



CHAMPAIGN-URBANA MASS TRANSIT DISTRICT BOARD MEETING

AGENDA

Wednesday, June 24, 2020 – 3:00 p.m.

Board of Trustees:

Dick Barnes
Linda Bauer
Margaret Chaplan – Vice Chair
Tomas Delgado

Bradley Diel - Chair
Phil Fiscella
Bruce Hannon

Advisory Board:

Lowa Mwilambwe/Marty Paulins
Jacob Rajlich

In accordance with Governor Pritzker's Executive Order 2020-07 (COVID-19 Executive Order No. 5) which temporarily suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body, this meeting will be held using a virtual meeting platform:

Streamed live on YouTube accessible in two ways:

- <https://youtu.be/n78czb7UHro>
- MTD's website <https://mtd.org/inside/board/meetings/2020/june-24-2020/>

The video/audio will also be posted to the website www.mtd.org after the meeting.

Public Comment Modifications

Since the Board meeting will not be open to the public due to Governor Pritzker's social distancing requirements, comments may be emailed to public@mtd.org. They will be read aloud in the Audience Participation portion of the meeting in the order that they were received. Email submissions will be accepted until the time reserved for Audience Participation of the meeting is over. Each comment will be limited to 5 minutes.

Pages

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Hearing on the Budget & Appropriation Ordinance for FY2021
5. Audience Participation
6. Approval of Minutes
 - A. Regular Board Meeting – May 27, 2020
7. Communications

1-4



CHAMPAIGN-URBANA MASS TRANSIT DISTRICT BOARD MEETING AGENDA

Wednesday, June 24, 2020 – 3:00 p.m.

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8. Reports

A. Managing Director

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8) Accounts Payable/Check Disbursements	26-31
9) Morgan Stanley Statement	32-37

9. Action Items

A. Adoption of Ordinance No. 2020-2 – Budget & Appropriation Ordinance for FY2021	38-44
B. Procurement Manual Update	45-59
C. Public Transportation Agency Safety Plan (PTASP)	60-107

10. Next Meeting

- A. Regular Board of Trustees Meeting – Wednesday, July 29, 2020 – 3:00 p.m. – Location to be determined

11. Adjournment



Champaign-Urbana Mass Transit District (MTD) Board of Trustees Meeting

MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Wednesday, May 27, 2020
TIME: 3:00 p.m.
PLACE: This meeting was held electronically in accordance with the Governor's Executive Orders and social distancing requirements.

The video of this meeting can be found at:

www.mtd.org/inside/board/meetings/

Trustees:

Present	Absent
Dick Barnes	
Linda Bauer	
Margaret Chaplan (Vice-Chair)	
Tomas Delgado	
Bradley Diel (Chair)	
Phil Fiscella	
Bruce Hannon	

Advisory Board:

Present	Absent
	Marty Paulins
	Jacob Rajlich

MTD Staff: Karl Gnadt (Managing Director), Amy Snyder (Chief of Staff), Jane Sullivan (Grants & Governmental Affairs Director), Michelle Wright (Finance Director), Jennifer Bannon (Counsel), Beth Brunk (Clerk)

Others Present:

MINUTES

1. Call to Order

Chair Diel called the meeting to order at 3:00 p.m.

2. Roll Call

A verbal roll call was taken, and a quorum was declared present.

3. Approval of Agenda

MOTION by Mr. Barnes to approve the agenda as distributed; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

4. Public Hearing on Illinois Department of Transportation (IDOT) Rebuild Illinois Capital Grants Program Application

Mr. Diel explained that the primary purpose of this hearing was to receive input from the public

concerning projects for which financial assistance is being sought from IDOT. The grant application consists of four projects: purchase of four 60-foot hydrogen fuel cell electric buses, purchase of three 40-foot hybrid buses, construction of a solar array, and rehabilitation of some information kiosks. Beginning May 15, 2020, the project descriptions were posted on the District's website for public review. The "Notice of Public Hearing" appeared in the News Gazette on May 17, 2020. As the clerk did not receive any public comments, Mr. Diel closed the hearing.

5. Audience Participation

Since the Board meeting was not open to the public due to Governor Pritzker's social distancing requirements, comments can be emailed to public@mtd.org. The clerk will read them aloud in the Audience Participation portion of the meeting.

No comments were received.

6. Approval of Minutes

A. Regular Board Meeting – April 29, 2020

MOTION by Ms. Chaplan to approve the minutes of the April 29, 2020 MTD Board meeting as distributed; seconded by Mr. Barnes.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

MOTION CARRIED unanimously.

7. Communications

Ms. Bauer inquired about the removal of trees on Green Street in Urbana due to the MCORE project – Phase 5, and its possible impact on planned MTD bus stops along that corridor. Mr. Gnadt noted that he and two other MTD staff members attended an Urbana City Council meeting last night that discussed this situation. It was a positive conversation between the citizens and City staff. Ultimately, the City Council decided to take down the 9 contested trees and plant 47 replacement trees.

8. Reports

A. Managing Director

Mr. Gnadt reviewed April statistics. This is the first full month where the COVID-19 Stay-at-Home order was in effect. The effects can be seen in the ridership numbers – down about 86% from last April. Revenue has dropped due to suspension of fare collection, and expenses remain steady as we are still providing service on the street.

B. FY2021 Draft Budget

Mr. Gnadt presented MTD's tentative fiscal year 2021 budget with the knowledge that the numbers may change due to the uncertainty of state funding. Total Appropriations are reduced from FY 2020 levels due to a decrease in debt service projects and an overall tightening of the belt throughout the District.

9. Action Item

- A. Adoption of Ordinance No. 2020-1, an Ordinance Authorizing the Issuance of Capital Facilities Notes, Series 2020 to Finance Capital Costs for the Champaign-Urbana Mass Transit District, in Champaign County, Illinois and Providing the Details of Such Notes, and Related Matters

With Board adoption of this Ordinance, the Managing Director can renew a \$10,000,000 bank-qualified, tax-exempt line of credit with a fixed rate of 3.55% for twelve months with Prospect Bank. This instrument can be used for the purchase of capital projects and equipment.

MOTION by Mr. Barnes to adopt Ordinance No. 2020-1, an Ordinance authorizing the issuance of Capital Facilities Notes, Series 2020 to finance capital costs for the Champaign-Urbana Mass Transit District, in Champaign County, Illinois and providing the details of such notes, and related matters; seconded by Mr. Fiscella.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The **MOTION CARRIED** unanimously.

B. Developmental Services Center (DSC) Contract

This is an annual recurring contract with DSC to provide ADA transportation for their clients within the District boundaries. The District is required by law to insure transportation for persons with mobility-limiting disabilities. MTD contracts this service to DSC as they can provide a specialized level of transportation and care services for their clients. The amount of the contract is \$520,079.18.

MOTION by Ms. Chaplan to authorize the Managing Director to execute the contract with Developmental Services Center (DSC) in the amount of \$520,079.18 for ADA transportation of DSC clients; seconded by Mr. Barnes.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The **MOTION CARRIED** unanimously.

C. Urbana School District #116 2019-2020 Transportation Agreement Amendment

This amendment relates to the current agreement for the 2019-2020 school year. The Urbana School District will continue its monthly transportation payments to MTD even though bus service was suspended in March due to COVID-19. In lieu of service, MTD agreed to assist the School District as needed in the following areas: food delivery, District #116 bus sanitization, use of MTD's wide-format printer, use of MTD's training lot, and use of MTD buses for wi-fi hot spots.

MOTION by Mr. Fiscella to authorize the Managing Director to execute the 2019-2020 Transportation Agreement Amendment between MTD and the Urbana School District #116; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The **MOTION CARRIED** unanimously.

D. Urbana School District #116 Transportation Agreement 2020-2021

This annual Agreement between MTD and the Urbana School District #116 provides transportation for Urbana Middle School and High School students. This agreement is usually executed in October, but MTD agreed to hold the same rate as last year so the respective Boards can approve the agreement now. The partnership with MTD and the Urbana School District has been in place since 1987.

MOTION by Mr. Fiscella to authorize the Managing Director to execute the Transportation Agreement between MTD and Urbana School District #116 for the 2020-2021 school year; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The **MOTION CARRIED** unanimously.

10. Next Meeting

A. Regular Board of Trustees Meeting – Wednesday, June 24, 2020 – 3:00 p.m. – meeting held electronically

11. Adjournment

Mr. Diel adjourned the meeting at 4:18 p.m.

Submitted by:

Clerk

Approved:

Board of Trustees Chair

MTD MANAGING DIRECTOR OPERATING NOTES

June, 2020

RIDERSHIP

Monthly Ridership

■ FY2019
■ FY2020
■ 5 Year Average

↓ -73.89%

↓ -72.03%

645,383

168,484

602,332

May

Year-to-Date Ridership

■ FY2019
■ FY2020
■ 5 Year Average

↓ -21.86%

↓ -20.42%

11,214,742

8,763,493

11,012,862

Year-to-Date

May ridership was down 73.9% from last May, which brings us to a 21.9% drop for the fiscal year. Of course, COVID-19 is the primary culprit here. There continued to be no UI, Unit 4 or District 116 school days. To make things worse, there were two fewer weekdays than last May and one more Saturday and Sunday each, which are lower ridership days than weekdays. The average temperature was 3 degrees cooler this May at 60 degrees. And we had slightly less rainfall at 4.19" compared to 4.68" last May. The average price of gasoline was down \$0.49 at \$2.16.

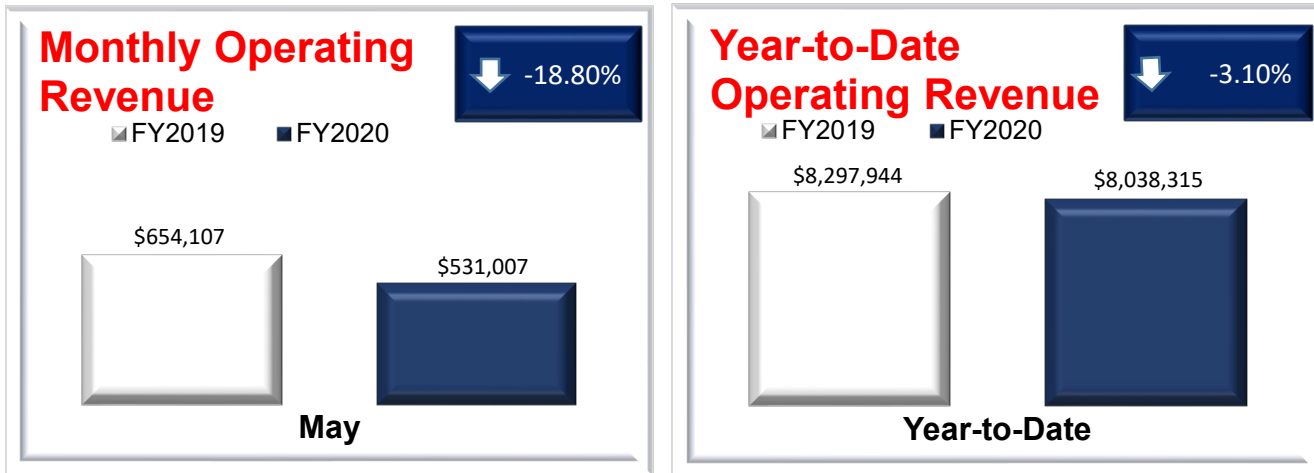
We continue to operate without enforcing fare collection and primarily through the back door. This has had an effect on our ridership by fare type statistics. Also note that the Half Fare Cab program and UI ADA services were not in operation. The DSC ADA service is operating but with limited trips.

For the fixed routes, there were a few noteworthy items. Ridership on campus routes are down dramatically and community routes are now operating at a higher ridership per hour rate than the campus routes. Normally campus routes are two or three times as productive as the community routes, but right now it is reversed. The most utilized routes are the Grey, Orange Hopper, and Lavender all above 15 passengers per hour. The Green Hopper, Yellow, Orange, Green and Red come in next over 10 passengers per hour. These are the routes that serve essential trips. The Grey Evening and weekend routes are the standouts for each time period.

MCORE and some other construction projects are still happening. MCORE has been working on the intersection of Green and Wright as well as Wright Street between Green and Springfield. A new stage of MCORE in Urbana has Green Street closed between Race and McCullough. That phase is expected to last about three months and then it will move further west until Busey.

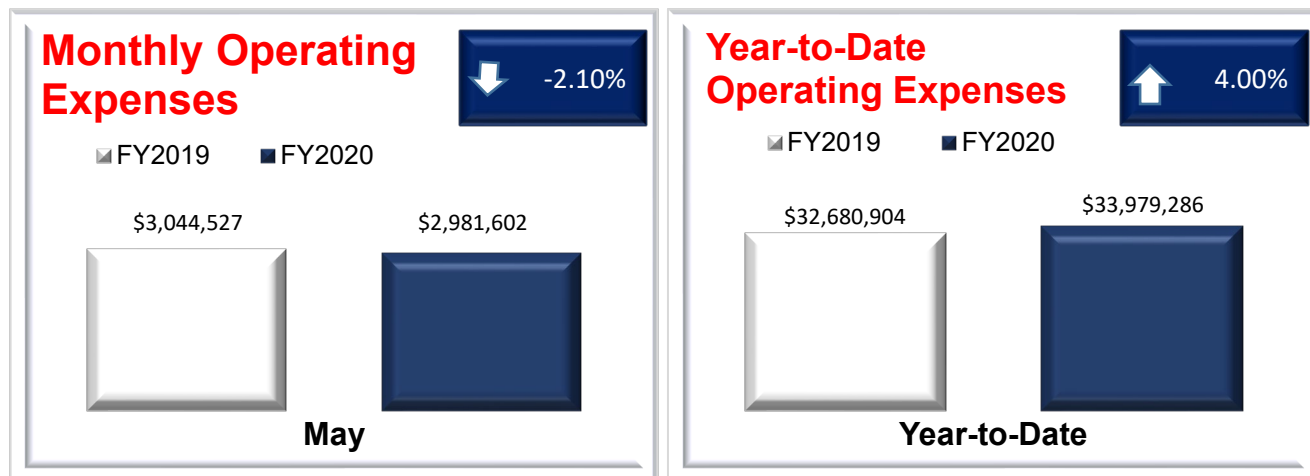
There has also been a minor street project north of Carle Hospital that has the Grey and Orange routes slightly rerouted.

OPERATING REVENUE



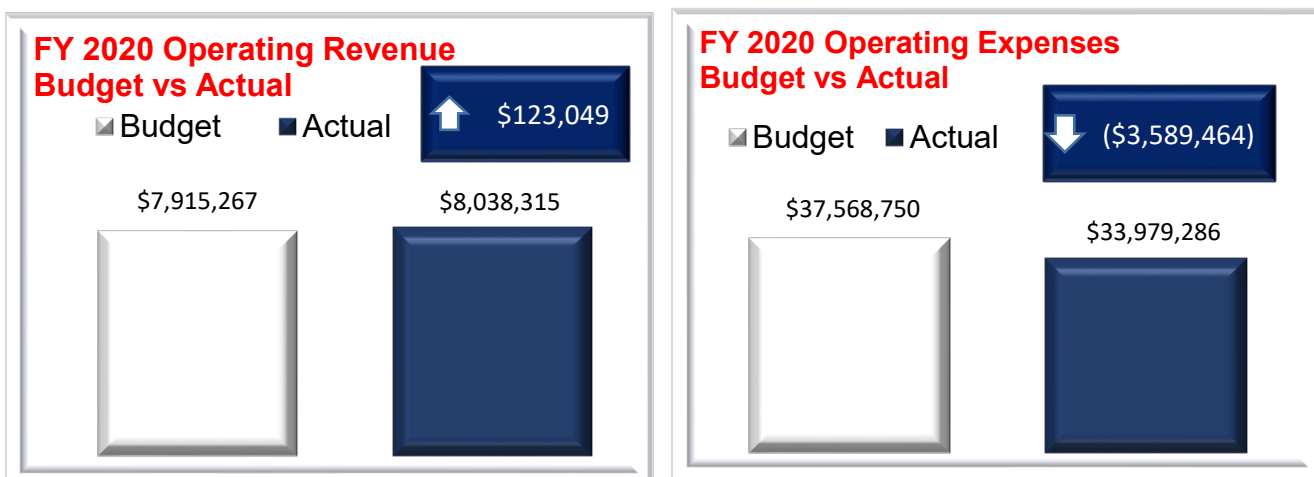
May, 2020 operating revenue was 18.8% below May, 2019, and year-to-date operating revenue was 3.1% below FY2019 all as a result of COVID-19.

OPERATING EXPENSES



May operating expenses were 2.1% below May, 2019. Year-to-date operating expenses were 4.0% above FY2019.

YEAR-TO-DATE REVENUE & EXPENSES



Year-to-date operating revenues are \$123,049 above budget while operating expenses are \$3,589,464 under budget.

MANAGING DIRECTOR'S NOTES

* On Sunday, May 31 we received advance word that there was going to be a planned riot with looting at Market Place Mall. Our entire operations staff team and much of our general administration mobilized to respond. We had a crew manning our stops around Market Place and another crew at Illinois Terminal in case the rioting spread to downtown Champaign. As soon as the looting started at the mall we responded by rerouting buses, assisting stranded passengers and communicating with our operators face-to-face. Our service on non-UI Sundays ends much earlier than during the school year, so our operators weren't out on the street for most of the nighttime rioting. Josh Dhom, our Illinois Terminal Director worked with his team to secure the building while ensuring that Amtrak customers could still enter and exit the building. Our Chief Operating Officer reported to the County's Emergency Operations Center (EOC) that evening and began preparations for the next 24 hours.

* Monday, June 1 our Facilities department prepped 1207 for the Urbana Fire Department to use, if needed. Operations and Maintenance staff were prepared to move buses as needed for the EOC. We had 11 extra operators on standby to assist as well. Most of us were either on the street, in our Control Center, or at the EOC. On-the-fly reroutes had to occur spontaneously as no one knew the path or the timing of the protest march. This was challenging for our folks in Customer Service because sometimes things changed moment by moment. We also transported police and SWAT units via bus to a variety of locations. I was on the perimeter of Illinois Terminal and University Avenue – the march stopped right there and the group (~1,200) knelt in silence (for 8 minutes, 46 seconds).

After the march began to disperse at University Ave. and First St., reroutes and Supervisor interventions continued for several more hours. Smaller groups of people continued to cause some traffic blockages, and Lincoln Square filled back up with protestors. Things began to calm after 7:00P, but law enforcement resources were spread thin. Urbana PD requested we ready several pick-up trucks for them to borrow. Maintenance quickly readied the units, but UPD ended up not needing them.

* Saturday, June 6 Operations assembled again to respond to a large protest in Champaign. Working with CPD and protest organizers we made sure service was minimally affected. We followed the march with a bus for participants to cool off and have water. Utilizing staff, we also had eight buses waiting at the end of the march route to quickly move protestors from University and Prospect back to Hessel Park. This helped CPD clear the streets quickly and return traffic patterns to normal.

* Another march is scheduled for Friday, June 19 and we have been working with the organizers to again have a "trailing bus" to cool off participants and let them rest and drink some water. We will also transport walkers back to the starting point.

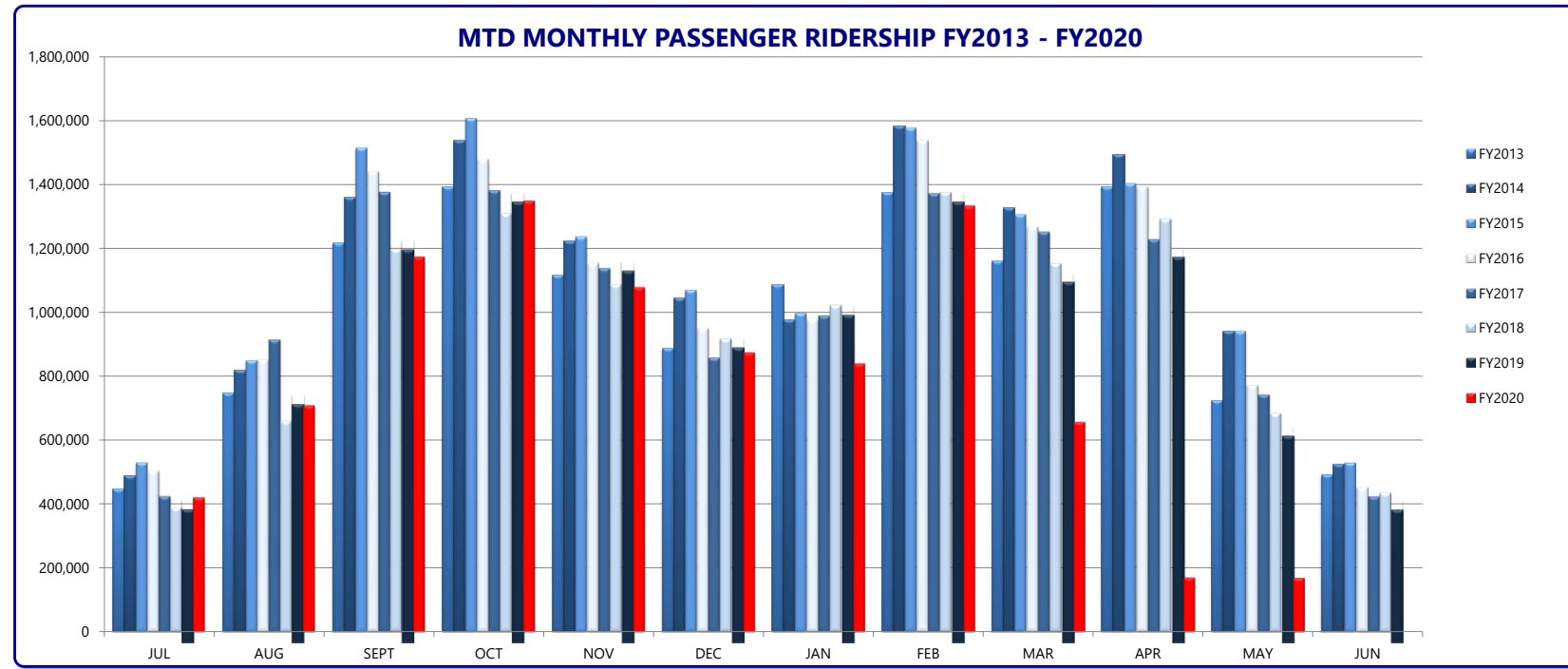
* During the week of June 8-11, 21 members of staff participated in a third-party surveillance audit of MTD's combined ISO 9001:2015 & ISO 14001:2015 management system: MTD2071. The two main goals are to focus on improving customer service and decreasing environmental impact. The auditor reviewed documentation, toured the maintenance facility, and interviewed staff. She found no major issues or concerns and identified many areas of continued progress.

Champaign-Urbana Mass Transit District
Fiscal-Year-to-Date Ridership Comparison

	May-20	May-19	Change	FY20 YTD	FY19 YTD	% Change
Adult Rides	16,746	37,429	-55.3%	353,590	412,990	-14.4%
School Rides	350	37,519	-99.1%	318,387	414,267	-23.1%
DASH/Senior - E & D Rides	9,278	52,424	-82.3%	436,148	545,533	-20.1%
U of I Faculty/Staff Rides	1,422	23,537	-94.0%	279,955	341,232	-18.0%
Annual Pass	6,880	49,027	-86.0%	420,463	588,735	-28.6%
U of I Student Rides	128,607	394,910	-67.4%	6,509,092	8,358,347	-22.1%
All Day Passes	5	392	-98.7%	3,504	6,470	-45.8%
Transfers	315	12,798	-97.5%	104,252	138,397	-24.7%
Saferides	124	1,850	-93.3%	25,898	30,142	-14.1%
West Connect	80			779		
Monthly Pass	3,057	21,570	-85.8%	190,800	231,393	-17.5%
Veterans Pass	318	4,085	-92.2%	33,311	40,563	-17.9%
Total Unlinked Passenger Ride	167,182	635,541	-73.7%	8,676,179	11,108,069	-21.9%
Half-Fare Cab Subsidy Rides	0	1,033	-100.0%	9,890	12,902	-23.3%
ADA Rides	1,302	8,809	-85.2%	77,424	93,771	-17.4%
TOTAL	168,484	645,383	-73.9%	8,763,493	11,214,742	-21.9%

	May-20	May-19
Weekdays	20	22
UI Weekdays	0	8
Saturdays	5	4
UI Saturdays	0	1
Sundays	5	4
UI Sundays	0	1
Champaign Schools Days	0	19
Urbana School Days	0	21
Holidays	1	1
Average Temperature	60	63
Total Precipitation	4.19	4.68
Average Gas Price	\$2.16	\$2.70

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
JUL	447,178	487,363	529,018	503,481	424,915	389,398	415,476	420,729
AUG	745,337	817,249	848,165	851,098	914,496	661,178	743,728	708,465
SEPT	1,215,967	1,358,928	1,514,019	1,439,491	1,375,803	1,197,928	1,226,527	1,172,335
OCT	1,391,576	1,538,309	1,606,340	1,478,275	1,380,990	1,310,380	1,375,516	1,346,402
NOV	1,115,234	1,223,026	1,236,071	1,153,897	1,137,573	1,087,343	1,160,184	1,076,993
DEC	887,209	1,044,064	1,068,608	949,030	857,837	917,782	920,718	873,429
JAN	1,086,962	975,863	996,469	977,223	989,700	1,022,713	1,022,403	838,969
FEB	1,374,653	1,582,330	1,576,687	1,537,540	1,371,778	1,375,553	1,375,560	1,331,716
MAR	1,160,228	1,327,336	1,305,425	1,266,676	1,251,352	1,153,015	1,125,644	656,224
APR	1,392,237	1,492,613	1,402,475	1,391,286	1,228,127	1,292,424	1,203,603	169,747
MAY	722,264	939,758	940,147	770,860	742,253	684,678	645,383	168,484
JUN	489,327	522,493	528,360	451,663	424,219	435,993	414,421	
TOTAL	12,028,172	13,309,332	13,551,784	12,770,520	12,099,043	11,528,385	11,629,163	8,763,493



Route Performance Report

May 2020

Weekdays

	Passengers	Revenue Hours	Passengers Per Revenue Hour	Revenue Hour Performance Comparison +	Revenue Miles	Passengers Per Revenue Mile	Revenue Mile Performance Comparison +
Daytime Campus Fixed Route	11,562	2,157.50	5.36		25,491.99	0.45	
1 Yellow Hopper	2,567	551.00	4.66	0.87	6,683.85	0.38	0.85
10 Gold Hopper	2,177	419.18	5.19	0.97	5,051.38	0.43	0.95
12 Teal	2,270	466.32	4.87	0.91	5,041.86	0.45	0.99
13 Silver	1,665	313.40	5.31	0.99	3,855.77	0.43	0.95
21 Raven	609	190.77	3.19	0.60	2,010.92	0.30	0.67
22 Illini	2,274	216.83	10.49	1.96	2,848.20	0.80	1.76
Daytime Community Fixed Route	102,613	9,961.98	10.30		140,551.06	0.73	
1 Yellow	13,466	1,092.49	12.33	1.20	14,946.51	0.90	1.23
2 Red	11,372	1,008.50	11.28	1.09	13,202.56	0.86	1.18
3 Lavender	7,817	497.15	15.72	1.53	6,662.27	1.17	1.61
4 Blue	1,912	503.75	3.80	0.37	6,706.86	0.29	0.39
5 Green	14,427	1,116.03	12.93	1.25	14,549.69	0.99	1.36
5 Green Express	544	173.62	3.13	0.30	2,606.83	0.21	0.29
5 Green Hopper	9,980	666.32	14.98	1.45	8,807.47	1.13	1.55
6 Orange	8,551	650.20	13.15	1.28	8,475.60	1.01	1.38
6 Orange Hopper	4,097	258.93	15.82	1.54	3,101.54	1.32	1.81
7 Grey	13,993	884.45	15.82	1.54	12,251.47	1.14	1.56
8 Bronze	858	278.75	3.08	0.30	4,153.92	0.21	0.28
9 Brown	6,256	1,021.39	6.12	0.59	14,544.32	0.43	0.59
10 Gold	5,396	776.38	6.95	0.67	11,175.64	0.48	0.66
11 Ruby	164	107.00	1.53	0.15	2,035.33	0.08	0.11
14 Navy	1,596	421.27	3.79	0.37	8,033.76	0.20	0.27
16 Pink	2,184	505.75	4.32	0.42	9,297.28	0.23	0.32

* The Percent of Group Ridership shows how the ridership for the route compares to the group

+ Performance Comparison shows each Route's Passengers Per Revenue Hour or Mile compared to the Route Group's average. Routes that are continually above 1.5 or below 0.5 may need to be examined as they are not performing within the Group Standards.

	Passengers	Revenue Hours	Passengers Per Revenue Hour	Revenue Hour Performance Comparison +	Revenue Miles	Passengers Per Revenue Mile	Revenue Mile Performance Comparison +
Evening Campus Fixed Route	1,617	368.80	4.38		4,480.20	0.36	
120 Teal	705	180.32	3.91	0.89	2,041.79	0.35	0.96
130 Silver	313	96.15	3.26	0.74	1,214.78	0.26	0.71
220 Illini	599	92.33	6.49	1.48	1,223.63	0.49	1.36
Evening Community Fixed Route	15,479	1,551.62	9.98		22,423.05	0.69	
50 Green	3,603	319.00	11.29	1.13	4,538.78	0.79	1.15
50 Green Hopper	2,329	222.98	10.44	1.05	3,005.54	0.77	1.12
70 Grey	4,619	311.13	14.85	1.49	4,390.02	1.05	1.52
100 Yellow	3,664	480.50	7.63	0.76	6,632.63	0.55	0.80
110 Ruby	601	69.67	8.63	0.86	1,162.35	0.52	0.75
180 Lime	663	148.33	4.47	0.45	2,693.73	0.25	0.36
Total	131,271	14,039.90	9.35		192,946.29	0.68	

* The Percent of Group Ridership shows how the ridership for the route compares to the group

+ Performance Comparison shows each Route's Passengers Per Revenue Hour or Mile compared to the Route Group's average. Routes that are continually above 1.5 or below 0.5 may need to be examined as they are not performing within the Group Standards.

Champaign-Urbana Mass Transit District

June 08, 2020

Route Performance Report

May 2020

Weekends

	Passengers	Revenue Hours	Passengers Per Revenue Hour	Revenue Hour Performance Comparison +	Revenue Miles	Passengers Per Revenue Mile	Revenue Mile Performance Comparison +
Saturday Daytime							
Campus Fixed Route	1,781	219.17	8.13		2,585.93	0.69	
120 Teal	919	118.50	7.76	0.95	1,288.23	0.71	1.04
130 Silver	316	51.25	6.17	0.76	648.71	0.49	0.71
220 Illini	546	49.42	11.05	1.36	648.98	0.84	1.22
Saturday Daytime							
Community Fixed Route	17,936	1,207.45	14.85		16,931.51	1.06	
20 Red	1,433	162.70	8.81	0.59	2,087.75	0.69	0.65
30 Lavender	1,850	109.38	16.91	1.14	1,693.45	1.09	1.03
50 Green	4,332	233.08	18.59	1.25	2,999.95	1.44	1.36
70 Grey	4,956	233.02	21.27	1.43	3,131.10	1.58	1.49
100 Yellow	3,577	270.68	13.21	0.89	3,666.30	0.98	0.92
110 Ruby	1,121	93.83	11.95	0.80	1,567.66	0.72	0.68
180 Lime	667	104.75	6.37	0.43	1,785.31	0.37	0.35
Saturday Evening							
Campus Fixed Route	416	93.83	4.43		1,100.03	0.38	
120 Teal	160	48.00	3.33	0.75	524.84	0.30	0.81
130 Silver	81	24.00	3.38	0.76	303.17	0.27	0.71
220 Illini	175	21.83	8.02	1.81	272.02	0.64	1.70
Saturday Evening							
Community Fixed Route	4,133	397.17	10.41		5,516.09	0.75	
50 Green	930	80.67	11.53	1.11	1,100.27	0.85	1.13
50 Green Hopper	614	50.57	12.14	1.17	652.54	0.94	1.26
70 Grey	1,262	88.60	14.24	1.37	1,191.12	1.06	1.41
100 Yellow	1,042	123.67	8.43	0.81	1,657.85	0.63	0.84
110 Ruby	146	16.00	9.13	0.88	266.75	0.55	0.73
180 Lime	139	37.67	3.69	0.35	647.55	0.21	0.29

* The Percent of Group Ridership shows how the ridership for the route compares to the group

+ Performance Comparison shows each Route's Passengers Per Revenue Hour or Mile compared to the Route Group's average. Routes that are continually above 1.5 or below 0.5 may need to be examined as they are not performing within the Group Standards.

