



Connect Transit will livestream the Board of Trustees meetings when a YouTube link is provided on the agenda. Anyone who attends the meeting or addresses a public meeting during Public Comment time will be heard and may be seen on the livestream. Any audio and video captured will be in the recording.

If you are experiencing COVID-19 symptoms, please do not attend the meeting.

AGENDA

Connect Transit Board of Trustees, Regular Session

June 27, 2023 – 4:30 P.M.

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

YouTube Link: <https://youtube.com/live/Wtb1odqa65E?feature=share>

- A. Call to Order
- B. Roll Call
 - a. Attendance by Other Means/Virtual – Roll Call Vote
- C. Pledge of Allegiance
- D. Public Comments
- E. Consent Agenda
 - a. Approval of Regular Session Minutes for May 23, 2023
 - b. Approval of Financial Information for May 2023
 - c. Monthly Statistical Reports for May 2023
 - d. Cardinal Infrastructure Federal Report
 - e. Cornerstone – Illinois Weekly Update
- F. New Business
 - a. Recommendation for Reimbursement to Vice Chair Hile – Roll Call Vote
 - b. Recommendation for Purchase of Three Paratransit Vehicles – Roll Call Vote
 - c. Recommendation for Bus Stop Construction – Roll Call Vote
 - d. Recommendation for Purchase of Electric Buses – Roll Call Vote
 - e. Recommendation for Public Transit Agency Safety Plan – Roll Call Vote
 - f. APTA Mobility Conference Recap – Informational
- G. Chairman’s Report
- H. General Manager’s Report
- I. Trustee Comments
- J. Executive Session
- K. Adjournment

Mission:

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



May 2023

Financial Reports



Connect Transit Cash Disbursement Report May 2023

Name	Check Number	Date	Amount	Description
1st Ayd Corporation	00057261	19-May-23	\$782.08	Cleaning Supplies
A to Z's Catering & Parties	00057163	03-May-23	\$1,756.00	Employee Recognition
A,T,U. - C.O.P.E.	00057164	05-May-23	\$200.85	Payroll Deduction
ABC Bus Companies	00057165	05-May-23	\$1,132.12	Bus Parts
ABC Bus Companies	00057262	19-May-23	\$1,671.15	Bus Parts
Advance Auto Parts	00057166	05-May-23	\$5,415.25	Maintenance Supplies
Advance Auto Parts	00057263	19-May-23	\$836.64	Maintenance Supplies
Airgas USA, LLC	00057264	19-May-23	\$367.55	Welding Supplies
Amalgamated Transit Union Local 752	00057167	05-May-23	\$7,746.40	Payroll Deduction
Amalgamated Transit Union Local 752	00057265	19-May-23	\$500.00	Payroll Deduction
Amazon Capital Service	00057168	05-May-23	\$732.79	Bus Parts, Computer, Materials & Supplies & Office Supplies
Amazon Capital Service	00057266	19-May-23	\$1,156.46	Bus Parts, Computer, Materials & Supplies & Office Supplies
Ancel, Glink, Diamond, Bush, DiCianni &	00057267	19-May-23	\$666.25	Legal Service
Aramark Uniform Services	00057169	05-May-23	\$1,387.47	Cleaning Uniforms & Rugs
Aramark Uniform Services	00057268	19-May-23	\$1,489.76	Cleaning Uniforms & Rugs
Aric Tackett	00057170	05-May-23	\$325.00	Tool Reimbursement
Bill's Key and Lock	00057171	05-May-23	\$49.60	Locks & Keys
Blue Cross and Blue Shield of Illinois	00057326	23-May-23	\$148,782.57	Insurance
Blue Springs, Inc	00057269	19-May-23	\$265.00	Portable Restrooms
Bridgestone Americas	00057270	19-May-23	\$3,239.64	Tires
Cardinal Infrastructure, LLC	00057271	19-May-23	\$6,000.00	Consulting
CARRIE BAILEY	00057172	05-May-23	\$77.45	Travel Reimbursement
CDM Smith Inc.	00057272	19-May-23	\$6,369.39	Downtown Transit Center
Central Illinois Trucks Inc.	00057173	05-May-23	\$6,486.23	Bus Parts
Central Illinois Trucks Inc.	00057274	19-May-23	\$13,474.89	Bus Parts
Central States Bus Sales, Inc	00057275	19-May-23	\$3,308.31	Bus Parts
ChargePoint, Inc.	00057276	19-May-23	\$2,544.00	Software Licensing
Checkr, Inc.	00057277	19-May-23	\$616.84	New Hire Background Checks
CHEMSEARCHFE	00057174	05-May-23	\$756.00	Water Treatment
ChemStation of Indiana	00057278	19-May-23	\$476.50	Garage Supplies
Chris Coleman	00057279	19-May-23	\$125.00	Tool Reimbursement
CIRBN, LLC	00057280	19-May-23	\$147.13	Internet
City of Bloomington	00057175	05-May-23	\$929.30	Utilities
City of Bloomington	00057281	19-May-23	\$134.82	Utilities
Clark Baird Smith, LLP	00057282	19-May-23	\$91.25	Legal Service
Clean Exhaust Specialist	00057283	19-May-23	\$519.00	Bus Parts
Corn Belt Energy Corp.	00057284	19-May-23	\$11,768.52	Utilities
Cornerstone Government Affairs	00057176	05-May-23	\$3,958.33	Consulting
Cummins Sales and Service	00057177	05-May-23	\$3,024.26	Bus Parts
Cummins Sales and Service	ACH	16-May-23	\$123,270.82	Mid-life Overhaul
Cummins Sales and Service	ACH	22-May-23	\$123,270.82	Mid-life Overhaul
Deluxe	ACH	31-May-23	\$519.64	Deposit Slips
Discount Tire	00057285	19-May-23	\$412.00	Tires
Dovetail, Inc.	00057286	19-May-23	\$784.00	Consulting
Eagle Automotive	00057178	05-May-23	\$363.76	Bus Parts
Eagle Automotive	00057287	19-May-23	\$420.09	Bus Parts
East Penn Manufacturing Co., Inc.	00057179	05-May-23	\$4,566.78	Bus Parts
Evergreen FS	00057180	05-May-23	\$864.81	Fuel
Evergreen FS	00057288	19-May-23	\$1,528.34	Fuel
Fasteners Etc.	00057181	05-May-23	\$357.62	Maintenance Supplies
Fasteners Etc.	00057289	19-May-23	\$233.82	Maintenance Supplies
Frontier	00057182	05-May-23	\$47.47	Telephone
Galls, LLC	00057183	05-May-23	\$668.92	Uniforms
Galls, LLC	00057291	19-May-23	\$1,401.22	Uniforms
Genfare, LLC	ACH	23-May-23	\$12.25	Bus Pass Refund
Genfare, LLC	00057184	05-May-23	\$8,187.57	Software and Hardware
Genfare, LLC	00057292	19-May-23	\$483.33	Software and Hardware



Connect Transit Cash Disbursement Report May 2023

Name	Check Number	Date	Amount	Description
Gillig LLC	00057185	05-May-23	\$434.39	Bus Parts
Gillig LLC	00057293	19-May-23	\$1,062.19	Bus Parts
Global Industrial	00057186	05-May-23	\$332.79	Garage Supplies
Grainger	00057187	05-May-23	\$1,500.94	Office Cabinets
Great Plains Media	00057188	05-May-23	\$1,600.00	Radio Advertising
Houck Transit Advertising	00057189	05-May-23	\$8,940.00	Advertising
Illinois Department of Employment Security	ACH	11-May-23	\$55,910.35	SUTA
Illinois Department of Employment Security	ACH	12-May-23	\$697.63	SUTA
Illinois Department of Revenue	00057190	05-May-23	\$15,596.61	Payroll Deduction
Illinois Department of Revenue	00057294	19-May-23	\$15,753.40	Payroll Deduction
Illinois Dept of Revenue Wage Levy Unit	00057191	05-May-23	\$380.87	Payroll Deduction
Illinois Dept of Revenue Wage Levy Unit	00057295	19-May-23	\$381.85	Payroll Deduction
Illinois Oil Marketing Equipment, Inc.	00057296	19-May-23	\$309.00	Fuel Station
Illinois State Disbursement Unit	00057192	05-May-23	\$1,833.77	Payroll Deduction
Illinois State Disbursement Unit	00057297	19-May-23	\$1,833.77	Payroll Deduction
Jennifer Johnson	00057298	19-May-23	\$76.48	Uniform Reimbursement
Joseph Eich	00057193	05-May-23	\$525.00	Tool Reimbursement
Ken's Oil Service, Inc	00057194	05-May-23	\$24,137.38	Bus Parts, Fuel & Lubricants
Ken's Oil Service, Inc	00057299	19-May-23	\$53,529.64	Bus Parts, Fuel & Lubricants
Kevyere Mack	00057195	05-May-23	\$150.00	Ad/Media Content Creator
Kurt M. Hutson	00057196	05-May-23	\$140.26	Uniform Reimbursement
Leslie Littlejohn	00057197	05-May-23	\$81.50	Uniform Reimbursement
Lewis, Yockey & Brown, Inc	00057300	19-May-23	\$92.50	Legal Service
LIFTS & MORE LLC	00057198	05-May-23	\$678.08	Garage Equipment Repair
Lindsey Miller	00057228	04-May-23	\$100.00	Ad/Media Content Creator
Lindsey Miller	00057301	19-May-23	\$100.00	Ad/Media Content Creator
Marsha L Combs-Skinner	00057199	05-May-23	\$715.00	Payroll Deduction
Marsha L Combs-Skinner	00057302	19-May-23	\$715.00	Payroll Deduction
Menards	00057200	05-May-23	\$14.99	Materials & Supplies
Menards	00057303	19-May-23	\$55.91	Materials & Supplies
Michelin North America, Inc	00057304	19-May-23	\$403.98	Tires
Microsoft Corporation	00057305	19-May-23	\$5,129.97	Computer Hardware
Midwest Transit Equipment, Inc.	00057201	05-May-23	\$1,625.92	Bus Parts
Midwest Transit Equipment, Inc.	00057306	19-May-23	\$2,951.50	Bus Parts
Mildred Williams	00057202	04-May-23	\$13.57	Uniform Reimbursement
Mission Square	ACH	04-May-23	\$34,024.10	Retirement Trust
Mission Square	ACH	18-May-23	\$33,295.27	Retirement Trust
Mohawk Mfg. & Supply Co.	00057203	05-May-23	\$119.54	Bus Parts
Morris Avenue Garage	00057204	05-May-23	\$420.00	Vehicle Inspection
Morris Avenue Garage	00057307	19-May-23	\$140.00	Vehicle Inspection
Mutual of Omaha	00057327	23-May-23	\$19,602.41	Life, AD&D, STD & LTD
Napa Auto Parts	00057205	05-May-23	\$499.97	Bus Parts
Napa Auto Parts	00057308	19-May-23	\$139.98	Bus Parts
Nicor Gas	00057206	05-May-23	\$2,298.56	Utilities
Oberlander Alarm Systems, Inc.	00057207	05-May-23	\$230.00	Security Alarm Service Fee
OSF Medical Group - Occupational Health	00057208	05-May-23	\$745.00	Drug Testing
Pantagraph	00057309	19-May-23	\$550.00	Advertising
Payroll	ACH	19-May-23	\$251,056.64	
Payroll	ACH	15-May-23	\$260,498.23	
Pipco Companies, LTD	00057209	05-May-23	\$1,595.00	Building Maintenance
Pro Air HVAC/Electrical	00057310	19-May-23	\$2,630.00	Building Maintenance
Proterra, Inc.	00057210	05-May-23	\$3,892.35	Bus Parts
Proterra, Inc.	00057311	19-May-23	\$2,523.69	Bus Parts
Proterra, Inc.	00057325	22-May-23	\$3,524,229.00	Buses
Purchase Power	00057211	05-May-23	\$199.12	Postage
Remix Software	00057212	05-May-23	\$29,250.00	Software & Tech Support -
Republic Services # 368	00057213	05-May-23	\$621.51	Garbage Disposal
Robert Pulliam	00057214	05-May-23	\$100.00	Ad/Media Content Creator



