



Connect Transit

AGENDA

Meeting of the Board of Trustees

Tuesday, September 24, 2013

4:00 PM

Ronald J Hill Room
Uptown Station
11 Uptown Circle, Normal, IL

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Approval of Minutes of Previous Regular Meeting, August 27, 2013 (Page 1)
- E. Items Removed From Consent Agenda
- F. Consent Agenda
 - 1. Review and Approve September Disbursements (Page 11)
 - 2. Review and Receive August Monthly Statistical Report (Page 15)
- G. Old Business
- H. New Business
 - 1. Request for Approval to Purchase Employee Uniforms (Page 17)
 - 2. Resolution to Apply for IDOT Capital Assistance (Page 19)
- I. General Manager's Report
 - 1. Local Funding Update
 - 2. Report on Visit to the Interurban Transit Partnership In Grand Rapids, MI
 - 3. Personnel Update
- J. Correspondence and Media (Page 21)
- K. Trustee Comments



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TRANSIT

- L. Request for Executive Session to Discuss Personnel Matters
- M. Adjournment

CONNECT TRANSIT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 27, 2013

The regular meeting of the Board of Trustees of Connect Transit was held at the Connect Transit Board Room #135, 351 Wylie Drive, Normal, Illinois on August 27, 2013 at 4:30 p.m.

TRUSTEES PRESENT: Judy Buchanan, Chairman
Bill Wilson, Vice-Chairman
Mike McCurdy, Secretary
John Thomas
John Bowman
Felicia Shaw

TRUSTEES ABSENT: Ryan Whitehouse

CITY MANAGERS: Mark Peterson, Town of Normal

STAFF PRESENT: Andrew Johnson, General Manager
Roy Rickert, Operations Director
Jenifer Clark, Human Resources Director
Isaac Thorne, Procurement Director
Patrick Kuebrich, Finance Director
Tom Crouch, Maintenance Supervisor
Trish Tilton, Administrative Assistant

OTHERS PRESENT: David R. Calhoon, ATU 752
Joan Fenton, Citizen
John Marley, Siemens
Sam Moravec, Citizen
Vasudha Pinnamaraju, McLean County Regional Planning
Jennifer Sicks, McLean County Regional Planning

Call to Order

Ms. Judy Buchanan, Chairman, called the meeting to order at 4:30 p.m. Roll call was taken.

Mr. Mark Peterson, City Manager for the Town of Normal, introduced Ms. Vasudha Pinnamaraju the newly appointed Executive Director for McLean County Regional

Planning Commission. Ms. Pinnamaraju comes to Regional Planning from Decatur and has been on the job about a week. Mr. Peterson stated he serves on the executive committee for McLean County Regional Planning Commission and was involved in the hiring process. Mr. Peterson continued Ms. Pinnamaraju is a graduate of Iowa State University with a degree in Urban and Regional Planning. She is also an architect and was with the city of Decatur for eight years where she was involved in a variety of planning experiences. Mr. Peterson commented Ms. Pinnamaraju is anxious to permanently move her family to the Bloomington-Normal Area.

Ms. Pinnamaraju thanked Mr. Peterson for his introduction. Ms. Pinnamaraju stated Bloomington-Normal is a wonderful area and she is anxious to get her family settled here. She is enjoying being at Regional Planning and getting her feet wet. Ms. Pinnamaraju is happy to meet the Trustees and is looking forward to working with the Board in the future.

Mr. Peterson added Ms. Pinnamaraju is a strong supporter of public transportation and public transit systems and she wants to work closely with the Board.

Ms. Jennifer Sicks, Transportation Planner with the McLean County Regional Planning Commission, commented Ms. Pinnamaraju immediately threw herself into the job with vigor and enthusiasm.

Chairman Buchanan thanked Ms. Pinnamaraju and Ms. Sicks for attending the meeting.

Public Comments

Chairman Buchanan announced Ms. Joan Fenton wished to make public comments and asked Ms. Fenton to take the floor.

Ms. Fenton stated she is here as a representative of the residents of Phoenix Towers. Ms. Fenton continued there are around one hundred fifty residents at Phoenix Towers and the majority of them are over sixty five years old. A majority of the residents are handicapped or disabled in some way. Ms. Fenton stated the new bus route imposes a hardship on residents trying to get up the incline to the street to get to the bus stop. Previously, the bus came down into the drive and stopped right in front of the building which was convenient for everyone. Ms. Fenton stated that now they have to go up the incline of the driveway to the street to get to where the bus stops. Ms. Fenton concluded she was here to represent all the residents who are affected by this hardship which the new route restructures have created.

Chairman Buchanan thanked Ms. Fenton for her comments.

Mr. Mike McCurdy asked Mr. Andrew Johnson, General Manager, if any progress had been made in discussions with Phoenix Towers. Chairman Buchanan stated the Board

is aware of the problem and that there have been some discussions with management of Phoenix Towers.

Mr. Johnson stated he and Mr. Dave White, Safety and Training Director, met with Ms. Fenton about a week ago and were made aware of some construction at Phoenix Towers as part of a rehabilitation of the building. Ms. Fenton pointed out there may be an opportunity to provide a better place for the residents to enter and exit the building and get to the street. Mr. Johnson stated staff will be meeting with Phoenix Towers' management to explore those options and see what we can do to effect a change.

Mr. Johnson commented the current drive way for Phoenix Towers will not support the forty foot buses. The thirty foot buses in the fleet are nearing the end of their useful life and will be replaced in time with the larger buses. It is in our best interest to find the safest, most convenient and workable solution for the residents. Mr. Johnson stated we are working to find a long term solution.

Approval of Minutes

Mr. John Thomas pointed out the Board Officer title changes were not reflected in the list of members present. Those titles changed as of July 1, 2013.

Mr. John Bowman noted several misspelled words in the minutes and public hearing notes which also needed correcting.

Mr. Bill Wilson inquired if there was a protocol used as how attendees were listed and how their affiliations were determined. Mr. Johnson stated he would list them alphabetically and according to their affiliation, if they had one. Ms. Trish Tilton, Administrative Assistant, stated in this instance the attendees were listed as they signed in for the public hearing and if they did not list an affiliation, then just their city was listed.

On a motion by Mr. Bowman, and a second by Mr. Thomas, the Board voted to approve the Board Minutes for July 30, 2013 with the above mentioned corrections.

Items Removed From Consent Agenda

Mr. Mike McCurdy asked to remove the disbursement to WGLT from the list, allowing for it to be voted on separately, and he could abstain from that vote.

