



# AGENDA

## Meeting of the Connect Transit Board of Trustees

January 24, 2017

4:30 P.M.

Board Room

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

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
  - 1. Approval of Minutes of Previous Work Session Meeting of November 15, 2016, Regular Board Meeting of November 22, 2016, Executive Session Meeting of September 27, 2016 and Executive Session Meeting of October 17, 2016
  - 2. Disbursements for Months of November and December, 2016
  - 3. Financial Report for Months of November and December, 2016
  - 4. Capital and Self Insurance Reserve Fund Balances for Months of November and December, 2016
  - 5. Monthly Statistical Report for Months of November and December, 2016
- E. Old Business
- F. New Business
  - 1. Amendment to By-Laws
  - 2. Resolution Establishing Reimbursement for Travel Expenses
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session – cite section
- J. Adjournment



November 2016

## Financial and Statistical Reports



## Connect Transit Cash Disbursement Report November 2016

Name	Check Number	Date	Amount	Description
A.T.U. - C.O.P.E.	00037313	11-Nov-16	\$150.90	Payroll Deduction
Aaron Sullivan	00037274	04-Nov-16	\$108.74	Uniform Reimbursement
ABC Bus Companies	00037275	04-Nov-16	\$93.68	Bus Parts
ABC Bus Companies	00037364	23-Nov-16	\$100.00	Bus Parts
Advance Auto Parts	00037276	04-Nov-16	\$52.45	Bus Parts
Advance Auto Parts	00037314	11-Nov-16	\$21.99	Bus Parts
Advance Auto Parts	00037338	18-Nov-16	\$156.01	Bus Parts
Advance Auto Parts	00037365	23-Nov-16	\$273.94	Bus Parts
Advance Auto Parts	00037366	23-Nov-16	\$20.97	Maintenance Supplies
Advocate Occupational Health	00037315	11-Nov-16	\$33.00	Drug Testing
Airgas USA, LLC	00037367	23-Nov-16	\$196.02	Welding Supplies
Amalgamated Transit Union Local 752	00037316	11-Nov-16	\$6,401.80	Payroll Deduction
Amalgamated Transit Union Local 752	00037368	23-Nov-16	\$550.00	Payroll Deduction
American Cancer Society	00037317	11-Nov-16	\$254.00	Employee Charitable Contribution
Ancel, Glink, Diamond, Bush, DiCianni &	00037277	04-Nov-16	\$300.00	Legal Service
Andrew Johnson	00037339	18-Nov-16	\$500.00	Car Allowance
Assurance Agency, Ltd.	00037369	23-Nov-16	\$27,904.00	Insurance
Barker Motor Co.	00037340	18-Nov-16	\$242.99	Outside Repair Services
Barker Motor Co.	00037370	23-Nov-16	\$129.42	Outside Repair Services
BlueLine Rental	00037278	04-Nov-16	\$729.30	Lease & Rental
Brink's Incorporated	00037371	23-Nov-16	\$318.30	Consulting
Central Illinois Trucks Inc.	00037279	04-Nov-16	\$650.00	Bus Parts
Central Illinois Trucks Inc.	00037341	18-Nov-16	\$230.37	Bus Parts
Central Illinois Trucks Inc.	00037372	23-Nov-16	\$31.92	Bus Parts
CHEMSEARCH H2O SOLUTIONS	00037318	11-Nov-16	\$650.00	Maintenance Service
ChemStation of Indiana	00037373	23-Nov-16	\$691.00	Garage Supplies
CIRBN, LLC	00037319	11-Nov-16	\$347.84	Internet
City of Bloomington	00037280	04-Nov-16	\$916.53	Utilities
City of Bloomington	00037374	23-Nov-16	\$201.59	Utilities
Clark Baird Smith, LLP	00037375	23-Nov-16	\$4,788.75	Legal Service
CliftonLarsonAllen LLP	00037281	04-Nov-16	\$2,400.00	Audit Services
Comcast Cable	00037282	04-Nov-16	\$409.85	Internet
Commerce Bank HSA	00037312	04-Nov-16	\$329.00	Health Savings Account Contributions
Cummins Crosspoint	00037283	04-Nov-16	\$8,640.34	Bus Parts
Cummins Crosspoint	00037320	11-Nov-16	\$245.04	Bus Parts
Cummins Crosspoint	00037342	18-Nov-16	\$3,097.86	Bus Parts
David Steinhoff	00037363	18-Nov-16	\$475.00	Tool Reimbursement
Dish Network	00037284	04-Nov-16	\$151.06	Television Service
Dish Network	00037376	23-Nov-16	\$144.06	Television Service
DROI Media/Adam Rahn	00037285	04-Nov-16	\$3,600.00	Consulting
Engraving Express	00037321	11-Nov-16	\$19.00	Printed Materials
Evergreen FS	00037322	11-Nov-16	\$38,081.15	Fuel
Evergreen FS	00037377	23-Nov-16	\$25,194.47	Fuel
Fastenal Company	00037286	04-Nov-16	\$58.58	Bus Parts
Fastenal Company	00037344	18-Nov-16	\$29.33	Bus Parts
Fasteners Etc.	00037287	04-Nov-16	\$301.96	Maintenance Supplies
Fasteners Etc.	00037323	11-Nov-16	\$60.03	Maintenance Supplies
Fasteners Etc.	00037378	23-Nov-16	\$83.95	Maintenance Supplies
Fleet-Net Corporation	00037345	18-Nov-16	\$1,405.00	Software & Tech Support



## Connect Transit Cash Disbursement Report November 2016

Name	Check Number	Date	Amount	Description
Frontier	00037288	04-Nov-16	\$49.37	Telephone
Frontier	00037346	18-Nov-16	\$929.78	Telephone
FS Custom Turf	00037289	04-Nov-16	\$601.00	Building Maintenance
Gabe Goldsmith	00037347	18-Nov-16	\$71.82	Travel & Meetings
Gillig LLC	00037290	04-Nov-16	\$2,294.08	Bus Parts
Gillig LLC	00037348	18-Nov-16	\$218.43	Bus Parts
Gillig LLC	00037379	23-Nov-16	\$28.96	Bus Parts
Granicus, Inc	00037380	23-Nov-16	\$4,910.00	Website
Great Plains Media	00037381	23-Nov-16	\$1,400.00	Radio Advertising
Henson Disposal	00037349	18-Nov-16	\$202.50	Garage Overhead
ICMA- 457 Retirement Trust	ACH	10-Nov-16	\$31,182.46	Payroll Deduction
ICMA- 457 Retirement Trust	ACH	23-Nov-16	\$21,574.50	Payroll Deduction
Idaho Child Support Receipting	00037324	11-Nov-16	\$95.00	Payroll Deduction
Idaho Child Support Receipting	00037382	23-Nov-16	\$95.00	Payroll Deduction
Illinois Department of Revenue	00037325	11-Nov-16	\$9,435.40	Payroll Deduction
Illinois Department of Revenue	00037383	23-Nov-16	\$8,931.52	Payroll Deduction
Illinois State Disbursement Unit	00037326	11-Nov-16	\$1,425.21	Payroll Deduction
Illinois State Disbursement Unit	00037384	23-Nov-16	\$1,425.21	Payroll Deduction
IWIN	00037291	04-Nov-16	\$2,538.00	Employee Physicals
IWIN	00037385	23-Nov-16	\$524.00	Employee Physicals
Kay Lanter	00037292	04-Nov-16	\$59.75	Uniform Reimbursement
Ken's Oil Service, Inc	00037386	23-Nov-16	\$2,882.40	Oil
Kirby Risk Corporation	00037293	04-Nov-16	\$30.22	Bus Parts
Kirby Risk Corporation	00037327	11-Nov-16	\$30.22	Bus Parts
Lee Enterprises	00037350	18-Nov-16	\$1,838.00	Advertising
LifeCIL	00037351	18-Nov-16	\$7,197.00	Consulting
Matco Tools	00037294	04-Nov-16	\$254.00	Garage Maintenance Equipment
Matco Tools	00037328	11-Nov-16	\$154.40	Garage Maintenance Equipment
McLean County Recorder	00037337	10-Nov-16	\$102.00	Bus Shelter Easements
Michelin North America, Inc	00037352	18-Nov-16	\$6,560.10	Tires
Miller Janitor Supply	00037295	04-Nov-16	\$76.16	Maintenance Supplies
Miller Janitor Supply	00037387	23-Nov-16	\$309.08	Maintenance Supplies
Minerva Promotions	00037297	04-Nov-16	\$6,101.00	Uniforms
Minerva Promotions	00037388	23-Nov-16	\$1,954.00	Uniforms
Morris Avenue Garage	00037298	04-Nov-16	\$50.00	Vehicle Inspection
Morris Avenue Garage	00037353	18-Nov-16	\$125.00	Vehicle Inspection
Motion Industries, Inc.	00037299	04-Nov-16	\$33.66	Bus Parts
Motion Industries, Inc.	00037354	18-Nov-16	\$64.83	Bus Parts
Mutual of Omaha	00037300	04-Nov-16	\$12,865.14	Life, AD&D, STD & LTD
Neuhoff Media	00037389	23-Nov-16	\$1,352.00	Media Advertising
New Flyer Industries Canada UIC	00037329	11-Nov-16	\$409.79	Bus Parts
New Flyer Industries Canada UIC	00037390	23-Nov-16	\$290.26	Bus Parts
Oberlander Alarm Systems, Inc.	00037301	04-Nov-16	\$414.00	Security Alarm Service Fee
Oklahoma Centralized Support Registry	00037330	11-Nov-16	\$23.07	Payroll Deduction
Oklahoma Centralized Support Registry	00037391	23-Nov-16	\$23.07	Payroll Deduction
Orkin Pest Control	00037302	04-Nov-16	\$547.04	Pest Control
Payroll	ACH	10-Nov-16	\$191,186.23	
Payroll	ACH	23-Nov-16	\$187,790.31	
Pinnacle Door	00037355	18-Nov-16	\$2,185.00	Door Repair
Pipco Companies, LTD	00037331	11-Nov-16	\$285.00	Building Maintenance