**Connect Transit
Cash Disbursement Report
May 2023**

Name	Check Number	Date	Amount	Description
Safety-Kleen Systems, Inc	00057312	19-May-23	\$95.76	Lubricant Waste Disposal
Safetylane Equipment Corp.	00057313	19-May-23	\$916.60	Garage Equipment Repair
Sam Leman	00057314	19-May-23	\$4,802.81	Outside Repair
Southtown Wrecker Service, Inc.,	00057215	05-May-23	\$195.00	Towing
Southtown Wrecker Service, Inc.,	00057315	19-May-23	\$802.50	Towing
Stratus Networks	00057316	19-May-23	\$3,298.49	Internet
SumnerOne, Inc.	00057216	05-May-23	\$1,218.00	Copier Lease
Team Torque	00057317	19-May-23	\$135.00	Garage Equipment Repair
The Aftermarket Parts Company LLC	00057217	05-May-23	\$13,413.29	Bus Parts
The Aftermarket Parts Company LLC	00057318	19-May-23	\$8,108.78	Bus Parts
The Copy Shop	00057319	19-May-23	\$74.00	Printing
Thermo King Quad Cities, Inc.	00057218	05-May-23	\$6,710.88	Bus Parts
Thermo King Quad Cities, Inc.	00057320	19-May-23	\$993.71	Bus Parts
Town of Normal	00057219	05-May-23	\$740.28	Utilites
TransiTalent.com	00057220	05-May-23	\$125.00	Public Notices
TRAVELERS	00057221	05-May-23	\$3,621.21	Property Damage
Uline	00057222	05-May-23	\$326.01	Office Supplies
United States Treasury	ACH	09-May-23	\$83,491.27	Federal Tax
United States Treasury	ACH	10-May-23	\$1,012.85	Federal Tax
United States Treasury	ACH	23-May-23	\$84,424.62	Federal Tax
UPS	00057321	19-May-23	\$16.14	Shipping
Verizon Wireless	00057223	05-May-23	\$4,229.29	Mobile Data Terminals for SS
Via Mobility, LLC	00057322	19-May-23	\$58,700.00	Consulting
VISA-Commerce Bank	00057224	05-May-23	(\$90.09)	Cash Back Rebate
VISA-Commerce Bank	00057224	05-May-23	\$1,177.86	Garage Equipment
VISA-Commerce Bank	00057224	05-May-23	\$799.95	Advertising- Employment
VISA-Commerce Bank	00057224	05-May-23	\$246.61	Bus Parts
VISA-Commerce Bank	00057224	05-May-23	\$715.32	Office Supplies
VISA-Commerce Bank	00057224	05-May-23	\$567.26	Software Licensing
VISA-Commerce Bank	00057224	05-May-23	\$68.18	Computer Hardware
VISA-Commerce Bank	00057224	05-May-23	\$1,123.60	Dues & Subscriptions
VISA-Commerce Bank	00057224	05-May-23	\$3,292.60	Travel & Meetings
VISA-Commerce Bank	00057224	05-May-23	\$79.62	Employee Recognition
VISA-Commerce Bank	00057224	05-May-23	\$500.00	Advertising- Promotions
VISA-Commerce Bank	00057224	05-May-23	\$437.21	Safety & Training
VSP of Illinois, NFP	00057328	23-May-23	\$1,158.75	Vision Insurance
Weed Man	00057225	05-May-23	\$131.00	Lawn Care
Weed Man	00057323	19-May-23	\$131.00	Lawn Care
WGLT	00057226	05-May-23	\$400.00	Radio Advertising
Wherry Machine and Welding, Inc	00057324	19-May-23	\$43.42	Outside Repair
Wilcox Electric & Service, Inc	00057227	05-May-23	\$68,612.84	LED Lighting Project

\$5,230,014.29

Bloomington Normal Public Transit

Balance Sheet

Division: 99 Board Reports

As of: 5/31/2023

Fiscal Year: 2023 Period: 11 May-2023

Assets

Current Assets

Checking and Savings	\$5,508,069.47
Accounts Receivable	\$1,649,433.55
Inventory Asset - Fuel	\$86,477.47
Inventory Asset - Parts	\$368,397.09
Inventory Asset - Tires	\$0.00
Other Current Assets	\$351,132.75

Total Current Assets **\$7,963,510.33**

Fixed Assets \$31,393,092.90

Total Assets **\$39,356,603.23**

Liabilities & Equity

Liabilities

Accounts Payable	\$249,029.15
Payroll Liabilities	\$1,252,819.29
Contracts	\$0.00
Due to Illinois Funds Account	\$0.00
Deferred Revenue	\$648,851.34
Deficit Funding Advance	\$0.00

Total Liabilities **\$2,150,699.78**

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 \$17,951,958.06

Total Liabilities & Equity **\$39,356,603.23**

Bloomington Normal Public Transit Income Statement With Approved Budget

From Fiscal Year: 2023 Thru Fiscal Year: 2023	From Period 11 Thru Period 11	Division: 98 Operating Profit/Loss		As of: 5/31/2023	
		May-2023		Jul-2022 May-2023	Approved Budget
Operating Revenue					
Passenger Fares		\$63,037.31	12.01%	\$515,518.72	98.19% \$525,000.00
ISU Contract Fare		\$48,670.68	8.17%	\$535,377.48	89.88% \$595,678.00
Other Contract Fares		\$22,355.13	12.85%	\$202,974.04	116.65% \$174,000.00
Advertising Revenue		\$11,333.33	9.86%	\$140,467.83	122.15% \$115,000.00
Miscellaneous Revenue		\$740.51	29.62%	\$7,092.30	283.69% \$2,500.00
Total Operating Revenue		\$146,136.96	10.35%	\$1,401,430.37	99.24% \$1,412,178.00
Operating Expenses					
Operators Wages		\$580,655.62	7.77%	\$6,800,420.82	90.97% \$7,475,429.00
Maintenance Wages		\$112,132.81	7.30%	\$1,150,799.31	74.90% \$1,536,370.00
Administration Wages		\$82,369.69	6.86%	\$935,323.59	77.86% \$1,201,253.00
Employer Payroll Tax Expense		\$60,830.08	7.32%	\$740,433.31	89.10% \$831,015.00
Retirement Plan		\$31,163.20	6.10%	\$348,284.34	68.20% \$510,654.00
Group Insurance		\$146,356.14	7.29%	\$1,587,682.53	79.13% \$2,006,474.00
Uniform Expense		\$3,533.84	5.72%	\$24,733.69	40.02% \$61,800.00
Professional Services		\$73,715.86	24.25%	\$355,551.06	116.96% \$304,000.00
Outside Repair-Labor		\$4,028.33	4.13%	\$54,505.35	55.90% \$97,500.00
Contract Maintenance Services		\$9,495.78	5.19%	\$151,646.26	82.88% \$182,976.00
Custodial Services		\$1,680.95	11.75%	\$18,387.48	128.58% \$14,300.00
Employee Recruiting/Testing/Temp Help		\$2,201.82	9.74%	\$134,198.57	593.80% \$22,600.00
Fuel		\$83,079.33	5.23%	\$991,663.75	62.43% \$1,588,418.00
Lubricants		\$2,272.27	2.51%	\$37,109.07	40.93% \$90,675.00
Tires		\$2,482.50	4.32%	\$42,533.89	74.05% \$57,436.00
Bus Repair Parts		\$72,371.00	17.16%	\$469,197.83	111.25% \$421,751.00
Other Materials & Supplies		\$4,575.89	5.58%	\$57,751.28	70.43% \$82,000.00
Shelters/Signs/Shop Tools		\$835.80	4.18%	\$15,973.33	79.87% \$20,000.00
Computer and Office Supplies		\$32,486.67	12.63%	\$233,581.05	90.81% \$257,213.00
Utilities		\$12,446.46	6.81%	\$166,334.92	91.03% \$182,720.00
Corporate Insurance		\$41,216.06	9.64%	\$446,995.96	104.57% \$427,480.00
Dues/Subscriptions/Fees		\$19,657.66	44.17%	\$52,710.03	118.45% \$44,500.00
Printing/Marketing/Training		\$27,684.25	7.99%	\$251,919.20	72.70% \$346,535.00
Total Operating Expenses		\$1,407,272.01	7.92%	\$15,067,736.62	84.83% \$17,763,099.00
Operating Assistance					
Operating Deficit Before Subsidies and Grants		(\$1,261,135.05)	7.71%	(\$13,666,306.25)	83.58% (\$16,350,921.00)
City of Bloomington Operating Assistance		\$75,833.33	9.98%	\$709,166.63	93.31% \$760,000.00
Town of Normal Operating Assitance		\$49,166.66	8.33%	\$557,499.92	94.49% \$590,000.00
Illinois Downstate Operating Assistance		\$907,244.00	7.86%	\$9,695,172.00	83.97% \$11,546,014.00
FTA 5307 Operating Assistance		\$230,962.00	6.69%	\$2,560,818.00	74.12% \$3,454,907.00
Total Operating Assistance		\$1,263,205.99	7.73%	\$13,522,656.55	82.70% \$16,350,921.00



Fixed Route

May 2023		Current Month	Prior Month	% Change	Month in Prior Year	% Change	Year to Date	Prior YTD	% Change
Total Ridership		146647	186960	-21.56%	117919	24.36%	1896388	1602154	18.36%
Total Service Hours		8970	9095	-1.38%	8488	5.67%	100372	94733	5.95%
Total Service Miles		108182	109171	-0.91%	104938	3.09%	1220228	1168150	4.46%
# Operations Employees									
Operators									
Operators In Training									
# Maintenance Employees									
Mechanics									
# Administrative Employees									
# Revenue Vehicles		35	34	2.94%	40	-12.50%	48	42	14.29%
Total Miles/Revenue Vehicle		3091	3211	-3.74%	2623	17.82%	25421	27813	-8.60%
SYSTEM: EFFICIENCIES									
Percent Farebox Recovery		9.54%	8.62%	10.69%	8.10%	17.67%	9.12%	10.06%	-9.39%
Subsidy/Passenger		\$6.62	\$4.99	32.67%	\$6.71	-1.30%	\$5.53	\$5.66	-2.16%
Work Compensation Hours									
TRANSPORTATION: EFFICIENCIES									
Operator Pay Hours/Service Hours									
Percent Operator Overtime									
Percent Unscheduled Operator Absences									
TRANSPORTATION: EFFECTIVENESS									
Percent On-Time Trips		91%	91%	0.00%	95%	-4.21%	93%	94%	-1.45%
Valid Complaints per 100K Passengers		1.36	1.60	-15.01%	2.54	-46.39%	1.32	1.06	24.24%
Passenger Accidents/100K Passengers		1.36	0.53	154.98%	4.24	-67.84%	1.21	2.06	-41.12%
Vehicle Collisions/100,000 Miles		3.70	4.58	-19.27%	3.81	-3.00%	3.77	2.65	42.05%
MAINTENANCE: EFFICIENCIES									
Vehicle Maintenance Expense/Total Miles		\$1.65	\$1.17	40.43%	\$0.74	123.19%	\$1.10	\$0.90	22.27%
Percent Maintenance Overtime									
Parts Expense/Total Miles		\$0.73	\$0.35	108.16%	\$0.21	247.91%	\$0.36	\$0.25	46.34%



Fixed Route

May 2023	Current Month	Prior Month	% Change	Month in Prior Year	% Change	Year to Date	Prior YTD	% Change
MAINTENANCE: EFFECTIVENESS								
Miles/Road Call	2111.25	2472.74	-14.62%	3286.59	-35.76%	2412.06	2778.24	-13.18%
Actual/Scheduled Inspections	100.00%	100.00%	0.00%	100.00%	0.00%	100.00%	100.00%	0.00%
Average Bus Cleanliness Score								
GREEN TECHNOLOGY								
Solar Energy Created (MWh)								
Facility Electric Useage (MWh)								
Facility Electric Costs								

Some data required for this field has not been

- * finalized at this time, or the formula in this field produces an error. (Normally divide by zero error)



