beyond their useful life with an expected unit market value of less than \$5,000 we can retain the sale proceeds with no obligation to reimburse the Federal Transit Administration (FTA).



CONNECT TRANSIT  
MINUTES OF TRANSIT FUNDING STUDY GROUP MEETING  
April 23, 2013

A meeting of the Transit Funding Study Group of Connect Transit was held at the Connect Transit, Board Room #135, 351 Wylie Drive, Normal, Illinois on April 23, 2013 at 8:30 a.m.

STUDY GROUP PRESENT: Sally Pyne, Lincoln College-Normal  
Mike Matejka, Great Plains Laborers District Council  
Janet Hood, Advocate BroMenn  
David Selzer, Community Health Charities of Illinois  
Christina Schulz, Hile Group

OTHERS PRESENT: Judy Buchanan, Chairman Connect Transit Board of Trustees  
Andrew Johnson, Connect Transit General Manager  
Jennifer Sicks, McLean County Regional Planning  
Andrew Moore, ATU Member/Driver  
Trish Tilton, Connect Transit Administrative Assistant

**Call to Order**

Mr. David Selzer called the meeting to order at 8:35 a.m. and thanked everyone for coming and for all their participation on the recent conference calls. Mr. Selzer then introduced Ms. Judy Buchanan, Chairman for Connect Transit Board of Trustees.

Chairman Buchanan thanked everyone in the Study Group, on behalf of all the Trustees. The Trustees have been appointed by the Mayors of Bloomington and Normal. The city managers are ex-officio members. The Trustees are excited about the work of the Study Group. The Board is committed to making Connect Transit the best it can be. One of the challenges of local transit systems is how to communicate the value the system contributes to our riders, community, and employers. The Board is anxious to see the end results and recommendation of your work. The Trustees want you to know they are very appreciative of your time and efforts. The Board has been spending much of its time on the infrastructure of the transit system the past couple of years. Chairman Buchanan continued the Trustees have put in place policies, procedures, and staffing to provide a framework for the future. The timing is perfect for this group representing the larger community to bring issues and recommendations to the Board. Thank you.

Mr. Selzer commented on the meeting at the Double Tree where Ms. Janet Kavinsky, Executive Director of the U. S. Chamber of Commerce Transportation and Infrastructure Department, spoke. He stated it reminded him of the United Way campaign. The United Way is a competitor to his organization, Community Health Charities of Illinois, in the fund

raising environment, but also an organization very similar to his. The one point that really hit home for him at that meeting was if you can't show a donor impact then you probably are not going to raise any money. The United Way campaign shifted their model several years ago to show community impact. It is important to show how much impact you create in the community. Mr. Selzer continued whatever it is we want to do, whether it is have the university students pay a transit fee or become a taxing authority, we have to quantify impact. We can't just state the number of riders. The Transit needs to demonstrate somehow just how much (dollar wise) is contributed back into the community. The Transit must show quantifiable impact to every stake holder or it will not move past where it is today.

Chairman Buchanan agreed with Mr. Selzer and added the Transit is currently in a much better position to capture those numbers that will allow us to demonstrate impact; previously we did not have the advanced technology in place.

Mr. Selzer commented it will be difficult to get new riders to use bus because of realistic scheduling challenges and timing conflicts. Mr. Selzer and his wife have started to take the bus to church and then they walk home. He discovered it takes them an hour because they arrive five minutes too late to catch their transfer bus and then must wait twenty-five minutes. This trip takes his neighbors seven minutes to complete in their car. This type of obstacle (routes and schedules) is something hopefully the Transit can work on, so all riders will be more willing to use the bus rather than their car and address the needs of the stakeholders. This will have a huge impact on the ability to increase the discretionary ridership.

Mr. Selzer asked the Group to look at the timeline on the last page of the draft for the report to the Trustees. The original meeting was in July 2012, the Group formed Task Forces in January 2013, the Task Force meetings were in February and March 2013, the Study Group meets now in April 2013 to vote on the reports, and the Final Report will be sent to the Transit Board in May 2013. Mr. Selzer stated he will create a final report and send it out to all the Study Group Members for approval before submitting it to the Transit Board. The goal is to submit the final report, with unanimous support from the Study Group, to the Board in time for the May Transit Board meeting.

