



NOTICE

MEETING DATE CHANGE

Due to the Thanksgiving Holiday, the Regular Board Meeting of the Connect Transit Board

of Trustees will held on

November 18, 2014

4:30 P.M.



AGENDA

Meeting of the Connect Transit Board of Trustees

November 18, 2014

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 Meeting of October 28, 2014
 - 2. Disbursements for Month of November, 2014
 - 3. Financial Report for Month of October, 2014
 - 4. Capital and Self Insurance Reserve Fund Balances for month of October, 2014
 - 5. Monthly Statistical Report for month of October, 2014
- E. Old Business
- F. New Business
 - 1. CliftonLarsonAllen – 2014 Audit Presentation
 - 2. Recommendation for Architectural and Engineering Services RFP
 - 3. Universal Access Service Agreement – YouthBuild McLean County
 - 4. Approval of the Establishment of a Community Transportation Advisory Committee
 - 5. Resolution approving the 2015-2017 Title VI Program Update
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session – cite section
- J. Adjournment



October 2014

Financial and Statistical Reports

Disbursements to be Approved
November 18, 2014

Payee	Goods Purchased	Amount
Andrew Johnson	Car Allowance	\$ 500.00
Bill Wilson	Travel Reimbursement	\$ 273.78
BlueLine Rental	Equipment Rental	\$ 637.50
CDS Office Technologies	Office Supplies	\$ 45.30
Central Illinois Trucks Inc.	Bus Parts	\$ 815.81
City of Bloomington	Utilites	\$ 480.82
Comcast Cable	Internet	\$ 402.85
Cummins Crosspoint	Bus Parts	\$ 6,068.20
David White	Travel Reimbursement	\$ 302.40
Dish Network	Television Service	\$ 173.00
Engraving Express	Name Tags	\$ 52.50
Evergreen FS	Fuel	\$ 24,114.64
Frontier	Telephone	\$ 36.45
G&K Services	Cleaning Uniforms & Rugs	\$ 216.90
Getz Fire Equipment	Fire Alarm Maintenance	\$ 928.00
Health Alliance Medical Plans	Insurance	\$ 79,846.00
Heartland Community College	Reimbursement	\$ 2,848.80
Employee	Medical Reimbursement	\$ 894.04
Heller Ford	Bus Repair	\$ 2,341.99
ICMA Retirement Trust - 457	Pension Plan	\$ 17,641.85
Idaho Child Support Receipting	Payroll Deduction	\$ 95.00
Illinois Department of Revenue	Payroll Deduction	\$ 10,079.78
Illinois State Disbursement Unit	Payroll Deduction	\$ 853.72
Interstate Batteries of Mid-Illinois	Batteries	\$ 1,363.50
Isaac Thorne	Tuition Reimbursement	\$ 1,100.00
Employee	Medical Reimbursement	\$ 1,350.00
John H. Germeraad, Trustee	Payroll Deduction	\$ 480.00
Employee	Medical Reimbursement	\$ 300.00
Kyle Boehm	Travel Reimbursement	\$ 1,096.76
Lincoln National Life Insurance Co.	Dental Insurance	\$ 3,308.07
Luminator	Bus Parts	\$ 2,020.57
Mike McCurdy	Travel Reimbursement	\$ 915.94
Miller Janitor Supply	Maintenance Supplies	\$ 105.60
Mutual of Omaha	Life, AD&D,STD & LTD	\$ 6,817.53
Napa Auto Parts	Bus Parts	\$ 323.70
Oberlander Alarm Systems, Inc.	Security Alarm Serv Fee	\$ 197.00
Orkin Pest Control	Pest Control	\$ 531.00
Payroll - Net		\$ 157,629.87
Ricoh USA, INC	Copier	\$ 202.54
Rilco, Inc.	Oil, Anitfreeze	\$ 5,790.00
Seico, Inc	Gate Maintenance	\$ 3,507.00
U.S. Postal Service	Stamps	\$ 217.00

Verizon Wireless	Mobile Data Terminals for SS	\$	619.43
Visa - Commerce Bank	Legal	\$	60.00
Visa - Commerce Bank	Building Maintenance	\$	325.39
Visa - Commerce Bank	Advertising Employment	\$	105.38
Visa - Commerce Bank	Shipping	\$	44.77
Visa - Commerce Bank	Dues & Subscriptions	\$	280.00
Visa - Commerce Bank	Travel & Meetings	\$	5,274.29
Visa - Commerce Bank	Advertising-Promotions	\$	195.96
Visa - Commerce Bank	Safety/Training	\$	1,968.38
VSP Of Illinois	Vision Insurance	\$	531.20
YWCA- Wheels to Work	Pass Through to YWCA	\$	<u>4,500.00</u>

Total Operating		\$	350,810.21
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Capital Account

MasterBros.	Electrical Work	\$	<u>1,665.00</u>
Total		\$	<u><u>352,475.21</u></u>

Bloomington Normal Public Transit Balance Sheet

Fiscal Year: 2015 Period 4 October - 2014

Division: 99 Board Reports

As of: 10/31/2014

Assets

Current Assets

Checking and Savings	\$4,294,528.07
Accounts Receivable	\$5,010,560.44
Inventory Asset - Fuel	\$55,214.86
Inventory Asset - Parts	\$201,877.71
Inventory Asset - Tires	\$0.00
Other Current Assets	\$221,261.42

Total Current Assets \$9,783,442.50

Fixed Assets \$12,941,385.68

Total Assets \$22,724,828.18

Liabilities & Equity

Liabilities

Accounts Payable	\$171,334.76
Payroll Liabilities	\$648,266.00
Contracts	\$2,108.34
Due to Illinois Funds Account	\$2,980,249.22
Deferred Revenue	\$100,681.96
Deficit Funding Advance	\$0.00

Total Liabilities \$3,902,640.28

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 (\$431,757.49)

Total Liabilities & Equity \$22,724,828.18

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2015 Period 4

Division: 98 Operating Profit/Loss

As of: 10/31/2014

	Jul-2014 Thru Oct-2014		Approved Budget	
	October - 2014	Year To Date		
Operating Revenue				
Passenger Fares	\$73,706.25	\$280,578.44	9.33%	35.52%
ISU Contract Fare	\$41,250.00	\$165,000.00	8.33%	33.33%
Other Contract Fares	\$8,205.37	\$41,367.86	6.08%	30.64%
Advertising Revenue	\$2,749.00	\$7,379.00	6.11%	16.40%
Miscellaneous Revenue	\$1,415.88	\$2,604.12	6.54%	12.03%
Total Operating Revenue	\$127,326.50	\$496,929.42	8.56%	33.43%
Operating Expenses				
Operators Wages	\$468,625.38	\$1,501,990.09	11.03%	35.34%
Maintenance Wages	\$88,259.75	\$293,427.97	9.03%	30.02%
Administration Wages	\$74,077.15	\$252,235.80	7.94%	27.05%
Employer Payroll Tax Expense	\$47,089.51	\$153,214.30	9.49%	30.86%
Retirement Plan	\$20,925.17	\$71,218.51	7.42%	25.25%
Group Insurance	\$57,902.10	\$283,364.15	6.22%	30.42%
Uniform Expense	\$742.35	\$17,771.76	2.63%	63.02%
Professional Services	\$4,181.29	\$23,927.54	4.24%	24.27%
Outside Repair-Labor	\$10,968.87	\$34,655.94	17.30%	54.66%
Contract Maintenance Services	\$4,313.21	\$24,687.88	4.12%	23.57%
Custodial Services	\$695.50	\$2,046.50	13.12%	38.61%
Employee Recruiting/Testing/Temp Help	\$406.38	\$5,143.62	1.94%	24.52%
Fuel	\$105,309.96	\$393,596.57	8.36%	31.23%
Lubricants	\$488.67	\$3,328.10	2.44%	16.64%
Tires	\$6,700.00	\$25,678.24	7.15%	27.41%
Bus Repair Parts	\$10,476.55	\$49,481.88	9.52%	44.98%
Other Materials & Supplies	\$4,421.91	\$13,557.18	7.90%	24.21%
Shelters/Signs/Shop Tools	\$375.96	\$1,953.11	1.07%	5.53%
Computer and Office Supplies	\$17,753.00	\$41,761.07	14.79%	34.80%
Utilities	\$7,975.81	\$33,285.41	7.24%	30.20%
Corporate Insurance	\$17,579.16	\$70,466.01	7.21%	28.90%
Dues/Subscriptions/Fees	\$1,380.00	\$11,129.60	4.02%	32.45%
Printing/Marketing/Training	\$26,054.99	\$122,904.80	11.38%	53.67%
Total Operating Expenses	\$976,702.67	\$3,430,826.03	9.30%	32.66%
Operating Assistance				
Operating Deficit	(\$849,376.17)	(\$2,933,896.61)	9.42%	32.54%
Illinois Downstate Operating Assistance	\$634,856.00	\$2,228,930.00	9.30%	32.65%
FTA 5307 Operating Assistance	\$213,156.00	\$690,230.00	9.73%	31.52%
Total Operating Assistance	\$848,012.00	\$2,919,160.00	9.40%	32.37%
Total				
		\$1,486,650.00		\$1,486,650.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
October 2014

<u>Self-Insurance Fund:</u>	<u>The Illinois Funds- Cash Balance</u>	
10/01/14	Beginning Balance	\$ 106,849.94
10/31/14	Additions - Interest Income	\$ 1.12
10/31/14	Ending Balance	<u>\$ 106,851.06</u>

<u>Local Capital Reserve:</u>	<u>The Illinois Funds- Cash Balance</u>	
10/01/14	Beginning Balance	\$ 2,086.90
10/31/14	Additions - Interest Income	\$ 0.02
10/31/14	Ending Balance	<u>\$ 2,086.92</u>

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
10/01/14	Beginning Balance	\$ 3,082,771.76
10/09/14	Deposit - Normal	\$ 32,611.04
10/15/14	Deposit - Bloomington	\$ 47,085.71
10/31/14	Masters Brothers	\$ (1,665.00)
10/31/14	Additions - Interest Income	\$ 398.78
10/31/14	Ending Balance	<u>\$ 3,161,202.29</u>

<u>FTA & IDOT Capital</u>	<u>The Illinois Funds- Cash Balance</u>	
10/01/14	Beginning Balance	\$ 43,599.56
10/31/14	Additions - Interest Income	\$ 0.45
10/31/14	Ending Balance	<u>\$ 43,600.01</u>

Total Reserve Capital Account \$ 3,206,889.22

Breakdown of the Local Capital Reserve Fund- Cash Balance:

Local <u>Capital #1</u>	Local <u>Capital #2</u>
\$ 43,600.01	\$ 3,163,289.21

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

	<u>FY15 Received</u> <u>10/31/2014</u>	<u>FY15 Receivable</u> <u>10/31/2014</u>
Bloomington	\$ 192,408.24	\$ -
Normal	\$ 135,731.30	\$ -
Total YTD	<u>\$ 328,139.54</u>	<u>\$ -</u>

Local Capital Reserve Fund Balance - Account Value

	10/31/14	Cash Balance	\$	3,206,889.22
	10/31/14	Loans to Operating	\$	2,980,249.22
	10/31/14	Reserve fund for underground storage tank (Cap. I)	\$	(40,000.00)
	10/31/14	Ending Balance	<u>\$</u>	<u>6,147,138.44</u>
	Local <u>Capital #1</u>	Local <u>Capital #2</u>		
	\$ 3,600.01	\$ 6,143,538.43		



Statistics

Oct-14

Oct-13

% Change

	Oct-14				Oct-13				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
Connect Transit												
Green A (2 buses)	34,065	10,642	767	44.39	31,830	10,642	767	41.50	7.0%	0.0%	0.1%	7.0%
Red B (2 buses)	28,234	10,278	788	35.83	23,355	10,025	788	29.64	20.9%	2.5%	0.0%	20.9%
Purple C (2 buses)	16,701	9,678	782	21.35	15,578	9,423	782	19.92	7.2%	2.7%	0.0%	7.2%
Pink D (1 bus)	10,693	4,835	370	28.92	9,070	4,835	370	24.51	17.9%	0.0%	-0.1%	18.0%
Blue E (1 bus)	8,077	5,662	404	20.01	7,105	5,662	404	17.59	13.7%	0.0%	-0.1%	13.8%
Brown F (2 buses)	13,608	11,083	816	16.68	11,724	11,075	816	14.37	16.1%	0.1%	0.0%	16.1%
Yellow G (2 buses)	23,564	11,446	804	29.30	21,656	11,190	804	26.94	8.8%	2.3%	0.0%	8.8%
Orange H (2 buses)	21,863	10,937	801	27.29	21,064	10,692	801	26.30	3.8%	2.3%	0.0%	3.8%
Lime I (2 buses)	25,450	13,447	782	32.53	22,612	13,446	782	28.92	12.6%	0.0%	0.0%	12.5%
Teal J (1 bus)	5,774	6,235	366	15.79	5,199	6,193	366	14.20	11.1%	0.7%	-0.1%	11.2%
Aqua K (1 bus)	11,368	6,336	403	28.18	10,099	6,336	403	25.06	12.6%	0.0%	0.1%	12.5%
Heartland Exp (1 bus)	1,932	644	101	19.05	1,535	644	101	15.20	25.9%	0.0%	0.4%	25.3%
ISU Tri Towers (2 buses)	65,067	4,894	460	141.45	38,170	5,107	480	79.52	70.5%	-4.2%	-4.2%	77.9%
ISU College Station (2 buses)	13,156	7,452	563	23.38	9,910	7,776	587	16.88	32.8%	-4.2%	-4.1%	38.5%
Nite Ride (3 buses)	11,639	6,231	469	24.83	6,710	6,176	463	14.49	73.5%	0.9%	1.2%	71.3%
Total Fixed Route	291,191	119,802	8,677	33.56	235,617	119,222	8,714	27.04	23.6%	0.5%	-0.4%	24.1%
Demand Response												
Connect Mobility	6,565	29,173	2,299	2.86	5,350	25,593	1,963	2.73	22.7%	14.0%	17.1%	4.8%
Connect Late Night	685	3,572	230	2.98	615	3,468	214	2.87	11.4%	3.0%	7.5%	3.6%
Total Demand Response	7,250	32,745	2,529	2.87	5,965	29,061	2,177	2.74	21.5%	12.7%	16.2%	4.6%
SYSTEM TOTALS	298,441	152,547	11,206	26.63	241,582	148,283	10,891	22.18	23.5%	2.9%	2.9%	20.1%



