



Bloomington Public Transportation Corporation

130 West Grimes Lane, Bloomington, Indiana 47403
812.332.5688 Fax 812.332.3660



To: The BPTC Board of Directors
From: John Connell, General Manager
Date: January 13, 2023
Re: Board Meeting, Tuesday, January 17, 2023, 5:30 p.m.

Included below are your notes for the meeting of the Board of Directors set for Tuesday, January 17, 2023 at 5:30 p.m. in the Edward J. Kuntz Board Room, 130 W. Grimes Lane in Bloomington.

ACTION ITEMS

1. **Approval of Resolutions 23-01, 23-02 and 23-03**

Each of these resolutions are routine annual requests.

Resolution 23-01 provides authorization for Christa Browning, BT Controller to be bonded for 2023. Resolution 23-02, authorizes the BT Controller to solicit a 2022 annual audit from the Indiana State Board of Accounts. Resolution 23-03, authorizes the carryover of \$1,182,354 of 2022 encumbered funds to be appropriated to the 2023 budget.

2. **Approval of Resolution 23-04, Indiana Department of Transportation –Public Mass Transit Fund Grant Agreement**

INDOT has sent us our PMTF contract and our allocation amount for 2023. BT will receive \$2,607,880 for 2023 compared to \$2,579,272 for 2022. These funds are primarily used for operating assistance for fixed route and BT Access services. Included in your packet is Resolution 23-04 which authorizes the Chair to execute the PMTF agreement with INDOT.

3. **Approval of Issuance of Purchase Order for (8) Battery Electric Buses**

Requesting Board approval to issue a Purchase Order for eight (8) Battery Electric Buses to Gillig Corporation in the amount of \$7,898,592.00, Funding for this bus purchase will be provided through 2022 FTA 5339 grant program and local ED LIT.

4. **Adoption of *Transform BT*, a Strategic Plan for the Bloomington Transportation Corporation**

The development of our Strategic Plan has been a year in the making. After multiple stakeholder meetings, numerous working sessions of the board, and countless hours of staff and consultant discussions, the final document is complete.

I emailed each of you a copy of the draft report and shared a copy with Mayor Hamilton. Final amendments are complete and I'm happy to provide you with the final document for consideration for formal adoption.

PROJECT UPDATES:

Micro-Transit: The IT, Innovation, Planning and Development subcommittee (Horn, McLary) convened to discuss the future of BT's Micro-Transit program. Attached herein is a summary report of the discussions for your review. Currently there is no official recommendation from the subcommittee.

Salary and Benefit enhancements for Administration Staff: Personnel, Finance and Administration subcommittee (Hartman, McDaniel) convened to discuss enhancing employee benefits consistent with the City of Bloomington's benefit enhancements. Attached herein is a summary report of the discussions for your review. Also included is a copy of the survey distributed to administrative employees. Currently there is no official recommendation from the subcommittee.

AGENDA

Bloomington Public Transportation Corporation (BPTC)

Tuesday, January 17, 2023

130 W. Grimes Lane, Bloomington, IN 47403

Conference Room, 5:30 P.M

The January 17, 2023 Board meeting will be a hybrid meeting with the ability for Board members and/or the public to attend the meeting in-person or virtually at the link below:

Join Zoom Meeting: <https://us02web.zoom.us/j/86716767555>

tel:+13126266799_86716767555

Meeting ID: 867 1676 7555

Passcode:860417

PUBLIC MEETING

01/17/2023

- I. ROLL CALL
- II. OLD BUSINESS - None
- III. APPROVAL OF MINUTES – December 20, 2022
- IV. NEW BUSINESS – ACTION ITEMS
 1. Resolution 22-01; a resolution approving the 2022 public official bond for Christa D. Browning, Controller of the Bloomington Public Transportation Corporation (BPTC).
 2. Resolution 22-02: a resolution approving the solicitation for annual audit from Indiana State Board of Accounts.
 3. Resolution 22-03; a resolution authorizing the encumbrance of funds from Calendar Year 2021 budget.
 4. Resolution 22-04; A resolution authorizing the BPTC Chair to execute a grant agreement for 2023 with the Indiana Department of Transportation for financial assistance through the Public Mass Transportation Fund under I.C. 8-9.5-6-4.
 5. Approval of Issuance of Purchase Order for eight (8) Battery Electric Buses to Gillig Corporation in the amount of \$7,898,592 Funding provide through FTA 5339 and local ED LIT.
 6. Adoption of *Transform BT*, a Strategic Plan for the Bloomington Public Transportation Corporation.

V. MANAGER & STAFF REPORTS

1. PROJECT UPDATES – John Connell

- Board Subcommittee updates
 - Personnel, Finance and Administration
 - IT, Innovation, Planning and Development
- 2022 Outstanding Employee Award – Sandy Kirby

2. DECEMBER OPERATING STATISTICS – Zac Huneck

3. DECEMBER FINANCIAL REPORT -- Christa Browning

4. DECEMBER PERSONNEL REPORT – Brenda Underwood

VI. APPROVAL OF CLAIMS

VII. COMMENTS FROM THE PUBLIC

VIII. COMMENTS FROM BOARD MEMBERS

IX. ADJOURNMENT – NEXT MEETING: February 21, 2023

RESOLUTION 23-01

**A RESOLUTION APPROVING THE 2023 PUBLIC OFFICIAL BOND FOR
CHRISTA BROWNING, CONTROLLER OF THE BLOOMINGTON PUBLIC
TRANSPORTATION CORPORATION (BPTC)**

WHEREAS, Christa Browning is the Controller of the Bloomington Public Transportation Corporation by action of the BPTC Board of Directors effective October 26, 2004; and

WHEREAS, the Controller has given bond in a sum and under conditions that are satisfactory to the BPTC Board of Directors; and

WHEREAS, such bond is now being renewed;

NOW THEREFORE, BE IT RESOLVED: The BPTC Board of directors approves the 2023 Public Official Bond for Christa Browning, Controller of the Bloomington Public Transportation Corporation.

APPROVE:

ATTEST:

James McLary, Chairman
Bloomington Public Transportation
Corporation

Nancy Obermeyer, Secretary
Bloomington Public Transportation
Corporation

Approved this 17th day of January, 2023.

RESOLUTION 23-02

**A RESOLUTION REQUESTING AN AUDIT BY STATE BOARD OF ACCOUNTS
FOR CALENDAR YEAR 2022**

WHEREAS, the Bloomington Public Transportation Corporation prepares financial statements in accordance with Generally Accepted Accounting Practices (GAAP), and

WHEREAS, Bloomington Transit presents financial statements to the State Board of Accounts within five (5) months after the close of the last year covered in the financial statements.

