



AGENDA

Meeting of the Connect Transit Board of Trustees

October 28, 2014

4:30 P.M.

Board Room

Connect Transit Operations Facility
351 Wylie Drive, Normal, IL 61761

- A. Call to Order
- B. Roll Call
- C. Public Comments
- D. Consent Agenda
 - 1. Approval of Minutes of Previous Meeting of September 23, 2014
 - 2. Disbursements for Month of October, 2014
 - 3. Financial Report for Month of September, 2014
 - 4. Capital and Self Insurance Reserve Fund Balances for month of September, 2014
 - 5. Monthly Statistical Report for month of September, 2014
 - 6. First Quarter FY 15 Statistical Report
- E. Old Business
- F. General Manager's Report
- G. New Business
 - 1. Fixed Stop Locations – Presentation
 - 2. Executive Session –
 - 5 ILCS 120/(c)(21) – Review of Closed Session Minutes
 - 5 ILCS 120/(c)(11) – Pending Litigation
 - 5 ILCS 120/2(c)(1) – Personnel Matters
 - 3. Approval of any actions resulting from the Executive Session
 - 4. Performance Review and Compensation for the General Manager
- H. Trustee's Comments
- I. Adjournment



September 2014

Financial and Statistical Reports

Disbursements to be Approved
October 28, 2014

Payee	Goods Purchased	Amount
4Imprint	Advertising - Promotions	\$ 562.75
A.T.U. - C.O.P.E.	Payroll Deduction	\$ 189.09
ABC Bus Companies	Bus Parts	\$ 4,511.16
Advocate Medical Group	Drug Testing	\$ 312.00
Airgas USA, LLC	Welding Supplies	\$ 257.54
Alex Moonan	Uniform Reimbursement	\$ 143.14
Ally	Car Lease	\$ 164.00
AlphaCard	Office Supplies	\$ 114.35
Amalgamated Transit Union Local 752	Payroll Deduction	\$ 5,500.75
AmerenIP	Electric Charges	\$ 700.58
Amsterdam	Advertising - Promotions	\$ 2,451.59
Ancel, Glink, Diamond, Bush, DiCianni	Legal Service	\$ 100.00
Ann Terrian	Uniform Reimbursement	\$ 64.64
Assurance Agency, Ltd.	Insurance	\$ 88,904.00
Barker Motor Co.	Bus Parts	\$ 1,383.12
Bill's Key and Lock	Locks & Keys	\$ 4.26
BlueLine Rental	Equipment Rental	\$ 637.50
Bob Hawthorne	Uniform Reimbursement	\$ 52.00
Brinks US	Armored Services	\$ 784.21
Cavalry Portfolio Services, LLC	Payroll Deduction	\$ 606.26
CDS Office Technologies	Office Supplies	\$ 148.08
Central Illinois Regional Broadband Netw	Internet	\$ 347.84
Central Illinois Trucks Inc.	Bus Parts	\$ 92.46
City of Bloomington	Utilites	\$ 960.67
Clark Baird Smith, LLP	Legal Service	\$ 1,316.25
CliftonLarsonAllen LLP	Audit Services	\$ 2,500.00
Comcast Cable	Internet	\$ 402.85
Corn Belt Energy Corp.	Utilites	\$ 9,744.39
Costco Wholesale #1126	Flu Shots	\$ 329.78
Cummins Crosspoint	Bus Parts	\$ 9,511.95
Dennison Corporation	Outside Repair	\$ 4,936.76
Dish Network	Television Service	\$ 60.00
Don Owen Tire Service, Inc.	Bus Parts	\$ 335.00
Duane Schoolman	Uniform Reimbursement	\$ 44.00
Eagle Automotive	Bus Parts	\$ 23.09
Ecolane USA, Inc.	Annual Fee, Text Messages	\$ 19,924.00
Economic Development Council	Conference	\$ 25.00
Evergreen FS	Fuel	\$ 164,769.49
Fastenal Company	Bus Parts	\$ 1,984.33
Fleet-Net Corporation	Software & Tech Support	\$ 1,555.00
Four Seasons Association	Payroll Deduction	\$ 880.00
Frontier	Telephone	\$ 1,944.07