Connect Mobility

May 2023		Current Month	Prior Month	% Change	Month in Prior Year	% Change	Year to Date	Prior YTD	% Change
Total Ridership		9091	8550	6.33%	7482	21.50%	92232	69266	33.16%
Total Service Hours		3924	3717	5.57%	3581	9.58%	40679	34019	19.58%
Total Service Miles		48752	45937	6.13%	41569	17.28%	495867	389322	27.37%
# Operations Employees									
Operators									
Operators In Training									
# Maintenance Employees									
Mechanics									
# Administrative Employees									
# Revenue Vehicles		19	19	0.00%	19	0.00%	19	19	0.00%
Total Miles/Revenue Vehicle		2566	2418	6.13%	2188	17.28%	26098	20491	27.37%
SYSTEM: EFFICIENCIES									
Percent Farebox Recovery		4.63%	6.08%	-23.84%	5.08%	-8.72%	5.15%	4.33%	18.90%
Subsidy/Passenger		\$32.51	\$33.08	-1.72%	\$32.01	1.56%	\$34.40	\$40.28	-14.60%
Work Compensation Hours									
TRANSPORTATION: EFFICIENCIES									
Operator Pay Hours/Service Hours									
Percent Operator Overtime									
Percent Unscheduled Operator Absences									
TRANSPORTATION: EFFECTIVENESS									
Percent On-Time Trips		98%	98%	-0.45%	98%	0.00%	98%	99%	-0.14%
Valid Complaints per 100K Passengers		11.00	23.39	-52.98%	0.00	*	17.35	4.33	300.53%
Passenger Accidents/100K Passengers		0.00	11.70	-100.00%	26.73	-100.00%	4.34	20.21	-78.54%
Vehicle Collisions/100,000 Miles		8.20	8.71	-5.77%	12.03	-31.79%	5.04	5.91	-14.66%
MAINTENANCE: EFFICIENCIES									
Vehicle Maintenance Expense/Total Miles		\$1.05	\$1.07	-1.61%	\$0.71	49.10%	\$0.90	\$0.90	-0.22%
Percent Maintenance Overtime									
Parts Expense/Total Miles		\$0.21	\$0.17	25.49%	\$0.07	187.24%	\$0.11	\$0.07	59.84%



Connect Mobility

May 2023		Current Month	Prior Month	% Change	Month in Prior Year	% Change	Year to Date	Prior YTD	% Change
MAINTENANCE: EFFECTIVENESS									
	Miles/Road Call	49342.00	9322.80	429.26%	42465.00	16.19%	16416.00	43616.11	-62.36%
	Actual/Scheduled Inspections	100.00%	100.00%	0.00%	100.00%	0.00%	100.00%	100.00%	0.00%
	Average Bus Cleanliness Score								
GREEN TECHNOLOGY									
	Solar Energy Created (MWh)								
	Facility Electric Useage (MWh)								
	Facility Electric Costs								

Some data required for this field has not been

- * finalized at this time, or the formula in this field produces an error. (Normally divide by zero error)



System Totals

May 2023		Current Month	Prior Month	% Change	Month in Prior Year	% Change	Year to Date	Prior YTD	% Change
Total Ridership		155738	195510	-20.34%	125401	24.19%	1988620	1671420	18.98%
Total Service Hours		12894	12812	0.63%	12069	6.83%	141051	128752	9.55%
Total Service Miles		156934	155108	1.18%	146507	7.12%	1716095	1557472	10.18%
# Operations Employees		127	126	0.79%	116	9.48%	151	132	14.39%
Operators		108	106	1.89%	96	12.50%	127	109	16.51%
Operators In Training		8	7	14.29%	6	33.33%	39	21	85.71%
# Maintenance Employees		23	23	0.00%	17	35.29%	33	25	32.00%
Mechanics		8	8	0.00%	7	14.29%	12	9	33.33%
# Administrative Employees		13	13	0.00%	11	18.18%	15	15	0.00%
# Revenue Vehicles		54	53	1.89%	59	-8.47%	67	61	9.84%
Total Miles/Revenue Vehicle		5657	5629	0.50%	4811	17.57%	51520	48304	6.66%
SYSTEM: EFFICIENCIES									
Percent Farebox Recovery		8.43%	8.04%	4.88%	7.41%	13.70%	8.22%	8.77%	-6.26%
Subsidy/Passenger		\$8.13	\$6.22	30.76%	\$8.22	-1.04%	\$6.87	\$7.09	-3.08%
Work Compensation Hours		176	32	450.00%	160	10.00%	264	2078	-87.30%
TRANSPORTATION: EFFICIENCIES									
Operator Pay Hours/Service Hours		151.69%	136.10%	11.45%	138.04%	9.89%	138.19%	137.98%	0.15%
Percent Operator Overtime		1.69%	1.98%	-14.70%	2.24%	-24.61%	5.06%	3.64%	39.13%
Percent Unscheduled Operator Absences		1.07%	3.58%	-70.11%	1.98%	-45.88%	3.74%	5.66%	-33.87%
TRANSPORTATION: EFFECTIVENESS									
Percent On-Time Trips									
Valid Complaints per 100K Passengers		1.93	2.56	-24.68%	2.39	-19.48%	2.06	1.20	72.30%
Passenger Accidents/100K Passengers		1.28	1.02	25.54%	5.58	-76.99%	1.36	2.81	-51.72%
Vehicle Collisions/100,000 Miles		5.10	5.80	-12.15%	6.14	-17.02%	4.14	3.47	19.33%
MAINTENANCE: EFFICIENCIES									
Vehicle Maintenance Expense/Total Miles		\$1.43	\$1.14	25.38%	\$0.73	95.92%	\$1.03	\$0.90	15.38%
Percent Maintenance Overtime		5.28%	8.56%	-38.39%	5.04%	4.66%	7.39%	4.97%	48.55%
Parts Expense/Total Miles		\$0.54	\$0.29	85.51%	\$0.17	215.79%	\$0.28	\$0.20	40.90%



System Totals

May 2023		Current Month	Prior Month	% Change	Month in Prior Year	% Change	Year to Date	Prior YTD	% Change
MAINTENANCE: EFFECTIVENESS									
	Miles/Road Call	3,263.22	3,269.26	-0.18%	4,473.82	-27.06%	3,266.63	3,649.19	-10.48%
	Actual/Scheduled Inspections	100.00%	100.00%	0.00%	100.00%	0.00%	100.00%	100.00%	0.00%
	Average Bus Cleanliness Score	*	0.00%	*	91.00%	*	*	88.96%	*
GREEN TECHNOLOGY									
	Solar Energy Created (MWh)	47.65	39.95	19.27%	28.95	64.59%	300.01	104.79	186.30%
	Facility Electric Usage (MWh)	70.54	65.36	7.93%	33.1	113.11%	550.853	319.8	72.25%
	Facility Electric Costs	7821.25	11768.52	-33.54%	4840.24	61.59%	91323.18	39989.26	128.37%

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Monthly Federal Update for Connect Transit
Prepared by Cardinal Infrastructure
Prepared June 23, 2023

Congressional Update

After a long stand-off between conservative Republicans in the House and President Biden over the terms of extending the nation's debt limit, the Senate and House both passed the debt limit with bipartisan majorities.

The final bill did not claw back any transit or local government funding. However, it will claw back Surface Transportation Block Grant (the Highway Improvement Program) funds allocated by the Coronavirus Response and Relief Supplemental Appropriations Act. The agreement will mean less funding for FY24 appropriations bills with cuts between 1% and no increase at all expected. The bill suspends the debt limit through Jan. 1, 2025, establishes discretionary spending limits, rescinds \$28 billion in unobligated funds made available by CARES, CRRSA, and ARP (does not touch local government or transit relief funds), terminates the suspension of student loan payments, adds work requirements to the Temporary Assistance to Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP), expedites approval of the Mountain Valley natural gas pipeline in West Virginia, and includes permitting reforms by amending NEPA to narrow agency considerations, setting more reasonable page limits for environmental documents, time limits of 1 and 2 years for environmental assessments and environmental impact statements, respectively, a right of action to project applicants if those statutory deadlines are not met by federal agencies, and codifies elements of the One Federal Decision framework.

As we have discussed in previous reports, there is a \$16 billion hole in the Transportation Housing and Urban Development budget from the housing side. Higher rents and fewer mortgages mean less federal revenue to offset spending. While the topline numbers and defense/non-defense ratio will be set by the debt ceiling bill, it is to be determined where spending cuts come from, and the House will begin marking up bills as soon as next week. The THUD package is expected with the second tranche of appropriations bills in mid-June. At that point, we will have a better understanding of the topline numbers for each account and which programs have support from the House Majority.

House appropriators are forging ahead this week with overall totals that match fiscal 2022 toplines, rather than the caps Speaker Kevin McCarthy and President Joe Biden agreed upon in the debt limit package. The House spending panel approved the first fiscal 2024 spending bill in full committee this past week, backing \$155 billion in discretionary funding within the Military Construction-VA measure. Next week, the panel will take full committee action on the Agriculture-FDA bill and approve the 302(b) funding totals for all 12 of the spending measures. The Senate Appropriators are expected to begin moving their version of the bills in the next two weeks.

LowNo and Bus and Bus Facilities Grant Program

Official announcements regarding FTA's LowNo and BBF will be made on Monday, June 26th at 2pm ET. Unfortunately, Connect's project was not chosen for an award. Staff will undergo a debrief with DOT staff to learn more about how they can strengthen the application for future years. Connect has been awarded \$21,000,000 from this program since FY2020 with successful applications in FY2020 and FY2022.

Infrastructure Law Progress

The Biden Administration released an [interactive map](#) that tracks the public and private investments as a result of the American Rescue Plan, Bipartisan Infrastructure Law, CHIPS and Science Act, and Inflation Reduction Act.

Grants

Applications for FHWA's Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program, which supports projects that improve the resilience of surface transportation systems, including highways, public transportation, pedestrian facilities, ports, and intercity passenger rail, are due on August 18, 2023. FHWA encourages applicants to use the application checklist when preparing their application.

DOT Update

The Smart Community Resource Center (SCRC), maintained by USDOT's Intelligent Transportation Systems Joint Program Office, includes resources that can be used to develop intelligent transportation systems and smart community transportation programs. SCRC is designed to connect states, Tribal governments, and local communities with resources that can be used to develop intelligent transportation systems and smart community transportation programs.

The Department of Labor released a Training and Employment Guidance Letter (TEGL) inviting states to apply for QUEST (Quality Jobs, Equity, Strategy, and Training) grants. Last year, the Delaware Department of Transportation was awarded \$11 million for job training in partnership with Amtrak through this opportunity. Applications are due August 4, 2023.

The 10,000 Communities Initiative is supported by the Milken Institute with other private and public organizations to provide technical assistance designed to help interested communities access the expertise, training, capital and partnerships needed to advance infrastructure projects. The 10,000 Communities Initiative invites community-based organizations, utilities, cities, counties, states and project developers to submit local community projects to its Community Infrastructure Center (CIC) platform designed to connect underserved community projects to a range of resources available at no cost.

Direct Pay Provision

The US Treasury has released draft guidance describing how local governments can take advantage of tax credits established by the Inflation Reduction Act of 2022. Cardinal has sent a more detailed document outlining the steps local governments can take to apply for the credit and which they are eligible for.



CORNERSTONE

— AN EMPLOYEE-OWNED COMPANY —

TO: Connect Transit Board of Directors
FROM: Cornerstone Government Affairs – Illinois Team
SUBJECT: Legislative Update
DATE: June 27, 2023

Summary

This month, our team met with the Illinois Association of School Boards (IASB) to renew discussions regarding shared concerns with the Statement of Economic Interest reporting forms. Based on our discussion, IASB is revisiting the issue internally to analyze the impact these requirements have had on school boards to date. They indicated that they are willing to work with us moving forward to address these shared concerns.

Additionally, our team is continuing discussions with House leadership and staff regarding the release of Connect’s appropriations. We will continue to keep Connect updated on these discussions moving forward.

Bill Tracking

Please note only active bills are included below. The General Assembly has 30 days from passage to send bills to the Governor, and the Governor has 60 days from receipt to either sign or veto the bill.

