



AGENDA

Meeting of the Connect Transit Board of Trustees

November 22, 2016

4:30 P.M.

Board Room

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

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Recognition of Bill Wilson, former Trustee and Chairman of the Board
- E. Consent Agenda
 - 1. Approval of Minutes of Previous Meeting of October 17, 2016
 - 2. Disbursements for Months of September, and October, 2016
 - 3. Financial Report for Months of September, and October, 2016
 - 4. Capital and Self Insurance Reserve Fund Balances for Months of September, and October, 2016
 - 5. Monthly Statistical Report for Months of September, and October, 2016
- F. Old Business
- G. New Business
 - 1. Presentation of FY 2016 Audit – CliftonLarsonAllen
 - 2. Universal Access Agreement - YouthBuild
 - 3. Universal Access Agreement - Town of Normal
- H. General Manager's Report
- I. Trustee's Comments
- J. Executive Session – 5 ILCS 120/(c)(21) – Review of Closed Session Minutes
- K. Adjournment



DATE: November 3, 2016
TO: Board of Trustees
FROM: Isaac Thorne, Chief Operating Officer
Subject: FY 2017 First Quarter Ridership Data and Trends

BACKGROUND

The first quarter ridership in fiscal year 2017 decreased 122,969 rides or 19.7% for fixed route ridership compared to first quarter of fiscal year 2017.

DISCUSSION

Staff has looked at several possibilities for the decrease in ridership:

- On-time Performance – The fourth quarter of FY2017 on-time performance has increased 10.05 percent over FY2016 first quarter.
- Revenue hours – Connect operated 2,891 more revenue hours in the first quarter of FY2107 then FY2016 first quarter. Connect operated more revenue hours due to the increased frequency on new routes.
- Student Universal Access – Student utilization decreased 28.5 percent in the first quarter of FY2017 over FY2016. The utilization of Illinois State University (ISU) students decreased 15.74 percent, Heartland Community College students decreased 43 percent, and Lincoln College (LC) no longer has a universal access agreement. A portion of the ridership decrease can be attributed to the free rides offered for two weeks in August.

In the month of September in FY17, ISU ridership did slightly increase over last September. The Redbird Express route has experienced peak passenger loads on buses between 7:30am and 1:30pm at Cardinal Court and Tri-Towers. This issue will be addressed in the second quarter.

- ISU Student Housing – Approximately forty percent of total ridership is ISU students. Since April of 2015 student ridership has decreased each month and staff has looked at student housing changes as one reason for the decrease.

The U.S. Department of Housing and Urban Development conducted a comprehensive Housing Market Analysis for Bloomington-Normal on April 1, 2016. In the report the following was stated:



Student households currently constitute approximately 15 percent of renter households in the Housing Market Analysis and nearly 20 percent of the renter households in the Twin Cities.

The vacancy rate for off-campus student housing during the winter of 2016 was 5.3 percent, lower than the overall rental vacancy rate. An increasing amount of student housing demand has been met by off-campus housing because of dormitory bed removals with no plans to replace them during the next 3 years.

Many of the new student housing developments are near campus and allow students to walk to classes. Over the last few years Connect has the highest quarterly ridership in the third quarter during the January, February, March months. The reason for the higher ridership could be students prefer to take the bus in colder weather.

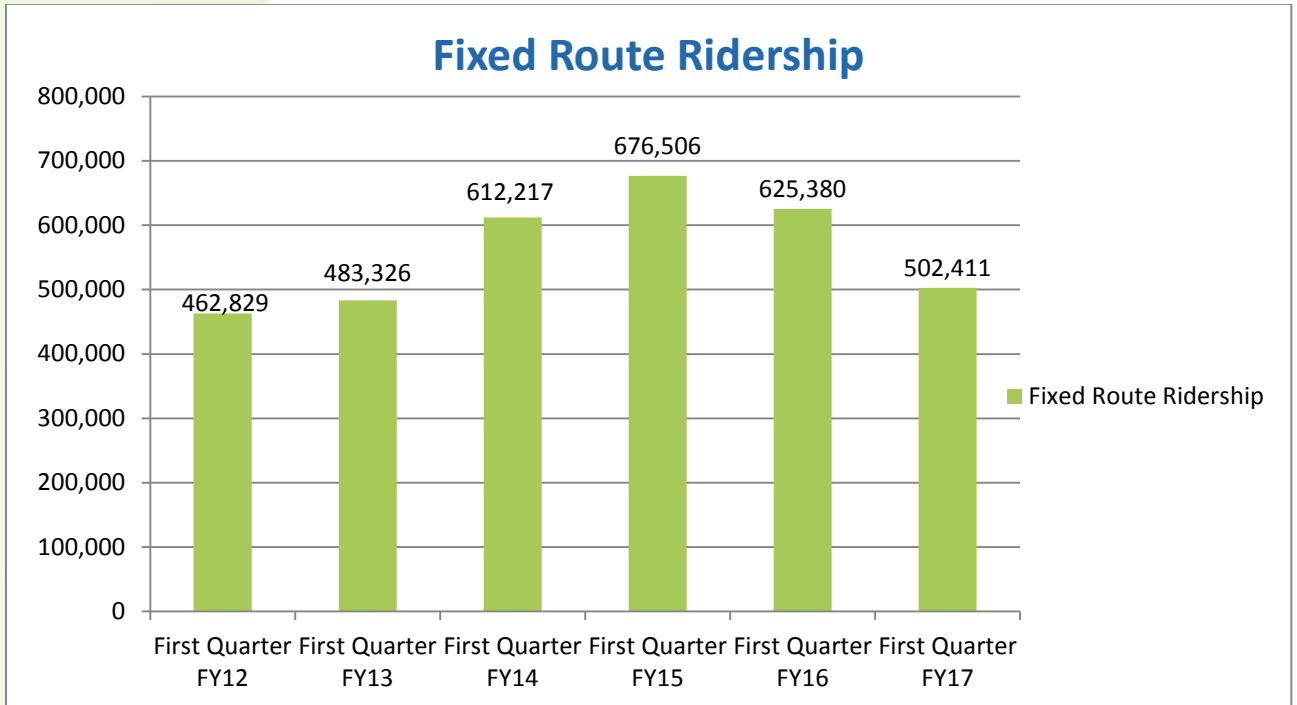
- Number of passes sold – Connect sold 1,823 30 day passes in first quarter of FY2017 and 1,351 Fast Passes in the first quarter of FY2016. Much of this increase was due to selling 1,238 30 day passes in the month of July. In the months of August and September 708 30 day passes were sold. The number of passes sold in August was down due to free rides. Connect also sold 145 one day and 160 seven day passes in the first quarter of FY2017.

The 30 day passes were used for 51,693 trips, 7 day passes for 701 trips, and 1 day passes for 110 trips in the first quarter of FY2017.

- Gas prices – The cost of a gallon of gasoline has not sold for \$3.00 a gallon since October of 2014 in Bloomington-Normal. In the first quarter of FY2017 gas was as low as \$1.91 in the month of July. Vehicle miles traveled as reported by the Federal Highway Administration was up 3.4% or 9.3 billion miles in August 2016 compared to August 2015. The FHWA has estimated that the cumulative vehicle miles traveled for the year to be 2,152.4 billion.
- Detours – Connect had a 362 mile decrease in detour miles in FY2017 first quarter over FY2016 first quarter.



The table below represents the total unlinked passenger trips that Connect Transit has provided from the first quarter of fiscal year 2012 through 2017.