Mr. Selzer asked the Group to refer to the "notes for the meeting". The common topics from the first several meetings have been combined into five groups:

1. Investigate differences between a transit system and transit authority
  - a. Effects on revenue
  - b. Effect on providing services outside Bloomington/Normal
2. Increase Ridership
  - a. Effect on current routes and schedule
  - b. Establish increase levels needed to impact revenue
  - c. Review effect on advertising revenue based on increased exposure
3. Transportation Agreements
  - a. Investigate University and College agreements
  - b. Investigate Corporate agreements
  - c. Investigate Intergovernmental agreements (Municipalities)



- d. Investigate Intergovernmental agreements (school districts)
4. Non-Traditional Revenue/Partnership agreements
  - a. ADA services for non-profit and other stakeholders in community
  - b. Countywide SHOW bus system
  - c. Utilizing private carriers for ADA
5. Public perception/education
  - a. Review Vision, Mission, and Values
  - b. Review current and needed Marketing Materials and delivery methods
  - c. Review technology use and possible partnerships and expansion
  - d. Review advertising options-internal and external

Mr. Selzer asked if anyone had any changes, additions, expansion of ideas on these five items. The final product will be what we would like to recommend to the Board.

Mr. Mike Matejka, Great Plains Laborers District Council, stated some good thoughts and ideas have come out of all the thorough discussions. Mr. Matejka continued he feels this is a very politically opportune moment to engage in the sales tax discussion as a possible funding source and maybe the Board is the one to do this. Unit 5 is seriously looking at that possibility and other entities are as well. Mr. Matejka stated he believes there is a ¼ cent still available in the sales tax. Currently Bloomington and Normal are ¼ cent below average on sales tax. Mr. Matejka is fearful that unless the Transit is part of that discussion as a possible funding source it may come and go. We need to have a foot in the door early in the process. Mr. Matejka stated he did not want to get off the topic, but he felt the importance of saying something regarding the sales tax option.

Mr. Selzer responded the initial issue facing the Study Group was how we can make Transit locally sustainable. Mr. Selzer personally does not feel a sales tax will pass. The schools are looking at a county wide tax which will get the voting support of the rural areas so their schools can be included in that extra revenue. The YMCA is also rumored as wanting to participate in the sales tax. Mr. Selzer personally does not support a sales tax option. He states we would be missing the boat if the Transit was not at the same table with the same proposal. Yes, education is very important, but if we don't have Transit, then what?

Mr. Matejka added a Transit Authority discussion, as well as the sales tax option, needs to be part of the overall community dialogue. As the community considers moving forward how are the funds going to be appropriated. Education, the YMCA, and others will be asking for the sales tax option as well, once the word gets out. If becoming a Transit Authority is the preferred route the Board wishes to pursue, rather than asking for a part of the sales tax, then that is another tax altogether.

Mr. Selzer stated the school districts are already a taxing authority and they don't want to go back to the taxpayers and ask to raise the limit. That is why the sales tax would help them get the extra revenue. Mr. Selzer is personally in favor of taxing districts to have taxing authority. If Transit would proceed with becoming a Transit District and have taxing authority, the initial intent should be to take a percent of the revenue and dedicate the funds to transit

education and route feasibility. This would allow Transit to look at providing better service in the community and the funds would enable Transit to hire a person to go out and educate the public on how to use the Transit System. A local tax for Transit would keep the Transit viable. If you started out with a small amount I think the taxpayer would be willing to go for it and then it could grow as the service and Transit grows. From what is being said, some sort of local tax is going to have to come into play in order for Transit to remain viable.

Mr. Matejka stated at some point people are intent on the devolution of State and federal funding. If local communities wish to maintain the quality of life for the community they are going to have to figure out their own mechanism for how to pay for it. There will be the same debate about how to keep the tower at the airport when you lose air traffic controllers. Will that be funded privately or governmentally? All these issues and more will begin to roll into local levels of government.

The Group all agreed that some source of local revenue (sales tax or Transit Authority) be a priority in order to support funding for the Transit. Mr. Selzer continued there are two other considerations when considering revenue and they both seem to get back to scheduling. The companies in this community, such as State Farm, Country Companies, and Afini, need bus schedules that would better meet the needs of their employees so it doesn't take them an hour to get to work. Also, many employees begin their work day before the first bus rolls out of the garage in the morning. We could see an increase in ridership if bus schedules were more accommodating. Corporate partnership would play a major role in increased ridership.