Consent Agenda

Mr. Wilson inquired about the transfer of Illinois Funds to Commerce Bank. Mr. Johnson explained our checks from the State of Illinois are deposited into our Illinois Funds account and then transferred to Commerce Bank. We are keeping the Illinois

Funds account anticipating a direct deposit option for our State of Illinois checks. Currently, those checks come to Connect Transit in the mail.

On a motion by Mr. Wilson, and a second by Ms. Felicia Shaw, the Trustees voted to approve the consent agenda as presented including the following items:

- 1. Review and Approve July Financial Statements**
- 2. Review and Receive July Capital and Self-Insurance Reserve Fund Balances**
- 3. Review and Receive July Monthly Ridership Report**

Chairman Buchanan requested the Trustees consider the August Disbursements for approval.

1. Review and Approve August Disbursements

On a motion by Mr. Wilson, and a second by Ms. Shaw, the Board voted to approve the August Disbursements.

Mr. Peterson commented for future reference, at the beginning of the Consent Agenda discussion a Trustee may state he wishes to abstain from voting on a particular item listed. The Board may then approve and vote on the complete Consent Agenda without that Trustee's vote and without removing an item completely.

Old Business

Mr. Johnson stated there is no old business.

New Business

1. Request for Approval to Purchase Bus Destination Signs

Mr. Johnson stated we recently purchased eight 1998 forty foot Gillig buses from California. These buses came with flipdot destination signs. In July Connect Transit began upgrading all our operation control units on all the thirty and forty foot buses. This upgrade was needed to replace outdated technology and streamline the programming of the destination signs. The flipdot destination signs in the new forty foot buses have old hardware that is not cooperating with the new operation control units.

Mr. Johnson explained the solution is to purchase Smart Series destination signs from Luminator. These new destination signs will standardize the fleet with the same upgraded technology and allow flexibility of operations for maintenance and the transportation department. These destinations signs will transfer out of the buses at the end of their usable life into any new replacement bus. The cost of replacing the

destination signs on all of the forty foot buses will not exceed a cost of \$36,000.00. This will be funded out of the operating budget.

Mr. Johnson explained we already have Twin Vision signs and Luminator purchased Twin Vision so they are now one and the same. These are for the signs on the front, side, and rear of the buses. This purchase will be for all eight of the new forty foot buses. This is a good investment as these signs will be used long after these buses have been replaced.

Mr. Bowman inquired if there is technology available that can provide scrolling messages inside the buses. Mr. Johnson responded yes there is. We do not have that technology currently however, it is something we can look into in the future.

On a motion by Mr. Thomas, and a second by Mr. Bowman, the Trustees voted to approve the purchase of new bus destination signs.

General Manager's Report

Mr. Johnson introduced Ms. Jenifer Clark, the new Human Resources Director to the Board.

1. Strategic Planning Update

Mr. Johnson reported it has been difficult to pick times and dates that are best for the majority of Trustees. Mr. Johnson stated currently we have three dates picked, but no locations have been determined yet. On Thursday, September 19th staff will meet. Then on Saturday, September 21st the Trustees and staff will have the initial "kick off" meeting beginning at 8:00 a.m. On Saturday, October 12th there will be a session for just the Board, also beginning at 8:00 a.m. These meetings will determine the pace and when the next meetings will be.

2. Route Restructuring Update

Mr. Johnson stated we are collecting ridership data. This process began the week before Illinois State University students returned to town. It is still early, but the numbers indicate we have lost a few of the regular riders on the original segment of the Teal J route and have picked up new riders on the segment of the Teal J that services Corporate South. Mr. Johnson continued we have not received much negative feedback except the State Farm Corporate Building is having some issues. We are meeting tomorrow morning with the head of transportation for State Farm to discuss the problems. The rest of the routes appear to be doing well. Several routes went down on their times due to multiple wheelchair boardings and extra riders, however they were able to make up the time because of the extra time built into the routes. The customers

seem to be adapting to the new routes. Mr. Johnson stated staff will continue to monitor the routes and get some concrete data.

Mr. McCurdy inquired if a new section could be added in the ridership report to just report the new leg of the Teal J route that services Corporate South. Mr. Johnson responded that should be possible to have ready by next month.

3. Upcoming Presentations

Mr. Johnson commented he will be making several presentations on Connect Transit at the APTA meeting in Chicago. One presentation will review the community outreach aspect to the route restructuring, how we rebooted and changed our whole approach after the initial attempt to restructure the routes, and the lessons we learned. Also APTA has approached Mayor Koos to serve on a panel about local funding. Mr. Johnson continued Mayor Koos has asked Mr. Johnson to serve in his place.

Mr. Mark Peterson added Mr. Johnson presented an overview of what has been happening at Connect Transit at the Normal Town Council meeting and was met with a good reception. Many good questions were posed from the Council.

Mr. Bowman inquired as to how staff was responding to the concerns from the public. Mr. Johnson responded the concerns are addressed on a case by case basis and the questions are directed to whoever is best qualified to respond. Some of the concerns stem from an incorrect assumption of what service is available. Other situations involve rare instances where customers had no idea these changes were happening even though it had been discussed extensively over the past year. Mr. Bowman commented that perhaps the interior messaging signs would be very helpful in communicating changes to the riders. It would be very helpful to display changes and updates on the vehicles the riders use. Mr. Bowman continued his main concern is that Connect Transit is communicating with the public and that we are addressing and being responsive to the concerns that are being expressed. Mr. Johnson added every question is receiving a response. It may not be the answer the person wants to hear, but every concern is being addressed.

Correspondence and Media

Chairman Buchanan stated there are several newspaper articles in the Board Packet.

Trustee Comments

Mr. McCurdy noted the Pantagraph article about "Light the Night" on September 5th when 500 sets of bicycle lights will be passed out to bicyclists who come with their bikes to the event. There will be a Connect Transit bus at the event providing an opportunity for riders to try the bike rack on the bus. Connect Transit, Uptown Normal, Good to Go,

Bike BloNo, and Uptown Partners are partnering to help educate bicyclists about the law requiring a bike light. It is a great way to reach these cyclists. Anyone trying out the bus bike rack will receive a free prize. The bike lights are branded with the Connect Transit logo.

Mr. Johnson added from day one we have been talking about first mile, last mile. This program ties right into that and how our riders are getting to the bus. It is a great way to build a relationship with the biking community. It will also provide a relaxed, no rush opportunity to try the bike rack on the bus. Connect Transit sees this as an "ice breaker" opportunity.