September 2016

Financial and Statistical Reports



**Connect Transit
Cash Disbursement Report
October 2016**

Name	Check Number	Date	Amount	Description
1st Ayd Corporation	00037109	23-Sep-16	\$489.88	Cleaning Supplies
4Imprint	00037135	30-Sep-16	\$9,151.94	Adverstising- Promotions
A.T.U. - C.O.P.E.	00037003	02-Sep-16	\$157.74	Payroll Deduction
Advance Auto Parts	00037004	02-Sep-16	\$449.23	Bus Parts
Advance Auto Parts	00037039	09-Sep-16	\$55.98	Bus Parts
Advance Auto Parts	00037063	16-Sep-16	\$97.98	Bus Parts
Advance Auto Parts	00037136	30-Sep-16	\$86.38	Bus Parts
Airgas USA, LLC	00037064	16-Sep-16	\$149.25	Welding Supplies
Airgas USA, LLC	00037137	30-Sep-16	\$240.52	Welding Supplies
Ally Financial	00037005	02-Sep-16	\$196.08	Lease
Ally Financial	00037138	30-Sep-16	\$196.08	Lease
Amalgamated Transit Union Local 752	00037006	02-Sep-16	\$5,890.00	Payroll Deduction
Amalgamated Transit Union Local 752	00037065	16-Sep-16	\$300.00	Payroll Deduction
Ancel, Glink, Diamond, Bush, DiCianni &	00037139	30-Sep-16	\$800.00	Legal Service
Andrew Johnson	00037007	02-Sep-16	\$500.00	Car Allowance
Andrew Schmitgall	00037008	02-Sep-16	\$141.00	Tool Reimbursement
Anthony Baldonado	00037066	16-Sep-16	\$125.00	Tool Reimbursement
Barker Motor Co.	00037040	09-Sep-16	\$1,643.56	Outside Repair Services
Barker Motor Co.	00037140	30-Sep-16	\$254.20	Bus Parts
BlueLine Rental	00037009	02-Sep-16	\$637.50	Lease & Rental
BlueLine Rental	00037141	30-Sep-16	\$637.50	Lease & Rental
Brink's Incorporated	00037067	16-Sep-16	\$260.39	Consulting
Central Illinois Trucks Inc.	00037068	16-Sep-16	\$3,253.13	Bus Parts
Central Illinois Trucks Inc.	00037110	23-Sep-16	\$41.29	Bus Parts
Central Illinois Trucks Inc.	00037142	30-Sep-16	\$147.71	Bus Parts
Charles Slone	00037010	02-Sep-16	\$18.48	Tool Reimbursement
CIRBN, LLC	00037143	30-Sep-16	\$347.84	Internet
City of Bloomington	00037036	02-Sep-16	\$601.19	Utilites
City of Bloomington	00037041	09-Sep-16	\$110.24	Utilites
City of Bloomington	00037144	30-Sep-16	\$1,110.83	Utilites
Clark Baird Smith, LLP	00037111	23-Sep-16	\$2,042.50	Legal Service
CliftonLarsonAllen LLP	00037042	09-Sep-16	\$10,000.00	Audit Services
Cloris Wilson	00037069	16-Sep-16	\$76.10	Uniform Reimbursement
Comcast Cable	00037112	23-Sep-16	\$409.85	Internet
Corn Belt Energy Corp.	00037070	16-Sep-16	\$4,420.40	Utilites
Cummins Crosspoint	00037011	02-Sep-16	\$2,819.59	Bus Parts
Cummins Crosspoint	00037043	09-Sep-16	\$703.55	Bus Parts
Cummins Crosspoint	00037071	16-Sep-16	\$13,067.13	Bus Parts
Cummins Crosspoint	00037113	23-Sep-16	\$339.84	Bus Parts
Cummins Crosspoint	00037145	30-Sep-16	\$1,465.78	Bus Parts
Cumulus Media	00037072	16-Sep-16	\$4,842.00	Radio Advertising
Dish Network	00037114	23-Sep-16	\$160.38	Television Service
Duane Schoolman	00037115	23-Sep-16	\$69.99	Uniform Reimbursement
East St. Hardware and Tools	00037073	16-Sep-16	\$23.73	Garage Maintenance Equipment
Engraving Express	00037012	02-Sep-16	\$10.50	Printed Materials
Engraving Express	00037146	30-Sep-16	\$267.50	Printed Materials
Evergreen FS	00037044	09-Sep-16	\$35,149.84	Fuel
Evergreen FS	00037074	16-Sep-16	\$13,123.70	Fuel
Evergreen FS	00037147	30-Sep-16	\$27,053.40	Fuel



**Connect Transit
Cash Disbursement Report
October 2016**

Name	Check Number	Date	Amount	Description
Fast Signs	00037116	23-Sep-16	\$400.00	Printed Materials
Fast Signs	00037148	30-Sep-16	\$400.00	Adverstising- Promotions
Fastenal Company	00037075	16-Sep-16	\$11.75	Bus Parts
Fastenal Company	00037149	30-Sep-16	\$14.95	Bus Parts
Fasteners Etc.	00037076	16-Sep-16	\$62.98	Maintenance Supplies
Fasteners Etc.	00037150	30-Sep-16	\$237.31	Maintenance Supplies
First Transit, Inc	00037013	02-Sep-16	\$4,680.00	Pre-Award Buy America
Fleet-Net Corporation	00037045	09-Sep-16	\$1,405.00	Software & Tech Support
Fleet-Net Corporation	00037151	30-Sep-16	\$437.50	Software & Tech Support
Frontier	00037077	16-Sep-16	\$1,003.35	Telephone
Frontier	00037117	23-Sep-16	\$41.14	Telephone
Gabe Goldsmith	00037046	09-Sep-16	\$138.78	Travel Reimbursement
Genfare	00037014	02-Sep-16	\$35,159.87	Farebox
Genfare	00037078	16-Sep-16	\$900.00	Farebox
Genfare	00037079	16-Sep-16	\$6,590.00	Farebox
Gillig LLC	00037015	02-Sep-16	\$815.29	Bus Parts
Gillig LLC	00037047	09-Sep-16	\$86.66	Bus Parts
Gillig LLC	00037080	16-Sep-16	\$1,625.06	Bus Parts
Gillig LLC	00037118	23-Sep-16	\$2,079.96	Bus Parts
Gillig LLC	00037152	30-Sep-16	\$2,571.54	Bus Parts
Global Equipment Company	00037119	23-Sep-16	\$21.12	Garage Supplies
Global Equipment Company	00037153	30-Sep-16	\$346.74	Garage Supplies
Government Finance Officers Association	00037120	23-Sep-16	\$280.00	Dues & Subscriptions
Great Plains Media	00037121	23-Sep-16	\$3,164.00	Radio Advertising
Health Alliance Medical Plans	00037122	23-Sep-16	\$116,613.00	Insurance
Heller Ford	00037154	30-Sep-16	\$9,319.61	Bus Parts
Henson Disposal	00037048	09-Sep-16	\$183.50	Garage Overhead
Henson Disposal	00037155	30-Sep-16	\$202.50	Garage Overhead
ICMA- 457 Retirement Trust	ACH	01-Sep-16	\$24,466.55	Payroll Deduction
ICMA- 457 Retirement Trust	ACH	15-Sep-16	\$23,310.02	Payroll Deduction
ICMA- 457 Retirement Trust	ACH	29-Sep-16	\$22,696.88	Payroll Deduction
Idaho Child Support Receipting	00037016	02-Sep-16	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00037081	16-Sep-16	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00037156	30-Sep-16	\$95.00	Payroll Deduction
Illinois Department of Revenue	00037017	02-Sep-16	\$8,963.39	Payroll Deduction
Illinois Department of Revenue	00037082	16-Sep-16	\$9,234.59	Payroll Deduction
Illinois Department of Revenue	00037157	30-Sep-16	\$9,151.32	Payroll Deduction
Illinois State Disbursement Unit	00037018	02-Sep-16	\$1,425.21	Payroll Deduction
Illinois State Disbursement Unit	00037083	16-Sep-16	\$1,425.21	Payroll Deduction
Illinois State Disbursement Unit	00037158	30-Sep-16	\$1,425.21	Payroll Deduction
Interstate Batteries of Mid-Illinois	00037123	23-Sep-16	\$2,291.30	Bus Parts
IPTA	00037084	16-Sep-16	\$8,500.00	IPTA Dues
Jeff Stewart	00037085	16-Sep-16	\$48.93	Uniform Reimbursement
Jenifer Clark	00037159	30-Sep-16	\$63.08	Travel Reimbursement
JM Industrial Supply	00037019	02-Sep-16	\$48,462.00	Bus Stop Sign Installation
John Lentz	00037160	30-Sep-16	\$144.45	Uniform Reimbursement
Julie Holts	00037124	23-Sep-16	\$92.21	Uniform Reimbursement
Ka Lin Aucutt	00037125	23-Sep-16	\$42.98	Uniform Reimbursement
Karen Green	00037161	30-Sep-16	\$51.00	Bus Pass Refund



