

AGENDA

Meeting of the Connect Transit Board of Trustees

May 24, 2016

4:30 P.M.

Uptown Station, 4th Floor, Multipurpose Room Normal, IL 61761

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
 - 1. Approval of Minutes of Previous Meeting of May 3, 2016
 - 2. Disbursements for Month of April, 2016
 - 3. Financial Report for Month of April, 2016
 - 4. Capital and Self Insurance Reserve Fund Balances for month of April, 2016
 - 5. Monthly Statistical Report for month of April, 2016
- E. Old Business
 - 1. Approval of the Transit Route and Frequency Recommendations of the Comprehensive Operational Analysis
- F. New Business
 - 1. Employee Health Insurance Renewal
 - 2. Property & Casualty Insurance Renewal
 - 3. Heartland College Universal Access Agreement
 - 4. Recommendation for Automatic Vehicle Location (AVL) Services RFP 16-06
 - 5. Fare media/structure Recommendation
 - 6. Transportation Improvement Plan Recommendation
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session 5 ILCS 120/(c)(21) Review of Closed Session Minutes
- J. Adjournment



April 2016

Financial and Statistical Reports



AT.U. C.O.P.E. 00033981 15-Apr-16 \$149.16 Payroll Deduction Advance Auto Parts 00039822 15-Apr-16 \$41.3 Maintenance Supplies Advance Auto Parts 00036422 29-Apr-16 \$115.88 Maintenance Supplies Advance Auto Parts 00036394 22-Apr-16 \$80.00 Drug Testing Afgras USA, LLC 00036395 22-Apr-16 \$123.83 Welding Supplies Afplacard 00036822 29-Apr-16 \$55.90 Payroll Deduction Amalgamated Transit Union Local 752 0003633 15-Apr-16 \$50.00 Payroll Deduction Amalgamated Transit Union Local 752 00036424 29-Apr-16 \$30.00 Payroll Deduction Amalgamated Transit Union Local 752 00036428 29-Apr-16 \$30.00 Payroll Deduction Amalgamated Transit Union Local 752 00036428 29-Apr-16 \$30.00 Payroll Deduction Andrew Johnson 00036364 15-Apr-16 \$30.00 Payroll Deduction Andrew Johnson 00036367 15-Apr-16 \$30.00 Payroll Deduction <	Name	Check Number	Date	Amount	Description
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Fleet-Net Corporation 00036435 29-Apr-16 \$1,405.00 Software & Tech Support	State UW				ATIC M. IN
Frontier 00036373 15-Apr-16 \$1,023.48 Telephone				\$22000 VP 85	
Frontier 00036405 22-Apr-16 \$38.84 Telephone	Frontier	00036405	22-Apr-16	\$38.84	Telephone



Name	Check Number	Date	Amount	Description
G&K Services	00036339	08-Apr-16	\$271.62	Cleaning Uniforms & Rugs
G&K Services	00036374	15-Apr-16	\$533.87	Cleaning Uniforms & Rugs
G&K Services	00036406	22-Apr-16	\$271.62	Cleaning Uniforms & Rugs
G&K Services	00036436	29-Apr-16	\$271.62	Cleaning Uniforms & Rugs
Gabe Goldsmith	00036340	08-Apr-16	\$40.20	Travel Reimbursement
Genfare	00036437	29-Apr-16	\$612,418.00	Farebox Software and Hardware
Gillig LLC	00036341	08-Apr-16	\$433.44	Bus Parts
Gillig LLC	00036375	15-Apr-16	\$1,064.98	Bus Parts
Gillig LLC	00036407	22-Apr-16	\$1,803.33	Bus Parts
Gillig LLC	00036438	29-Apr-16	\$8,831.77	Bus Parts
Global Equipment Company	00036342	08-Apr-16	\$39.18	Garage Supplies
So Green Commercial Cleaning	00036343	08-Apr-16	\$100.00	Cleaning
Great Plains Media	00036408	22-Apr-16	\$1,300.00	Radio Advertising
Health Alliance Medical Plans	00036409	22-Apr-16	\$88,295.00	Insurance
Heartland Community College	00036410	22-Apr-16	\$6,482.45	Fares Reimbursement
leartland Community College	00036439	29-Apr-16	\$150.00	Travel & Meetings
eartiand Community College	00036440	29-Apr-16 29-Apr-16	\$1,189.45	Bus Parts
lenson Disposal	00036344	08-Apr-16	\$202.50	Garage Overhead
lenson Disposal	00036344	29-Apr-16	\$202.50	Garage Overhead
E	00036376	15-Apr-16	\$29.44	Bus Parts
leritage Machine & Welding, Inc. lupp Toyota	00036376	29-Apr-16	\$111.19	Garage Maintenance Equipment
CMA- Retirement Trust 457	ACH	14-Apr-16	\$23,411.14	Payroll Deduction
CMA- Retirement Trust 457	ACH	28-Apr-16	\$24,010.17	Payroll Deduction
laho Child Support Receipting	00036377	15-Apr-16	\$95.00	Payroll Deduction
		COOR AT SEC		785 RESTANCE BY 5751
laho Child Support Receipting	00036443	29-Apr-16	\$95.00	Payroll Deduction
linois Department of Revenue	00036378	15-Apr-16	\$7,539.85	Payroll Deduction
linois Department of Revenue	00036444	29-Apr-16	\$7,666.65	Payroll Deduction
linois Department of Revenue	00036465	29-Apr-16	\$60.03	Payroll Deduction
linois Department of Revenue	ACH	29-Apr-16	\$13,346.35	Unemployment Tax Payment
linois Oil Marketing Equipment, Inc.	00036345	08-Apr-16	\$844.17	Oil
linois State Athletics	00036379	15-Apr-16	\$100.00	Advertising- Promotions
linois State Disbursement Unit	00036380	15-Apr-16	\$1,481.29	Payroll Deduction
linois State Disbursement Unit	00036445	29-Apr-16	\$1,304.20	Payroll Deduction
WIN	00036381	15-Apr-16	\$80.00	Employee Physicals
WIN	00036411	22-Apr-16	\$40.00	Employee Physicals
NIN	00036446	29-Apr-16	\$254.00	Employee Physicals
erry King	00036382	15-Apr-16	\$558.86	Travel Reimbursement
onathon Spratt	00036447	29-Apr-16	\$316.86	Uniforms
oupperi Design	00036383	15-Apr-16	\$140.00	Decals
eeAnn Biddle	00036412	22-Apr-16	\$238.25	Dues & Subscriptions
AcLean County Chamber of Commerce	00036346	08-Apr-16	\$925.00	Travel & Meetings
AcLean County Chamber of Commerce	00036448	29-Apr-16	\$60.00	Travel & Meetings
IcLean County Regional Planning Commiss	00036413	22-Apr-16	\$75.00	Consulting
1H Equipment Co.	00036414	22-Apr-16	\$280.63	Bus Parts
Michelin North America, Inc	00036449	29-Apr-16	\$8,620.80	Tires
Midwest Transit Equipment, Inc.	00036384	15-Apr-16	\$598.50	Bus Parts
filler Janitor Supply	00036385	15-Apr-16	\$103.40	Maintenance Supplies
racer can see eas that of	00036365	22-Apr-16	\$37.00	Maintenance Supplies Maintenance Supplies
filler Janitor Supply	00030413	22-Api-10	φο, τοφ	mantenance ouppies
Minerva Promotions	00036450	29-Apr-16	\$2,307.00	Uniforms