G&K Services	Cleaning Uniforms & Rugs	\$	1,511.88
Garber Heating & A/C	Furnace Maintenance	\$	423.74
GE Capital C/O Ricoh USA Program	Copiers	\$	1,032.00
Gillig LLC	Bus Parts	\$	16,405.42
Great Plains Media	Radio Advertising	\$	6,788.00
Health Alliance Medical Plans	Insurance	\$	77,454.00
Henson Disposal	Garage Overhead	\$	164.50
Heritage Machine & Welding, Inc.	Bus Parts	\$	178.96
ICMA Retirement Trust - 457	Pension Plan	\$	52,119.07
Idaho Child Support Receipting	Payroll Deduction	\$	285.00
Ignacio Barrientos	Uniform Reimbursement	\$	30.00
Illini Fire Equipment	Equipment	\$	86.25
Illinois Cooperative Association	Tech Service	\$	100.00
Illinois Department of Revenue	Payroll Deduction	\$	30,282.82
Illinois Oil Marketing Equipment, Inc.	Maintenance	\$	400.00
Illinois State Disbursement Unit	Payroll Deduction	\$	2,561.16
IWIN	Employee Physicals	\$	94.00
Jenifer Clark	Expense Reimbursement	\$	94.54
John H. Germeraad, Trustee	Payroll Deduction	\$	1,440.00
Jonathan Teske	Uniform Reimbursement	\$	203.79
Jonathon Teske	Insurance Reimbursement	\$	80.77
Joupperi Design	Decals	\$	928.44
Kathleen Cooley	Uniform Reimbursement	\$	70.75
Keith Farris	Uniform Reimbursement	\$	135.94
KOI Computers	Computer Supplies	\$	149.00
Lincoln National Life Insurance Co.	Dental Insurance	\$	3,202.87
Luminator	Bus Parts	\$	28.67
McLean County Chamber of Commerce	Comm U Tailgater	\$	350.00
MCS Office Technologies	Web Site Hosting	\$	70.00
Michelin North America, Inc	Tires	\$	13,006.22
Midwest Transit Equipment, Inc.	Bus Parts	\$	916.49
Miller Janitor Supply	Maintenance Supplies	\$	1,506.95
Minerva Promotions	Uniforms	\$	4,356.37
Mutual of Omaha	Life, AD&D,STD & LTD	\$	7,906.34
Nicor Gas	Utilites	\$	43.35
NMHG Financial Services	Sweeper Lease	\$	1,667.94
Oberlander Alarm Systems, Inc.	Security Alarm Serv Fee	\$	197.00
Orkin Pest Control	Pest Control	\$	531.00
Paige Williams	Expense Reimbursement	\$	308.20
Pantagraph	Employment Advertising	\$	1,661.00
Payroll - Net		\$	310,850.16
Petty Cash	Reimbursement	\$	28.00
Phil Zehr	Reimbursement	\$	60.34
Piercy Auto Body	Bus Repair	\$	751.90
Pinnacle Door	Door Repair	\$	1,938.99
Pixelpushers, Inc	Website	\$	33,588.00
Premier Print Group	Riders Guides	\$	2,875.00

REI	Security Cameras	\$	1,418.51
Rilco, Inc.	Oil, Anitfreeze	\$	3,286.80
Safetylane Equipment Corp.	Bus Repair	\$	1,101.30
Southtown Wrecker Service, Inc.,	Towing	\$	632.50
Staples	Office Supplies	\$	338.84
Tech Electronics	Telephone Licenses	\$	958.08
TeVuert Auto Electric, Inc.	Bus Parts	\$	1,101.21
Thalia Klunick	Uniform Reimbursement	\$	135.20
The Copy Shop	Printing	\$	96.00
Thermo King Quad Cities, Inc.	Bus Parts	\$	3,000.00
Think Graphic Design	Graphic Design Service	\$	439.17
Town of Normal	Light the Night	\$	1,920.00
Town of Normal	Utilites	\$	9.20
Truck Centers, Inc.	Bus Parts	\$	4,864.23
Twin City Electric	Electric / HVAC	\$	2,471.30
U.S. Postal Service	Stamps	\$	98.00
Verizon Wireless	Mobile Data Terminals for SS	\$	619.39
Visa - Commerce Bank	Travel & Meetings	\$	2,091.98
Visa - Commerce Bank	Computer repair	\$	52.46
Visa - Commerce Bank	Safety/Training	\$	304.61
Visa - Commerce Bank	Advertising Employment	\$	52.54
Visa - Commerce Bank	Advertising-Promotions	\$	283.50
Visa - Commerce Bank	Shipping	\$	149.66
Visa - Commerce Bank	Building Maintenance	\$	2,156.10
Visa - Commerce Bank	Miscellaneous Exp	\$	15.09
VSP Of Illinois	Vision Insurance	\$	531.20
Wayne Printing	Printing	\$	2,929.95
Weed Man	Lawn Care	\$	2,227.68
Wherry Machine and Wellding, Inc	Tool Repair	\$	225.00
Wilcox Electric & Service, Inc	Electrical Work	\$	955.00
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Total		\$	<u>942,607.27</u>

Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2015 Period 3

Division: 98 Operating Profit/Loss

As of: 09/30/2014

	Jul-2014 Thru Sep-2014		Approved Budget
	September - 2014	Year To Date	
Operating Revenue			
Passenger Fares	\$71,776.63	\$206,872.19	\$790,000.00
ISU Contract Fare	\$41,250.00	\$123,750.00	\$495,000.00
Other Contract Fares	\$11,054.17	\$33,162.49	\$135,000.00
Advertising Revenue	\$4,630.00	\$4,630.00	\$45,000.00
Miscellaneous Revenue	\$416.50	\$1,188.24	\$21,650.00
Total Operating Revenue	\$129,127.30	\$369,602.92	\$1,486,650.00
Operating Expenses			
Operators Wages	\$358,398.53	\$1,033,364.71	\$4,250,500.00
Maintenance Wages	\$67,909.51	\$205,168.22	\$977,500.00
Administration Wages	\$58,741.64	\$178,158.65	\$932,500.00
Employer Payroll Tax Expense	\$36,247.94	\$106,124.79	\$496,410.00
Retirement Plan	\$15,761.75	\$50,293.34	\$282,000.00
Group Insurance	\$73,194.40	\$225,462.05	\$931,440.00
Uniform Expense	\$5,358.97	\$17,029.41	\$28,200.00
Professional Services	\$2,968.75	\$19,746.25	\$98,600.00
Outside Repair-Labor	\$11,570.42	\$23,687.07	\$63,400.00
Contract Maintenance Services	\$9,565.56	\$20,374.67	\$104,760.00
Custodial Services	\$695.50	\$1,351.00	\$5,300.00
Employee Recruiting/Testing/Temp Help	\$1,888.54	\$4,737.24	\$20,975.00
Fuel	\$98,936.33	\$288,286.61	\$1,260,148.00
Lubricants	\$1,207.78	\$2,839.43	\$20,000.00
Tires	\$6,715.20	\$18,978.24	\$93,667.00
Bus Repair Parts	\$16,917.34	\$39,005.33	\$110,000.00
Other Materials & Supplies	\$2,033.39	\$9,135.27	\$56,000.00
Shelters/Signs/Shop Tools	\$319.16	\$1,577.15	\$35,300.00
Computer and Office Supplies	\$6,542.98	\$24,008.07	\$120,000.00
Utilities	\$9,190.17	\$25,309.60	\$110,200.00
Corporate Insurance	\$17,579.16	\$52,886.85	\$243,800.00
Dues/Subscriptions/Fees	(\$1,175.00)	\$9,749.60	\$34,300.00
Printing/Marketing/Training	\$49,452.35	\$96,849.81	\$229,000.00
Total Operating Expenses	\$850,020.37	\$2,454,123.36	\$10,504,000.00
Operating Assistance			
Operating Deficit	(\$720,893.07)	(\$2,084,520.44)	(\$9,017,350.00)
Illinois Downstate Operating Assistance	\$552,513.00	\$1,594,074.00	\$6,827,600.00
FTA 5307 Operating Assistance	\$164,576.00	\$477,074.00	\$2,189,750.00
Total Operating Assistance	\$717,089.00	\$2,071,148.00	\$9,017,350.00

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

<u>Self-Insurance Fund:</u>	<u>The Illinois Funds- Cash Balance</u>	
09/01/14	Beginning Balance	\$ 106,848.77
09/30/14	Additions - Interest Income	\$ 1.17
09/30/14	Ending Balance	<u>\$ 106,849.94</u>

<u>Local Capital Reserve:</u>	<u>The Illinois Funds- Cash Balance</u>	
09/01/14	Beginning Balance	\$ 2,086.88
09/30/14	Additions - Interest Income	\$ 0.02
09/30/14	Ending Balance	<u>\$ 2,086.90</u>

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
09/01/14	Beginning Balance	\$ 3,001,348.54
09/03/14	Gillig - transmission	\$ (8,990.54)
09/04/14	Deposit - Bloomington	\$ 47,085.71
09/12/14	PJ Hoerr - generator	\$ (36,768.00)
09/18/14	Deposit - Normal	\$ 32,611.04
09/25/14	Deposit - Bloomington	\$ 47,085.71
09/30/14	Additions - Interest Income	\$ 399.30
09/30/14	Ending Balance	<u>\$ 3,082,771.76</u>

<u>FTA & IDOT Capital</u>	<u>The Illinois Funds- Cash Balance</u>	
09/01/14	Beginning Balance	\$ 43,599.08
09/30/14	Additions - Interest Income	\$ 0.48
09/30/14	Ending Balance	<u>\$ 43,599.56</u>

Total Reserve Capital Account \$ 3,128,458.22

Breakdown of the Local Capital Reserve Fund- Cash Balance:

Local Capital #1	Local Capital #2
<u>\$ 43,599.56</u>	<u>\$ 3,084,858.66</u>

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

	<u>FY15 Received</u> <u>9/30/2014</u>	<u>FY15 Receivable</u> <u>9/30/2014</u>
Bloomington	\$ 145,322.53	\$ -
Normal	\$ 103,120.26	\$ -
Total YTD	<u>\$ 248,442.79</u>	<u>\$ -</u>

