



Connect Transit

AGENDA

Meeting of the Board of Trustees

Tuesday, July 30, 2013

Following 4:30 PM Public Hearing

Council Chambers
Bloomington City Hall
109 E. Olive St. Bloomington, IL 61701

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Approval of Minutes of Previous Regular Meeting, June 25, 2013 (Page 1)
- E. Items Removed From Consent Agenda
- F. Consent Agenda
 - 1. Review and Approve July Disbursements (Page 19)
 - 2. Review and Approve June Financial Statements (Page 23)
 - 3. Review and Receive June Capital and Self-Insurance Reserve Fund Balances (Page 35)
 - 4. Review and Receive June Monthly Ridership Report (Page 37)
- G. Old Business
- H. New Business
 - 1. Request for Approval of Proposed Connect Transit Route Restructuring
 - 2. Resolution to Authorize Execution and Amendment of Downstate Operating Assistance Grant Agreement (Page 43)
 - 3. Request for Approval of Agreement with Amalgamated Transit Union Local 752 Covering New Unit Members in Dispatch and Administration (Page 63)
 - 4. Request for Approval for Renewal of Employee Health Insurance (Page 105)



- I. General Manager's Report
 - 1. Introduction of New Human Resources Director
 - 2. Personnel Update
 - 3. Annual Financial Audit
 - 4. Compressed Natural Gas Initiative
- J. Correspondence and Media (Page 107)
- K. Trustee Comments
- L. Request for Executive Session to discuss collective bargaining matters and review minutes of previous executive session
- M. Adjournment

CONNECT TRANSIT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
June 25, 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 June 25, 2013 at 4:30 p.m.

TRUSTEES PRESENT: Judy Buchanan, Chairman
John Thomas, Vice Chairman
John Bowman, Secretary
Mike McCurdy
Felicia Shaw
Bill Wilson

TRUSTEES ABSENT: Ryan Whitehouse

STAFF PRESENT: Andrew Johnson, General Manager
Roy Rickert, Operations Director
Ami Armitage, Executive Assistant Labor Relations
Isaac Thorne, Procurement Director
Patrick Kuebrich, Finance Director
Trish Tilton, Administrative Assistant

OTHERS PRESENT: David Selzer, Transit Funding Study Group
Mike Matejka, Transit Funding Study Group
Christina Schulz, Transit Funding Study Group
Jennifer Sicks, McLean County Regional Planning
Rachel Wells, Pantagraph

CITY MANAGERS: Mark Peterson

Call to Order

Ms. Judy Buchanan, Chairman, called the meeting to order at 4:30 p.m. Roll call was taken.

Public Comments

No one in attendance wished to make a public comment.

Approval of Minutes

Chairman Buchanan noted on page three of the minutes, in the last paragraph of the page, the date September 23, 2012 should be September 25, 2012. On page four in the second to the last paragraph of the page, the second sentence should read, "However, Chairman Buchanan

and Mr. Johnson have had the opportunity to meet with Normal Town Manager, Mark Peterson, and Bloomington Mayor Renner to discuss the proposed budget". On page six, the second to last paragraph, the last sentence should read "...the Board voted unanimously to approve the FY 2014 Operating and Capital Budget as presented". On page nineteen, last paragraph of the page, under Trustee Comments, the second sentence should read ".....to see if some Wesleyan student interns could conduct a study to measure the economic impact Connect Transit provides to the communities".

Mr. Mike McCurdy pointed out on page five, the second paragraph; the quotation marks should include the second sentence as well. Also on page ten, at the top of the page, the third sentence should be changed to the Transit System for clarification, not just say the Transit. Mr. McCurdy had several other grammatical changes which he noted should be corrected.

On a motion by Mr. John Bowman, and a second by Mr. John Thomas, the Board voted to approve the Board Minutes for May 28, 2013 with all the above mentioned corrections.

Items Removed From Consent Agenda

Consent Agenda

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

- 1. Review and Approve June Disbursements**
- 2. Review and Approve May Financial Statements**
- 3. Review and Receive May Capital and Self-Insurance Reserve Fund Balances**
- 4. Review and Receive May Monthly Ridership Report**

Consent Agenda Discussion

Mr. Bill Wilson inquired about the question mark on page twenty-two beside the monetary amount listed for Midwest Equipment II, Lawn Maintenance Equipment, and \$12,287.34. Mr. Andrew Johnson, General Manager, responded it could be an inadvertent typing error or placed there by the finance department to double check if it was a capital expense or operating. The money did come out of operating, the amount is correct; it is for all the lawn maintenance equipment which was recently purchased since of all the lawn maintenance will now be done "in house". Mr. Thomas inquired who will be doing the lawn maintenance. Mr. Johnson responded the union servicemen are now in charge of the lawn and landscaping maintenance as per the agreement resulting from last year's negotiations. Connect Transit provides the equipment.

On a motion by Mr. McCurdy and a second by Mr. Bowman, the Board voted to approve the Consent Agenda as presented.

Old Business

Mr. Johnson stated there was no old business.

New Business

1. Transit Funding Study Group Final Report Presentation

Chairman Buchanan introduced Mr. Dave Selzer, Mr. Mike Matejka, and Ms. Christina Schulz all members of the Transit Funding Study Group. Chairman Buchanan explained the Study Group is an initiative of the Transit Board of Trustees and the General Manager to bring together various segments of our community to take a serious look at the sustainability of our system. The members of the Study Group did a considerable amount of work, meeting many times over the last year, to look at the value of our system, how it works, the services provided, and funding. Chairman Buchanan continued, saying the system is experiencing very substantial growth and we feel we have a stronger presence in the community. Chairman Buchanan asked how we sustain our system with the current level of service and make it better while faced with the strong possibility of dwindling funding?

Mr. Dave Selzer introduced himself, stating he is with Community Health Charities of Illinois and then introduced Mr. Mike Matejka, with Great Plains Laborers District Council, and Ms. Christina Schulz, with the Hile Group. All three served on the Study Group. Mr. Selzer explained there were about fifteen community members who worked together in the Group. Mr. Selzer was reminded of the "Normal 2015" Study/Plan completed roughly 25 years ago. Mr. Selzer said looking back one can see how all those ideas and plans have come to fruition. It really was a case of "plan your work, work your plan". The Study Group was a community led initiative. The Study Group came up with all the ideas, they were not Board directed. The Group broke down the ideas into three Task Forces: Framework, Finance/Funding, and Stakeholders Impact/Contribution.

The Task Forces addressed several issues. Members agreed unanimously that routes and schedules must adapt to the needs of stakeholders. An example of this is the route that serves Epiphany Grade School, arriving after 8:00 a.m. while classes begin at 7:50 a.m. We cannot suggest the students use Connect Transit instead of 200 minivans arriving at Epiphany School daily because the bus schedule just won't work. We all realize work has already begun to change the route schedules.

Another issue that emerged from the Task Forces was impact. Mr. Selzer said it is very hard to quantify the impact of the Transit System on communities and businesses. Transit's value has to relate to issues such as the cost of repaving parking lots and businesses not needing more parking spaces or parking garages (as a result of customers and employees using Transit instead of driving). The value must relate to the special use permits sought by developers in municipalities where developers are looking for exemptions from the parking regulations. Those can go hand in hand with suggestions that the company/business enter into an agreement and show that they are going to make Transit available to the employees in order to get the exemption. The quantifiable impact and the routes/schedules were two overarching issues were brought to the discussion.

On the financial side, Mr. Selzer stated the Study Group recommends Transit examine: local sales tax (not to be pro or con, but a number of groups are looking at this option and it is definitely a way to provide funds), the difference between a transit district and a transit system, vehicle sticker revenue, fees from businesses and apartments, seeking parking variances, and corporate contracts with businesses, organizations, and schools of all levels. The Study Group reported the greatest result will come if all these ideas are tied together with the mission of providing communication and education to the communities. We need to educate people how to ride the bus and use the schedule.

Mr. Selzer continued one of the solutions or ideas the Group wished to present is the formation of several committees for development, advocacy, and an advisory panel that would align with the new staff being brought on as an expansion of the professional staff at Connect Transit. Mr. Matejka added the panel could build interest in the community and would have some ground work and networking set up before the new positions are filled. Perhaps the panel could meet with new staff once a month. The panel could help open doors for cooperative business relationships. The more community involvement we have, the more visibility for Connect Transit will result.

Mr. Selzer stated the sixteen people on the Study Group and everyone who spoke with someone else about the Transit reported those people asked how they could get involved. We must ask people to get involved. It is paramount to the success. If you ask, people will get involved. Waiting for them to volunteer won't work. You have to ask them.

Mr. Matejka added that he, Chairman Buchanan, and Mr. Johnson met with Ms. Deb Halperin, Coordinator of Action Resource Center at Illinois Wesleyan University. The purpose of the meeting was to arrange for some IWU student interns to measure the economic impact of Connect Transit on university riders in the community. The university students have access to the Transit System which gives them access to merchants, entertainment, commerce, retail merchants, and places they may not go to without the bus. A ridership study would help determine where university students go on the bus and what they do with their money when they get there. This would provide statistical data and "story data" Connect Transit could take back to the community showing the economic impact the bus has beyond just transportation. It brings people to your door of business. We want to demonstrate Connect Transit is an asset to multiple levels of the community. Chairman Buchanan indicated when the students return they will meet again with Ms. Halperin to discuss whether any professors have a class with students this topic would be a good match for a study project. Mr. Selzer added the Study Group also discussed this could be a good project for the Leadership McLean County Group.

Mr. Selzer said one of the final items the Study Group recommended was consideration of sales tax or additional local fees. No one is saying we need to go that direction, however, we realize the current funding levels may not remain the same. If funding drops and the citizens wish to have the same Transit service, something will have to give. The Board may wish to have a meeting or forum with all the various taxing bodies in McLean County to determine and discuss how our actions impact the others and how we can all

work together. Mr. Selzer stated the exciting aspect is that about 20 years ago the buses stopped running at 5:30 p.m. We have come a long way since then. We all feel it is commendable the Board look at our report, and be proactive regarding a taxing possibility rather than reactive. There will be changes in funding we just don't know how much and when.

Ms. Christina Schulz suggested the Transit should just beg, borrow, and steal from other existing methods and formulas, positive ideas, strategies, or campaigns that you see work well in the community. Get the most you can for free and be proactive to funding changes. We need to get paid staff connected with community members who care about transit. This will give everyone more information and you will get so much more than you could ever pay for. Community members will want to tell the story of the impact of transit on their lives. It will be important to have the financial and quality of life level of impact documented. Be efficient and effective as possible without having to reinvent the wheel. See what works well in the community and who is concerned with transit and then ask them to be involved.

Chairman Buchanan acknowledged the Study Group members' time and efforts to produce this report. Chairman Buchanan expressed the Trustees are very appreciative of the Study Group's work. The Study Group was able to drill down into areas that will help the Board move forward proactively. We don't want to wait until there is a funding problem, but want to be prepared should there be problems with funding. Chairman Buchanan stated she likes the idea of staff working with community members. Implementing focus groups or advisory groups was an idea mentioned at the APTA Convention and appears to have benefit for advancing Study Group suggestions.

Mr. Selzer stated he thinks Connect Transit and the Board of Trustees are doing a great job. Uptown Station is a wonderful transfer center. It is so nice to be in a sheltered space. There is still a perception issue that needs to be addressed. It is the fear of the unknown and parents don't want their children riding the bus because they think it is not safe. Mr. Selzer continued Connect Transit is a great asset to the community.

Mr. Matejka added we need to talk about the "tax issue" and get it out in the community. People need to start thinking about how Connect Transit will maintain the service it has, or expand service, should funding be cut. A serious discussion needs to be had about revenue as part of the process. It is not the most comfortable topic, but it needs to get stated openly and this is the best time to start.

Mr. Wilson commended the Study Group for their "out of the box" approach to the question posed by the Board. He said the Study Group built on the value of Transit and approached it with different views and different sets of eyes. Mr. Wilson thanked the Study Group for the work they accomplished.

Mr. Selzer stressed an advisory board would help the new staff members tackle some of the initial hurdles and assist them in being successful. The community wants them to be successful. Mr. Selzer mentioned since the rebranding, more people have noticed the

buses. There are still many people who have never ridden the bus before. There is still the apprehension to ride the bus. There is that fear of the unknown. Mr. Selzer loves the mobile app on his phone so he knows when the bus is coming. Mr. Selzer believes the advocacy group and community education will help immensely. People are willing to try the bus once they know more about it. There is also the perception that the only people riding the bus are the ones who absolutely must either because they don't have a car, or cannot drive due to a DUI conviction.

Mr. Thomas asked if the bus is viewed as an amenity, or a piece of infrastructure, or as something that should be paid with by solely user fees directly? Mr. Selzer responded people are willing to pay to use the bus if it meets their needs. The disconnect is that often the bus does not work with the rider's schedule. If the bus is effective, timely, and safe the public will pay for it.

Mr. Matejka stated one of our challenges is that in the bigger metropolitan areas Transit is considered part of the community infrastructure and in Bloomington-Normal it is looked at as more of a social service agency. Part of the perception also needs to be that Connect Transit is an equal opportunity Transit System. It is a big challenge to change the perception from being a vital social service for disadvantaged, low income, and physically challenged citizens to being an equal opportunity transit system. Mr. Thomas stressed this perception must be addressed before any alternative funding issues are discussed. The residual effects of the Transit System need to be better communicated, particularly to the stakeholders

Ms. Schulz commented this is a perfect time to customize and specify the message to the stakeholder groups. The message needs to be directed to the various groups. For example, the bike rack allows the bicyclist to fulfill his intention to avoid travel by car, the ten minutes on the bus allows the person riding to work time to respond or send three emails. Now we should send out micro-messages that appeal to various potential rider groups to attract them with financial impact, with convenience, and with environmental commitments. We want to attract the whole spectrum of income earners and impact what we bring to the community and how one fleet and one set of schedules can meet many, many various needs. This is the time to get specific with the message, to get the word out and appeal to different potential riders. This is the time for a network of community supporters to help get the word out.

Mr. Matejka stated we are an example of one of the prime American communities which has designed itself around the automobile. Normal has done a fine job to bring public transportation to the fore front. As we look at the future ten, twenty years from now, and gas prices are \$6.00 a gallon we want to have different options and the ground work needs to start now.

Mr. Selzer stated his sister lives with him because of challenges and she could not live alone. Because of the special service paratransit buses (Connect Mobility) now she has a job which she has maintained for over a year. Next week she will move into her own apartment. If it wasn't for Transit she would not be able to work and have her own

apartment. Now she is a contributing member of society. If you take it away or don't make it available, where does that leave all the people who depend on it for their livelihood and to get around to shop and run errands? Everyone will be back on public assistance or other social service programs. There must be some way to quantify this. The Transit has a direct result of her earning a living and spending those earnings at various businesses around the community. Mr. Selzer added the Transit employees are awesome and so good to the bus riders.

Mr. Matejka commented the Transit has a group of committed employees and they should be integrated into whatever advisory group Connect Transit forms. They have valuable input derived from what they see every day out on the job, dealing with the traffic, other drivers, customers, and street repairs. The employees may become some of Connect Transit's best marketers.

Mr. McCurdy stated we have some valuable information here and it comes at a perfect time with the strategic planning coming up in August. Mr. McCurdy continued and said getting into the schools is a great idea, not only will it increase ridership, but it is important to teach the students how to ride the bus, because it is a skill they will use the rest of their lives. Having a group of volunteers that would actually walk people through the process would be very beneficial. Many people are apprehensive about riding the bus. Mr. Selzer added that there are young college graduates who have never ridden a bus. They just don't know how to do it. Mr. Thomas contributed using Transit may allow a family to function without having to purchase another vehicle and insurance, plus Transit reduces traffic and carbon footprint.

Mr. Selzer stated he will make some revisions and get the final copy of the report to Mr. Johnson who can then forward it on to the Trustees.

Chairman Buchanan thanked the Study Group on behalf of all the Trustees.

2. Receive Report on Annual Safety Awards for Transit Operations and Maintenance

Mr. Johnson stated every year an accounting is done for all the drivers and maintenance workers on their accident records. This list is for those who have not had chargeable accidents during the past years. Mr. Johnson specifically pointed out Mr. Steve Thornton, who has gone 28 years without an accident and Mr. Bill Stone and Ms. Christy Gordon who have been 13 and 10 years respectively without accidents. We pride ourselves on being a safe system and taking into account our buses travel over a million miles per year the occasional accident is inevitable. Overall our drivers are very safe and we are greatly appreciative of our drivers and the staff that helps keeps them trained. Mr. Johnson asked the Board to join him in congratulating these employees on their safe driving records.

Chairman Buchanan inquired if the list will be posted. Chairman Buchanan will draft a memo on behalf of the Trustees to post that will acknowledge and thank staff. Mr. Johnson replied that would be fine.

Mr. McCurdy inquired if maybe this list and the mention of his record being at the top of the list may have now jinxed Mr. Thornton going forward. Mr. Johnson replied Mr. Thornton has been through a lot and his ability to focus through all that is commendable. Mr. Johnson explained a chargeable accident is when the driver is at fault. Every accident is reviewed and a determination is made as to whether the driver is a fault or not.

3. Request for Approval on 2013-2014 Universal Access Agreement with Illinois State University

Mr. Johnson explained the universal access agreements allow the students and faculty to ride Connect Transit fixed route buses free of charge upon displaying valid school ID.

ISU will pay Connect Transit \$476,414.40 for one year of Universal Access in FY 2014, which includes rides for students and faculty and provision of shuttle routes. ISU ridership on Connect Transit is expected to be flat in FY 2104, so compensation for ridership component will remain unchanged and continue to average \$.55 per ride. The shuttle route component of the agreement will increase 3%.

On a motion by Mr. Thomas, and a second by Mr. Bowman, the Trustees voted to approve the 2013-2014 Universal Access Agreement with Illinois State University.

4. Request for Approval on 2013-2014 Universal Access Agreement with Heartland Community College

Mr. Johnson explained HCC ridership has dropped over the last year. One reason is the student ID system was revised. People who used to be students were able to still use their student ID. As a result HCC ridership dropped, however, cash fares did increase because those riders with expired student IDs have to pay. Some of the route restructuring may drive up the ridership by providing an express route and alleviating the overcrowded conditions on the Green A. This should encourage more people to use both routes.

HCC will pay Connect Transit \$220,000.04 in the proposed one year agreement. Due to declining enrollment, ridership is expected to be flat in FY 2014 and the rate per ride of \$.55 will remain the same as FY 2013. There is a clause in the agreement that requires additional payments to Connect Transit if ridership exceeds 50,000 riders per calendar quarter and credits to HCC is ridership fails to meet the same target.

On a motion by Mr. McCurdy, and a second by Mr. Wilson, the Board voted to approve the 2013-2014 Universal Access Agreement with Heartland Community College.

5. Request for Approval on 2013-2014 Universal Access Agreement with Lincoln College-Normal

LCN will pay Connect Transit \$9,350.00 for the Universal Access in FY 2014. This represents no increase over FY 2013. The agreement with LCN increased over 25% in FY 2013 and the zero increase in FY 2014 is based on discussions with LCN over the expectation that ridership will be flat in the coming year.

Mr. Johnson added we will need to take a serious look in the future at what our desired average fare should be and where our partnership with each of these organizations should go. We have had numerous meetings with each of these schools. We continue to work on these agreements and when we get a business development staff member on board we will be including that person in these discussions and meetings as well. Mr. Johnson stated we are moving in the right direction, just no major increases this year with ridership essentially flat.

Mr. McCurdy inquired if any of the route restructures effected ISU routes. Mr. Johnson replied the Green A will change, but the shuttles will not be affected. Traders Circle will be serviced by the shuttle. Mr. Roy Rickert, Operations Director, added the Red Route of the RedBird Express at Shelbourn will not go down Linden, but will go down School and hopefully pick up all the people in those apartments. Mr. Johnson added we will be servicing North Street again, but will stress that is not the Transfer Center.

Mr. Wilson commented it would be nice to keep the momentum we have built over the past couple years. Even though the ridership is flat, there is an inequity there. When it was increased 25% it is probable there was an inequity then. Connect Transit should research how we compare to Champaign or other universities and how they are compensated. Mr. Johnson responded Champaign is a model we would like to aspire to and we have been talking with ISU about moving towards a student based system, but we are not there yet and the universal access fee is paid out of Parking and Transportation for ISU. A good partnership is give and take on both sides. We are sympathetic of our university partners. ISU has had their funding significantly cut by the State of Illinois and has a new president coming on. HCC is also dealing with funding issues and leadership changes. While we are covering the costs we need to cover, but we are not taking a hard line either. We have been clear with ISU detailing the value that ISU receives in services from Connect Transit and comparing it to what ISU actually pays. We have made the point that we need to move towards a better split and better agreement. ISU understands our position; however, they are dealing with major cuts and adjustments as well.

Chairman Buchanan stated we have been meeting with ISU Executive staff which has been helpful. The next meeting with the Vice President of Finance will be scheduled when we are able to be introduced to the new President. We are making efforts to eliminate confusion and make sure all lines of communication are open.

Mr. McCurdy inquired if \$.55 a ride was low. Mr. Johnson responded it is a little low, but not terrible. The discount does allow for guaranteed revenue cash flow. Mr. Thomas added the \$.55 amount allowed for the transfers. We took the average transfer use and applied that to the full fare to come up with \$.55. Even the full fare is being subsidized. The volume of riders from ISU may allow them an overstated benefit. Connect Transit also receives benefits as well.

Mr. Johnson stated the cultivation of the partnerships we have with these organizations is going to pay off exponentially. Mr. Johnson commented with the additional staff the Board has approved for Connect Transit we will be able to compile more data to better state our case of the impact the Transit has on each of the student bodies and faculty. We will be able to find better ways to integrate Transit into campus life and connect students better with the community. Champaign has a system that runs 24/7 and our students are requesting Sunday service. It is going to take student body and faculty engagement to get that going. We will get there eventually. We need to keep looking at the long run and the big picture.

Mr. Mark Peterson added the longer we provide this service to the universities the more it becomes institutionalized into the fabric of the university. It will be very hard for the university to walk away from the service. If Connect Transit can continue to show enhanced value through system improvements and be honest with them about the finances it will be difficult for them to say no. Mr. Peterson added the institutions need to realize we understand they are going through difficult times right now, but we will be asking for more money down the road. Chairman Buchanan stated that will not come as a surprise to the universities.

Mr. Thomas added a multi deck parking facility would cost \$20,000.00 per space to build. The partnership with ISU is run through the Parking and Transportation Facility for a reason.

Mr. Bowman inquired what has the price been per ride over the past couple years. Mr. Johnson responded the price has been the same \$.55 per ride it is now. It is just that the volume has increased over the past couple years. The ridership clause with HCC has worked out well. For every ride over 50,000 per quarter they pay us more and every ride under 50,000 per quarter we will credit HCC. We had two quarters when we were paid more and two quarters when we gave them credits.

On a motion by Mr. Thomas, and a second by Mr. McCurdy, the Trustees voted to approve the 2013-2014 Universal Access Agreement with Lincoln College-Normal.

6. Request for Approval on Corporate Credit Card Program with Commerce Bank

Mr. Johnson explained we have a corporate credit card program, however we only have one credit card assigned to an individual and that is for the General Manager. The rest are generic cards and are closely controlled. With no names on the cards it becomes difficult to determine who has used it and for what purchase. We have problems using

the cards for travel, hotels, car rentals, and training when there is no name on the card. Commerce Bank has offered Connect Transit a Visa Rewards credit card program. These cards will be used for pre approved travel and incidental expenses incurred by management personnel. Connect Transit will earn 1% cash back on all purchases made with the credit cards. There is no annual fee for the credit cards. The activity for the credit cards will be sent on one invoice. We have had firm control of the credit cards in the past and will continue to have a firm control of our credit cards in the future.

Mr. McCurdy inquired if the credit will come as cash or credit on the bill. Mr. Johnson responded that has not been set up yet, but it will be cash back to the system, not gifts you can pick out of a catalogue.

