



Due to the COVID-19 Pandemic, Connect Transit Trustees may remotely participate in this meeting. Connect Transit will read public comments received in writing which were received at least two (2) hours prior to the meeting. Written comments may be submitted via mail, email, or in-person. Comments sent via email should be sent to: trustees@connect-transit.com. The meeting will be limited to ten (10) individuals in the room at a time due to the pandemic and individuals attending will be required to be six (6) feet apart. Persons attending the meeting in-person will be given an opportunity to offer public comment. If you are experiencing COVID-19 symptoms, please do not attend the meeting. Persons attending in person are required to wear a face covering.

AGENDA

**Virtual Meeting of the Connect Transit Board of Trustees
April 27, 2021 – 4:30 P.M.
351 Wylie Drive – Training Room
Normal, Illinois 61761**

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Public Comments
- E. Consent Agenda (Rollcall Vote)
 - 1. Approval of March 23, 2021 Board Meeting Minutes and the Minutes of the 2021 Annual Meeting
 - 2. Disbursements for the month of March 2021
 - 3. Monthly Statistical Report for March 2021
 - 4. Cardinal Infrastructure Federal Report (*Addendum*)
 - 5. Cornerstone – Illinois Weekly Update (*Addendum*)
- F. New Business
 - 1. Recommendation of the FY2022 Operating and Capital Budget (Rollcall Vote)
 - 2. Recommendation for Website Redesign (Cybernautic Web Design) (Rollcall Vote)
 - 3. Recommendation for Approval of Agreement Extension with Cardinal Infrastructure (Rollcall Vote)
- G. Chairman's Report
 - 1. Discussion of Fare Implementation Plan for June 1, 2021
 - 2. Discussion of Possible Implementation of In-Person Board Meetings Starting on June 22, 2021
- H. General Manager's Report
- I. Trustee Comments
- J. Executive Session (ILCS 120/2(c)(1) – Personnel Matters
- K. Adjournment (Rollcall)



March 2021

Financial and Statistical Reports



Connect Transit Cash Disbursement Report March 2021

Name	Check Number	Date	Amount	Description
1st Ayd Corporation	00053418	12-Mar-21	\$366.54	General Building Supplies
A.T.U. - C.O.P.E.	00053448	19-Mar-21	\$120.81	Payroll Deduction
ABC Bus Companies	00053382	05-Mar-21	\$1,710.82	Bus Parts
ABC Bus Companies	00053419	12-Mar-21	\$680.73	Bus Parts
ABC Bus Companies	00053486	25-Mar-21	\$257.43	Bus Parts
Advance Auto Parts	00053383	05-Mar-21	\$444.86	Maintenance Supplies
Advance Auto Parts	00053420	12-Mar-21	\$326.71	Maintenance Supplies
Advance Auto Parts	00053449	19-Mar-21	\$230.11	Maintenance Supplies
Advance Auto Parts	00053487	25-Mar-21	\$44.46	Maintenance Supplies
Airgas USA, LLC	00053450	19-Mar-21	\$634.03	Welding Supplies
Amalgamated Transit Union Local 752	00053451	19-Mar-21	\$6,541.50	Payroll Deduction
Amalgamated Transit Union Local 752	00053488	25-Mar-21	\$250.00	Payroll Deduction
Amazon Capital Service	00053384	05-Mar-21	\$726.00	Office Supplies & Bus Parts
Amazon Capital Service	00053421	12-Mar-21	\$133.55	Office Supplies & Bus Parts
Amazon Capital Service	00053452	19-Mar-21	\$364.60	Office Supplies, Bus Parts & Building Maintenance
Amazon Capital Service	00053489	25-Mar-21	\$442.55	Office Supplies, Bus Parts & Shop Tools
Ancel, Glink, Diamond, Bush, DiCianni &	00053453	19-Mar-21	\$200.00	Legal Service
Aramark Uniform Services	00053385	05-Mar-21	\$656.39	Cleaning Uniforms & Rugs
Aramark Uniform Services	00053422	12-Mar-21	\$325.31	Cleaning Uniforms & Rugs
Aramark Uniform Services	00053454	19-Mar-21	\$325.04	Cleaning Uniforms & Rugs
Assurance Agency, Ltd.	00053423	12-Mar-21	\$78,478.00	Insurance
Birkey's Farm Store, Inc	00053455	19-Mar-21	\$492.00	Bus parts
Blue Cross and Blue Shield of Illinois	00053490	25-Mar-21	\$124,850.63	Insurance
Blue Springs, Inc	00053456	19-Mar-21	\$340.00	Portable Restrooms
Brink's Incorporated	00053424	12-Mar-21	\$164.43	Armored Services
Brink's Incorporated	00053457	19-Mar-21	\$178.18	Armored Services
Cardinal Infrastructure	00053386	05-Mar-21	\$6,000.00	Consulting
Carlson Siding & Construction	00053491	25-Mar-21	\$375.00	Building Maintenance
Central Illinois Trucks Inc.	00053387	05-Mar-21	\$2,908.15	Bus Parts
Central Illinois Trucks Inc.	00053425	12-Mar-21	\$659.60	Bus Parts
Central Illinois Trucks Inc.	00053458	19-Mar-21	\$2,630.78	Bus Parts
Central Illinois Trucks Inc.	00053492	25-Mar-21	\$1,530.59	Bus Parts
Central States Bus Sales, Inc	00053459	19-Mar-21	\$4,079.04	Bus Parts
Central States Bus Sales, Inc	00053493	25-Mar-21	\$4,038.15	Bus Parts
CHEMSEARCH H2O SOLUTIONS	00053388	05-Mar-21	\$675.00	Water Treatment
Cintas	00053389	05-Mar-21	\$447.60	Building Maintenance
CIRBN, LLC	00053460	19-Mar-21	\$147.13	Internet
City of Bloomington	00053426	12-Mar-21	\$126.63	Utilities
City of Bloomington	00053461	19-Mar-21	\$1,360.62	Utilities
Clark Baird Smith, LLP	00053427	12-Mar-21	\$5,695.00	Legal Service
Commerce bank	ACH	10-Mar-21	\$101.22	Banking Fees
Corn Belt Energy Corp.	00053462	19-Mar-21	\$3,210.86	Utilities
Crown Lift Trucks-735	00053390	05-Mar-21	\$108.00	Garage Repair
Crown Lift Trucks-735	00053494	25-Mar-21	\$932.42	Building Maintenance
Cummins Crosspoint	00053495	25-Mar-21	\$297.97	Bus Parts
Dish Network	00053463	19-Mar-21	\$112.05	Television Service
Don Owen Tire Service, Inc.	00053496	25-Mar-21	\$441.50	Bus Parts
DON SMITH PAINT COMPANY	00053464	19-Mar-21	\$148.13	Building Maintenance
DONALD COHEN	00053428	12-Mar-21	\$2,337.20	Consulting
Donna Skowronski	00053497	25-Mar-21	\$13.24	Advertising- Employment
Eagle Automotive	00053391	05-Mar-21	\$130.82	Bus Parts



Connect Transit Cash Disbursement Report March 2021

Name	Check Number	Date	Amount	Description
Eagle Automotive	00053429	12-Mar-21	\$367.67	Bus Parts
Eagle Automotive	00053465	19-Mar-21	\$209.86	Bus Parts
East Penn Manufacturing Co., Inc.	00053392	05-Mar-21	\$3,336.84	Bus Parts
Evergreen FS	00053393	05-Mar-21	\$545.27	Fuel
Evergreen FS	00053430	12-Mar-21	\$643.17	Fuel
Express Services, Inc.	00053394	05-Mar-21	\$448.96	Temp Service
Express Services, Inc.	00053431	12-Mar-21	\$472.51	Temp Service
Express Services, Inc.	00053466	19-Mar-21	\$367.38	Temp Service
Express Services, Inc.	00053498	25-Mar-21	\$376.80	Temp Service
Fasteners Etc.	00053432	12-Mar-21	\$381.61	Maintenance Supplies
Fasteners Etc.	00053467	19-Mar-21	\$177.19	Maintenance Supplies
Frontier	00053468	19-Mar-21	\$48.04	Telephone
Gary Bachman	00053433	12-Mar-21	\$54.24	Uniform Reimbursement
Genfare	00053499	25-Mar-21	\$538.03	Software and Hardware
Gillig LLC	00053395	05-Mar-21	\$25.60	Bus Parts
Gillig LLC	00053434	12-Mar-21	\$274.70	Bus Parts
Gillig LLC	00053500	25-Mar-21	\$318.63	Bus Parts
Greatland Corporation	00053396	05-Mar-21	\$99.00	Office Supplies
ICMA Retirement Trust	ACH	11-Mar-21	\$26,627.57	Payroll Deduction
ICMA Retirement Trust	ACH	24-Mar-21	\$26,565.26	Payroll Deduction
Illinois Department of Revenue	00053469	19-Mar-21	\$12,826.49	Payroll Deduction
Illinois Department of Revenue	00053501	25-Mar-21	\$12,498.27	Payroll Deduction
Illinois Oil Marketing Equipment, Inc.	00053502	25-Mar-21	\$359.44	Bus Parts
Illinois State Disbursement Unit	00053470	19-Mar-21	\$172.52	Payroll Deduction
Illinois State Disbursement Unit	00053503	25-Mar-21	\$75.24	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00053471	19-Mar-21	\$70.00	Payroll Deduction
Indiana State Collection Unit (INSCCU)	00053504	25-Mar-21	\$70.00	Payroll Deduction
Ken's Oil Service, Inc	00053397	05-Mar-21	\$131.22	Bus Parts
Ken's Oil Service, Inc	00053435	12-Mar-21	\$15,824.29	Fuel, Bus Parts & Lubricants
Ken's Oil Service, Inc	00053472	19-Mar-21	\$12,985.99	Fuel
Ken's Oil Service, Inc	00053505	25-Mar-21	\$3,746.65	Bus Parts & Lubricants
Kirk's Automotive, Inc	00053506	25-Mar-21	\$925.00	Bus Parts
Kurt Kisandi	00053507	25-Mar-21	\$16.55	Garage Maintenance Equipment
Lewis, Yockey & Brown, Inc	00053508	25-Mar-21	\$1,871.00	FY 21 Bus Stop Improvements
Lisa McKeithen	00053509	25-Mar-21	\$169.99	Uniform Reimbursement
Mark R. Peterson	00053398	05-Mar-21	\$1,269.00	Consulting
Mark R. Peterson	00053473	19-Mar-21	\$1,212.75	Consulting
Marsha L Combs-Skinner	00053399	05-Mar-21	\$600.00	Payroll Deduction
Marsha L Combs-Skinner	00053474	19-Mar-21	\$673.85	Payroll Deduction
Marsha L Combs-Skinner	00053510	25-Mar-21	\$673.85	Payroll Deduction
Menards	00053436	12-Mar-21	\$17.63	General Building Supplies
Michelin North America, Inc	00053475	19-Mar-21	\$4,027.32	Tires
Midwest Equipment II	00053476	19-Mar-21	\$722.04	Lawn Maintenance Equipment
Miller Janitor Supply	00053437	12-Mar-21	\$556.48	Maintenance Supplies
Miller Janitor Supply	00053477	19-Mar-21	\$164.78	Maintenance Supplies
Miller Janitor Supply	00053511	25-Mar-21	\$172.50	Maintenance Supplies
Minerva Promotions	00053400	05-Mar-21	\$366.25	Uniforms
Morris Avenue Garage	00053438	12-Mar-21	\$245.00	Vehicle Inspection
Morris Avenue Garage	00053478	19-Mar-21	\$315.00	Vehicle Inspection
Morton Community Bank	00053512	25-Mar-21	\$1,500.00	Health Savings Accounts
Mutual of Omaha	00053513	25-Mar-21	\$17,465.95	Life, AD&D, STD & LTD
Napa Auto Parts	00053439	12-Mar-21	\$3.52	Bus Parts



