



ROCKFORD MASS TRANSIT DISTRICT
BOARD OF TRUSTEES BOARD MEETING #998
Monday, January 27, 2025 at 3:30 p.m.
Administrative Offices at 520 Mulberry Street; 2nd Floor; Rockford, IL 61101

*The RMTD Board of Trustees Meeting
will be Live Streamed on Zoom via the link below:

<https://zoom.us/j/94936474186?pwd=TDc0QzZqS2c3UDJPL0d5K0J6Y3IOUT09>

Meeting ID: 949 3647 4186
Passcode: 796088

*Live Streaming information can also be found on RMTD's website at www.RMTD.org

AGENDA

CALL TO ORDER

ROLL CALL

NEW STAFF APPOINTMENTS

APPROVAL OF MINUTES: Board of Trustees Meeting #997 (December 9, 2024)

AGENDA APPROVAL

A-COMMUNICATION

No Report

B-MATTERS BY THE PUBLIC

No Report

C-REPORTS OF STANDING COMMITTEES

No Report

D-RECONSIDERATION OF OLD BUSINESS

No Report

E-CONSIDERATION OF NEW BUSINESS

E-1 EXECUTIVE DIRECTOR'S REPORT

a) General Update - *Verbal*

E-2 FINANCE

- a) Payment of Bills:
- Williams & McCarthy/Services Rendered through November 20, 2024
 - AGHL Law/Services Rendered through November 30, 2024
 - Approval of Accounts Payable Invoices
- b) Approval of Unaudited Financial Statements for November & December, 2024
- c) Pension Portfolio Review for period through December 31, 2024 and January 21, 2025; and Pension Investment Statement(s) for month ending November 30 & December 31, 2024 - Presented by Jeffrey DiBenedetto

E-3 OPERATIONS, MAINTENANCE & FACILITIES

- a) Operations Report
- Fixed Route Ridership Statistics for November & December 2024
 - Paratransit/Demand Response Ridership Statistics for November & December 2024
- b) Vehicle Maintenance Report
- Fixed Route and Paratransit/Demand Response Vehicle Maintenance Statistics for December 2024
- c) Facilities Report
- 520 Mulberry/625 Mulberry/DTTC/ESTC
- d) Projects Report
- Facility Expansion Project Updates
 - Paratransit/Demand Response Software (TripSpark) Projects Updates
 - Telephone System Replacement Project Update

E-4 HUMAN RESOURCES

- a) RMTD Claims History for November & December, 2024

E-5 MARKETING

- a) Free Pass Program Outreach Update

E-6 GRANTS

No Report

E-7 SAFETY & TRAINING

- a) Safety & Training Update Report for December, 2024

E-8 OTHER BUSINESS

- a) Approval of RMTD's Administrative Employee Manual
- b) Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) of the Illinois Open Meetings Act

E-9 NEXT MEETING SCHEDULED:

- a) Monday, February 24, 2025 at 3:30 PM

F-ORDER OF ADJOURNMENT



ROCKFORD MASS TRANSIT DISTRICT

Board of Trustees Board Meeting #997 Minutes
Monday, December 9, 2024 at 3:30 p.m.

RMTD Conference Room
520 Mulberry Street
Rockford, IL 61101

*The RMTD Board of Trustees Meeting was Live Streamed on Zoom and Recorded.
Live Streaming and Recorded Meeting information can be found on RMTD's website at
www.RMTD.org

ROLL CALL:

BOARD OF TRUSTEES:

Herbert L. Johnson - Board of Trustees, Chairman
David Sidney - Board of Trustees, Vice Chairman
Ashley Sarver - Board of Trustees, Secretary/Treasurer

STAFF:

Michael Stubbe - Executive Director
Dan Engelkes - Deputy Executive Director & Director of Operations
Susan Campbell - Director of Human Resources & Administration
Paula Hughes - Grants & Procurement Manager
Cedrick Ketton - Fixed Route Operations Manager
Ron Priddy - Paratransit Operations Manager
Orlando Toatley - Marketing & Communications Specialist
George Orth - Maintenance Manager
Ron Schoepfer - Director of Finance
Xavier Whitford - Comptroller
Erin Jenkins - Executive Assistant & Assistant Board Secretary
Tak Chow - IT

GUEST(S)/PUBLIC SPEAKERS PRESENT:

Nathan Larsen, R1PC
Jodi Dobson, Baker Tilly
Michael Groh, Sam Schwartz
Matthew Orenchuk, Sam Schwartz
Cherrell Cox, ATU Local 1333
John Hollingsworth, ATU Local 1333

CALL TO ORDER:

The Chairman called the meeting to order at 3:30 p.m.

APPROVAL OF AGENDA:

The Chairman asked for and received a motion to approve the agenda for December 9, 2024. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

APPROVAL OF MINUTES:

The Minutes of the October 22, 2024 RMTD Board of Trustees Meeting were reviewed. The Chairman asked for and received a motion to approve the Minutes of October 22, 2024. The motion passed by a unanimous voice vote.

A-COMMUNICATIONS:

No Report

B-MATTERS BY THE PUBLIC:

- (a) Cherrell Cox – RMTD Fixed Route Operator ATU Local 1333
Note: Cherrell Cox, RMTD Fixed Route Operator (ATU Local 1333), was not present at the time Matters By The Public was announced by the RMTD Board Chairman and therefore did not address the RMTD Board of Trustees.

C-REPORTS OF STANDING COMMITTEES:

No Report

D-RECONSIDERATION OF OLD BUSINESS:

No Report

E-CONSIDERATION OF NEW BUSINESS:

E-1 EXECUTIVE DIRECTOR

- (a) General Update
The Executive Director stated before beginning today's meeting, he wanted to take a moment of silence to acknowledge the recent passing of two of our employees, Kelli Wormley (Paratransit Operator) and Robert Stacker (Mechanic) - they were dedicated members of our team and will be deeply missed. RMTD extends heartfelt condolences to their families.
The Executive Director acknowledged RMTD employees who are celebrating an anniversary and/or retirement in the month of November & December, 2024. The Executive Director thanked the employees for their continued dedicated service to RMTD and our community. A list of employee names, length of service and job position were shared with the Board of Trustees.
The Executive Director stated this Board meeting marks the last Board meeting for RMTD's Director of Finance, Ron Schoepfer. The Executive Director stated the Director of Finance will be retiring in January 2025 after 24 years with RMTD.

He stated the Director of Finance has been an integral part of RMTD's success through the years helping support the Board's stewardship of public funds. He added RMTD appreciates all of the Director of Finances' years of dedicated service to RMTD and wished him and his family nothing but the best in his upcoming retirement.

The Executive Director introduced and welcomed RMTD's new Comptroller, Xavier Whitford. He noted that Xavier Whitford has extensive experience in the public and not-for-profit finance sectors having worked for the City of Rockford and RAMP.

The Executive Director provided a brief review of State & Federal Legislative updates.

E-2 FINANCE

(a) Payment of Bills:

- Williams & McCarthy/Services Rendered through November 20, 2024
The above payment of bill(s) was presented for the Board of Trustees' review.

- Approval of Accounts Payable Invoices

The Accounts Payable Invoices totaling \$838,446.15 were presented for the Board of Trustees' review and approval. The Vice Chairman asked for and received a motion to authorize the payment of the accounts payable invoices totaling \$838,446.15. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(b) Approval of Fiscal Year End June 30, 2024 Draft Audited Financial Statements/Report - Presented by Ms. Jodi Dobson, Baker Tilly

Ms. Dobson of Baker Tilly reviewed the audit process and reviewed the overall results. She noted the report is draft because they are going through a final proof read to finalize. She stated the financial statements and related controls are RMTD managements' responsibility and it is Baker Tilly's responsibility to design and perform tests to obtain reasonable assurance. She added the financial statements give a fair presentation of the financial position and operations of RMTD for the years ended June 2024 and 2023. Ms. Dobson stated there was no material compliance findings related to audit required by the Uniform Guidance and RMTD is in compliance with the federal grant funding agreements. Ms. Dobson added there were no findings related to IDOT funding. Ms. Dobson reviewed some of the financial highlights. Ms. Dobson reviewed the recommendations made to RMTD for this year and provided prior year updates. Ms. Dobson stated the overall audit went well. Ms. Dobson noted along with the Fiscal Year End 2024 Draft Audit, an audit of the RMTD Pension Fund for the years ended June 2024 and 2023 was also performed and presented to the Board of Trustees for their review.

The Vice Chairman asked for and received a motion to accept and approve the RMTD Fiscal Year End June 30, 2024 Draft Audit Report presented by Baker Tilly. With no further discussion, the motion was seconded by the Board Secretary/Treasurer. The motion passed by a unanimous voice vote.

(c) Approval of Unaudited Financial Statements for September & October, 2024

The Executive Director presented the unaudited Financial Statements for September & October, 2024 for the Board's review. The Secretary/Treasurer asked for and received a motion to approve the unaudited financial statements for September & October, 2024. With no further discussion, the motion was seconded by the Vice Chairman. The motion passed by a unanimous voice vote.

(d) Pension Portfolio Review for period through November 29, 2024

The Executive Director presented the Portfolio Review Summary for period through November 29, 2024 to the Board of Trustees for their review.

E-3 OPERATIONS, MAINTENANCE & FACILITIES

(a) Operations Report

- Fixed Route Ridership Statistics for October 2024
- Paratransit/Demand Response Ridership Statistics for September & October 2024

The Deputy Executive Director/Director of Operations presented the Fixed Route Ridership Statistics Report for October, 2024 along with the Paratransit/Demand Response Ridership statistics for September & October 2024.

(b) Vehicle Maintenance Report

- Fixed Route and Paratransit/Demand Response Vehicle Maintenance Statistics for October 2024

The Deputy Executive Director/Director of Operations presented the vehicle maintenance report on fixed route buses and paratransit vans for October, 2024.

(c) Facilities Report

- 520 Mulberry/625 Mulberry/DTTC/ESTC

The Deputy Executive Director/Director of Operations stated Staff has all snow equipment ready to go should the need arise.

(d) Projects Report

- Facility Expansion Projects Updates

The Deputy Executive Director/Director of Operations stated stripping of the parking lot started on 11/13/24. He noted it included removal of landscaping and light poles and earth work began immediately afterwards. He added the temporary entrance door is installed on Winnebago Street and once the temporary walk way is covered, RMTD will switch to using that door and the Mulberry door will be out of service. He also added that access to elevator will not be affected.

- Paratransit/Demand Response Software (TripSpark) Projects Updates
The Deputy Executive Director/Director of Operations stated work continues on the project with Tripspark. He noted several sessions of remote training happened in November and in person training will happen the week of December 16, 2024.
- Telephone System Replacement Project
The Deputy Executive Director/Director of Operations stated work continues with the consultant. RMTD has received and reviewed version eight of the RFP draft. He added RMTD is still on track to award in early 2025.

E-4 HUMAN RESOURCES

- (a) RMTD Claims History for October, 2024
The Executive Director presented the RMTD claims history for October, 2024 for the Board of Trustees' review.

E-5 MARKETING

- (a) Discussion and take action as needed on making Fare Capping Program Permanent
The Marketing & Communications Specialist reminded the Board of Trustees that in October 2023, the district launched the Fixed Route Fare Pilot Program for Fare Capping on its digital fare purchasing platform Token Transit. The district implemented the program with the board's approval as alignment with one of the recommended goals given under the Comprehensive Mobility Analysis. The mentioned recommendation was set as a goal to ensure all riders can more easily navigate the system by providing user-friendly fare options through a strategy to introduce fare-capping options for mobile ticketing.
As a refresher, fare capping limits how much individuals pay for all their trips in a day, week, or month. Once an individual's pass purchases and activations in a day, week, or month add up to the value of a higher-value pass they will automatically be provided the higher-value pass to use for the remaining period. Fare capping has been successful in several cities benefitting lower-income riders, who often are challenged by the higher upfront cost of passes which may result in them paying more when they choose only to purchase single rides.
Since its launch, the district has accumulated data to track trends within the program and fare conversions. Over the 14 months span the most frequently converted passes are listed below:
Total Conversions 4,503
Adult All-Day Pass -3,660 conversions (81.3%)
Adult 30-Day Unlimited Pass -461 conversions (10.2%)
Adult 7-Day totaling 378 conversions (8.4%)
Disabled All-Day Pass-3 conversions (1.49%)
Disabled 30-Day Pass-1 conversion (0.50%)

Fare capping data shows that single-ride adult tickets to adult-all-day passes were the most frequently converted. This is consistent with the district's overall fare sales year to date. Fare capping has proven to be an additional resource for passengers to access passes that are most frequently used in a more efficient way. The Fare Capping practice has saved passengers \$2,664.50 over the year-long period, providing passengers with more equitable options while traveling.

RMTD staff is requesting the board approve the permanent implementation of Fare Capping on the fixed route system through the Token Transit mobile application. The Board Vice Chairman asked for and received a motion to approve making the RMTD fare capping pilot program permanent. With no further discussion, the motion was seconded by the Board Secretary/Treasurer. The motion passed by a unanimous voice vote.

(b) Overview of Stroll on State

The Marketing & Communications Specialist stated this year the Rockford Mass Transit District participated in *Go Rockford's* annual Stroll on State celebration. The District provided ten fixed-route buses and two paratransit buses for open shuttle service to the public during the event. The service was provided as a park-and-ride from the following locations, YMCA of Rock River Valley Swedish American Riverfront, Bethesda Church, and Crusader Clinic. RMTD Provided this service from 12:30 p.m. to 10:30 p.m.

The total number of passengers this year was 3,147, this a 47% drop from 2023's Stroll on State Ridership of 5,912 passengers.

Weather is believed to be the main factor in the drop-off, as this year's temperature was 9° cooler than last year's average with temperatures this year dropping as low as 11° at night fall.

Overall, positive feedback from multiple passengers was shared throughout the service. A special thank you to RMTD Operator, Thaxter Higgins, for dressing up as Santa Claus during his shift.

E-6 GRANTS

(a) Approval of Resolution No. R-24-08 - FTA 5307 Grant Amendment

The Grants Specialist presented Resolution No. R-24-08 requesting authorization for the filing and execution of this amendment for FTA 5307 Funds. She noted this grant amendment #1 provides \$1,439,000 of Section 5307 Funds. The funds will be utilized to fund an additional \$1,064,000 for Maintenance Shop Equipment (tire carousel; bus wash/installation; diesel fuel piping & pumping system, fluids distribution to new facility, floor striping, tire changing/balancing equipment) and \$375,000 of miscellaneous facility equipment (furniture, office equipment, facility fixtures, computer equipment, facility signage).

The Board Vice Chairman asked for and received a motion to approve Resolution No. R-24-08 FTA 5307 Grant Amendment. With no further discussion, the motion was seconded by the Board Secretary/Treasurer. The motion passed by a unanimous voice vote.

E-7 SAFETY & TRAINING

- (a) Safety & Training Update Report for October & November, 2024
The Safety & Training Update Data Report from October & November, 2024 was presented to the Board of Trustees for their review.
- (b) Approval of RMTD's Agency Safety Plan (PTASP) Program 2024 Annual Review
The Executive Director reminded the RMTD Board of Trustees as part of the adopted Agency Safety Plan's (ASP) requirements, a review of the plan must be conducted annually.
As per FTA guidance, following the annual review and adoption of the ASP by the Agency's Safety Committee, any changes to the plan must be communicated and adopted by the Accountable Executive and Board of Trustees.
The Safety & Training Manager presented and reviewed the revisions to the plan. He noted that on October 31 2024, the PTASP union/company safety committee met and with unanimous approval to recommend the RMTD Board of Trustees adopt the presented revisions of the Agency Safety Plan as written for the 2025 Fiscal Year.
The Board Chairman asked for and received a motion to adopt and approve RMTD's Agency Safety Plan (PTASP) Program 2024 Annual Review as written for the 2025 Fiscal Year as presented. With no further discussion, the motion was seconded by the Board Vice Chairman. The motion passed by a unanimous voice vote.

E-8 OTHER BUSINESS

- (a) Discussion and take action as needed on BRT Corridor Analysis Study Presentation
Michael Groh and Matthew Orenchuk of Sam Schwartz provided an overview of their presentation that summarized what their study has found regarding BRT corridor screening and cost projections. The slides in the presentation also focused on their process and the key results. A discussion ensued regarding the study. No Board action was taken at this time.
- (b) Discussion and take action as needed regarding City of Rockford Budgeted Subsidy Increase for the Additional Expansion of Free Ride Programs
The Executive Director provided an overview of the City of Rockford funded K-12 Student and Veteran Free Ride Program and the associated FY2024 Ridership statistics. The Executive Director also reviewed an opportunity to expand RMTD's free ride programs whereas the City of Rockford would increase their subsidy to fund an adult GED and Post-Secondary Education Free Ride Program as well. A discussion ensued regarding statistics, revenue and funding. The Executive Director stated the U-Pass program would be eliminated if RMTD expanded the free ride program as discussed. The Executive Director stated the expansion of the free ride program provides unlimited access no matter their destination.

The Executive Director stated Staff recommends approving and implementing the additional free ride program as outlined as a one (1) year pilot program, at which time, it will be evaluated and verified whether or not to continue.

The Board Vice Chairman asked for and received a motion to approve the increase in subsidy by the City of Rockford to fund the additional free ride program to Adult GED and Post-Secondary education individuals for a one (1) year pilot program and to discontinue the U-Pass program. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

(c) Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) of the Illinois Open Meetings Act

At approximately 4:58 p.m., the Board Chairman asked for and received a motion to enter into Executive Session to discuss collective bargaining matters pursuant to 5 ILCS 120/2(c)(2) of the Illinois Open Meetings Act. With no further discussion, the motion was seconded by the Secretary/Treasurer. The motion passed by a unanimous voice vote.

At approximately 5:08 p.m., the Board of Trustees Meeting reconvened into General Session.

E-9 NEXT MEETING SCHEDULE

The next RMTD Board of Trustees Meeting will be on Monday, January 27, 2025 at 3:30 PM.

F-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The Board Meeting adjourned at 5:09 p.m.

Respectfully submitted,

Erin Jenkins

Erin Jenkins
Executive Assistant and Board Meeting Secretary
Rockford Mass Transit District



**ROCKFORD MASS TRANSIT DISTRICT (RMTD)
PROFESSIONAL FEES - ATTORNEY FEES**

E-2 (A) #998

December 17, 2024

Williams & McCarthy invoice(s): \$ 2,512.50

Invoices for professional services rendered through November 20, 2024 in connection with general employment matters.

	Previous Fiscal Year	Current Month's Bill	Current Fiscal Year
General Litigation & Corporate			
July Services	610.50		161.00
August Services	276.00		2,175.00
September Services			3,595.00
October Services	368.00		1,318.00
November Services	2,183.00	2,512.50	2,512.50
December Services	1,887.00		
January Services	739.50		
February Services	2,392.50		
March Services	826.50		
April Services	1,479.00		
May Services	1,219.50		
June Services	1,350.00		
Total	13,331.50	2,512.50	9,761.50
Negotiations			
Other	34,902.53	5,530.00	24,628.00
Total	48,234.03	8,042.50	34,389.50

**ROCKFORD MASS TRANSIT DISTRICT (RMTD)
PROFESSIONAL FEES - ATTORNEY FEES**

E-2 (A) #998

December 17, 2024

AGHL Law \$ 8,525.00

Invoices for professional services rendered through 11/30/24 in connection with general employment matters.

	Previous Fiscal Year	Current Month's Bill	Current Fiscal Year
General Employment:			
July Services	715.00		8,882.50
August Services	1,540.00		4,317.50
September Services	82.50		4,647.50
October Services	275.00		6,113.90
November Services	907.50	8,525.00	8,525.00
December Services	1,540.00		
January Services	880.00		
February Services	5,005.00		
March Services	5,170.00		
April Services	3,052.50		
May Services	4,675.00		
June Services	13,392.50		
Total	37,235.00	8,525.00	32,486.40
Other			
ATU Bargaining	38,472.50		
IBEW Bargaining	31,735.00		
Total	107,442.50	8,525.00	32,486.40

**ROCKFORD MASS TRANSIT DISTRICT (RMTD)
PROFESSIONAL FEES - ATTORNEY FEES**

E-2 (A) #998

January 17, 2025

AGHL Law \$ 9,652.50

Invoices for professional services rendered through 11/30/24 in connection with general employment matters.

	Previous Fiscal Year	Current Month's Bill	Current Fiscal Year
General Employment:			
July Services	715.00		8,882.50
August Services	1,540.00		4,317.50
September Services	82.50		4,647.50
October Services	275.00		6,113.90
November Services	907.50		8,525.00
December Services	1,540.00	9,652.50	9,652.50
January Services	880.00		
February Services	5,005.00		
March Services	5,170.00		
April Services	3,052.50		
May Services	4,675.00		
June Services	13,392.50		
Total	37,235.00	9,652.50	42,138.90
Other			
ATU Bargaining	38,472.50		
IBEW Bargaining	31,735.00		
Total	107,442.50	9,652.50	42,138.90



Invoices to be Approved by the Board

E-2(A) #998

January 27, 2025

Total invoices to be approved: \$1,508,654.46

Vendor	Reason	Invoice Number	Invoice Total
Avail Technologies	Avail Support 1/1 - 6/30	SI108218	\$ 28,705.50
BCCA	Boone County Trip	IUDec24	\$ 55,355.62
City of Rockford	Gasoline	404139	\$ 34,682.36
City of Rockford	Gasoline	404206	\$ 34,990.40
IPRF	Worker's Comp. Insurance	92702	\$ 72,332.00
IPRF	Worker's Comp. Insurance	92703	\$ 72,332.00
Metro Enforcement	Security Services DTTC	62526	\$ 44,244.74
Traveler's	Accident Claims	FZE7131-5	\$ 42,000.00
Estimates			
Professional Benefit Administrators	February Health Insurance		\$ 49,000.00
Pre-approved by Board Secretary/Treasurer			
City of Rockford	Gasoline	40479	\$ 42,198.06
The Hanover Group	Builder's Risk Insurance	20241203	\$ 39,221.00
Traveler's	Insurance Premiums	20241212	\$ 172,767.33
Scandroli Construction C.	Construction 520 Expansion	113024	\$ 574,162.45
Scandroli Construction C.	Construction 520 Expansion	123124	\$ 246,663.00
		Total:	\$ 1,508,654.46



ROCKFORD MASS TRANSIT DISTRICT

p 815-961-9000 520 Mulberry St. rmtd.org →
f 815-961-9892 Rockford, IL 61101

TO: RMTD Board of Trustees
FROM: Xavier Whitford, Comptroller/Assistant Treasurer
Michael Stubbe, Executive Director
DATE: January 23, 2025
RE: November Financial Summary

The attached represents the Fiscal Year 2025 RMTD November Financials.

Operating revenue is \$12,479 or 12.20% over budget for November. Salary and benefits are \$5,307 or 2.02% lower than originally budgeted. Overall expenses for the month are \$13,153 or 0.59% under projected budget for November.

Fiscal Year to date we are \$539,592 or 34.85% under budget projections for revenue. Our operating revenue is \$14,391 or 2.61% over budget through November. Salary and fringe expenses are \$363,102 or 9.7% under budget year to date. Materials and Supplies are \$97,495 or 8.2% under year-to-date budget as a result of lower than anticipated lubricant, tire, and bus part expenses. We also saw lower expenses year-to-date for utilities and transportation purchases. Overall expenses through December are \$539,592 or 4.85% under budget.

Rockford Mass Transit District Budget Variance Report

E-2 (B) #998
NOVEMBER 2024

From Fiscal Year: 2025 From Period 5 Division: ** Consolidated Report
Thru Fiscal Year: 2025 Thru Period 5

As of: 1/2/2025

Nov-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Nov-2024	Budget	Variance	Var/Bgt Var %
400.00.00 REVENUE								
401.00.00 Operating Revenue								
27,780.45	21,266.00	6,514.45	30.63%	401.01.00 Full Fare Adults	140,070.98	146,149.00	-6,078.02	-4.16%
40,453.50	39,317.00	1,136.50	2.89%	401.01.05 Demand Response Fares	190,136.25	196,585.00	-6,448.75	-3.28%
1,476.00	2,378.00	-902.00	-37.93%	401.01.10 Machesney Park Demand Response Fares	8,925.00	11,890.00	-2,965.00	-24.94%
1,860.00	2,658.00	-798.00	-30.02%	401.01.15 Loves Park Demand Response Fares	9,696.00	13,290.00	-3,594.00	-27.04%
1,203.29	1,379.00	-175.71	-12.74%	401.01.20 Full Adult Fares - Night	6,925.81	6,895.00	30.81	0.45%
2,497.50	2,167.00	330.50	15.25%	401.01.25 SMTD Fares	11,913.00	10,835.00	1,078.00	9.95%
1,062.24	1,754.50	-692.26	-39.46%	401.01.26 BCCA Revenue	6,475.57	8,772.50	-2,296.93	-26.18%
417.70	540.00	-122.30	-22.65%	401.01.30 Machesney Park Service Farebox	2,642.40	2,700.00	-57.60	-2.13%
0.00	139.00	-139.00	-100.00%	401.01.35 Cherry Valley Service Farebox	237.50	695.00	-457.50	-65.83%
0.00	0.00	0.00	0.00%	401.01.40 Cherry Valley Demand Response Fares	97.00	0.00	97.00	100.00%
1,071.38	1,388.00	-316.62	-22.81%	401.01.45 Loves Park Revenue	6,853.76	6,940.00	-86.24	-1.24%
297.00	339.00	-42.00	-12.39%	401.02.00 University Pass	1,998.00	1,695.00	303.00	17.88%
0.00	0.00	0.00	0.00%	401.03.00 Student Fares	0.00	0.00	0.00	0.00%
172.50	189.00	-16.50	-8.73%	401.05.00 Disable Riders Fares	757.50	945.00	-187.50	-19.84%
4,174.00	4,318.00	-144.00	-3.33%	401.99.00 Seven Day Passes	20,462.50	21,590.00	-1,127.50	-5.22%
16,480.00	7,846.00	8,634.00	110.04%	401.99.10 30 Day Passes	70,833.50	39,230.00	31,603.50	80.56%
5,718.50	8,110.00	-2,391.50	-29.49%	401.99.20 Other - Full Fare Tickets	33,911.50	40,550.00	-6,638.50	-16.37%
0.00	0.00	0.00	0.00%	401.99.25 Other Demand Response Tickets	0.00	0.00	0.00	0.00%
31.50	0.00	31.50	100.00%	401.99.30 Other - Half Fare Tickets	199.50	0.00	199.50	100.00%
9,930.50	8,270.00	1,660.50	20.08%	401.99.35 Full Fare All Day Passes	52,686.00	41,350.00	11,336.00	27.41%
181.50	270.00	-88.50	-32.78%	401.99.40 Half Fare All Day Passes	1,030.50	1,350.00	-319.50	-23.67%
0.00	0.00	0.00	0.00%	402.00.04 Special Transit Fares/Public Aid	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	402.00.06 Farebox Revenue/Trolley	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	402.06.02 Special Transit Fares	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	405.01.00 Charter Service Bus	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	405.01.01 Charter Service Trolley	0.00	0.00	0.00	0.00%
114,807.56	102,328.50	12,479.06	12.20%	405.99.99 Total Operating Revenue	565,852.27	551,461.50	14,390.77	2.61%
406.00.00 Non-Operating Revenue								
7,554.00	6,250.00	1,304.00	20.86%	406.03.00 Advertising Services Income	35,618.00	31,250.00	4,368.00	13.98%
0.00	416.67	-416.67	-100.00%	406.03.05 Advertising Services Income Demand Res	0.00	2,083.35	-2,083.35	-100.00%
0.00	0.00	0.00	0.00%	407.01.00 Sale of Maintenance Service	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	407.01.40 Sale of Maintenance Service	0.00	0.00	0.00	0.00%
2,477.91	1,847.00	630.91	34.16%	407.03.00 Rental Buildings/Other Property	11,622.46	9,235.00	2,387.46	25.85%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 5
Thru Fiscal Year: 2025 Thru Period 5

Division: ** Consolidated Report

As of: 1/2/2025

Nov-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Nov-2024	Budget	Variance	Var/Bgt Var %
13,104.06	13,125.00	-20.94	-0.16%	407.04.00 Investment Income	64,264.76	65,625.00	-1,360.24	-2.07%
0.00	0.00	0.00	0.00%	407.05.00 Parking Lot Revenue	4,983.24	0.00	4,983.24	100.00%
-320.66	0.00	-320.66	-100.00%	407.99.00 Other Non-Transportation Rev - GH & VG	-1,115.46	0.00	-1,115.46	-100.00%
1,595.63	1,667.00	-71.37	-4.28%	407.99.05 Other Non-Transportation Revenue - Fixed	36,834.53	8,335.00	28,499.53	341.93%
0.00	0.00	0.00	0.00%	407.99.06 Other Non-Transportation Revenue - Dema	0.00	0.00	0.00	0.00%
129,000.00	129,000.00	0.00	0.00%	409.01.00 Local Operating Assistance	645,000.00	645,000.00	0.00	0.00%
16,807.00	16,806.92	0.08	0.00%	409.01.05 Operating Assistance - Other FR Machesn	84,035.00	84,034.60	0.40	0.00%
8,193.00	8,192.83	0.17	0.00%	409.01.06 Operating Assistance - Other DR Machesn	40,965.00	40,964.15	0.85	0.00%
32,145.00	32,144.58	0.42	0.00%	409.02.05 Operating Assistance - Other FR Loves Pa	160,725.00	160,722.90	2.10	0.00%
9,796.00	9,796.33	-0.33	0.00%	409.02.06 Operating Assistance - Other DR Loves Pa	48,980.00	48,981.65	-1.65	0.00%
0.00	0.00	0.00	0.00%	409.03.05 Operating Assistance - Other FR Boone C	0.00	0.00	0.00	0.00%
18,876.45	23,407.00	-4,530.55	-19.36%	409.03.06 Operating Assistance - Other DR Boone C	112,412.51	117,035.00	-4,622.49	-3.95%
0.00	0.00	0.00	0.00%	409.04.05 Operating Assistance - Other FR Belvidere	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	409.04.06 Operating Assistance - Other DR Belvidere	0.00	0.00	0.00	0.00%
165,592.95	147,573.42	18,019.53	12.21%	409.05.05 Operating Assistance - Other SMTD	726,140.40	737,867.10	-11,726.70	-1.59%
0.00	0.00	0.00	0.00%	409.99.00 Other Local Financial Assistance	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	409.99.05 Other Local Fin/Assit	0.00	0.00	0.00	0.00%
1,288,165.55	1,298,852.92	-10,687.37	-0.82%	411.01.00 IDOT Operating Assistance	6,168,094.05	6,494,264.60	-326,170.55	-5.02%
37,029.00	46,728.50	-9,699.50	-20.76%	411.01.01 IDOT Operating Assistance Boone County	220,792.17	233,642.50	-12,850.33	-5.50%
0.00	0.00	0.00	0.00%	411.01.05 IDOT Operating Assistance Belvedere	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	411.04.00 State Cash Grant & Reimbursement Speci	0.00	0.00	0.00	0.00%
367,012.58	275,154.45	91,858.13	33.38%	413.01.00 FTA Operating Assistance	976,847.79	1,335,953.25	-359,105.46	-26.88%
0.00	68,447.42	-68,447.42	-100.00%	413.99.00 Other Assistance - Federal - Preventative	373,299.41	342,237.10	31,062.31	9.08%
0.00	17,416.67	-17,416.67	-100.00%	413.99.01 Other Assistance - Federal-JARC New Fre	0.00	87,083.35	-87,083.35	-100.00%
0.00	25,833.33	-25,833.33	-100.00%	413.99.05 Other Assistance - Federal - ADA	310,000.00	129,166.65	180,833.35	140.00%
0.00	0.00	0.00	0.00%	430.01.00 Contributed Services	0.00	0.00	0.00	0.00%
2,097,028.47	2,122,660.04	-25,631.57	-1.21%	430.99.99 Total Non-Operating Revenue	10,019,498.86	10,573,481.20	-553,982.34	-5.24%
2,211,836.03	2,224,988.54	-13,152.51	-0.59%	440.99.99 Total Revenues	10,585,351.13	11,124,942.70	-539,591.57	-4.85%
				500.00.0 Salaries & Wages				
408,247.65	360,225.00	48,022.65	13.33%	501.01.1 Operators Salaries and Wages	1,783,717.16	1,801,125.00	-17,407.84	-0.97%
151,735.67	121,383.33	30,352.34	25.01%	501.01.2 Operators Overtime	678,440.45	606,916.65	71,523.80	11.78%
318,337.85	334,184.33	-15,846.48	-4.74%	501.02.1 Salaries and Wages	1,488,484.64	1,670,921.65	-182,437.01	-10.92%
17,071.51	21,029.99	-3,958.48	-18.82%	501.02.2 Overtime	104,385.00	105,149.95	-764.95	-0.73%
895,392.68	836,822.65	58,570.03	7.00%	501.99.9 Total Salaries & Wages	4,055,027.25	4,184,113.25	-129,086.00	-3.09%

502.00.0 Fringe Benefits

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 5
Thru Fiscal Year: 2025 Thru Period 5

Division: ** Consolidated Report

As of: 1/2/2025

Nov-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Nov-2024	Budget	Variance	Var/Bgt Var %
63,575.33	72,859.17	-9,283.84	-12.74%	502.01.0 FICA	332,569.66	364,295.85	-31,726.19	-8.71%
151,833.87	159,786.99	-7,953.12	-4.98%	502.02.1 Pension Plan	760,995.35	798,934.95	-37,939.60	-4.75%
2,581.27	3,062.51	-481.24	-15.71%	502.02.2 Long Term Disability	12,981.87	15,312.55	-2,330.68	-15.22%
250,000.00	250,000.00	0.00	0.00%	502.03.0 Hospital/Medical Plan	1,250,000.00	1,250,000.00	0.00	0.00%
877.00	875.00	2.00	0.23%	502.03.1 Vision Plans	4,385.00	4,375.00	10.00	0.23%
0.00	377.50	-377.50	-100.00%	502.03.2 Employee Assistance Program	3,914.72	1,887.50	2,027.22	107.40%
6,125.00	6,125.01	-0.01	0.00%	502.04.0 Dental Plans	30,625.00	30,625.05	-0.05	0.00%
2,336.56	2,100.00	236.56	11.26%	502.05.0 Life Insurance Plans	10,202.48	10,500.00	-297.52	-2.83%
1,250.00	4,525.00	-3,275.00	-72.38%	502.06.0 Short-Term Disability Plans	13,470.00	22,625.00	-9,155.00	-40.46%
588.24	4,090.00	-3,501.76	-85.62%	502.07.0 Unemployment Insurance	2,853.82	20,450.00	-17,596.18	-86.04%
72,917.00	72,916.67	0.33	0.00%	502.08.0 Workers' Compensation Insurance	364,585.00	364,583.35	1.65	0.00%
25,417.51	20,541.67	4,875.84	23.74%	502.09.0 Sick Leave	87,567.90	102,708.35	-15,140.45	-14.74%
13,819.41	39,016.67	-25,197.26	-64.58%	502.10.0 Holidays	137,104.65	195,083.35	-57,978.70	-29.72%
30,235.37	47,008.34	-16,772.97	-35.68%	502.11.0 Vacation	232,244.82	235,041.70	-2,796.88	-1.19%
5,133.82	10,208.34	-5,074.52	-49.71%	502.12.0 Other Wages	22,086.68	51,041.70	-28,955.02	-56.73%
0.00	0.00	0.00	0.00%	502.12.2 Other Paid Absence - ADA Training	0.00	0.00	0.00	0.00%
13,497.61	6,675.01	6,822.60	102.21%	502.13.0 Uniform Allowance	23,652.71	33,375.05	-9,722.34	-29.13%
2,057.68	5,955.00	-3,897.32	-65.45%	502.14.0 Other Fringe Benefits	7,358.25	29,775.00	-22,416.75	-75.29%
2,211.00	2,211.00	0.00	0.00%	502.14.1 Other Fringe Benefits - Parking	11,055.00	11,055.00	0.00	0.00%
644,456.67	708,333.88	-63,877.21	-9.02%	502.99.9 Fringe Benefits	3,307,652.91	3,541,669.40	-234,016.49	-6.61%
				503.00.0 Services				
0.00	0.00	0.00	0.00%	503.01.1 Management Service Fee	0.00	0.00	0.00	0.00%
0.00	8,333.33	-8,333.33	-100.00%	503.02.0 Advertising Fees	27,500.00	41,666.65	-14,166.65	-34.00%
63,592.43	59,475.00	4,117.43	6.92%	503.03.0 Professional Services	315,071.11	297,375.00	17,696.11	5.95%
219.00	866.67	-647.67	-74.73%	503.03.1 Professional Services - Drug Testing	2,852.00	4,333.35	-1,481.35	-34.18%
341.00	1,166.67	-825.67	-70.77%	503.03.2 Professional Services - DOT Physicals	3,360.00	5,833.35	-2,473.35	-42.40%
0.00	0.00	0.00	0.00%	503.04.0 Temporary Help	729.21	0.00	729.21	100.00%
44,689.32	31,458.34	13,230.98	42.06%	503.05.0 Repair/Maintenance	165,006.67	157,291.70	7,714.97	4.90%
7,618.76	11,666.67	-4,047.91	-34.70%	503.06.0 Custodial Services	62,286.47	58,333.35	3,953.12	6.78%
50,888.22	50,583.33	304.89	0.60%	503.07.0 Security Services	256,489.38	252,916.65	3,572.73	1.41%
0.00	0.00	0.00	0.00%	503.08.0 Technical Study Service	0.00	0.00	0.00	0.00%
1,500.00	1,500.00	0.00	0.00%	503.99.0 Other Services	7,500.00	7,500.00	0.00	0.00%
168,848.73	165,050.01	3,798.72	2.30%	503.99.9 Total Services	840,794.84	825,250.05	15,544.79	1.88%
				504.00.0 Materials & Supplies				
97,173.76	96,586.25	587.51	0.61%	504.01.0 Fuel	491,362.49	482,931.25	8,431.24	1.75%
6,357.82	11,250.00	-4,892.18	-43.49%	504.01.1 Lubricants & Oils	40,974.78	56,250.00	-15,275.22	-27.16%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 5
Thru Fiscal Year: 2025 Thru Period 5

Division: ** Consolidated Report

As of: 1/2/2025

Nov-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Nov-2024	Budget	Variance	Var/Bgt Var %
6,503.83	11,250.01	-4,746.18	-42.19%	504.02.0 Tires and Tubes	30,419.44	56,250.05	-25,830.61	-45.92%
46,360.80	46,333.32	27.48	0.06%	504.99.0 Other Materials/Supplies	245,374.68	231,666.60	13,708.08	5.92%
0.00	833.33	-833.33	-100.00%	504.99.1 Other Materials/Supplies - ADA	53.31	4,166.65	-4,113.34	-98.72%
3,620.00	5,000.00	-1,380.00	-27.60%	504.99.2 Accident Repair Revenue Vehicles	3,620.00	25,000.00	-21,380.00	-85.52%
68,174.74	66,666.67	1,508.07	2.26%	504.99.3 Bus Parts	280,298.74	333,333.35	-53,034.61	-15.91%
228,190.95	237,919.58	-9,728.63	-4.09%	504.99.9 Total Materials & Supplies	1,092,103.44	1,189,597.90	-97,494.46	-8.20%
				505.00.0 Utilities				
40,738.36	42,554.67	-1,816.31	-4.27%	505.02.0 Utilities	197,061.46	212,773.35	-15,711.89	-7.38%
40,738.36	42,554.67	-1,816.31	-4.27%	505.99.9 Total Utilities	197,061.46	212,773.35	-15,711.89	-7.38%
				506.00.0 Casulaty & Liability				
73,752.00	53,906.25	19,845.75	36.82%	506.01.0 Premiums - Physical Damanger Insurance	295,382.27	269,531.25	25,851.02	9.59%
0.00	0.00	0.00	0.00%	506.02.0 Recoveries of Physical Damage Losses	0.00	0.00	0.00	0.00%
21,977.00	21,363.00	614.00	2.87%	506.03.0 Premiums - Public Liability Insurance	101,990.26	106,815.00	-4,824.74	-4.52%
21,363.00	20,833.33	529.67	2.54%	506.05.0 Provision for Unisured Public Liability	106,815.00	104,166.65	2,648.35	2.54%
3,962.00	4,192.50	-230.50	-5.50%	506.08.0 Premiums for Other Corporate Insurance	19,773.76	20,962.50	-1,188.74	-5.67%
121,054.00	100,295.08	20,758.92	20.70%	506.99.9 Total Casualty & Liability	523,961.29	501,475.40	22,485.89	4.48%
				507.00.0 Taxes/Vehicle Registration				
0.00	131.25	-131.25	-100.00%	507.04.0 Vehicle Licensing and Registration Fees	984.00	656.25	327.75	49.94%
396.74	500.00	-103.26	-20.65%	507.05.0 Fuel and Lubricant Taxes	2,108.32	2,500.00	-391.68	-15.67%
0.00	0.00	0.00	0.00%	507.99.0 Other Taxes	0.00	0.00	0.00	0.00%
396.74	631.25	-234.51	-37.15%	507.99.9 Total Taxes/Vehicle Registration	3,092.32	3,156.25	-63.93	-2.03%
				508.00.0 Purchased Transportation				
56,967.69	71,890.00	-14,922.31	-20.76%	508.01.0 Purchased Transporation	339,680.25	359,450.00	-19,769.75	-5.50%
56,967.69	71,890.00	-14,922.31	-20.76%	508.99.9 Total Purchased Transportation	339,680.25	359,450.00	-19,769.75	-5.50%
				509.00.0 Miscellaneous Expenses				
12,610.52	5,833.33	6,777.19	116.18%	509.01.0 Dues and Subscriptions	30,100.32	29,166.65	933.67	3.20%
4,809.32	7,083.34	-2,274.02	-32.10%	509.02.0 Travel and Meetings	30,610.00	35,416.70	-4,806.70	-13.57%
0.00	0.00	0.00	0.00%	509.04.0 Entertainment Expenses	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	509.06.0 Fines and Penalties	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	509.07.0 Bad Debt Expense	0.00	0.00	0.00	0.00%
6,736.57	14,583.33	-7,846.76	-53.81%	509.08.0 Advertising/Promotion Media	28,453.49	72,916.65	-44,463.16	-60.98%
7,671.98	8,750.00	-1,078.02	-12.32%	509.99.0 Other Miscellaneous Expenses	22,354.44	43,750.00	-21,395.56	-48.90%
748.01	2,833.33	-2,085.32	-73.60%	509.99.1 Postage and Freight	6,391.71	14,166.65	-7,774.94	-54.88%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025		From Period 5		Division: ** Consolidated Report				As of: 1/2/2025			
Thru Fiscal Year: 2025		Thru Period 5									
Nov-2024	Budget	Variance	Var/Bgt Var %					Jul-2024 Nov-2024	Budget	Variance	Var/Bgt Var %
2,472.39	1,666.67	805.72	48.34%	509.99.2 Employee Appreciation				4,360.31	8,333.35	-3,973.04	-47.68%
35,048.79	40,750.00	-5,701.21	-13.99%	509.99.9 Total Miscellaneous Expenses				122,270.27	203,750.00	-81,479.73	-39.99%
511.00.0 Interest Expense											
0.00	0.00	0.00	0.00%	511.02.0 Short Term Interest Expense				0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	511.99.9 Total Interest Expense				0.00	0.00	0.00	0.00%
512.00.0 Leases & Rentals											
0.00	0.00	0.00	0.00%	512.02.0 Lease & Rental Passenger Stations				0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.05.0 Lease - Service Vehicles				0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.12.0 Lease and Rental Equipment				0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.99.9 Total Leases & Rentals				0.00	0.00	0.00	0.00%
513.00.0 Depreciation											
0.00	0.00	0.00	0.00%	513.00.1 Depreciation Expense				0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	513.99.9 Total Depreciation Expense				0.00	0.00	0.00	0.00%
517.00.0 Debt Service											
7,385.42	7,385.42	0.00	0.00%	517.01.0 Line Of Credit - Interest				36,927.10	36,927.10	0.00	0.00%
13,356.00	13,356.00	0.00	0.00%	517.02.0 Line Of Credit - Principal Payments				66,780.00	66,780.00	0.00	0.00%
20,741.42	20,741.42	0.00	0.00%	517.99.9 Total Debt Service				103,707.10	103,707.10	0.00	0.00%
2,211,836.03	2,224,988.54	-13,152.51	-0.59%	520.99.9 Total Expenses				10,585,351.13	11,124,942.70	-539,591.57	-4.85%
0.00	0.00	0.00	0.00%	999.99.999 Surplus / Deficit				0.00	0.00	0.00	0.00%



ROCKFORD MASS TRANSIT DISTRICT

TO: RMTD Board of Trustees
FROM: Xavier Whitford, Comptroller/Assistant Treasurer
Michael Stubbe, Executive Director
DATE: January 23, 2025
RE: December Financial Summary

The attached represents the Fiscal Year 2025 RMTD December Financials.