Abbreviated Bill List

Bill	Sponsor	Title	Date of Last Action	Current Chamber	Last Action
HB148	Emanuel "Chris" Welch	\$EX IG AG-TECH	3/16/2023	House	Held on Calendar Order of Second Reading - Short Debate **
HB219	Jay Hoffman/ Don Harmon	CIVIL LAW-TECH	6/16/2023	House	Sent to the Governor
HB1342	Kam Buckner/ Ram Villivalam	TRANSIT RIDING PRIVILEGES/FARE	6/16/2023	House	Sent to the Governor
HB1363	Will Guzzardi/ Karina Villa	GENDER VIOLENCE- EMPLOYER DUTY	6/16/2023	House	Sent to the Governor

HB2033	Brad Stephens/ Andrew Chesney	LOCAL GOV BONDS- ORDINANCE	6/9/2023	House	Sent to the Governor
HB2068	Theresa Mah/ Ram Villivalam	TRANSPORTATION BENEFIT PROGRAM	6/15/2023	House	Sent to the Governor
HB2204	Terra Costa Howard/ David Koehler	DHS-GAMBLING DISORDERS	6/22/2023	House	Sent to the Governor
HB2493	Aaron M. Ortiz/ Robert Peters	VICTIM ECON SECURITY&SAFETY	6/16/2023	House	Sent to the Governor
HB3129	Mary Beth Canty/ Don Harmon	EQUAL PAY ACT- PAY SCALE	6/15/2023	House	Sent to the Governor
HB3301	Terra Costa Howard/ Michael Halpin	UNEMPLOYMENT INS-DIRECTORY	6/8/2023	House	Sent to the Governor
HB3370	Dave Vella/ Cristina Castro	PREVAILING WAGE- POWER WASHING	6/16/2023	House	Sent to the Governor
HB3516	Nabeela Syed/ Ram Villivalam	EMPLOYEE ORGAN DONATION	6/16/2023	House	Sent to the Governor
HB3646	Marcus C. Evans, Jr./ Napoleon Harris	PEN CD-CHI MUNI- SERVICE CREDIT	6/8/2023	House	Sent to the Governor
HB3733	Kevin John Olickal/ Ram Villivalam	LABOR-WORK- RELATED NOTICES	6/8/2023	House	Sent to the Governor
HB3811	Kelly M. Burke/ Bill Cunningham	ABLE ACCOUNT PROGRAM	5/3/2023	Senate	Placed on Calendar Order of 3rd Reading May 4, 2023
HB3817	Jehan Gordon- Booth/ Elgie Sims	FY24 BUDGET IMPLEMENTATION	6/7/2023	House	Public Act 103- 0008
HB4102	La Shawn K. Ford	BIPA-SECURITY PURPOSES	5/24/2023	House	Filed with the Clerk by Rep. La Shawn K. Ford
SB214	Ram Villivalam/ Daniel Didech	DISABILITY ILLNESS	6/9/2023	Senate	Public Act 103- 0063

SB325	Bill Cunningham/ Daniel Didech	FOIA-RECORDS OF ATTORNEY GEN	6/9/2023	Senate	Public Act 103-0069
SB734	Michael W. Halpin/ Stephanie Kifowit	PUBLIC EMPLOYEE BENEFITS-TECH	6/23/2023	Senate	Sent to the Governor
SB1429	Ram Villivalam	\$CMAP-VARIOUS FUNDING	2/14/2023	Senate	Assigned to Appropriations- Public Safety and Infrastructure
SB1515	Javier L. Cervantes/ Eva- Dina Delgado	WORKPLACE PRIVACY- VERIFICATION	6/6/2023	Senate	Sent to the Governor
SB1555	David Koehler/ Dagmara Avelar	PACKAGING & PAPER STEWARDSHIP	6/16/2023	Senate	Sent to the Governor
SB1715	Suzy Glowiak Hilton/ Jenn Ladisch Douglass	PLUMBING LICENSE- BOTTLE FILL	6/7/2023	Senate	Sent to the Governor
SB1769	Rachel Ventura/ Jay Hoffman	GOVT ZERO EMISSION VEHICLES	5/25/2023	Senate	Placed on Calendar Order of Concurrence House Amendment(s) 2 - May 25, 2023
SB1892	Mike Simmons/ Hoan Huynh	RTA-CONTINUATION OF BENEFITS	6/7/2023	Senate	Sent to the Governor
SB2014	Mike Simmons/ Kam Buckner	IDOT-SAFETY IMPROVEMENTS	6/16/2023	Senate	Sent to the Governor
SB2034	Karina Villa/ Maurice West	CHILD EXTENDED BEREAVEMENT	6/16/2023	Senate	Sent to the Governor
HR4	Kam Buckner	FIX CHICAGO TRANSIT SYSTEM	5/18/2023	House	Resolution Adopted
SR50	Win Stoller	URGES-SUPPORT RAILS-TO-TRAILS	5/19/2023	Senate	Resolution Adopted
SR152	Michael W. Halpin	AMTRAK-PRIVATE RIGHT OF ACTION	5/19/2023	Senate	Resolution Adopted
SR241	Michael W. Halpin	IL INTEGRATED NETWORK PLAN	5/19/2023	Senate	Resolution Adopted

SJR18	Win Stoller	URGES-SUPPORT RAILS-TO-TRAILS	3/7/2023	Senate	Assigned to Transportation
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Top Bills

HB 1342

Short Description: TRANSIT RIDING PRIVILEGES/FARE

House Sponsors

Rep. Kam Buckner-Eva-Dina Delgado-Bob Morgan-Matt Hanson, Brad Stephens, Gregg Johnson, Mary Beth Canty, Jaime M. Andrade, Jr., Margaret Croke, Terra Costa Howard, Travis Weaver, Edgar Gonzalez, Jr., Kevin John Olickal, Lilian Jiménez, Ann M. Williams and Kelly M. Cassidy

Senate Sponsors

(Sen. Ram Villivalam, Robert F. Martwick, Donald P. DeWitte, Sara Feigenholtz, Mary Edly-Allen and Adriane Johnson-Mike Simmons)

Synopsis As Introduced

Amends the Metropolitan Transit Authority Act. Provides that the powers of the Chicago Transit Board include the power to pass ordinances or adopt rules and regulations concerning the suspension of riding privileges or confiscation of fare media. Amends the Local Mass Transit District Act and the Regional Transportation Authority Act. Provides that a local mass transit district's board and the Suburban Bus Board may adopt all ordinances and make all rules proper or necessary to regulate the use, operation, and maintenance of its property and facilities, and to carry into effect the powers granted to each board with any necessary fines or penalties, including ordinances, rules, or regulations concerning the suspension of riding privileges or confiscation of fare media, as each board deems proper. Includes similar provisions for the Chief of Police of the Metra Police Department.

Senate Committee Amendment No. 2

Replaces everything after the enacting clause. Reinserts the provisions of the engrossed bill with the following additions. Further amends the Metropolitan Transit Authority Act, the Local Mass Transit District Act, and the Regional Transportation Authority Act. Adds limits to suspension of riding privileges and confiscation of fare media and required procedures. Further amends the Metropolitan Transit Authority Act. Provides that the Chicago Transit Board shall partner with the City of Chicago to provide transportation at reduced fares for participants in programs which offer employment and internship opportunities to youth and young adults ages 14 to 24. Further amends the Regional Transportation Authority Act. Provides that, due to the fiscal impacts of the COVID-19 pandemic, the aggregate of all projected fare revenues from specified fares and charges received in fiscal years 2021, 2022, 2023, 2024, and 2025 (rather than 2021, 2022, and 2023) may be less than 50% of the aggregate costs of providing public transportation in those fiscal years. Creates the Domestic Violence and Sexual Assault Regional Transit Authority Public Transportation Assistance Program to issue monetarily preloaded mass transit cards to The Network: Advocating Against Domestic Violence for survivor and victim use of public transportation through the Chicago Transit Authority, the Suburban Bus Division,

and the Commuter Rail Division. Provides that, after January 1, 2026, a Service Board may not enter into a new contract to purchase a bus that is not a zero-emission bus for the purpose of the Service Board's transit bus fleet, and amends the State Mandates Act to require implementation without reimbursement. Requires the Regional Transportation Authority to study and submit a report to the Governor and General Assembly regarding the feasibility and cost of providing year-round reduced or free transit fares for veterans, returning residents, and students who are not currently receiving a free or reduced fare. Requires the Suburban Bus Division and the Commuter Rail Division to create or partner with a youth jobs program to provide internship or employment opportunities to youth and young adults. Makes other changes. Provides that certain provisions are effective immediately.

Senate Floor Amendment No. 5

Provides that the local mass transit district or Service Board process to determine whether a suspension or riding privileges or confiscation of fare media is warranted and the length of the suspension shall be concluded within 30 business days (rather than 30 days) after the individual receives notice of the suspension or confiscation. Provides that the local mass transit district or Service Board process to determine whether a suspension or riding privileges or confiscation of fare media is warranted and the length of the suspension shall be concluded within 30 business days (rather than 30 days) after the individual receives notice of the suspension or confiscation. In provisions relating to an administrative suspension hearing of a local mass transit district or a Service Board, provides that legal counsel of an accused or related parties may be present, make an oral or written presentation, and offer documents. Provides that, after July 1, 2026 (rather than January 1, 2026), a Service Board may not enter into a new contract to purchase a bus that is not a zero-emission bus for the purpose of the Service Board's transit bus fleet. Provides that a Service Board shall not be deemed to be in violation of the provisions when failure to comply is due to: (1) the unavailability of zero-emission buses from a manufacturer or funding to purchase zero-emission buses; (2) the lack of necessary charging, fueling, or storage facilities or funding to procure charging, fueling, or storage facilities; or (3) the inability of a third party to enter into a contractual or commercial relationship with a Service Board that is necessary to carry out the purposes of the provisions. In provisions relating to Service Board suspension of riding privileges and confiscation of fare media, provides that the notice shall be provided in person at the time of the alleged violation, except that, if providing notice in person at the time of the alleged violation is not practicable, then the Authority shall make a reasonable effort to provide notice to the individual by personal service, by mailing a copy of the notice by certified mail, return receipt requested, and first-class mail to the person's current address, or by emailing a copy of the notice to an email address on file (rather, if providing notice in person at the time of the alleged than violation is not practicable, then notice shall be provided to the individual by either personal service or by mailing a copy of the notice by certified mail, return receipt requested, and first-class mail to the person's current address). Provides that the Domestic Violence and Sexual Assault Regional Transit Authority Public Transportation Assistance Program's preloaded mass transit cards shall have a value of \$20 per card. Provides that the Regional Transportation Authority shall file a statement certifying that the Service Boards published specified data with the General Assembly and the Governor after adoption of the Annual Budget and Two-Year Financial Plan and, if the Authority fails to file a statement certifying publication of the data, then the appropriations to the Department of Transportation for grants to the Authority intended to reimburse the Service Boards for providing free and reduced fares shall be withheld. Makes conforming changes.

Last Action

Date	Chamber	Action
6/16/2023	House	Sent to the Governor

HB 2068

Short Description: TRANSPORTATION BENEFIT PROGRAM

House Sponsors

Rep. Theresa Mah-Will Guzzardi-Matt Hanson-Kam Buckner-Hoan Huynh, Joyce Mason, Aaron M. Ortiz, Mark L. Walker, Daniel Didech, Eva-Dina Delgado, Lilian Jiménez and Jaime M. Andrade, Jr.

Senate Sponsors

(Sen. Ram Villivalam-Willie Preston)

Synopsis As Introduced

Creates the Transportation Benefits Program Act. Requires all covered employers to provide a program that allows a covered employee to elect to exclude from taxable wages and compensation the employee's commuting costs incurred for the purchase of a transit pass to use public transit or for the purchase of qualified parking, up to a maximum level allowed by federal tax law. Provides that all transit agencies shall market the existence of this program and the Act to their riders in order to inform affected employees and their employers. Provides that nothing in the Act shall be deemed to interfere with, impede, or in any way diminish the right of employees to bargain collectively with their employers or affect the validity or change the terms of bona fide collective bargaining agreements in force on the effective date of the Act. Defines terms. Effective January 1, 2024.