Chairman Buchanan stated our General Manager has completed two full years. August 8th was his anniversary date. It is time for the Board to have a review. At the next meeting we will do that review. Chairman Buchanan continued September 24th is also the same date of the McLean County Chamber of Commerce Elected Officials Reception. We would like to have both staff and Trustees available to attend the reception. The elected officials are the ones we need to continue to reinforce our relationship with and be sure they understand what a good job Connect Transit is doing. Chairman Buchanan suggested the meeting in September begin at 4:00 p.m. in hopes that it would end by 5:30 or 6:00 p.m. which would allow enough time to still attend the reception. Chairman Buchanan also suggested having the meeting at Uptown Station to eliminate driving to get to the reception following the monthly meeting. The Trustees were all agreeable to those suggestions. The Elected Officials Reception runs from 4:30 to 6:30 p.m.

Request for Executive Session

Chairman Buchanan stated there was no request for an executive session.

Adjournment

There being no further public business, on a motion by Mr. McCurdy, and a second by Ms. Shaw, the Trustees voted to adjourn the public meeting at 5:05 p.m.

Mike McCurdy, Secretary



August 2013

Financial and Statistical Reports

Disbursements to be Approved
September 24, 2013

Payee	Goods Purchased	Amount
1st Ayd Corporation	Supplies	\$401.78
A.T.U. - C.O.P.E.	Payroll Deduction	\$182.27
A-1 Haney Plumbing	Plumbing	\$130.00
ABC Bus Companies	Bus Parts	\$3,933.37
Ace-Hi Glass Co.	Glass	\$49.79
Advocate Medical Group	Drug Testing	\$680.00
Ally	Car Lease	\$82.00
Amalgamated Transit Union Local 752	Payroll Deduction	\$4,974.22
Amsterdam	Drawstring Totes	\$3,491.40
Andrew Johnson	Car Allowance	\$500.00
Andrew Johnson	Meeting Expenses	\$142.00
Assurance Agency, Ltd.	Insurance	\$24,314.00
CDS Office Technologies	Office Supplies	\$49.35
Central Illinois Trucks Inc.	Bus Parts	\$1,061.00
Chris Wold	Expense Reimbursement	\$24.67
City of Bloomington	Utilites	\$749.75
Comcast Cable	Internet	\$399.85
Comcast Spotlight	Commercial Advertising	\$3,000.00
Commerce Bank - VISA	Meeting Expenses	\$19.63
Commerce Bank - VISA	Safety/Training	\$13.00
Corn Belt Energy Corp.	Utilites	\$4,903.77
Cummins Crosspoint	Bus Parts	\$2,438.76
Cummins Mid-States Power Inc.	Bus Parts	\$5,295.16
David White	Travel Reimbursement	\$118.40
Dennison Corporation	Outside Repair	\$4,438.57
Dish Network	Television Service	\$108.00
DynaGraphics	Printing	\$1,186.96
Ecolane USA, Inc.	Computer Hardware	\$129.15
Eitan Weltman	P/R Deduction	\$918.63
Engraving Express	Office Supplies	\$14.00
Evergreen FS	Fuel	\$95,774.38
Express Services, Inc.	Temp Service	\$3,810.40
Fastenal Company	Bus Parts	\$663.41
Fleet-Net Corporation	Software & Tech Support	\$4,047.50
Four Seasons Association	Payroll Deduction	\$536.00
Frontier	Telephone	\$942.91
G&K Services	Mechanics Uniforms	\$811.75
Gateway Industrial Power, Inc.	Outside Service	\$1,022.96
GDS Displays	Printing	\$62.00
GE Capital C/O Ricoh USA Program	Copiers	\$990.91
Gillig LLC	Bus Parts	\$8,333.90
Harmony Business Supplies	Office Supplies	\$148.92

Health Alliance Medical Plans	Insurance	\$67,669.00
Heart Technologies, Inc.	Computer & Server Fee	\$2,140.80
Heartland Community College	Ridership Reimbursemen	\$3,334.65
Henson Disposal	Garage Overhead	\$329.00
Heritage Machine & Welding, Inc.	Bus Parts	\$294.80
ICMA Retirement Trust - 457	Pension Plan	\$31,460.18
Idaho Child Support	Payroll Deduction	\$115.36
Illinois Department of Revenue	Payroll Deduction	\$17,219.29
Illinois State Disbursement Unit	Payroll Deduction	\$3,150.95
Illinois State Police	Fingerprint Check	\$20.00
Illinois State University	Internet Service	\$347.80
Inter-City Supply Company	Office Supplies	\$55.17
IPTA	Dues	\$17,000.00
IWIN	Employee Physicals	\$70.00
James Riordan	Tool Allowance	\$86.22
John A. Dash & Associates	Subscriptions	\$200.00
John H. Germeraad, Trustee	Payroll Deduction	\$960.00
Jonathan Teske	Tool Allowance	\$450.00
Judith Bryant	Settlement Agreement	\$2,000.00
KOI Computers	Office Equipment	\$149.00
Lee Enterprises - Central Illinois	Employment Ads	\$525.12
Lincoln National Life Insurance Co.	Insurance	\$2,842.74
MCS Office Technologies	Web Site	\$35.00
Michelin North America, Inc	Tires	\$2,809.24
Midwest Aerials & Equipment, Inc.	Forklift Rental	\$1,122.00
Miller Janitor Supply	Maintenance Supplies	\$1,167.49
Modal Marketing Inc.	Supplies	\$149.00
Mohawk Mfg. & Supply Co.	Bus Parts	\$2,131.74
Morris Avenue Garage	Bus Testing	\$240.00
Mutual of Omaha	Insurance	\$8,695.05
Napa Auto Parts	Bus Parts	\$185.26
New Flyer Industries Canada UIC	Bus Parts	\$86.10
NMHG Financial Services	Garage Maintenance Equipment	\$813.63
Nordines Heating and Cooling Supplies	Building Maintenance	\$163.68
Oberlander Alarm Systems, Inc.	Security Alarm Service Fee	\$191.00
Office Collection Section-IDOR	P/R Taxes	\$232.60
One Beacon Insurance Group	Insurance	\$478.19
Original Smith Printing	Riders Guides	\$3,342.06
Orkin Pest Control	Garage Overhead	\$78.65
Payroll - Net		\$260,660.27
Petty Cash	Reimbursement	\$8.61
Powder Coating Unlimited	Powder Coat Bus Wheels	\$1,500.00
Ricoh USA, INC	Copier	\$87.48
Roy Rickert	Travel Reimbursement	\$50.80
Scott Campbell	Travel Reimbursement	\$1,203.94
SFC of Illinois, L.P.	P/R Deduction	\$312.00
Southtown Wrecker Service, Inc.,	Bus Towing	\$300.00