Revenues for December are \$63,345 or 2.85% over budget projections as a result of increased expenses for month that were reimbursed through IDOT. Salary and benefits are \$141,529 or 18.54% higher than originally budgeted. This increase is mainly driven by the need for overtime pay due to ongoing staffing challenges. We have seen some increased expenses in our utilities and insurance premiums, otherwise all other expenses are on or under budget.

Fiscal Year to date we are \$490,766.14 or 3.87% under budget projections for revenue. Our operating revenue is \$14,520 or 2.21% over budget through December. Salary and fringes are \$221,573.26 or 4.99% under budget year to date. Most other areas are also under budget year to date, except for our Casualty and Liability which is \$46,513.23 or 7.73% over budget primarily due to physical damage insurance premium increases. Overall expenses through December are \$476,246 or 3.57% under budget.

Rockford Mass Transit District Budget Variance Report

E-2 (B) #998
DECEMBER 2024

From Fiscal Year: 2025 From Period 6
Thru Fiscal Year: 2025 Thru Period 6

Division: ** Consolidated Report

As of: 1/23/2025

Dec-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Dec-2024	Budget	Variance	Var/Bgt Var %
400.00.00 REVENUE								
401.00.00 Operating Revenue								
23,232.14	25,918.00	-2,685.86	-10.36%	401.01.00 Full Fare Adults	163,303.12	172,067.00	-8,763.88	-5.09%
36,855.50	39,317.00	-2,461.50	-6.26%	401.01.05 Demand Response Fares	226,991.75	235,902.00	-8,910.25	-3.78%
1,473.00	2,378.00	-905.00	-38.06%	401.01.10 Machesney Park Demand Response Fares	10,398.00	14,268.00	-3,870.00	-27.12%
1,845.00	2,658.00	-813.00	-30.59%	401.01.15 Loves Park Demand Response Fares	11,541.00	15,948.00	-4,407.00	-27.63%
942.91	1,379.00	-436.09	-31.62%	401.01.20 Full Adult Fares - Night	7,868.72	8,274.00	-405.28	-4.90%
2,310.00	2,167.00	143.00	6.60%	401.01.25 SMTD Fares	14,223.00	13,002.00	1,221.00	9.39%
1,211.54	1,754.50	-542.96	-30.95%	401.01.26 BCCA Revenue	7,687.11	10,527.00	-2,839.89	-26.98%
374.99	540.00	-165.01	-30.56%	401.01.30 Machesney Park Service Farebox	3,017.39	3,240.00	-222.61	-6.87%
0.00	139.00	-139.00	-100.00%	401.01.35 Cherry Valley Service Farebox	237.50	834.00	-596.50	-71.52%
0.00	0.00	0.00	0.00%	401.01.40 Cherry Valley Demand Response Fares	97.00	0.00	97.00	100.00%
903.57	1,388.00	-484.43	-34.90%	401.01.45 Loves Park Revenue	7,757.33	8,328.00	-570.67	-6.85%
351.00	339.00	12.00	3.54%	401.02.00 University Pass	2,349.00	2,034.00	315.00	15.49%
0.00	0.00	0.00	0.00%	401.03.00 Student Fares	0.00	0.00	0.00	0.00%
75.00	189.00	-114.00	-60.32%	401.05.00 Disable Riders Fares	832.50	1,134.00	-301.50	-26.59%
3,419.00	4,318.00	-899.00	-20.82%	401.99.00 Seven Day Passes	23,881.50	25,908.00	-2,026.50	-7.82%
14,830.00	7,846.00	6,984.00	89.01%	401.99.10 30 Day Passes	85,663.50	47,076.00	38,587.50	81.97%
9,560.50	8,110.00	1,450.50	17.89%	401.99.20 Other - Full Fare Tickets	43,472.00	48,660.00	-5,188.00	-10.66%
0.00	0.00	0.00	0.00%	401.99.25 Other Demand Response Tickets	0.00	0.00	0.00	0.00%
26.25	0.00	26.25	100.00%	401.99.30 Other - Half Fare Tickets	225.75	0.00	225.75	100.00%
9,541.50	8,270.00	1,271.50	15.37%	401.99.35 Full Fare All Day Passes	62,227.50	49,620.00	12,607.50	25.41%
157.50	270.00	-112.50	-41.67%	401.99.40 Half Fare All Day Passes	1,188.00	1,620.00	-432.00	-26.67%
0.00	0.00	0.00	0.00%	402.00.04 Special Transit Fares/Public Aid	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	402.00.06 Farebox Revenue/Trolley	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	402.06.02 Special Transit Fares	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	405.01.00 Charter Service Bus	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	405.01.01 Charter Service Trolley	0.00	0.00	0.00	0.00%
107,109.40	106,980.50	128.90	0.12%	405.99.99 Total Operating Revenue	672,961.67	658,442.00	14,519.67	2.21%
406.00.00 Non-Operating Revenue								
3,234.00	6,250.00	-3,016.00	-48.26%	406.03.00 Advertising Services Income	38,852.00	37,500.00	1,352.00	3.61%
0.00	416.67	-416.67	-100.00%	406.03.05 Advertising Services Income Demand Res	0.00	2,500.02	-2,500.02	-100.00%
0.00	0.00	0.00	0.00%	407.01.00 Sale of Maintenance Service	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	407.01.40 Sale of Maintenance Service	0.00	0.00	0.00	0.00%
1,427.91	1,847.00	-419.09	-22.69%	407.03.00 Rental Buildings/Other Property	13,050.37	11,082.00	1,968.37	17.76%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 6
Thru Fiscal Year: 2025 Thru Period 6

Division: ** Consolidated Report

As of: 1/23/2025

Dec-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Dec-2024	Budget	Variance	Var/Bgt Var %
16,513.19	13,125.00	3,388.19	25.81%	407.04.00 Investment Income	80,777.95	78,750.00	2,027.95	2.58%
0.00	0.00	0.00	0.00%	407.05.00 Parking Lot Revenue	4,983.24	0.00	4,983.24	100.00%
913.81	0.00	913.81	100.00%	407.99.00 Other Non-Transportation Rev - GH & VG	-201.65	0.00	-201.65	-100.00%
1,527.63	1,667.00	-139.37	-8.36%	407.99.05 Other Non-Transportation Revenue - Fixed	38,362.16	10,002.00	28,360.16	283.54%
0.00	0.00	0.00	0.00%	407.99.06 Other Non-Transportation Revenue - Dema	0.00	0.00	0.00	0.00%
129,000.00	129,000.00	0.00	0.00%	409.01.00 Local Operating Assistance	774,000.00	774,000.00	0.00	0.00%
16,807.00	16,806.92	0.08	0.00%	409.01.05 Operating Assistance - Other FR Machesn	100,842.00	100,841.52	0.48	0.00%
8,193.00	8,192.83	0.17	0.00%	409.01.06 Operating Assistance - Other DR Machesn	49,158.00	49,156.98	1.02	0.00%
32,145.00	32,144.58	0.42	0.00%	409.02.05 Operating Assistance - Other FR Loves Pa	192,870.00	192,867.48	2.52	0.00%
9,796.00	9,796.33	-0.33	0.00%	409.02.06 Operating Assistance - Other DR Loves Pa	58,776.00	58,777.98	-1.98	0.00%
0.00	0.00	0.00	0.00%	409.03.05 Operating Assistance - Other FR Boone Co	0.00	0.00	0.00	0.00%
18,586.97	23,407.00	-4,820.03	-20.59%	409.03.06 Operating Assistance - Other DR Boone C	130,999.48	140,442.00	-9,442.52	-6.72%
0.00	0.00	0.00	0.00%	409.04.05 Operating Assistance - Other FR Belvidere	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	409.04.06 Operating Assistance - Other DR Belvidere	0.00	0.00	0.00	0.00%
158,687.07	147,573.42	11,113.65	7.53%	409.05.05 Operating Assistance - Other SMTD	884,827.47	885,440.52	-613.05	-0.07%
0.00	0.00	0.00	0.00%	409.99.00 Other Local Financial Assistance	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	409.99.05 Other Local Fin/Assit	0.00	0.00	0.00	0.00%
1,353,063.44	1,298,852.92	54,210.52	4.17%	411.01.00 IDOT Operating Assistance	7,521,157.49	7,793,117.52	-271,960.03	-3.49%
36,768.65	46,728.50	-9,959.85	-21.31%	411.01.01 IDOT Operating Assistance Boone County	257,560.82	280,371.00	-22,810.18	-8.14%
0.00	0.00	0.00	0.00%	411.01.05 IDOT Operating Assistance Belvedere	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	411.04.00 State Cash Grant & Reimbursement Speci	0.00	0.00	0.00	0.00%
301,620.20	270,502.45	31,117.75	11.50%	413.01.00 FTA Operating Assistance	1,278,467.99	1,606,455.70	-327,987.71	-20.42%
39,904.37	68,447.42	-28,543.05	-41.70%	413.99.00 Other Assistance - Federal - Preventative	413,203.78	410,684.52	2,519.26	0.61%
53,036.00	17,416.67	35,619.33	204.51%	413.99.01 Other Assistance - Federal-JARC New Fre	53,036.00	104,500.02	-51,464.02	-49.25%
0.00	25,833.33	-25,833.33	-100.00%	413.99.05 Other Assistance - Federal - ADA	310,000.00	154,999.98	155,000.02	100.00%
0.00	0.00	0.00	0.00%	430.01.00 Contributed Services	0.00	0.00	0.00	0.00%
2,181,224.24	2,118,008.04	63,216.20	2.98%	430.99.99 Total Non-Operating Revenue	12,200,723.10	12,691,489.24	-490,766.14	-3.87%
2,288,333.64	2,224,988.54	63,345.10	2.85%	440.99.99 Total Revenues	12,873,684.77	13,349,931.24	-476,246.47	-3.57%
				500.00.0 Salaries & Wages				
342,770.48	360,225.00	-17,454.52	-4.85%	501.01.1 Operators Salaries and Wages	2,126,487.64	2,161,350.00	-34,862.36	-1.61%
221,318.00	121,383.33	99,934.67	82.33%	501.01.2 Operators Overtime	899,758.45	728,299.98	171,458.47	23.54%
303,504.81	334,184.33	-30,679.52	-9.18%	501.02.1 Salaries and Wages	1,791,989.45	2,005,105.98	-213,116.53	-10.63%
35,973.65	21,029.99	14,943.66	71.06%	501.02.2 Overtime	140,358.65	126,179.94	14,178.71	11.24%
903,566.94	836,822.65	66,744.29	7.98%	501.99.9 Total Salaries & Wages	4,958,594.19	5,020,935.90	-62,341.71	-1.24%
				502.00.0 Fringe Benefits				

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 6
Thru Fiscal Year: 2025 Thru Period 6

Division: ** Consolidated Report

As of: 1/23/2025

Dec-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Dec-2024	Budget	Variance	Var/Bgt Var %
97,623.89	72,859.17	24,764.72	33.99%	502.01.0 FICA	430,193.55	437,155.02	-6,961.47	-1.59%
154,232.47	159,786.99	-5,554.52	-3.48%	502.02.1 Pension Plan	915,227.82	958,721.94	-43,494.12	-4.54%
2,701.50	3,062.51	-361.01	-11.79%	502.02.2 Long Term Disability	15,683.37	18,375.06	-2,691.69	-14.65%
250,000.00	250,000.00	0.00	0.00%	502.03.0 Hospital/Medical Plan	1,500,000.00	1,500,000.00	0.00	0.00%
877.00	875.00	2.00	0.23%	502.03.1 Vision Plans	5,262.00	5,250.00	12.00	0.23%
70.20	377.50	-307.30	-81.40%	502.03.2 Employee Assistance Program	3,984.92	2,265.00	1,719.92	75.93%
6,125.00	6,125.01	-0.01	0.00%	502.04.0 Dental Plans	36,750.00	36,750.06	-0.06	0.00%
761.95	2,100.00	-1,338.05	-63.72%	502.05.0 Life Insurance Plans	10,964.43	12,600.00	-1,635.57	-12.98%
6,335.00	4,525.00	1,810.00	40.00%	502.06.0 Short-Term Disability Plans	19,805.00	27,150.00	-7,345.00	-27.05%
1,458.45	4,090.00	-2,631.55	-64.34%	502.07.0 Unemployment Insurance	4,312.27	24,540.00	-20,227.73	-82.43%
72,917.00	72,916.67	0.33	0.00%	502.08.0 Workers' Compensation Insurance	437,502.00	437,500.02	1.98	0.00%
32,802.87	20,541.67	12,261.20	59.69%	502.09.0 Sick Leave	120,370.77	123,250.02	-2,879.25	-2.34%
62,759.25	39,016.67	23,742.58	60.85%	502.10.0 Holidays	199,863.90	234,100.02	-34,236.12	-14.62%
44,444.84	47,008.34	-2,563.50	-5.45%	502.11.0 Vacation	276,689.66	282,050.04	-5,360.38	-1.90%
30,459.69	10,208.34	20,251.35	198.38%	502.12.0 Other Wages	52,546.37	61,250.04	-8,703.67	-14.21%
0.00	0.00	0.00	0.00%	502.12.2 Other Paid Absence - ADA Training	0.00	0.00	0.00	0.00%
4,071.03	6,675.01	-2,603.98	-39.01%	502.13.0 Uniform Allowance	27,723.74	40,050.06	-12,326.32	-30.78%
13,267.68	5,955.00	7,312.68	122.80%	502.14.0 Other Fringe Benefits	20,625.93	35,730.00	-15,104.07	-42.27%
2,211.00	2,211.00	0.00	0.00%	502.14.1 Other Fringe Benefits - Parking	13,266.00	13,266.00	0.00	0.00%
783,118.82	708,333.88	74,784.94	10.56%	502.99.9 Fringe Benefits	4,090,771.73	4,250,003.28	-159,231.55	-3.75%
				503.00.0 Services				
0.00	0.00	0.00	0.00%	503.01.1 Management Service Fee	0.00	0.00	0.00	0.00%
0.00	8,333.33	-8,333.33	-100.00%	503.02.0 Advertising Fees	27,500.00	49,999.98	-22,499.98	-45.00%
63,819.07	59,475.00	4,344.07	7.30%	503.03.0 Professional Services	378,890.18	356,850.00	22,040.18	6.18%
473.00	866.67	-393.67	-45.42%	503.03.1 Professional Services - Drug Testing	3,325.00	5,200.02	-1,875.02	-36.06%
420.00	1,166.67	-746.67	-64.00%	503.03.2 Professional Services - DOT Physicals	3,780.00	7,000.02	-3,220.02	-46.00%
0.00	0.00	0.00	0.00%	503.04.0 Temporary Help	729.21	0.00	729.21	100.00%
26,114.30	31,458.34	-5,344.04	-16.99%	503.05.0 Repair/Maintenance	191,120.97	188,750.04	2,370.93	1.26%
4,929.77	11,666.67	-6,736.90	-57.74%	503.06.0 Custodial Services	67,216.24	70,000.02	-2,783.78	-3.98%
53,035.98	50,583.33	2,452.65	4.85%	503.07.0 Security Services	309,525.36	303,499.98	6,025.38	1.99%
0.00	0.00	0.00	0.00%	503.08.0 Technical Study Service	0.00	0.00	0.00	0.00%
1,500.00	1,500.00	0.00	0.00%	503.99.0 Other Services	9,000.00	9,000.00	0.00	0.00%
150,292.12	165,050.01	-14,757.89	-8.94%	503.99.9 Total Services	991,086.96	990,300.06	786.90	0.08%
				504.00.0 Materials & Supplies				
92,402.11	96,586.25	-4,184.14	-4.33%	504.01.0 Fuel	583,764.60	579,517.50	4,247.10	0.73%
8,860.30	11,250.00	-2,389.70	-21.24%	504.01.1 Lubricants & Oils	49,835.08	67,500.00	-17,664.92	-26.17%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025 From Period 6
Thru Fiscal Year: 2025 Thru Period 6

Division: ** Consolidated Report

As of: 1/23/2025

Dec-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Dec-2024	Budget	Variance	Var/Bgt Var %
7,492.21	11,250.01	-3,757.80	-33.40%	504.02.0 Tires and Tubes	37,911.65	67,500.06	-29,588.41	-43.83%
28,056.70	46,333.32	-18,276.62	-39.45%	504.99.0 Other Materials/Supplies	273,431.38	277,999.92	-4,568.54	-1.64%
90.00	833.33	-743.33	-89.20%	504.99.1 Other Materials/Supplies - ADA	143.31	4,999.98	-4,856.67	-97.13%
-7,075.98	5,000.00	-12,075.98	-241.52%	504.99.2 Accident Repair Revenue Vehicles	-3,455.98	30,000.00	-33,455.98	-111.52%
54,906.44	66,666.67	-11,760.23	-17.64%	504.99.3 Bus Parts	335,205.18	400,000.02	-64,794.84	-16.20%
184,731.78	237,919.58	-53,187.80	-22.36%	504.99.9 Total Materials & Supplies	1,276,835.22	1,427,517.48	-150,682.26	-10.56%
				505.00.0 Utilities				
45,290.69	42,554.67	2,736.02	6.43%	505.02.0 Utilities	242,352.15	255,328.02	-12,975.87	-5.08%
45,290.69	42,554.67	2,736.02	6.43%	505.99.9 Total Utilities	242,352.15	255,328.02	-12,975.87	-5.08%
				506.00.0 Casulaty & Liability				
73,752.00	53,906.25	19,845.75	36.82%	506.01.0 Premiums - Physical Damanger Insurance	369,134.27	323,437.50	45,696.77	14.13%
0.00	0.00	0.00	0.00%	506.02.0 Recoveries of Physical Damage Losses	0.00	0.00	0.00	0.00%
21,977.00	21,363.00	614.00	2.87%	506.03.0 Premiums - Public Liability Insurance	123,967.26	128,178.00	-4,210.74	-3.29%
21,363.00	20,833.33	529.67	2.54%	506.05.0 Provision for Unisured Public Liability	128,178.00	124,999.98	3,178.02	2.54%
7,230.42	4,192.50	3,037.92	72.46%	506.08.0 Premiums for Other Corporate Insurance	27,004.18	25,155.00	1,849.18	7.35%
124,322.42	100,295.08	24,027.34	23.96%	506.99.9 Total Casualty & Liability	648,283.71	601,770.48	46,513.23	7.73%
				507.00.0 Taxes/Vehicle Registration				
0.00	131.25	-131.25	-100.00%	507.04.0 Vehicle Licensing and Registration Fees	984.00	787.50	196.50	24.95%
264.00	500.00	-236.00	-47.20%	507.05.0 Fuel and Lubricant Taxes	2,372.32	3,000.00	-627.68	-20.92%
0.00	0.00	0.00	0.00%	507.99.0 Other Taxes	0.00	0.00	0.00	0.00%
264.00	631.25	-367.25	-58.18%	507.99.9 Total Taxes/Vehicle Registration	3,356.32	3,787.50	-431.18	-11.38%
				508.00.0 Purchased Transportation				
56,567.16	71,890.00	-15,322.84	-21.31%	508.01.0 Purchased Transporation	396,247.41	431,340.00	-35,092.59	-8.14%
56,567.16	71,890.00	-15,322.84	-21.31%	508.99.9 Total Purchased Transportation	396,247.41	431,340.00	-35,092.59	-8.14%
				509.00.0 Miscellaneous Expenses				
4,287.81	5,833.33	-1,545.52	-26.49%	509.01.0 Dues and Subscriptions	34,388.13	34,999.98	-611.85	-1.75%
548.07	7,083.34	-6,535.27	-92.26%	509.02.0 Travel and Meetings	31,158.07	42,500.04	-11,341.97	-26.69%
0.00	0.00	0.00	0.00%	509.04.0 Entertainment Expenses	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	509.06.0 Fines and Penalties	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	509.07.0 Bad Debt Expense	0.00	0.00	0.00	0.00%
5,860.12	14,583.33	-8,723.21	-59.82%	509.08.0 Advertising/Promotion Media	34,313.61	87,499.98	-53,186.37	-60.78%
7,607.93	8,750.00	-1,142.07	-13.05%	509.99.0 Other Miscellaneous Expenses	29,962.37	52,500.00	-22,537.63	-42.93%
290.35	2,833.33	-2,542.98	-89.75%	509.99.1 Postage and Freight	6,682.06	16,999.98	-10,317.92	-60.69%

Rockford Mass Transit District Budget Variance Report

From Fiscal Year: 2025
Thru Fiscal Year: 2025

From Period 6
Thru Period 6

Division: ** Consolidated Report

As of: 1/23/2025

Dec-2024	Budget	Variance	Var/Bgt Var %		Jul-2024 Dec-2024	Budget	Variance	Var/Bgt Var %
844.01	1,666.67	-822.66	-49.36%	509.99.2 Employee Appreciation	5,204.32	10,000.02	-4,795.70	-47.96%
19,438.29	40,750.00	-21,311.71	-52.30%	509.99.9 Total Miscellaneous Expenses	141,708.56	244,500.00	-102,791.44	-42.04%
				511.00.0 Interest Expense				
0.00	0.00	0.00	0.00%	511.02.0 Short Term Interest Expense	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	511.99.9 Total Interest Expense	0.00	0.00	0.00	0.00%
				512.00.0 Leases & Rentals				
0.00	0.00	0.00	0.00%	512.02.0 Lease & Rental Passenger Stations	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.05.0 Lease - Service Vehicles	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.12.0 Lease and Rental Equipment	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	512.99.9 Total Leases & Rentals	0.00	0.00	0.00	0.00%
				513.00.0 Depreciation				
0.00	0.00	0.00	0.00%	513.00.1 Depreciation Expense	0.00	0.00	0.00	0.00%
0.00	0.00	0.00	0.00%	513.99.9 Total Depreciation Expense	0.00	0.00	0.00	0.00%
				517.00.0 Debt Service				
7,385.42	7,385.42	0.00	0.00%	517.01.0 Line Of Credit - Interest	44,312.52	44,312.52	0.00	0.00%
13,356.00	13,356.00	0.00	0.00%	517.02.0 Line Of Credit - Principal Payments	80,136.00	80,136.00	0.00	0.00%
20,741.42	20,741.42	0.00	0.00%	517.99.9 Total Debt Service	124,448.52	124,448.52	0.00	0.00%
2,288,333.64	2,224,988.54	63,345.10	2.85%	520.99.9 Total Expenses	12,873,684.77	13,349,931.24	-476,246.47	-3.57%
0.00	0.00	0.00	0.00%	999.99.999 Surplus / Deficit	0.00	0.00	0.00	0.00%



Rockford Mass Transit District

520 Mulberry Street
Rockford, IL 61101

December 31, 2024



Impact of Diversification

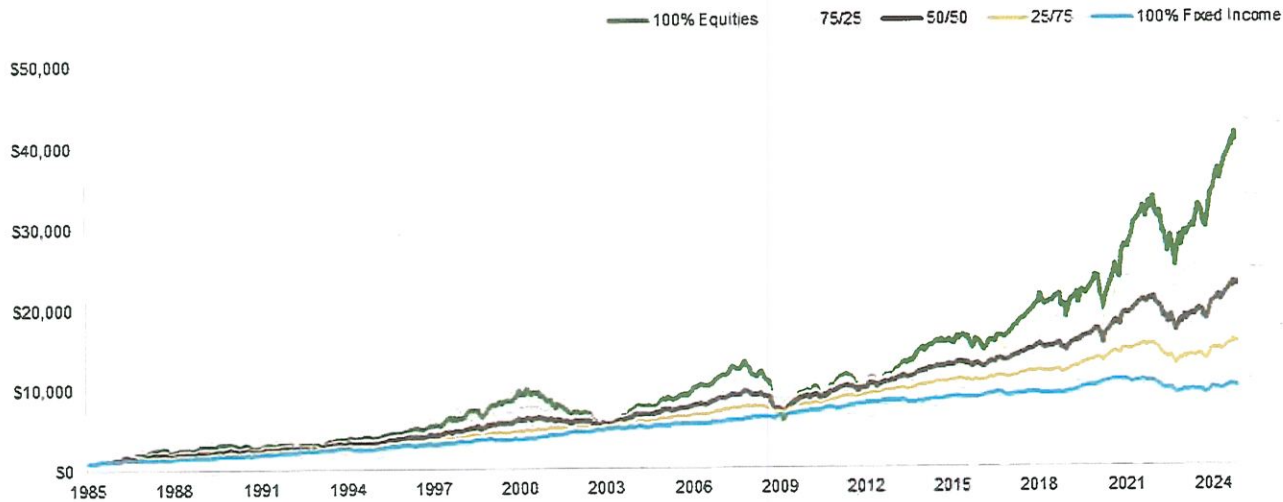
As of December 31, 2024

These portfolios illustrate the performance of different global stock/bond mixes and highlight the benefits of diversification. Mixes with larger allocations to stocks are considered riskier but have higher expected returns over time.

Period Returns (%)

M S CI World Index (net div.)/ Bloomberg U.S. Aggregate Bond Indi	YTD	3 Months	6 Months	1 Year	3 Years	5 Years
100% Equities	18.67	-0.16	6.20	18.67	6.34	11.17
75/25	14.12	-0.88	5.14	14.12	4.22	8.42
50/50	9.70	-1.60	4.08	9.70	2.06	5.58
25/75	5.41	-2.33	3.03	5.41	-0.16	2.66
100% Fixed Income	1.25	-3.06	1.98	1.25	-2.41	-0.33

Growth of Wealth: The Relationship Between Risk and Return





Portfolio Overview

Rockford Mass Transit District

Period Ending: **12/31/2024**
 Portfolio Inception Date: 9/30/2008

Components Of Change

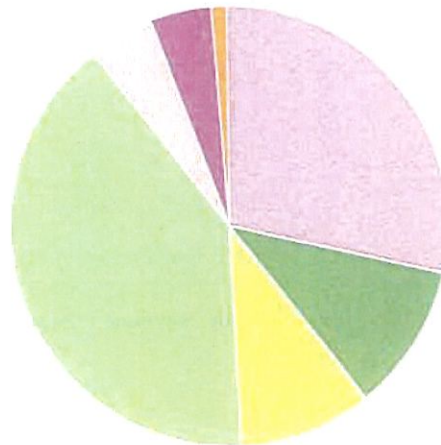
	Current Quarter	Year to Date
BEGINNING VALUE	32,435,457.89	28,982,282.83
Contributions	50,027.18	1,550,182.23
Withdrawals	(478,100.00)	(1,777,550.00)
Unrealized Gain	(1,185,203.06)	1,342,617.26
Realized Gain	627,951.98	936,350.21
Income and Expenses	325,789.27	742,040.73
ENDING VALUE	31,775,923.26	31,775,923.26
INVESTMENT GAIN	(231,461.81)	3,021,008.20

Portfolio Returns

	Current Quarter	Year to Date
Your Portfolio	(0.7%)	10.4%

All returns are TWR, net of fees. Returns for greater than 1 year are annualized.

Asset Allocation



Category	Current Percentage	Current Value
Large Cap	28.7%	\$9,114,935.32
Small Cap	10.9%	\$3,449,104.57
International	9.8%	\$3,119,217.19
Bonds	40.2%	\$12,774,492.43
Alternatives	4.8%	\$1,519,686.85
Unconstrained	4.5%	\$1,445,195.07
Cash and Money Funds	1.1%	\$353,291.83
Total Portfolio Value	100.0%	\$31,775,923.26

Portfolio Performance Summary

Rockford Mass Transit District Acct #:
 David Sidney, Ashley Sarver, & Herbert Johnson Trustees
 520 Mulberry Street
 Rockford, IL 61101

06/30/2024 - 12/31/2024

Beginning Value		30,594,102.04
Contributions	775,027.18	
Withdrawals	(928,100.00)	
Net Contributions		(153,072.82)
Unrealized Gain (Loss)	109,210.16	
Realized Gain (Loss)	742,936.72	
Capital Appreciation		852,146.88
Dividend Income	536,224.94	
Interest Income	97.22	
Income		536,322.16
Management Fees	(53,575.00)	
Other Expenses	0.00	
Total Expenses		(53,575.00)
Ending Value		31,775,923.26
Investment Gain		1,334,894.04
<u>06/30/2024 - 12/31/2024</u>	<u>Actual</u>	
Time Weighted Return (net)		4.39

All returns net of fees

This data is gathered from what is believed to be reliable sources, but we cannot guarantee it's accuracy. Please use your brokerage statements to confirm the accuracy of the information presented.



Rockford Mass Transit District

520 Mulberry Street
Rockford, IL 61101

January 21, 2025



Portfolio Overview

Rockford Mass Transit District

Period Ending: 1/21/2025

Portfolio Inception Date: 9/30/2008

Components Of Change

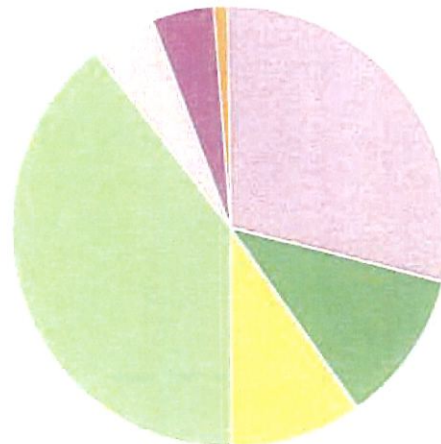
	Year to Date
BEGINNING VALUE	31,775,923.26
Contributions	0.00
Withdrawals	0.00
Unrealized Gain	718,421.59
Realized Gain	0.00
Income and Expenses	(26,507.23)
ENDING VALUE	32,467,837.62
INVESTMENT GAIN	691,914.36

Portfolio Returns

	Year to Date
Your Portfolio	2.2%

All returns are TWR, net of fees. Returns for greater than 1 year are annualized.

Asset Allocation



Category	Current Percentage	Current Value
Large Cap	29.2%	\$9,474,600.07
Small Cap	11.3%	\$3,654,901.89
International	9.8%	\$3,174,705.35
Bonds	39.4%	\$12,804,747.19
Alternatives	4.8%	\$1,544,623.80
Unconstrained	4.6%	\$1,487,474.72
Cash and Money Funds	1.0%	\$326,784.60
Total Portfolio Value	100.0%	\$32,467,837.62

Portfolio Performance Summary

Rockford Mass Transit District Acct #:
 David Sidney, Ashley Sarver, & Herbert Johnson Trustees
 520 Mulberry Street
 Rockford, IL 61101

06/30/2024 - 01/21/2025

Beginning Value		30,594,102.04
Contributions	775,027.18	
Withdrawals	(928,100.00)	
Net Contributions		(153,072.82)
Unrealized Gain (Loss)	827,631.75	
Realized Gain (Loss)	742,936.72	
Capital Appreciation		1,570,568.47
Dividend Income	536,725.89	
Interest Income	99.04	
Income		536,824.93
Management Fees	(80,585.00)	
Other Expenses	0.00	
Total Expenses		(80,585.00)
Ending Value		32,467,837.62
Investment Gain		2,026,808.40
06/30/2024 - 01/21/2025	Actual	
Time Weighted Return (net)	6.67	

All returns net of fees

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Schwab One® Trust Account of

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976



Statement Period

December 1-31, 2024

Account Summary

Ending Account Value as of 12/31
\$31,775,923.26

Beginning Account Value as of 12/01
\$32,777,842.76

	This Statement	YTD
Beginning Value	\$32,777,842.76	\$28,982,282.83
Deposits	0.00	1,550,000.00
Withdrawals	(155,000.00)	(1,777,550.00)
Dividends and Interest	900,315.55	1,506,666.57
Transfer of Securities	0.00	0.00
Market Appreciation/(Depreciation)	(1,747,235.05)	1,618,928.86
Expenses	0.00	(104,405.00)
Ending Value	\$31,775,923.26	\$31,775,923.26

Account Ending Value reflects the market value of your cash and investments. It does not include pending transactions, unpriced securities or assets held outside Schwab's custody.

Your Independent Investment Manager and/or Advisor

DIBENEDETTO & ASSOCIATES LTD
4920 FOREST HILLS RD
LOVES PARK IL 61111-5936
1 (815) 654-8850

The custodian of your brokerage account is: Charles Schwab & Co., Inc. Member SIPC. Your independent Investment Advisor is not affiliated with or an agent of Schwab and Schwab does not supervise or endorse your Advisor.

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976
520 MULBERRY ST
ROCKFORD IL 61101-1016

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Schwab One® Trust Account of

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976

Statement Period
December 1-31, 2024



A Message About Your Account

CALIFORNIA RESIDENTS

If your total payments of interest and interest dividends on federally tax-exempt non-California municipal bonds were \$10 or greater and you or your Partnership had a California address as of 12/31, Schwab will report this information to the California Franchise Tax Board each tax year, per state statute. (1223-3LZ0)

Positions - Summary

Beginning Value as of 12/01	+	Transfer of Securities(In/Out)	+	Dividends Reinvested	+	Cash Activity	+	Change in Market Value	=	Ending Value as of 12/31
\$32,777,842.76		\$0.00		(\$886,766.82)		\$745,315.55		(\$860,468.23)		\$31,775,923.26

Cash and Cash Investments

Type	Symbol	Description	Quantity	Price(\$)	Beginning Balance(\$)	Ending Balance(\$)	Change in Period Balance(\$)	Pending/Unsettled Cash(\$)	Interest/ Yield Rate
Cash					5,702.84	5,781.70	78.86	0.00	
Bank Sweep		CHARLES SCHWAB BANK ^{A,B}			7,884.62	7,767.49	(117.13)		0.05%
Money Fund (Non-Sweep)	SNVXX	SCHWAB GOVERNMENT MONEY ^Q	339,742.6400	1.0000	478,904.95	339,742.64	(139,162.31)		
Total Cash and Cash Investments					\$492,492.41	\$353,291.83	(\$139,200.58)		

Positions - Fixed Income

Symbol/ CUSIP	Description	Maturity Coupon Date	Quantity/Par	Price(\$)	Market Value(\$)	Accrued Income(\$)
93933VBA5	WASHINGTON MUTUA [□] Moody's: NR S&P: NR	5.95% 05/20/13	100,000.0000	0.00000	0.00	0.00
	LEHMAN BROTHERS H Moody's: NR S&P: NR	3.6% 03/13/09	160,000.0000	0.15000	240.00	2,208.00
Total Fixed Income					\$240.00	\$2,208.00

Accrued Income represents the interest that would be received if the fixed income investment was sold prior to the coupon payment.
Yield to Maturity is the annualized rate of return earned if held until maturity date.



Schwab One® Trust Account of

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976

Statement Period
December 1-31, 2024



Positions

Security Type	Symbol	Description	Quantity	Price(\$)	Market Value(\$)
Mutual Fund	DFGBX	DFA FIVE-YEAR GLOBAL FIX ED-INCOME I	62,804.5640	10.02000	629,301.73
	DFIHX	DFA ONE-YEAR FIXED-INCOM E I	66,509.7350	10.23000	680,394.59
	DODIX	DODGE & COX INCOME I	181,416.2430	12.38000	2,245,933.09
	EGRIX	EATON VANCE GLBL MACRO A BS RET ADVTG I	146,687.9200	10.36000	1,519,686.85
	RNSIX	RIVERNORTH DOUBLELINE ST RATEGIC INC I	162,849.7460	8.78000	1,429,820.77
	RNOTX	RIVERNORTH/OAKTREE HIGH INCOME R	149,895.3350	8.79000	1,317,579.99
	WIIBX	SEGALL BRYANT & HAMILL P LUS BOND INSTL	138,608.6020	9.17000	1,271,040.88
	VFIJX	VANGUARD GNMA ADM	61,918.9900	9.12000	564,701.19
	VAIPX	VANGUARD INFLATION-PROTE CTED SECS ADM	43,928.4510	22.52000	989,268.72
	VFIDX	VANGUARD INTERM-TERM INV ESTMENT-GRDE ADM	62,186.0120	8.56000	532,312.26
	VFIUX	VANGUARD INTERM-TERM TRE ASURY ADM	96,339.6000	9.73000	937,384.31
	VFSUX	VANGUARD SHORT-TERM INVE STMENT-GRADE ADM	95,990.6650	10.31000	989,663.76
	VFIRX	VANGUARD SHORT-TERM TREA SURY ADM	120,983.8060	9.81000	1,186,851.14
	AEPFX	AMERICAN FUNDS EUROPACIF IC GROWTH F2	18,798.6080	53.56000	1,006,853.44
	GFFFX	AMERICAN FUNDS GROWTH FU ND OF AMER F2	49,069.7980	74.17000	3,639,506.92
	DFCEX	DFA EMERGING MARKETS COR E EQUITY I	36,674.1370	23.28000	853,773.91



Schwab One® Trust Account of

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976

Statement Period
December 1-31, 2024



Positions (continued)

Security Type	Symbol	Description	Quantity	Price(\$)	Market Value(\$)
Mutual Fund	DFOEX	DFA US CORE EQUITY 1 I	66,235.8380	43.25000	2,864,699.99
	FMIUX	FMI COMMON STOCK INSTITUTIONAL	44,917.8330	36.99000	1,661,510.64
	FMIYX	FMI INTERNATIONAL INSTITUTIONAL	34,500.8180	36.48000	1,258,589.84
	FMIQX	FMI LARGE CAP INSTITUTIONAL	180,298.9230	14.48000	2,610,728.41
	RNCOX	RIVERNORTH CORE OPPORTUNITY R	192,180.1960	7.52000	1,445,195.07
	WAAEX	WASATCH SMALL CAP GROWTH INVESTOR	42,765.4050	41.80000	1,787,593.93

Total Positions

\$31,422,391.43

Transactions - Summary

Beginning Cash* as of 12/01	+	Deposits	+	Withdrawals	+	Purchases	+	Sales/Redemptions	+	Dividends/Interest	+	Expenses	=	Ending Cash* as of 12/31
\$13,587.46		\$0.00		(\$155,000.00)		(\$886,766.82)		\$141,413.00		\$900,315.55		\$0.00		\$13,549.19

Other Activity **\$0.00**

Other activity includes transactions which don't affect the cash balance such as stock transfers, splits, etc.

*Cash (includes any cash debit balance) held in your account plus the value of any cash invested in a sweep money fund.