Ms. Christina Schulz, Hile Group, commented perhaps we should begin with particular stakeholders or piloting some ideas and phasing in more over time. The way it appears now, it looks like we are trying to do all things all at once, and we won't be able to accomplish anything. If we want to have a strong matrix, the more targeted it is, the easier it is to measure progress if there aren't too many variables.

Mr. Selzer agreed and added that staff does everything. There is not a full time employee dedicated to do what is going to need to be done to accomplish our goals. The Transit is going to need to provide a development person. We will change the term corporate relationships/agreements to read stakeholder relationships/contracts. Then begin working with key stakeholders. The Universities would be one key stakeholder. Currently they pay a flat fee every month. Looking at other universities and how they charge something relative to a student activity fee for transit may indicate this is a good time to introduce such a change. Possibly now would be a good time to get President Bowman's support on this topic before he leaves. Then it could be passed on to the new President.

Ms. Schulz inquired if we work harder to get more revenue from the Universities does that make their schedules and routes take priority. Are the students or the workforce more underserved at this time? Action follows intent. Ms. Schulz cautioned if we really want to do more to help serve students, is the workforce going to suffer?

Mr. Selzer stated the ISU buses circulate shorter, more frequent routes around campus already. Mr. Johnson added ISU is paying for part of the service. He continued the perception would be easy to make if we charged ISU more that the Transit would be beholding to the University to provide more service. Mr. Johnson continued the numbers very plainly state ISU pays but a fraction of the actual cost.

Ms. Schulz clarified the situation is not give us more, we'll provide more service, rather, give us more because currently we are under paid. Mr. Johnson stated that sentiment was expressed with ISU last year during the contract negotiations. This year Transit is meeting with higher level staff to negotiate an agreement. ISU recognizes the fact; however, the change needs to come in a measured way. Transit cannot sustain the present level of service based on the amount being paid. Mr. Johnson stated it is essential Transit seeks better relationships with the major employers in the communities and look beyond our borders to expand our service to neighboring communities with possibly commuter service to the outlying areas.

Mr. Johnson stated several of the staff positions Mr. Selzer mentioned earlier to assist in achieving these goals are included in the budget proposal for this year. We were able to reallocate some items in the budget and rely less on State and federal funding and receive no local funding on the operating side. We are still able to request these new positions that will be sustainable if we don't take any serious cuts in current funding. Both the State and federal governments have already started making attempts to reduce funding to transits. The Governor's proposal would take roughly \$1.1 million out of our budget if it went through. Mr. Johnson stated he doesn't think it will pass and the assembly will not let that happen. Mr. Johnson continued with the federal government funding the House attempted to underfund the current transportation bill with less money than what was authorized and the Senate fixed it. Attempts have been made to kick transits out of the Highway Trust Fund. The federal government has no idea where the money will come from to fund transit after 2014. Mr. Johnson continued we want to maintain the current level of service, but we will need to find a safety net. Mr. Johnson reported Ms. Janet Kavinoky of the U.S. Chamber of Commerce stated the locals are going to have to step up and fill the gaps left by federal and State funding in the near future. Connect Transit is digging deep and being resourceful in order to keep the buses running. Connect Transit needs a Business Development Manager to raise revenue. This position would generate enough revenue to pay its salary as well as more revenue to help fund service. The External Affairs Position would reach out into the community raising awareness of Transit and improving our image. Mr. Johnson stressed the urgency is there and we need to act now.

Mr. Selzer commented the community needs to know how important it is for the Transit to get all the University students out to the malls and other shopping areas and restaurants to spend their money and use their Chicago credit cards. We need to quantify that information to show the impact of the people riding on the bus on our businesses. There are no vehicle stickers in Bloomington-Normal. In Chicago, cars have to have vehicle stickers and citizens are paying \$125.00 or more a year for a vehicle tag. Perhaps that is a proposal the Study Group should make to the cities so all those dollars could go to Transit. There are roughly

12,000 households in the communities, many with more than one vehicle. If 20,000 vehicles were charged \$50.00 each that would generate \$1 million for transit. There could be different levels for business vehicles or multiple vehicles. That may be one way for everyone to support Transit. If a resident has the vehicle sticker, they would be able buy tokens or passes at a discount. This would allow vehicle owners to have the opportunity to earn their vehicle sticker money back. Mr. Selzer stated a vehicle sticker might be easier to get passed through the municipalities than a tax. The cities may even wish to skim \$10.00 off the top to help pay for the sewers under the streets.

