



## **Bloomington-Normal Public Transit System**

### **2021 – 2022 Budget**



**Normal, Illinois**

## TABLE OF CONTENTS

Table of Contents .....	1
Message from the General Manager .....	2
Strategic Plan .....	4
Significant Operating Budgetary Items and Trends .....	11
Budget Overview .....	12
Organizational Chart .....	17
Basis of Accounting and Budgeting .....	18
Financial Policies .....	18
Operating Budget Process .....	20
Budget Calendar .....	20
Three Year Operating Budget .....	21
Seven Year Operating Budget .....	22
Capital Budget Summary .....	23
Capital Budget Process .....	24
Significant Capital Budgetary Items and Trends .....	24
Five Year Capital Budget / Fund Balance .....	25
Major Capital Projects .....	26
Position Summary Schedule .....	27
Department Narratives	
Executive Department .....	28
Safety and Training Department .....	28
Marketing and Business Development Department .....	28
Information Technology Department .....	28
Human Resources Department .....	28
Procurement Department .....	29
Finance Department .....	29
Operations and Maintenance Department .....	29
Supplemental Information .....	30
Connect Transit at a Glance .....	31
Board of Directors .....	32
Budget Glossary .....	33

## **MESSAGE FROM THE GENERAL MANAGER**

The Bloomington-Normal Public Transit System (Connect Transit) has prepared the FY 2022 Annual Budget document as a means to communicate to the Public and the Connect Transit Board the issues considered in the use of financial resources to provide public transit to Bloomington and Normal, Illinois during the 2022 fiscal year.

### **Services to be delivered**

- Connect Transit provides transit services to the City of Bloomington and the Town of Normal city limits
- In FY 2022, Connect Transit will provide approximately 1.5 million trips, covering 1.6 million miles within a 46-mile region, operating and maintaining 37 fixed route buses, and 18 demand response buses with 145 employees.

### **FY 2022 Budget Initiatives and Priorities**

- Increase revenue with fares, contracts, Medicaid, and advertising
- Reduce fares for Connect Mobility riders to match the fares that Fixed Route riders pay
- Increase fund balance – in order for Connect Transit to take advantage of the State of Illinois DOAP Debt Service funding, Connect Transit will have to pledge cash reserves for the line of credit
- Provide efficient and effective transit service
- Continue to explore stable local funding options

### **COVID-19 Issues**

- Connect Transit has reduced revenue projections for our FY 2022 Annual Budget in regard to the COVID-19 pandemic. Connect Transit was apportioned \$9,179,551.00 from the FY 2020 Cares Act Section 5307 Urbanized Area Apportionments and \$6,876,361 from the American Rescue Plan Act Section 5307 Urbanized Area Apportionments to help to prevent, prepare for and respond to the COVID-19 pandemic. These federal apportionments will be used to replace lost revenue and pay for additional expenses in FY 2022.

### **Continuing Budget Issues**

- Medicaid billing - Connect Transit continues to be a Non-Emergency Medical Transportation (NEMT) provider. This allows us to recoup costs through Medicaid on approved passenger trips and provide a free fare to the rider. Connect Transit has seen steady growth in revenues and expects to see continued growth in FY 2022.
- Connect Transit is in the service industry, wages and benefits will always be a large portion of our expenses. Labor cost continues to increase due to annual wage increases and increases in Connect Mobility hours due to demand.
- Connect Transit will use much of the annual Federal funding appropriation on operating expenses.

### **New Budget Issues – Long Term Financial Plans**

- Connect Transit will continue to leverage Downstate Operating Assistance Program (DOAP) to complete capital projects such as bus stop improvements, new buses, and mid-life overhaul of

buses. This will require Connect to pledge local capital funding to receive a line of credit. This will allow Connect Transit to leverage 65% percent of the capital cost through DOAP and reduce the amount of federal and local capital dollars.

- To use DOAP debt-service effectively and minimize risk, Connect Transit is going to conserve local capital dollars and increase reserves.

Mark Peterson  
Interim General Manager

# Connect Transit

## Final Draft Strategic Plan for 2021

### Connect Transit Description

*Connect Transit is the Bloomington-Normal Public Transit System, formed in 1972 to provide transportation services within the City of Bloomington and Town of Normal, Illinois. It is governed by a 7-member Board of Trustees appointed by the City and Town and staffed by approximately 140 dedicated employees.*

### Mission Statement

*The expression of mission, or purpose, is Connect Transit's fundamental reason for being, and that for which all commitments and resources are in service.*

Connect Transit provides safe, reliable transportation and access to opportunity to strengthen and enrich individual lives, our community, the economy and the environment.

### Core Values

*These core values guide our conduct and behavior and apply to everyone without exception.*

At Connect Transit, we are

- Respectful of all persons and perspectives
- Customer and safety focused
- Dedicated to public service
- Accountable stewards of public resources
- Trusting and trustworthy
- Open-minded and eager to learn
- Positive in attitude
- Focused on the good of the whole

## Vision for 2021

*Our Vision for 2021 inspires us, and sets the trajectory for our bold, clear and compelling future.*

Connect Transit is a robust system of undeniable social, economic and environmental value to its stakeholders and the community.

## High-Level Goals

*These five Goals establish the Strategic Plan framework. Each one pertains to a distinct component of Connect Transit's effectiveness and accountability. Achievement of these Goals facilitates attainment of our Vision for 2021. No prioritization is implied by the order in which they are listed.*

1. Sustainable, High-Performing System	Define, design and fund a sustainable transit system tailored to optimally serve the Bloomington-Normal community.
2. Quality Customer Experience	Provide reliable, easy to use transportation services and quality, user-friendly amenities.
3. Operational Excellence	Exemplify sound governance, superior operations, a culture of safety and a model workplace.
4. Undeniable Value	Become the mobility provider of choice and be valued as an essential public service.
5. Innovative Leadership	Facilitate our community's mobility evolution with innovation, future focus and collaborative leadership.

## Strategic Action Plan

*The Action Plan describes strategies and actions to achieve each of the five High-Level Goals.*

**Goal 1: Sustainable, High-Performing System: Define, design and fund a sustainable transit system tailored to optimally serve the Bloomington-Normal community.**

**Strategy 1 – Defined Service: Establish the system’s balance of coverage, ridership, connectivity and frequency to attain the community’s transit objectives.**

Action 1. Clearly establish community transit objectives and review them periodically.

Action 2. Discern and select Connect Transit’s sustainable service profile to achieve transit objectives.

**Strategy 2 – System Design: Design and implement routes that efficiently attain transit objectives, balancing system performance with customer needs and preferences.**

Action 1. Design or adjust proposed system routes to ensure alignment with and performance toward transit objectives.

Action 2. Utilize design principles that ensure system integrity and consistency.

Action 3. Implement route adjustments using widespread public information and customer training campaigns.

Action 4. Build and maintain transfer stations that facilitate connectivity and system performance.

**Strategy 3 – Fleet: Ensure a reliable, quality fleet capable of meeting current service level needs, with an eye toward the community’s evolving mobility objectives.**

Action 1. Upgrade the existing fleet and continue to procure needed, quality rolling stock.

Action 2. Keep the fleet in good repair, and responsibly manage transit assets.

Action 3. Embrace use of alternative fuels and emerging energy solutions.

**Strategy 4 – Funding: Establish ample, accountable transit funding.**

Action 1. Examine all existing revenue sources for stability and growth potential, and research new/alternative revenue streams for operations and capital.

Action 2. Evaluate and expand partners for universal access, such as government agencies, nonprofit agencies and businesses.

Action 3. Explore fare restructuring.

Action 4. Grow advertising revenue.

Action 5. Explore increased local funding support with local governments.

Action 6. Research and pursue grant opportunities.

Action 7. Consider establishing a transit taxing district.

**Goal 2: Quality Customer Experience: Provide reliable, easy-to-use transportation services and quality, user-friendly amenities.**

**Strategy 1 – Infrastructure/Amenities: Implement amenities as a fundamental component of transit value and safety.**

Action 1. Build a downtown transfer center.

Action 2. Adopt a Bus Stop/Shelter Design Plan to be used as the Connect Transit standard.

Action 3. Install transit amenities, such as shelters and lighting, and ensure maintenance and cleanliness at transfer stations, hubs and bus stops.

Action 4. Partner with the City and Town for sidewalks, shelters and lighting at bus stops.

Action 5. Secure private sector sponsors or partners to fund bus stops/shelters.

**Strategy 2 – Customer Service: Uphold a standard of customer courtesy and appreciation.**

Action 1. Infuse every interaction with a customer service orientation.

Action 2. Provide ongoing employee education and increased instruction in customer relations.

Action 3. Enlist customer service champions to model kind, helpful conduct and behavior.

Action 4. Provide employee education on route planning and use of various planning aids.

Action 5. Conduct periodic customer surveys, interviews or focus groups, to obtain suggestions and feedback, and gauge satisfaction.