Name	Check Number	Date	Amount	Description
Napa Auto Parts	00036416	22-Apr-16	\$403.46	Bus Parts
Napa Auto Parts	00036451	29-Apr-16	\$13.68	Bus Parts
Nelson Nygaard	00036387	15-Apr-16	\$6,311.66	Consulting
Neuhoff Media	00036347	08-Apr-16	\$2,550.00	Advertising- Promotions
New Flyer Industries Canada UIC	00036452	29-Apr-16	\$11,187.06	Bus Parts
Nicor Gas	00036453	29-Apr-16	\$1,576.91	Utilites
Oberlander Alarm Systems, Inc.	00036454	29-Apr-16	\$197.00	Security Alarm Service Fee
Oklahoma Centralized Support Registry	00036388	15-Apr-16	\$236.92	Payroll Deduction
Oklahoma Centralized Support Registry	00036455	29-Арг-16	\$236.92	Payroll Deduction
Pantagraph	00036348	08-Apr-16	\$307.00	Advertising- Employment
Pantagraph	00036389	15-Apr-16	\$263.00	Advertising- Promotions
Pat Boylan	00036417	22-Apr-16	\$30.45	Uniform Reimbursement
Payroll	ACH	14-Apr-16	\$149,489.68	Payroll
Payroll	ACH	28-Apr-16	\$156,279.56	Payroll
Petty Cash	00036349	08-Apr-16	\$4.00	Reimbursement
Pinnacle Door	00036390	15-Apr-16	\$226.10	Door Repair
Pinnacle Door	00036350	29-Apr-16	\$2,185.00	Door Repair
		1769 H. W. 1764	194790104 40000	Maria di Caranta di Ca
Ricoh	00036391	15-Apr-16	\$139.32	Copier
Ricoh	00036458	29-Apr-16	\$757.02	Copier
Ricoh USA, INC	00036350	08-Apr-16	\$202.21	Copier
Rilco, Inc.	00036351	08-Apr-16	\$1,976.00	Oil, Anitfreeze
RK PR Solutions	00036352	08-Apr-16	\$4,500.00	Consulting
Southtown Wrecker Service, Inc.,	00036418	22-Apr-16	\$490.00	Towing
Staples	00036353	08-Apr-16	\$4,102.96	Office Supplies and Equipment
Steve Morell	00036354	08-Apr-16	\$81.56	Uniform Reimbursement
Tameka Smith	00036355	08-Apr-16	\$103.31	Uniform Reimbursement
Terminal Supply Company	00036356	08-Apr-16	\$347.87	Bus Parts
Thalia Klunick	00036392	15-Apr-16	\$69.58	Uniform Reimbursement
The Copy Shop	00036419	22-Apr-16	\$662.55	Printing
The Normalite	00036459	29-Apr-16	\$120.00	Public Notices
Thermo King Quad Cities, Inc.	00036357	08-Apr-16	\$48.83	Bus Parts
Town of Normal	00036358	08-Apr-16	\$763.60	Water
TransitTalent.com	00036359	08-Apr-16	\$190.00	Public Notices
Truck Centers, Inc.	00036460	29-Apr-16	\$2,962.61	Bus Parts
United Parcel Service	00036393	15-Apr-16	\$24.08	Shipping
United States Treasury	ACH	06-Apr-16	\$58,040.39	Federal Tax Payment
United States Treasury	ACH	20-Apr-16	\$58,557.30	Federal Tax Payment
Visa - Commerce Bank	00036329	01-Apr-16	29.90	Legal
Visa - Commerce Bank	00036329	01-Apr-16	65.24	Garage Maintenance Equipment
Visa - Commerce Bank	00036329	01-Apr-16	48.37	Building Maintenance
Visa - Commerce Bank	00036329	01-Apr-16	821.18	Advertising- Employment
Visa - Commerce Bank	00036329	01-Apr-16	0.00	Bus Parts
Visa - Commerce Bank	00036329	01-Apr-16	128.27	General Building Supplies
Visa - Commerce Bank	00036329	01-Apr-16	40.17	Office Supplies
Visa - Commerce Bank	00036329	01-Apr-16	197.00	Computer Software
Visa - Commerce Bank	00036329	01-Apr-16	0.12	Shipping/Handling
Visa - Commerce Bank	00036329	01-Apr-16	100.00	Dues & Subscriptions
Visa - Commerce Bank	00036329	01-Apr-16	9,808.98	Travel & Meetings
Visa - Commerce Bank	00036329	01-Apr-16	387.80	Employee Regognition
Visa - Commerce Bank	00036329	01-Apr-16	230.81	Advertising- Promotions
Visa - Commerce Bank	00036329	01-Apr-16	92.99	Safety/Training



Name	Check Number	Date	Amount	Description
Visa - Commerce Bank	00036329	01-Apr-16	44.94	Misc- Expense
Visa - Commerce Bank	00036461	29-Apr-16	209.30	Legal
Jisa - Commerce Bank	00036461	29-Apr-16	303.20	Building Maintenance
/isa - Commerce Bank	00036461	29-Арг-16	289.03	Advertising- Employment
/isa - Commerce Bank	00036461	29-Apr-16	43.43	Bus Parts
/isa - Commerce Bank	00036461	29-Apr-16	124.44	Welding Supplies
/isa - Commerce Bank	00036461	29-Арг-16	620.08	Computer Hardware
/isa - Commerce Bank	00036461	29-Apr-16	388.63	Computer Software
/isa - Commerce Bank	00036461	29-Apr-16	533.82	Shipping/Handling
/isa - Commerce Bank	00036461	29-Apr-16	529.00	Dues & Subscriptions
/isa - Commerce Bank	00036461	29-Apr-16	5,212.06	Travel & Meetings
/isa - Commerce Bank	00036461	29-Apr-16	28.15	Employee Regognition
/isa - Commerce Bank	00036461	29-Apr-16	84.64	Safety/Training
/isa - Commerce Bank	00036461	29-Apr-16	191.38	Misc- Expense
/SP Of Illinois	00036462	29-Apr-16	\$612.48	Vision Insurance
Veaver's Rent-All Inc.	00036360	08-Apr-16	\$110.00	Lease & Rental
VGLT	00036420	22-Apr-16	\$500.00	Radio Advertising
Vilcox Electric & Service, Inc	00036421	22-Apr-16	\$4,235.60	Building Maintenance
William Masters, Inc	00036463	29-Apr-16	\$2,416.50	HVAC
Vinkle Environmental Service	00036464	29-Apr-16	\$266.25	Garage Maintenance Equipment
		Total	\$1,594,590,30	

Bloomington Normal Public Transit Balance Sheet

Fiscal Year: 2016 Period 10 April - 2016	Division: 99 Board Reports	As of: 04/30/2016
Assets		
Current Assets		
Checking and Savings	\$6,433,209.67	
Accounts Receivable	\$2,330,677.38	
Inventory Asset - Fuel	\$77,164.30	
Inventory Asset - Parts	\$334,698.48	
Inventory Asset - Tires	\$0.00	
Other Current Assets	\$197,055.32	
Total Current Assets	\$9,372,805.15	
Fixed Assets	\$15,537,931.46	
Total Assets	\$24,910,736.61	
Liabilites & Equity		
Liabilities		
Accounts Payable	\$100,526.44	
Payroll Liabilities	\$734,330.93	
Contracts	\$2,666.70	
Due to Illinois Funds Account	\$2,980,249.22	
Deferred Revenue	\$101,480.96	
Deficit Funding Advance	\$0.00	
Total Liabilities	\$3,919,254.25	
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	\$1,737,536.97	
Total Liabilities 9 Equity	\$24.040.726.64	
Total Liabilities & Equity	\$24,910,736.61	