Mr. Wilson commented his organization recently switched over to a similar program and it is great. There are good controls and the 1% really adds up.

Mr. Bowman inquired if the individual staff names would be printed on the cards and if there is a formal written policy on the use of the cards stipulating how they can be used, where they can be used, and what types of purchases are permitted or not permitted. Mr. Johnson responded we are in the process of revising that policy and expanding the program to include people who were not issued cards before. Previously, the credit cards were issued by the Treasurer as needed. We will have a formal policy when these are issued. No personal use will be permitted, only Connect Transit related items. The bill will come directly to Connect Transit.

Mr. Thomas inquired how many people will be issued cards. Mr. Johnson responded six cards would be issued. The total credit limit will be \$50,000.00. I do not intend on giving everyone an equal share of that amount. We will set the limits appropriately and will probably never reach that limit. All the activity will be sent on one invoice and will be itemized by each card. The current policy requires an itemized receipt for every purchase. The new policy will also stipulate violations. The accountant will be responsible for tracking down all the receipts and reconciliation.

Mr. Bowman inquired if Mr. Patrick Kuebrich, Financial Director, will have a card issued in his name. Mr. Johnson responded yes he will be getting a card. Mr. Bowman suggested that may create a segregation of duties issue when the reconciliation is done. Mr. Johnson stated all the invoices still come through Mr. Johnson to provide for "checks and balances". There will also be a serious stipulation on what Mr. Kuebrich will be able to use the card for, which would primarily be for travel or training. As the chief financial person, Mr. Kuebrich, will not be purchasing items. That would be a direct violation of segregation of duties.

Mr. Johnson stated the management staff who will receive the credit cards are the Training and Safety Director, the Procurement Director, the Operations Director, the Maintenance Director, the Financial Director, and the General Manager.

Mr. Bowman inquired if the option of having individual cards individually issued was ever explored where the individual is responsible for paying those expenses on a reimbursement basis so the Transit is not directly liable for charges that are incurred. Mr. Johnson responded it could be set up that way but ultimately the organization would still have liability. That creates its own headaches for the finance department. If you have a good trustworthy crew and good policies in place it should not be a problem. Mr. Johnson added in the time he has been here he has not seen one violation, not even one made by mistake, with the credit card use. Our current credit card policy needs to be updated and more formalized.

Mr. Peterson commented it is not fair to ask an employee to make a purchase on behalf of the Transit and use their own personal credit card. Some people don't have credit cards or they may not have an insufficient limit. Credit cards are so convenient and necessary in some cases. They also open the door for potential problems. You must have good controls in place and strict policies on what the credit card may and may not be used for. Mr. Peterson suggested getting several company cards that Mr. Johnson could control and could assign cards to other employees for out of town training or make a purchase of something. Mr. Johnson stated we do not limit training opportunities to senior level staff.

Mr. Bowman inquired where the policy will be published once it is written. Mr. Johnson responded it will be added to the personnel policy book, which is available to the public at any time.

On a motion by Mr. McCurdy, and a second by Ms. Felicia Shaw, the Board voted to approve the Corporate Credit Card Program with Commerce Bank.

7. Request for Approval on Pledged Collateral Agreement with Commerce Bank

Mr. Kuebrich reported we started using Commerce Bank for our primary Checking and Money Market accounts in February 2013. Prior to that, Connect Transit used Illinois Funds for their primary Checking and Money Market accounts. Illinois Funds Money Market and Prime funds were created by the Illinois General Assembly and deposits into these funds were automatically fully collateralized. In order to protect Connect Transit's deposits over the \$250,000.00 FDIC coverage, Commerce Bank has agreed to pledge collateral with the Federal Reserve Bank of Boston. Commerce Bank's Capital Markets pledge department will monitor Connect Transit's balances and will pledge collateral as needed. The Federal Reserve Bank of Boston will send e-mail notifications of activity and monthly statements. Connect Transit will not incur fees to collateralize the deposits.

Mr. Peterson suggested checking out what kind of securities the bank is pledging as collateral. Certain security pledges are better than others.

On a motion by Mr. Bowman, and a second by Ms. Shaw, the Trustees voted to approve the Pledged Collateral Agreement with Commerce Bank.

8. Request for Approval on Federal Transit System Administration ECHO and TEAM Access Authorizations

Mr. Johnson stated that Mr. Kuebrich is the new Finance Director we need to grant him authorization to obtain access to the Federal ECHO system which is the Treasury draw down. He will not be able to make draw downs but he will be able to check the status. Mr. Kuebrich also needs authorization to access the Federal Transit System Administration TEAM system which controls our grants.

Mr. Bowman inquired if we need to de-commission anyone currently on the authorization list. Mr. Johnson responded the Trustees did that last time. This time we have the ability to add more people to the ECHO and TEAM systems.

On a motion by Mr. Wilson, and a second by Mr. McCurdy, the Board voted to approve Federal Transit System Administration ECHO and TEAM Access Authorizations.

General Managers Report

1. IDOT Update

Mr. Johnson reported it would appear from the last legislative meeting that the Illinois Public Transit Association will have business as usual with transit funding for FY 2014. Mr. Johnson is not sure if we will be given a contract that exceeds what we asked for in the first place, as has been the norm. They are sticking with the statutory requirements and it does not appear the Governor's call for limits to 2012 spending is going to get any traction, due to the catastrophe it would put in place on a number of transit systems. We estimated we would lose \$1 million dollars if that happened. It is very clear that the statutory requirement that downstate operating assistance increase 10% every year is not sustainable. To that end downstate transit systems through IPTA are talking to the General Assembly to work out a new system or plan without hurting any systems, but also demonstrating the transit systems are being realistic on this issue.

2. Grant Update

Mr. Johnson stated by the end of the week we should have confirmation approval on the FTA Piggyback contract for the five Gillig buses the Trustees approved for purchase last October. We will Piggyback on a State of Minnesota contract. That should be approved by the FTA and Mr. Isaac Thome, Procurement Director, has taken steps to start moving this purchase through IDOT as well to get concurrence. It will likely require a trip to Chicago to finalize the last details.

Mr. Johnson continued we also are expecting to start work on the Downstate Capital Grant that we recently received. We have a case person assigned to the grant to put all the pieces in place to make the additional bus purchase in the next couple of years.

3. Personnel Update

Mr. Johnson commented interviews have been conducted for the Human Resource Director and Maintenance Director positions which are currently vacant. Mr. Johnson added we will gladly take additional time in order to secure the right person for the position. Mr. Johnson complimented Mr. Tom Crouch, Assistant Maintenance Director, for once again stepping up and admirably maintaining services in the maintenance department and to Mr. Roy Rickert, Operations Director, for handling many of the Human Resource Director's duties for requests on FMLA and insurance.

On a sad note, over the weekend, the son of one of our drivers, Ms. Thalia Klunick, passed away unexpectedly at age 20. Please keep her in your thoughts.

4. Public Hearing Dates for Route Restructuring

Mr. Johnson announced the public hearing dates on Thursday, July 25th at 5:30 p.m. in the Connect Transit Board Room and on Tuesday, July 30th at 4:30 p.m., prior to our Board meeting, in the Bloomington City Council Chambers.

Mr. McCurdy commented Mr. Dave White, Safety and Training Director, did a great presentation at the last CEFT meeting, Committee to Ensure Fair Transit. The Committee voted to support the Phase I of the Route Restructure Plan and plan to make positive comments at the public hearing. Mr. McCurdy stated the group is focusing on the amenities provided at places like Wood Hill Towers and Phoenix Towers and on what can be done to make Transit easier for residents at those facilities. Mr. Johnson added it was interesting to hear comments at the last Open House that people actually like what we are trying to do. It demonstrated the impact that this process has had on the community. The community felt the first proposal had some changes they were not at all in favor of and that it was too much, too soon. We made a plan to address concerns and followed the plan. We backed up what we said we were going to do by listening to what the community said. Going into Phase II will be the similar process. It is a long process, but it will pay huge dividends down the road.

Mr. McCurdy stated great strides were made in building a relationship of trust with CEFT. They are still going to watch us closely. The Open Houses brought in some choice riders that were encouraged about the changes.

Chairman Buchanan added the public appreciated the Board and staff hosting the Open Houses and listening to and talking with them. Mr. Johnson commented as our reputation grows and by reaching out to find out what the community wants we will get more choice riders.

Mr. McCurdy commended staff for the fine presentation and the side by side detailed maps that were provided at the Open House.

Mr. Wilson inquired if there is a minimum or point that requires this process, is there a difference between a tweak and restructure. Mr. Johnson stated in November 2011 Connect Transit made some minor tweaks to a couple routes. The Board had a discussion to determine if it needed Board approval. The rule of thumb is if you are changing something by more than 15% to 20% or if you are changing the fares then it is required to go through the Public Hearing Process. If you are making minor changes the Public Hearing is not required.

Chairman Buchanan stated that on Tuesday, July 30th the Trustee meeting will start immediately following the Public Hearing. Please plan on the times running later than usual for the meeting. Chairman Buchanan added we are hoping to approve this Phase I of the route restructure at the July 30th meeting. The regularly scheduled Board Meeting Dates are listed on the handout. The July meeting date will be changed from July 23rd to July 30th.

Mr. Johnson stated he anticipates the Public Hearing should not last over two hours. There will be no dialogue at the Public Hearing only opportunities for the public to make their comments. Mr. Johnson stressed the Public Hearing is for staff and Trustees to hear what the public has to say and we may hear something new. It is not set in stone that the Trustees will pass a vote in favor of the route restructure in the Board meeting immediately following. The Public Hearing is part of the process and we have had numerous opportunities for people to talk and ask questions. These Public Hearings will provide two more opportunities.

Strategic Planning

Mr. Johnson stated he has been talking with a facilitator for Strategic Planning. It is the same facilitator we used in the early stages of the Study Group meetings, Mr. Dave Goranson of Goranson Consulting, Inc. We are not finished with the procurement process. Many questions were raised in the procurement process since many of the Strategic Planning sessions will be open meetings, which is different from the normal corporate style for strategic planning. Mr. Johnson would like to find out what the availability of the Trustees is for these meetings and what level of commitment we can give this process. This Strategic Planning could take up 15 to 30 hours of Trustee time at a number of different meetings. We would like to begin in August. Staff will also be involved in the process. We need everyone to attend the meetings and be involved in the whole process.

Chairman Buchanan thanked Mr. Thomas and Mr. Bowman for their review of the first Strategic Planning, which was a preliminary, initial effort. Chairman Buchanan stated that following their review and going forward the Board will be more deliberative using the additional data now available and incorporating Study Group recommendations. This process is going to involve evenings and Saturdays. It will involve sacrifices of your personal time.

Mr. McCurdy commented he may not be as sharp at the end of the day and suggested perhaps Saturday mornings would work. Chairman Buchanan mentioned there was one Saturday in August that might still be available and then we will be in September, when football becomes a factor. Chairman Buchanan stated some 8:00 to 12:00 noon sessions would be workable and the facilitator will have the Trustees prepared beforehand. There will most likely be break-out sessions. Mr. Johnson feels confident the Strategic Planning will produce a quality product. Our most exciting times are ahead of us and this is setting the road map for our future. Mr. Johnson will set up a schedule this week and get back to the Trustees when things are more finalized. Staff will participate in the Strategic Planning as well as the Trustees.

Comcast Cable Advertising

Mr. Johnson announced Connect Transit contracted with Comcast Cable to do cable advertising for the next year. Mr. Johnson explained two commercials have been made for Connect Transit. The videos will be available on-line and on the cable network channels. Mr. Johnson then played the ad videos on the television for the Trustees to review. The commercials talk about the high gas prices, new buses, routes have changed, Fast Pass, Redbird Express, Seniors ride free, universal access for select universities, the mobile app, convenience getting to shopping and entertainment, connect mobility buses, bike racks, clean, professional, and safe transportation. The ads talk about how riders connect to shopping, higher education, and the buses are using new technology. Mr. Johnson stated the ads will start running next week and he will send out the channel information to the Trustees when he has that available. Future ads will talk about connecting to work and other important destinations in riders' lives.

Mr. Wilson commented the ads were very well done, catchy, and professional, modern. One concern he posed was with the word "free". He always tries to be very cautious with that word and would rather say, "no additional charge". The general public may take the fact that the universal access riders ride free means we are giving away that service to them. This may offend the public when in reality the service is being paid for through the Parking and Transportation Department or student fees and the students actually ride for "no additional charge". Free is catchy and works if you can sell it right, but it could really anger some of the general public or mislead people into believing it is free when it is not. Mr. Johnson stated we will take a different tact towards that in the future and possibly adjust the ads they have already made

Mr. McCurdy stated he did not notice the word "free" so much, but what jumped out at him was the word "connect".

Ms. Shaw inquired if the students pay for the service with student fees or what. Mr. Peterson responded the university covers the cost through Parking and Transportation. ISU would probably like to have it be a separate student fee, but they have not gotten to that point. Any addition to student fees requires a long process. The students do indirectly pay for this service through tuition fees. Mr. Thomas added that the students at

U of I pay \$55.00 per semester for their bus service. Heartland students pay for the bus through general fees.

Correspondence and Media

Trustee Comments

Chairman Buchanan stated she had a comment regarding the time Trustees dedicate to the Board. We are all volunteers and committed to our work on the Board. Chairman Buchanan would like to have the Board packet prepared and emailed in a timelier manner. Chairman Buchanan realizes everyone has a personal life and when a ninety page packet is emailed on Friday afternoon there is not sufficient time to do a thoughtful and complete review of the packet. Chairman Buchanan suggests taking action that the Board packet is sent to the Trustees one week prior to the meeting, unless there are extenuating circumstances preventing it. This would give the Trustees time to read through all the information.

Mr. McCurdy inquired if it all had to be delivered at the same time. Mr. Johnson replied delivering the packet a week prior to the meeting should not be a problem at this point in time. One of the things we rely on is that the Trustees give us guidance on what the Board needs to succeed. We will take the necessary steps to ensure the Trustees get the Board Packet a week in advance. On the finance side it should not be a huge issue. If there are extenuating circumstances the item will not be included in the packet and possibly delivered at the Board meeting. We will try to time procurement items around the earlier delivery date. We want to give the Trustees every opportunity to make sure they can read everything and be able to ask questions of staff.

Mr. McCurdy stated he would appreciate having more time to review the packet before meeting time.

Mr. Peterson commented it would be difficult for the Town of Normal to get that accomplished. They have Monday meetings and the packet goes out to the Council Thursday afternoons. Many agenda items come together on Wednesday and to speed the process up would mean having to carry over many items to the next meeting. It would be extraordinary to get the packet a week in advance. Mr. Thomas added many things can change in a week.

Chairman Buchanan stated Friday afternoon delivery is unacceptable, and leaves only one business day for review prior to the meeting. Perhaps a couple days earlier would be acceptable. We owe it to our Trustees to give them enough time to review the information.

Chairman Buchanan offered a compromise, on a suggestion by Mr. Peterson, to have the Board Packet delivery deadline noon on Thursday before the Tuesday meeting. Mr. Wilson was surprised at what issues were causing the delivery time to run so late. On the corporate side they don't have such problems.

Chairman Buchanan added if the packet goes out too early and consequently we are handed all these addendums before we walk in the door then we have defeated the purpose.

The Trustees decided the Board Packet delivery should be noon Thursday and we will welcome the Trustee feedback on how that works.

Ms. Shaw inquired if we will really have our December meeting on December 24th. Mr. Johnson responded we usually postpone the December meeting.

Mr. Thomas reminded everyone the July 23rd meeting will be postponed until July 30th and it will be held at Bloomington City Council Chambers immediately following the Public Hearing which begins at 4:30 p.m.

Request for Executive Session

Adjournment

There being no further public business, on a motion by Mr. Wilson, and a second by Ms. Shaw, the Trustees voted to adjourn the meeting at 6:35 p.m.

Mike McCurdy, Secretary

Disbursements to be Approved
July 30, 2013

Payee	Goods Purchased	Amount
A.T.U. - C.O.P.E.	Payroll Deduction	\$218.27
ABC Bus Companies	Bus Parts	\$2,027.91
Ace-Hi Glass Co.	Glass	\$198.52
Advocate Medical Group	Drug Testing	\$2,041.66
Ally	Car Lease	\$90.20
AlphaCard	Office Supplies	\$523.25
Amalgamated Transit Union Local 752	Payroll Deduction	\$5,114.80
AmerenIP	Utilites	\$391.16
American Public Transportation Assoc.	Dues	\$16,199.00
Andrew Johnson	Car Allowance	\$500.00
Andrew Johnson	Meeting Reimbursement	\$35.00
Assurance Agency, Ltd.	Insurance	\$95,092.00
BuyAccess.com	Building Maintenance	\$5,329.55
CDS Office Technologies	Office Supplies	\$202.68
Central Illinois Trucks Inc.	Bus Parts	\$695.45
City of Bloomington	Utilites	\$976.63
Clark Baird Smith	Legal Service	\$1,532.50
Comcast Cable	Internet	\$399.85
Corn Belt Energy Corp.	Utilites	\$4,793.42
Cummins Mid-States Power Inc.	Bus Parts	\$87,996.92
Dean's Graphics	Bus Decals	\$42,694.50
Dennison Corporation	Outside Repair	\$2,550.77
Discount Mountain, Inc.	Software & Tech Support	\$1,644.93
Dish Network	Television Service	\$108.00
Employee	Medical Reimbursement	\$250.00
Evans Repair Shop	Outside Repair	\$1,393.21
Evergreen FS	Fuel	\$124,328.94
Expert Service	Garage Maint Equipment	\$507.63
Express Services, Inc.	Temp Service	\$8,144.40
Fastenal Company	Bus Parts	\$2,032.39
Fleet-Net Corporation	Software & Tech Support	\$225.00
Four Seasons Association	Payroll Deduction	\$536.00
Frontier	Telephone	\$1,868.23
G&K Services	Mechanics Uniforms	\$738.20
Garber Heating & A/C	Building Maintenance	\$568.91
Gateway Industrial Power, Inc.	Outside Repair	\$1,041.70
GDS Displays	Printing	\$308.80
GE Capital C/O Ricoh USA Program	Copiers	\$131.00
Gillig LLC	Bus Parts	\$9,619.68
Health Alliance Medical Plans	Insurance	\$59,876.00
Heart Technologies, Inc.	Computer & Server Fee	\$4,806.60
Henson Disposal	Garage Overhead	\$164.50

Heritage Machine & Welding, Inc.	Bus Parts	\$225.00
ICMA Retirement Trust - 457	Pension Plan	\$32,917.59
Idaho Child Support	Payroll Deduction	\$115.36
Illinois Department of Revenue	Payroll Deduction	\$16,158.67
Illinois State Disbursement Unit	Payroll Deduction	\$2,566.32
Inter-City Supply Company	Office Supplies	\$191.96
Interstate Batteries of Mid-Illinois	Bus Parts	\$1,700.70
Isaac Thorne	Travel & Meeting Reimburse	\$442.26
IWIN	Employee Physicals	\$817.93
James Staley	Tool Allowance	\$75.41
Jason Garmon	Tool Allowance	\$100.00
Jeffrey L Erdman	Tool Allowance	\$100.00
John A. Dash & Associates	Subscriptions	\$250.00
John H. Germeraad, Trustee	Payroll Deduction	\$960.00
Judd Fink	Tool Allowance	\$100.00
Lee Enterprises - Central Illinois	Employment Ads	\$1,502.68
Lincoln National Life Insurance Co.	Insurance	\$7,781.50
Luminator	Bus Parts	\$1,959.47
marcfirst	Custodial Services	\$995.00
Mass Transit Magazine	Subscriptions	\$99.00
MCS Office Technologies	Web Site	\$35.00
Michelin North America, Inc	Tires	\$417.83
Midwest Aerials & Equipment, Inc.	Forklift Rental	\$1,122.00
Midwest Transit Equipment, Inc.	Bus Parts	\$618.54
Modal Marketing Inc.	Supplies	\$145.23
Morris Avenue Garage	Bus Testing	\$240.00
MVC Transcription Services	Management Exp	\$258.13
Napa Auto Parts	Bus Parts	\$31.94
New Flyer Industries Canada UIC	Bus Parts	\$3,019.28
Nicor Gas	Utilities	\$734.49
NMHG Financial Services	Garage Maint Equipment	\$813.63
Oberlander Alarm Systems, Inc.	Security Alarm Service Fee	\$191.00
Office Collection Section-IDOR	P/R Taxes	\$348.91
Orkin Pest Control	Garage Overhead	\$157.30
Payroll - Net		\$246,828.51
Petty Cash	Reimbursement	\$69.00
Piercy Auto Body	Rebranding Paint for buses	\$4,855.00
Pipco Companies, LTD	Building Maintenance	\$208.00
Powder Coating Unlimited	Powder Coat Bus Wheels	\$2,145.00
REI	Bus Parts	\$15,931.99
Ricoh USA, INC	Copier	\$87.48
Rilco, Inc.	Oil, Anitfreeze	\$3,203.96
Rockford Industrial Welding Supply	Welding Supplies	\$172.76
Staples	Office Supplies	\$1,870.44
TeVoert Auto Electric, Inc.	Bus Parts	\$1,543.02
The Copy Shop	Printing	\$381.30
Thermo King Quad Cities, Inc.	Bus Parts	\$1,785.43

Truck Centers, Inc.	Bus Parts	\$3,683.94
U.S. Postal Service	Office Supplies	\$66.00
United Parcel Service	Shipping	\$32.34
United Way of McLean County	Payroll Deduction	\$51.60
USSC Group	Bus Parts	\$10.87
Verizon Wireless	Mobile Data Terminals for SS	\$515.44
VISA	Bus Parts and Garage Equip	\$437.27
VISA	Computer Supplies	\$2,051.89
VISA	Travel & Meetings	\$9,145.07
VSP Of Illinois	Insurance	\$505.55
Weaver's Rent-All Inc.	Equipment Rental	\$176.00
		<hr/>
Total Operating		\$860,848.15
	Capital Account	
		<hr/>
Bennett DriveAway	Delivery of Buses	\$9,000.00
Network Tool Warehouse	Wheel Dolley	\$3,392.21
		<hr/>
Total Capital		\$12,392.21
		<hr/>
Grand Total		\$873,240.36
		<hr/> <hr/>

**Bloomington Normal Public Transit
Balance Sheet**

Fiscal Year: 2013 Period 12 June - 2013 Division: 99 Board Reports As of: 06/30/2013

Assets

Current Assets

Checking and Savings	\$3,630,425.02
Accounts Receivable	\$4,643,631.98
Inventory Asset - Fuel	\$14,804.59
Inventory Asset - Parts	\$120,633.90
Inventory Asset - Tires	\$9,501.33
Other Current Assets	<u>\$118,170.87</u>

Total Current Assets \$8,537,167.69

Fixed Assets \$13,365,024.00

Total Assets \$21,902,191.69

Liabilities & Equity

Liabilities

Accounts Payable	\$272,850.68
Payroll Liabilities	\$652,599.68
Contracts	\$0.00
Due to Illinois Funds Account	\$2,419,609.45
Deferred Revenue	\$98,615.46
Deficit Funding Advance	<u>\$0.00</u>

Total Liabilities \$3,443,675.26

EQUITY

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

Total Equity \$19,253,945.39

Retained Earnings (\$796,428.95)