Staples	Office Supplies	\$148.96
Terrance Davis	Tool Allowance	\$124.97
TeVoert Auto Electric, Inc.	Bus Parts	\$225.09
The Cincinnati Insurance Company	Insurance	\$10,000.00
The Encompass Gas Group, Inc	Welding Supplies	\$148.45
The Great Display Co., LLC	Vehicle Wraps	\$2,925.00
TransitTalent.com	Employment Ads	\$190.00
Truck Centers, Inc.	Bus Parts	\$1,342.49
U.S. Postal Service	Office Supplies	\$260.00
United Parcel Service	Shipping	\$34.83
Verizon Wireless	Mobile Data Terminals for SS	\$515.44
VISA	Safety/Training	\$324.29
VISA	Shipping	\$19.95
VISA	Travel & Meetings	\$3,547.83
VSP Of Illinois	Insurance	\$534.39
Weaver's Rent-All Inc.	Equipment Rental	\$154.00
WGLT	Radio Advertising	\$750.00
Wherry Machine and Welding, Inc	Outside Service	\$138.80
Wilcox Electric & Service, Inc	Electrical Work	\$162.90
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Total Operating		\$638,905.78

Capital Account

Cummins Crosspoint	Bus Repairs	\$38,275.91
Cummins Mid-States Power Inc.	Bus Repairs	\$97,872.18
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Total Capital		\$136,148.09
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Grand Total		\$775,053.87
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Statistics	Aug 2013					Aug 2012					% Change				
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour		Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour		Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	
Connect Transit	23,444	10,505	765	30.63		27,298	10,954	767	35.57		-14.1%	-4.1%	-0.3%	-13.9%	
Green A (2 buses)	18,788	9,992	786	23.91		18,723	10,049	788	23.76		0.3%	-0.6%	-0.3%	0.6%	
Red B (2 buses)	13,116	9,662	781	16.79		14,066	10,207	782	17.98		-6.8%	-5.3%	-0.2%	-6.6%	
Purple C (2 buses)	7,491	4,832	369	20.30		7,487	4,855	370	20.19		0.3%	-0.5%	-0.2%	0.5%	
Pink D (1 bus)	5,782	5,657	403	14.33		5,654	5,647	404	14.00		2.3%	0.2%	-0.1%	2.3%	
Blue E (1 bus)	10,348	11,049	814	12.71		10,542	11,070	816	12.92		-1.8%	-0.2%	-0.2%	-1.6%	
Brown F (2 buses)	17,114	11,046	802	21.33		19,004	10,862	804	23.63		-9.9%	1.5%	-0.2%	-9.7%	
Yellow G (2 buses)	16,118	10,692	799	20.17		17,518	10,827	801	21.86		-8.0%	-1.2%	0.0%	-7.8%	
Orange H (2 buses)	19,790	13,418	792	25.30		19,776	13,635	782	25.28		0.1%	-1.6%	0.0%	0.1%	
Lime I (2 buses)	2,520	7,421	393	6.41		2,265	10,106	394	5.75		11.3%	-26.6%	-0.3%	11.5%	
Teal J (1 bus)	7,994	6,368	403	19.84		8,037	6,444	403	19.93		-0.5%	-1.3%	-0.1%	-0.5%	
Aqua K (1 bus)	641	420	35	18.17		20	27	1	15.04		3105.0%	1438.5%	2552.6%	20.8%	
HCC Express (1 bus) (NCV/HS)	14,392	2,128	190	75.93		6,674	2,128	200	33.37		115.6%	0.0%	-5.1%	127.2%	
ISU Tri Towers (2 buses)	4,434	3,240	228	19.46		7,950	3,240	245	32.49		-44.2%	0.0%	-6.9%	-40.1%	
ISU College Station (2 buses)	3,095	3,095	240	12.91		3,125	3,298	240	13.03		-1.0%	-6.2%	0.0%	-1.0%	
Nite Ride (2 buses)	165,067	109,520	7,792	21.18		168,119	113,369	7,798	21.56		-1.8%	-3.4%	-0.1%	-1.7%	
Total Fixed Route	4,663	21,736	1,259	3.70		4,158	19,577	1,435	2.90		12.1%	11.0%	-12.3%	27.8%	
Demand Response	592	3,151	236	2.25		682	3,297	295	2.31		-22.0%	-4.4%	-20.0%	-2.5%	
Connect Mobility	5,195	24,887	1,495	3.47		4,840	22,874	1,730	2.80		7.3%	8.8%	-13.6%	24.2%	
Connect Late Night	170,262	134,407	9,287	18.33		172,959	136,243	9,528	18.15		-1.6%	-1.3%	-2.5%	1.0%	
Total Demand Response															
SYSTEM TOTALS															



Statistics

	FY14 YTD				FY13 YTD				% Change			
	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour	Customers	Revenue Miles	Revenue Hours	Boardings per Revenue Hour
Connect Transit												
Green A (2 buses)	45,130	20,407	1,504	30.00	51,070	20,746	1,508	33.87	-11.6%	-1.6%	-0.3%	-11.4%
Red B (2 buses)	33,952	19,610	1,544	21.98	33,702	19,294	1,542	21.85	0.7%	1.6%	0.1%	0.6%
Purple C (2 buses)	25,996	19,488	1,534	16.95	27,820	19,652	1,540	18.07	-6.6%	-0.8%	-0.4%	-6.2%
Pink D (1 bus)	13,377	9,506	725	18.45	12,754	9,348	729	17.50	4.9%	1.7%	-0.6%	5.5%
Blue E (1 bus)	11,003	11,095	792	13.89	10,587	10,876	790	13.40	3.9%	2.0%	0.3%	3.7%
Brown F (2 buses)	19,423	21,705	1,600	12.14	19,758	21,312	1,602	12.34	-1.7%	1.8%	-0.1%	-1.6%
Yellow G (2 buses)	32,924	21,466	1,577	20.88	35,908	20,888	1,578	22.76	-6.9%	2.7%	-0.1%	-8.2%
Orange H (2 buses)	30,966	21,110	1,570	19.72	32,586	20,836	1,577	20.67	-5.0%	1.3%	-0.4%	-4.6%
Lime I (2 buses)	38,155	26,262	1,536	24.85	37,458	26,260	1,537	24.37	1.9%	0.0%	-0.1%	2.0%
Teal J (1 bus)	4,885	16,973	773	6.32	4,444	19,456	784	5.67	9.9%	-12.8%	-1.4%	11.5%
Aqua K (1 bus) (NCWHS)	15,999	12,567	791	20.22	15,487	12,408	789	19.63	3.3%	1.3%	0.3%	3.0%
HCC Express (1 bus)	641	420	35	18.17	20	27	1	15.04	3105.0%	1438.5%	2552.6%	20.8%
ISU Tri Towers (2 buses)	14,392	2,128	190	75.83	6,674	2,128	200	33.37	115.6%	0.0%	-5.1%	127.2%
ISU College Station (2 buses)	4,434	3,240	228	19.46	7,950	3,240	245	32.49	-44.2%	0.0%	-6.9%	-40.1%
Nite Ride (2 buses)	3,095	3,095	240	12.91	3,125	3,298	240	13.03	-1.0%	-6.2%	0.0%	-1.0%
Total Fixed Route	294,372	209,072	14,639	20.11	299,343	208,779	14,661	20.42	-1.7%	-0.3%	-0.2%	-1.5%
Demand Response												
Connect Mobility	9,122	44,855	2,409	3.79	7,758	38,530	2,749	2.81	17.9%	16.7%	-12.4%	34.5%
Connect Late Night	1,093	6,071	481	2.27	1,264	5,639	597	2.12	-13.5%	7.7%	-19.4%	7.3%
Total Demand Response	10,215	51,026	2,890	3.53	9,002	44,169	3,346	2.69	13.5%	15.5%	-13.6%	31.4%
SYSTEM TOTALS	304,587	260,098	17,529	17.38	308,345	253,948	18,007	17.12	-1.2%	2.4%	-2.7%	1.5%