Bloomington Normal Public Transit Income Statement With Approved Budget

Jul-2015 Thru Apr-2015 Thru Apr-2015 Year To Date Year To Date Year To Date \$4.45 \$6.41,069.60 \$4.33,125.00 \$4.45.48.4 \$5.476.300 \$4.317,886.59 \$5.476.845.06 \$7.317,886.59 \$5.409.055.73 \$5.409.055.73 \$5.609.85.71,222.37 \$5.609.85.71,222.37 \$5.609.85.71,222.37 \$5.609.85.71,222.37 \$5.609.85.71,222.37 \$5.609.85.71,222.37 \$5.609.85.71,222.37 \$5.609.85.71,222.37 \$5.609.85.71,47 \$5.609.85.71,47 \$5.609.85.71,47 \$5.609.85.71,47 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38 \$5.600.85,144.38	Fiscal Year: 2016	Period 10	Division: 98 Operating Profit/Loss	rofit/Loss	Ä	As of: 04/30/2016	116
## April - 2016 Year To Date April - 2016 Year To Date April - 2016 S55.514.16 6.55% \$541.06.00 75.65% \$541.06.00 75.65% \$541.06.00 75.65% \$541.06.00 75.65% \$55.25%					Jul-2015 Thru Apr-201	9	
\$56,514.16 6,55% \$641,069.60 75,66% \$641,069.60 75,66% \$643,125.00 \$6,33% \$643,125.00 83.33% \$643,126.00 83.33% \$6,37% \$6,37% \$6,37% \$6,37% \$6,37% \$6,37% \$6,37% \$6,30% \$7,37% \$6,30% \$7,37% \$6,30% \$7,37% \$6,30% \$7,37% \$6,30% \$7,37% \$6,30% \$7,37% \$6,30% \$7,37% \$6,30% \$7,37% \$6,30% \$7,37% \$1,40% \$8,30% \$7,40% \$1,	×		April - 2016		Year To Date	ŭ.	Approved Budget
\$55.514.16	Operating Revenue						
\$4,3,312.50 \$6,684.71 \$11,683.41 \$11,683.41 \$11,683.41 \$11,683.41 \$11,683.41 \$1,582.86 \$1,317.86.59 \$1,318.69 \$1,318.6	Passenger Fares		\$55,514.16	6.55%	\$641,069.60	75.66%	\$847,250.20
\$5664.21 4.21% \$111,194.16 66.32% \$1,20.2% \$1,0.0.0% \$1,	ISU Contract Fare		\$43,312.50	8.33%	\$433,125.00	83.33%	\$519,750.00
\$388.854.60 15.14% \$6.774.84 98.50% 143.92% \$111,089.3.41 6.93% \$1,317,886.59 81.77% \$1.1 69.3.41 6.93% \$1,317,886.59 81.77% \$1.1 6.93% \$1,317,886.59 81.77% \$1.1 6.93% \$1,317,886.59 81.77% \$1.1 6.93% \$1,317,886.59 81.77% \$1.1 6.93% \$1,317,886.59 81.77% \$1.1 6.93% \$1.2 6.93% \$1.1 6.93%	Other Contract Fares		\$5,684.21	4.21%	\$115,184.15	85.32%	\$135,000.00
S187.54 0.57% \$657,44.84 98.60% \$1,317,886.59 \$11,72% \$1,917	Advertising Revenue		\$6,815.00	15.14%	\$64,763.00	143.92%	\$45,000.00
\$111,693,41 6.93% \$1,317,886,59 81,77% \$4, \$1, \$1, \$1, \$1, \$1, \$1, \$1, \$1, \$1, \$1	Miscellaneous Reven	ıne	\$367.54	0.57%	\$63,744.84	88.50%	\$64,718.50
\$358.854.60 7.56% \$3.674.508.98 77.42% \$4.94 576.89 8 77.42% \$4.95 576.95 56.50 9 77.21% \$4.95 576.95 56.50 9 77.21% \$4.95 576.95 56.50 9 77.21% \$4.95 576.95 56.50 9 77.21% \$4.95 576.95 56.50 9 77.21% \$4.95 576.95 56.50 9 77.21% \$4.95 576.95 56.50 9 77.21% \$4.95 576.95 57.21% \$7.10 56.95 9 77.21% \$7.10	Total Operating Reven	ne	\$111,693.41	6.93%	\$1,317,886.59	81.77%	\$1,611,718.70
\$558 864 60 7 56% \$3 674 508.98 77.42% \$4,54,508.98 \$676 0.97 \$81% \$74 508.98 77.42% \$4,54,508.98 \$676 0.97 \$81% \$74 50.26.56 72.14% \$7,121%	Operating Expenses						
Pense \$67,610.97 6.81% \$716,845.06 72.16% \$ 5 Pense \$386,776.38 8.42% \$776,285.65 77.21% \$1,00 \$1,10 \$1,10 \$1,10 \$1,00 \$1,	Operators Wages		\$358,854.60	7.56%	\$3,674,508.98	77.42%	\$4,746,000.00
pennse \$98,776.39 \$42% \$795,286.66 77.21% \$1,00 \$39,675.29 72.1% \$409,065.73 74.37% \$1,00 \$82,742.00 6.50% \$171,122.37 76.06% \$1,00 \$83,087.37 11.36% \$18,656.19 67.35% \$1,00 \$1,1654.32 9.20% \$151,793.69 \$1,00 \$1,1654.32 9.20% \$151,793.69 \$1,00 \$1,1654.32 9.20% \$151,793.69 \$1,00 \$1,1654.36 10.36% \$1,10,30 \$1,20% \$1,10,80 \$1,165.30 \$1,10,30 \$1,10,30 \$1,10,80 \$1,10 \$1,10 \$1,165.30 \$1,10,30 \$1,10,30 \$1,10	Maintenance Wages		\$67,610.97	6.81%	\$716,845.06	72.16%	\$993,350.00
pense \$39,675.29 7.21% \$409,056.73 74.37% \$ 8,909,056.73 74.37% \$ 8,909,056.73 74.37% \$ 8,909,056.73 74.37% \$ 8,909,056.73 74.37% \$ 8,909,056.73 74.37% \$ 8,19% \$ 871,109.59 \$ 871,059.59 \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.59 \$ 119,85% \$ 871,059.69 \$ 119,85%<	Administration Wage	S	\$86,776.38	8.42%	\$795,285.65	77.21%	\$1,030,000.00
SEZ_742_00 6.50% \$178,111.09 \$0.89% \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Employer Payroll Tax	< Expense	\$39,675.29	7.21%	\$409,055.73	74.37%	\$550,000.00
\$33,087.37 \$33,087.37 \$1,954.32 \$1,956.32 \$1,1056.32 \$1	Retirement Plan		\$22,742.00	8.50%	\$178,111.09	%68.09	\$350,000.00
\$3,147.77 11.36% \$16,656.19 67.35% \$5,147.77 \$11,654.32 \$9.20% \$15,1783.59 \$10,885% \$5 \$11,783.59 \$10,885% \$5 \$10,885% \$5 \$10,885% \$5	Group Insurance		\$83,087.37	8.19%	\$771,222.37	76.06%	\$1,014,000.00
\$11,654.32 \$10,00 \$11,739.59 \$1856 \$8 services \$6,271.81 \$7.74% \$151,739.59 \$10,85% \$151,739.59 \$1386 \$151,739.59 \$10,85% \$151,739.59 \$10,85%	Uniform Expense		\$3,147.77	11.36%	\$18,656.19	67.35%	\$27,700.00
S6,271.81 5,74% \$80,114.41 73.36% \$ 5 services \$1,544.36 10.36% \$10,2409.03 94.27% \$ 5 sting/Temp Help \$2,258.18 9.41% \$18,964.3 79.15% \$1,77 sting/Temp Help \$2,258.18 9.41% \$18,964.3 79.15% \$1,78 \$1,815.81 \$2,34% \$512,627.31 47.87% \$1,78 \$1,815.82 \$4.43% \$52,126.81 \$1,666% </td <td>Professional Services</td> <td>60</td> <td>\$11,654.32</td> <td>9.20%</td> <td>\$151,793.59</td> <td>119.85%</td> <td>\$126,650.00</td>	Professional Services	60	\$11,654.32	9.20%	\$151,793.59	119.85%	\$126,650.00
stryinges \$14,544.36 \$10.36% \$132,409.03 94.27% \$ stroinges string/Temp Help \$22288.18 9.41% \$18,906.43 79.15% \$1,60% string/Temp Help \$37,648.68 2.94% \$5612,627.31 47.87% \$1,70% string/Temp Help \$37,074.38 \$11.00% \$104,163.65 \$11.00% \$104,163.65 \$11.00% \$104,174.74 \$104,00%<	Outside Repair-Labor	_	\$6,271.81	5.74%	\$80,114.41	73.36%	\$109,200.00
sting/Temp Help \$975.46 8.30% \$9,645.36 82.09% sting/Temp Help \$2,228.18 9.41% \$18,966.43 79.15% \$1.65% <td>Contract Maintenance</td> <td>e Services</td> <td>\$14,544.36</td> <td>10.36%</td> <td>\$132,409.03</td> <td>94.27%</td> <td>\$140,450.00</td>	Contract Maintenance	e Services	\$14,544.36	10.36%	\$132,409.03	94.27%	\$140,450.00