**Strategy 3 – Access/Social Relevancy: Provide a mobility option, independent of personal vehicle use, to link people, communities, commerce, services, employment and entertainment.**

Action 1. Maintain a high level of on-time performance.

Action 2. Provide additional service and greater frequency as budgets permit.

Action 3. Remain sensitive to service affordability for all riders.

Action 4. Ensure all riders are aware of the freedom and flexibility afforded by the fixed route system.

**Strategy 4 – Ease of Use: Produce intuitive information guides, signage and communications.**

Action 1. Enhance high and standard technology rider information sources, such as more ETA displays, Wifi capability, smart phone app, social media and others for superior customer awareness.

Action 2. Provide customer education on the use of various route planning aids, including improved rider guides.



**Goal 3: Operational Excellence: Exemplify sound governance, superior operations, a culture of safety and a model workplace.**

**Strategy 1 – Governance: Exhibit wise, effective governance through clarity of purpose and focused strategic alignment with Connect Transit’s Vision and Goals.**

Action 1. Maintain momentum toward Vision achievement, report on Strategic Plan performance and schedule timely Plan updates.

Action 2. Make time for dialogue and discernment of complex policy choices.

Action 3. Utilize clear, fair decision-making processes and anticipate dissent as a natural function of diverse perspective.

Action 4. Champion the agency’s Vision and Goals with stakeholders, and act in the interest of the community.

**Strategy 2 – Superior Operations: Demonstrate transparency and accountability and utilize best practices toward achievement of comprehensive operational excellence.**

Action 1. Formalize routine data analysis, reporting and metrics to monitor and evaluate system performance.

Action 2. Research and apply best practices to all facets of operations.

Action 3. Periodically review operational policies and practices.

**Strategy 3 – Safety: Ensure a culture of safety.**

Action 1. Integrate safety as the core component of all operations and every aspect of the agency.

Action 2. Demonstrate bus riding as one of the safest transportation options.

Action 3. Enhance safety communications both internally and externally.

**Strategy 4 – Model Workplace: Rank among the region’s best employers.**

Action 1. Develop and maintain camaraderie across all functions and levels of the organization.

Action 2. Recruit personnel that exhibit Connect Transit values and invest in employee development to ensure growth and productivity of the workforce.

Action 3. Use effective communication vehicles and approaches that enhance multidirectional information sharing.

Action 4. Possess a positive, can-do attitude.

**Goal 4: Undeniable Value: Become the mobility provider of choice and be valued as an essential public service.**

**Strategy 1 – Community Engagement: Establish trust and rapport with stakeholders to understand needs and values, obtain advice and feedback, share information and advance transit objectives.**

Action 1. Cultivate the Connect Transit Advisory Committee (CTAC) to be a key communication conduit with Connect Transit customers and stakeholders.

Action 2. Have a presence at community events to dialogue with individuals and make presentations to community groups.

Action 3. Utilize innovative engagement tools to connect with and cultivate specific target markets.

**Strategy 2 – Partnership and Collaboration: Generate new potentials through symbiotic relationships with key collaborators.**

Action 1. Captivate and inspire executives and legislators at every level of government with Connect Transit's vision and plan, outlining its contribution to our shared vision for a thriving region.

Action 2. Identify and engage current and potential partners and collaborators, such as education, library, airport and other transportation modes, City and Town, McLean County, businesses and nonprofit institutions and organizations, and co-design collaboration agreements that serve both parties.

Action 3. Identify private sector benefactors and public sector partners for amenities, universal access and marketing collaboration.

**Strategy 3 – Marketing and Communications: Feature Connect Transit as a community asset and an essential public service.**

Action 1. Create a marketing and communications plan that amplifies the value of the transit system to the general public, and demonstrates its return on investment in social, economic and environmental terms.

Action 2. Tell the new story of a connected community, pulsing with vitality and ease of movement for people of all ages and backgrounds.

Action 3. Portray the riding experience as enjoyable, smart, and for everyone.

Goal 5: Innovative Leadership: Facilitate our community's mobility evolution with innovation, future focus and collaborative leadership.

Strategy 1 – Future Focus: Become poised to integrate and give leadership to emerging transportation technologies.

Action 1. Serve as a model public agency in the community and a sought-after expert in transportation solutions.

Action 2. Explore innovative approaches to service delivery.

Action 3. Position Connect Transit for the arrival and use of autonomous vehicles in our market and define our participation and leadership.

Strategy 2 – Economic Influence: Exercise Connect Transit's influence as an economic driver for the region.

Action 1. Feature the region's multimodal strength and the key role played by transit as an asset to business, students and residents.

Action 2. Vividly portray the way transit benefits sales and commerce, transports our workforces, facilitates individuals' livelihoods and can diversify the region's employer/employee base.

Action 3. Integrate the "transit asset" into the economic development conversation and equation at the municipal and county levels.

Strategy 3 – Regional Planning Influence: Elevate awareness and advance land use policy principles that optimize land resources, facilitate mobility and steward the environment.

Action 1. Take an active role in the local and regional land use policy conversation.

Action 2. Emphasize the value of transit accessibility in land use development.

Action 3. Articulate and advocate for the benefits of transit-oriented development (TOD) toward achievement of environmental and quality of life objectives.

Action 4. Heighten awareness about placement of land uses requiring high levels of service, the necessity of mobility options, and the value of sidewalks, shelters and other amenities.

## **SIGNIFICANT OPERATING BUDGETARY ITEMS AND TRENDS**

The adoption of the FY 2022 budget included several assumptions that are necessary due to the unpredictability of costs and organizational needs. All assumptions made in the operating budget are based on historical trends and future expectations.

In February 2020, the Connect Transit Board of Trustees voted to support the Connect to The Future Work Group recommendations including the one rate for all fare structure. The one rate for all fare structure implementation date was scheduled for July 1, 2020. However, fare collection was suspended beyond July 1, 2020 because of the COVID-19 pandemic. Fare collection is still currently suspended. We anticipate fare collection starting back up again at the end of FY 2021 or beginning of FY 2022. The fixed-route fare will go from \$1.00 per ride to \$1.25 per ride. The 30-day pass for fixed route will go from \$32 to \$40. The Connect Mobility fare will go from \$2.00 per ride to \$1.25 per ride. The Premium Service surcharge for Connect Mobility will be eliminated. Connect Mobility coverage area will be extended to the City of Bloomington and Town of Normal limits regardless of distance from fixed routes. The 30-day pass for Connect Mobility will decrease from \$65 to \$40.

In order to help pay for the decrease in Connect Mobility fares, and to help decrease the amount of the Federal Section 5307 Grant money Connect Transit spends on operating expenses, Connect Transit has asked the City of Bloomington and the Town of Normal to contribute an additional \$250,000.00 for operating expenses starting in FY 2021. In FY 2022, this amount will remain at \$250,000.00 per year.

Connect Transit applied to be a Non-Emergency Medical Transportation (NEMT) provider in November 2017. This allows Connect Transit to recoup costs through Medicaid on approved passenger trips and provide a free fare to the rider. We have seen a steady increase in revenue from this and expect to see an increase in revenue in FY 2022.

Connect Transit is anticipating higher labor costs in FY 2022 due to annual wage increases, and increases in Connect Mobility hours due to demand from lowering the fares and increasing the coverage area for Connect Mobility.

Connect Transit has lowered fare revenue expectations for the FY 2022 Annual Budget in regard to the COVID-19 pandemic. We are not certain what the COVID-19 impact will be on revenue and expenses in FY 2022, but revenues and expenses will be impacted. Connect Transit was apportioned \$9,179,551.00 from the FY 2020 Cares Act Section 5307 Urbanized Area Apportionments to help to prevent, prepare for and respond to the COVID-19 pandemic. This federal apportionment will be used to replace lost revenue and pay for additional expenses in FY 2022.

## BUDGET OVERVIEW

Bloomington Normal Public Transit System (Connect Transit) is an intergovernmental agency established by the City of Bloomington (City) and the Town of Normal (Town) and governed by a board appointed by both the City and the Town. Connect Transit operates as an enterprise fund that reports financial results in accordance with accounting principles generally accepted in the United States of America (GAAP) and Governmental Accounting Standards Board (GASB) guidance.

Connect Transit’s Operating Fund is used to account for all general operations and activities. It is Connect Transit’s intent that the costs of operations be financed through the farebox revenue, advertising revenue, sales tax from the City of Bloomington and Town of Normal, and state and federal grants. Most of the operational funding is used to pay employee salaries and benefits. Other operational funding goes to pay for things such as fuel, insurance, maintenance and utilities.

