



AGENDA

Meeting of the Connect Transit Board of Trustees

September 22, 2015

4:30 P.M.

Uptown Station, 4th Floor, Room 409
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 1, 2015 and Executive Session Minutes of July 28, 2015
 - 2. Disbursements for Month of September, 2015
 - 3. Financial Report for Month of August, 2015
 - 4. Capital and Self Insurance Reserve Fund Balances for month of August, 2015
 - 5. Monthly Statistical Report for month of September, 2015
 - 6. 2015 Year to Date Report
- E. Old Business
- F. New Business
 - 1. Recommendation for Bus Stop Shelters IFB 15-13
 - 2. Recommendation for ADA Paratransit Eligibility RFP 15-11
- G. General Manager's Report
- H. Trustee's Comments
- I. Executive Session – ILCS 120/2(c)(1) – Personnel Matters
- J. Adjournment



August 2015

Financial and Statistical Reports

Disbursements to be Approved
September 22, 2015

Payee	Goods Purchased	Amount
4Imprint	Printed Materials	\$ 739.64
A.T.U. - C.O.P.E.	Payroll Deduction	\$ 155.32
ABC Bus Companies	Bus Parts	\$ 2,840.12
Airgas USA, LLC	Welding Supplies	\$ 224.52
Amalgamated Transit Union Local 752	Payroll Deduction	\$ 7,845.50
Ancel, Glink, Diamond, Bush, DiCianni &	Legal Service	\$ 200.00
Andrew Schmitgall	Tool Allowance	\$ 475.00
Assurance Agency, Ltd.	Insurance	\$ 75,963.00
Barker Motor Co.	DR- Bus Parts	\$ 598.23
Bill's Key and Lock	Locks & Keys	\$ 4.36
BlueLine Rental	Machine Rental	\$ 637.50
Brinks US	Armored Services	\$ 299.99
Carl Rokos	Travel & Meetings	\$ 196.65
Central Illinois Trucks Inc.	Bus Parts	\$ 1,326.17
Chicago CartoGraphics	New Maps/Rider Guides	\$ 1,425.00
CIRBN, LLC	Internet	\$ 347.84
City of Bloomington	Utilites	\$ 456.73
CliftonLarsonAllen LLP	Audit Services	\$ 6,800.00
Comcast Cable	Internet	\$ 407.85
Commerce-H.S.A.	Employee H.S.A. Funding	\$ 545.00
Corn Belt Energy Corp.	Utilites	\$ 4,160.68
Cummins Crosspoint	Bus Parts	\$ 527.24
Dish Network	Television Service	\$ 209.00
Don Owen Tire Service, Inc.	Bus Parts	\$ 115.00
East St. Hardware and Tools	Bus Parts	\$ 16.27
Engraving Express	Printed Materials	\$ 49.50
Evergreen FS	Fuel	\$ 42,061.89
Fast Signs	Printed Materials	\$ 815.15
Fastenal Company	Bus Parts	\$ 581.55
Fleet-Net Corporation	Software & Tech Support	\$ 1,405.00
Frontier	Telephone	\$ 38.21
G&K Services	Cleaning Uniforms & Rugs	\$ 485.04
Gabe Goldsmith	Travel & Meetings	\$ 12.07
Gillig LLC	Bus Parts	\$ 1,417.78
Global Equipment, Inc.	Garage Supplies	\$ 279.56
Government Finance Officers Association	Dues & Subscriptions	\$ 280.00
Great Plains Media	Radio Advertising	\$ 3,606.00
Greg Smith Equipment Sales, Inc.	Bus Parts	\$ 241.00
Health Alliance Medical Plans	Insurance	\$ 158,015.00
Henson Disposal	Garage Overhead	\$ 202.50
ICMA- Retirement Trust- 457	Payroll Deduction	\$ 25,992.12