**Connect Transit
Cash Disbursement Report
October 2016**

Name	Check Number	Date	Amount	Description
Ken's Oil Service, Inc	00037162	30-Sep-16	\$326.00	Bus Parts
Kirby Risk Corporation	00037126	23-Sep-16	\$31.64	Bus Parts
Kyle Boehm	00037086	16-Sep-16	\$77.76	Travel Reimbursement
Kyle Boehm	00037127	23-Sep-16	\$670.84	Travel Reimbursement
Liberty Mutual Insurance Company	00037037	02-Sep-16	\$100.00	Bond
LifeCIL	00037087	16-Sep-16	\$6,874.42	Consulting Fees
LIFTOFF	00037088	16-Sep-16	\$34.90	Software Licensing
Marcus Cox	00037089	16-Sep-16	\$1,500.00	Consulting
Mark O'Daniel	00037163	30-Sep-16	\$65.24	Uniform Reimbursement
Master's Transportation, Inc	00037164	30-Sep-16	\$1,397.82	Bus Parts
McLean County Chamber of Commerce	00037020	02-Sep-16	\$200.00	Dues & Subscriptions
Michelin North America, Inc	00037049	09-Sep-16	\$6,123.28	Tires
Midwest Equipment II	00037165	30-Sep-16	\$24.75	Lawn Maintenance Equipment
Miller Janitor Supply	00037021	02-Sep-16	\$26.90	Maintenance Supplies
Miller Janitor Supply	00037090	16-Sep-16	\$635.19	Maintenance Supplies
Minerva Promotions	00037022	02-Sep-16	\$2,262.00	Uniforms
Minerva Promotions	00037091	16-Sep-16	\$196.00	Uniforms
Mohawk Mfg. & Supply Co.	00037092	16-Sep-16	\$44.80	Bus Parts
Morris Avenue Garage	00037023	02-Sep-16	\$100.00	Vehicle Inspections
Morris Avenue Garage	00037050	09-Sep-16	\$100.00	Vehicle Inspections
Morris Avenue Garage	00037093	16-Sep-16	\$50.00	Vehicle Inspections
Morris Avenue Garage	00037128	23-Sep-16	\$75.00	Vehicle Inspections
Morris Avenue Garage	00037166	30-Sep-16	\$75.00	Vehicle Inspections
Motion Industries, Inc.	00037024	02-Sep-16	\$114.59	Bus Parts
Motion Industries, Inc.	00037094	16-Sep-16	\$74.98	Bus Parts
Motion Industries, Inc.	00037167	30-Sep-16	\$269.79	Bus Parts
Mutual of Omaha	00037025	02-Sep-16	\$12,444.08	Life, AD&D, STD & LTD
Mutual Wheel	00037095	16-Sep-16	\$600.38	Bus Parts
Napa Auto Parts	00037051	09-Sep-16	\$353.11	Bus Parts
Napa Auto Parts	00037096	16-Sep-16	\$220.50	Bus Parts
Napa Auto Parts	00037129	23-Sep-16	\$60.79	Bus Parts
Napa Auto Parts	00037168	30-Sep-16	\$45.28	Bus Parts
Neuhoff Media	00037097	16-Sep-16	\$2,166.00	Radio Advertising
New Flyer Industries Canada UIC	00037026	02-Sep-16	\$1,595.37	Bus Parts
New Flyer Industries Canada UIC	00037098	16-Sep-16	\$1,790.59	Bus Parts
Oklahoma Centralized Support Registry	00037169	30-Sep-16	\$23.07	Payroll Deduction
Orkin Pest Control	00037052	09-Sep-16	\$547.04	Pest Control
Pantagraph	00037053	09-Sep-16	\$5,819.00	Adverstising- Employment & Promotions
Park Stoutamoyer & Associates, Inc.	00037054	09-Sep-16	\$1,400.00	Appraisal Services
Payroll	ACH	01-Sep-16	\$180,686.67	
Payroll	ACH	15-Sep-16	\$190,234.46	
Payroll	ACH	29-Sep-16	\$191,715.75	
Petty Cash	00037055	09-Sep-16	\$32.00	Reimbursement
PJ HOERR	00037027	02-Sep-16	\$143,233.01	Vault Room Construction
Ricoh USA, INC	00037028	02-Sep-16	\$471.22	Copier
Ricoh USA, Inc	00037099	16-Sep-16	\$355.36	Copier
Ricoh USA, Inc	00037170	30-Sep-16	\$501.00	Copier
Rilco, Inc.	00037171	30-Sep-16	\$2,601.00	Oil, Anitfreeze
Ryan Whitehouse	00037029	02-Sep-16	\$212.25	Travel Reimbursement
Sam Leman	00037100	16-Sep-16	\$119.76	Outside Repair



Connect Transit
Cash Disbursement Report
October 2016

Name	Check Number	Date	Amount	Description
Screen Vision Media	00037172	30-Sep-16	\$700.00	Audit Services
Southtown Wrecker Service, Inc.,	00037130	23-Sep-16	\$570.00	Towing
Staples	00037056	09-Sep-16	\$544.00	Office Supplies
STL Business & Technology Solutions, Inc	00037131	23-Sep-16	\$425.00	Software & Tech Support
Syncromatics Corporaion	00037101	16-Sep-16	\$228,558.00	AVL Software
T & S Supply	00037132	23-Sep-16	\$543.00	Maintenance Equipment
Tanner Bagley	00037057	09-Sep-16	\$475.00	Tool Reimbursement
Terminal Supply Company	00037102	16-Sep-16	\$22.37	Bus Parts
TeVoert Auto Repair	00037058	09-Sep-16	\$202.94	Outside Repair Services
TeVoert Auto Repair	00037103	16-Sep-16	\$361.30	Outside Repair Services
TeVoert Auto Repair	00037173	30-Sep-16	\$217.95	Outside Repair Services
The Copy Shop	00037030	02-Sep-16	\$480.67	Printing
Thermo King Quad Cities, Inc.	00037031	02-Sep-16	\$874.15	Bus Parts
Thermo King Quad Cities, Inc.	00037059	09-Sep-16	\$5,005.75	Bus Parts
Thermo King Quad Cities, Inc.	00037104	16-Sep-16	\$98.72	Bus Parts
Town of Normal	00037060	09-Sep-16	\$1,500.00	Advertising- Promotions
Truck Centers, Inc.	00037032	02-Sep-16	\$1,177.00	Bus Parts
Truck Centers, Inc.	00037174	30-Sep-16	\$4,589.96	Bus Parts
Uline	00037061	09-Sep-16	\$105.94	Office Supplies
UniFirst Corporation	00037033	02-Sep-16	\$180.74	Cleaning Uniforms & Rugs
UniFirst Corporation	00037062	09-Sep-16	\$147.24	Cleaning Uniforms & Rugs
UniFirst Corporation	00037105	16-Sep-16	\$181.22	Cleaning Uniforms & Rugs
UniFirst Corporation	00037133	23-Sep-16	\$264.80	Cleaning Uniforms & Rugs
UniFirst Corporation	00037175	30-Sep-16	\$342.66	Cleaning Uniforms & Rugs
United States treasury	ACH	06-Sep-16	\$68,855.60	Federal Tax Payment
United States treasury	ACH	06-Sep-16	\$9.30	Federal Tax Payment
United States treasury	ACH	21-Sep-16	\$71,258.04	Federal Tax Payment
Verizon Wireless	00037034	02-Sep-16	\$619.84	Mobile Data Terminals for SS
Visa - Commerce Bank	00037038	02-Sep-16	\$59.80	Legal
Visa - Commerce Bank	00037038	02-Sep-16	\$913.56	Advertising- Promotions
Visa - Commerce Bank	00037038	02-Sep-16	\$249.61	Advertising-Employment
Visa - Commerce Bank	00037038	02-Sep-16	\$204.69	Bus Parts
Visa - Commerce Bank	00037038	02-Sep-16	\$489.98	Shop Tools
Visa - Commerce Bank	00037038	02-Sep-16	\$54.89	Office Supplies
Visa - Commerce Bank	00037038	02-Sep-16	\$159.34	Computer Software
Visa - Commerce Bank	00037038	02-Sep-16	\$8.95	Shipping/Handling
Visa - Commerce Bank	00037038	02-Sep-16	\$7,533.66	Travel & Meetings
Visa - Commerce Bank	00037038	02-Sep-16	\$253.12	Employee Regognition
Visa - Commerce Bank	00037038	02-Sep-16	\$199.96	Maps & Schedules
Visa - Commerce Bank	00037038	02-Sep-16	\$641.02	Safety/Training
Visa - Commerce Bank	00037038	02-Sep-16	\$39.55	Misc- Expense
Vision Service Plan (IL)	00037035	02-Sep-16	\$642.44	Vision Insurance
Wes Bolton	00037106	16-Sep-16	\$32.63	Uniform Reimbursement
WGLT	00037107	16-Sep-16	\$450.00	Radio Advertising
William Masters, Inc	00037176	30-Sep-16	\$530.05	HVAC
World Finance Corporation of Illinois	00037108	16-Sep-16	\$321.00	Payroll Deduction
YouthBuild McLean County	00037134	23-Sep-16	\$1,261.50	Ridership Refund