sting/Temp Help \$2,258.18 9.41% \$18,996.43 79,15% \$1,896.43 79,15% \$1,815.99 \$1,815.99 \$1,815.99 \$1,815.99 \$1,815.99 \$1,815.99 \$1,815.99 \$1,815.99 \$1,815.99 \$1,815.90 \$1,810.90 \$1,810.90 \$	Custodial Services		\$975.46	8.30%	\$9,645.36	82.09%	\$11,750.00
\$37,648.68 2.94% \$612,627.31 47.87% \$1,815.59 4.43% \$32,248.81 78.75% \$1,815.59 4.43% \$32,248.81 78.75% \$1,815.59 8.620.80 9.80% \$78,777.47 89.45% \$1,815.59 8.620.80 9.80% \$78,777.47 89.45% \$1,815.59 8.620.80 \$180,74163.65 116.65% \$180,74163.65 116.65% \$1,823.22 0.40% \$29,085.21 49.30% \$1,800.80 \$1,800.80 \$1,800.80 \$1,800.80 \$1,800.80 \$1,800.80 \$1,800.70% \$1,800.70% \$1,800.80 \$1,800.80 \$1,800.70% \$1,800.	Employee Recruiting,	/Testing/Temp Help	\$2,258.18	9.41%	\$18,996.43	79.15%	\$24,000.00
\$1,815.59 \$1,815.59 \$4.43% \$522,248.81 \$8,620.80 \$8,620.80 \$8,620.80 \$8,620.80 \$8,620.80 \$8,620.80 \$8,620.80 \$144,163.65 \$146,62.65 \$144,163.65 \$1,816.59% \$1,816.59% \$1,816.50% \$1,816.50% \$1,916.50%	Fuel		\$37,648.68	2.94%	\$612,627.31	47.87%	\$1,279,800.00
\$8,620.80 \$180,80% \$78,717.47 \$9.45% \$14,321.46 \$8.60% \$194,163.65 \$116.65% \$18,321.46 \$8.60% \$194,163.65 \$116.65% \$180.00 \$18	Lubricants		\$1,815.59	4.43%	\$32,248.81	78.75%	\$40,950.00
\$14,321.46 8.60% \$194,163.65 116.65% \$ \$233.22 0.40% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 73.95% \$ \$0.00 0.00% \$5.916.66 70.07% \$ \$0.00 0.00% \$5.00 0.00% \$ \$0.00 0.00% \$5.00 0.00% \$ \$0.00 0.00% \$5.00 0.00% \$ \$0.00 0.00% \$5.00 0.00% \$ \$0.00 0.00 0.00% \$ \$0.00 0.00 0.00 0.00 0.00 0.00% \$ \$0.00 0.00 0.00 0.00 0.00 0.00 0.00% \$ \$0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	Tires		\$8,620.80	8.80%	\$78,717.47	89.45%	\$88,000.00
\$23.22 0.40% \$29,085.21 49.30% spiles \$6,450.47 5.61% \$128,814.44 112.01% \$14,702.29 5.68% \$180,743.38 69.79% \$14,702.29 5.68% \$180,743.38 69.79% \$14,702.29 5.68% \$180,743.38 69.79% \$14,702.29 5.68% \$180,743.38 69.79% \$14,702.29 5.68% \$180,743.38 69.79% \$14,702.29 5.68% \$180,743.38 69.79% \$14,702.29 5.68% \$180,743.38 69.79% \$14,702.29 5.68% \$14,817.17 7.05% \$1,693,257.79 72.82% \$14,707% \$1,693,655.00 69.66% \$1,407% \$1,693,565.00 69.66% \$1,407% \$1,693,565.00 7.05% \$1,693,565.00 7.05% \$1,693,565.00 7.05% \$1,693,565.00 7.05% \$1,003,894.00 7.05% \$1,003,505.00 7.05	Bus Repair Parts		\$14,321.46	8.60%	\$194,163.65	116.65%	\$166,450.00
\$6,450.47 5.61% \$128,614.44 112.01% \$18,516.66 73.95% \$191ies \$10,400 0.00% \$5,915.66 73.95% \$10,400 0.00% \$1	Other Materials & Su	pplies	\$233.22		\$29,085.21	49.30%	\$59,000.00
\$6,450.47 5.61% \$128,814.44 112.01% \$ \$10,808.81 8.51% \$88,982.83 70.07% \$ \$14,702.29 5.68% \$180,743.38 69.79% \$ \$413.25 1.10% \$20,651.64 54.78% \$ \$22,204.09 8.99% \$227,550.09 92.13% \$ \$11,00% \$320,651.64 54.78% \$ \$413.25 1.10% \$227,550.09 92.13% \$ \$413.25 1.10% \$227,550.09 92.13% \$ \$413.25 1.10% \$227,550.09 92.13% \$ \$414,702.29 5.68% \$199% \$227,550.09 92.13% \$ \$413.25 1.10% \$227,550.09 92.13% \$ \$414,702.29 5.68% \$227,550.09 92.13% \$ \$414,702.29 5.68% \$1,007% \$1,007% \$227,550.09 92.13% \$ \$414,702.29 5.68% \$227,550.09 92.13% \$ \$414,702.29 5.68% \$227,550.09 92.13% \$ \$414,702.29 5.68% \$21,007% \$21,003,550.00 92.66% \$21,007% \$ \$414,702.29 5.69% \$21,007% \$21,003,507% \$21,007	Shelters/Signs/Shop	Tools	\$0.00		\$5,915.66	73.95%	\$8,000.00
\$10,808.81 8.51% \$88,982.83 70.07% \$ \$14,702.29 5.68% \$180,743.38 69.79% \$ \$413.25 1.10% \$20,651.64 54.78% \$ \$413.25 1.10% \$227,550.09 92.13% \$ \$8.99% \$227,550.09 92.13% \$ \$11,05% \$8,556,144.38 74.07% \$11,000,000 \$10,000 \$	Computer and Office	Supplies	\$6,450.47	5.61%	\$128,814.44	112.01%	\$115,000.00
\$14,702.29 5.68% \$180,743.38 69.79% \$ \$413.25 1.10% \$20,651.64 54.78% \$ \$422,204.09 8.99% \$227,550.09 92.13% \$ \$814,817.17 7.05% \$8,556,144.38 74.07% \$11,00%	Utilities		\$10,808.81	8.51%	\$88,982.83	70.07%	\$127,000.00
\$413.25	Corporate Insurance		\$14,702.29	2.68%	\$180,743.38	%62.69	\$259,000.00
ng \$22,204.09 8.99% \$227,550.09 92.13% \$ \$814,817.17 7.05% \$8,556,144.38 74.07% \$11,05% \$11,05% \$11,05% \$11,05% \$11,05% \$11,05% \$11,05% \$10,	Dues/Subscriptions/F	ees	\$413.25	1.10%	\$20,651.64	54.78%	\$37,700.00
\$14,817.17 7.05% \$8,556,144.38 74.07% \$11,05%	Printing/Marketing/Tr.	aining	\$22,204.09	8.99%	\$227,550.09	92.13%	\$247,000.00
(\$703,123.76) 7.07% (\$7,238,257.79) 72.82% (\$9,581,964.00) 74.35% \$7,35% \$7,35% \$2,581,964.00 74.35% \$7,25% \$2,581,964.00 74.35% \$7,25% \$2,581,964.00 \$2,581,964.00 \$2,581,964.00 \$2,582 <t< td=""><td>Total Operating Expen</td><td>ses</td><td>\$814,817.17</td><td>7.05%</td><td>\$8,556,144.38</td><td>74.07%</td><td>\$11,551,000.00</td></t<>	Total Operating Expen	ses	\$814,817.17	7.05%	\$8,556,144.38	74.07%	\$11,551,000.00
(\$703,123.76) 7.07% (\$7,238,257.79) 72.82% (\$9,69) 10g Assistance \$529,631.00 7.05% \$5,581,964.00 74.35% \$7,35% \$171,263.00 7.04% \$1,693,565.00 69.66% \$2,57,275,529.00 \$700,894.00 7.05% \$7,275,529.00 73.20% \$9,60%	Operating Assistance						
1g Assistance \$529,631.00 7.05% \$5,581,964.00 74.35% \$7,540.00 7.04% \$1,693,565.00 69.66% \$2,540.00 7.05% \$7,275,529.00 73.20% \$9,500 73.20% \$9,500 73.20% \$1,693,500 73.20% \$	Operating Deficit		(\$703,123.76)		(\$7,238,257.79)	72.82%	(\$9,939,281.30)
stance \$171,263.00 7.04% \$1,693,565.00 69.66% \$2, \$2, \$20,00 73.20% \$9, \$2, \$2, \$2, \$2, \$2, \$2, \$2, \$2, \$3, \$3, \$3, \$3, \$3, \$3, \$3, \$3, \$3, \$3	Illinois Downstate Op	erating Assistance	\$529,631.00	7.05%	\$5,581,964.00	74.35%	\$7,508,150.00
\$700,894.00 7.05% \$7,275,529.00 73.20% \$9,	FTA 5307 Operating	Assistance	\$171,263.00	7.04%	\$1,693,565.00	— %99 [.] 69	\$2,431,131.00
	Total Operating Assist	ance	\$700,894.00	7.05%	\$7,275,529.00	73.20%	\$9,939,281.00
	5/19/2016 7:55:26 AM						Page 1 of 1