	Passengers	Revenue Hours	Passengers Per Revenue Hour	Revenue Hour Performance Comparison +	Revenue Miles	Passengers Per Revenue Mile	Revenue Mile Performance Comparison +
Sunday Daytime Campus Fixed Route	845	162.75	5.19		1,923.99	0.44	
120 Teal	381	85.92	4.43	0.85	934.73	0.41	0.93
130 Silver	196	37.75	5.19	1.00	478.18	0.41	0.93
220 Illini	268	39.08	6.86	1.32	511.08	0.52	1.19
Sunday Daytime Community Fixed Route	7,285	547.58	13.30		7,913.82	0.92	
30 Lavender	1,256	89.33	14.06	1.06	1,380.76	0.91	0.99
70 Grey	3,026	173.08	17.48	1.31	2,336.03	1.30	1.41
100 Yellow	2,556	210.08	12.17	0.91	2,832.04	0.90	0.98
180 Lime	447	75.08	5.95	0.45	1,364.99	0.33	0.36
Total	32,396	2,627.95	12.33		35,971.37	0.90	

* The Percent of Group Ridership shows how the ridership for the route compares to the group

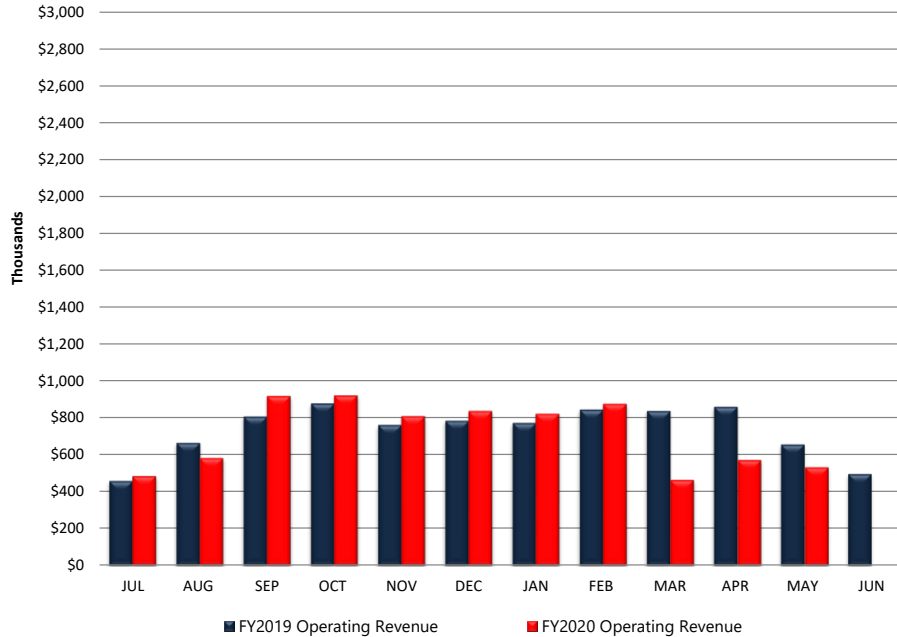
+ Performance Comparison shows each Route's Passengers Per Revenue Hour or Mile compared to the Route Group's average. Routes that are continually above 1.5 or below 0.5 may need to be examined as they are not performing within the Group Standards.

Champaign-Urbana Mass Transit District
Comparison of FY2020 vs FY2019 Revenue and Expenses

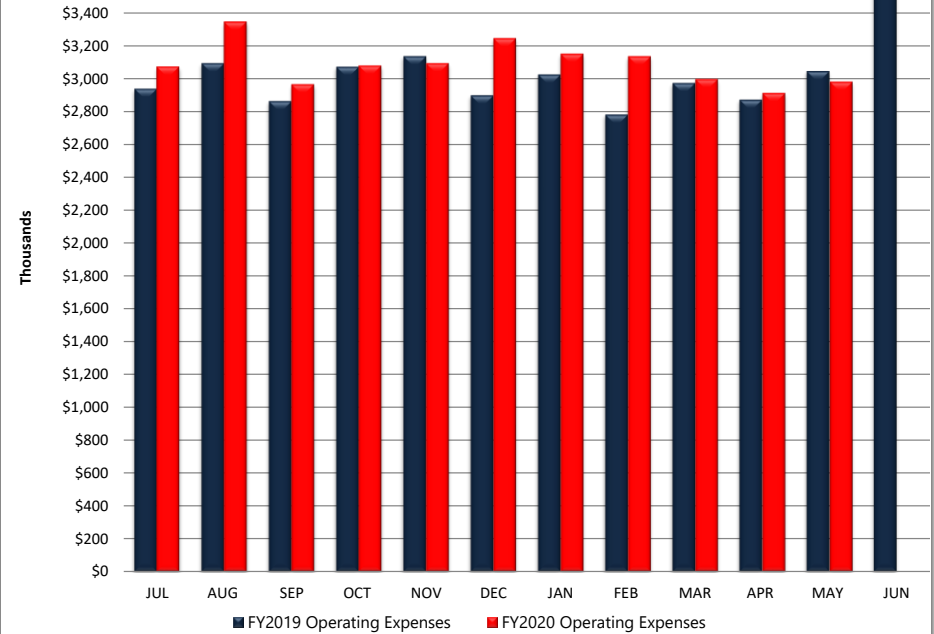
June 16, 2020

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY2019 Operating Revenue	\$456,679	\$661,960	\$804,652	\$875,413	\$758,843	\$781,813	\$770,361	\$841,929	\$834,975	\$857,210	\$654,107	\$494,285
FY2020 Operating Revenue	\$483,085	\$581,203	\$916,591	\$919,796	\$807,845	\$836,133	\$821,039	\$874,336	\$463,300	\$571,230	\$531,007	
FY2019 Operating Expenses	\$2,936,660	\$3,091,733	\$2,862,044	\$3,070,492	\$3,134,232	\$2,896,837	\$3,023,403	\$2,779,377	\$2,971,048	\$2,870,550	\$3,044,527	\$4,020,536
FY2020 Operating Expenses	\$3,072,753	\$3,346,577	\$2,965,460	\$3,079,133	\$3,092,906	\$3,245,870	\$3,151,004	\$3,135,289	\$2,996,411	\$2,912,283	\$2,981,602	
FY2019 Operating Ratio	15.55%	21.41%	28.11%	28.51%	24.21%	26.99%	25.48%	30.29%	28.10%	29.86%	21.48%	12.29%
FY2020 Operating Ratio	15.72%	17.37%	30.91%	29.87%	26.12%	25.76%	26.06%	27.89%	15.46%	19.61%	17.81%	

Champaign-Urbana Mass Transit District
Comparison of FY2020 vs. FY2019
Operating Revenue



Champaign-Urbana Mass Transit District
Comparison of FY2020 vs. FY2019
Operating Expenses



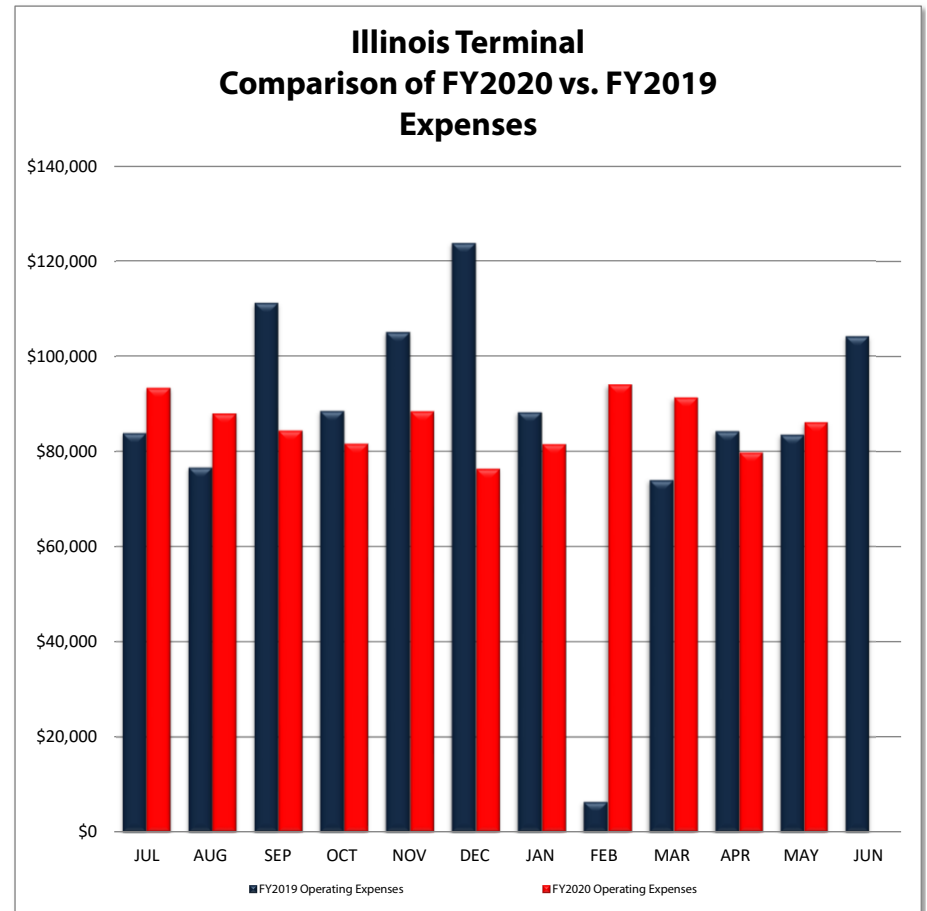
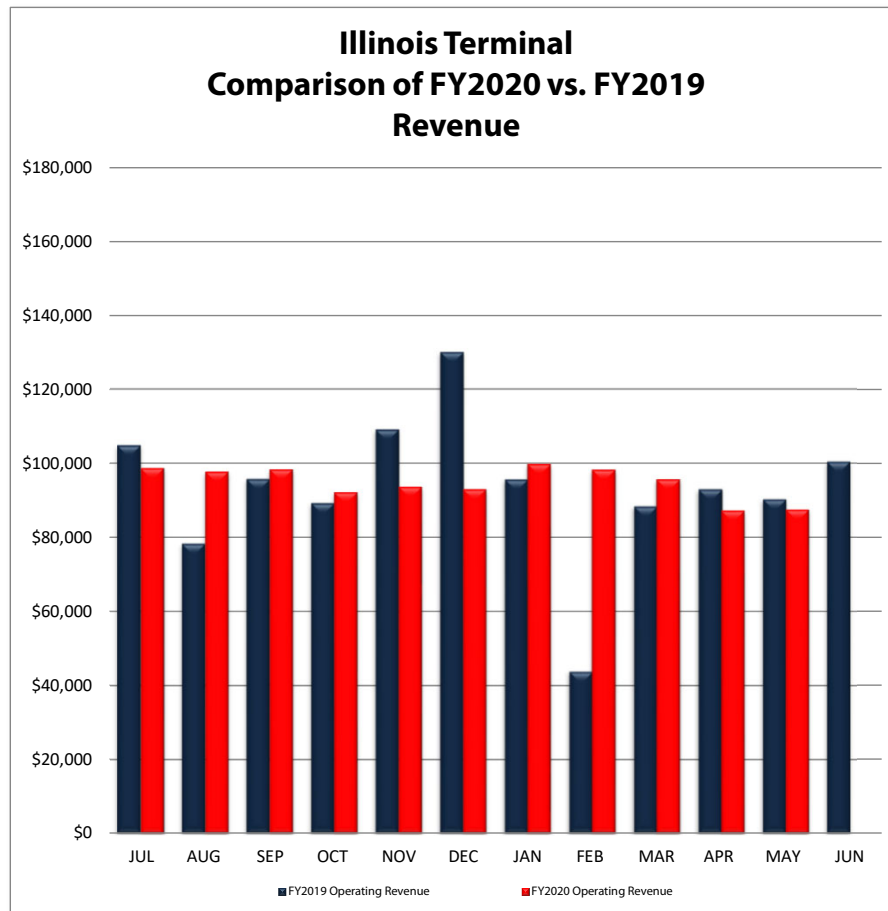
Champaign-Urbana Mass Transit District

Illinois Terminal

Comparison of FY2020 vs FY2019 Revenue and Expenses

June 17, 2020

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Last 12 Months
FY2019 Operating Revenue	\$104,815	\$78,390	\$95,733	\$89,298	\$109,118	\$129,955	\$95,655	\$43,921	\$88,422	\$93,038	\$90,305	\$100,463	Revenue
FY2020 Operating Revenue	\$98,643	\$97,691	\$98,255	\$92,150	\$93,576	\$92,884	\$99,758	\$98,215	\$95,559	\$87,198	\$87,430		\$1,141,822
FY2019 Operating Expenses	\$83,942	\$76,740	\$111,151	\$88,570	\$105,039	\$123,719	\$88,284	\$6,433	\$74,072	\$84,312	\$83,559	\$104,203	Expenses
FY2020 Operating Expenses	\$93,298	\$87,910	\$84,314	\$81,550	\$88,381	\$76,275	\$81,457	\$94,030	\$91,245	\$79,763	\$86,085		\$1,048,510
FY2019 Operating Ratio	124.9%	102.2%	86.1%	100.8%	103.9%	105.0%	108.4%	682.7%	119.4%	110.3%	108.1%	96.4%	Ratio
FY2020 Operating Ratio	105.7%	111.1%	116.5%	113.0%	105.9%	121.8%	122.5%	104.5%	104.7%	109.3%	101.6%	-	108.9%



HOURS	May 2019	May 2020	% Change	FY2019 to Date	FY2020 to Date	% Change
Passenger Revenue	21,837.10	17,698.10	-19.0%	257,760.19	246,596.86	-4.3%
Vacation/Holiday/Earned Time	7,683.82	8,375.45	9.0%	76,381.08	80,440.56	5.3%
Non-Revenue	8,709.62	7,369.32	-15.4%	80,712.64	77,279.43	-4.3%
TOTAL	38,230.54	33,442.87	-12.52%	414,853.91	404,316.85	-2.54%

REVENUE/EXPENSES	May 2019	May 2020	% Change	FY2019 to Date	FY2020 to Date	% Change
Operating Revenue	\$654,107.35	\$531,007.02	-18.8%	\$8,297,943.89	\$8,038,315.36	-3.1%
Operating Expenses	\$3,044,526.95	\$2,981,601.75	-2.1%	\$32,680,904.17	\$33,979,286.23	4.0%
Operating Ratio	21.48%	17.81%	-17.1%	25.39%	23.66%	-6.8%
Passenger Revenue/Revenue Vehicle Hour	\$21.60	\$17.35	-19.7%	\$24.26	\$22.72	-6.3%

RIDERSHIP	May 2019	May 2020	% Change	FY2019 to Date	FY2020 to Date	% Change
Revenue Passenger	622,743	166,867	-73.2%	10,969,672	8,571,927	-21.9%
Transfers	12,798	315	-97.5%	138,397	104,252	-24.7%
Total Unlinked	635,541	167,182	-73.7%	11,108,069	8,676,179	-21.9%
ADA Riders	8,809	1,302	-85.2%	93,771	77,424	-17.4%
Half Fare Cab	1,033	0	-100.0%	12,902	9,890	-23.3%
TOTAL	645,383	168,484	-73.89%	11,214,742	8,763,493	-21.86%

PASSENGERS/REVENUE HOUR	May 2019	May 2020	% Change	FY2019 to Date	FY2020 to Date	% Change
Hour	29.10	9.45	-67.5%	43.09	35.18	-18.4%

Champaign Urbana Mass Transit District

Budget Analysis Report

From Fiscal Year: 2020 Thru Fiscal Year: 2020		From Period 11 Thru Period 11		Division: 00 Champaign Urbana Mass Transit District			As of: 6/16/2020		
May-2020	Budget This Period	May-2019	Act/Bgt Var %		Actual Ytd	Jul-2019 thru May-2020 Budget Ytd	Last Ytd	Act/Bgt Var %	
4000000000 **** R E V E N U E ****									
4000000099 ** TRANSPORTATION REVENUE									
4010000000 * PASSENGER FARES									
0.00	54,166.67	56,096.57	-100.00%	4010100000 FULL ADULT FARES	447,574.66	595,833.37	576,893.84	-24.88%	
0.00	1,416.67	2,391.00	-100.00%	4010300000 STUDENT FARES	9,806.13	15,583.37	12,875.26	-37.07%	
0.00	0.00	0.00	0.00%	4010700000 FARE REFUNDS	0.00	0.00	-85.61	0.00%	
11,506.78	16,666.67	15,285.63	-30.96%	4010800000 ANNUAL PASS REVENUE	152,691.94	183,333.37	178,020.88	-16.71%	
0.00	7,083.33	5,371.75	-100.00%	4011000000 HALF FARE CAB	52,674.14	77,916.63	66,985.38	-32.40%	
0.00	4,166.67	3,468.00	-100.00%	4011100000 ADA TICKETS & FARES	33,328.00	45,833.37	37,924.00	-27.28%	
11,506.78	83,500.01	82,612.95	-86.22%	4019900099 * TOTAL PASSENGER FARES	696,074.87	918,500.11	872,613.75	-24.22%	
4020000000 * SPECIAL TRANSIT & SCHOOL FARE									
295,511.00	388,200.00	389,017.68	-23.88%	4020300000 U OF I CAMPUS SERVICE	4,907,135.30	5,327,600.00	5,380,229.73	-7.89%	
26,527.90	27,083.33	25,511.67	-2.05%	4020500000 ADA - U I & DSC CONTRACTS	291,806.90	297,916.63	289,849.37	-2.05%	
80,282.78	62,222.24	76,752.00	29.03%	4030100000 SCHOOL SERVICE FARES	722,575.02	560,000.00	690,768.00	29.03%	
402,321.68	477,505.57	573,894.30	-15.75%	4039999999 * TOTAL SPECIAL TRANSIT & SCHOO	5,921,517.22	6,185,516.63	7,233,460.85	-4.27%	
4060000000 *AUXILIARY TRANSPORTATION REVE									
841.19	2,083.33	618.00	-59.62%	4060100000 I.T. COMMISSIONS	20,697.43	22,916.63	20,389.78	-9.68%	
27,909.67	25,000.00	19,408.96	11.64%	4060300000 ADVERTISING REVENUE	356,722.15	275,000.00	208,149.31	29.72%	
28,750.86	27,083.33	593,921.26	6.16%	4069900098 *TOTAL AUXILIARY TRANSPORTATIO	377,419.58	297,916.63	7,461,999.94	26.69%	
442,579.32	588,088.91	593,921.26	-24.74%	4069900099 ** TOTAL TRANSPORTATION REVENU	6,995,011.67	7,401,933.37	7,461,999.94	-5.50%	
4070000000 ** NON-TRANSPORTATION REVENUE									
395.47	1,666.67	1,319.80	-76.27%	4070100000 SALE OF MAINTENANCE SERVICES	13,465.46	18,333.37	21,578.65	-26.55%	
0.00	0.00	0.00	0.00%	4070200000 RENTAL OF REVENUE VEHICLES	0.00	0.00	0.00	0.00%	
35,118.83	32,500.00	37,381.47	8.06%	4070300000 BUILDING RENTAL - IL TERMINAL	433,581.24	357,500.00	429,199.24	21.28%	
2,001.05	2,083.33	2,001.05	-3.95%	4070300002 BUILDING RENTAL - 801 & 1101	22,011.55	22,916.63	22,011.55	-3.95%	
33,061.65	10,416.67	30,540.82	217.39%	4070400000 INVESTMENT INCOME	462,116.85	114,583.37	229,683.73	303.30%	
14,359.74	0.00	3,430.46	100.00%	4070400002 +/- FAIR VALUE OF INVESTMENT	86,690.48	0.00	71,609.33	100.00%	
46.00	0.00	-25.00	100.00%	4070800000 OVER OR SHORT	67.00	0.00	892.60	100.00%	
2,600.00	0.00	-16,000.00	100.00%	4079800000 GAIN ON FIXED ASSET DISPOSAL	10,937.00	0.00	17,858.50	100.00%	

Champaign Urbana Mass Transit District

Budget Analysis Report

From Fiscal Year: 2020 Thru Fiscal Year: 2020		From Period 11 Thru Period 11		Division: 00 Champaign Urbana Mass Transit District				As of: 6/16/2020	
May-2020	Budget This Period	May-2019	Act/Bgt Var %		Actual Ytd	Jul-2019 thru May-2020 Budget Ytd	Last Ytd	Act/Bgt Var %	
844.96	0.00	1,537.49	100.00%	4079900001 OTHER NON-TRANSPORTATION REV	14,434.11	0.00	43,110.35	100.00%	
88,427.70	46,666.67	60,186.09	89.49%	4079900099 ** TOTAL NON-TRANSPORTATION RE	1,043,303.69	513,333.37	835,943.95	103.24%	
531,007.02	634,755.58	654,107.35	-16.34%	4079999999 *** TOTAL TRANS & NON-TRANS REV	8,038,315.36	7,915,266.74	8,297,943.89	1.55%	
4080000000 ** TAX REVENUE									
939,252.65	687,500.00	1,328,000.00	36.62%	4080100000 PROPERTY TAX REVENUE	8,493,502.65	7,562,500.00	8,078,311.49	12.31%	
0.00	0.00	0.00	0.00%	4080100001 PROPERTY TAX - UNCOLLECTIBLE R	0.00	0.00	0.00	0.00%	
0.00	32,500.00	0.00	-100.00%	4080600000 REPLACEMENT TAX REVENUE	195,083.40	124,000.00	176,755.61	57.33%	
0.00	0.00	0.00	0.00%	4089900001 MISCELLANEOUS PROPERTY TAXES	6,025.00	0.00	47,008.64	100.00%	
939,252.65	720,000.00	1,328,000.00	30.45%	4089999999 ** TOTAL TAX REVENUE	8,694,611.05	7,686,500.00	8,302,075.74	13.12%	
4110000000 ** STATE GRANTS & REIMBURSEME									
1,800,348.58	3,666,666.67	1,997,725.02	-50.90%	4110100000 OPERATING ASSISTANCE - STATE	21,860,811.47	40,333,333.37	21,774,443.45	-45.80%	
3,153,103.73	0.00	0.00	100.00%	4110100001 OPERATING ASSIST - DEBT SERVICE	3,379,586.14	0.00	0.00	100.00%	
13,934.23	0.00	0.00	100.00%	4111000000 STATE GRANT REVENUE	29,345.04	0.00	339,051.00	100.00%	
0.00	0.00	0.00	0.00%	4111000001 STATE GRANT REVENUE - PASS TH	0.00	0.00	0.00	0.00%	
0.00	0.00	0.00	0.00%	4119900000 STATE REIMBURSEMENTS	17,371.55	0.00	0.00	100.00%	
0.00	0.00	0.00	0.00%	4119900001 STATE REIMB - PASS THRU \$	-17,371.55	0.00	0.00	-100.00%	
4,967,386.54	3,666,666.67	1,997,725.02	35.47%	4119999999 ** TOTAL STATE GRANTS & REIMB	25,269,742.65	40,333,333.37	22,113,494.45	-37.35%	
4130000000 ** FEDERAL GRANTS & REIMBURSE									
0.00	0.00	0.00	0.00%	4130100000 OPERATING ASSISTANCE - FEDERAL	0.00	0.00	0.00	0.00%	
1,533,710.94	0.00	0.00	100.00%	4130500000 FEDERAL GRANT REVENUE	1,595,354.18	0.00	1,814,881.00	100.00%	
0.00	0.00	0.00	0.00%	4130600000 FEDERAL GRANT PASS THRU \$	0.00	0.00	0.00	0.00%	
0.00	0.00	0.00	0.00%	4139900000 FEDERAL REIMBURSEMENTS	0.00	0.00	0.00	0.00%	
1,533,710.94	0.00	0.00	100.00%	4139999999 ** TOTAL FEDERAL GRANTS & REIMB	1,595,354.18	0.00	1,814,881.00	100.00%	
4150000000 **OTHER AGENCY REVENUES									
0.00	0.00	0.00	0.00%	4150130000 CONTRIBUTED CAPITAL - GOV'T	10,441.30	0.00	0.00	100.00%	
0.00	0.00	0.00	0.00%	4150130010 CONTRIBUTED CAPITAL - NON-GOV'T	14,845.00	0.00	0.00	100.00%	
0.00	0.00	0.00	0.00%	4159999999 ***TOTAL OTHER AGENCY REVENUE	25,286.30	0.00	0.00	100.00%	
7,971,357.15	5,021,422.25	3,979,832.37	58.75%	4999900099 **** TOTAL REVENUE ****	43,623,309.54	55,935,100.11	40,528,395.08	-22.01%	

Champaign Urbana Mass Transit District

Budget Analysis Report

From Fiscal Year: 2020 From Period 11 Division: 00 Champaign Urbana Mass Transit District As of: 6/16/2020
 Thru Fiscal Year: 2020 Thru Period 11

May-2020	Budget This Period	May-2019	Act/Bgt Var %		Actual Ytd	Jul-2019 thru May-2020 Budget Ytd	Last Ytd	Act/Bgt Var %
5000000000 **** E X P E N S E S ***								
5010000000 ** LABOR								
636,866.23	750,000.00	752,539.75	-15.08%	5010101000 OPERATORS WAGES	8,498,075.06	8,750,000.00	8,583,276.19	-2.88%
98,309.54	120,000.00	89,235.03	-18.08%	5010204000 MECHANICS WAGES - MAINT	1,087,089.94	1,330,000.00	1,017,204.81	-18.26%
57,133.79	68,750.00	59,437.20	-16.90%	5010304000 MAINTENANCE WAGES - MAINT	699,368.48	756,250.00	677,822.66	-7.52%
97,200.77	97,916.67	88,285.64	-0.73%	5010401000 SUPERVISORS SALARIES - OPS	1,158,582.24	1,077,083.37	1,046,895.06	7.57%
14,713.96	16,666.67	15,983.42	-11.72%	5010404000 SUPERVISORS SALARIES - MAINT	184,267.58	183,333.37	168,762.11	0.51%
64,696.88	64,583.33	52,843.07	0.18%	5010501000 OVERHEAD SALARIES - OPS	720,366.36	710,416.63	638,180.85	1.40%
31,777.63	34,166.67	39,826.18	-6.99%	5010504000 OVERHEAD SALARIES - MAINT	400,867.83	375,833.37	375,320.37	6.66%
103,084.34	112,500.00	106,491.13	-8.37%	5010516000 OVERHEAD SALARIES - G&A	1,328,159.62	1,237,500.00	1,114,343.09	7.33%
5,441.73	5,833.33	5,336.50	-6.71%	5010516200 OVERHEAD SALARIES - IT	62,191.20	64,166.63	53,365.02	-3.08%
19,709.11	27,083.33	24,679.33	-27.23%	5010601000 CLERICAL WAGES - OPS	244,386.92	297,916.63	264,624.86	-17.97%
3,924.75	4,250.00	4,306.75	-7.65%	5010604000 CLERICAL WAGES - MAINT	39,011.17	46,750.00	40,129.15	-16.55%
25,683.40	22,916.67	24,209.53	12.07%	5010616000 CLERICAL WAGES - G&A	315,755.93	252,083.37	214,825.54	25.26%
9,314.38	10,416.67	10,478.93	-10.58%	5010616200 CLERICAL WAGES - IT	108,228.54	114,583.37	103,781.33	-5.55%
13,657.50	16,250.00	14,521.05	-15.95%	5010716200 SECURITY WAGES - IT	157,831.22	178,750.00	144,233.05	-11.70%
-1,096.86	0.00	-4,204.86	-100.00%	5010801000 LABOR CREDIT - OPS	-36,791.79	0.00	-43,339.48	-100.00%
-6,744.05	0.00	-2,622.39	-100.00%	5010804000 LABOR CREDIT - MAINT	-43,443.26	0.00	-39,499.23	-100.00%
-1,011.44	0.00	-546.50	-100.00%	5010806000 LABOR CREDIT - G&A	-11,088.21	0.00	-10,573.77	-100.00%
8,150.47	11,666.67	9,812.47	-30.14%	5010816200 MAINTENANCE WAGES - IT	89,566.17	128,333.37	83,799.72	-30.21%
17,002.64	0.00	0.00	100.00%	5010901000 REDUCED/REASSIGNMNT PAY - OPS	46,206.20	0.00	0.00	100.00%
0.00	0.00	0.00	0.00%	5010904000 REDUCED/REASSIGNMNT PAY - MAI	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5010916000 REDUCED/REASSIGNMNT PAY - G&A	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5010916200 REDUCED/REASSIGNMNT PAY - IT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5011001000 MEAL DELIVERY WAGES - OPS (NON-	0.00	0.00	0.00	0.00%
1,197,814.77	1,363,000.01	1,290,612.23	-12.12%	5019999000 ** TOTAL LABOR	15,048,631.20	15,503,000.11	14,433,151.33	-2.93%
5020000000 ** FRINGE BENEFITS								
81,135.40	80,000.00	89,438.57	1.42%	5020101000 FICA - OPS	965,564.09	945,000.00	925,821.70	2.18%
18,371.40	19,583.33	19,671.21	-6.19%	5020104000 FICA - MAINT	215,082.66	215,416.63	198,658.08	-0.16%
8,328.94	7,916.67	9,487.00	5.21%	5020116000 FICA - G&A	101,683.96	87,083.37	82,569.40	16.77%
2,867.73	4,166.67	3,152.74	-31.17%	5020116200 FICA - IT	32,570.32	45,833.37	40,620.16	-28.94%
203,216.82	130,000.00	166,308.98	56.32%	5020201000 IMRF - OPS	1,625,955.44	1,580,000.00	1,446,553.78	2.91%
44,552.60	35,000.00	34,955.28	27.29%	5020204000 IMRF - MAINT	337,200.59	385,000.00	334,512.99	-12.42%
22,077.26	12,000.00	16,927.54	83.98%	5020216000 IMRF - G&A	181,073.03	132,000.00	215,422.69	37.18%
6,740.52	7,000.00	5,678.84	-3.71%	5020216200 IMRF - IT	51,002.45	77,000.00	47,695.15	-33.76%
256,268.63	251,916.67	224,305.05	1.73%	5020301000 MEDICAL INSURANCE - OPS	2,692,049.49	2,771,083.37	2,537,398.22	-2.85%