Local Capital Reserve Fund Balance - Account Value

09/30/14	Cash Balance	\$ 3,128,458.22
09/30/14	Loans to Operating	\$ 2,980,249.22
09/30/14	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
09/30/14	Ending Balance	<u>\$ 6,068,707.44</u>
Local Capital #1	Local Capital #2	
<u>\$ 3,599.56</u>	<u>\$ 6,065,107.88</u>	



Statistics	Sept 2014					Sept 2013					% 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)	32,646	9,846	710	45.98		31,830	9,448	681	46.74		2.6%	4.2%	4.3%	-1.6%	
Red B (2 buses)	28,727	9,277	729	35.29		25,944	8,900	699	37.12		-0.8%	4.2%	4.3%	-4.9%	
Purple C (2 buses)	16,072	8,707	724	22.20		16,430	8,364	695	23.64		-2.2%	4.1%	4.2%	-6.1%	
Pink D (1 bus)	9,859	4,475	342	28.83		8,580	4,292	328	26.16		14.9%	4.3%	4.3%	10.2%	
Blue E (1 bus)	7,498	5,242	374	20.05		7,451	5,032	359	20.75		0.6%	4.2%	4.2%	-3.4%	
Brown F (2 buses)	12,456	10,256	755	16.50		12,643	9,836	725	17.44		-1.5%	4.3%	4.1%	-5.4%	
Yellow G (2 buses)	21,994	10,356	744	29.56		22,197	9,936	714	31.09		-0.9%	4.2%	4.2%	-4.9%	
Orange H (2 buses)	19,792	9,919	741	26.71		21,396	9,492	711	30.09		-7.5%	4.5%	4.2%	-11.2%	
Lime I (2 buses)	24,655	12,450	724	34.05		24,754	11,952	695	35.62		-0.4%	4.2%	4.2%	-4.4%	
Teal J (1 bus)	5,448	5,731	338	16.12		4,687	5,500	325	14.42		16.2%	4.2%	4.0%	11.8%	
Aqua K (1 bus)	11,112	5,864	373	29.79		12,562	5,628	358	35.09		-11.5%	4.2%	4.2%	-15.1%	
Heartland Exp (1 bus)	1,911	588	93	20.55		1,389	560	88	15.78		37.6%	5.0%	5.7%	30.2%	
ISU Tri Towers (2 buses)	59,367	4,469	420	141.35		31,710	4,256	400	79.28		87.2%	5.0%	5.0%	78.3%	
ISU College Station (2 buses)	11,718	6,807	514	22.80		8,634	6,480	489	17.66		35.7%	5.0%	5.1%	29.1%	
Nite Ride (3 buses)	9,368	5,736	430	21.79		6,476	5,796	434	14.92		44.7%	-1.0%	-0.9%	46.0%	
Total Fixed Route	269,623	109,723	8,011	33.66		236,683	105,472	7,701	30.73		13.9%	4.0%	4.0%	9.5%	
Demand Response															
Connect Mobility	5,735	25,129	2,072	2.77		4,657	21,432	1,692	2.75		23.1%	17.2%	22.5%	0.6%	
Connect Late Night	549	3,192	204	2.69		583	2,989	190	3.07		-5.8%	6.8%	7.4%	-12.3%	
Total Demand Response	6,284	28,321	2,276	2.76		5,240	24,421	1,882	2.78		19.9%	16.0%	20.9%	-0.8%	
SYSTEM TOTALS	275,907	138,044	10,287	26.82		241,923	129,893	9,583	25.25		14.0%	6.3%	7.3%	6.2%	



Metrics

Month: **Sept 2014**

	Target	FY2015	FY2014	% Change
Effectiveness				
Total Boardings per Revenue Hour	15.0	26.8	25.2	6.2%
Total Boardings per Capita	1.0	2.1	1.9	14.0%
Total Boardings per Revenue Mile	1.0	2.0	1.9	7.3%
Safety				
Total Preventable Accidents (Fixed Route and Demand Response)	0.0	3	2	50.0%
Preventable Accidents per 100,000 Miles	0.0	4	3	59.4%
Efficiency				
Farebox Recovery Ratio	13.3%	14.6%	16.3%	-10.6%
Average Fare	\$ 0.68	\$ 0.45	\$ 0.49	-8.0%
Cost per Revenue Hour	\$ 74.22	\$ 82.63	\$ 75.60	9.3%
Cost per Customer	\$ 5.10	\$ 3.08	\$ 2.99	2.9%
Operating Assistance Investment per Customer	\$ 4.42	\$ 2.63	\$ 2.51	5.0%
Base Statistics for Calculations				
Total Customers		275,907	241,923	14.0%
Total Revenue Hours		10,287	9,583	7.3%
Total Revenue Miles		138,044	129,893	6.3%
Total Bloomington-Normal Population (per the 2010 US Census)		129,107	129,107	0.0%
Total Operating Expense		\$ 850,020.00	\$ 724,478.00	17.3%
Total Operating Revenue (includes all directly-generated revenue such as Universal Access)		\$ 124,081.00	\$ 118,244.00	4.9%