Total

\$1,656,043.17

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

<u>Local Capital</u>		<u>Commerce Bank - Cash Balance</u>	
09/01/16		Beginning Balance	\$ 1,060,735.29
09/30/16		Additions - Interest Income	\$ 130.42
09/30/16		Ending Balance	<u>\$ 1,060,865.71</u>
Total Reserve Capital Account			<u><u>\$ 1,060,865.71</u></u>

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

	<u>FY16 Received</u> <u>9/30/2016</u>	<u>FY16 Receivable</u> <u>9/30/2016</u>
Bloomington	\$ -	\$ 93,341.66
Normal	\$ 35,997.08	
Total YTD	<u>\$ 35,997.08</u>	<u>\$ 93,341.66</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
09/30/16	Cash Balance	\$ 1,060,865.71
09/30/16	Loans to Operating	\$ 2,980,249.22
09/30/16	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
09/30/16	Ending Balance	<u>\$ 4,001,114.93</u>



September 2016 Monthly Report

Ridership

	Prior Year	
Ridership Fixed Route	247,718	194,961
Ridership Demand Response	6,111	6,928
Total Monthly % Change Over Prior Year	-8.00	-20.50 %
Fixed Route Average Daily Boardings	10,660	8,009
Demand Response Average Daily Boardings	276	297
% On-Time Performance	77.00	79.20 %
Average Boardings per Hour of Service	31.06	20.00

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	7	1
Demand Response National Transit Database Major Mechanical System Failures	1	0
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	14,369	52,480
Demand Response Miles Between National Transit Database Major Mechanical System Failures	17,410	36,824
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	28	21
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	0	2
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	3,964	4,771
Demand Response Miles Between National Transit Database Other Mechanical System Failures	34,819	12,275
Fixed Route Miles between All National Transit Database Mechanical System Failures	9,166	28,625
Demand Response Miles between All National Transit Database Mechanical System Failures	26,114	24,549
Average % of Buses with Defective Automated Voice Announcements		3.66 %

Customer Service

Average Interior Cleanliness Inspection Score		86 %
National Transit Database Safety-Related Incidents per 100,000 Miles	0.00	0.00
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints		11
Number of Customer Compliments Received		1
Daily Average of Phone Calls Received for FR		314
Daily Average of Phone Calls Received for DR		127

Efficiency

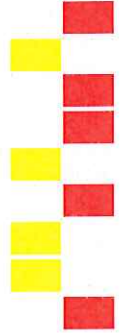
Revenue/Expense Ratio	13.27	11.19 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.06	\$ 4.14
Demand Response Cost per Unlinked Passenger Trip	\$ 31.19	\$ 29.71
% of Preventative Maintenance Performed On-Time	100.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.85	\$ 1.23
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.74	\$ 0.99



September Fiscal Year 2017 Year-to-Date Report

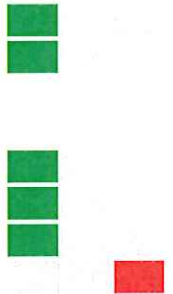
Ridership

	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	625,380	502,411	634,135	
Ridership Demand Response	17,912	19,956	18,270	
Total Ridership (year to date)	643,292	522,077	654,228	
Fixed Route Year-to-Date % Change Over Prior Year	-8.10	-19.70	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	-2.80	9.40	2.00	%
Fixed Route Average Daily Boardings	8,509	6,960	8,628	
Demand Response Average Daily Boardings	257	287	262	
% On-Time Performance	69.90	79.95	85.00	%
Average Boardings per Hour of Service	22.27	16.18	22.65	



State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	7	1		
Demand Response National Transit Database Major Mechanical System Failures	1	0		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	14,369	52,480	25,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	17,410	36,824	24,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	28	21		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	0	2		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	3,964	4,771	3,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	34,819	12,275	3,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	9,166	28,625	20,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	26,144	24,549	30,000	
Average % of Buses with Defective Automated Voice Announcements		3.58	5.00	%



Customer Service

Average Interior Cleanliness Inspection Score			80	%
National Transit Database Safety-Related Incidents per 100,000 Miles	0.26	0.00		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints		28		
Number of Customer Compliments Received		1		
Daily Average of Phone Calls Received for FR		319	410	
Daily Average of Phone Calls Received for DR		110	395	



Efficiency

Revenue/Expense Ratio	14.38	11.60	11.25	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.32	\$ 4.53	\$ 4.06	
Demand Response Cost per Unlinked Passenger Trip	\$ 29.35	\$ 28.61	\$ 36.52	
% of Preventative Maintenance Performed On-Time	100.00	100.00	100.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.91	\$ 1.10	\$ 1.14	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.67	\$ 0.71	\$ 0.82	