Connect Transit Cash Disbursement Report March 2021

Name	Check Number	Date	Amount	Description
Neuhoff Media	00053401	05-Mar-21	\$583.33	Advertising
Nicor Gas	00053402	05-Mar-21	\$8,671.98	Utilities
Oberlander Alarm Systems, Inc.	00053514	25-Mar-21	\$208.00	Security Alarm Service Fee
Orkin Pest Control	00053403	05-Mar-21	\$566.41	Pest Control
OSF Occupational Health	00053440	12-Mar-21	\$423.00	Drug Testing
Payroll	ACH	11-Mar-21	\$197,207.32	
Payroll	ACH	25-Mar-21	\$200,012.61	
Personal Finance Company LLC	00053479	19-Mar-21	\$80.00	Payroll Deduction
Personal Finance Company LLC	00053515	25-Mar-21	\$80.00	Payroll Deduction
Pinnacle Door	00053404	05-Mar-21	\$2,335.00	Door Repair
Pinnacle Door	00053441	12-Mar-21	\$1,129.75	Door Repair
Pinnacle Door	00053516	25-Mar-21	\$2,479.55	Door Repair
PIP	00053480	19-Mar-21	\$1,441.57	Printing
Quinn Jeffries	00053517	25-Mar-21	\$97.88	Uniform Reimbursement
Republic Services # 368	00053405	05-Mar-21	\$274.40	Garbage Disposal
Rogers HR Consulting	00053518	25-Mar-21	\$4,500.00	Consulting
Rush Truck Center	00053481	19-Mar-21	\$2,167.51	Outside Repair Service
Safety-Kleen Systems, Inc	00053406	05-Mar-21	\$320.71	Materials & Supplies
Sam Leman	00053442	12-Mar-21	\$28.61	Outside Repair
Southtown Wrecker Service, Inc.,	00053482	19-Mar-21	\$187.50	Towing
Stratus Networks	00053443	12-Mar-21	\$2,480.49	Internet
Supreme Radio Communications, Inc	00053444	12-Mar-21	\$256.14	Bus Parts
Supreme Radio Communications, Inc	00053483	19-Mar-21	\$25,176.00	Radio Maintenance
Team Torque	00053484	19-Mar-21	\$364.00	Shop Tools
The Aftermarket Parts Company LLC	00053407	05-Mar-21	\$4,300.95	Bus Parts
The Aftermarket Parts Company LLC	00053445	12-Mar-21	\$1,556.20	Bus Parts
The Aftermarket Parts Company LLC	00053485	19-Mar-21	\$6,924.68	Bus Parts
The Aftermarket Parts Company LLC	00053519	25-Mar-21	\$110.58	Bus Parts
The Copy Shop	00053520	25-Mar-21	\$178.00	Printing
Timothy Swaim	00053521	25-Mar-21	\$75.00	Advertising- Promotions
TLR Associates	00053408	05-Mar-21	\$2,080.00	Consulting
Town of Normal	00053409	05-Mar-21	\$381.80	Utilities
TransitTalent.com	00053410	05-Mar-21	\$115.00	Public Notice
TRAVELERS	00053411	05-Mar-21	\$8,143.28	Property Damage Expense
Uline	00053412	05-Mar-21	\$1,413.92	Office Supplies
United States Treasury	ACH	02-Mar-21	\$65,808.47	Federal Tax Payment
United States Treasury	ACH	16-Mar-21	\$70,183.62	Federal Tax Payment
United States Treasury	ACH	26-Mar-21	\$67,507.25	Federal Tax Payment
UPS	00053413	05-Mar-21	\$9.22	Shipping
UPS	00053446	12-Mar-21	\$103.05	Shipping
Verizon Online	00053414	05-Mar-21	\$560.92	Mobile Data Terminals for SS
Visa - Commerce Bank	00053417	05-Mar-21	35.95	Legal
Visa - Commerce Bank	00053417	05-Mar-21	445.14	Building Maintenance
Visa - Commerce Bank	00053417	05-Mar-21	128.70	Garage Equip Repair
Visa - Commerce Bank	00053417	05-Mar-21	50.00	Advertising- Employment
Visa - Commerce Bank	00053417	05-Mar-21	132.87	Bus Parts
Visa - Commerce Bank	00053417	05-Mar-21	76.60	Office Supplies
Visa - Commerce Bank	00053417	05-Mar-21	97.02	Computer Hardware
Visa - Commerce Bank	00053417	05-Mar-21	149.90	Computer Software
Visa - Commerce Bank	00053417	05-Mar-21	529.01	Software Licensing
Visa - Commerce Bank	00053417	05-Mar-21	185.00	Management
Visa - Commerce Bank	00053417	05-Mar-21	888.65	Travel & Meetings



**Connect Transit
Cash Disbursement Report
March 2021**

Name	Check Number	Date	Amount	Description
Visa - Commerce Bank	00053417	05-Mar-21	3,067.90	Safety & Training
Visa - Commerce Bank	00053417	05-Mar-21	61.30	Misc Expense
Vision Service Plan (IL)	00053522	25-Mar-21	\$1,077.09	Vision Insurance
Watts Copy Systems, Inc	00053523	25-Mar-21	\$881.53	Lease
Weed Man	00053524	25-Mar-21	\$570.19	Lawn Care
WEEK Television Inc	00053447	12-Mar-21	\$350.00	Advertising
WGLT	00053415	05-Mar-21	\$666.67	Radio Advertising
Wherry Machine and Welding, Inc	00053525	25-Mar-21	\$72.00	Outside Repair
William Masters, Inc	00053416	05-Mar-21	\$5,338.00	HVAC
		Grand Total	\$1,106,725.50	

Bloomington Normal Public Transit Balance Sheet

Division: 99 Board Reports

As of: 3/31/2021

Fiscal Year: 2021 Period: 9 Mar-2021

Assets

Current Assets

Checking and Savings	\$8,241,969.36
Accounts Receivable	\$1,386,406.84
Inventory Asset - Fuel	\$64,634.08
Inventory Asset - Parts	\$206,821.04
Inventory Asset - Tires	\$0.00
Other Current Assets	\$362,824.90

Total Current Assets **\$10,262,656.22**

Fixed Assets \$18,526,813.43

Total Assets **\$28,789,469.65**

Liabilities & Equity

Liabilities

Accounts Payable	\$108,563.46
Payroll Liabilities	\$1,620,551.89
Contracts	\$0.00
Due to Illinois Funds Account	\$0.00
Deferred Revenue	\$172,005.33
Deficit Funding Advance	\$0.00

Total Liabilities **\$1,901,120.68**

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 \$7,634,403.58

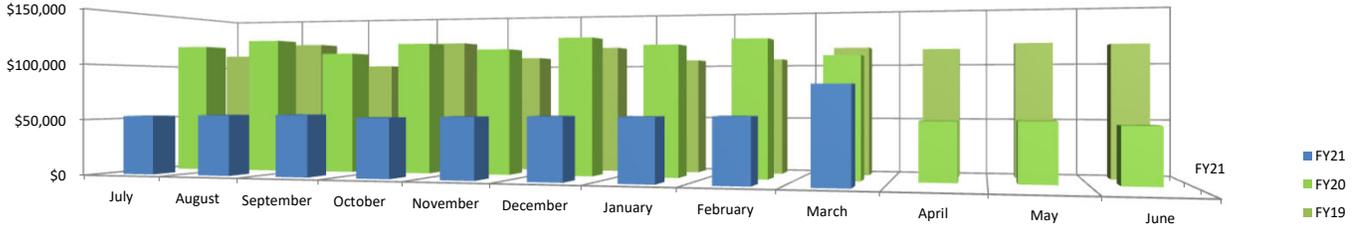
Total Liabilities & Equity **\$28,789,469.65**

Bloomington Normal Public Transit Income Statement With Approved Budget

	From Fiscal Year: 2021		From Period 9		Division: 98 Operating Profit/Loss		As of: 3/31/2021	
	Thru Fiscal Year: 2021	Thru Period 9	Mar-2021	Jul-2020	Mar-2021	Mar-2021	Approved Budget	
Operating Revenue								
Passenger Fares	\$0.00		\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$782,000.00
ISU Contract Fare	\$48,178.00		\$48,178.00	\$433,602.00	8.10%	\$433,602.00	72.87%	\$595,000.00
Other Contract Fares	\$33,218.53		\$33,218.53	\$80,134.80	22.91%	\$80,134.80	55.27%	\$145,000.00
Advertising Revenue	\$7,185.00		\$7,185.00	\$61,699.18	4.79%	\$61,699.18	41.13%	\$150,000.00
Miscellaneous Revenue	\$173.72		\$173.72	\$2,773.66	5.79%	\$2,773.66	92.46%	\$3,000.00
Total Operating Revenue	\$88,755.25		\$88,755.25	\$578,209.64	5.30%	\$578,209.64	34.52%	\$1,675,000.00
Operating Expenses								
Operators Wages	\$479,244.44		\$479,244.44	\$4,670,255.21	7.65%	\$4,670,255.21	74.52%	\$6,267,000.00
Maintenance Wages	\$85,990.24		\$85,990.24	\$739,938.54	6.65%	\$739,938.54	57.23%	\$1,293,000.00
Administration Wages	\$59,045.10		\$59,045.10	\$625,499.25	5.64%	\$625,499.25	59.74%	\$1,047,000.00
Employer Payroll Tax Expense	\$53,075.76		\$53,075.76	\$484,314.51	7.56%	\$484,314.51	68.99%	\$702,000.00
Retirement Plan	\$24,295.60		\$24,295.60	\$236,096.43	5.83%	\$236,096.43	56.62%	\$417,000.00
Group Insurance	\$121,604.30		\$121,604.30	\$1,165,600.95	6.78%	\$1,165,600.95	65.01%	\$1,793,000.00
Uniform Expense	\$1,381.68		\$1,381.68	\$16,090.34	3.64%	\$16,090.34	42.34%	\$38,000.00
Professional Services	\$22,320.08		\$22,320.08	\$251,858.88	7.15%	\$251,858.88	80.72%	\$312,000.00
Outside Repair-Labor	\$6,222.06		\$6,222.06	\$73,013.29	9.02%	\$73,013.29	105.82%	\$69,000.00
Contract Maintenance Services	\$10,670.20		\$10,670.20	\$112,040.02	9.70%	\$112,040.02	101.85%	\$110,000.00
Custodial Services	\$481.79		\$481.79	\$12,638.09	3.01%	\$12,638.09	78.99%	\$16,000.00
Employee Recruiting/Testing/Temp Help	\$3,052.38		\$3,052.38	\$19,183.39	19.08%	\$19,183.39	119.90%	\$16,000.00
Fuel	\$52,715.99		\$52,715.99	\$486,500.36	5.95%	\$486,500.36	54.91%	\$886,000.00
Lubricants	\$1,982.79		\$1,982.79	\$22,579.81	4.41%	\$22,579.81	50.18%	\$45,000.00
Tires	\$4,027.32		\$4,027.32	\$38,258.73	4.47%	\$38,258.73	42.51%	\$90,000.00
Bus Repair Parts	\$32,014.48		\$32,014.48	\$293,452.77	16.42%	\$293,452.77	150.49%	\$195,000.00
Other Materials & Supplies	\$5,541.31		\$5,541.31	\$45,996.50	11.08%	\$45,996.50	91.99%	\$50,000.00
Shelters/Signs/Shop Tools	\$624.68		\$624.68	\$14,454.10	3.67%	\$14,454.10	85.02%	\$17,000.00
Computer and Office Supplies	\$4,388.24		\$4,388.24	\$116,142.81	1.84%	\$116,142.81	48.60%	\$239,000.00
Utilities	\$13,244.24		\$13,244.24	\$115,376.45	8.71%	\$115,376.45	75.91%	\$152,000.00
Corporate Insurance	\$32,618.06		\$32,618.06	\$276,541.14	7.90%	\$276,541.14	66.96%	\$413,000.00
Dues/Subscriptions/Fees	\$573.11		\$573.11	\$16,227.57	1.10%	\$16,227.57	31.21%	\$52,000.00
Printing/Marketing/Training	\$7,058.08		\$7,058.08	\$93,451.05	2.51%	\$93,451.05	33.26%	\$281,000.00
Total Operating Expenses	\$1,022,171.93		\$1,022,171.93	\$9,925,510.19	7.05%	\$9,925,510.19	68.45%	\$14,500,000.00
Operating Assistance								
Operating Deficit Before Subsidies and Grants	(\$933,416.68)		(\$933,416.68)	(\$9,347,300.55)	7.28%	(\$9,347,300.55)	72.88%	(\$12,825,000.00)
City of Bloomington Operating Assistance	\$63,333.33		\$63,333.33	\$569,999.97	8.33%	\$569,999.97	75.00%	\$760,000.00
Town of Normal Operating Assistance	\$32,500.00		\$32,500.00	\$292,500.00	6.63%	\$292,500.00	59.69%	\$490,000.00
Illinois Downstate Operating Assistance	\$656,993.00		\$656,993.00	\$6,380,060.00	7.03%	\$6,380,060.00	68.32%	\$9,339,000.00
FTA 5307 Operating Assistance	\$165,312.00		\$165,312.00	\$1,978,359.00	7.86%	\$1,978,359.00	94.03%	\$2,104,000.00
Total Operating Assistance	\$918,138.33		\$918,138.33	\$9,220,918.97	7.23%	\$9,220,918.97	72.65%	\$12,693,000.00

Financial Reports

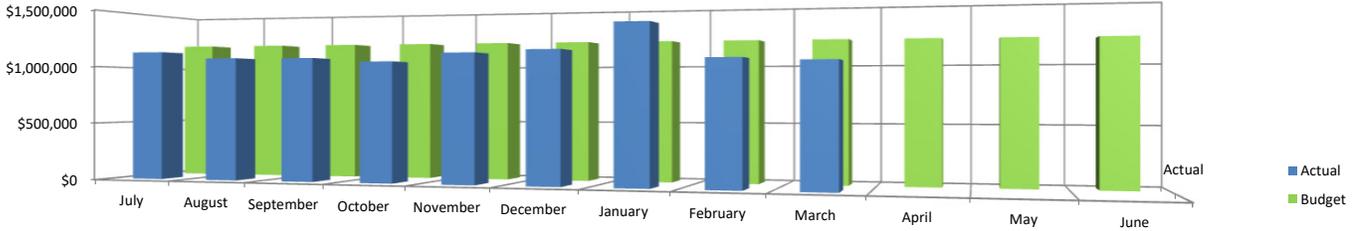
Transit Fare



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$52,762	\$53,950	\$54,657	\$52,597	\$53,767	\$54,573	\$54,677	\$55,357	\$81,397			
FY20	\$118,530	\$123,667	\$110,792	\$119,271	\$113,433	\$123,220	\$116,193	\$120,728	\$105,840	\$50,726	\$51,334	\$48,055
FY19	\$111,416	\$122,580	\$100,493	\$122,655	\$107,501	\$116,816	\$104,334	\$104,767	\$114,752	\$112,897	\$117,447	\$116,011

Notes: Other Contract Fares revenue increased \$20,301 in March 2021 from March 2020 due to Heartland Community College and Medicaid billing. Total Cash Fares decreased \$32,051 in March 2021 from March 2020. Total Pass Fares decreased \$12,309 in March 2021 from March 2020.

