

**CONNECT TRANSIT  
COMMUNITY TRANSPORTATION ADVISORY  
COMMITTEE MINUTES**

The meeting of the Community Transportation Advisory Committee (CTAC) was held at the Connect Transit facility located at 351 Wylie Drive, Normal, IL 61761 on August 19, 2015 at 3:00 p.m.

**MEMBERS PRESENT:**

William T. Brown  
Janet M. Hood  
Steve Petrilli, Jr.  
Matt Poppe  
Mike Raikes  
Michael Salzberger  
Noha Shawki  
Shannon Tarkowski

**MEMBERS ABSENT:**

Rickielee Benecke - Excused  
Dayna Brown - Excused  
Mary L. Caisley  
Evelyn LaCroix Johnson - Excused  
Doug Minter - Excused  
Mike O'Grady  
Jim Rosenlund

**STAFF PRESENT:**

Andrew Johnson, General Manager  
Julie Phillips, Executive Assistant

Andrew Johnson, General Manager welcomed the Community Transportation Advisory Committee (CTAC) members. Roll Call was taken.

There were no Public Comments.

Andrew Johnson, General Manager informed the CTAC members this session would provide them with an overview of Connect Transit, or a "Transit 101" course to assist them with better understanding the community's public transit system.

Mr. Johnson presented a Power Point Presentation to CTAC.

(PRESENTATION ATTACHED)

Mr. Johnson closed the formal meeting and opened the floor for comments and questions.

There was only one question from the floor, concerning bus routes and times. Mr. Johnson informed the CTAC that the mobile application Double Map was available for download, information is also available on Connect-Transit.com and a Connect Transit Riders Guide would be mailed to each CTAC member.

There were no additional questions.

The meeting adjourned at 4:05 p.m. and a tour of the Connect Transit facility was conducted.

# Public Transit 101

A Presentation to the  
Community Transportation  
Advisory Committee  
August 2015

# Goals for the Session

- A better understanding of:
  - Daily transit operations
  - Transit funding mechanisms
  - Transit regulatory compliance
  - Transit statistical analysis

# System Overview

- 120 employees
- 35 fixed route buses
- 15 demand response buses
- \$11.5 million operating budget (FY2016)
- A record 2,728,652 passenger trips in FY2016

# Transportation

- Fixed route operations
  - 13 routes
  - 24 buses in peak service operation
  - GPS real-time bus tracking

# Transportation

- Demand response operations
  - Connect Mobility ADA paratransit
  - Connect Late Nite demand response
  - Automated scheduling

# Transportation

- Staffing
  - Transit Operations Director
  - Transit Supervisors
  - Dispatchers
  - Operators

# Transportation

- Supervision
  - Base supervision
  - Road supervision
  - Operator shift planning and coordination
  - Customer service
  - Payroll tracking
  - Complaint tracking

# Maintenance

- Preventative maintenance, repair and cleaning
  - Fixed route vehicles
  - Demand response vehicles
  - Service vehicles
  - Facilities

# Maintenance

- Staffing
  - Maintenance Director
  - Supervisors
  - Mechanics
  - Servicemen

# Maintenance

- Administrative duties
  - Parts inventory management
  - Fuel management
  - Work order scheduling

# Administration

- Senior Staffing
  - General Manager
  - Chief Operating Officer
  - HR Director
  - Procurement Director
  - Finance Director
  - Safety and Training Director

# Administration

- Executive Management
  - Total system oversight
  - Community relations
  - Government relations
  - Labor relations
  - Planning
  - Regulatory compliance

# Administration

- Finance
  - Accounting
  - Payroll and Benefits
  - Audit
  - Regulatory compliance
  - Disadvantaged Business Enterprise
  - Title VI
  - EEO

# Administration

- Procurement
  - Operating and capital purchasing
  - Vendor relations
  - Grant writing
  - Grants management
  - Regulatory compliance

# Administration

- Safety and Training
  - Direct system-wide internal training
  - Coordinate outside training
  - Ensure proper security in buses and facilities
  - Monitor safety in all departments
  - Regulatory compliance