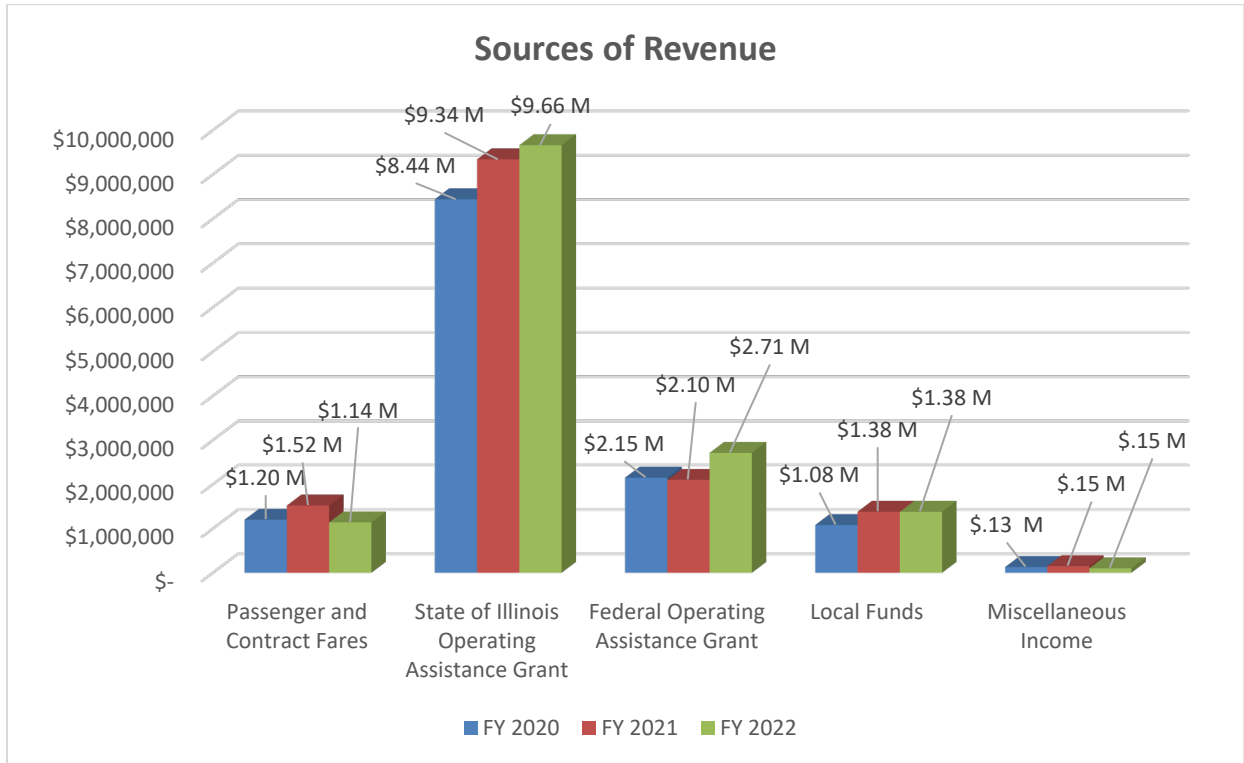
Connect Transit’s Capital Fund is used to finance capital projects and fixed asset purchases such as revenue vehicles, facility enhancements, technology upgrades, and more. Capital funds are collected from the City of Bloomington, the Town of Normal, the State of Illinois and a variety of Federal Transit Administration grants, including an annual Section 5307 appropriation.

Presented below is a summary of major operating revenues and expenditures. The capital budget summary can be found in the capital budget section on page 23.

	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget
<b>Revenue:</b>			
Passenger and Contract Fares	\$1,203,699	\$1,522,500	\$1,140,500
Miscellaneous Income	132,481	152,500	102,000
Local	1,077,938	1,382,000	1,382,000
State of Illinois Operating Assistance Grant	8,443,483	9,339,000	9,664,200
Federal Operating Assistance Grant	2,151,804	2,104,000	2,711,300
<b>Total Revenue</b>	<b>13,009,405</b>	<b>14,500,000</b>	<b>15,000,000</b>
<b>Expenses:</b>			
Labor	8,058,972	8,607,000	8,857,000
Employee Benefits	2,245,098	2,702,000	2,732,000
Fuel and Lubricants	726,253	931,000	931,000
Bus Repair and Maintenance	674,658	530,000	717,000
Insurance	516,820	661,000	665,000
Professional Fees	244,648	312,000	312,000
Software Licenses and Supplies	185,179	256,000	295,000
Utilities	113,809	152,000	135,000
Miscellaneous	243,968	349,000	356,000
<b>Total Expenses</b>	<b>\$ 13,009,405</b>	<b>\$ 14,500,000</b>	<b>\$ 15,000,000</b>
<b>Total Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

In FY 2022, Connect Transit expects to receive \$1.14 million in farebox, pass sales, and universal access revenue, \$9.66 million in funds from the State of Illinois, \$2.71 million from federal funds, \$1.38 million from Local funds and \$.10 million from miscellaneous funds. Figure 1.1 compares actual sources of revenue for FY 2020, and budgeted sources of revenue for FY 2021 and FY 2022.

**Figure 1.1**



Passenger and contract fares is projected to increase from \$1.20 million to \$1.52 million in FY 2020 to FY 2021. The projected increase in FY 2021 is due to the one rate for all fare structure that will take effect on July 1, 2020. In FY 2022, Connect Transit expects passenger and contract fares to decrease by \$.38 million from FY 2021 budgeted amount due to the COVID-19 pandemic.

Revenue from the State of Illinois (Downstate Operating Assistance Program, which reimburses 65 percent of the total eligible expenses) is projected to increase from \$8.44 million to \$9.34 million to \$9.66 million in FY 2020, FY 2021 and FY 2022, respectively, and continues to be Connect Transit's main source of revenue. This increase is due to the increase in expenses since Connect Transit is reimbursed for 65% of eligible expenses.

Federal revenue (Section 5307 Operating Grant and CARES Act Funding) for FY 2020 was \$2.15 million and is expected to decrease to \$2.10 million in FY 2021. This decrease was due to the increase in local revenue from FY 2020 to FY 2021. In FY 2022, Connect Transit expects federal revenue to increase by \$.61 million due to the increase in operating expenses from FY 2021 to FY 2022.

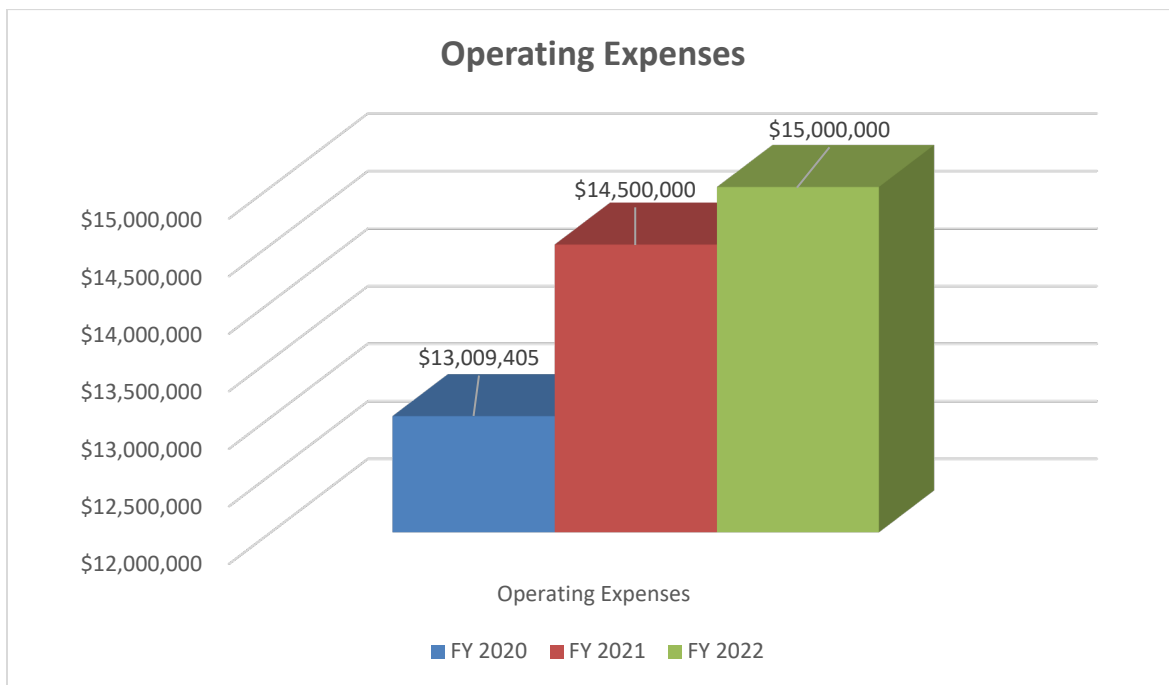
Local revenue (Sales Tax Revenue from the City of Bloomington and the Town of Normal) is projected to increase from \$1.08 million to \$1.38 million in FY 2020 to FY 2021 due to the additional revenue the City of Bloomington and Town of Normal will provide. In FY 2022, Connect Transit expects local revenue to remain at \$1.38 million.