NOW THEREFORE, BE IT RESOLVED: The Bloomington Public Transportation Corporation Board of Directors directs the Controller to prepare appropriate Generally Accepted Accounting Principles (GAAP) financial statements and request an audit for 2022.

APPROVE:

ATTEST:

James McLary, Chairman
Bloomington Public Transportation
Corporation

Nancy Obermeyer, Secretary
Bloomington Public Transportation
Corporation

Approved the 17th day of January, 2023.

RESOLUTION 22-03

**A RESOLUTION AUTHORIZING THE ENCUMBRANCE OF
APPROPRIATIONS FROM THE CALENDAR YEAR 2022 BUDGET**

WHEREAS, the Bloomington Public Transportation Corporation has carryover of 2022 appropriations for committed or contractual obligations that will not be paid until after January 1st of 2023, and

WHEREAS, appropriations are available from Budget Class III-Professional Services and Charges, and Budget Class IV-Capital Outlays, for committed and contractual obligations.

NOW THEREFORE, BE IT RESOLVED: The Bloomington Public Transportation Corporation Board of Directors directs the Controller to encumber appropriations into the Calendar Year 2023 budget to reflect the following:

Budget Class III – Professional Services and Charges	199,260
Budget Class IV- Capital Outlays	<u>3,983,094</u>
TOTAL	<u>\$4,182,354</u>

APPROVE:

ATTEST:

James McLary, Chairman
Bloomington Public Transportation
Corporation

Nancy Obermeyer, Secretary
Bloomington Public Transportation
Corporation

Approved the 17th day of January, 2023.

RESOLUTION 23-04

A resolution authorizing the BPTC Chair to execute a grant agreement for 2023 with the Indiana Department of Transportation for financial assistance through the Public Mass Transportation Fund under I.C. 8-9.5-6-4.

WHEREAS, the Indiana Department of Transportation (INDOT) has been delegated authority to award financial assistance through the Public Mass Transportation Fund (PMTF) to eligible applicants such as BPTC for transportation project(s); and

WHEREAS, the grant or cooperative agreement for PMTF financial assistance imposes certain obligations upon the BPTC, and requires the BPTC to provide the local share of the project cost; and

WHEREAS, the BPTC has or will provide all annual certifications and assurances to the Indiana Department of Transportation required for the project;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Bloomington Public Transportation Corporation (BPTC):

1. That James McLary, Chair of the Board of Directors of the BPTC, is authorized to execute grant agreements for PMTF assistance for 2022 on behalf of the grantee, Bloomington Public Transportation Corporation, with the Indiana Department of Transportation for PMTF assistance authorized by I.C. 8-9.5-6-4; and
2. That James McLary, Chair of the Board of Directors of the BPTC, is authorized to execute with its grant agreements the annual certifications and assurances and other documents the Indiana Department of Transportation requires before awarding a PMTF assistance grant or cooperative agreement.

CERTIFICATION

The undersigned duly qualified Secretary of the Board of Directors of the BPTC, acting on behalf of the Bloomington Public Transportation Corporation, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Bloomington Public Transportation Corporation held on November 22, 2022.

APPROVE:

ATTEST:

_____ 1-17-23
 James McLary
 Chair
 Bloomington Public
 Transportation Corporation

_____ 1-17-23
 Nancy Obermeyer
 Secretary
 Bloomington Public
 Transportation Corporation

Approved the ____ day of ____ 2023.

Bloomington Public Transportation Corporation

Monthly Statistics and Performance Indicators

Ridership													
	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Fixed Route													
2022 Passenger Trips	151,967	170,221	174,265	177,476	81,871	75,301	67,708	178,423	262,200	245,874	209,554	137,075	1,931,935
2021 Passenger Trips	53,907	66,607	90,946	84,466	62,408	61,221	57,746	137,590	214,043	197,902	164,628	116,709	1,308,173
2021-2022 Change	98,060	103,614	83,319	93,010	19,463	14,080	9,962	40,833	48,157	47,972	44,926	20,366	623,762
2021-2022 Percent Change	182%	156%	92%	110%	31%	23%	17%	30%	22%	24%	27%	17%	48%
2022 Revenue Hours	7,283	7,242	7,966	7,624	6,455	6,285	5,625	7,317	7,680	7,535	7,205	6,687	84,904
2021 Revenue Hours	5,469	6,927	7,221	6,921	6,241	6,360	6,271	6,670	7,646	7,278	7,373	6,775	81,152
2022 Passengers Per Rev Hour	20.87	23.50	21.88	23.28	12.68	11.98	12.04	24.38	34.14	32.63	29.08	20.50	22.75
2021 Passengers Per Rev Hour	9.86	9.62	12.59	12.20	10.00	9.63	9.21	20.63	27.99	27.19	22.33	17.23	16.12
2022 Revenue Miles	76,542	74,832	84,105	78,922	69,744	69,031	64,934	81,072	80,607	78,810	75,859	72,528	906,986
2021 Revenue Miles	62,339	78,699	81,898	78,501	70,573	71,894	70,889	74,806	81,415	76,596	77,100	72,680	897,390
2022 Passengers Per Rev Mile	1.99	2.27	2.07	2.25	1.17	1.09	1.04	2.20	3.25	3.12	2.76	1.89	2.13
2021 Passengers Per Rev Mile	0.86	0.85	1.11	1.08	0.88	0.85	0.81	1.84	2.63	2.58	2.14	1.61	1.46
BT Access													
2022 Passenger Trips	1,739	1,656	1,995	1,961	2,014	1,924	1,739	2,185	2,043	2,096	2,052	1,923	23,327
2021 Passenger Trips	1,163	1,223	1,777	1,839	1,686	1,831	1,873	2,005	2,149	2,345	2,154	1,955	22,000
2021-2022 Change	576	433	218	122	328	93	-134	180	-106	-249	-102	-32	1,327
2021-2022 Percent Change	50%	35%	12%	7%	19%	5%	-7%	9%	-5%	-11%	-5%	-2%	6%
2022 Revenue Hours	781	745	881	859	839	832	781	979	874	924	819	784	10,098
2021 Revenue Hours	685	700	891	870	779	861	896	954	932	998	900	891	10,357
2022 Passengers Per Rev Hour	2.23	2.22	2.26	2.28	2.40	2.31	2.23	2.23	2.34	2.27	2.51	2.45	2.31
2021 Passengers Per Rev Hour	1.70	1.75	1.99	2.11	2.16	2.13	2.09	2.10	2.31	2.35	2.39	2.19	2.12
2022 Revenue Miles	7,501	6,967	8,183	8,054	8,258	7,696	7,501	9,524	7,834	8,599	8,132	8,554	96,803
2021 Revenue Miles	5,650	5,526	7,707	8,719	7,186	7,498	7,911	8,485	8,486	9,602	8,495	8,120	93,385
2022 Passengers Per Rev Mile	0.23	0.24	0.24	0.24	0.24	0.25	0.23	0.23	0.26	0.24	0.25	0.22	0.24
2021 Passengers Per Rev Mile	0.21	0.22	0.23	0.21	0.23	0.24	0.24	0.24	0.25	0.24	0.25	0.24	0.24
Total Ridership													
2022 Passenger Trips	153,706	171,877	176,260	179,437	83,885	77,225	69,447	180,608	264,243	247,970	211,606	138,998	1,955,262
2021 Passenger Trips	55,070	67,830	92,723	86,305	64,094	63,052	59,619	139,595	216,192	200,247	166,782	118,664	1,330,173
2021-2022 Change	98,636	104,047	83,537	93,132	19,791	14,173	9,828	41,013	48,051	47,723	44,824	20,334	625,089
2021-2022 Percent Change	179%	153%	90%	108%	31%	22%	16%	29%	22%	24%	27%	17%	47%

BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
Ridership & Productivity By Route
 Dec-22

Route	2022								2021				
	Total Passengers		Revenue Hours	Revenue Miles	Passengers Per Hour		Passengers Per Mile		Total Passengers	Revenue Hours	Revenue Miles	Passengers Per Hour	Passengers Per Mile
1 BHS North*	3,961	n/a	371.92	4,871.38	10.65	n/a	0.81	n/a	7,898	955.8	10,401.8	8.26	0.76
2 W.11th St./S.Rogers	10,106	5.1%	629.00	7,082.25	16.07	12.1%	1.43	5.1%	9,620	671.0	7,082.3	14.34	1.36
3 College Mall/Highland*	25,741	1.8%	1,395.27	17,232.12	18.45	8.0%	1.49	5.1%	25,274	1,479.3	17,785.7	17.09	1.42
4 High St./Bloomfield Rd.	6,781	16.8%	741.72	9,079.23	9.14	30.1%	0.75	38.4%	5,804	825.7	10,756.4	7.03	0.54
5 Sare Road	3,356	22.1%	347.70	3,885.18	9.65	36.9%	0.86	22.1%	2,748	389.7	3,885.2	7.05	0.71
6 Campus Shuttle	35,476	15.0%	971.17	9,144.73	36.53	26.6%	3.88	20.3%	30,844	1,069.3	9,561.0	28.84	3.23
7 S Walnut/Clear Creek*	8,705	n/a	763.65	8,137.48	11.40	n/a	1.07	n/a	2,467	189.6	2,126.5	13.01	1.16
8 Eastside Local**	2,082	277.5	3,682.8	7.50	0.57
9 IU Campus/Campus Corner	33,010	14.7%	967.69	7,662.47	34.11	8.8%	4.31	10.8%	28,767	917.4	7,398.6	31.36	3.89
10 Hospital**	1,205	288.5	2,198.1	4.18	0.55
11 W 17th*	3,346	.	356.67	3,155.55	9.38	.	1.06
12 N Walnut*	6,593	.	142.40	2,277.66	46.30	.	2.89
Total	137,075	17.5%	6,687	72,528	20.50	19.0%	1.89	17.7%	116,709	6,775	72,680	17.23	1.61
Year-to-Date Total	1,931,935	47.7%	84,905	906,986	22.75	41.2%	2.13	46.1%	1,308,173	81,153	897,391	16.12	1.46

*Modified or new service on 8/15/22

**Discontinued on 8/15/22

Monthly Management Report 2022
Bloomington Public Transportation Corporation
Monthly Statistics and Performance Indicators

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fixed Route:													
<i>Total Passengers</i>	151,967	170,221	174,265	177,476	81,871	75,301	67,708	178,423	262,200	245,874	209,554	137,075	1,931,935
<i>Revenue Miles</i>	76,542	74,832	84,105	78,922	69,744	68,926	64,934	81,072	80,607	78,810	75,859	72,528	906,881
<i>Total Miles</i>	79,009	77,491	86,846	82,062	72,314	71,562	67,352	82,760	83,781	81,957	79,500	74,838	939,463
<i>Revenue Hours</i>	7,292	7,242	7,966	7,624	6,455	6,382	5,625	7,317	7,680	7,535	7,205	6,687	85,010
<i>Total Hours</i>	7,450	7,411	8,151	7,838	6,627	6,451	5,798	7,527	7,909	7,761	7,485	6,858	87,285
<i>Revenue</i>	\$ 24,883.14	\$ 21,853.78	\$ 25,733.95	\$333,079.62	\$ 127,379.99	\$ 125,228.00	\$128,728	\$ 176,096	\$ 163,838	\$ 155,146	\$ 312,860	\$ 182,114	\$ 1,776,940
<i>Road Calls</i>	13	10	4	0	8	5	7	5	2	8	9	7	76
<i>Collision Accidents</i>	13	4	3	4	4	1	2	10	2	4	4	2	53
<i>On Time Performance</i>	75.2%	75.3%	68.3%	71.6%	74.1%	75.8%	76.1%	72.5%	69.4%	68.5%	68.2%	65.10%	71.7%
<i>PM Inspection OT %</i>	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Paratransit:													
<i>Total Passengers</i>	1,739	1,656	1,995	1,961	2,014	1,924	1,739	2,181	2,043	2,096	2,052	1,923	23,323
<i>Revenue Miles</i>	7,501	6,967	8,183	8,054	8,258	7,696	7,501	9,524	7,834	8,599	8,132	8,554	96,803
<i>Total Miles</i>	8,277	7,621	8,983	8,852	9,032	8,503	8,277	10,583	8,759	9,349	9,163	9,516	106,915
<i>Revenue Hours</i>	781	745	881	859	839	832	781	979	874	924	819	784	10,099
<i>Total Hours</i>	843	803	946	922	901	889	843	1,064	950	980	922	899	10,959
<i>Revenue</i>	\$1,934	\$3,009	\$3,640	\$3,671	\$4,823	\$2,230	\$4,310	\$4,273	\$3,521	\$3,897	\$4,223	\$5,268	\$ 44,820.55
<i>Road Calls</i>	0	1	0	0	0	0	0	0	0	0	0	0	1
<i>Collision Accidents</i>	0	4	0	0	1	0	0	1	0	0	0	0	6
<i>On Time Performance</i>	92.1%	92.3%	92.2%	92.0%	92.1%	93.5%	92.1%	92.8%	90.9%	94.2%	92.6%	90.4%	92.3%
<i>PM Inspection OT %</i>	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100%	100.00%	100.00%	100.00%	100.00%	100.0%
<i>Trip Denials</i>	0	0	0	0	0	0	0	0	0	1	2	0	3
<i>Missed Trips</i>	0	0	0	1	0	0	0	2	2	1	2	0	8
<i>Excessive Long Trips</i>	5	4	6	5	8	0	5	6	3	1	4	5	52
<i>Average Phone Hold Time (sec)</i>	23	16.6	28.6	19	24.3	20.6	23	24	26.3	25.4	23.1	20.2	23