Analysis & Interpretation

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Statistics	FY15 July - September 2014					FY14 July - September 2013					% 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)	96,457	30,308	2,186	44.13		106,310	29,855	2,185	48.65		-9.3%	1.5%	0.0%	-9.3%	
Red B (2 buses)	70,740	28,602	2,243	31.53		65,783	28,510	2,243	29.32		7.5%	0.3%	0.0%	7.5%	
Purple C (2 buses)	48,962	26,824	2,229	21.97		51,965	27,852	2,229	23.31		-5.8%	-3.7%	0.0%	-5.8%	
Pink D (1 bus)	29,439	13,791	1,053	27.95		26,603	13,798	1,053	25.26		10.7%	-0.1%	0.0%	10.6%	
Blue E (1 bus)	22,573	16,144	1,151	19.60		22,929	16,127	1,151	19.92		-1.6%	0.1%	0.0%	-1.6%	
Brown F (2 buses)	37,990	31,570	2,325	16.34		38,166	31,541	2,325	16.42		-0.5%	0.1%	0.0%	-0.5%	
Yellow G (2 buses)	66,043	31,929	2,290	28.83		63,520	31,402	2,291	27.73		4.0%	1.7%	0.0%	4.0%	
Orange H (2 buses)	59,966	30,476	2,281	26.29		61,055	30,602	2,281	26.76		-1.8%	-0.4%	0.0%	-1.8%	
Lime I (2 buses)	71,904	38,576	2,230	32.24		60,085	38,214	2,231	25.94		19.7%	0.9%	0.0%	19.7%	
Teal J (1 bus)	16,432	17,644	1,041	15.78		12,265	22,473	1,080	11.36		34.0%	-21.5%	-3.6%	38.9%	
Aqua K (1 bus)	33,791	18,014	1,149	29.41		32,763	18,195	1,149	28.51		3.1%	-1.0%	0.0%	3.2%	
HCC Express (1 bus) (NC/MPS)	2,901	868	137	21.16		2,030	784	123	16.47		42.9%	10.7%	11.2%	28.5%	
ISU Tri Towers (2 buses)	86,687	6,597	620	139.82		46,102	6,384	590	76.17		88.0%	3.3%	5.1%	78.9%	
ISU College Station (2 buses)	18,248	10,047	759	24.05		13,068	9,720	717	18.23		39.6%	3.4%	5.8%	31.9%	
Nite Ride (2 buses)	14,373	8,471	636	22.62		9,571	8,891	674	14.21		50.2%	-4.7%	-5.7%	59.2%	
Total Fixed Route	676,506	309,861	22,331	30.29		612,215	314,348	22,322	27.43		10.5%	-1.4%	0.0%	10.5%	
Demand Response															
Connect Mobility	16,821	80,347	6,266	2.68		13,779	64,982	5,087	2.70		22.1%	23.6%	22.9%	-0.7%	
Connect Late Night	1,621	9,185	566	2.86		1,676	9,145	595	2.82		-3.3%	0.4%	-4.9%	1.7%	
Total Demand Response	18,442	89,532	6,832	2.70		15,455	74,127	5,692	2.72		19.3%	20.8%	20.0%	-0.6%	
SYSTEM TOTALS	694,948	399,393	29,163	23.83		627,670	388,475	28,014	22.41		10.7%	2.8%	4.1%	6.4%	



Month: **FY15 July - September 2014**

	Target	FY2015	FY2014	% Change
Effectiveness				
Total Boardings per Revenue Hour	15.0	23.8	22.4	6.4%
Total Boardings per Capita	1.0	5.4	4.9	10.7%
Total Boardings per Revenue Mile	1.0	1.7	1.6	7.7%
Safety				
Total Preventable Accidents (Fixed Route and Demand Response)	0.0	8	3	166.7%
Preventable Accidents per 100,000 Miles	0.0	32	12	174.2%
Efficiency				
Farebox Recovery Ratio	13.3%	14.8%	16.8%	-11.8%
Average Fare	\$ 0.68	\$ 0.52	\$ 0.56	-5.8%
Cost per Revenue Hour	\$ 74.22	\$ 84.15	\$ 74.07	13.6%
Cost per Customer	\$ 5.10	\$ 3.53	\$ 3.31	6.8%
Operating Assistance Investment per Customer	\$ 4.42	\$ 3.01	\$ 2.75	9.4%
Base Statistics for Calculations				
Total Customers		694,948	627,670	10.7%
Total Revenue Hours		29,163	28,014	4.1%
Total Revenue Miles		399,393	388,475	2.8%
Total Bloomington-Normal Population (per the 2010 US Census)		129,107	129,107	0.0%
Total Operating Expense		\$ 2,454,123.00	\$ 2,075,053.00	18.3%
Total Operating Revenue (includes all directly-generated revenue such as Universal Access)		\$ 363,785.00	\$ 348,668.00	4.3%