# System Funding

- Main sources of revenue
  - Federal government
    - 5307 & 5339 programs
  - State government
    - Downstate operating assistance
  - Passenger fares
  - Advertising

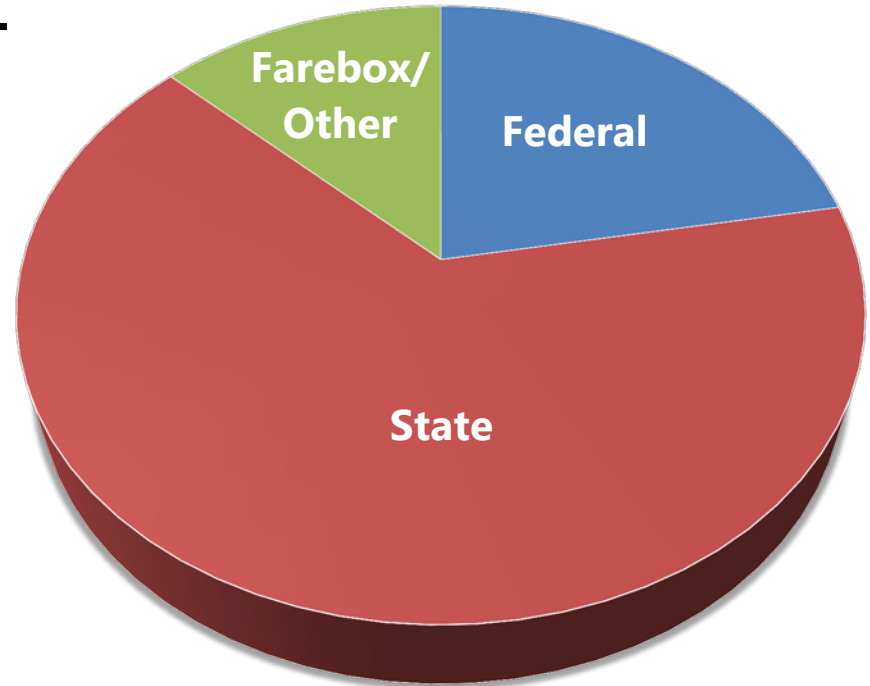
# System Funding

## Operating Budget - FY2016

Federal - 21%

State of Illinois - 65%

Farebox and Miscellaneous - 14%



# System Funding

- FTA grants
  - 5307 funding (operating and capital) is formula-driven based on population and population density
  - 5339 funding (capital) is a formula-driven grant program for buses and bus facilities that does not currently provide enough funding to purchase even 1 bus in Bloomington-Normal

# System Funding

- Illinois grants
  - Downstate operating assistance
    - 65% of operating expense
    - Applied for annually
  - Capital funding
    - State has provided partial and total funding for necessary capital assets using state funds or passing through federal funds

# Labor Relations

- Collective bargaining agreement covers all bus operators, mechanics, servicemen, dispatchers
- Agreement addresses everything from wages to work rules
- Agreement expires January 2017

# Regulatory Compliance

- Buy America
- Title VI Civil Rights
- Equal Employment Opportunity
- Disadvantaged Business Enterprise
- Americans with Disabilities Act
- Charter and School Bus restrictions

# Regulatory Compliance

- Drug and Alcohol Program
- Public comment requirements
- Procurement Policy

# Reporting Requirements

- National Transit Database
- Quarterly FTA financials per grant
- Monthly FTA ridership
- Monthly FTA safety and security
- Quarterly IDOT financials
- Semi-annual DBE status reports

# Statistics

- Ridership
- Revenue miles and hours
- Passengers per revenue hour
- Revenue/expense ratio
- Total and subsidy cost per passenger
- Miles between roadcalls
- Customer complaints

# Trustee Responsibility and Oversight

- Monitor financial performance
- Authorize contracts
- Monitor system effectiveness
- Receive public comment on service
- Authorize significant service changes
- Provide guidance to the General Manager

# The Timeline