House Floor Amendment No. 1

Replaces everything after the enacting clause. Reinserts the provisions of the introduced bill with the following changes: Provides that the definition of "covered employer" includes an employer that employs 50 or more covered employees (rather than an average of 25 or more full-time employees) in a specified geographic area at an address that is located within one mile of regularly scheduled transit service. Provides that the pre-tax commuter benefit shall allow employees to use pre-tax dollars for the purchase of a transit pass or qualified parking, via payroll deduction, such that the costs for such purchases may be excluded from the employee's taxable wages and compensation up to the maximum amount permitted by federal tax law. Provides that the Regional Transportation Authority shall make publicly available a searchable database of addresses that are located within one mile of regularly scheduled transit service. Removes provisions concerning compensation for qualified parking. Makes other changes. Effective January 1, 2024.

Senate Committee Amendment No. 1

Replaces everything after the enacting clause. Reinserts the provisions of the engrossed bill with the following changes: In provisions concerning the transportation benefits program, removes a provision that allows employees to use pre-tax dollars for the purchase of qualified parking. Provides that the Regional Transportation Authority shall make publicly available a searchable map (rather than database) of addresses that are located within one mile of fixed-route transit service (rather than regularly

scheduled transit service). Effective January 1, 2024.

Last Action

Date	Chamber	Action
6/15/2023	House	Sent to the Governor

General Legislative Updates

GOVERNOR’S HIGHLIGHTS:

New Laws: Governor JB Pritzker signed the fifth budget of his career. The budget package includes: [SB 250](#) (FY 24 operating and capital budget); [HB 3817](#) (Budget Implementation); [HB 3551](#) (Bond Authorization) and [SB 1963](#) (Revenue Package). Using his reduction veto powers, Governor Pritzker corrected what he characterized as a “drafting error” in provisions authorizing salary increases for members of the Executive Branch and General Assembly. The legislation authorized a 5.5% raise, but state law only allows for a 5% raise.

The Governor also signed a measure ([HB 3062](#)) that limits venue in constitutional claims against the state to Sangamon and Cook Counties.

Governor Pritzker signed [SB 89](#), extending Illinois’ cocktails to-go law until August 1, 2028. The law – first enacted during the pandemic – allows restaurants and bars to provide carryout, curbside pickup, and delivery of mixed drinks and single servings of wine for off-premises consumption.

Health Benefits for Immigrants: The Illinois Department of Healthcare and Family Services filed [emergency and regular rules](#) for the Health Benefits for Immigrant Adults (HBIA) and Health Benefits for Immigrant Seniors (HBIS) programs.

Public Act [103-0102](#) – the Medicaid Omnibus package – authorizes HFS to ensure the HBIA and HBIS programs do not exceed the funds available and appropriated by the General Assembly for FY24.

HFS is implementing several cost containment measures, beginning July 1, including: pausing new enrollment for those aged 42-64; establishing co-pays; implementing managed care; clawing back some over-payments to the Cook County Hospital System, and limiting or eliminating backdated medical coverage. HBIS enrollment will remain open but will be paused in FY if the number of individuals enrolled exceeds 16,500.

The Healthy Illinois Campaign issued a statement which “strongly condemns the decision and calls on Governor Pritzker to reverse his decision immediately and work in good faith with advocates and members of the Illinois General Assembly to ensure that healthcare truly is a right, not a privilege in our state”. The Latino Caucus called the announcement “disappointing”. Advocates continue to pressure the administration to reverse the decision.

Read more [here](#). Capitol News covers more [here](#).

Draft Statewide Literacy Plan: The Illinois State Board of Education issued a draft of the Statewide Literacy Plan. Read the draft [here](#).

Gubernatorial Appointments: Governor Pritzker appointed the following:

- Jonathan Carson will serve as a Member of the Energy Workforce Advisory Council.
- David Katz will serve as a Member of the Health Facilities and Services Review Board.
- Monica Hendrickson will serve as a Member of the Health Facilities and Services Review Board.

Workforce Equity and Access Report: Governor Pritzker's Commission on Workforce Equity and Access released "Strategic Recommendations for an Accessible, Inclusive, and Responsive Workforce Development System in Illinois," a report on improvements to the state's workforce ecosystem centered around issues of equity and structural barriers to access. The report makes several main recommendations, including:

- Legislatively create a Chief Workforce Officer in the Governor's Office.
- Revitalize the Illinois Workforce Innovation Board and rename it the "Illinois Workforce Council."
- Various workforce system design enhancements, including service delivery enhancements, staff investments, system funding, and changes to federally funded programs.

The complete report is [here](#).

Low Income House Tax Credits: The Illinois Housing Development Authority is awarding almost \$26 million in federal Low-Income Housing Tax Credits to 18 affordable housing developments in 12 Illinois counties. The tax credits are expected to generate \$235 million in private capital to finance the creation and/or preservation of 1,159 affordable units for low- to moderate-income families, seniors, and people with disabilities. Read more [here](#).

Energy Transition Navigators: This week, the Illinois Department of Commerce and Economic Opportunity launched a \$6 million Energy Transition Navigators Program as part of the Climate and Equitable Jobs Act. The program will establish a network of community-based providers across the state offering community education, outreach, and recruitment services to encourage priority populations to participate in CEJA clean energy workforce and contractor development programs. The Energy Transition Navigators will be selected through a competitive Notice of Funding Opportunity process. Read more [here](#).

Illinois Gaming Board Takes Action: At its June Board meeting, the Illinois Gaming Board ruled the Chicago casino license applicant Bally's Chicago Operating Company, LLC is preliminarily suitable - allowing Bally's to continue preparing its site for gaming and hiring the employees necessary to operate a casino. The Board also awarded casino and sports wagering licenses to the American Place Casino in Waukegan, approved 12-month extensions for temporary casino operations in Waukegan and Rockford,

and renewed the license of Bally's Quad Cities Casino and Hotel for another 4-year term. Read the full list of Board action [here](#).

OTHER NEWS:

The Illinois General Assembly remains adjourned until the Fall Veto Session which begins October 24.

2024 Election Update: Democrat Maria Peterson, who narrowly lost her challenge to former Senate Republican Leader Dan McConchie, will challenge second-term Representative Marty McLaughlin in the 52nd District.

Republican Regan Deering will run for the 88th House District which is currently represented by Republican Representative Dan Caulkins who is not seeking reelection.

Former Republican State Representative Dan Brady, who ran unsuccessfully for Secretary of State in 2022, is mulling a run for either the 88th House District (see above) or the 17th Congressional District which is represented by freshman Congressman Eric Sorenson.

Congressman Danny Davis announced he is seeking reelection to the 7th Congressional District.

Congressman Mike Bost announced he is seeking reelection to the 12th Congressional District. Bost faces a potential primary challenge from former State Senator Darren Bailey who ran unsuccessfully for Governor in 2022.

Opioid Settlement: Attorney General Kwame Raoul announced a bipartisan set of settlements worth \$17.3 billion because of agreements with drug makers Teva and Allergan, and pharmacies CVS and Walgreens. Following successful state sign-on and subdivision sign-on periods, the companies committed to the deals and will start releasing funds to states later this summer. Illinois will receive approximately \$518 million over 15 years.

The settlements will also require Teva's opioid business to abide by stringent prohibitions that will prevent all opioid marketing and ensure systems are in place to prevent drug misuse. Additionally, Allergan is required to stop selling opioids for the next 10 years. CVS and Walgreens have agreed to monitor, report and share data about suspicious activity related to opioid prescriptions, which will help ensure a crisis like the opioid addiction epidemic does not happen again.



MEMO

DATE: June 27, 2023
TO: Board of Trustees
FROM: Patrick Kuebrich, Finance Director
CC: David Braun, General Manager
SUBJECT: Travel Expenses for Vice Chair Hile

Recommendation:

Reimburse Vice Chair Julie Hile the out of pocket APTA Transit Board Members and Board Administrators Seminar registration fee of \$795.00.

Discussion:

As Vice Chair of the Connect Transit Board of Trustees Ms. Hile will represent Connect Transit at the APTA Transit Board Members and Board Administrators Seminar in Birmingham, Alabama July 15 – 18, 2023. Ms. Hile paid for her registration out of pocket and will need to be reimbursed by Connect Transit.

Financial Impact:

This will cost Connect Transit \$795 and has been budgeted for in the FY24 travel expenses.



MEMO

DATE: June 27, 2023

TO: Board of Trustees

FROM: Brady Lange, Procurement Director

CC: David Braun, General Manager

Subject: Contract for Purchase of Three Paratransit Vehicles

Recommendation:

Authorize the General Manager to execute a contract with Creative Bus Sales, Inc. for the purchase of three 2023 Starcraft Allstar 22' cutaway vans to be used in paratransit service.

Background:

In recent years we have partnered with the Illinois Department of Transportation (IDOT) on their Consolidated Vehicle Procurement (CVP) program to provide paratransit vehicles at virtually no cost to us. Due to continued supply chain and vehicle shortage issues resulting from the pandemic, IDOT has been unable to negotiate a contract for vehicles since 2020. While they do anticipate awarding a contract soon, there is a large backlog of need for vehicles, and we cannot guarantee the availability of vehicles for our needs.

In addition, our paratransit ridership has grown approximately 12.8% over pre-pandemic statistics and we continue to experience supply chain issues with parts availability, which lengthens repair times and requires buses to be in the repair shop longer than usual. As a result, we have started to experience a strain on fleet availability for regular service.

For all these reasons, staff has determined it necessary to expand our fleet of paratransit vehicles by purchasing three additional units. By adding three units to our fleet, we will be able to provide the exceptional experience that our passengers expect, as well as reduce the pressure our Maintenance staff is experiencing by repeatedly repairing aging vehicles as quickly as possible to keep a sufficient fleet available to meet our ADA obligations. The addition of these vehicles to our fleet will allow for some time to pass so the IDOT CVP program can stabilize, and we can continue to use that program when necessary.

Discussion:

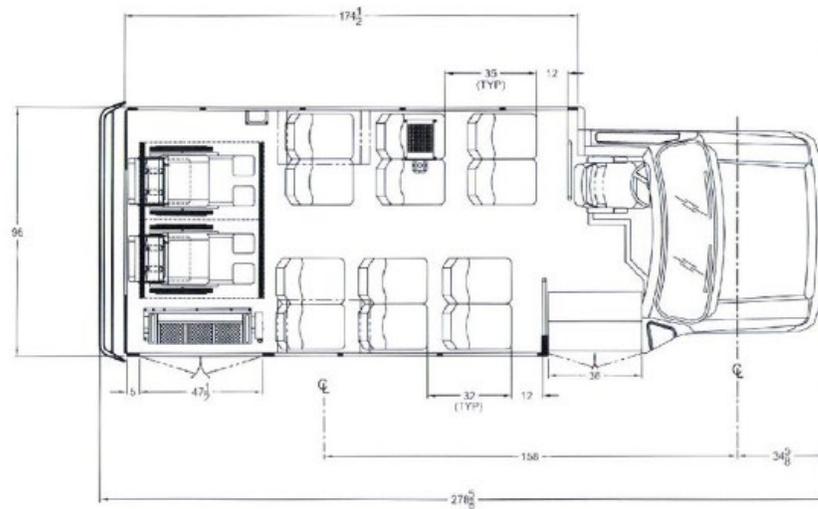
We released an Invitation for Bid (IFB) for paratransit vehicles on May 29, 2023, and detailed ideal vehicle specifications. The IFB was sent directly to four vendors and was advertised publicly. We received three bids in response to the IFB. A bid summary is provided below.

Bidder	Total Cost (3 Vehicles)
Central States Bus Sales	\$422,610
Creative Bus Sales, Inc.	\$344,310
Transportation Equipment Sales Corp	\$368,841

Creative Bus Sales, Inc., based in Indianapolis, was the lowest responsive and responsible bidder for these vehicles, and currently supplies over 5,000 similar vehicles per year to transit agencies across the country. These vehicles are immediately available and upon contract award Creative Bus Sales, Inc. will deliver the vehicles within 14 days.

The Starcraft Allstar cutaway paratransit vans feature six passenger seats and two wheelchair locations. Like our other paratransit vehicles, they are built on a Ford E450 chassis and feature a Braun wheelchair lift. The vehicles include the original equipment manufacturer bumper-to-bumper warranty of 3-year / 36,000-mile and includes a 5-year / 100,000-mile Starcraft manufacturer warranty.