Miscellaneous revenue for FY 2020 was \$.13 million and is expected to increase to \$.15 million in FY 2021 and decrease to \$.10 million in FY 2022.

### USES OF REVENUE

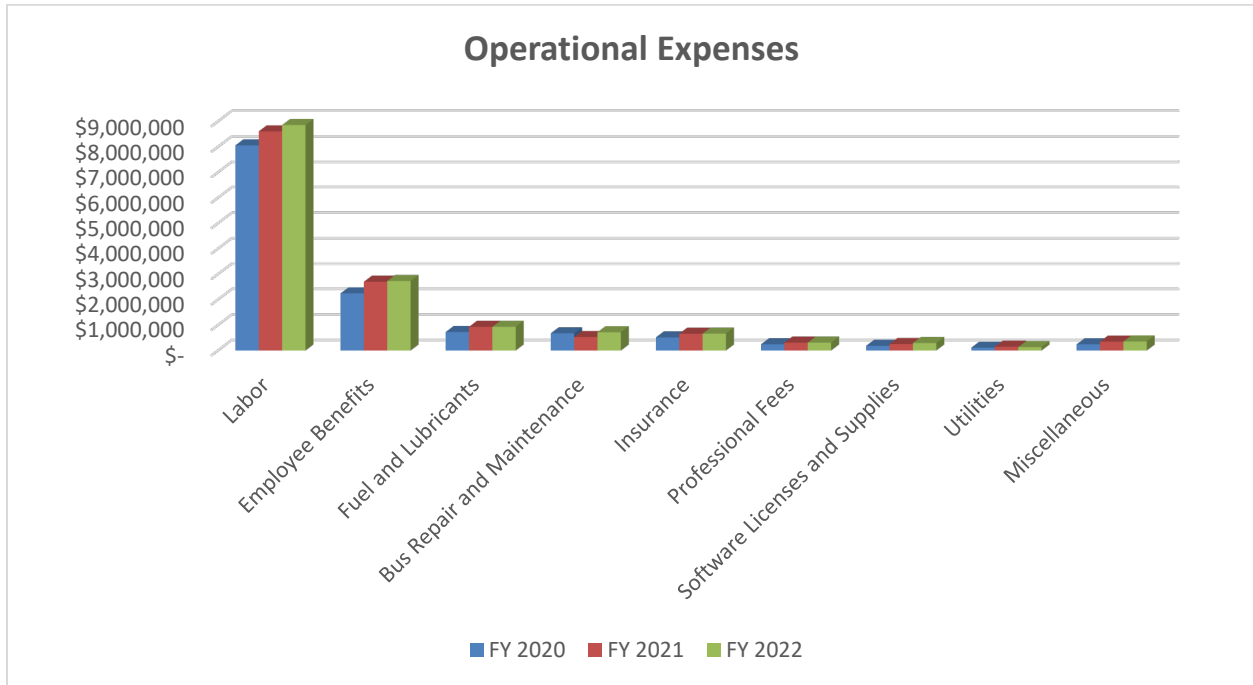
Connect Transit's budgeted operating expenses for FY 2022 are \$15.00 million. Figure 1.2 illustrates actual operating expenses in FY 2020, and budgeted operating expenses in FY 2021 and FY 2022.

**Figure 1.2**



Connect Transit budgeted an increase of 3.45% in operational expenses from FY 2021 to FY 2022. Figure 1.3 illustrates the increase in operational expenses from FY 2020 to FY 2021.

**Figure 1.3**



Labor is Connect Transit’s main use of revenues, with wages increasing approximately 2.90% from FY 2021 to FY 2022. There is an increase in Operation’s Labor, because we anticipate an increase in Connect Mobility hours from FY 2021 to FY 2022. The increase in Connect Mobility hours is due to increased service area. Connect Mobility will be provided to the city and town limits. All represented employees will receive an increase in wages, per the Collective Bargaining Agreement. Non-represented employees will receive an increase in wages based on performance.

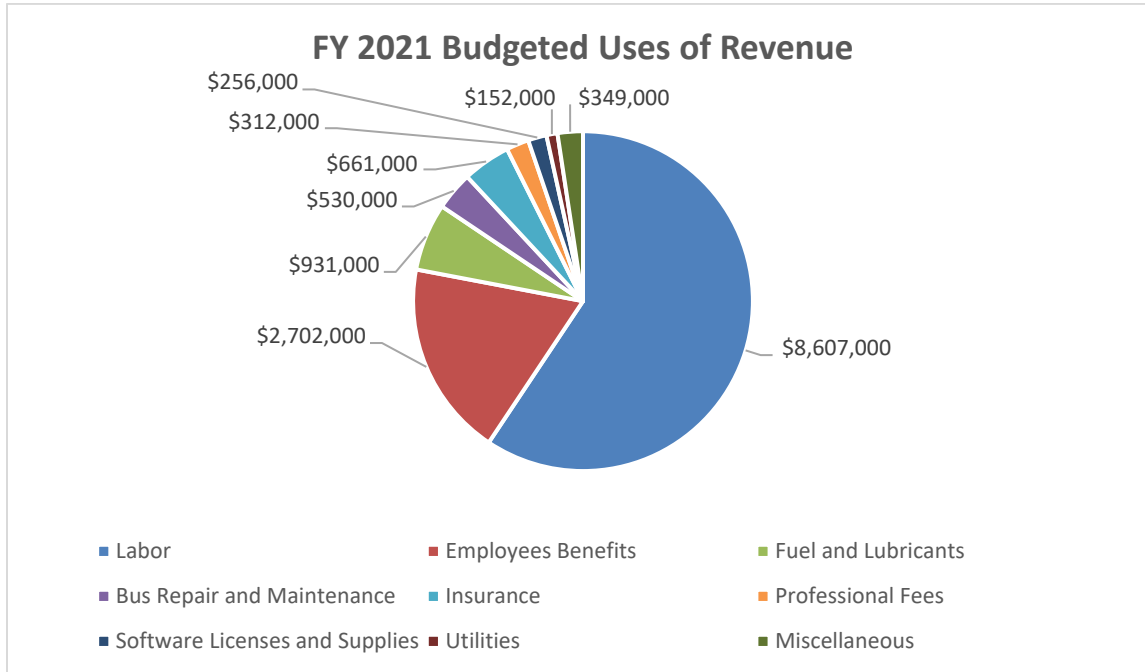
Another significant expense category is Employee Benefits. In FY 2022, we are anticipating a projected 1.10% increase in employee benefits over FY 2021. This is due to an increase in retirement plan (457 plan) expense and payroll taxes.

We are projecting a 35.28% increase in Bus Repair and Maintenance from FY 2021 to FY 2022. This increase is due to the fact we have 10 used fixed-route buses that are beyond their useful lives. Because we have older buses in our fleet, we anticipate higher repair costs in FY 2022.

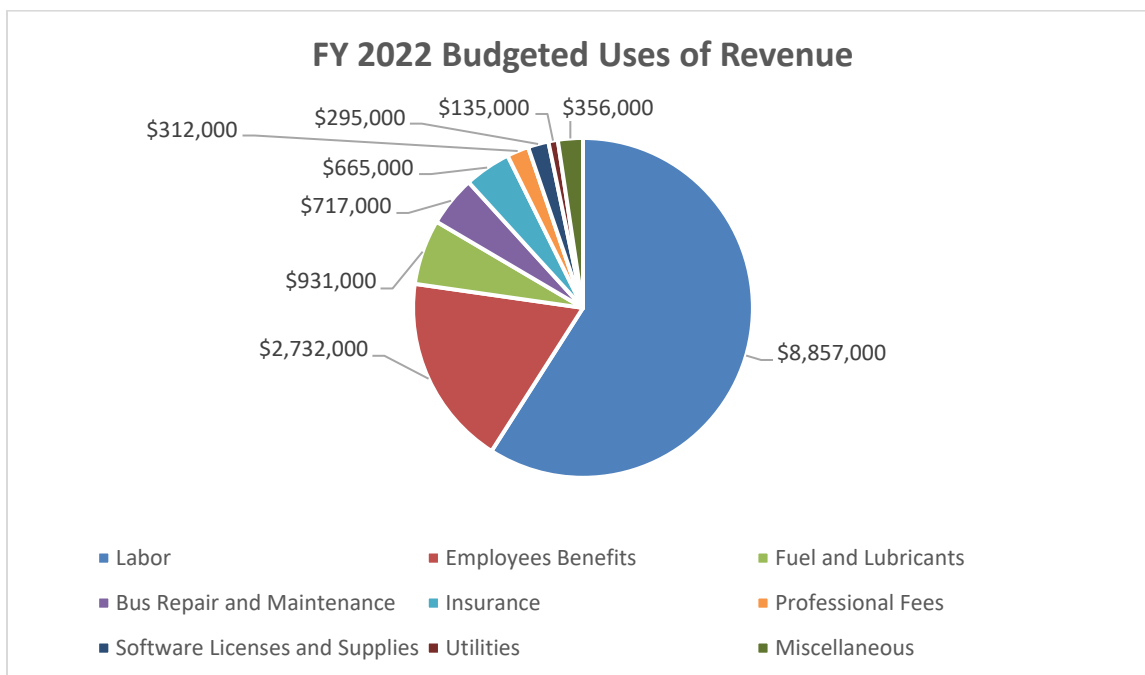


Figure 1.4 illustrates the breakdown of expenditures in FY 2021. Figure 1.5 illustrates the breakdown of expenditures in FY 2022.