**Connect Transit  
Cash Disbursement Report  
November 2016**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
Pipco Companies, LTD	00037356	18-Nov-16	\$325.00	Building Maintenance
Premier Print Group	00037357	18-Nov-16	\$6,819.00	Printing
Ricoh USA, Inc	00037358	18-Nov-16	\$402.61	Copier
Screen Vision Media	00037303	04-Nov-16	\$700.00	Advertising
Screen Vision Media	00037359	18-Nov-16	\$350.00	Advertising
Southtown Wrecker Service, Inc.,	00037360	18-Nov-16	\$275.00	Towing
Southtown Wrecker Service, Inc.,	00037392	23-Nov-16	\$95.00	Towing
Staples	00037361	18-Nov-16	\$197.98	Office Supplies
Steven Burch	00037304	04-Nov-16	\$39.12	Uniform Reimbursement
STL Business & Technology Solutions, Inc	00037305	04-Nov-16	\$425.00	Software & Tech Support
Think Graphic Design	00037306	04-Nov-16	\$6,828.33	Maps, Schedules, Riders Guides
Truck Centers, Inc.	00037332	11-Nov-16	\$4,054.06	Bus Parts
Turn-Key Environmental	00037307	04-Nov-16	\$50.00	Garage Maintenance Equipment
UniFirst Corporation	00037308	04-Nov-16	\$165.16	Cleaning Uniforms & Rugs
UniFirst Corporation	00037333	11-Nov-16	\$194.36	Cleaning Uniforms & Rugs
UniFirst Corporation	00037362	18-Nov-16	\$152.36	Cleaning Uniforms & Rugs
UniFirst Corporation	00037393	23-Nov-16	\$159.17	Cleaning Uniforms & Rugs
United States Treasury	ACH	02-Nov-16	\$70,582.92	Payroll Deduction
United States Treasury	ACH	16-Nov-16	\$73,258.22	Payroll Deduction
United States Treasury	ACH	30-Nov-16	\$67,534.74	Payroll Deduction
Urban Transportation Associates, INC.	00037394	23-Nov-16	\$1,500.00	Software Licensing
Verizon Wireless	00037309	04-Nov-16	\$619.84	Mobile Data Terminals for SS
Visa - Commerce Bank	00037310	04-Nov-16	\$59.80	Legal
Visa - Commerce Bank	00037310	04-Nov-16	\$38.38	Building Maintenance
Visa - Commerce Bank	00037310	04-Nov-16	\$29.90	Advertising-Employment
Visa - Commerce Bank	00037310	04-Nov-16	\$102.91	Bus Parts
Visa - Commerce Bank	00037310	04-Nov-16	\$122.99	Office Supplies
Visa - Commerce Bank	00037310	04-Nov-16	\$212.46	Computer Software
Visa - Commerce Bank	00037310	04-Nov-16	\$20.67	Shipping/Handling
Visa - Commerce Bank	00037310	04-Nov-16	\$95.54	Software Licensing
Visa - Commerce Bank	00037310	04-Nov-16	\$643.52	Dues & Subscriptions
Visa - Commerce Bank	00037310	04-Nov-16	\$492.87	Travel & Meetings
Visa - Commerce Bank	00037310	04-Nov-16	\$117.55	Employee Regognition
Visa - Commerce Bank	00037310	04-Nov-16	\$4.83	Advertising- Promotions
Visa - Commerce Bank	00037310	04-Nov-16	\$574.40	Safety/Training
Vision Service Plan (IL)	00037334	11-Nov-16	\$669.94	Vision Insurance
Weaver's Rent-All Inc.	00037335	11-Nov-16	\$242.00	Lease & Rental
WGLT	00037395	23-Nov-16	\$450.00	Radio Advertising
William Masters, Inc	00037311	04-Nov-16	\$2,939.76	HVAC
William Masters, Inc	00037336	11-Nov-16	\$1,637.58	HVAC
<b>Grand Total</b>			<u><u>\$888,079.13</u></u>	



# Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2017    Period 5

Division: 98 Operating Profit/Loss

As of: 11/30/2016

Jul-2016 Thru Nov-2016  
Year to Date

November 2016

Approved Budget

	November 2016	5.80%	\$267,941.88	30.32%	\$883,592.00
<b>Operating Revenue</b>					
Passenger Fares	\$51,291.39	5.80%	\$267,941.88	30.32%	\$883,592.00
ISU Contract Fare	\$43,312.50	8.13%	\$216,562.50	40.65%	\$532,740.00
Other Contract Fares	\$10,833.33	7.94%	\$54,166.61	39.68%	\$136,500.00
Advertising Revenue	\$9,155.00	9.16%	\$54,890.00	54.89%	\$100,000.00
Miscellaneous Revenue	\$370.35	18.52%	\$2,487.78	124.39%	\$2,000.00
<b>Total Operating Revenue</b>	<b>\$114,962.57</b>	<b>6.95%</b>	<b>\$596,048.77</b>	<b>36.02%</b>	<b>\$1,654,832.00</b>
<b>Operating Expenses</b>					
Operators Wages	\$432,230.80	7.74%	\$2,106,584.77	37.72%	\$5,585,314.00
Maintenance Wages	\$101,047.60	8.89%	\$445,145.36	39.15%	\$1,137,125.00
Administration Wages	\$76,885.89	6.80%	\$411,694.81	36.41%	\$1,130,600.00
Employer Payroll Tax Expense	\$45,504.79	7.15%	\$225,429.62	35.40%	\$636,792.00
Retirement Plan	\$19,678.22	4.47%	\$110,234.27	25.06%	\$439,852.00
Group Insurance	\$128,861.14	7.45%	\$580,273.08	33.54%	\$1,730,000.00
Uniform Expense	\$1,729.32	4.72%	\$15,826.53	43.24%	\$36,600.00
Professional Services	\$18,120.55	7.95%	\$75,616.18	33.17%	\$227,936.00
Outside Repair-Labor	\$15,258.63	12.89%	\$88,282.33	74.58%	\$118,365.00
Contract Maintenance Services	\$37,571.19	25.61%	\$58,424.93	39.83%	\$146,700.00
Custodial Services	\$1,012.04	6.53%	\$5,643.68	36.41%	\$15,500.00
Employee Recruiting/Testing/Temp Help	\$727.90	3.47%	\$7,046.20	33.55%	\$21,000.00
Fuel	\$32,816.35	2.55%	\$207,686.21	16.15%	\$1,286,020.00
Lubricants	\$4,070.82	9.20%	\$12,070.95	27.28%	\$44,252.00
Tires	\$7,839.45	8.15%	\$34,301.56	35.64%	\$96,240.00
Bus Repair Parts	\$16,170.68	8.61%	\$40,264.41	21.43%	\$187,900.00
Other Materials & Supplies	\$2,082.08	3.72%	\$11,454.52	20.45%	\$56,000.00
Shelters/Signs/Shop Tools	\$102.00	1.42%	\$8,107.64	112.61%	\$7,200.00
Computer and Office Supplies	\$6,695.00	4.63%	\$27,247.32	18.86%	\$144,500.00
Utilities	\$9,806.33	7.34%	\$42,210.83	31.59%	\$133,600.00
Corporate Insurance	\$22,551.50	8.14%	\$96,493.50	34.84%	\$277,000.00
Dues/Subscriptions/Fees	\$1,007.52	2.10%	\$28,829.52	60.06%	\$48,004.00
Printing/Marketing/Training	\$18,264.95	6.49%	\$139,832.63	49.67%	\$281,500.00
<b>Total Operating Expenses</b>	<b>\$1,000,034.75</b>	<b>7.26%</b>	<b>\$4,778,700.85</b>	<b>34.68%</b>	<b>\$13,778,000.00</b>
<b>Operating Assistance</b>					
Operating Deficit	(\$885,072.18)	7.30%	(\$4,182,652.08)	34.50%	(\$12,123,168.00)
City of Bloomington Operating Assistance	\$50,833.33	8.33%	\$254,166.65	41.67%	\$610,000.00
Town of Normal Operating Assistance	\$32,500.00	8.33%	\$162,500.00	41.67%	\$390,000.00
Illinois Downstate Operating Assistance	\$649,876.00	7.24%	\$3,115,129.00	34.71%	\$8,975,200.00
FTA 5307 Operating Assistance	\$149,556.00	7.06%	\$652,444.00	30.81%	\$2,117,968.00
<b>Total Operating Assistance</b>	<b>\$882,765.33</b>	<b>7.30%</b>	<b>\$4,184,239.65</b>	<b>34.60%</b>	<b>\$12,093,168.00</b>

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

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
11/01/16	Beginning Balance	\$ 1,061,000.49
11/30/16	Additions - Interest Income	<u>\$ 130.45</u>
11/30/16	Ending Balance	<u>\$ 1,061,130.94</u>
<b>Total Reserve Capital Account</b>		<u><u>\$ 1,061,130.94</u></u>

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

	<u>FY16 Received</u> <u>11/30/2016</u>	<u>FY16 Receivable</u> <u>11/30/2016</u>
Bloomington	\$ 206,745.85	\$ 30,358.30
Normal	\$ 183,735.40	
Total YTD	<u>\$ 390,481.25</u>	<u>\$ 30,358.30</u>

<b><u>Local Capital Reserve Fund Balance - Account Value</u></b>		
11/30/16	Cash Balance	\$ 1,061,130.94
11/30/16	Loans to Operating	\$ 2,980,249.22
11/30/16	Reserve fund for underground storage tank (Cap. I)	<u>\$ (40,000.00)</u>
11/30/16	Ending Balance	<u>\$ 4,001,380.16</u>



December 2016

# Financial and Statistical Reports



**Connect Transit  
Cash Disbursement Report  
December 2016**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
A.T.U. - C.O.P.E.	00037424	09-Dec-16	\$158.89	Payroll Deduction
Advance Auto Parts	00037396	02-Dec-16	\$225.76	Maintenance Supplies
Advance Auto Parts	00037425	09-Dec-16	\$457.73	Maintenance Supplies
Advance Auto Parts	00037455	16-Dec-16	\$86.80	Maintenance Supplies
Advance Auto Parts	00037491	23-Dec-16	\$318.36	Maintenance Supplies
Advocate Occupational Health	00037492	23-Dec-16	\$120.00	Drug Testing
Airgas USA, LLC	00037493	23-Dec-16	\$191.10	Welding Supplies
Ally Financial	00037397	02-Dec-16	\$392.16	Lease
Amalgamated Transit Union Local 752	00037426	09-Dec-16	\$6,572.40	Payroll Deduction
Amalgamated Transit Union Local 752	00037494	23-Dec-16	\$650.00	Payroll Deduction
Ancel, Glink, Diamond, Bush, DiCianni &	00037398	02-Dec-16	\$100.00	Legal Service
Ancel, Glink, Diamond, Bush, DiCianni &	00037495	23-Dec-16	\$551.15	Legal Service
Andrew Johnson	00037427	09-Dec-16	\$1,338.10	Car Allowance and Travel & Meetings Reimbursement
Andrew Johnson	00037456	16-Dec-16	\$51.00	Travel & Meetings Reimbursement
Assurance Agency, Ltd.	00037496	23-Dec-16	\$82,450.00	Insurance
Barker Motor Co.	00037399	02-Dec-16	\$1,198.96	Bus Parts
Barker Motor Co.	00037428	09-Dec-16	\$266.00	Bus Parts
Barker Motor Co.	00037457	16-Dec-16	\$354.45	Bus Parts
Bellas Landscaping	00037497	23-Dec-16	\$1,350.00	Snow Removal
BlueLine Rental	00037400	02-Dec-16	\$637.50	Lease & Rental
BlueLine Rental	00037458	16-Dec-16	\$50.00	Lease & Rental
Brett Knisley	00037401	02-Dec-16	\$295.00	Tool Reimbursement
Brink's Incorporated	00037498	23-Dec-16	\$199.95	Miscellaneous Expense
Central Illinois Trucks Inc.	00037402	02-Dec-16	\$1,369.12	Bus Parts
Central Illinois Trucks Inc.	00037429	09-Dec-16	\$87.70	Bus Parts
Central Illinois Trucks Inc.	00037459	16-Dec-16	\$25.83	Bus Parts
Central Illinois Trucks Inc.	00037499	23-Dec-16	\$1,230.01	Bus Parts
CIRBN, LLC	00037430	09-Dec-16	\$347.84	Internet
City of Bloomington	00037403	02-Dec-16	\$986.53	Utilites
Clark Baird Smith, LLP	00037500	23-Dec-16	\$778.25	Legal Service
Clear Talk	00037460	16-Dec-16	\$27,398.40	Annual Radio Subscriber and Maintenance Cost
CliftonLarsonAllen LLP	00037431	09-Dec-16	\$5,500.00	Audit Services
Comcast Cable	00037404	02-Dec-16	\$419.35	Internet
Commerce Bank HSA	00037405	02-Dec-16	\$329.00	Health Savings Account Contribution
Commerce Bank HSA	00037432	09-Dec-16	\$329.00	Health Savings Account Contribution
Commerce Bank HSA	00037461	16-Dec-16	\$6,631.00	Health Savings Account Contribution
Commerce Bank HSA	00037501	23-Dec-16	\$1,791.00	Health Savings Account Contribution
Corn Belt Energy Corp.	00037433	09-Dec-16	\$4,258.06	Utilites
Corn Belt Energy Corp.	00037502	23-Dec-16	\$4,153.57	Utilites
Cummins Crosspoint	00037407	02-Dec-16	\$223,183.70	Mid-life Overhaul of four 2011 Fixed Route Buses
Cummins Crosspoint	00037462	16-Dec-16	\$378.31	Bus Parts
Cummins Crosspoint	00037503	23-Dec-16	\$1,484.08	Bus Parts
David Steinhoff	00037504	23-Dec-16	\$350.00	Tool Reimbursement
Dish Network	00037505	23-Dec-16	\$144.06	Television Service
Don Owen Tire Service, Inc.	00037463	16-Dec-16	\$835.90	Bus Parts
Evergreen FS	00037408	02-Dec-16	\$13,931.22	Fuel
Evergreen FS	00037434	09-Dec-16	\$24,222.65	Fuel
Evergreen FS	00037464	16-Dec-16	\$11,909.24	Fuel
Evergreen FS	00037506	23-Dec-16	\$19,271.36	Fuel
Fastenal Company	00037465	16-Dec-16	\$7.43	Bus Parts
Fastenal Company	00037507	23-Dec-16	\$48.30	Bus Parts
Fasteners Etc.	00037435	09-Dec-16	\$9.60	Maintenance Supplies
Fasteners Etc.	00037466	16-Dec-16	\$27.81	Maintenance Supplies