Total Liabilities & Equity \$21,902,191.69

Bloomington Normal Public Transit

Income Statement With Approved Budget

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	Division: 98 Operating Profit/Loss		As of: 06/30/2013	
	Fiscal Year: 2013	Period 12	Jul-2012 Thru Jun-2013	Approved Budget
	June - 2013	Year To Date		
Operating Revenue				
Passenger Fares	\$57,428.22	\$742,247.67	125.33%	\$552,239.00
ISU Contract Fare	\$41,684.51	\$471,139.64	108.67%	\$433,561.00
Other Contract Fares	\$5,945.51	\$142,336.74	140.11%	\$101,590.00
Advertising Revenue	\$0.00	\$0.00	0.00%	\$15,000.00
Miscellaneous Revenue	\$363.89	\$19,436.76	293.36%	\$6,625.00
Total Operating Revenue	\$109,422.53	\$1,375,161.01	119.66%	\$1,149,015.00
Operating Expenses				
Operators Wages	\$291,162.53	\$3,820,529.37	91.21%	\$4,158,537.00
Maintenance Wages	\$56,623.12	\$750,502.01	90.53%	\$826,977.00
Administration Wages	\$37,504.10	\$467,609.39	102.21%	\$476,965.00
Employer Payroll Tax Expense	\$29,351.97	\$403,781.16	86.96%	\$464,366.00
Retirement Plan	\$14,263.81	\$184,766.31	82.52%	\$223,862.00
Group Insurance	\$64,970.56	\$754,910.54	75.20%	\$1,003,859.00
Uniform Expense	\$208.43	\$7,796.30	39.83%	\$19,569.00
Professional Services	\$3,407.91	\$64,535.74	144.90%	\$44,539.00
Outside Repair-Labor	\$131,885.33	\$390,255.94	225.81%	\$159,540.00
Contract Maintenance Services	\$7,992.95	\$67,039.32	131.88%	\$66,000.00
Custodial Services	\$434.15	\$6,495.15	83.27%	\$7,800.00
Employee Recruiting/Testing/Temp Help	\$6,007.18	\$109,905.47	454.53%	\$24,180.00
Fuel	\$82,151.36	\$1,221,856.26	94.64%	\$1,291,200.00
Lubricants	\$601.23	\$19,505.23	73.05%	\$26,701.00
Tires	\$2,541.45	\$84,297.25	113.37%	\$56,713.00
Bus Repair Parts	\$90,430.88	\$243,421.82	102.36%	\$237,760.00
Other Materials & Supplies	\$2,406.42	\$45,238.63	140.66%	\$32,200.00
Shelters/Signs/Shop Tools	\$609.36	\$12,504.69	40.66%	\$31,000.00
Computer and Office Supplies	\$9,983.14	\$114,208.36	79.87%	\$143,000.00
Utilities	\$5,046.12	\$117,416.24	111.40%	\$105,397.00
Corporate Insurance	\$16,302.00	\$216,219.78	86.44%	\$244,477.00
Dues/Subscriptions/Fees	\$16,199.00	\$35,015.00	149.15%	\$23,477.00
Printing/Marketing/Training	\$8,219.55	\$128,716.26	85.41%	\$150,696.00
Total Operating Expenses	\$891,297.66	\$9,256,614.09	93.97%	\$9,850,655.00
Operating Assistance				
Operating Deficit	(\$781,875.03)	(\$7,881,453.08)	90.57%	(\$8,701,840.00)
Illinois Downstate Operating Assistance	\$577,165.26	\$6,016,411.80	94.03%	\$6,358,181.00
FTA 5307 Operating Assistance	\$201,721.27	\$1,883,194.27	81.75%	\$2,303,659.00
Total Operating Assistance	\$778,886.53	\$7,899,606.07	90.78%	\$8,701,840.00

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2013	Period 12	Division: 00 General Operating Fund		As of: 06/30/2013	
		June - 2013	Year To Date	Year To Date	Approved Budget
Ordinary Revenue/Expense					
Revenue					
Fixed Route Adult Cash		\$40,360.21	\$481,030.79	144.82%	\$332,167.00
Adult Cash Fares		\$40,360.21	\$481,030.79	144.82%	\$332,167.00
Fixed Route Elderly Cash		\$0.00	\$971.00	0.00%	\$0.00
Elderly Cash Fares		\$0.00	\$971.00	0.00%	\$0.00
Student Cash Fares		\$0.00	\$0.00	0.00%	\$0.00
Child Cash Fares		\$0.00	\$0.00	0.00%	\$0.00
After Hours Revenue		\$0.00	\$0.00	0.00%	\$24,438.00
Special Service Cash		\$4,934.01	\$61,276.68	132.56%	\$48,218.00
Total Passenger Cash Fares		\$45,294.22	\$543,277.37	134.87%	\$402,821.00
Fixed Route Adult Tokens		\$2,456.00	\$24,032.00	97.52%	\$24,544.00
Full Fare Token Revenue		\$2,456.00	\$24,032.00	97.52%	\$24,544.00
Fixed Route Elderly Tokens		\$105.00	\$1,294.50	90.52%	\$1,430.00
Elderly Fare Token Revenue		\$105.00	\$1,294.50	90.52%	\$1,430.00
Student Fare Token Revenue		\$0.00	\$0.00	0.00%	\$0.00
Special Service Token Revenue		\$149.00	\$3,028.00	75.29%	\$4,023.00
Total Passenger Token Revenue		\$2,710.00	\$28,355.50	94.21%	\$30,097.00
Full Fare Monthly Pass		\$5,597.00	\$126,850.00	102.30%	\$124,000.00
Monthly Pass - Special Service		\$3,827.00	\$43,765.00	128.26%	\$54,121.00
Monthly Passes - After Hours		\$0.00	\$0.00	0.00%	\$1,200.00
Total Fast Passes		\$9,424.00	\$170,615.00	107.09%	\$159,321.00
ISU Contract Fares - Other		\$41,684.51	\$333,516.10	0.00%	\$0.00
NiteRide		\$0.00	\$28,121.70	33.02%	\$88,206.00
Universal Access		\$0.00	\$82,050.52	31.75%	\$163,860.00
RedBird Shuttle		\$0.00	\$55,451.32	31.12%	\$181,395.00
Total ISU Contract Fares		\$41,684.51	\$471,139.64	108.67%	\$433,661.00
Other Contract Fares		\$9,945.91	\$142,335.74	140.11%	\$101,550.00
Gross Operating Revenue		\$109,058.64	\$1,355,724.25	120.25%	\$1,127,390.00
Advertising Revenue		\$0.00	\$0.00	0.00%	\$15,000.00
Interest Income-Operating		\$1.38	\$611.40	244.56%	\$250.00

Bloomington Normal Public Transit

Income Statement With Approved Budget

	Division: 00 General Operating Fund		As of: 06/30/2013		
	Fiscal Year: 2013	Period 12	Jul-2012 Thru Jun-2013	Year To Date	
	June - 2013	Year To Date	Year To Date	Approved Budget	
Capital Interest-	\$327.51	0.00%	\$2,414.73	0.00%	\$0.00
Miscellaneous Revenue - Other	\$35.00	1.08%	\$5,307.80	194.09%	\$3,250.00
Wage Garnishment Fees	\$0.00	0.00%	\$62.51	0.00%	\$0.00
Vendor Discounts Taken	\$0.00	0.00%	\$0.38	0.00%	\$0.00
Scrap Sales	\$0.00	0.00%	\$1,734.50	62.50%	\$2,775.00
Insurance Reimbursement	\$0.00	0.00%	\$8,264.70	0.00%	\$0.00
Warranty Reimbursement	\$0.00	0.00%	\$0.00	0.00%	\$350.00
Employee Jury Duty Income	\$0.00	0.00%	\$10.76	0.00%	\$0.00
Total Miscellaneous Revenue	\$353.89	1.68%	\$19,436.76	89.88%	\$21,625.00
Bloomington Support	\$45,053.01	8.11%	\$553,221.02	99.55%	\$558,736.00
Normal Support	\$30,848.66	9.71%	\$330,725.48	104.74%	\$317,570.00
State Support	\$577,165.29	9.02%	\$6,016,411.80	94.03%	\$6,398,181.00
IDOT- Capital	\$0.00	0.00%	\$0.00	0.00%	\$1,374,400.00
Federal Operating Support	\$201,721.27	8.78%	\$1,863,194.27	81.76%	\$2,303,659.00
Federal Capital	\$118,250.00	1.64%	\$1,334,507.00	18.50%	\$7,213,736.00
FTA Associated Capital Support	\$0.00	0.00%	\$0.00	0.00%	\$254,400.00
Total Support Revenue	\$973,036.20	5.28%	\$10,118,059.57	54.94%	\$18,417,886.00
Gross Revenue	\$1,082,460.73	5.59%	\$11,453,220.58	68.74%	\$19,566,701.00
Expense					
Driver's Regular Labor	\$214,458.33	6.57%	\$2,947,708.26	90.35%	\$3,263,261.00
Driver's Overtime Labor	\$1,988.11	0.65%	\$140,724.05	61.23%	\$228,834.00
Driver's Other Labor	\$0.00	0.00%	\$165,489.50	54.35%	\$341,288.00
Driver's Accident Pay	\$40.68	0.00%	\$439.61	0.00%	\$0.00
Driver's Holiday Pay	\$12,129.36	0.00%	\$37,367.50	0.00%	\$0.00
Driver's Anniversary Pay	\$330.56	0.00%	\$5,118.88	0.00%	\$0.00
Driver's Birthday Pay	\$411.28	0.00%	\$5,500.76	0.00%	\$0.00
Driver's Personal Day Pay	\$5,475.48	0.00%	\$35,366.28	0.00%	\$0.00
Driver's Sick Pay	\$1,564.80	0.00%	\$32,707.71	0.00%	\$0.00
Driver's Vacation Day Pay	\$25,743.36	0.00%	\$89,885.92	0.00%	\$0.00
Driver's Safety Day Pay	\$414.08	0.00%	\$1,239.84	0.00%	\$0.00
Driver's Bereavement Pay	\$416.48	0.00%	\$2,002.56	0.00%	\$0.00
Driver's Jury Duty Pay	\$0.00	0.00%	\$2,651.52	0.00%	\$0.00
Driver's Training Rate	\$0.00	0.00%	\$37.31	0.00%	\$0.00
Driver's Retro Pay	\$9.30	0.00%	\$147.99	0.00%	\$0.00
Driver's Gift Certificates	\$0.00	0.00%	\$5,480.00	0.00%	\$0.00
Driver's Drug Testing	\$12.88	0.00%	\$213.51	0.00%	\$0.00

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2013	Period 12	Division: 00 General Operating Fund		As of: 06/30/2013	
		June - 2013		Jul-2012 Thru Jun-2013	
		Amount	Percentage	Year To Date	Approved Budget
Total Driver Wages					
		\$263,974.58	6.88%	\$3,492,141.20	\$3,834,371.00
Operation's Supervision		\$17,302.36	4.89%	\$267,625.80	\$354,165.00
Operation Supervision OT		\$4,796.81	0.00%	\$31,967.35	\$0.00
Operation Supervision Holiday Pay		\$1,613.76	0.00%	\$4,382.22	\$0.00
Operation Supervision Anniversary Pay		\$0.00	0.00%	\$798.18	\$0.00
Operation Supervision Birthday Pay		\$126.88	0.00%	\$382.55	\$0.00
Operation Supervision Personal Day		\$327.95	0.00%	\$2,449.96	\$0.00
Operation Supervision Sick Pay		\$2,345.68	0.00%	\$14,054.13	\$0.00
Operation Supervision Vacation Pay		\$672.80	0.00%	\$4,909.18	\$0.00
Operation Supervision Bereavement Pay		\$0.00	0.00%	\$380.64	\$0.00
Operation Supervision Retro		\$0.00	0.00%	\$1,126.13	\$0.00
Total Supervision Wages		\$27,187.85	7.68%	\$328,388.17	\$354,165.00
Total Operation's Wages					
		\$291,162.53	6.98%	\$3,820,529.37	\$4,188,537.00
Maintenance Supervision					
Mechanic's Regular Labor		\$4,750.00	2.12%	\$156,823.13	\$224,314.00
Mechanic's Overtime Labor		\$43,007.70	8.02%	\$507,478.19	\$535,383.00
Mechanic's Other Labor		\$1,655.96	17.70%	\$16,453.39	\$9,354.00
Mechanic's Holiday Pay		\$0.00	0.00%	\$30,352.59	\$58,926.00
Mechanic's Anniversary Pay		\$2,538.80	0.00%	\$8,117.99	\$0.00
Mechanic's Birthday Pay		\$420.16	0.00%	\$1,054.24	\$0.00
Mechanic's Personal Day Pay		\$412.48	0.00%	\$502.76	\$0.00
Mechanic's Sick Pay		\$650.00	0.00%	\$5,491.73	\$0.00
Mechanic's Vacation Day Pay		\$0.00	0.00%	\$7,763.83	\$0.00
Mechanic's Retro		\$3,288.00	0.00%	\$14,404.16	\$0.00
Total Maintenance Personnel Services		\$56,623.12	6.83%	\$750,502.01	\$828,977.00
Administration Salaries					
Administration Overtime Labor		\$18,323.68	3.94%	\$361,506.14	\$476,965.00
Administration Holiday Pay		\$9,737.67	0.00%	\$50,002.14	\$0.00
Administration Anniversary Pay		\$1,921.72	0.00%	\$5,771.94	\$0.00
Administration Birthday Pay		\$0.00	0.00%	\$842.00	\$0.00
Administration Personal Day Pay		\$0.00	0.00%	\$100.00	\$0.00
Administration Sick Pay		\$132.00	0.00%	\$8,160.05	\$0.00
Administration Vacation Pay		\$270.80	0.00%	\$21,502.79	\$0.00
Administration Bereavement		\$6,645.29	0.00%	\$16,460.33	\$0.00
Administration Retro Pay		\$0.00	0.00%	\$136.30	\$0.00
Total Administration Salaries		\$472.94	0.00%	\$15,207.70	\$0.00
Total Administration Salaries		\$37,504.10	7.86%	\$487,509.39	\$476,965.00

Bloomington Normal Public Transit

Income Statement With Approved Budget

Fiscal Year: 2013 Period 12 Division: 00 General Operating Fund As of: 06/30/2013
 Jul-2012 Thru Jun-2013 Year To Date

	June - 2013	Year To Date	Approved Budget
Employer FICA	\$23,419.27	\$289,319.75	\$0.00
Employer Medicare	\$5,476.89	\$67,663.46	\$0.00
Employer SUTA	\$455.81	\$21,254.54	\$31,000.00
Payroll Taxes	\$0.00	\$25,543.40	\$433,385.00
Total Employer Payroll Tax Expense	\$29,351.97	\$403,781.15	\$464,385.00
457 Contributions	\$14,263.81	\$184,755.31	\$223,882.00
Total Pension Plan	\$14,263.81	\$184,755.31	\$223,882.00
Group Health Insurance	\$37,309.29	\$452,628.90	\$652,438.00
Deductible Risk	\$250.00	\$6,893.41	\$0.00
Co-Payment Risk	\$0.00	\$8,172.86	\$0.00
Vision Insurance	\$39.19	\$165.07	\$0.00
Dental Insurance	\$527.02	\$2,912.49	\$0.00
Total Group Health Insurance	\$38,125.49	\$467,672.72	\$652,438.00
Life Insurance	\$0.00	\$0.00	\$10,545.00
Short-Term Disability	\$3,503.19	\$56,482.39	\$37,190.00
Long-Term Disability	\$280.29	\$3,358.11	\$0.00
Workers Comp Insurance	\$23,081.59	\$227,389.33	\$303,885.00
Total Group Insurance	\$64,970.56	\$754,910.54	\$1,003,859.00
Mechanics Uniforms	\$208.43	\$2,674.62	\$3,569.00
Driver's Uniforms	\$0.00	\$5,120.88	\$15,900.00
Uniform Expense	\$208.43	\$7,795.30	\$19,569.00
Mechanic's Tool Allowance	\$375.41	\$2,469.02	\$3,039.00
FTA Outside Repair Services	\$0.00	\$135.00	\$0.00
Audit	\$0.00	\$16,508.00	\$16,500.00
Data Processing	\$0.00	\$6,258.76	\$5,000.00
Legal	\$1,532.50	\$33,744.96	\$10,000.00
Consulting Fees	\$1,500.00	\$5,400.00	\$10,000.00
Total Professional Services	\$3,407.91	\$54,535.74	\$44,539.00
Outside Repair Services	\$37,427.71	\$48,358.68	\$0.00
Engine/Exhaust - FR	\$51,461.41	\$151,044.68	\$50,741.00
Transmission - FR	\$0.00	\$47,321.27	\$13,572.00
Fuel Tank - FR	\$0.00	\$0.00	\$288.00
Resend - FR	\$0.00	\$129.23	\$3,800.00
Suspension - FR	\$0.00	\$0.00	\$6,200.00

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2013	Period 12	Division: 00 General Operating Fund		As of: 06/30/2013		
		June - 2013	Year To Date	Jul-2012 Thru Jun-2013	Approved Budget	
Air System/Compressor - FR		\$0.00	0.00%	\$0.00	0.00%	\$693.00
Steering - FR		\$0.00	0.00%	\$175.99	1.25%	\$14,124.00
Wheels - FR		\$0.00	0.00%	\$3,154.20	123.89%	\$2,550.00
Glass Products - FR		\$0.00	0.00%	\$48.79	9.86%	\$500.00
Hydraulic System - FR		\$0.00	0.00%	\$93.39	0.00%	\$0.00
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		\$1,041.70	94.70%	\$1,041.70	94.70%	\$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%	\$308.00
Body Structure - FR		\$0.00	0.00%	\$789.50	4.51%	\$17,510.00
Body Trim - FR		\$29,300.00	229.80%	\$49,034.00	394.58%	\$12,750.00
Tires - FR		\$0.00	0.00%	\$3,511.23	0.00%	\$0.00
Towing - FR		\$0.00	0.00%	\$1,100.00	51.07%	\$2,194.00
FTA, Outside Repair - FR		\$0.00	0.00%	\$24,515.53	0.00%	\$0.00
Misc. - FR		\$45.01	52.65%	\$4,620.00	5435.29%	\$85.00
Radiator - FR		\$0.00	0.00%	\$0.00	0.00%	\$4,635.00
FR Outside Repair - Labor		\$119,275.83	67.87%	\$335,485.19	247.15%	\$135,742.00
Engine/Exhaust - DR		\$0.00	0.00%	\$5,048.05	60.23%	\$8,382.00
Transmission - DR		\$0.00	0.00%	\$1,640.98	241.99%	\$678.00
Fuel Tank - DR		\$0.00	0.00%	\$415.05	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%	\$515.55	23.41%	\$2,202.00
Glass Products -DR		\$0.00	0.00%	\$0.00	0.00%	\$808.00
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		\$0.00	0.00%	\$1,340.06	525.51%	\$255.00
Alternator - DR		\$0.00	0.00%	\$0.00	0.00%	\$2,197.00
Body Structure - DR		\$12,619.50	252.39%	\$12,619.50	252.39%	\$5,000.00
Body Trim - DR		\$0.00	0.00%	\$549.10	57.82%	\$948.00
Tires - DR		\$0.00	0.00%	\$179.75	0.00%	\$0.00
Towing - DR		\$0.00	0.00%	\$1,000.00	114.55%	\$673.00
Misc. - DR		\$0.00	0.00%	\$1,248.46	0.00%	\$0.00
DR Outside Repair-Labor		\$12,519.50	53.93%	\$24,769.75	104.68%	\$23,798.00
Garage Maintenance Equipment		\$1,077.38	6.73%	\$10,800.79	67.50%	\$15,000.00
Other Outside Repair		\$240.00	0.00%	\$13,299.79	0.00%	\$0.00

Bloomington Normal Public Transit Income Statement With Approved Budget

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	Fiscal Year: 2013		Period 12		Division: 00 General Operating Fund		As of: 05/30/2013	
	2013	2012	2013	2012	2013	2012	2013	2012
					Jul-2012 Thru Jun-2013		Year To Date	
					June - 2013		Year To Date	
Support Vehicles			\$775.00	8.61%	\$2,525.00	27.83%	\$8,000.00	
Overhead Doors			\$0.00	0.00%	\$0.00	0.00%	\$3,500.00	
Office Equipment Maintenance			(\$128.34)	-2.11%	\$7,982.37	133.04%	\$6,000.00	
HVAC			\$0.00	0.00%	\$478.83	15.96%	\$3,000.00	
Bus Washer			\$0.00	0.00%	\$1,330.33	86.52%	\$2,000.00	
Fuel Station			\$0.00	0.00%	\$1,482.41	73.12%	\$2,000.00	
Radio Maintenance			\$0.00	0.00%	\$907.41	12.10%	\$7,500.00	
Building Maintenance			\$6,025.91	35.45%	\$47,717.50	280.69%	\$17,000.00	
FTA Garage Maintenance			\$0.00	0.00%	\$554.50	0.00%	\$0.00	
Total Contract Maintenance Services			\$7,992.95	12.11%	\$57,039.32	131.85%	\$68,000.00	
Custodial Services			\$0.00	0.00%	\$985.00	66.33%	\$1,500.00	
Garbage Disposal			\$164.50	5.58%	\$1,864.50	78.58%	\$2,500.00	
Pest Control			\$78.55	9.83%	\$783.65	99.21%	\$800.00	
Alarm System Service			\$191.00	6.37%	\$2,742.00	91.40%	\$3,000.00	
Total Custodial Services			\$434.15	5.57%	\$6,495.15	83.27%	\$7,800.00	
Pre-Employment Physicals			\$0.00	0.00%	\$2,277.00	75.90%	\$3,000.00	
Employee Drug Testing			\$40.00	1.33%	\$2,185.00	72.93%	\$3,000.00	
Advertising - Employment			\$1,051.58	16.18%	\$4,108.14	83.20%	\$6,500.00	
Employee Recognition			\$0.00	0.00%	\$220.00	4.40%	\$5,000.00	
Management Expenses			\$7,915.80	128.08%	\$101,115.33	1636.17%	\$6,160.00	
Pre-Screening Fees			\$0.00	0.00%	\$0.00	0.00%	\$500.00	
Total Employment Expenses			\$9,007.18	37.25%	\$109,905.47	454.53%	\$24,160.00	
Diesel Fuel - Bio-Diesel			\$0.00	0.00%	\$174.03	0.00%	\$0.00	
Diesel Fuel - Others			\$85,698.23	6.97%	\$1,151,533.00	93.92%	\$1,230,000.00	
Gasoline			\$6,365.83	10.49%	\$68,331.87	112.76%	\$60,500.00	
LP Gas			\$0.00	0.00%	\$544.80	90.80%	\$600.00	
Diesel Exhaust Fluid			\$97.30	0.00%	\$1,374.53	0.00%	\$0.00	
Total Fuel			\$92,161.36	7.14%	\$1,221,968.26	94.64%	\$1,291,200.00	
Oil			\$507.27	3.90%	\$9,314.36	71.52%	\$13,023.00	
Transmission Fluid			\$0.00	0.00%	\$6,647.42	163.98%	\$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			\$93.96	7.80%	\$3,458.43	280.52%	\$1,190.00	
Freon			\$0.00	0.00%	\$0.00	0.00%	\$1,700.00	