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

Local Capital	Commerce Bank - Cash Balance	
04/01/16	Beginning Balance	\$ 2,742,540.09
04/04/16	Deposit- City of Bloomington	\$ 47,420.83
04/15/16	Deposit- Town of Normal	\$ 34,961.25
04/29/16	Additions - Interest Income	\$ 332.54
04/30/16	Ending Balance	\$ 2,825,254.71

Total Reserve Capital Account \$ 2,825,254.71

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

	F	116 Received	FY1	6 Receivable
		4/30/2016		4/30/2016
Bloomington	\$	426,787.47	\$	47,420.83
Normal	\$	349,616.50		
Total YTD	\$	776,403.97	\$	47,420.83
	_		-	

04/30/16	Cash Balance	\$ 2,825,254.71
04/30/16	Loans to Operating	\$ 2,980,249.22
04/30/16	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
04/30/16	Ending Balance	\$ 5,765,503.93



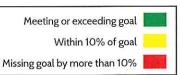
April 2016 Monthly Report

	Prior Year	Ridership
229,65	253,476	Ridership Fixed Route
6,91	6,328	Ridership Demand Response
-8.9	7.70	Total Monthly % Change Over Prior Year
9,65	10,561	Fixed Route Average Daily Boardings
30-	271	Demand Response Average Daily Boardings
85.10	8.80	% On-Time Performance
23.20	24.89	Average Boardings per Hour of Service
		tate of Good Repair
	5	Fixed Route National Transit Database Major Mechanical System Failures
(0	Demand Response National Transit Database Major Mechanical System Failures
118,193	23,069	Fixed Route Miles Between National Transit Database Major Mechanical System Failures
38,124	40,048	Demand Response Miles Between National Transit Database Major Mechanical System Failures
2	27	Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)
(0	Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)
5,628	4,272	Fixed Route Miles Between National Transit Database Other Mechanical System Failures
38,124	40,048	Demand Response Miles Between National Transit Database Other Mechanical System Failures
61,91	13,670	Fixed Route Miles between All National Transit Database Mechanical System Failures
38,124	40,048	Demand Response Miles between All National Transit Database Mechanical System Failures
3.00		Average % of Buses with Defective Automated Voice Announcements
	_	ustomer Service
3		Average Interior Cleanliness Inspection Score (1 to 5)
0.00	0.00	National Transit Database Safety-Related Incidents per 100,000 Miles
0.00	0.00	National Transit Database Security-Related Incidents per 100,000 Miles
(Number of Validated Complaints each month
(Number of Customer Compliments Received
277		Daily Average of Phone Calls Received for FR
111		Daily Average of Phone Calls Received for DR
		ficiency
12.83	14.09	Revenue/Expense Ratio
\$ 2.85	\$ 2.70	Fixed Route Cost per Unlinked Passenger Trip
\$ 23.22	\$ 26.81	Demand Response Cost per Unlinked Passenger Trip
100.00	78.60	% of Preventative Maintenance Performed On-Time
\$ 0.79	\$ 0.73	Fixed Route Maintenance Cost Per Mile (excluding fuel)
\$ 0.53	\$ 0.55	Demand Response Maintenance Cost Per Mile (excluding fuel)



April Fiscal Year 2016 Year-to-Date Report

		ACTUAL	6041		
Ridership	PRIOR YEAR	ACTUAL	GOAL		
Ridership Fixed Route	2,325,147	2,132,917	2,357,699	MAN	
Ridership Demand Response	62,435	62,412	67,886		
Total Ridership (year to date)	2,387,600	2,195,329	2,428,189	0/	
Fixed Route Year-to-Date % Change Over Prior Year	7.50	-8.30	1.40	%	
Demand Response Year-to-Date % Change Over Prior Year	15.20	-0.10	8.70	%	
Fixed Route Average Daily Boardings	11,510	10,509	11,712		
Demand Response Average Daily Boardings	273	274	297		
% On-Time Performance	85.00	84.00	85.00	%	
Average Boardings per Hour of Service	23.88	22.13	24.29		
State of Good Repair					
Fixed Route National Transit Database Major Mechanical System Failures	22	43			
Demand Response National Transit Database Major Mechanical System Failures	1	4			
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	39,930	72,803	30,000	10	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	37,534	35,878	29,000	17	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	194	111			
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	5	5			
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	4,789	5,606	5,000		
Demand Response Miles Between National Transit Database Other Mechanical System Failures	37,646	35,935	25,000	gë	5
Fixed Route Miles between All National Transit Database Mechanical System Failures	21,892	39,140	20,000		
Demand Response Miles between All National Transit Database Mechanical System Failures	37,415	37,157	30,000	10	
Average % of Buses with Defective Automated Voice Announcements		3.00	5.00	%	
Customer Service					
Average Interior Cleanliness Inspection Score (1 to 5)		3	3	185	
National Transit Database Safety-Related Incidents per 100,000 Miles	15.00	12.00			
National Transit Database Security-Related Incidents per 100,000 Miles	0.00	0.00			
Number of Validated Complaints each month		9			
Number of Customer Compliments Received		15			
Daily Average of Phone Calls Received for FR		354	410	1	
Daily Average of Phone Calls Received for DR	ĺ	264	395		
F#C-ion or					
Efficiency Revenue/Expense Ratio	14.15	13.87	13.00	%	
Fixed Route Cost per Unlinked Passenger Trip	\$ 2.96	\$ 3.23	\$ 3.44	FIRE	
Demand Response Cost per Unlinked Passenger Trip	\$ 27.29	\$ 26.90	\$ 28.53		
% of Preventative Maintenance Performed On-Time	86.60	100.00	90.00	%	
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.87	\$ 0.91	\$ 0.97		
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.62	\$ 0.60	\$ 0.77	85	
Definite response Figure Cost of Fine (excluding ruc)	φ 0.02	4 0.00	Ψ 0.1.7		





May 24, 2016

TO: Connect Transit Board of Trustees

FROM: Melissa Chrisman, Marketing and Business Development Manager

Subject: Comprehensive Operational Analysis Public Outreach

OVERVIEW: During the month of May, 2016, Connect Transit staff participated in the following community outreach activities to gain feedback and educate the public on the Comprehensive Operational Analysis.

EVENTS:

- May 6, 2016 presented proposed route changes to 10 Blair House residents with positive feedback
- May 7, 2016 answered questions on the proposed routes at the Downtown Bloomington Farmers' Market
- May 7, 2016 interacted with residents in West Bloomington at the West Bloomington Revitalization Project Bench Build Day and gathered positive feedback on the addition of the Gold route as well as recognition from the WBRP for attentiveness to their needs
- May 12, 2016 answered questions on the proposed routes at the Chamber Business Showcase with positive feedback
- May 19, 2016 hosted public listening session in Uptown Normal

MAINSTREAM MEDIA, SOCIAL MEDIA, AND CONNECT TRANSIT WEBSITE:

- May 3, 2016 social media posts on Board vote
- May 3, 2016 public hearing coverage on WMBD, WEEK, WGLT, WJBC, The Pantagraph
- May 4, 2016 Board meeting coverage on WMBD, WGLT, WJBC, The Pantagraph
- May 11, 2016 "Accepting Public Comments" was announced
 - 1. press release sent to media, ATU leadership, and community partners
 - 2. information posted on Connect Transit website, including a direct link on the top of the homepage
 - 3. posted on social media
 - 4. information posted on all fixed route and mobility buses
- May 11, 2016 Pantagraph Letter to the Editor published
- May 11, 2016 WMBD coverage of public comments acceptance
- May 12, 2016 "Final Listening Session" announced



- 1. press release sent to media, ATU leadership, and community partners
- 2. information posted on Connect Transit website, including a direct link on the top of the homepage
- 3. posted on social media
- 4. information posted on all fixed route and mobility buses
- May 12, 2016 The Pantagraph coverage of public comments acceptance
- May 14, 2016 The Pantagraph Steve Vogel editorial published
- May 14, 2016 social media posts sharing The Pantagraph Steve Vogel editorial
- May 19, 2016 social media posts on "Final Listening Session"