Metrics

Month: **Oct-14**

	Target	FY2015	FY2014	% Change
Effectiveness				
Total Boardings per Revenue Hour	15.0	26.6	22.2	20.1%
Total Boardings per Capita	1.0	2.3	1.9	23.5%
Total Boardings per Revenue Mile	1.0	2.0	1.6	20.1%
Safety				
Total Preventable Accidents (Fixed Route and Demand Response)	0.0	3	1	200.0%
Preventable Accidents per 100,000 Miles	0.0	1.97	0.67	191.6%
Efficiency				
Farebox Recovery Ratio	13.3%	12.6%	12.4%	2.0%
Average Fare	\$ 0.68	\$ 0.41	\$ 0.49	-15.5%
Cost per Revenue Hour	\$ 74.22	\$ 87.16	\$ 87.59	-0.5%
Cost per Customer	\$ 5.10	\$ 3.27	\$ 3.95	-17.1%
Operating Assistance Investment per Customer	\$ 4.42	\$ 2.86	\$ 3.46	-17.4%
Base Statistics for Calculations				
Total Customers		298,441	241,582	23.5%
Total Revenue Hours		11,206	10,891	2.9%
Total Revenue Miles		152,547	148,283	2.9%
Total Bloomington-Normal Population (per the 2010 US Census)		129,107	129,107	0.0%
Total Operating Expense		\$ 976,703.00	\$ 953,985.00	2.4%
Total Operating Revenue (includes all directly-generated revenue such as Universal Access)		\$ 123,162.00	\$ 117,948.00	4.4%

Analysis & Interpretation

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	FY15 YTD					FY14 YTD					% Change				
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour		Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour		Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	
Connect Transit															
Green A (2 buses)	130,522	40,950	2,953	44.20		138,140	40,497	2,952	46.79		-5.5%	1.1%	0.0%	-5.5%	
Red B (2 buses)	98,974	38,880	3,031	32.65		89,138	38,555	3,031	29.41		11.0%	0.9%	0.0%	11.0%	
Purple C (2 buses)	65,663	36,502	3,011	21.81		67,543	37,275	3,011	22.43		-2.8%	-2.1%	0.0%	-2.8%	
Pink D (1 bus)	40,132	18,626	1,423	28.20		35,673	18,633	1,423	25.07		12.5%	0.0%	0.0%	12.5%	
Blue E (1 bus)	30,650	21,806	1,555	19.71		30,034	21,789	1,555	19.31		2.1%	0.1%	0.0%	2.1%	
Brown F (2 buses)	51,588	42,653	3,141	16.43		49,890	42,616	3,141	15.88		3.4%	0.1%	0.0%	3.4%	
Yellow G (2 buses)	89,607	43,375	3,095	28.95		85,176	42,592	3,095	27.52		5.2%	1.8%	0.0%	5.2%	
Orange H (2 buses)	81,829	41,413	3,082	26.55		82,119	41,294	3,082	26.64		-0.4%	0.3%	0.0%	-0.4%	
Lime I (2 buses)	97,354	52,023	3,013	32.32		82,697	51,660	3,013	27.45		17.7%	0.7%	0.0%	17.7%	
Teal J (1 bus)	22,206	23,879	1,407	15.78		17,464	28,666	1,446	12.08		27.2%	-16.7%	-2.7%	30.7%	
Aqua K (1 bus)	45,159	24,350	1,552	29.09		42,862	24,531	1,552	27.61		5.4%	-0.7%	0.0%	5.4%	
HCC Express (1 bus) (NCW/HS)	4,833	1,512	239	20.26		3,565	1,428	224	15.90		35.6%	5.9%	6.4%	27.5%	
ISU Tri Towers (2 buses)	151,754	11,491	1,080	140.51		84,272	11,491	1,070	78.77		80.1%	0.0%	1.0%	78.4%	
ISU College Station (2 buses)	31,404	17,499	1,321	23.77		22,978	17,496	1,304	17.62		36.7%	0.0%	1.3%	34.9%	
Nite Ride (2 buses)	26,012	14,702	1,104	23.56		16,281	15,087	1,137	14.32		59.8%	-2.4%	-2.9%	64.5%	
Total Fixed Route	967,697	429,663	31,008	31.21		847,832	433,570	31,036	27.32		14.1%	-0.9%	-0.1%	14.2%	
Demand Response															
Connect Mobility	23,386	109,520	8,565	2.73		19,129	90,575	7,060	2.71		22.3%	20.9%	21.3%	0.8%	
Connect Late Night	2,306	12,757	796	2.90		2,291	12,613	809	2.83		0.7%	1.1%	-1.6%	2.3%	
Total Demand Response	25,692	122,277	9,361	2.74		21,420	103,188	7,869	2.72		19.9%	18.5%	19.0%	0.8%	
SYSTEM TOTALS	993,389	551,940	40,369	24.61		869,252	536,758	38,905	22.34		14.3%	2.8%	3.8%	10.1%	



		Month: 2015 YTD			
		Target	FY2015	FY2014	% Change
Effectiveness	Total Boardings per Revenue Hour	15.0	24.6	22.3	10.1%
	Total Boardings per Capita	1.0	7.7	6.7	14.3%
	Total Boardings per Revenue Mile	1.0	1.8	1.6	11.1%
Safety	Total Preventable Accidents (Fixed Route and Demand Response)	0.0	11	16	-31.3%
	Preventable Accidents per 100,000 Miles	0.0	1.99	2.98	-33.1%
Efficiency	Farebox Recovery Ratio	13.3%	14.2%	15.4%	-7.9%
	Average Fare	\$ 0.68	\$ 0.49	\$ 0.54	-8.7%
	Cost per Revenue Hour	\$ 74.22	\$ 84.99	\$ 77.86	9.2%
	Cost per Customer	\$ 5.10	\$ 3.45	\$ 3.48	-0.9%
	Operating Assistance Investment per Customer	\$ 4.42	\$ 2.96	\$ 2.95	0.5%
Base Statistics for Calculations	Total Customers		993,389	869,252	14.3%
	Total Revenue Hours		40,369	38,905	3.8%
	Total Revenue Miles		551,940	536,758	2.8%
	Total Bloomington-Normal Population (per the 2010 US Census)		129,107	129,107	0.0%
	Total Operating Expense		\$ 3,430,826.00	\$ 3,029,038.00	13.3%
	Total Operating Revenue (includes all directly-generated revenue such as Universal Access)		\$	\$ 486,947.00	\$ 486,616.00

Analysis & Interpretation



CliftonLarsonAllen

CliftonLarsonAllen LLP
www.cliftonlarsonallen.com

Board of Trustees and Management
Bloomington-Normal Public Transit System
Normal, Illinois

In planning and performing our audit of the financial statements of Bloomington-Normal Public Transit System (the System) as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the System's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the System's internal control. Accordingly, we do not express an opinion on the effectiveness of the System's internal control.

However, during our audit we became aware of deficiencies in internal control, other than significant deficiencies and material weaknesses, and other matters that are opportunities to strengthen your internal control and improve the efficiency of your operations. Our comments and suggestions regarding those matters are summarized below. A separate communication dated October 21, 2014, contains our written communication of a significant deficiency in the System's internal control. This letter does not affect our communication dated October 21, 2014.

Review of Bank Reconciliations

Preparation of timely bank statement reconciliations to the general ledger is a strong internal control over cash. To strengthen that control, we recommend that the bank reconciliation be reviewed each month by a person that did not prepare the reconciliation. This internal control is a key control over cash and should be used to ensure that the reconciliation is completed on a timely basis and is accurate. The reviewer should also look for any unusual reconciling items or unreconciled differences and be documented by the reviewer's signature.

Review of Journal Entries

During our audit, we noted there was only one individual responsible for creating and recording the journal entries. There is no review completed over the journal entries. We recommend that the journal entries be reviewed each month by a person that did not prepare the journal entries. This internal control should be used to ensure the journal entries are complete and accurate, and so any errors or irregularities could be detected on a timely basis. The review should be documented by the reviewer's signature.

Review of Federal Report

In our testing we noted that the review of one of the financial reports submitted was not documented. We recommend a documented review of all federal reports prior to submission to ensure their accuracy.

User Access Rights

During our audit, we noted there is no formal policy in place which documents which user access rights new employees should have. To strengthen controls over the financial systems, we recommend a policy be created and implemented to document which system rights each employee should have. In addition, a list of user access rights by employee should be reviewed periodically to ensure rights are still appropriate.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various System personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management, Board of Trustees, and others within the System, and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

Champaign, Illinois
October 21, 2014



CliftonLarsonAllen

CliftonLarsonAllen LLP
www.cliftonlarsonallen.com

Board of Trustees
Bloomington-Normal Public Transit System
Normal, Illinois

We have audited the financial statements of Bloomington-Normal Public Transit System as of and for the year ended June 30, 2014, and have issued our report thereon dated October 21, 2014. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Bloomington-Normal Public Transit System are described in Note 1 to the financial statements.

For the year ended June 30, 2014, the financial statements include the impact of adoption of Governmental Accounting Standards Board Statement (GASBS) number 65:

GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, issued March 2012. The objective of this statement is to establish accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no accounting estimates affecting the financial statements which were particularly sensitive or required substantial judgments by management.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

Management did not identify and we did not notify them of any financial statement misstatements detected as a result of audit procedures.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated October 21, 2014.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant findings or issues that were discussed, or the subject of correspondence, with management

We have provided separate letters to you dated October 21, 2014, communicating internal control related matters identified during the audit.

Other information in documents containing audited financial statements

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated October 21, 2014.

With respect to the Schedule of Computation of Federal Operating Assistance Grant, the Schedule of Computation of Amount Due Illinois State University, and the Schedule of Revenues and Expenses Under Downstate Operating Assistance Grant accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare financial statements or to the financial statements themselves. We have issued our report thereon dated October 21, 2014.

The Various Statistical Data-Last Ten Fiscal Years accompanying the financial statements, which is the responsibility of management, was prepared for purposes of additional analysis and is not a required part of the financial statements. Such information was not subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we did not express an opinion or provide any assurance on it.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

This communication is intended solely for the information and use of the Board of Trustees and management of Bloomington-Normal Public Transit System and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen, LLP

Champaign, Illinois
October 21, 2014

**BLOOMINGTON-NORMAL
PUBLIC TRANSIT SYSTEM**
Normal, Illinois

FINANCIAL STATEMENTS
June 30, 2014 and 2013



CliftonLarsonAllen

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INDEPENDENT AUDITORS' REPORT

Board of Trustees
Bloomington-Normal Public Transit System
Normal, Illinois

Report on the Financial Statements

We have audited the accompanying financial statements of the Bloomington-Normal Public Transit System, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Bloomington-Normal Public Transit Systems as of June 30, 2014, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4 through 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bloomington-Normal Public Transit System's basic financial statements. The Schedule of Computation of Federal Operating Assistance Grant and Schedule of Computation of Amount Due Illinois State University are presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Revenue and Expenses Under Downstate Operating Assistance Grant OP-14-07-IL is presented for purposes of additional analysis, as required by the Illinois Department of Transportation and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is also presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Computation of Federal Operating Assistance Grant, Schedule of Revenue and Expenses under Downstate Operating Assistance Grant OP-14-07-IL, Schedule of Computation of Amount Due Illinois State University, and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

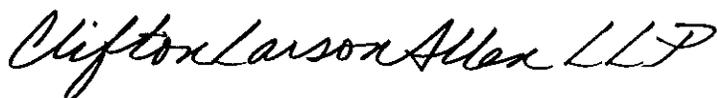
The Various Statistical Data – Last Ten Fiscal Years has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Predecessor Auditor

The financial statements of the Bloomington-Normal Public Transit System as of June 30, 2013 were audited by other auditors whose report dated October 30, 2013 expressed an unmodified opinion on those statements.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2014, on our consideration of the Bloomington-Normal Public Transit System's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bloomington-Normal Public Transit System's internal control over financial reporting and compliance.



CliftonLarsonAllen LLP

Champaign, Illinois
October 21, 2014

MANAGEMENT'S DISCUSSION AND ANALYSIS

Management's Discussion and Analysis (MD&A) is an introduction to the basic financial statements and supplementary information of the System. MD&A should be read in conjunction with the basic financial statements, notes to financial statements, and supplementary information. MD&A provides management's perspective on the performance of the System in the current year and its financial condition at year-end.