Analysis & Interpretation

Fixed Stop Location Project

Bloomington-Normal Public Transit System – Connect Transit

I. Purpose of the Project

Connect Transit has contracted with Sam Schwarz Engineering and HDR to conduct an analysis on the placement and designation of fixed (posted) bus stops along its current fixed route system of 11 fixed routes -- operating 6 days per week -- as well as its 3 campus shuttles and 2 NiteRide routes that operate on the Illinois State University (ISU) campus during the school year.

Under the current system, riders can board a bus by signaling at any corner along a route, as long as the driver feels it is safe to stop (except for major terminals and hubs). While this provides access for passengers, it has several issues for both the operations of the system, the roadway, and for the Connect customers. This issues include:

- Slower, inconsistent service – with buses potentially stopping at every intersection, good overall speeds and reliability are difficult to achieve. The unpredictability of where a bus will stop makes adhering to schedules difficult.
- Additional pressure on bus drivers – bus drivers are under pressure to operate safely in mixed traffic. By not designating stops, drivers must also look out for passengers anywhere along the route, as well as then determine a safe place to pull over.
- Higher potential for safety issues – because of the unpredictability of a bus stopping along a route, vehicles traveling in mixed traffic have a harder time predicting and acting where a bus will pull over.
- Lack of customer amenities – without fixed stops, it is difficult to justify improving stop locations with amenities like shelters, bus pads, route and schedule information, ADA access, etc.
- Difficult for new or irregular riders – while regular riders understand the current system, a potential passenger is deterred by the lack of information on the street about routes, schedules, or where the bus will stop.

To alleviate these issues, this study has identified future fixed bus stops along every route in Connect Transit's system.

II. Project Team

Connect Transit staff involved at various points in the process included:

- Andrew Johnson, General Manager
- Roy Rickert, Director of Operations
- Dave White, Training and Safety Director
- Isaac Thorne, Director of Procurement
- Kyle Boehm, Planner

Consultant Team included:

- Joe Iacobucci, Director of Transit
Sam Schwartz Engineering
- John Pickering, Transportation Analysis
Sam Schwartz Engineering
- Janice Reid, Senior Project Manager
HDR
- Christopher Ziemann, HDR

Staff contributions included setting up the scope and parameters of projects, providing relevant route and stop data, and reviewing and providing feedback for stop drafts with regard to operations, safety, and efficiency.

III. Process

Step 1: Kick-off Meeting

On August 8, 2014, staff from Sam Schwartz Engineering and HDR met with staff from Connect Transit to consult on the schedule, deliverables, and standards for bus stop locations. The following were agreed upon:

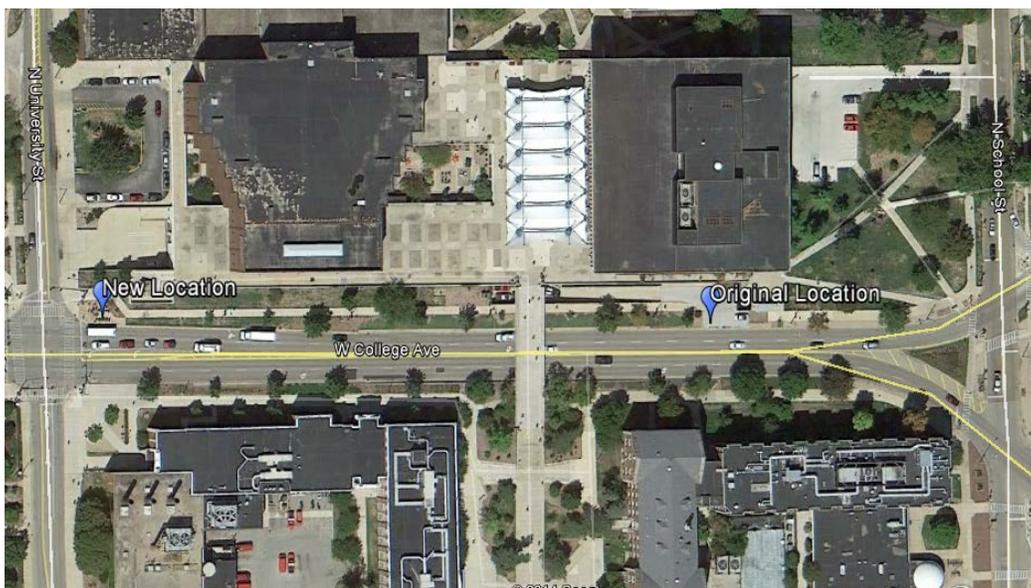
- Station spacing would be approximately every quarter-mile.
- The ideal placement for a stop is on the farside, with exception to intersections that a stop sign.
- Ideal length of a stop is 85 feet. This can be shorter based on context.
- ADA compliance is considered at every stop in the process.