**Figure 1.4**

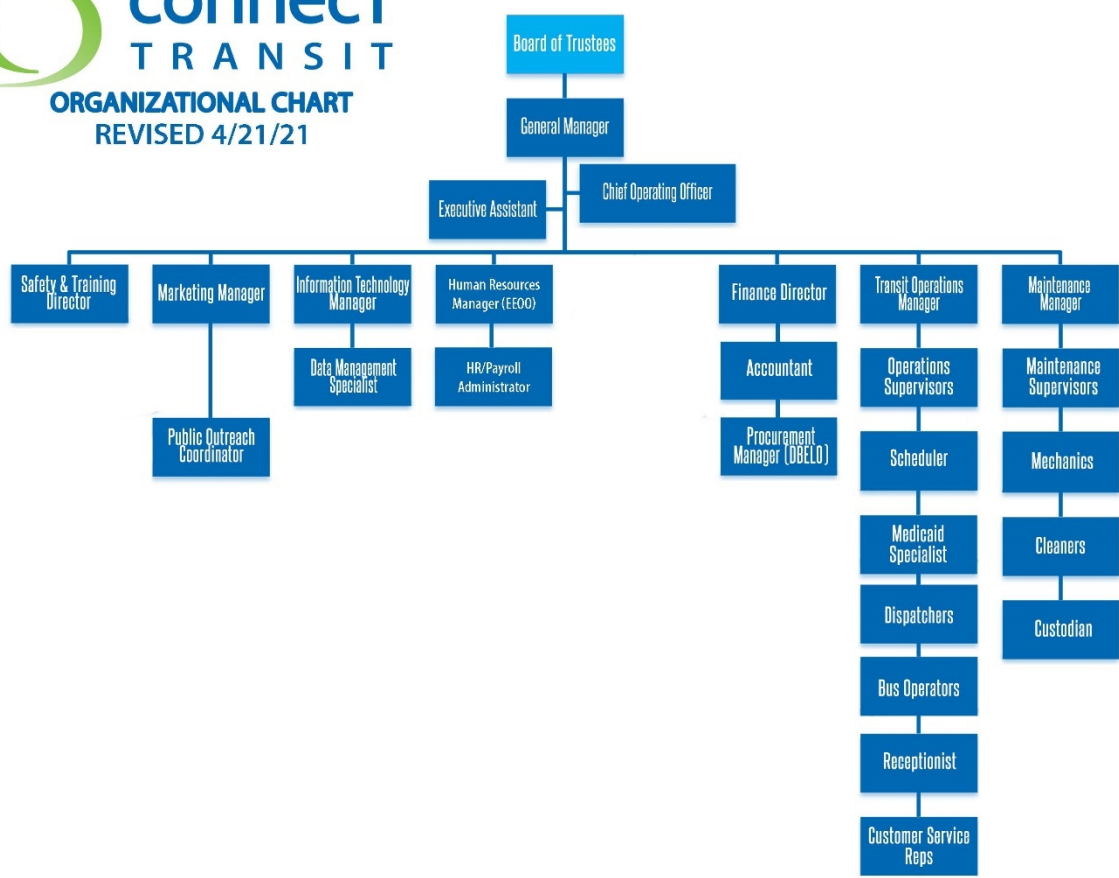


**Figure 1.5**





**connect**  
TRANSIT  
ORGANIZATIONAL CHART  
REVISED 4/21/21



## **BASIS OF ACCOUNTING AND BUDGETING**

The “basis of accounting” and “basis of budgeting” determine when revenues and expenditures are recognized for purposes of financial reporting and budget control. Connect Transit’s budget and financial statements are reported in accordance with generally accepted accounting principles on the accrual basis of accounting. The accrual basis of accounting recognizes revenue when it is earned and expenses when incurred. Connect Transit does not budget for depreciation expense.

## **FINANCIAL POLICIES**

Financial policies establish goals and targets for Connect Transit’s financial operations so that the Board can monitor how well Connect Transit is performing. Formal financial policies provide for a consistent approach to fiscal strategies and set forth guidelines to measure financial performance and future budgetary programs.

The following pages contain policy frameworks in the following areas:

- (1) General Financial Goals
- (2) Operating Management
- (3) Operating Budget
- (4) Capital Budget and Planning
- (5) Accounting and Financial Reporting

### **General Financial Goals**

- To ensure delivery of an adequate level of service by assuring reliance on ongoing resources and by maintaining an adequate financial base.
- To ensure that Connect Transit is in position to respond to changes in the economy or funding without an undue amount of financial stress.
- To adhere to the highest accounting and management policies as set by the Government Finance Officers’ Association, the Government Accounting Standards Board, and other professional standards for financial reporting and budgeting.

### **Operating Management Policies**

- Long Range Planning – All departments share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and future capital purchases will be developed to reflect projected expenditures, projected resources, and future service requirements.
- Forecasts – Balanced revenue and expenditure forecasts will be prepared to examine Connect Transit’s ability to absorb operating costs due to changes in the economy, funding, and capital improvements.
- Cash and Investments – Cash and investment programs will be maintained in accordance with the current investment policy to ensure that proper controls and safeguards are maintained. Connect Transit funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal in that order.

## Operating Budget

- Budget Development – Budget development will use strategic fiscal planning, conservative revenue forecasts, and expenditure forecast. The process will include a diligent review of revenues and expenditures by management and the Board of Trustees.
- Balanced Budget – Current expenditures will be funded by current fare, advertising revenue, City of Bloomington, Town of Normal, State of Illinois, and federal funds. Connect Transit’s budget is a balanced budget in that Connect Transit does not intend for a deficit or surplus. Connect Transit’s budgeted revenues and expenditures are equal.

## Capital Budget and Planning

- Capital Improvement Plan Development – A five-year Capital Improvement Plan (CIP) will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as equipment, infrastructure purchases, or construction that results in a capitalized asset costing more than \$10,000.00 and having a useful (depreciable) life of one year or more. Connect Transit will incorporate future operating, maintenance and replacement costs associated with new capital improvements into the budget document.

## Accounting and Financial Reporting

- Accounting and Reporting Methods – Connect Transit’s accounting and financial reporting systems will be maintained in conformance with all state and federal laws, generally accepted accounting principles (GAAP), standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).
- Fiscal Monitoring – The Finance Department provides the Board a monthly financial report that provides year-to-date budget to actual performance.
- Internal Controls – Financial systems will maintain internal controls to monitor revenues and expenditures on an ongoing basis.

## **OPERATING AND CAPITAL BUDGET PROCESS**

This section describes the process for preparing, reviewing, and adopting the operating and capital budget for the upcoming fiscal year. It also includes procedures for amending the budget after adoption. Connect Transit uses the accrual basis of accounting for budgeting, which is the same basis of accounting used in the audited financial statements.

Connect Transit’s budget development process started in December 2020 with the Finance Department meeting with the department heads to discuss any expected significant increases or decreases to line item expenses in the operating budget. After those meetings, the Finance Department drafted a budget to present to the General Manager. The General Manager, Finance Director and department heads then met to discuss the budget for the upcoming year. Once the draft budget was agreed upon, the Finance Department presented the draft budget to the Board of Trustees through email in March 2021. The Trustees reviewed the budget and provided feedback. The Board of Trustees then reviewed the budget during the budget work session meeting held on March 23, 2021. The annual Budget Document will be presented to the Board of Trustees on April 27, 2021. After discussion, Board members will vote on the Budget Document. The budget calendar shown below is used to supplement this narrative information.

Connect Transit’s Board of Trustees must approve any adjustment that will increase the expenses to the operating budget.

### **BUDGET CALENDAR**

<u><b>Date Completed</b></u>	<u><b>Task</b></u>
December 2020	Finance Department meets with all departments to discuss and develop a preliminary budget.
January 2021	Administrative staff meet with departments to review and discuss requests.  Administrative review is completed.
March 2021	Draft budget is distributed to the Board by email for purposes of budget review.  Draft budget is discussed with the whole Board at the March Board meeting.
April 2021	Finance Department finalizes FY 2021 – 2022 budget based on suggestions from the Board’s comments.  Board approves the FY 2021 – 2022 annual budget.