Questions concerning any of the information provided in this report or requests for additional information should be addressed to Managing Director, Bloomington-Normal Public Transit System, 351 Wylie Drive, Normal, Illinois 61761.

Financial Highlights – Fiscal Year 2014

- State operating assistance increased in fiscal year 2014 to \$6,378,435 from \$6,029,509 in fiscal year 2013.
- Federal operating assistance increased in fiscal year 2014 to \$2,024,376 from \$1,868,335 in fiscal year 2013.
- The assets of the Bloomington-Normal Public Transit System exceeded its liabilities at the close of the most recent fiscal year by \$18,508,783 (net position).
- The Bloomington-Normal Public Transit System (the System) operated in fiscal year 2014 without incurring debt.

Financial Highlights – Fiscal Year 2013

- State operating assistance increased in fiscal year 2013 to \$6,029,509 from \$5,437,594 in fiscal year 2012.
- Federal operating assistance increased in fiscal year 2013 to \$1,868,335 from \$1,107,464 in fiscal year 2012.
- The assets of the Bloomington-Normal Public Transit System exceeded its liabilities at the close of the most recent fiscal year by \$18,552,670 (net position).
- The Bloomington-Normal Public Transit System (the System) operated in fiscal year 2013 without incurring debt.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Overview of the Financial Statements

The basic financial statements are the statements of net position, statements of revenues, expenses, and changes in net position, and the statements of cash flows. These financial statements were prepared using the full accrual accounting method used by businesses in the private sector.

The statements of net position present the financial position of the System on a full accrual historical cost basis. The statements of net position provide information on all the assets and liabilities of the System, with the difference between the two being the System's net position. Increases or decreases in net position are one indicator of whether the System's financial position is improving or deteriorating.

The statements of revenues, expenses, and changes in net position provide the performance of the System over its fiscal year, which is the twelve-month period ended June 30. These statements present the detail of how the net position presented on the statements of net position changed over the fiscal years. All activities that increase or decrease net position are reflected on these statements when they occur rather than when the related cash flow occurs.

The cash flow statements present the increase or decrease in cash and cash equivalents during the fiscal years resulting from the operating, financing, and investing activities of the System. These statements simply present the increases and decreases in cash and cash equivalents without regard to related revenues/receivables and expenses/liabilities.

The notes to financial statements provide further information on the items reported in the basic financial statements. This information is essential for the reader of this report to acquire a full understanding of the amounts in the financial statements and other commitments and events not reflected in the financial statements. The supplementary information also provides further detail on the state-operating grant of the System, the System's federal grants, and amounts owed to organizations with which the System has transportation contracts.

The System as a Whole

The System's net position decreased from the prior year – decreasing from \$18.55 million to \$18.51 million. Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the System.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Table 1
Net Position

	2014	2013	2012
Current and Other Assets	\$ 6,769,305	\$ 6,156,448	\$ 5,251,603
Capital Assets	12,866,086	13,485,312	13,365,024
Total Assets	<u>19,635,391</u>	<u>19,641,760</u>	<u>18,616,627</u>
Current and Other Liabilities	895,713	893,469	450,979
Noncurrent Liabilities	230,895	195,621	452,490
Total Liabilities	<u>1,126,608</u>	<u>1,089,090</u>	<u>903,469</u>
Net Position:			
Net Investment in Capital Assets	12,391,162	13,485,312	13,365,024
Unrestricted	6,117,621	5,067,358	4,348,134
Total Net Position	<u>\$ 18,508,783</u>	<u>\$ 18,552,670</u>	<u>\$ 17,713,158</u>

Fiscal Year 2014 - The System's net position remained relatively level decreasing by only .20 percent (\$18.51 million compared to \$18.55 million) during fiscal year 2014.

Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints established by enabling legislation or other legal requirements, increased by \$1.05 million (\$6.12 million compared to \$5.07 million). This increase in unrestricted net position is due to the increase in the fund balance of the Local Capital #2 fund. This fund is accumulating local contributions from the City of Bloomington and Town of Normal to fund the local share of current and future capital projects.

Fiscal Year 2013 - The System's net position increased by 4.7 percent (\$18.55 million compared to \$17.71 million) during fiscal year 2013. This increase was due mainly to the increase in Capital Fund #2. This fund is accumulating local contributions from the City of Bloomington and Town of Normal to fund the local share of current and future capital projects.

Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints established by enabling legislation or other legal requirements, increased by \$0.8 million (\$5.1 million compared to \$4.3 million). This increase in unrestricted net position is due to the increase in the fund balance of the Local Capital #2 fund described above.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Table 2
Changes in Net Position

	2014	2013	2012
Operating Revenues:			
Revenues from Transportation Services	\$ 1,371,605	\$ 1,356,584	\$ 1,186,308
Other Operating Revenues	16,257	16,411	21,524
Total Operating Revenues	<u>1,387,862</u>	<u>1,372,995</u>	<u>1,207,832</u>
Operating Expenses:			
Transportation Services	11,166,216	10,635,734	9,452,303
Operating Loss	<u>(9,778,354)</u>	<u>(9,262,739)</u>	<u>(8,244,471)</u>
Non-Operating Revenues:			
Operating Grants	8,402,811	7,897,844	6,545,058
Local Subsidies	928,820	901,946	866,025
Interest Income	4,133	3,026	2,622
Total Non-Operating Revenues	<u>9,335,764</u>	<u>8,802,816</u>	<u>7,413,705</u>
Income/(Loss) Before Other Revenues	(442,590)	(459,923)	(830,766)
Other Revenues:			
Capital Grants	398,703	1,299,435	189,916
Change in Net Position	<u>(43,887)</u>	<u>839,512</u>	<u>(640,850)</u>
Net Position, Beginning of Year	<u>18,552,670</u>	<u>17,713,158</u>	<u>18,354,008</u>
Net Position, End of Year	<u>\$ 18,508,783</u>	<u>\$ 18,552,670</u>	<u>\$ 17,713,158</u>

Fiscal Year 2014 – The System's operating revenues increased by \$14,867 or 1.1 percent in 2014 (\$1,387,862) compared to 2013 (\$1,372,995). Operating expenses increased 5 percent (\$530,482).

Factors that led to the increases included:

- Modifications to our Universal Access agreements and an increase in ridership
- Increased salaries and wages expense due to the addition of new positions
- Increased employee health insurance and liability insurance rates
- Increased advertising expense

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fiscal Year 2013 – The System's operating revenues increased by \$165,163 or 13.7 percent in 2013 (\$1,372,995) compared to 2012 (\$1,207,832). Operating expenses increased 12.5 percent (\$1,183,431).

Factors that led to the increases included:

- Modifications to our Universal Access agreements and stricter enforcement of usage guidelines led to increase in farebox revenue and Universal Access contract revenue
- Increased employee health insurance and liability insurance rates
- Increased fuel expense
- Increased bus repair and maintenance
- Increased professional fee expense
- Increased depreciation expense

Budgetary Highlights

Fiscal Year 2014 – The Board of Trustees approved the System's General Operating Fund budget for fiscal year 2014 on May 28, 2013. The budget included operating expenses of \$9,850,000 excluding depreciation.

- Operating revenue of \$1,387,862 was \$2,147 over budget.
- Operating expenses, less depreciation, totaled \$9,839,013 was \$10,987 under budget.

Fiscal Year 2013 – The Board of Trustees approved the System's General Operating Fund budget for fiscal year 2013 on April 3, 2012. The budget included operating expenses of \$9,850,855 excluding depreciation.

- Operating revenue of \$1,372,995 was \$106,736 over budget mainly due to increased farebox recovery and increase Universal Access contract revenue.
- Operating expenses, less depreciation, totaled \$9,287,659, \$563,196 under budget mainly due to lower than expected fuel expense, salaries and wages expenses, and insurance expenses.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Capital Asset Administration

At the end of fiscal year 2014, the System had \$12.9 million invested in a broad range of capital assets (see Table 3 below). This amount represents a net decrease (including additions and deductions) of \$619,266 or 4.6% percent less than last year, due to depreciation of Capital Assets.

	<u>2014</u>	<u>2013</u>	<u>2012</u>
Land and Improvements	\$ 1,220,018	\$ 1,220,018	\$ 1,220,018
Facilities	8,521,650	8,283,132	8,283,132
Revenue Vehicles	10,035,480	10,007,920	8,691,797
Held for Sale	474,924	474,924	474,924
Other Equipment	943,034	824,594	672,354
Less: Accumulated Depreciation	<u>(8,329,020)</u>	<u>(7,325,276)</u>	<u>(5,977,201)</u>
Totals	<u>\$ 12,866,086</u>	<u>\$ 13,485,312</u>	<u>\$ 13,365,024</u>

This year's major additions included:

Building Improvement	\$ 238,518
Revenue Vehicles	312,654
Support Vehicles	38,364
Other Equipment	118,440
	<u>\$ 707,976</u>

Fiscal Year 2013 Major Additions Include:

Revenue Vehicles	\$ 1,316,123
Computer Software	85,360
Other Equipment	66,880
	<u>\$ 1,468,363</u>

The System's fiscal year 2015 capital budget calls for \$4.1 million for capital expenditures.

Some of the more significant fiscal year 2015 capital projects include:

Revenue Vehicle Purchases	\$ 2,170,000
Smart Fare Collection System	1,500,000
Equipment Purchases	51,000
Building Improvements	400,000
	<u>\$ 4,121,000</u>

MANAGEMENT'S DISCUSSION AND ANALYSIS

More detailed information about the System's capital assets is presented in Note 5 to the financial statements.

Economic Factors and Next Year's Budget

- For fiscal year 2015, operating assistance from IDOT will again be 65 percent of allowable operating expenses. Despite the Illinois budget deficit IDOT has been making quarterly payments in a timely manner.
- The General Operating Fund budget contained a total of \$10,504,000 for operating expenses in fiscal year 2015.

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
STATEMENTS OF NET POSITION
June 30, 2014 and 2013

ASSETS

	<u>2014</u>	<u>2013</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 5,059,978	\$ 3,630,425
Receivables	1,264,459	2,226,454
Inventory	224,072	184,612
Prepaid expenses	<u>220,796</u>	<u>114,957</u>
Total current assets	<u>6,769,305</u>	<u>6,156,448</u>
PROPERTY AND EQUIPMENT		
Land and assets held for sale, not being depreciated	1,694,942	1,694,942
Other property and equipment, net of depreciation	<u>11,171,144</u>	<u>11,790,370</u>
Total property and equipment	<u>12,866,086</u>	<u>13,485,312</u>
TOTAL ASSETS	<u>\$ 19,635,391</u>	<u>\$ 19,641,760</u>

LIABILITIES AND NET POSITION

CURRENT LIABILITIES		
Accounts payable	\$ 299,046	\$ 380,604
Accrued expenses	201,850	149,016
Unearned revenue	94,817	93,849
Compensated absences	<u>300,000</u>	<u>270,000</u>
Total current liabilities	<u>895,713</u>	<u>893,469</u>
NONCURRENT LIABILITIES:		
Compensated absences, net of current portion	<u>230,895</u>	<u>195,621</u>
Total liabilities	<u>1,126,608</u>	<u>1,089,090</u>
NET POSITION		
Net investment in capital assets	12,391,162	13,485,312
Unrestricted	<u>6,117,621</u>	<u>5,067,358</u>
Total net position	<u>18,508,783</u>	<u>18,552,670</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 19,635,391</u>	<u>\$ 19,641,760</u>

The accompanying notes are an integral part of the financial statements.

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
OPERATING REVENUES		
Passenger fares	\$ 895,191	\$ 885,444
Contract fares	476,414	471,140
Miscellaneous income	<u>16,257</u>	<u>16,411</u>
Total operating revenues	<u>1,387,862</u>	<u>1,372,995</u>
OPERATING EXPENSES		
Salaries and wages	5,695,108	5,016,369
Depreciation	1,327,202	1,348,075
Fuel and lubricants	1,154,578	1,217,346
Bus repair and maintenance	596,531	808,975
Group insurance	643,651	536,483
Insurance	457,147	484,561
Payroll taxes	419,941	387,083
Retirement plan	195,183	185,759
Professional fees	83,241	163,027
Supplies	146,152	148,762
Utilities and telephone	127,004	115,000
Other operating expenses	<u>320,478</u>	<u>224,294</u>
Total operating expenses	11,166,216	10,635,734
Operating loss	<u>(9,778,354)</u>	<u>(9,262,739)</u>
NON-OPERATING REVENUES		
State of Illinois operating assistance grant	6,378,435	6,029,509
Federal operating assistance grant	2,024,376	1,868,335
Local subsidies	928,820	901,946
Interest income	<u>4,133</u>	<u>3,026</u>
Total non-operating revenues	<u>9,335,764</u>	<u>8,802,816</u>
Loss before other revenues	(442,590)	(459,923)
OTHER REVENUES		
Federal capital grants	<u>398,703</u>	<u>1,299,435</u>
CHANGE IN NET POSITION	(43,887)	839,512
NET POSITION, BEGINNING OF YEAR	<u>18,552,670</u>	<u>17,713,158</u>
NET POSITION, END OF YEAR	<u>\$ 18,508,783</u>	<u>\$ 18,552,670</u>

The accompanying notes are an integral part of the financial statements.