Champaign Urbana Mass Transit District

Budget Analysis Report

From Fiscal Year: 2020 Thru Fiscal Year: 2020		From Period 11 Thru Period 11		Division: 00 Champaign Urbana Mass Transit District			As of: 6/16/2020	
May-2020	Budget This Period	May-2019	Act/Bgt Var %		Actual Ytd	Jul-2019 thru May-2020 Budget Ytd	Last Ytd	Act/Bgt Var %
55,973.54	57,416.67	50,098.39	-2.51%	5020304000 MEDICAL INSURANCE - MAINT	617,597.95	631,583.37	577,655.66	-2.21%
37,728.98	26,083.33	20,775.91	44.65%	5020316000 MEDICAL INSURANCE - G&A	325,419.48	286,916.63	248,965.28	13.42%
12,822.52	13,750.00	11,496.45	-6.75%	5020316200 MEDICAL INSURANCE - IT	138,802.10	151,250.00	137,800.20	-8.23%
0.00	0.00	0.00	0.00%	5020401000 DENTAL INSURANCE - OPS	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5020404000 DENTAL INSURANCE - MAINT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5020416000 DENTAL INSURANCE - G&A	0.00	0.00	0.00	0.00%
228.18	2,500.00	1,911.26	-90.87%	5020501000 LIFE INSURANCE - OPS	13,745.74	27,500.00	26,300.22	-50.02%
0.00	666.67	615.97	-100.00%	5020504000 LIFE INSURANCE - MAINT	3,813.05	7,333.37	5,852.04	-48.00%
0.00	666.67	174.23	-100.00%	5020516000 LIFE INSURANCE - G&A	1,296.65	7,333.37	1,811.39	-82.32%
0.00	166.67	70.50	-100.00%	5020516200 LIFE INSURANCE - IT	751.90	1,833.37	1,299.66	-58.99%
0.00	2,500.00	0.00	-100.00%	5020601000 OPEB EXPENSE - OPS	0.00	27,500.00	0.00	-100.00%
0.00	500.00	0.00	-100.00%	5020604000 OPEB EXPENSE - MAINT	0.00	5,500.00	0.00	-100.00%
0.00	250.00	0.00	-100.00%	5020616000 OPEB EXPENSE - G&A	0.00	2,750.00	0.00	-100.00%
0.00	83.33	0.00	-100.00%	5020616200 OPEB EXPENSE - IT	0.00	916.63	0.00	-100.00%
0.00	0.00	0.00	0.00%	5020701000 UNEMPLOYMENT INSURANCE - OPS	33,476.02	37,500.00	34,537.43	-10.73%
0.00	0.00	0.00	0.00%	5020704000 UNEMPLOYMENT INSURANCE - MAIN	7,276.25	7,500.00	6,783.68	-2.98%
0.00	0.00	0.00	0.00%	5020716000 UNEMPLOYMENT INSURANCE - G&A	3,267.75	2,250.00	3,429.07	45.23%
0.00	0.00	0.00	0.00%	5020716200 UNEMPLOYMENT INSURANCE - IT	1,446.72	2,250.00	1,750.64	-35.70%
6,741.14	12,500.00	14,349.43	-46.07%	5020801000 WORKERS COMP INSURANCE - OPS	201,512.83	137,500.00	96,203.01	46.55%
2,114.25	16,666.67	2,851.92	-87.31%	5020804000 WORKERS COMP INSURANCE - MAIN	21,573.12	183,333.37	21,828.32	-88.23%
559.27	416.67	1,011.09	34.22%	5020816000 WORKERS COMP INSURANCE - G&A	28,797.97	4,583.37	4,696.36	528.31%
312.85	2,083.33	491.98	-84.98%	5020816200 WORKERS COMP INSURANCE - IT	2,380.90	22,916.63	-46,727.23	-89.61%
27,202.88	30,000.00	26,954.48	-9.32%	5021001000 HOLIDAYS - OPS	181,924.96	210,000.00	177,987.76	-13.37%
7,687.52	8,000.00	6,602.16	-3.91%	5021004000 HOLIDAYS - MAINT	54,531.04	60,000.00	50,882.08	-9.11%
0.00	0.00	0.00	0.00%	5021016000 HOLIDAYS - G&A	0.00	2,000.00	0.00	-100.00%
566.48	1,000.00	870.08	-43.35%	5021016200 HOLIDAYS - IT	5,559.44	6,000.00	5,917.04	-7.34%
41,625.44	55,000.00	60,116.09	-24.32%	5021101000 VACATIONS - OPS	485,103.43	475,000.00	522,741.05	2.13%
9,717.60	35,000.00	14,443.30	-72.24%	5021104000 VACATIONS - MAINT	142,033.49	153,000.00	122,400.29	-7.17%
0.00	0.00	0.00	0.00%	5021116000 VACATION - G&A	0.00	1,000.00	0.00	-100.00%
1,201.20	1,000.00	1,171.60	20.12%	5021116200 VACATIONS - IT	4,734.40	10,000.00	6,623.60	-52.66%
3,972.71	4,583.33	2,921.52	-13.32%	5021201000 OTHER PAID ABSENCES - OPS	46,418.96	50,416.63	59,011.07	-7.93%
599.92	833.33	544.24	-28.01%	5021204000 OTHER PAID ABSENCES - MAINT	8,251.31	9,166.63	8,629.36	-9.99%
0.00	83.33	0.00	-100.00%	5021216000 OTHER PAID ABSENCES - G&A	0.00	916.63	0.00	-100.00%
114.80	83.33	0.00	37.77%	5021216200 OTHER PAID ABSENCES - IT	474.13	916.63	175.76	-48.27%
-598.64	3,333.33	2,739.36	-117.96%	5021301000 UNIFORM ALLOWANCES - OPS	37,707.82	36,666.63	28,201.29	2.84%
1,068.59	2,083.33	2,366.12	-48.71%	5021304000 UNIFORM ALLOWANCES - MAINT	16,512.75	22,916.63	14,359.11	-27.94%
60.32	250.00	19.35	-75.87%	5021316200 UNIFORM ALLOWANCES - IT	2,026.00	2,750.00	2,104.36	-26.33%
0.00	1,666.67	117.00	-100.00%	5021401000 OTHER FRINGE BENEFITS - OPS	6,492.24	18,333.37	12,748.27	-64.59%

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May-2020	Budget This Period	May-2019	Act/Bgt Var %		Actual Ytd	Jul-2019 thru May-2020 Budget Ytd	Last Ytd	Act/Bgt Var %
0.00	1,666.67	0.00	-100.00%	5021404000 OTHER FRINGE BENEFITS - MAINT	3,979.61	18,333.37	13,455.43	-78.29%
747.50	4,166.67	50,564.95	-82.06%	5021416000 OTHER FRINGE BENEFITS - G&A	32,207.76	45,833.37	89,315.16	-29.73%
0.00	416.67	0.00	-100.00%	5021416200 OTHER FRINGE BENEFITS - IT	1,095.83	4,583.37	1,013.26	-76.09%
68,720.96	125,000.00	131,300.71	-45.02%	5021501000 EARNED TIME - OPS	1,457,826.03	1,405,000.00	1,419,345.82	3.76%
14,471.00	30,000.00	19,846.94	-51.76%	5021504000 EARNED TIME - MAINT	237,280.25	230,000.00	235,146.04	3.17%
501.75	2,000.00	1,071.12	-74.91%	5021516200 EARNED TIME - IT	13,859.95	28,500.00	25,492.23	-51.37%
0.00	0.00	125.00	0.00%	5021604000 TOOL ALLOWANCE - MAINT	11,289.18	14,250.00	11,000.00	-20.78%
331.09	3,333.33	3,196.14	-90.07%	5021701000 DISABILITY - OPS	32,558.02	36,666.63	25,100.76	-11.21%
0.00	416.67	1,203.01	-100.00%	5021704000 DISABILITY - MAINT	5,252.24	4,583.37	3,031.82	14.59%
0.00	83.33	0.00	-100.00%	5021716200 DISABILITY - IT	0.00	916.63	0.00	-100.00%
40.89	0.00	0.00	100.00%	5021801000 WORKERS COMP - PAYROLL - OPS	-66.20	0.00	0.00	-100.00%
0.00	0.00	0.00	0.00%	5021804000 WORKERS COMP - PAYROLL - MAINT	302.72	0.00	518.33	100.00%
0.00	0.00	0.00	0.00%	5021816200 WORKERS COMP - PAYROLL - IT	0.00	0.00	0.00	0.00%
10,698.80	0.00	0.00	100.00%	5021901000 ROTATION BOARD PAY - OPS	30,321.32	0.00	0.00	100.00%
0.00	0.00	0.00	0.00%	5021904000 ROTATION BOARD PAY - MAINT	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5021916000 ROTATION BOARD PAY - G&A	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5021916200 ROTATION BOARD PAY - IT	0.00	0.00	0.00	0.00%
0.00	8,333.33	0.00	-100.00%	5022001000 EARLY RETIREMENT PLAN - OPS	52,365.00	91,666.63	78,722.00	-42.87%
0.00	4,166.67	0.00	-100.00%	5022004000 EARLY RETIREMENT PLAN - MAINT	0.00	45,833.37	736.00	-100.00%
0.00	833.33	0.00	-100.00%	5022016000 EARLY RETIREMENT PLAN - G&A	0.00	9,166.63	0.00	-100.00%
0.00	0.00	0.00	0.00%	5022016200 EARLY RETIREMENT PLAN - IT	0.00	0.00	0.00	0.00%
103,298.28	0.00	0.00	100.00%	5023001000 "SICK BANK" EXPENSES - OPS	261,584.12	0.00	0.00	100.00%
5,626.12	0.00	0.00	100.00%	5023004000 "SICK BANK" EXPENSES - MAINT	17,719.40	0.00	0.00	100.00%
0.00	0.00	0.00	0.00%	5023016000 "SICK BANK" EXPENSES - G&A	441.28	0.00	0.00	100.00%
0.00	0.00	0.00	0.00%	5023016200 "SICK BANK" EXPENSES - IT	2,432.78	0.00	0.00	100.00%
1,057,695.24	1,007,166.67	999,945.51	5.02%	5029999900 ** TOTAL FRINGE BENEFITS	10,755,559.72	10,781,083.37	9,866,095.79	-0.24%
5030000000 ** SERVICES								
40,812.54	124,416.67	15,866.68	-67.20%	5030316000 PROFESSIONAL SERVICES - G&A	325,556.95	1,368,583.37	296,727.30	-76.21%
0.00	250.00	0.00	-100.00%	5030316200 PROFESSIONAL SERVICES - IT	0.00	2,750.00	938.91	-100.00%
0.00	0.00	0.00	0.00%	5030316300 PROFESSIONAL SERVICES - IT - NON	0.00	0.00	25.00	0.00%
102,009.32	16,666.67	18,000.00	512.06%	5030316400 PROFESSIONAL SERVICES - G&A - N	250,100.21	183,333.37	104,946.08	36.42%
0.00	0.00	0.00	0.00%	5030404000 TEMPORARY HELP - MAINT	0.00	0.00	0.00	0.00%
0.00	5,000.00	15,741.32	-100.00%	5030416000 TEMPORARY HELP - G&A	0.00	55,000.00	67,674.06	-100.00%
3,300.00	5,000.00	21,695.00	-34.00%	5030501000 CONTRACT MAINTENANCE - OPS	73,997.53	55,000.00	167,839.92	34.54%
4,280.86	9,583.33	8,085.73	-55.33%	5030504000 CONTRACT MAINTENANCE - MAINT	93,865.22	105,416.63	97,335.03	-10.96%
35,693.21	45,833.33	47,973.00	-22.12%	5030516000 CONTRACT MAINTENANCE - G&A	462,959.05	504,166.63	512,343.65	-8.17%
1,359.74	3,333.33	1,077.05	-59.21%	5030516200 CONTRACT MAINTENANCE - IT	24,172.07	36,666.63	26,558.64	-34.08%

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May-2020	Budget This Period	May-2019	Act/Bgt Var %		Actual Ytd	Jul-2019 thru May-2020 Budget Ytd	Last Ytd	Act/Bgt Var %
0.00	0.00	0.00	0.00%	5030516300 CONTRACT MAINTENANCE - IT - NON	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	5030604000 CUSTODIAL SERVICES - MAINT	0.00	0.00	0.00	0.00%
0.00	4,166.67	6,584.50	-100.00%	5030801000 PRINTING SERVICES - OPS	42,406.38	45,833.37	32,483.39	-7.48%
0.00	83.33	115.00	-100.00%	5030804000 PRINTING SERVICES - MAINT	0.00	916.63	115.00	-100.00%
722.86	250.00	0.00	189.14%	5030816000 PRINTING SERVICES - G&A	4,406.55	2,750.00	2,963.46	60.24%
0.00	0.00	0.00	0.00%	5030816200 PRINTING SERVICES - IT	285.00	0.00	0.00	100.00%
0.00	0.00	0.00	0.00%	5030816300 PRINTING SERVICES - IT - NON-REIM	0.00	0.00	0.00	0.00%
116.90	2,916.67	805.49	-95.99%	5039901000 OTHER SERVICES - OPS	19,763.02	32,083.37	27,113.46	-38.40%
0.00	416.67	119.90	-100.00%	5039904000 OTHER SERVICES - MAINT	1,163.38	4,583.37	119.90	-74.62%
1,275.12	3,333.33	5,005.47	-61.75%	5039916000 OTHER SERVICES - G&A	83,133.76	36,666.63	45,426.64	126.73%
654.99	416.67	222.99	57.20%	5039916200 OTHER SERVICES - IT	3,930.68	4,583.37	2,137.91	-14.24%
0.00	0.00	0.00	0.00%	5039916300 OTHER SERVICES - IT - NON-REIMB	0.00	0.00	320.00	0.00%
0.00	0.00	0.00	0.00%	5039916400 OTHER SERVICES - G&A - NON-REIM	0.00	0.00	0.00	0.00%
190,225.54	221,666.67	141,292.13	-14.18%	5039999900 ** TOTAL SERVICES	1,385,739.80	2,438,333.37	1,385,068.35	-43.17%
5040000000 ** MATERIALS & SUPPLIES CONSUM								
43,023.25	250,000.00	123,158.38	-82.79%	5040101000 FUEL & LUBRICANTS - OPS	1,122,881.09	2,400,000.00	1,454,490.97	-53.21%
5,246.06	10,000.00	6,799.02	-47.54%	5040104000 FUEL & LUBRICANTS - MAINT	108,577.15	102,000.00	92,664.55	6.45%
10,288.67	12,000.00	12,926.02	-14.26%	5040201000 TIRES & TUBES - OPS - MB DO	132,734.50	138,000.00	131,824.99	-3.82%
0.00	833.33	609.72	-100.00%	5040204000 TIRES & TUBES - MAINT - DR DO	10,941.52	9,166.63	3,927.44	19.36%
0.00	0.00	0.00	0.00%	5040206000 TIRES & TUBES - NON-REVENUE VEH	0.00	0.00	0.00	0.00%
5,653.30	4,166.67	1,056.67	35.68%	5040304000 GARAGE EQUIPMENT REPAIRS - MAI	36,474.28	45,833.37	47,186.98	-20.42%
14,903.92	10,416.67	4,068.04	43.08%	5040404000 BLDG & GROUND REPAIRS - MAINT -	178,897.86	114,583.37	122,384.10	56.13%
4,289.53	5,000.00	904.95	-14.21%	5040404001 BLDG & GROUND REPAIRS - MAINT -	17,409.27	55,000.00	21,649.94	-68.35%
0.00	0.00	0.00	0.00%	5040404002 BLDG & GROUND REPAIRS - MAINT -	415.00	0.00	0.00	100.00%
2,398.27	11,250.00	5,212.03	-78.68%	5040416200 BLDG & GROUND REPAIRS - IT	76,905.08	123,750.00	101,910.32	-37.85%
5,018.44	0.00	591.86	100.00%	5040416300 BLDG & GROUND REPAIRS - IT - NON	9,034.53	0.00	5,425.48	100.00%
0.00	0.00	0.00	0.00%	5040416400 BLDG & GROUND REPAIRS - G&A - N	0.00	0.00	1,089.55	0.00%
0.00	0.00	-91.00	0.00%	5040500001 REVENUE VEHICLE REPAIRS - CORE	0.00	0.00	89.10	0.00%
162,586.15	200,000.00	103,059.21	-18.71%	5040504000 REVENUE VEHICLE REPAIRS	1,529,747.72	2,200,000.00	1,508,665.93	-30.47%
2,316.71	1,666.67	1,837.29	39.00%	5040604000 NON-REVENUE VEHICLE REPAIRS	11,800.70	18,333.37	14,139.42	-35.63%
12,659.00	5,000.00	2,997.67	153.18%	5040704000 SERVICE SUPPLIES - MAINT	74,599.28	55,000.00	47,484.98	35.64%
1,205.95	2,333.33	2,496.67	-48.32%	5040716200 SERVICE SUPPLIES - IT	23,785.60	25,666.63	21,616.62	-7.33%
0.00	1,666.67	1,413.83	-100.00%	5040801000 OFFICE SUPPLIES - OPS	17,842.31	18,333.37	12,663.67	-2.68%
706.95	833.33	336.84	-15.17%	5040804000 OFFICE SUPPLIES - MAINT	4,398.20	9,166.63	4,654.53	-52.02%
1,108.48	833.33	1,283.25	33.02%	5040816000 OFFICE SUPPLIES - G&A	8,991.30	9,166.63	8,179.60	-1.91%
170.26	500.00	310.65	-65.95%	5040816200 OFFICE SUPPLIES - IT	1,533.64	5,500.00	4,722.01	-72.12%
1,359.63	1,666.67	0.00	-18.42%	5040901000 COMPUTER & SERVER - MISC EXP'S -	15,781.59	18,333.37	10,460.52	-13.92%

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May-2020	Budget This Period	May-2019	Act/Bgt Var %		Actual Ytd	Jul-2019 thru May-2020 Budget Ytd	Last Ytd	Act/Bgt Var %	
0.00	1,666.67	0.00	-100.00%	5040904000 COMPUTER & SERVER - MISC EXP'S -	4,512.95	18,333.37	1,787.64	-75.38%	
17,202.10	5,000.00	8,196.15	244.04%	5040916000 COMPUTER & SERVER - MISC EXP'S -	103,015.57	55,000.00	93,089.02	87.30%	
0.00	833.33	0.00	-100.00%	5040916200 COMPUTER & SERVER - MISC EXP'S -	3,401.70	9,166.63	207.78	-62.89%	
129.99	416.67	543.00	-68.80%	5041001000 SAFETY & TRAINING - OPS	5,885.06	4,583.37	6,051.71	28.40%	
0.00	416.67	884.54	-100.00%	5041004000 SAFETY & TRAINING - MAINT	521.01	4,583.37	2,306.87	-88.63%	
4,776.00	6,250.00	1,660.87	-23.58%	5041104000 PASSENGER SHELTER REPAIRS	88,032.73	68,750.00	32,898.86	28.05%	
-54.00	833.33	0.00	-106.48%	5041201000 SMALL TOOLS & EQUIP - OPS	-54.00	9,166.63	1,042.18	-100.59%	
-7,848.69	5,833.33	9,669.02	-234.55%	5041204000 SMALL TOOLS & EQUIP - MAINT	32,827.72	64,166.63	30,071.39	-48.84%	
0.00	1,250.00	166.72	-100.00%	5041216000 SMALL TOOLS & EQUIP - G&A	1,425.93	13,750.00	3,348.12	-89.63%	
0.00	833.33	837.57	-100.00%	5041216200 SMALL TOOLS & EQUIP - IT	3,184.79	9,166.63	5,984.63	-65.26%	
0.00	0.00	0.00	0.00%	5041216300 SMALL TOOLS & EQUIP - IT - NON-REI	0.00	0.00	10,463.85	0.00%	
0.00	0.00	0.00	0.00%	5041216400 SMALL TOOLS & EQUIP - G&A - NON-	0.00	0.00	0.00	0.00%	
353.00	0.00	0.00	100.00%	5041304000 FAREBOX REPAIRS	353.00	0.00	0.00	100.00%	
3,710.35	0.00	3,202.03	100.00%	5041404000 CAD/AVL,CAMERA,RADIO REPAIRS -	65,997.85	0.00	55,378.41	100.00%	
30.90	0.00	5,863.05	100.00%	5041504000 ADA VEHICLE REPAIRS - MAINT	21,434.62	0.00	15,537.95	100.00%	
291,234.22	541,500.00	299,994.05	-46.22%	5049999900 ** TOTAL MATERIAL & SUPPLIES	3,713,289.55	5,604,500.00	3,873,399.11	-33.74%	
5050000000 **UTILITIES									
23,242.84	30,000.00	27,335.62	-22.52%	5050216000 ** UTILITIES - G&A	374,321.68	325,000.00	383,896.20	15.18%	
10,657.63	7,500.00	5,006.50	42.10%	5050216200 ** UTILITIES - IT	79,677.50	82,500.00	78,078.80	-3.42%	
1,881.73	3,333.33	2,496.63	-43.55%	5050216300 ** UTILITIES - IT - NON-REIMB	32,071.43	36,666.63	34,107.40	-12.53%	
332.21	0.00	168.71	100.00%	5050216400 ** UTILITIES - G&A - NON-REIMB	3,059.03	0.00	3,045.91	100.00%	
36,114.41	40,833.33	35,007.46	-11.56%	5059999900 **TOTAL UTILITIES	489,129.64	444,166.63	499,128.31	10.12%	
5060000000 ** CASUALTY & LIABILITY COSTS									
2,318.89	5,000.00	4,236.41	-53.62%	5060104000 PHYSICAL DAMAGE PREMIUMS - MAI	26,411.19	55,000.00	44,916.52	-51.98%	
0.00	0.00	0.00	0.00%	5060116200 PHYSICAL DAMAGE PREMIUMS - IT	0.00	0.00	0.00	0.00%	
-2,470.97	-2,083.33	-5,531.93	18.61%	5060204000 PHYSICAL DAMAGE RECOVERIES - M	-24,041.47	-22,916.63	-30,641.70	4.91%	
43,063.37	41,666.67	36,550.30	3.35%	5060316000 PL & PD INSURANCE PREMIUMS - G&	484,365.67	458,333.37	405,054.92	5.68%	
0.00	0.00	0.00	0.00%	5060316200 PL & PD INSURANCE PREMIUMS - IT	0.00	0.00	0.00	0.00%	
36,067.55	43,750.00	42,727.38	-17.56%	5060416000 UNINSURED PL & PD PAYOUTS - G&A	399,038.69	481,250.00	473,718.96	-17.08%	
2,560.89	2,916.67	2,590.12	-12.20%	5060816000 UNINSURED PL & PD PAYOUTS - G&A	28,169.79	32,083.37	30,659.32	-12.20%	
81,539.73	91,250.01	80,572.28	-10.64%	5069999900 ** TOTAL CASUALTY & LIABILITY	913,943.87	1,003,750.11	923,708.02	-8.95%	
5070000000 ** TAXES									
4,417.23	1,666.67	1,200.00	165.03%	5070316000 PROPERTY TAXES	17,528.65	18,333.37	13,200.00	-4.39%	

Champaign Urbana Mass Transit District

Budget Analysis Report

From Fiscal Year: 2020 Thru Fiscal Year: 2020		From Period 11 Thru Period 11		Division: 00 Champaign Urbana Mass Transit District				As of: 6/16/2020	
May-2020	Budget This Period	May-2019	Act/Bgt Var %		Actual Ytd	Jul-2019 thru May-2020 Budget Ytd	Last Ytd	Act/Bgt Var %	
625.00	333.33	312.50	87.50%	5070316400 PROPERTY TAXES - NON-REIMB	3,369.70	3,666.63	3,437.50	-8.10%	
0.00	250.00	0.00	-100.00%	5070401000 VEHICLE LICENSING FEES - OPS	1,170.00	2,750.00	1,257.00	-57.45%	
0.00	0.00	0.00	0.00%	5070416000 VEHICLE LICENSING FEES - G&A	0.00	0.00	190.00	0.00%	
1,876.40	3,333.33	2,631.07	-43.71%	5070501000 FUEL TAX	30,804.69	36,666.63	33,362.28	-15.99%	
6,918.63	5,583.33	4,143.57	23.92%	5079999900 ** TOTAL TAXES	52,873.04	61,416.63	51,446.78	-13.91%	
5080100000 ** PURCHASED TRANSPORTATION									
0.00	14,583.33	10,743.50	-100.00%	5080116000 CABS	105,348.28	160,416.63	133,970.76	-34.33%	
75,793.94	75,833.33	72,890.50	-0.05%	5080216000 ADA CONTRACTS	833,733.55	834,166.63	801,795.50	-0.05%	
75,793.94	90,416.66	83,634.00	-16.17%	5089999900 **TOTAL PURCHASED TRANSPORTA	939,081.83	994,583.26	935,766.26	-5.58%	
5090000000 ** MISCELLANEOUS EXPENSES									
5,610.91	7,083.33	5,655.83	-20.79%	5090116000 DUES & SUBSCRIPTIONS - G&A	87,589.71	77,916.63	74,023.44	12.41%	
3,845.29	7,500.00	14,199.10	-48.73%	5090216000 TRAVEL & MEETINGS - G&A	106,171.90	82,500.00	60,485.45	28.69%	
0.00	0.00	0.00	0.00%	5090716000 BAD DEBT EXPENSE	0.00	0.00	0.00	0.00%	
1,670.93	16,666.67	14,623.83	-89.97%	5090816000 ADVERTISING EXPENSES - G&A	95,513.13	183,333.37	135,149.92	-47.90%	
0.00	0.00	0.00	0.00%	5090816200 ADVERTISING EXPENSES - IT	0.00	0.00	0.00	0.00%	
2,969.25	666.67	0.00	345.39%	5090916000 TRUSTEE COMPENSATION	6,569.25	7,333.37	3,550.00	-10.42%	
945.15	500.00	885.68	89.03%	5091016000 POSTAGE	5,567.56	5,500.00	4,281.34	1.23%	
0.00	0.00	40,494.86	0.00%	5091516000 LOSS/DISPOSAL FIXED ASSETS	0.00	0.00	40,494.86	0.00%	
0.00	0.00	0.00	0.00%	5091616000 ADVERTISING SERVICES EXPENSE	0.00	0.00	1,881.22	0.00%	
0.00	1,666.67	0.00	-100.00%	5091716000 SUBSTANCE ABUSE PROGRAM	100.00	18,333.37	6,235.00	-99.45%	
75.00	1,666.67	258.79	-95.50%	5099901000 OTHER MISC EXPENSES - OPS	21,571.25	18,333.37	54,560.33	17.66%	
65.46	1,666.67	3,581.75	-96.07%	5099904000 OTHER MISC EXPENSES - MAINT	7,785.16	18,333.37	18,238.28	-57.54%	
3,935.78	5,000.00	7,385.81	-21.28%	5099916000 OTHER MISC EXPENSES - G&A	75,746.83	55,000.00	58,583.59	37.72%	
201.94	833.33	275.75	-75.77%	5099916200 OTHER MISC EXPENSES - IT	3,134.78	9,166.63	4,595.36	-65.80%	
0.00	0.00	0.00	0.00%	5099916300 OTHER MISC EXPENSES - IT - NON-R	0.00	0.00	0.00	0.00%	
5,444.00	0.00	3,309.66	100.00%	5099916400 OTHER MISC EXPENSES - G&A - NON	9,758.22	0.00	6,578.08	100.00%	
-6,884.70	0.00	606.15	-100.00%	5099926000 UNALLOCATED EXPENSES	240.30	0.00	22,691.23	100.00%	
17,879.01	43,250.01	91,277.21	-58.66%	5099999900 ** TOTAL MISCELLANEOUS EXPENS	419,748.09	475,750.11	491,348.10	-11.77%	
5110000000 ** INTEREST EXPENSES									
0.00	0.00	0.00	0.00%	5110116000 INTEREST - LONG-TERM DEBTS	0.00	0.00	0.00	0.00%	
1,519.59	0.00	4,038.83	100.00%	5110216000 INTEREST - SHORT-TERM DEBTS	-1,325.56	0.00	71,214.48	-100.00%	
1,519.59	0.00	4,038.83	100.00%	5119999900 ** TOTAL INTEREST	-1,325.56	0.00	71,214.48	-100.00%	
5120000000 ** LEASE & RENTALS									

Champaign Urbana Mass Transit District

Budget Analysis Report

From Fiscal Year: 2020 Thru Fiscal Year: 2020		From Period 11 Thru Period 11		Division: 00 Champaign Urbana Mass Transit District				As of: 6/16/2020	
May-2020	Budget This Period	May-2019	Act/Bgt Var %		Actual Ytd	Jul-2019 thru May-2020 Budget Ytd	Last Ytd	Act/Bgt Var %	
0.00	0.00	0.00	0.00%	5120401000 PASSENGER REVENUE VEHICLES -	0.00	0.00	0.00	0.00%	
0.00	0.00	0.00	0.00%	5120516000 SERVICE VEHICLE LEASES	0.00	0.00	0.00	0.00%	
2,007.21	3,833.33	2,725.64	-47.64%	5120704000 GARAGE EQUIPMENT LEASES - MAIN	22,079.31	42,166.63	22,728.13	-47.64%	
0.00	0.00	0.00	0.00%	5120901000 RADIO EQUIPMENT LEASES - OPS	0.00	0.00	0.00	0.00%	
8,782.85	0.00	0.00	100.00%	5121216000 G&A FACILITIES LEASES	41,101.07	0.00	0.00	100.00%	
10,006.75	14,583.33	11,729.90	-31.38%	5121301000 MISC LEASES - OPS	136,258.21	160,416.63	128,140.49	-15.06%	
2,203.89	833.33	353.24	164.47%	5121304000 MISC LEASES - MAINT	23,208.48	9,166.63	3,523.96	153.18%	
2,602.03	2,500.00	2,380.47	4.08%	5121316000 MISC LEASES - G&A	30,406.27	27,500.00	42,416.73	10.57%	
783.53	2,083.33	859.26	-62.39%	5121316200 MISC LEASES - IT	8,236.15	22,916.63	19,782.81	-64.06%	
0.00	0.00	0.00	0.00%	5121316300 MISC LEASES - IT - NON-REIMB	0.00	0.00	0.00	0.00%	
0.00	0.00	0.00	0.00%	5121316400 MISC LEASES - G&A - NON-REIMB	0.00	0.00	5,200.00	0.00%	
26,386.26	23,833.32	18,048.51	10.71%	5129999900 ** TOTAL LEASE & RENTALS	261,289.49	262,166.52	221,792.12	-0.33%	
5130000000 ** DEPRECIATION									
0.00	0.00	0.00	0.00%	5130201000 PASSENGER SHELTER DEPRECIATIO	128,425.44	0.00	178,254.01	100.00%	
0.00	0.00	0.00	0.00%	5130401000 REVENUE VEHICLE DEPRECIATION	3,372,426.79	0.00	3,500,667.50	100.00%	
0.00	0.00	0.00	0.00%	5130516000 SERVICE VEHICLE DEPRECIATION	68,937.37	0.00	49,747.63	100.00%	
0.00	0.00	0.00	0.00%	5130704000 GARAGE EQUIP DEPRECIATION	15,186.31	0.00	12,238.04	100.00%	
0.00	0.00	0.00	0.00%	5130901000 REVENUE VEHICLE RADIO EQUIP DE	40,873.83	0.00	32,533.82	100.00%	
0.00	0.00	0.00	0.00%	5131016000 COMPUTER EQUIP DEPRECIATION	22,652.35	0.00	30,736.68	100.00%	
0.00	0.00	0.00	0.00%	5131116000 REVENUE COLLECTION EQUIP DEPR	4,765.90	0.00	42,893.06	100.00%	
0.00	0.00	0.00	0.00%	5131216000 G&A FACILITIES DEPRECIATION	1,269,031.33	0.00	1,145,893.84	100.00%	
0.00	0.00	0.00	0.00%	5131316000 G&A SYSTEM DEVELOPMENT DEPR	26,149.42	0.00	0.00	100.00%	
0.00	0.00	0.00	0.00%	5131416000 MISCELLANEOUS EQUIP DEPR	1,213.22	0.00	41,610.14	100.00%	
0.00	0.00	0.00	0.00%	5131516000 OFFICE EQUIP DEPRECIATION	0.00	0.00	2,095.73	0.00%	
0.00	0.00	0.00	0.00%	5139999900 ** TOTAL DEPRECIATION	4,949,661.96	0.00	5,036,670.45	100.00%	
0.00	0.00	0.00	0.00%	5170116000 DEBT SERVICE ON EQUIPMENT & FA	0.00	0.00	0.00	0.00%	
2,983,121.34	3,428,500.01	3,048,565.78	-12.99%	5999990000 **** TOTAL EXPENSES ****	38,927,622.63	37,568,750.11	37,788,789.10	3.62%	
4,988,235.81	1,592,922.24	931,266.59	213.15%	5999999800 NET SURPLUS (DEFICIT)	4,695,686.91	18,366,350.00	2,739,605.98	-74.43%	