Mr. Johnson added any type of local funding goes nowhere unless the business force is behind it. Nationwide studies have demonstrated every dollar spent on transit generates from \$5.00 to \$8.00 in the community, through a variety of economic impact. The key is "what does it do for me?" Transit needs to properly serve the major employment centers and at the same time preserve the level of service necessary to the other demographic groups in the community. Currently, we do not serve the business community well enough.

Mr. Selzer stated it comes back to education. If the community is not educated about transit or how to ride transit it will not be willing to support transit. The schools are a perfect place to start. Teach students about schedules, maps, how to ride the bus. Get people on the bus. Get the parents involved. Get maps and schedules in the hands of all the citizens. The new books are nice, they have the maps, but they don't have an actual schedule, which makes it very difficult to determine what time the bus will come by certain streets. It is difficult to find out if the bus comes by the street you are on because only a few streets are labeled on the maps. The new phone app is great, but not everyone has a smart phone. Have Transit education days with Trustees on the buses greeting riders or at transfer centers. To increase ridership we need to get people on the bus. To keep them riding, Transit needs to be more convenient.

Ms. Schulz commented the structure and culture of today's family is not very conducive to Transit. There are just too many activities for families. The Transit is not that available. Ms. Schulz suggested the value to employment and the other qualitative aspects of the community are the areas we should target. Mr. Selzer stressed until the parents are convinced the Transit is reliable and safe for their children; they won't allow them to ride.

Mr. Johnson stated getting the bus out to the schools and younger riders is more of an investment in a growing trend. The newest generation coming into the work force does not place a huge emphasis on having a car. This generation wants other quality of life items, which don't include a vehicle. This trend will creep downward and the younger generation will soon be using transit. Currently State Farm has a large new workforce coming in from areas and municipalities where they were transit users.

Mr. Selzer inquired if there are plans in the future to have a Development Committee or some sort of Communication/Development plan, something so a media schedule is set up and press releases are going out all the time. Transit is the best kept secret in town. We need someone or group to brainstorm ideas such as hosting neighborhood coffees with a staff

member there to pass out schedules, answer questions, and explain how to get from point A to point B using the bus.

Mr. Johnson responded we do not have the ability to execute these ideas given our current staffing situation. If the budget gets passed, these ideas will accelerate exponentially because we will have staff dedicated to address these issues. Mr. Johnson added we will have cable television and radio ads coming out soon. We hope to have a new website in place before the start of the new school year. We are looking at other avenues as well to make the most of our advertising dollars. Connect Transit has been very visible lately at community events which will continue into the month of May. Mr. Selzer expresses he would love to see a YouTube video on how to ride the bus. That could go viral in this community.

Mr. Matejka stated it appears that currently the Transit is not able to initiate events but rather participate in existing events in the community. The audience is already there. Mr. Johnson commented the Transit has been or will be participating in the IWU Sustainable Living and Wellness Expo, the Farmer's Market, State Farm's Earth Day Events, and Twin City Showcase. It was interesting to hear employees at State Farm comment they were not aware they could ride the bus for free. It is not advertised enough.

Mr. Selzer recalled working on the Secretary of State Organ Donor Committee, State wide. McLean County was one of the worst in the State. It is now number one in donors and probably has been for the last ten years. The committee worked hard but smart to get those donors. Mr. Selzer continued they used digital messaging display signs, sent out mass mailings, pay check inserts, company newsletters, and then the local Department of Motor Vehicles office began to ask everyone that came in the office if they wanted to be an organ donor. Mr. Selzer feels a development committee could really help with projects such as those. A committee would partner with the Transit and work with events currently going on in the community. For example why couldn't Santa ride on the bus at the Christmas parade?

Ms. Janet Hood, Advocate BroMenn, agrees with Mr. Selzer about the Development Committee. She stated the Committee would accumulate resource information, reduce work load of the present staff, and would provide staff with suggestions. Ms. Hood also is agreeable to partnering and working with the community events already scheduled, that already have the advertising, already have the following. The events were riders and future riders attend. The connections are easily made if you just reach out to the community.