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



October 2016

Financial and Statistical Reports



**Connect Transit
Cash Disbursement Report
October 2016**

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00037178	14-Oct-16	\$151.90	Payroll Deduction
ABC Bus Companies	00037208	21-Oct-16	\$350.00	Bus Parts
ABC Bus Companies	00037233	28-Oct-16	\$480.00	Bus Parts
Advance Auto Parts	00037209	21-Oct-16	\$91.47	Bus Parts
Advance Auto Parts	00037234	28-Oct-16	\$64.39	Bus Parts
Airgas USA, LLC	00037235	28-Oct-16	\$219.60	Welding Supplies
Amalgamated Transit Union Local 752	00037179	14-Oct-16	\$6,441.80	Payroll Deduction
Amalgamated Transit Union Local 752	00037236	28-Oct-16	\$750.00	Payroll Deduction
Andrew Johnson	00037180	14-Oct-16	\$500.00	Car Allowance
Assurance Agency, Ltd.	00037237	28-Oct-16	\$27,904.00	Insurance
Barker Motor Co.	00037238	28-Oct-16	\$304.50	Bus Parts
Brink's Incorporated	00037239	28-Oct-16	\$202.27	Consulting
Carrot-Top Industries, Inc.	00037181	14-Oct-16	\$97.62	Flags
Central Illinois Trucks Inc.	00037210	21-Oct-16	\$201.29	Bus Parts
Central Illinois Trucks Inc.	00037240	28-Oct-16	\$66.19	Bus Parts
CHEMSEARCH H2O SOLUTIONS	00037241	28-Oct-16	\$650.00	Maintenance Service
Clark Baird Smith, LLP	00037242	28-Oct-16	\$1,916.25	Legal Service
Commerce Bank HSA	00037211	21-Oct-16	\$1,090.00	HSA Contributions
Corn Belt Energy Corp.	00037243	28-Oct-16	\$4,254.70	Utilities
Cummins Crosspoint	00037182	14-Oct-16	\$37.39	Bus Parts
Cummins Crosspoint	00037212	21-Oct-16	\$1,315.46	Bus Parts
Cummins Crosspoint	00037244	28-Oct-16	\$1,264.05	Bus Parts
Cumulus Media	00037245	28-Oct-16	\$18.00	Radio Advertising
David Eckardt	00037213	21-Oct-16	\$21.74	Uniform Reimbursement
East St. Hardware and Tools	00037246	28-Oct-16	\$39.10	Garage Maintenance Equipment
Evergreen FS	00037183	14-Oct-16	\$12,050.76	Fuel
Evergreen FS	00037214	21-Oct-16	\$8,695.56	Fuel
Fast Signs	00037247	28-Oct-16	\$400.00	Bus Signs
Fastenal Company	00037248	28-Oct-16	\$237.69	Bus Parts
Fasteners Etc.	00037215	21-Oct-16	\$111.52	Maintenance Supplies
Fasteners Etc.	00037249	28-Oct-16	\$116.89	Maintenance Supplies
Fleet-Net Corporation	00037216	21-Oct-16	\$1,405.00	Software & Tech Support
Frontier	00037217	21-Oct-16	\$955.51	Telephone
Gabe Goldsmith	00037184	14-Oct-16	\$50.22	Travel & Meetings
Gillig LLC	00037218	21-Oct-16	\$4,576.08	Bus Parts
Great Plains Media	00037250	28-Oct-16	\$336.00	Radio Advertising
Health Alliance Medical Plans	00037219	21-Oct-16	\$119,627.00	Insurance
Hupp Toyota	00037251	28-Oct-16	\$128.63	Garage Maintenance Equipment
ICMA- 457 Retirement Trust	ACH	12-Oct-16	\$22,335.46	Payroll Deduction
ICMA- 457 Retirement Trust	ACH	27-Oct-16	\$21,648.73	Payroll Deduction
Idaho Child Support Receipting	00037185	14-Oct-16	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00037252	28-Oct-16	\$95.00	Payroll Deduction
Illini Fire Equipment	00037253	28-Oct-16	\$2,426.00	Safety/ Training
Illinois Department of Revenue	00037186	14-Oct-16	\$9,122.93	Payroll Deduction
Illinois Department of Revenue	00037254	28-Oct-16	\$9,231.56	Payroll Deduction
Illinois department of Unemployment	ACH	27-Oct-16	\$1,278.65	Payroll Deduction
Illinois State Disbursement Unit	00037187	14-Oct-16	\$1,425.21	Payroll Deduction
Illinois State Disbursement Unit	00037255	28-Oct-16	\$1,425.21	Payroll Deduction
Interstate Batteries of Mid-Illinois	00037256	28-Oct-16	\$235.90	Bus Parts



Connect Transit Cash Disbursement Report October 2016

Name	Check Number	Date	Amount	Description
IWIN	00037188	14-Oct-16	\$1,024.00	Employee Physicals
Jenifer Clark	00037189	14-Oct-16	\$178.20	Travel & Meetings
Jerry Buyno	00037220	21-Oct-16	\$52.72	Uniform Reimbursement
Ken's Oil Service, Inc	00037257	28-Oct-16	\$9,034.87	Oil and Lubricants
Kyle Boehm	00037190	14-Oct-16	\$150.00	Travel & Meetings
Landmark Ford Inc	00037207	17-Oct-16	\$36,720.00	2 Service Vehicles
Latney Brooks	00037221	21-Oct-16	\$27.14	Uniform Reimbursement
LifeCIL	00037191	14-Oct-16	\$6,948.62	Consulting
McLean County Chamber of Commerce	00037222	21-Oct-16	\$50.00	Travel & Meetings
Michael Webb	00037192	14-Oct-16	\$128.00	Uniform Reimbursement
Michelin North America, Inc	00037258	28-Oct-16	\$7,314.57	Tires
Miller Janitor Supply	00037223	21-Oct-16	\$352.71	Maintenance Supplies
Miller Janitor Supply	00037259	28-Oct-16	\$407.58	Maintenance Supplies
Morris Avenue Garage	00037193	14-Oct-16	\$225.00	Vehicle Inspection
Morris Avenue Garage	00037224	21-Oct-16	\$25.00	Vehicle Inspection
Morris Avenue Garage	00037260	28-Oct-16	\$175.00	Vehicle Inspection
Mutual of Omaha	00037194	14-Oct-16	\$12,219.77	Life, AD&D, STD & LTD
Mutual Wheel	00037261	28-Oct-16	\$106.16	Bus Parts
Napa Auto Parts	00037262	28-Oct-16	\$836.28	Bus Parts
Neuhoff Media	00037195	14-Oct-16	\$1,184.00	Advertising- Promotions
New Flyer Industries Canada UIC	00037225	21-Oct-16	\$105.45	Bus Parts
Oklahoma Centralized Support Registry	00037196	14-Oct-16	\$23.07	Payroll Deduction
Oklahoma Centralized Support Registry	00037263	28-Oct-16	\$23.07	Payroll Deduction
Orkin Pest Control	00037197	14-Oct-16	\$547.04	Pest Control
Pantagraph	00037198	14-Oct-16	\$319.35	Advertising- Employment
Pantagraph	00037198	14-Oct-16	\$2,621.00	Advertising- Promotions
Payroll	ACH	13-Oct-16	\$183,662.99	
Payroll	ACH	10/27/2016	\$193,237.99	
Petty Cash	00037199	14-Oct-16	\$46.49	Reimbursement
Piercy Auto Body	00037264	28-Oct-16	\$1,714.95	Outside Repair Service
Premier Print Group	00037226	21-Oct-16	\$6,404.00	Rider's Guides
Randy Boyd	00037200	14-Oct-16	\$50.99	Uniform Reimbursement
Ricoh USA, Inc	00037227	21-Oct-16	\$314.41	Copier
Ricoh USA, Inc	00037265	28-Oct-16	\$810.72	Copier
Shelly Beutow	00037201	14-Oct-16	\$111.98	Uniform Reimbursement
Sonia Fraley	00037228	21-Oct-16	\$109.82	Uniform Reimbursement
Southtown Wrecker Service, Inc.,	00037266	28-Oct-16	\$410.00	Towing
Staples	00037202	14-Oct-16	\$1,255.51	Office Supplies
T & S Supply	00037203	14-Oct-16	\$741.86	Maintenance Equipment
T & S Supply	00037229	21-Oct-16	\$829.70	Maintenance Equipment
Terminal Supply Company	00037230	21-Oct-16	\$187.04	Bus Parts
TeVoert Auto Repair	00037269	28-Oct-16	\$431.63	Outside Repair Service
Town of Normal	00037204	14-Oct-16	\$763.60	Utilites
UniFirst Corporation	00037231	21-Oct-16	\$152.36	Cleaning Uniforms & Rugs
UniFirst Corporation	00037270	28-Oct-16	\$194.36	Cleaning Uniforms & Rugs
United States Treasury	ACH	05-Oct-16	\$69,957.05	Federal Tax Payments
United States Treasury	ACH	19-Oct-16	\$70,247.50	Federal Tax Payments
Verizon Wireless	00037205	14-Oct-16	\$619.84	Mobile Data Terminals for SS
Visa - Commerce Bank	00037177	03-Oct-16	\$164.45	Legal



**Connect Transit
Cash Disbursement Report
October 2016**

Name	Check Number	Date	Amount	Description
Visa - Commerce Bank	00037177	03-Oct-16	\$472.52	Building Maintenance
Visa - Commerce Bank	00037177	03-Oct-16	\$242.62	Advertising-Employment
Visa - Commerce Bank	00037177	03-Oct-16	\$45.78	Shop Tools
Visa - Commerce Bank	00037177	03-Oct-16	\$349.34	Computer Software
Visa - Commerce Bank	00037177	03-Oct-16	\$476.92	Shipping/Handling
Visa - Commerce Bank	00037177	03-Oct-16	\$7,300.94	Travel & Meetings
Visa - Commerce Bank	00037177	03-Oct-16	\$180.30	Employee Recognition
Visa - Commerce Bank	00037177	03-Oct-16	\$420.00	Maps & Schedules
Visa - Commerce Bank	00037177	03-Oct-16	\$865.17	Safety/Training
Visa - Commerce Bank	00037177	03-Oct-16	\$75.00	Misc- Expense
Vision Service Plan (IL)	00037206	14-Oct-16	\$636.26	Vision Insurance
WGLT	00037271	28-Oct-16	\$450.00	Radio Advertising
William Masters, Inc	00037272	28-Oct-16	\$282.48	HVAC
Winkle Environmental Service	00037273	28-Oct-16	\$266.25	Cleaning Supplies
YWCA- Wheels to Work	00037232	21-Oct-16	\$4,500.00	YWCA- Wheels to Work
Grand Total			<u>\$896,223.65</u>	