Transaction Details

Date	Category	Action	Symbol/CUSIP	Description	Quantity	Price/Rate per Share(\$)	Charges/Interest(\$)	Amount(\$)
12/10	Purchase	Reinvested Shares	DFCEX	DFA EMERGING MARKETS COR E EQUITY I	524.3900	23.9900		(12,580.11)
	Purchase	Reinvested Shares	DFGBX	DFA FIVE-YEAR GLOBAL FIX ED-INCOME I	1,172.0060	9.9900		(11,708.34)
	Purchase	Reinvested Shares	DFIHX	DFA ONE-YEAR FIXED-INCOM E I	288.0000	10.2000		(2,937.60)
	Purchase	Reinvested Shares	DFOEX	DFA US CORE EQUITY 1 I	162.3350	44.7600		(7,266.10)
	Dividend	Div For Reinvest	DFCEX	DFA EMERGING MARKETS COR				12,580.11



Schwab One® Trust Account of

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976

Statement Period
December 1-31, 2024



DIBENEDETTO & ASSOCIATES LTD

Transaction Details (continued)

Date	Category	Action	Symbol/ CUSIP	Description	Quantity	Price/Rate per Share(\$)	Charges/ Interest(\$)	Amount(\$)
12/10	Dividend	Div For Reinvest	DFGBX	DFA FIVE-YEAR GLOBAL FIX				11,708.34
	Dividend	Div For Reinvest	DFIHX	DFA ONE-YEAR FIXED-INCOM				2,937.60
	Dividend	Div For Reinvest	DFEOX	DFA US CORE EQUITY 1 I				7,266.10
12/16	Sale		SNVXX	SCHWAB GOVERNMENT MONEY INV	(141,413.0000)	1.0000		141,413.00
	Interest	Bank Interest ^{A,B}		BANK INT 111624-121524				2.35
12/18	Purchase	Reinvested Shares	GFFFX	AMERICAN FUNDS GROWTH FU ND OF AMER F2	3,845.2630	74.5800		(286,779.71)
	Purchase	Reinvested Shares	GFFFX	AMERICAN FUNDS GROWTH FU ND OF AMER F2	281.7810	74.5800		(21,015.23)
	Purchase	Reinvested Shares	DODIX	DODGE & COX INCOME I	1,880.7110	12.4100		(23,339.62)
	Dividend	LT Cap Gain Rein	GFFFX	AMERICAN FUNDS GROWTH FU				286,779.71
	Dividend	Div For Reinvest	GFFFX	AMERICAN FUNDS GROWTH FU				21,015.23
	Dividend	Div For Reinvest	DODIX	DODGE & COX INCOME I				23,339.62
12/19	Purchase	Reinvested Shares	AEPFX	AMERICAN FUNDS EUROPACIF IC GROWTH F2	602.1860	53.9000		(32,457.81)
	Purchase	Reinvested Shares	AEPFX	AMERICAN FUNDS EUROPACIF IC GROWTH F2	186.3160	53.9000		(10,042.44)
	Dividend	Div For Reinvest	AEPFX	AMERICAN FUNDS EUROPACIF				10,042.44
	Dividend	LT Cap Gain Rein	AEPFX	AMERICAN FUNDS EUROPACIF				32,457.81
12/20	Purchase	Reinvested Shares	FMIUX	FMI COMMON STOCK INSTITU TIONAL	763.9170	37.2200		(28,433.00)
	Purchase	Reinvested Shares	FMIUX	FMI COMMON STOCK INSTITU TIONAL	21.5540	37.2200		(802.23)
	Purchase	Reinvested Shares	FMIUX	FMI COMMON STOCK INSTITU TIONAL	150.4230	37.2200		(5,598.76)
	Purchase	Reinvested Shares	FMIQX	FMI LARGE CAP INSTITUTIO NAL	19,442.1270	14.5900		(283,660.63)
	Purchase	Reinvested Shares	FMIQX	FMI LARGE CAP INSTITUTIO NAL	1,230.0450	14.5900		(17,946.36)
	Purchase	Reinvested Shares	FMIQX	FMI LARGE CAP INSTITUTIO NAL	555.4960	14.5900		(8,104.68)
	Withdrawal	MoneyLink Txn		Tfr ILLINOIS BK AND TR, ROCKFORD MASS TR				(155,000.00)
	Dividend	Sttm Cap Gn Rein	FMIUX	FMI COMMON STOCK INSTITU				802.23



Schwab One® Trust Account of

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976

Statement Period
December 1-31, 2024



Transaction Details (continued)

Date	Category	Action	Symbol/ CUSIP	Description	Quantity	Price/Rate per Share(\$)	Charges/ Interest(\$)	Amount(\$)
12/20	Dividend	Div For Reinvest	FMIUX	FMI COMMON STOCK INSTITU				5,598.76
	Dividend	LT Cap Gain Rein	FMIUX	FMI COMMON STOCK INSTITU				28,433.00
	Dividend	Sttm Cap Gn Rein	FMIQX	FMI LARGE CAP INSTITUTIO				8,104.68
	Dividend	Div For Reinvest	FMIQX	FMI LARGE CAP INSTITUTIO				17,946.36
	Dividend	LT Cap Gain Rein	FMIQX	FMI LARGE CAP INSTITUTIO				283,660.63
12/23	Purchase	Reinvested Shares	VAIPX	VANGUARD INFLATION-PROTE CTED SECS ADM	749.7640	22.4600		(16,839.69)
	Dividend	Div For Reinvest	VAIPX	VANGUARD INFLATION-PROTE				16,839.69
12/27	Purchase	Reinvested Shares	WIIBX	SEGALL BRYANT & HAMILL P LUS BOND INSTL	501.6580	9.1400		(4,585.15)
	Dividend	Div For Reinvest	WIIBX	SEGALL BRYANT & HAMILL P				4,585.15
12/30	Purchase	Reinvested Shares	EGRIX	EATON VANCE GLBL MACRO A BS RET ADVTG I	8,316.9770	10.3400		(85,997.54)
	Purchase	Reinvested Shares	RNCOX	RIVERNORTH CORE OPPORTUN ITY R	1,003.1720	7.5200		(7,543.85)
	Purchase	Reinvested Shares	RNOTX	RIVERNORTH/OAKTREE HIGH INCOME R	874.2690	8.7800		(7,676.08)
	Dividend	Div For Reinvest	EGRIX	EATON VANCE GLBL MACRO A				85,997.54
	Dividend	Div For Reinvest	RNCOX	RIVERNORTH CORE OPPORTUN				7,543.85
	Dividend	Cash Dividend	RNSIX	RIVERNORTH DOUBLELINE ST				7,764.68
	Dividend	Div For Reinvest	RNOTX	RIVERNORTH/OAKTREE HIGH				7,676.08
12/31	Purchase	Reinvested Shares	SNVXX	SCHWAB GOVERNMENT MONEY INV	2,250.4700	1.0000		(2,250.47)
	Purchase	Reinvested Shares	SNVXX	SCHWAB GOVERNMENT MONEY INV	0.2200	1.0000		(0.22)
	Purchase	Reinvested Shares	VFIJX	VANGUARD GNMA ADM	195.3290	9.1200		(1,781.40)
	Purchase	Reinvested Shares	VFIUX	VANGUARD INTERM-TERM TRE ASURY ADM	331.7950	9.7300		(3,228.37)
	Purchase	Reinvested Shares	VFIRX	VANGUARD SHORT-TERM TREA SURY ADM	427.2610	9.8100		(4,191.43)
	Dividend	Div For Reinvest	SNVXX	SCHWAB GOVERNMENT MONEY				2,250.47
	Dividend	Sttm Cap Gn Rein	SNVXX	SCHWAB GOVERNMENT MONEY				0.22
	Dividend	Div For Reinvest	VFIJX	VANGUARD GNMA ADM				1,781.40
	Dividend	Cash Dividend	VFIDX	VANGUARD INTERM-TERM INV				2,167.34



Schwab One® Trust Account of

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976



Statement Period
December 1-31, 2024

Transaction Details (continued)

Date	Category	Action	Symbol/ CUSIP	Description	Quantity	Price/Rate per Share(\$)	Charges/ Interest(\$)	Amount(\$)
12/31	Dividend	Div For Reinvest	VFIUX	VANGUARD INTERM-TERM TRE				3,228.37
	Dividend	Cash Dividend	VFSUX	VANGUARD SHORT-TERM INVE				3,614.36
	Dividend	Div For Reinvest	VFIRX	VANGUARD SHORT-TERM TREA				4,191.43
Total Transactions								(\$38.27)

Date column represents the Settlement/Process date for each transaction.

Bank Sweep for Benefit Plans Activity

Date	Description	Amount	Date	Description	Amount
12/01	Beginning Balance ^{A,B}	\$7,884.62	12/20	BANK TRANSFER TO BROKERAGE	(155,000.00)
12/02	BANK CREDIT FROM BROKERAGE ^A	5,702.84	12/31	BANK CREDIT FROM BROKERAGE ^A	7,764.68
12/15	BANK INTEREST - CHARLES SCHWAB BANK ^{A,B}	2.35	12/31	Ending Balance ^{A,B}	\$7,767.49
12/16	BANK CREDIT FROM BROKERAGE ^A	141,413.00	12/31	Interest Rate ^{* B}	0.05%

* Your interest period was 11/16/24 - 12/15/24. ^B

Endnotes For Your Account

- ◊ Dividends paid on this security will be automatically reinvested.
- ▣ The value reported for this security is the most recent price available and is over 30 days old.
- A Bank Sweep for Benefit Plans deposits are held at FDIC-insured Program Banks, which are listed in the Cash Features Disclosure Statement.

B For the Bank Sweep and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its Program Banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period.

Terms and Conditions

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Schwab, the additional information normally detailed on a trade confirmation will be provided upon request. **Average Daily Balance:** Average daily composite of all cash balances that earn interest and all loans from Schwab that are charged interest. **Bank Sweep and Bank Sweep for Benefit Plans Features:** Schwab acts as your agent and custodian in establishing and maintaining your Deposit Account(s) as a feature of your brokerage Account(s). Deposit accounts held through these bank sweep features constitute direct obligations of one or more FDIC insured banks ("Program Banks") that are not obligations of Schwab. Funds swept to Program Banks are eligible for deposit insurance from the FDIC up to the applicable limits for each bank for funds held in the same insurable capacity. The balance in the Deposit Accounts can be withdrawn on your order and the proceeds returned to your brokerage Account or remitted to you as provided in your Account Agreement. For information on FDIC insurance and its limits, as well as other important disclosures about the bank sweep feature(s) in your Account(s), please refer to the Cash Features



Schwab One® Trust Account of

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976



Statement Period

November 1-30, 2024

Account Summary

Ending Account Value as of 11/30
\$32,777,842.76

Beginning Account Value as of 11/01
\$31,788,983.66

	This Statement	YTD
Beginning Value	\$31,788,983.66	\$28,982,282.83
Deposits	0.00	1,550,000.00
Withdrawals	(155,000.00)	(1,622,550.00)
Dividends and Interest	47,402.42	606,351.02
Transfer of Securities	0.00	0.00
Market Appreciation/(Depreciation)	1,096,456.68	3,366,163.91
Expenses	0.00	(104,405.00)
Ending Value	\$32,777,842.76	\$32,777,842.76

Account Ending Value reflects the market value of your cash and investments. It does not include pending transactions, unpriced securities or assets held outside Schwab's custody.

Your Independent Investment Manager and/or Advisor

DIBENEDETTO & ASSOCIATES LTD
4920 FOREST HILLS RD
LOVES PARK IL 61111-5936
1 (815) 654-8850

The custodian of your brokerage account is: Charles Schwab & Co., Inc. Member SIPC. Your independent Investment Advisor is not affiliated with or an agent of Schwab and Schwab does not supervise or endorse your Advisor.

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976
520 MULBERRY ST
ROCKFORD IL 61101-1016

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Schwab One® Trust Account of

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ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976

Statement Period
November 1-30, 2024



Positions - Summary

Beginning Value as of 11/01	+	Transfer of Securities(In/Out)	+	Dividends Reinvested	+	Cash Activity	+	Change in Market Value	=	Ending Value as of 11/30
\$31,788,983.66		\$0.00		(\$33,814.96)		(\$107,597.58)		\$1,130,271.64		\$32,777,842.76

Cash and Cash Investments

Type	Symbol	Description	Quantity	Price(\$)	Beginning Balance(\$)	Ending Balance(\$)	Change in Period Balance(\$)	Pending/Unsettled Cash(\$)	Interest/ Yield Rate
Cash					5,736.38	5,702.84	(33.54)	0.00	
Bank Sweep		CHARLES SCHWAB BANK ^{A,B}			7,944.15	7,884.62	(59.53)		0.10%
Money Fund (Non-Sweep)	SNVXX	SCHWAB GOVERNMENT MONEY ^o	478,904.9500	1.0000	617,704.75	478,904.95	(138,799.80)		
Total Cash and Cash Investments					\$631,385.28	\$492,492.41	(\$138,892.87)		

Positions - Fixed Income

Symbol/ CUSIP	Description	Coupon	Maturity Date	Quantity/Par	Price(\$)	Market Value(\$)	Accrued Income(\$)
93933VBA5	WASHINGTON MUTUA ^o Moody's: NR S&P: NR	5.95%	05/20/13	100,000.0000	0.00000	0.00	0.00
	LEHMAN BROTHERS H Moody's: NR S&P: NR	3.6%	03/13/09	160,000.0000	0.15000	240.00	1,728.00
Total Fixed Income					260,000.0000	\$240.00	\$1,728.00

Accrued Income represents the interest that would be received if the fixed income investment was sold prior to the coupon payment.
Yield to Maturity is the annualized rate of return earned if held until maturity date.



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U/A DTD 07/01/1976

Statement Period
November 1-30, 2024



Positions

Security Type	Symbol	Description	Quantity	Price(\$)	Market Value(\$)
Mutual Fund	DFGBX	DFA FIVE-YEAR GLOBAL FIX [◊] ED-INCOME I	61,632.5580	10.17000	626,803.11
	DFIHX	DFA ONE-YEAR FIXED-INCOM [◊] E I	66,221.7350	10.23000	677,448.35
	DODIX	DODGE & COX INCOME I [◊]	179,535.5320	12.75000	2,289,078.03
	EGRIX	EATON VANCE GLBL MACRO A [◊] BS RET ADVTG I	138,370.9430	10.82000	1,497,173.60
	RNSIX	RIVERNORTH DOUBLELINE ST RATEGIC INC I	162,849.7460	8.94000	1,455,876.73
	RNOTX	RIVERNORTH/OAKTREE HIGH [◊] INCOME R	149,021.0660	8.86000	1,320,326.64
	WIIBX	SEGALL BRYANT & HAMILL P [◊] LUS BOND INSTL	138,106.9440	9.36000	1,292,681.00
	VFIJX	VANGUARD GNMA ADM [◊]	61,723.6610	9.28000	572,795.57
	VAIPX	VANGUARD INFLATION-PROTE [◊] CTED SECS ADM	43,178.6870	23.28000	1,005,199.83
	VFIDX	VANGUARD INTERM-TERM INV ESTMENT-GRDE ADM	62,186.0120	8.74000	543,505.74
	VFIUX	VANGUARD INTERM-TERM TRE [◊] ASURY ADM	96,007.8050	9.89000	949,517.19
	VFSUX	VANGUARD SHORT-TERM INVE STMENT-GRADE ADM	95,990.6650	10.36000	994,463.29
	VFIRX	VANGUARD SHORT-TERM TREA [◊] SURY ADM	120,556.5450	9.84000	1,186,276.40
	AEPFX	AMERICAN FUNDS EUROPACIF [◊] IC GROWTH F2	18,010.1060	58.03000	1,045,126.45
	GFFFX	AMERICAN FUNDS GROWTH FU [◊] ND OF AMER F2	44,942.7540	82.35000	3,701,035.79
	DFCEX	DFA EMERGING MARKETS COR [◊] E EQUITY I	36,149.7470	23.92000	864,701.95



Schwab One® Trust Account of

H JOHNSON & D SIDNEY TTEE
ROCKFORD MASS TRANSIT DISTRICT
U/A DTD 07/01/1976

Statement Period
November 1-30, 2024



Positions (continued)

Security Type	Symbol	Description	Quantity	Price(\$)	Market Value(\$)
Mutual Fund	DFOOX	DFA US CORE EQUITY 1 I ⁰	66,073.5030	45.29000	2,992,468.95
	FMIUX	FMI COMMON STOCK INSTITU ⁰ TIONAL	43,981.9390	40.68000	1,789,185.28
	FMIYX	FMI INTERNATIONAL INSTIT ⁰ UTIONAL	34,500.8180	37.23000	1,284,465.45
	FMIQX	FMI LARGE CAP INSTITUTIO ⁰ NAL	159,071.2550	17.67000	2,810,789.08
	RNCOX	RIVERNORTH CORE OPPORTUN ⁰ ITY R	191,177.0240	7.74000	1,479,710.17
	WAAEX	WASATCH SMALL CAP GROWTH ⁰ INVESTOR	42,765.4050	44.58000	1,906,481.75
Total Positions					\$32,285,110.35

Transactions - Summary

Beginning Cash* as of 11/01	+	Deposits	+	Withdrawals	+	Purchases	+	Sales/Redemptions	+	Dividends/Interest	+	Expenses	=	Ending Cash* as of 11/30
\$13,680.53		\$0.00		(\$155,000.00)		(\$33,814.96)		\$141,319.47		\$47,402.42		\$0.00		\$13,587.46

Other Activity **\$0.00** Other activity includes transactions which don't affect the cash balance such as stock transfers, splits, etc.

*Cash (includes any cash debit balance) held in your account plus the value of any cash invested in a sweep money fund.

Transaction Details

Date	Category	Action	Symbol/ CUSIP	Description	Quantity	Price/Rate per Share(\$)	Charges/ Interest(\$)	Amount(\$)
11/15	Purchase	Reinvested Shares	SNVXX	SCHWAB GOVERNMENT MONEY INV	2,519.6700	1.0000		(2,519.67)
	Dividend	Div For Reinvest	SNVXX	SCHWAB GOVERNMENT MONEY				2,519.67
11/18	Sale		SNVXX	SCHWAB GOVERNMENT MONEY INV	(141,319.4700)	1.0000		141,319.47
	Interest	Bank Interest A,B		BANK INT 101624-111524				5.95
11/19	Purchase	Reinvested Shares	WIIBX	SEGALL BRYANT & HAMILL P LUS BOND INSTL	485.5480	9.2400		(4,486.46)



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 U/A DTD 07/01/1976

Statement Period
 November 1-30, 2024



Transaction Details (continued)

Date	Category	Action	Symbol/ CUSIP	Description	Quantity	Price/Rate per Share(\$)	Charges/ Interest(\$)	Amount(\$)
11/19	Dividend	Div For Reinvest	WIIBX	SEGALL BRYANT & HAMILL P				4,486.46
11/22	Withdrawal	MoneyLink Txn		Tfr ILLINOIS BK AND TR, ROCKFORD MASS TR				(155,000.00)
11/27	Purchase	Reinvested Shares	DFIHX	DFA ONE-YEAR FIXED-INCOM E I	251.0500	10.2300		(2,568.24)
	Purchase	Reinvested Shares	RNCOX	RIVERNORTH CORE OPPORTUN ITY R	990.4520	7.7000		(7,626.48)
	Purchase	Reinvested Shares	RNOTX	RIVERNORTH/OAKTREE HIGH INCOME R	868.6590	8.8500		(7,687.63)
	Dividend	Div For Reinvest	DFIHX	DFA ONE-YEAR FIXED-INCOM				2,568.24
	Dividend	Div For Reinvest	RNCOX	RIVERNORTH CORE OPPORTUN				7,626.48
	Dividend	Cash Dividend	RNSIX	RIVERNORTH DOUBLELINE ST				7,878.67
	Dividend	Div For Reinvest	RNOTX	RIVERNORTH/OAKTREE HIGH				7,687.63
11/29	Purchase	Reinvested Shares	VFIJX	VANGUARD GNMA ADM	191.6980	9.2800		(1,778.96)
	Purchase	Reinvested Shares	VFIUX	VANGUARD INTERM-TERM TRE ASURY ADM	312.4690	9.8900		(3,090.32)
	Purchase	Reinvested Shares	VFIRX	VANGUARD SHORT-TERM TREA SURY ADM	412.3170	9.8400		(4,057.20)
	Dividend	Div For Reinvest	VFIJX	VANGUARD GNMA ADM				1,778.96
	Dividend	Cash Dividend	VFIDX	VANGUARD INTERM-TERM INV				2,131.68
	Dividend	Div For Reinvest	VFIUX	VANGUARD INTERM-TERM TRE				3,090.32
	Dividend	Cash Dividend	VFSUX	VANGUARD SHORT-TERM INVE				3,571.16
	Dividend	Div For Reinvest	VFIRX	VANGUARD SHORT-TERM TREA				4,057.20
Total Transactions								(\$93.07)

Date column represents the Settlement/Process date for each transaction.

Bank Sweep for Benefit Plans Activity

Date	Description	Amount	Date	Description	Amount
11/01	Beginning Balance ^{A,B}	\$7,944.15	11/22	BANK TRANSFER TO BROKERAGE	(155,000.00)
11/01	BANK CREDIT FROM BROKERAGE ^A	5,736.38	11/29	BANK CREDIT FROM BROKERAGE ^A	7,878.67
11/15	BANK INTEREST - CHARLES SCHWAB BANK ^{A,B}	5.95	11/30	Ending Balance ^{A,B}	\$7,884.62



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Statement Period
November 1-30, 2024

Bank Sweep for Benefit Plans Activity (continued)

Date	Description	Amount	Date	Description	Amount
11/18	BANK CREDIT FROM BROKERAGE ^A	141,319.47	11/29	Interest Rate ^{*B}	0.10%

* Your interest period was 10/16/24 - 11/15/24. ^B

Endnotes For Your Account

- ◊ Dividends paid on this security will be automatically reinvested.
- The value reported for this security is the most recent price available and is over 30 days old.
- A Bank Sweep for Benefit Plans deposits are held at FDIC-insured Program Banks, which are listed in the Cash Features Disclosure Statement.

^B For the Bank Sweep and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its Program Banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period.

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Cash: Any Free Credit Balance owed by us to you payable upon demand which, although accounted for on our books of record, is not segregated and may be used in the conduct of this firm's business.

Dividend Reinvestment Customers: Dividend reinvestment transactions were effected by Schwab acting as a principal for its own account, except for the reinvestment of Schwab dividends, for which an independent broker-dealer acted as the buying agent. Further information on these transactions will be furnished upon written request.

Gain (or Loss): Unrealized Gain or (Loss) and Realized Gain or (Loss) sections ("Gain/Loss Section(s)") contain a gain or a loss summary of your Account. This information has been provided on this statement at the request of your Advisor, if applicable. This information is not a solicitation or a recommendation to buy or sell. Schwab does not provide tax advice and encourages you to consult with your tax

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Interest: For the Schwab One Interest, Bank Sweep, and Bank Sweep for Benefit Plans features, interest is paid for a period that may differ from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its Program Banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period. For the Schwab One Interest feature, interest accrues daily from the second-to-last business day of the prior month and is posted on the second-to-last business day of the current month. For the Bank Sweep and Bank Sweep for Benefit Plans features, interest accrues daily from the 16th day of the prior month and is credited/posted on the first business day after the 15th of the current month. If, on any given day, the interest that Schwab calculates for the Free Credit Balances in the Schwab One Interest feature in your brokerage Account is less than \$.005, you will not accrue any interest on that day. For balances held at banks affiliated with Schwab in the Bank Sweep and Bank Sweep for Benefit Plans features, interest will accrue even if the amount is less than \$.005.

Margin Account Customers: This is a combined statement of your margin account and special memorandum account maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the separate account as required by Regulation T is available for your inspection. Securities purchased on margin are Schwab's collateral for the loan to you. It is important that you fully understand the risks involved in trading securities on margin. These risks include: 1) You can lose more funds than you deposit in the margin account; 2) Schwab can force the sale of securities or other assets in any of your account(s) to maintain the required account equity without contacting you; 3) You are not entitled to choose which assets are liquidated nor are you entitled to an extension of time on a margin call; 4) Schwab can increase its "house" maintenance margin requirements at any time without advance written notice to you.

Market Price: The most recent price evaluation available to Schwab on the last business day of the report period, normally the last trade price or bid as of market close. Unpriced securities denote that no market evaluation update is currently available. Price evaluations are obtained from outside parties. Schwab shall have no responsibility for the accuracy or timeliness of any such valuations. Assets Not Held at Schwab are not held in your Account or covered by the Account's SIPC account protection and are not otherwise in Schwab's custody and are being provided as a courtesy to you. Information on Assets Not Held at Schwab, including but not limited to valuations, is reported solely based on information you provide to Schwab. Schwab can neither validate nor certify the existence of Assets Not Held at Schwab or the accuracy, completeness or timeliness of the information about Assets Not Held at Schwab, whether

TO: RMTD Board of Trustees
FROM: Dan Engelkes, Deputy Executive Director/Director of Operations
DATE: January 22, 2025
RE: Operations, Maintenance and Facilities Report

Operations Report:

- Fixed Route Ridership Statistics for September 2024
 - Fixed Route Service: Our fall service improvements started Sunday September 1. We are showing slightly increased ridership through the end of the year. We had over 100,000 rides in December.
 - We have changed how we are recording and reporting ridership numbers. As you may recall we installed Automatic Passenger Counters (APC) as part of the CAD/AVL project. These counters are more accurate than relying on farebox data as it takes human error out of the equation. We have adjusted FY 25 numbers to reflect using APC data.
- Paratransit/Demand Response Ridership: Ridership continues to increase most months. December of 2024 shows a 39% increase over December of 2023. The increase was 3,336 rides.

Vehicle Maintenance Report:

- Fixed Route and Paratransit/Demand Response Vehicle Maintenance Statistics for December 2024
- Fixed Route vehicles: Vehicle availability remains good. We did have some struggles this week with the extreme cold but no service interruptions or delays.
- Demand Response vehicles: Overall availability remains good. We also had a few cold weather struggles this week, but had enough for normal service.

Facilities Report:

- Staff has spent a significant amount of time cleaning and rearranging items related to the Facility Expansion for both the long term and to provide access to the work being done.

Projects Report:

- Facility expansion project: Dirt work should resume this week once the colder weather moves out. The electricians are here running conduit in this building to supply power to the addition. Ceroni was here last week and removed our old bus vacuum system. We held our fourth OAC (Owner, Architect, Contractor) meeting last week. A lot of behind the scenes work going on now by everyone reviewing submittals from contractors. One upcoming challenge will be the

shutting down of Court Street at Mulberry for some sewer work. This eliminates the ability to pull buses onto Court street berths and exit out the north end of the driveway. This was an unforeseen circumstance but we have a plan that will allow for service to continue with some minor adjustments.

- Paratransit/Demand Response Software: Dispatch and driver training has continued. Our Go Live date is February 1. Our project manager from Tripspark will be on site for 4 days to assist. Staff has prepared a letter that has been sent out to all our customers providing them with information on what to expect. RAMP is also sharing the letter with the contacts.
- Telephone system replacement project: The RFP went out on January 21st Potential bidders have until February 7th to ask for clarifications and approved equals, RMTD has until February 14th to respond back to the bidders, and bids are due and opened on February 27th
- Staff did finish the shelter install at UPS.
- We have transitioned our farebox data to a system called Cash Link which is managed by Genfare, our farebox provider. This system sends data to the cloud and gives us more opportunities to sort and export data and run customized reports. There is also a use maintenance tool that will assist in preventive maintenance and repairs.

ALL FIXED ROUTES				
	PASSENGERS	REVENUE	MILES	HOURS
BUDGET FY 25	89,538	58,706.00	96,140.5	7,276.5
DECEMBER 24	104,243	63,414.36	125,693.5	9,114.4
DECEMBER 23	110,088	58,605.42	108,176.9	8,030.0
% CHANGE	▼ 5.3%	▲ 8.2%	▲ 16.2%	▲ 13.5%
<hr/>				
BUDGET FY 25	577,553	368,795.00	635,851.1	47,778.0
YTD - FY 25	610,600	413,672.92	736,799.3	53,663.7
YTD - FY 24	548,564	368,167.99	664,894.9	49,413.6
% CHANGE	▲ 11.3%	▲ 12.4%	▲ 10.8%	▲ 8.6%

Please note that the service shown in the detail below is included in the "ALL FIXED ROUTES" section above.

NIGHT SERVICE				
	PASSENGERS	REVENUE	MILES	HOURS
DECEMBER 24	7,732	942.91	14,366.0	926.2
DECEMBER 23	9,023	1,244.18	11,841.1	750.0
% CHANGE	▼ 14.30%	▼ 24.2%	▲ 21.3%	▲ 23.5%
<hr/>				
YTD - FY 25	59,903	7,868.72	82,659.6	5,228.5
YTD - FY 24	65,406	8,274.49	73,963.1	4,757.1
% CHANGE	▼ 8.40%	▼ 4.9%	▲ 11.8%	▲ 9.9%

DAY SERVICE (WEEKDAYS only)				
	PASSENGERS	REVENUE	MILES	HOURS
DECEMBER 24	82,316	59,721.44	91,647.5	6,723.3
DECEMBER 23	83,895	53,061.57	77,558.4	5,851.5
% CHANGE	▼ 1.9%	▲ 12.6%	▲ 18.2%	▲ 14.9%
<hr/>				
YTD - FY 25	455,779	383,772.57	538,062.2	39,909.6
YTD - FY 24	386,803	335,791.82	488,873.9	36,924.6
% CHANGE	▲ 18%	▲ 14.3%	▲ 10.1%	▲ 8.1%

SATURDAY SERVICE				
	PASSENGERS	REVENUE	MILES	HOURS
DECEMBER 24	10,209	1,960.92	15,155.6	1,099.2
DECEMBER 23	13,447	3,294.54	15,385.3	1,177.5
% CHANGE	▼ 24.10%	▼ 40.5%	▼ 1.50%	▼ 6.60%
<hr/>				
YTD - FY 25	72,771	16,302.44	92,375.5	6,800.4
YTD - FY 24	74,557	17,984.73	83,673.6	6,365.5
% CHANGE	▼ 2.40%	▼ 9.4%	▲ 10.4%	▲ 6.8%

SUNDAY SERVICE				
	PASSENGERS	REVENUE	MILES	HOURS
DECEMBER 24	3,986	789.09	4,524.4	365.7
DECEMBER 23	3,723	1,005.13	3,392.1	251.0
% CHANGE	▲ 7.1%	▼ 21.50%	▲ 33.4%	▲ 45.7%
<hr/>				
YTD - FY 25	22,147	5,729.19	23,702.0	1,725.2
YTD - FY 24	21,798	6,116.95	18,384.3	1,366.4
% CHANGE	▲ 1.6%	▼ 6.3%	▲ 28.9%	▲ 26.3%

ROCKFORD				
	PASSENGERS	REVENUE	MILES	HOURS
DECEMBER 24	98,054	62,135.81	113,437.5	8,326.7
DECEMBER 23	103,062	56,773.57	95,016.4	7,180.9
% CHANGE	▼ 4.90%	▲ 9.4%	▲ 19.4%	▲ 16.0%
YTD - FY 25	566,461	402,767.45	662,146.3	48,799.3
YTD - FY 24	504,752	356,506.20	586,886.9	44,369.3
% CHANGE	▲ 12.2%	▲ 13.0%	▲ 12.8%	▲ 10.0%

MACHESNEY PARK				
	PASSENGERS	REVENUE	MILES	HOURS
DECEMBER 24	1,647	374.99	4,173.8	251.3
DECEMBER 23	1,923	484.30	4,108.5	252.7
% CHANGE	▼ 14.40%	▼ 22.60%	▲ 1.6%	▼ 0.60%
YTD - FY 25	12,680	3,014.56	25,621.8	1,562.8
YTD - FY 24	12,203	3,231.23	25,379.1	1,561.3
% CHANGE	▲ 3.9%	▼ 6.70%	▲ 1.0%	▲ 0.1%

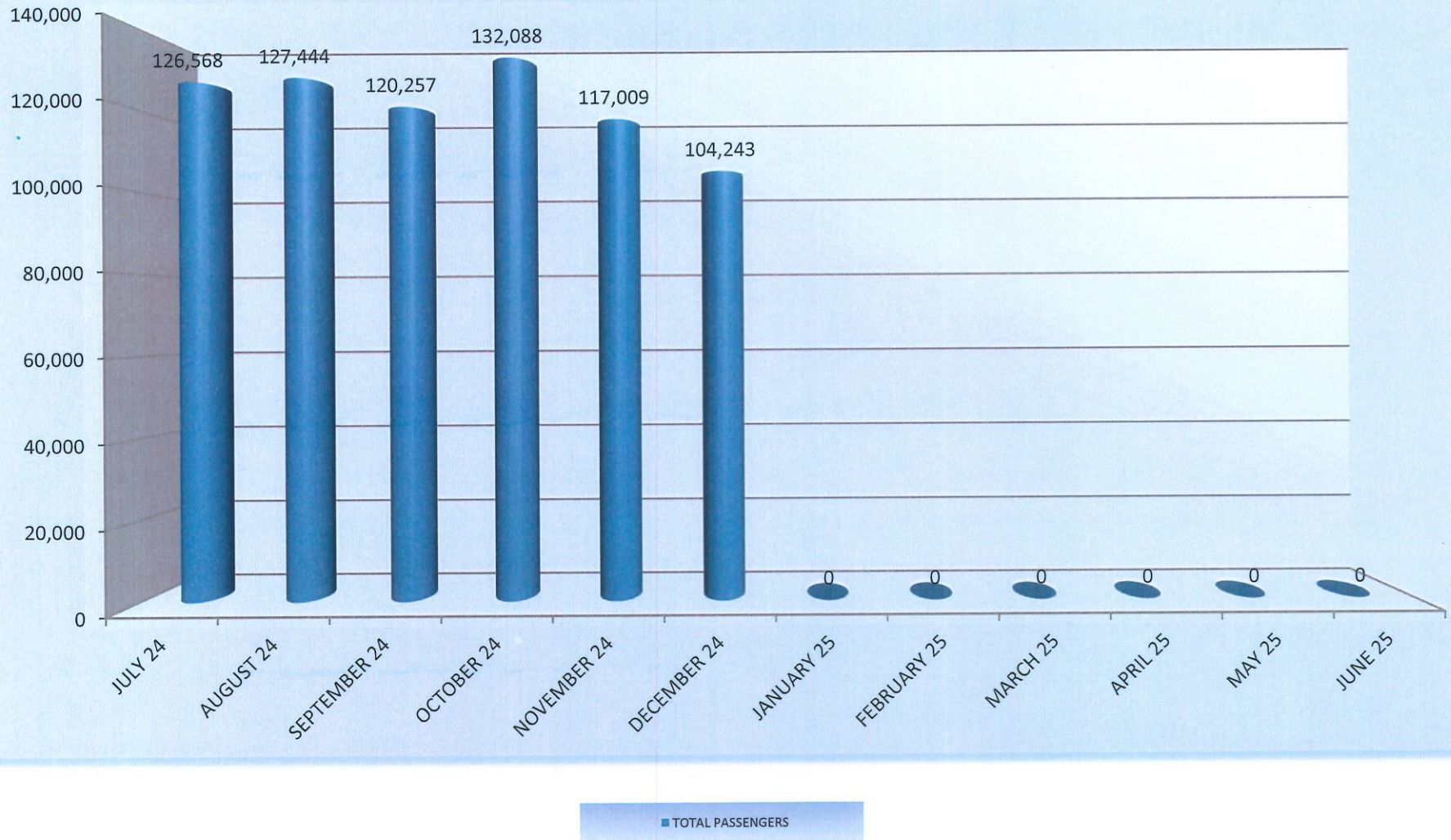
LOVES PARK				
	PASSENGERS	REVENUE	MILES	HOURS
DECEMBER 24	4,245	903.56	8,082.2	536.4
DECEMBER 23	4,806	1,266.78	7,688.0	528.2
% CHANGE	▼ 11.70%	▼ 28.70%	▲ 5.1%	▲ 1.6%
YTD - FY 25	31,459	7,890.91	49,031.2	3,301.6
YTD - FY 24	30,533	8,133.78	47,352.6	3,246.0
% CHANGE	▲ 3.0%	▼ 3.00%	▲ 3.5%	▲ 1.7%

BICYCLES			
	BICYCLES		BICYCLES
DECEMBER 24	661	YTD - FY 25	6,817
DECEMBER 23	638	YTD - FY 24	7,780
	▲ 3.6%		

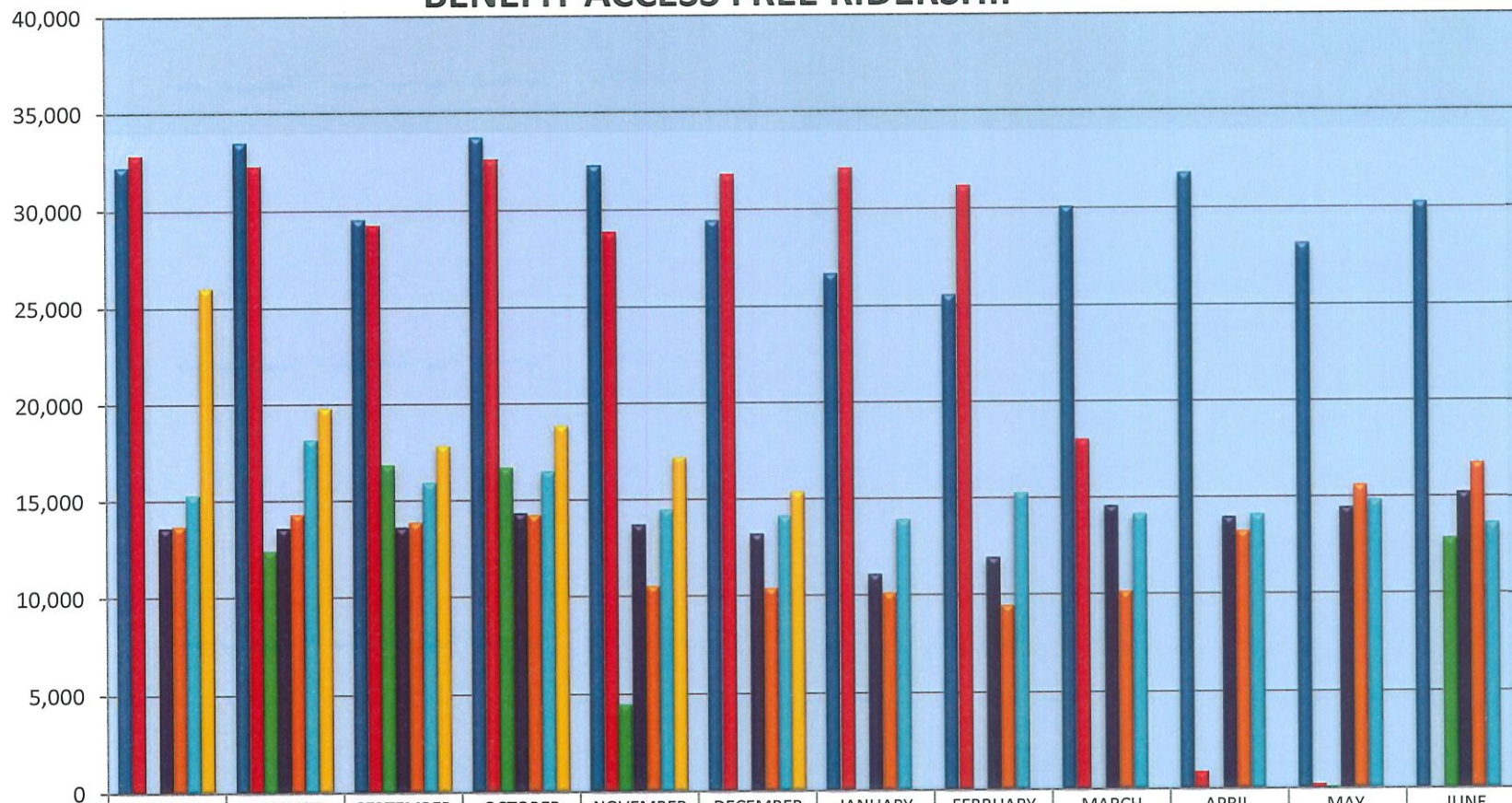
WHEELCHAIR			
	PASSENGERS		PASSENGERS
DECEMBER 24	400	YTD - FY 25	3,415
DECEMBER 23	638	YTD - FY 24	4,501
	▼ 37.30%		

TRANSFERS ISSUED			
	PASSENGERS		PASSENGERS
DECEMBER 24	10,094	YTD - FY 25	69,756
DECEMBER 23	7,254	YTD - FY 24	74,886
	▲ 39.2%		