Idaho Child Support Receipting	Payroll Deduction	\$ 190.00
Illinois Department of Revenue	Payroll Deduction	\$ 14,861.11
Illinois State Disbursement Unit	Payroll Deduction	\$ 2,912.51
Isaac Thorne	Education Reimbursement	\$ 1,985.00
IWIN	Employee Physicals	\$ 204.00
John H. Germeraad, Trustee	Payroll Deduction	\$ 960.00
Judd Fink	Tool Allowance	\$ 102.34
Kelly's Bakery and Café	Travel & Meetings	\$ 493.88
Kirby Risk Corporation	Building Maintenance	\$ 952.80
LIFTOFF	Software Licensing	\$ 1,465.80
Marjoe Banks	Separation Agreement	\$ 2,156.00
Martin Glaze	Travel & Meetings	\$ 592.08
MCI Service Parts	Bus Parts	\$ 182.00
McLean County Chamber of Commerce	Dues & Subscriptions	\$ 480.00
Mickey Ferrell	Separation Agreement	\$ 55,000.00
Midwest Transit Equipment, Inc.	Bus Parts	\$ 165.48
Miller Janitor Supply	Maintenance Supplies	\$ 157.34
Minerva Promotions	Uniforms	\$ 1,033.99
Mohawk Mfg. & Supply Co.	Bus Parts	\$ 594.32
Morris Avenue Garage	Bus Inspection	\$ 275.00
Mutual of Omaha	Dental, Life, AD&D,STD & LTD	\$ 10,746.23
Napa Auto Parts	Bus Parts	\$ 1,336.48
Nelson Nygaard	Consulting Fees - COA	\$ 96,542.04
Network Tool Warehouse	Shop Tools - Tire Changer	\$ 4,595.95
New Flyer Industries Canada UIC	Bus Parts	\$ 2,430.18
Nicor Gas	Utilites	\$ 84.39
North American Bus Industries	Bus Parts	\$ 1,593.88
Oberlander Alarm Systems, Inc.	Security Alarm Service Fee	\$ 197.00
Oklahoma Centralized Support Registry	Payroll Deduction	\$ 427.68
Palace Events	Lease & Rental	\$ 1,901.25
Payroll		\$ 302,184.83
Petty Cash	Reimbursement	\$ 5.00
Piercy Auto Body	Bus Repair	\$ 561.44
Resource One Office	Office Equipment	\$ 472.94
Ricoh USA, INC	Copier	\$ 253.84
Rilco, Inc.	Oil, Anitfreeze	\$ 4,178.96
Secretary of State	Vehicle Registration	\$ 515.00
Staples	Office Supplies	\$ 2,460.33
TeVoert Auto Electric, Inc.	Bus Parts	\$ 1,289.39
The Event Experience Company	Rental	\$ 89.10
TransitTalent.com	Employment Advertising	\$ 210.00
Truck Centers, Inc.	Bus Parts	\$ 10,895.95
United Parcel Service	Shipping	\$ 90.40
University Program Board	Travel & Meetings	\$ 575.00
US Department of Treasury	Federal tax Payment	\$ 54,953.05

Verizon Wireless	Mobile Data Terminals for SS	\$	509.03
Visa- Commerce	Travel & Meetings	\$	15,740.42
Visa- Commerce	Trustee's Expense	\$	2,326.50
Visa- Commerce	Advertising-Employment	\$	579.24
Visa- Commerce	Safety/Training	\$	241.00
Visa- Commerce	Computer Software	\$	159.34
Visa- Commerce	Shipping/Handling	\$	394.37
Visa- Commerce	Bus Parts- FR	\$	182.00
Visa- Commerce	Advertising- Promotions	\$	367.04
Visa- Commerce	Media Promotions	\$	100.00
Visa- Commerce	Dues & Subscriptions	\$	348.00
Visa- Commerce	Legal	\$	74.75
Visa- Commerce	Employee Recognition	\$	2,012.80
Visa- Commerce	Building Maintenance	\$	967.52
Visa- Commerce	Office Supplies	\$	1,330.94
VSP Of Illinois	Vision Insurance	\$	608.18
Wayne Printing	Printing	\$	2,098.83
Weaver's Rent-All Inc.	Lease & Rental	\$	859.00
WGLT	Radio Advertising	\$	250.00
William Masters, Inc	HVAC	\$	833.16

Total Operating \$ 955,335.06

Capital Account

CAD Construction, Inc	Construction	\$	60,596.90
Resource One Office	Furniture	\$	49,143.09
Shive-Hattery, Inc.	Architecture and Engineering	\$	3,500.00