Bloomington Normal Public Transit

Balance Sheet

Fiscal Year: 2017

Period 4

October - 2016

Division: 99 Board Reports

As of: 10/31/2016

Assets

Current Assets

Checking and Savings	\$1,874,941.73
Accounts Receivable	\$6,797,317.14
Inventory Asset - Fuel	\$31,912.68
Inventory Asset - Parts	\$249,965.17
Inventory Asset - Tires	\$0.00
Other Current Assets	\$277,101.52

Total Current Assets \$9,231,238.24

Fixed Assets \$18,359,390.31

Total Assets \$27,590,628.55

Liabilites & Equity

Liabilities

Accounts Payable	\$331,425.65
Payroll Liabilities	\$920,201.19
Contracts	\$0.00
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$100,801.46
Deficit Funding Advance	\$0.00

Total Liabilities \$4,332,677.52

EQUITY

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

Total Equity \$19,253,945.39

Retained Earnings \$4,004,005.64

Total Liabilities & Equity \$27,590,628.55

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

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
10/01/16	Beginning Balance	\$ 1,060,865.71
10/31/16	Additions - Interest Income	\$ 134.78
10/31/16	Ending Balance	<u>\$ 1,061,000.49</u>
Total Reserve Capital Account		<u><u>\$ 1,061,000.49</u></u>

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

	<u>FY16 Received</u>	<u>FY16 Receivable</u>
	<u>10/31/201</u>	<u>10/31/2016</u>
Bloomington	\$ -	\$ 189,683.32
Normal	\$ 36,747.08	
Total YTD	<u>\$ 36,747.08</u>	<u>\$ 189,683.32</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
10/31/16	Cash Balance	\$ 1,061,000.49
10/31/16	Loans to Operating	\$ 2,980,249.22
10/31/16	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
10/31/16	Ending Balance	<u>\$ 4,001,249.71</u>



October 2016 Monthly Report

Ridership

	Prior Year	
Ridership Fixed Route	262,932	215,279
Ridership Demand Response	5,986	7,191
Total Monthly % Change Over Prior Year	-9.70	-17.40 %
Fixed Route Average Daily Boardings	10,684	8,609
Demand Response Average Daily Boardings	278	302
% On-Time Performance	84.20	93.00 %
Average Boardings per Hour of Service	30.61	21.00

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	1	1
Demand Response National Transit Database Major Mechanical System Failures	0	0
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	56,114	56,813
Demand Response Miles Between National Transit Database Major Mechanical System Failures	34,819	38,158
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	11	27
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	1	1
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	4,008	4,058
Demand Response Miles Between National Transit Database Other Mechanical System Failures	17,409	19,079
Fixed Route Miles between All National Transit Database Mechanical System Failures	34,819	30,436
Demand Response Miles between All National Transit Database Mechanical System Failures	26,114	28,619
Average % of Buses with Defective Automated Voice Announcements		10.00 %

Customer Service

Average Interior Cleanliness Inspection Score		87 %
National Transit Database Safety-Related Incidents per 100,000 Miles	0.67	0.74
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints		19
Number of Customer Compliments Received		1
Daily Average of Phone Calls Received for FR		282
Daily Average of Phone Calls Received for DR		116

Efficiency

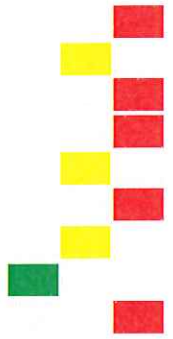
Revenue/Expense Ratio	15.02	10.79 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 2.52	\$ 3.60
Demand Response Cost per Unlinked Passenger Trip	\$ 25.26	\$ 26.40
% of Preventative Maintenance Performed On-Time	100.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.78	\$ 1.00
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.64	\$ 0.64



October Fiscal Year 2017 Year-to-Date Report

Ridership

	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	888,312	717,690	900,748	
Ridership Demand Response	24,451	26,787	24,940	
Total Ridership (year to date)	912,763	744,477	928,280	
Fixed Route Year-to-Date % Change Over Prior Year	-8.20	-19.20	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	-5.50	9.60	2.00	%
Fixed Route Average Daily Boardings	9,574	7,140	9,708	
Demand Response Average Daily Boardings	263	290	268	
% On-Time Performance	81.50	90.55	85.00	%
Average Boardings per Hour of Service	22.96	16.66	23.35	



State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	1	1		
Demand Response National Transit Database Major Mechanical System Failures	0	0		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	56,114	56,813	25,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	34,819	38,158	24,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	11	27		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	1	1		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	4,008	4,058	3,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	17,409	19,079	3,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	34,819	30,436	20,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	26,114	28,619	30,000	
Average % of Buses with Defective Automated Voice Announcements		5.04	5.00	%



Customer Service

Average Interior Cleanliness Inspection Score		87	80	%
National Transit Database Safety-Related Incidents per 100,000 Miles	0.38	0.19		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints		47		
Number of Customer Compliments Received		2		
Daily Average of Phone Calls Received for FR		308	410	
Daily Average of Phone Calls Received for DR		108	395	



Efficiency

Revenue/Expense Ratio	14.53	11.40	11.25	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.08	\$ 4.25	\$ 4.06	
Demand Response Cost per Unlinked Passenger Trip	\$ 28.24	\$ 28.02	\$ 36.52	
% of Preventative Maintenance Performed On-Time	100.00	100.00	100.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.87	\$ 1.07	\$ 1.14	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.66	\$ 0.69	\$ 0.82	