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
STATEMENTS OF CASH FLOWS
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	\$ 1,386,953	\$ 1,383,152
Payments to vendors	(4,370,763)	(4,084,861)
Payments to employees	<u>(5,577,000)</u>	<u>(5,106,597)</u>
Net cash used in operating activities	<u>(8,560,810)</u>	<u>(7,808,306)</u>
CASH FLOWS FROM NON-CAPITAL AND RELATED FINANCING ACTIVITIES		
State operating assistance grant proceeds received	7,457,672	4,485,428
Federal operating assistance grant proceeds received	<u>1,909,011</u>	<u>2,637,322</u>
Net cash provided by non-capital and related financing activities	<u>9,366,683</u>	<u>7,122,750</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Federal capital grant proceeds received	398,703	1,352,107
Local subsidies received	928,820	901,946
Purchases of property and equipment	<u>(707,976)</u>	<u>(1,468,363)</u>
Net cash provided by capital and related financing activities	<u>619,547</u>	<u>785,690</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest received	<u>4,133</u>	<u>3,026</u>
Net cash provided by investing activities	<u>4,133</u>	<u>3,026</u>
INCREASE IN CASH AND CASH EQUIVALENTS	1,429,553	103,160
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>3,630,425</u>	<u>3,527,265</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 5,059,978</u>	<u>\$ 3,630,425</u>

The accompanying notes are an integral part of the financial statements.

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
STATEMENTS OF CASH FLOWS (Continued)
Years Ended June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
RECONCILIATION OF OPERATING LOSS TO		
NET CASH USED IN OPERATING ACTIVITIES		
Operating loss	\$ (9,778,354)	\$ (9,262,739)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation	1,327,202	1,348,075
Effects of changes in operating assets and liabilities:		
Receivables	(1,877)	7,166
Inventory	(39,460)	(128,795)
Prepaid expenses	(105,839)	42,366
Accounts payable and accrued expenses	36,550	182,630
Unearned revenue	968	2,991
	1,217,544	1,454,433
Net adjustments	1,217,544	1,454,433
NET CASH USED IN OPERATING ACTIVITIES	\$ (8,560,810)	\$ (7,808,306)

The accompanying notes are an integral part of the financial statements.

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 1 - NATURE OF THE OPERATIONS AND THE REPORTING ENTITY

The Bloomington-Normal Public Transit System (the System) was formed as an agency of the City of Bloomington (Bloomington) and the Town of Normal (Normal) in 1972. The purpose of the System is to provide transportation services within the City of Bloomington and the Town of Normal. The System is governed by a Board of Trustees appointed by the city and town councils of Bloomington and Normal, respectively. The System operates as an enterprise fund, which accounts for operation in a manner similar to private business enterprises – where the intent of the governing body (the Board of Trustees) is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be financed or recovered primarily through user charges. Funding is provided primarily by annual grants from the Federal Transit Administration (FTA) (18 percent of 2014 revenues and 16 percent of 2013 revenues), the Illinois Department of Transportation (IDOT) (57 percent of 2014 revenues and 53 percent of 2013 revenues), and subsidies from Bloomington and Normal (8 percent of 2014 revenues and 8 percent of 2013 revenues).

The reporting entity of the System was determined based on the oversight responsibility and scope of the public services provided. Oversight responsibility is measured by the extent of financial interdependency, control over the selection of the governing authority and management, ability to significantly influence operations, and accountability for fiscal matters. Based on these criteria, there are no agencies or other units that have been or should be combined with the financial statements of the System.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the System are prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Government Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments. GAAP includes all relevant GASB pronouncements plus other sources of accounting and financial reporting guidance noted in GASB Statement 55, *The Hierarchy of GAAP for State and Local Governments*.

For the purposes of preparing the statement of cash flows, cash equivalents include demand deposits and funds held in money market accounts.

Receivables are reported at the estimated net realized amounts from third-party payers and others for services rendered. Receivables are stated at the amount management expects to collect or the outstanding balance. The allowance for doubtful receivables was \$0 at June 30, 2014 and 2013.

Prepaid expenses, such as for insurance, are expensed over the term the services are received in.

Inventories are stated at cost. Inventory consists of the value of on hand bus tokens, outstanding bus tokens, and replacement parts for bus repair.

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Purchased capital assets are valued at actual or estimated historical cost, while donated capital assets are value at their fair market value at the time of donation. Assets are capitalized if they are valued at more than \$10,000 and have a useful life of more than 1 year. Depreciation is calculated on all capital assets other than land, works of art, and assets that appreciate in value using the straight-line method and the following useful lives:

Vehicles	3 - 12 Years
Furniture and Equipment	3 - 15 Years
Buildings and Improvements	10 - 50 Years

It is the System's policy to allow employees to accumulate unused compensated absences. The System calculates the liability for unused sick leave included in compensated absences using the vesting method. The cost of these benefits is recorded on the financial statements in the fiscal year earned by the employees.

The System reports decreases in net position or fund equity that relate to future periods as deferred outflows of resources in a separate section of its statements of net position. No deferred outflows of resources are reported in these financial statements.

The System's statements of net position report a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period. The System will not recognize the related revenue until a future event occurs. No deferred inflows of resources are reported in these financial statements.

Operating revenues include all revenues from the provision of a service by the System. These services consist of the provision of public transportation. All other revenues are considered non-operating or other revenues.

Operating grant revenue is recognized as it is earned. Capital grant revenue is recorded as capital grant expenditures are incurred. Receivables result principally from amounts due from FTA and IDOT.

The System's policy is to apply restricted resources first when an expense is incurred for a purpose for which both restricted and unrestricted net position are available.

A budget is adopted annually by the Board of Trustees, as required by ordinances enacted by Bloomington and Normal.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 3 - DEPOSITS AND INVESTMENTS

State statutes authorize the System to invest in: direct obligations of federally insured banks and savings and loan associations; insured obligations of Illinois credit unions; securities issued or guaranteed by the U.S. Government; money market mutual funds investing only in U.S. Government based securities; commercial paper of U.S. corporations with assets over \$500 million; short-term obligations of the Federal National Mortgage Association; repurchase agreements; and the investment pools managed by the State Treasurer of Illinois.

The System currently deposits all funds in Commerce Bank and the Illinois Funds Money Market and Prime funds. The Illinois Funds Money Market and Prime funds are external investment pools created by the Illinois General Assembly in 1975. The primary purpose is, according to Illinois Funds, "to provide custodians of public funds with an alternative investment vehicle which enables them to earn a competitive return on fully collateralized investments, while maintaining immediate access to investment funds".

Custodial Credit Risk – Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the System's deposits may not be returned to it. At June 30, 2014, the System's \$5,005,995 bank balance was fully insured or collateralized. At June 30, 2013, \$3,342,116 of the System's \$3,592,116 bank balance was exposed to custodial credit risk and was uninsured and uncollateralized.

Interest Rate and Credit Risk – External Investment Pools

At June 30, 2014 and 2013, respectively, the System had a total of \$201,636 and \$201,583 in the Illinois Funds Money Market Fund and Prime Fund. The fair value of the System's position in these portfolios is equal to the value of the System's fund shares. The portfolios are regulated by oversight of the Treasurer of the state of Illinois and private rating agencies. The portfolios have AAAM ratings from Standard and Poor's. The assets of the portfolios are mainly invested in securities issued by the United States government or agencies related to the United States. Assets of the funds not invested in United States government securities are fully collateralized by pledged securities. The time to maturity of the investments in these external investment pools averages less than one year.

The System's investment policy addresses interest rate risk by (a) structuring investment maturities to meet operating cash needs and (b) investing operating funds primarily in short-term securities, money market mutual funds, or similar investment pools with average maturities consistent with the policy. The System's investment policy addresses credit risk by (a) limiting the types of investments allowed, (b) prequalifying financial institutions, brokers, and advisors, and (c) diversifying its portfolio.

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 4 - RECEIVABLES

At June 30, 2014 and 2013, receivables were as follows:

	<u>2014</u>	<u>2013</u>
Federal Operating Assistance Grant	\$ 526,264	\$ 410,899
State of Illinois Operating Assistance Grant	711,476	1,790,713
Other	<u>26,719</u>	<u>24,842</u>
Totals	<u>\$ 1,264,459</u>	<u>\$ 2,226,454</u>

Operating Assistance Grants

The final estimated operating grant amounts from FTA and IDOT are subject to review and approval of the eligible expenses by IDOT. The receivable amounts above are based on eligible expenses as calculated by management and management is not aware of any potential changes to the eligible expenses as of the date of the auditors' report.

NOTE 5 - PROPERTY AND EQUIPMENT, NET

The changes in property and equipment for fiscal year 2014 were as follows:

	<u>June 30,</u> <u>2013</u>	<u>Additions</u>	<u>Disposals</u>	<u>June 30,</u> <u>2014</u>
Used in operations				
Not being depreciated:				
Land	\$ 1,220,018	\$ -	\$ -	\$ 1,220,018
Being Depreciated:				
Buildings	8,283,132	238,518	-	8,521,650
Vehicles	10,007,920	351,018	(323,458)	10,035,480
Equipment	<u>824,594</u>	<u>118,440</u>	<u>-</u>	<u>943,034</u>
	20,335,664	707,976	(323,458)	20,720,182
Less: accumulated depreciation	<u>(7,325,276)</u>	<u>(1,327,202)</u>	<u>323,458</u>	<u>(8,329,020)</u>
Total capital assets used in operations	<u>13,010,388</u>	<u>(619,226)</u>	<u>-</u>	<u>12,391,162</u>
Held for sale				
Land	63,600	-	-	63,600
Buildings	408,444	-	-	408,444
Equipment	<u>2,880</u>	<u>-</u>	<u>-</u>	<u>2,880</u>
Total capital assets held for sale	<u>474,924</u>	<u>-</u>	<u>-</u>	<u>474,924</u>
Total capital assets	<u>\$ 13,485,312</u>	<u>\$ (619,226)</u>	<u>\$ -</u>	<u>\$12,866,086</u>

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 5 - PROPERTY AND EQUIPMENT, NET (CONTINUED)

The changes in property and equipment for fiscal year 2013 were as follows:

	<u>June 30,</u> <u>2012</u>	<u>Additions</u>	<u>Disposals</u>	<u>June 30,</u> <u>2013</u>
Used in operations				
Not being depreciated:				
Land	\$ 1,220,018	\$ -	\$ -	\$ 1,220,018
Being Depreciated:				
Buildings	8,283,132	-	-	8,283,132
Vehicles	8,691,797	1,316,123	-	10,007,920
Equipment	<u>672,354</u>	<u>152,240</u>	-	<u>824,594</u>
	18,867,301	1,468,363	-	20,335,664
Less: accumulated depreciation	<u>(5,977,201)</u>	<u>(1,348,075)</u>	-	<u>(7,325,276)</u>
Total capital assets used in operations	<u>12,890,100</u>	<u>120,288</u>	-	<u>13,010,388</u>
Held for sale				
Land	63,600	-	-	63,600
Buildings	408,444	-	-	408,444
Equipment	<u>2,880</u>	-	-	<u>2,880</u>
Total capital assets held for sale	<u>474,924</u>	-	-	<u>474,924</u>
Total capital assets	<u>\$ 13,365,024</u>	<u>\$ 120,288</u>	<u>\$ -</u>	<u>\$13,485,312</u>

Depreciation for transit operations for the years ended June 30, 2014 and 2013 was \$1,327,202 and \$1,348,075, respectively.

During 2011, the System adopted a plan to dispose of the land, building, and office furniture located at 104 East Oakland Avenue in Bloomington, Illinois. The assets are held for sale as the System closed the building upon the completion of construction of new facilities. The property and equipment held for sale was deemed not to be impaired and is carried at net book value at the time of closure.

NOTE 6 - NONCURRENT LIABILITIES

The following is a summary of changes in noncurrent liabilities for the year ended June 30, 2014:

	<u>June 30,</u> <u>2013</u>	<u>Issued</u>	<u>Retired</u>	<u>June 30,</u> <u>2014</u>	<u>Due Within</u> <u>One Year</u>
Accrued compensated absences	<u>\$ 465,621</u>	<u>\$ 446,923</u>	<u>\$ (381,649)</u>	<u>\$ 530,895</u>	<u>\$ 300,000</u>

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013**

NOTE 6 - NONCURRENT LIABILITIES (CONTINUED)

The following is a summary of changes in noncurrent liabilities for the year ended June 30, 2013:

	<u>June 30, 2012</u>	<u>Issued</u>	<u>Retired</u>	<u>June 30, 2013</u>	<u>Due Within One Year</u>
Accrued compensated absences	\$ 602,490	\$ 275,045	\$ (411,914)	\$ 465,621	\$ 270,000

NOTE 7 - DEFERRED COMPENSATION PLAN

The System offers its employees a deferred compensation plan in accordance with Internal Revenue Code Section 457, administered by the ICMA Retirement Corporation. Each participant has an individual account with ICMA into which all contributions flow. The participants are offered various investment options through the Plan and are allowed to invest funds in their account at their own discretion among the options. The System may amend, modify, or terminate the Plan provided it transmits such an amendment at least 30 days prior to the effective date of the amendment. The Plan is available to all employees who have completed twelve months of service. Deferred compensation is not available to employees until termination, death, or unusual emergency. A participant may contribute the lesser of \$7,500 adjusted annually for inflation or 33.33 percent of their includible compensation. The System contributes 5 percent of the participants' includible compensation in each year less an amount equal to the annual premium necessary to fund the primary death benefit for each employee. Contributions to the Plan for the year ended June 30, 2014 totaled \$447,974, which consisted of \$252,791 contributed by the employees and \$195,183 contributed by the System. Contributions to the Plan for the year ended June 30, 2013 totaled \$425,534, which consisted of \$239,775 contributed by the employees and \$185,759 contributed by the System.