Champaign-Urbana Mass Transit District
Accounts Payable Check Disbursement List
BUSEY BANK OPERATING ACCOUNT

From Date: 05/01/2020

Thru Date: 05/31/2020

Check #	Check Date	Ref #	Payee	Total Paid	C-CARTS Portion	MTD Portion	Voided
150074	5/1/2020	X8500	XUE XU	\$0.00	\$0.00	\$0.00	X
150075	5/7/2020	A7400	ARI PHOENIX, INC.	\$7,263.56	\$0.00	\$7,263.56	
150076	5/7/2020	A8155	ATLAS CAB	\$200.00	\$0.00	\$200.00	
150077	5/7/2020	B4910	JASON BLUNIER	\$150.00	\$0.00	\$150.00	
150078	5/7/2020	C0364	CARLE PHYSICIAN GROUP	\$3,000.00	\$0.00	\$3,000.00	
150079	5/7/2020	C1136	CCG, INC.	\$116.90	\$0.00	\$116.90	
150080	5/7/2020	C1560	CDC PAPER & JANITOR	\$253.92	\$0.00	\$253.92	
150081	5/7/2020	C2165	CENTRAL ILLINOIS TRUCKS	\$458.56	\$0.00	\$458.56	
150082	5/7/2020	C2172	CMS/LGHP	\$408,340.00	\$2,132.00	\$406,208.00	
150083	5/7/2020	C3105	CHEMICAL MAINTENANCE INC.	\$484.89	\$0.00	\$484.89	
150084	5/7/2020	D2110	DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$1,878.89	\$0.00	\$1,878.89	
150085	5/7/2020	D2850	DEVELOPMENTAL SERVICES	\$43,061.11	\$0.00	\$43,061.11	
150086	5/7/2020	D8520	DUNCAN SUPPLY CO. INC.	\$677.46	\$0.00	\$677.46	
150087	5/7/2020	E3390	EIGHT 22, LLC	\$10,000.00	\$0.00	\$10,000.00	
150088	5/7/2020	F6367	FORD CITY	\$63.00	\$0.00	\$63.00	
150089	5/7/2020	G2275	GENERAL TRUCK PARTS	\$6,483.00	\$0.00	\$6,483.00	
150090	5/7/2020	G6300	GOODYEAR TIRE & RUBBER CO	\$11,105.17	\$0.00	\$11,105.17	
150091	5/7/2020	G7375	GRIMCO, INC	\$938.59	\$0.00	\$938.59	
150092	5/7/2020	H3564	HIRERIGHT SOLUTIONS INC.	\$89.66	\$0.00	\$89.66	
150093	5/7/2020	I4790	ILLINOIS-AMERICAN WATER	\$436.25	\$0.00	\$436.25	
150094	5/7/2020	L2005	DONALD DAVID OWEN	\$1,350.00	\$0.00	\$1,350.00	
150095	5/7/2020	L2270	LETTER PUBLICATIONS	\$349.00	\$0.00	\$349.00	
150096	5/7/2020	L4783	LLOYDS REGISTER QUALITY ASSURANCE INC.	\$875.00	\$0.00	\$875.00	
150097	5/7/2020	L6446	LOWE'S	\$190.22	\$0.00	\$190.22	
150098	5/7/2020	L8605	CHARLES LUTZ	\$394.11	\$0.00	\$394.11	
150099	5/7/2020	M1269	MCS OFFICE TECHNOLOGIES	\$5,060.00	\$0.00	\$5,060.00	
150100	5/7/2020	M2179	MENARD'S	\$18.66	\$0.00	\$18.66	
150101	5/7/2020	M3399	MIDWEST MAILING & SHIPPING SYSTEMS, INC.	\$194.65	\$0.00	\$194.65	
150102	5/7/2020	N0320	NAPA AUTO PARTS	\$139.51	\$0.00	\$139.51	
150103	5/7/2020	N2292	THE AFTERMARKET PARTS COMPANY, LLC.	\$1,247.94	\$0.00	\$1,247.94	
150104	5/7/2020	N2295	THE NEWS GAZETTE	\$197.57	\$0.00	\$197.57	
150105	5/7/2020	N6246	HSBC BUSINESS SOLUTIONS	\$0.00	\$0.00	\$0.00	X
150106	5/7/2020	O7450	ORKIN EXTERMINATING CO.	\$193.00	\$0.00	\$193.00	
150107	5/7/2020	Q8455	QUILL	\$91.09	\$0.00	\$91.09	
150108	5/7/2020	S0060	SAFEWORKS ILLINOIS	\$1,639.00	\$35.00	\$1,604.00	
150109	5/7/2020	S0085	SAFETYLANE EQUIPMENT CORP.	\$669.52	\$0.00	\$669.52	
150110	5/7/2020	S3100	SHI INTERNATIONAL CORP.	\$13,311.00	\$0.00	\$13,311.00	
150111	5/7/2020	S6814	SPORTWORKS NW, INC.	\$4,484.23	\$0.00	\$4,484.23	
150112	5/7/2020	T2064	TEE JAY CENTRAL, INC.	\$388.60	\$0.00	\$388.60	
150113	5/7/2020	T7585	TRUGREEN CHEMLAWN	\$275.00	\$0.00	\$275.00	
150114	5/7/2020	T7590	TRUCK CENTERS, INC.	\$1,739.85	\$0.00	\$1,739.85	
150115	5/7/2020	T9072	TWIN CITY INDUSTRIAL RUBBER, INC.	\$239.81	\$0.00	\$239.81	
150116	5/7/2020	U7653	US BANK VENDOR SERVICES	\$3,378.03	\$0.00	\$3,378.03	
150117	5/7/2020	W3458	GREGORY B. WILLIAMS	\$38.60	\$0.00	\$38.60	
150118	5/7/2020	W3586	BRADLEY P. WITT	\$339.09	\$0.00	\$339.09	
150119	5/14/2020	A0865	ABSOPURE WATER COMPANY	\$9.00	\$0.00	\$9.00	
150120	5/14/2020	A1934	ADVANCE AUTO PARTS	\$191.38	\$0.00	\$191.38	
150121	5/14/2020	A2487	** AFLAC	\$5,012.10	\$0.00	\$5,012.10	
150122	5/14/2020	A5085	AMERENIP	\$3,263.95	\$0.00	\$3,263.95	
150123	5/14/2020	A7910	ASSURITY LIFE INSURANCE	\$228.18	\$0.00	\$228.18	
150124	5/14/2020	A8007	AT & T	\$983.86	\$0.00	\$983.86	
150125	5/14/2020	B0090	BAE SYSTEMS CONTROLS, INC.	\$19.58	\$0.00	\$19.58	
150126	5/14/2020	B0427	** BARBECK COMMUNICATION	\$284.76	\$284.76	\$0.00	
150127	5/14/2020	B2227	BERG TANKS	\$250.00	\$0.00	\$250.00	
150128	5/14/2020	B3555	BIRKEY'S FARM STORE, INC.	\$861.86	\$0.00	\$861.86	
150129	5/14/2020	B4516	BLAKE SALES	\$153.16	\$0.00	\$153.16	
150130	5/14/2020	B6430	BOURNE TRANSIT CONSULTING, LLC	\$5,812.50	\$0.00	\$5,812.50	
150131	5/14/2020	B8501	BUMPER TO BUMPER	\$145.44	\$0.00	\$145.44	
150132	5/14/2020	C03650	CARLE HEALTHCARE INCORPORATED	\$148.35	\$0.00	\$148.35	
150133	5/14/2020	C2165	CENTRAL ILLINOIS TRUCKS	\$614.74	\$0.00	\$614.74	
150134	5/14/2020	C3051	CHAMPAIGN CO. COLLECTOR	\$10,875.42	\$0.00	\$10,875.42	
150135	5/14/2020	C3105	CHEMICAL MAINTENANCE INC.	\$2,889.73	\$0.00	\$2,889.73	
150136	5/14/2020	C3512	CINTAS FIRST AID & SAFETY	\$51.77	\$0.00	\$51.77	
150137	5/14/2020	C4511	CLARKE POWER SERVICES, INC.	\$1,209.72	\$0.00	\$1,209.72	

Champaign-Urbana Mass Transit District
Accounts Payable Check Disbursement List
BUSEY BANK OPERATING ACCOUNT

From Date: 05/01/2020

Thru Date: 05/31/2020

Check #	Check Date	Ref #	Payee	Total Paid	C-CARTS Portion	MTD Portion	Voided
150138	5/14/2020	C4588	CLEAN THE UNIFORM COMPANY HIGHLAND	\$954.90	\$0.00	\$954.90	
150139	5/14/2020	C6271	COMP MC	\$48.39	\$0.00	\$48.39	
150140	5/14/2020	C8450	CU HARDWARE COMPANY	\$105.43	\$0.00	\$105.43	
150141	5/14/2020	D0423	DAVE & HARRY LOCKSMITHS	\$467.00	\$0.00	\$467.00	
150142	5/14/2020	D0426	DAVIS-HOUK MECHANICAL, INC	\$655.81	\$0.00	\$655.81	
150143	5/14/2020	D2012	DEAN'S GRAPHICS	\$10.00	\$0.00	\$10.00	
150144	5/14/2020	D2210	DEPKE GASES & WELDING SUPPLIES	\$118.82	\$0.00	\$118.82	
150145	5/14/2020	D2848	DETAILER'S TRAINING	\$159.90	\$0.00	\$159.90	
150146	5/14/2020	D3225	DH PACE COMPANY, INC.	\$1,121.42	\$0.00	\$1,121.42	
150147	5/14/2020	D3575	DIRECT ENERGY BUSINESS	\$12,106.31	\$0.00	\$12,106.31	
150148	5/14/2020	D3576	DIRECT ENERGY BUSINESS	\$3,613.01	\$0.00	\$3,613.01	
150149	5/14/2020	D8587	DUST & SON OF CHAMPAIGN COUNTY, INC	\$163.60	\$0.00	\$163.60	
150150	5/14/2020	E5900	EAN SERVICES, LLC	\$399.00	\$0.00	\$399.00	
150151	5/14/2020	F0178	TRINA FAIRLEY	\$60.77	\$0.00	\$60.77	
150152	5/14/2020	F0365	FASTENAL COMPANY	\$115.37	\$0.00	\$115.37	
150153	5/14/2020	F0367	FASTENERS ETC., INC.	\$72.20	\$0.00	\$72.20	
150154	5/14/2020	F6367	FORD CITY	\$154.41	\$0.00	\$154.41	
150155	5/14/2020	G4290	GLOBAL EQUIPMENT COMPANY	\$1,861.95	\$0.00	\$1,861.95	
150156	5/14/2020	G4293	GLOBAL TECHNICAL SYSTEMS, INC.	\$7,110.19	\$0.00	\$7,110.19	
150157	5/14/2020	G7308	GRAINGER	\$708.48	\$0.00	\$708.48	
150158	5/14/2020	I4747	ILLINI FS, INC.	\$13,534.82	\$0.00	\$13,534.82	
150159	5/14/2020	I4750	ILLINI FIRE EQUIPMENT CO.	\$940.75	\$0.00	\$940.75	
150160	5/14/2020	I7667	ISAKSEN GLERUM WACHTER, LLC	\$28,958.47	\$0.00	\$28,958.47	
150161	5/14/2020	I8235	I3 BROADBAND - CU	\$654.99	\$0.00	\$654.99	
150162	5/14/2020	J0320	JANITOR & MAINTENANCE SUPPLIES, INC.	\$67.90	\$0.00	\$67.90	
150163	5/14/2020	K2166	KEMPER INDUSTRIAL EQUIP.	\$436.00	\$0.00	\$436.00	
150164	5/14/2020	K2190	KEN'S OIL SERVICE, INC.	\$5,828.43	\$0.00	\$5,828.43	
150165	5/14/2020	K3575	KIRK'S AUTOMOTIVE	\$15,555.00	\$0.00	\$15,555.00	
150166	5/14/2020	K8564	KURLAND STEEL COMPANY	\$68.00	\$0.00	\$68.00	
150167	5/14/2020	M0452	MATTEX SERVICE CO., INC.	\$3,936.00	\$0.00	\$3,936.00	
150168	5/14/2020	M1246	MCMASTER-CARR SUPPLY CO.	\$217.46	\$0.00	\$217.46	
150169	5/14/2020	M1269	MCS OFFICE TECHNOLOGIES	\$978.75	\$0.00	\$978.75	
150170	5/14/2020	M2179	MENARD'S	\$0.00	\$0.00	\$0.00	X
150171	5/14/2020	M2179	MENARD'S	\$679.45	\$0.00	\$679.45	
150172	5/14/2020	M8518	MUNCIE RECLAMATION-SUPPLY	\$1,100.97	\$0.00	\$1,100.97	
150173	5/14/2020	N0320	NAPA AUTO PARTS	\$152.46	\$0.00	\$152.46	
150174	5/14/2020	N2292	THE AFTERMARKET PARTS COMPANY, LLC.	\$0.00	\$0.00	\$0.00	X
150175	5/14/2020	N2292	THE AFTERMARKET PARTS COMPANY, LLC.	\$9,598.06	\$0.00	\$9,598.06	
150176	5/14/2020	OT450	ORKIN EXTERMINATING CO.	\$715.32	\$0.00	\$715.32	
150177	5/14/2020	P0404	PAUL'S MACHINE & WELDING	\$6,758.30	\$0.00	\$6,758.30	
150178	5/14/2020	P4521	CYNTHIA HOYLE	\$2,795.00	\$0.00	\$2,795.00	
150179	5/14/2020	P4525	NORMA MCFARLAND	\$445.98	\$0.00	\$445.98	
150180	5/14/2020	Q8455	QUILL	\$196.78	\$0.00	\$196.78	
150181	5/14/2020	R0380	CHARLES A. RASMUSSEN	\$320.00	\$0.00	\$320.00	
150182	5/14/2020	R3488	RILCO OF PEORIA, INC.	\$2,171.56	\$0.00	\$2,171.56	
150183	5/14/2020	R6120	ROGARDS OFFICE PRODUCTS	\$208.90	\$0.00	\$208.90	
150184	5/14/2020	R8450	KENYATTA KAREE RUFF	\$900.00	\$0.00	\$900.00	
150185	5/14/2020	S3086	SHERWIN-WILLIAMS	\$446.34	\$0.00	\$446.34	
150186	5/14/2020	S3487	SILVER MACHINE SHOP	\$213.00	\$0.00	\$213.00	
150187	5/14/2020	S5192	S.J. SMITH WELDING SUPPLY	\$288.73	\$0.00	\$288.73	
150188	5/14/2020	S9020	SYN-TECH SYSTEMS, INC.	\$3,325.00	\$0.00	\$3,325.00	
150189	5/14/2020	T0007	TJ'S LAUNDRY & DRY CLEANING	\$97.90	\$0.00	\$97.90	
150190	5/14/2020	T2205	TEPPER ELECTRIC SUPPLY CO	\$202.70	\$0.00	\$202.70	
150191	5/14/2020	T2225	TERMINAL SUPPLY COMPANY	\$374.40	\$0.00	\$374.40	
150192	5/14/2020	T7296	TRANE U.S. INC.	\$810.84	\$0.00	\$810.84	
150193	5/14/2020	T7590	TRUCK CENTERS, INC.	\$2,296.86	\$0.00	\$2,296.86	
150194	5/14/2020	T9069	TWILIO INC	\$229.51	\$0.00	\$229.51	
150195	5/14/2020	U5180	UNITED PARCEL SERVICE	\$66.28	\$0.00	\$66.28	
150196	5/14/2020	U5996	UNIVERSITY OF ILLINOIS	\$433.00	\$0.00	\$433.00	
150197	5/14/2020	U60295	ULINE	\$875.05	\$0.00	\$875.05	
150198	5/14/2020	U7355	U-C SANITARY DISTRICT	\$748.04	\$0.00	\$748.04	
150199	5/14/2020	U7357	CITY OF URBANA	\$2,254.03	\$0.00	\$2,254.03	
150200	5/14/2020	U7385	URBANA TRUE TIRES	\$1,080.80	\$0.00	\$1,080.80	
150201	5/14/2020	V2233	VERIZON WIRELESS	\$525.17	\$0.00	\$525.17	

Champaign-Urbana Mass Transit District
Accounts Payable Check Disbursement List
BUSEY BANK OPERATING ACCOUNT

From Date: 05/01/2020

Thru Date: 05/31/2020

Check #	Check Date	Ref #		Payee	Total Paid	C-CARTS Portion	MTD Portion	Voided
150202	5/14/2020	C6257	**	MARSHA L. COMBS-SKINNER	\$1,450.62	\$0.00	\$1,450.62	
150203	5/14/2020	L2100	**	LENDNATION	\$94.24	\$0.00	\$94.24	
150204	5/14/2020	N9686	**	NYS CHILD SUPPORT PROCESSING CENTER	\$60.00	\$0.00	\$60.00	
150205	5/14/2020	S6050	**	SOCIAL SECURITY ADMINISTRATION	\$242.27	\$0.00	\$242.27	
150206	5/21/2020	A5002		AMAZON	\$4,598.85	\$0.00	\$4,598.85	
150207	5/21/2020	A7324		PDC/AREA COMPANIES	\$1,048.61	\$0.00	\$1,048.61	
150208	5/21/2020	A7910		ASSURITY LIFE INSURANCE	\$463.60	\$0.00	\$463.60	
150209	5/21/2020	A8007		AT & T	\$292.17	\$0.00	\$292.17	
150210	5/21/2020	A8130		ATIS ELEVATOR INSPECTIONS, LLC	\$442.50	\$0.00	\$442.50	
150211	5/21/2020	B0475		BATTERY SOLUTIONS LLC	\$247.54	\$0.00	\$247.54	
150212	5/21/2020	B2180		BENEFIT PLANNING CONSULTANTS, INC.	\$747.50	\$0.00	\$747.50	
150213	5/21/2020	B3555		BIRKEY'S FARM STORE, INC.	\$745.14	\$0.00	\$745.14	
150214	5/21/2020	C0340		CARDINAL INFRASTRUCTURE, LLC	\$13,000.00	\$0.00	\$13,000.00	
150215	5/21/2020	C0350		CARDMEMBER SERVICE	\$15,237.86	\$0.00	\$15,237.86	
150216	5/21/2020	C2159		CENTRAL STATES BUS SALES, INC.	\$129.72	\$0.00	\$129.72	
150217	5/21/2020	C2165		CENTRAL ILLINOIS TRUCKS	\$111.74	\$0.00	\$111.74	
150218	5/21/2020	C3105		CHEMICAL MAINTENANCE INC.	\$1,280.34	\$0.00	\$1,280.34	
150219	5/21/2020	C3560		CIRCLE K FLEET	\$9,768.33	\$4,599.80	\$5,168.53	
150220	5/21/2020	C4588		CLEAN THE UNIFORM COMPANY HIGHLAND	\$548.67	\$0.00	\$548.67	
150221	5/21/2020	C6271		COMP MC	\$52.72	\$0.00	\$52.72	
150222	5/21/2020	C7325		DONALD L. GORBET	\$1,080.00	\$0.00	\$1,080.00	
150223	5/21/2020	D0423		DAVE & HARRY LOCKSMITHS	\$1,083.00	\$0.00	\$1,083.00	
150224	5/21/2020	D2012		DEAN'S GRAPHICS	\$132.00	\$0.00	\$132.00	
150225	5/21/2020	D2078		DEERFIELD TRAILS HOMEOWNERS ASSOCIATION	\$24.29	\$0.00	\$24.29	
150226	5/21/2020	D2110		DE LAGE LANDEN FINANCIAL SERVICES, INC.	\$1,846.11	\$0.00	\$1,846.11	
150227	5/21/2020	D3225		DH PACE COMPANY, INC.	\$407.00	\$0.00	\$407.00	
150228	5/21/2020	D3575		DIRECT ENERGY BUSINESS	\$5,643.22	\$0.00	\$5,643.22	
150229	5/21/2020	E0351		E.L. PRUITT COMPANY	\$3,744.14	\$0.00	\$3,744.14	
150230	5/21/2020	F2013		F.E. MORAN, INC.	\$192.00	\$0.00	\$192.00	
150231	5/21/2020	G7308		GRAINGER	\$139.26	\$0.00	\$139.26	
150232	5/21/2020	I4790		ILLINOIS-AMERICAN WATER	\$592.74	\$0.00	\$592.74	
150233	5/21/2020	J0320		JANITOR & MAINTENANCE SUPPLIES, INC.	\$157.05	\$0.00	\$157.05	
150234	5/21/2020	K2190		KEN'S OIL SERVICE, INC.	\$6,663.45	\$0.00	\$6,663.45	
150235	5/21/2020	L9642		LYNN A. UMBARGER	\$1,600.00	\$0.00	\$1,600.00	
150236	5/21/2020	M0375		MARTIN HOOD	\$603.00	\$0.00	\$603.00	
150237	5/21/2020	M2179		MENARD'S	\$104.11	\$0.00	\$104.11	
150238	5/21/2020	M3015		MH EQUIPMENT COMPANY	\$91.67	\$0.00	\$91.67	
150239	5/21/2020	N2292		THE AFTERMARKET PARTS COMPANY, LLC.	\$2,465.09	\$0.00	\$2,465.09	
150240	5/21/2020	N2295		THE NEWS GAZETTE	\$179.20	\$0.00	\$179.20	
150241	5/21/2020	N6246		HSBC BUSINESS SOLUTIONS	\$0.00	\$0.00	\$0.00	X
150242	5/21/2020	R3488		RILCO OF PEORIA, INC.	\$2,683.21	\$0.00	\$2,683.21	
150243	5/21/2020	R6120		ROGARDS OFFICE PRODUCTS	\$219.15	\$0.00	\$219.15	
150244	5/21/2020	S0060		SAFEWORKS ILLINOIS	\$387.26	\$0.00	\$387.26	
150245	5/21/2020	S3500		SIMPLIFIED COMPUTERS	\$260.00	\$0.00	\$260.00	
150246	5/21/2020	S4700		SLEC	\$1,777.60	\$0.00	\$1,777.60	
150247	5/21/2020	S5192		S.J. SMITH WELDING SUPPLY	\$31.75	\$0.00	\$31.75	
150248	5/21/2020	S8027		STATE FIRE MARSHALL	\$150.00	\$0.00	\$150.00	
150249	5/21/2020	S8165		STOCKS, INC.	\$343.49	\$0.00	\$343.49	
150250	5/21/2020	S8560		SURFACE 51	\$19,560.00	\$0.00	\$19,560.00	
150251	5/21/2020	T7585		TRUGREEN CHEMLAWN	\$153.63	\$0.00	\$153.63	
150252	5/21/2020	T7590		TRUCK CENTERS, INC.	\$3,851.59	\$0.00	\$3,851.59	
150253	5/21/2020	U5180		UNITED PARCEL SERVICE	\$28.86	\$0.00	\$28.86	
150254	5/21/2020	U60295		ULINE	\$959.69	\$0.00	\$959.69	
150255	5/21/2020	U7385		URBANA TRUE TIRES	\$36.95	\$0.00	\$36.95	
150256	5/21/2020	W0220		WALTERS APPLIANCE LLC	\$145.00	\$0.00	\$145.00	
150257	5/21/2020	W3500		WIMACTEL INC.	\$14.93	\$0.00	\$14.93	
150258	5/22/2020	C4675		CLIFTONLARSONALLEN LLP	\$1,232.00	\$0.00	\$1,232.00	
150259	5/22/2020	N2191	**	NELSON/NYGAARD CONSULTING ASSOC. INC.	\$69,671.17	\$0.00	\$69,671.17	
50120	5/14/2020	S8020		STANDARD INSURANCE COMPANY	\$4,050.94	\$19.60	\$4,031.34	
5012010	5/1/2020	I5862	**	INTERNAL REVENUE SERVICE	\$2,514.16	\$2,514.16	\$0.00	
5012020	5/1/2020	I5862		INTERNAL REVENUE SERVICE	\$168,613.18	\$0.00	\$168,613.18	
50121	5/14/2020	S8020		STANDARD INSURANCE COMPANY	\$4,050.94	\$19.60	\$4,031.34	
5022010	5/1/2020	I4826	**	ILLINOIS DEPT OF REVENUE	\$564.96	\$564.96	\$0.00	
5022020	5/1/2020	I4826	**	ILLINOIS DEPT OF REVENUE	\$30,497.16	\$0.00	\$30,497.16	

Champaign-Urbana Mass Transit District
Accounts Payable Check Disbursement List
BUSEY BANK OPERATING ACCOUNT

From Date: 05/01/2020

Thru Date: 05/31/2020

Check #	Check Date	Ref #		Payee	Total Paid	C-CARTS Portion	MTD Portion	Voided
5032020	5/1/2020	S8030	**	STATES DISBURSEMENT UNIT	\$1,723.54	\$0.00	\$1,723.54	
5042020	5/1/2020	U7359	**	URBANA MUNICIPAL EMPL. CREDIT UNION	\$43,134.78	\$0.00	\$43,134.78	
5052020	5/1/2020	I0025	**	VANTAGEPOINT TRANSFER AGENTS - 301281	\$7,957.20	\$0.00	\$7,957.20	
5062020	5/1/2020	I0025	**	VANTAGEPOINT TRANSFER AGENTS - 301281	\$10,038.96	\$0.00	\$10,038.96	
5072020	5/1/2020	I0025	**	VANTAGEPOINT TRANSFER AGENTS - 301281	\$18,820.61	\$0.00	\$18,820.61	
5082010	5/8/2020	I4830	**	I.M.R.F.	\$4,591.64	\$3,375.49	\$1,216.15	
5082020	5/8/2020	I4830		I.M.R.F.	\$254,408.90	\$0.00	\$254,408.90	
5092020	5/15/2020	I0025	**	VANTAGEPOINT TRANSFER AGENTS - 301281	\$6,203.65	\$0.00	\$6,203.65	
5102020	5/9/2020	I0025	**	VANTAGEPOINT TRANSFER AGENTS - 301281	\$7,912.71	\$0.00	\$7,912.71	
5112020	5/9/2020	I0025	**	VANTAGEPOINT TRANSFER AGENTS - 301281	\$18,827.61	\$0.00	\$18,827.61	
5132020	5/13/2020	S8030	**	STATES DISBURSEMENT UNIT	\$1,723.54	\$0.00	\$1,723.54	
514316	5/4/2020	A2487	**	AFLAC	\$5,219.56	\$0.00	\$5,219.56	
5152010	5/15/2020	I5862	**	INTERNAL REVENUE SERVICE	\$2,761.44	\$0.00	\$2,761.44	
5152020	5/15/2020	I5862		INTERNAL REVENUE SERVICE	\$165,141.50	\$0.00	\$165,141.50	
5162010	5/15/2020	I4826	**	ILLINOIS DEPT OF REVENUE	\$602.75	\$0.00	\$602.75	
5162020	5/15/2020	I4826	**	ILLINOIS DEPT OF REVENUE	\$29,832.87	\$0.00	\$29,832.87	
5172020	5/15/2020	U7359	**	URBANA MUNICIPAL EMPL. CREDIT UNION	\$46,142.03	\$0.00	\$46,142.03	
5182029	5/29/2020	U7359	**	URBANA MUNICIPAL EMPL. CREDIT UNION	\$42,828.83	\$0.00	\$42,828.83	
51920	5/11/2020	I4830		I.M.R.F.	\$6,482.00	\$0.00	\$6,482.00	
5242020	5/29/2020	I0025	**	VANTAGEPOINT TRANSFER AGENTS - 301281	\$18,827.61	\$0.00	\$18,827.61	
5252020	5/29/2020	I0025	**	VANTAGEPOINT TRANSFER AGENTS - 301281	\$7,967.87	\$0.00	\$7,967.87	
5262020	5/29/2020	I0025	**	VANTAGEPOINT TRANSFER AGENTS - 301281	\$6,203.65	\$0.00	\$6,203.65	
5272020	5/28/2020	S8030	**	STATES DISBURSEMENT UNIT	\$1,698.67	\$0.00	\$1,698.67	
5302010	5/29/2020	I4826	**	ILLINOIS DEPT OF REVENUE	\$563.25	\$563.25	\$0.00	
5302020	5/29/2020	I4826	**	ILLINOIS DEPT OF REVENUE	\$30,266.86	\$0.00	\$30,266.86	
930985	5/4/2020	A2487	**	AFLAC	\$4,702.78	\$0.00	\$4,702.78	
					<u>\$1,839,996.08</u>	<u>\$14,108.62</u>	<u>\$1,825,887.46</u>	

** Pass through payments

Champaign Urbana Mass Transit District
Accounts Payable Check Disbursement List

Checking Account #: 011-8189-0

FLEX CHECKING-BUSEY BANK

From Date: 5/1/2020

Thru Date: 5/31/2020

Check #	Check Date	Ref #	Name	Amount	Voided
5012020	5/1/2020	F4640	FLEX-EMPLOYEE REIMB.	\$4,863.04	
5312020	5/31/2020	F4640	FLEX-EMPLOYEE REIMB.	\$8,888.98	
5511	5/20/2020	F4640	FLEX-EMPLOYEE REIMB.	\$27.28	
5512	5/27/2020	F4640	FLEX-EMPLOYEE REIMB.	\$96.15	
Total:				\$13,875.45	

Champaign Urbana Mass Transit District
Accounts Payable Check Disbursement List

Checking Account #: 5730300

PROSPECT BANK - MUNIWISE FUNDS

From Date: 5/7/2020

Thru Date: 5/21/2020

Check #	Check Date	Ref #	Name	Amount	Voided
2040	5/14/2020	N2290	NEW FLYER INDUSTRIES	\$676,031.10	
2041	5/7/2020	N2290	NEW FLYER INDUSTRIES	\$676,031.10	
2042	5/7/2020	N2290	NEW FLYER INDUSTRIES	\$676,031.10	
2756	5/21/2020	S0085	SAFETYLANE EQUIPMENT CORP.	\$476,361.70	
2757	5/21/2020	T7420	TRILLIUM TRANSPORTATION FUELS, LLC	\$2,137,885.20	
Total:				\$4,642,340.20	

Account Summary

Basic Securities Account

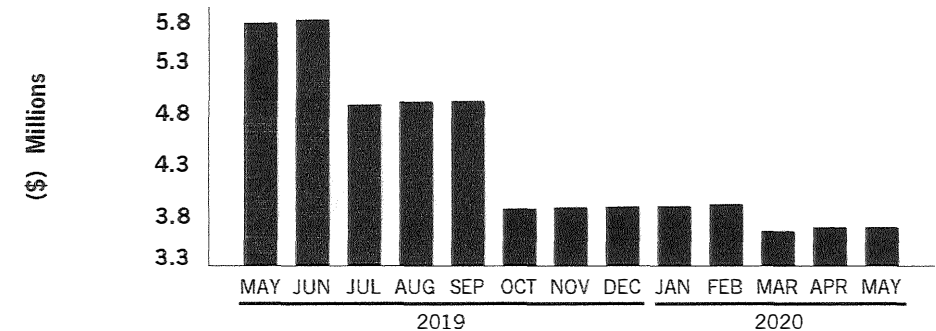
CHAMPAIGN URBANA MASS TRANSIT DIST
C/O KARL GNADT & BRENDA E EILBRACHT

CHANGE IN VALUE OF YOUR ACCOUNTS (includes accrued interest)

	This Period (5/1/20-5/31/20)	This Year (1/1/20-5/31/20)
TOTAL BEGINNING VALUE	\$3,675,723.43	\$3,873,271.14
Credits	—	—
Debits	(25,211.69)	(299,263.09)
Security Transfers	—	—
Net Credits/Debits/Transfers	\$(25,211.69)	\$(299,263.09)
Change in Value	22,001.47	98,505.16
TOTAL ENDING VALUE	\$3,672,513.21	\$3,672,513.21

MARKET VALUE OVER TIME

The below chart displays the most recent thirteen months of Market Value.