Financial Impact:

The purchase of the three 2023 Starcraft Allstar 22' cutaway vans will total \$344,310.00 which will be funded by local capital funds.

Per Vehicle Cost	Quantity	Total Cost
\$114,770.00	3	\$344,310.00



MEMO

DATE: June 27, 2023

TO: Board of Trustees

FROM: Brady Lange, Procurement Director

CC: David Braun, General Manager

Subject: Contract for Construction of 79 Bus Stop Improvements

Recommendation:

Authorize the General Manager to execute a contract with JG Stewart Contractors, Inc. for construction of 79 bus stops throughout Bloomington-Normal.

Background:

Connect Transit is in the fourth year of our Better Bus Stops Campaign. As part of this campaign we are seeking to improve bus stop accessibility throughout Bloomington-Normal.

Discussion:

We released an Invitation for Bid (IFB) on May 10, 2023, detailing the 79 stops to be constructed as part of this project. The IFB was sent directly to three potential bidders and advertised publicly. The group of stops in this project includes 74 stops that were recently designed and approved by the municipalities, as well as five stops that were previously designed but not constructed for various reasons, which is usually an easement that required a property owner's signature. Many times, property owners of businesses are out of state and difficult to get in touch with. The stop at Kroger on College Avenue is included in this project, which staff has been seeking an easement for some time, is an example of a stop that was previously designed but not constructed because of the business owner being out of state.

Bidder	Estimated Annual Price
JG Stewart Contractors, Inc.	\$377,865

As noted in the table above, we received a single bid for this project. Per Connect Transit's Procurement Policy, staff completed a thorough price analysis to confirm this price is fair and reasonable because only a single bid was received. This analysis took into consideration a recent bid for similar work, the increase in the Produce Price Index (PPI) for concrete since that time (July 2021 – June 2023: 25.2%), and the current bid price. The current bid is nearly identical considering the PPI, so the bid is considered fair and reasonable.

JG Stewart Contractors, Inc. has a long-standing history in Bloomington-Normal and has completed many other similar projects, such as sidewalk replacements for both municipalities, as well as previous bus stop improvement projects for Connect Transit. JG Stewart Contractors, Inc. believes construction can begin very soon after contract award and completed prior to fall.

Financial Impact:

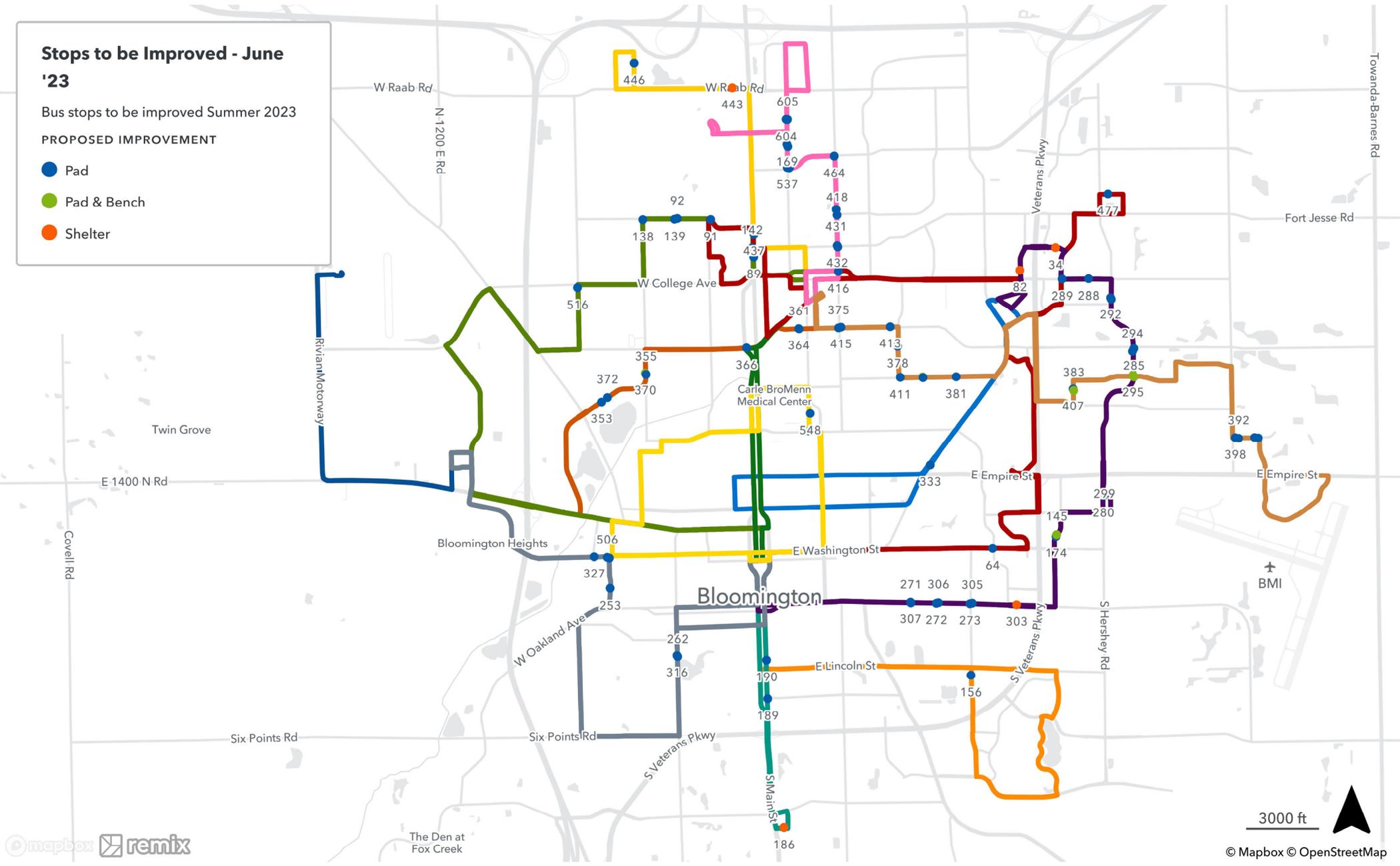
The cost for construction of the 79 proposed bus stop improvements throughout Bloomington-Normal will be \$377,865. Funding for these improvements will be made available by FTA 5339 grant funds for bus stop improvements and IDOT DOAP Debt Service.

Stops to be Improved - June '23

Bus stops to be improved Summer 2023

PROPOSED IMPROVEMENT

- Pad
- Pad & Bench
- Shelter



3000 ft





MEMO

DATE: June 27, 2023

TO: Board of Trustees

FROM: Brady Lange, Procurement Director

CC: David Braun, General Manager

SUBJECT: Contract for Purchase of Five 40' Battery Electric Buses

Recommendation:

Authorize the General Manager to execute a contract with Proterra for the purchase of five 40-foot battery electric buses.

Background:

In September 2019, the Connect Transit Board of Trustees approved a five-year contract with Proterra for up to 17 battery electric buses. That contract was fulfilled and we will take delivery of the final five buses in early spring of 2024. That contract has allowed us to replace all 2003 era buses, the oldest buses in our fleet. We recently had to purchase three 12-year-old used buses to support route and frequency expansion. Purchasing used buses was necessary to support continued operations but is not a long-term solution to our fleet needs. Since the time of purchasing used vehicles we have been considering the replacement of those buses to support the upcoming needs of our system.

Discussion:

The Federal Transit Administration (FTA) allows for a partnership provision in grant applications for the Section 5339 Buses and Bus Facilities program. The goal of allowing this partnership is to simplify and streamline the procurement process for low or no emission vehicles to allow transit agencies and the communities they serve to realize the positive impacts of these vehicles sooner. Staff determined that developing a partnership grant application with Proterra to replace the aging used vehicles and supplementing our fleet to support our growing community would provide the most advantageous path forward for current and future needs. Another consideration for this partnership is to continue to maintain a standardized fleet. A standardized fleet helps reduce inventory costs and improve efficiency of maintenance.

We worked closely with Proterra to develop a partnership grant application and were awarded the maximum allowable federal share of these buses, which totals \$5,176,800 (80%). Since that award we have been working with Proterra to configure the buses very similar to the five vehicles which will be delivered in the spring of 2024. Upon award of this contract, Proterra will be able to secure our

order in the production schedule and anticipates delivery of these five buses in the fall of 2024. Delivery of these buses will bring our total fleet of electric vehicles to 22, which will be half our fleet of fixed route buses.

After this contract for vehicles, we will not be able to replace buses until 2029, per FTA useful vehicle life guidance. Until that time, we plan to continue to monitor the performance of the electric fleet and industry trends towards alternative fueled/zero emission vehicles prior to developing specifications for the next Request for Proposals.

Financial Impact:

The total contract price for the buses in this agreement will be \$6,482,483.50, which is an increase of \$23,451 per vehicle since the last contract. To fund this contract we will utilize \$5,176,800 that was awarded as part of the FTA 5339 Buses and Bus Facilities program and \$1,305,683.50 in IDOT Downstate Operating Assistance Program Debt Service.

Per Vehicle Cost	Quantity	Total Cost
\$1,296,496.70	5	\$6,482,483.50



MEMO

DATE: June 27, 2023
TO: Board of Trustees
FROM: David Braun, General Manager
SUBJECT: Public Transportation Agency Safety Plan (PTASP)

Recommendation:

Acknowledge and approve the Bloomington-Normal Public Transit System (DBA Connect Transit) Public Transportation Agency Safety Plan (PTASP) as required by Federal Transit Administration regulation (49 CFR part 673).

Background:

The PTASP regulation (49 CFR part 673) intends to improve public transportation safety by guiding transit agencies to manage risk effectively and proactively within their systems. It requires certain recipients and sub-recipients of FTA grants that operate public transportation to develop and implement safety plans that establish processes and procedures to support the implementation of a Safety Management System (SMS). SMS is a comprehensive, collaborative approach to managing safety. It brings management and labor together to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely.

Discussion:

As a recipient of FTA 5307 funding, we are required to have a Board approved plan. The plan meets the requirements of the FTA and has been shared with the State of Illinois, without comment or concern.

Financial Impact:

There is no financial impact from this recommendation.



**Section 1.
Transit Agency Information**

Transit Agency Name	Bloomington-Normal Public Transit System (dba Connect Transit)
Transit Agency Address	351 Wylie Dr. Normal, IL 61761
Name and Title of Accountable Executive	David Braun, General Manager
Name of SMS Executive	Dave White, Safety and Training Director
Modes of Service Covered by This Plan	Fixed Route Bus Paratransit Bus Van Pool
Modes of Service Provided by the Transit Agency	Fixed Route Bus Paratransit Bus Van Pool Microtransit
FTA Funding Types	5307, 5339

**Section 2.
Plan Development, Approval, and Updates**

Name of Entity That Drafted This Plan	Bloomington-Normal Public Transit System (dba Connect Transit)
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	Signature	Date
Signature of the Accountable Executive		
Approval by the Board of Trustees (Chairperson)		
Certification of Compliance		

Version Number and Updates

Version Number	Section Affected	Reason for Change	Date Issued
20.01	All	Initial Version	October 2020
20.02	Section 1	Change of General Mgr.	January 2022
23.01	All	Annual Updates	December 2022
23.02	Modes of Service	Add Microtransit	June 2023

Annual Review and Update of the Agency Safety Plan
Safety is not a static concept. It is dynamic and changing, so it is vital that processes, procedures, instructions, policy, and equipment are regularly reviewed, updated, or replaced.
This Agency Safety Plan and the standard Safety Instructions will have a minimum review period of one year. The Agency Safety Plan will be reviewed by the Safety and Training Director and Safety Committee, recommendations for change(s) will be made to the General Manager, and the updated plan will receive approval by the Board of Trustees. Additionally, each instruction will be reviewed at least annually by the Safety and Training Director, or other Department Head as assigned.

This Agency Safety Plan addresses all applicable requirements and standards as set for in FTA's Public Transportation Safety Plan and the National Public Transportation Safety Plan.

Section 3. Safety Performance Targets

The Safety Performance Targets monitored by Connect Transit are based on the safety performance measures established under the National Public Transportation Safety Plan. Targets below are based on previous safety performance data for Connect Transit.