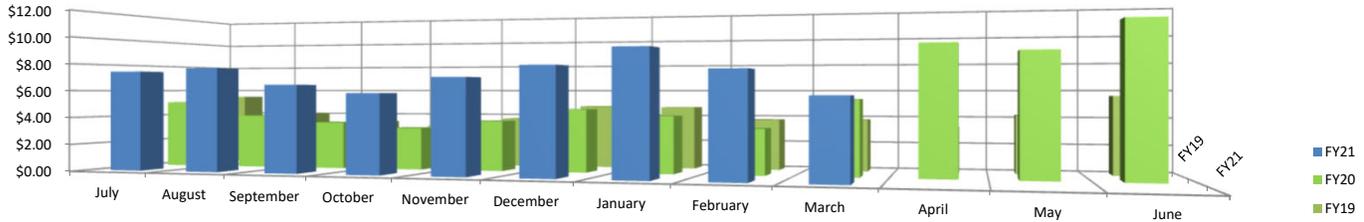
Operating Expenses



	July	August	September	October	November	December	January	February	March	April	May	June
Actual	\$1,129,094	\$1,069,557	\$1,066,095	\$1,031,922	\$1,101,296	\$1,122,571	\$1,337,564	\$1,045,239	\$1,022,172			
Budget	\$1,208,333	\$1,208,333	\$1,208,333	\$1,208,333	\$1,208,333	\$1,208,333	\$1,208,333	\$1,208,333	\$1,208,333	\$1,208,333	\$1,208,333	\$1,208,333

Notes:

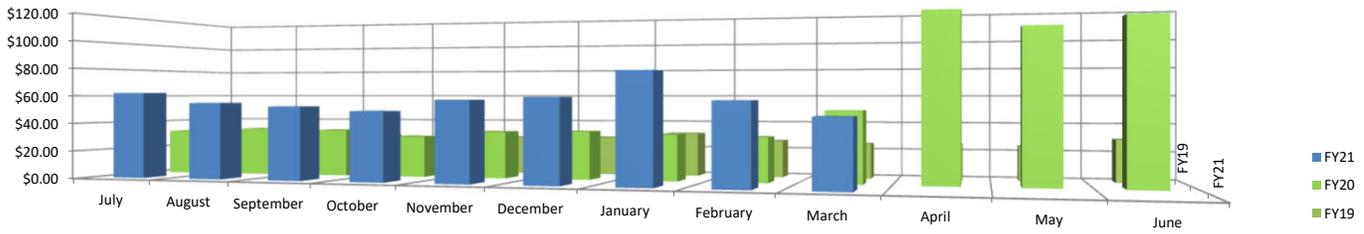
Fixed Route Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$7.43	\$7.65	\$6.42	\$5.82	\$6.95	\$7.76	\$8.95	\$7.45	\$5.69			
FY20	\$5.06	\$4.01	\$3.52	\$3.13	\$3.70	\$4.61	\$4.16	\$3.30	\$5.40	\$9.26	\$8.72	\$10.77
FY19	\$5.46	\$4.07	\$3.42	\$3.13	\$3.74	\$4.76	\$4.69	\$3.77	\$3.81	\$3.30	\$4.21	\$5.62

Notes: Expenses increased \$12,918 in March 2021 from March 2020. Trips decreased 5,016 in March 2021 from March 2020.

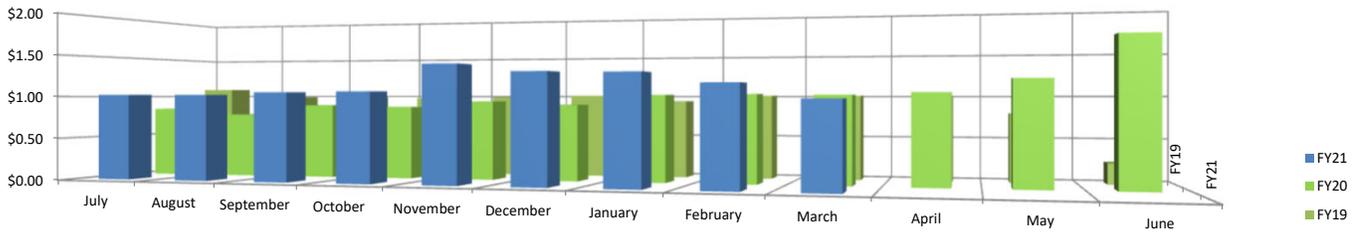
Connect Mobility Cost Per Unlinked Passenger Trip



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$62.07	\$54.77	\$52.37	\$49.28	\$57.19	\$59.16	\$76.77	\$57.05	\$46.93			
FY20	\$32.40	\$34.54	\$33.89	\$29.62	\$33.62	\$34.28	\$32.65	\$31.43	\$49.93	\$117.13	\$105.79	\$112.19
FY19	\$27.37	\$28.11	\$28.31	\$24.12	\$27.38	\$27.98	\$31.52	\$26.64	\$24.98	\$25.21	\$24.29	\$29.64

Notes: Expenses decreased \$428 in March 2021 from March 2020. Trips increased by 295 in March 2021 from March 2020.

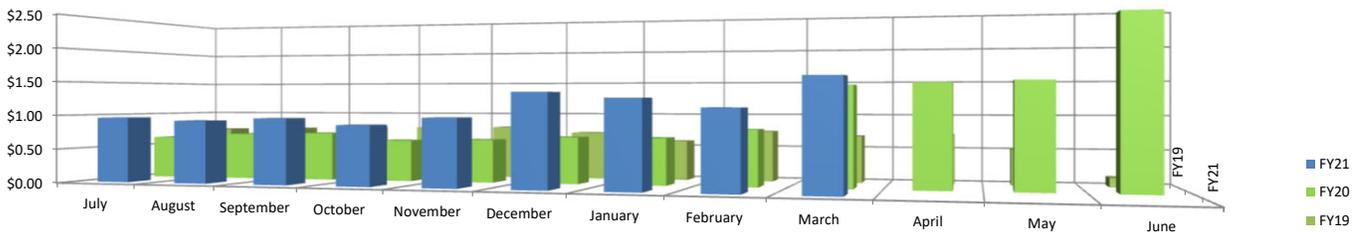
Fixed Route Cost Per Maintenance Mile (Excluding Fuel) Unaudited



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$1.02	\$1.02	\$1.05	\$1.06	\$1.37	\$1.28	\$1.27	\$1.15	\$0.98			
FY20	\$0.84	\$0.77	\$0.89	\$0.87	\$0.94	\$0.90	\$1.02	\$1.03	\$1.02	\$1.05	\$1.20	\$1.67
FY19	\$1.09	\$0.99	\$0.99	\$0.98	\$0.99	\$1.01	\$0.94	\$1.01	\$1.01	\$1.01	\$0.80	\$0.24

Notes: Fixed Route maintenance expense increased \$498 in March 2021 from March 2020. Fixed Route miles increased 5,247 in March 2021 from March 2020.

Connect Mobility Cost Per Maintenance Mile (Excluding Fuel) Unaudited

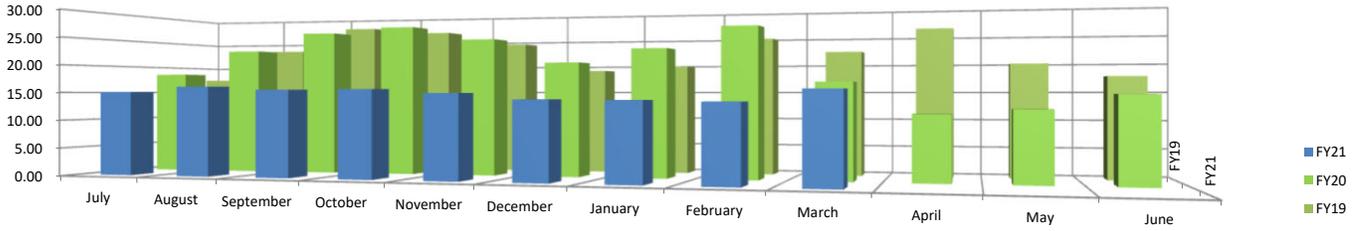


	July	August	September	October	November	December	January	February	March	April	May	June
FY21	\$0.96	\$0.92	\$0.96	\$0.87	\$0.98	\$1.34	\$1.26	\$1.13	\$1.55			
FY20	\$0.63	\$0.69	\$0.71	\$0.61	\$0.63	\$0.68	\$0.68	\$0.81	\$1.44	\$1.47	\$1.50	\$2.40
FY19	\$0.73	\$0.75	\$0.77	\$0.78	\$0.79	\$0.71	\$0.59	\$0.75	\$0.69	\$0.72	\$0.52	\$0.13

Notes: Connect Mobility maintenance expense decreased \$4,138 in March 2021 from March 2020. Mobility miles decreased 4,722 in March 2021 from March 2020.

Operations Reports

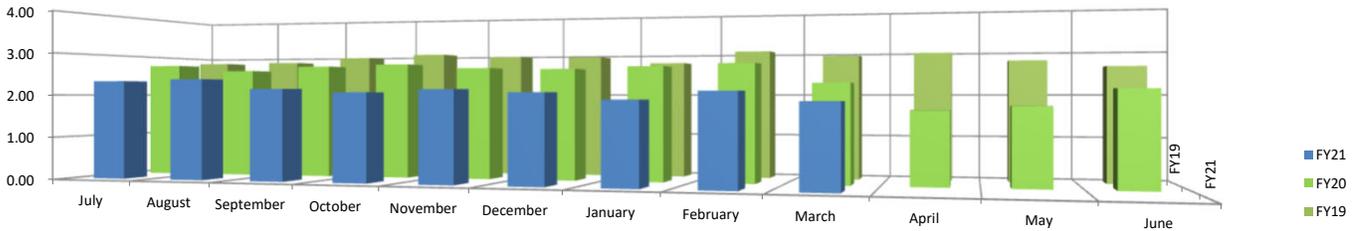
Fixed Route Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	15.09	16.05	15.48	15.59	14.92	13.83	13.76	13.54	15.62			
FY20	18.44	22.81	26.04	27.00	24.60	20.31	22.71	26.43	16.81	11.42	12.27	14.76
FY19	17.44	23.27	27.68	26.69	24.25	19.08	19.83	24.83	22.30	26.31	20.01	17.80

Notes:

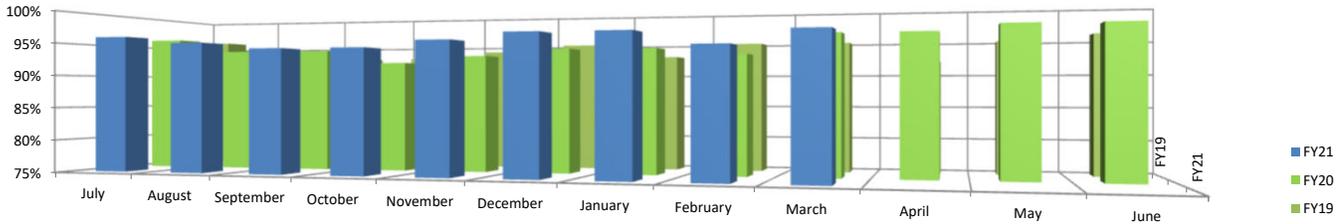
Connect Mobility Passengers Per Hour



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	2.33	2.37	2.14	2.06	2.13	2.06	1.90	2.09	1.87			
FY20	2.74	2.60	2.70	2.74	2.64	2.61	2.66	2.72	2.27	1.67	1.76	2.14
FY19	2.84	2.85	2.97	3.04	2.96	2.94	2.78	3.05	2.93	2.98	2.79	2.65

Notes:

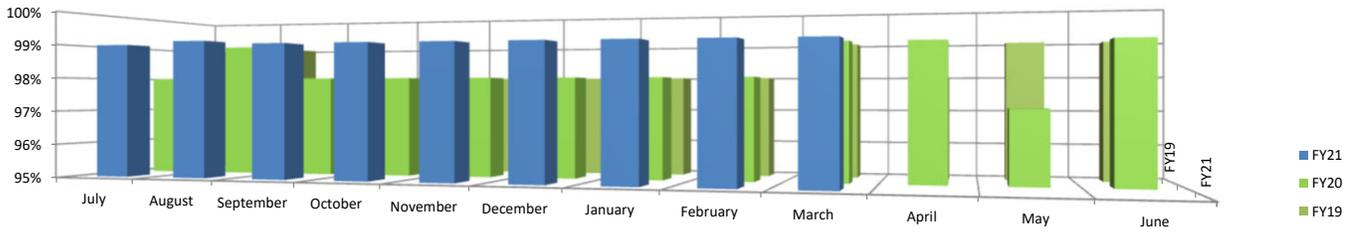
Fixed Route On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	96%	95%	94%	94%	95%	96%	96%	94%	96%			
FY20	96%	94%	94%	92%	93%	94%	94%	93%	96%	96%	97%	97%
FY19	96%	94%	93%	93%	94%	95%	93%	95%	95%	92%	95%	96%

Notes:

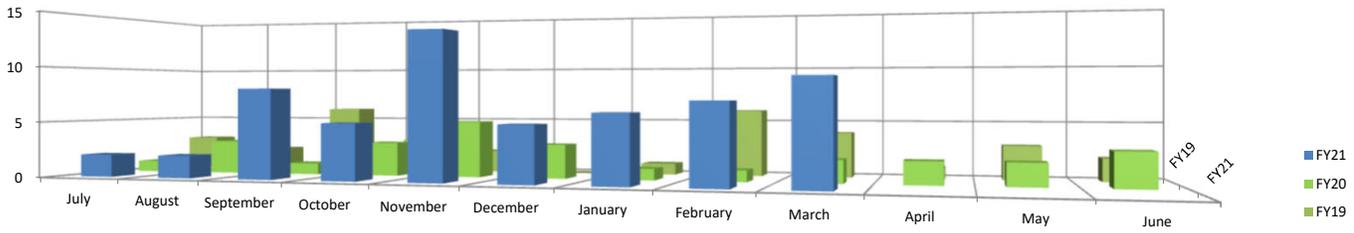
Connect Mobility On Time Performance



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	99%	99%	99%	99%	99%	99%	99%	99%	99%			
FY20	98%	99%	98%	98%	98%	98%	98%	98%	99%	99%	97%	99%
FY19	99%	99%	97%	98%	98%	98%	98%	98%	99%	98%	99%	99%

Notes:

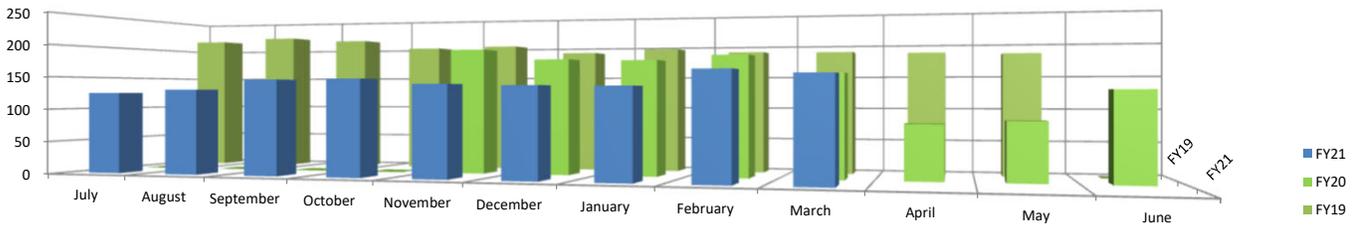
Validated Complaints Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	2	2	8	5	13	5	6	7	9			
FY20	1	3	1	3	5	3	1	1	2	2	2	3
FY19	3	2	6	3	2	0	1	6	4	1	3	2