**Connect Transit  
Cash Disbursement Report  
December 2016**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
Fasteners Etc.	00037508	23-Dec-16	\$289.95	Maintenance Supplies
Fleet-Net Corporation	00037467	16-Dec-16	\$1,405.00	Software & Tech Support
Frontier	00037409	02-Dec-16	\$41.17	Telephone
Frontier	00037509	23-Dec-16	\$41.17	Telephone
Frontier	00037468	16-Dec-16	\$901.39	Telephone
FS Custom Turf	00037436	09-Dec-16	\$601.00	Building Maintenance
Gabe Goldsmith	00037437	09-Dec-16	\$70.20	Travel & Meetings Reimbursement
Gary Bachman	00037438	09-Dec-16	\$130.47	Uniform Reimbursement
Genfare	00037410	02-Dec-16	\$75,366.41	Farebox Software and Hardware
George Gildner, Inc	00037411	02-Dec-16	\$30,064.81	Sewer Work at Oakland
George Gildner, Inc	00037439	09-Dec-16	\$5,943.99	Sewer Work at Oakland
Gillig LLC	00037440	09-Dec-16	\$172.00	Bus Parts
Gillig LLC	00037469	16-Dec-16	\$3,816.31	Bus Parts
Gillig LLC	00037510	23-Dec-16	\$894.69	Bus Parts
Granicus, Inc	00037511	23-Dec-16	\$4,800.00	Website Hosting Fee
Great Plains Media	00037512	23-Dec-16	\$1,400.00	Radio Advertising
Health Alliance Medical Plans	00037412	02-Dec-16	\$113,846.00	Insurance
Health Alliance Medical Plans	00037513	23-Dec-16	\$106,503.00	Insurance
Henson Disposal	00037470	16-Dec-16	\$183.00	Garage Overhead
ICMA- 457 Retirement Trust	ACH	08-Dec-16	\$21,621.59	Payroll Deduction
ICMA- 457 Retirement Trust	ACH	22-Dec-16	\$21,932.09	Payroll Deduction
Idaho Child Support Recepting	00037441	09-Dec-16	\$95.00	Payroll Deduction
Idaho Child Support Recepting	00037514	23-Dec-16	\$95.00	Payroll Deduction
Illini Supply, Inc	00037413	02-Dec-16	\$3,022.10	Office Supplies- Equipment
Illinois Department of Revenue	00037442	09-Dec-16	\$9,024.67	Payroll Deduction
Illinois Department of Revenue	00037515	23-Dec-16	\$9,051.86	Payroll Deduction
Illinois Labor Law Poster Service	00037443	09-Dec-16	\$114.00	Publications
Illinois State Disbursement Unit	00037444	09-Dec-16	\$1,559.21	Payroll Deduction
Illinois State Disbursement Unit	00037516	23-Dec-16	\$1,559.21	Payroll Deduction
Interstate Batteries of Mid-Illinois	00037471	16-Dec-16	\$3,808.80	Bus Parts
Interstate Batteries of Mid-Illinois	00037517	23-Dec-16	\$1,361.70	Bus Parts
IWIN	00037472	16-Dec-16	\$174.00	Employee Physicals
Joseph Isaia	00037473	16-Dec-16	\$30.44	Uniform Reimbursement
Ken's Oil Service, Inc	00037518	23-Dec-16	\$416.83	Bus Parts
LifeCIL	00037475	16-Dec-16	\$7,197.00	Consulting
Maas Radiator Shop Inc.	00037476	16-Dec-16	\$1,355.87	Bus Parts
Master's Transportation, Inc	00037519	23-Dec-16	\$261.99	Bus Parts
Matco Tools	00037477	16-Dec-16	\$328.01	Garage Maintenance Equipment
MaxServices Group	00037520	23-Dec-16	\$3,040.00	ACA Annual Filings
McLean County Chamber of Commerce	00037521	23-Dec-16	\$20.00	Travel & Meetings
Michelin North America, Inc	00037478	16-Dec-16	\$7,839.45	Tires
Miller Janitor Supply	00037445	09-Dec-16	\$171.52	Maintenance Supplies
Miller Janitor Supply	00037479	16-Dec-16	\$268.34	Maintenance Supplies
Miller Janitor Supply	00037522	23-Dec-16	\$573.52	Maintenance Supplies
Minerva Promotions	00037523	23-Dec-16	\$787.00	Uniforms
Morris Avenue Garage	00037414	02-Dec-16	\$125.00	Vehicle Inspection
Motion Industries, Inc.	00037415	02-Dec-16	\$41.86	Bus Parts
Mutual of Omaha	00037416	02-Dec-16	\$11,856.21	Life, AD&D, STD & LTD
Napa Auto Parts	00037417	02-Dec-16	\$1,366.92	Bus Parts
Napa Auto Parts	00037524	23-Dec-16	\$759.19	Bus Parts
New Flyer Industries Canada UIC	00037446	09-Dec-16	\$870.78	Bus Parts
New Flyer Industries Canada UIC	00037480	16-Dec-16	\$622.50	Bus Parts
New Flyer Industries Canada UIC	00037525	23-Dec-16	\$265.66	Bus Parts



**Connect Transit  
Cash Disbursement Report  
December 2016**

<b>Name</b>	<b>Check Number</b>	<b>Date</b>	<b>Amount</b>	<b>Description</b>
Nicor Gas	00037526	23-Dec-16	\$1,094.51	Utilites
Oberlander Alarm Systems, Inc.	00037418	02-Dec-16	\$207.00	Security Alarm Service Fee
Oklahoma Centralized Support Registry	00037447	09-Dec-16	\$23.07	Payroll Deduction
Oklahoma Centralized Support Registry	00037527	23-Dec-16	\$23.07	Payroll Deduction
Omar Vides	00037481	16-Dec-16	\$43.49	Uniform Reimbursement
Orkin Pest Control	00037482	16-Dec-16	\$547.04	Pest Control
Payroll	ACH	08-Dec-16	\$183,442.19	
Payroll	ACH	22-Dec-16	\$189,748.31	
Piercy Auto Body	00037419	02-Dec-16	\$4,066.00	Outside Repair
Ricoh USA, INC	00037420	02-Dec-16	\$663.49	Copier
Ricoh USA, Inc	00037448	09-Dec-16	\$501.00	Copier
Ricoh USA, Inc	00037483	16-Dec-16	\$430.74	Copier
Ricoh USA, Inc	00037528	23-Dec-16	\$351.52	Copier
Sam Leman	00037484	16-Dec-16	\$100.37	Outside Repair
Sam Leman	00037529	23-Dec-16	\$113.59	Outside Repair
SFC of Illinois, LLC	00037530	23-Dec-16	\$258.10	Payroll Deduction
Southtown Wrecker Service, Inc.,	00037531	23-Dec-16	\$425.00	Towing
Staples	00037485	16-Dec-16	\$130.94	Office Supplies
STL Business & Technology Solutions, Inc	00037449	09-Dec-16	\$425.00	Software & Tech Support
Syncromatics Corportaiion	00037486	16-Dec-16	\$62,858.40	AVL Transportation Equipment and Sotware Licensing
Syncromatics Corportaiion	00037532	23-Dec-16	\$5,325.00	AVL Transportation Equipment and Sotware Licensing
Think Graphic Design	00037450	09-Dec-16	\$382.50	Printed Materials
Town of Normal	00037451	09-Dec-16	\$838.60	Water
Turn-Key Environmental	00037487	16-Dec-16	\$50.00	Garage Maintenance Equipment
UniFirst Corporation	00037421	02-Dec-16	\$159.17	Cleaning Uniforms & Rugs
UniFirst Corporation	00037452	09-Dec-16	\$159.17	Cleaning Uniforms & Rugs
UniFirst Corporation	00037488	16-Dec-16	\$155.58	Cleaning Uniforms & Rugs
UniFirst Corporation	00037533	23-Dec-16	\$366.66	Cleaning Uniforms & Rugs
United States Treasury	ACH	14-Dec-16	\$68,166.33	Payroll Deduction
United States Treasury	ACH	23-Dec-16	\$68,425.74	Payroll Deduction
UPS	00037453	09-Dec-16	\$4.49	Shipping
Verizon	00037454	09-Dec-16	\$89.58	Mobile Data Terminals for SS
Verizon	00037422	02-Dec-16	\$530.26	Mobile Data Terminals for SS
Visa - Commerce Bank	00037423	07-Dec-16	399.21	Bus Parts- DR
Visa - Commerce Bank	00037423	07-Dec-16	212.46	Computer Software
Visa - Commerce Bank	00037423	07-Dec-16	14.14	Shipping/Handling
Visa - Commerce Bank	00037423	07-Dec-16	(239.00)	Dues & Subscriptions
Visa - Commerce Bank	00037423	07-Dec-16	218.38	Employee Regognition
Visa - Commerce Bank	00037423	07-Dec-16	400.00	Advertising- Promotions
Visa - Commerce Bank	00037423	07-Dec-16	375.20	Safety/Training
Vision Service Plan (IL)	00037489	16-Dec-16	\$713.24	Vision Insurance
Winkle Environmental Service	00037490	16-Dec-16	\$266.25	Cleaning Supplies