The System provides no other post-employment benefits.

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013**

NOTE 8 - INSURANCE COVERAGE

The System is exposed to various risks related to torts, theft or damage of capital assets, error or omissions and natural disasters for which the System carries insurance. There was no significant reduction in insurance coverage from the prior year. The System self-insures for physical damage to vehicles not covered by another party's insurance. There have been no settlement amounts that have exceeded insurance coverage in the past three years.

The following table is a summary of the System's insurance coverage as of June 30, 2014:

<u>Coverage Type</u>	<u>Deductible</u>	<u>Coverage Limits</u>	<u>Insurance Company</u>
Worker's Compensation			
Employer's Liability	\$ -	\$1,000,000/Occurrence	United Wisconsin Insurance Co.
Auto Liability			
Liability	\$ -	\$1,000,000/Occurrence	Atlantic Specialty Insurance Co.
Medical payments	1,000	\$5,000/Occurrence	
Uninsured motorists	-	\$1,000/Occurrence	
Underinsured motorists	-	\$1,000/Occurrence	
Commercial Property			
Building and personal property	\$ 25,000	\$5,000,000/Annual Aggregate	Atlantic Specialty Insurance Co.
Loss of business income	-	\$250,000/Occurrence	
Employee dishonesty	1,000	\$50,000/Occurrence	
Theft, disappearance, and destruction	1,000	\$50,000/Occurrence	
Crime Insurance	\$ 1,000	\$25,000/Occurrence	Atlantic Specialty Insurance Co.

NOTE 9 - RELATED PARTY TRANSACTIONS

As described in Note 1 above, the System receives annual subsidies from the City of Bloomington and Town of Normal to provide for the purchase of capital assets not funded by federal and state capital grants and for the Wheels to Work Program at the local YWCA. For the year ended June 30, 2014, payments received from the City of Bloomington and Town of Normal totaled \$549,636 and \$379,184, respectively. For the year ended June 30, 2013 payments received from the City of Bloomington and Town of Normal totaled \$562,221 and \$339,725, respectively.

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
NOTES TO BASIC FINANCIAL STATEMENTS
June 30, 2014 and 2013

NOTE 10 - COMMITMENT

In April 2013 the System entered into a commitment to lease tires for its revenue vehicles. The contract runs through March 2016 and covers the two major tire sizes utilized by the System. The lease amount is variable and is based upon the number of miles driven with fixed amounts based on tire tread wear measurements. The approximate per fiscal year cost related to this contract is estimated at \$100,000. The actual expense for fiscal years 2014 and 2013 was \$65,289 and \$1,920, respectively.

The accompanying notes are an integral part of the financial statements.

SUPPLEMENTARY INFORMATION

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
SCHEDULE OF COMPUTATION OF FEDERAL OPERATING ASSISTANCE GRANT
For the Year Ended June 30, 2014

Operating expenses, excluding depreciation	\$ 9,839,014
Less: ineligible expenses:	
APTA and IPTA dues	(5,020)
Reimbursed expenses	(3,016)
YWCA passthrough	(18,000)
Advertising expenses	(76,408)
Non-federal expenses	<u>(11,343)</u>
Total eligible operating expenses	9,725,227
Less: offsets to total eligible operating expenses:	
Passenger fares	(1,371,605)
Interest income	(4,133)
Miscellaneous income	<u>(3,715)</u>
Federal project cost, net	8,345,774
Federal participation rate limit	<u>50.00%</u>
Federal participation limit	<u>\$ 4,172,887</u>
Actual federal participation:	
Federal project cost, net	\$ 8,345,774
State operating assistance	(6,378,435)
State operating assistance applied to costs ineligible for federal operating assistance	<u>57,037</u>
Calculated federal operating assistance	<u>2,024,376</u>
Maximum federal operating assistance	<u>2,024,376</u>
Actual federal operating assistance - lessor of calculated and maximum federal operating assistance	2,024,376
Payments received from FTA as of June 30, 2014	<u>1,498,112</u>
Due from FTA as of June 30, 2014	<u>\$ 526,264</u>

BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
SCHEDULE OF REVENUE AND EXPENSES
UNDER DOWNSTATE OPERATING ASSISTANCE GRANT OP-14-07-IL
Year Ended June 30, 2014

OPERATING REVENUES AND INCOME

401	Passenger fares for transit services	\$ 787,065
402	Special transit fares	584,539
406	Auxiliary revenue	2,500
407	Non-transportation revenue	5,348
413	Federal cash grants and reimbursements: Revenue recorded in fiscal year 2014	<u>2,024,376</u>

Total operating revenue and income 3,403,828

OPERATING EXPENSES

501	Labor	5,695,108
502	Fringe benefits	838,834
503	Professional services	37,753
504	Materials and supplies consumed	2,088,813
505	Utilities	127,004
506	Casualty and liability	457,147
507	Taxes	419,941
509	Miscellaneous expense	165,660
512	Leases, rentals, and purchase-lease payments	<u>8,754</u>

Total operating expenses 9,839,014

Less: Ineligible expenses

Reimbursement Expenses	3,016
APTA and IPTA Dues, YWCA Passthrough	<u>23,020</u>
Total ineligible expenses	<u>26,036</u>

Total eligible operating expenses \$ 9,812,978

Total eligible operating expenses \$ 9,812,978

Total operating revenue and income 3,403,828

Deficit (6,409,150)

65% of eligible expense 6,378,435

Maximum contract amount 7,840,800

Eligible Downstate Operating Assistance

(Deficit, 65% of eligible expense, or maximum contract amount, whichever is less) 6,378,435

FY14 Downstate Operating Assistance Received
(through June 30, 2014) 5,792,498

FY14 Downstate Operating Assistance
Received (Subsequent to June 30, 2014) 585,937

FY14 Downstate Operating Assistance Under Paid \$ -

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
SCHEDULE OF COMPUTATION OF AMOUNT DUE
ILLINOIS STATE UNIVERSITY
Year Ended June 30, 2014**

Universal access service agreement	\$ 476,414
Balance due from (to) ISU as of July 1, 2013	-
Service payments received from ISU during fiscal year 2014	<u>(476,414)</u>
Balance due from (to) ISU as of June 30, 2014	<u>\$ -</u>

UNAUDITED STATISTICAL SCHEDULE

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
VARIOUS STATISTICAL DATA
Last Ten Fiscal Years (Unaudited)**

<u>Year Ended June 30,</u>	<u>Number of Employees at Fiscal Year End</u>	<u>Fiscal Year Boardings</u>	<u>Fleet Miles Driven</u>
2014	110	2,587,228	1,588,668
2013	89	2,067,074	1,583,089
2012	94	2,084,737	1,535,640
2011	93	1,824,621	1,526,011
2010	88	1,663,400	1,505,718
2009	82	1,609,098	1,415,692
2008	78	1,596,450	1,313,325
2007	75	1,441,015	1,158,311
2006	70	1,372,486	1,172,318
2005	69	1,253,490	1,132,902

Note: The System is jointly controlled by the City of Bloomington and Town of Normal. Additional demographic information regarding Bloomington and Normal such as population, employment, schools, etc. may be obtained from their annual reports.

SINGLE AUDIT SECTION



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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees
Bloomington-Normal Public Transit System
Normal, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Bloomington-Normal Public Transit System (the System), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the System's basic financial statements, and have issued our report thereon dated October 21, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the System's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the System's internal control. Accordingly, we do not express an opinion on the effectiveness of the System's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses and significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the System's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen, LLP

Champaign, Illinois
October 21, 2014



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS
THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR
FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Trustees
Bloomington-Normal Public Transit System
Normal, Illinois

Report on Compliance for Each Major Federal Program

We have audited the Bloomington-Normal Public Transit System's (the System) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the System's major federal programs for the year ended June 30, 2014. The System's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the System's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the System's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the System's compliance.

Opinion on Each Major Federal Program

In our opinion, the System complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2014.

Report on Internal Control Over Compliance

Management of the System is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the System's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the System's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen, LLP

Champaign, Illinois
October 21, 2014

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2014**

<u>Federal Grantor/ Program Title</u>	<u>CFDA Number</u>		<u>Grant Number</u>	<u>Total Awards Expended</u>
U.S. Department of Transportation -				
Federal Transit Administration Direct:				
Urbanized Area Formula Grants:				
Used for Operations	20.507	*	IL-90-X684-03	\$ 212,373
	20.507	*	IL-90-X716-00	1,812,003
Used for Capital Additions	20.507	*	IL-90-X378-01	81,240
	20.507	*	IL-04-0074-01	<u>287,171</u>
				2,392,787
Fixed Guideway Capital Investment Grants				
Used for Capital Additions	20.500	*	IL-03-0239-02	<u>30,292</u>
TOTAL				<u>\$ 2,423,079</u>

* Denotes a major program

Notes to Schedule of Expenditures of Federal Awards:

The accompanying Schedule of Expenditures of Federal Awards is a summary of the activity of the Bloomington-Normal Transit System's federal award programs presented on the accrual basis of accounting for the year ended June 30, 2014. The information in this schedule is presented in accordance with requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in the basic financial statements.

The System did not pass through any federal funding to subrecipients.

The System did not receive any federal awards in the form of non-cash assistance for insurance in effect during the year, loans, or loan guarantees during the fiscal year ended June 30, 2014.

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2014**

Section I – Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	<u>Unmodified</u>	
Internal control over financial reporting:		
• Material weakness(es) identified?	_____ yes	<u> X </u> no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____ yes	<u> X </u> none reported
Noncompliance material to financial statements noted?	_____ yes	<u> X </u> no

Federal Awards

Internal control over major programs:		
• Material weakness(es) identified?	_____ yes	<u> X </u> no
• Significant deficiency(ies) identified that are not considered to be material weakness(es)?	_____ yes	<u> X </u> none reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of OMB Circular A-133? _____ yes X no

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
20.500 and 20.507	Federal Transit Cluster

Dollar threshold used to distinguish between type A and type B programs: \$ 300,000

Auditee qualified as low-risk auditee? X yes _____ no

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2014**

Section II – Financial Statement Findings

NONE

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2014**

Section III – Federal Award Findings and Questioned Costs

NONE

**BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM
SCHEDULE OF STATUS OF PRIOR YEAR FINDINGS
Year Ended June 30, 2014**

YEAR ENDED JUNE 30, 2013

No findings reported.



MEMO

DATE: November 18, 2014

TO: Board of Trustees

FROM: Isaac Thorne, Procurement Director

SUBJECT: Recommendation for A&E Services – Administration Offices RFQ 14-07

BACKGROUND: Connect Transit has approximately 2,000 square feet of unfinished office space in the administrative building at 351 Wylie Drive. Transit system growth has necessitated the build out of this space to add additional offices, cubicles and meeting space.

Connect Transit received two proposals for Architectural and Engineering Services Request for Qualifications (RFQ). The proposals were evaluated using the following criteria: qualifications and experience 40%, qualifications and relevant experience of key team members 30%, project understanding, methodology and approach to scope of work 20%, and firm's location 10%.

KEY FEATURES:

- Two schematic designs options will be provided
- Provide design and construction documents for solicitation
- Plans, specifications, construction cost estimates, and construction schedule

BUDGET INFORMATION: Connect is funding this project through FTA 5307 capital grant and local funding. The grant will provide 80% of the funding and Connect will be responsible for 20% of the total cost.

PROPOSED ACTION: That a firm-fixed price contract with Shive-Hattery, Inc. for Architectural and Engineering Services be approved in an amount not to exceed \$26,000 and the General Manager be authorized to execute the necessary documents.



UNIVERSAL ACCESS SERVICE AGREEMENT

Whereas, YouthBuild McLean County (YouthBuild) at 360 Wylie Drive, Suite 305, 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 YouthBuild may provide for fare prepayment for YouthBuild students utilizing the fixed route buses of Bloomington-Normal Public Transit System and,

Whereas, YouthBuild and Connect Transit have agreed to terms which will allow YouthBuild 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

YouthBuild McLean County

UNIVERSAL ACCESS AGREEMENT TERM: December 1, 2014 to November 30, 2015 (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, YouthBuild students 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 YouthBuild student identification card. Connect Transit and YouthBuild 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 \$7,560 (\$630/month).

CHANGES:

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 YouthBuild issued student 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 8,400 rides in from December 1, 2014 through November 30, 2015 at a cost of \$.90 per ride. Universal Access Service Agreement price is Seven Thousand Five Hundred Sixty Dollars and no cents (\$7,560.00) at the above stated scope of persons to be included under this Universal Access Service Agreement.