**Bloomington Normal Public Transit System FY 2021 - 2022 Operating Budget**

	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget	\$ Change from FY 2021	% Change from FY 2021
<b>Operating Revenue</b>					
Passenger Fares	506,432.67	782,000.00	373,000.00	(409,000.00)	-52.30%
Contract Fares	697,266.40	740,000.00	767,500.00	27,500.00	3.72%
Advertising Revenue	92,051.14	150,000.00	100,000.00	(50,000.00)	-33.33%
Miscellaneous Revenue	40,429.82	3,000.00	2,000.00	(1,000.00)	-33.33%
<b>Total Operating Revenue</b>	<b>1,336,180.03</b>	<b>1,675,000.00</b>	<b>1,242,500.00</b>	<b>(432,500.00)</b>	<b>-25.82%</b>
<b>Operating Expenses</b>					
Operations Wages	6,084,181.57	6,267,000.00	6,487,000.00	220,000.00	3.51%
Maintenance Wages	974,963.64	1,293,000.00	1,298,000.00	5,000.00	0.39%
Administration Wages	999,826.30	1,047,000.00	1,072,000.00	25,000.00	2.39%
Employer Payroll Tax Expense	596,541.61	702,000.00	720,000.00	18,000.00	2.56%
Retirement Plan	323,163.19	417,000.00	429,000.00	12,000.00	2.88%
Group Insurance	1,468,795.62	1,793,000.00	1,793,000.00	-	0.00%
Uniform Expense	25,556.66	38,000.00	38,000.00	-	0.00%
Professional Services	244,647.82	312,000.00	312,000.00	-	0.00%
Outside Repair - Labor	87,516.05	69,000.00	90,000.00	21,000.00	30.43%
Contract Maintenance Services	142,942.04	110,000.00	124,000.00	14,000.00	12.73%
Custodial Services	12,965.26	16,000.00	17,000.00	1,000.00	6.25%
Employment Expenses	9,014.73	16,000.00	16,000.00	-	0.00%
Fuel	698,270.50	886,000.00	886,000.00	-	0.00%
Lubricants	27,982.65	45,000.00	45,000.00	-	0.00%
Tires	51,214.22	90,000.00	90,000.00	-	0.00%
Bus Repair Parts	313,689.53	195,000.00	320,000.00	125,000.00	64.10%
Other Materials and Supplies	66,331.97	50,000.00	76,000.00	26,000.00	52.00%
Shelters/Signs/Shop Tools	15,053.43	17,000.00	27,000.00	10,000.00	58.82%
Computer and Office Supplies	170,125.46	239,000.00	268,000.00	29,000.00	12.13%
Utilities	113,809.06	152,000.00	135,000.00	(17,000.00)	-11.18%
Corporate Insurance	347,860.84	413,000.00	417,000.00	4,000.00	0.97%
Dues/Subscriptions/Fees	44,997.79	52,000.00	52,000.00	-	0.00%
Printing/Marketing/Training	189,955.07	281,000.00	288,000.00	7,000.00	2.49%
<b>Total Operating Expenses</b>	<b>13,009,405.01</b>	<b>14,500,000.00</b>	<b>15,000,000.00</b>	<b>500,000.00</b>	<b>3.45%</b>
Operating Revenue	1,336,180.03	1,675,000.00	1,242,500.00	(432,500.00)	-25.82%
Local Revenue	999,999.96	1,250,000.00	1,250,000.00	-	0.00%
State Support	8,443,483.31	9,339,000.00	9,664,200.00	325,200.00	3.48%
Federal Support	2,151,804.00	2,104,000.00	2,711,300.00	607,300.00	28.86%
<b>Total Revenue and Support</b>	<b>12,931,467.30</b>	<b>14,368,000.00</b>	<b>14,868,000.00</b>	<b>500,000.00</b>	<b>3.48%</b>

**Bloomington Normal Public Transit System  
Seven Year Operating Budget**

	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	FY 2026 Budget
<b>Operating Revenue</b>							
Passenger Fares	506,432.67	782,000.00	373,000.00	392,000.00	412,000.00	433,000.00	454,900.00
Contract Fares	697,266.40	740,000.00	767,500.00	806,000.00	846,000.00	888,000.00	932,500.00
Advertising Revenue	92,051.14	150,000.00	100,000.00	105,000.00	110,000.00	116,000.00	121,625.00
Miscellaneous Revenue	40,429.82	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,500.00
<b>Total Operating Revenue</b>	<b>1,336,180.03</b>	<b>1,675,000.00</b>	<b>1,242,500.00</b>	<b>1,305,000.00</b>	<b>1,370,000.00</b>	<b>1,439,000.00</b>	<b>1,511,525.00</b>
<b>Operating Expenses</b>							
Operations Wages	6,084,181.57	6,267,000.00	6,487,000.00	6,811,000.00	7,152,000.00	7,510,000.00	7,886,000.00
Maintenance Wages	974,963.64	1,293,000.00	1,298,000.00	1,363,000.00	1,431,000.00	1,503,000.00	1,578,000.00
Administration Wages	999,826.30	1,047,000.00	1,072,000.00	1,126,000.00	1,182,000.00	1,241,000.00	1,303,000.00
Employer Payroll Tax Expense	596,541.61	702,000.00	720,000.00	756,000.00	794,000.00	834,000.00	876,000.00
Retirement Plan	323,163.19	417,000.00	429,000.00	450,000.00	473,000.00	497,000.00	522,000.00
Group Insurance	1,468,795.62	1,793,000.00	1,793,000.00	1,883,000.00	1,977,000.00	2,076,000.00	2,180,000.00
Uniform Expense	25,556.66	38,000.00	38,000.00	40,000.00	42,000.00	44,000.00	46,000.00
Professional Services	244,647.82	312,000.00	312,000.00	328,000.00	344,000.00	361,000.00	379,000.00
Outside Repair - Labor	87,516.05	69,000.00	90,000.00	95,000.00	100,000.00	105,000.00	110,000.00
Contract Maintenance Services	142,942.04	110,000.00	124,000.00	130,000.00	137,000.00	144,000.00	151,000.00
Custodial Services	12,965.26	16,000.00	17,000.00	18,000.00	19,000.00	20,000.00	21,000.00
Employment Expenses	9,014.73	16,000.00	16,000.00	17,000.00	18,000.00	19,000.00	20,000.00
Fuel	698,270.50	886,000.00	886,000.00	930,000.00	977,000.00	1,026,000.00	1,077,000.00
Lubricants	27,982.65	45,000.00	45,000.00	47,000.00	49,000.00	51,000.00	53,000.00
Tires	51,214.22	90,000.00	90,000.00	94,000.00	99,000.00	104,000.00	109,000.00
Bus Repair Parts	313,689.53	195,000.00	320,000.00	336,000.00	353,000.00	371,000.00	390,000.00
Other Materials and Supplies	66,331.97	50,000.00	76,000.00	80,000.00	84,000.00	88,000.00	92,000.00
Shelters/Signs/Shop Tools	15,053.43	17,000.00	27,000.00	28,000.00	29,000.00	30,000.00	32,000.00
Computer and Office Supplies	170,125.46	239,000.00	268,000.00	281,000.00	295,000.00	310,000.00	326,000.00
Utilities	113,809.06	152,000.00	135,000.00	142,000.00	149,000.00	156,000.00	164,000.00
Corporate Insurance	347,860.84	413,000.00	417,000.00	438,000.00	460,000.00	483,000.00	507,000.00
Dues/Subscriptions/Fees	44,997.79	52,000.00	52,000.00	55,000.00	58,000.00	61,000.00	64,000.00
Printing/Marketing/Training	189,955.07	281,000.00	288,000.00	302,000.00	317,000.00	333,000.00	350,000.00
<b>Total Operating Expenses</b>	<b>13,009,405.01</b>	<b>14,500,000.00</b>	<b>15,000,000.00</b>	<b>15,750,000.00</b>	<b>16,539,000.00</b>	<b>17,367,000.00</b>	<b>18,236,000.00</b>
Operating Revenue	1,336,180.03	1,675,000.00	1,242,500.00	1,305,000.00	1,370,000.00	1,439,000.00	1,511,525.00
Local Revenue	1,077,937.67	1,382,000.00	1,382,000.00	1,632,000.00	1,632,000.00	1,632,000.00	1,632,000.00
State Support	8,443,483.31	9,339,000.00	9,664,200.00	10,151,700.00	10,664,550.00	11,202,750.00	11,767,600.00
Federal Support	2,151,804.00	2,104,000.00	2,711,300.00	2,661,300.00	2,872,450.00	3,093,250.00	3,324,875.00
<b>Total Revenue and Support</b>	<b>13,009,405.01</b>	<b>14,500,000.00</b>	<b>15,000,000.00</b>	<b>15,750,000.00</b>	<b>16,539,000.00</b>	<b>17,367,000.00</b>	<b>18,236,000.00</b>

## CAPITAL BUDGET SUMMARY

The FY 2022 Capital Budget is funded through multiple sources, including Federal Transit Administration (FTA) 5307 Formula Funds, FTA CARES Funds, FTA 5339 Bus and Bus Facilities Funds, FTA Low or No Emissions Funds, State of Illinois Debt Service Funds, State of Illinois capital grants, and funding from the City of Bloomington and the Town of Normal. Unlike most large transit agencies, Connect Transit allocates a significant portion of FTA 5307 capital funds toward operations, which is allowed by the FTA. Connect Transit does not have any current debt obligations but does intend to enter debt obligations in order to use debt service funds through the State of Illinois Downstate Operating Assistance Program (DOAP). The debt obligations that Connect intends to enter into will be short-term debt from three to six months in duration. A capital expenditure is the use of funds in order to purchase fixed assets with a useful life of at least one year.