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

Statistics	FY17 July - September 2016				FY16 July - September 2015				% 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)	28,698	14,977	1,087	26.41	89,445	30,478	2,188	40.89	-67.9%	-50.9%	-50.3%	-35.4%
Red B (2 buses)	21,510	13,924	1,087	19.79	58,483	28,803	2,245	26.05	-63.2%	-51.7%	-51.6%	-24.0%
Purple C (2 buses)	19,076	12,779	1,055	18.08	46,096	26,928	2,230	20.67	-58.6%	-52.5%	-52.7%	-12.5%
Pink D (1 bus)	10,084	6,720	511	19.73	28,974	14,062	1,054	27.48	-65.2%	-52.2%	-51.5%	-28.2%
Blue E (1 bus)	9,310	7,484	550	16.93	23,111	16,287	1,151	20.07	-59.7%	-54.0%	-52.2%	-15.6%
Brown F (2 buses)	15,014	14,784	1,117	13.45	36,378	34,207	2,326	15.64	-58.7%	-56.8%	-52.0%	-14.0%
Yellow G (2 buses)	23,239	15,394	1,116	20.82	60,260	32,211	2,293	26.28	-61.4%	-52.2%	-51.3%	-20.8%
Orange H (2 buses)	21,238	14,391	1,101	19.29	53,729	30,652	2,283	23.53	-60.5%	-53.0%	-51.8%	-18.0%
Lime I (2 buses)	27,268	18,926	1,110	24.57	67,606	36,446	2,231	30.31	-59.7%	-50.8%	-50.2%	-18.9%
Teal J (1 bus)	7,148	8,672	496	14.41	17,525	17,655	1,043	16.81	-59.2%	-50.9%	-52.4%	-14.3%
Aqua K (1 bus)	13,359	8,825	555	24.07	31,675	18,445	1,150	27.53	-57.8%	-52.2%	-51.8%	-12.6%
HCC Express (1 bus) (NDVHS)	-	-	-	#DIV/0!	3,156	896	141	22.36	-100.0%	-100.0%	-100.0%	#DIV/0!
ISU Tri Towers (2 buses)	-	-	-	#DIV/0!	76,537	6,810	640	119.59	-100.0%	-100.0%	-100.0%	#DIV/0!
ISU College Station (2 buses)	-	-	-	#DIV/0!	18,842	10,412	783	24.07	-100.0%	-100.0%	-100.0%	#DIV/0!
Nite Ride (3 buses)	-	-	-	#DIV/0!	13,573	9,331	699	19.43	-100.0%	-100.0%	-100.0%	#DIV/0!
Green	32,889	15,713	1,275	25.80	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Red	40,357	21,568	2,039	19.80	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Lime	31,609	23,553	2,109	14.99	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Teal	6,589	7,824	743	8.87	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Aqua	9,077	4,298	466	19.48	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Orange	7,138	7,464	595	12.00	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Gold	7,636	8,135	681	11.21	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Purple	16,481	24,642	2,161	7.63	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Blue	6,609	7,212	622	10.63	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Brown	7,869	8,212	728	10.80	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Tan	8,828	13,107	787	11.22	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Pink	10,726	6,036	642	16.71	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Yellow	32,356	10,423	745	43.43	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Olive	6,197	7,366	681	9.10	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Redbird	81,899	11,238	1,193	88.65	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Nitripper	131	525	33	4.00	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Btripper	76	1,104	65	1.18	-	-	-	-	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Fixed Route	502,411	315,291	25,347	20	625,380	315,623	22,457	27.85	-19.7%	-0.1%	12.9%	-28.8%	
Demand Response													
Connect Mobility	19,039	72,440	6,707	2.84	16,538	79,378	5,930	2.79	15.1%	-7.6%	13.1%	1.8%	
Connect Late Night	557	2,984	212	2.63	1,374	7,716	498	2.76	-59.5%	-61.3%	-57.4%	-4.8%	
Total Demand Response	19,596	75,424	6,919	2.83	17,912	86,094	6,428	2.79	9.4%	-12.4%	7.6%	1.6%	
SYSTEM TOTALS	522,007	390,715	32,266	16.18	643,292	401,717	28,885	22.27	-18.9%	-2.7%	11.7%	-27.4%	

ITEM G1

**PRESENTATION OF FY 2016 AUDIT DOCUMENTS FROM
CLIFTONLARSONALLEN**

WILL BE RELEASED VIA ADDENDUM



MEMO

DATE: November 22, 2016

TO: Connect Transit Board of Trustees

FROM: Melissa Chrisman, Marketing and Business Development Manager

RECOMMENDATION: Recommendation to approve the YouthBuild Ridership Agreement.

BACKGROUND: The Ridership Agreement allows students of YouthBuild to ride Connect Transit fixed route buses free of charge upon displaying their valid student ID. Connect Transit will provide established and regularly publicized Bloomington-Normal citywide public transportation service. Members of YouthBuild Administrative Staff and Connect Transit Management came to the agreement for YouthBuild to pay Connect Transit \$90/per ride for the Ridership Agreement from December 1, 2016 to November 30, 2017. YouthBuild will be billed monthly for the amount of rides agreed upon at the established rate.

FINANCIAL IMPACT: YouthBuild has agreed to pay for student ridership at the rate of \$.90 per ride at a total of 9,600 rides from December 1, 2016 to November 30, 2017. The total agreement is \$8,640.00.



UNIVERSAL ACCESS SERVICE AGREEMENT

Whereas, YouthBuild McLean County (YouthBuild) at 360 Wylie Drive, Suite 305, Normal, Illinois and Bloomington- Normal Public Transit System (Connect Transit) at 351 Wylie Drive, Normal, Illinois have agreed that benefits accrue to both parties in providing a means by which YouthBuild may provide for fare prepayment for YouthBuild students utilizing the fixed route buses of Bloomington-Normal Public Transit System and,

Whereas, YouthBuild and Connect Transit have agreed to terms which will allow YouthBuild students to use the fixed route services of the Connect Transit without the requirement to pay the posted fare.

Now therefore, the parties make this Universal Access Service Agreement as follows:

CONTRACTING PARTIES:

Bloomington-Normal Public Transit System

AND

YouthBuild McLean County

UNIVERSAL ACCESS AGREEMENT TERM:

December 1, 2016 to November 30, 2017 (inclusive)

UNIVERSAL ACCESS SCOPE:

During the period of the Universal Access term, Connect Transit will provide regularly scheduled fixed route services to the general public. Members of the general public are required to pay the posted fare when boarding the bus. Under this Universal Access Service Agreement, YouthBuild students will be allowed to board and ride any and all of the Connect Transit fixed route service offerings with no fare payment after proper display of their valid, current YouthBuild student identification card. Connect Transit and YouthBuild will mutually determine a method by which the validity of identification cards can be verified. The estimated Universal Access ridership for the term of this agreement is \$8,640 (\$720/month).

CHANGES:

Any changes to the agreement will be enacted upon mutual agreement of the parties, and will be modified by amendment to this agreement. Such amendment (if any) may be agreed to by the parties without prejudice to any other terms of the Universal Access Service Agreement.

OBLIGATIONS OF THE PARTIES

Connect Transit SHALL:

1. Provide safe, clean and fully accessible, buses necessary to meet the Universal Access Service Agreement schedule and service commitment.



2. Provide all necessary and qualified drivers to meet the schedule and service commitment defined above under paragraph 1.
3. Provide all necessary maintenance support services required to appropriately maintain and service all vehicles provided under paragraph 1.
4. Provide, during regular Connect Transit office hours, in-house telephone information services to callers who seek information about Universal Access services.
5. Accept YouthBuild student identification cards, valid during the contract period, as pre-paid fares which entitle the bearer to whom the card was issued to ride Connect Transit fixed route services without fare payment. Persons who do not display a current student identification card will be charged the general public posted fare.

UNIVERSAL ACCESS SERVICE AGREEMENT PRICE:

Universal Access charges will be based on an estimated 9,600 rides from December 1, 2016 through November 30, 2017 at a cost of \$.90 per ride. Universal Access Service Agreement price is Eight Thousand Six Hundred Forty Dollars and no cents (\$8,640.00) at the above stated scope of persons to be included under this Universal Access Service Agreement.

To compensate for variations in ridership, YouthBuild and Connect Transit agree that within thirty (30) days following the end of each calendar quarter covered by this agreement, both parties will meet to review the ridership for the quarter. If ridership has exceeded 2,400 for the quarter (800/month), YouthBuild agrees to pay an amount based on the following formula:

$$(\text{Actual Quarterly Ridership} - 2,400) * \$0.50 = \text{Additional Amount Due Connect Transit}$$

If ridership is below 2,400, Connect Transit agrees to refund or credit an amount based on the following formula:

$$(2,400 - \text{Actual Quarterly Ridership}) * \$0.50 = \text{Amount Due YouthBuild}$$

The parties agree to meet in the month of June 2017 to discuss the status of any budgetary issues. While the parties recognize the importance of consultation and cooperation in the evaluation of decisions relating to public transit services and agree to collaborate whenever possible and permissible, final decisions relating to public transit services, shall be the sole and exclusive responsibility of Connect Transit.

CONTRACT PAYMENT TERMS

The Universal Agreement price shall be payable in twelve (12) payments. The first payment will be due on December 1, 2016. Connect Transit will issue invoices for each of the remaining (11) payments on or before the 20th day of December of 2016, and January, February, March, April, May, June, July, August, September and October of 2017. Each invoice will reflect the amount due Connect Transit for Universal Access service in the month subsequent to the month in which the invoice is prepared.



Payment for invoices will be due on the first of the month following the month in which the invoice is prepared. In the first year of this Agreement, a payment of \$720.00 will be due on the first of December of 2016 and the first of January, February, March, April, May, June, July, August, September, October and November of 2017.

OTHER MATTERS

Assignment: This Universal Access Service Agreement shall not be assigned or delegated without the written consent of either party.

Relationship of Parties: Connect Transit is for all purposes an independent contractor and shall not be considered an employee or agent of YouthBuild.