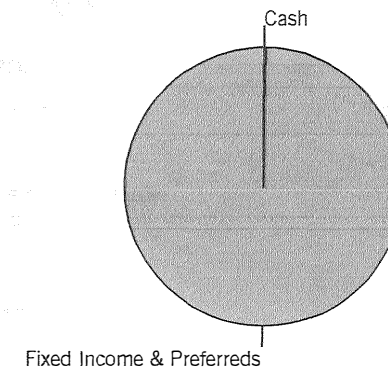


This chart does not reflect corrections to Market Value made subsequent to the dates depicted. It may exclude transactions in Annuities or positions where we are not the custodian, which could delay the reporting of Market Value.

ASSET ALLOCATION (includes accrued interest)

	Market Value	Percentage
Cash	\$5,560.99	0.15
Fixed Income & Preferreds	3,666,952.22	99.85
TOTAL VALUE	\$3,672,513.21	100.00%

FDIC rules apply and Bank Deposits are eligible for FDIC insurance but are not covered by SIPC. Cash and securities (including MMFs) are eligible for SIPC coverage. See Expanded Disclosures. Values may include assets externally held, which are provided to you as a courtesy, and may not be covered by SIPC. For additional information, refer to the corresponding section of this statement.



This asset allocation represents holdings on a trade date basis, and projected settled Cash/BDP and MMF balances. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes.

Account Summary

Basic Securities Account

CHAMPAIGN URBANA MASS TRANSIT DIST
C/O KARL GNADT & BRENDA E EILBRACHT

BALANCE SHEET (^ includes accrued interest)

	Last Period (as of 4/30/20)	This Period (as of 5/31/20)
Cash, BDP, MMFs	\$23,790.59	\$5,560.99
Certificates of Deposit ^	3,651,932.84	3,666,952.22
Total Assets	\$3,675,723.43	\$3,672,513.21
Total Liabilities (outstanding balance)	—	—
TOTAL VALUE	\$3,675,723.43	\$3,672,513.21

INCOME AND DISTRIBUTION SUMMARY

	This Period (5/1/20-5/31/20)	This Year (1/1/20-5/31/20)
Interest	\$6,982.09	\$45,811.36
Income And Distributions	\$6,982.09	\$45,811.36
Tax-Exempt Income	—	—
TOTAL INCOME AND DISTRIBUTIONS	\$6,982.09	\$45,811.36

Taxable and tax exempt income classifications are based on the characteristics of the underlying securities and not the taxable status of the account.

CASH FLOW

	This Period (5/1/20-5/31/20)	This Year (1/1/20-5/31/20)
OPENING CASH, BDP, MMFs	\$23,790.59	\$9,012.72
Sales and Redemptions	—	250,000.00
Income and Distributions	6,982.09	45,811.36
Total Investment Related Activity	\$6,982.09	\$295,811.36
Electronic Transfers-Debits	(25,211.69)	(299,263.09)
Total Cash Related Activity	\$(25,211.69)	\$(299,263.09)
CLOSING CASH, BDP, MMFs	\$5,560.99	\$5,560.99

GAIN/(LOSS) SUMMARY

	Realized This Period (5/1/20-5/31/20)	Realized This Year (1/1/20-5/31/20)	Unrealized Inception to Date (as of 5/31/20)
Long-Term Gain	—	—	\$121,759.79

The Gain/(Loss) Summary, which may change due to basis adjustments, is provided for informational purposes and should not be used for tax preparation. Refer to Gain/(Loss) in the Expanded Disclosures.



Account Detail

Basic Securities Account

CHAMPAIGN URBANA MASS TRANSIT DIST
C/O KARL GNADT & BRENDA E EILBRACHT

Brokerage Account

Investment Objectives (in order of priority) : Income, Aggressive Income, Capital Appreciation

Inform us if your investment objectives, as defined in the Expanded Disclosures, change.

HOLDINGS

This section reflects positions purchased/sold on a trade date basis. "Market Value" and "Unrealized Gain/(Loss)" may not reflect the value that could be obtained in the market. Your actual investment return may differ from the unrealized gain/(loss) displayed. Fixed income securities are sorted by maturity or pre-refunding date, and alphabetically within date. Estimated Annual Income a) is calculated on a pre-tax basis, b) does not include any reduction for applicable non-US withholding taxes, c) may include return of principal or capital gains which could overstate such estimates, and d) for securities that have a defined maturity date within the next 12 months, is reflected only through maturity date. Actual income or yield may be lower or higher than the estimates. Current Yield reflects the income generated by an investment, and is calculated by dividing the total estimated annual income by the current market value of the entire position. It does not reflect changes in its price. Structured Investments, identified on the Position Description Details line as "Asset Class: Struct Inv," may appear in various statement product categories. When displayed, the accrued interest, annual income and current yield for those with a contingent income feature (e.g., Range Accrual Notes or Contingent Income Notes) are estimates and assume specified accrual conditions are met during the relevant period and payment in full of all contingent interest. For Floating Rate Securities, the accrued interest, annual income and current yield are estimates based on the current floating coupon rate and may not reflect historic rates within the accrual period.

CASH, BANK DEPOSIT PROGRAM AND MONEY MARKET FUNDS

Cash, Bank Deposit Program, and Money Market Funds are generally displayed on a settlement date basis. You have the right to instruct us to liquidate your bank deposit balance(s) or shares of any money market fund balance(s) at any time and have the proceeds of such liquidation remitted to you. Estimated Annual Income, Accrued Interest, and APY% will only be displayed for fully settled positions.

Description	Market Value	7-Day Current Yield %	Est Ann Income	APY %
MORGAN STANLEY BANK N.A. #	\$5,560.99	—	\$0.56	0.010

CASH, BDP, AND MMFS	Percentage of Holdings	0.15%	Market Value	Est Ann Income
			\$5,560.99	\$0.56

Bank Deposits are held at Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association, affiliates of Morgan Stanley Smith Barney LLC and each a national bank and FDIC member.

CERTIFICATES OF DEPOSIT

Security Description	Trade Date	Face Value	Orig Unit Cost	Adj Unit Cost	Unit Price	Orig Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income	Current Yield %
Discover GREENWOOD DE CD Int Semi-Annually; Issued 07/06/17; Maturity Value = \$250,000.00; Asset Class: FI & Pref Coupon Rate 1.750%; Matures 07/06/2020; CUSIP 2546725C8	6/23/17	250,000.000	\$100.000	\$100.000	\$100.173	\$250,000.00	\$250,432.50	\$432.50 LT	\$2,188.00	0.87
AMEX CENTURION SALT LAKE CITY UT CD Int Semi-Annually; Issued 09/16/15; Maturity Value = \$250,000.00; Asset Class: FI & Pref Coupon Rate 2.200%; Matures 09/16/2020; CUSIP 02587DB31	4/10/18	250,000.000	99.445	99.445	100.650	248,611.25	251,625.00	3,013.75 LT	2,750.00	1.09
CAPITAL ONE BANK GLEN ALLEN VA CD Coupon Rate 2.000%; Matures 10/19/2020; CUSIP 1404205P1 Int Semi-Annually; Issued 10/18/17; Maturity Value = \$250,000.00; Asset Class: FI & Pref	10/31/17	250,000.000	100.199	100.199	100.745	250,500.00	251,862.50	1,796.40 LT	2,500.00	0.99

Account Detail

Basic Securities Account

CHAMPAIGN URBANA MASS TRANSIT DIST
C/O KARL GNADT & BRENDA E EILBRACHT

Security Description	Trade Date	Face Value	Orig Unit Cost Adj Unit Cost	Unit Price	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
CITIBANK, NA CD SIOUX FALLS SD CD Coupon Rate 2.700%; Matures 03/29/2021; CUSIP 17312QH77 <i>Int. Semi-Annually; Issued 03/29/18; Maturity Value = \$250,000.00; Asset Class: FI & Pref</i>	4/10/18	250,000.00	100.199 100.057	102.137	250,500.00 250,143.41	255,342.50	5,199.09 LT	6,750.00 1,155.57	2.64
BANK BARODA NEW YORK BRH CD Coupon Rate 2.150%; Matures 04/19/2021; CUSIP 06062Q3C6 <i>Int. Semi-Annually; Issued 04/17/17; Maturity Value = \$250,000.00; Asset Class: FI & Pref</i>	4/11/17	250,000.00	100.000 100.000	101.780	250,000.00 250,000.00	254,450.00	4,450.00 LT	5,375.00 646.17	2.11
ALLY BK SANDY UTAH Coupon Rate 2.850%; Matures 05/03/2021; CUSIP 02007GCJ0 <i>Int. Semi-Annually; Issued 05/03/18; Maturity Value = \$100,000.00; Asset Class: FI & Pref</i>	4/24/18	100,000.00	100.000 100.000	102.515	100,000.00 100,000.00	102,515.00	2,515.00 LT	2,850.00 216.85	2.78
BARCLAYS BANK CD WILMINGTON DE CD Coupon Rate 2.050%; Matures 07/26/2021; CUSIP 06740KKQ9 <i>Int. Semi-Annually; Issued 07/26/17; Maturity Value = \$250,000.00; Asset Class: FI & Pref</i>	7/18/17	250,000.00	100.000 100.000	102.161	250,000.00 250,000.00	255,402.50	5,402.50 LT	5,125.00 1,774.04	2.01
third federal CLEVELAND OH CD Coupon Rate 2.050%; Matures 10/27/2021; CUSIP 88413QBT4 <i>Int. Semi-Annually; Issued 10/27/17; Maturity Value = \$195,000.00; Asset Class: FI & Pref</i>	10/16/17	195,000.00	100.000 100.000	102.619	195,000.00 195,000.00	200,107.05	5,107.05 LT	3,997.00 371.35	2.00
BERKSHIRE BK PITTSFIELD MA CD Coupon Rate 2.950%; Matures 10/29/2021; CUSIP 084601RD7 <i>Int. Semi-Annually; Issued 10/29/18; Maturity Value = \$250,000.00; Asset Class: FI & Pref</i>	10/18/18	250,000.00	100.000 100.000	103.908	250,000.00 250,000.00	259,770.00	9,770.00 LT	7,375.00 644.81	2.84
COMENITY CAP BK SALT LAKE CITY UTAH CD Coupon Rate 2.750%; Matures 03/29/2022; CUSIP 20033AS56 <i>Interest Paid Monthly; Issued 03/29/19; Maturity Value = \$250,000.00; Asset Class: FI & Pref</i>	3/14/19	250,000.00	100.000 100.000	104.621	250,000.00 250,000.00	261,552.50	11,552.50 LT	6,875.00 36.95	2.63
MS BANK CD SALT LAKE CITY UT CD Coupon Rate 2.800%; Matures 03/29/2022; CUSIP 61747MR45 <i>Int. Semi-Annually; Issued 03/29/18; Maturity Value = \$250,000.00; Asset Class: FI & Pref</i>	3/26/18	250,000.00	100.000 100.000	104.725	250,000.00 250,000.00	261,812.50	11,812.50 LT	7,000.00 1,198.37	2.67
MEDALLION BK SALT LAKE CITY UT CD Coupon Rate 2.800%; Matures 04/11/2022; CUSIP 58404DBP5 <i>Int. Semi-Annually; Issued 04/09/18; Maturity Value = \$250,000.00; Asset Class: FI & Pref</i>	3/29/18	250,000.00	100.000 100.000	104.806	250,000.00 250,000.00	262,015.00	12,015.00 LT	7,000.00 994.54	2.67
CONTINENTAL BK SALT LAKE CITY UTAH CD Coupon Rate 3.050%; Matures 05/09/2022; CUSIP 211163HQ6 <i>Int. Semi-Annually; Issued 11/09/18; Maturity Value = \$240,000.00; Asset Class: FI & Pref</i>	10/18/18	240,000.00	100.000 100.000	105.490	240,000.00 240,000.00	253,176.00	13,176.00 LT	7,320.00 437.61	2.89
ENERBANK USA SALT LAKE CITY UTAH CD Coupon Rate 3.250%; Matures 10/19/2022; CUSIP 29278TDR8 <i>Interest Paid Monthly; Issued 10/19/18; Maturity Value = \$250,000.00; Asset Class: FI & Pref</i>	10/15/18	250,000.00	100.000 100.000	107.026	250,000.00 250,000.00	267,565.00	17,565.00 LT	8,125.00 262.06	3.04
UBS BK USA SALT LAKE CITY UT Coupon Rate 3.300%; Matures 10/24/2022; CUSIP 90348JET3 <i>Interest Paid Monthly; Issued 10/24/18; Maturity Value = \$250,000.00; Asset Class: FI & Pref</i>	10/18/18	250,000.00	100.000 100.000	107.181	250,000.00 250,000.00	267,952.50	17,952.50 LT	8,250.00 155.24	3.08

Account Detail

Basic Securities Account

CHAMPAIGN URBANA MASS TRANSIT DIST
C/O KARL GNADT & BRENDA E EILBRACHT

	Percentage of Holdings	Face Value	Orig Total Cost Adj Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
CERTIFICATES OF DEPOSIT		3,535,000.000	\$3,534,611.25 \$3,533,820.76	\$3,655,580.55	\$121,759.79 LT	\$83,480.00 \$11,371.67	2.28%
TOTAL CERTIFICATES OF DEPOSIT (includes accrued interest)	99.85%			\$3,666,952.22			
	Percentage of Holdings		Total Cost	Market Value	Unrealized Gain/(Loss)	Est Ann Income Accrued Interest	Current Yield %
TOTAL VALUE			\$3,533,820.76	\$3,661,141.54	\$121,759.79 LT	\$83,480.56 \$11,371.67	2.27%
TOTAL VALUE (includes accrued interest)	100.00%			\$3,672,513.21			

Unrealized Gain/(Loss) totals only reflect positions that have both cost basis and market value information available. Cash, MMF, Deposits and positions stating 'Please Provide' or 'Pending Corporate Actions' are not included.

ALLOCATION OF ASSETS (^includes accrued interest)

	Cash	Equities	Fixed Income & Preferred Securities	Alternatives	Structured Investments	Other
Cash, BDP, MMFs	\$5,560.99	—	—	—	—	—
Certificates of Deposit ^	—	—	\$3,666,952.22	—	—	—
TOTAL ALLOCATION OF ASSETS ^	\$5,560.99	—	\$3,666,952.22	—	—	—

ACTIVITY

CASH FLOW ACTIVITY BY DATE

Activity Date	Settlement Date	Activity Type	Description	Comments	Quantity	Price	Credits/(Debits)
5/4		Interest Income	ALLY BK SANDY UTAH	2.850% DUE2021-05-03 [02007GCJ0]			\$1,421.10
5/7		Interest Income	MORGAN STANLEY BANK N.A.				0.04
5/7		Withdrawal	BRANCH CHECK	PAID TO CHAMPAIGN URBANA MASS			(25,211.69)
5/11		Interest Income	CONTINENTAL BK SALT LAKE CITY UT	3.050% DUE2022-05-09 [211163HQ6]			3,649.97
5/19		Interest Income	ENERBANK USA SALT LAKE CITY UT	3.250% DUE2022-10-19 [29278TDR8]			667.81
5/26		Interest Income	UBS BK USA SALT LAKE CITY UT	3.300% DUE2022-10-24 [90348JET3]			678.08
5/29		Interest Income	COMENITY CAP BK SALT LAKE CITYUT	2.750% DUE2022-03-29 [20033AS56]			565.07



Account Detail

Basic Securities Account

CHAMPAIGN URBANA MASS TRANSIT DIST
C/O KARL GNADT & BRENDA E EILBRACHT

CASH FLOW ACTIVITY BY DATE (CONTINUED)

Activity Date	Settlement Date	Activity Type	Description	Comments	Quantity	Price	Credits/(Debits)
5/29		Interest Income	MORGAN STANLEY BANK N.A.	(Period 05/01-05/31)			0.02
NET CREDITS/(DEBITS)							\$(18,229.60)

MONEY MARKET FUND (MMF) AND BANK DEPOSIT PROGRAM ACTIVITY

Activity Date	Activity Type	Description	Credits/(Debits)
5/4	Automatic Investment	BANK DEPOSIT PROGRAM	\$1,421.10
5/7	Automatic Redemption	BANK DEPOSIT PROGRAM	(25,211.69)
5/8	Automatic Investment	BANK DEPOSIT PROGRAM	0.04
5/11	Automatic Investment	BANK DEPOSIT PROGRAM	3,649.97
5/19	Automatic Investment	BANK DEPOSIT PROGRAM	667.81
5/26	Automatic Investment	BANK DEPOSIT PROGRAM	678.08
5/29	Automatic Investment	BANK DEPOSIT PROGRAM	565.07
5/29	Automatic Investment	BANK DEPOSIT PROGRAM	0.02
NET ACTIVITY FOR PERIOD			\$(18,229.60)

MESSAGES

Protecting Yourself from Fraudulent Scams—An Important Message For Our Clients

The COVID 19 crisis is creating opportunities for fraudsters to exploit individuals, especially senior citizens. The safety of our clients is of utmost importance to Morgan Stanley. We are taking this opportunity to alert our clients of the following scams that have been identified by a number of organizations. **Please be reminded that you should never provide your account numbers, passwords, or personal information, including your social security number, to anyone you do not know.** Be aware that as a result of COVID 19, these scams have been identified: **Treatment scams; Supply scams; Provider scams; Charity scams; Phishing scams; App scams; Investment scams; Tech Support scams; Home Sanitation scams; and Government Assistance scams.**

If you have any questions regarding these scams, please immediately contact us.

Senior Investor Helpline

For any inquiries or potential concerns, senior investors or someone acting on their behalf may contact our Firm by calling (800) 280-4534.

ORDINANCE NO. 2020-2
BUDGET AND APPROPRIATION ORDINANCE OF THE
CHAMPAIGN-URBANA MASS TRANSIT DISTRICT
CHAMPAIGN COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

WHEREAS, notice of a public hearing on the Tentative Budget and Appropriation Ordinance was given in the Champaign-Urbana News-Gazette on May 21, 2020, and
WHEREAS, a public hearing was held upon Tentative Budget and Appropriation Ordinance on the 24th day of June, 2020

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE CHAMPAIGN-URBANA
MASS TRANSIT DISTRICT, Champaign County, Illinois, that:

Section 1. For the fiscal year ending June 30, 2021, the following sums of money are appropriated for the corporate purposes of the Champaign-Urbana Mass Transit District, Urbana, Illinois:

		AMOUNT APPROPRIATED	
1	OPERATIONS		
A	Wages		
	(1) Operators' Wages	\$9,800,000	
	(2) Supervisory Wages	2,300,000	
	(3) Clerical	300,000	
	Total		\$12,400,000
B	Benefits		
	(1) FICA	\$1,100,000	
	(2) Illinois Municipal Retirement Fund	2,300,000	
	(3) Employee Health Insurance	3,500,000	
	(4) Worker's Compensation Insurance	150,000	
	(5) Unemployment Insurance	50,000	
	(6) Paid Leave (Sick Leave, Holidays, etc.)	2,500,000	
	(7) Uniform Allowance	50,000	
	(8) Early Retirement	200,000	
	(9) Other Benefits (incl OPEB)	115,000	
	Total		\$9,965,000
C	Services		
	(1) Printing	\$45,000	
	(2) Half Fare Cab	160,000	
	(3) ADA Service	900,000	
	(4) Other	100,000	
	Total		\$1,205,000

D	Supplies		
	(1) Fuel and Lubricants	\$2,250,000	
	(2) Fuel Tax - Urbana	40,000	
	(2) Tires and Tubes	150,000	
	(3) Small Equipment	5,000	
	(4) Other Material and Supplies	51,000	
	Total		\$2,496,000
E	Miscellaneous		
	(1) Leased Equipment	\$225,000	
	(2) Other	20,000	
	Total		\$245,000
	TOTAL -- OPERATIONS		\$26,311,000

2 MAINTENANCE

A	Wages		
	(1) Mechanics' Wages	\$1,450,000	
	(2) Service Personnel Wages	800,000	
	(3) Supervisory Wages	700,000	
	Total		\$2,950,000
B	Benefits		
	(1) FICA	\$240,000	
	(2) Illinois Municipal Retirement Fund	500,000	
	(3) Employee Health Insurance	750,000	
	(4) Worker's Compensation Insurance	150,000	
	(5) Unemployment Insurance	10,000	
	(6) Paid Leave (Sick Leave, Holidays, etc.)	255,000	
	(7) Uniform Allowance	25,000	
	(8) Tool Allowance	15,000	
	(9) Early Retirement	100,000	
	(10) Other Benefits	336,000	
	Total		\$2,381,000
C	Services		
	(1) Contract Maintenance	115,000	
	(2) Other Services	6,000	
	Total		\$121,000

D	Materials / Supplies		
	(1) Fuel and Lubricants	115,000	
	(2) Garage Equipment Repairs	50,000	
	(3) Building / Ground Repairs	140,000	
	(4) Revenue Vehicle Repairs	2,400,000	
	(5) Service Vehicle Repairs	20,000	
	(6) Service Supplies	60,000	
	(7) Shop Tools and Equipment	65,000	
	(8) Passenger Shelter Repairs	75,000	
	(9) Other Material and Supplies	45,000	
		<hr/>	
	Total		\$2,970,000
E	Miscellaneous		
	(1) Leased Equipment	300,000	
	(2) Other	20,000	
		<hr/>	
			\$320,000
	TOTAL -- MAINTENANCE		\$8,742,000

3 GENERAL ADMINISTRATION

A	Wages		
	(1) Administrative Salaries	\$1,600,000	
	(2) Clerical	400,000	
		<hr/>	
	Total		\$2,000,000
B	Benefits		
	(1) FICA	\$125,000	
	(2) Illinois Municipal Retirement Fund	225,000	
	(3) Employee Health Insurance	350,000	
	(4) Worker's Compensation Insurance	10,000	
	(5) Unemployment Insurance	3,000	
	(6) Early Retirement	10,000	
	(7) Other Benefits	71,000	
		<hr/>	
	Total		\$794,000
C	Services		
	(1) Professional & Technical Services	\$1,000,000	
	(2) Contract Maintenance	600,000	
	(3) Printing	4,000	
	(4) Other Services	100,000	
		<hr/>	
	Total		\$1,704,000
D	Supplies		
	(1) Office Supplies	\$15,000	
	(2) Equipment	95,000	
	(3) Building / Ground Repairs	50,000	
		<hr/>	
	Total		\$160,000

E	Utilities			
	(1)Utilities		415,000	
		Total		\$415,000
F	Insurance Premiums			
	(1) Illinois Public Transit Risk			
	Management Association			
	Premium Assessment		575,000	
	(2) Illinois Public Transit Risk			
	Management Association			
	Reserve Fund Assessment		575,000	
	(3) Physical Damage		70,000	
	(4) Recovery		-25,000	
	(5) Other		40,000	
		Total		\$1,235,000
G	Miscellaneous			
	(1) Dues and Subscriptions		90,000	
	(2) Travel and Meetings		100,000	
	(3) Public Information		200,000	
	(4) Trustee Compensation		8,000	
	(5) Postage		6,000	
	(6) Advertising Sservices			
	(7) Other Miscellaneous		115,000	
	(8) Leased Equipment		40,000	
	(9) Interest Expense			
	(10) Ineligible Expenses		214,000	
	(11) Debt Service Equipment		16,675,700	
		Total		\$17,448,700
TOTAL -- GENERAL ADMINISTRATION				\$23,756,700

4 ILLINOIS TERMINAL

A	Wages			
	(1) Clerical		\$95,000	
	(2) Security		195,000	
	(3) Maintenance		110,000	
	(4) Overhead		150,000	
		Total		\$550,000
B	Benefits			
	(1) FICA		\$50,000	
	(2) Illinois Municipal Retirement Fund		75,000	
	(3) Employee Health Insurance		190,000	
	(4) Worker's Compensation Insurance		25,000	
	(5) Unemployment Insurance		3,000	
	(6) Paid Leave (Sick Leave, Holidays, etc.)		19,000	
	(7) Other Fringes		43,000	
		Total		\$405,000

C	Services		
	(1) Contract	35,000	
	(2) Professional & Technical Services	3,000	
	(3) Other	5,000	
	Total		\$43,000
D	Materials / Supplies		
	(1) Service Supplies	28,000	
	(2) Office Supplies	6,000	
	(3) Equipment	15,000	
	(4) Building and Grounds	130,000	
	Total		\$179,000
E	Utilities		
	(1)Utilities	100,000	
	Total		\$100,000
F	Miscellaneous		
	(1) Miscellaneous	35,000	
	(2) Ineligibles	45,000	
	Total		\$80,000
TOTAL -- ILLINOIS TERMINAL			\$1,357,000

5 CAPITAL EXPENDITURES

(1)	803 Air Compressor Replacement	\$20,000	
(2)	Propery Procurement	\$700,000	
(3)	Shelters, Stops & Associated Work	\$300,000	
(4)	1101 Admin Rehab	\$270,000	
(5)	G1 Information Kiosk Rehabilitation	\$55,000	
(6)	Miscellaneous Facility Improvements	\$150,000	
(7)	MCORE Local Share	\$106,650	
	TOTAL CAPITAL		\$1,601,650
TOTAL APPROPRIATIONS			\$61,768,350

Said appropriation items shall constitute the budget for the District for said fiscal period.

In support of said budget and as a part thereof, the following statement is made under Section 3 of "The Illinois Municipal Law" approved July 12, 1957, as amended:

A.	EXPECTED CASH ON HAND AT BEGINNING OF FISCAL PERIOD		\$7,500,000
B.	ESTIMATED RECEIPTS		
(1)	Cash Receipts		
	a) Operating Revenue	7,998,000	
	b) Advertising Revenue	250,000	
	c) Federal Debt Service Match	5,829,845	
	d) Interest Income	250,000	
	Total		\$14,327,845
(2)	Cash Receipts -- IDOT Downstate Operating Assistance Funds		\$39,600,000
(3)	Corporate Replacement Tax		\$175,000
(4)	Capital Reserve Transfer		
(5)	Estimated Receipts from Taxes to be Levied		
	a) General Levy	5,960,000	
	b) Social Security Levy	1,000,000	
	c) Illinois Municipal Retirement Fund Levy	1,400,000	
	d) Worker's Compensation	90,000	
	e) Liability Insurance and Claims Service and Claims	600,000	
	f) Unemployment Insurance	35,000	
	g) Auditing	15,000	
	Total		\$9,100,000
	TOTAL ESTIMATED RECEIPTS AND CASH ON HAND		\$70,702,845
	TRANSFER TO CAPITAL RESERVE		\$1,434,495
C.	EXPECTED CASH ON HAND AT END OF YEAR		\$7,500,000

Section 2. This Ordinance shall be in full force and effect upon its passage.

Sections 3. The Secretary of the Board of Trustees is directed to file certified copy of this Ordinance with the County Clerk of Champaign County, Illinois.

This Ordinance is hereby by the affirmative vote, the "Ayes" and "Nays" being called, of a majority of the members of the Board of Trustees of the Champaign-Urbana Mass Transit District at a duly called Regular Meeting of the said Board of Trustees on the day of _____ pursuant to a roll call as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved by me this _____ day of _____.

Bradley Diel
Chair-Board of Trustees

ATTEST:

Jack Waaler, Secretary



To: Board of Trustees
From: Jane Sullivan, Grants & Governmental Affairs Director
Date: June 24, 2020
Subject: Review and Approval of Revisions to Procurement Manual

- A. Introduction** – The purpose of the Procurement Manual is to reflect the District’s policies, procedures, and practices for the procurement of equipment, services, and supplies which ensure compliance to applicable federal, state, and local laws and regulations.
- B. Recommended Action:** Staff recommends approval of the Procurement Manual and appendices dated June 2020.
- C. Prior Trustee Action**
- On May 29, 2019 the Board of Trustees reviewed and approved changes to the Procurement Manual, including seven new appendices related to DBE efforts and A&E services as well as updates to Procurement Threshold Policy and Protest Policy.
 - On September 26, 2018 the Board of Trustees reviewed and approved changes to the Procurement Manual related to changes in the Micro-Purchase Threshold.
 - On January 25, 2018 the Board of Trustees reviewed and approved changes to the Procurement Manual.
- D. Summary:** The following documents have been modified/added:
- Appx. 5.6a Purchasing Authority has been created.
 - Appx. 5.6b Credit Card Policy has been created.
 - Changes have been made to page 7 of the Manual to reflect new appendices (changes shown in red text).
- E. Background:** The new procedures further clarify approval and control requirements for District purchases.
- F. Alternatives – advantages/disadvantages**
1. Approve the Procurement Manual and appendices. This allows the District to operate under the updated requirements.
 2. Do not approve the Procurement Manual and provide further direction to staff.



Originated	Revision #7	Approved
K. Gnadt	J. Sullivan	Board of Trustees
06/28/2006	06/12/2020	

Procurement Manual

CHAMPAIGN-URBANA MASS TRANSIT DISTRICT

1101 EAST UNIVERSITY AVENUE

URBANA, ILLINOIS 61802-2009

(217) 384-8188

JUNE 2020

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Appendix 4.02a	Competitive Sealed Bids (IFB) Procedure
Appendix 4.02b	Competitive Proposals (RFP) Procedure
Appendix 4.02c	Two-Step Procurement Procedure
Appendix 4.02d	Sole Source Procurement Procedure
Appendix 4.03	Cost and Price Analysis Policy
Appendix 4.05	Protest Policy
Appendix 5.03	Contractor Dispute Policy
Appendix 5.04a	Managing FTA Funds Policy
Appendix 5.04b	FTA Reporting Requirements
Appendix 5.06a	Purchasing Authority
Appendix 5.06b	Credit Card Policy
Appendix 5.06c	Payment Request Form
Appendix 5.07	ECHO Request Approval Form

SECTION 1: INTRODUCTION

This Procurement Manual is a guide for those persons involved with the procurement of equipment, services, and supplies for the Champaign-Urbana Mass Transit District (“MTD” or “the District”). The Champaign-Urbana Mass Transit District utilizes the following procurement procedures which conform to applicable Federal, State, and local laws and regulations.

The governing documents used to formulate this Procurement Manual are the rules, regulations, laws, and guidelines contained in the following:

- Federal Transit Administration (FTA) Circular 4220.1F, Third Party Procurement (Rev. 4, March 18, 2013);
- FTA Master Agreement (FTA MA(23) updated October 1, 2016);
- Illinois Department of Transportation – Office of Intermodal Project Implementation (IDOT-IPI) Capital Improvement Grants Manual (September, 1982);
- Illinois Grant Accountability and Transparency Act (GATA) (44 Ill. Adm. Code 7000 Subtitle F); and
- Other Federal and State governing rules, acts, regulations, and laws may also be incorporated or referenced, as appropriate, within this Procurement Manual.

SECTION 2: PLANNING

2.1 Organizational Roles and Responsibilities

The District maintains adequate third-party contracting capability to undertake procurements effectively and efficiently in compliance with applicable Federal, State, and local requirements. No employee undertakes any procurement function without delegated authority and guidelines.

Refer to **Appx. 2.1 Procurement Roles & Responsibilities** for an outline of the roles and responsibilities of individuals involved in procurement-related activities.

2.2 Standards of Conduct

MTD maintains written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. In general, District employees must strictly avoid any conflict of interest or the appearance of a conflict of interest in recipient-contractor relationships. Refer to **Appx. 2.2 Procurement Ethics Policy**.

2.3 Competition

All procurement transactions must be conducted in a manner providing full and open competition. Refer to **Appx. 2.3 Competition Policy**.

2.4 Organizational Conflicts of Interest

Engaging in practices that result in organizational conflicts of interest is prohibited. Refer to **Appx. 2.2 Procurement Ethics Policy**.

2.5 Disadvantaged Business Enterprise (DBE)

The District takes all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Refer [to Disadvantaged Business Enterprise Policy Statement](#).

Appx. 2.5a DBE Participation Form should be completed by all bidders to indicate the percentage of DBE participation in the bid. A DBE Subcontractor Form must be completed for each DBE subcontractor listed.