Presented below is a summary of major capital funds and expenditures for FY 2021 and FY 2022.

<b>Capital Funding</b>	<u>FY 2021 Budget</u>	<u>FY 2022 Budget</u>
<b>Beginning Capital Funds</b>	\$7,491,926	\$8,469,073
FTA Section 5307	681,795	165,800
FTA CARES Funds	-	124,590
FTA Section 5339	250,000	1,200,000
State of Illinois - Debt Service	1,371,630	3,668,959
State of Illinois - Capital	304,018	493,703
State of Illinois - CVP	260,000	260,000
City of Bloomington	619,711	618,229
Town of Normal	<u>507,036</u>	<u>505,822</u>
<b>Total Capital Funding</b>	11,486,116	15,506,176
<b>Capital Expenditures</b>		
Major Capital Projects	2,140,698	4,817,652
Facilities, Maintenance and Support Equipment	392,785	300,400
Passenger Amenities	483,560	750,000
Other Capital Expenditures	<u>-</u>	<u>45,000</u>
<b>Total Capital Expenditures</b>	<u>3,017,043</u>	<u>5,913,052</u>
<b>Ending Capital Funds</b>	<u>\$8,469,073</u>	<u>\$9,593,124</u>



## **CAPITAL BUDGET PROCESS**

As part of Connect Transit's budgeting process, the Finance Department meets annually with managers responsible for certain activity line items in the grants (IT Manager in charge of IT-related items, Maintenance Manager in charge of shop capital and maintenance items, etc.). During this meeting, managers are asked about any expected increases/decreases they foresee related to their activity line items. Capital projects are considered throughout the year and are approved by the Board of Directors. After the meeting, the Finance Department develops a capital budget based on the input of department managers and presents the capital budget to the Board of Directors. The Board of Directors approves the capital budget during the Budget board meeting in April or May. The budget calendar shown on page 20 is used to supplement this narrative information.

## **SIGNIFICANT CAPITAL BUDGETARY ITEMS AND TRENDS**

### ***Revenues***

During the budget development stage, significant assumptions - influenced by current legislative acts, historical trends, and long-term agency goals and objectives - are considered to ensure accuracy of the capital budget document. Although Connect Transit tries to make the document as accurate as possible, estimated numbers may differ significantly from actual expenditures due to timing of capital project expenditures or unforeseen circumstances.

A key assumption is that Section 5307 grant funds will stay flat year-over-year starting in FY 2022. The Fixing America's Surface Transportation (FAST) Act went into effect on December 4, 2015 and is set to end in FY 2021. With legislation authorized to replace the FAST Act, Connect Transit is budgeting the Section 5307 grant funds to remain flat.

The State of Illinois created a Capital Grant Program for transit agencies in FY 2021. Connect Transit was awarded \$9,916,000 from this program in FY 2021. A second round of funding will be available in FY 2022. Connect Transit will apply for the second round of capital grant funds from the State of Illinois.

Under the State of Illinois Downstate Operating Assistance Program (DOAP), Connect Transit can purchase capital items through DOAP funding. In order to do this, Connect Transit needs to set-up debt service funding through a bank. Connect Transit is assuming the DOAP will continue to allow the purchase of capital items through debt service.

### ***Expenditures***

Revenue vehicles are the most valuable capital assets Connect Transit owns and are greatly considered during the development stage of creating the capital budget. Connect Transit sent out a Request for Proposal in FY 2020 for heavy duty electric buses. Connect Transit plans to receive four of these buses each year from FY 2022 through FY 2024, and five buses in FY 2025.

Adding infrastructure will be another major focus for Connect Transit in the next few years. The preliminary planning for a downtown Bloomington transfer center was performed in FY 2021. Connect Transit plans to complete the building of a new downtown Bloomington transfer center in FY 2023.

On the next page is Connect Transit's FY 2021 Capital Budget with an extended five-year estimate.

## 2021 - 2022 Capital Budget

Capital Funding	FY 2020 Actual	FY 2021 Budget	FY 2022 Budget	FY 2023 Estimated	FY 2024 Estimated	FY 2025 Estimated	FY 2026 Estimated
<b>Beginning Capital Funds Balance</b>	\$ 6,961,516	\$ 7,491,926	\$ 8,469,073	\$ 9,593,124	\$ 10,773,377	\$ 12,012,643	\$ 13,113,873
FTA Section 5307 Apportionment	174,187	681,795	165,800	70,000	-	-	-
FTA Section 5339 Bus & Bus Facilities	-	-	-	8,091,320	1,979,884	4,428,796	-
FTA Section 5339 Low or No Emissions	-	250,000	1,200,000	-	-	-	-
FTA CARES Funding	-	-	124,590	444,850	-	241,500	-
State of Illinois - Capital Program	82,585	304,018	493,703	12,283,977	-	-	-
State of Illinois - CVP Program	-	260,000	260,000	260,000	260,000	260,000	260,000
State of Illinois - DOAP - Debt Service	-	1,371,630	3,668,959	3,640,506	3,034,269	1,963,144	-
City of Bloomington	590,201	619,711	618,229	649,140	681,597	715,677	751,461
Town of Normal	482,891	507,036	505,822	531,113	557,669	585,552	614,830
<b>Total Budgeted Sources of Funds for Capital Items</b>	<b>8,291,380</b>	<b>11,486,116</b>	<b>15,506,176</b>	<b>35,564,030</b>	<b>17,286,796</b>	<b>20,207,313</b>	<b>14,740,164</b>
<b>Capital Expenditures</b>							
<b>Major Capital Projects</b>							
Revenue Vehicle Purchase - Light Duty Buses	-	260,000	260,000	260,000	260,000	260,000	260,000
Solar Array and Electric Bus Charging Stations	36,690	1,715,000	-	-	-	-	-
Revenue Vehicle Purchase - 35'/40' Electric Buses	-	-	4,089,152	4,489,153	4,489,153	5,611,440	-
Revenue Vehicle Engine/Transmission Rebuild	-	-	468,500	654,500	-	922,000	-
Downtown Transfer Center	79,002	165,698	-	18,000,000	-	-	-
Facilities, Maintenance and Support Equipment							
Maintenance Build-out for Showers	199,634	-	-	-	-	-	-
Maintenance Equipment	21,663	-	-	-	-	-	-
Maintenance Rehab - In-Ground Lift	-	-	185,000	-	-	-	-
Vehicle Access Control/New Exit Lane & Gate	-	-	-	500,000	-	-	-
Replace Administration HVAC System	-	-	-	200,000	-	-	-
Administration Bathroom Remodel	-	-	45,000	-	-	-	-
Administration Roof Replacement	-	-	-	-	-	250,000	-
Fare Collection and GPS	-	392,785	-	-	-	-	-
Ecolane Tablet Replacement	-	-	4,400	-	-	-	-
Computer Equipment	-	-	66,000	37,000	-	-	-
Security Cameras and Equipment	-	-	-	15,000	-	-	-
Passenger Amenities							
Bus Shelters, Pads, Seating, and Lighting	346,082	483,560	750,000	590,000	525,000	-	-
Customer Service Center in Uptown Station	20,313	-	-	-	-	-	-
Other Capital Expenditures							
Service Vehicles	96,070	-	45,000	45,000	-	50,000	-
<b>Total Budgeted Capital Expenditures</b>	<b>799,454</b>	<b>3,017,043</b>	<b>5,913,052</b>	<b>24,790,653</b>	<b>5,274,153</b>	<b>7,093,440</b>	<b>260,000</b>
<b>Ending Funds Balance</b>	<b>\$ 7,491,926</b>	<b>\$ 8,469,073</b>	<b>\$ 9,593,124</b>	<b>\$ 10,773,377</b>	<b>\$ 12,012,643</b>	<b>\$ 13,113,873</b>	<b>\$ 14,480,164</b>

## MAJOR CAPITAL PROJECTS

Generally, capital projects are funded through the annual 5307 formula allocation which requires a twenty percent local match but can be financed through a variety of other capital sources (revenue vehicles purchases are also financed through Section 5339 discretionary grant funds). The local tax revenue by the City of Bloomington and Town of Normal is then used as the local match. The State of Illinois has Capital Grant Programs in certain years. Also, the State of Illinois Downstate Operating Program allows capital purchases that have been purchased through debt service. Described below, Connect Transit's capital projects are considered significant nonrecurring capital expenditures and must be financed with capital grant funds and must be greater than \$10,000 in total cost. These projects are expected to be paid for and completed in FY 2022.