Binding Effect: This Universal Access Service Agreement is binding upon the parties hereto and their successors.

Equal Employment: The parties represent to one another that each is an equal opportunity employer and agrees to abide by any applicable Federal and State rules and regulations concerning the same.

Force Majeure: This Universal Access Service Agreement may be suspended or terminated when performance, by either party, becomes impossible or commercially frustrated due to events beyond the control of the party.

Entire Agreement: This Universal Access Service Agreement puts an end to all negotiations between the parties and constitutes the entire agreement between the parties.



SIGNATURE FORM

This Universal Access Service Agreement is made and concluded this 22th day of November, 2016 by and between YouthBuild McLean County and Bloomington-Normal Public Transit System and each party's successors and assigns.

For and in consideration of the payments and agreements herein provided for to be made and performed the parties agree to furnish all labor, equipment, services, materials, and other means to do all work necessary to perform the duties and responsibilities to one another as set forth and all in accordance with this Universal Access Service Agreement.

YouthBuild agrees to pay Connect Transit for services rendered and work performed by Connect Transit in accordance with this Universal Access Service Agreement subject to any additions or deductions as provided in said Universal Access Service Agreement and to make payments on account thereof as provided in said Universal Access Service Agreement.

This Universal Access Service Agreement and all the covenants shall inure to the benefit and be binding upon the parties and their successors and assigns. Neither party shall have the right to assign, transfer, or sublet their interest or obligations hereunder without the written consent of the other party.

FOR: Bloomington-Normal Public Transit System

BY: _____ Attest: _____
Mike McCurdy, Board Vice Chairman

FOR: YouthBuild McLean County

BY: _____
Authorized Signatory

Typed or Printed Name of Authorized Signatory



MEMO

DATE: November 22, 2016
TO: Connect Transit Board of Trustees
FROM: Melissa Chrisman, Marketing and Business Development Manager

RECOMMENDATION: Recommendation to approve the Town of Normal Ridership Agreement.

BACKGROUND: The Ridership Agreement allows employees of the Town of Normal to ride Connect Transit fixed route buses free of charge upon displaying their valid employee ID. Connect Transit will provide established and regularly publicized Bloomington-Normal citywide public transportation service. Members of Town of Normal Administrative Staff and Connect Transit Management came to the agreement for the Town of Normal to pay Connect Transit \$1/per ride for the Ridership Agreement from December 1, 2016 to November 30, 2017. The Town of Normal will be billed monthly for the amount of rides given at the established full fare rate.

FINANCIAL IMPACT: Town of Normal has agreed to pay for employee ridership at the rate of \$1 per ride from December 1, 2016 to November 30, 2017.



UNIVERSAL ACCESS SERVICE AGREEMENT

Whereas, Town of Normal at 11 Uptown Circle, Normal, Illinois and Bloomington- Normal Public Transit System (Connect Transit) at 351 Wylie Drive, Normal, Illinois have agreed that benefits accrue to both parties in providing a means by which Town of Normal may provide for fare payment for Town of Normal employees utilizing the fixed route buses of Bloomington-Normal Public Transit System and,

Whereas, Town of Normal and Connect Transit have agreed to terms which will allow Town of Normal employees to use the fixed route services of the Connect Transit without the requirement to pay the posted fare.

Now therefore, the parties make this Universal Access Service Agreement the "Agreement" as follows:

CONTRACTING PARTIES: Bloomington-Normal Public Transit System "Connect Transit"

AND

Town of Normal

UNIVERSAL ACCESS AGREEMENT TERM: December 1, 2016 to November 30, 2017 (inclusive)

UNIVERSAL ACCESS SCOPE:

During the period of the Universal Access term, Connect Transit will provide regularly scheduled fixed route services to the general public. Members of the general public are required to pay the posted fare when boarding the bus. Under this Agreement, employees of the Town of Normal, will be allowed to board and ride any and all of the Connect Transit fixed route service offerings with no fare payment after proper display of their valid, current Town of Normal employee identification card. Connect Transit and Town of Normal will mutually determine a method by which the validity of identification cards can be verified.

CHANGES:

Any changes to the Agreement will be enacted upon mutual agreement of the parties, and will be modified by amendment to this Agreement. Such amendment (if any) may be agreed to by the parties without prejudice to any other terms of the Agreement.

OBLIGATIONS OF THE PARTIES

Connect Transit SHALL in its sole discretion and business judgment:

1. Provide buses for the regularly scheduled fixed route bus service offered to the general public on routes and schedules as determined from time to time by Connect Transit and generally announced to the public.



2. Provide vehicle drivers to meet the schedule and service commitment defined above under paragraph 1.
3. Maintain and service all vehicles provided under paragraph 1.
4. Provide, during regular Connect Transit office hours, in-house telephone information services to callers who seek information about Universal Access services.
5. Accept Town of Normal issued employee identification cards, valid during the contract period, as pre-paid fares which entitle the bearer to whom the card was issued to ride Connect Transit fixed route services without fare payment. Persons who do not display a current employee identification card will be charged the general public posted fare.
6. Comply with all applicable laws and policies in the conduct of its business and in the performance of its obligations under this Agreement.
7. Exercise supervisory responsibility over employees of Connect Transit in the performance of its obligations under this Agreement.

UNIVERSAL ACCESS SERVICE AGREEMENT PRICE:

Universal Access charges will be based on actual ridership per month at a cost of \$1.00 per ride.

CONTRACT PAYMENT TERMS

Invoices will be sent monthly at the beginning of each month following universal access by Town of Normal employees. Payment will be due 30 days after the invoice date.

OTHER MATTERS

Assignment: This Agreement shall not be assigned or delegated without the written consent of either party.

Relationship of Parties: Connect Transit is for all purposes an independent contractor and shall not be considered an employee or agent of Town of Normal.

Binding Effect: This Agreement is binding upon the parties hereto and their successors and assigns.

Equal Employment: The parties represent to one another that each is an equal opportunity employer and agrees to abide by any applicable Federal and State rules and regulations concerning the same.

Force Majeure: This Agreement may be suspended or terminated when performance, by either party, becomes impossible or commercially frustrated due to events beyond the control of the party.

Venue: The parties hereby irrevocably and unconditionally submit to the exclusive jurisdiction of any State of Illinois court sitting in Bloomington/Normal, Illinois over any suit, action or proceeding at law or in equity arising out of or relating to this Agreement regardless of whether a party is a plaintiff or defendant in such suit, action or proceeding. The parties hereby irrevocably and unconditionally waive (i) any objection to the laying of venue of any such suit, action or proceeding brought in any such court and any claim that any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum and (ii) any right a



party has to a trial by jury in any action or proceeding arising out of or relating to this Agreement. Each party agrees that a final judgment in any such suit, action or proceeding brought in any such court shall be conclusive and binding upon it and may be enforced in any other court to whose jurisdiction such party is or may be subject by suit upon such judgment.

Choice of Law: This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Illinois, regardless of and without reference to principles of conflicts of law.

Entire Agreement: This Agreement puts an end to all negotiations between the parties and constitutes the entire agreement between the parties.



SIGNATURE FORM

This Agreement is made and concluded by and between Town of Normal and Bloomington-Normal Public Transit System and each party's successors and assigns.

For and in consideration of the payments and agreements herein provided for to be made and performed the parties agree to furnish all labor, equipment, services, materials, and other means to do all work necessary to perform the duties and responsibilities to one another as set forth and all in accordance with this Agreement.

Town of Normal agrees to pay Connect Transit for services rendered and work performed by Connect Transit in accordance with this Agreement subject to any additions or deductions as provided in said Agreement and to make payments on account thereof as provided in said Agreement.

This Agreement and all the covenants shall inure to the benefit and be binding upon the parties and their successors and assigns. Neither party shall have the right to assign, transfer, or sublet its interest or obligations hereunder without the written consent of the other party.

FOR: Bloomington-Normal Public Transit System

BY: _____ Attest: _____
Mike McCurdy, Vice Chairman, Board of Trustees

FOR: Town of Normal

BY: Heather L. Wagner
Authorized Signatory

Heather L. Wagner
Typed or Printed Name of Authorized Signatory