Personnel, Finance and Administration Subcommittee Report:

TOPIC: BPTC Administration Staff Pay & Benefits (January 6, 2023)

Comparison of BPTC Benefits with City of Bloomington Benefits

BENEFIT	CITY of BLOOMINGTON	BPTC
Public Employee Retirement Fund Contribution	City pays 14.2 % --11.2% employer share --3.00% employee share	BPTC pays 11.2 % --11.2% employer share --0.00% employee share Employees currently paying the mandatory 3%.
457(b) Deferred Compensation Retirement Plan	City pays up to \$780 in matching funds.	BPTC pays \$0.00 in matching funds. Extremely low partition currently.
Holidays	13 Paid Holidays	9 Paid Holidays
PTO	4 weeks -- 1 st year 5- weeks – 2 nd year	3.6 weeks – after 1 st year 4.6 weeks – 2 nd year
Health Insurance	\$2,400 per contribution to HSA	\$1,200 per year.

Take Home Vehicle comparison by Indiana PTC's

Take Home Vehicles	CitiLink Fort Wayne	BPTC	GLPTC Lafayette	IndyGo Indianapolis	Transpo South Bend
	-1 - Maintenance Manager	None	-3- GM/CEO Operations Manager Maintenance Manager	-2- GM/CEO Chief of Ops	-1- GM/CEO

The recommendation of the subcommittee was to survey administrative personnel to identify which benefits employees feel they would like to see enhanced. A copy of the employee survey is attached. The subcommittee will review survey results submit a recommendation to the Board for consideration in February.

BPTC Administration Staff Pay & Benefits Survey 01/2023

Please take time and complete this survey to help BPTC determine the appropriate course action for enhancing pay and benefits for our Administrative and support staff.

Please answer the following questions regarding your thoughts on compensation and benefits below.

1) Public Employee Retirement Fund Contribution

BPTC pays 11.2 % the employer share to PERF, and employees currently pay the mandatory 3% employee share.

Please list your level of interest, (1 being not interested and 4 being extremely interested), of the following changes to the PERF contributions and changes to the 457b Deferred Compensation retirement plan:

- ***BPTC paying both the employer and the 3% employee share to PERF.***

1 2 3 4

- **457b Deferred Compensation Retirement Plan**

BPTC offering an employer match of up to \$780 per year.

1 2 3 4

2) Annual Bonus Program

Would you prefer an annual minimum \$1,000 – maximum \$1,500 bonus program that would be awarded to each administrative staff member in good standing instead of enhancements to the retirement programs listed above?

YES

NO

3) If you could change one element of our pay and/or benefits package what would you change and why?

4) Is there any other benefit you think we could / should change or implement and why?

5) Please list your level of interest of the following: (1 being not interested and 4 being extremely interested)

➤ **Team building Luncheons**

1 2 3 4

➤ **Health & Wellness Programs**

1 2 3 4

➤ **Paid Training / Development Opportunities**

1 2 3 4

➤ **Employee Performance Recognition Awards**

1 2 3 4

➤ **Quarterly one on one discussion sessions with the General Manager**

1 2 3 4

➤ **Out of the Office Team Retreats**

1 2 3 4

➤ **Excused Time Off for participating in community volunteer programs**

1 2 3 4

Any other thoughts? List below.

IT, Innovation, Planning and Development Subcommittee Report:

TOPIC: Assessment of Micro-Transit Pilot Program (January 5, 2023)

2023 Micro Transit Budget:

LIT Funding	\$200,000
BPTC	<u>\$150,000</u>
Total	\$350,000

Current Micro-Transit Program:

Estimated Cost:

*BT Late Nite On Demand** \$50,000 per month/ \$600,000 annual

PM Fixed route Service Savings ***\$32,000 savings from reduction of service***

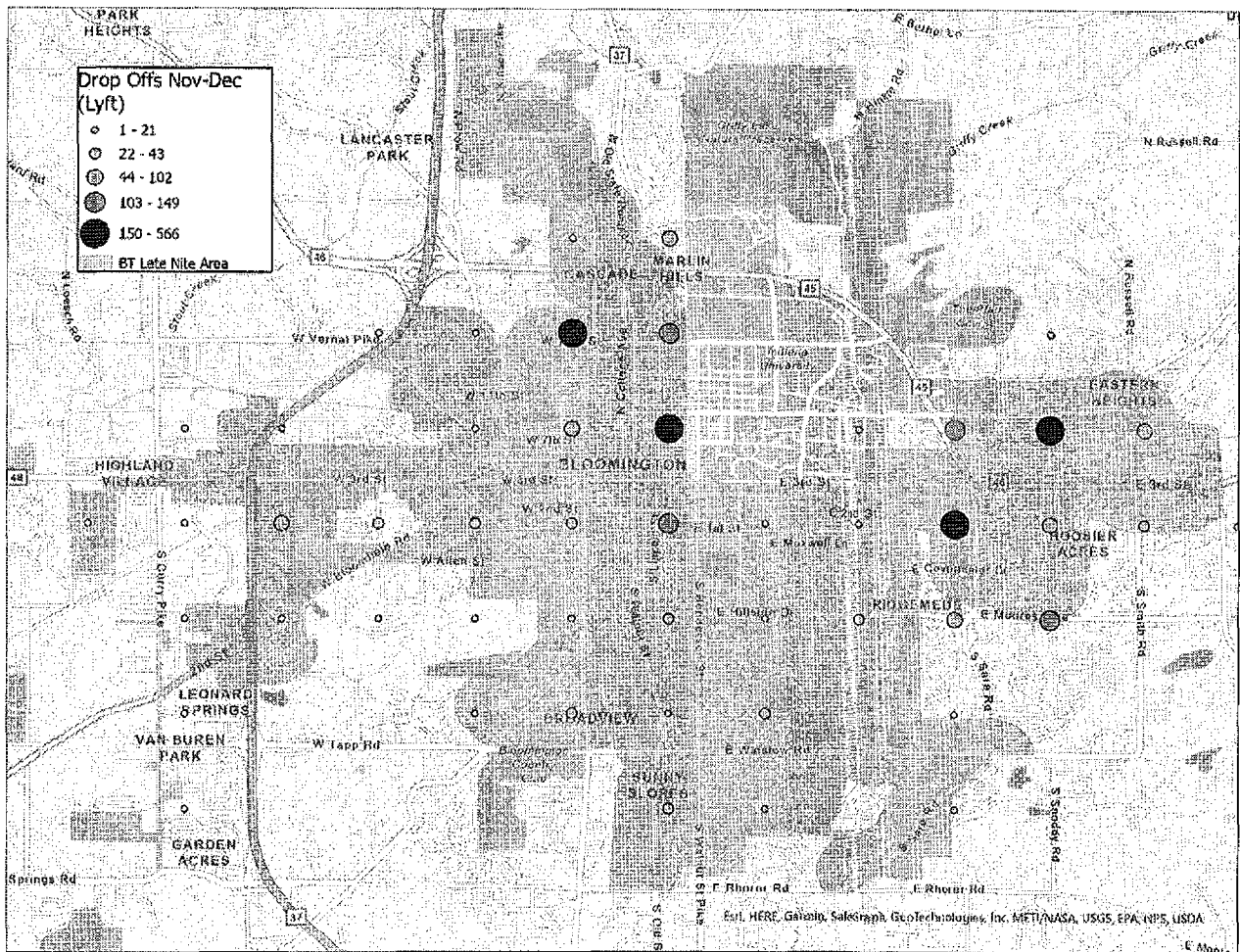
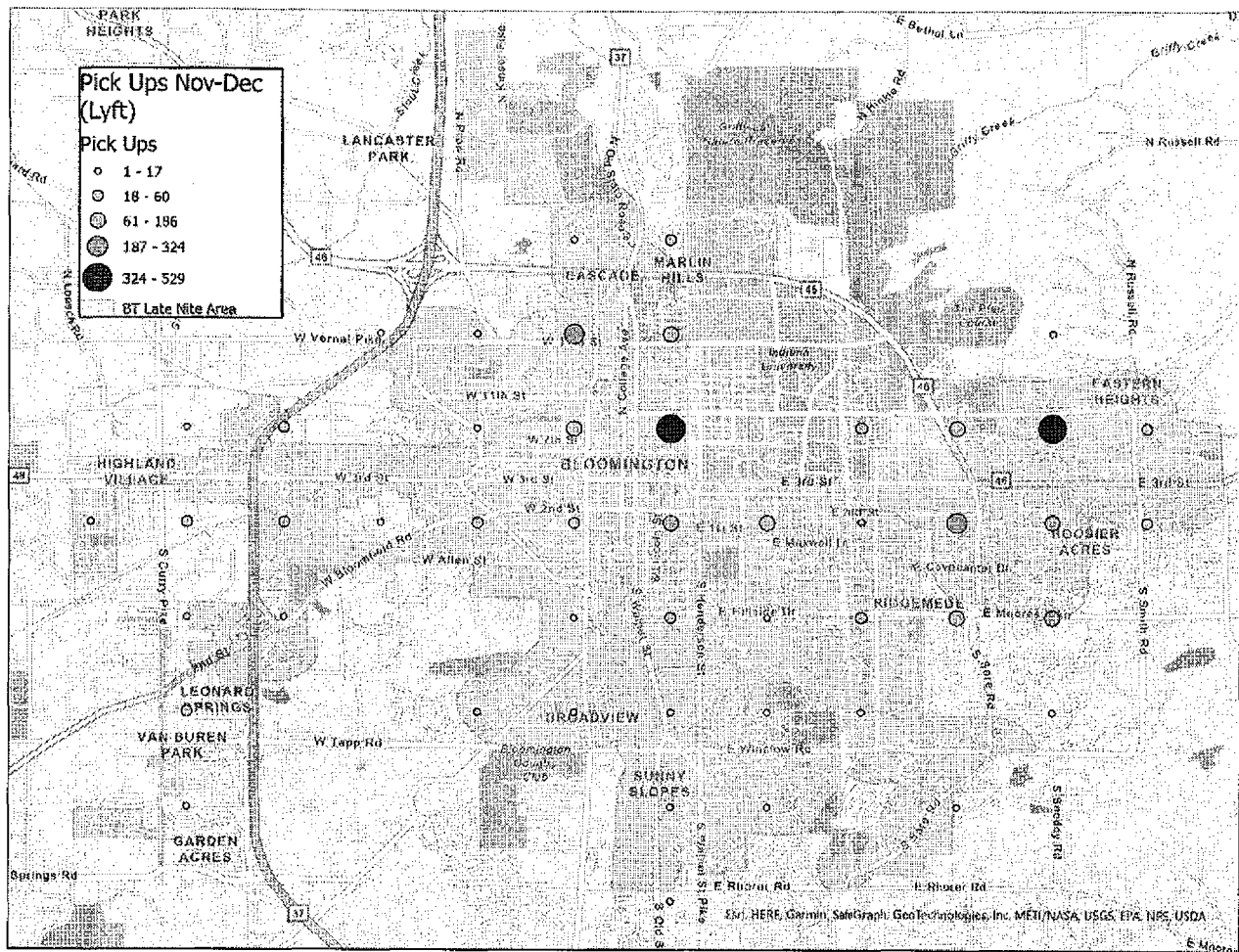
True Cost \$18,000 per month/ \$216,000

**(Developed as a Pilot Program to provide a safety net for customers losing late night fixed route service. The fixed route reduction was implemented due to low ridership levels and driver shortage)*