MONTHLY PASSENGERS FY 25

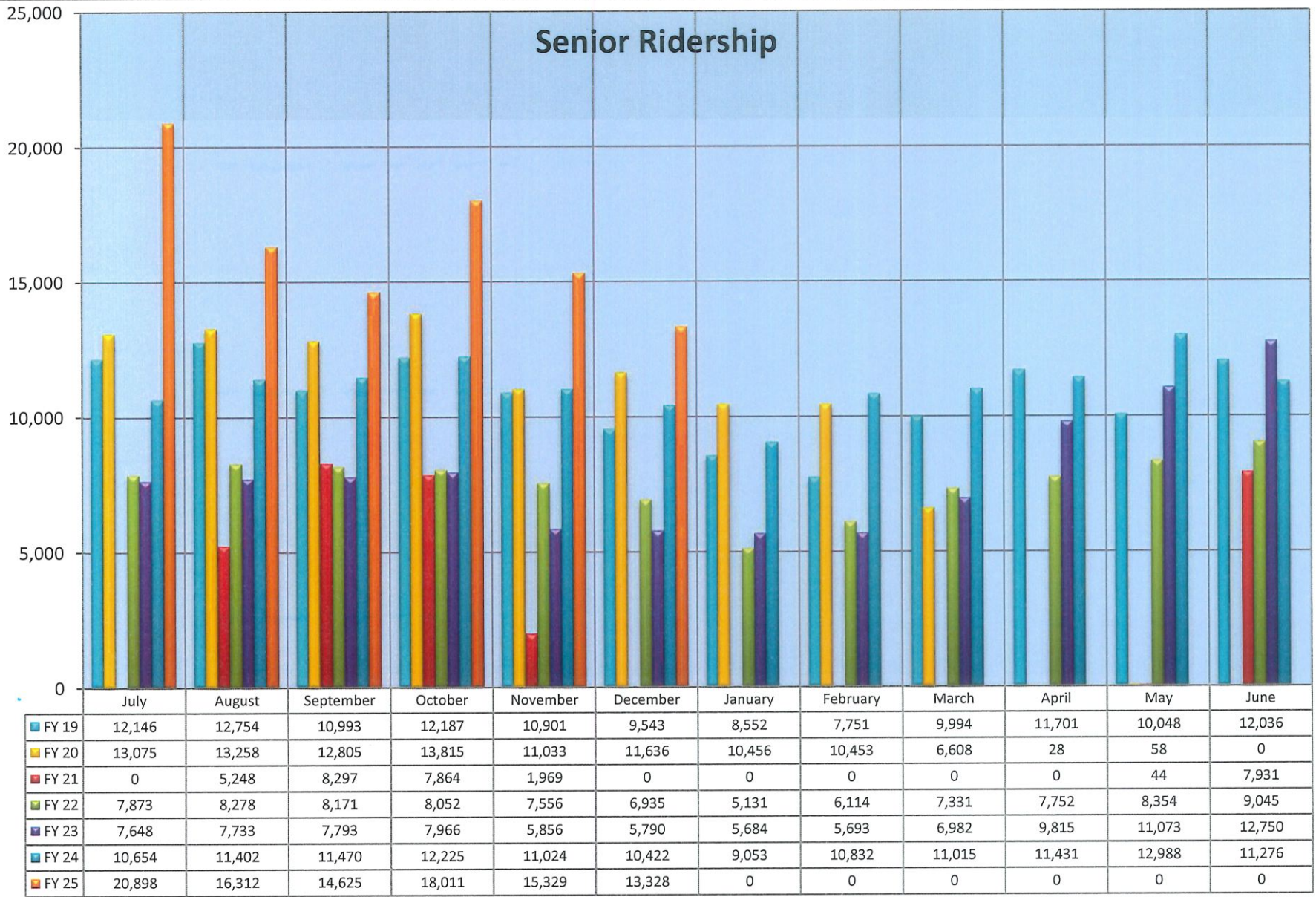


BENEFIT ACCESS FREE RIDERSHIP

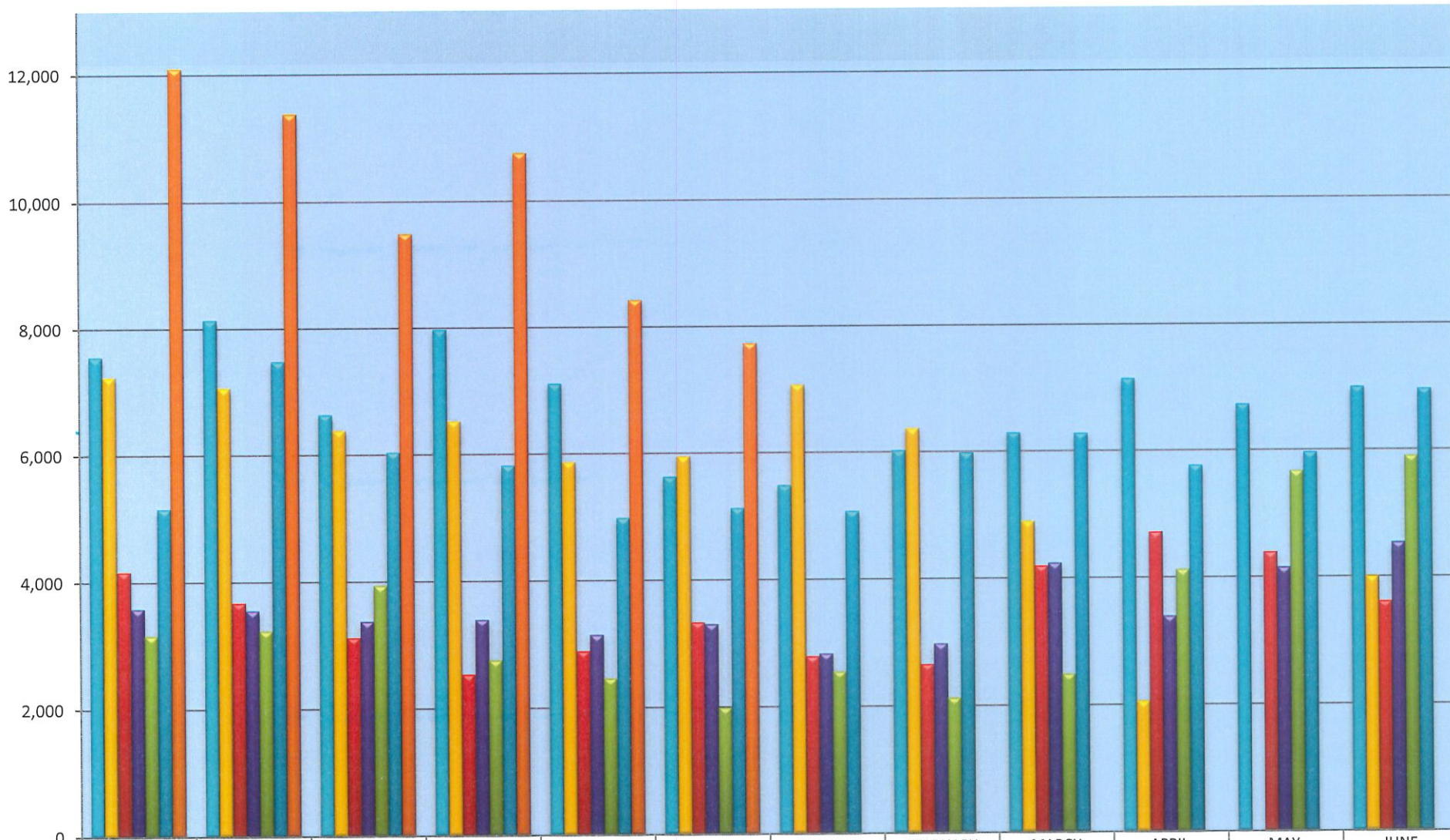


	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
■ 19 DISABLED CB	32,247	33,511	29,546	33,754	32,304	29,447	26,676	25,569	30,072	31,791	28,152	30,254
■ 20 DISABLED CB	32,847	32,280	29,253	32,623	28,883	31,805	32,109	31,172	18,001	882	198	0
■ 21 DISABLED CB	0	12,406	16,813	16,660	4,464	0	0	0	0	0	76	12,853
■ 22 DISABLED CB	13,594	13,572	13,603	14,303	13,703	13,198	11,089	11,910	14,536	13,959	14,437	15,199
■ 23 DISABLED CB	13,674	14,289	13,853	14,213	10,528	10,381	10,117	9,429	10,125	13,250	15,598	16,722
■ 24 DISABLED CB	15,275	18,139	15,889	16,442	14,451	14,099	13,874	15,237	14,122	14,069	14,823	13,616
■ 25 DISABLED CB	26,010	19,815	17,812	18,862	17,177	15,354	0	0	0	0	0	0

Senior Ridership

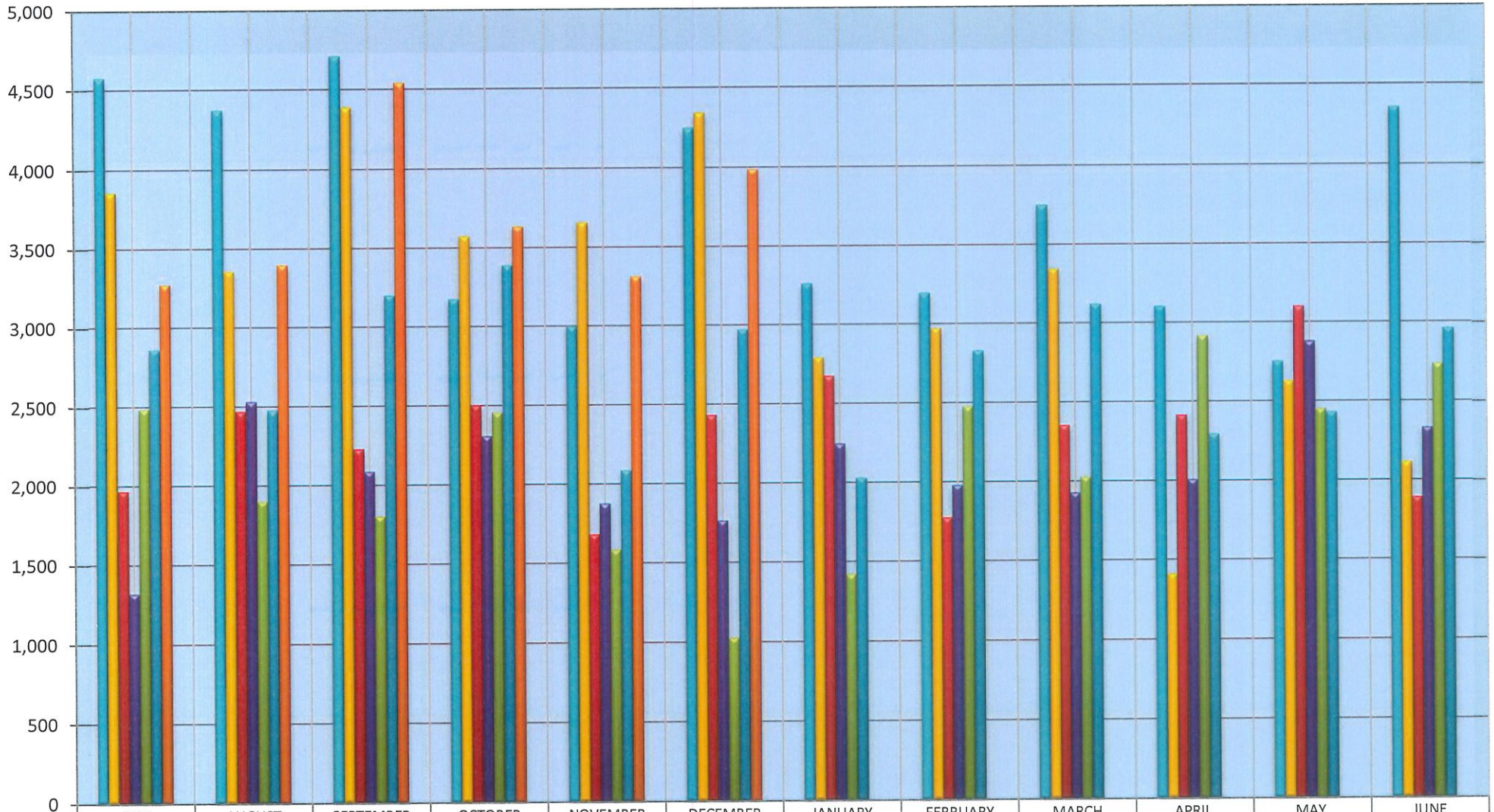


NIGHT MONTHLY PASSENGERS



	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
FY 19	7,550	8,136	6,630	7,971	7,106	5,621	5,478	6,015	6,292	7,137	6,724	6,994
FY 20	7,234	7,066	6,385	6,528	5,868	5,944	7,070	6,372	4,888	2,055	0	4,000
FY 21	4,167	3,675	3,123	2,539	2,893	3,334	2,790	2,658	4,191	4,711	4,388	3,608
FY 22	3,584	3,552	3,378	3,396	3,144	3,302	2,833	2,977	4,234	3,391	4,148	4,526
FY 23	3,156	3,229	3,939	2,756	2,460	1,992	2,549	2,122	2,486	4,120	5,671	5,906
FY 24	5,145	7,477	6,029	5,815	4,976	5,120	5,060	5,980	6,277	5,757	5,960	6,964
FY 25	12,101	11,378	9,495	10,765	8,432	7,732	0	0	0	0	0	0

SUNDAY MONTHLY PASSENGERS



	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
FY 19	4,574	4,373	4,711	3,170	2,995	4,247	3,259	3,192	3,748	3,099	2,750	4,354
FY 20	3,854	3,354	4,387	3,572	3,655	4,341	2,790	2,969	3,342	1,407	2,626	2,113
FY 21	1,965	2,470	2,228	2,502	1,680	2,433	2,674	1,772	2,357	2,415	3,100	1,888
FY 22	1,318	2,530	2,085	2,307	1,874	1,761	2,245	1,978	1,925	2,007	2,878	2,333
FY 23	2,485	1,896	1,799	2,455	1,581	1,023	1,419	2,476	2,026	2,915	2,451	2,735
FY 24	2,859	2474	3198	3389	2084	2970	2028	2826	3118	2293	2429	2958
FY 25	3,274	3398	4543	3633	3313	3986	0	0	0	0	0	0

**ROCKFORD MASS TRANSIT DISTRICT
DEMAND RESPONSE REPORT**

E-3(a)#998

MONTH OF: Dec-24

DEMAND RESPONSE						
	PASSENGERS	REVENUE	REVENUE HOURS	REVENUE MILES	WHEELCHAIRS	PRODUCTIVITY (Psgrs/Rev. Hrs.)
Dec-24	12,098	19,581.50	5,619.6	77,800	1,776	2.15
Dec-23	8,732	18,620.50	5,296.8	71,339	1,577	1.65
% CHANGE	▲ 38.5%	▲ 5.2%	▲ 6.1%	▲ 9.1%	▲ 12.6%	▲ 30.3%
YTD - FY 25	74,142	127,220.75	36,247.4	500,624	12,391	2.05
YTD - FY 24	53,558	123,126.60	32,541.9	439,722	10,556	1.65
% CHANGE	▲ 38.4%	▲ 3.3%	▲ 11.4%	▲ 13.9%	▲ 17.4%	▲ 24.2%

SMTD/MEDICAID PASSENGERS

SMTD	PASSENGERS
Dec-24	2334
Dec-23	2166
% CHANGE	▲ 7.8%
YTD - FY 25	14,227
YTD - FY 24	13,001
% CHANGE	▲ 9.4%

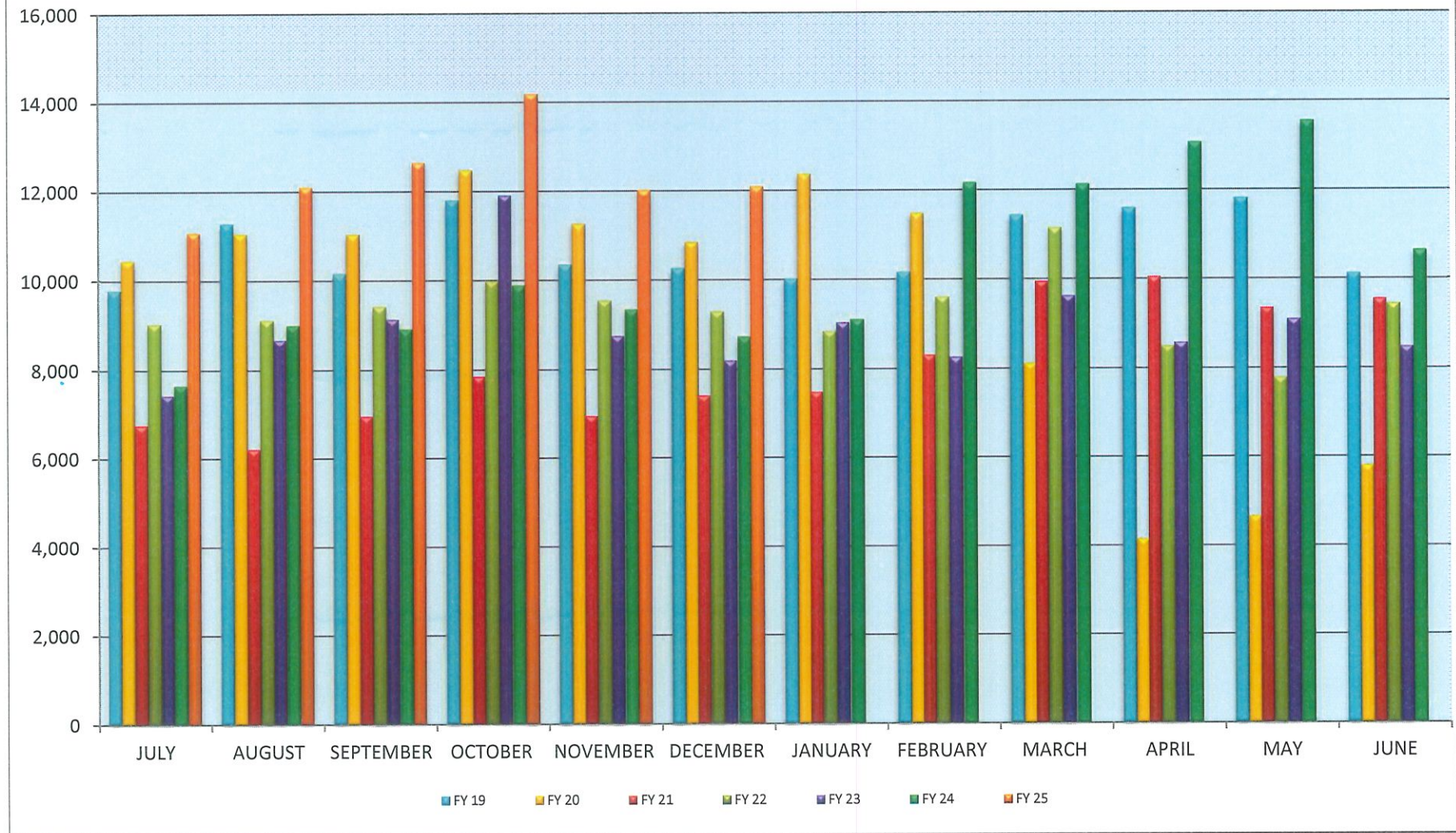
MEDICAID	PASSENGERS
Dec-24	1,188
Dec-23	1,048
% CHANGE	▲ 13.4%
YTD - FY 25	7,059
YTD - FY 24	6,500
% CHANGE	▲ 8.6%

MCO/BCCA PASSENGERS

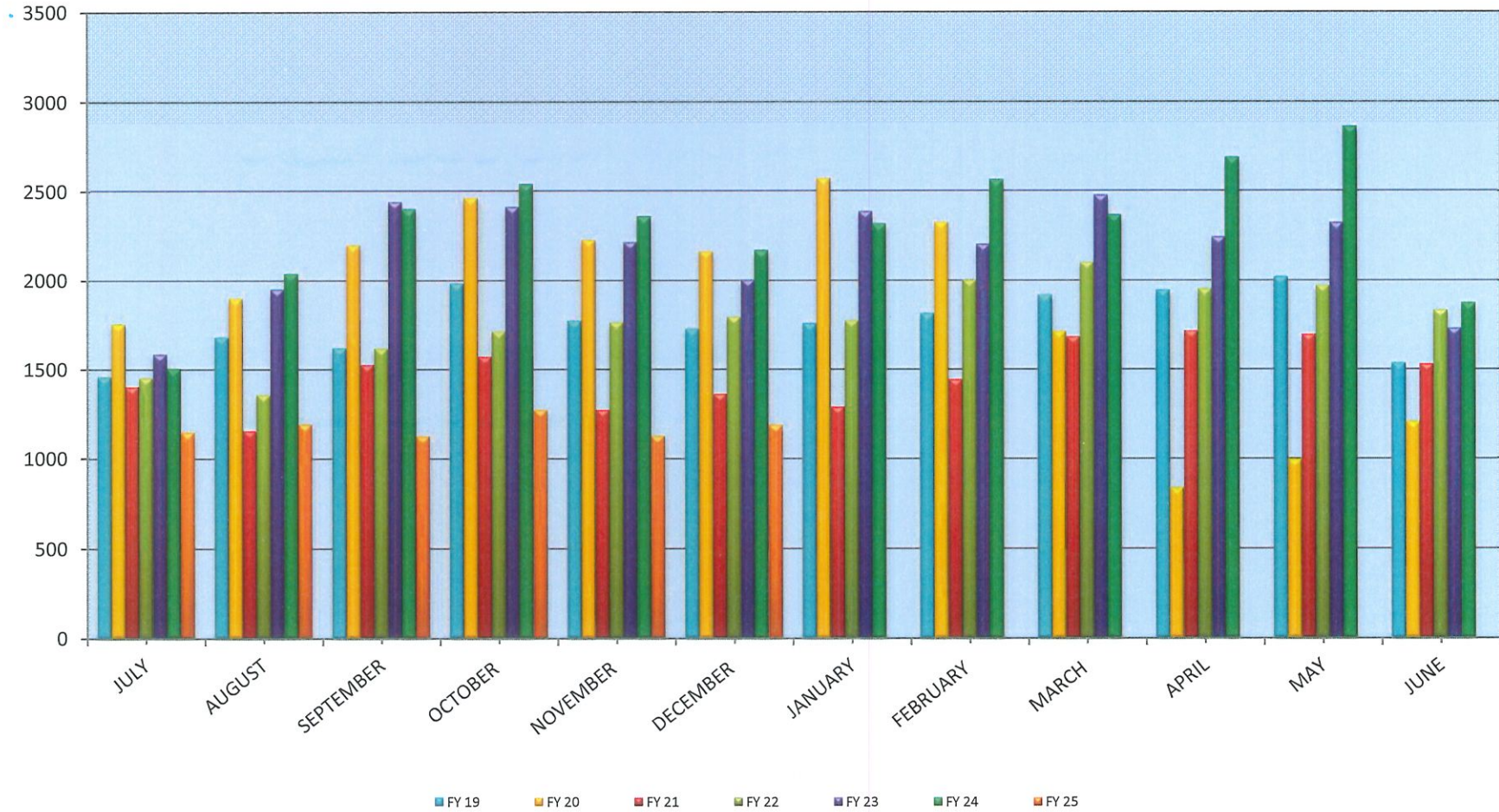
MCO	PASSENGERS
Dec-24	0
Dec-23	9
% CHANGE	▼ 100.00%
YTD - FY 25	1
YTD - FY 24	187
% CHANGE	▼ 99.50%

BCCA	PASSENGERS
Dec-24	1836
Dec-23	1864
% CHANGE	▼ 1.50%
YTD - FY 25	12,861
YTD - FY 24	11,754
% CHANGE	▲ 9.4%

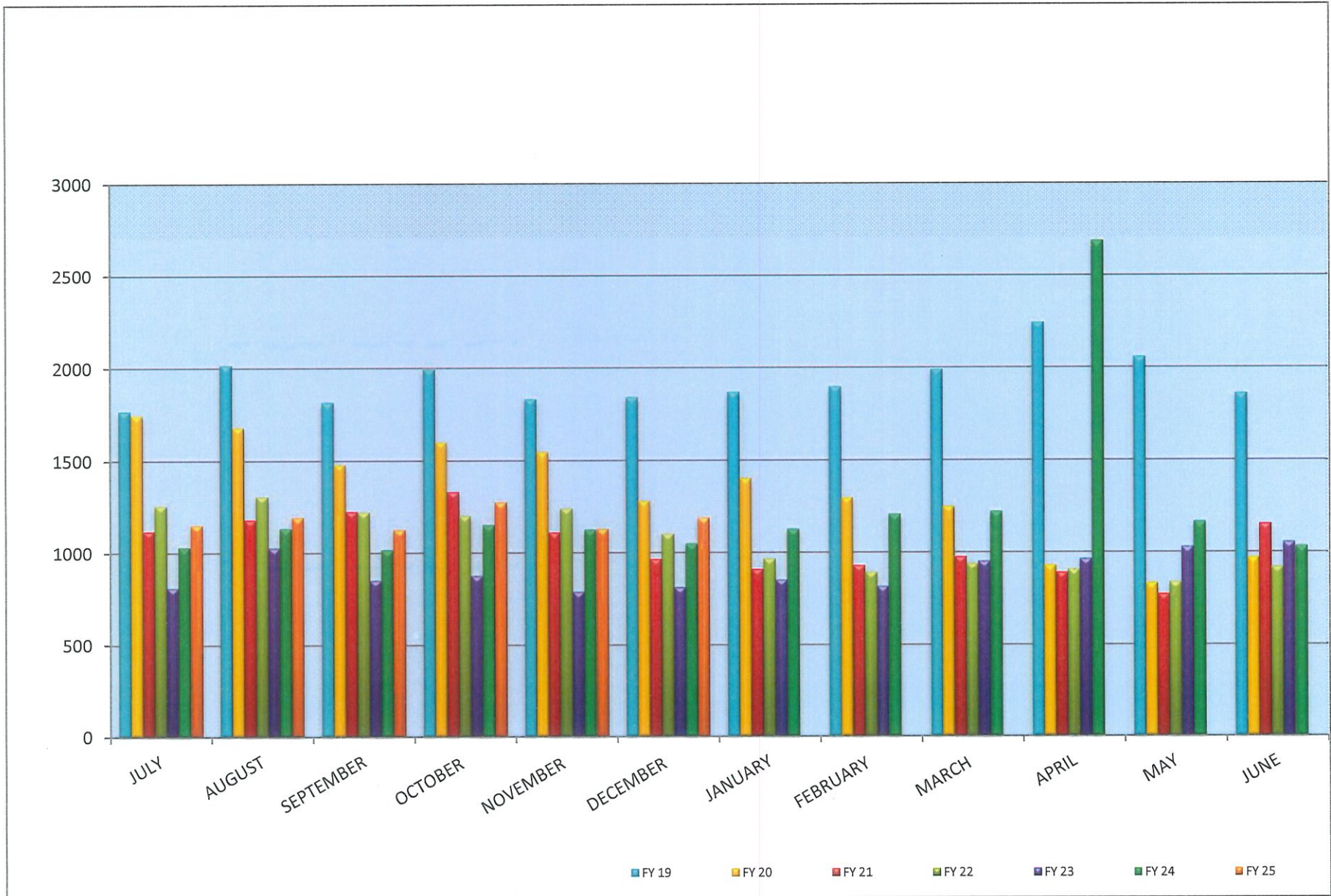
DEMAND RESPONSE PASSENGERS



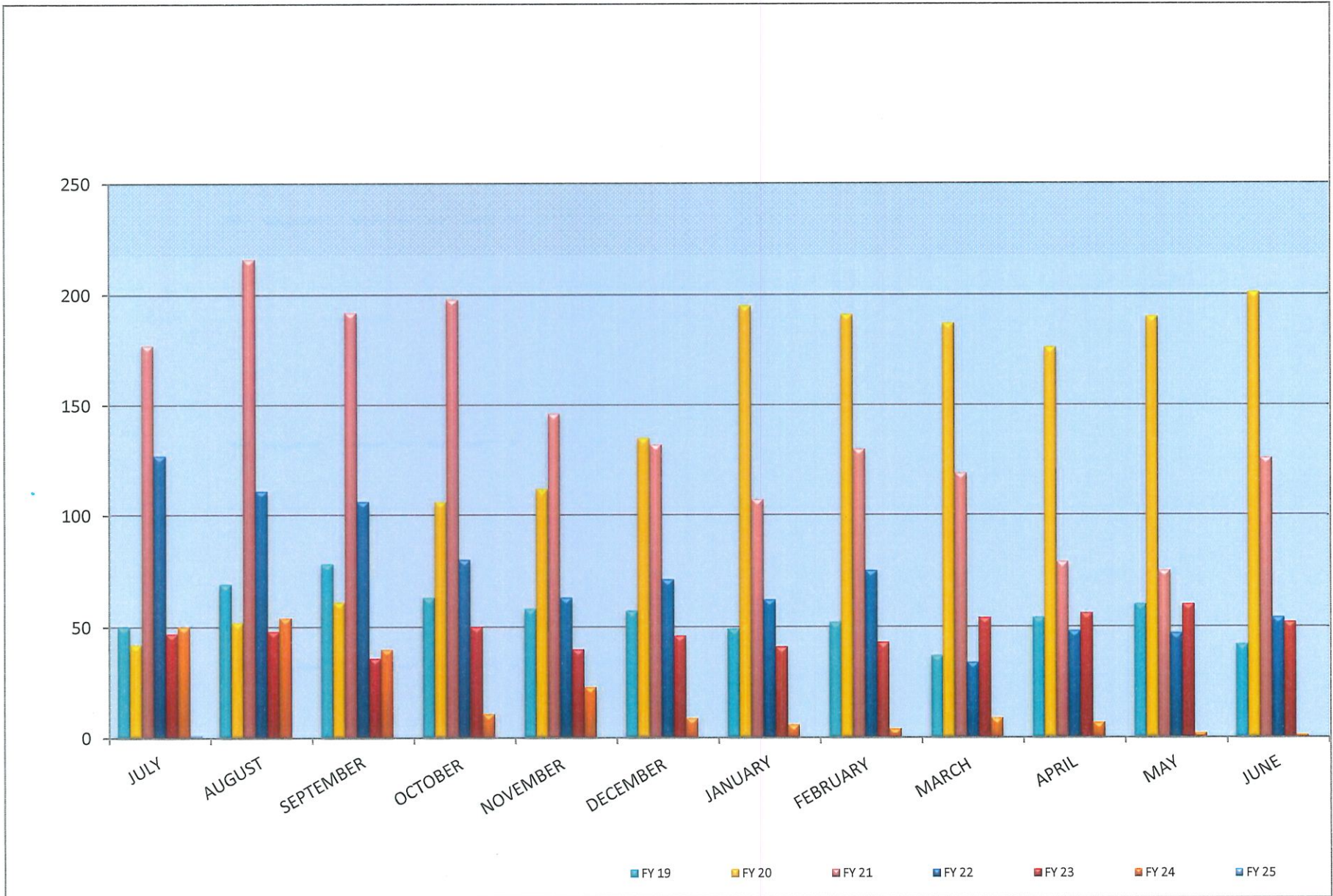
SMTD



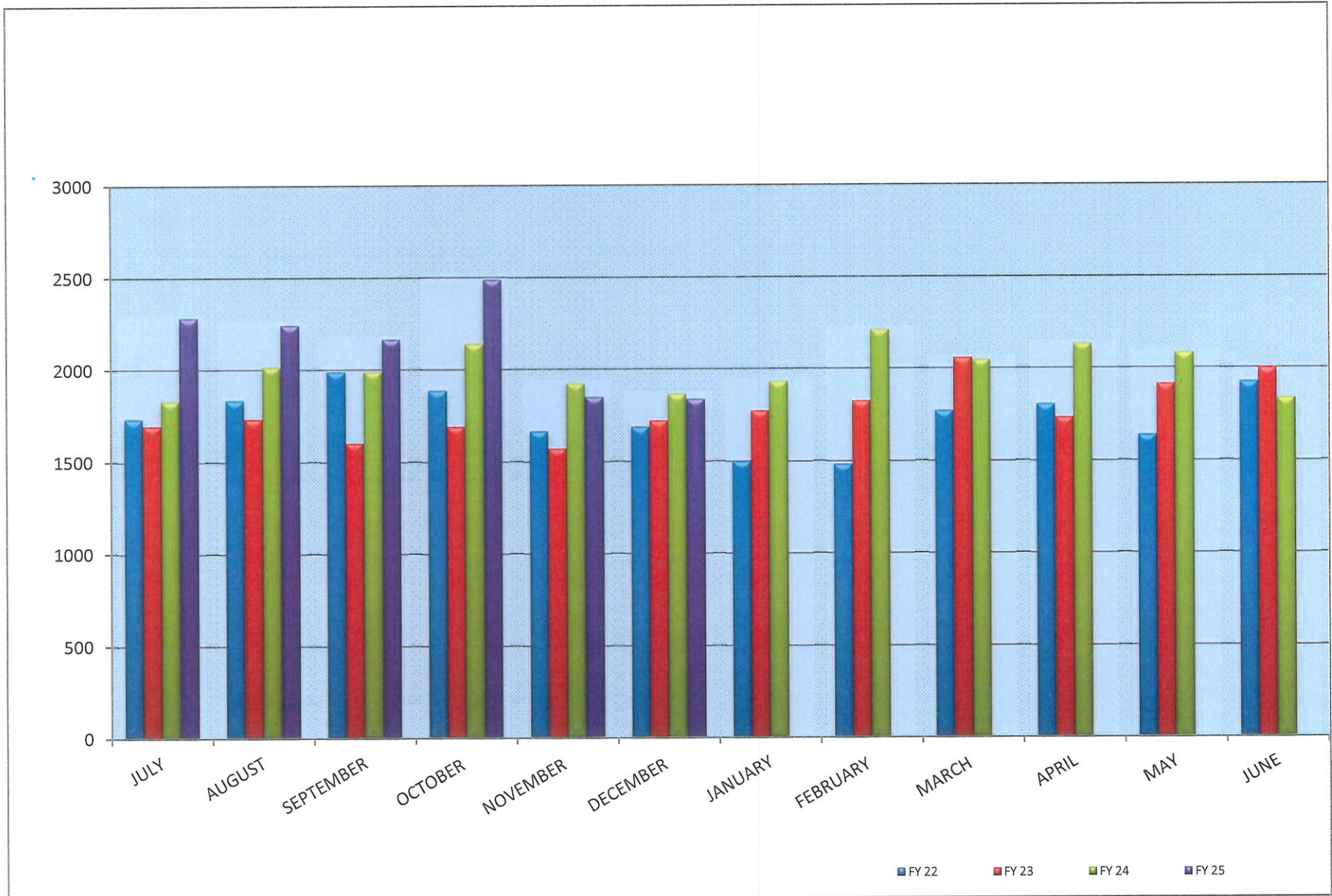
MEDICAID RIDERSHIP



MCO



BCCA



MONTH OF: **NOVEMBER 24**
FIXED ROUTE REPORT

Date revised 1/20/25

ALL FIXED ROUTES				
	PASSENGERS	REVENUE	MILES	HOURS
BUDGET FY 25	93,333	54,054.00	96,261.4	7,283.2
NOVEMBER 24	117,009	67,458.30	124,612.2	8,964.7
NOVEMBER 23	105,061	53,963.72	109,510.7	8,080.7
% CHANGE	▲ 11%	▲ 25.0%	▲ 13.8%	▲ 10.9%
<hr/>				
BUDGET FY 25	488,015	310,089.00	539,710.6	40,501.5
YTD - FY 25	623,366	350,258.56	611,105.8	44,549.3
YTD - FY 24	543,537	309,562.57	556,718.0	41,383.6
% CHANGE	▲ 14.7%	▲ 13.1%	▲ 9.8%	▲ 7.6%

Please note that the service shown in the detail below is included in the "ALL FIXED ROUTES" section above.

NIGHT SERVICE				
	PASSENGERS	REVENUE	MILES	HOURS
NOVEMBER 24	8,432	1,203.29	13,452.6	842.0
NOVEMBER 23	10,469	1,331.35	12,405.1	787.5
% CHANGE	▼ 19.50%	▼ 9.6%	▲ 8.4%	▲ 6.9%
<hr/>				
YTD - FY 25	52,171	6,925.81	68,293.6	4,302.3
YTD - FY 24	56,383	7,030.31	62,122.0	4,007.1
% CHANGE	▼ 7.50%	▼ 1.5%	▲ 9.9%	▲ 7.4%

DAY SERVICE (WEEKDAYS only)				
	PASSENGERS	REVENUE	MILES	HOURS
NOVEMBER 24	91,875	62,694.62	87,674.8	6,456.1
NOVEMBER 23	80,647	49,085.39	81,481.2	6,140.4
% CHANGE	▲ 14%	▲ 27.7%	▲ 7.6%	▲ 5.1%
<hr/>				
YTD - FY 25	490,472	324,051.13	446,414.7	33,186.3
YTD - FY 24	407,969	282,730.25	411,315.5	31,073.1
% CHANGE	▲ 20%	▲ 14.6%	▲ 8.5%	▲ 6.8%

SATURDAY SERVICE				
	PASSENGERS	REVENUE	MILES	HOURS
NOVEMBER 24	13,389	2,648.28	18,944.5	1,374.0
NOVEMBER 23	10,843	2,755.75	12,906.8	952.0
% CHANGE	▲ 23.5%	▼ 3.9%	▲ 46.8%	▲ 44.3%
<hr/>				
YTD - FY 25	62,562	14,341.52	77,219.9	5,701.2
YTD - FY 24	61,110	14,690.19	68,288.3	5,188.0
% CHANGE	▲ 2.4%	▼ 2.4%	▲ 13.1%	▲ 9.9%

SUNDAY SERVICE				
	PASSENGERS	REVENUE	MILES	HOURS
NOVEMBER 24	3,313	912.11	4,540.3	292.6
NOVEMBER 23	3,102	791.23	2,717.6	200.8
% CHANGE	▲ 6.8%	▲ 15.3%	▲ 67.1%	▲ 45.7%
<hr/>				
YTD - FY 25	18,161	4,940.10	19,177.6	1,359.5
YTD - FY 24	18,075	5,111.82	14,992.2	1,115.4
% CHANGE	▲ 0.5%	▼ 3.4%	▲ 27.9%	▲ 21.9%

ROCKFORD				
	PASSENGERS	REVENUE	MILES	HOURS
NOVEMBER 24	109,925	65,969.24	112,485.6	8,187.6
NOVEMBER 23	97,803	52,008.65	96,201.0	7,223.8
% CHANGE	▲ 12.4%	▲ 26.8%	▲ 16.9%	▲ 13.3%
YTD - FY 25	585,119	340,631.64	548,708.8	40,472.6
YTD - FY 24	506,454	299,651.86	490,506.5	37,120.2
% CHANGE	▲ 15.5%	▲ 13.7%	▲ 11.9%	▲ 9.0%

MACHESNEY PARK				
	PASSENGERS	REVENUE	MILES	HOURS
NOVEMBER 24	1,944	417.70	4,108.5	247.5
NOVEMBER 23	1,990	521.28	4,173.8	256.8
% CHANGE	▼ 2.30%	▼ 19.90%	▼ 1.60%	▼ 3.60%
YTD - FY 25	11,033	2,639.57	21,448.0	1,311.5
YTD - FY 24	10,280	2,746.93	21,270.6	1,308.6
% CHANGE	▲ 7.3%	▼ 3.90%	▲ 0.8%	▲ 0.2%

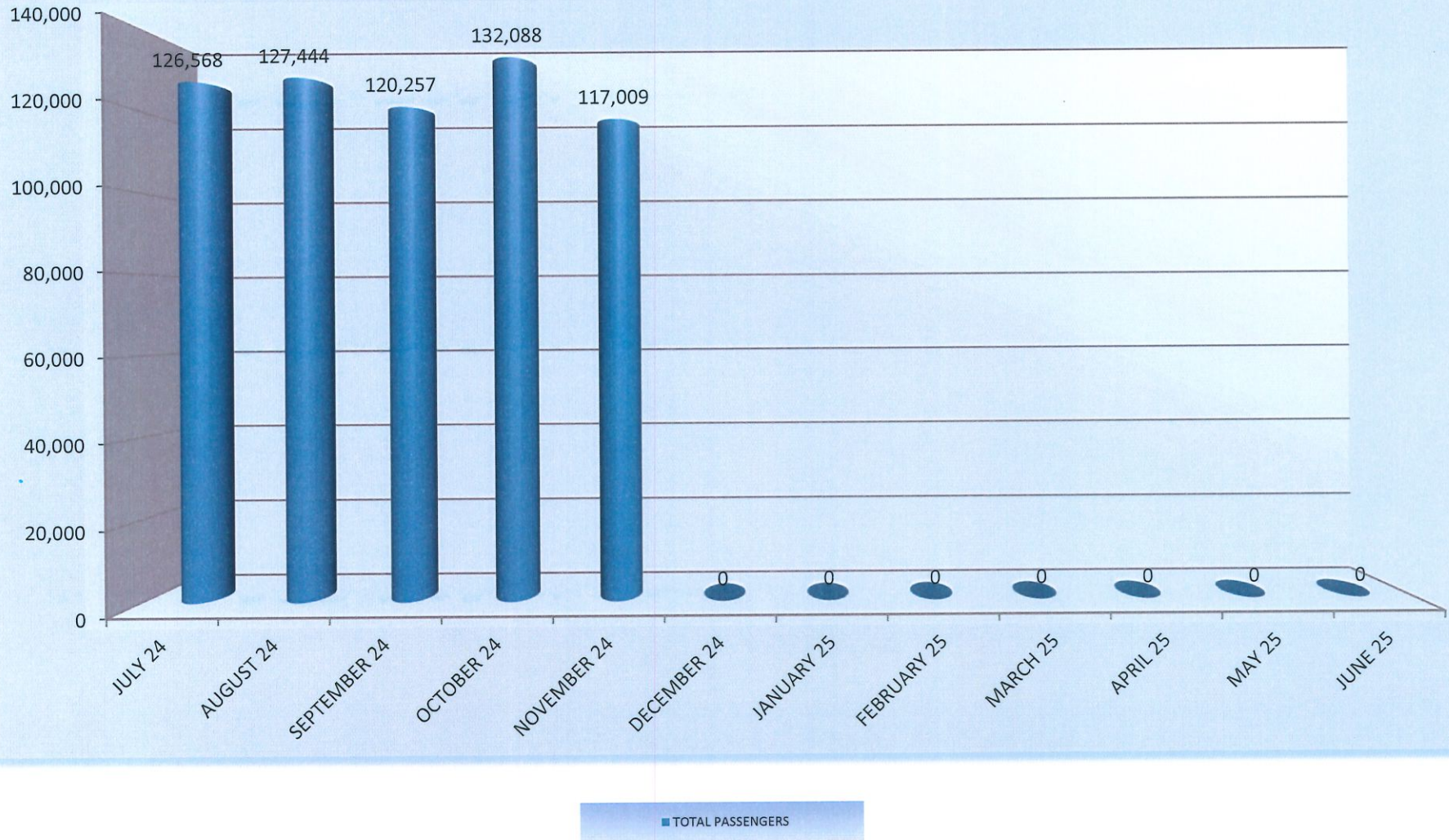
LOVES PARK				
	PASSENGERS	REVENUE	MILES	HOURS
NOVEMBER 24	4,843	1,071.36	8,018.1	529.6
NOVEMBER 23	4,971	1,353.02	7,771.9	531.9
% CHANGE	▼ 2.60%	▼ 20.80%	▲ 3.2%	▼ 0.40%
YTD - FY 25	27,214	6,987.35	40,949.0	2,765.2
YTD - FY 24	25,727	6,867.00	39,664.6	2,717.8
% CHANGE	▲ 5.8%	▲ 1.8%	▲ 3.2%	▲ 1.7%

BICYCLES				
	BICYCLES		BICYCLES	
NOVEMBER 24	1,039	YTD - FY 25	6,156	
NOVEMBER 23	753	YTD - FY 24	7,142	
	▲ 38.0%			

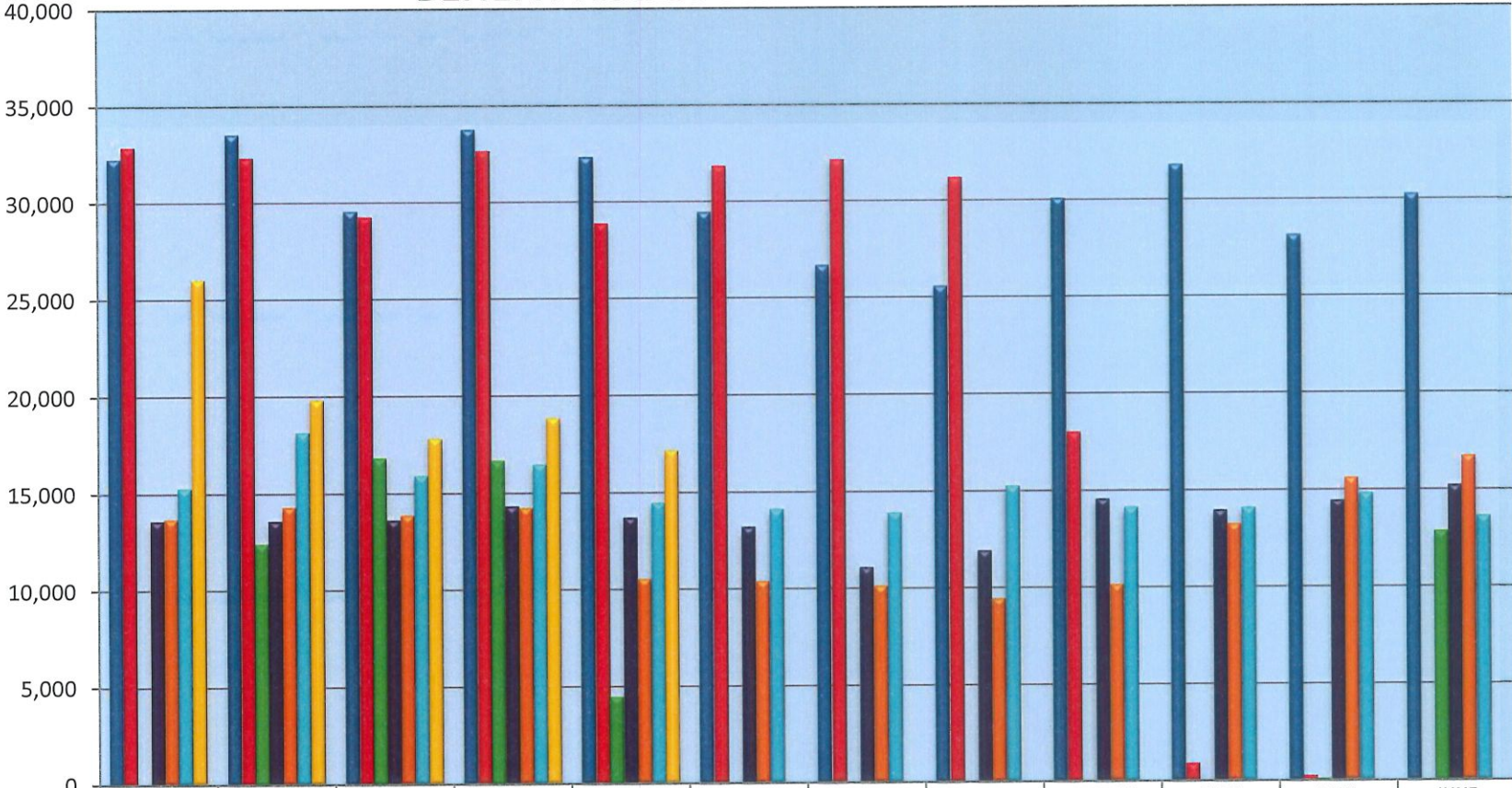
WHEELCHAIR				
	PASSENGERS		PASSENGERS	
NOVEMBER 24	253	YTD - FY 25	3,015	
NOVEMBER 23	559	YTD - FY 24	3,863	
	▼ 54.70%			