Notes:

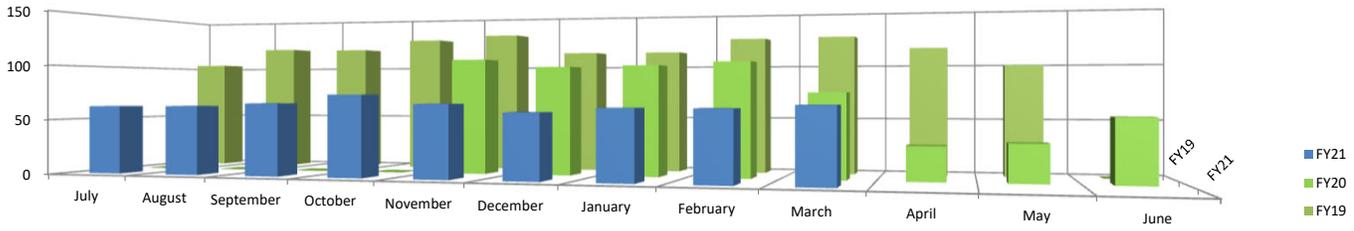
Fixed Route Average Daily Phone Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	125	130	145	146	138	136	135	158	152			
FY20	0	0	0	0	192	176	174	181	154	81	86	130
FY19	215	220	214	200	202	190	195	189	188	186	184	0

Notes:

Connect Mobility Average Daily Phone Calls

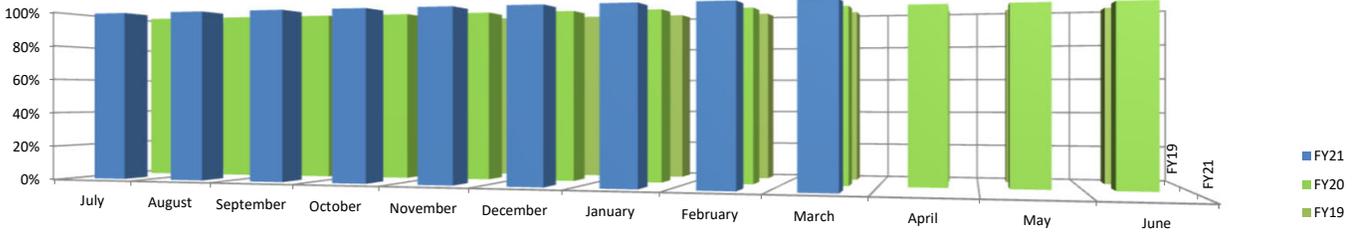


	July	August	September	October	November	December	January	February	March	April	May	June
FY21	62	62	65	73	65	58	62	62	65			
FY20	0	0	0	0	105	98	99	102	75	30	33	55
FY19	103	119	118	127	131	113	113	125	126	115	99	0

Notes:

Maintenance Reports

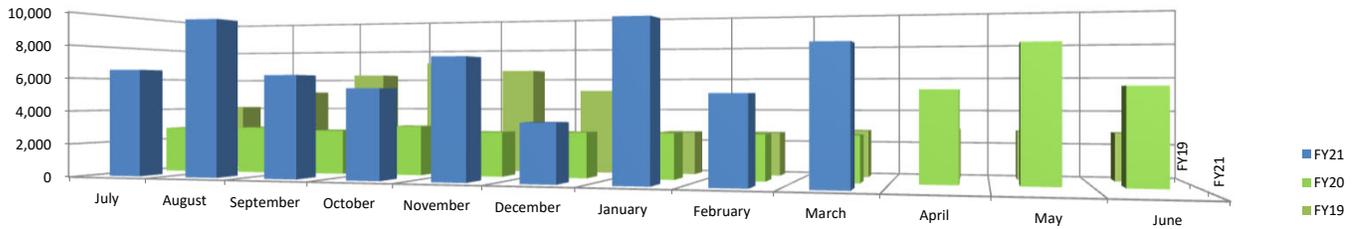
Percent Preventative Maintenance Performed On Time



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	100%	100%	100%	100%	100%	100%	100%	100%	100%			
FY20	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
FY19	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Notes:

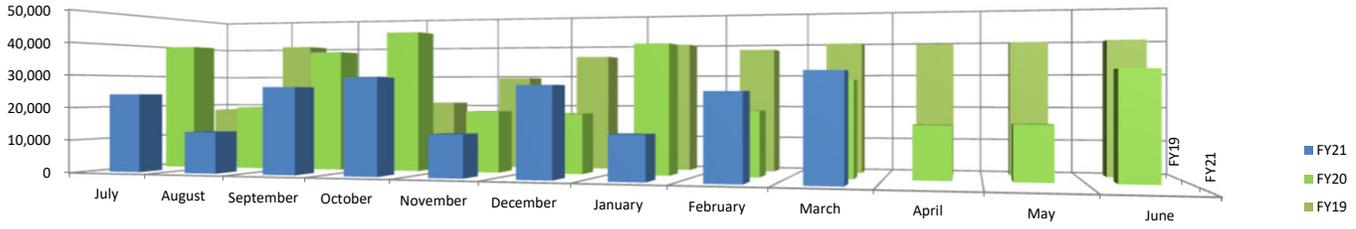
Fixed Route Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	6,511	9,531	6,149	5,367	7,167	3,430	9,269	5,078	7,776			
FY20	2,802	2,862	2,715	3,016	2,693	2,724	2,729	2,711	2,698	5,290	7,867	5,470
FY19	4,098	5,139	6,281	7,067	6,541	5,238	2,623	2,625	2,796	2,905	2,827	2,772

Notes:

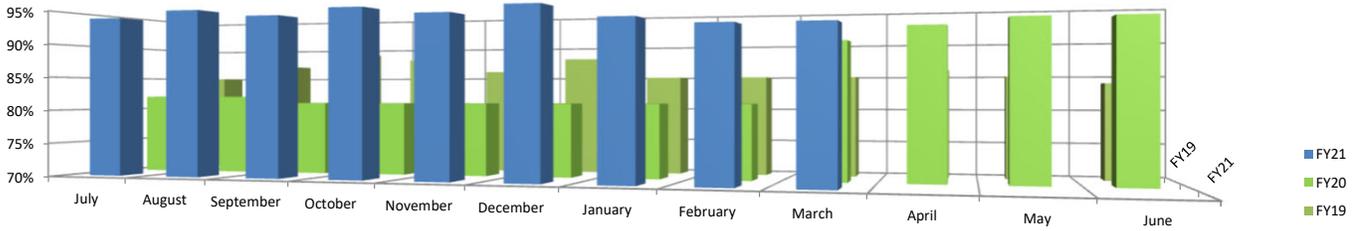
Connect Mobility Vehicle Miles Between Trouble Calls



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	24,009	12,486	26,194	29,049	12,571	26,763	13,003	25,034	30,571			
FY20	39,585	19,673	37,424	43,445	18,693	18,113	39,143	19,257	28,302	15,454	15,822	31,135
FY19	18,403	40,270	20,135	21,038	29,299	36,081	39,760	37,900	39,591	39,116	39,412	39,879

Notes:

Average Interior Cleanliness Inspection Score

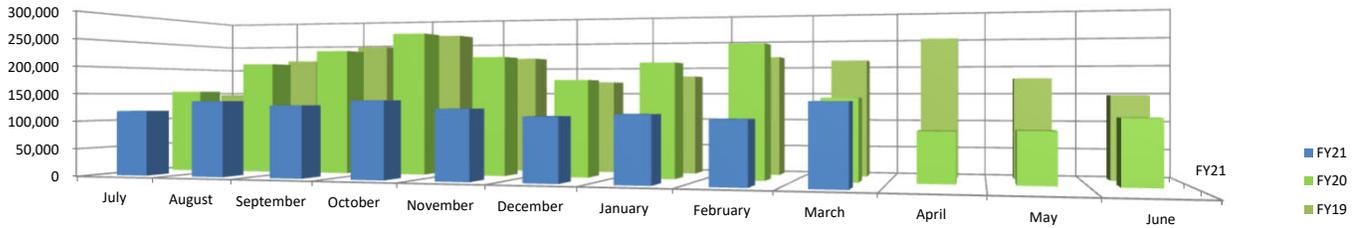


	July	August	September	October	November	December	January	February	March	April	May	June
FY21	94%	95%	94%	95%	94%	95%	93%	92%	92%			
FY20	82%	82%	81%	81%	81%	81%	81%	81%	90%	92%	93%	93%
FY19	85%	87%	89%	88%	86%	88%	85%	85%	85%	86%	85%	84%

Notes:

Ridership Reports

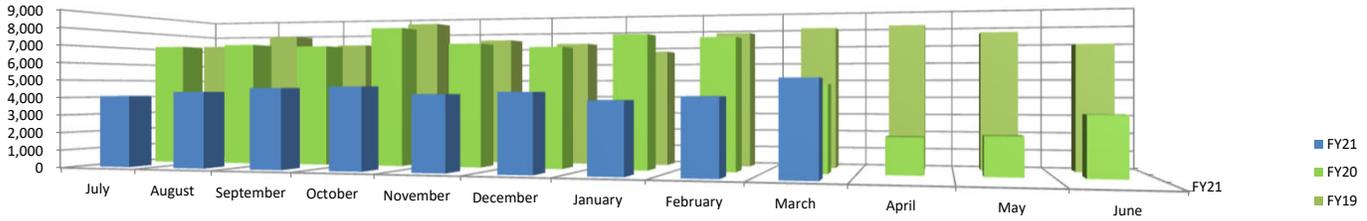
Fixed Route Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	117,844	136,234	128,953	138,053	123,863	111,608	115,985	108,736	138,053			
FY20	153,754	206,663	230,572	261,519	216,824	174,428	204,683	236,504	143,069	87,568	89,360	111,182
FY19	147,044	216,235	243,494	264,670	218,148	171,450	182,241	217,324	210,221	248,258	176,834	147,035

Notes:

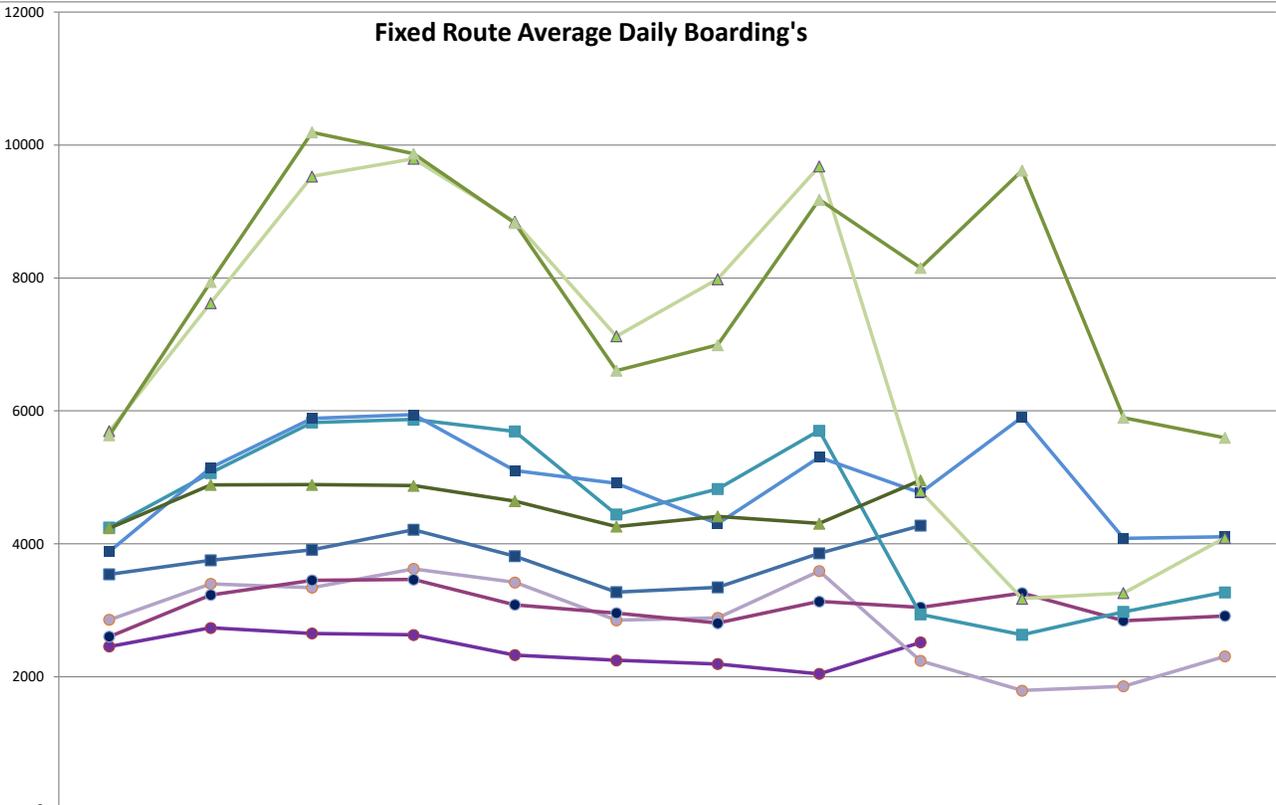
Connect Mobility Monthly Ridership



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	4,076	4,323	4,542	4,630	4,205	4,334	3,906	4,119	5,049			
FY20	7,078	7,154	7,022	8,041	7,084	6,857	7,511	7,298	4,754	1,982	2,083	3,202
FY19	7,253	7,842	7,253	8,540	7,465	7,203	6,688	7,733	7,958	8,054	7,609	6,917