Mode of Service	Fatalities (Total) (Goal=0)	Fatalities (Rate) (Goal=0)	Injuries (Total) (Goal <12)	Injuries (Rate) (Goal < 1/100K)	Safety Events (Total) (Goal <200)	Safety Events (Rate) (Goal <12/100K)	System Reliability (FY2023)
Fixed Route	0	0	2	Inj./100k = 0.15	129	Events/100k = 10.11	10,710.83
Paratransit Service	0	0	2	Inj./100k = 0.47	56	Events/100k = 12.96	27,186.63

The chief goal of this Agency Safety Plan is for Connect Transit to experience zero fatalities during any given year of operation. Thus, the columns showing the *target* numbers for “Fatalities (Total) and Fatalities (Rate)” should always be zero, regardless of the covered mode.

FTA Safety Performance Measures are determined as follows:

- Injuries: Total amount and rate per total vehicle revenue miles.
- Fatalities: Total amount and rate per total vehicle revenue miles.
- Safety Events: Total amount and rate per total vehicle revenue miles.
- System Reliability: Mean distance between major mechanical failures.

Revenue Miles: FY 2023: 1,274,589

Safety Event: Any Incident, Accident, or Occurrence. This includes events that result in injury or death, property damage, disruptions in service, and evacuation for life safety reasons.

Connect Transit shall coordinate with McLean County Regional Planning (the Metropolitan Planning Organization for McLean County, Illinois) and with the Illinois Department of Transportation in the selection of State and MPO safety performance targets to the greatest extent practicable.

Entity Name:	Date that Safety Performance Targets were Transmitted:
Illinois Department of Transportation (State)	
McLean County Regional Planning (MPO)	

Section 4. Safety Management Policy

The safety and health of the employees, customers, and visitors of Connect Transit is our foremost consideration. To reduce the probability of an accident or incident occurring, Connect Transit will maintain an active Safety Management System that is appropriately scaled to the size, scope, and complexity of the agency.

The overall safety objective at Connect Transit is the proactive management of identifiable hazards and their associated risks with the intent to mitigate or eliminate their potential for affecting employee and customer safety. To that end, Connect Transit will comply with all applicable workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the public transportation industry.

No employee will be required to do a job that he or she considers unsafe, nor will they be asked to compromise our safety standards to complete an assignment or task.

Management Commitment

Ultimate responsibility for safety at Connect Transit rests with the highest level of Management, beginning with the General Manager.

Connect Transit recognizes that all personnel, including the Transit Board, Management, Supervisors, and all other employees, share in the responsibility of creating and maintaining a safe and healthy workplace.

Connect Transit is committed to the following:

- Supporting the management of safety through the provision of appropriate resources that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- Integrating the management of safety among the primary responsibilities of all managers and employees;
- Clearly defining for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- Establishing and operating hazard identification and analysis, and safety risk evaluation activities, including a near-miss reporting program, as a fundamental source for safety concerns and hazard identification, to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities to a point which is consistent with our acceptable level of safety performance;
- Ensuring that no action will be taken against any employee who discloses a safety concern through the safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- Complying with, and wherever possible, exceeding legislative and regulatory requirements and standards;
- Ensuring that enough skilled and trained personnel are available to implement safety management processes;
- Ensuring that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are assigned only tasks commensurate with their skills;
- Establishing and measuring our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improving our safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- Ensuring that externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

Communication and Promotion of the Safety Management System

Various methods of communication will be used to share SMS information with Connect Transit employees. These methods include:

- Company Newsletter
- Safety Committee Activities
- Safety Instructions, Bulletins, Posters, and Memorandums
- Training Sessions Conducted by:
 - Staff/Management Personnel
 - Subject Matter Experts
 - Vendors and Representatives

Safety information will be communicated as Equipment, Areas, Policies, and Processes are; changed or updated, added or increased, and as new information becomes available.

Safety Committee

Connect Transit will maintain a Safety Committee made up of personnel from the following areas:

- Management
 - Director, Manager, and/or Supervisor
- Operations/Transportation
 - Bus Operator and/or Dispatcher
- Maintenance
 - Mechanic
- Other personnel as deemed necessary to fulfill the role of the committee.

The Connect Transit Safety Committee will meet during the last week of each month and meetings will be allotted at least two hours to ensure sufficient time to cover all topics. Safety Committee members are tasked with discussing those items or concerns that are brought to their attention through employee-provided information or through direct observation.

The Safety Committee will also be responsible for promoting safety, the Safety Management System, and the concept of a safety culture within Connect Transit.

The Safety Committee may also be called upon to meet on an as-needed basis to address unforeseen events such as hazardous conditions, natural disasters, and man-made events. Such meetings may be in-person or virtual.

Consequences

Implementation of and compliance with a Safety Management System is vital to the safety of employees, customers, and the organization. Willfully disregarding this policy and the instructions issued in conjunction with the Safety Management System jeopardizes employee and customer safety and may result in death, serious bodily harm, or substantial property damage.

Individual Responsibilities

Pursuant to FTA instructions, each transit system or operation is required to identify at least one individual who reports directly to the designated Accountable Executive. In the case of Connect Transit, the Safety and Training Director will act as the Chief Safety Officer and will report directly to the General Manager.

As the Accountable Executive, the General Manager is responsible for the following:

- Is the final authority over the operations that are being conducted;
- Controls the financial resources required for the operations that are being conducted;
- Controls the human resources required for the operations that are being conducted;
- Retains ultimate responsibility for the safety performance of the operations that are being conducted;
- Ensures that the SMS is properly implemented and performing in all areas of the organization;
- Develops and signs the Safety Policy statement;
- Communicates the Safety Policy statement throughout the organization;
- Regularly reviews the Safety Policy statement to ensure that it remains relevant and appropriate to the organization;

- Regularly reviews the organization's safety performance and directs actions deemed necessary to address substandard safety performance

The SMS Executive is responsible for the following:

- Coordinating the implementation, maintenance, and integration of the SMS throughout the organization;
- Promoting the SMS;
- Maintaining, reviewing, and recommending revisions to the SMS;
- Regularly reporting on organization safety matters to the General Manager;
- Providing timely advice and assistance on organization safety matters to the General Manager and Department Managers;
- Facilitate hazard identification and safety risk analysis;
- Maintaining the Near Miss reporting system;
- Conducting investigations of events reported via Incident/Accident reports or through Near Miss reporting and providing feedback as needed;
- Establishing and measuring safety performance targets and indicators;
- Developing and maintaining Safety Risk Management procedures;
- Conducting Safety Risk Assessments as necessary;
- Monitoring the effectiveness of safety risk controls;
- Distributing organization safety information;
- Conducting regular meetings with Staff and with the Safety Committee;
- Developing and maintaining emergency response procedures;
- Coordinating and/or conducting safety training for all Connect Transit employees;
- Annually assessing the organization's safety culture

Department Managers and Supervisors are responsible for the following:

- Responding to employee and customer incidents/accidents;
- Assisting employees with completing and submitting Near Miss and Incident/Accident reports as needed;
- Monitoring employee activities for unsafe practices;
- Taking immediate corrective action when an unsafe practice is reported or identified;
- Promoting safety and safety activities;
- Ensuring that employees use all required personal protective equipment for the tasks to which they are assigned;
- Forwarding reports and making proper management notifications whenever an event has occurred;
- Ensuring that externally supplied systems and services to support Connect Transit operations are delivered and that they meet our safety standards.

Employees are responsible for the following:

- Engaging in safe work practices;
- Keeping work areas clean;
- Maintaining and using physical and mechanical safeguards;
- Immediate reporting of all work-related incidents, accidents, and/or near misses in which they are involved or that they have witnessed;
- Proper use of all required personal protective equipment;
- Consulting a supervisor or manager for guidance or instruction if unfamiliar with equipment operation or unsure about safe work practices;
- Participating in and supporting Safety Committee activities;
- Proper completion and submission of all required documents

Employee Safety Reporting Program

Reports, Records, and Documentation

To obtain as much data as possible, several documents will be used throughout Connect Transit. These documents include, *but are not limited to*:

- Report Form (Accident/Incident Report) – Used for incident/accident reporting
- Supervisor Incident Response Form – Used by supervisors to document their response to an incident or accident and to determine post-accident drug and alcohol testing
- Near Miss Report Form – Used for reporting near miss incidents
- Complaint Form – Completed when customers or bystanders have a complaint about Connect Transit or one of its employees
- Suspicious Activity Report Form – Information reported through the dispatch office or through a written report that documents an employee's observation of unusual or suspicious activity
- Daily Vehicle Inspection Report – Form used for the inspection and submission of required, daily vehicle pre-trip and post-trip inspections
- Vehicle Defect Report – Form used to notify the maintenance department of minor vehicle discrepancies that are encountered during the performance of assigned routes
- Bus Stop Site Assessment Form – Used to determine hazards at a proposed bus stop site location
- Preliminary Hazard Analysis (PHA) – Used to evaluate generic hazard groups present in a system
- Job Safety Analysis (JSA) – Used for determining the steps in a task, the potential hazards associated with each of those steps, and recommended safe job procedures
- Outside agencies such as: Local, State, and Federal offices.

Completed documents will be maintained by the appropriate department and copies will be forwarded to Safety and Training.

Report Form

This report is completed by any employee that is involved in/with or witnesses and incident or accident that is related to a Connect Transit employee or customer, occurs while using or operating Connect Transit vehicles or equipment, or takes place on or near Connect Transit property.

Report Forms must be completed as soon as possible following an incident/accident and are *required to be submitted to management within 24hrs of the incident/accident*. Incomplete forms will be returned to the employee for completion and supervisory assistance with form completion is available upon request.

Near Miss Report Form

This form is used for reporting to management; any "close call" events where damage or injury did not occur but had the potential to occur, potential safety hazards, or a faulty action or process that should be a focus for improvement. It should be noted that employees are not required to complete a Near Miss Report Form to notify management of a potential hazard, employees may speak to a supervisor or manager directly if they are comfortable in doing so.

Near Miss reporting is non-punitive. The objective of Near Miss reporting is to detect a hazard and take corrective action before and event can occur and cause an injury or damage.

Near Miss reports may be submitted anonymously.

The Near Miss Report Form must not be used to circumvent normal incident/accident reporting. To do so can result in serious delays in the investigation of an incident/accident as well as the reporting and processing of claims, leading to increased liability for the organization.

Electronic versions of the *Report Form* and *Near Miss Report Form* are available through the Connecteam application. The Connecteam apps can be accessed on the tablets in the Dispatch area, on the computers in the CBL room, and on the personal devices of personnel who choose to have chosen to download the application. Electronic versions of these reports are preferred over hand-written versions as they are easier to read, store/file, and transmit for insurance and/or investigative purposes.

Complaint Form

This form is used by supervisors, dispatchers, and customer service representatives to document any complaints or concerns that are voiced by Connect Transit customers, pedestrians, motorists, or bystanders about a Connect Transit employee, property or piece of equipment, process, or policy.

Daily Vehicle Inspection Report

The DVIR is used by vehicle operators to document the condition of a bus before it is taken into revenue service (pre-trip) and when it returns from revenue service at the end of the day (post-trip). The DVIR is submitted through the Connecteam application and, upon submission, is available to be reviewed by management personnel. Vehicle discrepancies are documented on the DVIR and, if necessary, a Vehicle Defect Report will be completed to notify the maintenance department of said discrepancies. Management will regularly run DVIR reports to evaluate fleet condition and ensure employee reporting compliance.

Vehicle Defect Report

The VDR is used by vehicle operators to document minor discrepancies with a coach and to notify the maintenance department of said discrepancies. VDRs are submitted through the Connecteam application and, upon submission, are sent directly to supervisory personnel within the maintenance department so that work assignments can be generated. The maintenance department will investigate and, if necessary, take action to remedy the defect. Vehicle operators can select an option to receive feedback from the maintenance department once the defect has been addressed.

Suspicious Activity Report Form

This form is used by Connect Transit personnel to document unusual activities that are observed or encountered on or near property or resources that are owned or controlled by Connect Transit. The Suspicious Activity Report Form is accessible through the Connecteam application.