TRANSFERS ISSUED				
	PASSENGERS		PASSENGERS	
NOVEMBER 24	10,808	YTD - FY 25	59,662	
NOVEMBER 23	13,610	YTD - FY 24	67,632	
	▼ 20.60%			

MONTHLY PASSENGERS FY 25

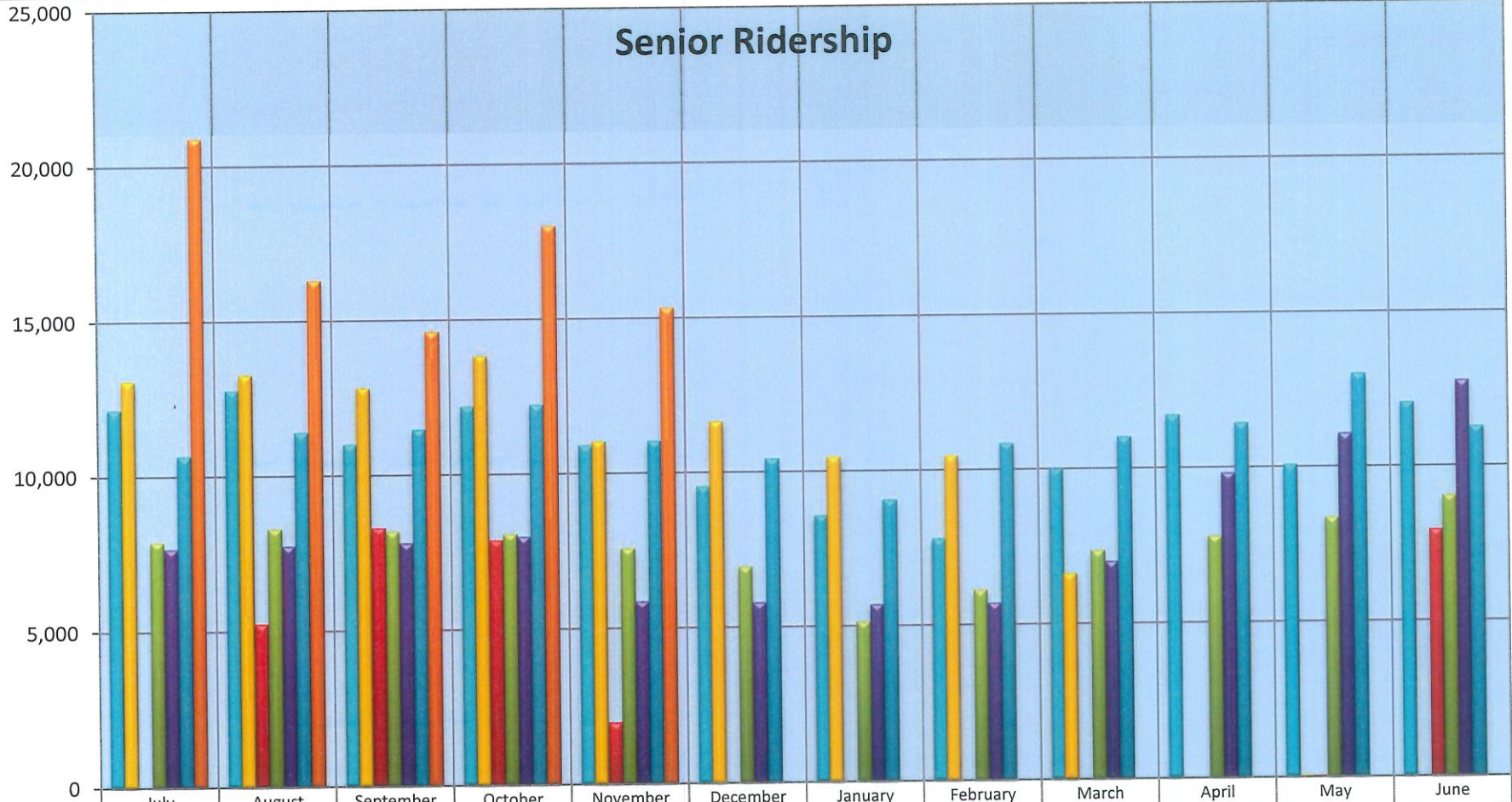


BENEFIT ACCESS FREE RIDERSHIP



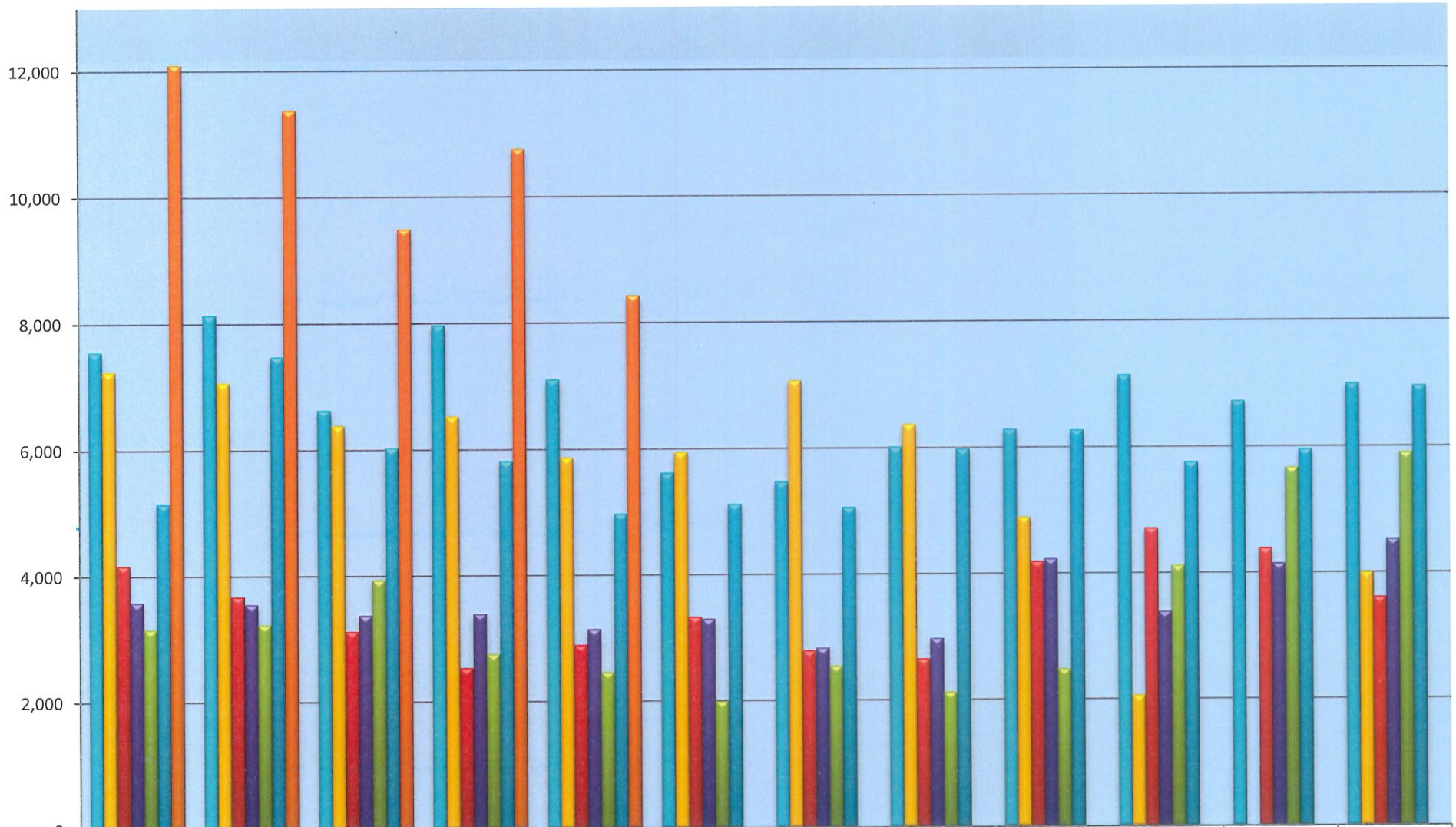
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
■ 19 DISABLED CB	32,247	33,511	29,546	33,754	32,304	29,447	26,676	25,569	30,072	31,791	28,152	30,254
■ 20 DISABLED CB	32,847	32,280	29,253	32,623	28,883	31,805	32,109	31,172	18,001	882	198	0
■ 21 DISABLED CB	0	12,406	16,813	16,660	4,464	0	0	0	0	0	76	12,853
■ 22 DISABLED CB	13,594	13,572	13,603	14,303	13,703	13,198	11,089	11,910	14,536	13,959	14,437	15,199
■ 23 DISABLED CB	13,674	14,289	13,853	14,213	10,528	10,381	10,117	9,429	10,125	13,250	15,598	16,722
■ 24 DISABLED CB	15,275	18,139	15,889	16,442	14,451	14,099	13,874	15,237	14,122	14,069	14,823	13,616
■ 25 DISABLED CB	26,010	19,815	17,812	18,862	17,177	0	0	0	0	0	0	0

Senior Ridership



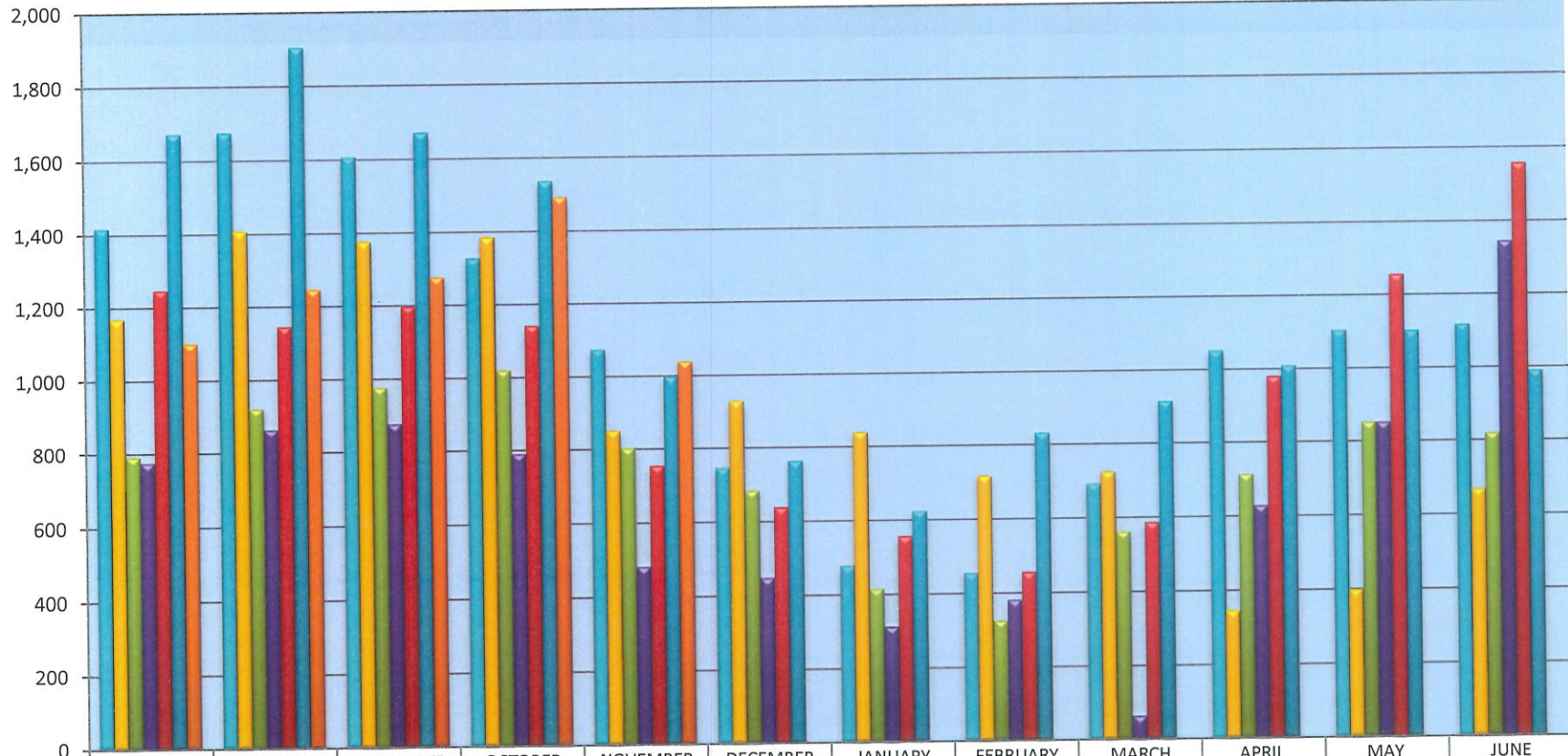
	July	August	September	October	November	December	January	February	March	April	May	June
FY 19	12,146	12,754	10,993	12,187	10,901	9,543	8,552	7,751	9,994	11,701	10,048	12,036
FY 20	13,075	13,258	12,805	13,815	11,033	11,636	10,456	10,453	6,608	28	58	0
FY 21	0	5,248	8,297	7,864	1,969	0	0	0	0	0	44	7,931
FY 22	7,873	8,278	8,171	8,052	7,556	6,935	5,131	6,114	7,331	7,752	8,354	9,045
FY 23	7,648	7,733	7,793	7,966	5,856	5,790	5,684	5,693	6,982	9,815	11,073	12,750
FY 24	10,654	11,402	11,470	12,225	11,024	10,422	9,053	10,832	11,015	11,431	12,988	11,276
FY 25	20,898	16,312	14,625	18,011	15,329	0	0	0	0	0	0	0

NIGHT MONTHLY PASSENGERS



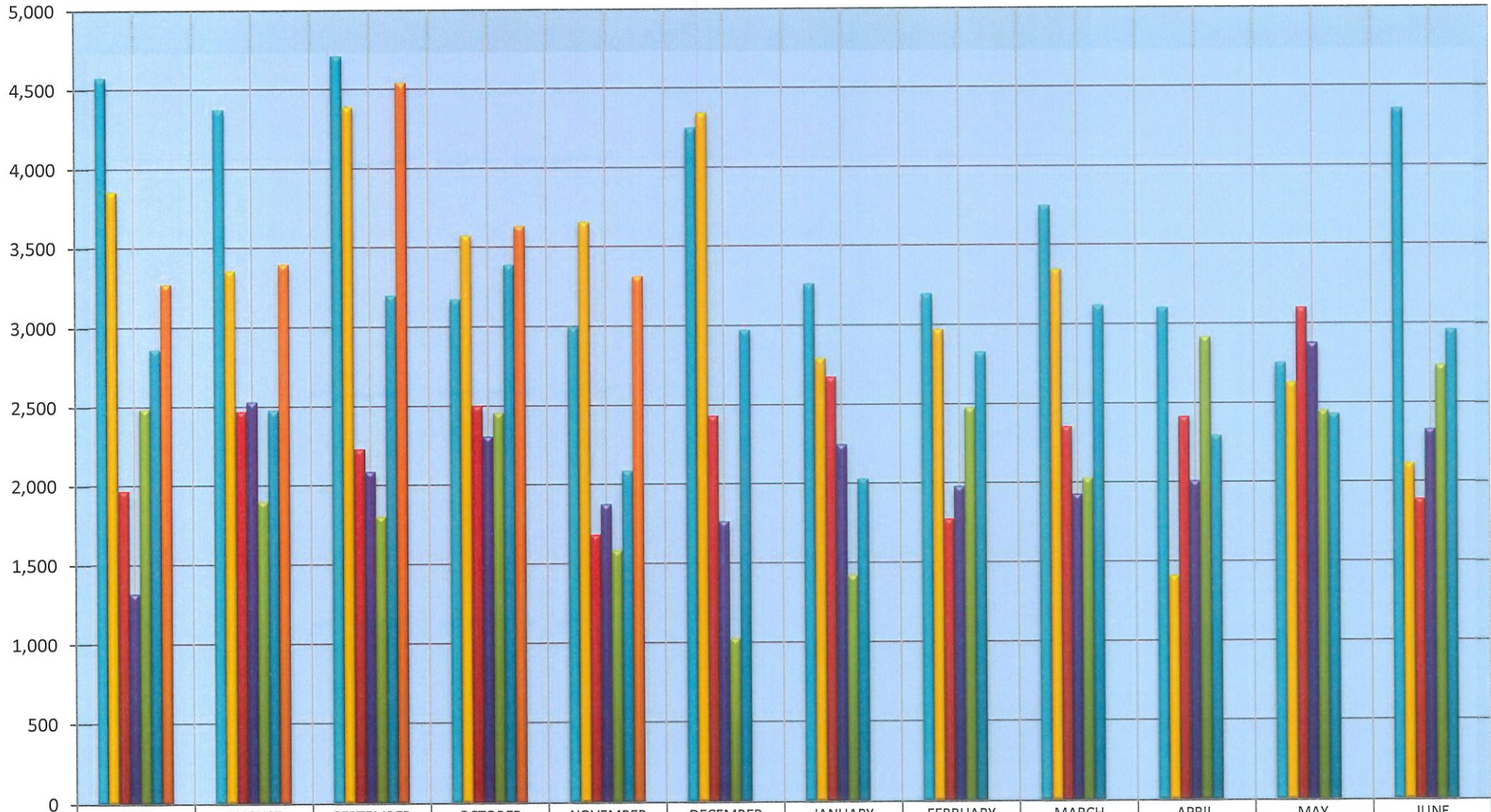
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
FY 19	7,550	8,136	6,630	7,971	7,106	5,621	5,478	6,015	6,292	7,137	6,724	6,994
FY 20	7,234	7,066	6,385	6,528	5,868	5,944	7,070	6,372	4,888	2,055	0	4,000
FY 21	4,167	3,675	3,123	2,539	2,893	3,334	2,790	2,658	4,191	4,711	4,388	3,608
FY 22	3,584	3,552	3,378	3,396	3,144	3,302	2,833	2,977	4,234	3,391	4,148	4,526
FY 23	3,156	3,229	3,939	2,756	2,460	1,992	2,549	2,122	2,486	4,120	5,671	5,906
FY 24	5,145	7,477	6,029	5,815	4,976	5,120	5,060	5,980	6,277	5,757	5,960	6,964
FY 25	12,101	11,378	9,495	10,765	8,432	0	0	0	0	0	0	0

BIKE MONTHLY RIDERSHIP



	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
FY 19	1,417	1,675	1,607	1,329	1,075	748	480	456	694	1,053	1,105	1,119
FY 20	1,168	1,407	1,375	1,384	851	930	839	717	724	346	399	667
FY 21	791	922	978	1,020	803	684	415	327	562	713	852	820
FY 22	775	863	876	790	482	448	313	381	62	628	851	1,345
FY 23	1,247	1,145	1,198	1,141	753	638	556	456	586	980	1,256	1,557
FY 24	1,673	1,904	1,671	1,537	999	763	624	832	916	1,009	1,102	990
FY 25	1,101	1,246	1,277	1,493	1,039	0	0	0	0	0	0	0

SUNDAY MONTHLY PASSENGERS



	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
FY 19	4,574	4,373	4,711	3,170	2,995	4,247	3,259	3,192	3,748	3,099	2,750	4,354
FY 20	3,854	3,354	4,387	3,572	3,655	4,341	2,790	2,969	3,342	1,407	2,626	2,113
FY 21	1,965	2,470	2,228	2,502	1,680	2,433	2,674	1,772	2,357	2,415	3,100	1,888
FY 22	1,318	2,530	2,085	2,307	1,874	1,761	2,245	1,978	1,925	2,007	2,878	2,333
FY 23	2,485	1,896	1,799	2,455	1,581	1,023	1,419	2,476	2,026	2,915	2,451	2,735
FY 24	2,859	2474	3198	3389	2084	2970	2028	2826	3118	2293	2429	2958
FY 25	3,274	3398	4543	3633	3313	0	0	0	0	0	0	0

**ROCKFORD MASS TRANSIT DISTRICT
DEMAND RESPONSE REPORT**

E-3(a)#998
MONTH OF: **Nov-24**

DEMAND RESPONSE						
	PASSENGERS	REVENUE	REVENUE HOURS	REVENUE MILES	WHEELCHAIRS	PRODUCTIVITY (Psgrs/Rev. Hrs.)
Nov-24	12,024	19,459.00	5,665.5	78,308	1,818	2.12
Nov-23	9,348	20,631.75	5,474.5	77,867	1,803	1.71
% CHANGE	▲ 28.6%	▼ 5.70%	▲ 3.5%	▲ 0.6%	▲ 0.8%	▲ 24.0%
YTD - FY 25	62,044	107,639.25	30,627.8	422,824	10,615	2.03
YTD - FY 24	44,826	104,506.10	27,245.1	368,383	8,979	1.65
% CHANGE	▲ 38.4%	▲ 3.0%	▲ 12.4%	▲ 14.8%	▲ 18.2%	▲ 23.0%

SMTD/MEDICAID PASSENGERS

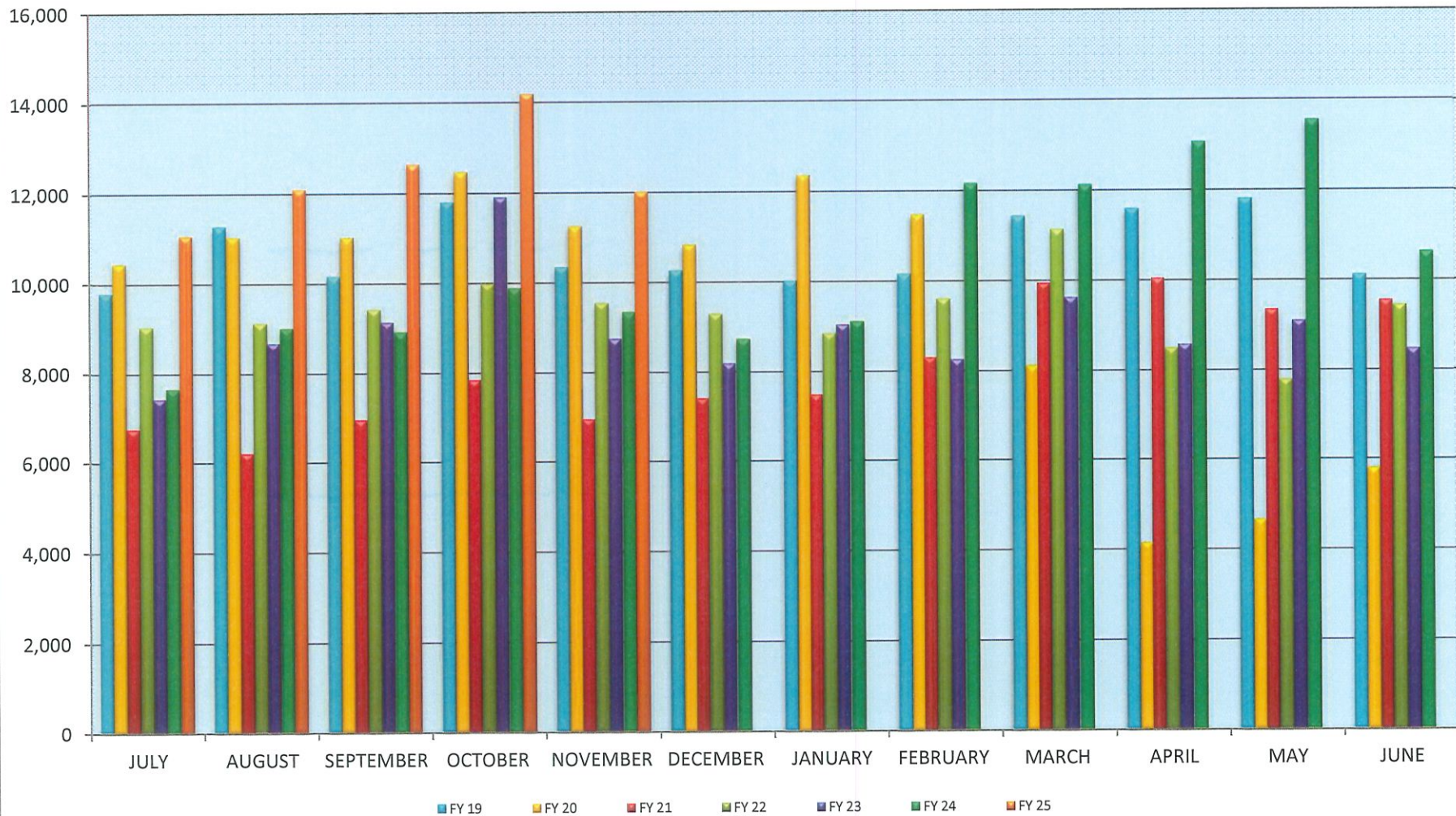
SMTD	PASSENGERS
Nov-24	2456
Nov-23	2358
% CHANGE	▲ 4.2%
YTD - FY 25	11,893
YTD - FY 24	10,835
% CHANGE	▲ 9.8%

MCO	PASSENGERS
Nov-24	0
Nov-23	23
% CHANGE	▼ 100.00%
YTD - FY 25	1
YTD - FY 24	178
% CHANGE	▼ 99.40%

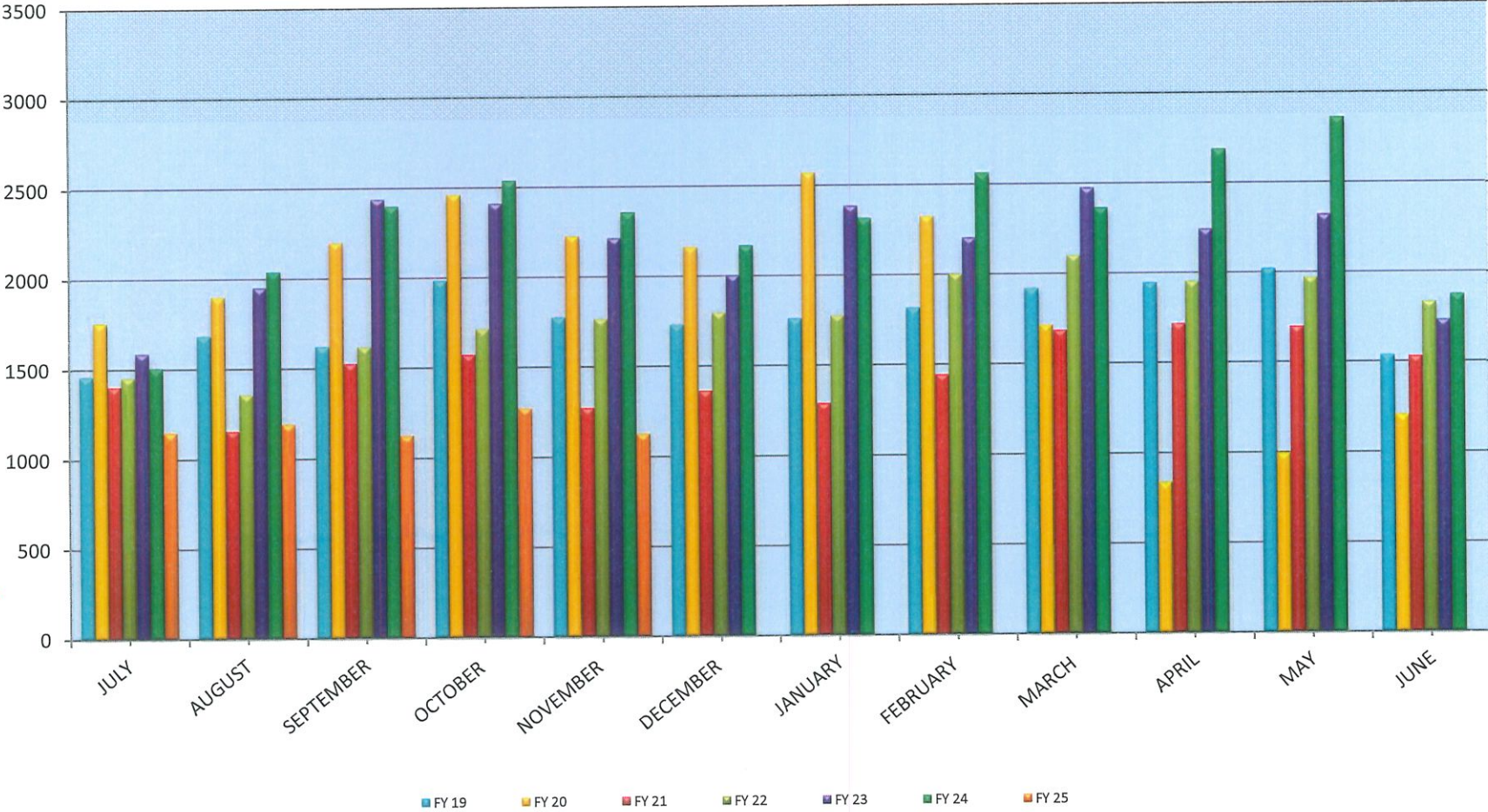
MEDICAID	PASSENGERS
Nov-24	1,128
Nov-23	1,124
% CHANGE	▲ 0.4%
YTD - FY 25	5,871
YTD - FY 24	5,452
% CHANGE	▲ 7.7%

BCCA	PASSENGERS
Nov-24	1849
Nov-23	1922
% CHANGE	▼ 3.80%
YTD - FY 25	11,025
YTD - FY 24	9,890
% CHANGE	▲ 11.5%

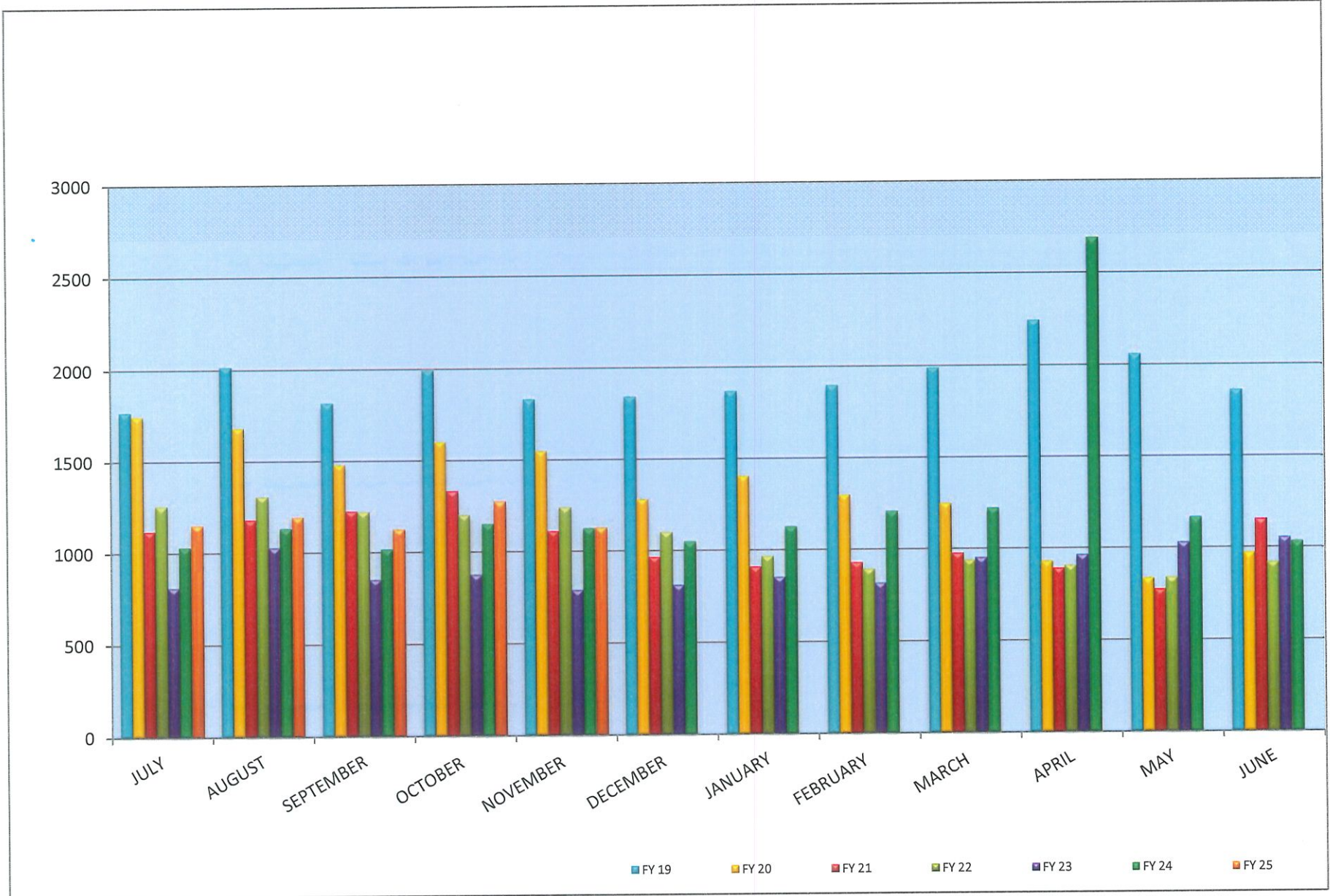
DEMAND RESPONSE PASSENGERS



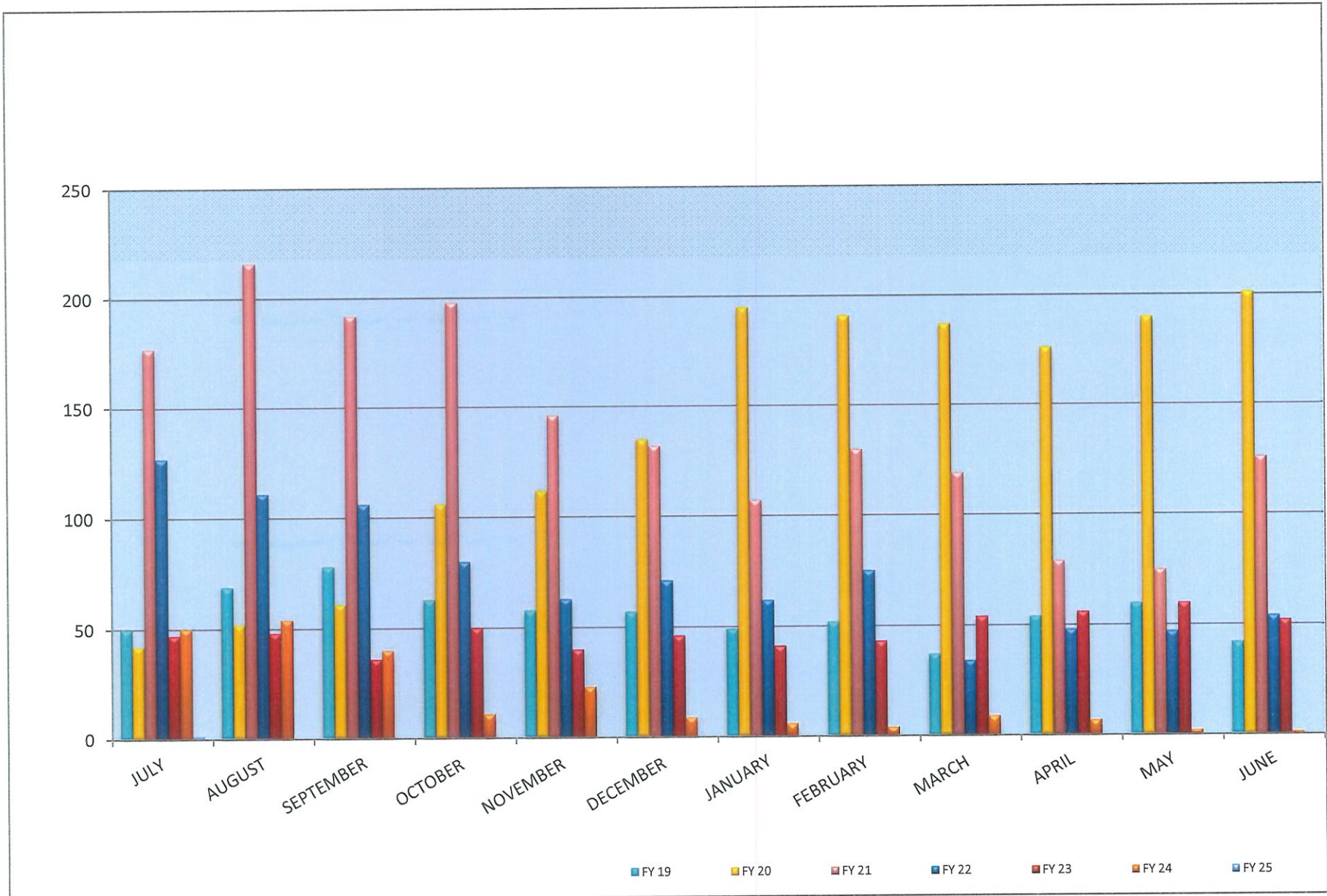
SMTD



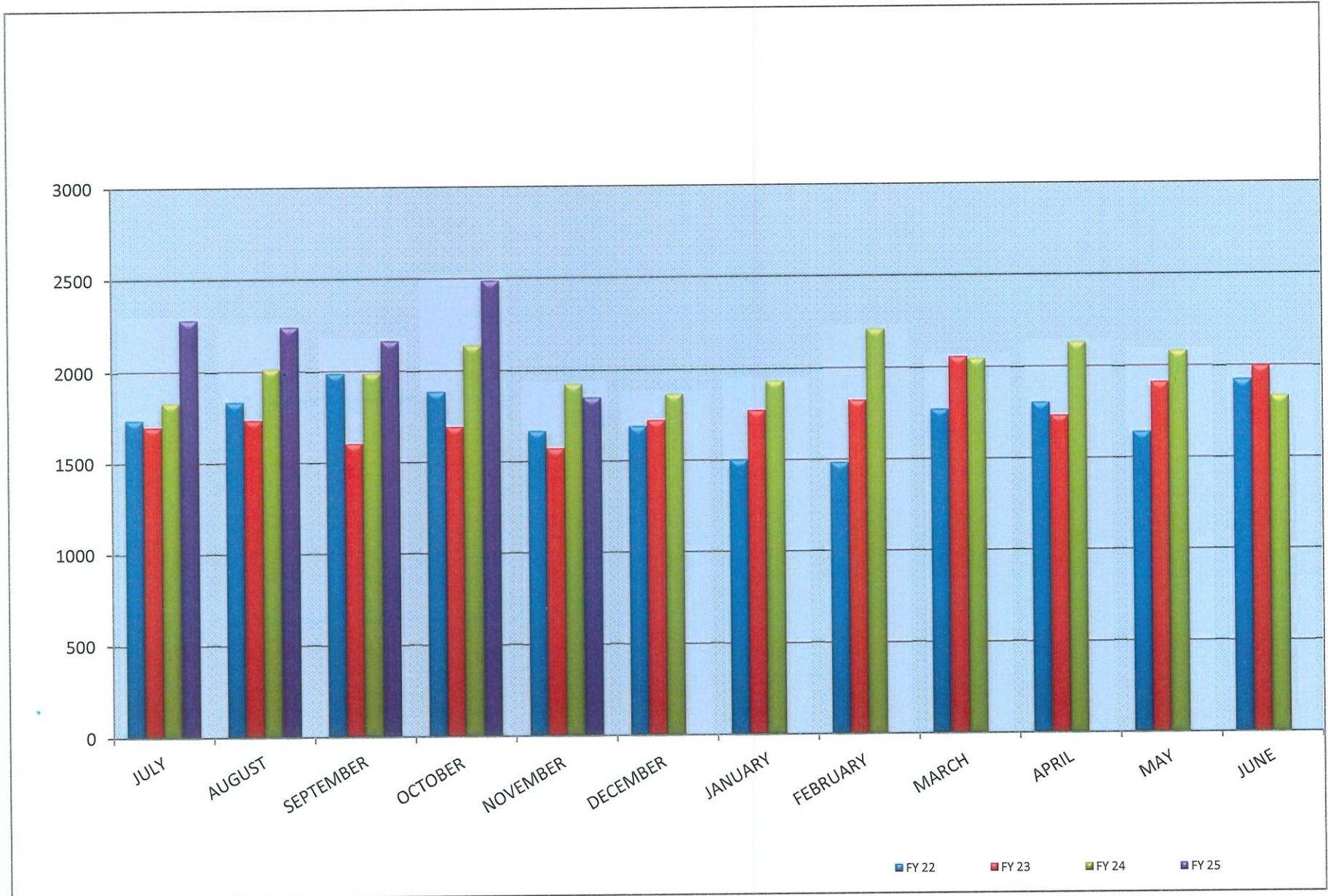
MEDICAID RIDERSHIP



MCO



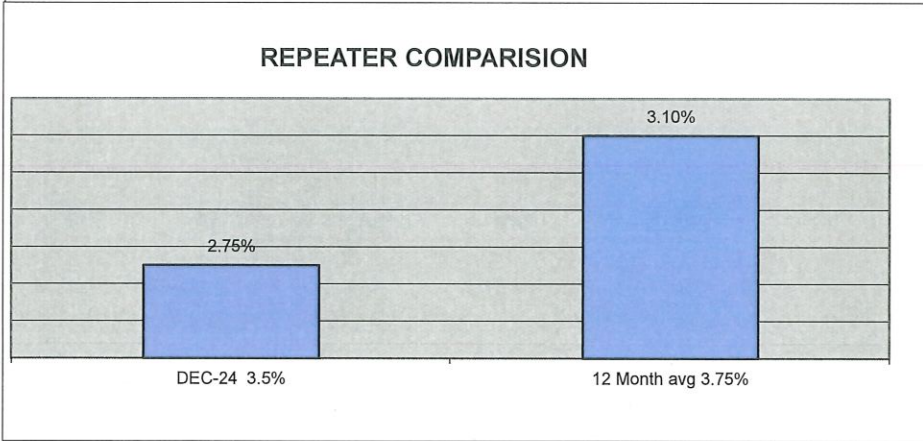
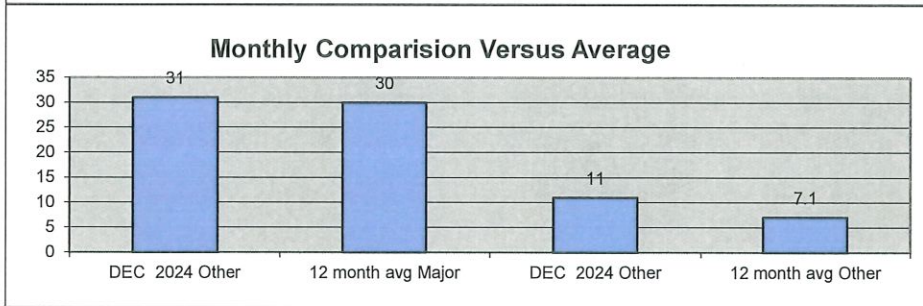
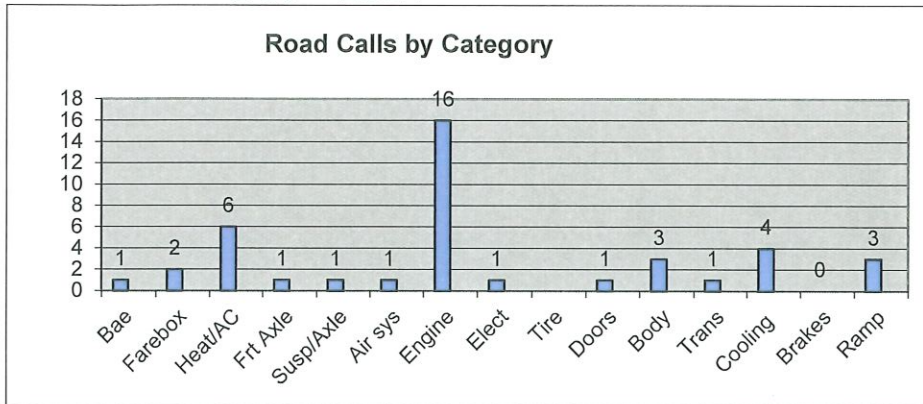
BCCA