Total

\$1,500,007.30

**Bloomington Normal Public Transit  
Balance Sheet**

Fiscal Year: 2017

Period 6

December - 2016

Division: 99 Board Reports

As of: 12/31/2016

**Assets**

**Current Assets**

Checking and Savings	\$3,084,302.32
Accounts Receivable	\$5,853,401.46
Inventory Asset - Fuel	\$48,151.14
Inventory Asset - Parts	\$242,799.92
Inventory Asset - Tires	\$0.00
Other Current Assets	\$288,044.42

**Total Current Assets** \$9,516,699.26

Fixed Assets \$18,752,987.40

**Total Assets** \$28,269,686.66

**Liabilities & Equity**

**Liabilities**

Accounts Payable	\$332,658.33
Payroll Liabilities	\$937,763.00
Contracts	\$0.00
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$255,562.81
Deficit Funding Advance	\$0.00

**Total Liabilities** \$4,506,233.36

**EQUITY**

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

**Total Equity** \$19,253,945.39

Retained Earnings \$4,509,507.91

**Total Liabilities & Equity** \$28,269,686.66

# Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2017      Period 6

Division: 98 Operating Profit/Loss

As of: 12/31/2016

Jul-2016 Thru Dec-2016

December 2016

Year to Date

Approved Budget

	December 2016		Year to Date		Approved Budget
<b>Operating Revenue</b>					
Passenger Fares	\$53,483.08	6.05%	\$321,424.96	36.38%	\$883,592.00
ISU Contract Fare	\$43,312.50	8.13%	\$259,875.00	48.78%	\$532,740.00
Other Contract Fares	\$10,833.33	7.94%	\$64,999.94	47.62%	\$136,500.00
Advertising Revenue	\$10,550.00	10.55%	\$65,440.00	65.44%	\$100,000.00
Miscellaneous Revenue	\$244.47	12.22%	\$2,732.25	136.61%	\$2,000.00
<b>Total Operating Revenue</b>	<b>\$118,423.38</b>	<b>7.16%</b>	<b>\$714,472.15</b>	<b>43.17%</b>	<b>\$1,654,832.00</b>
<b>Operating Expenses</b>					
Operators Wages	\$436,159.16	7.81%	\$2,542,743.93	45.53%	\$5,585,314.00
Maintenance Wages	\$89,953.56	7.91%	\$535,098.92	47.06%	\$1,137,125.00
Administration Wages	\$67,694.91	5.99%	\$479,389.72	42.40%	\$1,130,600.00
Employer Payroll Tax Expense	\$44,024.38	6.91%	\$269,454.00	42.31%	\$636,792.00
Retirement Plan	\$19,404.70	4.41%	\$129,638.97	29.47%	\$439,852.00
Group Insurance	\$123,335.14	7.13%	\$703,608.22	40.67%	\$1,730,000.00
Uniform Expense	\$1,693.37	4.63%	\$17,519.90	47.87%	\$36,600.00
Professional Services	\$11,716.40	5.14%	\$87,332.58	38.31%	\$227,936.00
Outside Repair-Labor	\$2,101.00	1.78%	\$90,383.33	76.36%	\$118,365.00
Contract Maintenance Services	\$36,489.51	24.87%	\$94,914.44	64.70%	\$146,700.00
Custodial Services	\$1,139.04	7.35%	\$6,782.72	43.76%	\$15,500.00
Employee Recruiting/Testing/Temp Help	\$260.00	1.24%	\$7,306.20	34.79%	\$21,000.00
Fuel	\$71,399.10	5.55%	\$279,085.31	21.70%	\$1,286,020.00
Lubricants	\$2,849.07	6.44%	\$14,920.02	33.72%	\$44,252.00
Tires	\$7,241.04	7.52%	\$41,542.60	43.17%	\$96,240.00
Bus Repair Parts	\$24,688.04	13.14%	\$64,952.45	34.57%	\$187,900.00
Other Materials & Supplies	\$1,011.12	1.81%	\$12,465.64	22.26%	\$56,000.00
Shelters/Signs/Shop Tools	\$350.00	4.86%	\$8,457.64	117.47%	\$7,200.00
Computer and Office Supplies	\$12,716.60	8.80%	\$39,963.92	27.66%	\$144,500.00
Utilities	\$11,008.60	8.24%	\$53,219.43	39.83%	\$133,600.00
Corporate Insurance	\$18,485.50	6.67%	\$114,979.00	41.51%	\$277,000.00
Dues/Subscriptions/Fees	(\$743.05)	-1.55%	\$28,086.47	58.51%	\$48,004.00
Printing/Marketing/Training	\$3,317.22	1.18%	\$143,149.85	50.85%	\$281,500.00
<b>Total Operating Expenses</b>	<b>\$986,294.41</b>	<b>7.16%</b>	<b>\$5,764,995.26</b>	<b>41.84%</b>	<b>\$13,778,000.00</b>
<b>Operating Assistance</b>					
Operating Deficit	(\$867,871.03)	7.16%	(\$5,050,523.11)	41.66%	(\$12,123,168.00)
City of Bloomington Operating Assistance	\$50,833.33	8.33%	\$304,999.98	50.00%	\$610,000.00
Town of Normal Operating Assistance	\$32,500.00	8.33%	\$195,000.00	50.00%	\$390,000.00
Illinois Downstate Operating Assistance	\$641,089.00	7.14%	\$3,756,218.00	41.85%	\$8,975,200.00
FTA 5307 Operating Assistance	\$143,301.00	6.77%	\$795,745.00	37.57%	\$2,117,968.00
<b>Total Operating Assistance</b>	<b>\$867,723.33</b>	<b>7.18%</b>	<b>\$5,051,962.98</b>	<b>41.78%</b>	<b>\$12,093,168.00</b>

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

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
12/01/16	Beginning Balance	\$ 1,061,130.94
12/30/16	Additions - Interest Income	<u>\$ 130.47</u>
12/31/16	Ending Balance	<u>\$ 1,061,261.41</u>
<b>Total Reserve Capital Account</b>		<u><u>\$ 1,061,261.41</u></u>

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

	<u>FY17 Received</u> <u>12/31/2016</u>	<u>FY17 Receivable</u> <u>12/31/2016</u>
Bloomington	\$ 206,745.85	\$ 77,779.13
Normal	<u>\$ 220,482.48</u>	
Total YTD	<u><u>\$ 427,228.33</u></u>	<u><u>\$ 77,779.13</u></u>