Total Capital \$ 113,239.99

Total \$ 1,068,575.05

Bloomington Normal Public Transit

Balance Sheet

Fiscal Year: 2016	Period 2	August - 2015	Division: 99 Board Reports	As of: 08/31/2015
Assets				
Current Assets				
Checking and Savings			\$5,188,040.14	
Accounts Receivable			\$4,996,124.90	
Inventory Asset - Fuel			\$53,600.12	
Inventory Asset - Parts			\$244,047.33	
Inventory Asset - Tires			\$0.00	
Other Current Assets			\$172,103.04	
				<hr/>
Total Current Assets			\$10,653,915.53	
Fixed Assets			\$12,173,677.50	
				<hr/>
Total Assets			\$22,827,593.03	
				<hr/> <hr/>
Liabilities & Equity				
Liabilities				
Accounts Payable			\$293,257.97	
Payroll Liabilities			\$848,201.64	
Contracts			\$5,333.34	
Due to Illinois Funds Account			\$2,980,249.22	
Deferred Revenue			\$104,680.46	
Deficit Funding Advance			\$0.00	
				<hr/>
Total Liabilities			\$4,231,722.63	
EQUITY				
Fixed Asset Equity			\$12,483,532.77	
Unreserved Fund Equity			\$6,750,412.62	
Underground Petroleum Storage			\$20,000.00	
				<hr/>
Total Equity			\$19,253,945.39	
Retained Earnings			(\$658,074.99)	
				<hr/>
Total Liabilities & Equity			\$22,827,593.03	
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Bloomington Normal Public Transit Income Statement With Approved Budget

Fiscal Year: 2016	Period 2	Division: 98 Operating Profit/Loss		As of: 08/31/2015		
		August - 2015	Jul-2015 Thru Aug-2015 Year To Date	Approved Budget	Approved Budget	
Operating Revenue						
Passenger Fares		\$64,890.84	7.66%	\$135,814.92	16.03%	\$847,250.20
ISU Contract Fare		\$43,312.50	8.33%	\$86,625.00	16.67%	\$519,750.00
Other Contract Fares		\$12,166.66	9.01%	\$24,333.32	18.02%	\$135,000.00
Advertising Revenue		\$3,790.00	8.42%	\$12,375.00	27.50%	\$45,000.00
Miscellaneous Revenue		\$5,791.04	8.95%	\$12,193.24	18.84%	\$64,718.50
Total Operating Revenue		\$129,951.04	8.06%	\$271,341.48	16.84%	\$1,611,718.70
Operating Expenses						
Operators Wages		\$343,615.77	7.24%	\$708,603.79	14.93%	\$4,746,000.00
Maintenance Wages		\$73,679.28	7.42%	\$146,962.35	14.79%	\$993,350.00
Administration Wages		\$67,099.61	6.51%	\$147,056.95	14.28%	\$1,030,000.00
Employer Payroll Tax Expense		\$36,014.80	6.55%	\$74,739.54	13.59%	\$550,000.00
Retirement Plan		\$15,826.48	4.52%	\$32,135.39	9.18%	\$350,000.00
Group Insurance		\$81,973.49	8.08%	\$161,846.80	15.96%	\$1,014,000.00
Uniform Expense		\$909.27	3.28%	\$2,175.58	7.85%	\$27,700.00
Professional Services		\$8,620.66	6.81%	\$9,802.62	7.74%	\$126,650.00
Outside Repair-Labor		\$8,428.07	7.72%	\$10,423.43	9.55%	\$109,200.00
Contract Maintenance Services		\$2,066.16	1.47%	\$14,196.00	10.11%	\$140,450.00
Custodial Services		\$324.50	2.76%	\$2,073.92	17.65%	\$11,750.00
Employee Recruiting/Testing/Temp Help		\$264.00	1.10%	\$414.14	1.73%	\$24,000.00
Fuel		\$92,385.29	7.22%	\$177,769.27	13.89%	\$1,279,800.00
Lubricants		\$981.90	2.40%	\$2,078.72	5.08%	\$40,950.00
Tires		\$8,200.00	9.32%	\$16,274.24	18.49%	\$88,000.00
Bus Repair Parts		\$13,771.96	8.27%	\$31,791.92	19.10%	\$166,450.00
Other Materials & Supplies		\$801.17	1.36%	\$5,633.86	9.55%	\$59,000.00
Shelters/Signs/Shop Tools		\$0.00	0.00%	\$564.38	7.05%	\$8,000.00
Computer and Office Supplies		\$3,701.98	3.22%	\$8,015.21	6.97%	\$115,000.00
Utilities		\$3,014.31	2.37%	\$9,848.35	7.75%	\$127,000.00
Corporate Insurance		\$17,663.66	6.82%	\$35,327.32	13.64%	\$259,000.00
Dues/Subscriptions/Fees		\$2,980.00	7.90%	\$5,335.00	14.15%	\$37,700.00
Printing/Marketing/Training		\$15,691.16	6.35%	\$31,772.76	12.86%	\$247,000.00
Total Operating Expenses		\$798,013.52	6.91%	\$1,634,841.54	14.15%	\$11,551,000.00
Operating Assistance						
Operating Deficit		(\$668,062.48)	6.72%	(\$1,363,500.06)	13.72%	(\$9,939,281.30)
Illinois Downstate Operating Assistance		\$514,846.00	6.86%	\$1,063,422.00	14.16%	\$7,508,150.00
FTA 5307 Operating Assistance		\$169,609.00	6.98%	\$321,731.00	13.23%	\$2,431,131.00
Total Operating Assistance		\$684,455.00	6.89%	\$1,385,153.00	13.94%	\$9,939,281.00