REPORT ON FIXED ROUTE BUSES

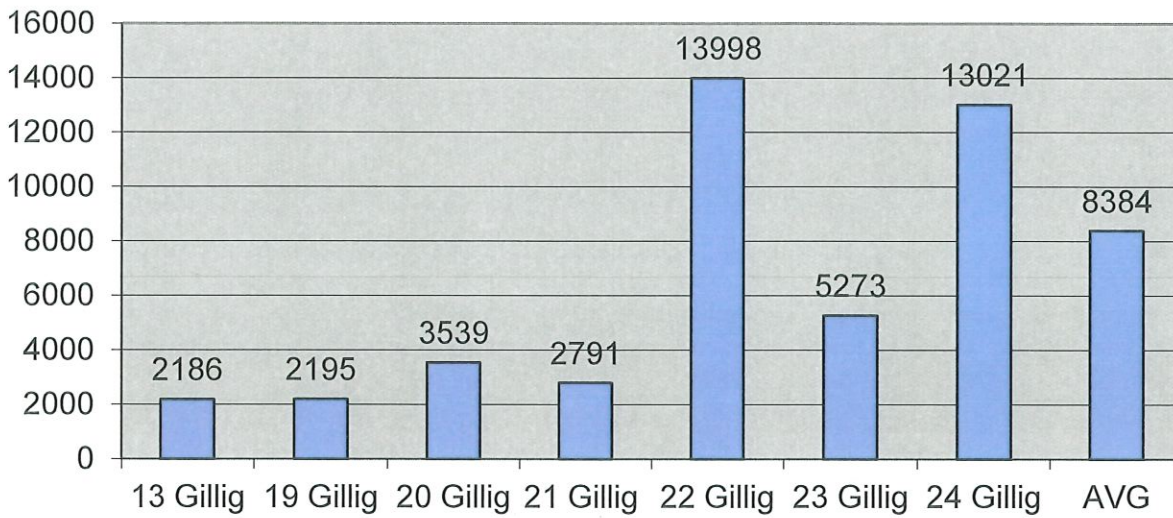
Dec 2024

E-3 (B) #998



A repeater is any road call for the same issue that occurs more than once in month
 We had 2 repeaters 1901 Died/ Check engine light and 2101 Check engine light - Resolved

AVERAGE MILES BETWEEN ROAD CALLS



PREVENTIVE MAINTENANCE INSPECTIONS

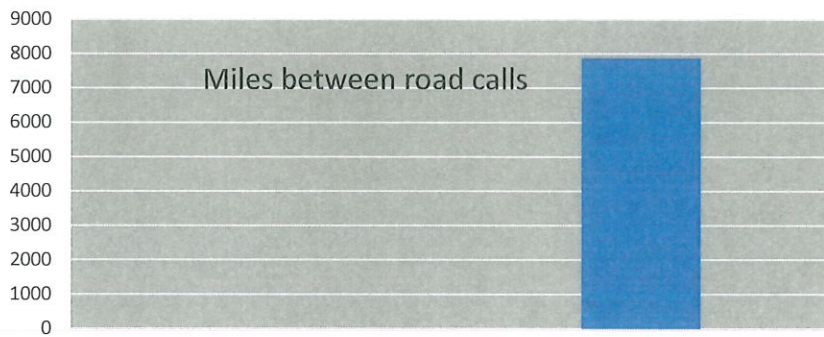
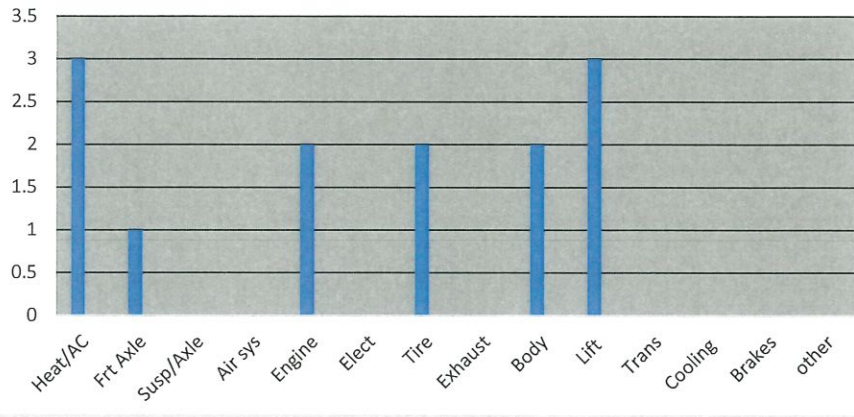


There were 38 inspections performed this month.
23 fixed route 15 were paratransit

All were done per the maintenance plan.

REPORT ON PARATRANSIT FLEET DEC

ROAD CALL SUMMARY



RMTD CLAIMS HISTORY

2024-2025						2023-2024					
	MEDICAL	RX	VISION	DENTAL	TOTAL		MEDICAL	RX	VISION	DENTAL	TOTAL
FY '25						FY '24					
July	\$138,635	\$87,956	\$755	\$5,568	\$232,913	July	\$311,576	\$94,434	\$105	\$4,160	\$410,275
Aug	\$220,717	\$88,906	\$270	\$2,527	\$312,420	Aug	\$104,500	\$17,233	\$495	\$9,196	\$131,424
Sep	\$108,952	\$81,557	\$185	\$2,339	\$193,033	Sep	\$141,879	\$75,997	\$155	\$4,827	\$222,858
Oct	\$108,858	\$54,613	\$581	\$7,729	\$171,780	Oct	\$160,137	\$128,914	\$110	\$3,517	\$292,678
Nov	\$150,351	\$26,549	\$150	\$2,546	\$179,596	Nov	\$129,833	\$88,309	\$310	\$5,323	\$223,774
Dec	\$174,999	\$166,959	\$484	\$3,989	\$346,431	Dec	\$111,279	\$45,880	\$376	\$4,291	\$161,826
Jan					\$0	Jan	\$57,444	\$93,276	\$873	\$6,392	\$157,985
Feb					\$0	Feb	\$326,028	\$87,433	\$735	\$3,440	\$417,636
Mar					\$0	Mar	\$118,361	\$74,002	\$1,250	\$3,138	\$196,750
Apr					\$0	Apr	\$113,345	\$61,814	\$474	\$3,651	\$179,284
May					\$0	May	\$264,100	\$110,530	\$952	\$3,724	\$379,307
Jun					\$0	Jun	\$205,547	\$81,382	\$578	\$5,086	\$292,594
YTD	\$902,512	\$506,539	\$2,424	\$24,698	\$1,436,173	YTD	\$2,044,029	\$959,202	\$6,414	\$56,745	\$3,066,390

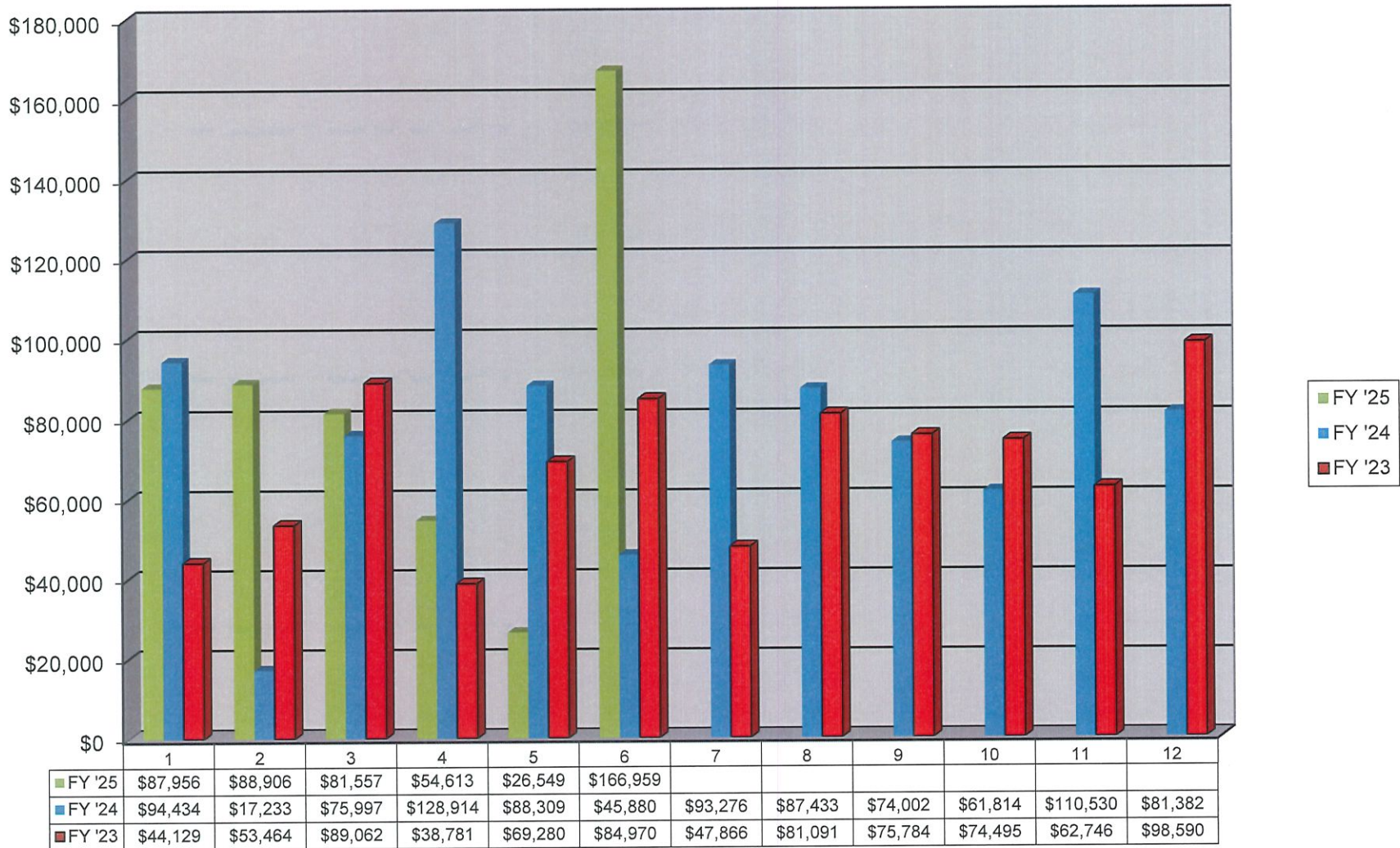
	Medical	Rx	Vision	Dental	TOTAL
Dec 2024	\$174,999	\$166,959	\$484	\$3,989	\$346,431
Dec 2023	\$111,279	\$45,880	\$376	\$4,291	\$161,826
% Change	57.26%	263.91%	28.51%	-7.04%	114.08%
Dec 2024	\$174,999	\$166,959	\$484	\$3,989	\$346,431
Dec 2022	\$366,728	\$84,970	\$160	\$2,616	\$454,474
% Change	-52.28%	96.49%	202.38%	52.48%	-23.77%

YTD - FY 25	\$902,512	\$506,539	\$2,424	\$24,698	\$1,436,173
YTD - FY 24	\$959,204	\$450,766	\$1,551	\$31,314	\$1,442,835
% Change	-5.91%	12.37%	56.27%	-21.13%	-0.46%
YTD FY 25	\$902,512	\$506,539	\$2,424	\$24,698	\$1,436,173
YTD FY 23	\$1,109,678	\$379,685	\$2,654	\$28,467	\$1,520,484
% Change	-18.67%	33.41%	-8.65%	-13.24%	-5.54%

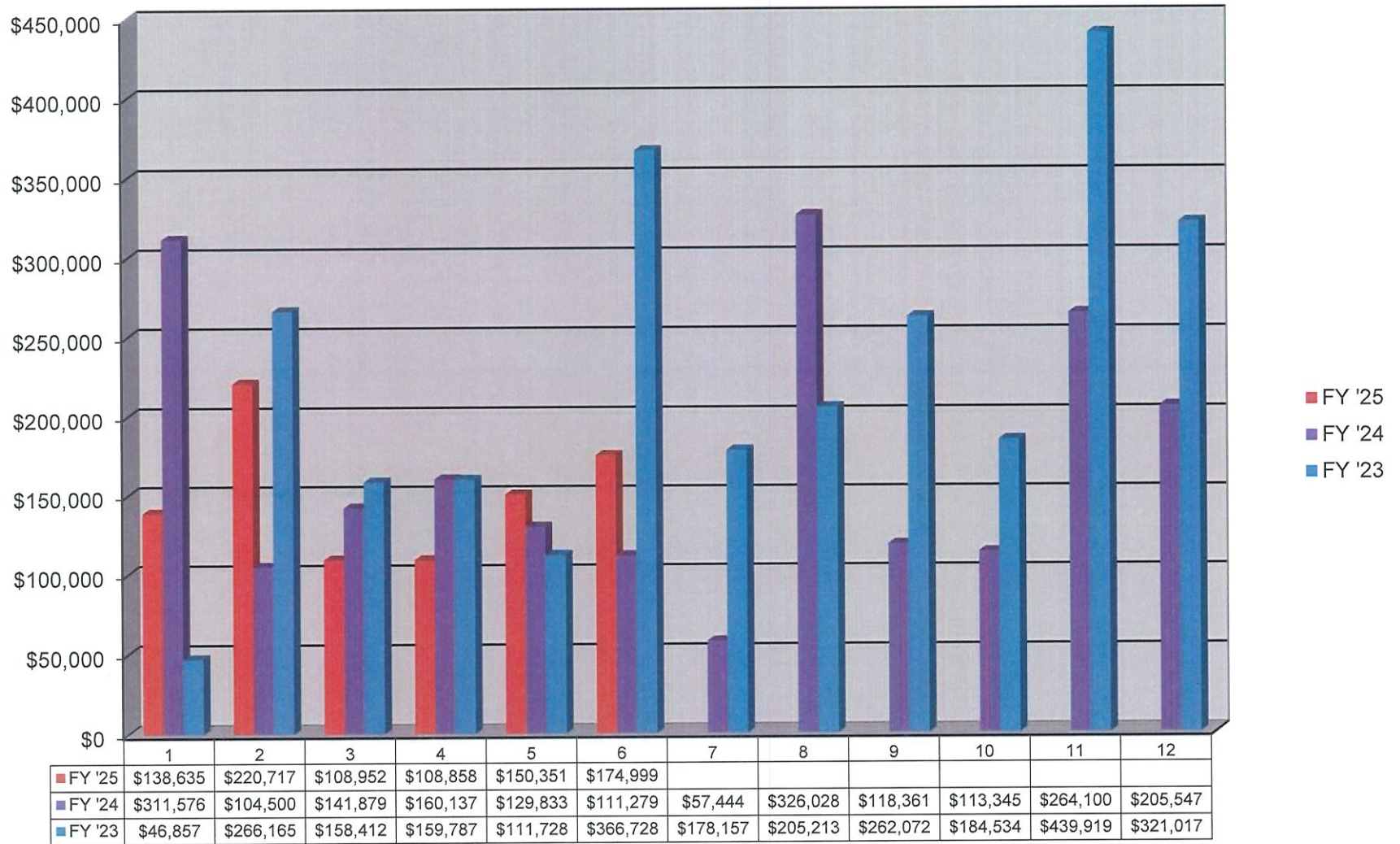
E-4 (a) #998

2022-2023						2021-2022				
	MEDICAL	RX	VISION	DENTAL	TOTAL	MEDICAL	RX	VISION	DENTAL	TOTAL
FY '23						FY '22				
July	\$46,857	\$44,129	\$475	\$4,399	\$95,860	\$276,048	\$68,896	\$386	\$6,583	\$351,913
Aug	\$266,165	\$53,464	\$607	\$6,745	\$326,981	\$67,290	\$29,199	\$160	\$5,938	\$102,587
Sep	\$158,412	\$89,062	\$540	\$3,486	\$251,500	\$92,687	\$79,906	\$600	\$6,117	\$179,309
Oct	\$159,787	\$38,781	\$492	\$4,517	\$203,577	\$142,439	\$87,042	\$196	\$4,259	\$233,937
Nov	\$111,728	\$69,280	\$380	\$6,704	\$188,091	\$126,256	\$55,781	\$285	\$4,167	\$186,489
Dec	\$366,728	\$84,970	\$160	\$2,616	\$454,474	\$206,676	\$65,985	\$701	\$4,504	\$277,865
Jan	\$178,157	\$47,866	\$465	\$3,630	\$230,118	\$78,298	\$65,760	\$903	\$3,686	\$148,647
Feb	\$205,213	\$81,091	\$1,435	\$3,315	\$291,053	\$140,381	\$63,648	\$1,019	\$6,522	\$211,571
Mar	\$262,072	\$75,784	\$1,573	\$7,677	\$347,105	\$156,387	\$90,755	\$925	\$9,004	\$257,071
Apr	\$184,534	\$74,495	\$517	\$4,141	\$263,686	\$109,116	\$26,594	\$590	\$5,017	\$141,317
May	\$439,919	\$62,746	\$395	\$5,241	\$508,301	\$145,687	\$46,089	\$895	\$2,267	\$194,938
Jun	\$321,017	\$98,590	\$900	\$3,701	\$424,208	\$482,292	\$96,722	\$775	\$5,319	\$585,107
YTD	\$2,700,588	\$820,257	\$7,939	\$56,172	\$3,584,955	\$2,023,557	\$776,376	\$7,435	\$63,383	\$2,870,751

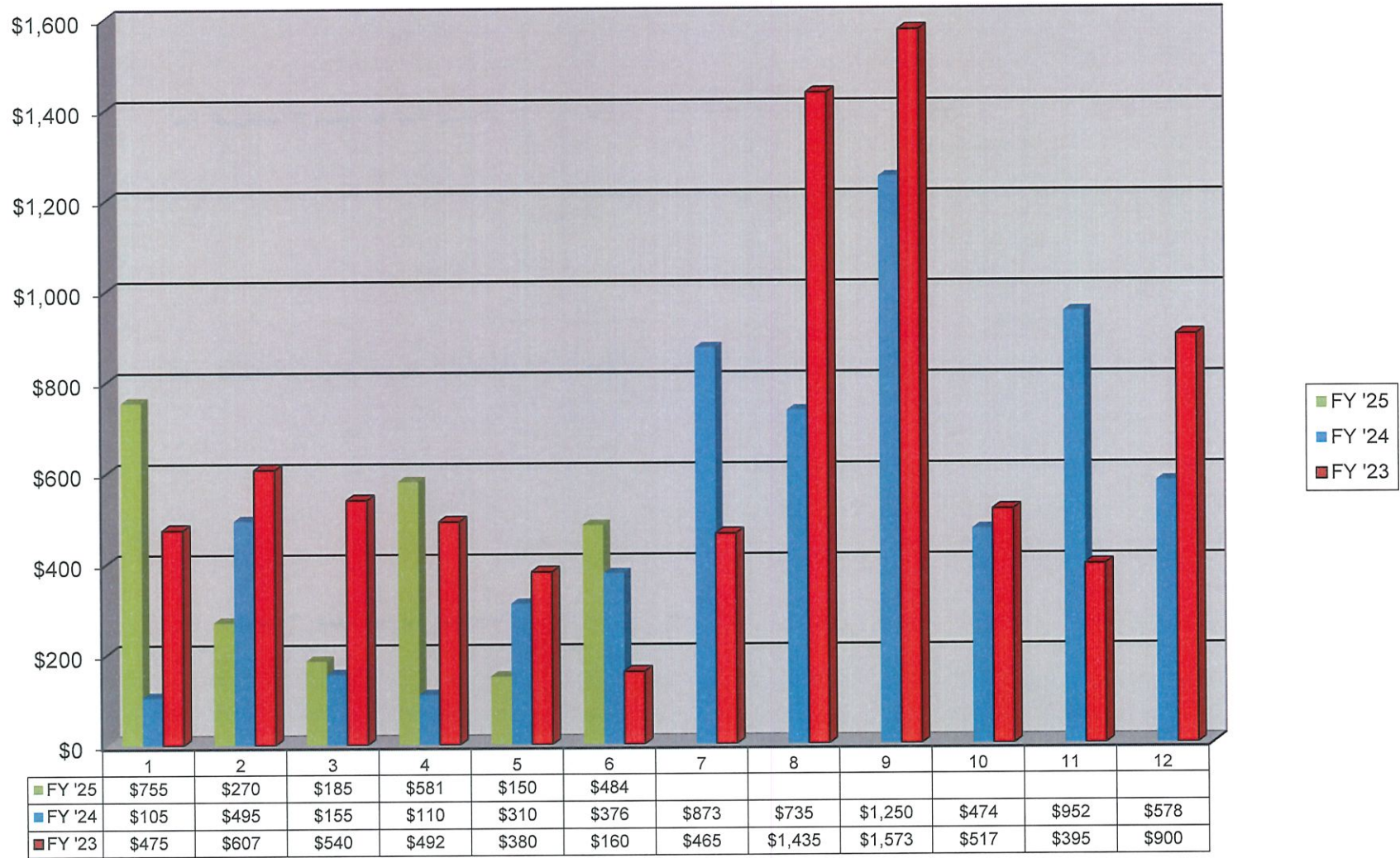
Prescription Claims History



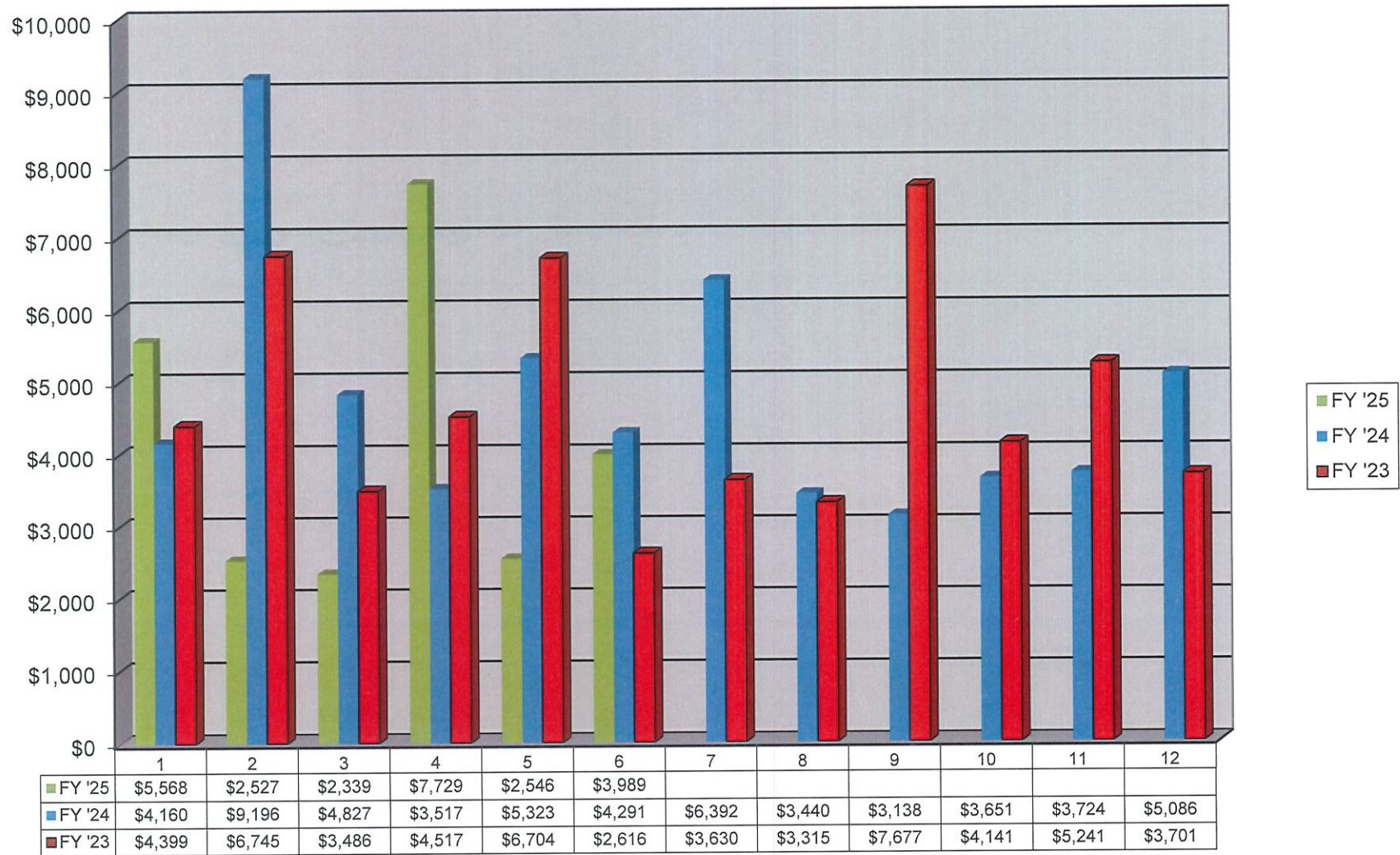
Medical Claims History



Vision Claims History



Dental Claims History



RMTD CLAIMS HISTORY

2024-2025						2023-2024					
	MEDICAL	RX	VISION	DENTAL	TOTAL		MEDICAL	RX	VISION	DENTAL	TOTAL
FY '25						FY '24					
July	\$138,635	\$87,956	\$755	\$5,568	\$232,913	July	\$311,576	\$94,434	\$105	\$4,160	\$410,275
Aug	\$220,717	\$88,906	\$270	\$2,527	\$312,420	Aug	\$104,500	\$17,233	\$495	\$9,196	\$131,424
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Mar					\$0	Mar	\$118,361	\$74,002	\$1,250	\$3,138	\$196,750
Apr					\$0	Apr	\$113,345	\$61,814	\$474	\$3,651	\$179,284
May					\$0	May	\$264,100	\$110,530	\$952	\$3,724	\$379,307
Jun					\$0	Jun	\$205,547	\$81,382	\$578	\$5,086	\$292,594
YTD	\$727,513	\$339,580	\$1,941	\$20,709	\$1,089,742	YTD	\$2,044,029	\$959,202	\$6,414	\$56,745	\$3,066,390

	Medical	Rx	Vision	Dental	TOTAL
Nov 2024	\$150,351	\$26,549	\$150	\$2,546	\$179,596
Nov 2023	\$129,833	\$88,309	\$310	\$5,323	\$223,774
% Change	15.80%	-69.94%	-51.60%	-52.17%	-19.74%

Nov 2024	\$150,351	\$26,549	\$150	\$2,546	\$179,596
Nov 2022	\$111,728	\$69,280	\$380	\$6,704	\$188,091
% Change	34.57%	-61.68%	-60.53%	-62.02%	-4.52%

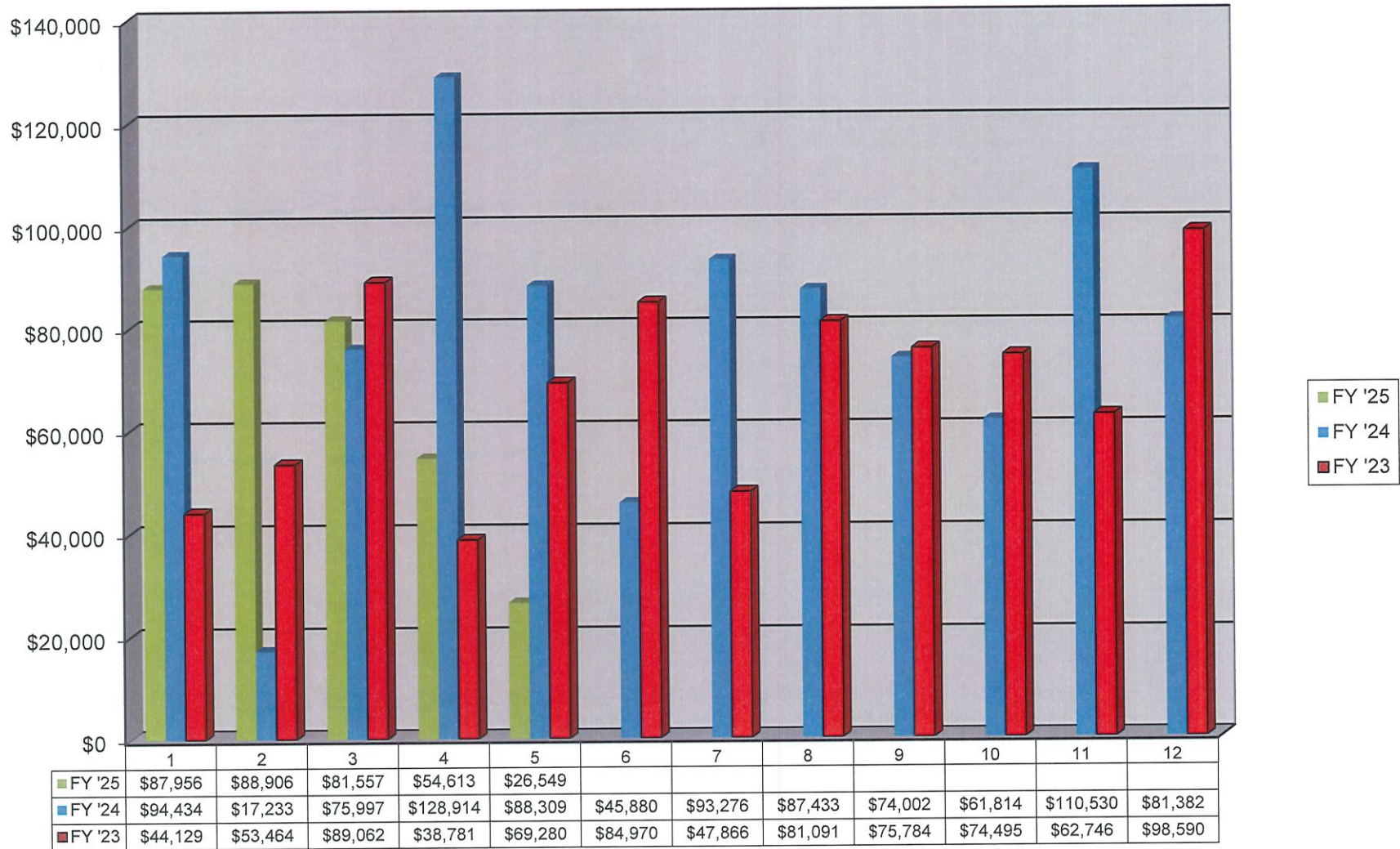
YTD - FY 25	\$727,513	\$339,580	\$1,941	\$20,709	\$1,089,742
YTD - FY 24	\$847,925	\$404,886	\$1,175	\$27,023	\$1,281,009
% Change	-14.20%	-16.13%	65.16%	-23.37%	-14.93%

YTD FY 25	\$727,513	\$339,580	\$1,941	\$20,709	\$1,089,742
YTD FY 23	\$742,950	\$294,715	\$2,494	\$25,851	\$1,066,010
% Change	-2.08%	15.22%	-22.19%	-19.89%	2.23%

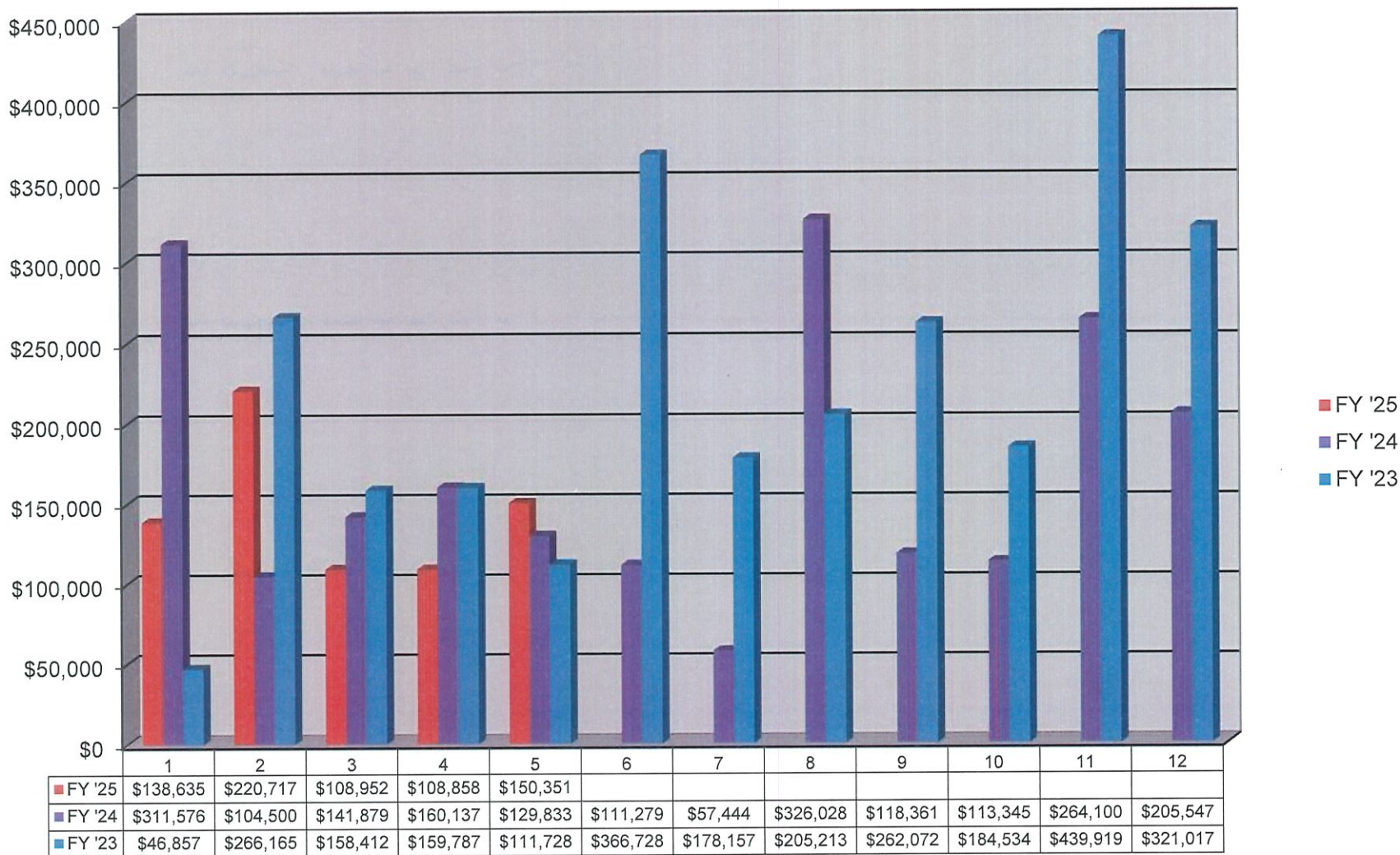
E-4 (a) #998

2022-2023						2021-2022				
	MEDICAL	RX	VISION	DENTAL	TOTAL	MEDICAL	RX	VISION	DENTAL	TOTAL
FY '23						FY '22				
July	\$46,857	\$44,129	\$475	\$4,399	\$95,860	\$276,048	\$68,896	\$386	\$6,583	\$351,913
Aug	\$266,165	\$53,464	\$607	\$6,745	\$326,981	\$67,290	\$29,199	\$160	\$5,938	\$102,587
Sep	\$158,412	\$89,062	\$540	\$3,486	\$251,500	\$92,687	\$79,906	\$600	\$6,117	\$179,309
Oct	\$159,787	\$38,781	\$492	\$4,517	\$203,577	\$142,439	\$87,042	\$196	\$4,259	\$233,937
Nov	\$111,728	\$69,280	\$380	\$6,704	\$188,091	\$126,256	\$55,781	\$285	\$4,167	\$186,489
Dec	\$366,728	\$84,970	\$160	\$2,616	\$454,474	\$206,676	\$65,985	\$701	\$4,504	\$277,865
Jan	\$178,157	\$47,866	\$465	\$3,630	\$230,118	\$78,298	\$65,760	\$903	\$3,686	\$148,647
Feb	\$205,213	\$81,091	\$1,435	\$3,315	\$291,053	\$140,381	\$63,648	\$1,019	\$6,522	\$211,571
Mar	\$262,072	\$75,784	\$1,573	\$7,677	\$347,105	\$156,387	\$90,755	\$925	\$9,004	\$257,071
Apr	\$184,534	\$74,495	\$517	\$4,141	\$263,686	\$109,116	\$26,594	\$590	\$5,017	\$141,317
May	\$439,919	\$62,746	\$395	\$5,241	\$508,301	\$145,687	\$46,089	\$895	\$2,267	\$194,938
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YTD	\$2,700,588	\$820,257	\$7,939	\$56,172	\$3,584,955	\$2,023,557	\$776,376	\$7,435	\$63,383	\$2,870,751

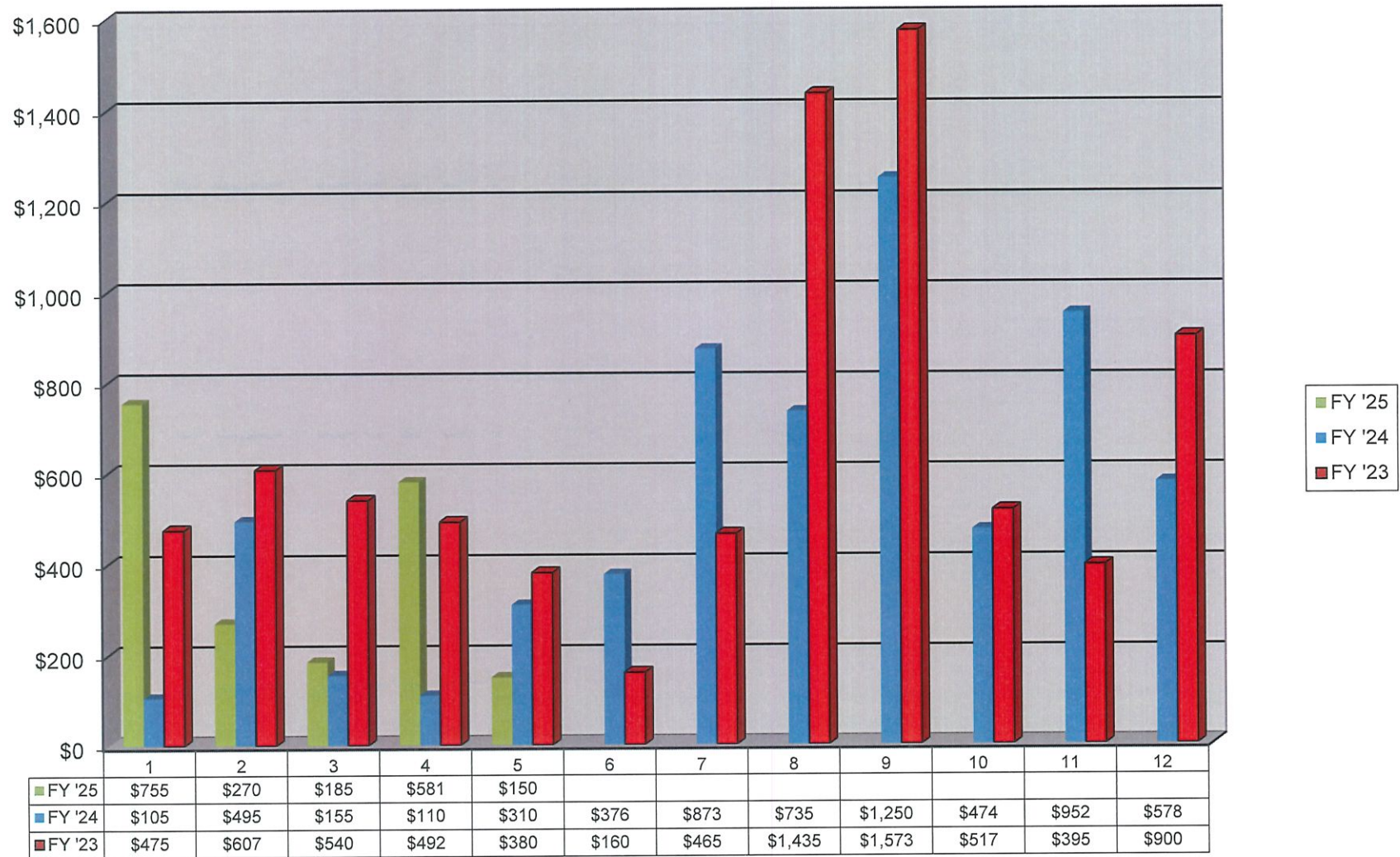
Prescription Claims History



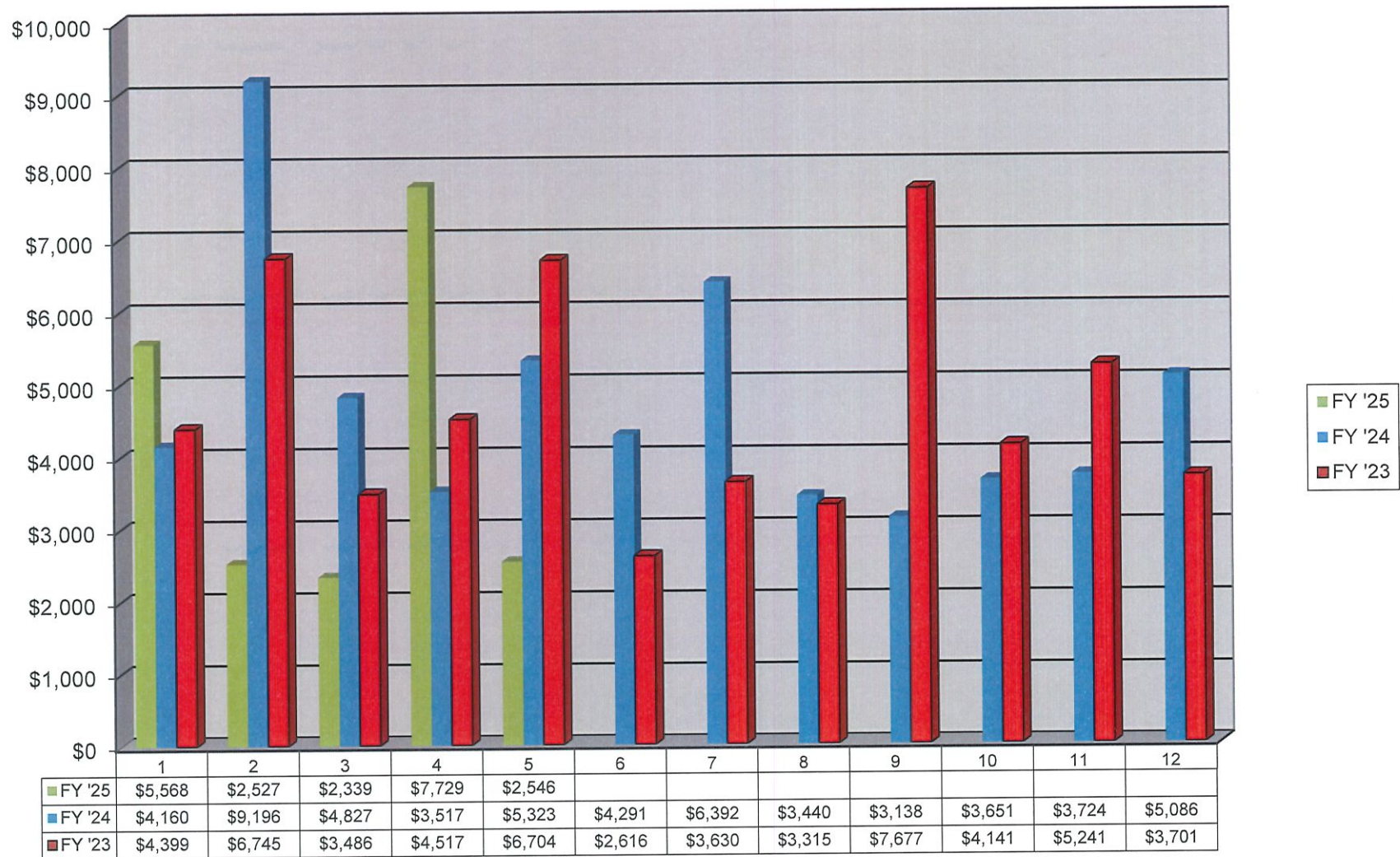
Medical Claims History



Vision Claims History



Dental Claims History



TO: RMTD Board of Trustees

FROM: Orlando Toatley, Marketing and Communications/Specialist

DATE: January 27, 2025

RE: Free Pass Program Outreach

Over the last three months, RMTD and the city of Rockford have been working together to create the new pass program that will allow students seeking post-secondary education within Rockford to ride for free. During this time, we have also coordinated with local GE/HSE program coordinators and university officials to create the best system possible.