Mr. Selzer mentioned the Jingle Bell Run is looking for ideas to make the event a little different from years past. It would be great to get the runners to ride the bus to the event. The Committee could work on advocacy, communications, development, and marketing. A "how to ride the bus" packet would be something to pass out at employee recognition time, complete with several free bus tokens.

Ms. Hood stated BroMenn has many base line employees who ride the bus because they don't have vehicles, they have special needs, or they are seniors and can ride the bus for free. Seniors are a growing part of the demographic in our community. They don't want to

move. What are we going to do to address the quickly changing environment of our communities?

Mr. Selzer stated the three items he noted today are some type of tax, stake holder contracts, and education. Mr. Selzer asked the Group if anything was missing or should be included. Mr. Selzer would like to have just a few actionable items to put into a report to formally present to Chairman Buchanan, who can present it to the Connect Transit Board of Trustees.

Mr. Matejka agreed it is a good idea to have just a few major points that can be elaborated on. The taxing and fees item is a Board and General Manager issue. Looking at the stakeholder contracts would be for a Development Manager position. The education aspects would be for a Community Relations position.

It would be nice for the community to know friendly and helpful drivers are working for Connect Transit. Mr. Selzer told a story about riding the bus and the driver mentioning that Mr. Selzer's sister told the driver how she was wishing Mr. Selzer would get her television and cable set up and connected. Mr. Selzer accomplished the task that evening and when his sister thanked him, Mr. Selzer told her to thank her driver. The drivers are great.

Mr. Matejka agreed the Transit has some fantastic personnel that help watch over the riders. The personnel can help partner with the Development Committee. Mr. Matejka mentioned his autistic daughter has been riding the bus since she was thirteen years old and has only had one incident where things did not go well. Mr. Matejka suggested having a union employee or driver representative invited to be part of the Development Committee. The drivers have the most direct customer contact every day. We need to include them in the process. We could even highlight some of the employee personalities in the promotional relations.

Mr. Selzer stated his was a "story of caring". Maybe a letter to the editor or a forum is a good idea or some type of marketing using "Connect is more than a name". Mr. Selzer will write up a report, get it out to the entire Study Group for corrections, changes, additions, amendments or approval. Feel free to offer any and all suggestions. Mr. Selzer will then put the report in a presentation format. Mr. Selzer will get the report to Mr. Johnson and Ms. Buchanan for approval before it is presented to the Board at the May meeting.

Mr. Matejka suggested the Transit contact Ms. Deborah Halperin, coordinator of Action Research Center at Illinois Wesleyan, to help with statistical reports. Mr. Matejka stated if you take a research project proposal to her she will get students do work on it. Mr. Matejka continued he has been very impressed with the quality and thoroughness of work the Center produces. Ms. Halperin may be a valuable resource to help Connect Transit with local statistic reports. It may be good to give her topics now so when school begins in the fall students can begin work on it right away. Ms. Halperin gets the proposals and takes them to the most appropriate department to work on them. Mr. Selzer suggested any professor with MBA classes may wish to take on a report such as this for a fall project. Mr. Matejka stated Ms. Halperin would be the one to match up the project with the professor's class.

Mr. Johnson stated the statistical information is so important. One of the previous problems Transit has had at the federal, State, and even local level is being able to properly convey the impact of any actions, whether it's the impact of cutting funding or the impact of providing more service. It is not enough to say to a Congressman, if you cut my funding I won't be able to buy a bus or I'll have to cut a route. It is important to explain how many voting constituents are going to lose their jobs if you cut the funding and what economic impact will result.

Mr. Selzer commented we also need to be able to show how many different riders ride the bus. Mr. Selzer suggested having people with clip boards ride the bus and take counts. Ms. Jennifer Sicks, McLean County Regional Planning Commission, added the Planning Commission actually does count the riders for a triennial report.

Mr. Johnson added we need more qualitative data and it needs to be statistically valid. Mr. Mateljka commented we need to know where people are boarding and exiting the bus. We need to know where we are taking them. If we do a study, we need to know the business impact, the economic impact the Transit has on the community. The study should demonstrate how the bus rider's dollar translates into local business community and employment.

Mr. Johnson commented currently the Transit is not running at the correct time to connect with State Farm's shift times. Transit is not available for the last evening class at Heartland Community College. Without a sufficient funding source we can't make those improvements.