Bloomington Normal Public Transit Income Statement With Approved Budget

	Fiscal Year: 2013		Period 12		Division: 00 General Operating Fund		As of: 06/30/2013	
							Jul-2012 Thru Jun-2013	
	June - 2013	Year To Date	Year To Date	Approved Budget	Year To Date	Approved Budget	Year To Date	Approved Budget
Windshield Fluid	\$0.00	\$0.00	0.00%	0.00%	\$0.00	0.00%	\$175.00	
Lubricants	\$601.23	\$19,605.23	2.25%	73.05%			\$26,701.00	
Tires - Other - FR	\$0.00	\$2,652.21	0.00%	5.75%			\$43,799.00	
Tires New - FR	\$2,104.09	\$28,040.25	0.00%	0.00%			\$0.00	
Tires Recap - FR	\$0.00	\$27,654.89	0.00%	0.00%			\$0.00	
Tires Sections - FR	\$0.00	\$603.00	0.00%	0.00%			\$0.00	
Total Tires - FR	\$2,104.09	\$59,010.35	4.50%	126.06%			\$46,799.00	
Tires - Other - DR	\$0.00	\$500.75	0.00%	5.05%			\$9,914.00	
Tires New - DR	\$437.38	\$4,036.15	0.00%	0.00%			\$0.00	
Tires Recap - DR	\$0.00	\$750.00	0.00%	0.00%			\$0.00	
Total Tires - DR	\$437.38	\$5,286.90	4.41%	53.33%			\$9,914.00	
Total Tires	\$2,541.45	\$64,297.25	4.48%	113.37%			\$56,713.00	
Bus Repair Parts	\$1,863.85	\$14,607.65	0.00%	0.00%			\$0.00	
Freight	\$95.30	\$2,066.61	3.94%	84.56%			\$2,444.00	
Bus Parts - FR	\$96,919.54	\$155,762.81	32.26%	75.56%			\$207,466.00	
Engine/Exhaust - FR	\$507.58	\$9,616.62	0.00%	0.00%			\$0.00	
Transmission - FR	\$0.00	\$11,524.03	0.00%	0.00%			\$0.00	
Rearend - FR	\$0.00	\$119.56	0.00%	0.00%			\$0.00	
Suspension - FR	\$1,151.20	\$1,231.20	0.00%	0.00%			\$0.00	
Air System - FR	\$0.00	\$197.05	0.00%	0.00%			\$0.00	
Air Compressor - FR	\$0.00	(\$110.00)	0.00%	0.00%			\$0.00	
Brakes and Wheels - FR	\$0.00	\$8,826.79	0.00%	0.00%			\$0.00	
Hydraulic System - FR	\$212.15	\$225.72	0.00%	0.00%			\$0.00	
Heating System - FR	\$0.00	\$235.62	0.00%	0.00%			\$0.00	
Air Conditioning System - FR	\$18.09	\$1,793.07	0.00%	0.00%			\$0.00	
Electrical System - FR	\$15,530.00	\$17,692.94	0.00%	0.00%			\$0.00	
Alternator - FR	\$0.00	\$432.05	0.00%	0.00%			\$0.00	
Body Trim - FR	\$0.00	\$4,320.59	0.00%	0.00%			\$0.00	
Misc - FR	\$9.01	\$3,593.11	0.00%	0.00%			\$0.00	
Glass Products - FR	\$0.00	\$49.79	0.00%	0.00%			\$0.00	
Ccrr Charges	\$209.04	\$2,588.33	0.00%	0.00%			\$9.00	
Total Bus Parts - FR	\$86,311.87	\$227,794.34	41.12%	108.62%			\$209,910.00	
Bus Parts Other - DR	\$4,119.01	\$12,155.10	14.76%	43.65%			\$27,850.00	
Engine/Exhaust - DR	\$0.00	\$49.54	0.00%	0.00%			\$0.00	
Rearend - DR	\$0.00	\$374.74	0.00%	0.00%			\$0.00	
Air System - DR	\$0.00	\$7.40	0.00%	0.00%			\$0.00	

Bloomington Normal Public Transit

Income Statement With Approved Budget

Fiscal Year: 2013 Period 12 Division: 00 General Operating Fund As of: 06/30/2013

	June - 2013	Jul-2012 Thru Jun-2013 Year To Date	Approved Budget
Brakes and Wheels - DR	\$0.00	\$530.71	\$0.00
Electrical System - DR	\$0.00	\$466.27	\$0.00
Batteries - DR	\$0.00	\$57.78	\$0.00
Body Trim - DR	\$0.00	\$358.88	\$0.00
Misc - DR	\$0.00	\$1,316.08	\$0.00
Total Bus Parts - DR	\$4,119.01	\$15,627.48	\$27,850.00
Total Bus Repair Parts	\$90,430.88	\$243,421.82	\$237,760.00
Materials & Supplies - Other	\$535.54	\$7,502.69	\$0.00
Freight	\$277.51	\$4,850.43	\$0.00
Misc. Consumables	\$7.41	\$5,147.92	\$2,200.00
Welding Supplies	\$62.76	\$457.11	\$600.00
Safety Equipment Supplies	\$0.00	\$2,557.62	\$5,000.00
Solvent Tank	\$37.59	\$377.59	\$1,000.00
Cleaning Supplies	\$0.00	\$4,564.48	\$7,500.00
Towels, Rags, Rugs	\$253.32	\$3,711.00	\$4,000.00
Machine Rentals	\$1,122.00	\$5,528.03	\$7,000.00
General Building Supplies	\$0.00	\$10,339.76	\$5,000.00
Total Other Materials & Supplies	\$2,406.42	\$45,236.63	\$32,200.00
Bus Shelters, Benches, Signs	\$609.36	\$1,373.50	\$15,000.00
Supplies/Forms-Transport Dept	\$0.00	\$508.47	\$0.00
Digital Security System	\$0.00	\$227.00	\$6,000.00
Documents - Maintenance Department	\$0.00	\$245.08	\$0.00
Shop Tools	\$0.00	\$9,850.11	\$10,000.00
Total Other Non-Classified	\$609.36	\$12,604.59	\$31,000.00
Office Supplies-Office Equipment	\$587.26	\$3,385.04	\$1,000.00
Office Supplies	\$2,355.85	\$12,187.69	\$24,500.00
Computer Hardware & Repair	\$5,222.96	\$38,379.74	\$10,000.00
Computer Software	\$1,544.93	\$87,534.06	\$50,000.00
Shipping/Handling	\$177.12	\$2,261.83	\$2,500.00
Tracking System	\$0.00	\$0.00	\$55,000.00
Contract Administration Expense	\$0.00	\$450.00	\$0.00
Total Computer and Office Supplies	\$9,988.14	\$114,208.36	\$143,000.00
Telephone	\$936.33	\$18,760.50	\$17,248.00
Gas	\$2,625.31	\$55,740.63	\$15,450.00
Electricity	\$0.00	\$26,823.09	\$59,757.00
Water	\$976.63	\$9,587.10	\$10,352.00

Bloomington Normal Public Transit

Income Statement With Approved Budget

Fiscal Year: 2013	Period 12	Division: 00 General Operating Fund		As of: 06/30/2013		
		June - 2013	Year To Date	Jul-2012 Thru Jun-2013	Approved Budget	
Satellite/Cable		\$108.00	11.80%	\$2,418.36	258.57%	\$831.00
Internet Service		\$359.85	24.35%	\$4,088.36	247.93%	\$1,849.00
Total Utilities		\$5,046.12	4.79%	\$117,416.24	111.40%	\$105,397.00
Property Damage Expense		\$0.00	0.00%	\$7,266.09	29.07%	\$25,000.00
Property Insurance		\$1,461.00	4.20%	\$24,136.86	66.46%	\$84,750.00
Motor Vehicle Liability Insurance		\$11,192.00	6.81%	\$155,275.91	94.52%	\$164,279.00
Umbrella Insurance		\$3,012.00	15.49%	\$27,260.88	140.17%	\$19,448.00
D & O Insurance		\$316.00	63.20%	\$948.00	189.60%	\$500.00
Felonious Assault		\$0.00	0.00%	\$427.20	85.44%	\$500.00
Fiduciary Insurance		\$301.00	0.00%	\$503.00	0.00%	\$0.00
Total Other Insurance		\$16,302.00	6.67%	\$216,219.76	98.44%	\$244,477.00
Vehicle Inspection & Registration		\$0.00	0.00%	\$2,320.00	92.80%	\$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%	\$6,756.00
Subscriptions		\$0.00	0.00%	\$325.00	164.14%	\$198.00
Other Publications		\$0.00	0.00%	\$0.00	0.00%	\$624.00
APTA Dues		\$15,199.00	144.83%	\$31,045.00	277.19%	\$11,200.00
Total Dues/Subscriptions/Fees		\$16,199.00	69.00%	\$35,015.00	149.15%	\$23,477.00
Trustee's Expense		\$0.00	0.00%	\$2,954.41	36.83%	\$8,000.00
Travel & Meetings		\$5,378.16	8.27%	\$49,051.42	75.46%	\$65,000.00
Employee Recognition		\$0.00	0.00%	\$1,850.56	0.00%	\$0.00
Advertising - Promotions		\$0.00	0.00%	\$28,783.09	0.00%	\$0.00
Media Promotions		\$0.00	0.00%	\$3,636.00	8.08%	\$45,000.00
Maps & Schedules		\$1,300.00	13.00%	\$14,249.94	142.50%	\$10,000.00
Public Notices		\$550.10	18.34%	\$1,395.10	46.50%	\$3,000.00
Safety/Training		\$0.00	0.00%	\$5,051.94	0.00%	\$0.00
Printed Materials		\$890.10	4.60%	\$12,126.97	80.85%	\$15,000.00
Web Site		\$35.00	0.81%	\$385.00	6.95%	\$4,300.00
Miscellaneous		\$0.00	0.00%	\$284.16	94.73%	\$300.00
Miscellaneous Expense		\$0.00	0.00%	\$6,517.38	6798.94%	\$95.00
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		\$266.20	0.00%	\$1,163.11	0.00%	\$0.00
Capital Outlay		\$12,392.21	0.00%	\$726,347.19	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

Bloomington Normal Public Transit

Income Statement With Approved Budget

Fiscal Year: 2013	Period 12	Division: 00 General Operating Fund	As of: 06/30/2013
		June - 2013	Jul-2012 Thru Jun-2013
		Year To Date	Approved Budget
Total Expenses		\$903,689.77	\$10,747,662.20
		4.73%	56.28%
Net Income (Loss)		\$176,770.98	\$745,356.30
		36.16%	159.21%
			\$468,174.00

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

<u>Self-Insurance Fund:</u>	<u>The Illinois Funds- Cash Balance</u>	
06/01/13	Beginning Balance	\$ 108,827.21
06/30/13	Additions - Interest Income	\$ 1.61
06/30/13	Ending Balance	<u>\$ 108,828.82</u>
<hr/>		
<u>Local Capital Reserve:</u>	<u>The Illinois Funds- Cash Balance</u>	
06/01/13	Beginning Balance	\$ 2,086.53
06/30/13	Additions - Interest Income	\$ 0.03
06/30/13	Ending Balance	<u>\$ 2,086.56</u>
<hr/>		
<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
06/01/13	Beginning Balance	\$ 2,672,465.58
06/03/13	Deposit - Bloomington	\$ 45,053.01
06/07/13	Wilcox Electric	\$ (1,240.00)
06/07/13	Deposit - Normal	\$ 30,848.66
06/10/13	Deposit - Federal Capital	\$ 118,250.00
06/12/13	Deposit - Bloomington	\$ 45,053.01
06/21/13	Network Tool Warehouse	\$ (3,392.21)
06/28/13	Bennett Drive Away	\$ (4,500.00)
06/30/13	Transfer to Operating	\$ (9,166.67)
06/30/13	Additions - Interest Income	\$ 325.21
06/30/13	Ending Balance	<u>\$ 2,893,696.59</u>
<hr/>		
<u>FTA & IDOT Capital</u>	<u>The Illinois Funds- Cash Balance</u>	
06/01/13	Beginning Balance	\$ 43,590.32
06/30/13	Additions - Interest Income	\$ 0.66
06/30/13	Ending Balance	<u>\$ 43,590.98</u>
Total Reserve Capital Account		<u>\$ 2,939,374.13</u>

Breakdown of the Local Capital Reserve Fund- Cash Balance:

Local Capital #1	Local Capital #2
\$ 43,590.98	\$ 2,895,783.15

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

	<u>FY13 Received</u> 6/30/2013	<u>FY13 Receivable</u> 6/30/2013
Bloomington	\$ 598,274.03	\$ -
Normal	\$ 330,725.48	\$ -
Total YTD	<u>\$ 928,999.51</u>	<u>\$ -</u>

Local Capital Reserve Fund Balance - Account Value

06/30/13	Cash Balance	\$ 2,939,374.13
06/30/13	Loans to Operating	\$ 2,419,609.45
06/30/13	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
06/30/13	Ending Balance	<u>\$ 5,318,983.58</u>
<hr/>		
Local Capital #1	Local Capital #2	
\$ 3,590.98	\$ 5,315,392.60	



Statistics	June 2013					June 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		
Connect Transit																
Brown A (Fixed)	15,020	5,505	788	27.68		24,242	15,131	737	33.43		-18.3%	-0.2%	-3.0%	-0.0%	-16.0%	
Red B (Fixed)	14,135	5,220	727	19.44		15,749	5,598	758	20.62		-1.0%	-3.5%	-3.0%	-6.0%	-6.0%	
Purple C (Demand)	15,151	5,428	723	18.81		14,071	5,806	755	18.53		13.0%	-3.5%	-4.3%	-5.8%	-5.8%	
Pink D (Fixed)	5,494	4,455	341	15.89		6,215	4,608	355	17.21		-22.8%	-3.8%	-3.8%	-9.3%	-9.3%	
Blue E (Fixed)	4,858	5,230	374	13.03		5,094	5,439	355	13.03		1.7%	-3.8%	-3.8%	-0.4%	-0.4%	
Brown F (Fixed)	8,709	10,215	753	11.85		10,001	10,829	784	13.78		-23.0%	-3.8%	-3.8%	-5.8%	-5.8%	
Yellow G (Fixed)	15,113	9,553	742	20.35		17,045	10,259	772	22.07		-11.3%	-8.3%	-3.9%	-7.7%	-7.7%	
Orange H (Demand)	14,778	9,595	750	15.98		15,708	10,264	759	20.42		-5.9%	-8.3%	-3.9%	-2.1%	-2.1%	
White I (Fixed)	17,442	13,251	751	21.09		18,310	13,130	733	24.31		-4.7%	-5.8%	-3.8%	-0.9%	-0.9%	
Teal J (Fixed)	2,050	9,128	354	5.84		2,064	9,703	381	5.42		-0.7%	-5.3%	-4.4%	8.6%	8.6%	
Agua K (Fixed)	8,253	5,895	372	15.94		7,980	5,148	338	20.57		-12.9%	-3.3%	-3.9%	-0.4%	-0.4%	
NCVHS Transfer (Fixed)	-	-	-	-		-	-	-	-		0.0%	0.0%	0.0%	0.0%	0.0%	
BU/UT Transit (Demand)	-	-	-	-		-	-	-	-		0.0%	0.0%	0.0%	0.0%	0.0%	
BU College Station (Fixed)	-	-	-	-		-	-	-	-		0.0%	0.0%	0.0%	0.0%	0.0%	
Metro Ride (Fixed)	-	-	-	-		-	-	-	-		0.0%	0.0%	0.0%	0.0%	0.0%	
Total Fixed Route	121,350	95,520	6,599	18.44		134,413	100,090	6,825	19.94		-11.2%	-4.6%	-4.0%	-7.5%	-7.5%	
Demand Response																
Connect Mobility	4,120	19,655	1,559	2.63		3,647	18,504	1,819	2.34		13.0%	5.1%	0.7%	13.2%	13.2%	
Connect Late Night	578	3,038	298	1.94		644	3,170	331	1.98		-10.2%	-4.2%	-2.3%	-0.2%	-0.2%	
Total Demand Response	4,698	22,693	1,857	2.52		4,291	32,054	1,880	2.37		9.5%	3.8%	-1.2%	30.8%	30.8%	
SYSTEM TOTALS	125,948	115,613	8,436	14.92		140,704	132,154	8,728	16.32		-10.6%	-3.1%	-3.4%	-7.5%	-7.5%	



Metrics

Month: June 2013

	Target	FY2013	FY2012	% Change
Efficiency				
Total Boardings per Business Hour	15	14.0	14.1	-7.5%
Total Boardings per Capita	1	1.0	1.1	-33.8%
Total Boardings per Revenue Mile	1	1.1	1.2	-2.1%
Safety				
Total Preventable Accidents (Paid Claims and Damaged Responses)	0.0	2	1	300.0%
Preventable Accidents per 100,000 Miles	0.0	2	1	69.9%
Efficiency				
Fareless Recovery Ratio	1.0	1.1	1.2	6.2%
Cost per Revenue Hour	\$ 0.62	\$ 0.92	\$ 0.78	22.3%
Cost per Customer	\$ 4.22	\$ 11.55	\$ 107.94	6.0%
Boarding Assistance Investment per Customer	\$ 0.11	\$ 7.71	\$ 6.70	18.1%
Base Statistics for Calculations				
Total Customers		125,848	140,704	-10.5%
Total Revenue Hours		8,036	8,728	-8.4%
Total Revenue Miles		118,413	122,154	-3.1%
Total Boarding-Normal Population (as of 2010 US Census)		128,107	128,107	0.0%
Total Operating Expense		\$ 970,568	\$ 842,511	5.0%
Total Operating Revenue (includes all direct generated revenue except Universal Access)		\$ 118,941	\$ 105,454	9.4%

Analysis & Interpretation

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Statistics

Apr-June 2013 4th Qtr

Apr-June 2012 4th Qtr

% Change

	Apr-June 2013 4th Qtr				Apr-June 2012 4th Qtr				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
Connect Transit												
Green A (2 buses)	67,184	29,569	2,183	30.74	77,743	32,343	2,185	35.40	-13.3%	-2.9%	0.5%	-13.1%
Red B (2 buses)	62,916	28,461	2,244	23.58	54,968	28,401	2,252	24.41	-8.7%	0.0%	-0.4%	-3.4%
Purple C (2 buses)	38,101	28,077	2,209	13.20	41,595	29,077	2,250	19.51	-13.3%	0.0%	-0.0%	-12.5%
Pink D (2 bus)	35,943	13,833	1,083	18.69	18,954	15,839	1,089	18.85	-0.1%	0.0%	-0.5%	0.5%
Blue E (2 bus)	15,402	15,108	1,151	13.98	17,094	16,106	1,155	14.72	-5.1%	0.2%	0.4%	-0.1%
Brown F (2 buses)	25,031	31,527	2,325	13.27	29,663	31,827	2,328	12.70	-9.6%	0.0%	-0.5%	-3.3%
Yellow G (2 buses)	49,178	30,838	2,251	21.47	52,111	30,135	2,300	22.72	-6.2%	1.0%	-0.4%	-5.8%
Orange H (2 buses)	47,740	30,731	2,282	20.92	50,818	30,791	2,293	22.17	-6.1%	0.0%	-0.9%	-5.8%
Light I (2 buses)	54,335	19,053	1,231	14.39	59,187	39,885	2,542	24.91	-1.9%	-2.1%	-0.5%	-1.0%
Teal J (2 bus)	6,154	20,280	1,125	8.51	6,206	28,781	1,139	5.46	-0.2%	-1.8%	-1.0%	0.8%
Acqua K (3 bus)	31,811	18,383	1,190	15.83	23,134	18,893	1,152	20.13	-6.7%	3.5%	-0.2%	-4.4%
McWhorter Tripstar (2 bus)	95	150	8	12.80	47	133	9	7.28	102.1%	-17.8%	17.6%	71.5%
SOUTH Transit (2 buses)	43,901	8,354	600	23.50	38,076	8,284	603	25.13	11.3%	-0.0%	0.0%	11.3%
BSU College Station (2 buses)	11,321	6,720	734	15.42	8,074	9,730	734	11.00	40.2%	0.0%	0.0%	40.2%
Blue Ridge (2 buses)	9,887	7,755	963	17.04	9,447	8,227	587	14.13	13.5%	-3.7%	-5.7%	20.4%
Total Fixed Route	463,679	318,639	22,368	20.92	484,380	321,284	22,306	21.71	-4.3%	-0.8%	-0.6%	-3.7%
Demand Response												
Connect Mobility	13,532	67,818	4,559	2.75	11,430	61,824	4,594	2.34	18.4%	16.1%	-6.4%	15.0%
Connect Late Night	1,861	10,552	908	2.05	1,875	11,148	1,010	1.95	-5.8%	-4.6%	-10.1%	4.3%
Total Demand Response	15,393	78,370	5,777	2.68	13,405	72,773	5,604	2.37	14.8%	7.8%	-2.2%	17.4%
SYSTEM TOTALS	479,072	397,109	27,946	17.14	497,785	394,037	28,012	17.88	-3.8%	0.8%	-0.9%	-2.9%



Metric

Quarter 2 Apr-June 2013 4th Qtr

	Target	FY2012	FY2013	% Change
Productivity				
Total Stations per Revenue Hour	15	17.1	17.8	-3.4%
Total Boardings per Capital	1	97	100	-3.3%
Total Operating per Revenue Mile	1	1.3	1.3	-4.0%
Safety				
Total Preventable Accidents (near misses and driver response)	0.0	8	4	100.0%
Preventable Accidents per 100,000 Miles	0.0	11	6	100.3%
Efficiency				
Revenue Recovery Ratio	33.3%	32.7%	32.3%	3.3%
Average Fare	\$ 0.66	\$ 0.70	\$ 0.56	14.3%
Cost per Revenue Hour	\$ 74.22	\$ 24.78	\$ 64.47	11.0%
Cost per Boarding	\$ 0.12	\$ 0.03	\$ 0.02	14.8%
Operating per station boarder per hour / Customer	\$ 1.92	\$ 4.33	\$ 4.23	14.2%
Bus Station for Calculations				
Total Customers		479,072	487,798	-0.8%
Total Revenue Hours		27,946	28,212	-0.9%
Total Revenue Miles		397,109	394,037	0.8%
Total Boarding-Normal Population (per the 2010 US Census)		128,107	128,107	0.0%
Total Operating Expense		\$ 2,848,788	\$ 2,397,155	10.2%
Total Operating Revenue (includes safety/governor revenue each as Universal Access)		\$ 336,125	\$ 283,806	14.0%

Analysis & Interpretation



Statistics	July-June YTD - FY 2013				July-June YTD- FY 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
Connect Transit												
Green A (Rivers)	285,838	111,086	8,054	39.02	305,542	126,517	8,751	34.62	-8.5%	-2.1%	-1.3%	-4.8%
Red B (Rivers)	229,531	113,172	8,487	25.57	206,922	113,824	8,882	25.27	1.3%	-0.6%	-4.1%	2.4%
Purple C (Rivers)	140,531	115,294	8,527	17.42	152,858	116,588	8,865	17.05	-4.3%	0.9%	-1.1%	-2.8%
Pink D (Rivers)	80,426	84,789	4,172	19.28	86,182	85,324	4,215	20.20	-5.8%	-2.0%	-1.1%	-4.8%
Blue E (Rivers)	61,813	22,707	4,582	13.55	72,340	34,425	4,689	15.66	-14.2%	1.0%	-1.0%	-13.3%
Brown F (Rivers)	111,275	124,750	5,204	12.09	124,074	106,081	6,308	13.23	-10.3%	-4.1%	-1.1%	-8.5%
Yellow G (Rivers)	309,458	122,301	9,073	29.49	311,515	123,313	5,170	23.04	-4.5%	0.6%	-1.3%	1.2%
Orange H (Rivers)	186,178	122,167	9,057	21.71	205,468	125,110	8,198	22.46	-4.4%	-0.5%	-1.3%	-3.3%
Green I (Rivers)	200,865	107,152	3,537	54.50	205,982	105,940	8,935	24.67	3.2%	3.2%	-1.1%	1.7%
Teal J (Rivers)	24,552	113,888	4,448	5.81	29,060	115,088	4,522	5.50	4.1%	2.1%	-1.6%	5.8%
Blue K (Rivers)	85,293	72,752	4,854	18.72	88,122	79,445	4,971	19.16	-3.3%	-1.9%	1.9%	-2.1%
NCM+ST (Rivers)	387	608	90	12.04	330	620	90	10.82	8.2%	-1.9%	-1.9%	10.3%
BU (Rivers)	115,518	39,885	2,155	58.98	229,811	37,523	3,012	76.09	-5.0%	0.7%	4.8%	-10.1%
BU College Station (Rivers)	89,050	61,816	3,852	23.00	47,828	51,516	3,823	13.20	92.4%	6.0%	6.3%	81.1%
Mix (Rivers)	43,488	42,743	3,109	15.81	49,752	44,976	3,115	13.37	18.4%	-2.5%	2.5%	18.8%
Total Fixed Route	2,060,241	1,300,532	90,394	22.23	2,034,478	1,318,969	91,004	22.24	-1.2%	-1.2%	-0.7%	-0.5%
Demand Response												
Connect Mobility	90,258	141,074	1,427	3.89	47,308	104,357	1,025	2.35	19.0%	34.0%	-5.2%	21.1%
Connect Lites Night	7,478	41,533	3,077	2.43	7,560	24,907	4,107	1.94	-5.0%	70.8%	-25.1%	28.5%
Total Demand Response	97,736	282,607	20,504	2.82	60,258	238,874	23,301	2.18	15.2%	20.2%	-12.0%	30.9%
SYSTEM TOTALS	2,067,074	1,583,089	110,898	18.64	2,094,737	1,535,650	114,385	18.23	-0.8%	3.1%	-3.0%	2.3%



Metrics	YTD July-June YTD- FY 2013				
	Target	FY2011	FY2012	FY2013	% Change
Efficiency	15	18.8	18.7	18.7	1.2%
Slurry	3	35.0	18.1	18.1	-2.8%
STC/entry	1	1.3	1.4	1.4	-3.8%
Base Statistics for Calculations	Total Operating Revenue (from fare and transit passes)	0.0	48	17	5.8%
	Total Available Accounts (from fare and transit passes)	0.0	1.34	1.11	2.1%
	Total Revenue Hours	19,235	14,821	14,021	3.4%
	Total Revenue Miles	304	280	224	14.0%
	Total Boarding-Normal Population (per the 2010 US Census)	74,321	76,471	80,221	13.5%
	Total Operating Expense	510	425	333	11.4%
	Total Operating Revenue (includes all development revenue such as (License/Fees))	4.48	2.50	3.11	19.3%
	Total Customers	2,087,074	2,094,787	2,094,787	-0.8%
	Total Revenue Hours	110,898	114,269	114,269	-8.0%
	Total Revenue Miles	1,583,088	1,559,840	1,559,840	8.1%
Total Operating Expense	128,107	128,107	128,107	0.0%	
Total Operating Revenue (includes all development revenue such as (License/Fees))	4,368,317	7,878,812	7,878,812	10.4%	
Total Operating Revenue (includes all development revenue such as (License/Fees))	1,244,000	1,102,880	1,102,880	13.0%	

Analysis & Interpretation

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RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF
DOWNSTATE OPERATING ASSISTANCE GRANT AGREEMENT

WHEREAS, the provision of public transportation service is essential to the people of Illinois; and

WHEREAS, the Downstate Public Transportation Act (30 ILCS 740/2-1 *et seq.*) ("Act") authorizes the State of Illinois, acting by and through the Illinois Department of Transportation, to provide grants and make funds available to assist in the development and operation of public transportation systems; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including provision by it of the local share of funds necessary to cover costs not covered by funds provided under the Downstate Public Transportation Act.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Trustees OF THE Bloomington-Normal Public Transit System:

Section 1. That the Bloomington-Normal Public Transit System enter into a Downstate Public Transportation Operating Assistance Agreement ("Agreement") with the State of Illinois and amend such Agreement, if necessary, for fiscal year 2014 in order to obtain grant assistance under the provisions of the Act.