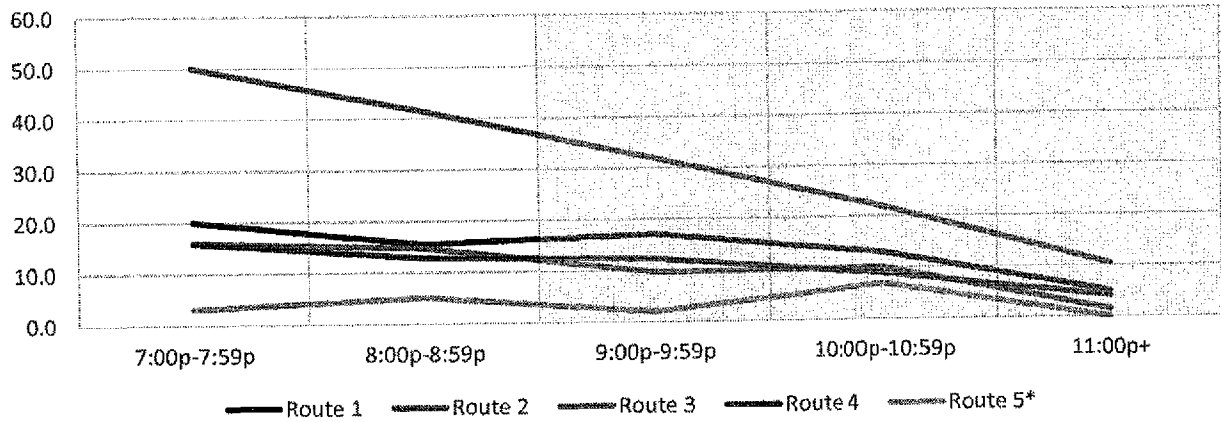
	Average Ridership per Night	Average Subsidy per Trip
PM Fixed Route (Apr-May 2022)	154.6	\$13.26
BT Late Nite Micro-Transit (Nov-Dec 2022)	163.6	\$10.46

PROGRAM ADVANTAGES	PROGRAM DISADVANTAGES
Reduced number of bus operators needed.	Cost unpredictability
Reduced the number of missed trips due to driver shortage	Not user friendly for non tech individuals. Requires dispatcher scheduling for individuals not using the apps.
Improved Driver schedules, earlier end of shifts	Capturing \$1 fare from non-app users difficult.
Allows for greater flexibility scheduling OT drivers	Lack of strong BT Branding
Innovative service model	Nontraditional transit users driving up cost of program.
Convenience of Service for customers	
Introduces BT to nontraditional users	
Flexibility to adapt program	

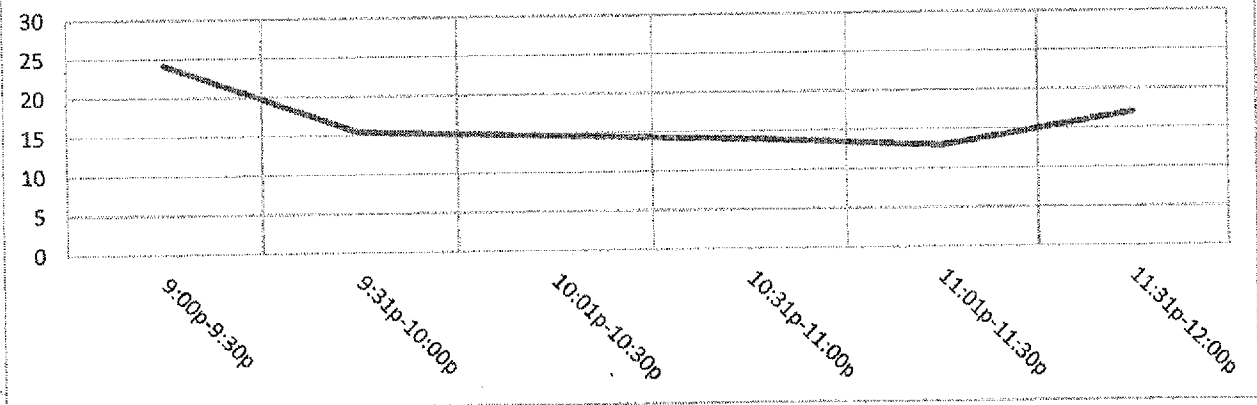
The consensus of the subcommittee is the Micro-Transit program is a success, however adjustments should be explored to mitigate issues identified as “disadvantages.”



Average Nightly BT Ridership by Hour
April-May 2022



Average Uber Trips by Hour
November 2022 - December 2022



**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
FINANCIAL NARRATIVE FOR THE MONTH ENDING
DECEMBER 31, 2022**

Operating Expenses

Operating expenses for December totaled \$1,079,131 bringing year-to-date operating expenses to \$8,790,520. Salary and Fringe benefits expense for December were \$788,099. This represents an increase from November due to the timing of payrolls and payroll accruals and 2022 Paid Time Off payouts. Materials and Supplies for December were \$49,834. This represents a decrease from November contributed to the timing of parts and supplies purchased and their usage as well as no fuel expense whereas November had two invoices for a total of \$166,934. Services and Utilities expense for the month totaled \$241,198. This represents an increase from November due mainly to the payment to City Bus for repair work for a total of \$79,741. BT ended the year under budget by 13% for the 2022 Operating budget.

Operating Revenues

Operating revenues for December totaled \$1,087,270. Operating revenues exceeded operating expenses by \$1,472,589 for the year.

Capital Expenditures

There were no major capital purchases in December.

Operating Cash Balance

December 31, 2022	December 31, 2021	Change
\$12,720,721	\$10,675,047	\$2,045,674 increase

Self - Insurance Fund

Medical monthly premium and claims expense for December were \$136,733.

Self-Insurance Cash Balance

December 31, 2022	December 31, 2021	Change
\$272,089	\$258,125	\$13,964 increase

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
SUMMARY OF REVENUES AND EXPENSES
FOR THE PERIOD ENDED DECEMBER 31, 2022**

	MONTH ENDING 12/31/2022	PERCENT OF ANNUAL BUDGET	YTD	ANNUAL BUDGET PLUS ENCUMBRANCES/ ADD'L APPROP.	PERCENT OF ANNUAL BUDGET USED
Operating Expenses:					
Salary and Fringe Benefits	\$ 788,099	12%	\$ 5,966,122	6,514,465	92%
Materials and Supplies	49,834	3%	1,288,411	1,525,320	84%
Services and Utilities	241,198	12%	1,535,987	2,020,939	76%
Total Operating Expenses	1,079,131	11%	8,790,520	10,060,724	87%
Operating Revenues:					
Local Tax Revenue	160,448	8%	2,148,114	2,080,679	103%
Fare Revenue	179,495	12%	1,727,538	1,473,796	117%
Other Locally Derived Revenue	97,327	16%	752,477	624,098	121%
Total Locally Derived Revenue	437,270	10%	4,628,129	4,178,573	111%
Federal Operating Grants	650,000	14%	3,055,708	4,664,111	66%
State Operating Grants (PMTF)	-	0%	2,579,272	2,550,664	101%
Total Operating Revenues	1,087,270		10,263,109	11,393,348	
Operating Gain/(Loss)	8,139		1,472,589		
Federal Capital Grants	95,679	2%	217,457	3,909,777	6%
State Capital Grants	-	0%	-	-	0%
Transfer from Capital Reserve	-	0%	-	-	0%
Revenue from Capital Grants/Reserve	95,679	2%	217,457	3,909,777	6%
Capital Expenditures:	23,295	0%	405,233	5,242,401	8%
Capital Gain/(Loss)	72,384		(187,776)		
Net Gain/(Loss)	80,523		1,284,813		

**BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION
COMPARATIVE SUMMARY OF REVENUES AND EXPENSES
FOR THE PERIODS ENDED DECEMBER 2021 AND 2022**

	MONTH ENDING 12/31/2022	MONTH ENDING 12/31/2021	% CHANGE	YTD 12/31/2022	YTD 12/31/2021	% CHANGE
Operating Expenses:						
Salary and Fringe Benefits	\$ 788,099	\$611,993	29%	\$ 5,966,122	\$5,167,677	15%
Materials and Supplies	49,834	160,045	-69%	1,288,411	881,017	46%
Services and Utilities	241,198	172,840	40%	1,535,987	1,373,270	12%
Total Operating Expenses	1,079,131	944,878	14%	8,790,520	7,421,964	18%
Operating Revenues:						
Local Tax Revenue	160,448	179,509	-11%	2,148,114	2,136,650	1%
Fare Revenue	179,495	114,860	56%	1,727,538	911,085	90%
Other Locally Derived Revenue	97,327	60,936	60%	752,477	401,852	87%
Total Locally Derived Revenue	437,270	355,305	23%	4,628,129	3,449,587	34%
Federal Operating Grants	650,000	1,274,000	-49%	3,055,708	3,976,000	-23%
State Operating Grants (PMTF)	-	-	0%	2,579,272	2,212,843	17%
Total Operating Revenues	1,087,270	1,629,305	-33%	10,263,109	9,638,430	6%
Operating Gain/(Loss)	8,139	684,427		1,472,589	2,216,466	
Federal Capital Grants	95,679	48,161	99%	217,457	1,852,555	-88%
State Capital Grants	-	-	#DIV/0!	-	-	#DIV/0!
Transfer from Capital Reserve	-	-	#DIV/0!	-	-	#DIV/0!
Revenue from Capital Grants/Reserve	95,679	48,161	#DIV/0!	217,457	1,852,555	-88%
Capital Expenditures:	23,295	89,565	-74%	405,233	2,400,929	-83%
Capital Gain/(Loss)	72,384	(41,404)		(187,776)	(548,374)	
Net Gain/(Loss)	80,523	643,023		1,284,813	1,668,092	

**Bloomington Public Transportation Corporation
Personnel Report
December 2022**

	Monthly New Hires	Monthly Terminations	End of Month Vacancies
Administrative Staff	0	0	0
Fixed Route Drivers	6	1	5
BT Access Drivers	0	0	0
Mechanics	0	0	1
Service Person	0	0	0
Service Attendants	0	0	0
Total	6	1	7

REGULAR BOARD MEETING - BLOOMINGTON PUBLIC TRANSPORTATION CORPORATION (BPTC) December 20, 2022 5:30 P.M.

MINUTES

Chair McLary convened the regular meeting of the Board of Directors of the Bloomington Public Transportation Corporation. The meeting was held with some members attending in-person and some via virtual electronic means.

Join Zoom Meeting at the following link:

<http://us02web.zoom.us/j/82040182669?pwd=R2hmTFNLSDNxSUVFS1VITFJnK3ZsZz09>

Meeting ID: 820 4018 2669

Passcode: 904339

One Tap Mobile

+13017158592,,88920130363#,,,,*212598 # US (Washington DC)

+116465588656,,89358499662#,,,,*212598# US (New York)

Dial By Your Location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 9000 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 820 4018 2669

Passcode: 904339

ROLL CALL

Board Members and Staff present: Chair James McLary, Secretary Nancy Obermeyer, Board Member Doug Horn, Board Member Marilyn Hartman, Vice Chair Kent McDaniel, General Manager, John Connell, Controller Christa Browning, Planning and Special Projects Manager, Zac Huneck, Operations Manager Mike Clark and Human Resource Administrator/Marketing Director Brenda Underwood.

Members of the Public: No members of the public present.

The following additional persons were also present via Zoom. Andrew Coomer and B- Square Beacon Dave Askins.

OLD BUSINESS

General Manager, John Connell requested a motion to amend the agenda to add a new business item. He noted it is a consideration of an Inter-Local Cooperation agreement between the City of Bloomington and Bloomington Public Transportation as it pertains to the LIT Funding.

Vice Chair Kent McDaniel made a motion to approve the agenda to add the additional item of the Inter-Local Cooperation agreement between the City of Bloomington and Bloomington Public Transportation LIT Funding. Board Member Horn seconded it. The Board approved unanimously.

General Manager, John Connell stated some of the important components in the Inter-Local Cooperation agreement between the City of Bloomington and Bloomington Public Transportation pertaining to LIT Funding are a 5 year term agreement. It will begin on January 1st of 2023 and will run through December 31st, 2027.

He said the City is committing the sum of \$3,806,100 to BPTC in 2023. He said in subsequent years of the agreement the City's contribution to BPTC shall not be less than \$3,806,100, providing the City of Bloomington Common Council appropriates the necessary funds.

General Manager, John Connell stated BPTC shall use the funds provided by the City under this agreement for various economic development local income tax public transit initiatives as may be from time to time agreed upon by the City and BPTC. He said the initial focus of BPTC shall be the establishment of an East-West Express Transit line intended to provide fifteen (15) minute frequency across the priority East-West corridor. He said in addition, the following projects have been identified by the parties for prioritization:

- (A) The addition of Sunday Service;
- (B) The Enhancement of BPTC's Paratransit and Micro-Transit Services;
- (C) The Enhancement of week day service by increasing frequency of service;
- (D) Subsidization of BPTC ridership, with a focus on work force and low income riders;

General Manager, John Connell stated should any of the above initiatives become infeasible the parties will discuss and determine alternative projects subject to approval of the Common Council through the annual budget process.

General Manager, John Connell stated any funds distributed to BPTC for a particular year may be carried over by BPTC in the next year. He said the City shall disburse appropriated funds to BPTC on an annual basis commencing during the month of March 2023 and annually thereafter.

General Manager, John Connell noted BPTC shall provide a thorough report in a form and with such content as the City shall reasonably require in August of each year and shall incorporate the content of such report into its annual budget presentation to the Common Council. He said in addition the parties

will engage in biannual meetings and regular dialog in between scheduled meetings to discuss the progress and determine the appropriate expenditures of EDLIT funds on economic development local income tax public transit initiatives.