Bus Stop Site Assessment

The Bus Stop Site Assessment Form is used by Connect Transit management personnel when conducting reviews of existing bus stop locations or when evaluating a new location as a possible bus stop. This form is also accessible through the Connecteam application.

Failure to report and document a Safety Event is a critical violation of this Agency Safety Plan and may result in disciplinary action for offending employees.

Section 5. Safety Risk Management

Accident, Incident, and Complaint Analysis

Analysis of information from multiple sources, to include information obtained from accidents, incidents, reports, and complaints, will be used to monitor processes, procedures, employee safety, and individual and organizational safety performance. Data accumulated through the analysis of the types of information described below will be used to help establish individual and organizational goals

Examples of these reviews include, but are not limited to:

- Report Form – As submitted by employees
- Suspicious Activity Report – As submitted by employees
- Near Miss Report – As submitted by employees
- Complaint Forms – As submitted by customers
- DVIR reviews – 2 to 3 times per week
- VDR reviews – 2 to 3 times per week
- Accident/Incident Summary – Monthly
- Computer-Based Training review – Quarterly, Annually

Additionally, Connect Transit will refer to safety hazard identification information provided by the Metropolitan Planning Organization, the Illinois Department of Transportation, and the Federal Transit Administration.

Trend analysis will be used as a means of determining if an instruction should be reviewed prior to the annual review and any process, procedure, instruction, policy, or piece of equipment may be reviewed at any time.

Key Performance Indicators or “KPIs” will be used as a part of the trend analysis described above. These indicators include; Number of Reports Submitted, Number of Accidents, Number of Incidents, Number of Injuries, Number of Preventable Accidents, Number of Preventable Incidents, Number of Near Miss Events, Event Types, etc.

Additional means of Safety Hazard Identification include:

Preliminary Hazard Analysis (PHA)

The PHA is an analysis of the generic hazard groups present in a system, their evaluation, and recommendations for control. The PHA is usually the first attempt in the system safety process to identify and categorize hazards or potential hazards associated with the operation of a proposed system, process, or procedure.

The PHA will be conducted by management and may involve input from employees or end-users.

The PHA will typically include any available data having to do with the following:

- Mission or scope/intent of the product
- Environment in which the product will operate
- Equipment or hardware to be used with the product
- Operational criteria for product end use

Examples of the generic hazard groups include:

- Collision/Mechanical Damage
- Contamination
- Corrosion
- Electrical Shock
- Fire
- Explosion
- Loss of Habitable Atmosphere
- Pathological/Biological Hazards
- Psychological/Mental
- Temperature Extremes
- Radiation

- Noise
- Human Error

It is important to keep in mind that no hazards are too insignificant to be recorded.

Job Safety Analysis (JSA)

The JSA is a technique that focuses on job tasks to identify hazards before they occur. It focuses on the relationship between the employee, the task, the tools, and the work environment. The JSA will identify the determining the steps in a task, the potential hazards associated with each of those steps, and recommended safe job procedures to mitigate any risk down to its lowest acceptable level.

The JSA will be conducted by management and typically involves gathering input from those employees that will regularly perform the task that is being evaluated.

The JSA will be conducted any time that a new process or procedure is put in place, when new equipment is brought into the work environment, or when a substantial change to an existing process, procedure, instruction, policy, or equipment.

The JSA will consist of three main categories:

- Basic Job Steps – Listed in normal job order
- Potential Accidents or Hazards – List those accidents that could occur during each job step
- Recommended Safe Job Procedure – Explains what should/should not be done to avoid the accident

Completed JSAs will be placed into a binder that is accessible to all employees within the department where the work is taking place. Electronic versions of the completed JSAs will be kept in PDF format in these locations as well.

Safety Risk Assessment

The Safety Risk Assessment is a tool that is used to aid in the determination of the level of risk by considering Likelihood, Severity, and Expose to an item, area, or process. A Safety Risk Calculator has been developed to aid Senior Management in the evaluation of the level of risk present in a job, task, or function, and includes;

- Likelihood: The probability of an event occurrence, ranked from Extremely Unlikely to Certain
- Severity: The level of damage or injury that may occur, ranked from Negligible to Catastrophic
- Exposure: How often an employee is exposed to a potential hazard, ranked from Never to Continuous

These variables are added (Likelihood + Severity = "Risk") to show the level of risk involved with the item, area, or process. The "Risk" is then multiplied by the Exposure rate to provide a "Risk Analysis". The Risk Analysis provides a more refined view of the actual risk involved in an item, area, or process.

The "Severity" values on the Risk Assessment Calculator can be adjusted as if using a slide-stop, for example; harm or damage that is greater than "Minor" but less than "Major" can be demonstrated as a value between 15 and 65 (15, 20, 25, 30....).

Safety Risk Mitigation

Once a hazard has been identified and a risk assessment completed, measures will be taken to mitigate said risk to its lowest acceptable level. To determine the effectiveness of a mitigation technique it is important that follow-up assessments are performed and documented. Mitigation strategies may include:

- Elimination – Removing safety risks from the workplace whenever possible.
- Substitution – Replace a hazardous substance or equipment with something less dangerous.
- Engineering controls – Items such as barriers or guardrails that will isolate a worker from a risk.
- Administrative controls – Includes training, warning labels, and signs to alert workers to possible hazards.
- Personal protective equipment – Items such as; safety glasses, hard hats, face shields, and respirators.

It should be noted that the use of Personal Protective Equipment in generally viewed as the "last resort" in safety risk mitigation.

Section 6. Safety Assurance

Safety Performance Monitoring

The Safety and Training Director will monitor reports through the use of the Connecteam application, which gives employees access to the reporting documents described in this Agency Safety Plan. Information obtained from these reporting documents and any investigation into safety events will be presented to staff at weekly staff meetings or sooner if the situation calls for more immediate action.

An emphasis will be placed on the continued development of “Leading” indicators in an effort to use this information to prevent the occurrence of a safety event. A “Leading” indicator is a predictive measurement used to tell us what might happen or what is likely to happen and can influence change, while a “Lagging” indicator is an output measurement that tells us what has already occurred.

All safety events, including Accidents, Incidents, and Near Misses reported to Connect Transit will be investigated to determine Root Cause, Preventability, and to develop Mitigation Strategies to prevent similar accidents and incidents from occurring.

Department Supervisors are the first step in the investigation process. As the initial responding representative, they are tasked with guaranteeing employee and customer safety, collecting of on-scene information, determining whether post-accident drug and alcohol testing is required, ensuring employee reporting compliance, and forwarding information to Department Managers and Directors. Supervisors will also secure video and telemetric data to support the investigation process.

The investigation of safety events continues by a coordinated evaluation of the event by management personnel. Information and data collected by employees will be reviewed by the Safety and Training Director, who will involve other members of management as necessary.

A final summary of the event, to include employee actions, supervisor response, root cause, preventability, and mitigation strategies will be provided to appropriate personnel by the Safety and Training Director.

A follow-up to the investigation will be used to evaluate the mitigation strategies that were recommended in the final summary of the event. The follow-up ensures employee compliance and effectiveness of the mitigation strategy.

Section 7. Safety Promotion

Competencies and Training

Connect Transit’s comprehensive safety training program applies to all employees directly responsible for safety, including:

- Bus Operators
- Dispatchers
- Mechanics and Maintenance Personnel
- Directors, Managers, and Supervisors
- Agency Leadership and Executive Management
- SMS Executive/Chief Safety Officer
- Accountable Executive

Connect Transit dedicates resources to conduct a comprehensive safety training program and training on SMS roles and responsibilities. The scope of the safety training is appropriate to each employee’s individual safety-related job responsibilities and their role in the SMS.

All Connect Transit personnel receive basic Safety Training as a part of their intake training.

Training Types

There are many types and forms of training that an employee will experience while working for Connect Transit. Some examples include:

- Initial or "Intake" Training – Conducted when a new employee is brought into Connect Transit or when an employee transfers to another department within the organization.
- Refresher Training – Conducted routinely with employees to serve as a reminder of basic functions and to provide updated information about tasks and their performance.
- Remedial Training – Conducted when an accident or incident has occurred, and an employee's action were found to have contributed to or caused the event.
- Toolbox Talks – Conducted randomly throughout the workday and/or week and are used to address current events or topics.
- Visual Reminders – Items such as slideshows, posters, and banners that are displayed to serve as a reminder to employees.
- Specific Training – Training on specific processes and equipment are delivered to employees on an as needed basis.

It is necessary under SMS to provide regular safety training to all employees. While the Safety and Training Director is responsible for ensuring that all employees receive regular safety training, it may be necessary for Supervisors to augment the Safety and Training Department to ensure that all personnel are addressed in a timely manner.

The Safety and Training Director may call upon other subject matter experts, vendors, or external providers to ensure that employees receive the most up-to-date information available on a topic of instruction.

Training Requirements for Safety Personnel

Staff personnel that are assigned to or hired for roles as a Safety Professional within Connect Transit will be required to complete the following training within 36 months of their assignment:

- SMS Awareness (E-Course)
- SMS Safety Assurance (E-Course)
- Effectively Managing Transit Emergencies (TSI)
- SMS Principles for Transit TSI)

Additional training to be completed may consist of the following:

- Transit System Security (TSI)
- Transit Bus System Safety (TSI)
- Transit Industrial Safety Management (TSI)
- Fatigue and Sleep Apnea Awareness for Transit Employees (Online)
- Curbing Transit Employee Distracted Driving (Online)
- Fundamentals of Bus Collision Investigation (TSI)
- Advanced Problems in Bus Collision Investigation (TSI)

The goal of this training is to ensure that the Safety Professional is capable of collecting, analyzing, acting upon, and communicating the information that is collected as part of the SMS program.

Additional Safety Promotion

To promote safety within Connect Transit and to communicate safety achievements to the communities served by Connect Transit, annual Safe Driving Awards will be presented to those employees that are engaged in driving activities.

To be considered for such recognition an employee must have completed a full calendar year of service without a Preventable or "At Fault" accident.

Additional safety awards, to include recognition for exemplary safety actions, will be presented to employees as such actions are noted and reported to the Safety and Training Director.

Notable employee actions that aid in the response to or prevention of a safety event may also be recognized through other internal and external communications.

Safety Communication

Regular summaries of Safety Committee meetings, responses to reports received through the safety reporting program, leading indicators identifying possible risks/hazards, and additional information that is necessary for full employee involvement with the SMS will be posted on a regular basis and/or as updates become available.

Regular safety communication will also occur via the following methods:

- Direct communication with employees identified through reporting and/or safety performance monitoring
- The issue of Letters, Memorandums, and Reminders to all employees or to a targeted group of employees
- Safety information disseminated through monthly newsletters

Additional means of safety communication include:

- Posting safety performance statistics
- Posting Lessons Learned from recent occurrences
- Dissemination of information through additional posters, flyers, and bulletins

Supporting Documentation

Connect Transit will maintain documentation related to the implementation of the SMS; the programs, policies, and procedures used to carry out the ASP; and the results from the SMS processes and activities for three (3) years after creation. This documentation will be available to the FTA or other State or Federal oversight entity upon request.

Appendix A. Acronyms Used in the Agency Safety Plan

ASP – Agency Safety Plan
DOT – Department of Transportation
DVIR – Daily Vehicle Inspection Report
FTA – Federal Transit Administration
KPI – Key Performance Indicator
MPO – Metropolitan Planning Organization
SMS – Safety Management System
TSI – Transportation Safety Institute
VDR – Vehicle Defect Report

Appendix B. Definition of Terms in the Agency Safety Plan

Accident means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Equivalent Authority means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Event means any Accident, Incident, or Occurrence.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Incident means an event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

Operator of a Public Transportation System means a provider of public transportation as defined under 49 U.S.C. 5302(14).

Performance measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

~~*Public Transportation Agency Safety Plan*~~ means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management System (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety performance target means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety risk assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which:

- (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received;
- (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses);
- (3) Causes severe hemorrhages, nerve, muscle, or tendon damage;
- (4) Involves any internal organ; or
- (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Small public transportation provider means a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and the regulations set forth in 49 CFR part 674.

Transit agency means an operator of a public transportation system.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.