September 18, 2013

Board of Trustees

Subject: Recommendation for Uniform RFP 13-05

BACKGROUND

Staff has been working on new uniform colors and items since beginning of the year. We have been using the current uniform style and color since the 1980s. The uniforms are one of the last items that needed to complete the rebranding process. Before the RFP was issued five vendors were contacted regarding the upcoming Uniform RFP and were asked to submit a proposal including the current uniform vendor. Connect received one proposal for Minerva Promotions.

PROPOSED ACTION

Authorize the General Manager to execute a firm-fixed price per item contract with Minerva Promotions to not exceed the per item costs (attached) during the three year contract.

KEY FEATURES

All of the shirts, jackets, coats, and hats will be embroidered with the Connect logo. We have added new uniform items that employees can purchase such as a hat, knit cap, fleece jacket, and safety vest. The new uniform will be done in blue and green to reflect the rebranding color scheme.

BUDGET INFORMATION

Connect is contractually obligated to provide uniforms to employees per the collective bargaining agreement. The average price to outfit a driver with the current uniform is \$344.40 and the average price for the new uniform will be \$357.00. The uniform contract will be paid out of the operating budget for FY2014-2017.

Item	Color Options	Embroidery	S-XL	2XL	3XL	4XL
Men's Cargo Pant	Navy	N/A	\$37.00	\$39.00	\$41.00	\$43.00
Elastic Insert Pant	Navy	N/A	\$29.00	\$31.00	\$33.00	\$35.00
Women's Cargo Pant	True Royal	N/A	\$37.00	\$39.00	\$41.00	\$43.00
Men's S/S Polo Shirt	Lime	Left Chest embroidered logo	\$21.00	\$23.00	\$25.00	\$27.00
Women's S/S Polo Shirt	Lime	Left Chest embroidered logo	\$21.00	\$23.00	\$25.00	\$27.00
Men's L/S Polo Shirt	Royal Blue	Left Chest embroidered logo	\$28.00	\$30.00	\$32.00	\$34.00
Women's L/S Polo Shirt	Royal Blue	Left Chest embroidered logo	\$28.00	\$30.00	\$32.00	\$34.00
Jacket	Mediterranean Blue	Left Chest embroidered logo	\$31.00	\$33.00	\$35.00	\$37.00
Winter Coat	True Royal	Left Chest embroidered logo	\$58.00	\$60.00	\$62.00	\$64.00
Fleece Jacket	True Royal	Left Chest embroidered logo	\$34.00	\$36.00	\$38.00	\$40.00
Baseball Cap	Navy	Embroidered Logo on front	\$15.00	N/A	N/A	N/A
Skull Cap	Navy	Embroidered Logo on front	\$15.00	N/A	N/A	N/A
Knit Cap	Navy	Embroidered Logo on front	\$15.00	N/A	N/A	N/A
Safety Vest	Yellow/ Orange	N/A	\$32.00	\$34.00	\$36.00	\$38.00
Hooded Sweatshirt	Royal	Left Chest embroidered logo	\$31.00	\$33.00	\$35.00	\$37.00
Men's S/S Polo Shirt	White	Left Chest embroidered logo	\$21.00	\$23.00	\$25.00	\$27.00
Women's S/S Polo Shirt	White	Left Chest embroidered logo	\$21.00	\$23.00	\$25.00	\$27.00
Men's L/S Polo Shirt	Black	Left Chest embroidered logo	\$28.00	\$30.00	\$32.00	\$34.00
Women's L/S Polo Shirt	Black	Left Chest embroidered logo	\$28.00	\$30.00	\$32.00	\$34.00

Governing Board Resolution

Resolution authorizing submittal of the application dated September 24, 2013 for a Public Transportation Capital Assistance Grant under the Illinois Department of Transportation's general authority to make such Grants.

WHEREAS, The provision and improvement of public transportation facilities, rolling stock, equipment and services is essential to the development of safe, efficient, functional public transportation; and

WHEREAS, The Illinois Department of Transportation has the authority to make such Grants and makes funds available to offset eligible capital costs required for providing and improving public transportation facilities, rolling stock, equipment and services; and

WHEREAS, Grants for said funds will impose certain obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE BLOOMINGTON-NORMAL PUBLIC TRANSIT SYSTEM (hereinafter Connect Transit) :

Section 1. That an application be made to the Division of Public & Intermodal Transportation, Department of Transportation, State of Illinois (The Department), for a financial assistance grant under the Illinois Department of Transportation's general authority to make such Grants, for the purpose of offsetting eligible public transportation capital costs of Connect Transit.

Section 2. That Andrew Johnson of Connect Transit is hereby authorized and directed to sign and submit such application on behalf of the Connect Transit.

Section 3. That Andrew Johnson of Connect Transit is authorized to furnish such additional information as may be required by the Department in connection with the aforementioned application for said Grant.

Section 4. That Andrew Johnson of Connect Transit is hereby authorized and directed to execute on behalf of Connect Transit the Grant Agreement or subsequent Grant Agreement Amendments resulting from aforementioned application.

Section 5. That Andrew Johnson of Connect Transit is hereby authorized and directed to sign such documents as may be required by the Department to request payment for the project funding authorized under aforementioned Grant Agreement.

PRESENT and ADOPTED the _____ 24th _____ day of _____ September _____, 20 13 _____

Signature of Official

ATTEST:

Signature

Title

Title

Connect Transit
351 Wylie Drive
Normal, Illinois

Sept. 10, 2013

RECEIVED SEP 14 2013

Greetings:
My name is _____

I live at Anglers Manor on So. Merceus in Bloomington.