Board Member Hartman made a motion to approve the Inter-Local Cooperation Agreement between The City of Bloomington and Bloomington Public Transportation Corporation. Vice Chair McDaniel seconded it. The Board approved unanimously.

General Manager, John Connell stated Resolution 22-24 approval is needed for the agreement to add the guarantee ride home component to our existing TNC contracts on behalf of Go Bloomington. He said the agreement has been amended following last month's meeting discussions. He said Go Bloomington will be responsible for reimbursing BPTC for all costs associated with the GRH vouchers. He noted the voucher program will be capped at \$16,000.00.

Secretary Obermeyer made a motion to approve Resolution 22-24, approving an Inter-Local agreement for provision of micro-transit services to the City of Bloomington. The Board approved unanimously.

MINUTES

Vice Chair McDaniel made a motion to approve the November 22, 2022 Board Minutes and Board Member Horn seconded it. The Board approved unanimously.

NEW BUSINESS-ACTION ITEMS

Secretary Obermeyer made a motion to approve Resolution 22-25, a resolution for approval of the transfer of funds between budget categories. Vice Chair McDaniel seconded it. The Board approved unanimously.

General Manager John Connell requested approval of Resolution 22-26 a resolution for the participation of BPTC in the joint procurement with IU Campus Bus for diesel fuel. He said given the nature of procuring this commodity, time is of the essence when price quotes are issued. He stated Resolution 22-26 will authorize the BPTC Manager to commit the BPTC to enter into a fixed price purchase of diesel fuel from the successful bidder assuming the fixed price is determined to be within the 2023 budget.

Board Member Horn made a motion to approve Resolution 22-26, a resolution for approval requesting the BPTC Board of Directors approve the participation of BPTC in the joint procurement with IU Campus Bus for Diesel fuel. Secretary Obermeyer seconded it. The Board approved unanimously.

General Manager, John Connell stated we received four responses to our RFP for IT Professional Services. He said of the four proposals two were deemed frontrunners: N Momentum and Left Turn Right

Turn. He said after finalization of the evaluation and ranking process staff recommends entering into contract negotiations with Left Turn Right Turn. He said Resolution 22-27, authorizes the General Manager and Board Chair McLary to enter into a contract with Left Turn Right Turn for IT professional services not to exceed \$200,000 under terms and conditions to be negotiated by the parties.

General Manager, John Connell stated the projects we will need assistance with our CAD/AVL, developing a technical specification and project management during implementation review of proposals as they come in, fare collection equipment project and developing a transition plan and budget if we were to take IT services in-house from the City.

Vice Chair McDaniel made a motion to approve Resolution 22-27, a resolution authorizing awarding a contract for IT professional services subject to the successful negotiation of a contract. Secretary Obermeyer seconded it. The Board approved unanimously.

General Manager, John Connell stated Resolution 22-28, a resolution authorizing continued use of the vending machine funds for employee events and activities in 2023. He said the vending machines are provided for employees in the dispatch area as well as the maintenance break room. He noted we also have soda and snack machines at our downtown transit center. He said historically BPTC has used commissions from these vending machines to fund employee functions such as picnics and Holiday parties as well as other employee activities.

He noted each year the Board adopts a resolution which authorizes the use of vending machine commissions to fund such activities. He said Brenda Underwood maintains records of the vending machine fund and is the authorized person to disburse such funds. He said in typical years we collect \$2,000-\$3,000 annually in vending machine commissions.

Board Member Horn made a motion to approve resolution 22-28, a resolution authorizing continued use of the vending machine funds for employee functions. Secretary Obermeyer seconded it. The Board approved unanimously.

Vice Chair McDaniel made a motion to approve the proposed 2023 Board meeting schedule, Secretary Obermeyer seconded it. The Board approved with Board Member Hartman abstaining.

Vice Chair McDaniel made a motion to approve Election of Officers for 2023, keeping them the same as 2022. Board Member Hartman seconded it. The Board approved unanimously.

Secretary Obermeyer made a motion to approve Board Member Horn to be the Board representative to serve on the MPO Policy Committee and Vice Chair McDaniel to be the Proxy. Board Member Hartman seconded it. The Board approved unanimously.

General Manager, John Connell stated the Strategic Plan final report is scheduled to come out this week. He said once he gets the report he will forward it to the Board for comments. He said he would like to

have the final product completed and introduced at the January Board meeting for formal adoption. He noted we will put out a press release for the formal adoption of the plan.

General Manager, John Connell stated in early January he would like to convene the Innovation and Planning Subcommittee to talk about Micro-Transit and to convene the Personnel and Finance and Administration subcommittee to go over our 2023 salary ordinance.

Planning and Special Products Manager, Zac Huneck stated in November 2022 we provided 209,554 trips on fixed route. He said that is up 27% from November 2021. He said we provided 2052 trips on BT Access. He said that is down 5% from November 2021.

Operations Manager, Mike Clark stated we had 2 preventable accidents in November 2022.

Planning and Special Products Manager, Zac Huneck stated our On-Demand keeps gaining in popularity. He said we provided over 5000 trips in November 2022.

Controller, Christa Browning gave an over of the November 2022 Financial report.

Human Resource Administrator/Marketing Director, Brenda Underwood stated for the month of November 2022 we had no new hires and we had one person leave due to retirement. She said we do have new people starting on December 27th, 2022. She said we had two people start this week, and one has already dropped out.

General Manager, John Connell stated we made an offer to a candidate for the Chief Safety and Training Officer position and he will start January 9th, 2023. He said we have a Marketing and Development Manager position which is another key role that we want to get the right person in.

Human Resource Administrator/Marketing Director Brenda Underwood stated Stuff-A-Bus was a success and gifts have been delivered. She said we did very well this year considering we reduced the number of days. She said we ended up with over 5000 items.

APPROVAL OF CLAIMS

The claims for November 22, 2022 were presented for approval by Secretary Obermeyer and seconded by Board Member Horn. The Board approved unanimously.

PUBLIC COMMENTS

There were no comments from the public.

BOARD MEMBER COMMENTS

There were no comments from the Board.

ADJOURNMENT

Secretary Obermeyer made a motion to adjourn and Vice Chair McDaniel seconded it. The Board approved unanimously.

APPROVE:

ATTEST:

James J. McLary, Chair
Board of Directors BPTC

01-17-23

Nancy Obermeyer, Secretary
Board of Directors BPTC

01-17-23