PUBLIC FEEDBACK

- Public feedback was solicited via email, the Connect Transit website, and mail from May 9,
 2016 through May 18, 2016 with the majority of responses coming through the website
- Primary concerns included:
 - 1. infrastructure concerns such as limited bus stop shelters, inadequate street lighting, lack of sidewalks, and snow removal
 - 2. service in North Normal (Ironwood Gardens, The Landings)
 - 3. service in South West Bloomington (Danbury Court, Pepper Ridge, Hilltop)
 - 4. service in West Bloomington (Irvin Apartments)

INTERNAL INTERACTION

- A four page "COA snapshot" was created and left for operator/dispatch/maintenance review from April 26, 2016 to May 13, 2016. This document included information on where we are at with the process, an updated proposed map, updated proposed frequency schedules, and information on future plans if the plan were to be adopted
- A one page "COA snapshot" was created and left for operator/dispatch/maintenance review from May 13, 2016 to May 24, 2016. This document included information on where we are at with the process, important upcoming dates, and a request for feedback
- Kyle Boehm, Planner, has worked with numerous operators to drive the majority of the proposed routes to check timing, stop locations, and gain operator feedback
- Kyle Boehm, Planner, worked directly with operators on scheduling scenarios for any future route adjustments
- ATU Vice President has had numerous conversations over the last several weeks with Connect Transit administration about proposed route changes



May 3, 2016

TO: Board of Trustees

FROM: Kyle Boehm, Planner

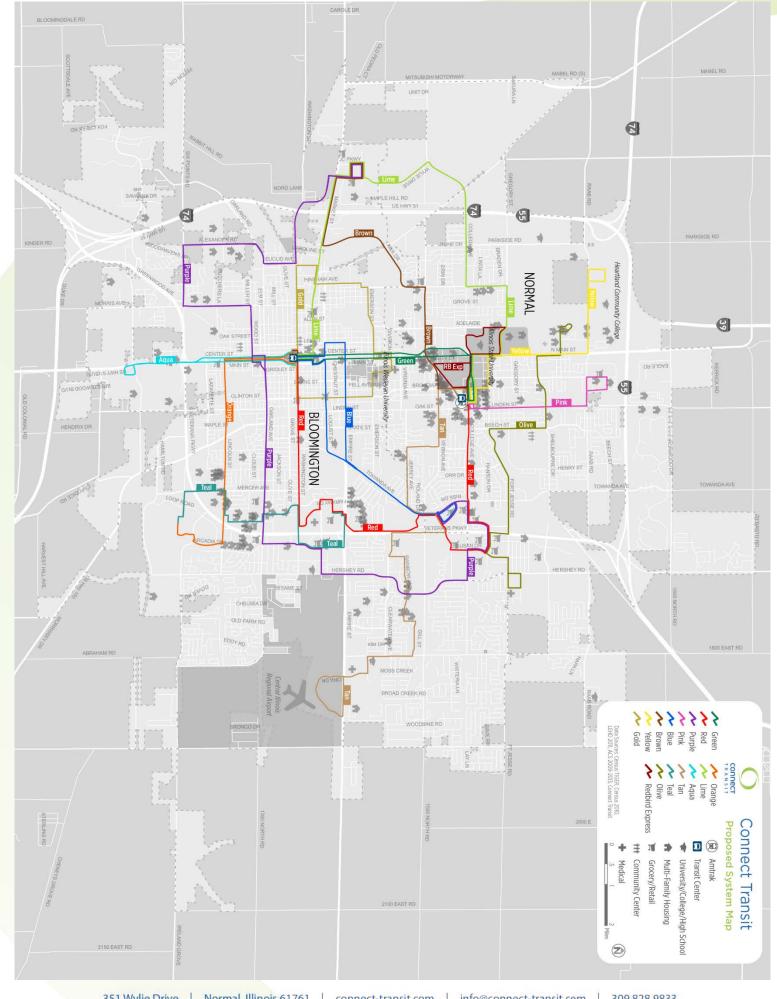
SUBJECT: Approval of the Transit Route and Frequency Recommendations of the

Comprehensive Operational Analysis

RECOMMENDATION: That the transit route and frequency recommendations of the Comprehensive Operational Analysis (COA) final report posted March 31, 2016 in the public hearing notice be approved with the following additions:

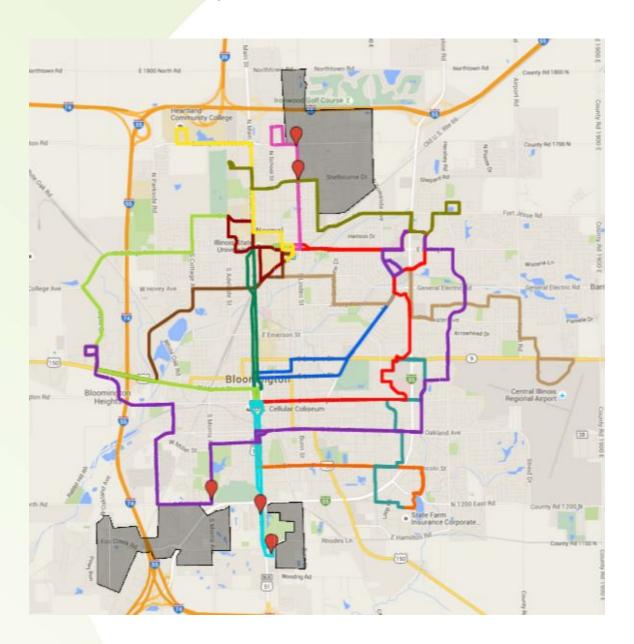
- Inclusion of the "Gold line" as indicated on the map attached. Service frequency will be two 30 minute loops, one in each direction, for an effective frequency of once an hour in each direction
- Adjusting the "Blue line" to continue west on Empire until Lee, south on Lee until Locust, and east on Locust until Center, as indicated on the map attached.
- Inclusion of provision for a "First mile/last mile" pilot program to extend coverage via Uber/Taxi service for areas losing fixed route bus service under the COA recommendations. While pilot details are still being developed, staff anticipates having a program in place when COA route changes are implemented and anticipates Connect to cover a subsidy of \$4 per ride, which would likely cover the estimated fare to utilize the program. The pilot would also include providing Connect Mobility ADA paratransit service to the piloted areas. A preliminary map of the proposed zones for the pilot is attached.

BACKGROUND: In order to enhance transit service for existing riders and attract new passengers, Connect Transit conducted a Comprehensive Operational Analysis (COA) with the assistance of Nelson\Nygaard Consulting Associates. The goals of this study included identifying the strengths and weaknesses of the existing system, and developing recommendations to improve service.





Proposed First Mile/Last Mile Zones



ITEM F1 HEALTH INSURANCE RENEWAL WILL BE RELEASED VIA ADDENDUM



May 24, 2016

TO: Board of Trustees

FROM: Isaac Thorne, Chief Operating Officer

Subject: Recommendation for Property and Casualty Insurance Renewal

RECOMMENDATION: That the Property and Casualty Insurance be renewed effective July 1, 2016 through June 30, 2017.

BACKGROUND: Connect Transit is renewing the property and casualty insurance from July 1, 2016 through June 30, 2017. This renewal covers the following insurance coverage: Workers' Compensation, Property, Crime, General Liability, Automotive Liability, Automotive Comprehensive, Umbrella, Directors and Officers Errors and Omissions Coverage, Employment Practices Liability Coverage, and Employee Benefits Liability Coverage.

DISCUSSION: The largest increase in the renewal is Workers' Compensation due to the increase in new employees and subsequent increase in payroll wages of 25.81%. The Workers' Compensation renewal rate was reduced 14.03%, which cut the increase to 17.77% or \$42,102. The renewal premium rates are included for review.

FINANCIAL IMPACT: Funds for this renewal in the amount of \$500,868 will come from the FY2017 operating budget.