For many years, our residents here have enjoyed the fine service of your (City Transit) "Connect Transit" bus rides, and in particular, we were grateful for the Purple bus that regularly drove in to our circular driveway, to pick up riders at our front entryway. This was especially handy for those of us "elderly folks" who walk with canes or walkers, or even depend on wheel chairs to get around.

Now, of course, we're required to wait at curbside for our Teal bus, braving the elements while we lean on our canes or other such supports, for a bus that may or may not arrive on schedule.

Our plea to you is this: could the Teal bus drivers drive up to our front door, OR, would you consider building a shelter (with bench) at curbside, so we can avoid the stress of waiting out in the open for our intended bus?

Needless to say, we would much prefer that the drivers pick us up at our front door! Please reply, (and thank you).

Respectfully,

(phone _____)

September 19, 2013

← [Light the Night 2013](#)

How To Use the Bus Bike Rack in 10 Steps

Posted on [September 16, 2013](#) by [Amy Snyder](#)

Last Thursday, September 12 was the sixth annual [Light the Night](#) bike light distribution event. This year, MTD tried something different. We were inspired by [Connect Transit](#) (photos) and their participation in [Uptown Normal](#)'s first-ever Light the Night.



The bike rack demonstrations were in high demand at Light the Night on September 12, 2013.

Connect Transit made a bus and bike rack available for cyclists to practice loading and unloading. So, we did too!

We parked a 30-foot hybrid on Illinois Street, adjacent to the bike light install location near the Hallene Gateway. Cyclists saw our large sign and rolled over in a steady stream.

Numerous cyclists confessed never using the bike racks. They worried they wouldn't be able to figure it out and would end up delaying service. We assured them that the use of the bike racks is a part of our service!

After watching over 50 cyclists learn how to use the bike rack by mostly reading the instructions (with a few pointers from MTD staff), we can

confidently declare that it is indeed *easier than it looks* and *totally doable*.

Jane Sullivan, MTD's Sustainability and Transportation Planner, helped cyclists navigate the bike rack. "The ability to connect public transit and cycling trips is an element of MTD service that is particularly valuable. The more people who are comfortable and confident in using the MTD bike racks, the more people benefit from that value!"

If you missed Light the Night, and the summer public outreach events (where we also offer bike rack demonstrations!), here's a step-by-step guide taken from page 11 of our 2013-2014 Maps & Schedules Book.

Getting Ready

Before the bus arrives, remove anything that may fall off. If the bike rack is full (the two slots are occupied), please wait for the next available bus. Do not attempt to bring your bike inside the bus, unless it is a folding bike (instructions at bottom).

For safety and security reasons, the operator cannot leave the bus to assist with the loading and unloading of bicycles. But it's OK because you can do this!

Getting On

For your safety, load from the curb side. Avoid approaching the bus from the street side when loading your bike because of surrounding traffic. Make eye contact with the operator so he/she knows you're stepping in front of the bus to use the rack.

1. Lower the carrier rack with one hand while holding your bike with the other hand. Grasp the handle, squeeze, and pull forward until the rack is completely lowered.
2. After lowering the rack, lift your bike into the wheel well. If yours is the first bike, put it in the position nearest the bus, handlebars toward the curb. If yours is the second bike, your handlebars will point toward the street.

3. Swing the arm up and over the front tire of the bike. Bring it as close as possible to the frame of your bike. A strong spring pulls the arm down onto the tire and holds the bike securely.



Step 1: Squeeze the handle and lower.

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4. After securing the locking arm over the tire, board the bus and sit as close to the front as possible, to keep your bike in view.

Getting Off

5. Exit the front door and let the operator know you will be removing your bike from the rack.

6. Always unload your bike from the curb side to keep out of harm's way.

Step 3: Swing the support arm up and over.

7. Raise the support arm up, over, and off the tire.

8. Lift your bike out of the rack.

9. Squeeze the handle and lift to return the rack to its upright position.

10. Finally, move quickly away from the bus to the curb and let the operator know it is safe to leave. A friendly wave or a head nod will do just fine.



Step 7: Raise the support arm up, over, and off the tire.

For University of Illinois students who are not in the area during the summer, what other events can we bring an MTD vehicle to offer bike rack demonstrations? Send us an invite!

See more pictures from the event on our [Flickr page](#).

Folding Bikes

A folding bicycle has a frame that folds and two wheels that come together. You must fold the bicycle prior to boarding and make certain it does not block the aisle or doors. Finally, cyclists are responsible for their own bicycle and all actions, injuries, losses, and/or damages related to their bicycle on MTD vehicles.

Twitter icon, Email icon, Facebook icon, LinkedIn icon, Print icon, RSS icon, Facebook icon, YouTube icon, and a "Share/Bookmark" link.



About Amy Snyder

Amy Snyder is the Communications Specialist at the Champaign-Urbana Mass Transit District. She writes and manages content for this blog, The Inside Lane, as well as the social media pages for CUMTD.

[View all posts by Amy Snyder](#) →

This entry was posted in [Between the Lines](#), [Just for Fun](#) and tagged [bikes](#), [bus bike rack](#), [Champaign-Urbana Mass Transit District](#), [CUMTD](#), [Light the Night](#), [MTD](#). Bookmark the [permalink](#).

← [Light the Night 2013](#)

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Transit seeks financial stability

By Rachel Wells
rwells@pantagraph.com

BLOOMINGTON — Due to record numbers of passengers, Connect Transit had a good year for its buses' fare boxes, but the 15 percent increase in revenue from riders last fiscal year does little to give the agency a solid financial future.

In addition to \$1.4 million from bus fares, the Twin Cities'

READ MORE

▷ McLean County doesn't plan to seek sales tax referendum

Page A2

public bus system will rely on more than \$8.4 million in state and federal tax revenues to operate this fiscal year.

"That model isn't going to be sustainable," said General Man-

ager Andrew Johnson, noting uncertainty at both the state and federal levels.

As a result, Connect Transit is looking at ways to increase local funding and a potential increase in Bloomington-Normal's sales tax is on the table — if only because several other community organizations are eyeing the same revenue source.

A community group is asking
SEE TRANSIT / PAGE A2

TRANSIT

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for a quarter percent hike in the sales tax to pay the \$32 million price of new soccer fields and a proposed community center, while McLean County schools are looking at a 1 percent hike for school facilities.

Johnson said Connect Transit won't necessarily try for a sales tax increase and it hasn't reached any conclusions about the best way to enhance local revenue, but it does need to be part of any conversations about raising taxes.

"What we're trying to do is raise awareness. Yes, we're going to need local funding," Johnson said. He said Connect Transit doesn't want to be "victims of being last in line."