To compensate for variations in ridership, YouthBuild 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 2,100 for the quarter (700/month), YouthBuild agrees to pay an amount based on the following formula:

$$(\text{Actual Quarterly Ridership} - 2,100) * \$.90 = \text{Additional Amount Due Connect Transit}$$

If ridership is below 2,100, Connect Transit agrees to refund or credit an amount based on the following formula:

$$(2,100 - \text{Actual Quarterly Ridership}) * \$.90 = \text{Amount Due YouthBuild}$$

CONTRACT PAYMENT TERMS

The Universal Agreement price shall be payable in twelve (12) payments. The first payment will be due on December 1, 2014. Connect Transit will issue invoices for each of the remaining (11) payments on or before the 20th day of December of 2014, and January, February, March, April, May, June, July, August, September and October of 2015. 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 \$630.00 will be due on the first of December of 2014 and the first of January, February, March, April, May, June, July, August, September, October and November of 2015.



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 YouthBuild.

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 November, 2014 by and between YouthBuild McLean County 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.

YouthBuild 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.

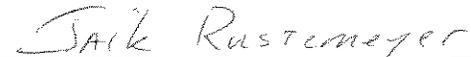
FOR: Bloomington-Normal Public Transit System

BY: _____
Bill Wilson, Chairman, Board of Trustees

Attest: _____
John Bowman, Secretary, Board of Trustees

FOR: YouthBuild McLean County

BY: 
Authorized Signatory


Typed or Printed Name of Authorized Signatory

**RESOLUTION OF THE BLOOMINGTON-NORMAL PUBLIC TRANSIT DISTRICT, D/B/A CONNECT
TRANSIT APPROVING THE 2015 TITLE VI PROGRAM AND POLICIES**

WHEREAS, pursuant to Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq* (“the Act”) and 49 CFR Part 21, the US Department of Transportation and the Federal Transit Administration (FTA) prohibit discrimination on the basis of race, color or national origin; and

WHEREAS, as a recipient of federal funds, Connect Transit is required to comply with the requirements of the Act and applicable implementing regulations; and

WHEREAS, pursuant to FTA Circular 4702.1B, Connect Transit is required to submit its Title VI program to its governing entity for approval; and

WHEREAS, The Connect Transit Board of Trustees (Board) has considered and determined to approve the agency’s 2015 Title VI program and policies as set forth in the attached Exhibit A entitled “Title VI Program,” including but not limited to the major service change policy, disparate impact and disproportionate burden policies, and results of the agency’s system-wide service standards and policies monitoring program, all of which are set forth in the “Title VI Program”; and

WHEREAS, the Board has authority under City of Bloomington Ordinance number 2012-12 dated March 12, 2012 and Town of Normal Ordinance number 2012-5434 dated March 19, 2012 to approve by resolution the “Title VI Program”;

NOW THEREFORE BE IT RESOLVED: That the Board hereby approves Connect Transit’s 2015 Title VI Program and policies as set forth in the attached Exhibit A entitled “Title VI Program,” including but not limited to the major service change policy, disparate impact and disproportionate burden policies, and results of the agency’s system-wide service standards and policies monitoring program, all of which are set forth therein, and any FTA required changes.

DATED: November 18, 2014

CHAIRMAN

ATTEST:

SECRETARY

EXHIBIT A

Title VI Program



Bloomington-Normal Public Transit System

d.b.a

Connect Transit

November 2014

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Introduction

This submission will assure that Bloomington-Normal Public Transit System d.b.a and henceforth known as Connect Transit has continued compliance with Title VI of the Civil Rights Act of 1964 and with U.S. Department of Transportation Title VI regulations (FTA Circular C 4702.1B) concerning Federal Transit Administration grants. A Triennial Review was conducted of BNPTS's Title VI program in 2012 and there were no findings.

Title VI Compliance Document

Title VI Notice to the Public

Connect Transit uses the following message to indicate the organization's ongoing compliance with Title VI:

"Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs & activities receiving Federal financial assistance (42 U.S.C. Section 200d.) Connect Transit is committed to practicing non-discrimination. If you believe you have been subjected to discrimination you may file a complaint with Connect Transit, 351 Wylie Drive, Normal, IL 61761."

This notice is placed in the Connect Transit Rider's Guide (Appendix 1) and in all Connect Transit Fixed Route Buses (Appendix 2), and prominently on the newly redesigned Connect Transit Website (Appendix 3). The Riders Guide is available on all Fixed Route buses and designated locations throughout Bloomington Normal including Connect Transit Headquarters (351 Wylie Dr.), Uptown Station (Normal), Bloomington City Hall, Normal Village Hall, and participating Connect Transit retail partners where passes and ride tokens may be purchased.

Title VI Complaint Procedure

Connect Transit maintains the following Title VI complaint procedure on display on their website:

"TITLE VI COMPLAINT PROCEDURES

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of color, or national origin in programs receiving federal financial assistance.

General

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color or national origin as noted below may file a written complaint with Connect Transit System's Equal Employment Opportunity personnel, 351 Wylie Drive, Normal, IL 61761. If the Complainant is dissatisfied with the resolution or the case is not being resolved in a timely manner, the complaint may be submitted to the Federal Transit Administration (FTA). Every effort will be made to obtain early resolution of complaints. The option of informal meeting(s) between the affected parties and the Title VI personnel may be utilized for resolutions. The EEO personnel will notify Connect Transit's General Manager of all Title VI related complaints as well as all resolutions.

Procedures

1. The complaint must meet the following requirements:
 - a. Complaint shall be in writing and signed by complainant(s). In cases where Complainant is unable or incapable of providing a written statement, a verbal complaint may be made. The

Complainant will be interviewed by the EEO personnel or official authorized to receive complaints. All complaints must, however, be signed by the Complainant or his/her representative.

- b. Include the date of the alleged act of discrimination when the Complainants became aware of the alleged act of discrimination; or the date on which that conduct was discontinued or the latest instance of conduct.
 - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complaint.
 - d. Federal and state law requires complaints be filled within 180 calendar days of the alleged incident.
2. The Complainant will be provided with a written acknowledgement that Connect Transit has either accepted or rejected the complaint
3. A complaint shall be regarded as meriting investigation unless:
 - a. It clearly appears on its face to be frivolous or trivial.
 - b. Within the time allotted for making the determination of jurisdiction and investigative merit, the party complained against voluntarily concedes noncompliance and agrees to take appropriate remedial action.
 - c. Within the time allotted for making the determination of jurisdiction and investigative merit, the complainant withdraws the complaint; or
 - d. Other good cause for not investigating the complaint exists e.g. respondent is presently under investigation by another Federal agency.
4. In the event that the complainant or respondent has not submitted sufficient information to make determination Connect Transit may request additional information from either party. This request shall be made with 15 working days of the receipt of the complaint and will require that the party submit the information with 60 working days from the date of the designated time frame may be considered good cause for a determination of no investigative merit. Failure of respondent to submit additional information within the designated time frame may be considered good cause for a determination of noncompliance.
5. A written report will be prepared by the responsible investigator at the conclusion of the investigation. The investigative report will include the following:
 - a. Summary of the complaint, including a statement of the issues raised by the complainant and the respondent's reply to each of the allegations.
 - b. Citations of relevant Federal, State, and Local Laws, rules, regulations, and guidelines, etc.

- c. Description of the investigation, including a list of the persons contacted by the investigator and a summary of the interviews conducted; and
- d. A statement of the investigator’s findings and recommendations.

Send to:

Connect Transit
Attn: Jenifer Clark
351 Wylie Drive
Normal, IL 61761”

Title VI Complaint Form

Appendix 4 contains the complaint form that Connect Transit utilizes for any Title VI inquiries.

Title VI Investigations, Complaints, and Lawsuits

Connect Transit currently has no active investigations by the Federal Transportation Administration (FTA) or entities other than the FTA, lawsuits, and/or complaints naming Connect Transit that allege discrimination on the basis of race, color, and/or national origin.

Minority Representation on Committees and Councils Selected by Connect Transit

Connect Transit currently has one nonelected committee/council that has recently been developed since the last Title VI submission, a Diversity Committee. Participation on the committee was solicited internally based on interest among current employees. Given the recent creation of the committee, a number of processes and guidelines are still being formed. The racial makeup of the committee is as follows:

- 2 white females
- 2 black females
- 1 black male

Public Participation Plan

Connect Transit is committed to being excellent stewards of transit and community partners within the Bloomington-Normal Community. In accordance with this commitment, Connect Transit has implemented a pro-active public participation policy that solicits the input from the Bloomington-Normal area on a regular basis. As part of this policy, Connect Transit hosts “listening sessions” where the public may offer questions, comments, and concerns regarding current service, future plans of the organization, and anything else the public may want to ask regarding Connect Transit.

These sessions, which are separate from any public hearings required for fare increase or route changes, are listed below:

- February 12, 15, 18, 20, 25, 28 2013
- June, 12, 13, 14 2013
- April 15, 23 2014

Connect Transit is also evolving to increase public outreach and participation with the addition of a number of positions in the last year, including a Community Relations Manager, Business Development Manager, and a Planner.

The new positions have allowed for additional input and meetings with the business community, nonprofit and community organizations, area universities and colleges, and other governmental agencies in order to establish relationships and grow Connect Transit's impact on the community.

Relationships and exchanges with organizations that are new or ongoing include, but are not limited to:

- City of Bloomington
- Town of Normal
- McLean County
- Illinois State University
- Illinois Wesleyan University
- Heartland Community College
- Lincoln College
- State Farm
- Country Insurance
- YMCA/YWCA McLean County
- Mid Central Community Action
- Salvation Army
- United Way

Service Standards

Vehicle Load Standards

Vehicle Type	Average Passenger Capacities			
	Seated	Standing	Total	Maximum Load Factor
30' Standard Bus	29	10	39	1.3
35' Low Floor Bus	31	10	41	1.3
40' Standard Bus	41	10	51	1.2

Vehicle Headway Standards

Route	Hours of Operation - Monday - Friday	Hours of Operation - Saturday	Headway
A Green	6:25 AM – 9:40 PM	7:25 AM – 9:40 PM	30 Minutes
B Red	6:30 AM – 9:45 PM	7:30 AM – 9:45 PM	60 Minutes
C Purple	6:25 AM – 9:35 PM	6:45 AM – 9:35 PM	60 Minutes
D Pink	6:55 AM – 8:55 PM	7:55 AM – 8:55 PM	60 Minutes
E Blue	6:25 AM – 9:25 PM	6:40 AM – 9:25 PM	30 Minutes
F Brown	6:05 AM – 10:05 PM	7:05 AM – 9:45 PM	60 Minutes
G Yellow	6:00 AM – 9:15 PM	7:00 AM – 9:15 PM	60 Minutes
H Orange	6:45 AM – 9:45 PM	7:35 AM – 9:45 PM	60 Minutes
I Lime	6:55 AM – 9:38 PM	6:55 AM – 9:38 PM	60 Minutes
J Teal	6:45 AM – 8:15 PM	7:45 AM – 8:15 PM	30 Minutes
K Aqua	6:25 AM – 9:25 PM	6:55 AM – 9:25 PM	60 Minutes

On Time Performance

Connect Transit strives to run ninety-five (95) percent of its transit vehicles on time, which means within 5 minutes of the scheduled/published timetables. Connect Transit continuously monitors on-time performance and system results are published and posted as part of monthly performance reports to the Board of Trustees.

Service Availability Standards

Connect Transit currently provides transit service by operating a “flag stop” system, where a passenger may board the bus at any street corner that the driver deems safe.

Service Policies

Vehicle Assignment

The process for morning pull out and bus route assignments rotates on a daily basis. This rotation is designed to aid in maintaining a good state of repair on all company owned vehicles. Buses are assigned specific parking rows based on bus size and fleet continuity. Buses that are scheduled for maintenance and repairs are held in the maintenance garage or in a designated “out of service” row. Those not being held in for maintenance are parked in their designated rows and available for revenue service. Each morning, Dispatch is given a list of what is available for service and the order of which the buses are parked. From there, route structure is taken in to consideration. Due to safety concerns 35’ and 40’ buses will not work on certain routes. As each route is scheduled to depart, the dispatcher looks at the route and assigns a bus based on size and availability. Once all routes are filled and pull out has occurred the remaining buses in the parking garage are pulled forward and ready to be used as spares or the next morning pull out and assignment.

All buses are equipped with air conditioning, automated passenger announcements, and other similar amenities.

Transit Amenities

Connect Transit’s installation of amenities is currently limited to four (4) designated transfer centers and a number of stops related to commercial activity and/or multi-family housing. Connect Transit is undertaking a review of its current transit amenities and will be updating the priority of availability based on demand as determined by ridership. Connect Transit also continues to encourage private investment in transit amenities, such as employers, retail facilities, and colleges/universities, in order to improve accessibility to their locations via transit.

Limited English Proficiency (LEP) – Language Assistance Plan Four Factor Analysis

Factor 1

Task 1, Step 1

Connect Transit's experiences with Limited English Proficiency (LEP) Individuals have been infrequent and limited. While it is clear that Connect Transit serves riders with LEP and the Bloomington-Normal area is becoming increasingly diverse, interactions where translation services are required have been limited to a couple instances a year.

Operations Supervisors, who supervise Bus Operators and Dispatchers, indicate that all of Connect Transit's interfaces with LEP individuals have been with Spanish speaking riders. Interactions, although very rare, typically occur when the bus is in service between the operator and the rider. Connect Transit has had no instances of LEP individuals contacting dispatchers over the phone for items such as customer service, Connect Mobility paratransit services, or otherwise. Connect Transit employs a number of Spanish speaking staff that can handle translation when required. When instances requiring translation do occur while buses are on route, they are handled via radio to a Connect Transit employee who then translates.