Premium Summary

Carrier/AM Best Rating Coverage Payment Plan		Annualized Expiring Premium	Expiring rates adjusted to Renewal exposure Basis	Renewal Premium
United Heartland – A- X Workers' Compensation* 20% Down + 8 equal Installmen	ts: Agency Bill	\$238,757	\$312,318	\$279,042
OneBeacon Insurance Company Property, Equipment Breakdo Marine 25% Down + 3 equal Installment months: Agency Bill	wn, Inland	\$11,422	\$11,597	\$11,633
OneBeacon Insurance Company Crime 25% Down + 3 equal Installmen months: Agency Bill		Included in Property	Included in Property	Included in Property
OneBeacon Insurance Company – A XI General Liability 25% Down + 3 equal Installments 4 th 7 th and 10 th months: <i>Agency Bill</i>		\$6,573	\$6,697	\$6,771
OneBeacon Insurance Company Automobile Liability 25% Down + 3 equal Installment months: <i>Agency Bill</i>		\$146,084	\$154,721	\$154,179
OneBeacon Insurance Company Automobile Comprehensive 25% Down + 3 equal Installment months: Agency Bill		Included in above	Included above	Included in above
OneBeacon Insurance Company Umbrella 25% Down + 3 equal Installment months: <i>Agency Bill</i>		\$40,475	\$41,640	\$41,783
OneBeacon Insurance Company – A XI D&O, EPLI 25% Down + 3 equal Installments 4 th 7 th and 10 th months: Agency Bill		\$3,798	\$4,137	\$3,820
Federal Insurance Company "Ch Fiduciary Annual Payment: <i>Agency Bill</i>	ubb" – A++ XI	\$3,610	\$3,640	\$3,640
	Total	\$450,719	\$530,539	\$500,868



DATE: May 24, 2016

TO: Connect Transit Board of Trustees

FROM: Melissa Chrisman, Marketing and Business Development Manager

Subject: Universal Access Agreement – Heartland Community College

RECOMMENDATION: That the Universal Access Agreement with Heartland Community College be renewed for fiscal year 2017 in the amount of \$133,250.

BACKGROUND: The Universal Access Agreement allows students and employees of Heartland Community College to ride Connect Transit fixed route buses free of charge upon displaying their valid school ID. Connect Transit will provide established and regularly publicized Bloomington-Normal citywide public transportation service. Members of Heartland Community College staff and Connect Transit management came to the agreement for Heartland Community College to pay Connect Transit \$133,250 for one (1) year of Universal Access in FY 2017, which is a \$3,250 (2.5%) increase over FY 2016.



UNIVERSAL ACCESS SERVICE AGREEMENT

Whereas, Heartland Community College (HCC) at 1500 W. Raab Road, Normal, Illinois and Bloomington-Normal Public Transit System (Connect Transit) at 351 Wylie Drive, Normal, Illinois have agreed that benefits accrue to both parties in providing a means by which HCC may provide for fare prepayment for HCC students utilizing the fixed route buses of Bloomington-Normal Public Transit System and,

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

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

CONTRACTING PARTIES:Bloomington-Normal Public Transit System

AND

Heartland Community College

UNIVERSAL ACCESS AGREEMENT TERM: July 1, 2016 to June 30, 2017 (inclusive)

UNIVERSAL ACCESS SCOPE:

During the period of the Universal Access term, Connect Transit will provide regularly scheduled fixed route services to the general public. Members of the general public are required to pay the posted fare when boarding the bus. Under this Universal Access Service Agreement, HCC students and employees will be allowed to board and ride any and all of the Connect Transit fixed route service offerings with no fare payment after proper display of their valid, current HCC student or employee identification card. Connect Transit and HCC will mutually determine a method by which the validity of identification cards can be verified. The estimated Universal Access ridership for the term of this agreement is 200,000.

CHANGES:

The parties agree to meet in the month of January 2017 to discuss the status of any potential budgetary issues. Any changes to the agreement will be enacted upon mutual agreement of the parties, and will be modified by amendment to this agreement. Such amendment (if any) may be agreed to by the parties without prejudice to any other terms of the Universal Access Service Agreement.

OBLIGATIONS OF THE PARTIES

Connect Transit SHALL:

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



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

UNIVERSAL ACCESS SERVICE AGREEMENT PRICE:

Universal Access charges will be based on an estimated 200,000 rides in FY2017 at a cost of \$.66625 per ride. Universal Access Service Agreement price is One Hundred and Thirty Thousand Dollars and no cents (\$133,250.00) at the above stated scope of persons to be included under this Universal Access Service Agreement.

To compensate for variations in ridership, HCC and Connect Transit agree that within thirty (30) days following the end of each calendar quarter covered by this agreement, both parties will meet to review the ridership for the quarter. If ridership has exceeded 50,000 for the quarter, HCC agrees to pay an amount based on the following formula:

(Actual Quarterly Ridership - 50,000) * \$.66625 = Additional Amount Due Connect Transit

If ridership is below 50,000, Connect Transit agrees to refund or credit an amount based on the following formula:

(50,000 - Actual Quarterly Ridership) * \$.66625 = Amount Due HCC

CONTRACT PAYMENT TERMS

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

Payment for invoices will be due on the first of the month following the month in which the invoice is prepared. In the first year of this Agreement, a payment of \$11,104.17 will be due on the first of July, August, September, October, November and December of 2016 and the first of January, February, March, April, May and June of 2017.



OTHER MATTERS

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

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

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

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

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

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



SIGNATURE FORM

This Universal Access Service Agreement is made and concluded this 1st day of July, 2016 by and between Heartland Community College and Bloomington-Normal Public Transit System and each party's successors and assigns.

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

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

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

FOR:	Bloomington-Normal Public Transit System	
BY:	Bill Wilson, Chairman, Board of Trustees	Attest: Secretary, Board of Trustees
FOR:	Heartland Community College	
BY:	Authorized Signatory	Typed or Printed Name of Authorized Signatory



May 24, 2016

TO: Board of Trustees

FROM: Jerry King, Procurement Manager

Subject: Recommendation for Automatic Vehicle Location (AVL) Services - RFP 16-

06

RECOMMENDATION: That a firm fixed price contract be awarded to Syncromatics Corporation to provide a data network that will provide real time vehicle location data for a minimum of 39 fixed route buses. The period of the contract will have a base period of 3 (three) years, with 2 (two) 1 (one) year options for maintenance. Additional approvals will be requested at the time the options will be exercised.

BACKGROUND: Over the last (4) four years, Connect Transit has been using DoubleMap services that have been become outdated with multiple problems with programing and technical support. DoubleMap provided automatic vehicle location, automated voice annunciation, and Urban Transportation Associates (UTA) automatic passenger counters.

DISCUSSION: Three (3) proposals were received from the following vendors: DoubleMap, Route Match and Syncromatics Corporation. The proposals were scored based on the following criteria: 40% Product Design and Performance, 40% Experience and Qualifications, and 20% Cost Proposal.

	Product Design	Related	Cost		
		Experience,	Proposal	1	
		Qualifications			
		and References			
Proposer	40%	40%	20%	Total Score	
DoubleMap	18.67	20.00	20.00	58.67	
Route Match	32.00	30.67	4.13	66.80	
Syncromatics	34.00	30.67	7.18	71.85	

Overall, Syncromatics received the highest combined score of 71.85 points. Their proposal addressed all contract requirements and was technically superior to other proposals that were received.



KEY FEATURES

- Smart phone App with real-time bus tracking, trip planning, and route alerts
- Smart phone App design will be branded by Connect with no reference to Syncromatics
- Automatic Voice Annunciator the ability to modify announcements from our operations center and update on bus immediately.
- Compatible with LCD Signs at Uptown Station Transit Center Provides maps and data feeds from AVL system to the current management system.
- Allows Connect Transit to use its current UTA automatic passenger counters, reducing expenses
- Automatic passenger counters integration and reports
- Capable of interlining routes with integration with the Genfare and bus destination signs
- Rapid Schedule for implementation
- Unlimited Training

FINANCIAL IMPACT: Funds for this agreement will come from FTA 5307 grant funds in the amount of \$279,172 and local capital funding in the amount of \$69,793 to for a total cost of \$348,965.

\$348,965 is for the base period only. There will be an additional yearly service fee of \$45,181 which includes cellular data, licensing, and cloud-hosted CAD/AVL. Funding for the service fee will be paid from the FY17 operating budget.



May 24, 2016

TO: Board of Trustees

FROM: Isaac Thorne, Chief Operating Officer

Subject: Recommendation for Fare Structure Public Hearing

RECOMMENDATION: That Connect Transit staff be authorized to schedule public hearings for fare media structure with a Board of Trustees vote on July 26, 2016.