Connect Transit
Local Capital and Self-Insurance Fund Balance
August 2015

<u>Self-Insurance Fund:</u>	<u>The Illinois Funds- Cash Balance</u>	
08/01/15	Beginning Balance	\$ 106,868.26
08/31/15	Additions - Interest Income	\$ 5.08
08/31/15	Ending Balance	<u>\$ 106,873.34</u>

<u>Local Capital Reserve:</u>	<u>The Illinois Funds- Cash Balance</u>	
08/01/15	Beginning Balance	\$ 2,087.21
08/31/15	Additions - Interest Income	\$ 0.09
08/31/15	Ending Balance	<u>\$ 2,087.30</u>

<u>Local Capital</u>	<u>Commerce Bank - Cash Balance</u>	
08/01/15	Beginning Balance	\$ 3,767,618.06
08/13/15	Deposit- Town of Normal	\$ 34,961.25
08/19/15	Cummins Crosspoint	\$ (45,814.49)
08/28/15	Deposit- City of Bloomington	\$ 47,420.83
08/31/15	Additions - Interest Income	\$ 479.93
08/31/15	Ending Balance	<u>\$ 3,804,665.58</u>

<u>FTA & IDOT Capital</u>	<u>The Illinois Funds- Cash Balance</u>	
08/01/15	Beginning Balance	\$ 43,607.00
08/31/15	Additions - Interest Income	\$ 2.07
08/31/15	Ending Balance	<u>\$ 43,609.07</u>

Total Reserve Capital Account \$ 3,850,361.95

Breakdown of the Local Capital Reserve Fund- Cash Balance:

Local Capital #1	Local Capital #2
<u>\$ 43,609.07</u>	<u>\$ 3,806,752.88</u>

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

	<u>FY16 Received</u> <u>8/31/2015</u>	<u>FY16 Receivable</u> <u>8/31/2015</u>
Bloomington	\$ 94,841.66	
Normal	\$ 69,922.50	
Total YTD	<u>\$ 164,764.16</u>	<u>\$ -</u>

<u>Local Capital Reserve Fund Balance - Account Value</u>		
08/31/15	Cash Balance	\$ 3,850,361.95
08/31/15	Loans to Operating	\$ 2,980,249.22
08/31/15	Reserve fund for underground storage tank (Cap. I)	\$ (40,000.00)
08/31/15	Ending Balance	<u>\$ 6,790,611.17</u>
Local Capital #1	Local Capital #2	
\$ 3,609.07	\$ 6,787,002.10	



Month:

Monthly Report

Ridership

Ridership Fixed Route	<input type="text"/>
Ridership Demand Response	<input type="text"/>
Total Monthly % Change Over Prior Year	<input type="text"/> %
Fixed Route Average Daily Boardings	<input type="text"/>
Demand Response Average Daily Boardings	<input type="text"/>
% On-Time Performance	<input type="text"/> %
Average Boardings per Hour of Service	<input type="text"/>