Connect Transit has not received any written correspondence or electronic inquiries where LEP services would be required.

Task 1, Step 2A

Currently, Connect Transit's service area is defined by the city limits of Bloomington and Normal.

Task 1, Step 2B

Data from the 2008-2012 American Community Survey estimates the population of Bloomington and Normal over the age of 5 and the language that is spoken at home as follows:

2008-2012 American Community Survey, Language Spoken at Home for Population 5 years and over						
	Bloomington, IL		Normal, IL		Combined Bloomington and Normal, IL	
	Total	%	Total	%	Total	%
Population 5 years and over	71,089		50,095		121,184	
English only	63,304	89.0%	46,921	93.7%	110,225	91.0%
Language other than English	7,785	11.0%	3,174	6.3%	10,959	9.0%
Speak English less than "very well"	2,686	3.8%	872	1.7%	3,558	2.9%
Spanish	2,402	3.4%	1,238	2.5%	3,640	3.0%
Speak English less than "very well"	963	1.4%	251	0.5%	1,214	1.0%
Other Indo-European languages	3,113	4.4%	792	1.6%	3,905	3.2%
Speak English less than "very well"	1,127	1.6%	130	0.3%	1,257	1.0%
Asian and Pacific Islander languages	2,180	3.1%	1,042	2.1%	3,222	2.7%
Speak English less than "very well"	564	0.8%	476	1.0%	1,040	0.9%
Other languages	90	0.1%	102	0.2%	192	0.2%
Speak English less than "very well"	32	0.0%	15	0.0%	47	0.0%

Task 1, Step 2C

According to the ACS data above, 3,558 individuals speak English less than “very well” which equals about 2.0% of the population. The languages where individuals speak English less than “very well” are more or less equally proportioned among Spanish (1,214, 1%), Other Indo-European Languages (1,257, 1%), and Asian and Pacific Islander Languages (1,040, 0.9%).

This is a noticeable uptick from 2000 Census Data, where Spanish was the largest language spoken among individuals with Limited English Proficiency.

Task 1, Step 2D

Connect Transit’s service area currently provides service in and/or adjacent to the following Census Tracts in Bloomington-Normal:

McLean County, Illinois Census Tracts: 1.02, 1.04, 1.05, 2, 3.01, 3.02, 4, 5.01, 5.02, 5.04, 5.05, 11.03, 11.04, 11.05, 11.06, 12, 13.01, 13.02, 13.03, 14.02, 14.03, 14.04, 15, 16, 17, 18, 21.01, 51.01, 54, 58, 59.

Using the ACS 2008-2012 5 Year Data, the area average for percentage of the population 5 years and over that speaks English less than “very well” is 2.9%. Using this baseline, the highlighted census tracts exceed the 2.9% average.

ACS 2008-2012 5 Year Data Estimates	
<u>Census Tract</u>	<u>% of Population 5 Years and over that Speak English Less than "Very Well"</u>
1.02	0.37%
1.04	4.07%
1.05	2.37%
2	1.03%
3.01	2.84%
3.02	1.10%
4	0.46%
5.01	0%
5.02	0.36%
5.04	0.32%
5.05	1.59%
11.03	4.05%
11.04	3.70%
11.05	3.18%
11.06	4.29%
12	0.38%
13.01	3.42%
13.02	1.51%
13.03	2.63%
14.02	1.40%
14.03	1.33%
14.04	4.26%
15	0.00%
16	0.21%
17	4.67%
18	2.85%
21.01	9.54%
51.01	5.71%
54	0.35%
58	10.63%
59	1.98%

Using the same data source, the language with the largest number of speakers over the age of 5 that speak English less than “very well” for each of the highlighted census tracts are as follows:

- 1.04 – Chinese
- 11.03 – Spanish
- 11.04 – Gujarati
- 11.05 – Other Asian Languages
- 11.06 – Spanish

- 13.01 – Spanish
- 14.04 – Spanish
- 17 – Spanish
- 21.01 – Spanish
- 51.01 – Other Indic Languages
- 58 – Hindi

From the data, Spanish continues to appear as the most widely dispersed LEP language, with languages with Indian origins in some specific areas of Bloomington Normal. Lastly, there appears to be one census tract where a Chinese is the language with the largest number of LEP individuals.

Task 1, Step 3

Using the National Center for Education Statistics, the estimated population for LEP individuals enrolled in both school districts within Connect Transit’s service area (Unit 5 and District 87) are as follows:

McLean County Unit School District 5, IL
ACS Profile 2008-2012 - Language Spoken at Home

Estimate	Margin of Error	Percent	Margin of Error	
LANGUAGE SPOKEN AT HOME				
Population 5 years and over	14,870	+/-569	n/a	n/a
English only	13,575	+/-624	91.30%	+/-2.0
Language other than English	1,300	+/-297	8.70%	+/-2.0
Speak English less than "very well"	275	+/-117	1.80%	+/-0.8
Spanish	680	+/-260	4.60%	+/-1.7
Speak English less than "very well"	125	+/-76	0.80%	+/-0.5
Other Indo-European languages	235	+/-105	1.60%	+/-0.7
Speak English less than "very well"	45	+/-54	0.30%	+/-0.4
Asian and Pacific Islander languages	385	+/-125	2.60%	+/-0.8
Speak English less than "very well"	105	+/-88	0.70%	+/-0.6
Other languages	0	+/-27	0.00%	+/-0.2
Speak English less than "very well"	0	+/-27	0.00%	+/-0.2

Bloomington School District 87, IL
ACS Profile 2008-2012 - Language Spoken at Home

Estimate	Margin of Error	Percent	Margin of Error	
LANGUAGE SPOKEN AT HOME				
Population 5 years and over	6,865	+/-524	n/a	n/a
English only	6,385	+/-525	93.00%	+/-2.1

Language other than English	480	+/-146	7.00%	+/-2.1
Speak English less than "very well"	50	+/-30	0.70%	+/-0.5
Spanish	210	+/-85	3.10%	+/-1.2
Speak English less than "very well"	20	+/-22	0.30%	+/-0.3
Other Indo-European languages	220	+/-106	3.20%	+/-1.6
Speak English less than "very well"	20	+/-22	0.30%	+/-0.3
Asian and Pacific Islander languages	50	+/-45	0.70%	+/-0.7
Speak English less than "very well"	10	+/-13	0.10%	+/-0.2
Other languages	0	+/-24	0.00%	+/-0.4
Speak English less than "very well"	0	+/-24	0.00%	+/-0.4

Task 1, Step 4A

LEP persons are served by many organizations in the community, college, and university campuses in Bloomington-Normal. Connect Transit has relationships with organizations that are new or ongoing include, but are not limited to:

- McLean County
- City of Bloomington
- Town of Normal
- Illinois State University
- Illinois Wesleyan University
- Heartland Community College
- Lincoln College
- State Farm
- Country Insurance
- YMCA/YWCA McLean County
- Mid Central Community Action
- Salvation Army

Task 1, Step 4B

The following organizations that are involved with serving LEP populations have been contacted by Connect Transit:

- Heartland Community College
- Illinois State University
- Illinois Wesleyan University
- Lincoln College
- YMCA McLean County
- YWCA McLean County
- Salvation Army
- Bloomington Public Library

- Mid Central Community Action
- State Farm
- Conexiones Latinas de McLean County
- McLean County Indian Association
- Normal Public Library
- McLean County Human Services
- Western Avenue Community Center
- United Way

Task 1, Step 4C

Connect Transit has submitted an email survey to list in Task 1, Step 4b to which one response was received. The results indicated that while the organization does LEP populations, the frequency of the encounter varies, along with uncertainty on whether the population is utilizing transit.

In the day to day operations and dealings of Connect Transit and its existing relationships, the LEP populations who speak Spanish and Indo-European languages are the most likely to utilize transit and require LEP services.

Factor 2

Task 2, Step 1

Connect Transit operates fixed-route information and paratransit service in the community, with the vast majority of its customers utilizing the fixed route service. The two most important areas in the use of fixed route service which involve language skills are the trip planning and in trip information. To utilize the bus service, an individual needs to determine the bus route, time, and location to catch the bus. During the trip, an LEP person may not require speaking or understanding English, however, it may be required to deal with unusual situations.

Paratransit service has a different set of requirements. In order to be eligible for service, an individual must submit an application and be approved. English language skills are necessary for this process, but many agencies provide assistance in this process. In addition, family members provide assistance in this process for many applicants. Once approved, an individual must make a telephone reservation for each trip. Language skills are required for this process, but another person, such as a family member or agency, can make his reservation on behalf of the user. No language skills are necessary during the trip. The service is designed to provide transit for people with a wide variety of disabilities, including persons with severe cognitive disabilities who do not speak or understand any language. The rider must have their identification card to ride and their pick-up and drop-off locations are provided to the driver during the reservation process.

Task 2, Step 2

Based on the process indicated in Task 1, Step 4C, Connect Transit received information; the results indicated that while the organization does LEP populations, the frequency of the encounter varies, along with uncertainty on whether the population is utilizing transit.

In the day to day operations and dealings of Connect Transit and its existing relationships, the LEP populations who speak Spanish and Indo-European languages are the most likely to utilize transit and require LEP services.

Task 2, Step 3

In communication with organizations that interact with LEP populations. While it is certain that LEP populations utilize Connect Transit, Connect Transit will continue to communicate and network within its current network of community organizations to determine if LEP populations are facing difficulty accessing Connect Transit from their perspective

Factor 3

Task 3, Step 1

Connect Transit's most critical services are its fixed routes services. If limited English proficiency is a barrier to using this service, an LEP person's mobility without access to a vehicle, may be limited.

Critical information may include route and schedule information, fare and payment information, how to ride, public service announcements, and communications affecting route detours.

Task 3, Step 2

Concentrations of Spanish-speaking and other Indo-European Language riders use Connect Transit fixed route service. Based on the information collected, Spanish speaking riders are more spread throughout the service area, with Indo-European language riders concentrated in the southeast section of Connect Transit's service area, focused around the State Farm campuses. These populations are most frequent on the Purple C, Orange H, and Teal J routes.

Factor 4

Task 4, Step 1

Connect Transit recently redesigned its website to include translations capabilities for more than 50 languages. This capability was instrumental in the redesign, and the design was selected knowing the capability to translate. This effectively translates all information on the website, which includes rider's guides, schedules, detour information, news, and much more.

Connect Transit is also in the process of incorporating the updated route and schedule information printed in Spanish, along with a rider's guide in Spanish.

The cost to maintain these measures is marginal. The website is \$0 ongoing because it was included in the redesign, and printing materials should not be more the \$2,000 annually.

Task 4, Step 2

Given the relatively small population of LEP individuals, Connect Transit will continue to monitor how it offers critical information for languages other than English. With the hiring of additional bi-lingual staff, Connect Transit will be able to translate additional materials into Spanish as necessary or requested by Community Organizations or groups.

Connect Transit will also work closer with the South Asian population and identify organizations that serve them such as State Farm and the McLean County Indian Association in Bloomington Normal to determine what information should be translated, if necessary, and what language it should be translated into, given the diverse linguistic background for people of that origin.

Issues related to LEP persons should be included in the training of Bus Operators and Dispatch staff, as well as administration.

Task 4, Step 3

Given the current situation of LEP populations in Bloomington Normal, most of the cost associated with translation services or items can be internalized into existing operations and staff members. Given the large institutional presence and spirit of partnership with in Bloomington Normal, partnerships with Universities and large employers can help defray one-time translation costs for printed materials, such as rider's guides.

As additional needs are brought to the attention of Connect Transit, resources will be allocated as deemed necessary to serve LEP populations and provide access.

Task 4, Step 4

As mentioned in Step 3, Connect Transit is fortunate to be in an area with large universities and employers that can help provide assistance with written and possible oral translation assistance. Continued communication and outreach among community partners will be key in order to identify additional opportunities to serve LEP populations.

Implementation Plan on Language Assistance

Connect Transit has conducted this analysis to meet the requirements under the Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the FTA.

Task 1

Based on the included “Four Factor Analysis,” and according to the ACS data above, 3,558 individuals speak English less than “very well” that equals about 2.0% of the population (121,184). The languages where individuals speak English less than “very well” are more or less equally proportioned among Spanish (1,214, 1%), Other Indo-European Languages (1,257, 1%), and Asian and Pacific Islander Languages (1,040, 0.9%).

Similarly, from the “Four Factor Analysis” Connect Transit’s experiences with Limited English Proficiency (LEP) Individuals have been infrequent and limited. While it is clear that Connect Transit serves many riders with LEP and the Bloomington-Normal area is becoming increasingly diverse, interactions where translation services are required have been limited to a couple instances a year.

Operations Supervisors, who supervise Bus Operators and Dispatchers, indicate that all of Connect Transit’s interfaces with LEP individuals have been with Spanish speaking riders. Interactions, although very rare, typically occur when the bus is in service between the operator and the rider. Connect Transit has had no instances of LEP individuals contacting dispatchers over the phone for items such as customer service, Connect Mobility paratransit services, or otherwise. Connect Transit employs a number of Spanish speaking staff that can handle translation when required. When instances requiring translation do occur while buses are on route, they are handled via radio to a Connect Transit employee who then translates.