Section 2. That the Chairman, Judy Buchanan of the Bloomington-Normal Public Transit System is hereby authorized and directed to execute the Agreement or its amendment(s) on behalf of the Bloomington-Normal Public Transit System for such assistance for fiscal year 2014.

Section 3. That the General Manager, Andrew Johnson of the Bloomington-Normal Public Transit System is hereby authorized to provide such information and file such documents as may be required to perform the Agreement and to request and receive the grant funding for fiscal year 2014.

Section 4. That while participating in said operating assistance program the Bloomington-Normal Public Transit System shall provide all required local matching funds.

PRESENTED and ADOPTED this _____ day of _____, 20_____

(Signature of Authorized Official)

(Attest)

(Title)

(Date)

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION
DIVISION OF PUBLIC and INTERMODAL TRANSPORTATION
AND
BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM

DOWNSTATE PUBLIC TRANSPORTATION
OPERATING ASSISTANCE
GRANT AGREEMENT
(30 ILCS 740/2-1)

CONTRACT NO. 4443
STATE GRANT NO. OP-14-07-JL

Approved as to Form
by Chief Counsel's Office
REV: 6/7/13
DOAP

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Exhibit A, entitled "School Bus Certification"

Exhibit B, entitled "Drug Free Workplace Certification"

This Agreement is made by and between the State of Illinois (hereinafter the "State"), acting by and through the Illinois Department of Transportation, Division of Public and Intermodal Transportation (hereinafter the "Department"), and the Bloomington-Normal Public Transit System (hereinafter the "Grantee," which term shall include its successors and assigns).

WHEREAS, the Grantee proposes to provide public transportation services in a downstate area of Illinois (hereinafter the "Project");

WHEREAS, the Grantee has made application to the Department under Article II of the Illinois Downstate Public Transportation Act, (30 ILCS 740/2-1 *et seq.*, hereinafter the "Act"); the Department's implementing regulations thereunder (92 Illinois Administrative Code Part 653, hereinafter the "Rules") and the forms included in the Department's current "Downstate Public Transportation Operating Assistance Program" (hereinafter the "Standard Forms"); and

WHEREAS, the Department has approved the Grantee's application and has certified to the Illinois Department of Revenue the Grantee's boundaries and its eligibility to participate under the Act;

NOW THEREFORE, in consideration of the mutual covenants set forth herein, this Agreement is made to provide state operating assistance funds to Grantee and to set forth the terms and conditions of such assistance.

ITEM 1 - DEFINITIONS

As used in this Agreement:

- A. "AICPA" means the American Institute of Certified Public Accountants.
- B. "FTA" means the Federal Transit Administration of the United States Department of Transportation, or its successor
- C. "OMB" means the U.S. Office of Management and Budget.

ITEM 2 - PROJECT SCOPE

Grantee agrees to provide the public transportation services described in its final approved application and program of proposed expenditures ("POPE") approved by the Department, and in accordance with the Act, the Rules, the Standard Forms and all other applicable laws and regulations. Grantee shall not reduce, terminate, or substantially change such public transportation services or increase fares without prior written notification to the Department.

ITEM 3 - PROJECT BUDGET

Under the Act, the Department enters into this Grant Agreement to implement Grantee's approved program of expenditures, within the following condition:

The Grantee shall be paid under this Agreement sixty-five percent (65%) of Grantee's eligible operating expenses incurred during fiscal year 2014, up to the corresponding identical or minimally different appropriation amount provided by the appropriation legislation for fiscal year 2014, as per 30 ILCS 740/2-7(b-10) and 30 ILCS 740/2-3(d), as long as there are sufficient funds transferred into the Downstate Public Transportation Fund (30 ILCS 740/2-7 (b)), and provided that the amount paid under this Agreement together with any operating assistance received by the Grantee from any other state or local agency for fiscal year 2014 does not exceed Grantee's actual operating deficit for that year.

The Department has approved and agrees to make a grant in the estimated amount of \$7,840,800, subject to the limitations set forth above, the Act and the Rules.

In the event that a Grantee receives an amount in excess of the amount provided to be paid to the Grantee above, or the combined state and local operating assistance grants for fiscal year 2014 exceed Grantee's actual operating deficit for that year, Grantee agrees to remit to the State any excess funds received. For purposes of this Agreement, the term "operating deficit" shall have the following meaning set forth in Section 2-2.03 of the Act (30 ILCS 740/2-2.03): "the amount by which eligible operating expenses exceed revenue from fares, reduced fare reimbursements, rental of properties, advertising, and any other amounts collected and received by a provider of public transportation, which, under standard accounting practices, are properly classified as operating revenue or operating income attributable to providing public transportation and revenue from any federal financial assistance received by the participant to defray operating expenses or deficits. For purposes of determining operating deficits, local effort from local taxes or its equivalent shall not be included as operating revenue or operating income."

Grantee agrees to commit the necessary local funding to cover costs incurred in providing public transportation which are not reimbursed under this Agreement or by other federal, state or local assistance programs.

ITEM 4 - FAILURE TO APPROPRIATE FUNDS

This Agreement is contingent upon the availability of sufficient funds appropriated to the Department by the Illinois General Assembly. The Grantee understands and agrees that the obligations of the Department to make any grants or payments under this Agreement are conditional upon funds being appropriated therefore by the General Assembly and the Grantee shall not hold the Department liable for failure by the General Assembly to appropriate sufficient funds for this Project.

ITEM 5 - PAYMENT PROCEDURES

The Department shall process up to a total of five payments, comprising of a combination of advance, reimbursement or reconciling payments, to Grantee upon the timely receipt of quarterly expense and revenue submitted on the Department's prescribed forms. Payments will be processed upon the Department determining if and to what extent the request is for eligible operating expenses incurred in conformity with Grantee's approved application and the Act.

Grantees shall have the flexibility to request:

- A. an advance based on its estimated quarterly expense and revenue, up to the date the actual expense and revenue for that quarter is required to be filed with the Department; or
- B. a reimbursement for actual quarterly expense and revenue incurred; or
- C. a combination of both.

Advance payments may not be processed by the Department, or dated by the Grantee, earlier than thirty days prior to the start of the quarter for which the advance is requested. No payments will be made until the State's annual budget has been passed, and grant contracts are fully executed by both the Department and the Grantee and filed with the Office of the Comptroller.

Grantee shall file actual expense and revenue incurred in the 1st, 2nd, 3rd and 4th quarters by December 1, March 1, May 1, and August 1, respectively.

The Grantee shall adjust payment requests to reflect all previous quarter actual expense and revenue not reflected in previous payment requests.

Grantee agrees that payment shall not constitute a final determination by the Department of the eligibility of such expense and shall not constitute a waiver of any violation of the terms of this Agreement. The Department reserves the right to offset any payment to satisfy any monetary claims that the Department may have outstanding against Grantee.

ITEM 6 - ELIGIBLE OPERATING EXPENSES

Eligible operating expenses include, but are not limited to the following:

- A. employee wages and benefits;
- B. materials, fuels and supplies;
- C. rental of facilities;
- D. taxes other than income taxes;
- E. payment for debt service (including principal and interest) on equipment or facilities owned by Grantee, to the degree that the Grantee's governing board, through resolution, certifies that the public transportation portion of the equipment or facilities is required for the day-to-day provision of public transportation within the next 24 months, provided that, in undertaking and administering the acquisition and ownership of the equipment and facilities, the Grantee complies with the Department's "Public Transportation Capital Improvement Grants Manual" and "Supplemental Operating Assistance Guidelines";
- F. non-rolling stock-equipment purchases that are less than \$10,000;
- G. administrative costs (i.e., costs incurred in capital grant record keeping, grant management, and the preparation of status reports required by the Department under its capital grant program) associated with capital projects which are not reimbursed elsewhere;

- H. routine maintenance and repairs to buildings, equipment or vehicles that do not extend their useful life for replacement eligibility purposes;
- I. reasonable expenses and compensation for Grantee's board members or trustees as provided under the Local Mass Transit district Act (70 ILCS 3610/4)
- J. established reserves for self-insurance programs;
- K. the costs associated with the audit requirements set forth in Section 653.410 of the Rules;
- L. Eighty percent of the dues paid by the applicant to the Illinois Public Transportation Association and 90% of the dues paid by the applicant to the American Public Transportation Association or the Community Transportation Association of America; and
- M. any other expenditure that an independent auditor retained by the Grantee's governing board determines is required for the provision of public transportation according to the most current version of AICPA's generally accepted standard accounting principles for public transportation operations.

ITEM 7 - INELIGIBLE OPERATING EXPENSES

Ineligible operating expenses include, but are not limited to, the following:

- A. depreciation, whether funded or unfunded;
- B. amortization of any intangible assets;
- C. debt service on capital assets acquired with the assistance of capital grant funds provided by the State;
- D. profit or return on investments;
- E. excessive payments to associated entities;
- F. expenses associated with the Workforce Investment Act (29 USC Chapter 30), or its successor;
- G. costs reimbursed under Section 5303, 5304, and 5305 of the Federal Mass Transit Act (49 USC 53)
- H. travel and entertainment expenses incurred in attending non-public transportation-related activities;
- I. charter, school bus and sightseeing expenses as defined by the FTA;
- J. fines and penalties;
- K. charitable donations;

- L. Interest expense on long-term borrowing and debt retirement other than on that portion of publicly-owned equipment and facilities required for public transportation;
- M. Income taxes;
- N. that portion of any eligible operating expense for which the Grantee has or will receive reimbursement from any other federal or State capital grant program absent a specific federal or State directive allowing the capital expense to be treated as an operating expense;
- O. expenses associated with compliance with OMB Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations);
- Q. expenses for freight haulage provided by Grantee;
- R. any expense that is reimbursed from insurance proceeds;
- S. maintenance or operation of vehicles that are not used by a Grantee or its contractors for public transportation or to support public transportation operations; and
- T. any other expense determined by the Department to be inconsistent with federal regulations or requirements.

ITEM 8 - RECORD RETENTION

All costs charged to the Project shall be supported by properly executed and clearly identified payrolls, time records, invoices, contracts, vouchers or checks evidencing in detail the nature and propriety of the charges. Such documentation shall be readily accessible on site at least until Project closeout.

The Grantee shall maintain, for a minimum of three years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General or the Department (hereinafter "Auditing Parties"); and the Grantee agrees to cooperate fully with any audit conducted by the Auditing Parties and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

If any litigation, claim, negotiation, audit or other action involving the records has been started prior to the expiration of the three-year period, Grantee shall retain the records for three years after completion of the action and resolution of all issues arising from it.

ITEM 9 - INSPECTION AND AUDIT

Grantee shall permit, and shall require its contractors and auditors to permit, the Department, and any authorized agent of the Department, to inspect all work, materials, payrolls, audit working papers, and other data and records pertaining to the Project; and to audit the books, records, and accounts of the Grantee with regard to the Project. The Department may, at its sole discretion and at its own expense, perform a final audit of the Project. Such audit may be used for settlement of the grant and Project closeout. Grantee agrees to implement any audit findings contained in the Department's final audit, the Grantee's independent audit, or as a result of any duly authorized inspection or review.

Grantee agrees to permit the Department to conduct scheduled or unscheduled inspections of Grantee's public transportation services. Such inspections shall be conducted at reasonable times, without unreasonable disruption or interference with any transportation service or other business activity of the Grantee or any Service Board.

Grantee agrees to notify the Department of any pending federal triennial review as soon as it is scheduled and to permit the Department to attend same.

ITEM 10 - GRANTEE'S INDEPENDENT AUDIT

Grantee shall select an independent licensed Certified Public Accountant to perform an audit pursuant to the requirements of Ill. Admin. Code tit. 92, § 653.410. The standards for selection of the auditor and the scope and contents of the audit are contained in Ill. Admin. Code tit. 92, § 653.410; Grantee and its auditor shall become familiar with the Rules and adhere to its provisions in completion of the audit. The audit shall also be completed in conformity with the Single Audit Act (31 USC 7501 *et seq.*), and shall include a statement, if applicable, that any allocation of revenues and expenses to the program of approved expenditures funded under this Agreement is in accordance with a cost allocation plan approved by the Department. Grantee's audit must include a schedule of operating revenues and expenses for the participant's grant contract period on forms prescribed by the Department. Grantee's independent audit shall be submitted to the Department no later than 180 days following the last day of the fiscal year. This deadline may be changed, at the discretion of the Department, to accommodate the participant's fiscal year periods or due to unforeseen circumstances.

ITEM 11 - PROJECT CLOSEOUT

Upon the Department's receipt of the Grantee's independent audit report of the Project, the Department shall perform a review of the Grantee's independent audit to determine whether to approve the independent audit. Once the Grantee's independent audit has been approved by the Department, the Department shall determine the eligibility of costs incurred and shall make a final determination of amounts due to the Grantee under this Agreement. If the Department has made payment to the Grantee in excess of the final total amount determined by the Department-approved independent audit to be due the Grantee, the Grantee shall promptly remit such excess to the Department. At the discretion of the Department, several years of audit reconciliation balances may be combined to allow for one payment to reconcile minor annual reconciliation balances. The Project close-out occurs when the Department notifies the Grantee that the Project is closed-out and forwards the final Grant payment, as determined by the Department-approved independent audit to the Grantee, or when an appropriate refund of Grant

funds, as determined by the Department-approved independent audit, has been received from the Grantee and acknowledged by the Department. Close-out shall be subject to any continuing obligations imposed on the Grantee by this Agreement or contained in the final notification or acknowledgment from the Department.

Payment issues, audit issues or any other matters pertaining to the grant may not be subsequently raised and are forever settled upon Project closeout.

ITEM 12 - ETHICS

A. Code of Conduct

1. Personal Conflict of Interest – The Grantee shall maintain a written code or standard of conduct which shall govern the performance of its employees, officers, board members, or agents engaged in the award and administration of contracts supported by state or federal funds. Such code shall provide that no employee, officer, board member or agent of the Grantee may participate in the selection, award, or administration of a contract supported by state or federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:

- a. the employee, officer, board member, or agent;
- b. any member of his or her immediate family;
- c. his or her partner; or
- d. an organization which employs, or is about to employ, any of the above.

The conflict of interest restriction for former employees, officers, board members and agents shall apply for one year.

The code shall also provide that Grantee's employees, officers, board members, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. The Department may waive the prohibition contained in this subsection, provided that any such present employee, officer, board member, or agent shall not participate in any action by the Grantee or the locality relating to such contract, subcontract, or arrangement. The code shall also prohibit the officers, employees, board members, or agents of the Grantee from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

2. Organizational Conflict of Interest – The Grantee will also prevent any real or apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or subcontract may, without some restriction on future activities, result in an unfair competitive advantage to the third party contractor or Grantee or impair the objectivity in performing the contract work.

- B. Bonus or Commission - The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this Grant or Agreement upon an

agreement or understanding for a commission, percentage, brokerage, or contingent fee. The State shall have the right to annul this Agreement without liability, or at its discretion to deduct such commission or fee. No State officer or employee, or member of the State General Assembly or of any unit of local government who or which contributes to the Project Funds shall be allowed to share in any part of this Agreement or to any benefits arising therefrom.

- C. Bribery - Non-governmental grantees and third party contractors shall certify that they have not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or local government, nor has the Grantee made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of the such grantees or third party contractors committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the Grantee. Such grantees or third party contractors shall further certify that they have not been barred from contracting with a unit of the State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code.

ITEM 13 - UNLAWFUL DISCRIMINATION

- A. Human Rights - Grantee agrees not to commit unlawful discrimination in employment as that term is used in Article 2 of the Illinois Human Rights Act (775 ILCS 5/2-101 *et seq.*); agrees to take affirmative action to ensure that no unlawful discrimination is committed; and agrees that the Illinois Equal Employment Opportunity Clause referenced in Section 2-105 of the Human Rights Act (775 ILCS 5/2-105) and contained in the regulations promulgated thereunder (44 Ill. Admin. Code Part 750), is incorporated into this Agreement and into all contracts let for or related to the Project.
- B. Sexual Harassment - The Grantee shall have written sexual harassment policies that include at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under state law; (iii) a description of sexual harassment, utilizing examples; (iv) the grantee's internal complaint process including penalties; (v) the legal recourse, investigative, and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Department upon request.

ITEM 14 - SCHOOL BUS OPERATIONS

Pursuant to 20 ILCS 2705/2705-605(f), Grantee agrees not to engage in school bus operations exclusively for the transportation of students and school bus personnel in competition with private school bus operators where such private school bus operators are able to provide adequate transportation at reasonable rates, in conformance with applicable safety standards. However, this requirement shall not apply if Grantee operates a school system in the locality and operates a separate and exclusive school bus program for the school system. Grantee's certification regarding school bus operations is signed and attached to this Agreement as Exhibit A.

ITEM 15 - GRANTEE'S WARRANTIES

Grantee warrants that it has the requisite fiscal, managerial, and legal capability to carry out the Project and to receive and disburse Project funds. Grantee agrees to initiate and consummate all actions necessary to enable it to enter into this Agreement. Grantee warrants that there is no provision in its charter, bylaws, or any rules, regulations, or legislation which prohibits, voids, or otherwise renders unenforceable against Grantee any provision or clause of this Agreement. Grantee warrants further that it has paid all federal, state and local taxes levied or imposed and will continue to do so, excepting only those which may be contested in good faith. Grantee agrees that upon execution of this Agreement, Grantee will deliver to the Department:

- A. a legal opinion from an attorney licensed to practice law in Illinois and authorized to represent the Grantee in the matter of this Agreement, stating:
 - a. the Grantee is lawfully organized;
 - b. the Grantee is an eligible "participant" as defined in the Act;
 - c. the Grantee is legally authorized to enter into this Agreement; and
 - d. this Agreement will be legally binding on the Grantee.
- B. a certified copy of a resolution or ordinance adopted by the Grantee's governing body that authorizes the execution of this Agreement and identifies the person, by position, authorized to sign this Agreement and payment requisitions.

ITEM 16 - DRUG FREE WORKPLACE

Grantee agrees to comply with the provisions of the Illinois Drug Free Workplace Act (30 ILCS 580/1 et seq.) and has signed the Drug Free Workplace Certification attached to this Agreement as Exhibit B.

ITEM 17 - INDEMNIFICATION AND INSURANCE

Grantee agrees to hold harmless and indemnify the Department and the State from any and all liabilities, losses, expenses (including attorney's fees), damages (including loss of use), demands and claims arising out of or in connection with the Project, and shall defend any suit or action brought against it and/or the Department, whether at law or in equity, based on any such alleged injury (including death) or damage. Grantee shall pay all damages, judgments, costs and expenses in connection with said demands and claims resulting therefrom. The Department agrees to promptly notify Grantee in writing of the assertion of any such claim, suit or action in which the State or the Department is a defendant.

Grantee agrees that it will take out and maintain at its own cost and expense, for the duration of the Project, such policies of insurance in companies, as will protect Grantee from any claims for damages to property or for bodily injury (including death), which may arise from the Project.

ITEM 18 - INDEPENDENCE OF GRANTEE

In no event shall Grantee or any of its contractors be considered agents or employees of the Department or the State. The Grantee agrees that none of its employees, agents or contractors will hold themselves out as, or claim to be, agents, officers or employees of the Department or the State, and will not make any claim, demand or application to or for any right or privilege applicable to an officer, agent or employee of the State, including, but not limited to, rights and privileges concerning worker's compensation and occupational diseases coverage, unemployment compensation benefits, Social Security coverage or retirement membership or credit.

ITEM 19 - NON-WAIVER

Grantee agrees that in no event shall any action, including the making by the Department of any payment under this Agreement, constitute or be construed as a waiver by the Department of any breach of covenant or any default on the part of the Grantee which may then exist; and any action, including the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department in respect to such breach or default. The remedies available to the Department under this Agreement are cumulative and not exclusive. The waiver or exercise of any remedy shall not be construed as a waiver of any other remedy available hereunder or under general principles of law or equity.

ITEM 20 - TERMINATION, PAYMENT DELAY, RECALL

Upon written notice to the Grantee, the Department reserves the right to suspend or terminate all or part of the financial assistance provided by this Agreement, (i) if the Grantee is, or has been, in violation of any of the terms of this Agreement or any other grant between the Grantee and the Department, (ii) for just cause as deemed by the Department, or (iii) if the Department determines that the purpose of the Project would not be adequately served by continued financial assistance. Termination of any part of the Agreement will not invalidate obligations properly incurred by Grantee prior to the date of termination, to the extent that they cannot be cancelled. Upon the occurrence of any condition or conditions listed in this Item for termination or suspension, the Parties agree that the Department may also elect, by written notice to the Grantee, to withhold or delay any or all payments under this Agreement, or any portion thereof; or, if payment or payments have already been made, to recall such payment or payments or any portion thereof. The Grantee agrees that upon receipt of such notice of recall, the Grantee shall immediately return such payments, or any portion thereof, which the Grantee has received.