On Tuesday, January 21st I was invited to set up a table at the spring semester Rock Valley College Student Resource fair. Here, I updated students and RVC staff on the new pass program and its benefits along with scheduling information and general information about our overall system. I estimate there were around 75 students in attendance.

In addition to the resource fair, we held a press conference on January 22nd to announce the new ridership program. Attendees included the City of Rockford Mayor Tom McNamara, Alderman Jeff Baley, and alderwoman Gabrielle Torina. Program directors from Rockford Public Schools, Glendia Strandin, Goodwill industries, Shana Lovato, and Rock Valley College, Tricia Wagner also attended. The mayor gave remarks on the importance of transportation in the community and how it can make individuals stronger. Tricia Wagner spoke on the positive effect the free passes will have on her students enrolled in the GED/HSE program.

Media was also in attendance, including all three local television stations and the Rock River Current.

With a start date of February 1st, the next steps for staff are to create a marketing campaign for the new program that will replace the U-pass advertisement. Community outreach and student awareness events are also in the works as well. Thank you.



ROCKFORD MASS TRANSIT DISTRICT

TO: RMTD Board of Trustees
FROM: Drexel McCalvin, Safety & Training Manager
DATE: January 22, 2025
RE: December 2024 Safety & Training Report

Risk Management Data – 12/1/24- 12/30/24:

- Total Vehicle Accidents: 10
 - Revenue vehicle accidents: 10
 - Responsible Party - RMTD: 7
 - Responsible Party - Other: 3
 - Non-revenue vehicle accidents: 0
- Total Workers Compensation Injuries (Includes Rev/Non-Rev Service): 3

Agency Safety Plan Performance Data:

Fixed Route Service	Fatalities (Total)	Rate per 100k VRM	Injuries (Total)	Injuries (Per 100k VRM)	Safety Events	Safety Events (Per 100k VRM)	System Reliability Mean Distance
ASP Performance Target (annual)	0	0	10	1.6	0	0	3,000 miles
FY 2025 (FYTD)	0	0	7	9.5	2	3.5	2923 miles

Demand Response Service	Fatalities (Total)	Rate per 100k VRM	Injuries (Total)	Injuries (Per 100k VRM)	Safety Events	Safety Events (Per 100k VRM)	System Reliability Mean Distance
ASP Performance Target (annual)	0	0	7	1.3	0	0	20,000 miles
FY 2025 (FYTD)	0	0	1	1.0	0	0	1012 miles

Safety performance data is based on the safety performance measures established under the National Public Transportation Agency Safety Plan. FTA/National Transit Database reporting criteria.

Safety Training Update:

- Training is ongoing in the following areas: Responding to Violent Behavior or an Active Shooter, ADA, Customer Service Training, Hazard Communication, Bloodborne Pathogens and Preventing Back Injuries, and Crisis De-escalation training.



**ADMINISTRATIVE
EMPLOYEE
MANUAL**

ABOUT YOUR EMPLOYEE MANUAL

Whether you are a new or long-term Rockford Mass Transit District (herein referred to as “RMTD” or “District”) employee, this manual is specifically designed to help you better understand the District as well as to address most of the questions you may have concerning your position and the District. This manual is applicable to employees of the RMTD whose position is not included in a collective bargaining unit.

Included in this manual is extensive information about our policies, conduct guidelines, administrative procedures, and special services. It is intended to help you become a well-informed member of the RMTD staff. This manual replaces any previously published manual or handbook. It is intended as a guide and summary of our policies. If you have any questions about any of the information in this manual, your department manager and/or Human Resources will be happy to clarify.

There may be times when RMTD must revise and/or add certain policies, rules and interpretations. The District reserves the right to do so - both in writing and verbally - without notice.

The contents of this manual are neither intended to nor do they constitute an employment contract and no contractual rights arise from this handbook. RMTD reserves the right to exercise full discretion in all employment matters and it is the District’s intent that the employment relationship is “at-will,” which means that our relationship may be separated at any time and for any reason by either you, the employee, and/or the District.

Further, nothing in this manual is intended to interfere with an employee's rights under the Illinois Public Labor Relations Act or any other applicable law.

Human Resources is available to provide you with assistance in understanding these policies and procedures as well as to promote a positive work environment. Human Resources is available to help, advise, and counsel both employees and managers with any work-related problem or concern.

Welcome to the RMTD Family!

ABOUT ROCKFORD MASS TRANSIT DISTRICT

RMTD is managed by an Executive Director who is responsible for the overall operation of the District. The Executive Director reports directly to the RMTD Board of Trustees, the members of which are appointed by the City of Rockford. The organization includes the following departments:

Fixed Route Operations
Paratransit/Demand Response Operations
Vehicle Maintenance
Facility Maintenance
Finance
Grants & Procurement
Human Resources/Administration
Marketing/Public Relations
Safety/Risk Management

Each department is managed by a Department Manager that reports to a designated Director with the authority to direct the affairs of each department under the direction of the Executive Director and Board of Trustees. The staff size of each department varies. However, employees within each department will report to the Department Manager on all aspects of the affairs of the department as directed.

Mission Statement

The Rockford Mass Transit District is dedicated to providing safe, efficient, affordable, dependable and accessible transportation to the residents of Rockford and the surrounding area.

SECTION A – EQUAL OPPORTUNITY

Equal Employment Opportunity

RMTD is committed to affording equal employment opportunity to all qualified persons and to not unlawfully discriminate against any employee or applicant because of or regardless of actual or perceived race, color, religion, disability, sex or gender, pregnancy, national origin, ancestry, military status, age, order of protection status, marital status, sexual orientation (including gender-related identity), unfavorable military discharge, citizenship status, arrest record, conviction record, genetic information, work authorization status, family responsibilities, reproductive health decisions, or any other protected status. RMTD is committed to recruiting, hiring, promoting, and making all employment decisions with the principles of equal employment opportunity. In keeping with the intent of this policy, the District will adhere to the following practices:

- The District is committed to the principals of equal employment opportunity;
- The administrative staff, under the supervision of the Executive Director, is responsible for the implementation of the District's Equal Employment Opportunity Program;
- For the District's Equal Employment Opportunity Program to be a success, all management personnel must share responsibility for the implementation of the program;
- Employees and applicants have the right to file with Human Resources, or if more comfortable, with the Executive Director complaints alleging discriminatory treatment, which shall be promptly investigated and result in corrective action, if appropriate.

Prohibited Harassment Policy

Rockford Mass Transit District (RMTD) strongly opposes and prohibits all forms of unlawful discrimination, including harassment in the workplace. Prohibited harassment (that is defined in this policy) may be illegal under State and Federal laws. Additionally, that harassment also serves to undermine the integrity of the employment relationship.

It is the purpose of this policy to identify the forms of harassment prohibited by this policy, confirm the procedures that employees may follow in reporting such conduct and the investigatory steps that will follow such reports, and state the disciplinary consequences that may result from violations of this policy.

I. SEXUAL HARASSMENT

- a. Definition: Sexual harassment is any verbal or physical conduct that denigrates, threatens, or shows hostility toward another employee because of the employee's gender. Sexual harassment may be committed by either males or females and the victims of sexual harassment may be of the same or of the opposite sex. Such harassment may result from the actions of any employee of the RMTD (including managers and non-managers) and from outside third parties (e.g. passengers, vendors, contractors, etc.).

Sexual harassment refers to behavior of a sexual nature that has the purpose or effect of interfering with another individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment includes, but is not limited to: unwelcome sexual advances or requests for sexual favors; circumstances in which an employee's rejection of or submission to sexual advances or favors is used as the basis for an employment decision or is made a condition of employment; and language, gestures, or physical contact of a sexual nature that is unwelcome and interferes with an individual's work performance or creates an intimidating, threatening, hostile, or offensive environment.

A hostile environment can be created by any of the following: physical acts such as touching, kissing, hugging or grabbing another person; verbal acts such as obscene language, sexual propositions, crude jokes, threats, discussing sexual activities, or comments on someone's personal attributes; and non-verbal act such as sexually explicit pictures, sexual cartoons or graffiti, whistling or cat calls, crude pranks, or giving gifts or letters of a sexual nature.

Further, verbal or physical conduct need not be of a sexual nature to constitute sexual harassment where the harassing conduct is motivated by hostility toward an individual because of the individual's gender in the workplace.

Such harassment may result from the actions of any employee of RMTD (including managers and non-managers) and from outside third parties (e.g., passengers, vendors, contractors, etc.) and may be committed against employees or nonemployees, such as contractors or consultants.

- a. Prohibited Conduct: Prohibited acts of sexual harassment may take a variety of verbal and non-verbal and/or physical forms ranging from subtle pressure to more overt behavior. Prohibited conduct which may be viewed as sexual harassment includes, but is not necessarily limited to, the following:
 - i. Making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;
 - ii. Making submission to or rejection of such unwelcome conduct the basis for any employment decision, including, but not limited to, hiring, firing, failing to promote, reassignment to different responsibilities or a decision causing a significant change in benefits;
 - iii. Engaging in preferential treatment or a promise of preferential treatment to an individual in exchange for sexual conduct or dates;
 - iv. Denying or threatening to deny privileges, benefits, or entitlements to an individual, or the denial or threat of denial of employment or advancement of an individual because of that individual's refusal to consent to sexual advances;
 - v. Denying or threatening to deny privileges, benefits or entitlements to an individual, or the denial or threat of denial of employment or advancement of an individual because of hostility toward the presence of that individual's gender in the workplace;

- vi. Threatening or denigrating conduct or showing hostility toward an individual because of hostility toward the presence of that individual's gender in the workplace;
- vii. Making sexually oriented or sexually degrading comments, or sexually suggestive jokes or gestures;
- viii. Displaying sexually oriented pictures, posters, drawings, or other materials which may be construed by others to be offensive;
- ix. Engaging in persistent or repeated unwelcome flirting or pressure for dates or generally intimidating conduct;
- x. Retaliating against an individual for reporting or complaining about sexually harassing or abusive conduct;
- xi. Creating an intimidating, hostile or offensive working environment by such conduct.

The above are examples of the types of conduct that are prohibited by this policy. However, any conduct that is determined by the District to be within the "definition" set forth above shall be grounds for disciplinary action, as set forth in Section V of this policy.

II. OTHER FORMS OF PROHIBITED HARASSMENT

- a. Definition: In addition to sexual harassment (as defined above), Rockford Mass Transit District is also opposed to other forms of unlawful harassment. Other forms of unlawful harassment prohibited by this policy include any verbal or physical conduct that denigrates or shows hostility toward an employee because of actual or perceived race, color, religion, disability, pregnancy, national origin, ancestry, military status, age, order of protection status, marital status, sexual orientation (including gender-related identity), unfavorable military discharge, citizenship status, arrest record, conviction record, genetic information, family responsibilities, reproductive health decisions, or any other protected status.

Such harassment may result from the actions of any employee of RMTD (including managers and non-managers) and from outside third parties (e.g., passengers, vendors, contractors, etc.) and may be committed against employees or nonemployees, such as contractors or consultants.

- b. Prohibited Behavior: Prohibited acts of harassment under this policy may take a variety of verbal and non-verbal and/or physical forms. Such prohibited conduct occurs when such has the purpose or effect of interfering with work performance, creating an intimidating, hostile or offensive work environment, or otherwise adversely affects an employee's employment opportunities.

Some examples of harassing conduct include epithets, slurs, negative stereo-typing or insulting or degrading words or actions. Harassment also includes threatening, intimidating or violent acts directed against an employee or an employee's family, friends or acquaintances. Another example of such harassment is the use of written or graphic materials, such as posters, cartoons, or jokes, which denigrate or show hostility toward a particular individual or group.

These and all other types of harassment based on actual or perceived race, color, religion, disability, pregnancy, national origin, ancestry, military status, age, order of protection status, marital status, sexual orientation (including gender-related identity), unfavorable military discharge, citizenship status, arrest record, conviction record, genetic information, or any other protected status, are strictly prohibited.

III. REPORTING OF INAPPROPRIATE CONDUCT

- a. Any individual who believes in good faith that they have been harassed or have witnessed harassment in violation of this policy should immediately make a verbal or written complaint to RMTD's Director of Human Resources or, if more comfortable, to the Executive Director. In all cases, an individual making a complaint of harassment shall be given the opportunity in the complaint procedure to bypass the person who is allegedly committing the involved harassment.

IV. INVESTIGATIONS

- a. All complaints of harassment under this policy will be promptly investigated. In all cases, the investigation will be conducted by personnel not involved in the alleged harassment and with the utmost privacy and confidentiality to the greatest extent possible. However, in some instances, certain details of the employee's complaint may necessarily be shared with other parties to the investigation.
- b. Typically, the investigations will be conducted by an appropriate investigator designated by the Executive Director. However, if an alleged victim is uncomfortable reporting the incident to a designated investigator, an alternate investigator will be assigned. The investigation will be completed in a timely manner and both the alleged victim and the alleged harasser will be notified of the results of the investigation.

V. DISCIPLINARY CONSEQUENCES

- a. Harassment prohibited by this policy is a serious violation of the rules of conduct expected of all employees of the RMTD and of third parties. If it is determined that an individual has participated in prohibited harassment, that individual will be subject to disciplinary action up to and including termination from employment or other appropriate corrective action.
- b. False and frivolous allegations refer to instances where the accuser is using a harassment complaint to accomplish some end other than stopping harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

VI. ILLINOIS DEPARTMENT OF HUMAN RIGHTS/ILLINOIS HUMAN RIGHTS COMMISSION

- a. The RMTD strongly encourages employees to use the complaint procedure described in this policy to enable it to address allegations of sexual harassment and other forms of prohibited harassment described in this policy. Legal recourse for this harassment may also be had through the Illinois Department of Human Rights and the Illinois Human Rights Commission. The addresses and telephone numbers for these agencies are as follows:

Illinois Department of Human Rights
100 West Randolph Street,
10th Floor
Intake Unit
Chicago, Illinois 60601
(312) 814-6200

Illinois Human Rights Commission
100 West Randolph Street, Suite 5-100
Chicago, Illinois 60601
(312) 814-6269

U.S. Equal Employment Opportunity Commission
500 W. Madison St., Suite 2000
Chicago, IL 60661
(800) 669-4000

VII. PROTECTION AGAINST RETALIATION

- a. All complaints of prohibited harassment will be treated seriously. If an individual believes in good faith that they have been a victim of such harassment or has otherwise opposed such harassment in the workplace, there will be no retaliation against such an individual. The RMTD will not retaliate against an individual because s/he has made a charge with the EEOC and/or Illinois Department of Human Rights, filed a complaint with the EEOC and/or Illinois Human Rights Commission or testified, assisted or participated in an investigation, proceeding or hearing in accordance with state or federal law.

Additional information regarding your right to be free from discrimination and sexual harassment is attached hereto as Attachment I.

Reasonable Accommodations

It is RMTD's policy and practice to not discriminate against qualified individuals with disabilities who can perform the essential functions of the job with or without a reasonable accommodation. RMTD will provide a "reasonable accommodation" to otherwise-qualified individuals with disabilities as required by law.

Further, in accordance with applicable law, RMTD provides reasonable accommodation for pregnancy and childbirth or medical or common conditions related to pregnancy or childbirth and for sincerely held religious beliefs. The provision of such a "reasonable accommodation" will be handled on a case-by-case basis. RMTD's Director of Human Resources, as its Equal Employment Opportunity compliance officer, is responsible for coordinating and responding to all reasonable accommodation issues. An employee who needs an accommodation should notify the Human Resources Director and RMTD will take the following steps:

- Analyze the purpose and identify the essential functions of the job;
- Consult with the employee about the accommodation being requested;
- When appropriate, request documentation from the employee's health care provider concerning:
 - the medical justification for the requested accommodation;
 - a description of the medically advisable accommodation;
 - the date the accommodation became medically advisable; and
 - the probable duration of the accommodation.
- When appropriate, consult with other professionals or experts to assess the effectiveness and reasonableness of potential accommodations;
- Provide reasonable accommodation to the employee, unless the accommodation would impose an undue hardship on the ordinary operations of RMTD. Accommodations may be offered on a trial basis.
- If a leave of absence is granted as a reasonable accommodation, the employee will be reinstated upon returning to work or when the need for reasonable accommodation ends, unless such reinstatement would impose an undue hardship. Accrual of benefits while on approved leave will be in accordance with applicable law.

Employees who are nursing will receive reasonable compensated break time to express milk in a private location other than a bathroom in accordance with applicable law.

Additional information regarding pregnancy rights is attached hereto as Attachment II.

EEO Plan

The RMTD has also adopted and updates from time-to-time an EEO Plan which further details its commitment to equal employment opportunity and the policies, practices and procedures it has adopted to accomplish those goals. A copy of the EEO Plan may be obtained from the Director of Human Resources.

SECTION B – EMPLOYMENT PRACTICES

At-Will Statement

RMTD's employment relationship with its employees is at-will. This means that either the employee or the District may terminate the employment relationship at any time, for any reason, with or without cause and with or without notice. Nothing in this handbook creates any express or implied contract to the contrary. Current employees understand and accept this at-will relationship as an integral part of their employment when they continue employment with RMTD.

Job Profile

Each employee should have a written description of his/her position at the District, covering general and specific areas of responsibility. Such descriptions are meant to be a guide towards the performance of each position and are not necessarily all-inclusive. Full-time employees, working 40 or more hours per week and denoted as such, receive the benefits of full-time status after satisfactory completion of the evaluation period. Part-time employees may be eligible for limited benefits in accordance with applicable law. All positions are classified as exempt or non-exempt in accordance with the Fair Labor Standards Act and other applicable law. Exempt employees are not eligible for overtime pay for hours worked in excess of forty (40) per week.

Recruitment

RMTD encourages employees to further their knowledge and understanding of the District and its business. Employees are also encouraged to improve their skills by taking on additional and/or different responsibilities to determine if there are other positions that are of interest to them and to enhance their opportunities to be considered for advancement within the RMTD.

The District is dedicated to selecting candidates whose knowledge, skills, and abilities are best suited to the stated requirements of the vacant positions. Candidates may be selected from inside or outside the District.

The coordination of recruitment and selection for administrative personnel is the responsibility of the Department Managers with the assistance of HR.

If a position with promotional opportunities is posted or advertised externally, RMTD will post or otherwise announce the opening internally within 14 days of the external posting.

The selection process may include, but is not limited to, interviews, performance tests, examinations, evaluations of experience and training, references and background checks to the extent allowed by applicable law. Employee selection will be made by the appropriate Department Manager with the assistance of HR and is subject to final approval by the Executive Director.

Job Offers

The Executive Director will approve all job offers. The Department Manager will follow up the verbal job offer with a written offer provided by HR. All offers to external applicants are contingent upon the results of the post-offer physical examination (when required by the position), and a pre-employment drug test and criminal background check, prior to their start date.

Orientation

New hire orientation is traditionally held on the first day of employment. During orientation, the new employee will be given a copy of this Employee Manual and will be expected to follow these general rules:

1. Employees are to disclose any and all outside employment and to not accept any such employment which is connected with any service or products provided or sold to RMTD.
2. Employees are to avoid all appearance of any conflict of interest between their private pursuits and RMTD.
3. Employees are at all times to support the District's policy of equal employment which prohibits unlawful discrimination on the basis of actual or perceived race, color, religion, disability, sex or gender, pregnancy, national origin, ancestry, military status, age, order of protection status, marital status, sexual orientation (including gender-related identity), unfavorable military discharge, citizenship status, arrest record, conviction record, genetic information, work authorization status, family responsibilities, reproductive health decisions, or any other protected status.
4. Administrative employees must sign an agreement of Confidentiality as well as an acknowledgement of the Computer Use and Electronic Communications policy.

Evaluation Period

There is a six (6) month evaluation period for all new administrative employees. The purpose of this evaluation period is to help the employee become acquainted with the District and its policies and for the District to assess the employee's compatibility with the requirements of the position. The Department Manager may meet with the new employee periodically during this time to evaluate the employee's job performance as well as to answer any questions the employee may have. Exceptions to the evaluation period may be made by the Executive Director or the RMTD Board of Trustees. Successful completion of the evaluation period does not alter the "at will" nature of the employment relationship.

Anniversary Date

Each employee will have an established anniversary date which is based on when s/he most recently began or resumed full-time employment with the District. The anniversary date is used to determine vacation benefits, certain pension requirements, sick pay, health insurance, life insurance, and personal days and any other employee benefits.

SECTION C– ATTENDANCE, TIME AWAY FROM WORK and LEAVES OF ABSENCE

Working Hours

The working hours for District administrative employees may vary by department, but generally run from 8:00 am to 5:00 pm Monday through Friday. However, the workweek for Operations employees (including Supervisors and Dispatchers) is typically a five day workweek which may include nights or weekends due to transportation operating hours.. The basic day of work for a full-time employee is eight hours, exclusive of the mandatory meal period. However, various factors, such as workload, operational efficiency, and staffing needs may require variations to an employee's starting and/or quitting times and total hours worked each day and week and/or scheduled work days. The District reserves the right to assign employees to jobs other than their usual assignments when necessary. In addition, employees may be required to work overtime or hours other than those normally scheduled when business necessitates it.

All employees are expected to have access to reliable transportation to and from work in order to be present as scheduled and punctual. RMTD considers regular attendance to be an essential part of each and every employee's position. Unnecessary or excessive absenteeism and tardiness will not be tolerated.

Observed Holidays

The District provides public transit service on most of the federally established holidays. However, on the following six (6) holidays, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, service is suspended..

All full-time Administrative staff members receive the above six (6) holidays off with pay. RMTD also provides the following days* off with pay in addition to the six (6) holidays noted above:

The Day after Thanksgiving	1 day
Christmas Eve	½ day
New Year's Eve	½ day

Further, non-exempt employees who are scheduled to work and who work their complete scheduled hours on the following four (4) operating holidays are eligible for pay at one and one-half (1½) times their regular rate for hours worked on: Martin Luther King, Jr. Day, Easter, Juneteenth, and Veterans' Day; there shall otherwise be no holiday or other premium pay for employees who do not actually work on those days. Exempt employees may also be required to work the aforementioned holidays.

All of the above noted holidays combined total eight (8) paid holidays per year. Each year the Executive Director will determine the holiday schedule for the following year. *In certain departments, such as Operations, individual schedules will conflict with taking the additional holiday time offered. In those cases, it remains for the department managers to develop alternatives for each affected employee to ensure that each receives a comparable holiday benefit. The Executive Director will review and approve any proposed reasonable alternative where this may occur.

In all departments, holiday pay is granted only when the employee works the complete scheduled work day before and after the scheduled holiday. Exceptions may only be permitted with prior approval of the respective department manager.

If a holiday falls within a scheduled vacation of an administrative employee, said employee may schedule an alternative day off with pay with the prior approval of the respective department manager.

Holiday pay is not paid to non-exempt Administrative employees during their first thirty (30) days of employment.

Personal Days

RMTD offers full-time Administrative personnel who have completed ninety (90) days of employment, four (4) additional days off with pay per (calendar anniversary) year classified as Personal Days. Employees are paid for eight (8) hours per personal day used. In advancing Personal Days under this policy, RMTD does so with the expectation that the employee will remain in its employ during the rest of the employment anniversary year in which the Personal Days are advanced. Upon separation from employment, only such unused advanced vacation time that has been earned by the employee during his/her employment anniversary year, as determined by RMTD, shall be paid to the employee as part of the employee's final compensation.

The use of personal days is regulated and monitored by each department manager for his/her department. All requests for personal days must be made in advance and approved by the department manager. Department managers themselves will make such requests directly to the Executive Director. Personal days may be used in combination with holidays and/or vacation time. However, the use of personal days in this manner is governed by each respective department manager. **Personal Days must be used in the calendar year and may not be carried over or will be forfeited unless approved in advance by the Department manager.**

Birthday & Anniversary

RMTD also offers each full-time Administrative employee one additional day off for his/her birthday and one day off for their work anniversary upon completion of their evaluation period. These days are considered additional personal days off with pay, each paid at eight (8) hours. **The use of these days is pursuant to the same terms, conditions and procedures that are utilized for personal days (see above) and should be taken on or around the actual date of the event, with permission from their manager.** Employees are not paid for unused birthdays and/or anniversaries at the time of termination.

VACATION

RMTD provides paid vacation time to Administrative employees¹ that may be used for any reason in keeping with the provisions of this policy. Vacations provided pursuant to this policy include and incorporate paid leave allowable under the Illinois Paid Leave for All Workers Act.

➤ *For full-time employees hired before December 1, 2023*

Full-Time Administrative employees hired before December 1, 2023, earn a Vacation benefit on their Anniversary Date per the table below:

1 year but less than 5 years of service	=	2 weeks (80 hours)
5 years but less than 10 years of service	=	3 weeks (120 hours)
10 years but less than 17 years of service	=	4 weeks (160 hours)
17 years but less than 25 years of service	=	5 weeks (200 hours)
25 years of service or more	=	6 weeks (240 hours)

Vacations are earned based upon each employee's full-time anniversary date (i.e. the most recent full-time starting date of employment with RMTD). Employees must use the vacation earned as of their respective anniversary date during the calendar year in which it is earned or it shall be considered forfeited (except when authorized in advance for managers by Executive Director or Board of Trustees). Exceptions to the above may be approved by the Executive Director on a case-by-case basis, in writing. In the event that the Executive Director authorizes carry over vacation, for all employees including managers, all vacation time carried over must be used by March 31st of the following year or earlier as determined by the Executive Director or it will be forfeited. Employees who separate from employment with RMTD will be paid for earned, unused vacation time (except that which has been forfeited consistent with this policy).

The allowable vacation shall be reduced by a pro-rated amount of the full vacation for each month, or larger fraction thereof, that an employee is absent from work, other than for illness, during the twelve (12) month period in which the vacation is earned. There will be no reduction of vacation allowance because of illness for employees who work at least six (6) months of the vacation year (i.e., anniversary year of full-time employment). Employees absent from work because of illness for more than six (6) months during the period in which vacation is earned shall be entitled to a pro-rated vacation based on the number of months, or major fraction thereof, that they worked.

➤ *For full-time employees hired on or after December 1, 2023*

For full-time Administrative employees hired on or after December 1, 2023, vacation is advanced in keeping with the following schedule:

¹ The provisions of this policy are inapplicable to any employee whose employment is subject to the provisions of a collective bargaining agreement.

- On the first day of employment, a full-time employee is advanced and is eligible to receive 1 week (5 days/40 hours) of paid vacation; the employee may use this vacation time following the completion of 90 days of full-time employment and that vacation is to be used by the employee's first anniversary date of employment.
- On the employee's first anniversary date of employment, a full-time employee is advanced and is eligible to receive two weeks (80) hours of paid vacation; that vacation is to be used by December 31 of the year in which it is advanced.
- On January 1 of each subsequent year, the employee will be advanced and is eligible to receive paid vacation in keeping with the following schedule:

1 year but less than 5 years of service	=	2 weeks (80 hours)
5 years but less than 10 years of service	=	3 weeks (120 hours)
10 years but less than 17 years of service	=	4 weeks (160 hours)
17 years of service or more	=	5 weeks (200 hours)

In advancing vacation time under this policy, RMTD does so with the expectation that the employee will remain in its employ during the rest of the employment anniversary year in which the vacation time is advanced. An employee who uses advanced vacation that has not technically been "earned" may be required to sign an agreement confirming the obligation to repay unearned vacation that has not been "earned" in the event of the employee's separation from employment.

Vacation that is advanced to a full-time employee and that is not used by the employee by December 31 of the year in which it is advanced will be forfeited and will not be paid (except when authorized in advance for managers by the Board or the Executive Director). Exceptions to the above may be approved by the Executive Director on a case-by-case basis, in writing. In the event that the Executive Director authorizes carry over vacation, for all employees including managers, all vacation time carried over must be used by the end of the Fiscal Year (June 30) or earlier as determined by the Executive Director or it will be forfeited. Upon separation from employment, only such unused advanced vacation time that has been earned by the employee during his/her employment anniversary year, as determined by RMTD, shall be paid to the employee as part of the employee's final compensation.

➤ Part-time, seasonal and temporary employees

Employees employed by RMTD in part-time, temporary and seasonal Administrative positions (i.e., who are not designated by RMTD as being full-time employees) shall earn one (1) hour of vacation time for each forty (40) hours worked not to exceed forty (40) hours during a twelve (12) month period. An employee in such part-time, temporary and/or seasonal Administrative positions must use that vacation time during the employee's anniversary year of employment in which it is earned; if not used during the anniversary year of employment in which the vacation time is earned, the vacation time will be forfeited. Exceptions to the above may be approved by the Executive Director on a case-by-case basis, in writing.

➤ Scheduling and use of vacation

Prior to each calendar year, the Human Resources Department will determine the vacation entitlement for each employee. Vacation pay will be paid, based upon the employee's salary/hourly rate, at the time vacation is taken.

New employees may begin to use vacation time under this policy after 90 days of employment with RMTD.

Vacation time may be taken in increments of not less than two (2) hours.

RMTD will attempt to accommodate vacation schedules to the greatest extent possible. However, management cannot guarantee that every vacation request will be honored and, therefore, a vacation request may be denied as a result of RMTD's operational needs. The employee should give at minimum one-week advance notice when requesting to use two or more days of vacation at a time.

A full-time employee who has four (4) or more weeks of vacation has the option to "bank" one (1) week of vacation time, with management approval, (i.e., not schedule and/or cancel a scheduled week of vacation). If applicable, any "banked" week of vacation shall be paid in the month of December to the eligible employee once each respective calendar year. An eligible employee whose department's vacation schedule is subject to selection through the posting of a "selection list" or similar process should advise of his/her wish to "bank" such a week at the time that the vacation selection process is completed for the involved year.

If a paid holiday falls during a scheduled vacation day, that day will not be counted against vacation.

Employees who voluntarily terminate employment should not substitute vacation time for any part of their resignation notice period. However, the supervisor will make the final decision on the use of vacation time during that period.

Additional information regarding paid leave rights is attached hereto as Attachment III.

Absences

If it is necessary for an employee to be absent, the employee must call the District as soon as possible and speak to the appropriate Department Manager or the Director of Human Resources. The employee is expected to call in each day that s/he is absent. Exceptions will be made in the case of approved medical, bereavement, sick, vacation, personal, and jury duty leave. An employee who is absent one or more days and fails to notify the District will be subject to discipline. Repeated incidents of tardiness and/or absenteeism will be subject to discipline which may include termination. Any employee who is absent for three (3) or more consecutive scheduled days without notification will be considered to have voluntarily quit. RMTD reserves the right to ask an employee at any time for documentation establishing the need to be off and the ability to return to work.

Sick Leave/Sick Pay

All full-time administrative employees (i.e. those regularly scheduled to work forty hours per week) shall accrue sick pay benefits at the rate of one (1) eight (8) hour day per calendar month in which the employee is not absent or off work for any reason (except vacation, holidays, personal days or bereavement) cumulative to a maximum of one hundred and twenty (120) days. Full-time employees hired by RMTD up to the fifteenth (15th) day of the month will, when otherwise eligible, receive sick pay credit for that month. Employees hired on or after the sixteenth (16th) of a month shall not be credited for sick pay benefits for that calendar month. Sick pay is a discretionary benefit provided by RMTD for use in cases of your own sickness, injury, or appointment, or that of a child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (and certain other personal care needs in accordance with applicable law) and is not to be considered as accrued "compensation" for purposes of determining overtime. Such time is to be taken in increments of not less than two (2) hours.

The provisions of this policy notwithstanding, employees in their new hire evaluation period shall accrue sick pay benefits, but may not use any accrued sick pay benefits until after the successful completion of the 6 (six) month evaluation period.

Employees who have accrued sick pay benefits and who are off work due to illness or injury (other than absences attributable to injuries or illnesses covered by worker's compensation) will be paid eight (8) hours per day at their regular straight time rate. An employee who is off work for three (3) or more consecutive days and/or who, in the District's opinion, shows an unacceptable pattern for the use of sick leave, will be required by RMTD to obtain a physician's certificate certifying the continued need for that absence as a pre-condition to receiving additional sick pay benefits and/or to return to work. Furthermore, RMTD may require the employee to undergo a physical examination by a physician of its choice as a condition to the receipt of such sick pay benefits. The District reserves the right at all times to determine eligibility, in accordance with applicable law.

Full-time administrative employees with accrued sick pay benefits will be allowed to receive those benefits, subject to the above-noted conditions, until those benefits have been depleted.

Full-time administrative employees are reminded that sick pay benefits are a privilege and the use of sick pay benefits when an employee is not sick or injured may be considered sufficient cause for disciplinary action, up to and including termination. Furthermore, absences due to illness or injury for which an employee receives sick pay benefits may, nonetheless, be considered by RMTD in determining and addressing whether an attendance problem or other performance issue exists with respect to the involved administrative employee.

Employees who are absent from work and who are utilizing sick leave/sick pay are expected to keep RMTD advised about their status/medical condition, including any changes in that condition, at least every thirty (30) days or on a schedule that may otherwise be established by RMTD. The failure to keep RMTD advised of their status/medical condition may result in ineligibility for further benefits under the provisions of this policy.

Upon termination of employment through voluntary resignation with two weeks' notice or retirement, full-time administrative employees who have completed at least twenty-four (24) months of full-time service with RMTD may receive the equivalent value of fifty percent (50%) of the employee's accrued unused sick pay benefits remaining as of the employee's separation date up to seventy-two (72) days, for a total compensation of thirty-six (36) days, computed at the employee's then-existing straight-time rate of pay. An employee who is involuntarily terminated, voluntarily resigns with less than two weeks' notice, or who resigns after less than twenty-four (24) months of employment will not be entitled to any payment for accrued unused sick pay benefits. Determinations as to eligibility for payment for accrued unused sick pay benefits under the provisions of this policy shall be made by the RMTD.

Part time administrative employees, following the above requirements, shall be entitled to a rate of one half (four hour) day per calendar month in which the employee is not absent or off work for any reason (except vacation, holidays, personal days or bereavement) cumulative to a maximum of five (5) days. Part-time employees will not be eligible for compensation of any sick time upon separation, either voluntary or involuntary from the District.

Unpaid Leave

Employees who do not have accrued vacation or sick pay benefits, except as otherwise provided under the Family and Medical Leave Act and/or under the Workers' Compensation Act, or who are otherwise ineligible for paid time off benefits, may request an unpaid leave of absence from work due to illness, injury, pregnancy, childbirth, maternity or pregnancy-related medical conditions, in accordance with the above Accommodation policy. Such requests must be submitted to the Director of Human Resources, in writing, with as much advance notice as possible (at least 30 days if the leave is foreseeable) and may be granted or denied in consultation with the Executive Director. RMTD may require the employee to document the necessity for such leave through a physician's certificate and/or through an independent physical examination by a physician of RMTD's choosing. The requested unpaid leave will not be for longer than six (6) months, to be approved in 30 day increments, unless in the District's opinion a longer leave is necessary as a reasonable accommodation to the extent required by applicable law. For purposes of this policy, if an employee returns to work after a leave of absence, works for a period of fewer than thirty (30) calendar days, and is thereafter absent on leave for the same or a substantially similar reason, the periods of leave from work will be considered one continuous period.

While on an approved unpaid leave, employees have the option to remain on the group insurance plan, but shall be responsible for timely payment of any and all applicable premiums during the leave. Unless otherwise provided herein, time off benefits do not continue to accrue while on a leave.

Employees who are absent from work on an unpaid leave are expected to keep RMTD advised about their status/medical condition, including any changes in that condition, at least every thirty (30) days or on a schedule that may otherwise be established by RMTD. The failure to keep RMTD advised of their status/medical condition may result in ineligibility for further leave rights under the provisions of this policy.

RMTD will attempt to return employees to their regular job upon their return to work from a leave (paid or unpaid). However, due to staffing and other business considerations, RMTD cannot guarantee that a position will be held open while an employee is absent due to sickness or injury (other than in accordance with the FMLA, as detailed below).

Employees on an unpaid leave may not perform work for other employers (including employment by other employers and/or self-employment) during their leave.

Bereavement

RMTD provides for paid bereavement leave for eligible full-time administrative employees. Following completion of your evaluation period, RMTD will allow three (3) full working days with pay for bereavement for immediate family members (i.e. current spouse, child, sibling, parent, current parent-in-law, brother and/or sisters-in-law and grandparents). One (1) additional paid work day will be allowed if the distance to be traveled for bereavement is 500 miles or more from the employee's residence.

In accordance with the Illinois Family Bereavement Leave Act, certain employees may be eligible for up to ten (10) unpaid bereavement leave days due to the death of a child (includes foster child, stepchild, legal ward, or child of a person standing in the place of a child ("loco parentis")), spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent, or due to a miscarriage, unsuccessful round of intrauterine insemination or assisted reproductive technology procedure, failed adoption, failed surrogacy agreement, diagnosis that negatively impacts pregnancy or fertility, or stillbirth. Eligible employees are those employees eligible for leave under the Family and Medical Leave Policy. Employees may elect to use qualifying bereavement paid time off and/or vacation benefits. Family Bereavement Leave must be taken within 60 days after a qualifying death or occurrence. In the unfortunate instance of multiple qualifying deaths in a 12-month period, the employee is entitled to a total of six (6) weeks unpaid family bereavement leave. Leave should be requested as soon as practicable. This does not create a right for an employee to take unpaid leave that exceeds time allowed under the FMLA. It also is not in addition to unpaid time permitted under FMLA.