Should other sales tax efforts succeed in the community, the rate — currently at 7.75 percent — could max out, and Connect Transit wants to respect other groups' needs, Johnson said. "We have to have some local funding eventually, but at the same time we're not planning on doing that at the expense of any other entities in the government area," he said.

Connect Transit this fiscal year also will receive a total of \$910,812 from Bloomington and Normal governments, but for capital costs only.

Johnson said Connect Transit is appreciative of the current level of assistance from the state — about \$6.4 million this fiscal year — but doesn't expect past funding levels to last, and the federal funding mechanism for transit agencies expires in about a year.

Until Congress approves a long-term plan "uncer-

tainty exists and when you have uncertainty about financial matters it means you can't plan and you can't move forward," said Virginia Miller, spokesperson for the American Public Transportation Association.

That could be problematic for any agency, including Connect Transit, as transportation preferences shift toward public transit rather than owning a car due to increased gas prices, lifestyle changes due to mobile technology and increased environmental awareness, she said.

While raising a sales tax to boost local funding is attractive because the burden is borne by visitors as well as local residents, Johnson said it can be volatile and the public isn't keen on a government agency "stockpiling cash" for lean years.

In addition to sales tax as a local funding option, Connect Transit also could look at creating a special district with authority to levy a property tax, or charging fees for automobile stickers — both options a local study group suggested examining earlier this year.

In the meantime, Connect Transit is looking beyond taxes and fees. The system plans to hire a business development manager who, among other duties, will help establish more partnerships with local businesses to encourage employees to take the bus.

"We think there's a lot of untapped potential out there," said Johnson, adding Connect Transit will never be able to pay for itself through fares alone.

"We don't portray ourselves as a social service, but there's an aspect of that to public transit," he said.

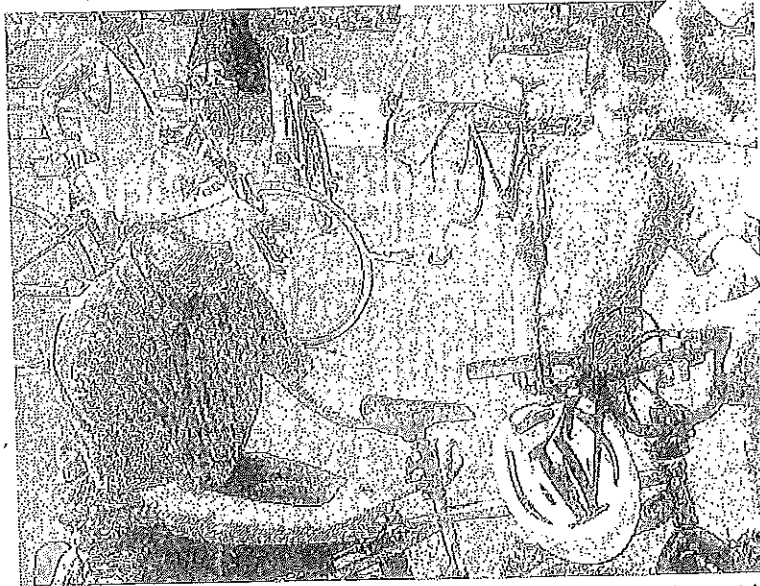
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Friday, Sept. 13, 2013

20. See more about the game inside.

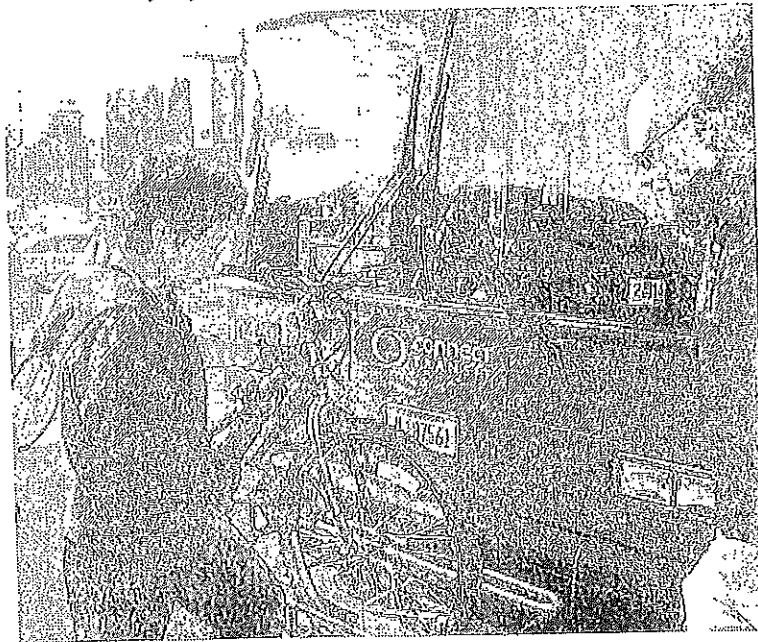
Photo by Alan Look

Uptown Normal hosts 'Light the Night' event



The Town of Normal had its Inaugural "Light The Night" event in Uptown Normal on Thursday, Sept. 5 in the Trail East Parking Lot, the corner of Constitution Blvd. and College Ave. Any bike without lights received one of 500 LED front and rear lights. The event, was sponsored by the Town of Normal, Connect Transit, Good To Go, Bike BloNo, and Uptown Partners. Although the giveaway was scheduled to run from 4 to 8 p.m., the bike lights available were gone in the event's first 90 minutes. Here, volunteer Bob Blick attaches a rear light to a bike owned by 7-year-old Billy Flood.