ITEM 21 - DISPUTE RESOLUTION

In the event of a dispute in the interpretation of the provisions of this Agreement, such dispute shall be settled through negotiations between the Department and the Grantee. In the event that agreement is not consummated at this negotiation level, the dispute will then be referred through proper administrative channels for a decision and ultimately, if necessary, to the Secretary of the Department. The Department shall decide all claims, questions and disputes which are referred to it regarding the interpretation, prosecution and fulfillment of this Agreement. The

Department's decision upon all claims, questions and disputes shall be final and conclusive.

ITEM 22 - AMENDMENT

The Parties agree that no change or modification to this Agreement shall be of any force or effect unless the amendment is dated and is reduced to writing and executed by both parties.

ITEM 23 - SEVERABILITY

The Parties agree that if any provisions of the Agreement shall be held invalid for any reason whatsoever, the remaining provisions shall not be affected thereby if such remaining provisions could then continue to conform with the purposes, terms and requirements of applicable law.

ITEM 24 - ASSIGNMENT

Grantee agrees that this Agreement shall not be assigned or transferred without the written consent of the Department and that any successor to Grantee's rights under this Agreement will be required to accede to all of the terms, conditions and requirements of this Agreement as a condition precedent to such succession.

ITEM 25 - DOCUMENTS FORMING THIS AGREEMENT

This Agreement, together with Exhibits A and B; the Grantee's Application for the fiscal year as approved by and on file at the Department; the Standard Forms; and all other documents or materials requested by the Department submitted by the Grantee and accepted by the Department before and after execution of this Agreement constitute the entire agreement between the parties and supersede any and all prior agreements or understandings between the parties.

ITEM 26 - ETHANOL GASOLINE

Pursuant to the Downstate Public Transportation Act (30 ILCS 740/2-15.1), Grantee hereby certifies that all gasoline burning motor vehicles operated under its jurisdiction use, if capable, fuel containing ethanol gasoline.

ITEM 27 - TAXPAYER IDENTIFICATION NUMBER

The Grantee certifies that 370963585 is its correct Federal Taxpayer Identification Number. The entity is doing business as a governmental entity.

IN WITNESS WHEREOF, the Parties have entered into this Agreement by their duly authorized officials for the period July 1, 2013 through June 30, 2014.

Accepted on behalf of the Bloomington-Normal Public Transit System:

Signature of Authorized Representative

Type or Print Name of Authorized Representative

Date

Type or Print Title of Authorized Representative

Accepted on behalf of the State of Illinois, Department of Transportation:

Joseph E. Shantar, Director, Division of Public & Intermodal Transportation

Date

Matthew Hughes, Director, Office of Finance and Administration

Date

Michael A. Fort, Chief Counsel
(Approved as to form)

Date

Ann L. Schneider, Secretary

Date

EXHIBIT A

CERTIFICATION BY GRANTEE NOT TO ENGAGE
IN SCHOOL BUS OPERATIONS

Pursuant to Section 49.19(6) of the Civil Administrative Code of Illinois (20 ILCS 2705/49.19(b)), as a condition of receiving grant monies from the Illinois Department of Transportation, the Grantee certifies that it is not engaged in school bus operations exclusively for the transportation of students and school bus personnel in competition with private school bus operators where such private school bus operators are available to provide adequate transportation at reasonable rates in conformance with applicable safety standards.

If the Grantee does engage in school bus operations exclusively for the transportation of students and school bus personnel as described above, then the Grantee certifies that it operates a school system in the area to be served and operates a separate and exclusive school bus program for the school system.

The Grantee further agrees and certifies that it shall immediately notify the Department in writing of its involvement in or its intention to become involved in any school bus operation prohibited by Section 49.19(6) of the Civil Administrative Code of Illinois after the date of this certification.

Accepted on behalf of the Bloomington-Normal Public Transit System;

Signature of Authorized
Representative

Title

Date

EXHIBIT B

STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act (30 ILCS 580/1 *et seq.*). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

Grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee's workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
- (2) the Grantee's policy of maintaining a drug free workplace;
- (3) any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed upon an employee for drug violations.

- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the Department within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Accepted on behalf of the Bloomington-Normal Public Transit System:

Signature of Authorized
Representative

Title

Date

A G R E E M E N T

BETWEEN

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM

AND

Dispatchers, Receptionists, and Administrative Assistants

of

LOCAL NO. 752 OF THE AMALGAMATED TRANSIT UNION

TERM

MARCH 5, 2013 THROUGH JANUARY 14, 2014

ARTICLE 1

AGREEMENT

THIS AGREEMENT, made and entered into by and between the BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM, its successors and assigns, (hereinafter referred to as "EMPLOYER"), and Local No. 752 of the AMALGAMATED TRANSIT UNION (hereinafter referred to as "UNION") and the parties hereto:

WITNESSETH:

That the said parties hereto hereby contract and agree as follows:

ARTICLE 2

GENERAL PURPOSES

This Agreement is intended to promote, and shall be so construed and interpreted as to carry out the following general purposes to-wit:

- (a) The promotion of harmonious relations between EMPLOYER and the UNION
- (b) The encouragement of cooperation among all employees of EMPLOYER
- (c) The maintenance of uninterrupted service to the traveling public
- (d) The fostering and perpetuation of public sentiment favorable to the operations of EMPLOYER
- (e) The maintenance of fair wages and good working conditions for all employees of EMPLOYER
- (f) The establishment and maintenance of an orderly collective bargaining procedure between EMPLOYER and the UNION
- (g) The prompt and fair disposition of grievances.

ARTICLE 3

RECOGNITION

SECTION 1. EMPLOYER recognizes the right of its employees to bargain collectively through representatives of their own choice and recognizes the UNION as the exclusive bargaining representative of all its employees covered by this Agreement. Jurisdiction of the UNION, as the appropriate unit for collective bargaining, are defined as embracing all operating and maintenance employees included within the classifications of employees as set forth in the wage sections of this Agreement.

For the purpose of this section, to bargain collectively is the performance of the mutual obligation of EMPLOYER and the UNION to meet and confer in good faith with respect to wages, hours and other terms and conditions of employment, or the negotiation of an agreement, or any question arising thereunder, and the execution of a written contract incorporating any agreement reached if requested by either party, but such obligation does not compel either party to agree to a proposal or require the making of a concession.

SECTION 2. When the term "employee" is used in this Agreement, it shall mean an operating or administration or maintenance employee included within the classifications of employees as set forth in the wage sections of this Agreement.

SECTION 3. Part-time Servicemen are not intended to be afforded the full benefits of this Agreement. Specifically, the provisions of articles; 14, 15 - (Section 6 only), 16, 17 (Section 4 and 5), 37-A, 40, 41, 44, 45 and 47 shall not be applicable terms of employment for Part-time Servicemen only. All other provisions of this Agreement shall apply to the employment of Part-Time Servicemen as appropriate.

SECTION 4. Dispatchers, Receptionists and Administrative Assisatnt, who are elected officers of ATU-Local 752, may request time off without pay for the purpose of attending the regular monthly Union meeting. Dispatchers, Receptionists and Administrative Assisatnt, elected to the position President, Vice-President and Financial Secretary are the only Dispatchers, Receptionists and Administrative Assisatnt encompassed by this provision. Requests will be approved or denied based on available manpower. Requests will be submitted three (3) days (excluding Saturdays, Sundays and Holidays) prior to the meeting. I

SECTION 5. The union president shall be excused from duty for a maximum of three (3) hours to attend the regular scheduled union meeting the first Tuesday of each month. Additionally the union president shall be excused from duty for a maximum of three (3) hours to attend Transit System open meetings.

ARTICLE 4

MANAGEMENT

SECTION 1. EMPLOYER will continue to exercise exclusively the right to set its policy, to manage its business in the light of experience, good business judgment, and conditions; to determine the qualifications for and to select its managerial and supervisory forces; to determine the number of employees it will retain in its service at any time; and to make reasonable rules and regulations governing the operation of its business and the conduct of its employees, and to exercise full control except as expressly restricted in this contract. Any change of working conditions, including route and shift changes, shall be communicated to the UNION President or his designee at least one (1) week prior to the effective date of the change if feasible.

ARTICLE 5

EMPLOYEE COOPERATION

SECTION 1. The employees shall work at all times to the best interests of the EMPLOYER: they shall perform efficient service in their work, they shall operate and handle EMPLOYER'S vehicles carefully and with utmost regard for the safety of the passengers, the general public and the equipment; and they shall give the public courteous and respectful treatment at all times, to the end that the EMPLOYER'S service may improve and grow.

ARTICLE 6

PROBATIONARY PERIOD

SECTION 1. All new employees shall be on probation for a period of ninety (90) days from the date of employment; except that, upon agreement by the UNION such probationary period may be extended by a period not to exceed thirty (30) days. Such probationary period shall constitute a trial period during which EMPLOYER is to judge the ability, competency, fitness and other qualifications of new employees to do the work for which they were employed. During such period EMPLOYER may discharge the employee at any time and its right to do so shall not be questioned, nor shall the UNION assert or present any grievance on behalf of any such new employee because of any matter or occurrence whatsoever falling within such probationary period.

ARTICLE 7

NEGOTIATIONS

SECTION 1.

- a.) It is mutually agreed that all business comprehended by this Agreement shall be transacted between the properly accredited officers or agents of EMPLOYER and the regularly elected officers of the UNION or an International Officer of the UNION. Only members of the UNION who are actively employed with EMPLOYER, may represent the UNION in its dealing with EMPLOYER. Nothing in this section shall be construed so as to prevent a member of the International Organization of the UNION from representing or accompanying the local representatives of the UNION in case of a disagreement between EMPLOYER and the UNION.
- b.) Questions and concerns put to EMPLOYER by the UNION President or his designee on behalf of represented membership shall be submitted in writing to EMPLOYER. Within fifteen (15) days (excluding Saturdays, Sundays and Holidays) of such submission, EMPLOYER shall respond to the UNION President or his designee in writing.

SECTION 2. The UNION agrees to furnish EMPLOYER with an up-to-date list of all its officers and to immediately notify EMPLOYER of any and all changes thereto.

ARTICLE 8

UNION SECURITY

SECTION 1. On the sixty-first (61st) day following the beginning of their employment, or as soon thereafter as their respective applications for membership made on or before such days shall have been accepted by the UNION, and as a condition of employment, all employees coming within the scope of this Agreement shall become and remain members of the UNION during the period covered by this Agreement; provided, however

- (a) The UNION shall not cause or attempt to cause EMPLOYER to discriminate against any employee in violation of Subsection(s) (3) of Section 8 of the Labor-management Relations Act, 1947, and
- (b) The UNION shall not cause or attempt to cause EMPLOYER to discriminate against an employee with respect to whom membership in the UNION has been denied or terminated on some ground other than his failure to tender the periodic dues and the initiation fees uniformly required as a condition of acquiring or retaining membership in the UNION.
- (c) Effective January 15, 2007, new members who wish to pay the initiation fee through payroll deduction will be permitted to arrange for monthly installment payments through execution of a proper wage assignment (withdrawn from the second paycheck of each month)
 - 1.) During a new employee's probationary period, an authorized Union representative will contact the new employee and explain the options regarding payment of the initiation fee. In the event the new employee desires to pay the initiation fee through a payment plan, the following will take place.
 - 2.) On or about the 61st day of employment, the Union and Employer will meet with the new employee and explain the employee's responsibility to pay the initiation fee in full or make arrangements for a wage assignment by their 90th day of employment.
 - 3.) If the new employee agrees to pay the initiation fee and executes the requisite wage deduction authorization, the Union will furnish the Employer the original copy of the wage assignment and a letter advising of the new employee's membership in the Union contingent on full payment of the initiation fee.
 - 4.) Prior to the 2nd payroll of each month, the Union will furnish the Employer with an invoice listing the employees who are to have wages withheld for payment of initiation fee and the amount(s) of such withholding(s).

5.) If the employee does not pay the initiation fee in full or make the arrangements as specified above, the Union will notify the Employer in writing and the Employer will cease to give the employee work assignments beginning on the ninety-first 91st day of employment. The Employer will not schedule the employee for a work assignment until the Union notifies the Employer that the employee has made arrangements to pay the initiation fee.

ARTICLE 9

CHECK-OFF OF UNION DUES

SECTION 1. EMPLOYER agrees to deduct, on any designated regular pay day of each month, from the pay of UNION members, the regular monthly membership dues of the UNION, and remit the same to the Financial Secretary of the UNION within ten (10) days after the date of their deduction, provided said members individually and voluntarily authorize and request EMPLOYER in writing to make such deductions. Such authorization and request shall also authorize EMPLOYER to base the deductions on a list to be furnished to it each month by the Financial Secretary of the UNION showing the names of the members and the amounts of the regular monthly membership dues to be deducted from the pay of each member.

The individual authorizations for the deduction of regular monthly membership dues shall be worded as follows:

WAGE ASSIGNMENT

REQUEST FOR DEDUCTION OF UNION MEMBERSHIP DUES

TO: _____;

Name of Employer

I, _____, the undersigned employee of Bloomington-Normal Public Transit System, do hereby individually and voluntarily authorize and request you to deduct the amount of my regular monthly dues, as a member of Local No. 752 of the AMALGAMATED TRANSIT UNION, from any wages due to me during the _____ pay period of any month. I further authorize you to base said deductions on a list furnished you each month by the Financial Secretary of said Local No. 752 showing the regular monthly membership dues to be deducted from the wages of each of its members. Whenever such list indicates that the amount of membership dues has been changed, it must be accompanied by a certificate of the Financial Secretary of said Local that such change in the amount of membership dues is brought about in accordance with the constitution and by-laws of said Local No. 752 and that such change has been approved by the International UNION. All sums so deducted are to be transmitted to the Financial Secretary of Local No. 752.

This authorization shall remain in full force and effect until revoked by me in writing.

I hereby represent that an exact copy of the Assignment, Authorization and Request was furnished to me at the time I executed the same.

Dated this ____ day of _____, 19__.

Employee

Provided;

(1) that the words of the heading "Wage Assignment" as they appear in the above form be printed in bold face letters not less than one-quarter (1/4) of an inch in height; and

(2) that the Assignment, Authorization and Request of each member be written and executed as a separate instrument; and

(3) that an exact copy of any Wage Assignment, Authorization and Directive be furnished to each member of the UNION at the time he signs and executes the same.

SECTION 2. From the first payroll of each month, payroll deductions for C.O.P.E. will be made for those employees furnishing the EMPLOYER with a properly authorized payroll deduction form (see sample below).

CHECKOFF AUTHORIZATION CARD

To **CONNECT TRANSIT** (Bloomington-Normal Public Transit System)

I hereby authorize and direct you to deduct from my pay as your employee the sum of \$1.00 per month (guideline amount) or _____ dollars per month (amount designated in lieu of guideline amount) and to remit that amount to the Amalgamated Transit Union Committee on Political Education (ATU-COPE).

This authorization is voluntarily made by me, based on my specific understanding that the signing of this Authorization Card and the making of these voluntary contributions are not conditions of membership in the Union, or of employment by my EMPLOYER; that I may refuse to contribute without reprisal; that the guideline amount indicated above is only a suggestion and that I may contribute more or less and will not be favored or disadvantaged by the Union for doing so; and that the ATU-COPE is a Political Action Committee (PAC) connected with the Amalgamated Transit Union, which will use my contribution for political purposes, including but not limited to, making contributions to and expenditures for, candidates for federal, state and local offices and addressing federal, state and local political issues. This authorization shall remain in full force and effect until revoked by me in writing.

Name _____

Signature _____

Social Security No. _____ Date _____

Authorized by the Amalgamated Transit Union on behalf of a fund raising effort for the Amalgamated Transit Union Committee on Political Education (ATU-COPE). Contributions or gifts to the Amalgamated Transit Union COPE are not deductible as charitable contributions for federal income tax purposes."

By Friday prior to the first pay date of each month, the UNION Financial Secretary shall furnish EMPLOYER an itemized list (separate and apart from the list described in Section 1) of members participating in the C.O.P.E. wage deduction including the monthly amount of each member's participation and the aggregate deductions amount.

Within ten days of the first pay date of each month, EMPLOYER shall remit to the UNION Financial Secretary (who accepts remittance as agent for A.T.U. - C.O.P.E.) an amount equal to the aggregate of monthly member C.O.P.E. deductions made on the prior pay date. Such remittance shall be by check made payable to: A.T.U. - C.O.P.E.

SECTION 3. Fair Share Agreement

(a) All employees covered by this Agreement who are not members of the UNION, shall, commencing 30 days after the effective date of this Agreement, or 60 days after the date of their initial employment, and continuing during the term of this Agreement, and so long as they remain non-members of the UNION, pay to the UNION each month their Proportionate Share of the cost of the collective bargaining process, contract administration, and pursuing matters affecting employee wages, hours and conditions of employment as defined in Section 3(g) of IPLRA.

(b) Such Proportionate Share payment by non-members shall be deducted by the EMPLOYER from the earnings of the non-member employees and the EMPLOYER shall remit said Proportionate Share once each month promptly to the Financial Secretary of Local 752, provided, however, that the UNION shall submit to the EMPLOYER an affidavit which certifies that amount constituting said Proportionate Share not to exceed the dues uniformly required of members of the UNION, and which describes the rationale and method by which the Proportionate Share was determined, including a designation of the expenditure categories which were included in determining the Proportionate Share.

(c) Upon receipt of said affidavit, the EMPLOYER shall provide the UNION a list of the names of all employee non-members of the UNION from whose earnings the Proportionate Share payments shall be deducted, and their work locations.

(d) Upon the UNION'S receipt of an objection to the Proportionate Share amount, the UNION shall deposit in an escrow account, separate from all other UNION funds, the amount of fee payments received on behalf of an objector or objectors that is fairly placed at issue by the objection(s). The UNION shall furnish objectors and the EMPLOYER with verification of the terms of the escrow arrangement and, upon request, the status of the fund as reported by the bank.

The escrow fund will be established and maintained by a reputable independent bank or trust company and the agreement therefore shall provide that the escrow accounts be interest bearing at the highest possible rate; that the escrowed funds be outside of the UNION'S control until the final disposition as provided for herein; and that the escrow fund will terminate and the fund therein be distributed only by the terms of an ultimate award, determination, or judgment including any appeals or by the terms of a mutually agreeable settlement between the UNION and an objector or group of objectors.

(e) In any proceeding involving the determination of the Proportionate Share hereunder, the UNION shall participate and provide all financial and other records deemed relevant by the adjudicating body.

(f) If an ultimate decision in any proceeding hereunder directs that the amount of the Proportionate Share should be lower than the amount fixed by the UNION, the UNION shall promptly adopt said determination and notify the EMPLOYER to reduce deductions from the earnings of non-members to said prescribed amount.

(g) The UNION shall indemnify and hold harmless the EMPLOYER, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints or suits that shall arise out of or by reason of action taken by the EMPLOYER for the purposes of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

(h) Any employee of the EMPLOYER who is in a bargaining unit represented by Local 752, who is not a member of the Local representing his/her bargaining unit, and who claims that the calculation of his/her Proportionate Share fee is inaccurate (hereinafter "objecting non-member" or "objector") has the right to invoke the procedures that are available to objecting non-members under IPLRA.

(i) Nothing in this Agreement shall inhibit or interfere with the right of non-association of employees based upon bonafide religious tenets or teaching of a church or religious body of which such employees are members. Such employees shall pay an amount equal to their fair share determined under this fair share agreement to a non-religious charitable organization agreed upon by the employees affected and the UNION. If the affected employees and the UNION are unable to reach an agreement on the matter, an organization shall be chosen from an approved list of charitable organizations established by the Illinois Local Labor Relations Board.

ARTICLE 10

DISCIPLINE OF EMPLOYEES

SECTION 1. All charges preferred by EMPLOYER against its employees for violation of EMPLOYER rules or because of other offenses must be so preferred by EMPLOYER in writing and served to employee in person within five (5) days, excluding Saturdays, Sundays, Holidays and any other days the employee is not working, after any such alleged violation or offense has been made known to one of the superintendents of EMPLOYER or their designees, depending upon the classification of the employee involved; provided however, any violation of the rules of the EMPLOYER pertaining to the handling of fares and particularly any violation of EMPLOYER'S Rule 11 shall not come within the scope of the foregoing provisions of this section. When served, the employee being served shall sign and date a copy of the written charge as evidence of service and immediately return the signed copy to the EMPLOYER'S designee serving the charge. The Employer's designee shall copy and distribute, to an official of the Union, the employee executed written charge on the next business day following execution of the charge by the employee. The Union official receiving the executed charge shall sign and date a copy of the employee executed charge as evidence of service and immediately return the signed copy to the Employer's designee serving the charge. The five (5) day time limits prescribed by Article 11, Section 2 (a) and (b) shall be understood to begin at the time the Union official is served a copy of the employee executed charge. Any employee who is called in to discuss a disciplinary issue will be paid at their current straight time hourly rate of pay for any time exceeding five (5) minutes that is taken to discuss the matter with EMPLOYER.

SECTION 2. Any employee who has been suspended or discharged for violation of any rule of EMPLOYER shall have the right to have his case taken up by the officer or committee of the UNION with the official or officials of EMPLOYER designated by EMPLOYER. If it is found and mutually agreed by the UNION and EMPLOYER that such employee was not guilty of the charge for which he was suspended or discharged, such employee shall be reinstated without loss of seniority and paid for his loss of earnings due to his suspension or discharge or such lesser amount as may appear to be just. In determining an employee's earnings, any wages or compensation received by said employee from another EMPLOYER, from self-employment or from governmental agencies during the period he was out of service due to his suspension or discharge shall be deducted from the amount he would have earned had he not been suspended or discharged. No award shall ever exceed the loss in earnings as thus determined.

SECTION 3. If an employee is charged with an offense involving the mishandling of fares, the misappropriation of EMPLOYER'S funds, immorality or drunkenness, neither such charge nor any discipline meted out in connection therewith shall be subject to the grievance procedures provided for in this Agreement unless the grievance in such cases be accompanied by a written document signed by the employee involved, authorizing EMPLOYER to disclose any and all facts and information pertaining to the case and releasing EMPLOYER from all liability therefor.

SECTION 4. Past records of employees shall not be considered for disciplinary purposes, if predated more than eighteen (18) months.

ARTICLE 11

GRIEVANCES AND GRIEVANCE PROCEDURES

SECTION 1. A grievance is defined to be:

- (a) any controversy between EMPLOYER and the UNION as to any matter involving the interpretation or application of the terms of employment as herein set forth, or
- (b) any controversy between EMPLOYER and the UNION as to whether or not any employee suspended or discharged for violation of any rules of EMPLOYER or other offense is guilty of such violation or offense.

SECTION 2. In the settlement of grievances under the terms of this Agreement, the following procedure shall be observed:

First: No grievance shall be entertained or considered unless it is presented in writing:

(a) Within five (5) days after the act or incident occurred which gave rise to the controversy involving the interpretation or application of the terms of employment as herein set forth,

or

(b) Within five (5) days after the suspension or discharge of any employee for violation of a rule of EMPLOYER or for any other offense.

Second: Any grievance presented in a due and timely manner as herein above provided shall be taken up by the officers or committee of the UNION and a designated official or designated officials of EMPLOYER within five (5) days after EMPLOYER receives such grievance. The EMPLOYER shall provide the UNION a written summary of its basis for denying a grievance. Within fifteen (15) days thereafter, such grievance shall be settled or arbitration shall have been demanded as hereinafter provided. If not so settled and if arbitration shall not have been demanded by either EMPLOYER or UNION, such grievance shall be forever barred and extinguished.

SECTION 3. Saturdays, Sundays and holidays shall be excluded in calculating the time limits herein specified.

ARTICLE 12

ARBITRATION AND ARBITRATION PROCEDURES

SECTION 1. In the event either the UNION or EMPLOYER shall have demanded that a grievance be submitted to arbitration as herein provided, the following procedure shall be observed:

First: Within ten (10) days after one party shall have duly served a demand for arbitration upon the other party, each party shall:

(a) Appoint one person to serve as its member of a Board of Arbitration.