Appx. 2.5b Good Faith Effort Guidance provides guidance to the District and bidders on determination of good faith efforts to achieve DBE goals. This includes examples of acceptable and unacceptable efforts.

Appx. 2.5c Subcontractor Termination Request Form must be used when a contractor requests termination of a DBE subcontractor. Contractor must follow and document the appropriate steps, including efforts to replace DBE subcontractor with another DBE firm. This form is used to document the District's consent of the termination request.

Appx. 2.5d DBE Project Compliance Review Checklist is used to verify proper pre-award, post-award, project in-progress, and post-project activities related to DBE requirements.

Appx. 2.5e DBE Field Log is used on the project site to verify DBE participation in each project.

Appx. 2.5f Prompt Payment & Retainage Release Form is provided to contractors to ensure all payments for satisfactory completion of accepted work are made to subcontractors within 30 days after receipt of payment from the District.

2.6 Bidders List

The District maintains a bidders list (as of April 2019). This list provides data about the universe of DBE and non-DBE contractors and subcontractors who seek work on the District's State- and Federally-assisted contracts. **Appx. 2.6 Bidders List** is included in each RFP and IFB to collect this information.

2.7 Pass-Through Requirements

The District may serve as a pass-through entity to a subrecipient. MTD is responsible for ensuring that subrecipients administer procurements in accordance with Federal and State requirements. Refer to **Appx. 2.7 Oversight of FTA Subrecipients**.

2.8 Contract Provisions

MTD's Federal- and State-funded contracts must contain the applicable provisions described in the following:

- a) For Federally-funded contracts, refer to FTA Contract Provisions.
- b) For State-funded contracts, refer to IDOT Contract Provisions.

2.9 Federal Awarding Agency or Pass-Through Entity Review

The District understands that it must make available upon request, for the Federal awarding agency or pass-through entity, pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

- a) MTD's procurement procedures or operation fails to comply with the Federal procurement standards;
- b) The procurement is expected to exceed \$250,000 (the Federal Simplified Acquisition Threshold) and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- c) The procurement, which is expected to exceed \$250,000 (the Federal Simplified Acquisition Threshold) specifies a "brand name" product;
- d) The proposed contract is more than \$250,000 (the Federal Simplified Acquisition Threshold) and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- e) A proposed contract modification changes the scope of a contract or increases the contract amount by more than \$250,000 (the Federal Simplified Acquisition Threshold).

2.10 FTA Certifications & Assurances

As a recipient of federal assistance, MTD must annually certify compliance with the Certifications and Assurances within 90 days from the date they are published in the Federal Register. Refer to **Appx. 2.10 FTA Certifications & Assurances**.

SECTION 3: TYPES OF CONTRACTS

3.1 Procurement Thresholds and Methods

The anticipated dollar amount of the procurement and the source of funding determines the District's options for the appropriate procurement method(s). Refer to **Appx. 3.1a Construction & Equipment Procurement Policy**. The District utilizes one of the following methods of procurement outlined in **Appx. 3.1b Procurement Methods**.

3.1.1 Time and Materials Contract

MTD may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

3.1.2 Avoid Unnecessary or Duplicative Items

MTD's practice is to avoid acquisition of unnecessary or duplicative items. Consideration is always given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis is made of lease versus purchase alternatives, and any other appropriate analysis, to determine the most economical approach.

3.1.3 Promote Shared Services

To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, staff understand the District is encouraged to:

- a) Enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services;
- b) Use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs;
- c) Use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost; and
- d) For reasons of economy, FTA permits the assignment of unneeded contract rights (“piggybacking”). However, FTA discourages the assignment of another recipient’s contract rights as a substitute for stand-alone procurement. Refer to **Appx. 3.1b Procurement Methods**.

3.2 Construction Contracts

Construction contracts mandate specific third-party contracting requirements. Refer to **Appx. 3.2 Construction Contracts**.

3.3 Rolling Stock Contracts

Rolling stock contracts mandate specific third party contracting requirements. Refer to **Appx. 3.3a Rolling Stock Procurement**.

The term “rolling stock” applies to vehicles used to transport passengers and includes buses, vans, or sedans. Light duty vehicles such as vans, sedans, and pick-up trucks used for administrative and maintenance purposes are considered equipment.

3.4 Professional Service Contracts

Architects, Engineers, and Land Surveyors

Procurement must include public notice, evaluation, selection, and contract negotiation as defined in **Appx. 3.4a Procurement of Architects, Engineers, and Land Surveyors**, unless an emergency situation or a satisfactory relationship for services exists.

When procuring A&E services for an FTA-funded project, a qualifications-based method must be used. A&E services includes the following:

- a) Program management
- b) Architectural engineering
- c) Construction management

- d) Feasibility study
- e) Preliminary engineering, design, architectural, engineering, surveying, mapping, or related services

Refer to **Appx. 3.1b Procurement Methods** and **Appx. 3.4b Qualifications-Based Procurements for A&E (RFQ)**.

3.5 Options Policy

The District must ensure that options in contracts reflect reasonably foreseeable need and are evaluated prior to contract award. Refer to **Appx. 3.3a Rolling Stock Procurement**.

SECTION 4: EVALUATION OF PROPOSALS AND CONTRACT AWARD

4.1 Responsibility of Contractor

The District will only make awards to responsible contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract. Refer to **Appx. 4.1 Determination of Bidder Responsibility**.

4.2 Evaluation Process

The District follows documented evaluation processes for competitive sealed bids, competitive proposals, two-step procurement, and sole source proposals. Refer to the following for the appropriate evaluation process for each procurement method:

- **Appx. 4.2a Competitive Sealed Bids (IFB)**
- **Appx. 4.2b Competitive Proposals (RFP)**
- **Appx. 4.2c Two-Step Procurement**
- **Appx. 4.2d Sole Source Procurement**

4.3 Cost & Price Analysis

MTD performs a cost or price analysis in connection with every Federal procurement action in excess of \$250,000 (the Federal Simplified Acquisition Threshold) including contract modifications. The District must make independent cost estimates before receiving bids or proposals. After receiving bids or proposals, the District conducts either a cost or price analysis. Refer to **Appx. 4.3 Cost and Price Analysis**.

4.4 Award Procedures

Offerors should be advised not to start work until a contract has been signed by both parties.

The Managing Director has the authority to approve and execute contracts less than \$50,000, or when an emergency procurement is required. The Managing Director has the authority to make the determination of an emergency procurement. Refer to **Appx. 3.1a Construction & Equipment Procurement Policy**.

Contract awards generally follow one of the following procedures:

- a) Offer and Acceptance - When the District is fully in agreement with all of the terms and conditions of the offer and desires to make an immediate contract award it may use a simple offer and acceptance form as the awarding document. For example, when a Purchase Order is issued, rather than a comprehensive contract.
 - i. All that is required is that the District official sign the "acceptance" block on the form and issue it to the contractor. The form may reference documents such as the RFP, which contains the terms and conditions upon which the offer is based.
- b) Bilateral Contract - In many cases there will have been changes to the RFP terms or the proposal terms during the course of discussions and negotiations with the offerors.
 - i. In such cases the District may want to issue a preliminary notice of award notifying the successful offeror that it has been selected for award and that an integrated bilateral contract document will be forthcoming.
 - ii. This integrated contract would incorporate the final negotiated terms and conditions, including price, specifications, warranty provisions, etc. Having the offeror sign the contract with the final terms and conditions avoids the problem of confusion as to what the final agreement actually was, which could happen if the offer and acceptance format were used after revisions were discussed.

4.5 Protest Procedures

The District is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.

Refer to **Appx. 4.5 Protest Procedures** for further detail.

SECTION 5: CONTRACT AND GRANT ADMINISTRATION

5.1 Contractor Oversight

MTD maintains oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of the District's contracts and purchase orders.

5.2 Contract Changes

The District is responsible for issuing, evaluating, and making necessary decisions involving any change to third party contracts, and any change orders or modifications issued. The cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of the grant, and reasonable for the completion of project scope. It is the responsibility of the Grants & Governmental Affairs Director and the Project Manager (if applicable) to:

- a) Ensure that executed change orders are within the scope of the original contract; and
- b) Evaluate and document change orders including cost justification and approval by authorized official (Managing Director).

5.3 Claims, Grievances, and Other Disputes with Contractors

MTD alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. Refer to **Appx. 5.3 Contractor Disputes**.

5.4 Monitoring and Reporting Program Performance

The District is responsible for oversight of the operations of the Federal or State award supported activities. MTD must monitor its activities under Federal and State awards to assure compliance with applicable requirements and performance expectations are being achieved. Monitoring by MTD must cover each program, function or activity.

Refer to **Appx. 5.4a Managing FTA Funds** and **Appx. 5.4b FTA Reporting Requirements**.

5.5 Procurement History

The District maintains and makes available to FTA and IDOT written records detailing the history of each procurement action associated with FTA or IDOT funding for a period of three years after a final expenditure report is submitted. Note that different retention periods may apply in the event of litigation or other limited circumstances. Refer to **Appx. 4.2a Competitive Sealed Bids (IFB)** and **Appx. 4.2b Competitive Proposals (RFP)** for detailed documentation requirements for these specific procurements.

These records include, but are not necessarily limited to, the following:

- a) Rationale for method of procurement
- b) Selection of contract type
- c) Contractor selection or rejection
- d) Basis for contract price

5.6 Internal Controls

Approval requirements for purchases are as follows:

- a) Purchasing authority and approval requirement are detailed in **Appx. 5.6a Purchasing Authority**.
- b) Purchases made with the District's credit card or corporate accounts (Amazon, etc.) must adhere to **Appx. 5.6b Corporate Credit Card Policy**.
- c) Transactions for State or Federally-funded expenditures must obtain multiple approvals. Refer to **Appx. 5.6c Payment Request Form**.

Additionally, the following internal controls exist:

- a) The District's accounting system identifies the receipt and expenditure of program funds separately for each grant/contract;
- b) The District's accounting system allows for adequate controls to prevent improper payment amounts, duplicate payments, and insufficient documentation;

- c) The Chart of Accounts is adequate to ensure that transactions are properly recorded according to categories of the approved budget;
- d) General ledger accounts are reconciled on a monthly basis;
- e) Annual financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP);
- f) MTD maintains performance measures that tie to financial data;
- g) The accounting system includes organizational budgetary controls to monitor incurring expenses in excess of total funds available for a grant;
- h) Adequate controls are in place to ensure necessary budget revisions receive prior approval from the grantor;
- i) Requirements for cost principles are understood by all staff with grant administration duties.
- j) Fiscal staff are trained to determine allowability of cost;
- k) Only necessary, reasonable, and allowable costs are charged to grant awards;
- l) Accounting staff ensures that costs are reported net of credits, including discounts, refunds, rebates, and insurance recoveries;
- m) Credits are excluded from costs and not applied to meet cost sharing or matching requirements of other state or federally financed awards; and
- n) The Board of Trustees is actively engaged in the approval of organizational budgets and always approves major expenditures. Financial information is provided to the Board of Trustees regularly.



Originated	Revision #
J. Sullivan	
05/20/2020	

Appendix 5.6a Purchasing Authority

Purchasing Authority

The table below illustrates an individual's authority to authorize purchases based on position and amount of purchase. This table does not cover required process and procedures. Purchaser must also refer to Appendix 3.1a Construction & Equipment Procurement Policy for steps required by funding source.

Purchase Amount:		\$0 – \$749	\$750 - \$1,499	\$1,500 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$49,999	\$50,000 +
Purchasing Staff							
Comptroller	A	B	B	D	E	F	
Executive Assistant							
Illinois Terminal Supervisor							
Inventory Agent							
Inventory Supervisor							
Maintenance Administrator							
Marketing Manager							
Night Maintenance Supervisor							
Software Development Manager							
Technology Services Manager							
Technology Support Specialist							
Department Directors							
Customer Service Director	A	A	C	D	E	F	
Facilities Director							
Finance Director							
Grants & Governmental Affairs Director							
Human Resources Director							
Illinois Terminal Director							
Maintenance Director							
Operations Director							
Safety & Training Director							
Executive Team							
Chief Operating Officer	A	A	A	A	E	F	
Chief of Staff							
Managing Director					A		

The steps listed with the associated letter must be taken prior to purchase except in the case of emergencies.

- Authority to purchase and approve purchases.
- Obtain approval from one Executive Team member. If not feasible, approval from two Department Directors is acceptable.
- Obtain approval from one Executive Team member. If not feasible, approval from one Department Director is acceptable.
- Obtain approval from one member of Executive Team.
- Obtain Managing Director approval.
- Obtain Board of Trustees approval.

Exceptions:

- If purchase does not fall into a category listed in **Appx. 5.6b Corporate Credit Card Policy**, approval of Managing Director or two members of Executive Team is required regardless of cost.
- Approval of Managing Director or two members of Executive Team is required for purchase of gift cards with corporate credit card regardless of the amount.



Originated	Revision #
M. Wright	
05/11/2020	

Credit Card Policy

Applies to: Staff
 Procedure Owner: Finance Director

The purpose of this policy is to establish methods of credit card approval, control requirements, and accounting practices for the purchase of goods and services for the benefit of MTD with a District credit card, Amazon account, or store credit card such as Sam's Club, Lowe's, Menard's, etc, collectively known as "card" or "cards" for the purposes of this policy. All purchases are subject to **8 GP1 Procurement Manual**.

1. The Managing Director, Chief of Staff, or Chief Operating Officer, known as the Executive Team, approve the establishment, maintainance, and deactivation of card accounts to be executed by the Finance Director or Comptroller.
2. Approval, as described in Procurement Manual **Appendix 5.6a Purchasing Authority**, is required prior to purchase. If an emergency requires an immediate purchase, approval and documentation procedures must be completed as soon as possible.
3. Prior to making a purchase, the purchaser and approver must fully complete the Card Transaction Form, including the electronic signature.
4. Cards may be used to purchase goods and services for the benefit of MTD for purposes listed below or as approved by Managing Director or two members of the Executive Team.
 - a) Meals for employee meetings when attendance is required by employees
 - b) Travel expenses including transportation, hotel, and meals for approved conferences, training, bus inspections in accordance with the travel policy
 - c) Dues and subscriptions for approved professional organizations or services
 - d) Licenses and permits for required governmental entities
 - e) Electronic services such as TSheets, SurveyMonkey, Google Cloud
 - f) Supplies for approved employee events
 - g) Parts, supplies, and tools for Maintenance or Technology Services
 - h) Office supplies
 - i) Outreach and advertising supplies
 - j) MTD Fitness Center incentives
 - k) Job postings
5. A receipt or paper copy of the card purchase must be submitted to the Finance Department within 24 hours for local or online purchases and within 3 days of returning to work at MTD for travel purchases.
6. The following restrictions apply to this policy:
 - a) Cards cannot be used for cash advances, personal purchases, illegal activites, or in violation of bidding and procurement policies or other MTD policies.
 - b) The Finance Department will reconcile the Card Transaction Form with the monthly statements from the card issuers and/or audit card transactions at periodic intervals. Appropriate action will be taken to research and resolve any discrepancies.
 - c) Gift cards of any amount may not be purchased using a card without approval of Managing Director or two members of the Executive Team.

- d) All purchases on the Amazon website must be made using the MTD Amazon account to qualify as a tax exempt purchase. Do not use the District credit card for Amazon purchases.
- 7. The employee using the credit card has the following responsibilities:
 - a) Protect the security of the card when used online and when used in person. Cards not assigned to an individual will be kept in a secure location in the Finance Dept when not in use.
 - b) Ensure that vendors do not charge sales tax on purchases except in the case of travel reimbursement when sales tax exclusion may not be practical.
 - c) At all times, strive to obtain the best value for MTD by using reputable vendors and comparing prices.
 - d) Report lost or stolen cards immediately to the credit card's member services department for the specific card and to the Finance Department.
 - e) Do not directly request a credit increase with the card issuer. Two members of the Executive Team must approve any credit limit increases.
 - f) Read, sign, and date this Policy to acknowledge the privileges and responsibilities as an authorized card user.
- 8. Consequences for unauthorized charges include, but are not limited to, reimbursement to MTD for the purchase amount as documented by an employee deduction authorization, loss of authorized use of the cards, and discipline up to and including discharge.
- 9. All cards will be enrolled in available cost effective rewards programs with any credit card points/rewards earned to be used for MTD, not individual gain.

I, _____, have read the Credit Card Policy and hereby acknowledge that I agree to comply with the above terms and conditions.

Authorized Card User Signature

Date

Authorized Card User Title

Executive Team Member Signature

Date



To: Board of Trustees
From: Mitch Spicer, Safety & Training Director
Date: June 24, 2020
Subject: Approval of the Public Transportation Agency Safety Plan (PTASP)

- A. Introduction:** The District has always prioritized safety and taken proactive steps to operate with the highest degree of care. MTD presents for approval our latest safety-driven initiative, a Public Transportation Agency Safety Plan (PTASP), which addresses all applicable requirements and standards set forth in the Federal Transit Administration's (FTA) Public Transportation Safety Plan and National Public Transportation Safety Plan requirements.
- B. Recommended Action:** Staff recommends approval of MTD's PTASP, fulfilling the requirement set forth with the United States Department of Transportation (USDOT) Final Rule 49 C.F.R. Part 673 Public Transportation Agency Safety Plan.
- C. Summary:** The PTASP is an all-encompassing document of safety management within an organization. To be updated on an annual basis, this document provides guidance on MTD-specific policies and procedures:
- Safety Management Policy
 - Safety Performance Targets
 - Safety Target Coordination
 - Safety Risk Management
 - Safety Assurance
 - Safety Promotion
 - Safety Management Documentation
- This document also serves to create a documented timeline in implementing a Non-Punitive Safety Reporting System, MTD's Continuity of Operations Plan (COOP), and Safety Assurance & Promotion Activities.
- D. Background:** On July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).
- The PTASP rule became effective on July 19, 2019.
 - Due to the COVID-19 pandemic, FTA published a Notice of Enforcement Discretion on April 22, 2020 to extend the PTASP compliance deadline from July 20, 2020 to December 31, 2020.
- E. Alternatives – advantages/disadvantages:** Authorizing this plan will allow MTD to be in compliance with USDOT Final Rule 49 C.F.R. Part 673 Public Transportation Agency Safety Plan and implement the programs required.
- F. Budget & Staffing Impacts:** Staff will be impacted by the roles and duties set forth in the PTASP, most notably the designation of the Managing Director as the Accountable Executive and the Safety & Training Director as the Chief of Safety.
-



Champaign-Urbana Mass Transit District

Public Transportation Agency Safety Plan (PTASP)

Date Adopted: 6/24/2020

Last Revised: 6/9/2020

Adopted by:

Karl P. Gnadt/
Managing Director/CEO
PTASP Accountable Executive
Champaign-Urbana Mass Transit District

Date

Adopted by:

Mitch Spicer/
Safety & Training Director
PTASP Chief Safety Officer
Champaign-Urbana Mass Transit District

Date

Adopted by:

Bradley Diel/
Chair of the Board of Trustees
Champaign-Urbana Mass Transit District

Date

Champaign-Urbana Mass Transit District, hereinafter, shall be referred to as MTD

This plan is submitted in compliance with the United States Department of Transportation Final Rule 49 C.F.R. Part 673 Public Transportation Agency Safety Plan. This Agency Safety Plan (ASP) addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan

MTD is dedicated to providing the safest working environment possible for *all* employees. This plan has been distributed internally within MTD and with external agencies that may be affected by its implementation.

This is a public document subject to FOIA access. The ideas presented are developmental and are presented for discussion and do not imply a recommendation or course of action. There will likely be modifications to the ideas presented. Limited distribution is requested to those interested parties that will assist in the development of the options presented. Presentation for public response will occur after the ideas are analyzed and expanded or reduced. There may be errors in the data presented or interpretation of the data.

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Transit Agency Information

Transit Agency Name	Champaign-Urbana Mass Transit District (MTD)		
Transit Agency Address	1101 E University Ave. Urbana, IL 60802		
Name and Title of Accountable Executive	Karl P. Gnadt, Managing Director/CEO		
Name of Chief Safety Officer or SMS Executive	Mitch Spicer, Safety & Training Director		
Mode(s) of Service Covered by This Plan	Motor Bus, Demand Response	List All FTA Funding Types (e.g., 5307, 5310, 5311)	5307, 5311, 5339, Other
Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)	Motor Bus – Directly Operated Demand Response – Directly Operated Demand Repose – Contracted Service		

Does the agency provide transit services on behalf of another transit agency or entity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Description of Arrangement(s)	Champaign County Area Rural Transit System (C-CARTS)
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided	Champaign County Area Rural Transit System (C-CARTS) 1101 E. University Ave. Urbana, IL 61802			

Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Champaign-Urbana Mass Transit District (MTD)	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval
	MTD Board of Trustees	
	Relevant Documentation (title and location)	
	Board Minutes -	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Karl P. Gnadt, Managing Director/CEO	
	Relevant Documentation (title and location)	
	Fiscal year 2020 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements.	

Version Number & Updates

History of Successive Versions of this Plan

Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.0	Original Document	Original Document	6/24/2020

Annual Review and Update of the Public Transportation Safety Plan

Process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

The annual review will be conducted by the Managing Director, Safety & Training Director, Chief of Staff, and Chief Operating Officer in April of each year. Final decision on changes will be made and certified by August of each year.

2020 Safety Management Policy

Approved by Accountable Executive 06/24/2020

MTD's Mission, Vision, and Core Values are the guiding principles that espouse who we are and what we aspire to be. We have a long and enviable history of service excellence, community support, and respect for our mission. You will help this continue and I am excited to have you be part of the future of our team.

MTD's Mission is to "Lead the way to greater mobility" and we expect that our employees will be leaders in public transit safety. Our Vision is to go beyond traditional boundaries to promote excellence in transportation. Our Core Values help describe the culture of the organization, those at the very heart of our organization.

- Commit to 'Yes'
- Provide outstanding customer/public service
- Develop long-term positive relationships
- Embrace opportunity and innovation

For our safety program, we educate, encourage, and endorse a strong and robust culture of safety at all levels of the organization. MTD is committed to developing, implementing, maintaining, and constantly improving processes to ensure that our service delivery and support achieve the highest level of safety performance.

In our ISO 9001:2015 & 14001:2015 management system (MTD2071), we are committed to improving customer service and decreasing our environmental impacts. The delivery of safe transit service is a key component in the MTD2071 program.

Safety is the highest priority for all Departments and Operation at MTD. We are committed to creating an environment where our employees are competent and confident in their abilities to perform their duties in a safe, efficient, and responsible manner. Our employees exhibit the “Highest Degree of Care” in the discharge of their duties.

Our Safety Management System (SMS) is a flexible, scalable approach to safety that has been widely adopted across multiple modes of transportation in both the public and private sectors and overlaps significantly with the requirements included in 49 U.S.C. 5329. It employs a systematic, data-driven approach in which risks to safety are identified, then controlled or mitigated to acceptable levels. SMS brings business-like methods and principles to safety. Like the ways in which an organization manages its finances, our safety plans have targets and performance indicators, which help MTD continuously monitor safety performance throughout the organization.

MTD’s SMS consists of four categories of activities.

- Safety Policy
- Safety Risk Management
- Safety Promotion
- Safety Assurance

Safety is not just an important aspect of what we do. Safety is our CALLING. There is not a single moment, there is not a single employee, and there is not a single day – that safety should not be the at the forefront of every employee’s mind. We are counting on each one of you – and the community is counting on you – to answer this charge, to make this your life’s work.

Karl P. Gnadt
Managing Director/CEO
Champaign-Urbana Mass Transit District

Introduction

Illinois Highest Degree of Care. These instructions are provided to address the common law and statutory duty imposed upon common carriers with regard to maintaining the safety of their passengers. A common carrier owes its passengers the duty to use the highest degree of care consistent with the type of vehicle used in the practical operation of its business. *Rotheli v. Chicago Transit Authority*, 7 Ill.2d 172, 130 N.E.2d 172 (1955).

§673.3 Policy (regulation). *The Federal Transit Administration (FTA) has adopted the principles and methods of Safety Management System (SMS) as the basis for enhancing the safety of public transportation in the United States. FTA will follow the principles and methods of SMS in its development of rules, regulations, policies, guidance, best practices, and technical assistance administered under the authority of 49 U.S.C. 5329. This part sets standards for the Public Transportation Agency Safety Plan, which will be responsive to FTA’s Public Transportation Safety Program, and reflect the specific safety objectives, standards, and priorities of each transit agency. Each Public Transportation Agency Safety Plan will incorporate SMS principles and methods tailored to the size, complexity, and scope of the public transportation system and the environment in which it operates.*

§ 673.21 General requirements (regulation). *Each transit agency must establish and implement a Safety Management System under this part. A transit agency Safety Management System must be appropriately scaled to the size, scope and complexity of the transit agency and include the following elements: (a) Safety Management Policy as described in § 673.23; (b) Safety Risk Management as described in § 673.25; (c) Safety Assurance as described in § 673.27; and (d) Safety Promotion as described in § 673.29.*

An SMS is a formal, top-down, organization-wide, data driven approach to managing safety risk and assuring the effectiveness of safety risk mitigations. MTD’s SMS is structured by its Safety Management Policy, Safety Management Processes, such as the safety risk management processes, safety assurance processes, and safety promotion. The purpose of this SMS is to promote a safety culture in which:

- Leadership displays clear commitment to safety
- Open and effective communication can take place
- Employees feel personally responsible for safety
- The organization practices continuous learning
- A Safety-conscious work environment is promoted
- Non-punitive, clearly defined reporting systems are in place
- Safety is demonstrably prioritized
- Mutual trust is exhibited
- Responses to safety concerns are fair and consistent
- Safety training and resources are made available

Safety Commitment

MTD is committed to:

- Supporting the management of safety activities through the provision of appropriate resources that result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to the results of the other management systems of MTD
- Integrating the management of safety among the primary responsibilities of all managers, supervisors, and employees

- Clearly defining the accountabilities and responsibilities of all managers, supervisors, employees, and contractors for the delivery of MTD's safety performance and the performance of the Safety Management System
- Establishing and operating the **Hazard Identification – Risk Assessment – Mitigation (HIRAM)** process as a primary source for safety concerns and analysis
- Ensuring that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of laws, regulations, or procedures
- Complying with state and federal legislative and regulatory requirements and standards
- Ensuring that sufficient skilled and trained personnel are available to implement safety management processes
- Ensuring that all employees are provided with adequate and appropriate safety related information and training and that they are competent and confident in their abilities to discharge their assigned duties
- Establishing and measuring our safety performance against realistic and data-driven safety performance indicators and targets
- Continually improving our safety performance through management processes that ensure safety management actions are appropriate and effective

Objectives

MTD has established the following safety objectives:

- Perform annual audits to ensure SMS compliance within the MTD2071 Internal Audit
- Identify, analyze, and resolve, and, when possible, hazards through an established employee reporting system.
- Conduct emergency drills beginning in 2022 in accordance with the Continuity of Operations Plan (COOP)
- Monitor Key Performance Indicators and revise them on an annual basis within MTD2071
- Establish and monitor General and Key Performance Indicators and revise them on an annual basis within MTD2071
- Review safety requirements and usage for design, engineering, facilities, equipment, and physical infrastructure projects
- Evaluate safety implications of system changes to routes, schedules, and operating policies

Upon implementation of the Safety Management System, this Policy shall be communicated through MTDweb to all employees; through Bulletins; revisions to the Employee Handbook as

needed; revisions to new hire training; inclusion in the yearly Summer Review sessions; and through articles placed in the monthly internal newsletter, *BusLines*.

Safety Authorities, Accountabilities, and Responsibilities

Accountable Executive

MTD has identified the Managing Director/CEO as the accountable executive of the Safety Management System (SMS). The Managing Director/CEO is committed to the highest levels of safety and will provide sufficient resources and support necessary to ensure successful implementation of the SMS, ensuring action is taken, as necessary, to address substandard performance within MTD's SMS.

Chief Safety Officer

MTD has identified the Safety & Training Director (S&TD) as the Chief Safety Officer. The S&TD has the authority and responsibility for day-to-day implementation and operation of the SMS. The S&TD's responsibilities include:

- Developing and maintaining SMS daily implementation and documentation
- Directing hazard identification, risk assessment, and mitigation activities **(HIRAM)**
 - This work is done with the support and input from frontline employees serving on the Safety Advisory Committee (SAC)
- Providing periodic reports on safety performance
 - Performance Indicator Reports
 - Department Head Meetings
 - MTD2071 Management Reviews
 - All Staff Luncheons
- Briefing the Accountable Executive on SMS implementation progress
- Identifying substandard performance and developing improvement programs
- Planning safety training activities
 - Summer Review Training
 - Professional Development for S&T Department
 - Road Instructor Training
 - Line Instructor Training
 - Six Month Review
 - Mentor Rides
 - Check Rides

Agency Leadership and Top Management

The following are members of the Top Management Team other than the Accountable Executive and the Chief Safety Officer who have authorities or responsibilities for day-to-day implementation and operation of MTD SMS:

- Chief of Staff (CoS)
- Chief Operating Officer (COO)

Key Staff

The following group of staff members have been identified as key to support the development, implementation, and operation of MTD's SMS.

- Operations Director
- Assistant Operations Director
- Planning Manager
- Special Services Manager
- Control Center Manager
- Street Supervisors
- Assistant Safety & Training Director of Instruction
- Assistant Safety & Training Director of Compliance
- Lead Instructors
- Road Instructors
- Line Instructors
- Facilities Director
- Illinois Terminal Director
- Maintenance Director
- Maintenance Administrator
- Inventory Supervisor
- Night Maintenance Supervisor
- MTD2071 Internal Audit Team

Employee Safety Reporting Program

§ 673.23 Safety management policy (regulation). (a) A transit agency must establish its organizational accountabilities and responsibilities and have a written statement of safety management policy that includes the agency's safety objectives. (b) A transit agency must establish and implement a process that allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management, and a description of employee behaviors that may result in disciplinary action. (c) The safety management policy must be communicated throughout the agency's organization. (d) The transit agency must establish the necessary authorities, accountabilities, and responsibilities for the management of safety amongst the following individuals within its organization, as

they relate to the development and management of the transit agency's Safety Management System (SMS)

Pursuant to §673.23(b) (section by section analysis), a transit agency must include in its Safety Management Policy statement a process that allows employees to report safety conditions to senior management. This process must provide protections for employees who report safety conditions to senior management and a description of behaviors that are unacceptable and that would not be exempt from disciplinary actions. These procedures are critical for ensuring safety. A reporting program allows employees who identify safety hazards and risks in the day-to-day duties to directly notify senior personnel, without fear of reprisal, so that the hazards and risks can be mitigated or eliminated.

Immediate hazards are reported to a Supervisor or Manager as soon as possible. MTD will introduce a reporting program that includes formal and informal interaction between Operators, Supervisors, Technicians, Service Workers, Utility Workers, Illinois Terminal employees, Safety & Training Instructors, and other affected Staff in the 2021 calendar year. The formal SMS process is primarily focused on resolving safety issues that will require resources, discussion, and action steps. The Employee Close Call Safety Reporting Program (ECCSRP) as required in 49 CFR 673 at MTD is defined in the **HIRAM** process (**H**azard **I**dentification – **R**isk **A**ssessment – **M**itigation) in the Safety Risk Management section of this document.

Employees who participate in the **HIRAM** process are ensured that no action will be taken against any employee who discloses a safety concern, unless disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of federal, state, local, or MTD regulation or procedures.

HIRAM is the formal process for reporting safety concerns. Informal processes related to safety concerns include interactions among Operators, Supervisors, Controllers, Instructors, and Staff. In the informal process, safety concerns can be discussed with Supervisors and Managers, and they will note the concerns. Minor concerns may be resolved quickly by the Supervisor or Manager if it is within their range of authority. Concerns that require additional resources internal to MTD among departments and employees will be communicated to the Safety & Training Director or Assistant Safety & Training Directors. They will determine if the concern should be logged into the **HIRAM** process or if the issue can be resolved quickly through the normal MTD chain of command.