Ms. Hood stated that is why we need all three components dovetailing each other, some kind of tax, stakeholder agreements, and education.

Mr. Selzer stated we need to put effort as a whole community to "protect the base" of the current revenue. We need to get some big time advocates who are stretched across political lines and economic venues to help protect the base.

Mr. Johnson stated we don't want to wait till all funding has stopped and we have the gun to our heads and we must decide what needs to be cut or what we must do to continue with any kind of service. He added if the opposite happens and we are able to get extra funding the alternate is now we can run on Sundays, now we can run earlier in the morning and later into the evenings and we are going to service more areas based on our statistical data. That is a much easier sell. The community can see an immediate benefit to the funding. It takes more money to make a better system. The community will feel better about helping if they can see immediate benefits.

Mr. Selzer would like to present the report to the Board by the May meeting. The Trustees may make changes they see appropriate. Mr. Selzer believes if the Study Group wishes to get any kind of support it would be really nice if the Board, together with the Study Group, hosted a presentation for all the elected officials, the County Board, the two city Councils, publish a notice, invite the taxing bodies of the communities, and tell them here is where we

are, here is where we need to go, and here is what is being recommended. The Study Group can make the presentation and be open and honest about the situation. Mr. Selzer stated nothing will pass an election vote without the full support of the City of Bloomington Council, Town of Normal Council, and McLean County Board. Mr. Selzer suggested having the members rate the vehicle sticker tax, transit district tax, or sales tax.

Ms. Schulz inquired if the Study Group should attempt to get on the agenda for the "Fifth Monday" joint session meeting. There is one scheduled for July. Since the city councils alternate Monday meetings, on the rare occasion there is a "Fifth Monday". Sometimes the Town, the City and often the County Board too, meet as a group for a non-binding, non-legislative discussion of community issues on that evening. Mr. Selzer responded it would be good to make the presentation at the July meeting or have the presentation immediately after a Normal Town or Bloomington City Council meeting.

Mr. Matejka mentioned the Pantagraph article about the newly proposed apartments on Main Street in Normal requesting fewer parking spaces, which is a variance from the Town codes. Mr. Matejka wondered if that creates an opportunity to work with the Town or City Council should an apartment complex want fewer parking spaces they would be required to pay a transit tax in exchange for the parking spots. Mr. Matejka stated the apartments are on Main Street. There is great bus service on Main Street. It would be a great trade off and the Town and City would have to determine the price of parking. The apartment complex would make a commitment to ensure their tenants are using Transit. For example, if you have a car your rent is \$10.00 more per month than the tenant who does not have a car.

One other item Mr. Matejka wanted to mention is tomorrow is the Transportation for Illinois Coalition will be in town. This is a State-wide transit, highway, rail, air, labor, management, chamber of commerce group that lobbies for Transportation funding in Springfield. They will be at the Labors Hall at 8:00 to 9:30 a.m. for a presentation on the State budget and what is happening in regards to transit issues. It is open to the public. The Labor's Hall Local 362 is at 2012 Fox Creek Road in Bloomington. All State Representatives and Senators have been invited to attend.

Mr. Selzer stated the final report will be presented to the Board. Mr. Selzer will let Study Group members know if and when a presentation will be made to the Councils or County Board so they may attend. Next, Mr. Johnson may contact Study Group members to be on one of the standing committees the Board forms. Mr. Selzer has found if you focus on advocacy the fund raising follows. Mr. Selzer stated his next cause of action will be sidewalks. Why ride a bus if you can't walk in these communities? Many sidewalks are closed, missing, just end, or are in disrepairs in our municipalities. In places it is very dangerous or almost impossible due to the fact there are no sidewalks.

Mr. Selzer thanked the Group and adjourned the meeting at 9:50 a.m.



# Connect Transit to pay out \$80,000

## Settlements stem from allegations of sex harassment of 2

By Rachel Wells

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BLOOMINGTON — Connect Transit will pay about \$80,000 as the result of settlement agreements with two employees who filed a federal lawsuit against the agency for the behavior of its former general managers.

Angela Ballantini, formerly Anjela Lancaster, and Patricia Tilton filed a federal lawsuit in early 2012 alleging Jeffrey Logan sexually harassed them prior to his resigna-

tion as general manager in February 2011. The lawsuit also alleged interim General Manager David Anderson asked Ballantini and Tilton to drop a human rights complaint in exchange for a small settlement offer.