(b) Notify the other party of such appointment in writing. Should either party fail to notify the other party of its appointment within ten (10) days the party failing to make such notification shall lose its case by default.

Second: The two arbitrators so appointed by EMPLOYER and the UNION shall meet and endeavor to settle and determine the dispute created by the grievance or grievances in question. If they fail to settle and determine the dispute within five (5) days after a date has been set for a meeting agreeable to the respective arbitrators, the parties shall then promptly proceed to the selection and appointment of a third and impartial arbitrator who, when so selected and appointed, shall act as Chairman of the Arbitration Board as so finally constituted.

The General Manager or the Union President may call for an appeal meeting subsequent to the failure of the Employer and Union arbitrator meeting (described in Article 12, Second) to settle the dispute. The meeting shall be attended by the Employer and Union appointed arbitrator. The General Manager or Union President's right to call such a meeting shall expire 15 days subsequent to the submission of a request by the Employer and Union arbitrator to the Federal Mediation and Conciliation service for a panel of arbitrators.

Selection and appointment of a third and impartial arbitrator shall be made as follows. The two appointed arbitrators shall jointly request the Federal Mediation and Conciliation service to submit a panel of seven arbitrators. The arbitrators appointed shall, by lot, determine which arbitrator shall strike the first name from the list. Each arbitrator shall then strike a name, in turn, from said list until only one name remains and that person shall become the third arbitrator; provided, that either party, before striking any names, shall have the right to reject one panel of arbitrators. The arbitrator shall be notified of his selection by a joint letter from the EMPLOYER and the UNION requesting that he set a time and place for hearing, subject to the availability of the EMPLOYER and UNION representatives. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He shall consider and decide only the specific issue submitted to him, and his decision shall be based solely upon his interpretation of the meaning or application of the terms of this Agreement to the facts of the grievance presented.

SECTION 2. If one of the arbitrators named by the parties hereto dies, resigns, or for any other reason is unable to act, the party appointing him shall name his successor within five (5) days after such death, resignation or withdrawal. If it shall become necessary to appoint a successor for the third and impartial arbitrator, such successor shall be selected in the same manner as the original third and impartial arbitrator was selected. Any such successor arbitrator shall act with the same power and authority as though originally appointed.

SECTION 3. The Board of Arbitration shall meet and organize at Bloomington, Illinois, at such time as may be mutually agreed upon between the parties and shall thereafter continue to meet on every day that it is practical for them to meet until all of the evidence and arguments have been received and heard and the decision rendered. The Board of Arbitration shall establish its own rules of procedure not inconsistent with the terms of this Agreement, and all arbitration proceedings hereunder shall be conducted in Bloomington, Illinois.

SECTION 4. The decision of a majority of the Board of Arbitration shall become final and binding on the parties to this Agreement when delivered to them in writing.

SECTION 5. The parties hereto shall each pay the fees and expenses of the arbitrator of its own selection. The fees and expenses of the third and impartial arbitrator as well as other joint expenses incidental to the arbitration shall be borne equally by the parties.

SECTION 6. An award to an employee who is found to have been wrongfully suspended or discharged shall never exceed the employee's loss of earnings, which shall be determined by deducting any wages or compensation received by the employee from another employer, from self-employment or from governmental agencies during the period he was out of service due to his suspension or discharge from what he would have earned had he not been suspended or discharged.

SECTION 7. Saturdays, Sundays and holidays shall be excluded in calculating the time limits herein specified.

ARTICLE 13

NO STRIKE - NO LOCK-OUTS

SECTION 1. During the life of this Agreement, neither the UNION, its members, or the employees covered by this Agreement shall call, sanction, assist or engage in any strike, slow down or stoppage of EMPLOYER'S work, operations or service, or in any manner sanction, assist or engage in any restriction or limitation of the work, operations or services of EMPLOYER, but will require its members to perform their services for EMPLOYER when required by EMPLOYER to do so.

SECTION 2. During the life of this Agreement, EMPLOYER shall not cause or permit any lock-out of its employees.

ARTICLE 14

LEAVES OF ABSENCE

SECTION 1. Members of the UNION who may be elected or appointed to any office of the UNION which requires absence from the service of EMPLOYER shall be granted a leave of absence without pay and without loss of seniority to attend to the duties of such office; provided such employee applies for reinstatement during the term of this Agreement or any renewal, amendment or extension thereof within thirty (30) days from date of retirement from such office. Only those offices as the UNION has in effect at the time of the making of this Agreement and no more than three (3) officers of the UNION are contemplated to be covered by this Agreement. A maximum of three (3) members will be allowed to take off time to attend union functions provided there are not more than two (2) operators off duty as a result of illness, injury and/or FMLA leave and provided that not more than one (1) maintenance employee and not more than one (1) dispatcher is included in the maximum number of three (3) attending employees.

SECTION 2. Employees applying for reinstatement after a leave of absence of more than thirty (30) days must be able to qualify for the job under the then existing employment standard of EMPLOYER and their compensation shall be at the then prevailing rate. Employees returning from leave of absence shall retain their original assignment at the time of leaving, except in cases where vacancies, new positions or changes have been made during the period of their absence; in which event such employees shall be allowed to exercise their seniority in displacing a junior on such vacancies, new position or changes.

SECTION 3. The period of a leave of absence shall not be considered as time worked or as service with EMPLOYER within the meaning of any of the provisions of this Agreement.

SECTION 4. Employees on leave of absence from EMPLOYER'S service shall be furnished a letter covering such leave of absence. A copy of such letter shall be furnished to the UNION.

SECTION 5. Employees who are called into the Armed Services of their country shall be granted a leave of absence during such service and shall, upon receipt of an honorable discharge and passing a satisfactory physical examination, be permitted to return to service with full seniority provided that such employee reports for work within the period provided by law.

SECTION 6. Leaves of absence for purposes other than those herein above set forth may be granted for periods not to exceed thirty (30) days; provided, however, that the granting of such leaves shall be entirely at the option of EMPLOYER, and such leaves shall be taken subject to the provisions of Sections 2, 3, and 4 of this Article. Any leaves of absence granted under this Section for periods longer than thirty (30) days must have the approval of both EMPLOYER and UNION.

SECTION 7. Any employee who, while on leave of absence, accepts gainful occupation, except as herein specified, terminates his employment with EMPLOYER.

ARTICLE 15

PHYSICAL EXAMINATIONS

SECTION 1. EMPLOYER may require any of its employees to submit at any time to a physical examination by a physician duly licensed to practice as such.

SECTION 2. The examining physician shall be selected by EMPLOYER and the cost of such examination shall be paid by EMPLOYER.

SECTION 3. As a condition of continued employment with EMPLOYER, any physical examination above provided for must reveal the physical and mental fitness of the employee involved to perform his duties.

SECTION 4. Should any required physical examination above provided for reveal the physical or mental unfitness of the employee involved to perform his duties, he may, at his option, have a review of his case in the following manner:

(a) He may employ a licensed physician of his own choosing and at his own expense for the purpose of conducting a further physical examination for the same purpose as the physical examination made by the physician employed by EMPLOYER. A copy of the findings of the physician chosen by the employee involved shall be furnished to EMPLOYER, and in the event that such findings verify the findings of the physician employed by EMPLOYER, no further medical review of the case shall be afforded.

(b) In the event that the findings of the physician chosen by the employee involved disagree with the findings of the physician employed by EMPLOYER, the EMPLOYER, at the written request of the employee involved, will ask that the two (2) physicians agree upon and appoint a third qualified, licensed and disinterested physician for the purpose of making further physical examination of the employee involved, and the findings of a majority of the three (3) examining physicians shall determine the disposition of the case and be final and binding upon the parties hereto. The expense of the employment of such third medical examiner shall be shared equally by EMPLOYER and the UNION.

SECTION 5. Should any physical examination above provided for reveal physical or mental unfitness caused by disease, defects, or disabilities of a temporary and curable nature, and the employee involved is willing to have the cause or causes of such unfitness treated and rectified, then and in that event, depending upon the particular circumstances of each case:

(a) The employee involved may continue working while undergoing medical treatment if the examining physician shall certify to his ability to safely do so.

(b) The employee involved shall be taken out of service and given a leave of absence for the purpose of undergoing medical treatment until such time as the examining physician shall certify to his physical and mental fitness to perform again the duties for which he was employed; provided, however, such leave of absence shall not extend for a period of more than one (1) year, and the seniority of the employee involved shall be unaffected thereby. Such a leave of absence shall be subject to the provisions of Sections 2, 3, and 4 of the Article relating to Leaves of Absence, and any employee on leave of absence because of physical or mental unfitness to perform his duties may be required to supply EMPLOYER with a physician's report covering his condition at least once every thirty (30) days.

SECTION 6. Employer shall reimburse the employee his co-pay expense through the first \$100.00 of a health insurance "in-network" physical examination expense not to exceed a maximum Employer reimbursement of \$100.00 provided the following criteria are met by the otherwise eligible employee:

1. co-pay reimbursement shall be no more often than annually for covered employees age 40 and older
2. co-pay reimbursement shall be no more often than every two years for covered employees under age 40
3. the employee must arrange for and take the physical examination on their own time by an in-network physician. Reimbursement will be for the physical examination cost only – costs incurred for follow up medical work will be subject to the health insurance coverage deductible and coinsurance.
4. the employee must provide Employer documentation that the service provided was a physical examination, the date of service, and the amount paid. The employee should also provide Employer a copy of the explanation of benefits provided by the insurance company when received.
5. the employee physical examination must be scheduled on or near the employee's employment anniversary date. The Employer will accept a date no more than thirty (30) days prior to or after the employee's actual anniversary date.

ARTICLE 16

VACATIONS

SECTION 1. All full-time employees covered by this Agreement shall be entitled to vacations as follows:

- (a) Any employee upon completion of less than three (3) months of continuous service on January 1 shall be entitled to an annual vacation of one (1) day.
- (b) Any employee upon completion of more than three (3) months but less than six (6) months of continuous service on January 1 shall be entitled to a annual vacation of two (2) days.
- (c) Any employee upon completion of more than six (6) months but less than nine (9) months of continuous service on January 1 shall be entitled to annual vacation of three (3) days.
- (d) Any employee upon completion of more than nine (9) months but less than one (1) year of continuous service on January 1 shall be entitled to an annual vacation of four (4) days.

(e) Any employee upon completion of more than one (1) year but less than two (2) years of continuous service on January 1 shall be entitled to an annual vacation of one (1) week.

(f) Any employee upon completion of more than two (2) years of continuous service on January 1 shall be entitled to an annual vacation of two (2) weeks.

(g) Any employee upon completion of more than five (5) years of continuous service on January 1 shall be entitled to an annual vacation of three (3) weeks.

(h) Any employee upon completion of more than ten (10) years of continuous service on January 1 shall be entitled to an annual vacation of four (4) weeks.

(i) Any employee upon completion of more than seventeen (17) years of continuous service on January 1 shall be entitled to an annual vacation of five (5) weeks.

(j) Any employee upon completion of more than thirty (30) years of continuous service on January 1 shall be entitled to an annual vacation of six (6) weeks.

The rate of pay to be received by the employee for his vacation pay shall be the prevailing rate existing at the time vacation is taken. Each day of vacation pay shall be understood to mean eight (8) hours straight time pay and each week of vacation pay shall be understood to mean forty (40) hours straight time pay.

SECTION 2. It is further agreed and understood that such vacation period shall not be accumulated.

SECTION 3. Seniority shall prevail in the selection of vacation periods each year. A vacation week begins on Sunday and ends on the following Saturday. A vacation year encompasses all vacation weeks that begin on Sunday during a calendar year.

Vacation time will be bid on in December for the following calendar year based on seniority. Only one (1) dispatcher, and one (1) administrative assistant or receptionist may utilize vacation time within the same week. Employees may pass on bidding for vacation time however; after the initial bid, available weeks will be approved on a first come basis and at the EMPLOYER'S discretion.

After the initial pick of vacation periods by all employees of a respective department an employee may change his vacation period selection to a period not initially selected or a period vacated by any other employee of his respective department provided that the change will not cause any undue hardship on the EMPLOYER'S ability to render its services to the public.

SECTION 4. Vacation benefits shall be prorated according to the amount of continuous full-time service accrued for the previous year. For this Article, continuous service shall include disability leaves provided however that leaves of absence for other purposes are excluded and are not considered periods of "continuous service" within the provisions of this Article.

ARTICLE 17

HOLIDAY PAY AND SICK PAY

SECTION 1.

(a) Commencing January 15, 1996, all employees covered by this Agreement, except those employed on a part-time basis, shall receive eight (8) hours pay at their regular straight time hourly rate for the day on which New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day is legally observed by the Federal government provided however, each holiday shall be construed to mean one day.

(b) Commencing January 15, 1996, part-time employees shall receive four (4) hours pay at their regular straight time hourly rate for the days delineated in (a) above.

SECTION 2.

(a) Each full-time employee shall be entitled to a paid holiday on his birthday and on the anniversary date of his employment with EMPLOYER except that if his birthday and/or anniversary date falls on a holiday as otherwise provided in this Agreement, he shall be entitled to a paid holiday the day before or the day after his birthday and/or anniversary date, whichever is mutually agreeable to the employee and the EMPLOYER. If a full-time employee's birthday and/or anniversary date falls on his regular day off, he shall be paid eight (8) hours at his straight time hourly rate.

(b) Each part-time employee shall be entitled to a paid holiday on his birthday except that if his birthday falls on a holiday as otherwise provided in this Agreement, he shall be entitled to a paid holiday the day before or the day after his birthday, whichever is mutually agreeable to the employee and the EMPLOYER. If a part-time employee's birthday falls on his regular day off, he shall be paid four (4) hours at his straight time hourly rate.

(c) If two or more employees in the same department share a common birthday and/or employment anniversary date and such a date falls on a day the affected employees are scheduled to work, then an alternate day off mutually agreeable with employee and EMPLOYER may be chosen by the affected employee(s) on a seniority basis so that no more than one (1) affected employee of a department is off on any given date in celebration of his birthday and/or anniversary date.

SECTION 3. To qualify for holiday pay an employee shall work at least six (6) hours on the day prior to and the day following the holiday. Extra Board and Part-Time employees shall work their work assignment the day prior to and the day following the holiday to qualify for holiday pay.

SECTION 4 SICK PAY COVERED IN ARTICLE 41 (NON REP POLICY OF CONNECT)

SECTION 5. (a) Effective January 15, 2007 and annually thereafter, each full-time employee covered by this Agreement employed by the EMPLOYER for at least one (1) year as of January 15 shall be entitled to four (4) regular work days off with pay annually as "Personal" days provided that:

The employee must give EMPLOYER three (3) operating days prior notice of his/her desire to use personal day.

(2) The EMPLOYER must give prior approval to employee to use a personal day. Excluding Sundays and Holidays, notice to employee regarding approval/disapproval will be provided by Employer no later than 8:00 AM one (1) operating day prior to the date of the requested personal day usage. EMPLOYER will approve or deny personal day requests from employees with two consecutive days off by virtue of seniority, by the end of their shift the day before the two consecutive days off. Notification of request must allow EMPLOYER three (3) days prior notice of approval/denial date in order to consider request

(3) EMPLOYER may waive the prior notice requirement of (1) above in the event of an unforeseen, emergency situation.

(b) Employees are not eligible for four (4) "Personal" days until they have been employed for one (1) full year as of January 15. On January 15th of any year, full-time employees employed less than one full year as of January 15th, shall be entitled to Personal days in the calendar year commencing January 15th based on the following schedule of full-time employment in the year prior to January 15th:

- Three (3) Personal days – if employed as a full-time employee between January 15 and May 14 of the preceding year.
- Two (2) Personal days – if employed as a full-time employee between May 15 and September 14 of the preceding year.
- One (1) Personal day – if employed in the previous period as a full-time employee between September 15 and January 14.

(c) "Personal" days will be paid at straight time. "Personal" days may be taken in one-half (1/2) day or full day (i.e., 8 hour) increments.

An employee will be compensated for four (4) hours at their straight time hourly rate of pay for each one-half (1/2) Personal day utilized by the employee.

SECTION 6. In the event the Employer suspends operations because of inclement weather and releases employees from scheduled work assignments, the employees released from scheduled work assignments will be compensated at their regular rate of pay for scheduled work hours lost as a result of the suspension of operations. However, this provision applies only to the first (full or partial) day of an inclement weather suspension of service in any calendar year.

In the event the Employer suspends operations because of inclement weather and releases employees from scheduled work assignments on two (2) or more operating days in a calendar year, the employees released from work schedule assignments may use accrued sick pay on the second and any subsequent days of suspended operations resulting from inclement weather.

Sick pay applied in such a manner shall be applied in 1/3 day increments, not to exceed the employees lost work time. Further the application of sick pay in such instance shall be counted as time worked for the purpose of Article 17, Section 4.

ARTICLE 18

SENIORITY

SECTION 1. All employees retained by EMPLOYER after the probationary period hereinabove provided for, shall acquire seniority status retroactive to their date of employment and shall accumulate seniority thereafter as provided in this Agreement.

SECTION 2. The seniority of all employees as presently established shall be deemed to be correctly established as of the effective date of this Agreement.

SECTION 3. For all purposes relating to seniority, three (3) departments of EMPLOYER shall be recognized; namely, (1) the Operating Department, (2) the Maintenance Department and (3) the administration department. Motor Coach Operators, dispatchers shall be deemed to be employed in the Operating Department, Maintenance employees shall be deemed to be employed in the Maintenance Department and Receptionist and Administrative Assistants shall be deemed to be employed by the Administration Department.

SECTION 4. Seniority of dispatchers, receptionists and administrative assistants shall be determined by the length of continuous service in their respective departments, and classification. Seniority may not be transferred from one department to another or from one position to another. Vacation, sick and personal leave will be calculated by overall full-time length of employment with the transit system..

SECTION 5. EMPLOYER agrees to keep posted in an accessible place an up-to-date seniority list showing the name and seniority standing of all of its employees.

SECTION 6. Seniority shall prevail for all dispatchers, receptionists, and administrative assistants in the areas of work hours bidding, days off bidding, vacation bidding, and overtime (with consideration of shifts)

ARTICLE 19

REDUCTION IN PERSONNEL - RE-EMPLOYMENT

SECTION 1. When necessary to reduce the regular force of motor coach operators, layoffs shall be in the inverse order of seniority.

SECTION 2. When necessary to reduce the regular force of maintenance employees, layoffs shall be in the inverse order of seniority within the respective classifications; provided, however, a senior employee laid off in a higher classification shall be permitted to displace a junior employee in a lower classification, if such senior employee desires to accept a job in such lower classification, and any such junior employee so displaced shall, in turn, have the privilege of displacing an employee in a lower classification with lower seniority, and so on down the line. The privilege of displacing junior men as above provided for must be exercised within five (5) days from any occasion giving rise to the privilege, unless prevented by sickness or leave of absence.

SECTION 3. When regular forces of employee's are increased, former employees who were laid off in accordance with the provisions of Sections 1 and 2 of this Article shall be offered re-employment in the reverse order in which they were laid off, provided that this Agreement or any renewal, amendment or extension thereof is still in effect and no more than three (3) years shall have elapsed since their last layoff.

If any employee is laid off, his seniority shall be frozen as of his last employment date prior to his layoff. During the period of his layoff, the employee will not accumulate seniority or continuous service.

SECTION 4. In the re-employment of persons in accordance with Section 3 (above), the following procedure shall be followed:

First: EMPLOYER will attempt to notify each person to be re-employed to report for work by registered U. S. Mail (return receipt requested) or by telegram. Such letter or telegram shall be directed to the last known address of such person, and a copy thereof shall be furnished to the UNION. By so doing, EMPLOYER shall have discharged its notice obligations under this Article. Employees who are laid off must keep EMPLOYER and the UNION supplied with a correct and up-to-date mailing address or risk forfeiture of their seniority and re-employment right hereunder.

Second: Persons so notified to report for work must report for work within ten (10) days after the date of mailing of letter or sending of telegram or lose their seniority and re-employment rights hereunder.

ARTICLE 20

ACCIDENT PREVENTION

SECTION 1. The UNION recognizes that accident prevention work is necessarily incident to the operation of EMPLOYER'S transportation system and that safety progress, safety meetings and general accident prevention work is beneficial both to EMPLOYER and to its employees. The UNION therefore agrees that it will encourage the employees to cooperate with EMPLOYER in such safety work, and will urge them to attend all safety meetings held and conducted by or for EMPLOYER and to take an active part and interest in accident prevention work.

ARTICLE 21

ACCIDENT REPORTS

SECTION 1. All accidents, however slight, involving or occurring on or near EMPLOYER'S property, including any unusual occurrence such as a disturbance by passengers, ejections, etc., all accidents, however slight, connected with the operation of maintenance department of EMPLOYER, and all accidents resulting in injury to any employee shall be fully, properly, and completely reported by the employee or employees involved upon report blanks provided by EMPLOYER. Such reports shall be prepared in conformance with EMPLOYER'S rules and shall be delivered to EMPLOYER during the day on which the accident or occurrence took place, if possible, but in no event later than twenty-four (24) hours after the accident or occurrence took place. Each employee shall be entitled to a maximum of fifteen (15) minutes straight time pay for each EMPLOYER required accident or incident report made when off duty.

SECTION 2. Any employee who, after submitting a full, complete and proper report as aforesaid, shall be required to appear at the office for additional report or examination, shall be paid for the time actually consumed therein.

SECTION 3. Accident or damage caused by carelessness, negligence or the violation of EMPLOYER'S rules shall be cause for discipline or discharge.

ARTICLE 22

PAY PERIODS

SECTION 1. Effective with the signing of this Agreement, pay periods shall be computed on a bi-weekly basis and all employees shall subscribe to and utilize Employer electronic direct deposit of their payroll checks.

ARTICLE 24

WORK ASSIGNMENTS

SECTION 1. A regular work assignment as designated by the EMPLOYER shall consist of forty (40) hours per week and will remain consistent for the duration of the current bid cycle. All other pieces of work shall be classed as extra work.

SECTION 2. Employees who have sufficient seniority to select and who are assigned to regularly scheduled shifts during an assignment of "pick" of shifts are defined as regular board employees. All other employees are defined as extra board employees.

SECTION 4. All regular board employees shall be entitled to two (2) days off each week.

SECTION 5. This article is intended to provide a basis for establishing normal work schedules and to provide a basis for calculating overtime and shall not be construed as a guarantee of hours of work per day or per week.

SECTION 6. Regular board employees shall have the right to refuse to work on their regular days off without discipline.

SECTION 7. An employee may refuse an early morning work assignment if less than eight (8) hours has transpired since the employee was relieved from evening service. In the event an employee exercises their right to refuse an early morning work assignment under such circumstances, the Employee shall not be deemed to have made themselves "unavailable".(meaning it is not an absence occurrence)

ARTICLE 25

ASSIGNMENT OF WORK

SECTION 1. Regular shifts shall be picked according to seniority. Shifts shall be posted not less than five (5) days before effective date and shift picks must be completed two (2) days before going into effect. Assignment dates shall be on or about the beginning of the closest pay period on or near the first of the months of Dec, April, Aug or more often if deemed necessary by the EMPLOYER.

SECTION 2. The designee of EMPLOYER shall be in full charge of all sign-ups. All employees must keep in touch with said designee during the progress of a bid, and, failing to do so, shall have his selection made by said designee. If an employee entitled to a bid is ill or on leave of absence or on vacation, he shall be notified, if possible. If he cannot be notified, the said designee of EMPLOYER shall bid for him.

SECTION 3. In emergencies, EMPLOYER may make temporary assignments of work until a selection and assignment can be made as herein provided.

ARTICLE 26

"MISS-OUTS"

SECTION 1. A "Miss-Out" is defined to be:

- (a) Each failure of any Employee to report for duty at the proper time and at the proper place at which his assigned duties are scheduled to start, and
- (b) Each failure of any employee who has "missed-out" as herein before defined, to report in person and make himself available to the Transit Operations Director or his designees within one (1) hour after his assigned duties were scheduled to start for such work as may be assigned to him or for placement on the extra list as conditions at the time may indicate.