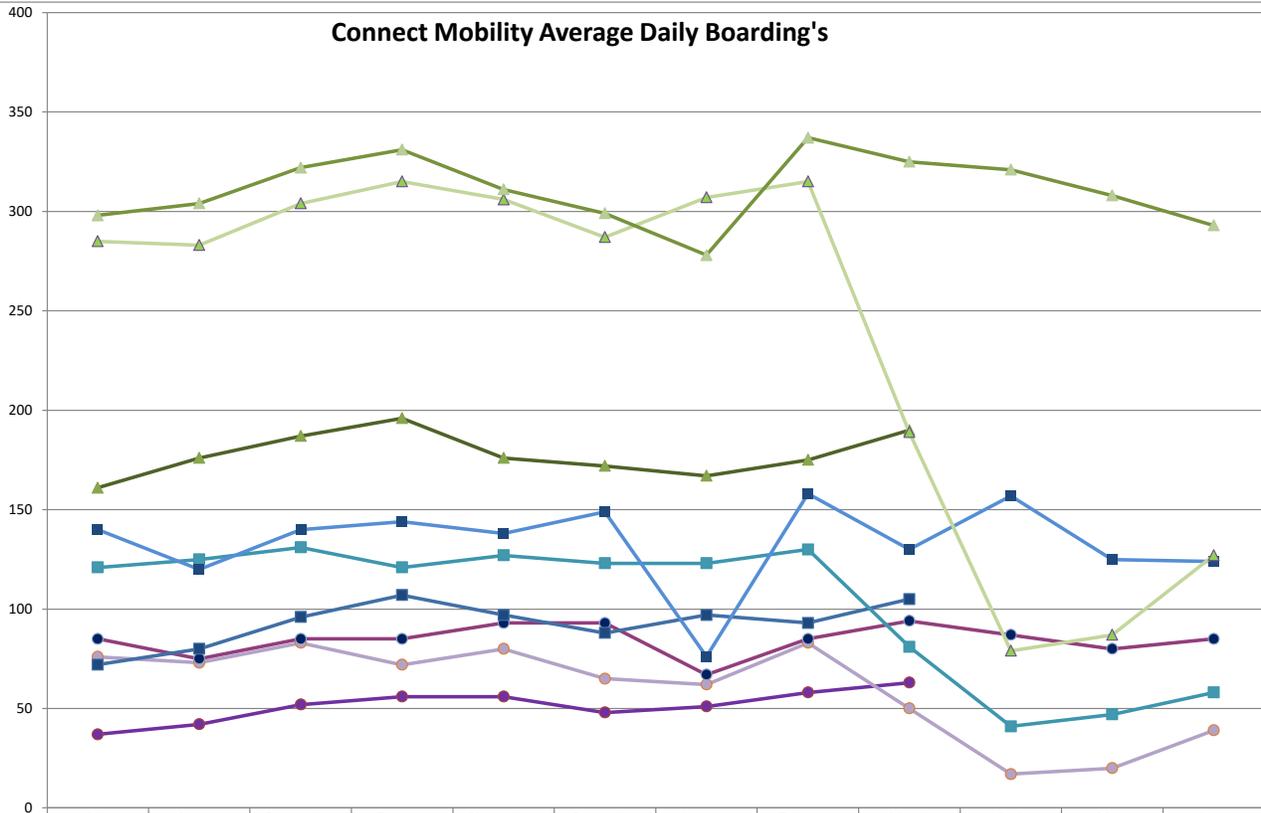
Notes:

Fixed Route Average Daily Boarding's



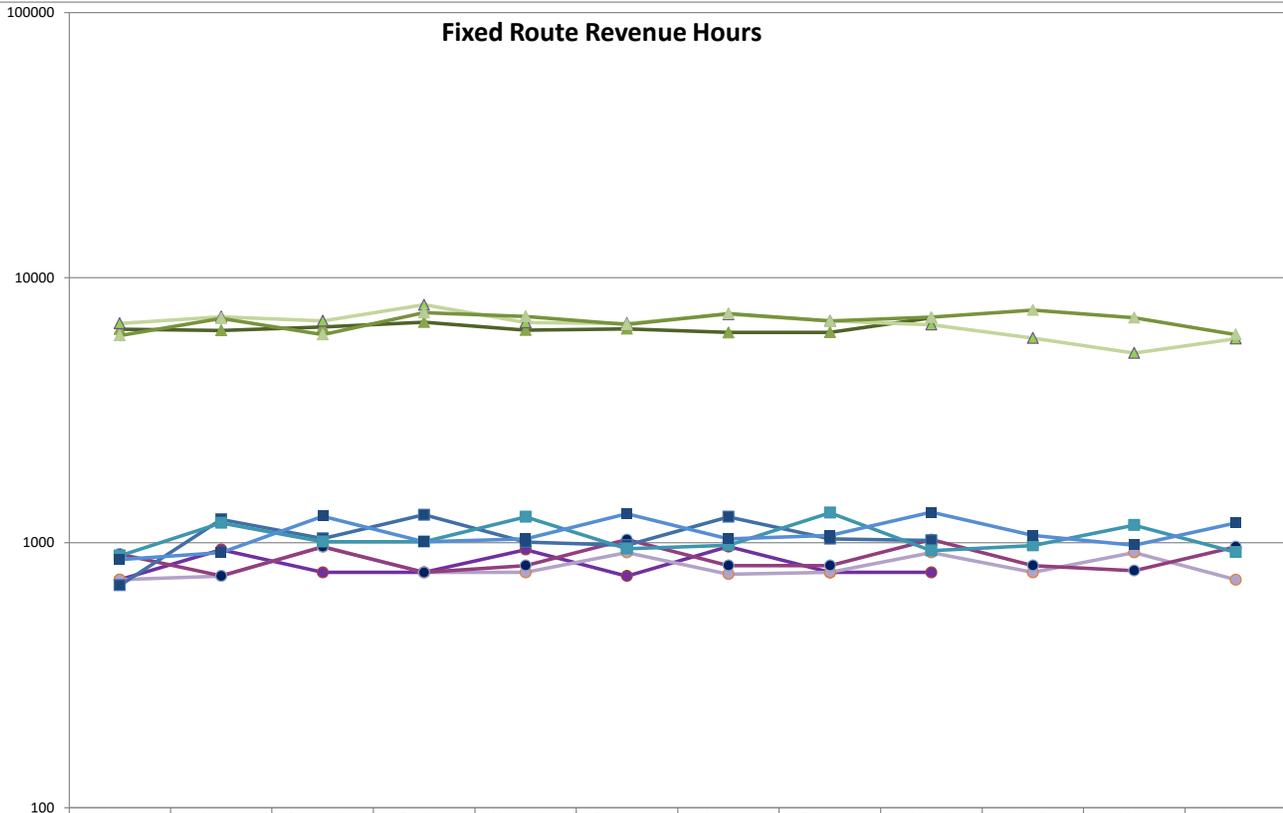
	July	August	September	October	November	December	January	February	March	April	May	June
Sunday FY21	2454	2734	2653	2630	2327	2248	2191	2044	2517			
Sunday FY20	2858	3399	3340	3622	3421	2851	2886	3590	2241	1792	1857	2306
Sunday FY19	2603	3231	3452	3463	3084	2958	2807	3132	3044	3261	2843	2916
Saturday FY21	3541	3754	3911	4211	3816	3273	3347	3858	4274			
Saturday FY20	4247	5067	5825	5870	5691	4442	4825	5704	2938	2632	2977	3272
Saturday FY19	3885	5147	5889	5943	5102	4912	4304	5303	4765	5905	4084	4107
Weekday FY21	4235	4886	4890	4876	4644	4262	4415	4306	4956			
Weekday FY20	5697	7624	9529	9793	8847	7124	7982	9681	4792	3176	3260	4090
Weekday FY19	5635	7943	10191	9872	8829	6605	6991	9179	8151	9618	5896	5596

Connect Mobility Average Daily Boarding's



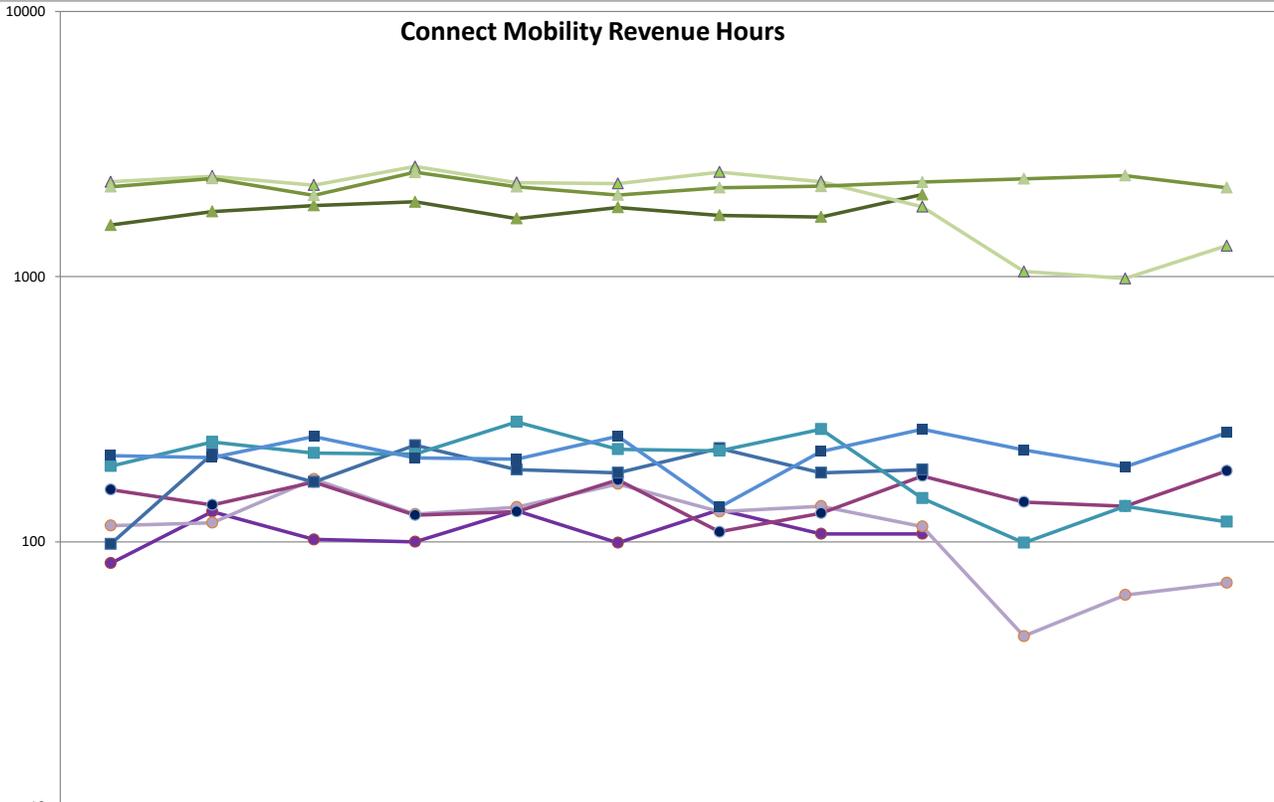
	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY21	37	42	52	56	56	48	51	58	63			
○ Sunday FY20	76	73	83	72	80	65	62	83	50	17	20	39
● Sunday FY19	85	75	85	85	93	93	67	85	94	87	80	85
■ Saturday FY21	72	80	96	107	97	88	97	93	105			
■ Saturday FY20	121	125	131	121	127	123	123	130	81	41	47	58
■ Saturday FY19	140	120	140	144	138	149	76	158	130	157	125	124
▲ Weekday FY21	161	176	187	196	176	172	167	175	190			
▲ Weekday FY20	285	283	304	315	306	287	307	315	189	79	87	127
▲ Weekday FY19	298	304	322	331	311	299	278	337	325	321	308	293

Fixed Route Revenue Hours



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY21	726	943	774	774	943	750	967	774	774			
● Sunday FY20	726	750	967	774	774	919	762	774	919	774	919	726
● Sunday FY19	907	750	967	774	822	1027	822	822	1027	822	786	967
■ Saturday FY21	691	1225	1039	1276	1006	980	1254	1035	1020			
■ Saturday FY20	894	1190	1011	1011	1253	951	980	1298	936	978	1166	922
■ Saturday FY19	864	920	1261	1009	1036	1288	1036	1067	1303	1067	979	1187
▲ Weekday FY21	6394	6321	6516	6805	6350	6411	6208	6224	7053			
▲ Weekday FY20	6717	7121	6876	7902	6786	6720	7273	6876	6655	5918	5198	5886
▲ Weekday FY19	6050	7034	6108	7380	7139	6673	7332	6866	7098	7546	7074	6107

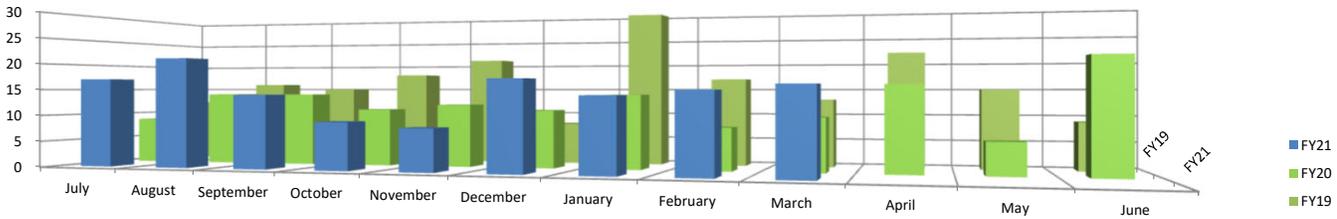
Connect Mobility Revenue Hours



	July	August	September	October	November	December	January	February	March	April	May	June
● Sunday FY21	83	130	102	100	131	99	132	107	107			
○ Sunday FY20	115	118	172	127	135	165	130	136	114	44	63	70
● Sunday FY19	157	138	168	126	130	171	109	128	177	141	136	185
■ Saturday FY21	98	214	168	231	187	182	225	182	187			
■ Saturday FY20	193	238	216	214	283	223	220	266	146	99	136	119
■ Saturday FY19	211	208	249	207	205	250	135	219	265	222	192	258
▲ Weekday FY21	1564	1759	1856	1914	1656	1823	1702	1679	2037			
▲ Weekday FY20	2278	2391	2213	2599	2263	2243	2478	2280	1835	1045	983	1307
▲ Weekday FY19	2181	2346	2024	2473	2184	2029	2165	2191	2271	2340	2402	2162

Safety Reports

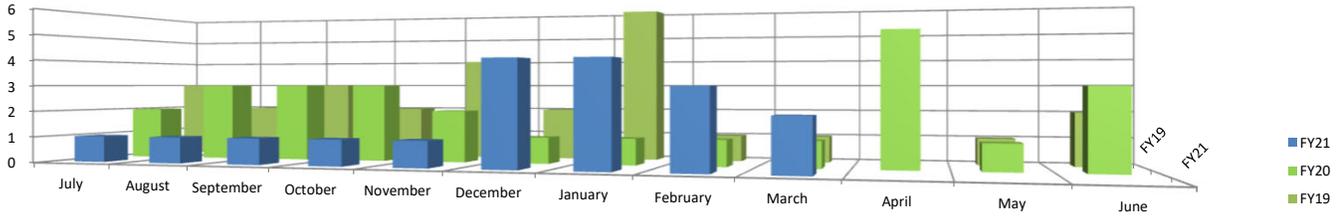
Safety Related Incidents Per 100,000 Miles



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	17	21	14	9	8	17	14	15	16			
FY20	9	14	14	11	12	11	14	8	10	16	6	21
FY19	12	16	15	18	21	8	30	17	13	22	15	9

Notes: The numbers in this category show the total number of reports received for the calendar month. This number does not indicate whether an incident or accident was determined to be "Preventable". All submitted reports are reviewed and categorized by the Safety and Training Director.