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	<input type="text"/>
Demand Response National Transit Database Major Mechanical System Failures	<input type="text"/>
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	<input type="text"/>
Demand Response Miles Between National Transit Database Major Mechanical System Failures	<input type="text"/>
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	<input type="text"/>
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	<input type="text"/>
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	<input type="text"/>
Demand Response Miles Between National Transit Database Other Mechanical System Failures	<input type="text"/>
Fixed Route Miles between All National Transit Database Mechanical System Failures	<input type="text"/>
Demand Response Miles between All National Transit Database Mechanical System Failures	<input type="text"/>
Average % of Buses with Defective Automated Voice Announcements	<input type="text"/> %

Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)	<input type="text"/>
National Transit Database Safety-Related Incidents per 100,000 Miles	<input type="text"/>
National Transit Database Security-Related Incidents per 100,000 Miles	<input type="text"/>
Number of Validated Complaints each month	<input type="text"/>
Number of Customer Compliments Received	<input type="text"/>
Daily Average of Phone Calls Received for FR	<input type="text"/>
Daily Average of Phone Calls Received for DR	<input type="text"/>

Efficiency

Revenue/Expense Ratio	<input type="text"/> %
Fixed Route Cost per Unlinked Passenger Trip	<input type="text"/>
Demand Response Cost per Unlinked Passenger Trip	<input type="text"/>
% of Preventative Maintenance Performed On-Time	<input type="text"/> %
Fixed Route Maintenance Cost Per Mile (excluding fuel)	<input type="text"/>
Demand Response Maintenance Cost Per Mile (excluding fuel)	<input type="text"/>



2015 Year-to-Date Report

Ridership

	ACTUAL	GOAL	
Ridership Fixed Route	377,662	448,473	
Ridership Demand Response	11,361	13,364	
Total Ridership (year to date)	389,023	462,005	
Fixed Route Year-to-Date % Change Over Prior Year	-7.74	1.40	
Demand Response Year-to-Date % Change Over Prior Year	-7.02	8.70	
Fixed Route Average Daily Boardings	7,126	7,401	
Demand Response Average Daily Boardings	214	241	
% On-Time Performance	82.30	85.00	
Average Boardings per Hour of Service	20.58	23.49	

State of Good Repair

Fixed Route National Transit Database Major Mechanical System Failures	8		
Demand Response National Transit Database Major Mechanical System Failures	0		
Fixed Route Miles Between National Transit Database Major Mechanical System Failures	35,954	25,000	
Demand Response Miles Between National Transit Database Major Mechanical System Failures	33,163	24,000	
Fixed Route National Transit Database Other Mechanical System Failures (Roadcalls)	74		
Demand Response National Transit Database Other Mechanical System Failures (Roadcalls)	8		
Fixed Route Miles Between National Transit Database Other Mechanical System Failures	2,929	3,000	
Demand Response Miles Between National Transit Database Other Mechanical System Failures	10,929	8,000	
Fixed Route Miles between All National Transit Database Mechanical System Failures	19,441	14,000	
Demand Response Miles between All National Transit Database Mechanical System Failures	22,046	16,000	
Average % of Buses with Defective Automated Voice Announcements	4.96	5.00	

Customer Service

Average Interior Cleanliness Inspection Score (1 to 5)	3	3	
National Transit Database Safety-Related Incidents per 100,000 Miles	4.47		
National Transit Database Security-Related Incidents per 100,000 Miles	0.00		
Number of Validated Complaints each month	17	10	
Number of Customer Compliments Received	3		
Daily Average of Phone Calls Received for FR	377	410	
Daily Average of Phone Calls Received for DR	364	395	

Efficiency

Revenue/Expense Ratio	15.02	13.00	
Fixed Route Cost per Unlinked Passenger Trip	\$ 3.50	\$ 3.44	
Demand Response Cost per Unlinked Passenger Trip	\$ 28.36	\$ 28.53	
% of Preventative Maintenance Performed On-Time	100.00	90.00	
Fixed Route Maintenance Cost Per Mile (excluding fuel)	\$ 0.94	\$ 0.97	
Demand Response Maintenance Cost Per Mile (excluding fuel)	\$ 0.63	\$ 0.77	

Meeting or exceeding goal	
Within 10% of goal	
Missing goal by more than 10%	



MEMO

DATE: September 22, 2015
 TO: Board of Trustees
 FROM: Isaac Thorne, Chief Operating Officer
 SUBJECT: Recommendation for Bus Stop Shelters IFB 15-13

RECOMMENDATION: That a five (5) year firm fixed price contract with Brasco International in an amount not to exceed \$563,125.00 be approved and the General Manager be authorized to execute the necessary documents.