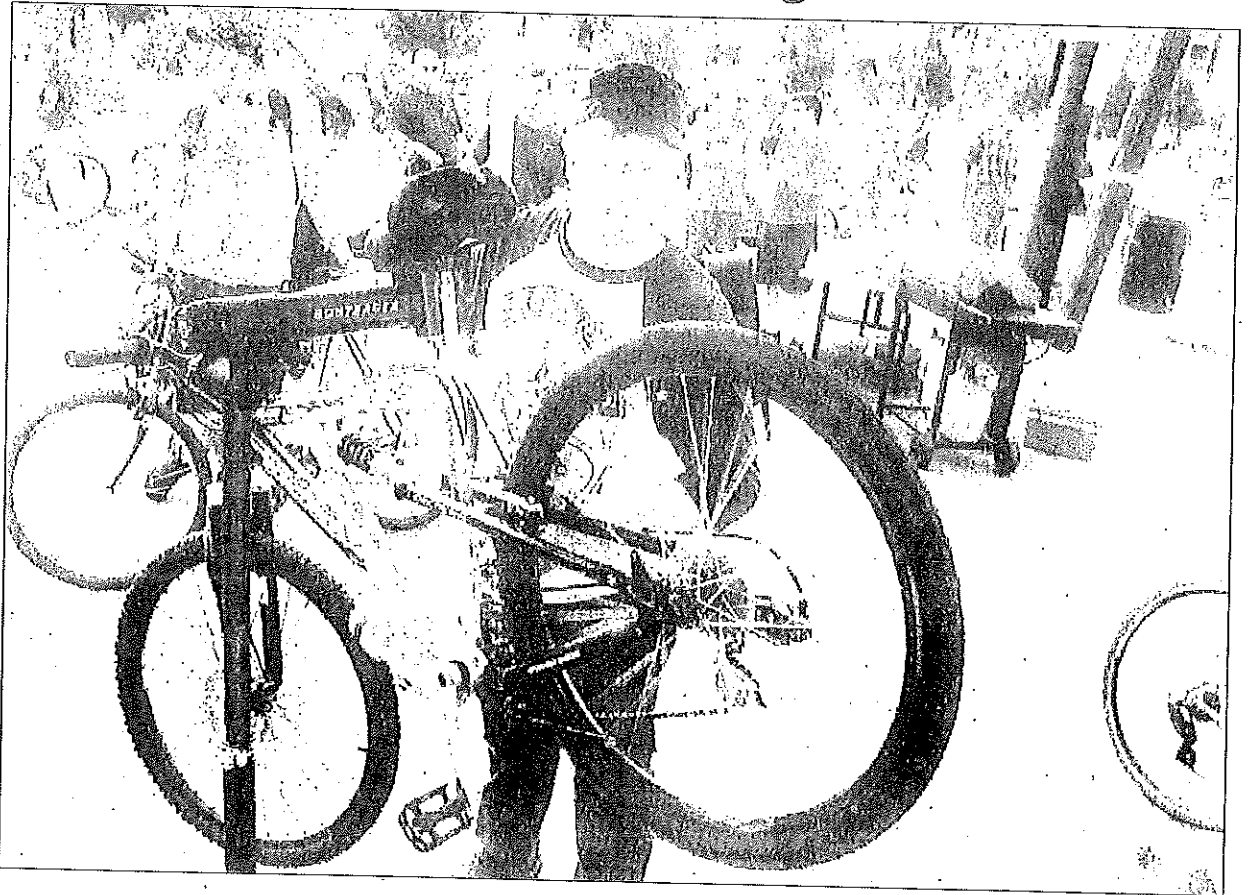
Photo by Steve Robinson



As part of the inaugural "Light The Night" event on Sept. 5, Connect Transit had a bus available to find out the proper way to hook a bike up to a city bus, making getting from different parts of town easier. Here, Christine Tsui double-checks the proper way bikes should be placed on buses with the guidance of Mike McCurdy, Connect Transit Board member.

Photo by Steve Robinson

Liking their biking



The Pantagraph/CARLOS T. MIRANDA

Chris Wille, a mechanic with Vitesse Cycle Shop, checks a bike Thursday during Light the Night in Uptown Circle. Five hundred free lights were distributed within the first hour of the event, which also featured other bike-related demonstrations and give-aways.

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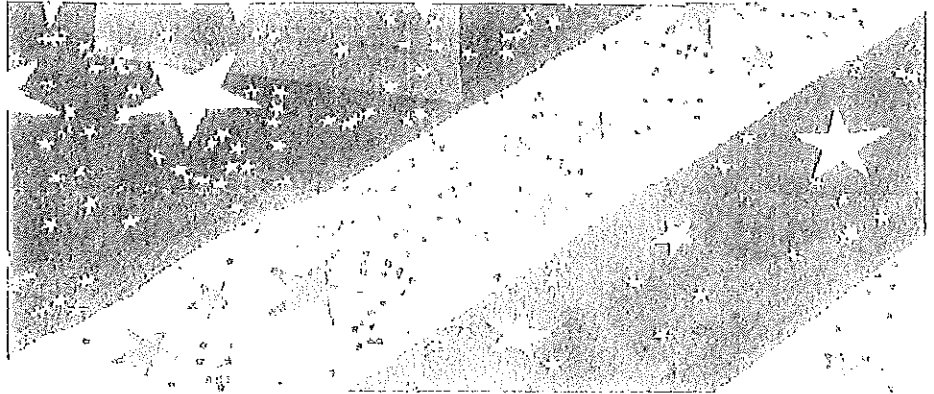
Publishing the human side of the news of the Normal community.

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Labor Day Parade 2013



Many area unions, including the bus drivers, marched in the 2013 Labor Day Parade in Bloomington Monday.



Employee Salutes

Connect Transit reflects community

Every job has its stress points. But it is how that job is viewed and what spirit motivates the attitude.

In being a Connect Transit employee, I view our company as part of an ambassadorship of this community. Many people who are new to Bloomington-Normal can tell a lot about our community when they experience a Connect Transit bus ride. I believe we have a great relationship with our employer and coworkers.

Roderick Hughes
Bloomington

CONNECT
TRANSIT

THE VIDELETTE

ILLINOIS STATE UNIVERSITY'S NEWS SOURCE SINCE 1888

Uptown Normal prepares bicyclists to Light the Night

TYRIANNA JONES
Staff Writer

Avid bicyclists are urged to mark their calendars for the Light the Night event on September 5 located on College Avenue and Constitution Trail Boulevard in the Trail East parking lot.

The first 500 people to arrive will receive a free LED bicycle light kit and installation by volunteers.

"I see a lot more bikes this year," sophomore Giovannina Peconio said.

"If students are riding their bikes at night then having the

lights will be safer and cars can see them."

The event will also feature bike repair classes, tune-ups and other bicycle education venues.

Connect Transit will be teaching riders how to load and unload bikes from a bus correctly.

"I think the location is good," Sabrina Kay, sophomore elementary education major, said. "Students who need their bikes fixed won't have to go far to get it done and can go right to Uptown."

There will be food, music and other giveaways while the classes and light installations are in progress.

The League of Illinois Bicyclists is giving away free yogurt to those who come and take a quiz. Other venues, such as Connect Transit, will also be giving away prizes.

"College kids love free stuff," Kay explained. "And it's good

free stuff."

Light the Night is more than just a huge day of giveaways. The main purpose is to educate community members about bicycle safety as the town starts thinking of a bigger bike plan.

"Having this event shows college kids that Normal cares about other forms of transportation," Kay said. "They are promoting a more eco-friendly way to get around town."

Companies such as Uptown Partners, Connect Transit, Good to Go and Bike BioNo are partnering with the Town of Normal for Light the Night.

All bike riders, both experienced and new, are encouraged to come out on September 5 and get educated on both bicycle safety and other interesting tips.

Participants are reminded to plan ahead for this event and remember to always practice proper bicycle safety.