**Local Capital Reserve Fund Balance - Account Value**

12/31/16	Cash Balance	\$ 1,061,261.41
12/31/16	Loans to Operating	\$ 2,980,249.22
12/31/16	Reserve fund for underground storage tank (Cap. I)	<u>\$ (40,000.00)</u>
12/31/16	Ending Balance	<u>\$ 4,001,510.63</u>



# November FY2017 Monthly Report

## Ridership

	Prior Year	
Ridership Fixed Route	198,553	170,351
Ridership Demand Response	5,726	6,572
Total Monthly % Change Over Prior Year	-9.60	-13.40 %
Fixed Route Average Daily Boardings	9,602	7,557
Demand Response Average Daily Boardings	268	282
% On-Time Performance	84.50	93.10 %
Average Boardings per Hour of Service	25.98	18.03
Sunday Fixed Route Ridership		8,362
Sunday Demand Response Ridership		224

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	1	0
Demand Response National Transit Database Major Mechanical System Failures	1	0
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	53,745	122,090
Demand Response Miles Between National Transit Database Major Mechanical System Failures	32,199	36,034
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	15	32
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	1	0
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	7,166	3,815
Demand Response Miles Between National Transit Database Other Mechanical System Failures	32,199	36,034
Fixed Route Miles between All National Transit Database Mechanical System Failures	30,455	62,952
Demand Response Miles between All National Transit Database Mechanical System Failures	16,099	36,034
Average % of Buses with Defective Automated Voice Announcements		9.50 %

## Customer Service

Average Interior Cleanliness Inspection Score		88
National Transit Database Safety-Related Incidents per 100,000 Miles	1.88	1.84
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints each month		12
Number of Customer Compliments Received		1
Daily Average of Phone Calls Received for FR		263
Daily Average of Phone Calls Received for DR		112

## Efficiency

Revenue/Expense Ratio	13.35	10.54 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.52	\$ 4.72
Demand Response Cost per Unlinked Passenger Trip	\$ 29.27	\$ 29.76
% of Preventative Maintenance Performed On-Time	100.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 1.08	\$ 1.43
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.68	\$ 0.80



# November Fiscal Year 2017 Year-to-Date Report

## Ridership

	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	1,086,865	888,041	1,102,081	
Ridership Demand Response	30,177	33,359	30,781	
Total Ridership (year to date)	1,117,042	921,400	1,136,032	
Fixed Route Year-to-Date % Change Over Prior Year	-8.50	-18.30	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	-5.20	10.50	2.00	%
Fixed Route Average Daily Boardings	8,993	7,030	9,119	
Demand Response Average Daily Boardings	263	289	268	
% On-Time Performance	82.00	90.20	85.00	%
Average Boardings per Hour of Service	22.81	16.36	23.19	
Sunday Fixed Route Ridership		34,978		
Sunday Demand Response Ridership		459		

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	1	0		
Demand Response National Transit Database Major Mechanical System Failures	1	0		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	53,745	122,090	25,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	32,199	36,034	24,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	15	32		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	1	0		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	7,166	3,815	3,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	32,199	36,034	3,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	30,455	62,952	20,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	16,099	36,034	30,000	
Average % of Buses with Defective Automated Voice Announcements		6.23	5.00	%

## Customer Service

Average Interior Cleanliness Inspection Score		88	80	
National Transit Database Safety-Related Incidents per 100,000 Miles	0.63	0.49		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints		44		
Number of Customer Compliments Received		3		
Daily Average of Phone Calls Received for FR		300	410	
Daily Average of Phone Calls Received for DR		109	395	

## Efficiency

Revenue/Expense Ratio	14.30	11.22	11.25	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.16	\$ 4.34	\$ 4.06	
Demand Response Cost per Unlinked Passenger Trip	\$ 28.44	\$ 28.36	\$ 36.52	
% of Preventative Maintenance Performed On-Time	100.00	100.00	100.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.91	\$ 1.14	\$ 1.14	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.66	\$ 0.71	\$ 0.82	

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



# December FY2017 Monthly Report

## Ridership

	Prior Year	
Ridership Fixed Route	171,378	167,469
Ridership Demand Response	5,834	6,489
Total Monthly % Change Over Prior Year	-11.40	-1.80 %
Fixed Route Average Daily Boardings	8,565	7,938
Demand Response Average Daily Boardings	249	263
% On-Time Performance	86.80	93.90 %
Average Boardings per Hour of Service	23.04	17.22
Sunday Fixed Route Ridership		6,226
Sunday Demand Response Ridership		237

## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	1	0
Demand Response National Transit Database Major Mechanical System Failures	0	0
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	103,930	122,971
Demand Response Miles Between National Transit Database Major Mechanical System Failures	33,939	34,260
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	18	26
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	1	1
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	5,773	4,554
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,939	17,130
Fixed Route Miles between All National Transit Database Mechanical System Failures	29,076	63,763
Demand Response Miles between All National Transit Database Mechanical System Failures	33,939	17,130
Average % of Buses with Defective Automated Voice Announcements		10.00 %

## Customer Service

Average Interior Cleanliness Inspection Score		86
National Transit Database Safety-Related Incidents per 100,000 Miles	1.31	1.40
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00
Number of Validated Complaints each month		8
Number of Customer Compliments Received		0
Daily Average of Phone Calls Received for FR		271
Daily Average of Phone Calls Received for DR		115

## Efficiency

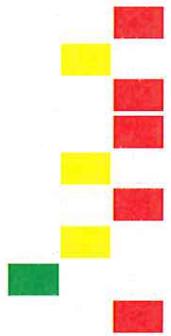
Revenue/Expense Ratio	12.96	10.91 %
Fixed Route Cost per Unlinked Passenger Trip	\$ 4.37	\$ 4.74
Demand Response Cost per Unlinked Passenger Trip	\$ 30.62	\$ 29.71
% of Preventative Maintenance Performed On-Time	100.00	100.00 %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 1.17	\$ 1.29
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.64	\$ 0.73



# December Fiscal Year 2017 Year-to-Date Report

## Ridership

	PRIOR YEAR	ACTUAL	GOAL	
Ridership Fixed Route	1,258,243	1,055,510	1,275,858	
Ridership Demand Response	36,011	39,848	36,731	
Total Ridership (year to date)	1,294,254	1,095,358	1,316,256	
Fixed Route Year-to-Date % Change Over Prior Year	-8.90	-16.10	1.40	%
Demand Response Year-to-Date % Change Over Prior Year	-5.00	10.70	2.00	%
Fixed Route Average Daily Boardings	8,633	7,030	8,754	
Demand Response Average Daily Boardings	260	284	265	
% On-Time Performance	82.60	90.80	85.00	%
Average Boardings per Hour of Service	21.92	16.04	22.29	
Sunday Fixed Route Ridership		41,204		
Sunday Demand Response Ridership		696		



## State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	1	0		
Demand Response National Transit Database Major Mechanical System Failures	0	0		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	103,930	122,971	25,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	33,939	34,260	24,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	18	26		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	1	1		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	5,773	4,554	3,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	33,939	17,130	3,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	29,076	63,763	20,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	33,939	17,130	30,000	
Average % of Buses with Defective Automated Voice Announcements		6.86	5.00	%



## Customer Service

Average Interior Cleanliness Inspection Score		86	80	
National Transit Database Safety-Related Incidents per 100,000 Miles	0.00	2.84		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00		
Number of Validated Complaints		55		
Number of Customer Compliments Received		3		
Daily Average of Phone Calls Received for FR		295	410	
Daily Average of Phone Calls Received for DR		110	395	



## Efficiency

Revenue/Expense Ratio	14.06	11.17	11.25	%
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.33	\$ 4.40	\$ 4.06	
Demand Response Cost per Unlinked Passenger Trip	\$ 28.79	\$ 28.58	\$ 36.52	
% of Preventative Maintenance Performed On-Time	100.00	100.00	100.00	%
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.90	\$ 1.16	\$ 1.14	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.66	\$ 0.72	\$ 0.82	



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



## MEMO

DATE: January 24, 2017  
TO: Connect Transit Board of Trustees  
FROM: Julie Beer, Executive Assistant  
Subject: Amendment to By-Laws

**RECOMMENDATION:** That the Amendment to By-Laws be approved.

**BACKGROUND:** Upon the advice of legal counsel, staff recommends that the Board make following changes to the By-Laws of Bloomington-Normal Public Transit System, (Connect Transit):

Section 5. – Striking the annual meeting of the Trustees to hold elections. This allows the Board to simply elect officers in March, or any other time during a regular Board meeting.