Preventable Accidents Per 100,000 Miles

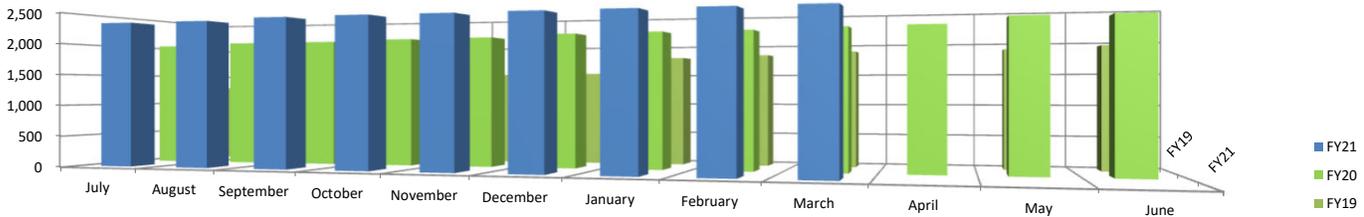


	July	August	September	October	November	December	January	February	March	April	May	June
FY21	1	1	1	1	1	4	4	3	2			
FY20	2	3	3	3	2	1	1	1	1	5	1	3
FY19	3	2	3	2	4	2	6	1	1	2	1	2

Notes: **Accident:** An unplanned event that may or may not have resulted in personal injury or property damage, but in which the employee failed to exercise reasonable precautions to prevent the event. This consists of events such as a collision with another vehicle, a collision with a fixed object, closing a vehicle entry/exit door on a customer, etc.

Social Media Reports

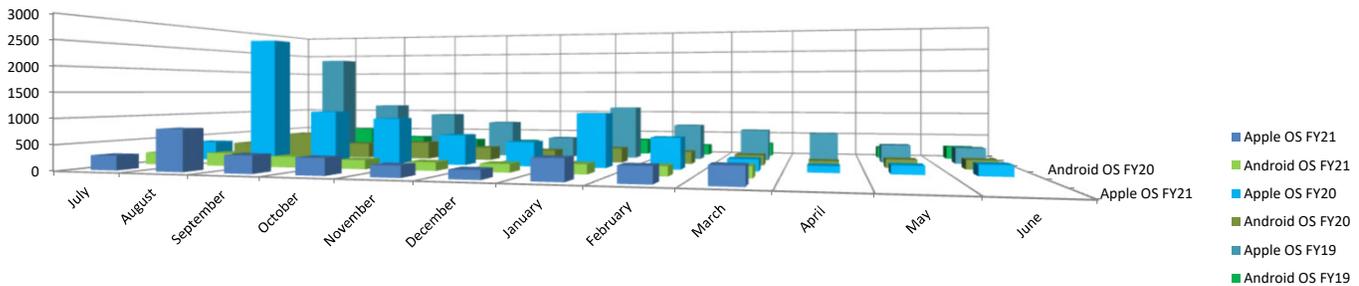
Facebook



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	2,346	2,353	2,393	2,405	2,408	2,419	2,426	2,429	2,439			
FY20	2,015	2,054	2,060	2,089	2,101	2,145	2,159	2,167	2,200	2,215	2,322	2,330
FY19	1,282	1,382	1,416	1,431	1,509	1,524	1,785	1,821	1,869	1,873	1,886	1,933

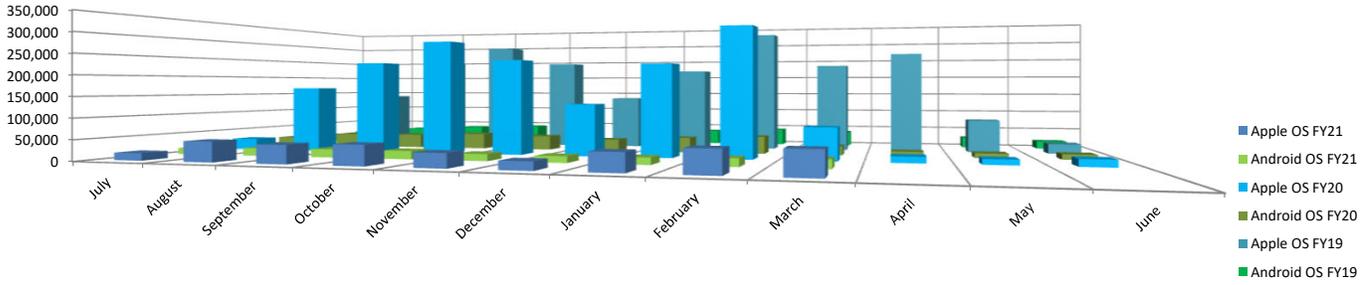
Notes:

App Downloads



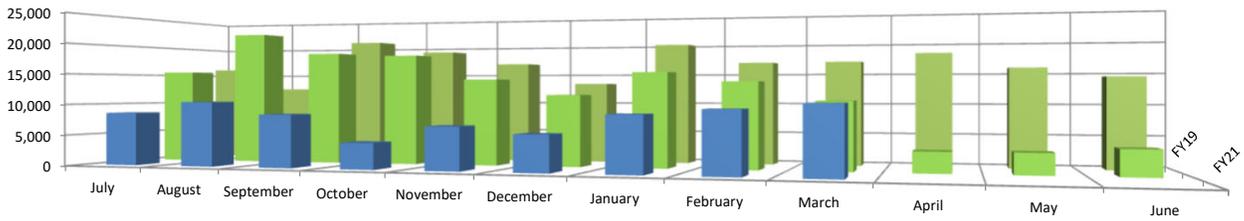
	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY21	283	806	340	322	217	172	402	302	339			
Android OS FY21	242	259	216	177	163	161	187	184	215			
Apple OS FY20	387	2,624	1,074	938	609	487	1,073	614	227	128	167	211
Android OS FY20	282	522	316	358	267	232	297	250	204	112	169	186
Apple OS FY19	267	2,281	1,167	954	776	425	1,137	747	650	595	365	326
Android OS FY19	222	517	325	271	265	233	332	220	276	237	229	262

App Sessions



	July	August	September	October	November	December	January	February	March	April	May	June
Apple OS FY21	17,357	47,642	43,384	46,993	33,020	19,795	42,573	52,986	55,563			
Android OS FY21	15,000	18,740	19,880	19,722	16,273	15,250	16,433	18,766	20,961			
Apple OS FY20	27,919	167,758	234,074	288,658	239,500	128,398	228,644	317,706	78,658	14,825	12,841	16,921
Android OS FY20	21,407	33,940	34,860	39,743	35,874	29,764	37,059	43,130	22,541	11,868	11,060	12,451
Apple OS FY19	18,444	141,402	242,104	285,400	237,834	137,368	215,292	315,378	228,913	259,562	83,283	24,503
Android OS FY19	18,293	31,203	38,928	43,518	37,134	29,309	36,785	42,730	38,655	39,564	26,926	19,577

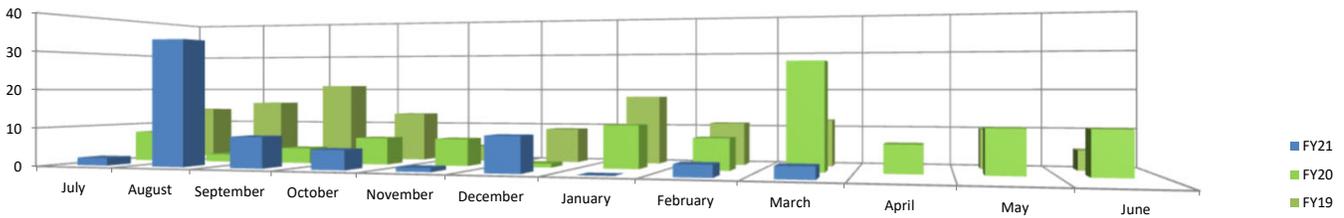
Website Traffic



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	8,559	10,385	8,461	4,155	6,828	5,760	8,828	9,642	10,542			
FY20	15,429	21,879	18,495	18,081	14,065	11,533	15,183	13,688	10,725	3,248	3,285	4,004
FY19	16,048	12,457	20,916	19,059	16,859	13,387	19,993	16,867	16,962	18,275	15,879	14,462

Notes:

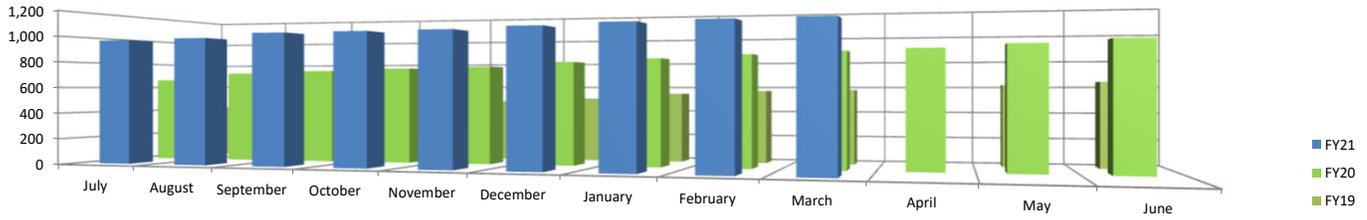
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	July	August	September	October	November	December	January	February	March	April	May	June
FY21	2	33	8	5	1	9	0	3	3			
FY20	8	2	4	7	7	1	11	8	27	7	11	11
FY19	14	16	21	13	4	9	18	11	12	6	10	5

Notes:

Instagram



	July	August	September	October	November	December	January	February	March	April	May	June
FY21	971	981	1,015	1,018	1,022	1,040	1,058	1,067	1,074			
FY20	661	715	734	751	762	795	819	845	864	880	907	936
FY19	407	430	441	454	478	505	546	571	578	598	618	641

Notes:



Statistics	Mar 21				Mar 20				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
Connect Transit												
Green	20,831	8,627	879	23.71	19,383	7,061	719	26.96	7.5%	22.2%	22.2%	-12.0%
Red	22,448	15,327	1,428	15.72	22,517	15,198	1,416	15.90	-0.3%	0.8%	0.8%	-1.1%
Lime	24,810	18,006	1,470	16.88	25,544	17,833	1,457	17.54	-2.9%	1.0%	0.9%	-3.7%
Aqua	5,111	2,184	156	32.73	5,698	2,672	190	29.96	-10.3%	-18.3%	-17.9%	9.2%
Orange	3,070	4,732	302	10.17	3,270	4,722	360	9.08	-6.1%	0.2%	-16.1%	11.9%
Gold	4,539	5,396	449	10.11	4,706	5,423	446	10.55	-3.5%	-0.5%	0.7%	-4.2%
Purple	9,262	8,510	583	15.88	9,640	10,499	720	13.39	-3.9%	-18.9%	-19.0%	18.6%
Blue	3,569	3,451	302	11.82	4,003	4,232	370	10.81	-10.8%	-18.5%	-18.5%	9.3%
Brown	3,380	4,292	374	9.03	3,636	4,264	372	9.78	-7.0%	0.7%	0.7%	-7.7%
Tan	3,707	6,290	510	7.27	3,772	6,211	507	7.44	-1.7%	1.3%	0.6%	-2.3%
Pink	8,741	5,684	402	21.74	8,452	5,414	394	21.45	3.4%	5.0%	2.0%	1.4%
Yellow	7,561	6,841	478	15.83	8,388	6,634	463	18.13	-9.9%	3.1%	3.2%	-12.6%
Redbird	10,515	7,608	707	14.87	14,873	2,794	268	55.60	-29.3%	172.3%	164.4%	-73.3%
Silver	5,845	5,714	451	12.96	5,650	7,043	553	10.22	3.5%	-18.9%	-18.4%	26.8%
Red Express	2,332	2,359	184	12.67	1,902	2,256	176	10.81	22.6%	4.5%	4.5%	17.3%
Lime Express	2,332	2,260	161	14.48	1,635	1,474	105	15.57	42.6%	53.3%	53.3%	-7.0%
Total Fixed Route	138,053	107,283	8,836	15.62	143,069	103,731	8,515	16.80	-3.5%	3.4%	3.8%	-7.0%
Demand Response												
Connect Mobility	4,207	28,644	2,701	1.87	4,326	22,831	2,095	2.06	-2.8%	25.5%	28.9%	-9.5%
Medicaid	842				428				96.7%			
Total Demand Response	5,049	28,644	2,701	1.87	4,754	22,831	2,095	2.27	6.2%	25.5%	28.9%	-17.6%
SYSTEM TOTALS	143,102	135,927	11,537	12.40	147,823	126,562	10,610	13.93	-3.2%	7.4%	8.7%	-11.0%