Public Safety and Emergency Management

The Continuity of Operations Plan (COOP), which is scheduled for completion in 2022, defines the integration of MTD with local public safety agencies and emergency management procedures. It describes the coordination with external public and private organizations following a disaster or emergency and the internal processes for a swift return to normal operations. Protocols for MTD Departments during abnormal conditions will also be defined

including an off-site emergency operations control center. Staffing levels, work assignments, and other possible changes to service policies during emergencies will be defined.

Annual Reports

§673.11(a)(5) (regulation) *requires that each transit agency must establish a process and timeline for conducting an annual review and update of its Public Transportation Agency Safety Plan.*

The Safety & Training Director shall maintain reports generated through the SMS process. The Chief of Staff, Chief Operating Officer, and other affected Staff shall review the reports yearly and update the Public Transportation Agency Safety Plan as needed.

Safety Performance Targets

§673.11(a)(3) (regulation) *The Agency Safety Plan must include performance targets based on the safety performance measures established in FTA's National Public Transportation Safety Plan.*

A performance measure is an expression based on a quantifiable indicator of performance condition and used to establish targets and assess progress toward meeting targets. A performance target is a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period. The FTA has established four performance measures in the National Public Transportation Safety Plan:

- Fatalities
- Injuries
- Safety Events
- System Reliability

On an annual basis, MTD will update the Safety Performance Targets in this document based on performance measures from the previous five years. These performance targets will be monitored for the monthly Key Performance Indicator (KPI) Report for 2020, years 2015-2019* will be analyzed. While the FTA has not created a standard method for developing Safety Performance Targets, MTD has elected to follow the sample method provided by the FTA PTASP Technical Assistance Center.

The data used for these measures is sourced from the National Transit Database (NTD) regarding Vehicle Revenue Miles, Fatalities, Injuries, Safety Events, and System Reliability. For System Reliability, the Maintenance Key Performance Indicators are used to collect information on miles between road calls on vehicles.

*Major Mechanical Failures per Vehicle Revenue Mile for System Reliability data only available from January 2019 to present.

Current Performance – Fixed Route Bus – MB-DO

	Five-Year Average
Fatalities	0
Injuries	3.6
Safety Events	3.2
System Reliability*	45,306
Vehicle Revenue Miles	3,114,563

Table 1 Current Performance on a Five-Year Average from 2015-2019 for 2020 MTD Fixed Route Service.

**Major Mechanical Failures per Vehicle Revenue Mile for System Reliability data only available from January 2019 to present.*

Current Performance – Demand Response – DR-DO

	Five-Year Average
Fatalities	0
Injuries	0
Safety Events	0
System Reliability*	19,847.4
Vehicle Revenue Miles	176,544

Table 2 Current Performance on a Five-Year Average from 2015-2019 for 2020 MTD Directly Operated Demand Response Service.

**Major Mechanical Failures per Vehicle Revenue Mile for System Reliability data only available from January 2019 to present.*

2020 Performance Targets

Calculations for each target can be found in the bottom row of the table. The rate used for MB-DO is per 1,000,000 vehicle revenue miles. The rate used for DR-DO is per 50,000 vehicle revenue miles.

Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability*
Fixed Route Bus – MB-DO	0	1.16	1.03	14,546.5
Demand Response – DR-DO	0	0	0	5,620.98
MB-DO Fatalities – $(0 / 3,114,563) * 1,000,000 = 0$ MB-DO Injuries – $(3.6 / 3,114,563) * 1,000,000 = 1.155860388760799$ MB-DO Safety Events – $(3.2 / 3,114,563) * 1,000,000 = 1.027431456676266$ MB-DO System Reliability – $(45,306 / 3,114,563) * 1,000,000 = 14,546.50299255465$ DR-DO Fatalities – $(0 / 176,544) * 50,000 = 0$ DR-DO Injuries – $(0 / 176,544) * 50,000 = 0$ DR-DO Safety Events – $(0 / 176,544) * 50,000 = 0$ DR-DO System Reliability – $(19,847.4 / 176,544) * 50,000 = 5,620.978339677361$				

Table 3 2020 MTD Performance Targets and Calculations.

*Major Mechanical Failures per Vehicle Revenue Mile for System Reliability data only available from January 2019 to present.

2020 Aspirational Performance Targets

The table below shows the Performance Targets for the 2020 calendar year. Calculations for each target can be found in the bottom row of the table. The rate used for MB-DO is per 1,000,000 vehicle revenue miles. The rate used for DR-DO is per 50,000 vehicle revenue miles. The aspirational targets represent a 5% reduction in the set 2020 Performance Targets set in Table 3 2020 MTD Performance Targets and Calculations.

Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability*
Fixed Route Bus – MB-DO	0	1.1	0.98	15,273.83
Demand Response – DR-DR	0	0	0	5,902.03
<p>MB-DO Fatalities – $(0 / 3,114,563) * 1,000,000 = 0 * 0.05 = 0$</p> <p>MB-DO Injuries – $(3.6 / 3,114,563) * 1,000,000 = 1.155860388760799$ $1.155860388760799 * 0.05 = 0.05779301943804$ $1.155860388760799 - 0.05779301943804 = 1.098067369322759$</p> <p>MB-DO Safety Events – $(3.2 / 3,114,563) * 1,000,000 = 1.027431456676266$ $1.027431456676266 * 0.05 = 0.0513715728338133$ $1.027431456676266 - 0.0513715728338133 = 0.9760598838424527$</p> <p>MB-DO System Reliability – $(45,306 / 3,114,563) * 1,000,000 = 14,546.50299255465$ $14,546.50299255465 * 0.05 = 727.3251496277325$ $14,546.50299255465 + 727.3251496277325 = 15,273.82814218238$</p> <p>DR-DO Fatalities – $(0 / 176,544) * 50,000 = 0 * 0.05 = 0$</p> <p>DR-DO Injuries – $(0 / 176,544) * 50,000 = 0 * 0.05 = 0$</p> <p>DR-DO Safety Events – $(0 / 176,544) * 50,000 = 0 * 0.05 = 0$</p> <p>DR-DO System Reliability – $(19,847.4 / 176,544) * 50,000 = 5,620.978339677361$ $5,620.978339677361 * 0.05 = 281.0489169838681$ $5,620.978339677361 + 281.0489169838681 = 5,902.027256661229$</p>				

Table 4 2020 MTD Aspirational Performance Targets.

*Major Mechanical Failures per Vehicle Revenue Mile for System Reliability data only available from January 2019 to present.

Safety Target Coordination

§ 673.15 (regulation). Coordination with metropolitan, statewide, and non-metropolitan planning processes. (a) A State or transit agency must make its safety performance targets available to States and Metropolitan Planning Organizations to aid in the planning process. (b) To the maximum extent practicable, a State or transit agency must coordinate with States and Metropolitan Planning Organizations in the selection of State and MPO safety performance targets.

The Accountable Executive designates the Safety & Training Director to submit safety performance targets to the local Metropolitan Planning Organization's (MPO) Champaign Urbana Urbanized Transportation Study (CUUATS) in August of each year after the revised annual goals are established through the Yearly Safety Review (YSR). Safety performance

targets will also be submitted to the Illinois Department of Transportation in August of each year.

Safety Risk Management

Introduction

§673.25 (regulation) *Safety risk management. (a) Safety Risk Management process. A transit agency must develop and implement a Safety Risk Management process for all elements of its public transportation system. The Safety Risk Management process must be comprised of the following activities: Safety hazard identification, safety risk assessment, and safety risk mitigation.*

§673.25(a) (section by section analysis) *Safety Risk Management Pursuant to §673.25(a), each transit agency must establish and implement its process for managing safety risk, including the following three steps: (1) Safety hazard identification, (2) safety risk assessment, and (3) safety risk mitigation, for all elements of its public transportation system, including changes to its public transportation system that may impact safety performance. At a minimum, FTA expects each transit agency to apply its safety risk management process to its existing operations and maintenance procedures, the design of a new public transportation system and other capital projects, changes to its existing public transportation system, new operations of service to the public, new operations or maintenance procedures, organizational changes, and changes to operations or maintenance procedures. Additionally, FTA expects each transit agency to develop measures to ensure that safety principles, requirements, and representatives are included in the transit agency's procurement process.*

Safety Risk Management is a system of hazard identification and evaluation, management to control hazards to an acceptable level of risk, and evaluation of the results. Hazards are defined as a condition, act, process, or operation that has the potential to cause harm or danger or damage.

There are many different approaches to safety risk management planning. MTD has a broad range of methods for identifying and assessing hazards including:

- Formal analysis
- Informal analysis
- Programmatic solutions

Safety does not mean the elimination of all safety risks. Using the Safety Risk Management process, the hazards to persons or equipment can be minimized to an acceptable level by use of various types of engineering controls, physical improvements, or changes in MTD training and operating protocols. Documentation of the analysis process, implementation, and subsequent review will create a reasonable solution to safety hazards.

Risk Management Process

The Safety Risk Management Process at MTD consists of formal and informal mechanisms for reporting, analyzing, mitigating, and managing safety risks. The formal process includes:

- Hazard Identification- identification of as many credible hazards that may result in harm or damage to the operating system under study
- Risk Assessment- probability/likelihood and consequences of various risk scenarios and ranking of the safety risk in terms of acceptability
- Safety Risk Options - options for mitigating the safety risk are considered, including financial feasibility
- Safety Risk Mitigation- plan for placing safety risk control measures into action, including documentation of the process
- Safety Risk Monitoring- evaluation of the effectiveness of the safety risk decision and control measures over time.

MTD has established the **HIRAM** (Hazard Identification – Risk Assessment – Mitigation) process as the formal process for Safety Risk Management. The Safety Advisory Committee reviews formal input and analyzes issues using the **HIRAM** process. There are also formal MTD employee involvement committees that may address safety concerns including, but not limited to, the Safety Advisory Committee, Routes & Schedules Committee, School Outreach Committee, and Wage & Policy Committee. All safety-related items discussed in non-SAC committee meetings must be submitted, in writing via MTDweb message or email, to the Safety & Training Director, Assistant Safety & Training Director of Compliance, and/or Assistant Safety & Training Director of Instruction.

Procedures and recommendations to mitigate items submitted to the **HIRAM** process may be sourced from transit industry safety programs; the American Public Transportation Association (APTA); Illinois Public Transit Association (IPTA); Illinois Department of Transportation (IDOT); and the Federal Transit Administration (FTA). Additional information may be provided by the Transportation Cooperative Research Program (TCRP); Transportation Safety Institute (TSI); University Transportation Centers (UTC); other transit agencies, listservs, and private businesses that provide transit safety recommendations, best practices, products, and services.

Hazard Identification

§673.25 (b) Safety hazard identification. (regulation). (1) A transit agency must establish methods or processes to identify hazards and consequences of the hazards. (2) A transit agency must consider, as a source for hazard identification, data and information provided by an oversight authority and the FTA.

Pursuant to §673.25(b)(1), (section by section analysis) Each transit agency must establish a process for safety hazard identification, including the identification of the sources, both proactive and reactive, for identifying hazards and their associated consequences. Activities for hazard identification could include formalized processes where a transit agency identifies hazards throughout its entire system, logs them into a database, performs risk analyses, and identifies mitigation measures. These activities also could include safety focus groups, reviews of safety reporting trends, and for smaller bus systems, it could mean holding a meeting with a few bus operators, discussing hazards on the system, deciding which ones pose the greatest risk, and then developing mitigation. A transit agency must apply its process for safety hazard identification to all elements of its system, including but not limited to its operational activities, system

expansions, and state of good repair activities. FTA encourages transit agencies to take into account bicycle and pedestrian safety concerns, along with other factors, as agencies are conducting Safety Risk Management.

Pursuant to §673.25(b)(2), (section by section analysis) each transit agency must include, as a source for safety hazard identification, data and information provided by an oversight authority and FTA. Safety hazard identification activities should be commensurate with the size of the transit agency's operations. For example, the number of identified hazards for a small rural bus system may be less than the number of hazards identified for a large multi-modal system.

Pursuant to §673.25(c) (section by section analysis), each transit agency must establish procedures for assessing and prioritizing safety risks related to the potential consequences of hazards identified and analyzed in §673.25(b). Each transit agency must assess safety risks in terms of probability (the likelihood of the hazard producing the potential consequences) and severity (the damage, or the potential consequences of a hazard, that may be caused if the hazard is not eliminated or its consequences are not successfully mitigated).

A transit agency should consider the results of its asset condition assessments when performing safety hazard identification activities within its SMS. The results of the condition assessments, and subsequent SMS analysis, will inform a transit agency's determination as to whether an asset meets the state of good repair standards under 49 CFR part 625.

The Hazard Identification process at MTD consists of input from a variety of sources. The formal, internal committee structure (Safety Advisory, Wage & Policy, School Outreach, Routes & Schedules, and others) provides adequate opportunity for Operators, Maintenance employees, and Supervisory Staff to identify hazards. Asset condition deterioration will be communicated by the Facilities Director, Illinois Terminal Director, and Maintenance Director to the Safety & Training Director. There will be one article per year focusing on Equipment Quality & Maintenance featured in MTD's monthly newsletter, *BusLines*. Input from other governmental sources (FTA, IDOT, MPO, local governments) and the general public will be forwarded to the Safety & Training Director who will enter the information into the appropriate process. MTD's alternative mobility advocate will be contacted regarding bicycle and pedestrian safety concerns.

Some input will be sent to the **HIRAM** process for assessment as explained in a subsequent section. Other inputs may be addressed as formal training for appropriate employees as determined by the Safety & Training Director and the associated Department Head. MTD Committees may also be included in information from external sources and some input may be informally addressed by Supervisors and Managers.

The Safety & Training Director will be responsible for staying informed on capital improvements which may have a safety component. This will be done through regular communications with the Grants & Governmental Affairs Director, Facilities Director, Illinois Terminal Director, Maintenance Director, and Operations Director. These would include infrastructure improvements; vehicle purchases and vehicle component modifications; and known

infrastructure changes by MTD or other agencies. MTD safety concerns will be communicated during the specification development phase to the Accountable Executive (CEO) and Chief Operating Officer.

Risk Assessment

§673.25 Safety risk assessment. (regulation) (1) A transit agency must establish methods or processes to assess the safety risks associated with identified safety hazards. (2) A safety risk assessment includes an assessment of the likelihood and severity of the consequences of the hazards, including existing mitigations, and prioritization of the hazards based on the safety risk.

Pursuant to **§ 673.25(c), (section by section analysis)** each transit agency must establish procedures for assessing and prioritizing safety risks related to the potential consequences of hazards identified and analyzed in §673.25(b). Each transit agency must assess safety risks in terms of probability (the likelihood of the hazard producing the potential consequences) and severity (the damage, or the potential consequences of a hazard, that may be caused if the hazard is not eliminated or its consequences are not successfully mitigated).

Risk Assessment at MTD is defined by the **HIRAM** process using the Risk Assessment Matrix shown in Table 5. For all identified risks in the **HIRAM** process, the formal process will be followed and documented. For hazards that are presented informally or from other committees, the S&TD will make a risk assessment. For those items that are ranked as yellow or green (low or medium ranking) in the Risk Assessment Matrix below, the S&TD's decision will be final. For more serious rankings (red), the S&TD will confer with affected Staff for assistance in the assessment. For non-urgent issues, the serious or high ranked issues will be entered into the **HIRAM** process.

Mitigation

§673.25 (d) Safety risk mitigation. (regulation) A transit agency must establish methods or processes to identify mitigations or strategies necessary as a result of the agency's safety risk assessment to reduce the likelihood and severity of the consequences.

Pursuant to **§673.25(d) (section by section analysis)**, each transit agency also must establish criteria for the development of safety risk mitigations that are necessary based on the results of the agency's safety risk assessments. For example, a transit agency may decide that the criteria for developing safety risk mitigations could be the identification of a safety risk, benefit-cost analysis, a system level change (such as the addition of new technology on a vehicle), a change to operational procedures, or the expansion of service. To further illustrate these examples, a transit agency may color code different levels of safety risk ("red" as high, "yellow" as medium, and "green" as minor) and develop different types of safety risk mitigations to correspond to those levels.

Risk Mitigation is a multi-step process. Options are developed in the **HIRAM** process and analyzed for effectiveness and cost. The Safety Advisory Committee, affected Staff, and ad hoc committees may be utilized to generate mitigation options. The best two or three options will

be analyzed for cost/benefit and a recommended option will be chosen. Mitigation options that require investment from other governments (University of Illinois, IDOT, and/or local governments) will be forwarded to those entities.

Risk Monitoring

For identified hazards that cannot be mitigated, the S&TD will incorporate “hazard recognition” into the appropriate training phase. It may be incorporated into classroom, road, or line instruction, or into the annual summer review trainings.

For hazards that are mitigated, the S&TD will review the mitigation activity six months and twelve months after implementation. The S&TD will document the complete or partial success of the mitigation activity. Unintended consequences will also be documented. For partially successful activities, the S&TD will decide if another entry into the **HIRAM** process is necessary.

HIRAM Process

Hazard Identification – Risk Assessment – Mitigation

Safety concerns requiring immediate action should be reported to any Supervisor, Manager, or the Control Center and are not a part of this process.

The **HIRAM** process consists of **Hazard Identification**, **Risk Assessment**, and **Mitigation** alternatives. MTD has adopted the graphic below to illustrate the process for identification, assessment, and mitigation. If mitigation is not possible, efforts to inform employees of the hazard will be directed to the Safety Promotion part of the SMS.

The **Hazard Identification** step consists of input from MTD employees to the Safety & Training Director (S&TD), Assistant Safety & Training Directors, or Lead Instructors. Input can come from the Safety Advisory Committee (SAC) or through MTDweb. Employees can communicate with Supervisors and Managers for informal communication and discussion, the record of which would then be forwarded to the S&TD or a Safety & Training Assistant Director.

Employees will be encouraged to submit feedback through MTDweb through the Employee Close Call Safety Reporting Program (ECCSRP) that will serve as a Close Call Reporting System. The ECCSRP will be implemented in 2021. A close call, which is defined by MTD as, “any event that could cause physical harm to an individual or property, but did not occur,” can be reported using the feedback form on MTDweb. The user will select “Employee Close Call Safety Report” from the drop-down menu in the Feedback Form to create a report. Reports submitted are non-punitive except in cases of it being determined that a close call was a result of, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of federal, state, local, or MTD regulation or procedures.

Reports submitted on MTDweb are delivered to the Safety & Training Director, Assistant Safety & Training Director of Compliance, and Assistant Safety & Training Director of Instruction. The identity of a reporter will be kept confidential except in cases of a close call being the result of, unless disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of federal, state, local, or MTD regulation or procedures.

Supervisors and Managers may send identified hazards for analysis and discussion to the S&TD for inclusion in the next SAC meeting. Hazards are identified and discussed with the SAC to fully understand potential problems. Some hazards may be mitigated quickly and will be resolved without going through the **HIRAM** process. Hazards that are not quickly resolved will go to **HIRAM**.

The Safety Advisory Committee (SAC) will review all suggestions and concerns at its monthly meetings. There will be, at a minimum, one meeting per quarter or four meetings per calendar year. Input will be submitted to the Safety & Training Director, or designee, at least seven calendar days before the upcoming SAC meeting. The procedure that applies to joining an MTD Committee is located in MTD2071, 7 OP1 SOP Committee Sign Up. For input that has a physical component, the Safety & Training Department will attempt to have photos and/or maps of the location included in the presentation for the SAC meeting. Anyone submitting a physical hazard will be encouraged to submit photos to Safety & Training prior to the meeting. Safety & Training will submit the meeting agenda to SAC members the day before the meeting.

The SAC will discuss the risk and assign a preliminary **Risk Assessment** rating using the standard Risk Assessment Matrix in Table 5. The process is generally a consensus process. Where a consensus cannot be attained, the Safety & Training Director, or designee, will choose a Risk Assessment score from those discussed by the SAC.

Some hazards may result in additional study. The Safety & Training Department may communicate with other transit systems to compare their scores for a similar risk. The SAC may ask for a survey to be conducted through MTDweb. Participation in a survey is voluntary. The SAC may revise the score in a subsequent meeting after additional information is collected and presented.

Risk Assessment Matrix				
Severity/Likelihood	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	High	Medium
Probably (B)	High	High	Medium	Medium
Occasional (C)	High	Medium	Medium	Low
Remote (D)	Medium	Medium	Low	Low
Improbable (E)	Low	Low	Low	Low

Table 5 Risk Assessment Matrix

Hazard Probability

Safety Risk Index	Criteria by Index
High	<u>Unacceptable – Action Required:</u> Safety Risk must be mitigated or eliminated.
Medium	<u>Undesirable – Management Decision:</u> Top Management must decide whether to accept safety risk with monitoring or require additional action.
Low	<u>Acceptable with Review:</u> Safety risk is acceptable pending management review.

Table 6 Hazard Probability Categories

Hazard Severity

Severity Categories		
Description	Severity Category	Criteria
Catastrophic	1	Could result in one or more of the following: multiple deaths, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M.
Critical	2	Could result in one or more of the following: death, permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M, but less than \$10M.
Marginal	3	Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K, but less than \$1M.
Negligible	4	Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100K

Table 7 Severity Category Rubrik

Hazard Likelihood

Likelihood Levels			
Description	Level	Individual Item	System or Vehicle Fleet
Frequent	A	Likely to occur often in the life of an item	Continuously experienced. Potential consequence may be experienced more than once in 500 operating hours.
Probable	B	Will occur several times in the life of an item	Will occur frequently. Potential consequence may be experienced once between 500 and 6,000 operating hours.
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times. Potential consequence may be experienced once between 6,000 and 60,000 operating hours
Remote	D	Unlikely, but possible to occur in the lifetime of an item	Unlikely but can reasonably be expected to occur. Potential consequence may be experienced once between 60,000 and 180,000 operating hours.
Improbable	E	So unlikely, it can be assumed occurrences may not be experienced in the life of an item.	Unlikely to occur, but possible.

Table 8 Likelihood Level Rubrik

Mitigation options are developed by MTD Staff and the SAC. A recommended option will be chosen by the Safety & Training Department and/or the SAC. Other acceptable options developed will be documented. For options that require action by other agencies (local municipalities, FTA, State, private business, etc.), the recommended action will be forwarded. Response from those agencies will be considered by the Safety & Training Department and the recommended option may be altered.

For mitigation options that are completely within the control of MTD, the Safety & Training Department will thoroughly discuss those options with the affected departments and Top

Management for acceptance, modification, or rejection. Some actions may have an impact on another group of MTD employees, and they will be involved in mitigation options. Budgetary analysis in accordance with the Spending Authority Policy will be developed and a decision on the most prudent course of action will be decided. The final decision will be communicated to the SAC at a subsequent meeting.

When mitigation recommendations cannot be implemented, the hazard will be defined and included in subsequent training with recommended operating procedures. Recommended operating procedures will be established jointly by Safety & Training and the affected Department (e.g. Maintenance, Operations, etc.).

Mitigation Review will occur six and twelve months after the mitigation has been implemented to analyze the effect of the mitigation process. Successful mitigation will close the **HIRAM** process on the identified hazard. Partial or unsuccessful mitigation will be analyzed and resubmitted for analysis or closed and included in subsequent hazard training for new and existing employees.

The Safety & Training Director, Assistant Safety & Training Director of Compliance, Assistant Safety & Training Director of Instruction, or designee will be responsible for documentation of each step of the **HIRAM** process.

Safety Assurance

Introduction

§ 673.27(a) Safety assurance process. (regulation). *A transit agency must develop and implement a safety assurance process, consistent with this subpart. A recipient or subrecipient of Federal financial assistance under 49 U.S.C. Chapter 53 that operates more than one hundred vehicles in peak revenue service, must include in its safety assurance process each of the requirements in paragraphs (b), (c), and (d) of this section.*

Pursuant to § 673.27(a) (section by section analysis), each transit agency must develop and implement a process for Safety Assurance. Recipients and subrecipients of Federal financial assistance under 49 U.S.C. Chapter 53 that operate more than one hundred vehicles in peak revenue service must develop processes for (1) safety performance monitoring and measurement, (2) management of change, and (3) continuous improvement. Through these activities, each transit agency should accurately determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which it is effectively implementing its SMS. Each transit agency must conduct an annual review of the effectiveness of its safety risk mitigations.

§ 673.27 (b) Safety performance monitoring and measurement (regulation). *A transit agency must establish activities to: (1) Monitor its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance; (2) Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended; (3) Conduct*

investigations of safety events to identify causal factors; and(4) Monitor information reported through any internal safety reporting programs.

Pursuant to **§ 673.27(b) (section by section analysis)**, each transit agency must identify the data and information that it will collect from its operations, maintenance, and public transportation services so that it may monitor the agency's safety performance as well as the effectiveness of its SMS. Each transit agency must monitor its operations and maintenance protocols and procedures, and any safety risk mitigations, to ensure that it is implementing them as planned.

§ 673.27 (c) Management of change (regulation). (1) A transit agency must establish a process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance. (2) If a transit agency determines that a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management process.

Pursuant to **§ 673.27 (c) Management of change (section by section analysis)**, recipients and subrecipients that are subject to this rule and operate more than one hundred vehicles in peak revenue service must manage changes in their systems. These transit agencies must develop processes for identifying and assessing changes that may introduce new hazards or impact safety performance. If a transit agency determines that a change might impact safety, then the transit agency would need to evaluate the change using Safety Risk Management activities established under § 673.25. These changes would include changes to operations or maintenance procedures, changes to service, the design and construction of major capital projects (such as New Starts and Small Starts projects and associated certifications), organizational changes, and any other changes to a transit agency's system that may impact safety performance.

§ 673.27 (d) Continuous improvement. (regulation). (1) A transit agency must establish a process to assess its safety performance. (2) If a transit agency identifies any deficiencies as part of its safety performance assessment, then the transit agency must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

Pursuant to **§ 673.27(d) (section by section analysis)**, recipients and subrecipients that are subject to this rule and operate more than one hundred vehicles in peak revenue service must regularly assess their safety performance. If a transit agency identifies any deficiencies during a safety performance assessment, then it must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies. FTA expect each transit agency to conduct a safety performance assessment at least annually, and the safety performance assessment can be completed in conjunction with the annual review and update to its overall safety plan as required by 49 U.S.C. 5329(d)(1)(D) and 49 CFR 673.11(a)(5).

Each transit agency must investigate safety events (as defined in this final rule) and any reports of non-compliance with applicable regulations, standards, and legal authority. Finally, each transit agency must continually monitor information reported to it through any internal safety reporting programs, including the employee safety reporting program.

Safety Assurance refers to processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

The subcomponents of Safety Assurance are:

- Safety Performance Monitoring and Measurement
- Measurement of Change
- Continuous Improvement

Safety Assurance includes the following activities:

- Developing performance targets/measures
- Conducting safety assessments

Performance Targets & Measures

Safety assurance at MTD includes the establishment of realistic, risk-based performance targets. Performance targets are of two types: leading/key (KPI) and lagging (PI). Leading indicators are input based measures with a relationship to a product or goal. They measure and track performance before a problem occurs. Lagging indicators are outcome-based measures that are directly related to a product or goal. They measure performance against prior goals.

The current Leading Performance Indicators for Safety & Training are:

- Number of Mentor Rides for new drivers (actual vs. scheduled)
- Number of Check Rides for Operators beyond two years seniority (percent of total Operators with more than one-year seniority)
- Budget Sufficiency within the Safety & Training Department
 - Total number of instructors and instruction days
 - Total number of line instruction days
 - Hours of classroom and road instruction provided

The current Lagging Performance Indicators for Safety & Training are:

- Safety Performance Targets required by FTA in this document located beginning on Page 12 of this document
- Number of Preventable Accidents per 1,000,000 miles
- Non-Preventable Accidents per 1,000,000 miles
- Claims Against MTD per 1,000,000 miles
- Drug Screen Completion rate

Safety assurance determines how well the SMS is meeting MTD's requirements and expectations. It consists of a series of processes and activities that monitor the internal processes as well as our operating environment to detect changes or deviations that can affect safety risk mitigations or cause additional safety risks.

Safety assurance includes auditing, analysis, document reviews, and evaluations to make sure that agency safety performance criteria are met and that safety risk controls are effective.

The Yearly Safety Review (YSR) may use Root Cause Analysis (RCA) and Corrective Action Reports (CAR) to determine if significant changes in policy or procedure are required in the subsequent year. The Safety & Training Director is responsible for initiating and documenting the YSR. The review will take place in January or February after the previous calendar year's data is assembled.

The Safety Assurance program at MTD consists of:

- Reviews and Audits
- Accident/Incident Investigation
- Employee Safety Reporting Program (2021)
- Quality Assurance
- Data Collection and Analysis
- Performance Management
- Equipment and Infrastructure
- Change Management
- Continuous Improvement

Reviews and Audits

MTD has a comprehensive and robust program of reviews and audits. MTD2071 has a dedicated Internal Audit Team that complies with the International Organization for Standardization Training & Examiner Provider Certification Scheme (ISO TPECS) auditing process that audits and reports on MTD2071. Internal audits are conducted three times each year. Findings and nonconformance from external audits, like the FTA's Triennial Review, APTA's Safety Audit, and financial audits, are put into MTD2071 for Top Management reporting, tracking, and follow up.

The Internal Audit function at MTD is defined in MTD2071. MTD2071 is a management system that complies with the ISO 9001:2015 and 14001:2015 Standards. A third-party auditor is also brought on site annually to perform a registrar-certified audit. Some of the processes are safety related and the auditor examines the written process and then compares actual performance to the written process. The results are used to improve performance and/or enhance compliance with the ISO Standards. Processes may also be reviewed for effectiveness in accomplishing the overall goals within MTD.

APTA Safety Audits are performed every three years. MTD began participating in APTA Safety Audits in 2005. Safety issues identified by these audits are addressed in the year after the report and the Safety & Training Director analyzes the recommendations for cost/benefit and effectiveness.

FTA Triennial Reviews may also address safety components and infrastructure issues.

Pursuant to §673.27(d) (section by section analysis). If a transit agency identifies any deficiencies during a safety performance assessment, then it must develop and carry out, under the direction of the

Accountable Executive, a plan to address the identified safety deficiencies. FTA expect each transit agency to conduct a safety performance assessment at least annually, and the safety performance assessment can be completed in conjunction with the annual review and update to its overall safety plan as required by 49 U.S.C. 5329(d)(1)(D) and 49 CFR 673.11(a)(5).

The CoS, COO, Managing Director (MD), Operations Director (OD), and S&TD will conduct a yearly safety review (YSR) to assess performance and identify deficiencies. Current safety goals are reviewed and revised for the next year. Realistic, risk-based goals will be established. The S&TD will be responsible for developing and implementing any plans to reduce safety deficiencies or poor safety performance.

Accident/Incident Investigations

Accident and incident investigations are conducted by the Operations Support Specialist, Operations Supervisors, Assistant Operations Director, and/or Operations Director. Accidents and incidents that take place in the Maintenance Department or involve Maintenance Personnel are investigated by the Maintenance Director and Maintenance Administrator. Operations Supervisors investigate accidents at the scene of the event. A web form on MTDweb is filled out by an Operations Supervisor and/or any Operator involved. The SOP for the Control Center (8 OP26 SOP Control Center Manual) has protocols for Control Center response to accidents and the process for reporting and possible involvement of management in immediate response.

Close-Call Reporting Systems

MTD defines a close call as any event that could cause physical harm to an individual or property but did not occur. All close calls submitted are to be delivered to the Safety & Training Director, Assistant Safety & Training Director of Compliance, and/or Assistant Safety & Training Director of Instruction. All reports submitted will be confidential, but not anonymous. Names of those who did submit will not be shared with anyone unless the incident is proven to be a result of, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of laws, regulations, or procedures.

The reporting system will be facilitated through MTDweb, using the Feedback Form. The reporter will select "Employee Close Call Safety Report" from the drop down to submit to the appropriate Staff. The Safety & Training Director, Assistant Safety & Training Director of Compliance, and/or Assistant Safety & Training Director of Instruction will remove identifiable information from the report and submit it to the corresponding Department within MTD and provide feedback to the reporter through either an MTDweb message or through the Feedback feature itself. All reports will receive a reply as to the review, response, and closing of the report, including those deemed not a Close Call or no action being taken. Protocols for Close Call Reporting will be established in 2021 in an MTD2071 procedure.