SECTION 2. The penalties for "missing-out" shall be as follows:

For the first "miss-out" within a sixty (60) day period, the employee involved shall Receive a written warning.

For the second "miss-out" within a sixty (60) day period, the operator involved shall serve a one (1) day suspension.

For the third "miss-out" within a sixty (60) day period, the employee involved shall be subject to dismissal or such other discipline as EMPLOYER may see fit to impose.

For the seventh "miss-out" within a year, the employee involved shall be subject to dismissal or such other discipline as EMPLOYER may see fit to impose. In determining the number of "miss-outs" within a year only, EMPLOYER will not count any "miss-outs" incurred as a result of the application of language contained in Article 26, Section 1 (b).

SECTION 3. The penalties herein provided for "miss-out" shall exclude any regular day off or other time when the operator would not normally work.

SECTION 4. EMPLOYER may waive the imposition of a disciplinary penalty for a "miss-out" as herein above provided whenever, in its opinion, a reasonable excuse for such "miss-out" exists.

ARTICLE 27

ABSENTEEISM

SECTION 1. Absence Occurrence

An employee incurs an "absence occurrence" when he is absent from his or her regular duties for a period of one working day or less.

OR

An employee incurs an "absence occurrence" when he is absent from his or her regular duties for a period of more than one consecutive working day.

SECTION 2. "Excessive Absenteeism" Definition and Penalties

Excessive absenteeism means the incurrence of five (5) or more "absence occurrences" within a twelve-month period.

- a. When an employee has incurred four (4) absence occurrences within a twelve-month period, he will receive a verbal warning from his supervisor of his absence occurrence record.
- b. When an employee has incurred five (5) absence occurrences within a twelve-month period, he will receive a written warning.
- c. When an employee has incurred six (6) absence occurrences within a twelve-month period, he will receive a three (3) day work suspension.
- d. When an employee has incurred seven (7) absence occurrences within a twelve-month period, his employment will be terminated.

Employer may waive the imposition of employee termination and/or disciplinary action as herein provided whenever, in Employer's judgment, circumstance merit such waiver, in

which case, Employer may substitute such other discipline as Employer may see fit to impose.

Absence occurrence types encompassed by the provisions of this policy include:

1. absences due to sickness or injury
2. unexcused absences

ARTICLE 28
EXTRA DISPATCH RELIEF/COVER
WORK SHIFTS AND DAYS OFF

SECTION 1. When required to report for a work assignment an extra man shall be paid at his regular straight time hourly rate from the time he reports until released or until he commences an assignment. An extra dispatch relief/cover, when contacted by EMPLOYER and instructed to report immediately for a work assignment, will be granted thirty (30) minutes to report as instructed. Extra dispatch relief/cover shall be guaranteed one (1) hour when required to report for a work assignment.

SECTION 2. It is the policy of EMPLOYER to provide each extra dispatch relief/cover with work assignments totaling forty (40) hours per payroll week. Should an extra dispatch relief/cover be assigned less forty (40) hours of work during a payroll week, the EMPLOYER agrees to compensate the affected dispatch relief/cover an amount equal to the difference between the actual number of hours assigned and forty (40). Such compensation will be at the dispatch relief/cover straight time hourly rate of pay. If employee is unavailable for work assignments anytime during the payroll week, the EMPLOYER is released of this obligation.

SECTION 3. In the event an extra dispatch relief/cover is granted the use of Personal time under Article 17, the forty (40) work assignments "guarantee" provided in Section 2 (above) will be reduced for such dispatch relief/cover in the week the Personal time is used by the amount of Personal time used or the work assignment(s) missed by virtue of the Personal time absence -- whichever amount of time is greater.

ARTICLE 29

WAGE RATES

SECTION 1. The straight time hourly rates of pay for employees who have progressed to 100% of wage, will be as follows:

(a) **Dispatchers:**

For the period beginning upon ratification to and including January 14, 2014: \$19.00

(b) **Receptionist:**

For the period beginning upon ratification to and including January 14, 2014: \$14.00

(c) **Administrative Assistants:**

For the period beginning upon ratification to and including January 14, 2014: \$23.64

SECTION 2. The straight time hourly rates of pay for motor coach operators shall be supplemented by an additional five cents (\$.05) per hour after each five (5) years of consecutive employment as a member of the Union beginning March 5, 2013,

SECTION 3. The straight time hourly rate of pay for employees hired after ratification shall be per the following schedule:

<u>Months Of Seniority</u>	<u>% Of Wage (Section 1)</u>
0 to 12 months	85%
12 to 24 months	90%
24 to 36 months	95 %
36 or more months	100%

ARTICLE 30

OVERTIME

SECTION 1. Beginning upon ratification, until the termination of this Agreement, all employees shall be paid at one and one-half (1 and 1/2) times their regular straight time hourly rate for all work performed during their regular work week in excess of forty (40) hours a work week.

Beginning January 15, 2000, all full-time employees shall be paid at one and one-half (1 & 1/2) times their regular straight time hourly rate for work commencing on Easter Sunday.

SECTION 2. This article is intended to provide a basis for establishing rules of overtime and a basis for calculating overtime and shall not be construed as a guarantee of hours of work per day or per week.

ARTICLE 31

EMERGENCIES

SECTION 1. All employees shall be ready to respond to calls made upon them by EMPLOYER for service in unusual cases for extra work before or after regular hours when necessary.

ARTICLE 34

UNIFORMS

SECTION 1.

(a) While on duty all employees shall present a neat and clean appearance and shall wear uniforms which conform to the specifications of EMPLOYER. Failure to wear the specified uniforms or keep them clean may result in disciplinary action after EMPLOYER warnings.

(b) Employees shall not wear uniform articles except; while on duty, while directly enroute from home to duty or duty to home or, over duty lunch periods.

SECTION 2. Effective upon ratification and annually thereafter, EMPLOYER shall pay for uniforms purchased by each respective employee under this Agreement, up to the following maximum amounts:

1. During the first (1st) year of an employee's employment EMPLOYER shall purchase, on behalf of the effected employee, two (2) uniform slacks, five (5) uniform shirts, one (1) uniform lightweight jacket, This entitlement is earned during the first year of an Operator's employment at a rate equal to 1/12 of the cost of the first year uniform entitlement for each full month the first year Operator is employed. If, during the first year of an Employee's employment is terminated, the Employer may recover any unearned uniform cost from the final paycheck of the first year employee. However, if the Employee's termination is the result of an illness or injury, the Employer shall waive its right to recover unearned uniform costs.

2. During the second (2nd) year of an employee's employment, beginning January 15th 2015 and annually thereafter EMPLOYER shall contribute a maximum of \$100 toward the purchase of an Employee's specified uniform articles.

ARTICLE 41

INSURANCE

SECTION 1. The group health and hospital insurance policy, including the eligibility requirements established by the EMPLOYER, in effect on the date this Agreement is executed, shall be maintained for the term of this Agreement; provided, however, that the EMPLOYER retains the right to change insurance carriers or otherwise provide for coverage as long as the level of benefits remains substantially the same.

SECTION 2. All full-time employees eligible for participation in the Employer established group health and hospital insurance policy shall, upon becoming eligible for participation, become participants in the plan. Employer and Union understand that full-time employees become eligible for participation in the group health and hospital insurance policy on the first day of the month subsequent to an employee completing ninety (90) days of full-time employment.

Dispatchers, Receptionists and administrative assistants will remain under the sick leave and insurance reimbursement policy of EMPLOYERS non represented employees and are subject to any alterations made to these policies for the duration of this agreement.

ARTICLE 41-A

SEMI-ANNUAL WAGE ADJUSTMENTS

SECTION 1. For the purpose of this section, the Consumer Price Index (C.P.I-W) refers to the revised Consumer Price Index for Urban Wage Earners and Clerical Workers...U.S. city average...all items (1967-100), published by the Bureau of Labor Statistics, U. S. Department of Labor. Beginning January 15, 1996 and annually thereafter, for each .5 upward movement of the Consumer Price Index for Urban Wage Earners and Clerical Workers (C.P.I-W) the EMPLOYER will grant a one cent (\$.01) per hour allowance for each employee until the annual increase of C.P.I-W exceeds 3%. The allowance, if any, shall be based upon the difference between the Base Index Figure published in January 1996 (December 1995 CPI-W) and the Index Figure published in July 1996 (June 1996 CPI-W); semi-annual adjustments shall be made on July 15, 1996, January 15, 1997, July 15, 1997, January 15, 1998, July 15, 1998 and January 14, 1999 of each year using the January published Index Figure (December CPI-W) for each year as the Base Index and the most recent published measurement available prior to the adjustment date and will be accumulative for the length of the contract. This adjustment shall be added to each classification rate of pay.

The Basic Wage Rates of all employees covered by this Agreement shall not be reduced by the application of semi-annual wage adjustments.

During the term of the Agreement from March 5, 2013 through January 14, 2014 and during the term of any extension of such Agreement, the provisions of Article 41-A (above) shall not be in effect and the Employer shall not grant employee wage allowances based on changes in the CPI-W from December of 2009 through December of 2013. The Union and Employer agree that the language of Article 41-A shall again become effective and applicable upon renewal of this Agreement unless the parties again agree to suspend the application of Article 41-A. If the language of Article 41-A becomes effective and applicable it is understood and agreed that the activation of the Article 41-A language shall not be retroactive but rather, prospective beginning with the Base Index Figure published in January 2014 (i.e., the December 2013 CPI-W) and an initial adjustment date agreed to by the parties.

ARTICLE 43

BEREAVEMENT

SECTION 1. Each employee shall be entitled up to three (3) days with pay, if those days fall on regular work days, in the event of the death of a relative to the employee in the following categories: spouse, son, daughter, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law and grandchild and stepchild. Such pay shall be at regular straight time hourly rates.

The employee shall select a maximum of three (3) days from the list below:

- 1) The day of the covered relatives death
- 2) The day following the death of the covered relative
- 3) The 2nd day following the death of the covered relative
- 4) The day of the covered relatives visitation service
- 5) The day of the covered relatives funeral

Employee must complete and submit an absence request form listing the three (3) days they select from the list above.

An employee shall also be entitled to be absent from work with pay on the day of the funeral of the employee's grandmother, grandfather or grand stepchild to attend the funeral.

Employee must provide documentation verifying the event(s).

SECTION 2. The designee of Local 752 shall be excused by the EMPLOYER from performing work assignments on the day that designee is to attend the funeral of a deceased member of Local 752.

SECTION 3. Part-Time employees shall be entitled to the same bereavement benefit provided full time employees except that a days pay shall be construed to mean four (4) hours pay at regular straight time hourly rates of pay.

SECTION 4. In the event an employee is on vacation at the time of death of his/her: spouse, mother, father or children, the employee shall be entitled to bereavement time (per Section 1) provided that the employee attends the funeral and further provided the bereavement time begins on the day of death. The vacation time (1-3 days) displaced by the bereavement time shall be taken in consecutive day(s) in the next subsequent week.

ARTICLE 44

JURY DUTY

SECTION 1. Whenever an employee is called for jury duty and his attendance at jury duty on any given day falls on a regular work day for that employee, then EMPLOYER shall pay to employee such sum as to make his wages for that day equal to his regular straight time hourly wages for an eight (8) hour day.

SECTION 2. Employees, whose attendance is not required on a partial day during the period of their jury duty service, must advise EMPLOYER as to their availability and make themselves available for work assignments or forfeit their supplemental EMPLOYER wages on that day. Employees who are excused from jury duty service on a partial day at a time when one hour or less remains in their normal work schedule are not subject to recall to work on that day.

ARTICLE 45

FELONIOUS ASSAULT INSURANCE

SECTION 1. EMPLOYER agrees to keep in force during the life of this Agreement and pay for insurance coverage in the sum of One Hundred Thousand Dollars (\$100,000.00) protecting employees from any felonious assault suffered by them while in the course of their employment.

ARTICLE 46

CERTAIN PERSONNEL

SECTION 3. EMPLOYER will advise employees of vacancies or new positions which become available in the three departments at least three (3) days prior to EMPLOYER seeking applicants for such positions from the general public. During such three (3) day period, existing employees may make application for the vacancy or new position provided however,

EMPLOYER retains the exclusive right to judge qualifications and fill vacancies or new positions with applicants who, in EMPLOYER'S sole judgment, best serve the interest of EMPLOYER.

Existing employees hired under this provision become new employees as provided by this Agreement and forfeit all rights, privileges and seniority previously granted them under the Agreement by virtue of their previous employment with EMPLOYER except that employees hired under this provision will be given credit for past continuous service in determining the vacation right of these otherwise new employees.

ARTICLE 47

DEFERRED COMPENSATION

SECTION 1. The parties have mutually agreed on a Deferred Compensation Plan which has been adopted and is presently in force, with certain required payments being made by the EMPLOYER and participating employees. It is further agreed between the parties that all employees covered under this Agreement, upon becoming eligible for the Plan, shall participate in this Deferred Compensation Plan. EMPLOYER shall, within ten (10) days (excluding Saturdays, Sundays and Holidays) of the date each regular payroll is payable, submit to the Administrator of the Deferred Compensation Plan the amount withheld from each respective employee's payroll as their contribution to the Plan as well as the EMPLOYER contribution to each respective employee's Plan.

New employees, full or part time who have completed their probationary period but have less than one (1) year of full time employment may begin contributing to the Deferred Compensation Plan (457). Employer will begin contributions on behalf of the employee after the employee has completed one (1) year of full time employment as required by the Plan guidelines.

CONCLUDING GENERAL PROVISIONS

ARTICLE 48

WARRANTIES

SECTION 1. Each of the parties hereto warrants that it is under no disability of any kind that will prevent it from completely carrying out and performing each and all of the provisions of this Agreement.

SECTION 2. The individuals signing this Agreement in their official capacity hereby warrant their authority to act for their respective parties.

SECTION 3. This contract contains all of the Agreements, stipulations and provisions agreed upon by the parties hereto, and no representative of either party has authority to make, and neither party shall be bound by, any statement, representation, agreement, stipulation or provision made prior to the execution of this contract or during these contract negotiations and not set forth herein.

ARTICLE 49

AGREEMENT ASSIGNABILITY

SECTION 1. This Agreement shall be binding upon the successors and assigns of the parties hereto, and no provisions, terms or obligations herein contained shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger, sale, transfer or assignment of either party hereto, or affected, modified, altered or changed in any respect whatsoever by any change of any kind in the ownership, management, or affiliation of either party hereto or by any change, geographical or otherwise, in the location or place of business of either party hereto.

ARTICLE 50

SEPARABILITY

SECTION 1. This Agreement shall be subject in all respects to all present and future applicable laws, statutes, ordinances and regulations of the United States of America, the State of Illinois, the City of Bloomington and Town of Normal, Illinois. In the event any part or provision of this Agreement becomes null and void the remaining portion shall remain in full force and effect.

ARTICLE 51

WAIVERS OF AGREEMENT

SECTION 1. A waiver or breach of any condition of this Agreement by a party shall not constitute a precedent for any subsequent waiver or breach of any condition.

ARTICLE 53

GENDER EQUALITY

SECTION 2. It is agreed by the UNION and EMPLOYER that wherever a term occurring in the text of the Agreement refers to a specific gender, the term is understood to refer equally to employees of the opposite gender.

ARTICLE 54

AGREEMENT DURATION

SECTION 1. This Agreement shall be in effect from ratification to January 14, 2014 both inclusive, and from year to year thereafter, except that at the expiration of the contract term or of any renewal thereof any party hereto may terminate the Agreement or negotiate changes in its terms. Said notice shall be in writing and be delivered to the other parties not more than one hundred twenty (120) days and not less than ninety (90) days before the expiration of the contract term or of any renewal thereof. If such notice is given by a party, it shall also contain an offer to meet and confer with the other party for the purpose of negotiating a new contract.

SECTION 2. If no agreement shall have been reached by the parties within sixty (60) days of the first meeting of the parties, the Federal Mediation and Conciliation Service and any state agency established to mediate and conciliate disputes within the state shall be notified of the existence of a dispute, all as provided in Subsection (d) of the Section 8 of Labor-Management Relations Act, 1947.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and signed by their duly authorized officers and representatives this 15th day of January, in the Year of Our Lord 2010.

FOR: CONNECT TRANSIT (BLOOMINGTON-NORMAL TRANSIT SYSTEM)

BY: _____

Judy Buchanan, Chairman

BY: _____

Andrew Johnson, General Manager

ATTEST: _____

John Bowman , Secretary

FOR: LOCAL NO. 752 OF THE AMALGAMATED TRANSIT UNION

BY: _____

Mick Ferrell, President

BY: _____

Ed Davis, Negotiations Committee Member

ATTEST: _____

Brian Enata, Financial Secretary

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July 22, 2013

To: Board of Trustees
From: Patrick Kuebrich, Finance Director
Subject: Recommendation for Renewal of Employee Health Insurance

PROPOSED ACTION

Authorize the General Manager to renew the current Employee Health Insurance policy.

BACKGROUND

Connect Transit recently had a meeting with our insurance broker discussing the renewal of our Employee Health Insurance. The current policy can be renewed at an increase of 8.53%. This increase was considerably less than our budget estimate of a 20% increase due to our improved performance. After the meeting with the insurance broker, we then had a discussion with the union and they were agreeable with renewing our current policy.

SUNDAY,
July 21, 2013

A3

G.E. Road bus stops added to Teal J route

By Rachel Wells
rwells@postjournal.com

BLOOMINGTON — Stops along G.E. Road are included in the most recent revisions to the Connect Transit route restructuring proposal that could take effect next month.

Connect Transit solicited input on a proposal last month on a plan to change several bus routes. In response to some riders' concern that the proposed Teal J route would leave them without bus access to their employers on G.E. Road, the

bus system re-evaluated the proposed changes and has added G.E. Road from HERSHEY Road to Leslie Drive back into the route.

"It's not exactly the same Teal J that it always was but it still will hit that one section on G.E. Road," said Andrew Johnson, Connect Transit general manager.

Deeper examination

After a deeper examination of the Teal J's low user numbers, Connect Transit determined the route did experience higher patronage at certain times than orig-

inally thought. "It's not as consistent as we would be looking for, but there is still a need to be on G.E. Road, so we figured out a way to make it work," Johnson said.

The revised proposal for the Teal J route still would swing by State Farm Corporate South.

Formal hearings

At one time slated to be discontinued, the Late Night Green A will remain in place under additional tweaks to the proposal that will be presented at two public hearings.

The formal hearings will take

place at 5:30 p.m. Thursday in the Connect Transit Conference Room, 351 Wylie Drive, Normal, and at 4:30 p.m. July 30 at Bloomington City Hall, 109 E. Olive St. The second hearing will be followed the same evening by the Connect Transit board of trustees' scheduled vote on the proposal.

Other route changes remaining in the proposal affect the Green A, Red B, Purple C, Yellow G, Lime I and the Redbird Express Red Route.

If approved, the changes would take place on Aug. 12.



Notice of Meeting Postponement

July 12, 2013

The July Regular Meeting of the Connect Transit Board of Trustees, previously scheduled to be held on Tuesday, July 23, 2013 has been postponed until Tuesday, July 30, 2013.

The location for the Board Meeting will be at:
Bloomington City Hall Council Chambers, 109 East Olive Street,
Bloomington, IL 61701.

The Board Meeting will immediately follow the Public Hearing for Service Changes Effective August 2013, which begins at 4:30 PM.

Meeting agenda will be posted prior to the July 30, 2013 Trustee meeting.

Sincerely,

Andrew Johnson
General Manager

20147171

NOTICE OF PUBLIC HEARING

Connect Transit
Public Hearing for Service
Changes Effective August 2013

Two public hearings have been scheduled by Connect Transit for the purpose of considering changes to all existing fixed route transit service.

Public Hearing #1

Date: Thursday, July 25, 2013

Time: 6:30 p.m.

Location: Connect Transit Conference Room
351 Wylie Drive
Normal, IL 61761

Public Hearing #2

Date: Tuesday, July 30, 2013

Time: 4:30 p.m.

Location: Bloomington City Hall,
Council Chambers
109 E. Olive Street
Bloomington, IL 61701

At the hearing, Connect Transit will afford an opportunity for interested persons or agencies to be heard with respect to the proposed changes in service. Comments may also be submitted in writing up to the date and time of the public hearing to Connect Transit, 351 Wylie Drive, Normal, IL 61761. Detailed descriptions of the proposed changes are available at www.connect-transit.com or from the Connect Transit offices at 351 Wylie Drive, Normal, IL 61761.

Proposed Service Changes

Route Restructure: In an effort to streamline some routes and allow for safe maneuverability of our buses, route changes are proposed for the Green A, Red B, Purple C, Yellow G, Line I, and the Redbird Express Red Route. Additionally, the Teal J route will have a major restructure which will discontinue service to Target and C.E. Road and provide new service to the South East corner of Bloomington including the State Farm Corporate South building. The Green A will end at 9:45pm and the Teal J will end at 8:15pm.

Hearland Express: During peak passenger hours from Hearland College we will implement an express route from Hearland College to Uptown Normal to alleviate overcrowding on the Green A.

Late Night Green A: The late Night Green A service that runs on Thursday, Friday and Saturday during the school year will be discontinued.

School Tripper: Tripper service scheduled to Normal Community West High School will be discontinued.

The public hearing locations are accessible to individuals with disabilities. For further information, please contact Trish Tilton, Executive Assistant at the address above or by phone at (309) 829-1151.

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Heartland Express: During peak passenger hours from Heartland College we will implement an express route from Heartland College to Uptown Normal to alleviate overcrowding on the Green A.

Late Night Green A: The late Night Green A service that runs on Thursday, Friday and Saturday during the school year will be discontinued.

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FRIDAY,
July 5, 2013

AGU

CHEERS

... to the board of Connect Transit, for holding a series of public meetings and organizing a study group to make sure the system can provide the service its riders need.

Some groups listen and nod a lot and never move forward; some groups move forward but never seem to listen.

The Connect Transit board appears to have found a positive middle ground.

WEDNESDAY,
June 26, 2013

A3

CONNECT TRANSIT

Study group unveils options to build revenue, support

By Rachel Wells
rwells@hampshire.com

BLOOMINGTON — Increasing the number of people who use public transit through deals with local companies and improved education efforts could be key in ensuring a sustainable future for Connect Transit, a study group said.

Members of a study group that met regularly over the last year on Tuesday offered recommendations to the transit system board. The group, made up of more than a dozen community members, was charged with

finding ways Connect Transit could continue optimal service if its funding mechanisms — largely federal and state tax dollars — shift.

"If we the citizenry wish to have the same transit service, something's going to have to give," said David Seizer, who chaired the study group.

The study group report suggests the transit system further examine revenue options including requiring local motorists to purchase registration stickers, establishing a local taxing district, and allowing businesses and apartment com-

panies to pay a transit fee in exchange for lesser parking requirements and employee or resident bus passes.

The study group believes the transit system should be part of a larger discussion with other taxing bodies about sales tax funding, but Seizer said that idea "is not bigger than any other option."

He said the "biggest" idea probably is to pair some of the transit system's recently added staff positions — including a business development manager — with community advocates to increase education efforts and

build more partnerships with local companies to enhance revenue and increase demand.

But in order to do that, "the residual effects of the transit system need to be better communicated," said Connect Transit board member John Thomas.

The study group recommended tapping into local groups such as the Multicultural Leadership Program and Illinois Wesleyan University's Action Research Center to determine the economic impact of the bus system and help market it.

Christina Schaub, a study group member, said the transit system can better communicate its worth through "micro messages."

If route timing is aligned with their needs, parents, for example, should know that their children can ride the bus to school, saving gasoline, or perhaps eliminating the need for another car.

She said targeted messages and education can let "the whole spectrum of income earners" know that "one fleet, one complicated set of schedules can meet 22 different kinds of needs."