Description of Capital Projects:

### **Fixed Route Electric Buses**

Connect Transit is planning to receive four electric fixed route buses per year for FY 2022 through FY 2024, and five electric fixed route buses in FY 2025.

### **Effect on Operating Budget**

It is expected fuel expenses will decrease with the addition of electric buses.

### **Fixed Route Diesel Bus Mid-Life Overhaul**

Connect Transit is planning to perform a mid-life overhaul on five 40' diesel buses.

### **Effect on the Operating Budget**

This project will have little to no effect of the operating budget.

### **Bus Shelters, Concrete Pads, Seating, and Lighting**

Connect Transit is planning on improving 100 bus stops in FY 2022. The infrastructure of Connect Transit's service area is a desperate need of bus shelters, concrete pads, seating, and lighting for our customers and their safety.

### **Effect on the Operating Budget**

This project will have little to no effect of the operating budget.

## POSITION SUMMARY SCHEDULE

Figure 1.6 shows a comparison of the actual number of personnel in FY 2020 and projected number of personnel for FY 2021 and FY 2022.

Figure 1.6

Personnel	FY 2020	FY 2021	FY 2022
Operations Supervision	6	6	6
Dispatchers/Customer Service Reps	10	10	10
Operators	85	91	97
Maintenance Supervision	3	4	4
Maintenance	13	18	18
Administrative	13	16	16
Total	<u>130</u>	<u>145</u>	<u>151</u>

In FY 2021, Connect Transit anticipates hiring four additional Cleaners to help clean and disinfect buses, and bus stop infrastructure.

In FY 2022, Connect Transit anticipates hiring six additional operators to drive fixed route and mobility buses.

## **Department Descriptions**

### **EXECUTIVE DEPARTMENT**

The executive department is made up of the General Manager and Executive Assistant. The General Manager is charged with executing Board policy decisions and providing direction to Connect Transit staff as they work to fulfill the mission and goals of the organization.

### **SAFETY AND TRAINING DEPARTMENT**

The safety and training department is made up of the Safety and Training Director. The training side of this department is responsible for new employee general intake training, new bus operator training, maintenance training, commercial licensing of employees, and continuing education of employees. The safety side of this department is responsible for accident prevention, safety initiatives, vehicle safety, license and background checks, facilities safety, employee safety, OSHA compliance, substance abuse program, and the safety committee.

### **MARKETING AND BUSINESS DEVELOPMENT DEPARTMENT**

The marketing and business development department is made up of the Marketing and Business Development Manager and the Public Outreach Coordinator. This department is responsible for directing and managing the outreach, advertising, marketing, promotional activities, and community relations of Connect Transit.

### **Information Technology Department**

The information technology department is made up of the Information Technology Manager and the Information Technology Specialist. This department is responsible for managing the information technology and computer systems, ensuring technology is accessible and equipped with current hardware and software, and monitoring and maintaining technology to ensure maximum access.

### **HUMAN RESOURCES DEPARTMENT**

The human resources department is made up of the Human Resources Manager and the HR/Payroll Administrator. This department is responsible for hiring of personnel, labor relations and discipline management, maintaining employee benefits, management of insurance, and processing payroll.

## **PROCUREMENT DEPARTMENT**

The procurement department is made up of the Procurement Manager. This department is responsible for purchasing materials and services, continuously evaluating the price of materials and services purchased, ensures timely delivery of materials, and ensures that Connect is complying with all procurement policies.

## **FINANCE DEPARTMENT**

The finance department is made up of the Finance Director and the Accountant. This department is responsible for preparing the annual budget, coordinating the year-end audit, analyzing, reconciling and maintaining financial records, and treasury management.

## **OPERATIONS AND MAINTENANCE DEPARTMENT**

This department consists of the Chief Operating Officer, Transit Operations Manager, Operations Supervisors, Dispatchers, Customer Service Representatives, Bus Operators, Maintenance Manager, Maintenance Supervisors, Mechanics, Cleaners, and Custodians. This department is responsible for providing safe, dependable, and on-time service to our customers. This department is also responsible for all maintenance of Connect Transit vehicles, facility grounds and facility maintenance that consists of administration and maintenance buildings, and cleanup of Connect Transit shelters around the service area.

## **SUPPLEMENTAL INFORMATION**

## **CONNECT TRANSIT AT A GLANCE**

In 1972, the City of Bloomington and Town of Normal, by intergovernmental agreement, established an intergovernmental agency known as the Bloomington Normal Public Transit System after the privately-owned National City bus company left the Bloomington-Normal market. The transit system operates as an independent agency governed by a board appointed by both the City of Bloomington and Town of Normal. In 2012, the transit system rebranded as Connect Transit.

### **SERVICE AREA**

The operating area of Connect Transit is the combined corporate limits of the City of Bloomington and the Town of Normal.

### **Demographics**

The combined population of the City of Bloomington and the Town of Normal is 131,799. The median household income is \$64,503.

### **DESCRIPTION OF SERVICES AND FLEET**

Connect Transit operates up to 26 buses on 15 fixed routes, including campus and late-night service. Connect Transit, under the name of Connect Mobility, provides demand-response service to all paratransit eligible riders within the American with Disabilities Act guidelines.

Connect Transit maintains a fleet of 37 buses for its 15 fixed routes. Included in this fleet are (10) 2018 New Flyer 40' buses, (7) 2016 New Flyer 40' buses, (5) 2015 New Flyer 40' buses, (4) 2011 Gillig 35' buses, (1) 2010 Gillig 35' bus, and (10) 2003 New Flyer 40' buses.

Connect Mobility's paratransit fleet has 19 buses and includes (6) 2020 Ford E-450 vans (9) 2018 Ford E-450 vans, (4) 2017 Ford E-450 vans.



## BOARD OF DIRECTORS

Connect Transit is comprised of 7 members appointed by the City of Bloomington and the Town of Normal. The City Managers for the City and Town are Ex officio members.

### Appointed

### Four Year Term

<u>Name</u>	<u>Position</u>	<u>Appointed By</u>	<u>Expiration Date</u>
Ryan Whitehouse	Chairman	Bloomington	June 30, 2024
Julie Hile	Vice Chairman	Normal	June 30, 2022
Judy Buchanan	Secretary	Bloomington	June 30, 2021
Linda Foster	Trustee	Bloomington	June 30, 2024
Deborah Presley	Trustee	Bloomington	June 30, 2022
Tim McCue	Trustee	Normal	June 30, 2024
Mandava Rao	Trustee	Normal	June 30, 2021
Tim Gleason	Ex officio	Bloomington	No expiration
Pam Reece	Ex officio	Normal	No expiration

## **Budget Glossary**

**ACTUAL** – The actual figures in the budget document are year-end actual totals for the fiscal year preceding the budget year.

**BUDGET** – A financial plan for a specified period of time (fiscal year) that matches all planned revenues and expenditures.

**CAPITAL INVESTMENT** - A nonrecurring project, including but not limited to: construction of or major alterations; remodeling or repair of physical facilities, buildings, structures, fixed equipment and landscaping.

**CAPITAL INVESTMENT PROGRAM** - A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

**CONNECT TRANSIT** – Bloomington Normal Public Transit System

**DEPRECIATION** - A method of allocating the cost of a tangible asset over its useful life.

**DOAP** – State of Illinois’ Downstate Operating Assistance Program

**ESTIMATE** - Revenue and expenditure estimates for the current fiscal year, which are developed as part of the budget preparation process.

**EXPENDITURE** - This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained, regardless of when the expense is actually paid.

**EXPENSES** - Charges incurred, whether paid immediately or unpaid, for operation, maintenance, and other charges.

**FISCAL YEAR** - The time period designated by Connect Transit signifying the beginning and ending period for recording financial transactions. Connect Transit has a fiscal year of July 1st through June 30th.

**FIXED ASSETS** - Assets of long-term character, which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**FTA** - Federal Transit Administration

**FUND BALANCE** - The excess of assets over liabilities and is, therefore, also known as surplus funds.

**GAAP** – Generally Accepted Accounting Principles

**GASB** – Government Accounting Standards Board

**GFOA** - Government Finance Officers Association

**IDOT** - Illinois Department of Transportation.

**REVENUE** - Funds that the government receives as income.