Drug Screening & DOT Medical Examination Report

MTD complies with all requirements enacted by the United States Department of Transportation in 49 CFR 40, *Procedures for Transportation Workplace Drug and Alcohol Programs*, by the FTA in 49 CFR 653, *Prevention of Prohibited Drug Use in Transit Operations*, and in 49 CFR Part 654, *Prevention of Alcohol Misuse in Transit Operations*. In addition, all MTD employees are expected to comply with the MTD Drug & Alcohol Policy dated October 25, 2017, which defines:

- Covered employees
- Prohibited behavior
- Consequences for violations
- Circumstances for testing
- Testing procedures
- Test refusals
- Voluntary self-referral
- Prescription drug use
- Contact person
- Non-safety sensitive employees.

Beginning in 2019, every MTD employee expected to operate a Commercial Motor Vehicle (CMV) is required to carry a valid United States Department of Transportation/Federal Motor Carrier Safety Administration Medical Examination Report and Certificate. The intent is to ensure that all employees are medically fit to operate a CMV and do not pose any threat to the health and safety of the Champaign-Urbana Community. All employees who are designated as conducting or will be conducting safety-sensitive functions under 49 CFR Part 655. Safety-sensitive functions are defined in the Special Terms & Definitions found beginning on page 44 of this document.

Quality Assurance

The Quality Assurance process at MTD consists of several activities that influence the delivery of safe transit service including:

- Mentor Rides
- Check Rides
- On-time performance
- Corrective Action Reports
- Safety Monitoring

Mentor Rides are conducted with new Operators for two years after the completion of training. The rides are conducted on the first day, three weeks, six weeks, 12 weeks, 26 weeks, and 52 weeks after the anniversary date. In the first year, all Mentor Rides are conducted within seven

days before or after the corresponding target dates. In the second year, Mentor Rides are conducted quarterly. There could be some deviation from the target dates due to availability of the Operator. Any deviation from the target date will be documented with the reason as to why it could not be conducted in the seven-day before and after time frame. It is a goal of the Safety & Training Department to maintain at least 75% compliance with the timeline for all mentor rides. The purpose of the Mentor Ride is to evaluate and document Operator performance and to correct any driving characteristics that may not be consistent with original training or current operating procedures. A secondary purpose is to provide an opportunity for two-way communication and often Operators use the mentor ride process to express concerns and suggestions.

Check Rides replace Mentor Rides after one year to maintain service quality. Check rides are conducted by the Safety & Training Department's trained evaluators.

On-time Performance is a critical element in creating pressure on Operators to maintain schedule adherence while deciding on what risk level they are willing to take to maintain the schedule. For schedules that have poor adherence, the data will be analyzed by Planning and adjustments are considered to provide adequate time to maintain the schedule. On-time performance by route and time of day will be analyzed as part of the Yearly Safety Review.

Corrective Action Reports (CAR) are an essential element of Quality Assurance. MTD2071 10 AD1 F defines the CAR process. A Corrective Action Report is created to respond to a finding in any of the audited processes (internal or external). A Root Cause Analysis (RCA) is often performed in advance of a CAR to help determine appropriate and adequate response to a nonconformity. They may also be initiated through internal management discussions or as part of our continuous improvement process. A CAR consists of issue identification; containment; root cause description; short term corrective action; long-term preventive action; and verification of effectiveness. This process is separate from the **HIRAM** process in Risk Management, but there may be some overlap in the activities of each process.

Safety Monitoring is a triannual review of safety performance for the overall system as part of the MTD2071 Management Review. The Accountable Executive, Chief Operating Officer, Chief of Staff, Grants & Governmental Affairs Director, Customer Service Director, Operations Director, Maintenance Director, Safety & Training Director, Illinois Terminal Director, Finance Director, Human Resources Director, Facilities Director and all Internal Auditors will meet three times per year to assess overall system safety data and the quality of data collected for KPIs. Minutes of each meeting will include data reviewed and any recommended actions planned for the next trimester.

Data Collection and Analysis

MTD has an extensive range of data sets used throughout the organization for safety-related activity as well as general management data. MTD2071 monitors Key Performance Indicators

and Performance Indicators. The Performance Targets & Measures section found previously in this document explains some of the indicators used to assess safety performance.

PTASP Statistical Summary

The tables below reflect initial NTD data used to develop Performance Targets for the 2020 PTASP plan as shown starting on Page 12 of this document. This will be updated each year with data from the previous five years. Goals are based on the previous five-year experience and are initially set as an improvement compared to the worst year in the last five years. The calculations used are the same as what were used to configure the Performance Targets. The current goals are the average of 2015-2019° reduced by 5%.

°Major Mechanical Failures per Vehicle Revenue Mile for System Reliability data only available from January 2019 to present.

Fixed Route Motor Bus – Directly Operated

	2015	2016	2017	2018	2019	Average	Goal
Fatality Rate	0	0	0	0	0	0	0
Injury Rate	3	10	2	1	2	3.6	3.42
Safety Event Rate	3	8	2	1	2	3.2	3.04
Reliability Rate°					45,306	45,306	47,571.3

Table 9 Statistical Summary for Fixed Route Motor Bus Directly Operated.

°Major Mechanical Failures per Vehicle Revenue Mile for System Reliability data only available from January 2019 to present.

Demand Response – Directly Operated

	2015	2016	2017	2018	2019	Average	Goal
Fatality Rate	0	0	0	0	0	0	0
Injury Rate	0	0	0	0	0	0	0
Safety Event Rate	0	0	0	0	0	0	0
Reliability Rate°					19,847.4	19,847.4	20,839.77

Table 10 Statistical Summary for Demand Response - Directly Operated.

°Major Mechanical Failures per Vehicle Revenue Mile for System Reliability data only available from January 2019 to present.

NTD reportable events are measured as the total number each month. Any S&S40s reported will be noted. A Safety & Security form 40 (S&S-40) is a Major Event Report to the NTD that captures detailed information on severe events that occur within a transit environment. Agencies must complete one S&S-40 per reportable event, regardless of how many thresholds an event meets.

PTASP Safety Targets will be included in the monthly Key Performance Indicator report and include a year-to-date total. Comparisons will be made to how close the number of safety incidents come to meeting the targets and how they compare to the previous year beginning in calendar year 2022. Any report showing exceeding targets will require corrective action and subsequent recommendations of a root cause analysis (if applicable).

Equipment and Infrastructure

Properly maintained equipment and infrastructure is a key element in providing a safe foundation for operations. MTD has processes for equipment maintenance and for daily maintenance. MTD is committed to timely replacement of equipment in its Transit Asset Maintenance (TAM) plan which provides efficient and effective replacement of buses, support equipment, and infrastructure. Operations and Safety & Training will be included in the development of equipment specifications that affect Operators through surveys and email communications.

Rolling stock performance is measured by the Maintenance Director and focuses on:

- Mean distance between failures
- Vehicle inspection results
- Compliance with vehicle maintenance and inspection schedules

Infrastructure/Facilities measured by

- Asset conditions of MTD facilities in the TAM process.

Safety Lane Inspections occur every six months in accordance with the Illinois Department of Transportation regulations.

Change Management

§673.27 (c) Management of change. (regulation) (1) A transit agency must establish a process for identifying and assessing changes that may introduce new hazards or impact the transit agency's safety performance. (2) If a transit agency determines that a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management process.

Pursuant to § 673.27(c) (section by section analysis), recipients and subrecipients that are subject to this rule and operate more than one hundred vehicles in peak revenue service must manage changes in their systems. These transit agencies must develop processes for identifying and assessing changes that may introduce new hazards or impact safety performance. If a transit agency determines that a change might impact safety, then the transit agency would need to evaluate the change using Safety Risk Management activities established under § 673.25. These changes would include changes to operations or maintenance procedures, changes to service, the design and construction of major capital projects (such as New Starts and Small Starts projects and associated certifications), organizational changes, and any other changes to a transit agency's system that may impact safety performance.

The Safety Assurance element of SMS involves the continual monitoring of a transit agency's safety performance. Safety Assurance activities serve as a check on the Safety Risk Management of a transit

agency. The procedures are designed to ensure that safety risk mitigations are effective, to collect safety performance data that will help a transit agency predict future safety events and mitigate or eliminate them, and to analyze the potential safety risks of any new practices or procedures adopted by a transit agency. For these reasons, the “Management of Change” activities are housed within Safety Assurance. Each transit agency must establish a process for identifying and assessing changes that may introduce new hazards or impact the transit agency’s safety performance, and if the transit agency determines that a change may impact its safety performance, then the transit agency must evaluate the proposed change through its Safety Risk Management process.

New hazards are caused by MTD-controlled events and decisions or by events caused by the private sector, or federal, state, or local government regulations and activities. MTD has a robust process for analyzing changes caused by these associated actions.

The Change Management safety process at MTD consists of several activities. There are process-driven procedures and interactive discussions with employees. The purpose of change management is to have a thorough and thoughtful approach to change within MTD and change caused by external factors.

The primary cause of change management is solving a defined problem. The Root Cause Analysis (RCA) process is the primary method used at MTD to solve defined problems. The RCA process is defined in MTD2071 10 AD4.

A Corrective Action Request (CAR) may be generated after the RCA is completed if the analysis in the RCA indicates that a CAR is needed. The RCA will be the primary element in any Change Management activities. The RCA/CAR Process may also be used for some events that are not reportable to NTD thresholds. The Accountable Executive, CoS, COO, the S&TD, or any Department Head may initiate the RCA process.

The RCA process may also be used for some events that do not reach the level of an NTD S&S-40 requirement.

Employee involvement in the process of change at MTD consists of several activities. An internal committee structure is typically used to gather employee input to address various aspects of employment and service at MTD. Committees that have a direct or indirect impact on safety include:

- Safety Advisory Committee (SAC)
- School Outreach Committee
- Routes & Schedules Committee
- Wage & Policy Committee
- Accident Review Board (SAC Members) *(Only triggered if an employee refutes a citation)*

The SAC is directly involved in the Risk Management portion of the SMS and is the most influential committee that has an impact on safety. Proposed changes in routes, schedules,

standard operating procedures, or other policies affecting safety may be reviewed by the SAC. The SAC will forward their analysis of the elements of change to the S&TD and the Accountable Executive. SAC has review authority, but the final decision is with Top Management consisting of the MD, COO, and CoS.

Any of the committees above may identify safety issues. These issues will be referred to the S&TD, Assistant Safety & Training Director of Compliance, and/or Assistant Safety & Training Director of Instruction who will determine if it should be taken to the SAC for risk analysis.

The Routes & Schedules Committee (RSC) generally identifies route and schedule problems. The SAC may also identify route and schedule issues, and these will be referred to the Planning Manager or the Committee Leader of the RSC. Similarly, the RSC may forward proposed changes to the SAC for comment or analysis.

The three primary factors that cause safety risk change at MTD are:

- New or revised routes and schedules
- New or modified equipment
- Changes in operating procedures and policies

Service analysis and development is generally performed by the Operations Director and Planning Manager with input from Operators, Staff, Supervisors, employees, general public, and other interested groups. Significant proposed changes are published in accordance with FTA regulations to allow public input before implementation. Minor changes in schedules are implemented administratively. Recommended route and schedule changes are reviewed by, but not limited to, the Executive Team, Operations Department, Customer Service Department, Safety & Training Department, Marketing, and/or other groups affected by the changes. Internal communication of changes take place primarily through MTDweb.

MTD operates on an annual service year with a new service year beginning in mid-August. This enables MTD to collect feedback and analysis throughout the year to prepare for the service turnover.

The Routes & Schedules Committee (RSC) reviews planned changes and offers advisory input to the Planning Manager. The RSC reviews planned changes and discusses ideas for what could be changed. In addition, the Committee discusses challenges with the current service, as well as provides frontline knowledge to predict challenges with proposed service changes. The Committee's input is both proactive and reactive depending on the issue and its timing, however nothing is implemented without their feedback and planned changes can be altered based on their feedback. RSC and Staff-level meetings are conducted to discuss changes, ideas, and progress on developing the changes and one does not specifically have to occur before the other.

At least one public hearing is conducted annually to get feedback on proposed changes and current service offerings. Notes from public hearings are kept as records by the Executive Assistant.

Equipment specifications for new equipment or modifications to existing equipment are developed by the Department that is asking for or purchasing the equipment or modification. The associated project manager and Department Heads who are requesting the new or modified equipment will review proposed specifications, communicate with affected employees, and evaluate their operational efficiency. The scope of impact will dictate the need for formal or informal feedback.

MTD's Procurement Manual (8 GP11 Procurement Manual) defines the application of safety principles, requirements, and representatives in Appendices 2.1 and 3.3.

- Appendix 2.1
 - Department Directors, which includes, but is not limited to the Safety & Training Director, are included in the
 - Identification of need
 - Evaluation of offers
 - Contract/Project Administration
- Appendix 3.3
 - All bus procurements must include proof the vehicle has complied with the Altoona or other bus testing requirements. Invitation for Bid packages for buses and other support or fleet vehicles must include all the necessary FTA certification forms. The District must possess a copy of the Altoona a copy of the Altoona Bus Testing Report before final acceptance of the first vehicle.

Bulletins and standard operating procedures regarding operating policies and procedures are generally initiated and developed by the Operations Department. Top Management reviews significant operating policy changes that have a cost, service, or safety component. Minor changes are implemented by the Operations Department. These changes are typically presented to the Wage & Policy Committee depending on how far reaching the policy is. Safety issues found with policy changes can be brought up in the SAC reactively by members and attendees invited to SAC Meetings.

Review of mitigation efforts is also a part of the change management process. Efforts will be reviewed as part of the **HIRAM** process at six- and twelve-month intervals and evaluate the change to determine if the hazard has been completely or partially resolved.

Hazards created by the private sector are difficult to reduce or eliminate. The **HIRAM** process will analyze hazards caused by private sector entities and communicate desired changes to the private sector. MTD's efforts include ensuring third-party contractors and vendors conform to requirements as modeled in section 8.4 of the ISO 9001:2015 Standard.

Hazards caused by federal, state, and local government will be analyzed through the **HIRAM** process or in the Yearly Safety Review. Top Management and the S&TD will also analyze changes caused by government or local organization action as well as changes to service agreements. Mitigation responses will be developed and presented to the agency involved through an appropriate process depending on the activity that caused the hazard and the level of government.

Continuous Improvement

§673.27 (d) (regulation). (1) A transit agency must establish a process to assess its safety performance. (2) If a transit agency identifies any deficiencies as part of its safety performance assessment, then the transit agency must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies.

Pursuant to § 673.27(d) (section by section analysis) recipients and subrecipients that are subject to this rule and operate more than one hundred vehicles in peak revenue service must regularly assess their safety performance. If a transit agency identifies any deficiencies during a safety performance assessment, then it must develop and carry out, under the direction of the Accountable Executive, a plan to address the identified safety deficiencies. FTA expect each transit agency to conduct a safety performance assessment at least annually, and the safety performance assessment can be completed in conjunction with the annual review and update to its overall safety plan as required by 49 U.S.C. 5329(d)(1)(D) and 49 CFR 673.11(a)(5).

The Continuous Improvement process at MTD is data driven as well as interactive. The data identified in the Data Collection and Analysis section is analyzed yearly in a timely manner by the affected departments. Changes in safety performance may be analyzed through the Root Cause Analysis (RCA) process defined in MTD2071 10 AD4. A change may be generated after the completion of the RCA process. A Corrective Action Report (CAR) may result and MTD2071 10AD1 F documents that CAR process.

The interactive part of the Continuous Improvement Process consists of several committees which report their recommendations to the associated Department Head. Focus groups may also be convened by the Safety & Training Department, Operations, or Maintenance to discuss a specific safety issue or developing deficiency. Recommendations from the focus groups are also reported to Top Management and recorded by the Safety & Training Department.

The Accountable Executive, S&TD, Top Management, and/or MTD2071 Team will implement cost-effective solutions to the safety issues that have been identified and analyzed.

Safety Promotion

Introduction

673.29 Safety Promotion (regulation) (a) Competencies and training. A transit agency must establish and implement a comprehensive safety training program for all agency employees and contractors directly

responsible for safety in the agency's public transportation system. The training program must include refresher training, as necessary. (b) Safety communication. A transit agency must communicate safety and safety performance information throughout the agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

Pursuant to § 673.29(a), (section by section analysis). Each transit agency must establish a comprehensive safety training program. Through the safety training program, each transit agency must require each employee, as applicable, to complete training to enable the individual to meet his or her role and responsibilities for safety, and to complete refresher training, as necessary, to stay current with the agency's safety practices and procedures.

Safety promotion, as the term is used in the SMS, does not refer to awards, incentives, or slogans. Safety promotion has the wider meaning of how the safety concepts, philosophy and culture of the organization are integrated into the way business is conducted in a visible, purposeful and proactive manner. Implementation of safety goals and objectives through programmatic controls with identified performance targets can be shown to promote a positive safety culture.

Competencies and Training

§673.29 (a) Competencies and training (regulation). *A transit agency must establish and implement a comprehensive safety training program for all agency employees and contractors directly responsible for safety in the agency's public transportation system. The training program must include refresher training, as necessary.*

Pursuant to §673.29(a) (section by section analysis) each transit agency must establish a comprehensive safety training program. Through the safety training program, each transit agency must require each employee, as applicable, to complete training to enable the individual to meet his or her role and responsibilities for safety, and to complete refresher training, as necessary, to stay current with the agency's safety practices and procedures.

MTD has a strong program of initial training, periodic performance reviews, and re-training for Operators (Bus and Paratransit), Staff who hold a Commercial Driver's License (CDL), and Maintenance Employees.

The program consists of:

- Initial training
- Mentor Rides
- Summer Refresher Training
- Individual Re-training
- Safety & Training Department Training
- Individual Training Plans

- Maintenance Training.

Initial training for all Operators is the commercially available TAPTCO Transit Operator Development Course or Paratransit Operator Development Course. The current version is updated periodically when TAPTCO provides course upgrades to accommodate new requirements set forth by the FTA and FMCSA. Upon completion of the classroom TAPTCO sessions, a Bus Operator trainee completes 52 to 55 hours in the classroom, 72 to 96 hours in out-of-service training with a Road Instructor, and 158 to 170 hours of in-service training with a Line Instructor. While in Line Instruction, a minimum of 130 hours take place on community routes, while 28 hours take place on University of Illinois campus routes. A Paratransit Operator completes 24 hours in the classroom and spends 16 hours in Road Training and 40 hours in Line Instruction. Training is to a “competent and confident” level and may be extended based on the decision of the S&TD or Assistant Safety & Training Director of Instruction. The initial training program is documented in the individual’s training record.

Mentor Rides are conducted with new Operators after completion of training. The schedule is first day, three weeks, six weeks, 12 weeks, 26 weeks, and 52 weeks. All Mentor Rides are conducted within seven days before or after the target anniversary date. It is a goal of the Safety & Training Department to maintain at least 75% compliance with the timeline for all mentor rides. The purpose of the Mentor Ride is to evaluate and document Operator performance and to correct any driving characteristics that may not be consistent with original training or current operating procedures. A secondary purpose is to provide an opportunity for two-way communication and often Operators will use the mentor ride process to express concerns and suggestions. After two years, Check Rides replace Mentor Rides to maintain quality.

Summer Refresher Training is a yearly program developed by the Safety & Training Department after review of previous year’s performance in the Yearly Safety Review (YSR) process and develops a biennial curriculum with input from other departments including, but not limited to Customer Service, Human Resources, Operations, and Maintenance. Performance targets and emphasis areas are defined and communicated to all Operators in one day sessions during the summer months.

Instructor Recertification is conducted on an annual basis for both Road and Line Instructors. All instructors complete the eight-hour Summer Refresher Training and participate in an additional four-hour class annually for recertification in TAPTCO. In the four-hour recertification course, instructors receive refresher training in expectations of an instructor, LLLC (Look Ahead, Leave Room, Look Around, Communicate), Customer Service, Road Maneuvers, Rules of the Road, Pedestrian Awareness, Skills & Knowledge. The refresher class concludes with a fifty-question written test and an evaluation drive. Upon completion, the instructor will receive certificates in Learning Basics, Coaching Adult Learners, and How to Train New Operators.

Individual Retraining is conducted for those employees who are having performance problems in areas such as preventable accidents, unsafe operations, and customer service. The session is designed by the S&TD, Assistant Safety & Training Director of Compliance, or Assistant Safety & Training Director of Instruction and is conducted by either the S&TD, Assistant Safety & Training Directors, Lead Instructors, or Classroom Instructors. Session lengths vary depending on the issue involved and the ability of the Operator to demonstrate successful performance of the tasks.

Safety & Training Department Employees receive training appropriate to their individual employee development plan. Line and Road Instructors receive the “Train the Trainer” program developed by TAPTCO and taught by Assistant Safety & Training Directors or Lead Instructors. The S&TD, Assistant Safety & Training Directors, and Lead Instructors may also attend classes conducted by the Transportation Safety Institute (TSI) as necessary. Certifications from TSI are required for each person completing TSI training. The Assistant Safety & Training Directors and Lead Instructors are expected to have a valid Third-Party Certification Program Safety Officer License.

Individual Training Plans are provided for the S&TD, Assistant S&TD of Compliance, and Assistant S&TD of Instruction. At least one member of Safety & Training Management (Director or Assistant Director) should have the following certificates within three years of the implementation of this document.

- Transit Safety and Security Program Certificate (or equivalent)
- Substance Abuse Management and Program Compliance Certificate
- Reasonable Suspicion Determination for Supervisors Certificate
- Advanced Bus Collision Investigation Certificate
- Effectively Managing Transit Emergencies Certificate

Maintenance Training is an individualized training program depending on the position within the Department. Routine vehicle servicing training is similar in structure to driver training with less driving time, but more time on maintenance tasks. Technicians receive training proportional to their role at MTD. Hazard training that is unique to vehicle maintenance or building maintenance activities is included as needed. Training for Maintenance employees is currently being provided by Maintenance Supervisors or vendors.

Safety Communication

§673.29 (b) Safety communication (regulation). *A transit agency must communicate safety and safety performance information throughout the agency’s organization that, at a minimum, conveys information on hazards and safety risks relevant to employees’ roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.*

Pursuant to § 673.29(b) (section by section analysis), each transit agency must ensure that all employees are aware of any policies, activities, and procedures that are related to their safety-related roles and

responsibilities. Safety communications may include information on hazards and safety risks that are relevant to the employee's role and responsibilities; explain reasons that a transit agency introduces or changes policies, activities, or procedures; and explain to an employee when actions are taken in response to reports submitted by the employee through the employee safety reporting program. FTA expects that each transit agency would define the means and mechanisms for effective safety communication based on its organization, structure, and size of operations.

Each transit agency should determine for themselves the classes of employees who are directly responsible for safety in that unique system. These employees could include vehicle operators, maintenance staff, dispatchers, the Chief Safety Officer, the Accountable Executive, and other agency staff and management who have direct responsibility for safety. The training program should cover all levels of employees

A transit agency must establish and implement a comprehensive safety training program for all agency employees and contractors directly responsible for safety in the agency's public transportation system.

MTD has a strong and effective safety communication platform for general distribution and individual response. Formal communication through MTDweb is used to issue general safety notices and employees are required to log into MTDweb on days of which they work, at least once during their shift, preferably at the beginning.

The Summer Refresher Training is required of all Operators and is a formal method for safety communication. Mentor Rides and Check Rides also allow two-way communication between Operators and Instructors. Articles in *BusLines* are also used to communicate safety issues.

Informal communication methods include two-way communication with Supervisors and the Control Center. Immediate emergencies are broadcast from the Operations Control Center via radio.

Individual employees who express a concern via MTDweb or through a committee will be answered by the S&TD or Operations Director via MTDweb or through individual conversation.

Some activities from the **HIRAM** process may result in partial mitigation, no mitigation, or unintended consequences. If the mitigation process does not completely resolve the issue, the hazard will be incorporated into training, either in initial Operator training or in the summer retraining process.

Effective, proactive identification and management of safety risks depends on communicating organization wide commitment, beginning with training from senior leadership to the frontline worker, to identify safety risks. All employees must then be alerted to act against those risks, then to circle back through multiple communication channels to initiate review and update the plan and controls.

Safety Training

The purpose of safety training is:

- To ensure that all employees, contractors, and suppliers of a transit agency understand their roles and responsibilities as they relate to safety.
- Adopt the norms, practices, and attitudes associated with a safety management systems approach and safety culture.
- Reduce the exposure of employees, customers, and the public to safety risks.

Training goals should be linked to MTD's safety goals as described in the agency Safety Plan. A needs assessment should be done regularly to assess the needs of the agency as well as different target audiences. Training evaluation should include an evaluation of the training program implementation as well as the effectiveness of training strategies (outcomes).

Safety Vigilance

Crucial to the success of MTD's SMS is the establishment of a positive safety culture. The environment must be conducive to achievement of the agency's safety objectives and the ability of MTD to retain a healthy respect for, and be wary of, hazards that could develop into safety risks. It is especially important for employees to be knowledgeable about risks that are considered accident precursors and be empowered to report or act on these hazards. Being watchful and maintaining a vigilant attitude are characteristics of a positive safety culture and affect the values, attitudes, and behaviors of all employees. These activities support the higher reliability of the safety effort to become sustainable over the long term.

Safety Culture

A strong and robust safety culture is a system that defines protocols and processes and is a systematic approach to safety. MTD is committed to enhancing its current Safety Culture with continuous education and development of safety protocols that improve safety performance. The MTD safety culture has significant involvement of Operators, Supervisors, Security, Maintenance and Facility employees, and support personnel. The Continuous Improvement Process (CIP) is a key component in employee involvement. The MTD2071 processes and the CIP enhance the Safety Culture within MTD.

Collisions, claims, and safety events are analyzed for root cause using standard safety analysis techniques with the goal of reducing repeat events of a similar nature. The safety systems are not a function of individual personalities but are the collective performance of each individual person that creates the overall system performance. A high level of trust between employees and Department Heads creates a robust safety culture. The safety program is ingrained in MTD and transitions in personnel or employment positions do not change the commitment to safety.

Operating employees are encouraged to report safety concerns through both formal and informal methodologies without fear of blame or retribution. Unacceptable behaviors that are reckless or endanger other employees or passengers are not tolerated and are defined in the MTD Employee Handbook.

Safety Management System Documentation

§673.29 Safety plan documentation (regulation) *At all times, a transit agency must maintain documents that set forth its Public Transportation Agency Safety Plan, including those related to the implementation of its Safety Management System (SMS), and results from SMS processes and activities. A transit agency must maintain documents that are included in whole, or by reference, that describe the programs, policies, and procedures that the agency uses to carry out its Public Transportation Agency Safety Plan. These documents must be made available upon request by the Federal Transit Administration or other Federal entity, or a State Safety Oversight Agency having jurisdiction. A transit agency must maintain these documents for a minimum of three years after they are created.*

§673.31 Safety Plan Documentation (section by section analysis). *This section requires each transit agency to keep records of its documents that are developed in accordance with this part. FTA expects a transit agency to maintain documents that set forth its Public Transportation Agency Safety Plan, including those related to the implementation of its SMS such as the results from SMS processes and activities. For the purpose of reviews, investigations, audits, or other purposes, this section requires each transit agency to make these documents available to FTA, SSOAs in the case of rail transit systems, and other Federal agencies as appropriate. A transit agency must maintain these documents for a minimum of three years.*

The S&TD is responsible for document storage. Minutes from the Safety Advisory Committee will be maintained. Internal Audits are scheduled three times a year through the MTD2071 Management System. Requests to add Safety & Training Department documentation to an upcoming internal audit can be made by any member of the MTD2071 Core Team.

SMS documentation used to develop and implement this document is to be made available upon request by the FTA or other Federal entity, or a State Safety Oversight Agency having jurisdiction.

The SMS process for documentation of safety activities includes:

- **HIRAM** process as shown in the Risk Management section of this document
- Documentation of informal suggestions and interactions kept in a spreadsheet with activity from the SAC
- Data collection and analysis as defined in the Safety Assurance section
- Key Performance Indicators and General Performance Indicators are collected on a monthly, quarterly, or annual basis appropriate to the indicator
- Review and analysis of new safety requirements from federal or state sources
- Triannual review of safety performance by the Accountable Executive, Top Management, and the MTD2071 Core Team during Management Reviews
- All safety data is available in the Safety & Training shared drive for review at any time by the Accountable Executive and agency leadership.

All documentation of the Safety Management System is in the custody of the Safety & Training Director. Modifications to the document are approved by the CEO who is the Accountable

Executive. Documents are stored in their original and modified form for a minimum of three years.

Additional Information

Special Terms & Definitions

Term	Definition
BusLines	The monthly employee newsletter of the Champaign-Urbana Mass Transit District.
Close Call	Any event that could cause physical harm to an individual or property, but did not occur
Fatalities	Death confirmed within 30 days, excluding suicide, trespassers, illness, or natural causes
Injuries	Harm to person(s) that requires immediate medical attention away from the scene
Mode	The National Public Transportation Safety Plan defines the word “mode” as one of three categories: Rail Modes, Fixed Route Bus Modes, and Non-Fixed Route Bus Modes
MTD2071	MTD’s integrated ISO 9001:2015 and 14001:2015 Management System. MTD2071 is a District-wide effort to continually improve customer satisfaction and reduce environmental impact.
S&S-40	Safety and Security (S&S) Major Event Report to the NTD that captures detailed information on severe S&S events that occur within a transit environment. Agencies must complete one S&S-40 (40 is the major report designation) per reportable event, regardless of how many thresholds an event meets.
Safety Assurance	Processes within a transit agency’s Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Events	Collision, derailment, fire, hazardous material spill, or evacuation
Safety-Sensitive Function	Defined by 49 CFR Part 655, means any of the following duties, when performed by employees of recipients, subrecipients, operators, or contractors: (1) Operating a revenue service vehicle, including when not in revenue service; (2) Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License; (3) Controlling

	dispatch or movement of a revenue service vehicle; (4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 U.S.C. 5307 or 5309, is in an area less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 U.S.C. 5311 and contracts out such services; (5) Carrying a firearm for security purposes.
System Reliability	Major mechanical failure preventing a vehicle from completing or starting scheduled trip
Top Management	Managing Director, Chief of Staff, and Chief Operating Officer
Vehicle Revenue Miles	The miles transit vehicles are scheduled to or actually travel in revenue service. Excludes deadhead, operator training, vehicle maintenance testing, school bus, and charter services

List of Acronyms Used

Acronym	Definition
ASP	Agency Safety Plan
CAR	Corrective Action Request
CDL	Commercial Driver's License
CIP	Continuous Improvement Process
CMV	Commercial Motor Vehicle
COO	Chief Operating Officer
COOP	Continuity of Operations Plan
CoS	Chief of Staff
DO	Directly Operated
DR	Demand Response
FMCSA	Federal Motor Carrier Safety Administration
ECCSRP	Employee Close Call Safety Reporting Program
FTA	Federal Transit Administration
HIRAM	Hazard Identification – Risk Assessment – Mitigation

ISO TPEC	International Organization for Standardization Training & Examiner Provider Certification Scheme
KPI	Key Performance Indicator
LLLC	Look Ahead, Leave Room, Look Around, Communicate
MB	Motor Bus
MD	Managing Director
MTD	Champaign – Urbana Mass Transit District
NTD	National Transit Database
OD	Operations Director
PI	Performance Indicator
PT	Purchased Transit
PTASP	Public Transit Agency Safety Plan
RCA	Root Cause Analysis
RSC	Routes & Schedules Committee
S&TD	Safety & Training Director
SAC	Safety Advisory Committee
SGR	State of Good Repair
SMS	Safety Management Plan
TSI	Transportation Safety Institute
YSR	Yearly Safety Review