Statistics	YTD 21				YTD 20				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
Connect Transit												
Green	169,540	73,164	7,451	22.76	225,039	72,036	7,335	30.68	-24.7%	1.6%	1.6%	-25.8%
Red	190,103	133,410	12,378	15.36	256,233	133,316	12,363	20.73	-25.8%	0.1%	0.1%	-25.9%
Lime	210,537	157,977	12,738	16.53	241,823	157,235	12,722	19.01	-12.9%	0.5%	0.1%	-13.0%
Aqua	43,758	18,972	1,356	32.27	63,452	25,209	1,786	35.53	-31.0%	-24.7%	-24.1%	-9.2%
Orange	25,182	35,111	2,622	9.60	38,904	44,421	3,359	11.58	-35.3%	-21.0%	-21.9%	-17.1%
Gold	37,021	47,900	3,895	9.50	48,089	46,764	3,890	12.36	-23.0%	2.4%	0.1%	-23.1%
Purple	73,938	74,095	5,065	14.60	105,061	99,415	6,784	15.49	-29.6%	-25.5%	-25.3%	-5.7%
Blue	31,041	29,972	2,622	11.84	44,870	39,824	3,482	12.89	-30.8%	-24.7%	-24.7%	-8.2%
Brown	27,446	37,237	3,246	8.46	42,438	37,188	3,242	13.09	-35.3%	0.1%	0.1%	-35.4%
Tan	31,356	53,935	4,412	7.11	45,693	54,271	4,402	10.38	-31.4%	-0.6%	0.2%	-31.5%
Pink	68,101	48,755	3,468	19.64	91,998	46,392	3,465	26.55	-26.0%	5.1%	0.1%	-26.1%
Yellow	59,570	60,737	4,238	14.06	127,409	69,613	4,857	26.23	-53.2%	-12.7%	-12.7%	-46.4%
Redbird	69,220	53,554	4,944	14.00	392,580	47,161	4,356	90.13	-82.4%	13.6%	13.5%	-84.5%
Silver	46,377	49,633	3,914	11.85	63,464	65,547	5,203	12.20	-26.9%	-24.3%	-24.8%	-2.9%
Red Express	19,278	19,800	1,544	12.49	21,694	19,671	1,534	14.14	-11.1%	0.7%	0.7%	-11.7%
Lime Express	20,322	18,968	1,351	15.04	21,255	18,157	1,293	16.44	-4.4%	4.5%	4.5%	-8.5%
Total Fixed Route	1,122,788	913,222	75,243	14.92	1,830,000	976,220	80,071	22.85	-38.6%	-6.5%	-6.0%	-34.7%
Demand Response												
Connect Mobility	33,650	197,903	18,748	2.09	57,741	280,597	23,788	2.64	-41.7%	-29.5%	-21.2%	-20.8%
Medicaid	5,534	-	-		5,058	-	-					
Total Demand Response	39,184	197,903	18,748	2.09	62,799	280,597	23,788	2.64	-37.6%	-29.5%	-21.2%	-20.8%
SYSTEM TOTALS	1,161,972	1,111,125	93,991	12.36	1,892,799	1,256,817	103,859	18.22	-38.6%	-11.6%	-9.5%	-32.2%



April 27, 2021

TO: Board of Trustees
FROM: Patrick Kuebrich, Finance Director
Subject: Recommendation of FY 2022 Operating and Capital Budget

RECOMMENDATION: That the Fiscal Year 2022 Operating and Capital Budget be adopted.

BACKGROUND: Attached for your review and consideration is the Fiscal Year 2022 Proposed Operating and Capital Budget documents. The Operating Budget totals \$15,000,000 and Capital budget totals \$5,913,052.

The FY2022 budget includes 108,000 revenue hours for fixed route service and 34,000 revenue hours for Connect Mobility.



Bloomington-Normal Public Transit System

2021 – 2022 Budget



Normal, Illinois

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MESSAGE FROM THE GENERAL MANAGER

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

Services to be delivered

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

FY 2022 Budget Initiatives and Priorities

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

COVID-19 Issues

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

Continuing Budget Issues

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

New Budget Issues – Long Term Financial Plans

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

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

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

Mark Peterson
Interim General Manager

Connect Transit

Final Draft Strategic Plan for 2021

Connect Transit Description

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

Mission Statement

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

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

Core Values

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

At Connect Transit, we are

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

Vision for 2021

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

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

High-Level Goals

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

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

Strategic Action Plan

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Action 3. Explore fare restructuring.

Action 4. Grow advertising revenue.

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

Action 6. Research and pursue grant opportunities.

Action 7. Consider establishing a transit taxing district.

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

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

Action 1. Build a downtown transfer center.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Action 3. Periodically review operational policies and practices.

Strategy 3 – Safety: Ensure a culture of safety.

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

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

Action 3. Enhance safety communications both internally and externally.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Action 2. Explore innovative approaches to service delivery.

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

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

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

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

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

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

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

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

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

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

SIGNIFICANT OPERATING BUDGETARY ITEMS AND TRENDS

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

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

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

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

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

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

BUDGET OVERVIEW

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

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

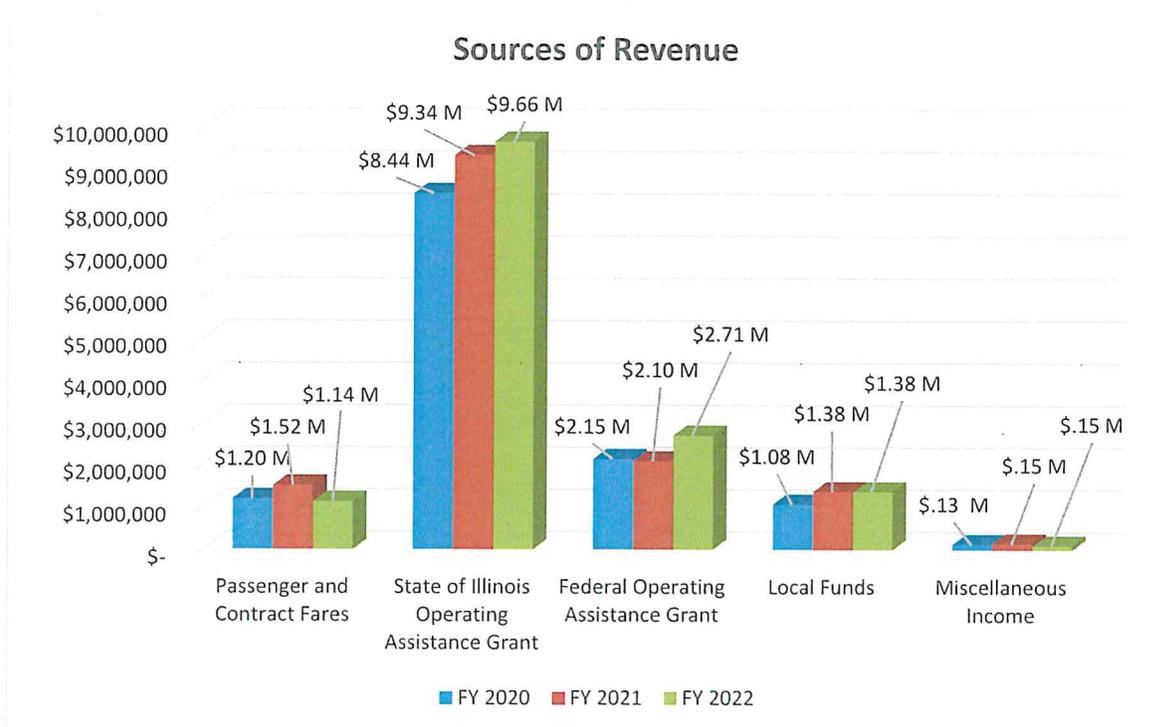
Connect Transit's Capital Fund is used to finance capital projects and fixed asset purchases such as revenue vehicles, facility enhancements, technology upgrades, and more. Capital funds are collected from the City of Bloomington, the Town of Normal, the State of Illinois and a variety of Federal Transit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

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

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

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

Figure 1.1



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

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

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

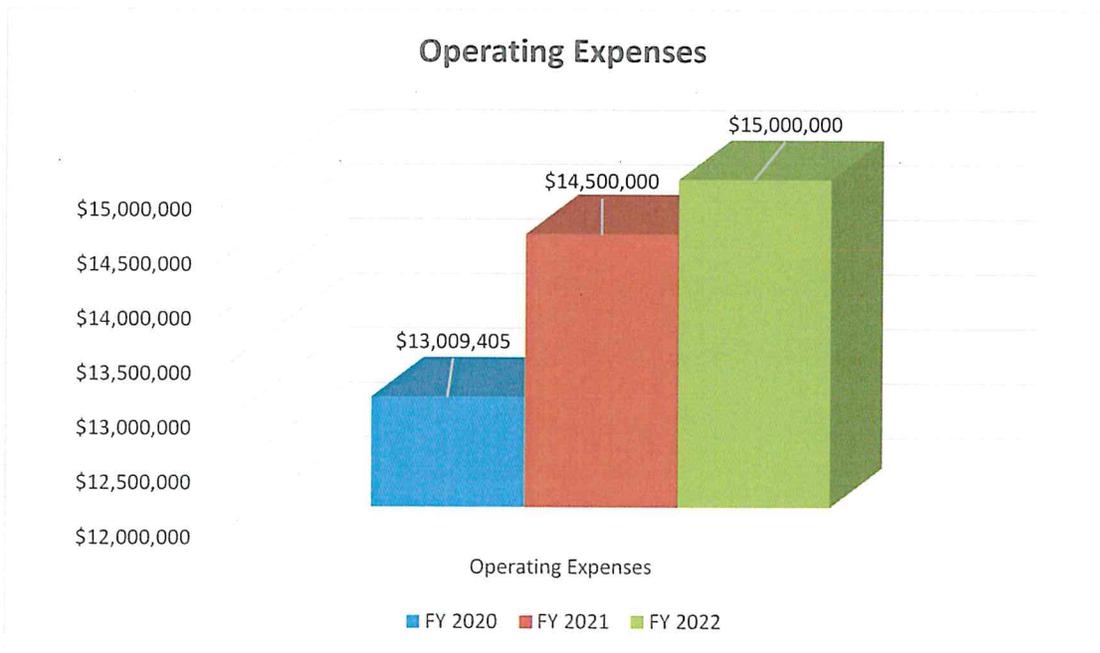
Local revenue (Sales Tax Revenue from the City of Bloomington and the Town of Normal) is projected to increase from \$1.08 million to \$1.38 million in FY 2020 to FY 2021 due to the additional revenue the City of Bloomington and Town of Normal will provide. In FY 2022, Connect Transit expects local revenue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

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

USES OF REVENUE

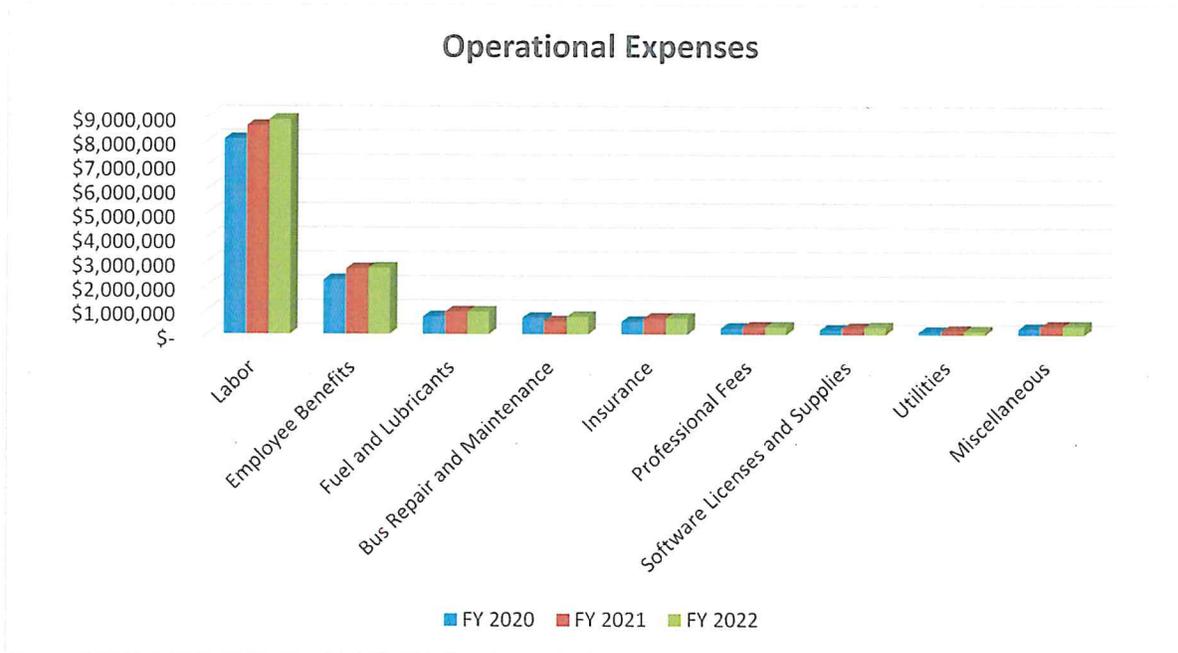
Connect Transit's budgeted operating expenses for FY 2022 are \$15.00 million. Figure 1.2 illustrates actual operating expenses in FY 2020, and budgeted operating expenses in FY 2021 and FY 2022.