Connect Transit has not received any written correspondence or electronic inquiries where LEP services would be required.

Task 2

There are numerous language assistance measures currently available to LEP persons, including both oral and written language services. There are also various ways in which Connect Transit staff responds to LEP persons, whether in writing or by telephone.

Available language assistance measure includes:

- Website that may be translated into over 50 languages;
- Language assistance for Spanish Speaking LEP persons via Connect Transit bus operator and Planner and staff help;

- Network among local organizations and institutions that provide services to LEP individuals and seek opportunities to provide information on Connect Transit printed materials.

Staff who encounters LEP individuals via telephone typically rely on family of LEP individuals to translate for the concerned party. Spanish speaking LEP individuals can also be forwarded to staff with Spanish language skills.

Written correspondence that requires translation can be worked out among Connect Transit's network of community partners, especially those in the academic community.

Vehicle operators who encounter LEP customers also may utilize dispatch to communicate the issue and try to troubleshoot, especially if the user is Spanish speaking. If this is not possible, or the individual does not speak Spanish, the Operator may resort to utilizing another passenger with language skills or indicate on printed material relevant route or schedule information.

Although Connect Transit has not documented a situation where an LEP customer required language assistance aside from Spanish, Connect Transit will continue to evaluate services such as a Language Line, if other LEP populations continue to face difficulty accessing transit.

Task 3, Step 1

The Connect Transit staffs most likely to encounter LEP populations are the bus operators and the dispatchers. Although administration and management are not likely to come in to contact with LEP populations, they will also be made aware of the LEP plan.

Task 3, Step 2

Training opportunities for staff, especially bus operators, can be tied to training of new drivers, which typically happens about twice a year. By having this type of training twice a year, this allows for drivers, dispatchers and management to cycle in and stay abreast of any changes to the LEP possibilities.

Task 3, Step 3

Connect Transit staff will be developing LEP guideline that will emphasize Connect Transit's responsibilities under the DOT LEP guidance, the current plan for interacting with LEP populations, and provide a grounds for interaction between drivers who may interact with LEP populations most frequently and management, who can design and adjust the LEP populations training.

Task 4

Connect Transit will incorporate a variety of methods to communicate with transit users and the public about language assistance. Connect Transit will continue to develop and network with community partners that provide services to LEP person. Connect transit will place statements of notice that interpreter services are available for meetings, with seven days' notice. Notice can also be made through signs and handouts available in vehicles, press releases, and information tables at local events.'

Task 4, Step 2

Connect Transit will also include language assistance information in updated rider's guides, on its website, and on new communications where LEP populations may be affected.

Task 4, Step 3

Connect Transit will also make the language assistance information available to local community organizations that provide services to LEP populations.

Task 5

Connect Transit will continue to update its language assistance plan as required by the FTA. The plan will be reviewed as needed to include any dramatic changes to the community or areas where additional language assistance can help existing or potential riders of Connect Transit. As Connect Transit continues to grow, both in ridership and staff, additional services may become necessary and may be easier to provide moving forward.

Appendices

Appendix 1 – Title VI Civil Rights Notice from Rider’s Guide (Page 9)

Rules of the Road

DO

- Wear proper clothing. Skirt and shoes are restricted.
- Take a seat, if available, and remain seated while the bus is in motion.
- Give your seat to persons who, because of age or physical condition, are less able to stand than you are.
- Remove hats and papers from strollers, and have the stroller folded before boarding the bus.
- Keep strollers, carts, and papers out of the aisle until your person is reasonably secure.
- Have the ready before you board.

DON'T

- Eat or drink on the bus.
- Smoke or chew tobacco.
- Play a personal hearing device loud enough for others to hear it.
- Use loud or offensive language.
- Rock chairs or droop seats.
- Put your hands out the windows or throw anything out the window.
- Bring animals on the bus, except service animals assisting persons with disabilities or animals inside cages.

Bike Racks

All Connect Transit fixed route buses are equipped with bike racks. The racks allow a bike rider to mount their bike to a rack on the front of the bus when riding a bus. Each bike rack accommodates two bikes and there is no extra charge for your bike. Children 10 and younger must be accompanied by an adult to load and unload bikes. All people using the rack must be strong enough to load and unload their bike. Bikes are not allowed inside the bus.

Loading your bike:

- As the bus approaches, have your bike ready to load: remove all pumps, water bottles and loose items that could fall off.
- Always approach the bus from the curbside.
- Tell the bus driver that you are loading a bike.

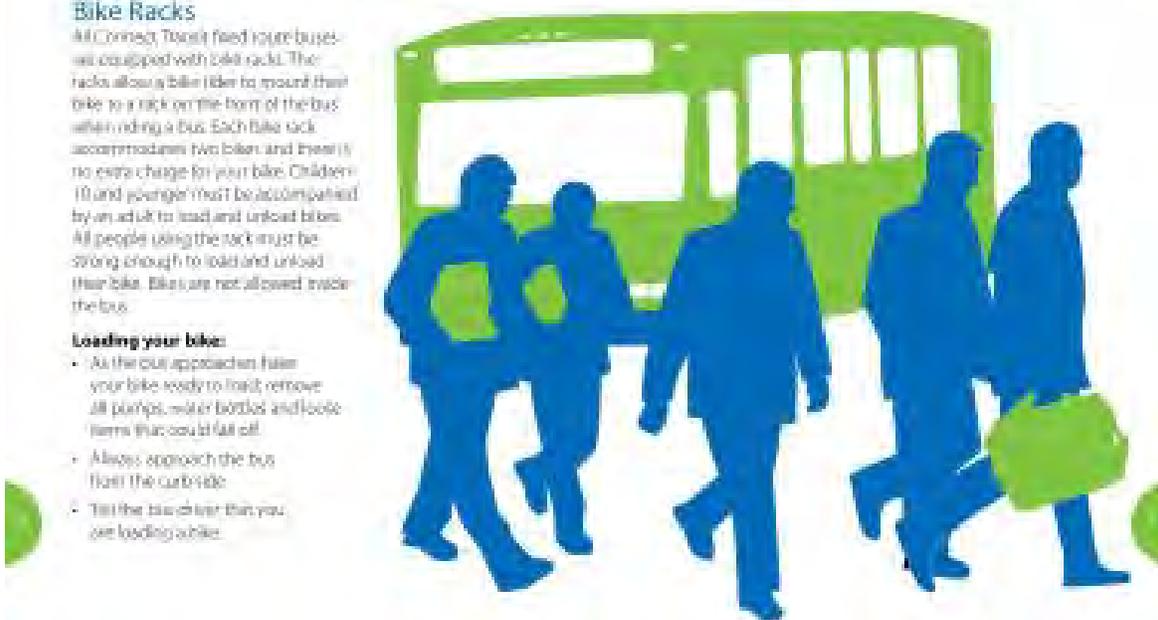
- For safety reasons, the driver cannot get off the bus to assist you.
- Squeeze handle and pull down, to release folded bike rack.
- Lift bike into the rack, putting the front and rear wheels in the marked slots. Please load the rack nearest the bus first. You cannot/unload rack nearest the bus without unloading the bike in front.
- Raise the support arm as far up on the wheels as you can, making sure it's resting on your handle, not on the handle or frame.

Leaving the bus:

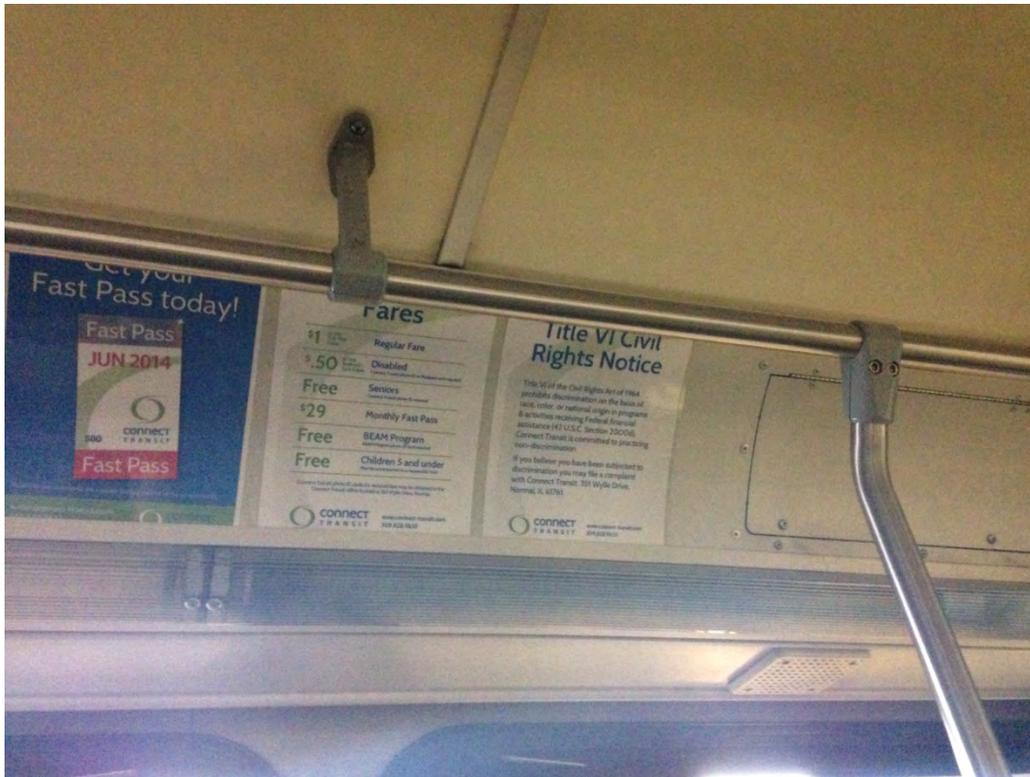
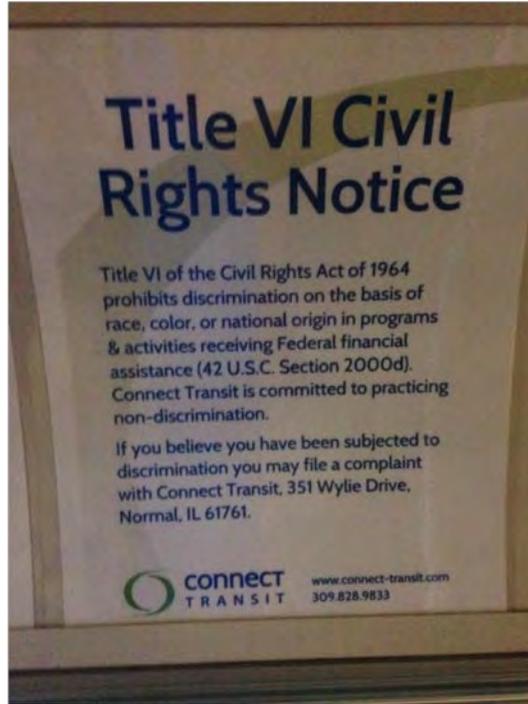
- Tell the driver you need to unload your bike.
- Move the support arm down and lift out your bike.
- Please hold up the rack if it is empty or, squeezing the handle and lifting the rack into the closed position.

Title VI Civil Rights Notice

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance (42 U.S.C. Section 20006). Connect Transit is committed to providing non-discrimination. If you believe you have been subjected to discrimination, you may file a complaint with Connect Transit, 351 Wyke Drive, Norwalk, CT 06854.



Appendix 2 – Title VI Civil Right Notice posted in Fixed Route Buses



Appendix 3 – Title VI Civil Rights Notice on Connect Transit Website

Navigation

- Diversity Home
- Diversity Council
- Title VI & Title VII



Community Happenings



News and Media Info



Share Your Story

Title VI & VII

Connect Transit is committed to providing equal opportunity and service equity to its customers as protected by Title VI and Title VII of the Civil Rights Act of 1964 ("Title VI" and "Title VII"). This commitment means that the Connect Transit does not discriminate on the basis of actual or perceived race, color, creed, religion, sex, gender identity, marital status, national origin, sexual orientation, ancestry, age, military status, and physical or mental disability and any other basis protected by Federal, State or local law.

Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin may file a complaint with Connect Transit. A complaint must be filed within 180 days after the date of the alleged discrimination.

Please click [HERE](#) to view the complaint procedure and [HERE](#) to access the Title VI complaint form, to file a complaint with Connect Transit, or contact Jenifer Clark at -309-829-1122.

In addition to your right to file a complaint with Connect Transit, you have the right to file a Title VI or Title VII complaint with the U.S. Department of Transportation, Federal Transit Administration, Office of Civil Rights. The regional office is located at 200 West Adams Street, Suite 320, Chicago, IL 60606.

Please click below to view our additional title VI and VII resources.

-  [EEO Policy Statement](#) (26.7 KB)
-  [Non Discrimination Statement](#) (47.6 KB)
-  [Title VI - LEP Plan Program](#) (193.8 KB)



Have you filed a complaint with any other federal, state, or local agencies? (Circle one)

Yes / No

If so, list agency / agencies and contact information below:

Agency: Contact Name:

Street Address, City, State & Zip Code: Phone:

Agency:
Street Address,
Phone:

Contact Name:
City, State & Zip Code:

I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.

Complainant's Signature:

Date:

Print or Type Name of Complainant

Date Received: _____

Received By: _____