Updating the timing for distribution of agendas to coincide with the Open Meetings Act from 24 hours to 48 hours.

Section 7. – Adding additional language to address when the election of officers can take place and their term.

Section 13. – Adding additional language to address mid-term resignations or any other vacancy of an officer of the System.

January 24, 2017

# **BY-LAWS OF BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM**

## **OFFICES**

1. The office of the System shall be located at 351 Wylie Drive, Normal, Illinois. The System may also have other offices in the City of Bloomington or the Town of Normal in the State of Illinois, at such other places as the Trustees may from time to time designate.

## **SEAL**

2. The System shall have, and does adopt, a Seal, which, shall be affixed to official documents executed in the course of System business.

## **TRUSTEES**

3. The property and business of the System shall be managed and controlled by its Board of Trustees, seven (7) in numbers. The Trustees shall hold office "in accordance with the ordinances adopted by the two cities and until their successors are elected and qualified".

## **POWER OF TRUSTEES**

4. The Trustees shall have, in addition to such powers as are hereinafter expressly conferred upon them all such powers as may be exercised by the System subject to the provisions of the laws of the federal government and the State of Illinois, and the ordinances providing for the creation of the System.

The Trustees shall have the powers as prescribed in the ordinance, "Section Four, Board of Trustees", items "A through I" as attached.

## MEETINGS OF THE TRUSTEES

- ~~5. An annual meeting of the Trustees shall be held each year on the same date and at the same place as the regular monthly meeting of the Trustees in March, and it shall immediately precede the Trustees' meeting. Any business may be transacted at the annual meeting, but one purpose shall be the election of officers for the next ensuing year which will end on the last day of June. No prior notice of such meeting shall be required to be given to the Trustees.~~

Regular meetings of the Trustees shall be held monthly at the office of the System, with the hour and the day of the month to be fixed by Resolution/Vote of the Trustees.

If the date of the regular meeting comes on a legal holiday the Board of Trustees shall determine the meeting date.

Special meetings of the Trustees may be called by the Chairman on two days' notice, in writing, or verbally to all Trustees, and shall be called by the Chairman in like manner on the written request of two Trustees.

Regular meetings and Special meetings may be held at an alternative site other than the office of the System with sufficient advance notice as required by law.

For any meeting, attendance by four (4) or more of the Trustees holding office shall constitute a quorum, but a smaller number may adjourn from time to time without further notice until a quorum is secured.

Action may be taken by the Trustees only upon a vote of four (4) of the Trustees casting affirmative votes.

If a quorum of the members of the Board of Trustees is physically present as required by the State of Illinois Section 2.01 of 5 ILCS 120/Open Meetings Act, a majority of the Board of Trustees may allow by motion and vote, a Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of: (1) personal illness or disability; (2) employment purposes or the business of the public body; or (3) a family or other emergency. "Other means" is by video or audio conference.

If a Trustee wishes to attend a meeting by other means, the Trustee must notify the recording secretary or designee of the Board before the meeting unless advance notice is impractical.

A majority of the Board of Trustees may allow a member to attend a meeting by other means only in accordance with and to the extent allowed by rules adopted by the Board of Trustees.

An agenda shall be distributed to all Trustees for regular meetings at least ~~24 hours~~ 48 hours before the time of the meeting.

The agenda shall be prepared from the office of the General Manager and shall contain the language and background of each of the proposals to be discussed at the regular meeting.

## **ORDER OF BUSINESS**

6. At the regular meetings of the Trustees of the system, the following shall be the order of business:

- Call to Order
- Public Comment
- Consent Agenda (to include disbursements, financial and operational reports, approval of meeting minutes, and items considered to be routine in nature as appropriate and enacted by one motion. There will be no separate discussion of these items unless a Trustee or citizen so requests, in which event, the item will be removed from the Consent Agenda and considered in New Business.)
- Old Business
- New Business
- General Manager Report
- Trustee Comments/Announcements
- Executive Session – cite section
- Adjournment

The Trustees shall adopt, by resolution, rules of procedure for meetings of the Trustees and such rule of procedure shall be followed by the Trustees. In the absence of such resolution, Roberts Rules of Order shall prevail. Resolutions shall be voted on by voice vote unless any of the Trustees present at such meeting call for a roll call. Upon a Trustee calling for a roll call, the vote shall be taken and recorded by the Secretary by name with the Trustees voting in alphabetical order.

## **OFFICERS OF THE SYSTEM**

7. The Officers of the System shall be a Chairman, a Vice Chairman, a Secretary, and such other officers as may from time to time be chosen by the Trustees.

Officers of the System shall be elected at the regular monthly meeting of the Trustees in March, for the next ensuing year which will end on the last day of June.

No Trustee shall hold more than one office at any given time. The officers of the System shall hold office until their successors are chosen and qualified in their stead.

## **CHAIRMAN**

8. The Chairman shall be the principal officer of the Board of Trustees. It shall be his/her duty to preside at all meetings of the Trustees, to request that the General Manager execute all orders and resolutions of the Trustees, and to execute contracts, agreements, deeds, bonds, mortgages, and other obligations and instruments in the name of the System, as directed by the Board. The Chairman shall be a Citizen Trustee.

## **VICE-CHAIRMAN**

9. The Vice-Chairman shall be vested with all the powers and required to perform all the duties of the Chairman in his/her absence or disability and shall perform such other duties as may be prescribed by the Board of Trustees.

## **CHAIRMAN PRO-TEM**

10. In the absence of the Chairman and the Vice Chairman, the Trustees may appoint from their own number a Chairman ProTem.

## **SECRETARY**

11. The Secretary, or his/her designee, shall attend all meetings of the System. He shall record or cause to be recorded all of the proceedings of such meetings in a manner kept for that purpose. He shall perform such other duties as shall be assigned to him by the Chairman or the Board of Trustees. He shall also have or delegate custody of the official Seal.

The Secretary shall attest to the execution of all contracts, agreements, deeds, mortgages, or other obligations and instruments in the name of the System, and shall affix the seal thereto when authorized by the Trustees.

## **GENERAL MANAGER**

12. The General Manager shall be the Chief Executive of the System, in charge of day to day administrative operations, exercising the duties and powers assigned to him by the Trustees, in addition to each of the following:
  - a. to have general and active management of the business of the System.
  - b. to see that all orders and resolutions of the Trustees are carried into effect.
  - c. to hire agents, clerks, assistants, factors, employees, and to dismiss them at his discretion, to fix their duties and emoluments, and to change them from time to time and to require security as the General Manager may deem proper.
  - d. to exercise or to confer on any employee of the System, the power of selecting, discharging, or suspending employees of the System.
  - e. to negotiate or to confer on any employee or agent of the System, the power to negotiate collective bargaining agreements on behalf of the System provided, any such collective bargaining agreement shall be subject to final approval by the Trustees.
  - f. to invest or cause to be invested the funds of the System.
  - g. to keep or cause to be kept the accounts of receipts and disbursements of the System.

## **DUTIES OF OFFICERS MAY BE DELEGATED**

13. In the case of the absence or disability of any officer of the System, or for any other reason deemed sufficient by a majority of the Trustees, the Trustees may delegate his/her powers or duties to any other officer or to any Trustee for the time being.

In the event of a mid-term resignation or at any time that there is a vacancy of any officer of the System, the Trustees may delegate his/her powers or duties to any other officer or to any Trustee until their successors are chosen and qualified in their stead.

## **FISCAL YEAR**

14. The fiscal year of the System shall end on the last day of June in each year, or on such other date as may be fixed by Resolution of the Trustees.