Fixed Route

One Way Fare: \$1.00 (no change)

Disabled: \$.50 With Connect Transit Pass (no change) Senior: Free with Connect Transit Pass (no charge)

One Day Pass: \$3.00 (new)

Seven Day Pass: \$10.00 (new) Provides a 28% discount if used two times a day for seven days 30 Day Pass: \$36.00 (increase of 24% compared to monthly Fast Pass) - Provides a 40% discount if

used two times a day for thirty days
Monthly Fast Pass: Eliminated

Connect Mobility

One Way Fare: \$2.00 (no change)
10 Ride Card: \$20.00 (new)
20 Ride Card: \$40.00 (new)

Unlimited Monthly Pass: Eliminated

BACKGROUND: Connect Transit is implementing a new electronic farebox collection system on June 4, 2016. With the new collection system Connect Transit can offer new fare media such as a one day, seven day, and thirty day pass. Staff recommended types of passes and cost in a February work session with the Board of Trustees.

DISCUSSION: Staff plans to expand customer options for paying fares. The new farebox collection system will allow customers to purchase a pass and use it for 30 days unlike the current monthly Fast Pass. A customer can use the 30 day pass from the time it is first used for 30 days. Customers will be able to buy multiple passes at one time if they choose because they don't correspond to a calendar month, but calendar days.



Staff also recommends a seven day service under the route restructure that will bring more value to a 30 day pass. Transit Cooperative Research Program, Report 95, "Transit Pricing and Fares" discusses pricing options for prepaid fares and was reviewed by staff in connection with the fare structure recommendation for the public hearings.

FINANCIAL IMPACT: Connect Transit sells on average 5,200 monthly passes a year. Increasing the thirty day pass to \$36.00 is estimated to increase revenue \$36,400. It is difficult to estimate the revenue of the one and seven day pass as these are new items that Connect Transit does not currently sell. Ridership changes from route restructure will have an additional impact.



May 24, 2016

TO: Board of Trustees

FROM: Isaac Thorne, Chief Operating Officer

Subject: Transportation Improvement Program FY2017 – FY2021

RECOMMENDATION: That the FY2017 – FY2021Transportation Improvement Program (TIP) be approved.

BACKGROUND: The Transportation Improvement Program describes the schedule for obligating federal, state and local funds to projects for both operating and capital costs.

The TIP is required under Federal and State Legislation. Regional and Local TIPs from across the State are compiled into the State Transportation Improvement Plan (STIP). The STIP is subject to Federal Transportation Administration approval.

DISCUSSION: Over the next five (5) years Connect Transit will request to replace 31 fixed route and 13 demand response vehicles. The request for these vehicles represents \$15.9 million in capital over the next five (5) years. In addition to the need to replace buses, Connect Transit will request to fund the construction of a Bloomington transfer center. With the constrained capital budget these requests will be dependent on additional federal and local funding. Connect Transit has recently applied for FTA 5339 discretionary Bus and Bus Facility grant for replacement buses.



<u>Federa</u>	I Funding and	d Projection	<u>1S</u>					
FTA Fu	Inding Source	е						
			FFY16	FFY17	FFY18	FFY19	FFY20	FFY21
	Total App	ropriation:	\$2,761,262	\$2,800,219	\$2,800,219	\$2,800,219	\$2,800,219	\$2,800,219
	Total Fund	ls Available:	\$2,761,262	\$2,800,219	\$2,800,219	\$2,800,219	\$2,800,219	\$2,800,219
Prior Y	ear Carryover	Operating:	\$0	\$622,588	\$1,285,777	\$129,293	\$129,293	\$640,272
	Т	otal Funds:	\$2,761,262	\$3,422,807	\$4,085,996	\$2,929,512	\$2,929,512	\$3,440,491
<u>Uses</u>			Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
			<u>FFY16</u>	<u>FFY17</u>	<u>FFY18</u>	<u>FFY19</u>	<u>FFY20</u>	<u>FFY21</u>
	Contra	act Number:						
С	ontract (Fede	ral Dollars):	\$2,540,311	\$2,137,030	\$3,956,703	\$2,289,240	\$2,929,512	\$2,452,291
		Operating:	\$2,128,231	\$2,137,030	\$2,211,826	\$2,289,240	\$2,369,363	\$2,452,291
		Capital:	\$412,080	\$0	\$1,744,877	\$0	\$560,149	\$0
	Carryover		Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
	Current FFY	Carryover:	\$220,951	\$1,285,777	\$129,293	\$640,272	\$0	\$988,200
	Prior FFY	Carryover:	\$401,637	\$0	\$0	\$0	\$0	\$0
	Total	Remaining:	\$622,588	\$1,285,777	\$129,293	\$640,272	\$0	\$988,200



CAPITAL PROJECTS AND FUNDING PROJECTS

Budget for FY2017:					
Project	Description	Action/Comments	Funding	Source	Cost
			FTA 5307	\$0	
Bus Shelters	(10) Bus Stops/Shelters	Occur through 2017	Local	\$120,000	\$120,000
			FTA 5309	\$255,000	
Replacement 40 ft. Diesel	Purchase (7)	Delivery of buses will occur in	IDOT	\$2,333,331	
Buses	replacement buses	June 2017	Local	\$624,669	\$3,213,000
A/E Transfer Center DT	A/E services for design		FTA 5307	\$0	
Bloomington	of DT Transfer Center	Occur through 2017	Local	\$250,000	\$250,000
				FTA 5307	\$0
				FTA 5309	\$255,000
				IDOT	\$2,333,331
				Local	\$994,669
				Total Cost	\$3,333,000

Budget for FY2018:					
Project	Description	Action/Comments	Funding Source		Cost
Bus Shelters	(10) Bus Stops/Shelters	Occur through 2018	Local	\$120,000	\$120,000
			FTA 5307	\$1,285,877	
Replacement 40 ft. Diesel	Purchase (7)	Delivery of buses will occur in	IDOT	\$666,666	
Buses	replacement buses	June 2018	Local	\$1,260,457	\$3,213,000
Replacement Medium-Duty	Purchase (5)	Delivery of buses will occur in	FTA 5307	\$459,000	
Buses	replacement buses	June 2018	Local	\$306,000	\$765,000
Construction Transfer Center	Construction of DT		FTA 5307	\$0	
DT Bloomington	Transfer Center	Occur through 2018	Local	\$0	\$0
				FTA 5307	\$1,744,877
				IDOT	\$666,666
				Local	\$1,686,457
				Total Cost	\$4,098,000



Budget for FY2019:					
Project	Description	Action/Comments	Funding Source		Cost
			FTA 5309	\$0	
Replacement 40 ft. Diesel	Purchase (7)	Delivery of buses will occur in	FTA 5307	\$0	
Buses	replacement buses	June 2019	Local	\$3,228,750	\$3,228,750
			FTA 5307	\$0	
Bus Shelters	(10) Bus Stops/Shelters	Occur through 2019	Local	\$120,000	\$120,000
Replacement Medium-Duty	Purchase (5)	Delivery of buses will occur in	FTA 5307	\$0	
Buses	replacement buses	June 2019	Local	\$765,000	\$765,000
				FTA 5307	\$0
				FTA 5309	\$0
				IDOT	\$0
				Local	\$4,113,750
				Total Cost	\$4,113,750

Budget for FY2020:					
Project	Description	Action/Comments	Funding Source		Cost
	Purchase (5)	Delivery of buses will occur in	FTA 5307	\$640,272	
40 ft. Diesel Buses	of ft. Diesel Buses replacement buses June 2020	Local	\$1,834,728	\$2,475,000	
			FTA 5307	\$0	
Driving Simulator (2)	Driver training	Delivery will occur in 2020	Local	\$450,000	\$450,000
	Purchase (3)	Delivery of buses will occur in	FTA 5307	\$0	
Replacement DR Buses	replacement buses	June 2020	Local	\$459,000	\$459,000
				FTA 5307	\$640,272
				FTA 5309	\$0
				IDOT	\$0
				Local	\$2,743,728
				Total Cost	\$3,384,000



Budget for FY2021:					
Project	Description	Action/Comments	Funding Source		Cost
				_	
	Purchase (5) expansion	Delivery of buses will occur in	FTA 5307	\$0	
40 ft. Diesel Buses	0 ft. Diesel Buses June 2021	Local	\$2,531,250	\$2,531,250	
	Purchase mobile and		FTA 5307	\$0	
Replace Radio Equipment	portable radios	Replaced throughout 2021	Local	\$100,000	100,000
				FTA 5307	\$0
				FTA 5309	\$0
				IDOT	\$0
				Local	\$2,631,250
				Total Cost	\$2,631,250

LONG RANGE PLANNING

> Install of alternative fueling station for demand response and fixed route.