In accordance with the Illinois Child Extended Bereavement Leave Act, full-time employees employed for at least two (2) weeks may be eligible for up to six (6) weeks of unpaid leave if the employee experiences the loss of a child, stepchild, foster child, or a child for whom the employee stands in loco parentis by suicide or homicide. Leave should be requested as soon as practicable. Leave may be taken in a single continuous period or in increments of no less than four (4) hours and must be completed within one (1) year of the loss. This does not create a right for an employee to take unpaid leave that exceeds time allowed under the FMLA. It also is not in addition to unpaid time permitted under FMLA. Employees may elect to use qualifying bereavement paid time off and/or vacation benefits.

RMTD may request documentation of bereavement leave eligibility. Unpaid bereavement leave for relatives other than those listed above or for fellow employees may be allowed upon request.

Jury Duty

Any full-time RMTD administrative employee, when called for jury duty via proper summons and/or notification, will be granted time off with regular pay up to ten paid days. However, all jury duty pay from the court system received during said ten days, must be reimbursed to the District in order to receive full pay from the District. An employee may elect to use any available paid time off benefits, such as vacation, for any unpaid jury duty leave. The Employee is required to timely contact the court system to verify their requirement to report. Evidence of service must be presented to the department manager upon completion of jury duty. Employee must return to work immediately when released from service if dismissed with four or more hours left in the work day.

Family and Medical Leave

Employees may be eligible for leave and other rights under the Family and Medical Leave Act in accordance with the policy attached to this manual as Attachment IV.

Victims Economic Safety and Security Act Leave

In accordance with the Victims Economic Safety and Security Act, an employee who is a victim of domestic, sexual, gender, or other crimes of violence (or has a family or household member who is a victim of such violence) may take to up to a total of twelve (12) workweeks of unpaid leave from work during any 12-month period to seek medical attention or counseling for injuries or psychological trauma, obtain victim services, relocate, seek legal assistance, or prepare for and/or participate in a related court proceeding.

An employee should give as much notice as possible before the leave is to begin. A written request for leave should be submitted to Human Resources and certification of the reason for leave may be required in accordance with applicable law. Employees may elect to use accrued paid time off, such as vacation, while on leave under this policy. Benefits during leave will be provided to the employee in accordance with applicable law.

Military Leaves

If an employee requires time off from work to fulfill military duties, they will be treated in accordance with applicable requirements of state and federal laws. They must notify Human Resources and provide a copy of orders as soon as possible. If an employee is a member of the military reserve and required to participate in reserve training or military service, RMTD will grant an unpaid military leave of absence.

If an employee's spouse or parent, child, or grandchild is called to military service lasting longer than 30 days, the employee may be entitled to unpaid family military leave during the time such family member's deployment orders are in effect in accordance with applicable law. Accrued but unused vacation and personal time must be used before taking unpaid family military leave.

SECTION D – COMPENSATION

Pay Periods

RMTD has established a bi-weekly pay period schedule with the pay period beginning every other Sunday. All District employees are paid every other Tuesday, for a total of twenty-six (26) pay periods in any given year. If a holiday falls on a Tuesday, the pay day is then scheduled for the last work day prior to the holiday. Under no circumstances may an employee receive pay prior to the pay day.

At-Will Employment, Your Pay and Wage Payment Concerns

Full-time exempt employees are paid based on an annual salary that may be adjusted from time to time. All other non-exempt employees are paid on an hourly basis. An hourly rate is used for computing overtime pay for employees eligible for overtime in accordance with the Fair Labor Standards Act. Part-time, seasonal or temporary employees are paid on the basis of an hourly rate and the number of hours worked in any given pay period.

Questions and/or discrepancies regarding pay are to be brought to the attention of the department manager first and if unresolved, to Human Resources. Wage payment concerns will be thoroughly investigated as promptly as possible. If an investigation confirms that a complaint or concern is valid, RMTD will take appropriate corrective action which may include, but is not limited to, the payment of any unpaid wages and/or overtime, the cessation of unauthorized deductions, and the reimbursement for any deductions not made in compliance with applicable law and regulations.

RMTD will not retaliate against an employee for making a wage complaint in good faith or participating in good faith in the investigation of a wage complaint.

The establishment of an annual salary for exempt employees or the hourly wage rate of non-exempt employees is not to be construed as a guarantee of continued employment. Employment with RMTD is “at will” meaning it can be terminated at any time for any lawful reason by either RMTD or an employee and there is no guarantee of employment.

Overtime

Overtime is paid to non-exempt employees after working over 40 hours in a weekly pay period (Sunday - Saturday).

In accordance with the Fair Labor Standards Act (FLSA), nonexempt hourly and salaried employees are eligible to receive overtime pay at a rate of one and one-half times their regular rate of pay for time actually worked in excess of 40 hours per workweek.

Exempt employees are not eligible for overtime and are expected to work as many hours as required to perform the duties of their position and do not receive additional compensation for extra hours of work.

Before overtime is worked, the non-exempt employee must have written approval from his/her supervisor or manager. Unapproved overtime is cause for discipline, up to and including termination. Overtime is considered a condition of employment, and refusal to accept and work it when reasonable notice has been given is cause for discipline, up to and including termination. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

Approved paid absences, including but not limited to sick leave, vacation, holidays, FMLA, military leave, jury and witness duty, bereavement, and voting time off, are not counted as time worked for the purposes of computing overtime.

In accordance with applicable law, compensatory time off is available at a rate of not less than one and one-half hours for each overtime hour worked, instead of overtime pay, up to 240 hours.

Expense Reimbursement

On certain occasions employees may be required to use personal funds for the primary benefit of RMTD. To the greatest extent possible, these expenses should be preapproved in writing by management. Business expenses are eligible for reimbursement upon submission of a receipt or other acceptable evidence of the expense within thirty (30) calendar days of the employee incurring the involved expense. It is in RMTD's discretion to determine what constitutes a business expense. If an employee fails to comply with this policy (including, but not limited to, the timely submission, paperwork and/or other requirements of this policy), he or she may be ineligible for reimbursement.

Performance Evaluations

It is the District's practice to pay equitable salaries and wages competitive with that paid by other similarly sized transit properties and public entities in our region and commensurate with the service performed.

Your compensation is determined primarily by your performance and conduct on the job. Appropriate salary and wage adjustments may occasionally be made within the assigned range for each job. The size and frequency of such salary or wage adjustments are based on careful evaluation of your job performance and conduct in your present assignment and the financial ability of the District to make pay adjustments.

Formal performance evaluations may be given periodically. Regardless, in the absence of a yearly formal review employees will be continuously reviewed and documentation will be contained in the employees personnel file.

SECTION E – WORKPLACE PRACTICES

Dress Code Policy

It is the RMTD's policy that the attire worn by employees while at work should confirm that the RMTD is an efficient, orderly and professionally operated organization. This policy is intended to note the appropriate attire that is to be worn during normal work hours or in connection with work-related activities. This policy is applicable to RMTD's non-uniformed employees.

➤ Expectations

Business casual clothing is the expected attire for office employees and includes dressing conservatively and professionally, while also allowing employees to dress for their own comfort during work hours or in connection with work-related activities. Employees are required to dress appropriately for the jobs they are performing and should:

- Present a professional appearance for other employees and for the public;
- Promote a positive working environment;
- Limit distractions caused by inappropriate dress;
- Ensure and promote safety while at work; and
- Dress in a manner that is normally accepted in comparable settings.

➤ Appropriate attire and appearance

- All clothing must be clean, pressed, neat, and properly fitted.
- Professional attire – Employees should use common sense and good judgment in determining what to wear to work. Generally, if an employee has questions about the appropriateness of clothing, it is probably not appropriate for work.
- Safe and clean shoes should be worn at all times and closed toe shoes must be worn in the garage.
- Professional appearance also includes maintaining good hygiene and grooming while at work.
- Facial hair is permitted when neat and well-trimmed.
- Earrings and other piercings are acceptable when discreet.
- Tattoos may not be offensive in nature.
- On Fridays, an approved casual day, employees may dress in casual clothing while still maintaining a professional appearance. However, employees meeting with outside visitors should wear appropriate business casual attire regardless of the day of the week. Casual t-shirts are not appropriate attire for the office on any weekday. Except for Fridays (an approved casual day), blue jeans should also not be worn on any weekday other than when allowed by management on a departmental basis (e.g., for maintenance administrative employees) or on a task appropriate basis (e.g., moving or clean-up days, etc.).

➤ Prohibited attire

Examples of prohibited attire include, but are not limited to, the following:

- Any clothing or jewelry that may pose a safety hazard to employees.
- Any clothing with an offensive word, message, image, or slogan directed at race, gender, age, religion, disability, or any other protected factor covered by the RMTD's Equal Employment Opportunity policy; that may be otherwise offensive; or that may otherwise be contrary to the goals set forth in this policy.
- Cut-offs; shorts; gym or beach wear; halters or strapless tops; spaghetti straps, tank tops, or cropped tees; clothing that shows undergarments (sheer); or clothing with holes, tears or rips.
- Flip flops and casual tennis shoes. Clothing and footwear cannot constitute a safety hazard.

➤ Accommodations

RMTD complies with all applicable Federal and State laws prohibiting discrimination in employment. If an employee requires an exception to the provisions of this policy as a result of a sincerely held religious belief, disability and/or pregnancy, childbirth (or medical or common conditions related to pregnancy or childbirth), such requests should be directed to the Director of Human Resources.

➤ Enforcement

RMTD reserves the right to determine appropriate dress at all times and in all circumstances and may require an employee to change clothes if their attire is inappropriate. Non-exempt employees will not be compensated for this time away from work.

Any exceptions to the above policy must have prior approval from the Department Manager, Human Resources, or the Executive Director.

Use of District Property

Use of District facilities and equipment is to be for transit business only. All RMTD service vehicles and cars are for RMTD use only. Personal use of any facility or equipment is prohibited. There are automobiles available for approved administrative use and must be signed out for daily use or regional out-of-town business purposes. Employees using District vehicles are expected to abide by safe driving practices, as well as all applicable laws and policies (including, but not limited to, RMTD's Distracted Driving Policy) and should return the vehicles in acceptable condition, as determined by RMTD. You must possess a valid Commercial Driver's License to operate any vehicle which requires a CDL to do so. Any accidents or incidents should be reported immediately to appropriate personnel.

Maintenance of Departmental Facilities and Computer Equipment

All employees are responsible for proper maintenance and use of District facilities and equipment. Each work station is to be cleared, cleaned and organized at the end of each work day. Employees in each department are responsible for presenting a satisfactory appearance of the District's facilities and equipment.

At the end of each work day and/or when leaving your computer/work station for an extended time period, employees should "lock" their computer screens and put away any confidential papers/information that may otherwise be observable.

No Smoking Policy

Smoking is not permitted in any administrative office, public area or any place that is not designated a smoking area. The District wishes to be considerate of non-smokers and address issues surrounding this no smoking policy. Smoking is prohibited within 15 feet from entrances, exits, windows that open and ventilation intakes, including buses.

RMTD will otherwise continue to adhere to the applicable city, county and the Smoke-Free Illinois Act. All employees and visitors are expected to adhere to the policy and assist in its enforcement.

Drug Free Workplace Policy

The RMTD is a Drug Free Workplace in accordance with the Drug-Free Workplace Act of 1988. Therefore:

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited. Violators will be subject to discipline, up to and including termination.
- Employees must abide by the terms of RMTD's drug and alcohol policy statement as a condition of employment.
- If convicted of a drug statute violation that occurred in the workplace, employees are to report it to RMTD Human Resources in writing no later than five calendar days after such a conviction.

RMTD conducts Drug & Alcohol Testing for:

- Pre-Employment
- Random
- Post-Accident
- Reasonable Suspicion
- Return-to-Duty
- Follow-up

RMTD maintains a Drug & Alcohol Free Workplace.

Any questions regarding RMTD's drug & alcohol policy or program should be directed to the RMTD's Director of Human Resources.

Drug and Alcohol Testing Policy

In keeping with applicable Federal Transit Administration (FTA) requirements, the RMTD maintains a Drug and Alcohol Testing Policy. A copy of that policy (which may be revised by the RMTD from time-to-time) is attached as "Attachment V".

Abuse and Molestation Prevention

The RMTD prohibits and does not tolerate sexual abuse or molestation in the workplace and/or in connection with any of its operations and/or other activities. Sexual abuse and molestation are crimes and RMTD has zero tolerance for such conduct. Therefore, RMTD has adopted a policy to keep all passengers, employees, Board members and/or guests safe and free from sexual abuse and/or molestation. The policy is attached to this manual as Attachment VI.

Hatch Act Provisions

Certain provisions of the Hatch Act restrict political activities of individuals principally employed by state or local executive agencies in connection with program(s) financed in whole or in part by federal grants. Specifically, in accordance with the Hatch Act, employees of RMTD **may not**:

- Be a candidate for public office in a partisan election,
- Use official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office, or
- Directly or indirectly coerce contributions from subordinates or fellow employees in support of a political party or candidate.

Ethics

RMTD maintains a standard of conduct that governs the performance of its employees that may be engaged in the award and administration of contracts supported by federal, state, and local funds. Such standards provide that no employee or agent thereof shall participate in the selection, award, or administration of a contract supported by federal, state, or local funds, if a conflict of interest, real or apparent, exists. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selection for award:

1. the employee, manager, director, board member, or agent;
2. any member of his or her family;
3. his or her partner; or
4. an organization that employs, or is to employ, any of the above.

The standards also provide that RMTD's employees or agents shall neither solicit nor accept gifts, gratuities, favors or anything of monetary value from contractors, vendors, consultants or other parties to a contract, subcontract, order or requisition, potential or otherwise. RMTD has set minimum rules when the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. For additional information on these requirements, please refer to the RMTD's procurement manual

Lobbying Activity

RMTD operates under federal rules which prohibit recipients of federal funds from lobbying US Federal agencies or the United States Congress in connection with a specific federal grant, contract, or loan.

While all of RMTD's legislative liaison functions reside exclusively within the Executive Director's office, or with a third party lobbying firm, the rule places certain restrictions on communications between RMTD employees and members of Congress, employees of members of Congress, and officers and employees of federal agencies. Consequently, all employees of RMTD should be aware of the restrictions and conform to the following guidelines:

- Responsibility for communications between RMTD and any member of Congress or any employee of a member of Congress, resides exclusively in the office of the Executive Director.
- Any employee contacted by a member of Congress or an employee of a member of Congress should refer such contact on to the Executive Director.
- Responsibility for communications between RMTD and any officer or employee of the Federal Transit Administration (FTA) or any other federal agency in connection with a specific pending grant application resides with the Executive Director or Finance - Grants & Procurement Department.
- Any employee contacted by an officer or employee of a federal agency in connection with a specific pending grant application should refer the inquiry to the Executive Director or Finance - Grants & Procurement Department.

Whistleblowing

RMTD is committed to conducting its business in a lawful and ethical manner. This policy is designed to be in compliance with the Illinois law and shall be interpreted accordingly. RMTD prohibits retaliation for reports of wrongdoing, fraud, corruption or waste made in good faith and it is the duty of every RMTD employee to report suspected improprieties.

The following suspected improprieties should be reported in good faith: Violations of laws and regulations applicable to RMTD; contract and procurement fraud or collusion involving contracts with RMTD contractors, subcontractors, suppliers or vendors; misuse, embezzlement, or theft of RMTD property or funds; bribery and acceptance of gratuities in connection with authorized RMTD operations or transactions with suppliers, contractors, subcontractors and vendors; employee misconduct, such as misuse of official position and acceptance of unauthorized gifts; conflicts of interest, such as an employee doing business with RMTD under a different name; and other unethical or illegal activities involving RMTD property, employees, agents, contractors, subcontractors, vendors or suppliers, such as, identity theft, check fraud, or violation of computer crime statutes.

Suspected improprieties may be reported to a manager or supervisor or to the RMTD's Director of Human Resources, Executive Director, or Board of Trustees. Confidentiality of any complaint received will be maintained to the fullest extent possible, consistent with the need to conduct an appropriate review and promptly investigated and corrective action shall be taken, if appropriate.

An employee who intentionally files a false report will be subject to discipline up to and including termination.

Personal Phone Calls

Personal phone calls on business lines and/or personal phones should be kept to a minimum. Personal cell phone usage, including texting, should be limited to emergencies or used during approved break times. Excessive phone use may be grounds for discipline up to and including termination of employment. Customer facing positions should not use personal cell phones while on duty.

Employee Parking

RMTD will provide administrative employees with appropriate parking. Parking tickets and/or fines will not be paid by the District for employee violations.

Bus Rides

Administrative employees may use RMTD buses with employee ID at no charge and may be required to ride RMTD bus routes as necessary. Administrative employees are expected to familiarize themselves with RMTD routes.

Solicitations/Distributions of Materials

Rockford Mass Transit District believes that in the interest of providing safe, efficient, and cost effective employment to its employees and service to the public, distractions caused by the solicitation of and/or distribution of materials to employees should be limited. Accordingly, the following policies shall apply:

1. Non-employee organizations and individuals may not engage in solicitation and/or distribution or posting of written or printed materials, of any nature, on the premises of RMTD except where prior approval has been obtained from the Executive Director.
2. Employees may not solicit other employees to join or contribute to any organization, fund, activity or cause in any area of RMTD's working areas while they or the employee being solicited are on working time.
3. Employees may not distribute written or printed materials on RMTD property in work areas and/or passenger access areas.
4. Employees may not distribute written or printed materials elsewhere on RMTD property in work areas while they or other employees involved are on working time.
5. Non-working times during which solicitation and/or distribution by employees is allowed within the restrictions established above include employees' rest periods and meal periods. Non-work areas or public access areas in which solicitation and/or distribution may occur within the confines or this policy include the breakroom and non-public access lounge.
6. Solicitation and/or distribution is also prohibited anywhere on RMTD's premises or properties if it interferes with passenger service, impedes access to public areas or results in littering or safety hazards.

Confidentiality Agreement

The nature of services provided by Rockford Mass Transit District requires that information be handled in a private, confidential manner. Information about our business or our employees or clients shall not be released to anyone without written consent by the Department Manager, Director, Executive Director, Board of Trustees or the affected employee (as appropriate). The only exception to his policy will be to follow legal or regulatory guidelines of which the Executive Director will be notified prior to response. All memoranda, notes, reports, or other documents will remain part of the District's confidential records and should not be shared or used for any means other than ordinary business.

Personal or identifying information about our employees (such as names, addresses, phone numbers or salaries) will not be released to individuals who are not authorized to receive the information by nature of their job duties, without the consent of the management or the employee (except as otherwise required by legal obligation).

Unauthorized disclosure, direct or indirect, of confidential information may result in immediate termination of employment.

SECTION F – EMPLOYEE BENEFITS

RMTD participates in group health (including dental and vision), life and disability insurance programs, as well as other benefit programs, for its employees. Our insurance and other benefit programs are subject to the terms and conditions contained in our group policies. If the explanation in this Handbook conflicts with the terms of one of the policies/plan documents, the policy/plan document will control. In addition, the benefits to be provided by RMTD as set forth in this manual and/or the terms and conditions under which they are provided may change and/or those benefits may be terminated in the future, in the RMTD's discretion.

Health/Dental/Vision Benefits

The Human Resources department has information about these benefits and enrollment and eligibility guidelines.

It is the responsibility of the employee to notify Human Resources within 30 days of the birth of a child in order for that child to be eligible for enrollment in the benefit plan. Each employee must also promptly inform the District concerning other additions, deletions, or changes precipitated by marriage, divorce, legal separation, or loss of dependent status.

A summary plan document and/or schedule of benefits are available through Human Resources. These documents govern eligibility for participation and benefits.

Upon a qualified event, proper forms will be provided for continuation of coverage pursuant to the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

A Flexible spending plan (Section 125) is also available for full time employees.

Basis Life/Accidental Death and Dismemberment Insurance

RMTD provides eligible full-time administrative employees with term life insurance coverage, based upon their annual salary, subject to various conditions. Additional individual coverage, Spousal and Dependent Life insurance may be available from time to time at the expense of the employee.

Upon retirement, continuing life insurance in the amount of \$2,250 is provided for an employee who retired under the District's retirement program with fifteen (15) or more years of service.

Coverage amounts shall be determined by the District and applicable plan documents.

Short and Long Term Disability

RMTD provides for short term disability payments after one year of service.

A long-term disability benefit is also provided for eligible employees after three (3) years of full time service. Information on these plans may be obtained by contacting Human Resources.

Pension/Retirement Plan

RMTD provides for participation in the RMTD Retirement Trust for eligible full-time employees hired prior to January 1, 2017 to be administered in accordance with the terms of the Trust.

Any administrative employees hired after January 1, 2017 will not be eligible for the pension plan, but instead able to enroll in the below outlined 457 plan.

457 Match Plan

For full time employees hired after January 1, 2017, the employer will offer contribution to and will provide a match to the employee's contribution as outlined in the 457 match program. Details on matching funds are available from Human Resources.

Employee Assistance Program

RMTD provides for an Employee Assistance Program (EAP) aimed at providing outside assistance for all employees and family members. Such assistance may be in the form of counseling and/or referral service to an outside provider. Counseling and referrals may be for marital, family, financial or legal difficulties, as well as problems arising from physical or emotional ailments, including drug or alcohol abuse. Further information may be obtained from Human Resources.

Educational Assistance

RMTD may provide pertinent job or position related training and/or educational assistance to eligible full-time Administrative employees. Written pre-approval is required. Appropriate training, classes, or curriculum may be reimbursed by RMTD, provided requests are received in writing and are considered eligible and appropriate at the discretion of the Executive Director. Other conditions will apply as follows:

- Reimbursement for training, classes or curriculum will be made upon completion, and evidence of satisfactory passing;
- Satisfactory completion if “C” grade or higher

SECTION G – EMPLOYEE CONDUCT, DISCIPLINE, AND TERMINATIONS

Employee Conduct and Discipline

Administrative staff represent the RMTD, both on and off the job, and must at all times be polite, courteous and respectful to the public and co-workers. Employees shall not at any time swear, use vulgar or insulting language or hand gestures. If required to operate a RMTD vehicle, including a car or bus, staff must abide by all District policies and applicable law, including, but not limited to, traffic laws. Where a District policy is more restrictive than applicable law, the District policy shall control (and vice versa).

Generally, all employees of RMTD are expected to meet acceptable performance standards and to comply with all policies and rules. While we hope that corrective or disciplinary action in a formal sense will seldom be required, such actions may be appropriate in various circumstances.

RMTD may use progressive discipline when it believes that such coaching will help an employee correct a problem. When used, progressive discipline may call for any one of, or a combination of, various forms of discipline -- a verbal warning, written warning, or a suspension without pay (for non-exempt employees only). Each disciplinary situation presents a unique set of circumstances. Accordingly, RMTD reserves the right to bypass one, more than one, or all of these steps, and impose a more severe form of discipline, sanction, or immediate termination when it believes that doing so is in its best interests.

The following are some examples of problems which may result in discipline, up to and including immediate termination:

- Theft or inappropriate removal or possession of RMTD or another’s property;
- Working under the influence of or impaired by alcohol, cannabis, and/or illegal drugs;
- Possession, distribution, sale, or use of cannabis, and/or illegal drugs in the workplace, or of alcohol while performing services;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Insubordination or other disrespectful conduct;
- Disrespect to a client or another employee;
- Sexual or other unlawful or unwelcome harassment;
- Possession of weapons in the workplace;
- Excessive absenteeism or any absence without appropriate notice;
- Unauthorized absence from work during the workday;
- Unauthorized disclosure of confidential information;
- Violation of a personnel policy;
- Engaging in distracted driving in violation of RMTD policy;
- Other forms of misconduct;
- Unsatisfactory performance or conduct.

Nothing herein is intended to interfere with an employee's rights under the Illinois Public Labor Relations Act or any other applicable law.

Voluntary/Involuntary Terminations

Voluntary termination occurs when an employee resigns or does not report to work for three (3) or more working days and fails to contact his/her manager during that time.

If an employee intends to resign, the District expects at least two weeks' notice. A letter of resignation is requested to be submitted to the appropriate manager or Human Resources at least two (2) weeks prior to the effective date.

In addition to performance and/or conduct reasons, involuntary termination may occur when a position is eliminated because of a reduction in workforce, a reorganization resulting in the discontinuance of positions or changes in skill requirements. When decisions are made regarding a reduction in workforce, all applicable policies are followed, including those prohibiting discrimination.

Return of RMTD Property

Upon a termination of employment, employees are required to promptly return all RMTD property, including, but not limited to, employee ID, keys, passes, equipment, documents and electronic files or other. Documents and files may not be deleted or destroyed without written consent by the Department Manager, Director, Executive Director, or Board of Trustees.

All uniforms previously purchased under the RMTD purchase plan are the property of the employer; however, in accordance with applicable law, prepaid uniforms may be pro-rated as part of final pay.

Final Pay Entitlement, Continuing Insurance, Pension

In all cases of separation, the Human Resources Department and the Finance Department assisted by the appropriate department manager, will prepare continuing insurance notifications and retirement information (if applicable) in addition to the computation of final pay for payment on the appropriate payroll date.

SECTION H – COMMUNICATIONS

Complaints

An administrative employee with a complaint should speak directly to his/her department manager. If the complaint remains unresolved, the employee may pursue with the Director of Human Resources or the Executive Director. RMTD will determine whether an investigation and/or corrective action is appropriate.

Computer Use and Electronic Communications

RMTD maintains communications and online systems and equipment (including, but not limited to, its telephone system, computers, online services, e-mail and internet access) to promote its effectiveness and employee productivity. Our communications and online systems and equipment are to be used for business purposes. Occasional limited use of the systems and equipment for personal purposes is acceptable if it does not interfere with the employee's own work, the work of others, or operations. The use of RMTD's online systems for personal gain or any other purpose that is contrary to the District's best interests is prohibited.

Our communication and computer systems, including all hardware and software, voice mail, electronic files and e-mail created, sent or retrieved over RMTD's communications and online systems are the property of RMTD regardless of whether created, received or sent by an employee.

Employees should not expect that their voice mail, e-mail or electronic files are private. RMTD reserves the absolute right to retrieve, access, review, and monitor all messages and files on its online systems, both business and personal, without notice to the employee or the employee's permission. This includes files and messages that have been deleted. RMTD also reserves the right to disclose files and messages to third parties without the employee's consent. RMTD may monitor usage patterns for its communications and online systems and reserves the absolute right to block access to certain Internet sites if it becomes necessary. Any work related password must be disclosed to RMTD upon request.

RMTD's communications and online systems and equipment are a place for business communications, and all communications over these systems reflect upon its image and reputation. All employees are responsible for maintaining professionalism in their communications. RMTD's policies regarding harassment are applicable to our communications and online systems. Information that is offensive, abusive, profane or obscene may not be transmitted, retrieved or stored through RMTD's online system. The transmittal of messages with derogatory or inflammatory remarks about a person's actual or perceived race, color, sex, age, disability, religion, national origin, physical attributes, sexual preference, and/or any other protected status is strictly prohibited. RMTD's online systems and equipment may not be used to unlawfully harass or attempt to harass any other employee or person. No message can be transmitted without the employee's identity, and transmittal of messages with anonymous or fictitious names is prohibited.

No unauthorized downloading or uploading of software or files is allowed. No copying, downloading, or distributing of any of the copyrighted materials, including, but not limited to, messages, e-mail, text files, program files, image files, data base files, sound files and music files through RMTD's online systems is allowed.

A failure to comply with any provision of this policy may result in appropriate discipline, up to and including immediate termination.

SECTION I – SAFETY

Personal Injuries

Should personal injuries occur while on the job the appropriate department manager and/or the Safety/Risk Manager is to be notified immediately. Proper medical attention will be provided depending on the circumstances involved. RMTD maintains Workers Compensation insurance coverage for its employees.

First Aid

First aid stations are located in the following areas:

- Operations Supervisors office
- Maintenance area
- Transfer Center
- Administration Kitchen/Break room

Each station is supplied and for general employee use, please familiarize yourself with their locations.

Personal Property

Employees are urged to keep any personal effects to a minimum at office/work stations and/or on vehicles. In the event of a loss, RMTD is not responsible for personal effects.

Workplace Inspections

To maintain a safe, healthy, and productive work environment, in its discretion RMTD reserves the right to inspect its premises (including, but not limited to, offices, desks, lockers, and other resources provided by the District) as well as employees' surroundings and possessions (including, but not limited to, bags, purses, briefcases, knapsacks, etc.).

Refusal to cooperate with an inspection may result in disciplinary action.

Security

RMTD contracts with a professional security company. Appropriate facility access shall be assigned according to department and function. Each employee is entrusted with safekeeping and responsible use of all keys/fobs/access issued. Reproduction of any key or fob is prohibited. In the event of loss or theft of an ID, key or fob, a report must be made immediately to the appropriate department manager and loss is subject to a charge of up to \$50.00 for replacement. Other aspects of security are regulated by the Safety/Risk Manager as well as the Operations and Maintenance Departments and it resides with each to inform all employees of security measures or changes as required.

Emergency Procedures

Employees are responsible for keeping their emergency contact on file up to date and to familiarize themselves with evacuation procedures and other applicable safety training requirements. In cases of emergency, natural or otherwise, as pertains to RMTD or of a personal nature, the appropriate department manager and the Executive Director are to be notified. Instructions for response will be made based on circumstances. In all cases involving District personnel, property or vehicles, established practices will be adhered to and investigations performed. Emergencies of a personal nature will be accommodated as much as feasible in accordance with applicable policies.

Hazardous Substances

The Maintenance Manager compiles and makes available listings of any potentially hazardous chemicals in use for various purposes within District facilities. Employees are entitled to know about such material and pertinent safety data. The listings and safety data are posted in the maintenance area and are available for use at all times by any employee. Specific questions regarding any aspect of the materials used are to be directed to the Maintenance Manager. Employees are encouraged to review such information periodically. MSDS sheets are available for review.

Violence-Free Workplace

RMTD does not tolerate violence and will work to prevent violent incidents from occurring.

“Violence” may include physically harming another, shouting, shoving, pushing, harassment, intimidation, coercion, possession of weapons, intentional property damage, and threats or talk of violence. Any employee who commits or threatens to commit any act of violence while on RMTD’s premises or engaged in business off the premises will be subject to disciplinary action, up to and including immediate termination. Even when off the premises and not involved in RMTD’s business, an employee who commits an act of violence against another person may be subject to discipline, up to and including immediate termination, if that action could adversely affect RMTD or its reputation in the community. Any act of violence also may be reported to the proper authorities for prosecution and other appropriate persons and organizations.

Weapons do not belong at the workplace. For that reason, with the exception of authorized security personnel, weapons are forbidden on Company property and while acting in the course of an employee's employment with RMTD, to the fullest extent under applicable law. "Weapons" include firearms, explosives, or incendiary devices, chemical and biological devices, or any item considered a weapon under any law restricting the use of weapons, or any other item obtained or possessed with the intent to be used to commit violence as explained above.

Violations of this policy should be immediately reported to the employee's supervisor, Human Resources or the Executive Director. Employees should assume that all threats of violence are serious. Reports will be carefully investigated and employee confidentiality will be maintained to the extent practicable. Violations of this policy may result in discipline, up to and including termination.

Family and Work Relationships

The RMTD strives to be a family-friendly workplace and is committed to maintaining an environment in which members of the District can work together to fulfill the Mission of the District. This policy provides guidelines for family members, significant others, and/or similar personal and consensual relationships, in the workplace.

The RMTD permits the employment of qualified family members, significant others and/or similar personal relationship of employees as long as such employment does not create a conflict of interest, as determined by the RMTD. In accordance with RMTD employment policies, the basic criteria for employee selection or promotion shall be appropriate qualifications in terms of education, experience, training and performance, consistent with RMTD's needs. Relationships by family, marriage, domestic partnership and/or similar personal relationship shall constitute neither an advantage nor a disadvantage to selection, promotion, salary, or other conditions of employment.

The RMTD will exercise sound business judgment in the placement of family, significant others and/or similar personal relationship. No person shall be employed by, transferred to or promoted into a department or area where a supervisory relationship would exist between family members, significant others and/or similar personal relationship. If two employees become family members, significant others and/or a similar personal relationship, both may retain their positions, provided one is not under the supervision of the other. It is the responsibility of the supervisor to advise Human Resources if such a relationship exists.

ATTACHMENT I



YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT.



The Illinois Human Rights Act states that you have **the right to be free from unlawful discrimination and sexual harassment**. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

REASONABLE ACCOMMODATIONS

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.



RETALIATION

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

REPORT DISCRIMINATION

To report discrimination, you may:

1. Contact your employer's human resources or personnel department.
2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.
3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago:
James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield:
535 W. Jefferson Street
1st Floor
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)


Website: www.illinois.gov/dhr
Email: IDHR.Intake@illinois.gov

Employers shall make this poster available and display it where employees can readily see it.
This notice is available for download at: www.illinois.gov/dhr


Printed by the Authority of the State of Illinois . 9/18 . web version . IOCI19-0181



ATTACHMENT II



State of Illinois
Department of Human Rights



PREGNANCY and your RIGHTS in the WORKPLACE

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

PREGNANCY and your **RIGHTS** in the **WORKPLACE**

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at www.illinois.gov/dhr

Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr



**For immediate help or if you have questions
regarding your rights.**

Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE

100 West Randolph Street,
10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

SPRINGFIELD OFFICE

222 South College St.,
Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

The charge process may be initiated by completing the form at:
<http://www.illinois.gov/dhr>

ATTACHMENT III



State of Illinois
Illinois Department of Labor

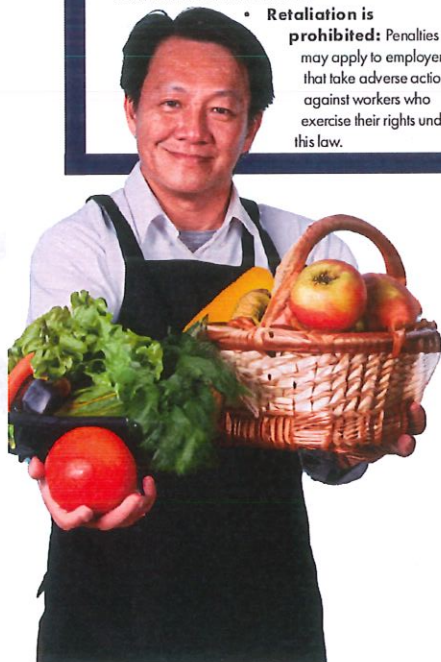
PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

Paid Leave

- **Workers:** Earn up to 40 hours of paid leave from work per year.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request or require a worker to find a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.

- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at labor.illinois.gov/paidleave.

Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.



For a complete text of the laws, visit our website at:

www.labor.illinois.gov

For more information or to file a Complaint, contact us at:
DOL.PaidLeave@illinois.gov
312-793-2600

THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.

Printed by the Authority of State of Illinois 12/23 IOCI 24-1010

ATTACHMENT IV

Family and Medical Leave

Eligibility: To be eligible for leave, an employee must have been working for the RMTD for a total of at least twelve (12) months and must have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period prior to the request for leave.

Employment Restoration: Any eligible employee who takes a leave covered by this policy will be entitled upon return from such a leave to be restored to the same position of employment as held when the leave began or to be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment. Exceptions to the employment restoration provisions may be made for certain “key” employees to the extent allowed by law.

A health care provider’s release will be required if the employee is returning from a medical leave of three (3) or more days.

Conditions for Leave: In addition to the eligibility provisions and other terms of this policy, certain basic conditions for a family and medical leave of absence are established:

The RMTD will require medical certification from a health care provider to support a request for leave due to an employee’s own serious health condition or the employee’s need to care for a child, spouse or parent with a serious health condition. That certification must confirm the following:

- For the employee’s own medical leave, the certification must state that the employee has a serious health condition and is unable to perform the functions of his/her position because of that condition.
- For a leave to care for a child, spouse or parent, the certification must confirm the existence of a serious health condition and that the employee is needed to provide care to the child, spouse or parent.

At the RMTD’s discretion, a second opinion may be required at the RMTD’s expense. Additionally, periodic recertification of the need for the leave may also be required. In the event that a second medical opinion is required by the RMTD and the first and second medical opinions differ, the RMTD, at its expense, may require the opinion of a third health care provider selected by the RMTD and the employee. The opinion of the third health care provider shall be binding upon the parties.

Consistent with the Department of Labor regulations, the RMTD reserves the right, for entitlement purposes, to designate an otherwise eligible leave as one that is subject to the provisions of this Family and Medical Leave policy.

If medically necessary for a serious health condition of the employee or the employee’s spouse, parent or child, leave may be taken on an intermittent or reduced leave schedule. If leave is required on this basis, the RMTD may require the employee to transfer temporarily to an alternative position that better accommodates recurring periods of absence or a part-time scheduled provided that position has equivalent pay and benefits.

If the employee and his/her spouse are both employed by the RMTD, they are entitled to a combined period of twelve (12) weeks of leave (rather than twelve (12) weeks each) for the birth or foster placement of a child or to care for a sick parent.

A leave of absence for the birth, adoption or foster placement of a child must take place within twelve (12) months after the birth, adoption or foster placement. Leave may begin prior to the birth or adoption as medical or legal circumstances dictate.

The RMTD will require certification (on the applicable United States Department of Labor form for that purpose) of a "qualifying exigency" arising out of the fact that the eligible employee's spouse, son, daughter or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation or as otherwise allowed by statute. Leave for such purposes may be granted to an eligible employee pursuant to the applicable statutory provisions and regulations of the United States Department of Labor; such leave shall be counted against the maximum twelve (12) weeks of family medical leave allowed pursuant to the provisions of this policy and shall otherwise be subject to the "eligibility"; "employment restoration"; "conditions for leave"; "notification and reporting requirements"; "status of employee benefits during leave of absence"; "procedures"; "twelve month period"; and "affect on other provisions in this Agreement" established above.

The RMTD will require certification (on the applicable United States Department of Labor certification form for that purpose) for a leave because of an otherwise eligible employee's need to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the servicemember. The circumstances under which such leave to care for a covered servicemember with a serious injury or illness may be allowed shall be governed by the applicable statutory provisions and regulations of the United States Department of Labor as well as by the "eligibility"; "employment restoration"; "conditions for leave"; "notification and reporting requirements"; "status of employee benefits during leave of absence"; "procedures"; and "affect on other provisions in this Agreement" as established in this policy. Provided, however, that an eligible employee is entitled to twenty-six (26) work weeks of leave to care for a covered servicemember with a serious injury or illness during a "single twelve (12) month period" and such "single twelve (12) month period" (as provided in the United States Department of Labor's regulations) shall begin on the first day the eligible employee takes leave to care for a covered servicemember and ends twelve (12) months after that date, notwithstanding the other provisions of this policy. Provided, further, however that no more than twenty-six (26) work weeks of leave may be taken in any single twelve (12) month period for a combination of any or all of the leaves covered by this policy.

Notification and Reporting Requirements: When the need for leave may be planned (such as the birth or placement of a child or scheduled medical treatment) the employee must provide thirty (30) days prior notice and make efforts to schedule the leave to minimize disruption to the RMTD's operations. Where thirty (30) days' notice is not possible, the employee is expected to give as much notice as is practicable of the need for the leave of absence. Failure to provide such notice may be grounds for denial of the leave request. An employee will also be required to report periodically on his/her leave status and intention to return to work.

Status of Employee Benefits During Leave of Absence: An employee on an approved leave of absence under this policy may continue his/her coverage under the RMTD's group health plan during the leave by arranging to pay his/her portion of the premium contributions.

If an employee elects not to return to work upon completion of an approved leave of absence, the RMTD may recover from the employee the cost of any premiums paid to maintain the employee's health plan coverage during the period of leave of absence unless the failure to return to work was for reasons beyond the employee's control. An employee on a leave of absence under this Policy accrues no additional seniority or other employment benefits during the leave period.

Procedures: Employees must follow specific procedures to request a family or medical leave. In addition to the requirements otherwise set forth in this policy, those procedures are as follows:

Complete the "Request for Family and Medical Leave of Absence" and "Insurance Premium Recovery Authorization Forms".

For a leave occasioned by the:

Employee's own "serious health condition", the employee must have completed and submit the "Certification of Healthcare Provider for the Employee's Serious Health Condition" as issued by the United States Department of Labor;

For the "serious health condition" of the employee's parent, spouse or child, the employee must have completed and submit the "Certification of Healthcare Provider for a Family Member's Serious Health Condition" as issued by the United States Department of Labor;

For a qualifying exigency for military family leave, the employee must have completed and submit the "Certification of Qualifying Exigency for Military Family Leave" as issued by the United States Department of Labor; and

For a serious injury of illness of a covered servicemember, the employee must have completed and submit the "Certification of Serious Injury or Illness of Covered Servicemember for Military Family Leave" as issued by the United States Department of Labor.

Twelve Month Period: For purposes of this Section, in determining the twelve (12) month period during which the twelve (12) weeks of leave may be granted (for other than caring for a covered servicemember, which has its own "single twelve (12) month period" as stated above), the RMTD will use the "twelve month backward" method in determining the family and medical leave to which an employee is entitled.

Under this method, when an employee makes a request for family and medical leave, the employee's family and medical leave record for the past twelve (12) months is examined. In that twelve (12) month period, the employee will be entitled to take a maximum of twelve (12) weeks of family and medical leave.

An eligible employee must exhaust all accrued paid vacation leave, personal leave or other paid leave benefits (including applicable disability and/or worker's compensation benefits) for any part or all of the twelve (12) weeks to which an employee may be entitled under this policy.

ATTACHMENT V

Insert Drug and Alcohol Testing Policy

ATTACHMENT VI

Insert Abuse and Molestation Prevention Policy

DRAFT

ACKNOWLEDGMENT OF RECEIPT OF RMTD HANDBOOK

I acknowledge that I have received a copy of the RMTD Handbook and that I will familiarize myself with its contents. I agree to comply with the various policies and procedures of RMTD as set forth in this Handbook.

I understand that the Handbook is a guide to RMTD's current policies, procedures, and benefits. I also understand that the Handbook does not constitute a contract of employment, either express or implied. I further understand that both RMTD and I have the right to terminate our employment relationship for any reason at any time, with or without notice, and with or without cause.

Finally, I understand that any policies, programs, and benefits described in the Handbook may be modified or rescinded by RMTD in its sole discretion, at any time, with or without notice.

Print Full Name: _____

Signature: _____

Date: _____