## **CHECKS**

15. All checks, drafts or orders for the payment of money shall be signed by any two (2) authorized persons from a list of employees approved by the Trustees from time to time, with the latest Board approved list of employees to be effective and to replace any or all prior authorizations. No checks shall be signed in blank.

(#15 may be revised dependent upon recommendations from auditors and to reflect current protocols.)

## **NOTICES**

16. Notice required to be given under the provisions of these by-laws to any Trustee or officer shall be construed to mean personal notice, but may be given in writing by depositing the same in a post office or letter box in a postpaid, sealed wrapper, addressed to such Trustee or officer at such address as appears on the books of the System, and such notice shall be deemed to be given at the time when the same shall be thus mailed. Any Trustee or officer may waive, in writing, any notice required to be given under these by-laws, whether before or after the time stated therein.

## **BOND**

17. The General Manager shall determine which employees of the System shall be bonded in an amount to be determined by the General Manager for the faithful performance of their duties which involve the handling of monies belonging to the System. The cost of such bond shall be paid by the System.

## **AMENDMENTS OF BY-LAWS**

18. These by-laws may be amended, repealed, or added to at any regular meeting of the Trustees, or at any special meeting called for that purpose, by affirmative vote of four (4) of the Trustees, provided, however, that notices of the proposed changes in these by-laws shall be given the Trustees at least three days prior to the meeting at which they are to be considered.

The foregoing By-Laws were approved unanimously by the Trustees at a meeting held on the 24<sup>th</sup> Day of January, 2017 and are still in full force and effect.

DATED THIS 24<sup>th</sup> DAY OF January, 2017.

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Chairman

ATTEST:

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Secretary



## MEMO

DATE: January 24, 2017  
TO: Connect Transit Board of Trustees  
FROM: Andrew Johnson, General Manager  
Subject: Resolution Establishing Reimbursement for Travel Expenses

**RECOMMENDATION:** That the Resolution be adopted.

**BACKGROUND:** The Local Government Travel Expense Control Act (50 ILCS 150), effective January 1, 2017, requires the boards of local governments and special districts to adopt a Resolution to control travel expenses in compliance with the requirements of the Act. Within 60 days of the effective date of the Act, expenses must be reimbursed in accordance with the Resolution adopted by the Board.

This Resolution was drafted by and has been approved in final form by legal counsel.

**RESOLUTION No. 2017-1 OF  
BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM  
IN COMPLIANCE WITH PUBLIC ACT 099-0604,  
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

**WHEREAS**, on July 22, 2016, Illinois Governor signed into law Public Act 099-0604, the Local Government Travel Expense Control Act, which requires non-home rule units of local government to place certain regulations on the travel, meal, and lodging expenses of its officers, employees, and board members;

**WHEREAS**, pursuant to Ordinance No. 2012-12 / 5434, *An Ordinance Amending the Operating Structure of Bloomington Normal Public Transit System*, the Town of Normal and City of Bloomington, by intergovernmental agreement, continue to operate an intergovernmental agency known as the Bloomington-Normal Public Transit System (hereafter "BNPTS");

**WHEREAS**, pursuant to Ordinance No. 2012-12 / 5434, *An Ordinance Amending the Operating Structure of Bloomington Normal Public Transit System*, BNPTS is considered to be a unit of local government; and

**WHEREAS**, BNPTS desires to comply with Public Act 099-0604, the Local Government Travel Expense Control Act and adopt a resolution regulating the travel, meal, and lodging expenses of its officers, employees, and members of the Board or the Corporate Authorities.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE BLOOMINGTON NORMAL PUBLIC TRANSIT SYSTEM, AS FOLLOWS:**

**SECTION ONE: DEFINITIONS.** As used herein the following terms shall have the following meaning:

- A. "Board" means the Board of Trustees of the Bloomington Normal Public Transit System.
- B. "Corporate Authorities" means (1) the Board of Trustees of the Town of Normal, and (2) the City Council of the City of Bloomington.
- C. "Entertainment expense" includes, but is not limited to, the following: shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.
- D. "Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**SECTION TWO:** Effective on the effective date of Public Act 099-0604 or January 1, 2017, whichever date is sooner, BNPTS will not reimburse any member of the Board or Corporate

Authorities, employee, or officer for any entertainment expense, unless such entertainment expense is ancillary to the purpose of the program or event.

**SECTION THREE:** Effective 60 days after the effective date of Public Act 099-0604 or March 2, 2017, whichever date is sooner, the following expenses for travel, meals, and lodging may only be approved by roll call vote at an open meeting of the Board:

- A. Expenses incurred by any officer or employee that exceed the maximum allowed under Section 5 of this Resolution because of emergency or other extraordinary circumstances; and
- B. Any expenses incurred by any member of the Board or Corporate Authorities.

**SECTION FOUR:** Effective 60 days after the effective date of Public Act 099-0604 or March 2, 2017, whichever date is sooner, prior to the payment of travel, meal and lodging expenses the following minimum documentation must be submitted to BNPTS by the officer, employee, or member of the Board or Corporate Authorities:

- A. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- B. The name of the individual who is requesting or received the travel, meal, or lodging expense;
- C. The job title or office of the individual who is requesting or received the travel, meal, or lodging expense; and
- D. The date or dates and nature of the official business in which the travel, meal, or lodging expense will be or was expended.

The information listed above must be submitted by the officer, employee, or member of the Board or Corporate Authorities to the Board on BNPTS' Submission Form for Travel, Meal, and Lodging Expenses, attached hereto as "Exhibit A."

Pursuant to Section 3 above, if the expenses for travel, meals, and lodging (1) are incurred by any officer or employee and exceed the maximum allowed under Section 5 of this Resolution because of emergency or other extraordinary circumstances; or (2) are incurred by any member of the Board or Corporate Authorities, prior to any payment being issued, such expenses must also be approved by the Board at the next open meeting of the Board.

All documentation submitted under this Section are public records subject to disclosure within the meaning of the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.*

**SECTION FIVE:** Effective 180 days after the effective date of Public Act 099-0604 or June 30, 2017, whichever date is sooner, the following regulations apply to the reimbursement of all travel, meal, and lodging expenses of officers and employees:

- A. The following constitute "official business" for which travel, meal, and lodging expenses are allowed:
  - a. attendance at approved educational seminars, classes, or conferences which are related to the operations of BNPTS;
  - b. attendance at meetings, hearings, trials, depositions, and the like related to a lawsuit, administrative agency charge, grievance, or other legal proceedings for which the individual is attending on behalf of BNPTS;
  - c. activities related to the operations of BNPTS which are required to maintain licenses, certificates, and similar credentials;
  - d. expenses related to the acquisition or sale of equipment, supplies, and services on behalf of BNPTS;
  - e. expenses related to the negotiation and execution of contracts, including collective bargaining agreements and intergovernmental agreements;
  - f. expenses related to recruitment of candidates for employment;
  - g. expenses related to industry association committees and leadership; and
  - h. any other activities carried out pursuant to official job duties with the approval of the Board.
- B. Transportation expenses per day shall be reimbursed at the actual cost of the train, bus, taxi, or economy air fare. The maximum allowable reimbursement for use of a personal automobile shall be the then current rate per mile allowed by the Internal Revenue Service.
- C. Lodging expenses shall be reimbursed at the single occupancy rate of the conference hotel or comparable hotel.
- D. Meals and other travel related expenses will be reimbursed for actual costs. Meals will be reimbursed up to a maximum of \$20.00 per person per meal for breakfast or lunch, and \$35.00 per person per meal for dinner. Records for such costs must be maintained.

**SECTION SIX:** Any statutory reference contained herein shall include any and all amendments thereto and replacements thereof.

**SECTION SEVEN:** This Resolution shall be in full force and effect upon its passage.

**PASSED BY THE BOARD OF TRUSTEES OF THE BLOOMINGTON NORMAL PUBLIC TRANSIT SYSTEM, ILLINOIS, THIS 24<sup>TH</sup> DAY OF JANUARY, 2017.**

\_\_\_\_\_  
VICE CHAIRMAN

ATTEST:

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**EXPENSES APPROVED BY BOARD:**  Yes  No, Date: \_\_\_\_\_