BACKGROUND: Connect Transit received three (3) bids for bus stop shelters from the following companies: LNI Custom MFG, Tolar Manufacturing Company, and Brasco International.

Staff has identified nineteen (19) bus stop shelter locations in Normal and will utilizing the Town of Normal Community Development Block Grant. Staff will prioritize the remaining shelters locations based on highest utilized stops. Partnership opportunities are also be sought with businesses and agencies within the community to leverage funding for the remaining bus shelters.

This contract will allow Connect to purchase a minimum of 25 and maximum of 75 shelters over the next five (5) years.

DISCUSSION: Three (3) Bids for bus stop shelters from the following companies: LNI Custom MFG, Tolar Manufacturing Company, and Brasco International.

Company	Estimated Quantity	5'x8' Shelter Price	Sub-Total
LNI Custom MFG	50	\$7,539	\$376,950
Tolar	50	\$7,775	\$388,750
Brasco	50	\$6,950	\$347,500

Company	Estimated Quantity	5'x10' Shelter Price	Sub-Total
LNI Custom MFG	15	\$7,849	\$117,735
Tolar	15	\$8,780	\$131,700
Brasco	15	\$7,725	\$115,875



Company	Estimated Quantity	5'x15' Shelter Price	Sub-Total
LNI Custom MFG	10	\$8,313	\$83,130
Tolar	10	\$9,880	\$98,800
Brasco	10	\$9,975	\$99,750

Company	Total Shelter Price
LNI Custom MFG	\$577,815
Tolar	\$619,250
Brasco	\$563,125

OPTIONAL EQUIPMENT

Brasco	Trash Receptacle	Solar LED Pole	Information Display
Price	\$475	\$350	\$300

FEATURES

- Three-seat bench
- LED Solar lighting, 12-hour battery back-up
- Tinted roof
- Meets ADA requirements

FINANCIAL IMPACT: Connect is funding this project through a combination of Federal Transit Administration Grant, Community Development Block Grant and local funding.





MEMO

DATE: September 22, 2015
TO: Board of Trustees
FROM: Isaac Thorne, Chief Operating Officer
SUBJECT: Recommendation for ADA Paratransit Eligibility RFP 15-11

RECOMMENDATION: That a three (3) year firm fixed price contract with LIFE Center for Independent Living in an amount to not exceed \$257,837.00. be approved and the General Manager be authorized to execute the necessary documents.

BACKGROUND: Over the past five years Connect has seen a 43.8% increase in mobility ridership. Staff has reviewed current mobility application procedures and determined that implementing ADA paratransit certification would benefit our customers and service delivery.

DISCUSSION: One (1) proposal for the Americans with Disabilities Act Paratransit Eligibility RFP 15-11 from LIFE Center for Independent Living was received.

Connect Mobility has 700 active customers and new applicants daily that will be required to go through the ADA paratransit certification process. The goal of implementing the certification process is to ensure that all current and new Connect Mobility customers qualify for the service. Connect Mobility is a critical service in the community and needed by individuals who are unable to use the fixed route due to a variety of barriers. With the increased demand for Connect Mobility service over the last five (5) years, staff desires to ensure that the limited resources are best utilized by individuals that qualify for the service and retain customers that do not qualify by training them on the fixed route bus system.

LIFE Center for Independent Living provides a variety of community services, including technical assistance regarding the Americans with Disabilities Act. They have a staff of employees with experience and skills in working with those with disabilities and are acutely aware of the barriers affecting independence and how disabilities can affect individual transportation needs and options.

LIFE Center for Independent Living will develop policies and procedures for the certification process following Federal Transit Administration and Americans with Disabilities Act requirements. They will also participate in a number community listening sessions leading up to the implementation date. In conjunction with the certification process they will also conduct training with ineligible applicants on the fixed route bus system.

FINANCIAL IMPACT: Funds for this service will come from annual operating funds.