Step 2: Analysis and Field Observations

Utilizing GIS and Google Earth and Google Streetview, the project team located all potential stops in a draft internal report prior to performing field visits. Subsequent to identification, field staff performed approximately 40 hours of field work to examine all potential stop locations, identify issues, make appropriate adjustments, and record final stop locations in GIS and excel. Each stop was recorded with field notes; most of them with pictures.

Step 3: Draft Submission and Revision

The consultant team submitted the first draft of stop locations and notes to Connect Transit. Connect Transit staff performed a thorough review of the draft and submitted dozens of comments, updates, and future recommendations. Based on feedback, the consultant team made changes or moved stops as directed by Connect Transit. Below is an example of a stop on College Avenue. After consultation with Connect Transit staff, this stop was adjusted to better serve the site.





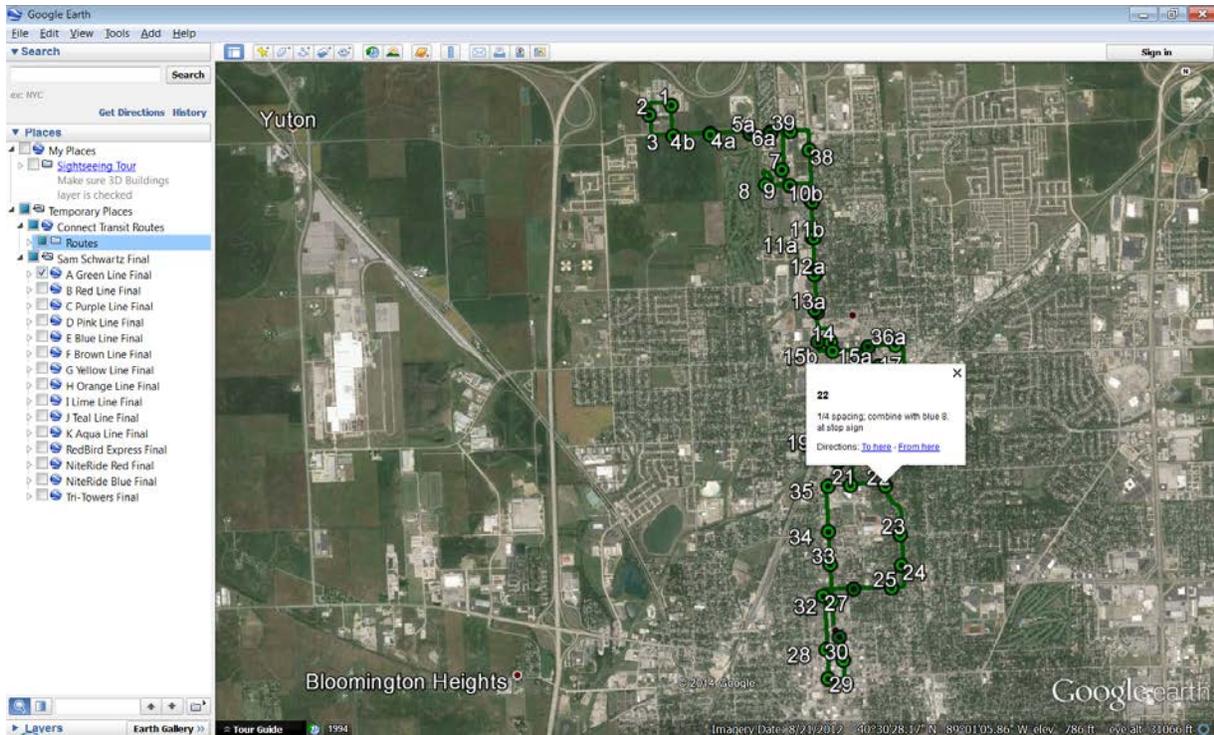
Original proposed location just West of College and School Streets. North side of College, west of School.



New proposed station just west of the original location on College St. and University Ave. North side of College, east of University

Step 4: Final Submission

The final submission of the stop locations for the Connect Transit System was delivered in the following formats: GIS, Google Earth (KML), and Excel. The final submission provides a plan for fixed stop locations for entire Connect Transit System accompanied by photos and field notes. The Google Earth and GIS files can be further augmented and customized for viewing or additional planning analyses.