Figure 1.2



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

Figure 1.3



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

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

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

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

Figure 1.4

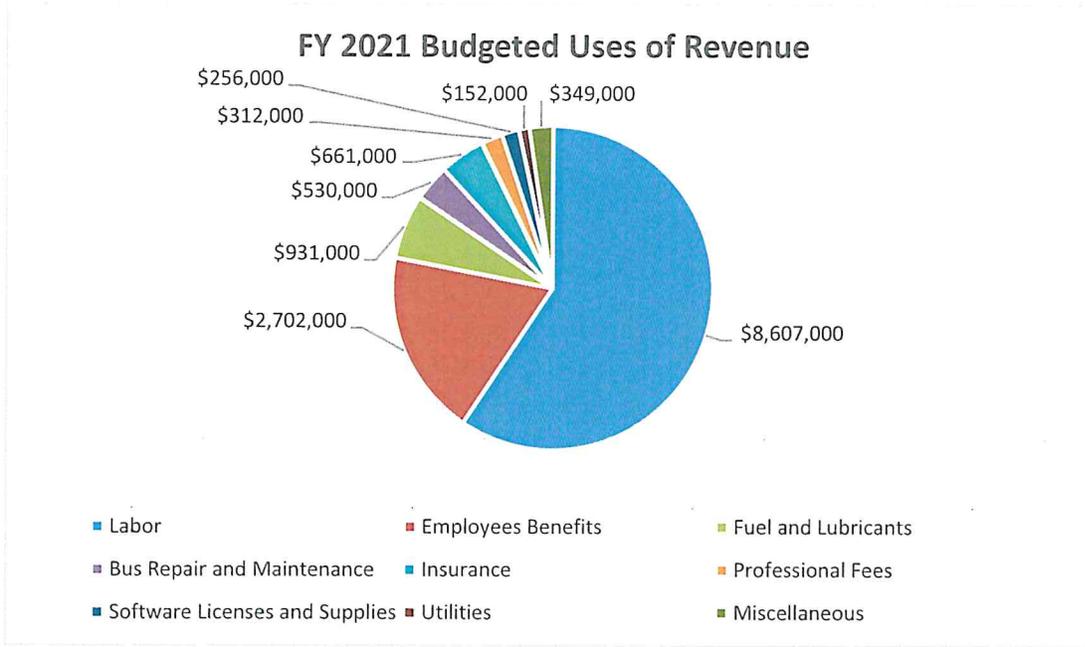
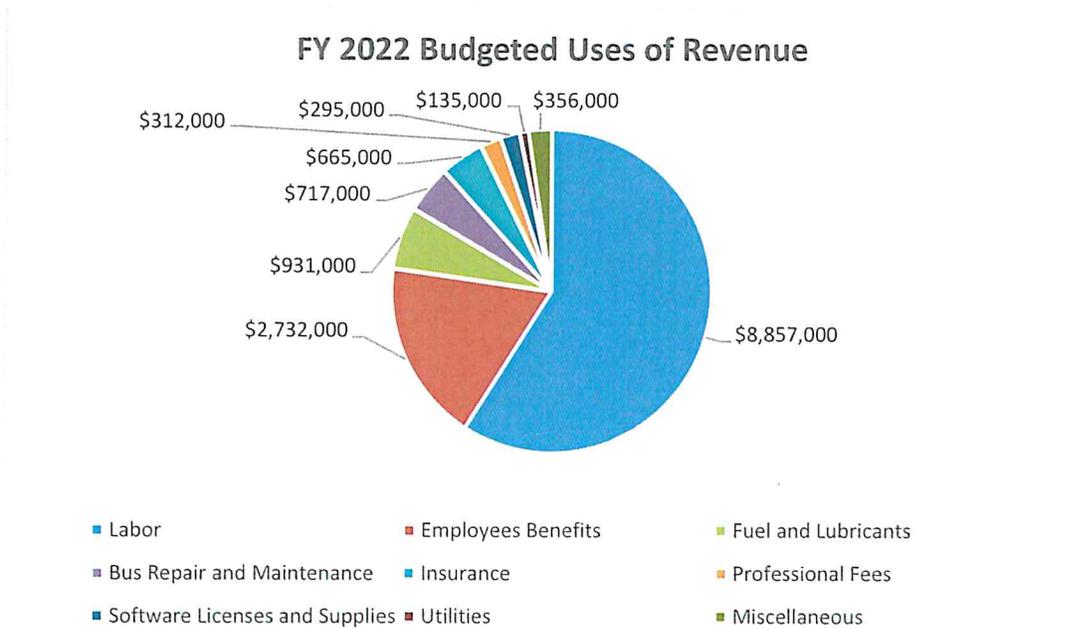
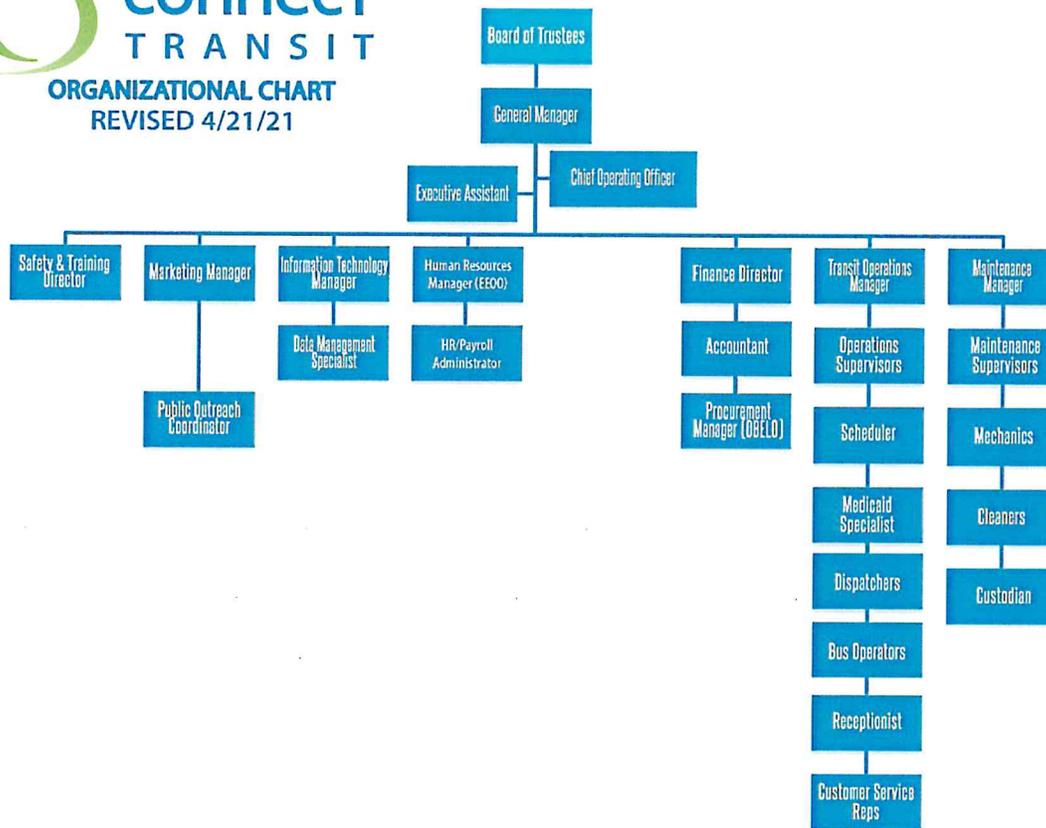


Figure 1.5



connect
TRANSIT
ORGANIZATIONAL CHART
REVISED 4/21/21



BASIS OF ACCOUNTING AND BUDGETING

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

FINANCIAL POLICIES

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

The following pages contain policy frameworks in the following areas:

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

General Financial Goals

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

Operating Management Policies

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

Operating Budget

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

Capital Budget and Planning

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

Accounting and Financial Reporting

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

OPERATING AND CAPITAL BUDGET PROCESS

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

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

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

BUDGET CALENDAR

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

Bloomington Normal Public Transit System FY 2021 - 2022 Operating Budget

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

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

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

CAPITAL BUDGET SUMMARY

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

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

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

CAPITAL BUDGET PROCESS

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

SIGNIFICANT CAPITAL BUDGETARY ITEMS AND TRENDS

Revenues

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

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

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

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

Expenditures

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

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

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

2021 - 2022 Capital Budget

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

MAJOR CAPITAL PROJECTS

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

Description of Capital Projects:

Fixed Route Electric Buses

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

Effect on Operating Budget

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

Fixed Route Diesel Bus Mid-Life Overhaul

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

Effect on the Operating Budget

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

Bus Shelters, Concrete Pads, Seating, and Lighting

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

Effect on the Operating Budget

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

POSITION SUMMARY SCHEDULE

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

Figure 1.6

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

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

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

Department Descriptions

EXECUTIVE DEPARTMENT

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

SAFETY AND TRAINING DEPARTMENT

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

MARKETING AND BUSINESS DEVELOPMENT DEPARTMENT

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

Information Technology Department

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

HUMAN RESOURCES DEPARTMENT

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

PROCUREMENT DEPARTMENT

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

FINANCE DEPARTMENT

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

OPERATIONS AND MAINTENANCE DEPARTMENT

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

SUPPLEMENTAL INFORMATION

CONNECT TRANSIT AT A GLANCE

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

SERVICE AREA

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

Demographics

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

DESCRIPTION OF SERVICES AND FLEET

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

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

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

BOARD OF DIRECTORS

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

Appointed

Four Year Term

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

Budget Glossary

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

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

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

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

CONNECT TRANSIT – Bloomington Normal Public Transit System

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

DOAP – State of Illinois’ Downstate Operating Assistance Program

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

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

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

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

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

FTA - Federal Transit Administration

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

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GFOA - Government Finance Officers Association

IDOT - Illinois Department of Transportation.

REVENUE - Funds that the government receives as income.



Date: April 22, 2021

To: Board of Trustees

From: Steve Stockton, IT Manager | Jon Spratt, Data Management Specialist
Jeff Holtke, Marketing and Business Development Manager

Subject: Recommend approval of a comprehensive website redesign contract with Cybernautic Web Design of Bloomington, IL

RECOMMENDATION

That the attached proposal with Cybernautic Web Design be approved for a complete website redesign.

BACKGROUND

Connect Transit last updated our website back in 2015 with Granicus and is in desperate need of a redesign for many reasons. The current website is extremely difficult to use on the backend and the user experience is not very friendly (PC or mobile device). We have been looking at redesigning our website for the last two years and believe this is a perfect time to roll out a fresh new website as we welcome riders back to our system.

DISCUSSION

Connect Transit received proposals from three different web design companies for a complete redesign and website hosting. All three quotes were between \$15,000-30,000 and after meeting with each group and having demonstrations from them, we believe Cybernautic Web Design is the best option for the needs of Connect Transit. We met with two of the organizations to see how the backend of the website handles and believe that Cybernautic provides the best functionality for both staff and site visitors. Cybernautic has provided the redesign quote of \$21,450 for design and development of a new website. We plan to use local dollars to complete this project. We have created a survey where we will gather public input on what improvements visitors would like to see on the new redesigned website. We anticipate this project taking 3-4 months to complete.

KEY FEATURES

- Staff has positive previous experience with using their web services.
- Offers a state-of-the-art accessibility widget which will allow visitors to access a screen reader, adjust contrast, adjust text size, and adjust several other options making our website extremely accessible for those in need. (i.e. roe17.org)
- The backend of the website will be much more user friendly when updating content for Connect Staff.
- Employee interface and access to forms and online notifications, applications, etc.
- Significant savings on hosting and maintenance fees compared to current host



CYBERNAUTIC

CUSTOM WEB DESIGN FOR **CONNECT TRANSIT**

Proposal

CONNECT TRANSIT: ONE-TIME WEB DESIGN & DEVELOPMENT

Delivered to

**CONNECT TRANSIT
APRIL 02, 2021**

Contact

**EMILY OHMART
CYBERNAUTIC, INC.
309-807-3376**

YOUR INVESTMENT

DESIGN & DEVELOPMENT

DESCRIPTION	ONE-TIME PRICE
Homepage + Sitewide Features	\$3,750
Dynamic Text Pages (25) <i>(with & without custom tables and/or embedded Google maps)</i>	\$2,800
Staff Sorted List Pages (4) <i>(with & without categories)</i>	\$1,500
Accordion-Style Sorted List Pages (4)	\$1,200
Categorized Resource Pages (3)	\$1,800
Categorized Sorted List Pages (3) <i>(i.e. Agendas/Minutes pages)</i>	\$3,000
Logo Grid Pages (2)	\$800
Photo Album Pages (1)	\$600
Contact Form Pages (6)	\$2,800
CUSTOM PAGES	
• Employee Application	\$1,200
• Invitation for Bids, RFP, RFI, RFQ	\$2,000
OPTIONAL FEATURES <i>(click check box to include in proposal scope)</i>	
<input type="checkbox"/> Blog/News Pages (2)	\$2,500
<input type="checkbox"/> Employee Portal Feature	\$3,000
TOTAL	\$21,450



MEMO

DATE: April 27, 2021

TO: Board of Trustees

FROM: Brady Lange, Maintenance Manager / Procurement

CC: Mark Peterson, Interim General Manager

SUBJECT: Recommendation for Extension of Cardinal Infrastructure Contract

Recommendation:

Authorize the Interim General Manager to commit to a two-year contract extension with Cardinal Infrastructure to provide Federal representation for Connect Transit in Washington DC.

Background:

Connect Transit has and will continue to apply for discretionary capital and planning grants to fund projects such as electric bus replacements, the Better Bus Stops Campaign, and Downtown Bloomington Transfer Station. Federal lobbying services will help increase our return on Federal dollars through grants and programs, legislation, and regulatory actions. The lobbying services will help Connect Transit maintain and develop relationships with our Congressional delegation and Federal agencies to promote and protect the interest of Connect Transit.

Discussion:

Over the past several years Cardinal Infrastructure has helped Connect Transit build strategic relationships with our Congressional delegation and the Federal Transit Administration. Cardinal Infrastructure has been instrumental in our federal grants applications which have led to us securing \$15.95 million in federal discretionary grants.

Financial Impact:

The total annual cost of this contract extension will be \$72,000 per year. This is the same fee as past contracts with Cardinal Infrastructure. Additionally, due to Federal and State regulations the funds for these services must be provided by the local share account.