The lawsuit sought damages for the two employees of about \$350,000 each.

In a settlement agreement with Ballantini, Connect Transit agreed to pay \$52,000, to be divided between Ballantini and her legal team, plus more than \$19,000 in unused personal, sick leave and vacation time. Signed in late April, the agreement also requires Ballantini's termination from employment there, effective

May 3.

Ballantini was serving as treasurer for the agency at an annual salary of about \$76,000, said Andrew Johnson, the agency's current general manager, who was hired in August 2011. Ballantini may not apply for employment at Connect Transit in the future.

Johnson said Ballantini's termination was "in the best interest of both parties" and Connect Transit "appreciates her years of service here, and we do wish her well in the future."

Tilton, an administrative assistant who earns about \$49,000 per year, according to Johnson, remains employed at Connect Transit.

She and her lawyers will receive a total of \$6,500 as a result of a separate settlement agreement.

As part of the agreements, which were obtained by The Pantagraph through a Freedom of Information Act request, both Tilton and Ballantini are barred from discussing the settlements. A lawyer representing them declined comment.

Connect Transit, formerly known as Bloomington-Normal Public Transit System, has not admitted to the claims in the lawsuit, and Johnson said the case was settled with an eye toward how much additional litigation would cost the involved parties.

**FRIDAY,  
April 26, 2013**

### **Cheers**

...to all who participated in the 10-week Live Healthy Central Illinois wellness challenge. Results released this week showed more than 1,000 McLean County residents walked, ran, rode and engaged in other healthy efforts, resulting in the loss of 3,176 pounds, said organizers. The campaign, in its third year, is an online program that allowed 159 teams to track minutes of physical activity and weight loss and to obtain wellness information. Special kudos to the team from Heritage Enterprises that recorded the most activity minutes, 47,000.

CONNECT TRANSIT

# Budget calls for new jobs

## Bus system plan would increase administration pay by 50 percent

By Rachel Wells  
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BLOOMINGTON — A proposed budget for Connect Transit would increase the cost of administration pay by nearly 50 percent by adding five po-

sitions, but Bloomington and Normal officials aren't sure the time is right.

Overall costs would remain flat compared to the current fiscal year, and the system would rely less on state and federal subsidies, according to the

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Coalition: State funds for transportation too low  
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budget proposal.

The bus service's governing board expects to discuss in May a budget for fiscal year 2014, which will start July 1. As proposed,

the service would bring in about \$1.39 million in fare revenues and about \$8.46 million in federal and state assistance to offset about \$9.85 million in operating expenses.

The five new administrative positions would be a business development manager, labor relations executive assistant, planning and grants manager;

information technology manager; and external affairs manager.  
The system would spend \$701,655 for all administrative salaries in the proposed budget. That would be an increase from the current year's budget of \$476,965.  
"If we truly want this transit system to become a SET BUDGET / PAGE A5

## BUDGET

FROM A

bigger part of the community, to serve more and more people... we're going to need the expertise on staff to advance the system to the point where it can satisfy all those needs," said General Manager Andrew Johnson.

The proposal also includes the addition of two maintenance positions and more wage costs in that department.

It also shows a slight decrease overall in the department that includes bus drivers and dispatchers, who are part of Amalgamated Transit Union Local No. 752. Johnson said the savings in those wages stems from reduced overtime hours.

The union is in contract negotiations, and local ATU President Mick Ferrell declined comment.

Johnson said some of the new positions would pay for themselves. The planning and grants manager and the business development manager would be responsible for growing existing or developing new funding sources.

Others would be offset by higher fare revenues from increased bus use. Fares are now on track to surpass projections by about 20 percent.

Johnson said the bus service also has saved money by locking in low fuel prices, among other measures.

Bloomington City Manager David Hales said he needs more information to know if the proposed new positions are justified but will push for contracting out some of them, at least until state and federal funding "uncertainties" are resolved.

Normal City Manager Mark Peterson said Johnson "has been here a while and we expected as he understood the organization to initiate changes," but he added the board must balance priorities.

"It probably would be difficult to fund all (proposals) in one year," he said.

Peterson and Hales are ex-officio members of the board and each community provides money to Connect Transit. Together the two communities supplied about \$850,000 in the current fiscal year.