A	B	C	D
Stop Number	Description	Longitude	Latitude
1	Heartland community stop sign, at stop sign. Convo with Heartland to determine where available	-89.012388	40.53432566
2	Heartland Community College, before stop sign. Convo with Heartland to determine where available	-89.01488901	40.53350395
3	Placeholder, combine with redbird 3. located after signal	-89.01235456	40.53185767
4a	placeholder, combine with redbird 4	-89.00764119	40.53208622
4b	1/4 mile; placeholder, combine with redbird express 4 combine with redbird 5, pick up for The Corn Crib.	-89.00777929	40.53205622
5a	Keep stop, will only be used during events, no consistent traffic expected 1/4 mile; placeholder, combine with redbird 5.	-89.00278601	40.53202485
5b	Keep stop, will only be used during events, no consistent traffic expected	-89.00286233	40.53204061
6a	Across the street from shelter at entrance to trailer park (B St.)	-89.00018404	40.53206325
6b	lincoln college; moved to shelter on Raab, owned by Lincoln College	-88.99859518	40.53205047
7	1/4 mile spacing; one way, before s golfcrest. 120'. connect with NiteRide 4. Services apartment buildings	-88.99867024	40.52808344
8	1/4 mile spacing; services apartment complexes. Move to corner of Orlando and Loop (Senior Housing Facility)	-89.00064764	40.52714375
9	1/4 mile spacing; one way, outside of Summertree apartment complex univeristy center; two way, existing bus stop south bound.	-88.99719321	40.52688203
10a	N bound across from parking lot entrance 90', combine with redbird 9 and NiteRide 6	-88.99536694	40.52543909
10b	Northbound, combine with niteride 6 and redbird 9	-88.99481749	40.52526463
11a	11a, combine with red 1a Fairmont Park	-88.99484909	40.52188674
11b	Northbound, combine with redbird 10, red 1, niteride 7	-88.99466158	40.52170177
12a	1/4 mile spacing; S bound. 164', 2 red, redbird 11, 8 niteride. existing bus stop N of here ~475'	-88.99474488	40.51832958
12b	Northbound, combine with red 2, niteride 8 and redbird 11	-88.99464902	40.51856487
13a	1/4 mile spacing; southbound	-88.99495616	40.51477045
13b	northbound, combine with niteride 16	-88.99469062	40.51465464
14	1/4 mile spacing; one way, existing bus shelter here, could combine with niteride 17	-88.99249948	40.51209144
15a	moved to further S on School St, one way	-88.98936201	40.50979635
15b	Outside of the library, headed northbound. large concrete pad	-88.99333109	40.51076625
16	.2 mile spacing; one way. existing bus stop, combine with 14 yellow, 10 orange,	-88.98681463	40.50972723
17	1/4 mile; 2 way; amtrak station. can combine with every other line at this one. Transit hub	-88.9850356	40.50876904
18a	1/4 mile spacing; two way, combine with lime 1. S side just W of School, combine with 1 lime	-88.98850339	40.50670857
18b	combine with lime 1, northbound	-88.98891788	40.50655635
19a	1/4 mile spacing; southbound, before stop sign	-88.9927007	40.50297364
19b	northbound, before stop sign	-88.99268186	40.50285589

IV. Results

The team sited and coded 958 stops for fifteen routes (11 main line routes, the Redbird Express route, 2 Nite Ride routes, and the Tri-Towers route). This will serve as the guide for Connect Transit to begin implementation of bus stop placement.

V. Benefits of Fixed-Stop Service to Connect Transit

As described above, a flag-stop system has certain advantages but several important drawbacks both for Connect Transit and its customers. Below are several major benefits from implementing a fixed-stop service.

- Improved system performance and reliability – with fewer, set stops, buses can remain on schedule and will need less time to complete each run. This can potentially save Connect Transit money in operating expenses.
- Improved customer satisfaction – Bus stops are often a passenger’s first exposure to a transit agency, and contribute to their overall perception of transit service. Well-designed bus stops with clear and consistent signage illustrate the value the agency places on the transit rider. Designating stops, allows for greater passenger amenities like shelters, schedule and route information, and any ADA upgrades to the stop area. This will not only improve conditions for existing riders, but could also attract new riders. It can also complement Connect Transit’s real-time bus tracking app. This will benefit existing riders and may attract new riders as well.
- Marketing opportunity - Bus stops provide a marketing opportunity for Connect Transit and can improve brand recognition – this is an opportunity for Connect Transit to further highlight its high-quality service and attract new riders.
- Maximize safety – With designated bus stops, local governments can give special attention to bus stop areas for pedestrian and bicycle improvements, ADA accommodations, and traffic safety treatments.

